

**Minutes of a meeting of**  
**The Facilities Committee**  
**held on Wednesday 7<sup>th</sup> May 2025**  
**at the School Green Centre commencing at 19:30**

Present: Cllrs Boyer, Jahromi, James, Johnson (Vice Chair), Masseron and Peer

Attending: B Winton (Clerk)  
S Herring (Deputy Clerk)  
S Ali (Facilities Manager)

**25/FC/47                      Public Questions**

47.1                      There were no public questions

**25/FC/48                      Apologies and declarations of Members' Interest**

48.1                      Apologies for absence had been received from Cllr Clarke

Cllr Johnson chaired the meeting

48.2                      Declarations of Members' interests

There were no declarations of Members interests.

**25/FC/49                      Minutes of the Previous Meeting**

49.1                      The minutes of the Facilities Committee meeting held on 2<sup>nd</sup> April 2025 were approved as a correct record and signed by Cllr Johnson

Proposed:              Cllr James  
Seconded:             Cllr Boyer  
Approved:              Unanimously

*Clark Clarke*

*4/6/25*

49.2 Matters Arising from the Minutes of the meeting held on  
2<sup>nd</sup> April 2025

24/FC/110.2 Clerk to add Ryeish Green Pavilion to the agenda for Facilities Committee once a response had been received from the Army Cadet Force regarding their potential interest in the site

On the agenda 7.2 (Minute 25/FC/53.2)

25/FC/15.2 Clerk to advise Deputy Clerk to add in microphones to the specification for Tower and Grazeley Rooms

This had been noted.

25/FC/15.2 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

Quotes had been received and would be analysed in due course.

**ACTION – Quotes for equipment for streaming and recording council meetings in the Tower Room and Grazeley Room to be presented to the next meeting**

25/FC/16.5 Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.

The Facilities Manager was waiting for quotes.

25/FC/19.2 Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025

This would be arranged.

**ACTION – Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse**

25/FC/32.3 Clerk to follow up with Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

This was on the agenda 9.1 (Minute 25/FC/55.1)

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25/FC/33.1 Facilities Manager to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

Facilities Manager reported that he was still working on this. Members requested to see the proposed sign before it was ordered.

**ACTION –**

- Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground
- Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered

25/FC/35.1 Clerk to ask WBC for advice on how to best restore the pond at Grazeley Road

This was on the agenda 9.2 (Minute 25/FC/55.2)

25/FC/35.1 Clerk to develop a long-term plan for the presentation and maintenance of the pond

This was on the agenda 9.2 (Minute 25/FC/55.2)

25/FC/38.2 Clerk to submit a report to Finance & General Purposes Committee based on the directions set by the Facilities Committee for Millworth Lane and High Copse Pavilion

This had been done

25/FC/40.1 Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room

This was on the agenda 6.1 (Minute 25/FC/52.1)

25/FC/40.1 Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood

This was on the agenda 6.1 (Minute 25/FC/52.1)

25/FC/40.2 Clerk to arrange quotes for the various youth shelter designs identified

This was on the agenda 6.2 (Minute 25/FC/52.2)

25/FC/40.2 Discussions to be arranged with local youths about possible design of youth shelters

This was on the agenda 6.2 (Minute 25/FC/52.2)

25/FC/41.1 Facilities Manager to arrange for signage for the main room at High Copse Pavilion

This will be done

- 25/FC/41.2 Clerk to arrange meeting of the Sports Working Party to consider future use of High Copse Pavilion pitches

This was on the agenda 7.2 (Minute 25/FC/53.1)

- 25/FC/43.1 Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options

This was on the agenda 8.1 (Minute 25/FC/54.1)

- 25/FC/44.1 Cllr Clarke to keep the committee informed on progress of the Environmental Field

This was on the agenda 9.3 (Minute 25/FC/55.3)

- 25/FC/44.2 Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area

This was on the agenda 9.4 (Minute 25/FC/55.4)

- 25/FC/44.3 Cllr Clarke to keep the committee informed on progress of the open area next to the two new football pitches at Hyde End Lane

This was on the agenda 9.5 (Minute 25/FC/55.5)

## 25/FC/50

### Sports Provision

- 50.1 Toilets for Millworth Lane

The Facilities Manager advised that all was going to plan and the toilets would be ready for use by 23<sup>rd</sup> May.

