

**To all members of the Facilities Committee**

Notice is hereby given that a meeting of the Facilities Committee will be held on  
WEDNESDAY 8<sup>th</sup> January 2025 at 19.30 at the School Green Centre.



Bruce Winton  
Chief Executive and Clerk to the Parish Council  
2<sup>nd</sup> January 2025

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

**Agenda**

**1. Public Questions**

- 1.1 To **RECEIVE** and **CONSIDER** public questions

**2. Apologies and declaration of members' interests**

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence  
2.2 To **RECEIVE** members' declarations of interest

**3. Minutes of the previous meeting**

- 3.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on  
27<sup>th</sup> November 2024 as a correct record of the meeting and to authorise the  
Chair to sign the same\*  
3.2 To **CONSIDER** matters arising from the minutes

**4. Meeting schedule for 2025/26**

- 4.1 To **RECEIVE** and **CONSIDER** a Facilities Committee meeting schedule for 2025/26

**5. Sports Provision**

- 5.1 To **RECEIVE** and **NOTE** an update on the installation of toilets and peripheral  
work for the tennis club at Millworth Lane  
5.2 To **RECEIVE** and **CONSIDER** the planning application for Millworth Sports Park  
5.3 To **RECEIVE** and **CONSIDER** a verbal update regarding previous grants in respect  
of Millworth Sports Park  
5.4 To **RECEIVE** and **CONSIDER** any other sports updates  
5.5 To **RECEIVE** and **CONSIDER** a proposal for the installation of two hybrid cricket  
strips at the Manor Ground and to request approval from Full Council for the  
use of CIL funds.

**6. School Green Centre and School Green**

- 6.1 To **RECEIVE** and **NOTE** a verbal update on matters relating to the School Green Centre

**7. Spencers Wood Pavilion**

- 7.1 To **RECEIVE** and **CONSIDER** a verbal update on the refurbishment of the aesthetics of the Spencers Wood Pavilion

**8. Other Council buildings**

- 8.1 To **RECEIVE** and **CONSIDER** an update on the handover for High Copse Pavilion
- 8.2 To **RECEIVE** and **CONSIDER** the setting up of a working party for High Copse

**9. Microgeneration**

- 9.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on options for microgeneration within the Shinfield Parish Council estate

**10. Parish Wide Items**

- 10.1 To **RECEIVE** and **CONSIDER** a verbal update on the Environmental Field at the end of Hayes Drive
- 10.2 To **RECEIVE** and **CONSIDER** a verbal update on the grassed area at Deer Leap Park
- 10.3 To **RECEIVE** and **CONSIDER** a proposal to display an information board at the Deardon Orchard in recognition of Freely Fruity's contribution to maintenance.
- 10.4 To **RECEIVE** and **NOTE** an update on Wokingham Borough Council's request regarding Clares Green Cemetery

**11. Correspondence**

- 11.1 To **RECEIVE** and **NOTE** an article published by BBC Berkshire "More Muslim burial spaces found in borough"\*

**12. Date of Next Meeting**

- 12.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 5<sup>th</sup> February 2025 at 19:30

\* Report attached

\*\* Report to follow

**Minutes of a meeting of**  
**The Facilities Committee**  
**held on Wednesday 27<sup>th</sup> November 2024**  
**at School Green Centre commencing at 19:30**

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

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

**24/FC/116                      Public Questions**

116.1      There were no public questions

**24/FC/117                      Apologies and declarations of Members' Interest**

117.1      There were apologies for absence from Cllrs Masseron and Peer

117.2      Declarations of Members' interests

Cllr Johnson declared an interest in the Shinfield Rangers Football Club

**24/FC/118                      Minutes of the Previous Meeting**

118.1      The minutes of the Facilities Committee meeting held on 30th October 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed:      Cllr Boyer  
Seconded:      Cllr Johnson  
Approved:      Unanimously

118.2      The following matters arising from the meeting held on 30<sup>th</sup> October were discussed:

**24/FC/82**

24/FC/71.2      Facilities Manager to arrange installation of the hatch in the café kitchen

This was in hand but involved ensuring that the hatch fully complied with building safety regulations and was integrated into the fire alarm system.

**ACTION - Facilities Manager to arrange installation of the hatch in the café kitchen**

24/FC/89.1 Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

This was on the Facilities Manager's list of actions.

**ACTION - Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road**

24/FC/98.5 Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

This was on the agenda.

24/FC/107.2 Clerk to confirm how long the lease would be offered for High Copse

The current draft lease for High Copse had been increased to 60 years. The University had been requested to consider whether this could be extended further.

The lease will come forward to Full Council for consideration in December.

