

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 1st October 2025 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
26th September 2025

Members: Cllrs Boyer, Clarke, Jahromi, James, Johnson (Chair), 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 3rd September 2025 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. Terms of Reference for the Ryeish Green Pavilion Working Party

- 4.1 To **RECEIVE** and **APPROVE** the terms of reference of the Ryeish Green Pavilion Working Party*

5. Millworth Lane / High Copse redevelopment

- 5.1 To **RECEIVE** and **CONSIDER** an update for the Fitness Centre at Millworth Lane
- 5.2 To **RECEIVE** and **NOTE** an update from the working party on High Copse sports usage including proposals for tendering cricket facilities
- 5.3 To **RECEIVE** and **NOTE** a verbal update on water irrigation for the sports pitches at High Copse

6. Ryeish Green Pavilion

- 6.1 To **RECEIVE** and **CONSIDER** an update from the working party to look at viable options for the future of Ryeish Green Pavilion
- 6.2 To **RECEIVE** and **CONSIDER** quotes for commercial valuations of Ryeish Green Pavilion for approval by the Finance and General Purposes Committee

7. Microgeneration

- 7.1 To **RECEIVE** and **CONSIDER** an update on microgeneration within the Shinfield Parish Council estate

8. School Green Centre and School Green

- 8.1 To **RECEIVE** and **NOTE** a verbal update on matters relating to the School Green Centre
- 8.2 To **RECEIVE** and **CONSIDER** the positioning of the Salvation Army clothes bins at School Green

9. Spencers Wood Pavilion

- 9.1 To **RECEIVE** and **CONSIDER** an update on the installation of the Youth Shelter

10. Allotments

- 10.1 To **RECEIVE** and **CONSIDER** the draft revised Enforcement Protocol* for dealing with allotment plots
- 10.2 To **RECEIVE** and **NOTE** a verbal update on the allotments inspection process

11. Parish Wide Items

- 11.1 To **RECEIVE** and **CONSIDER** a verbal update from Cllr Clarke on the following
 - i. Environmental Field at the end of Hayes Drive
 - ii. Grassed area at Deer Leap Park
 - iii. Open area next to the two new football pitches at Hyde End Lane
 - iv. Parish roundabouts
 - v. Reconfiguration of the junction at Church Lane / Three Mile Cross
- 11.2 To **RECEIVE** and **CONSIDER** an increase in bin collections within the Parish
- 11.4 To **RECEIVE** and **CONSIDER** the positioning of the Salvation Army clothes bins at School Green
- 11.5 To **RECEIVE** and **CONSIDER** the maintenance of the Ryeish Green Sports pitches
- 11.6 To **RECEIVE** and **CONSIDER** a verbal update from Cllr Clarke regarding Shinfield Tennis Club
- 11.7 To **RECEIVE** and **CONSIDER** options for improving the safety of the decommissioned play park at Three Mile Cross

12. Correspondence

- 12.1 To **RECEIVE** and **NOTE** any correspondence received

13. Date of Next Meeting

- 13.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 29th October 2025 at 19:30

* Report attached ** Report to follow

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd September 2025
at the School Green Centre commencing at 19:30

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

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

25/FC/88 Public Questions

88.1 There were no public questions.

25/FC/89 Apologies and declarations of Members' Interest

89.1 Apologies had been received from Cllrs James and Peer,

89.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/90 Minutes of the Previous Meeting

90.1 The minutes of the Facilities Committee meeting held on 2nd July 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Masseron

Seconded: Cllr Clarke

Approved: Unanimously

90.2 The following matters arising from the meeting held on 2nd July were discussed:

25/FC/49.2

25/FC/15.2 Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson

This had been arranged for 10th October 2025 at 09:00 and will be attended by Cllr Johnson, The Chief Executive Officer and Clerk to the Parish Council, Deputy Clerk and IT and Communications Officer.

