

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd April 2025
at the High Copse Pavilion commencing at 19:30

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

Attending: B Winton (Clerk)
One member of the public

25/FC/35

Public Questions

- 35.1 There was a question from a member of the public regarding the condition of the pond on Grazeley Road which was in poor condition and overgrown by duckweed. The member of the public advised that the pond had deteriorated when SPC employees had removed the brambles at the rear of the pond some years ago. The ducks no longer nested in the pond and therefore did not eat the duckweed.

It was agreed that the Clerk would contact WBC and ask if there was any advice available from them as to the best steps for restoring the pond.

ACTION – Clerk to ask WBC for advice on how to best restore the pond

Having agreed that the restoration of the pond should be considered and a case prepared, members would also like to explore what else could be done for the pond including providing an interpretation panel(s) explaining the history of the pond and how groups (e.g. local schools, nearby residents) could be involved as part of the future.

ACTION – Clerk to develop a long-term plan for the presentation and maintenance of the pond

25/FC/36

Apologies and declarations of Members' Interest

- 36.1 Apologies for absence had been received from Cllr Boyer and S Herring (Deputy Clerk)
- 36.2 Declarations of Members' interests

There were no declarations of Members interests.



Handwritten signature: Bruce Winton
7th May 2025

Minutes of the Previous Meeting

- 37.1 The minutes of the Facilities Committee meeting held on 5th March 2025 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Masseron
Seconded: Cllr Johnson
Approved: Unanimously

- 37.2 The following matters arising from the meeting held on 5th February were discussed:

- 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

The Clerk and Deputy Clerk had been investigating possible options and were awaiting quotes. Members commented that, at a recent public meeting held by the University of Reading in the Tower Room, it had been difficult to hear the speakers. The Clerk was asked to consider the provision of microphones for those speaking as part of the equipment provided.

ACTION – Clerk to add in microphones to the specification

ACTION – 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

- 24/FC/110.2 Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April

The Clerk advised that information was still being sought from the Army Cadet Force as to whether they would be interested in taking the pavilion as a site.

ACTION – 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.

- 25/FC/16.2 Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March

This had been done. Millworth Lane was also on the agenda at Item 4.2.

- 25/FC/16.2 Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings

This was on the agenda at Item 8.1



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 reported that this was still a work in progress. This may need to be planned for the end of the cricket season.

ACTION – Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.

25/FC/19.2 Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse

This had been arranged to take place immediately prior to the start of this meeting. The contractor (White Horse) had advised that they had started the secondary drainage and pitch renovation works (overseeding, aeration, top dressing, etc) and expected to complete towards the end of April. They had suggested a meeting be scheduled be arranged for the end of May as they "should be closer to having them ready for use by then."

ACTION – Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025

25/FC/27.2 Cllr Johnson to send the aerial photograph of High Copse to the Clerk

This had been done and was on the agenda item 6.1

25/FC/27.2 Clerk to send the revised plan for Millworth Lane to members of the Committee

This was on the agenda item 4.2

25/FC/27.2 Clerk to label up photograph of High Copse with potential development and circulate to members

This had been done and was on the agenda item 4.2

25/FC/27.2 Clerk to arrange a site visit to High Copse once the evenings were lighter

This had taken place earlier in the evening.

25/FC/27.3 Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs

The Clerk apologised that the work had taken place without Cllr Johnson having been advised and it had therefore not been possible to obtain drone footage of the work taking place.



- 25/FC/29.1** Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood
- This was on the agenda at item 6.1
- 25/FC/29.2** Clerk to investigate designs and costings for the seated area to be discussed at the next meeting
- This was on the agenda at item 6.2
- 25/FC/29.2** Cllr Johnson to discuss plans with the frequent visitors to the recreation ground
- This would follow once potential options had been identified.
- 25/FC/30.1** Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting
- This was on the agenda at item 7.1
- 25/FC/30.2** Clerk to set up a working party to look at the use of the High Copse Pavilion
- This was on the agenda at item 7.2
- 25/FC/31.1** Clerk to follow up Microgeneration advice with the external consultant
- This was on the agenda at item 9.1
- 25/FC/32.1** Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Facilities Manager and the Clerk
- This was on the agenda at item 10.1
- 25/FC/32.2** Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover
- This was on the agenda at item 10.2
- 25/FC/32.3** Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard
- The Clerk had written to Freely Fruity but only recently and so needed to give time for a response.
- ACTION – Clerk to follow up with Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard**

- 25/FC/33.1** Clerk to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

This was on the list of work to be done. A suggestion was to have a V-shaped sign so that it was visible regardless of the direction of approach.

ACTION – Facilities Manager to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

25/FC/38

Sports Provision

- 38.1** Toilets for Millworth Lane

The Facilities Manager advised that the foundations would be laid on 28th April and the toilets would be ready for use by 23rd May.

- 38.2** Millworth Sports Park

The Chair, Vice-Chair, Cllr James and the Clerk (as the Sports Working Party) collectively set out the current position following multiple meetings. Members discussed two main options; retaining grass pitch at Millworth or continuing with the original plan for Millworth (with possible modifications) and recognising that additional pitch provision would be required elsewhere (i.e. at High Copse).

After discussion it was agreed that the following scenario would be put to Finance & General Purposes Committee for consideration and recommendation to Full Council:

Continue to pursue the original plan for Millworth Lane but link this to the need for a 3G pitch at High Copse Pavilion (in addition to the two grass pitches already scheduled to become available). The Fitness Centre to be relocated to the northern end of the Millworth Lane site and pursued separately from the main redevelopment of Millworth Lane which would be a new application that was directly linked to a separate application for a 3G pitch at High Copse Pavilion.

Cllr Masseron asked that the risks associated with the entire project were addressed in the report to go to Finance & General Purposes Committee.