#### ACTION –

- Facilities Manager to arrange for photographs to be taken
- Clerk to arrange a leaflet to be circulated to residents in Millworth Lane

- 50.2 Millworth Sports Park

Following discussions at the April Facilities meeting, the Clerk had taken the committee's recommendations to the Finance and General Purposes Committee and from there to Full Council on 23<sup>rd</sup> April. Full Council had approved the Outline Business Case for joint applications for Millworth Lane Recreation Ground and at High Copse pitch (for a 3G full sized pitch).

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Reports had been received of organised sports groups using the recreation ground unknown to SPC. All groups should check availability with SPC prior to using the ground and this should then be booked onto Rialtas (booking system).

**ACTION –**

- Facilities Manager to erect a sign to inform all currently using Millworth Lane Recreation to check availability with SPC so this can be booked onto Rialtas (booking system)
- Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate

**50.3 Fitness Centre – Millworth Lane Recreation Ground**

A separate recommendation to proceed with the Fitness Element at Millworth Lane had also been approved by Full Council and the Clerk was in discussions with the building surveyor on progressing these decisions. The Clerk had met with the Fitness Centre provider for an update.

**ACTION – Clerk to circulate the latest plans and original proposal to members of the committee**

**25/FC/51**

**School Green Centre and School Green**

**51.1 School Green Centre**

There was currently nothing to report on the School Green Centre

**51.2 School Green Working Party**

There was currently nothing to report from the School Green Working Party

**25/FC/52**

**Spencers Wood Pavilion**

**52.1 Upgrade to the Community Room**

The Deputy Clerk advised that the bluetooth speakers had now been installed in the Community Room at the Spencers Wood Pavilion. A decision was still to be taken on the imagery for the wall in the room. The Facilities Manager was arranging for the removal of the room divider. The cost for removal was £695 compared to the annual service fee of £356. There had been one repair which had cost £560.

**ACTION –**

- Facilities Manager to arrange for the removal of the room divider
- Deputy Clerk and Clerk to present imagery for the wall in the room

*CNC*



52.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

Another Dispersal Order had been put in place over the weekend but there was no warning of this.

The Clerk was arranging quotes for the various youth shelter designs identified at the previous meeting. Discussions would then be arranged with local youths about their preferred design of youth shelters.

Members felt that a pump track was needed in the Parish and suggested that the Clerk contact the University of Reading (UoR) to ascertain whether the site below the Manor Ground on Brookers Hill was still a viable option.

**ACTION –**

- Clerk to arrange quotes for the various youth shelter designs identified
- Discussions to be arranged with local youths about possible design of youth shelters
- Clerk to contact the UoR to ascertain if the site below the Manor Ground on Brookers Hill was a viable option for a Pump Track
- Cllr Johnson to look at proposals for sites in the Parish for a pump track
- Clerk to add pump tracks to the Sports Working Party agenda in June
- Clerk to obtain costings for a pump track

25/FC/53

**Other Council buildings**

53.1 High Copse Pavilion – working party

The Sports Working Party had met on 23<sup>rd</sup> April to set out criteria for the selection of cricket and football clubs to play at High Copse. The Working Party agreed that as it was SPC who wished to remove the playing fields at Millworth Lane this should lead to Shinfield Rangers being offered alternative pitches at High Copse.

It was **AGREED** that Shinfield Rangers be offered the football pitches at High Copse from September 2025

Proposed: Cllr Johnson  
Seconded: Cllr James  
Approved: Unanimously

The Working Party felt that the cricket square should be assigned to one club only but there were a number of different clubs that had expressed an interest and the most appropriate approach was to invite each club to tender for the right to play at High Copse. The Working Party had considered the potential criteria to be applied (see Appendix A).

**ACTION –**

- Clerk to add an item to the agenda of the Sports Working Party to draw up initial Heads of Terms for the use of High Copse football pitches
- Clerk to add an item to the agenda of the Sports Working Party to draw up the tender document for the usage of the Cricket Square at High Copse

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53.2 Ryeish Green Pavilion

The Army Cadet Force had now advised that they did not wish to follow through on initial interest in taking on Ryeish Green Pavilion.

It had been reported that the door to the building had been forced open and there was a strong smell of drugs inside the building. This had since been secured.

The Committee continued to be undecided on whether to dispose of the building or refurbish it, should there be a viable use.

**ACTION – Clerk to recirculate figures for refurbishment to members of the Committee for future discussion**

25/FC/54

**Microgeneration**

- 54.1 The Clerk and Facilities Manager had held a very positive Teams call on Thursday 1<sup>st</sup> May with representatives from the Centre for Sustainable Energy (CSE) who seem to be an organisation that could provide the holistic approach to all potential renewable energy options for our estate.

