

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th September 2024
at School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

24/FC/80 Public Questions

80.1 There were no public questions

24/FC/81 Apologies and declarations of Members' Interest

81.1 There were no apologies for absence

81.2 There were no declarations of Members' interests

24/FC/82 Minutes of the Previous Meeting

82.1 The minutes of the Facilities Committee meeting held on 3rd July 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

82.2 The following matters arising from the meeting held on 5th June were discussed:

24/FC/70.2 Clerk to arrange a site visit to High Copse Pavilion

This had been done

Cllr Johnson to take some drone pictures of the Pavilion and pitches

This had been done

24/FC/70.2 Clerk to send plans to Chris Howard, WBC of Millworth Sports Park

This had been done and was on the agenda

Paul B. Clarke
2-10-24

24/FC/70.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda.

24/FC/71.1 Clerk to arrange installation of the screens on School Green

The screens were now installed.

24/FC/71.2 Clerk to chase AOC regarding the hatch in the café kitchen

The Clerk has chased AOC for the necessary input on the design of the hatch. They had been advised that AOC had been concentrating on other projects including the installation of the cinema.

ACTION – Clerk to chase AOC regarding the hatch in the café kitchen

Clerk to arrange a quarterly meeting with Crumbs Café

The Clerk advised that he was looking to arrange the first formal quarterly meeting with Crumbs for the end of September.

ACTION – Clerk to arrange meeting with Crumbs and the Catering Working Party

24/FC/72.2 Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the committee

This was on the agenda.

24/FC/74.1 Clerk to promote the Manor Ground once the completion date for High Copse was available

This would be done.

24/FC/75.1 Clerk to continue to investigate microgeneration

This was on the agenda

24/FC/76.2 Clerk to obtain views of allotment holders as to the kind of accessibility needs required

This will be done in the coming months including discussing at the allotments AGM in October.

Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time

This would be an ongoing process.

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- 24/FC/77.1** Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish

The process had begun with discussion at the Frensham Green event on 1st August but more work was required to fully engage with residents and in particular those in the north of the parish.

- 24/FC/77.2** Clerk to continue to develop opportunities for volunteering

This would be an ongoing process.

- 24/FC/77.4** Members to report any playparks without a bin to Cllr Masseron

Nothing further had been reported to date.

- 24/FC/77.5** Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area

The Grounds Maintenance Officer had not been able to progress this before they left the Council. The Clerk suggested that this be left to the new Facilities Manager to take up when they were eventually appointed.

ACTION – Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.

Clerk to send Cllr Johnson a copy of the condition report received on the Spencers Wood Ground play area

This had been done.

- 24/FC/78.1** Clerk to communicate the decision of the Committee to Water-Wize

This had been done.

24/FC/83

Sports Provision

- 83.1 Toilets for Millworth Lane

Everything had been ordered and the final delivery date was expected to be in October 2024.

- 83.2 Sports Working Party

High Copse

A site visit had been arranged for Thursday 5th September. Cllrs Clarke, James, Johnson and Masseron had already viewed the site. Cllr Masseron suggested that rugby be kept on the agenda, however, it was recognised that junior rugby did not require line markings.

A joint meeting between SPC and UoR had been arranged for Saturday, 14th September where the following could be discussed:-

- Security where the cycle path runs in front of the building
- Graffiti – an anti-graffiti substance had been applied to the building
- Weeds on the pitches
- UoR plans to put in allotments – it was noted that SPC did not wish to manage any more allotments
- Ask the UoR to cut back the grass in the field at the top of the Ridge
- Clarification of the proposed Community Garden
- Request that the land next to the football pitches is grassed as currently the only area for children to play is Deardon Field

Millworth Sport Park

The initial planning application has now been submitted but before it goes live Wokingham Borough Council have requested some additional information part of which will be provided by the Building Surveyor and part by the Clerk (including details of public consultation on the subject). Cllr Clarke and the Deputy Clerk had met with Tony Grover; it was noted that additional trees would need to be planted to meet the requirements of biodiversity net gain.

