

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee will be held on
WEDNESDAY 1st April 2026 at 19.30 at the School Green Centre



Bruce Winton
Chief Executive and Clerk to the Parish Council
27th March 2026

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

Agenda

37. Public Questions

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

38. Apologies and declaration of members' interests

- 38.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
38.2 To **RECEIVE** any updates to members' declarations of pecuniary interest, and any related person interest in respect of the agenda

39. Minutes of the previous meeting

- 39.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 4th March 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
39.2 To **CONSIDER** matters arising from the minutes

40. High Copse Items

- 40.1 To **RECEIVE** and **CONSIDER** an update on draft Heads of Terms between Shinfield Parish Council and Shinfield Rangers*
40.2 To **RECEIVE** and **CONSIDER** an update on the proposed fencing around the football pitches and cricket square
40.3 To **RECEIVE** and **CONSIDER** an update on the cricket tender for cricket at High Copse
40.4 To **RECEIVE** and **CONSIDER** an update on water irrigation for the sports pitches at High Copse
40.5 To **RECEIVE** and **CONSIDER** an update on additional storage at High Copse
40.6 To **RECEIVE** and **CONSIDER** a request to address the boundary fence at High Copse

41. Millworth Lane Items

- 41.1 To **RECEIVE** and **CONSIDER** an update regarding the Fitness Centre at Millworth Lane
- 41.2 To **RECEIVE** and **CONSIDER** the draft Heads of Terms between Shinfield Parish Council and the Tennis Club

42. Land Matters with the University of Reading (UoR)

- 42.1 To **RECEIVE** and **CONSIDER** an update on potential land matters from the University of Reading

43. School Green Centre and School Green

- 43.1 To **RECEIVE** and **CONSIDER** an update for the repositioning of the recycle bins at School Green car park (operated by Wokingham Borough Council)
- 43.2 To **RECEIVE** and **CONSIDER** any matters relating to the School Green Centre and School Green

44. Spencers Wood Pavilion

- 44.1 To **RECEIVE** and **CONSIDER** an update for the installation of the Community Shelter

45. Allotments

- 45.1 To **RECEIVE** and **CONSIDER** flooding issues at Orchard Rise allotments

46. Microgeneration

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

47. Facilities Team transport

- 47.1 To **RECEIVE** and **CONSIDER** the purchase of an electric cargo bike for staff use for travel around the Parish sites**

48. Parish Wide Items

- 48.1 To **RECEIVE** and **CONSIDER** an update on the number and condition of waste bins within the Parish
- 48.2 To **RECEIVE** and **CONSIDER** any updates on the following sites
 - i. The 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
- 48.3 To **RECEIVE** and **CONSIDER** any other matters within the parish not covered above

49. Correspondence

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

50. Date of Next Meeting

- 50.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 1st May 2026 at 19:30

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th March 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Vice-Chair), Jahromi, James and Peer

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

26/FC/24 Public Questions

24.1 There were no public questions.

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

25.1 Apologies had been received from Cllrs Johnson, Masseron and the Facilities Manager

25.2 Declarations of Members' pecuniary interests and any related person interest

There were no declarations of Members interests or related person interests.

26/FC/26 Minutes of the Previous Meeting

26.1 The minutes of the Facilities Committee meeting held on 4th February 2026 were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

26.2 The following matters arising from the meeting held on 4th February 2026 were discussed:

14.2

26/FC/1.1 Facilities Manager to present an update on signage and maintenance at the Deardon Orchard at the next committee meeting

The Facilities Manager had advised that he had discussed the signage and maintenance at Deardon Orchard with Freely Fruity who were busy with other projects but would offer dates to meet and take this forward sometime in the spring.

ACTION – Facilities Manager to meet with Freely Fruity to discuss signage and maintenance

25/FC/137.1 Facilities Manager to arrange a date for the first meeting of the allotments working party at the end of February

This was on the agenda – see minute 32.1

26/FC/4.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

This was on the agenda – see minute 27.3

26/FC/5.2 Facilities Manager to arrange for the ground to be reseeded at Millworth Lane at an appropriate time in March 2026.