25/FC/50.2.1 Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the Council's solicitor

The solicitors were content with the suggested wording but advised checking with the insurance company. Assuming a positive response, these would be ordered and installed as soon as possible.

ACTION

- Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company.
- Facilities Manager to arrange for the installation of the signage.

25/FC/50.2.2 Clerk to arrange for signage relating to liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground

This will be done.

ACTION –

- Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground.
- Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.

25/FC/64.2.1 Clerk to request the response given by SPC from WBC Planning Department.

The Clerk had located the objection letter which pre-dated the planning application. The objection letter dated 11th August 2010 was no longer applicable due to further development within the parish.

ACTION – Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee

25/FC/64.3 Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification

This had been done. The Facilities Manager was still awaiting one further quote.

25/FC/67.1 Clerk to set up a working party to progress the use of the pitches at High Copse

This was on the agenda – see minute 91.2

25/FC/70.1 Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion

This had been done. Facilities Manager was waiting to hear back from Gymnastics team.

ACTION – Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party

25/FC/76.1 Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes committee

This will be on the next agenda for the Finance and General Purposes Committee.

25/FC/77.1 Cllr Johnson to feedback progression of the project at Millworth Sports Park and High Copse

Cllr Johnson gave feedback relating to meetings between the Berkshire and Buckinghamshire Football Association (BBFA), University of Reading (UoR) and East Berkshire Football Association (EBFA).

Sport England had objected to the planning application for the fitness centre provision; however, the Clerk had held extensive meetings to explain that the reason for the configuration was to allow the long term plan to be implemented in due course.

Wokingham Borough Council (WBC) had agreed to extend the public consultation to the planning application that included an interim plan setting out the additional details requested by Sport England. The additional information to the full plan set out a separate explanation of the phasing and associated reasons. A response was expected in approximately two weeks.

ACTION – Clerk to inform members of the Committee of the response to the planning application when received

25/FC/77.1 Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects

The Clerk had suggested a formal process that would be recommended to Full Council to ensure that all steps are followed for each project and there was no “jumping ahead” in future.

ACTION – Deputy Clerk to circulate the draft prepared by the Clerk to members of the Committee

25/FC/77.2 Facilities Manager to send members of the Committee the specification and quotes obtained for the element of work that SPC were committed

This had been done – see minute 64.3

25/FC/77.3 Clerk to arrange a meeting of the High Copse Sports usage working party

This will be done – see minute 67.1

25/FC/77.4 Facilities Manager to appoint a specialist to survey the site at High Copse with the view to installing a bore hole

This was on the agenda – see minute 91.3

25/FC/78.3 Ryeish Green Pavilion Working Party (RGPWP) to present viable options for the use of the pavilion by the end of November 2025

This was on the agenda – see minute 92.1

25/FC/78.3 Clerk to send quotes and details previously obtained to members of the working party

This had been done.

25/FC/79.1 Deputy Clerk to add Microgeneration to the agenda of the next meeting

This was on the agenda – see minute 94.1

25/FC/81.1 Deputy Clerk to present an example of a ‘feature wall’ at the next meeting

This was on the agenda – see minute 96.1

25/FC/81.2 Clerk to check that the quotes for the potential community shelters include the concrete base

This was on the agenda – see minute 96.1

Clerk to inform the PCSOs and Youth Leader of the potential location of the shelter

This was on the agenda – see minute 96.2

- 25/FC/82.1** Deputy Clerk to inform the Allotments Officer of the decision of the committee to discontinue concessions for 2026/27 onwards

This had been done and the letters had been sent out to allotment holders accordingly.

The Allotments Officer had received 3 responses from allotment holders who were unhappy about the charges. Staff will be working with these allotment holders to find a satisfactory method of payment eg instalments or a % discount over a defined period of time.

Approx. 29 Non-residents currently hold a plot with SPC
The total number of allotment holders is currently 279, including non-residents.

- 25/FC/82.1** Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship

This was in progress.