ACTION – Clerk to ensure that the additional information required for the planning application for Millworth Lane is submitted

83.3 Hyde End Lane Football Pitches

Cllr Clarke reported that the pitches were now looking good. It was unclear when the pitches would be available for use how the booking process would work. This would need to be checked with Andy Glencross, WBC.

**ACTION – Clerk to check booking process with WBC
Clerk to check when the pitches would be available for use**

83.4 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

83.5 High Copse – use of sports facilities

The Clerk had received interest from two other cricket clubs, other than Shinfield Cricket Club and suggested that a Working Party be set up to establish the future use of the ground, this could involve a tendering process.

Once a Facilities Manager had been appointed this could proceed further.

24/FC/84

School Green Centre and School Green

84.1 School Green Cinema Facility

The schedule has been particularly challenging for the contractors, and they have had to work around each other more than they would normally do but despite that the work to date had progressed in accordance with the plan. There had been a slight delay with the delivery of the seating due to production issues with the contractor but this had been delivered on Wednesday 4th September. The project remains to be materially completed on Monday 9th September.

There will remain some additional work required to the front of the cupboard doors but this can be done in between bookings after the 9th of September. Once materially complete there will be training for council staff and some test screenings to establish everything works as required.

The Clerk would check to see if the use of gaming or showing Sky Sport was covered by the licence. The minimum fee for showing films was £91.00 per film.

ACTION – Clerk to check the requirements for gaming and Sky Sports

84.2 Meeting Audio and Video

This was still being developed.

84.3 General matters – School Green and School Green Centre

Cllr Johnson would take drone pictures where Lailey Path crosses onto Hyde End Road, when the children return to school. The Clerk reported that the BCLRs were working with WBC officers to progress this problem.

ACTION – Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road

24/FC/85

Spencers Wood Pavilion

85.1 Upgrade to Spencers Wood Pavilion

The detailed plans were still being complied by the Deputy Clerk.

ACTION – Clerk to obtain quotes for the work to be carried out and report back to the Committee

24/FC/86

Manor Ground

86.1 There were no material issues to report regarding the Manor Ground. The Dementia care group had reiterated their desire to relocate to High Copse as soon as possible to enable them to increase their numbers and the Manor Ground Pavilion would be marketed for occasional hire once they had vacated.

24/FC/87

Microgeneration

- 87.1 The Clerk had begun the process of contacting consultants who may be in a position to assist with the scoping of potential work.

ACTION – Clerk to continue to investigate microgeneration

24/FC/88

Allotments

- 88.1 Allotment fees – October 2025-2026

The Clerk presented proposals for either a 10% or 15% increase in the rates which reflect the decision taken in September 2023 for above inflation increases each year to close the gap between income and direct allotment expenses each year (not including staff costs).

Allotment holders are required to receive one years notice of any rate increases so the prices being proposed would come into effect from October 2025.

It was **AGREED** that the allotment rates for 2025-2026 would increase by 15% from 2024-2025 rates.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: 5 for, 1 against, 1 abstention

ACTION – Clerk to advise the Allotments Administrator of the prices set for 2025-2026 to enable the allotment holders to be informed of the increase at the required time

- 88.2 Allotments Inspection Process

The Clerk advised that the new inspection process was continuing to have a positive effect. With each allotment reviewed each month there had been a marked reduction in the number of plots being identified as requiring work to be carried out. For those that had been identified, the point in the process was approaching where notice could be served to terminate the agreements, or comply with the previous correspondence they had received on the matter.

Members thanked the Allotments Officer and Allotments Inspection Officer for the work they had done.