**ACTION – Clerk to add to the agenda of Full Council in December 2024**

24/FC/107.2 Clerk to establish the ongoing grounds maintenance costs for the High Copse site

Members **AGREED** to leave this discussion to the Working Party.

**ACTION – Clerk to add to the agenda of the Sports Working Party**

24/FC/107.3 Clerk to add Assets of Community Value to the agenda for the Planning and Highways Committee meeting on 6<sup>th</sup> November 2024

This had been done.

24/FC/107.5 Cllr Johnson to take images of the Environmental Field that lies to the Southeast of J11 of the M4

This had been done.

24/FC/107.6 The Clerk to raise with Wokingham Borough Council (WBC) the area that lies adjacent to Deer Leap Park where it was proposed to plant an orchard

The Clerk had written twice to WBC outlining that Shinfield Parish Council (SPC) would prefer the area to be left open for recreation but had not received a response. Cllr Lias reported that planting had now taken place around the edges of the space. Subsequently, Cllr Clarke had written to WBC outlining his frustrations that WBC had ignored the

requests of SPC and no communication had taken place prior to the planting being carried out.

It was noted that the planning condition stated "to be designed in line with parish council requirements", however, town and parish councils do not generally have any input into S106 expenditure.

- 24/FC/107.7** Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

The Clerk reported that this had not been done.

- 24/FC/107.8** Clerk to verify with Shinfield Cricket Club the requirements for the junior cricket teams

This was on the agenda, minute 119.6

- 24/FC/107.9** Clerk to write to the University of Reading (UoR) to ascertain their views with respect to drainage at the Manor Ground site

The Clerk had raised this with Nigel Frankland and it would be on the agenda for the joint meeting of SPC and UoR to be held on 4<sup>th</sup> December

**ACTION – Clerk to add to the agenda of the joint meeting with UoR to be held on 4<sup>th</sup> December 2024**

- 24/FC/108.2** Clerk to arrange for the Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre.

The Clerk reported that both these items were on the list of actions for the Facilities Manager who was still only on his third week in the role.

**ACTION - Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre.**

- 24/FC/108.3** Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting

As 108.2 above.

**ACTION - Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting**

- 24/FC/108.4** Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley Rooms for streaming and recording council meetings

The Deputy Clerk would look into this once the new Customer Care Team training had taken place.

**ACTION - Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley Rooms for streaming and recording council meetings**

- 24/FC/109.1** Deputy Clerk to progress the upgrade to the Community room at the Spencers Wood Pavilion

This was on the agenda – minute 24/FC/121.1

- 24/FC/110.1** Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required.

The Facilities Manager had visited the site and was preparing the costings for the work.

**ACTION - Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required.**

- 24/FC/110.2** Clerk to chase the Head Partnership regarding access to Ryeish Green Pavilion

The Clerk had been in contact with the Head Partnership regarding the access to the Ryeish Green Pavilion, however, their priority was working on the lease for High Copse.

**ACTION – Access to Ryeish Green Pavilion to be added to the agenda of the next Facilities Committee meeting**

- 24/FC/110.4** Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

This is on the agenda – Minute 24/FC/123.2

- 24/FC/111.1** Clerk to report back to the committee following the meeting with WBC Energy Officer

This was on the agenda – Minute 24/FC/122.1

- 24/FC/113.1** Clerk to gain more information on current usage of Spencers Wood Library to allow further consideration at the next meeting

The Clerk had requested some additional information on the library but had not received all the data.

24/FC/119

**Sports Provision**

119.1 Toilets for Millworth Lane

The Facilities Manager had put in place the necessary arrangements for the delivery of the toilet block which will be in early December.

119.2 Sports Working Party

High Copse

This was discussed at Minute 24/FC/123.1 and 123.2

Millworth Sport Park

The Clerk reported that there had been a large number of comments on the WBC planning portal and he would be responding to the planning officer accordingly. If the planning application was refused, SPC would need to carefully consider the next steps.

Cllr Johnson reported that he had met with Shinfield Rangers Football Club to address some of the concerns. The main issues were:-

- Insufficient 11aside football pitches to meet the demand in the borough
- The club had been advised to reduce the number of games at the Ryeish Green pitches by WBC, due to overuse
- The potential loss of an 11aside football pitch at Millworth Lane
- The club are currently playing 15 homes games each week and using Swallowfield and Millworth Lane in addition to the Ryeish Green pitches
- Following 'Storm Bert', 31 11aside games were cancelled due to flooding with only Millworth remaining playable.

A meeting had been arranged for 5<sup>th</sup> December between SPC and the Football Clubs where the issues would be discussed in more detail.

119.3 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**

119.4 High Copse – 9aside football pitches north of the bus lane

Cllr Clarke suggested that Bloor Homes be approached to provide money to develop the pitches north of the bus lane at High Copse. In light of previous comments from the football clubs it may be better to consider 11aside pitches.