The Facilities Manager had been advised that the best time for reseeding would be late March, and this had been arranged

ACTION – Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting

26/FC/9.4 Facilities Manager to liaise with the developers to resolve the issues of the shutters at High Copse Pavilion

The Facilities Manager had advised that he had spoken to the developers and the builders. They have advised that they were waiting on RSL Shutters to come back with a design plan for the key switch to be installed. This was a work in progress.

ACTION – Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion

- 26/FC/15.2** ➤ Facilities Manager and Clerk to finalise the Heads of Terms between SPC and SRFC

This was on the agenda – see minute 27.2

- Cllr Johnson to circulate pitch fees charged by WBC

This had been done

- 26/FC/15.3** Clerk to inform SRFC that SPC would not support the use of the Pavilion as a Club House and bar.

The Clerk would be discussing this with Shinfield Rangers Football Club at their next meeting.

- 26/FC/15.5** ➤ Facilities Manager to obtain the necessary planning consents for the pitch perimeter fencing at High Copse

This was on the agenda – see minute 27.3

- Facilities Manager to order the fencing, subject to receiving planning consent and following the response to the Grant Funding from the Football Foundation

The fencing would not be progressed until a response to the grant funding had been received.

- Clerk to apply for Grant Funding to the Football Foundation to assist with the cost

This is awaiting verification of the site to allow submission of the application.

ACTION – Clerk to follow up on the application to the Football Foundation for the grant for fencing

- 26/FC/15.6** ➤ Clerk to arrange a meeting of the cricket club working party

The Clerk had arranged a date for the Working Party to meet with cricket tenderers on Friday, 13th March.

- Clerk to invite interested parties to attend a meeting and give a presentation to the working party

This had been done.

- Working party to report to the Facilities Committee in March

This would be reported at the meeting in April.

26/FC/15.7 Facilities Manager to arrange for a noise assessment for Padel to be carried out on 2 sites, namely High Copse and Millworth Lane recreation ground

The Facilities Manager had obtained a quote to carry out site noise assessments. Both he and the Clerk advised not to proceed at this stage and suggested that the Committee wait to see if a third party would be interested in either site.

Quote received was £1,150 + VAT for one site and £1,450 + VAT for two sites

26/FC/15.8 Facilities Manager to investigate the cost of a borehole water extraction licence and the process of obtaining this for the sports pitches at High Copse.

This was on the agenda - see minute 27.5

26/FC/16.1 Facilities Manager to report back to the Committee on the outcome of the archaeological report at Millworth Lane Recreation Ground, and next steps, once received.

This was on the agenda - see minute 28.1

26/FC/16.2 Facilities Manager to draft Heads of Terms for discussion with the Tennis Club

This was on the agenda - see minute 28.2

26/FC/17.1 ➤ Clerk to circulate the letter sent to the UoR to members of the Committee

This had been done.

➤ Clerk to circulate the response from the UoR to members of the Committee once this had been received

The Clerk advised that the University meeting was scheduled for Monday 9th March 2026.

26/FC/18.1 ➤ Facilities Manager to check guarantees and standard of work carried out by AOC at the School Green Centre

The Facilities Manager had contacted AOC (building architects) who had referred him to the original installers. The Facilities Manager was awaiting a formal response.

- Facilities Manager to arrange for a separate quote for the repair of the fire doors at the entrance to the corridor leading to the Pound Green Room and arrange for this work to be carried out urgently

This had been done and remedial work was carried out on Monday 2nd March. There were still some final adjustments required to the closing mechanism.

- Deputy Clerk to circulate the quote from MD Fire Doors to members of the Committee

This had been done.

ACTION – Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting

- 26/FC/18.2**
- Clerk to contact Wokingham Borough Council to confirm the necessary approval for the repositioning of the recycling bins at School Green car park

This was on the agenda - see minute 30.2

- Facilities Manager to organise the works to commence once the necessary consent had been received

This would be done.

- 26/FC/19.1**
- Facilities Manager to update the Committee at the meeting in March regarding the installation of a community shelter at the Spencers Wood Recreation Ground.

This was on the agenda - see minute 31.1

- 26/FC/20.1**
- Facilities Manager to circulate the report on microgeneration from 'Reduce Energy' once received

The first report (on High Copse Pavilion) was on the agenda at (see minute 33.1). The reports for other buildings were being prepared.