Deputy Clerk to inform the Allotments Officer of the decision of the committee to increase allotment charges by 10% for the year 2026/2027

This had been done. Two complaints had been received in relation to the rise. The allotment holders would be contacted with a response in due course.

- 25/FC/83.1** Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard

Due to other priorities this was hold.

- 25/FC/83.2** Clerk to contact the resident who first raised the issue of the condition of the pond for feedback

The Clerk had been in touch with the two residents to keep them appraised of progress. Both residents had reported a Kingfisher (now deceased) and a Heron which had taken a lot of fish (and possibly killed the Kingfisher to protect its supply). Clearing the pond of duckweed had helped as an interim measure but there was still more that could be done, however, we were waiting formal advice from WBC. Andy Glencross, WBC offered to take a look but no feedback has been received to date.

The water in the pond was being tested and we were awaiting results. There had been sightings of gold fish.

ACTION –

- Facilities Manager to report back to the Committee on the water testing results once received
- An update of the Grazeley Road Pond to be reported in the next SPC newsletter

- 25/FC/83.3, 4 & 5** Members of the committee to put forward ideas for the three areas
- 1) Environmental Field at the end of Hayes Drive
 - 2) Deep Leap Park – grassed area
 - 3) Open space adjacent to the two new football pitches at Hyde End Lane

This was on the agenda - see minutes 98.2, 3 & 4

- 25/FC/83.6** Cllr Johnson to report back to the next meeting regarding parish waste bins

This was on the agenda – see minute 98.5

- 25/FC/83.7** Clerk to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish

The Clerk had not been able to do this due to other priorities.

ACTION – Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish.

- 25/FC/83.7** Facilities Manager to contact WBC to request that the roundabouts be tidied up

The Facilities Manager had contacted WBC on 26th August 2025.

25/FC/91 Millworth Lane / High Copse redevelopment

- 91.1** Fitness Centre at Millworth Lane

This had been discussed at minute 77.1.

The Deputy Clerk reported that there had been an extended period of anti-social behaviour (ASB) and vandalism at Millworth Lane Recreation Ground. All incidents had been reported to the Police, who had made additional visits during the last two weeks. The vandalism had increased in intensity and steps had been taken to empty the sheds that were the focus of attention, and to thoroughly secure the access to the sheds. The cricket nets had been vandalised and the nets had now been removed, leaving the scaffold secure for the time being.

The advice from the Council insurers was to consider removing the sheds entirely as this was part of the overall plan for Millworth Lane Recreation Ground redevelopment. It was suggested that quotes be obtained for the next meeting with a view to requesting the Finance and General Purposes Committee to release some of the funding set aside for the redevelopment.

It was **PROPOSED** that a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, be released to remove the sheds, scaffolding and concrete base in advance of the overall works.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base.
- Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground
- Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear up the mess that had resulted from ASB.
- Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground

91.2 Tennis Club Toilets

The ramp for the tennis club toilets was still outstanding.

ACTION – Facilities Manager to chase up the installation of the ramp for the Tennis Club Toilets

91.3 High Copse Sports Usage

The working party would comprise Cllrs Clarke, Johnson, James, the Facilities Manager and Chief Executive Officer and Clerk to the Parish Council.

ACTION –

- Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage
- Deputy Clerk to share documents relating to High Copse Sports usage with the Committee

91.4 High Copse/Sport pitch irrigation

Facilities Manager was arranging for a specialist to survey the site with a view to installing a bore hole. Cllr Boyer suggested that a local resident who was an expert in this area be requested to assist in the process.

The 'Whitehorse' quotation did not include the cost of water for options 2 and 3, or the cost of licencing for a borehole for option 1. It was noted that option 1 would be a one off cost, whereas options 2 and 3 would incur ongoing costs for water usage.

Cllr Johnson reported that the grass was growing well since the recent rainfall.

ACTION –

- Facilities Manager to investigate how much water could be extracted under a licence for a borehole, and the cost of a licence.

91.5 Official Opening of High Copse

Members **NOTED** that the official opening had been rescheduled for Spring 2026.