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

119.5 Hyde End Lane Football Pitches

A meeting had been arranged with WBC on 11<sup>th</sup> December regarding the use of the pitches. It was envisaged that they would be ready for play by August 2025.

119.6 Temporary Options for Shinfield Cricket Club Junior Teams

Following a meeting with the Cricket Club the preferred option would be to install two hybrid cricket strips (95% grass) on the existing square. The most cost effective option would be to install both on the same day.

The expectation was that the additional strips would cope with the junior cricket sessions and the adult teams and would not interfere with the runoff areas for the football pitches.

The Clerk was still awaiting costs, but the expectation was that the cost would be about 2/3rds of the installation of a fully artificial surface and if the work was done in January/February 2025 they would be playable for the start of the next cricket season.

**ACTION – Clerk to obtain costs of two hybrid cricket strips at the Manor Ground**

119.7 Drainage at the Manor Ground

Cllr Johnson had visited the site to ascertain why the pitches were flooding. On checking the culvert there appeared to be no water flowing out indicating that there may be a blockage. He also identified a tank at the top of the field, near the pavilion, and reported that the lid had been removed, possibly caused by overfilling, that was now allowing the water to spill out and flood the pitches.

**ACTION – Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues**

24/FC/120

**School Green Centre and School Green**

120.1 Room Charges for 2025/26

Options for room charges for 2025/26 had been circulated with the agenda.

Members **AGREED** not to increase the charges for 2025/26 for the rooms at the School Green Centre as proposed, however, they would like the price for the Community Room at Spencers Wood Pavilion to be reduced to £15 per hour for weekday bookings and £25 per hour for weekend bookings due to the higher uptake of bookings following a 50% discount offer in 2024/2025. It was felt that the budget would be achieved through volume in growth and recognised that the price should remain competitive within the community.

Proposed: Cllr James  
Seconded: Cllr Johnson  
Approved: Unanimously

**ACTION – Clerk to arrange for the revised tariff to be implemented from 1<sup>st</sup> April 2025**

- 120.2 Shinfield Parish Council, School Green Centre opening dates and times for the Christmas period
- Opening times for the Shinfield Parish Council had been circulated with the agenda. It was **AGREED** that the closing time on 24<sup>th</sup> December should be 13:00.
- Members **NOTED** the opening times.
- 120.3 School Green Centre
- A sign would be installed to reserve a space for SPC vehicles from 08:00 to 17:00 weekdays to allow public parking outside of these times.
- ACTION – Facilities Manager to arrange for a sign to be installed.**
- 24/FC/121 Spencers Wood Pavilion**
- 121.1 Upgrade to the Community Room
- The Deputy Clerk would progress this work once the new Customer Care Team staff had been trained.
- Cllr Johnson would supply an aerial photograph of the pavilion to be mounted to the wall of the Community Room.
- ACTION – Clerk to add to the agenda of the next meeting.**
- 24/FC/122 Microgeneration**
- 122.1 The Clerk had met with Ian Gough, WBC's energy officer on 20<sup>th</sup> November. This appeared to be a promising lead, and the WBC officer would be able to advise on the projects that SPC would like to bring forward. He had confirmed that considering a Ground Source Heat Pump for Millworth Lane would be sensible if doing work on the car park. WBC do offer this kind of service as a 'charged for' item and the Clerk was waiting on a formal indication of costs.
- ACTION – Clerk to add to the agenda of the next meeting.**
- 20:27 *Cllr James left the meeting*
- 24/FC/123 Other Council buildings**
- 123.1 High Copse Pavilion (HCP)
- The Clerk reported that a demonstration had taken place on how the equipment worked at HCP. This was supported by video demonstrations for future reference. The UoR would hold the keys until the lease was finalised, it was anticipated that this would be completed within the next three weeks in time for the next meeting of Full Council.

Furniture had been ordered and the expected delivery was in early January. The Dementia Care Group hoped to move from the Manor Pavilion to HCP on 6<sup>th</sup> January 2025. This would bring in rental income to support the running of the new pavilion, additional to the projected budget.

**ACTION – Clerk to add HCP lease to the agenda of Full Council in December 2024**

123.2 High Copse Pavilion – Use of Facilities

The Clerk proposed that a tender process be carried out to show that SPC have carried out due process. This would not be, and was never intended to be, for the highest bidder, but for what was felt best for the community.

Cllr Johnson requested to be on the working party.