- 26/FC/21.2**
- Ryeish Green Working Party to report on viable options for the Ryeish Green Pavilion at the meeting to be held in May 2026 at the latest

This would be on the agenda for the May 2026 meeting.

- Facilities Manager to arrange for the installation of 2 steel doors to the Ryeish Green Pavilion

This was in progress.

- Facilities Manager to ask the football club to remove the container on the site of Ryeish Green pavilion.

The Facilities Manager had made the request to Spencers Wood Football Club to arrange removal of the container but had not yet received a response.

26/FC/27.1

High Copse Items

27.1 Rates for High Copse Pavilion Pitches

At the Facilities Committee meeting held on 26th November 2025 there was a discussion for the rates to be charged for the use of the football pitches at High Copse pavilion. These were set at £150 + VAT for an adult match and £120 + VAT for a junior match (both including use of changing rooms) as recorded at minute reference 25/FC/132.2.

It had been identified that there was a potential breach of the Code of Conduct related to a member of the committee not declaring an interest in Shinfield Rangers Football Club.

Members were asked if they still wished to confirm those prices having had this matter drawn to their attention.

Members **AGREED** to the prices previously approved, as set out above.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

Cllr James proposed that the football club be invoiced on the assumption that they use the pitches at High Copse on a Saturday for four games. They should also be invoice for games played at the other sites. The football club should be given 14 days to pay the invoices, failure to do so would mean the withdrawal of use of the pitches.

Proposed: Cllr James
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches

27.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and Shinfield Rangers Football Club (SRFC)

This was still in progress, and the Facilities Manager was to arrange a meeting with the Club to discuss further.

ACTION – Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish.

27.3 Update on the proposed fencing around the football pitches and cricket square

The Clerk advised that despite two requests to the Football Foundation to expedite the verification of High Copse Pavilion as a site this was still showing as pending and so the application had not yet been submitted. The Facilities Manager had discussed the fencing with the planning officer at WBC, and it was not expected that the Council would need to apply for planning permission.

ACTION – Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified

27.4 Update on the cricket tender for High Copse

See minute 26/FC/15.6

Cllr Clarke expressed concerns that the tender documents had not shown a financial commitment that would cover the costs incurred by SPC for maintenance. Tenderers would be invited in to discuss their bids further.

ACTION – Clerk to arrange a meeting with the tenderers for cricket at High Copse

27.5 Water Irrigation for sports pitches at High Copse

The Facilities Manager had made enquiries with Stuart Wells Ltd who specialise in recommissioning boreholes. They had stated that they would need to arrange a date to come for a site survey before presenting any costs.

Stuart Wells Ltd advised that the Environment Agency would allow abstraction of 20,000 (20m³) litres per day without a licence to abstract. The Facilities Manager's view was that this level of abstraction would be sufficient for the cricket square.

Members **AGREED** to progress an application for a borehole licence

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

ACTION –

- Facilities Manager to arrange for a site survey and costs of a borehole licence
- Facilities Manager to apply for a borehole licence

27.6 Update on additional storage at High Copse

A request has been made to the University for permission to install the containers at High Copse. No work would take place until the proposed site had dried out.

ACTION – Facilities Manager to arrange for the installation of the storage containers once the ground had dried out

26/FC/28

Millworth Lane

28.1 Update for the Fitness Centre at Millworth Lane

The Clerk advised that the fitness trainer had requested a change of style for the fitness area. Originally, they had proposed two containers with a covered area between. They would now like to consider one enclosed temporary building which would require a variation to the planning application which could be pursued concurrent with the archaeological research.

The electricity supply would be metered and charged to the fitness trainer accordingly. An annual rent would be set, potentially graduated for three years and reviewed periodically.

Members **AGREED** to the change in style of the fitness centre subject to relevant planning requirements.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane

28.2 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

The Facilities Manager was planning an initial meeting with the Tennis Club to discuss potential rent and the draft Heads of Terms.

ACTION – Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club

Concern was expressed over the condition of the track at the tennis court end of Millworth Lane. Discussion took place regarding whether it would be viable to tarmac this section. Cllr Clarke offered to investigate costs. It was believed that this section was owned by the University of Reading (UoR) and they should be approached to ask if they could maintain the track.

