

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd October 2024
at School Green Centre commencing at 19:30

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

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

24/FC/92 Public Questions

92.1 There were no public questions

24/FC/93 Apologies and declarations of Members' Interest

93.1 There were apologies for absence from Cllr Jahromi

93.2 There were no declarations of Members' interests

24/FC/94 Minutes of the Previous Meeting

94.1 The minutes of the Facilities Committee meeting held on 4th September 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

94.2 The following matters arising from the meeting held on 4th September were discussed:

24/FC/82 Clerk to chase AOC regarding the hatch in the café kitchen

24/FC/71.2 AOC had been chased but as yet have not provided the additional information required to allow a contractor to be assigned the work.

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

24/FC/71.2 Clerk to arrange meeting with Crumbs and the Catering Working Party

This was on the agenda

24/FC/77.5 Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.

This is in abeyance until the new Facilities Manager is in post. Cllr James and the Clerk had interviewed candidates on 1st October.

24/FC/83.2 Clerk to ensure that the additional information required for the planning application for Millworth Lane was submitted

This had now been provided to the quantity surveyor and should now allow the application to go live shortly.

24/FC/83.3 Clerk to check booking process with WBC for the pitches on Hyde End Lane

The Clerk had contacted WBC and the response was:-

"I visited the site the other day and I would say they look like they may be available from the start of next season. There is a bedding in period and we will need to order equipment etc to ensure the site can be operational.

I am working with colleagues on the gate system to be applied.

The pitches are likely to be allocated to Spencers Wood /Shinfield Rangers and we will work with them to understand the pitch requirements.

This will be booked via the PitchBooking portal."

24/FC/83.3 Clerk to check when the pitches on Hyde End Lane would be available for use

As above

24/FC/83.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda, see minute 24/FC/95.4

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

24/FC/84.1 Clerk to check the requirements for gaming and Sky Sports in the Shinfield Cinema

Small scale use of electronic games for community purposes is allowed (as per Fifa and Fortnite licences). Sky Sports does require a licence and a quote would need to be obtained but it was anticipated that this would cost hundreds of pounds per month.

24/FC/84.3 Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road

This had been done. This item would now be transferred to the Planning and Highways Committee meeting.

ACTION – Clerk to add to the agenda of the Planning and Highways Committee meeting

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

This was on the agenda, see minute 24/FC/97.1

24/FC/87.1 Clerk to continue to investigate microgeneration

This was on the agenda, see minute 24/FC/99.1

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

This was on the agenda, see minute 24/FC/100.1

24/FC/88.3 Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit

This had been done.

24/FC/89.1 Clerk to investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented

Access for both Cllrs Johnson and Masseron had been arranged

24/FC/89.1 Clerk to investigate the scope of the litter pickers

The Clerk reported that fully collated data was not currently available and would require some additional work to ensure that both those in receipt of remuneration, and volunteer litter pickers, were collated in one place.

The three litter pickers receiving remuneration cover the following areas:-

- Shinfield Village – Hollow Lane and School Green) – 16 hours per month
- Arborfeld Road and Hyde End Road – 13 hours per month
- Three Mile Cross and Basingstoke Road, and sometimes does Spencers Wood Recreation Ground - 10 hours per month

24/FC/89.1 Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road

This had not yet been done.

ACTION - Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road

- 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

Clerks all suggest that there are the same issues over the borough but not as bad as was originally anticipated. Biggest issues are arrangements for the elderly.

- 24/FC/89.1** Clerk to publish the 'Adopt a Street' scheme to raise awareness among residents

This has been done and will appear periodically in the newsletter.

- 24/FC/89.1** Cllrs to take photographs of any misused or overflowing bins to WBC

Nothing had been reported.

- 24/FC/89.2** Clerk to add to the agenda 'use of drugs and theft' of the Full Council meeting

This was added but not discussed and will be carried over to the next Full Council meeting.

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

- 24/FC/90.1** Clerk to inform the resident of the decision of the committee regarding the management of the Longacre play park

The Clerk had informed the resident of the outcome of the meeting.

24/FC/95

Sports Provision

- 95.1 Toilets for Millworth Lane

We have now been advised that the toilets will be delivered in early December.

- 95.2 Sports Working Party

High Copse

The Clerk and IT and Communications Officer had visited the site on 26th September with Cllr Clarke. The decoration was well advanced, and the building was looking good. The utilities had now been installed and the handover was still on track for later this year. The proposed handover date was 8th November 2024. A meeting had been arranged for 4th November 2024 for explanation on the operation of the equipment.

Questions for University of Reading can be carried forward to the meeting on the 16th October.

- 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
- Are they putting up the cricket practice nets
- Storage area needs to be covered to protect the motorised roller and mower
- If the UoR can supply a lockable container, will they apply for planning permission and pay for it

ACTION – questions to be submitted for the meeting to be held between SPC and UoR on 16th October

Millworth Sport Park

The planning application was with BDS and would be going live shortly.

95.3 Hyde End Lane Football Pitches

See previous minute 24/FC/94.2 (24/FC/83.3)

95.4 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

95.5 Richborough developers

The proposed development in Spencers Wood had asked for suggestions for sports facilities on the new site. Suggestions were 3g pitch for rugby/multipurpose use and facilities for junior cricket.

95.6 Shinfield Junior Cricket Teams

There were currently 16 cricket team. Those playing on Millworth Lane Recreation Ground would need somewhere else to play and it was suggested that Spencers Wood Recreation Ground could be an option, with the use of temporary matting options. It had been reported that under 11's were not able to play on this kind of surface.