We agreed to provide a summary of each building so that they could identify the most useful people to come to Shinfield and spend a day assessing all the sites.

They explained that there was the growing use of commercial Battery Energy Storage Systems and talked about centralised storage, for example, one site storing the PV output from multiple buildings. These are better inside a building than outside in storage containers which was the other option for providing them. However, there is a reluctance to have high risk fire elements inside buildings. This could be a potential use for the Ryeish Green Pavilion that could be explored.

It was unanimously **AGREED** to proceed with the consultant.

**ACTION – Clerk to proceed with meetings with the consultant for Microgeneration**



## Parish Wide Items

## 55.1 Deardon Orchard

Lynda Hope and the Clerk had met with Matt Knight from Freely Fruity on Friday 2<sup>nd</sup> May about a new sign for Deardon Orchard. Freely Fruity were supportive of a more minimalist approach that set out the reason for the orchard. Additional signs that identified the variety of trees, what the fruit looked like, when the fruit would appear and why it had been selected for the Orchard could be placed around the orchard to encourage a higher level of interaction.

## ACTION –

- Clerk to circulate a design for the sign prior to the next meeting
- Cllr Johnson agreed to put the information into an image generator and circulate ideas to the committee

## 55.2 Grazeley Road Pond

The Clerk had made a request to Andy Glencross to see if there was anyone within WBC who could advise on the best way to identify a programme of work to restore the pond at Grazeley. In the meantime, the Facilities Team would remove the duck weed.

ACTION – Facilities Team to remove the duck weed at the Grazeley Road pond

## 55.3 Environmental Field at the End of Hayes Drive

There were no current updates.

ACTION – Cllr Clarke to keep the committee informed on progress

## 55.4 Deer Leap Park – grassed area

There were no current updates.

ACTION – Cllr Clarke to keep the committee informed on progress

## 55.5 Open space adjacent to the two new football pitches at Hyde End Lane

There were not any current updates.

ACTION – Cllr Clarke to keep the committee informed on progress





25/FC/56

**Correspondence**

- 56.1 The Clerk advised that Martyn's Law had now been signed into law. As this applied to venues where 200+ people might be present at the same time it potentially applied to School Green Centre and High Copse Pavilion. There was no immediate action as guidance was still being prepared but we would need to show that our venues were ready and able to respond in an emergency.

**ACTION – Clerk to draft a policy to set out implementation of Martyn's Law**

25/FC/57

**Date of Next Meeting**

- 57.1 The next meeting would be held on Wednesday, 4<sup>th</sup> June 2025.

**The meeting ended at 20:55**

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### List of Actions

|                          |                                                                                                                                                                               |                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 25/FC/49.2<br>25/FC/15.2 | Quotes for equipment for streaming and recording council meetings in the Tower Room and Grazeley Room to be presented to the next meeting                                     | Clerk &<br>Deputy Clerk |
| 25/FC/19.2               | Facilities Manager to arrange a meeting on site at High Copse Pavilion with White Horse                                                                                       | Facilities<br>Manager   |
| 25/FC/33.1               | Facilities Manager to arrange for a sign at the Spencers Wood Pavilion and Recreation Ground                                                                                  | Facilities<br>Manager   |
| 25/FC/33.1               | Facilities Manager to circulate the proposal for the sign to members of the committee prior to it being ordered                                                               | Facilities<br>Manager   |
| 25/FC/50.1               | Facilities Manager to arrange for photographs to be taken of the Tennis Club toilets                                                                                          | Facilities<br>Manager   |
| 25/FC/50.1               | Clerk to arrange a leaflet to be circulated to residents in Millworth Lane                                                                                                    | Clerk                   |
| 25/FC/50.2               | Facilities Manager to erect a sign to inform all currently using Millworth Lane Recreation to check availability with SPC so this can be booked onto Rialtas (booking system) | Facilities<br>Manager   |
| 25/FC/50.2               | Facilities Manager to check for signage relating to Liability and display any relevant signs as appropriate                                                                   | Facilities<br>Manager   |
| 25/FC/50.3               | Clerk to circulate the latest plans and original proposals to members of the committee for the Fitness Centre at Millworth Lane Recreation Ground                             | Clerk                   |
| 25/FC/52.1               | Facilities Manager to arrange for the removal of the room divider at the Spencers Wood Pavilion                                                                               | Facilities<br>Manager   |
| 25/FC/52.1               | Deputy Clerk and Clerk to present imagery for the wall in the Community room                                                                                                  | Deputy Clerk<br>& Clerk |
| 25/FC/52.2               | Clerk to arrange quotes for the various youth shelter designs identified                                                                                                      | Clerk                   |
| 25/FC/52.2               | Discussions to be arranged with local youths about possible design of youth shelters                                                                                          | Clerk                   |
| 25/FC/52.2               | Clerk to contact the UoR to ascertain if the site below the Manor Ground on Brookers Hill was a viable option for a Pump Track                                                | Clerk                   |
| 25/FC/52.2               | Cllr Johnson to look at proposals for sites in the Parish for a pump track                                                                                                    | Cllr Johnson            |
| 25/FC/52.2               | Clerk to add pump tracks to the Sports Working Party agenda in June                                                                                                           | Clerk                   |
| 25/FC/52.2               | Clerk to obtain costings for a pump track                                                                                                                                     | Clerk                   |
| 25/FC/53.1               | Clerk to add an item to the agenda of the Sports Working Party to draw up initial Heads of Terms for the use of High Copse football pitches                                   | Clerk                   |