**ACTION – Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse**

**24/FC/124**

**Parish Wide Items**

124.1 Environmental Field at the End of Hayes Drive

Cllr Clarke reported that Taylor Wimpey (TW) still owned this land and would eventually hand it to WBC. He expressed concerns about the state of the land where it appeared that TW had deposited excess building waste onto this area. Cllr Clarke request a site visit be arranged with Andrew Fletcher, WBC, the Clerk and Facilities Manager.

**ACTION – Clerk to arrange a site visit at the Environmental Field**

124.2 Deer Leap Park – grassed area

This had been previously discussed at minute 24/FC/107.6

**24/FC/125**

**Correspondence**

125.1 Local Equipment Area for Play (Leap)/Playpark – Long Acre

An update had been received from a member of the public that had been circulated with the agenda

Members **NOTED** the update

125.2 Spencers Wood Cemetery

An initial request has been received from WBC regarding a land swop to allow the cemetery to increase in size. The Clerk had requested further information from WBC to ascertain the land proposed so an assessment could be made on the condition of the area. The Clerk explained that disposal of allotments is very carefully controlled and would take a long time to progress.

**ACTION – Clerk to report back to the committee once further information had been received from WBC.**

24/FC/126

**Date of Next Meeting**

126.1 The next meeting would be held on Wednesday, 8<sup>th</sup> January 2025

**The meeting ended at 21:01**

#### List of Actions

##### **24/FC/82**

|             |                                                                                                                                                                     |                    |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 24/FC/71.2  | Facilities Manager to arrange installation of the hatch in the café kitchen                                                                                         | Facilities Manager |
| 24/FC/89.1  | Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road                                                                                  | Facilities Manager |
| 24/FC/107.2 | Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party                                  | Clerk              |
| 24/FC/107.9 | Clerk to add drainage at the Manor Ground to the agenda of the joint meeting with UoR to be held on 4 <sup>th</sup> December 2024                                   | Clerk              |
| 24/FC/108.2 | Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre            | Facilities Manager |
| 24/FC/108.3 | Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting            | Facilities Manager |
| 24/FC/108.4 | Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings | Deputy Clerk       |
| 24/FC/110.1 | Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required             | Facilities Manager |
| 24/FC/110.2 | Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting                                                                 | Clerk              |
| 24/FC/119.3 | Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane                                       | Clerk              |
| 24/FC/119.4 | Clerk to add to the agenda of the Planning and Highways Committee                                                                                                   | Clerk              |
| 24/FC/119.6 | Clerk to obtain costs of two hybrid cricket strips at the Manor Ground                                                                                              | Clerk              |
| 24/FC/119.7 | Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues of drainage at the Manor Ground                | Facilities Manager |
| 24/FC/120.1 | Clerk to arrange for the revised tariff for room hire to be implemented from 1 <sup>st</sup> April 2025                                                             | Clerk              |
| 24/FC/120.3 | Facilities Manager to arrange for a sign to be installed in the School Green Centre car park relating to the space reserved for SPC vehicle                         | Facilities Manager |
| 24/FC/121.1 | Clerk to add the upgrade of the Community Room to the agenda of the next meeting                                                                                    | Clerk              |
| 24/FC/121.2 | Clerk to add microgeneration to the agenda of the next meeting                                                                                                      | Clerk              |
| 24/FC/123.1 | Clerk to add High Copse Pavilion Lease to the agenda of Full Council in December                                                                                    | Clerk              |
| 24/FC/123.2 | Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse                                          | Clerk              |
| 24/FC/124.1 | Clerk to arrange a site visit at the Environmental Field                                                                                                            | Clerk              |

## More Muslim burial spaces found in borough



Image source, Google

Image caption, Mays Lane cemetery is one of two sites in Wokingham Borough suitable for Muslim burials

Ruth Lucas, Local Democracy Reporting Service

Published 2 December 2024

### **More Islamic burial spaces have been identified in a borough after warnings that capacity could soon run out.**

Faith leaders and politicians [raised concerns last month](#) that spaces available for Muslims in Mays Lane cemetery in Earley and Shinfield cemetery were "almost used up".

The religion requires burials to be undertaken as soon as possible after death and for the graves to be dug so they are perpendicular to the holy city of Mecca.

It is also customary for the graves to be separate from other faiths.

Wokingham Borough Council leader Stephen Conway said the "critical issue" would be met with swift action, and options to increase capacity were being considered.

Now additional spaces have been identified and are available for use, while plans have been put in place for more plots in other areas of the borough.

Nine burial plots have been identified in Shinfield Cemetery. The local authority said plans has been put in place for two more, which could be delivered within a month.

Ten extra spaces have been identified at St Sebastians, where provision could be made available immediately.

The council said it was looking to take more medium and long-term action to ensure future provision of spaces.

Councillor Basit Alvi, who raised the issue to the council leader on last month, said he was "delighted" at the "immediate" response from the authority.