ACTION

- Cllr Clarke to investigate costs for tarmac of the track
- Clerk to discuss maintenance of the track with the University of Reading

26/FC/29**Land Acquisition**

- 29.1 Potential land acquisition from the University of Reading (UoR)

The university meeting was scheduled to take place on 9th March.

ACTION – Deputy Clerk to add to the agenda of the next meeting

26/FC/30**School Green Centre**

- 30.1 Any matters relating to the School Green Centre and School Green

The repairs to the Pound Green fire door were largely completed and the Facilities Manager would report back to the committee in April regarding the larger issue with fire doors in the School Green Centre.

ACTION – Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre

- 30.2 Recycling bins

The Clerk was looking to arrange a site visit to confirm all the details with the Wokingham Borough Council (WBC) officer prior to starting the work.

ACTION – Clerk to arrange a site visit for the repositioning of the recycle bins with WBC

26/FC/31**Spencers Wood Pavilion and Recreation Ground**

- 31.1 Installation of Community Shelter

The Facilities Manager had submitted a pre-application and received a report which was included in the papers for this meeting. WBC had suggested that the shelter be located nearer to the MUGA; this would still be in range of the CCTV. This was shown at position A on the diagram circulated with the papers.

Members **AGREED** to accept the position of the Community Shelter at position A, as recommended by WBC.

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Facilities Manager to submit the planning application with the location of the Community Shelter at Position A as recommended by WBC

26/FC/32

Allotments

- 32.1 The first allotment working party had taken place on 3rd March and was attended by Cllrs Montgomery, Peer, and Rance, the Facilities Manager, Allotments Officer and 4 allotment holders. The meeting largely covered how the working party would proceed including frequency of meetings and alternating between daytime and evening to make attendance possible for more allotment holders. The next meeting would be in three months' time.

26/FC/33

Microgeneration

- 33.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate
- Reduce Energy Limited had submitted a comprehensive report on High Copse Pavilion. The report set out some small fixes that would be easy to achieve a reduction in energy costs.
- Reduce Energy Limited would be submitting reports on other sites in due course.

ACTION - Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee

26/FC/34

Parish Wide Items

- 34.1 It was noted that the planning application for the path from Lailey Path to Shinfield Infant and Nursery School had been submitted.

26/FC/35

Correspondence

- 35.1 There was no correspondence

25/FC/36

Date of the Next Meeting

- 36.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 1st April 2026

The meeting ended at 20:52

List of Actions

26/FC/26.2

26/FC/1.1 Facilities Manager to meet with Freely Fruity to discuss signage and maintenance Facilities Manager

26/FC/5.2 Facilities Manager to report back on reseeding at Millworth Lane at the April committee meeting Facilities Manager

26/FC/9.4 Facilities Manager to liaise with the installers to resolve the issues of the shutters at High Copse Pavilion Facilities Manager

26/FC/15.5 Clerk to follow up on the application to the Football Foundation for the grant for fencing Clerk

26/FC/18.1 Facilities Manager to provide an update on Fire doors at School Green Centre at the April committee meeting Facilities Manager

26/FC/27.1 Clerk to inform Shinfield Rangers Football Club of the decision of the committee regarding charges for the use of the football pitches Clerk

26/FC/27.2 Clerk to set up a meeting of the working party to discuss Heads of Terms for all sporting sites within the parish. Clerk

26/FC/27.3 Clerk to submit the application for grant funding from the Football Foundation once the sites had been verified Clerk

26/FC/27.4 Clerk to arrange a meeting with the tenderers for cricket at High Copse Clerk

26/FC/27.5 ➤ Facilities Manager to arrange for a site survey and costs of a borehole licence Facilities Manager
➤ Facilities Manager to apply for a borehole licence Facilities Manager

26/FC/27.6 Facilities Manager to arrange for the installation of the storage containers once the ground had dried out Facilities Manager

26/FC/28.1 Facilities Manager to liaise with BDS Surveyors regarding the variation to the planning application for the fitness centre at Millworth Lane Facilities Manager

26/FC/28.2 ➤ Facilities Manager to draft Heads of Terms and rent for discussion with the Tennis Club Facilities Manager
➤ Cllr Clarke to investigate costs for tarmac of the track Cllr Clarke
➤ Clerk to discuss maintenance of the track with the University of Reading Clerk