25/FC/92

Ryeish Green Pavilion

92.1 Future of Ryeish Green Pavilion

Cllr Johnson reported that

- The working party had met twice and set the terms of reference.
- The working party comprised Cllrs Clarke, Johnson, Masseron and the Facilities Manager. Five members of the parish had been invited to attend the next meeting of the working party.

Cllr Masseron reported that

- A survey would be sent out in the newsletter, Facebook and onsite visits to businesses.
- The Facilities Manager would obtain quotes for refurbishment (this would require funding).
- The Facilities Manager would obtain two valuations from Estate Agents (this would require approximately £1,200 for quotes) to ascertain the possible sale price, rental price and whether a basic tidy up would secure a better sale.

ACTION –

- Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee.
- The next meeting of the working party would be held on 16th September 2025

25/FC/93

Room charges for 2026/27

- 93.1 The Deputy Clerk presented options for room charges for 2026/27. The price had not increased for the last two years. Options circulated were for a 2% increase, a 3.8% increase in line with inflation, or to retain the exiting prices.

Cllr Clarke **PROPOSED** that the charges for Spencers Wood Pavilion remain unchanged for 2026/27

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

Cllr Boyer **PROPOSED** that the charges for the School Green Centre be increase by 2% for 2026/27

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

Cllr Johnson **PROPOSED** that the charges for the High Copse Room be increase by 3.8% for 2026/27

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: 4 for and 1 abstention

ACTION – Deputy Clerk to arrange for the publication of prices for 2026/27

25/FC/94

Microgeneration

- 94.1 The Clerk had not progressed this due to other priorities.

The Committee felt that due to the high electricity costs at High Copse Pavilion, an investigation into the increase of PV panels and an estimate of how electricity this would generate be investigated as a matter of priority.

The Facilities Manager reported that he was also looking at arranging for a smart meter to be installed, and timer on the car park lighting.

ACTION –

- Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion
- Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion
- Facilities Manager to arrange for the installation of a timer on the car park lighting

21:04 Cllr Jahromi left the meeting

School Green Centre and School Green

95.1 School Green Centre

Representatives from Shinfield Studios and contractors had visited to address the final snagging for the cinema. Issues with the blind and windows needed addressing and was with them to resolve.

95.2 Catering Working Party

The Catering Working Party had been liaising with the existing café staff and owners of Crumbs Café. All members of staff were committed to working for Shinfield Parish Council.

Purchase of equipment – included the coffee machine, small ice cream fridge, smoothie maker, etc. with an agreed purchase price of £6,000 + VAT which would be partially offset by the balance due for turnover commission of £1,750 + VAT. SPC would pay the net figure at the end of Crumbs' tenure.

The Deputy Clerk was talking to all staff individually to ascertain their hours of work and qualifications. Training needs had been identified and any training courses and refresher training courses would be organised once an analysis had been completed. Training would be delivered online in September with the staff working outside of Crumbs' hours of work. They would be paid by SPC for the additional time.

An advertisement for supervisors would be circulated internally in the first instance.

A name for the café and logo and branding had been agreed by the working party and would be made public at the Spencers Wood Carnival on 20th September. All Cllrs would be advised of the name a few days before the Carnival. Crumbs would leave after trading on Sunday, 5th October.

Ideas for refreshing the internal space had been agreed and it was anticipated that the café would be closed on 6th and 7th October for this work to be undertaken. Opening would be on Wednesday, 8th October, there would be no special launch similar to Crumbs in May 2024, as this was felt to have had a negative impact by creating a huge number of people in the café and delayed ordering (some people had to wait an hour to be served which was unsatisfactory).

The Deputy Clerk reported that she was now overseeing the staffing of the café during the initial six months of operation.

95.3 School Green Working Party

Nothing further to report at the current time.

25/FC/96

Spencers Wood Pavilion

96.1 Upgrade to the Community Room

The IT and Communications Officer was working on producing an example of a “feature wall”, hopefully this would be presented at the next meeting.