- 88.3 Proposal to introduce Performance Deposits for new Allotment Holders from 1st October 2025

Due to the increased costs of returning allotment plots to an acceptable state, the Clerk set out a proposal to introduce a performance deposit for new tenants who take on an allotment from October 2025 onwards. This would not apply to existing allotment holders or those who take up a plot by

LWC

30th September 2025. Those currently on the waiting list would be informed that this process would commence if they were offered a plot from 1st October 2025 onwards. This was to encourage tenants to continuously work their plots and to redeem them if they no longer required them; if the plot was returned in a satisfactory condition the deposit would be refunded.

Members **AGREED** to introduce a performance deposit equivalent to double the annual allotment fee, applicable to the year of assignment, to all plots taken up from 1st October 2025. This would be in addition to the annual fee.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit

24/FC/89

Parish Wide Items

89.1 Waste Bins

Cllr Masseron reported that this was a huge issue in the parish. Some bins were under used, some overused and abused. It was essential that she had access to a map. Now that WBC had introduced the fortnightly waste collection the disposal of household waste was appearing in the outdoor parish bins and adding to the problem.

ACTION

- Clerk to:-
 - Investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented
 - Investigate the scope of the litter pickers
 - Progress moving of bin from Fullbrook Avenue to Hyde End Road
 - Discuss the issue with other Clerks in the Borough to see if the new WBC waste collection timetable was having a larger impact on the of use outdoor bins
 - Publish the 'Adopt a Street' scheme to raise awareness among residents
- Cllrs to take photographs of any misused or overflowing bins to WBC

89.2 Use of drugs and theft

Cllr Johnson expressed concerns over the continuous theft at the Co-op and drug dealing particularly between the garage and Kwik Fit.

ACTION – Clerk to add to the agenda of the Full Council meeting



24/FC/90

Correspondence

90.1 Longacre Play Park

A member of the public had approached the council to request that SPC take on the maintenance of the Longacre Playground when completed, rather than WBC.

After considering the potential costs it was **AGREED** to decline this request.

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to inform the resident accordingly

24/FC/91

Date of Next Meeting

91.1 The next meeting would be held on Wednesday, 2nd October 2024

The meeting ended at 21:41

Carl Clarke
2-10-24

List of Actions

24/FC/82		
24/FC/71.2	Clerk to chase AOC regarding the hatch in the café kitchen	Clerk
24/FC/71.2	Clerk to arrange meeting with Crumbs and the Catering Working Party	Clerk
24/FC/77.5	Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.	Facilities Manager
24/FC/83.2	Clerk to ensure that the additional information required for the planning application for Millworth Lane is submitted	Clerk
24/FC/83.3	Clerk to check booking process with WBC for the pitches on Hyde End Lane	Clerk
24/FC/83.3	Clerk to check when the pitches on Hyde End Lane would be available for use	Clerk
24/FC/83.4	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/84.1	Clerk to check the requirements for gaming and Sky Sports in the Shinfield Cinema	Clerk
24/FC/84.3	Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road	Cllr Johnson
24/FC/85.1	Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the Committee	Clerk
24/FC/87.1	Clerk to continue to investigate microgeneration	Clerk
24/FC/88.1	Clerk to advise the Allotments Administrator of the prices set for 2025-2026 to enable the allotment holders to be informed of the increase at the required time	Clerk
24/FC/88.3	Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit	Clerk
24/FC/89.1	Clerk to investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented	Clerk
24/FC/89.1	Clerk to investigate the scope of the litter pickers	Clerk
24/FC/89.1	Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road	Clerk
24/FC/89.1	Clerk to discuss the issue with other Clerks in the Borough to see if the new WBC waste collection timetable was having a larger impact on the use of outdoor bins	Clerk
24/FC/89.1	Clerk to publish the 'Adopt a Street' scheme to raise awareness among residents	Clerk
24/FC/89.1	Cllrs to take photographs of any misused or overflowing bins to WBC	All Cllrs
24/FC/89.2	Clerk to add to the agenda 'use of drugs and theft' of the Full Council meeting	Clerk
24/FC/90.1	Clerk to inform the resident of the decision of the committee regarding the management of the Longacre play park	Clerk