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to submit a report to Finance & General Purposes Committee based on the directions set by the Facilities Committee

- 38.3** Cricket strips – Manor Ground

This work had been completed, and the strips would be playable from the start of the cricket season.



25/FC/39

School Green Centre and School Green

39.1 School Green Centre

The Facilities Manager was still working on the overall long-term maintenance programme including for the School Green Centre. There were no immediate items that required the committee's attention.

39.2 School Green Working Party

The final potential item was consideration of a footpath across the Green. The Clerk advised that this would be presented when there was something for the committee to consider.

25/FC/40

Spencers Wood Pavilion

40.1 Upgrade to the Community Room

The Clerk advised that dates for installing the speakers were being discussed with the contractor. A decision was still to be taken on the imagery for the wall in the room. The new blinds had been installed.

ACTION – Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room

Members discussed the need for the room divider and the annual maintenance costs associated with it. It was agreed to remove the divider.

Proposed: Cllr James
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood

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

The Clerk reported that on the 23rd March a group of teenagers had spent a number of hours congregating in the portico mostly without any disruption. Unfortunately there was a 10-minute period where two of the group had tried to kick the doors open and then melted some of the equipment. This was being treated as criminal damage.

Members considered possible designs for a youth shelter that the Clerk had identified. The preferred options were from Caloo, Lightmain and External Works. Quotes would be obtained for each, and it was agreed that there would be discussions with local youths to establish their thoughts on a possible shelter.

ACTION – Clerk to arrange quotes for the various youth shelter designs identified

ACTION – Discussions to be arranged with local youths about possible design of youth shelters

25/FC/41

Other Council buildings

41.1 High Copse Pavilion

Members considered suggested names for the main community room at the pavilion and decided that the space would be called the “High Copse Room”.

ACTION – Facilities Manager to arrange for signage for the room

41.2 High Copse Pavilion – working party

The Clerk would arrange a meeting of the Sports Working Party for later in April.

ACTION – Clerk to arrange meeting of the Sports Working Party

25/FC/42

Room Hire Report

42.1 The Clerk took members through the room hire report for the year ended 31st March 2025. The report would be tabled every two months.

25/FC/43

Microgeneration

43.1 The Clerk advised that the potential option identified working with WBC had not proved to be possible. Therefore he was following up on two potential contacts from the Centre for Sustainable Energy provided by WBC’s Mhairi Adams, Climate Emergency Service Manager.

ACTION – Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options



Parish Wide Items

44.1 Environmental Field at the End of Hayes Drive

Cllr Clarke reported that he and BCllr Glover had visited all three sites covered in this part of the report and BCllr Glover would be reporting back to WBC on all three issues.

Cllr Clarke advised that WBC Enforcement have asked Taylor Wimpey to install drainage from the Environmental site into the Extenuating Pond at the end of Hayes Drive.

ACTION – Cllr Clarke to keep the committee informed on progress

44.2 Deer Leap Park – grassed area

Cllr Clarke reported that SPC were looking to Taylor Wimpey to level and grass the area, to allow it to be used for the local community. Follow up action would be needed by WBC to ensure that this happened

ACTION – Cllr Clarke to keep the committee informed on progress

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

Cllr Clarke advised that he would not recommend that SPC take over the management of these two paddocks if they were offered to the council, due to the costs associated with them and no S106 funding to compensate.

ACTION – Cllr Clarke to keep the committee informed on progress



25/FC/45

Correspondence

- 45.1 The Clerk advised of recent correspondence with a member of the public who opposed the introduction of deposits for allotments as discussed by the committee in October 2024.

Members agreed that there would be no change of policy but would monitor the situation when deposits started to be taken from October 2025. Members expected that there would be careful consideration of any requests for assistance.

25/FC/46

Date of Next Meeting

- 46.1 The next meeting would be held on Wednesday, 7th May 2025.

The meeting ended at 21.35



List of Actions

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	Clerk
25/FC/15.2	Clerk to advise Deputy Clerk to add in microphones to the specification for Tower and Grazeley Rooms	Clerk
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	Deputy Clerk
25/FC/16.5	Facilities Manager to obtain quotes for extending the patio area in front of the pavilion at the Manor Ground.	Facilities Manager
25/FC/19.2	Clerk to arrange a meeting on site at High Copse Pavilion with White Horse towards the end of May 2025	Clerk
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	Clerk
25/FC/33.1	Facilities Manager to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground	Facilities Manager
25/FC/35.1	Clerk to ask WBC for advice on how to best restore the pond at Grazeley Road	Clerk
25/FC/35.1	Clerk to develop a long-term plan for the presentation and maintenance of the pond	Clerk
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	Clerk
25/FC/40.1	Deputy Clerk and Facilities Manager to complete the refurbishment of the Community Room	Deputy Clerk
25/FC/40.1	Facilities Manager to arrange the removal of the divider in the Community Room at Spencers Wood	Facilities Manager
25/FC/40.2	Clerk to arrange quotes for the various youth shelter designs identified	Clerk
25/FC/40.2	Discussions to be arranged with local youths about possible design of youth shelters	Clerk
25/FC/41.1	Facilities Manager to arrange for signage for the main room at High Copse Pavilion	Facilities Manager

25/FC/41.2	Clerk to arrange meeting of the Sports Working Party to consider future use of High Copse Pavilion pitches	Clerk
25/FC/43.1	Clerk to follow up on potential leads from Centre for Sustainable Energy for advice on microgeneration options	Clerk
25/FC/44.1	Cllr Clarke to keep the committee informed on progress	Chair
25/FC/44.2	Cllr Clarke to keep the committee informed on progress	Chair
25/FC/44.3	Cllr Clarke to keep the committee informed on progress	Chair