|            |                                                                                                                                                 |                    |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 25/FC/53.1 | Clerk to add an item to the agenda of the Sports Working Party to draw up the tender document for the usage of the Cricket Square at High Copse | Clerk              |
| 25/FC/53.2 | Clerk to recirculate figures for refurbishment of the Ryeish Green Pavilion to members of the Committee for future discussion                   | Clerk              |
| 25/FC/54.1 | Clerk to proceed with meetings with the consultant for Microgeneration                                                                          | Clerk              |
| 25/FC/55.1 | Clerk to circulate a design for the sign for Deardon Orchard prior to the next meeting                                                          | Clerk              |
| 25/FC/55.1 | Cllr Johnson agreed to put the information into an image generator and circulate ideas to the committee                                         | Cllr Johnson       |
| 25/FC/55.2 | Facilities Team to remove the duck week at the Grazeley Road pond                                                                               | Facilities Manager |
| 25/FC/55.3 | Cllr Clarke to keep the committee informed on progress of the Environmental Field at the End of Hayes Drive                                     | Cllr Clarke        |
| 25/FC/55.4 | Cllr Clarke to keep the committee informed on progress of Deer Leap Park – grassed area                                                         | Cllr Clarke        |
| 25/FC/55.5 | Cllr Clarke to keep the committee informed on progress on the open space adjacent to the two new football pitches at Hyde End Lane              | Cllr Clarke        |
| 25/FC/55.6 | Clerk to draft a policy to set out implementation of Martyn's Law                                                                               | Clerk              |

*Can C. Clarke*

*4/6/25*

**Draft criteria for selecting the usage of the Cricket Square at High Copse**

1. Club's Contribution to the Community:
  - a. Community Engagement: Evaluate how actively the club engages with the local community, including running youth programs, community events, and outreach activities.
  - b. Inclusivity: Consider the club's efforts to promote inclusivity and diversity within its membership and activities.
2. Club's Track Record and Reputation:
  - a. History and Stability: Assess the club's history, stability, and reputation within the community. A well-established club with a good track record is likely to be a reliable tenant.
  - b. Previous Usage and Maintenance: Review how the club has maintained and utilized other facilities in the past. Clubs with a good record of maintaining facilities should be given preference.
3. Development Plans and Future Vision:
  - a. Youth Development Programs: Give priority to clubs that have strong youth development programs, as these contribute to the long-term growth of the sport and community engagement.
  - b. Future Plans: Consider the club's future plans for growth and development, including any proposed improvements to the cricket square or additional community programs.
4. Financial Stability and Capability:
  - a. Financial Health: Evaluate the financial stability of the club to ensure they can afford the maintenance and any associated costs of using the cricket square.
  - b. Funding and Sponsorship: Consider the club's ability to secure funding and sponsorships, which can contribute to the upkeep and improvement of the facility.
5. Usage and Scheduling:
  - a. Proposed Usage Schedule: Assess the club's proposed usage schedule to ensure it aligns with the availability of the cricket square and does not conflict with other community activities.
  - b. Flexibility and Sharing: Consider the club's willingness to share the facility with other community groups or clubs if needed

The Clerk would arrange a process where each of the interested parties could set out their position on each of the above and rates of payment for use of the ground.

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