ACTION – Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

96.2 Community Shelter at Spencers Wood Recreation Ground

The quotes received were for installing on grass, therefore a concrete base would be an additional cost.

ACTION – Facilities Manager to obtain quotes for a concrete base for the Community Shelter at Spencers Wood Recreation Ground

Cllr Johnson was communicating with the PCSOs and Youth Leader. The advice received was that wherever the shelter was sited it should be covered by CCTV.

ACTION – Facilities Manager to arrange for the proposal of the Community Shelter to be put on the notice board at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.

25/FC/97

Allotments

97.1 Government proposal to build on allotment sites

Cllr Clarke reported that the Minister for Housing had allowed development on eight allotments sites in parts of the UK. The Deputy Clerk explained that there was set criteria for the disposal of allotment sites and SPC remained committed to keeping the council’s allotment sites; it was unlikely that these would be built on due to local demand and waiting lists. The situation would be reviewed regularly with updates when required.

97.2 Allotments inspection process

The allotment inspections had been continuing as normal. One of the Facilities Officers had taken over this area of work and received training from the previous member of staff. The condition of the allotments continued to improve. Allotment holders had now largely accepted the process.

25/FC/98

Parish Wide Items

98.1 Playpark on Church Lane

Due to Health and Safety concerns, the playpark had been decommissioned. It was the view of the Officers that it would not be cost effective to repair considering proposals to reconfigure the junction of Church Road / Basingstoke Road. The Clerk had written to WBC to request that the play

equipment be removed in advance of the junction work to make the area safe and look more aesthetically pleasing. The Clerk had received communications from WBC that stated that the reconfiguration of the junction was planned for next summer, however, they were still waiting for the developer to submit their Streetworks permit and programme for delivery, however, he confirmed that

“the junction will take virtually all the play space away but as this is being delivered by the developer we will need them to submit their detailed construction plans for this area. As it is part of the developer works, I am unable to say if the works can be brought forward. I am battling to get them to build the junction so once I have that signed, I can ask the question about timing and if the play area removal can be brought forward.”

98.2 Environmental Field at the End of Hayes Drive

At the previous committee meeting the following proposals were put forward to progress the improvement of

- 1) The Environmental Field at the End of Hayes Drive
- 2) Deep Leap Park – grassed area
- 3) Open space adjacent to the two new football pitches at Hyde End Lane

Members of the Committee were requested to submit suggestions; those received are collated as follows:-

- 1) Environmental Field at the end of Hayes Drive should be kept as originally planned, clear of rubbish etc with a wildflower meadow
- 2) Deep Leap Park – grassed area ground should be leveled and laid for grass, trees around the outside were fine but the internal area should be flat to allow children to run around on and kick a ball on. The current ground was like it had been recently ploughed so walking on it could cause potential injury.
- 3) Open space adjacent to the two new football pitches at Hyde End Lane could be incorporated into the 5-acre SANG area with footpaths linking to the football fields and towards Ryeish Farm house, an additional entrance by the crossroads would also be desirable. The inclusion of benches/picnic tables could also be considered. The area that had previously been planted as an orchard (unsuccessfully) could be incorporated into the SANG area. The ‘sucker trees’ would need to be removed.

It was unclear as to who would manage these three sites once the work was completed; potentially they would be handed to WBC who had received money allocated for allotments; if possible, this money should transfer to whoever was managing the sites for future maintenance.

ACTION –

- Cllr Clarke to investigate commuted money and report back to the next meeting before any proposals were put forward to WBC.
- Cllr Masseron to investigate the ongoing issues with the Environmental Field at Three Mile Cross with input from the Chair of the Committee

98.3 Deer Leap Park – grassed area

See minute 98.2 above.

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

See minute 98.2 above.