ACTION – Clerk to send Cllr Johnson details of the temporary matting

24/FC/96

School Green Centre and School Green

96.1 School Green Cinema Facility

Installation was almost complete with just some finishing touches required. Feedback from the 'test' screenings had been positive and enquiries were already being received to hire the cinema equipment.

96.2 School Green Centre

Nothing to report, however, the new Facilities Manager will be asked to look at the following:

- Long term maintenance schedule
- Reviewing and retendering the cleaning contract

96.3 School Green Working Party

Consideration was given as to whether this working party was still required now that the decorative screens and posts had been installed on the School Green.

Discussion took place regarding an upgrade to the 'desire path' from the infant school to the crossing on Hyde End Lane. Cllr Masseron proposed that a question be asked to the wider community but there was no seconder to progress to a vote.

Members of the committee were divided as to whether a path should be installed. It was therefore proposed to obtain a quote for the path for further consideration at a future meeting.

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Agreed: 5 in favour, 1 abstention

ACTION – Clerk to obtain quotes for the cost of a path

20:30 Cllr Johnson left the meeting

24/FC/97

Spencers Wood Pavilion

97.1 Upgrade to the Community Room

Quotes for new roller blinds had been received and it was agreed that these could be replaced.

The Clerk suggested that a photograph of Spencers Wood could be vinyl wrapped on the end wall to enhance the aesthetics of the room and this was agreed.

It was anticipated that the blue tooth equipment that had been removed from the Ryeish Green Room at the School Green Centre could be installed at the pavilion.

ACTION – Clerk to arrange for the upgrade to the Community Room at the Spencers Wood Pavilion

Other Council buildings

98.1 Manor Ground including storage of equipment

Concern was expressed that the roller was left out in all weathers and needed to be kept under cover and locked.

ACTION –

- Clerk to check with the Shinfield Cricket Club as to the plans for the roller
- Clerk to check the insurance conditions

98.2 Ryeish Green Pavilion

No further progress had been made with regards to the access road.

ACTION – Clerk to chase the Head Partnership regarding access

98.3 High Copse Pavilion – storage of outdoor cricket equipment

See Minute 24/FC/95.2

98.4 High Copse Pavilion – furniture requirements

The building needed to be fitted out with tables, chairs and other equipment.

ACTION – Clerk to draw up a list of equipment required for High Copse Pavilion and submit to the Finance and General Purposes Committee for approval

98.5 High Copse – use of facilities

Consideration was required to the operation and the allocation of the cricket and football pitches and there had been a lot of interest shown already. It was suggested that a working party be set up to develop the process with possibly a tendering process towards the end of May.

ACTION – Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

98.6 High Copse – grass and community garden

CLlr Clarke had been in discussion with Nigel Frankland, UoR regarding the meadow grass and community garden. Clarification was required on the various areas surrounding the pitches to ensure that weeds were not spread onto the pitches and areas were available for public use.

ACTION – CLlr Johnson be requested to take a drone picture of the area

24/FC/99**Microgeneration**

- 99.1 The Clerk had contacted several companies, however, there did not appear to be an overarching approach to microgeneration. Each company had specific areas, for example, either solar or heat pumps. He was awaiting a response from one other company.

24/FC/100**Allotments**

- 100.1 The Allotments Administrator had advised the allotment holders of the prices set for 2025-2026 and the renewal letters had been issued.

The Allotments officer advised that there has been a higher than normal return of allotments which would appear to be as a direct result of the new inspection regime.

The Annual General Meeting for allotments would be held on Monday, 21st October

24/FC/101**Parish Wide Items**

- 101.1 There was nothing further to report this month.

24/FC/102**Correspondence**

- 102.1 Dobbies Garden Centre

It was reported that the garden centre would be closing at the end of December. It was noted at the Dobbies site sat within the Designated Emergency Planning Zone (DEPZ). No further information on the future use of the site was currently available.

24/FC/103**Date of Next Meeting**

- 103.1 The next meeting would be held on Wednesday, 30th October 2024

The meeting ended at 21:15

List of Actions

24/FC/82		
24/FC/71.2	Clerk to chase AOC regarding the hatch in the café kitchen	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/84.3	Clerk to add to the agenda of the Planning and Highways Committee meeting the proposed path between the end of Lailey Path/Hyde End Road to the Shinfield Infant School	Clerk
24/FC/89.1	Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road	Clerk
24/FC/89.2	Clerk to add to the agenda of the Full Council meeting 'use of drugs and theft'	Clerk
24/FC/95.2	Questions to be submitted for the meeting to be held between SPC and UoR on 16 th October	Clerk
24/FC/95.4	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/95.6	Clerk to send Cllr Johnson details of temporary matting for cricket	Clerk
24/FC/96.3	Clerk to obtain quotes for the cost of a path from Shinfield Infant School to the crossing on Hyde end Lane	Clerk
24/FC/97.1	Clerk to arrange for the upgrade to the Community Room at the Spencers Wood Pavilion	Clerk
24/FC/98.1	Clerk to check with the Shinfield Cricket Club as to the plans for the roller	Clerk
24/FC/98.1	Clerk to check the insurance conditions for the roller at the Manor Pavilion	Clerk
24/FC/98.2	Clerk to chase the Head Partnership regarding access to the Ryeish Green Pavilion	Clerk
24/FC/98.4	Clerk to draw up a list of equipment required for High Copse Pavilion and submit to the finance and General Purposes Committee for approval	Clerk
24/FC/98.5	Clerk to set up a working party to progress a process for the usage of the pitches at High Copse	Clerk
24/FC/98.6	Cllr Johnson be requested to take a drone picture of the High Copse area	Clerk