98.5 Parish Waste bins

Cllr Johnson reported that he had attended a meeting with Select regarding the emptying of bins identifying those that were full/overflowing each week. Cllr Masseron and the Facilities Manager were assisting Cllr Johnson with the process.

A member of the public, who had taken an interest in keeping the parish tidy, had suggested sites for bins.

Vistry, the developers of the Playpark next to Aldergrove School were arranging for a fence to be erected around the site. They were awaiting funding from the other members of the Consortium. Three new bins had been installed in this area that may allow for one of the SPC bins to be relocated.

98.6 Parish roundabouts

Cllr Johnson asked what the committee wanted from this item as the roundabouts were the responsibility of WBC.

Cllr Clarke requested that the vegetation was cut back frequently and would like information on the maintenance schedule.

ACTION – Facilities Manager to find out the maintenance schedule for the roundabouts in the parish.

25/FC/99

Correspondence

99.1 There was no correspondence.

25/FC/100

Date of Next Meeting

100.1 The next meeting would be held on Wednesday, 1st October 2025.
(Cllr Johnson gave his apologies for this meeting)
There would be a presentation by the UoR on a BMX pump track starting at 19:00.

The meeting ended at 21:50

List of Actions

25/FC.49.2

25/FC/15.2	Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company Facilities Manager to arrange for the installation of the signage	Deputy Clerk Facilities Manager
25/FC/50.2.2	-Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground. -Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.	Facilities Manager Facilities Manager
25/FC/64.2.1	Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee	Deputy Clerk
25/FC/70.1	Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party	Facilities Manager
25/FC/77/1	Clerk to inform members of the Committee of the response to the planning application for Millworth Sports Park once received	Clerk
25/FC/77.1	Deputy Clerk to circulate the draft review process prepared by the Clerk to members of the Committee	Deputy Clerk
25/FC/83.2	-Facilities Manager to report back to the Committee on the water testing results of Grazeley Pond once received -An update of the Grazeley Road Pond to be reported in the next SPC newsletter	Facilities Manager Facilities Manager
25/FC/83.7	Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish	Cllr Clarke
25/FC/91.1	-Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base. -Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground -Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear the mess that had resulted from ASB. -Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground	Clerk Facilities Manager Finance Manager Deputy Clerk
25/FC/91.2	Facilities Manager to chase up the installation of the ramp for the Tennis Club toilets	Facilities Manager

25/FC/91.3	Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage Deputy Clerk to share documents relating to High Copse Sports usage with the Committee	Deputy Clerk Deputy Clerk
25/FC/91.4	Facilities Manager to investigate how much water could be extracted at High Copse under a licence for a borehole, and the cost of a licence	Facilities Manager
25/FC/92.1	-Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee. -The next meeting of the working party would be held on 16 th September 2025	Deputy Clerk Facilities Manager
25/FC/93.1	Deputy Clerk to arrange for the publication of room prices prices of 2026/27	Deputy Clerk
25/FC/94.1	-Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion -Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion -Facilities Manager to arrange for the installation of a timer on the car park lighting	Facilities Manager Facilities Manager Facilities Manager
25/FC/96.1	Deputy Clerk to present an example of a "feature wall" at the Spencers Wood Pavilion to the next meeting	Deputy Clerk
25/FC/96.2	-Facilities Manager to obtain quotes for a concrete base for the Community Shelter at Spencers Wood Recreation Ground -Facilities Manager to arrange for the proposal of the Community Shelter to be put on the notice board at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.	Facilities Manager Facilities Manager
25/FC/98.2	Cllr Clarke to investigate commuted money, in relation to the three unfinished areas left by Taylor Wimpey, and report back to the next meeting before any proposals were put forward to WBC	Cllr Clarke
25/FC/98.6	Facilities Manager to find out the maintenance schedule for the roundabouts in the parish	Facilities Manager

**Ryeish Pavilion Working Party
Terms of Reference
30th July 2025**

Status

- Working Party reporting to the Facilities Committee.

Members

- Open to all councillors, officers and parishioners invited to attend who have an interest in the future of Ryeish Pavilion.

Meetings

- The quorum of the meetings is 3.
- Meetings will be held every 3 weeks at 9.30AM at High Copse Pavilion, with additional meetings as required.
- If required remote meetings can be held online (zoom/teams).
- The minutes of the meeting will be recorded using Facilitator Mobile.

Aims and objectives

- To fairly assess all options as to the future of Ryeish Pavilion.
- To consult with the wider community and consider their views.
- To provide evidence based recommendations to enable the Council to come to a decision regarding the future of Ryeish Pavilion.
- Recommendations to be made to the Facilities Committee meeting December 2025, and to the Full Council meeting February 2026.

Enforcement protocol for dealing with Allotment Plots

1. Introduction

1.1. Allotment tenants should have clear and fair published policies for dealing with matters such as alleged lack of cultivation of plots. These policies clearly state the timescales involved, the appeals process and that consideration will be given to mitigating circumstance such as illness or injury of the plot holder.

2. Inspection

2.1. Any officer or agent of the council or landowner shall be entitled at any time when instructed by the council to enter and inspect the allotment garden.

2.2. Inspections on allotment sites will be held once per month

2.3. The inspections will look at the Allotment Tenancy Licences as the Criteria for identifying whether a plot holder is not complying with the rules laid out to them.

2.4. A photograph of the plot that is classed as contrary to the licence will be taken as evidence.

3. Enforcement – Inspection Notification

3.1. The first course of action if a plot is identified as not complying with the tenancy licence, will be an 'Inspection notification letter'

3.2. This letter will detail the criteria and indicate what is required to bring the plot up to the required standard.

3.3. The plot holder is given one month to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition.

3.4. The Allotment Officer should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable e.g.: illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.

3.5. The officers will be authorised to make this decision on whether a 'Formal Warning Letter' is issued.

4. Enforcement – 'Formal Warning Letter (Warning of Notice to Quit)'

4.1. After the rectification period of one month and in absence of an improvement or

explanatory letter, a final warning letter will be issued, reaffirming the statements in the inspection notification. The tenant must show an immediate improvement within 14 days of the date of issue of the warning of notice to quit or an explanation as to why the improvement letter was ignored, failing which a notice to quit will be issued.

4.2.The Clerk/Facilities Manager will be authorised to make this decision on whether a 'Notice to Quit' is issued.

5. Enforcement – 'Notice to Quit'

5.1. If there is no immediate improvement or satisfactory accepted explanation within the 14 days, a termination letter (Notice to Quit) will be issued to the plot holder. The plot holder will then be given 7 days to remove any crops, tools and structures left on the site.

5.2.All notices to Quit will be sent recorded delivery.

5.3.In the event of a serious breach of the Tenancy Licence, the Council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure.

6. Appeals Process

6.1.A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter.

6.2. The appeal should detail the reasons for the lack of improvement and reasons why the termination letter should be withdrawn.

6.3. The plot holder will retain ownership of the plot whilst the appeal is being considered.

6.4. The Facilities Committee will appoint 3 members of the Committee to act as the Appeals Panel who must make a decision and reply to the plot holder within 14 days of receipt of the appeal. The 3 members will be appointed at the first meeting of the Committee, following the Annual Parish Council Meeting and will be in situ until the next Annual meeting of the Council.

6.5. There are three options for the Appeals Panel to consider:

- Uphold the termination.

- Re-instate the plot holder with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
- Re-instate the plot holder with no probation.

6.6. The appeal hearing should be minuted and circulated to both the plot holder and panel to ensure there is a record of the process.

6.7. The minutes will also be recorded as received at the next available Facilities Committee meeting.

6.8. The decision of the Appeals Panel is final.

6.9. If a probationary period is agreed on, a review will be dealt with by the Appeals Panel and a decision will be made by the panel as to whether the conditions of the probationary period have been met. If there are no issues, the tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately, terminate the tenancy with no further right of appeal.