26/FC/29.1 Deputy Clerk to add to the agenda of the next meeting Deputy Clerk

26/FC/30.1 Facilities Manager to report back to the committee regarding potential work on the fire doors at the School Green Centre Facilities Manager

26/FC/30.2	Clerk to arrange a site visit for the repositioning of the recycle bins with WBC	Clerk
26/FC/31.1	Facilities Manager to submit the planning application with the location of the community Shelter at Position A as recommended by WBC	Facilities Manager
26/FC/33.1	Facilities Manager to action the suggestions made by Reduce Energy Limited and report back to the Committee	Facilities Manager

DRAFT

HEADS OF TERMS

Facility Hire Agreement: High Copse Sports Facility

Council:	Shinfield Parish Council ("the Council")
Club:	Shinfield Rangers Football Club ("the Club")
Facility:	High Copse Sports Facility, Shinfield, Reading
Version:	V8 (Draft)
Date:	March 2026
Status:	Subject to contract. Not legally binding except where stated.

These Heads of Terms set out the agreed principles for the Club's use of the football pitches, pavilion, and associated facilities at High Copse. They are written in plain language and are intended to form the basis of a formal hire agreement.

Definitions

In this document:

- "The Council" means Shinfield Parish Council.
- "The Club" means Shinfield Rangers Football Club.
- "The Facility" means the High Copse Sports Facility, including pitches, pavilion, and ancillary areas.
- "Pavilion" means the pavilion building and all internal areas including changing rooms, showers, toilets, bar and cafe area, and storage areas.
- "Football Season" means 1 September to 31 May in any year.
- "Match Day" means any day on which the Club has confirmed match bookings at the Facility.
- "Priority Hours" means Saturday 08:00 to 14:00 and Sunday 08:00 to 14:00 during the Football Season.
- "All charges are exclusive of VAT. If VAT becomes applicable the Council will notify the Club and adjust invoices accordingly."
- Written consent means communication by post or email. Communication to the Council will be to named officer(s) as notified to the Club

1. What this agreement is

This is a licence to hire facilities at High Copse. It is not a lease. The Council keeps full control, management, and possession of the Facility at all times. The Club has a right to use the Facility on the terms set out below, but this does not give the Club any tenancy rights, exclusive occupation, or the right to exclude the Council or other users from the Facility.

The Club hires pitches and changing rooms on a match-by-match basis. Separate charges will apply for the bar and café access. The formal terminology used for these arrangements is "hire."

2. What is included

The facilities covered by this agreement are:

- Football pitches at High Copse as listed in the Schedule of Pitches (Appendix A). The specific pitch designations, dimensions, and any restrictions on use will be set out in that schedule. The Council may relocate the Club's bookings between pitches within High Copse where operationally necessary, provided the alternative pitch is of equivalent standard and suitability for the relevant match format. The Council will give at least 48 hours' notice of any

reallocation, except in the case of emergency or same day pitch closures due to weather or safety.

- The Pavilion, including changing rooms, showers, and toilets for use on Match Days.
- Access to the bar and cafe area on Match Days, subject to the bar and café facility charge and the terms set out in Section 7.
- Non exclusive, unmanaged car parking for players, officials, and spectators on Match Days. The Council is not liable for loss of or damage to vehicles or their contents.

The Council may update the Schedule of Pitches from time to time to reflect changes in pitch layout, condition, or availability. The Council will give the Club reasonable notice of any changes.

Floodlighting is not included within this agreement. If floodlighting becomes available at High Copse, separate terms and charges will apply.

3. This is not an exclusive arrangement

High Copse is a community sports facility. This agreement does not give the Club exclusive use of any part of the Facility.

The Council will hire pitches and other facilities at High Copse to other clubs, organisations, community groups, and individuals at any time when they are not booked by the Club. This includes:

- Hiring pitches to other football clubs on Saturdays or Sundays when the Club is not using them.
- Making pitches available for training hire during the summer months and outside the Football Season, subject to protection of the cricket square and following appropriate grounds maintenance guidelines.
- Hiring the Pavilion, bar and café area, and other facilities for non-football use.

The Council will always make decisions about pitch allocation in the best interests of the Facility's long term condition. Pitch health comes first. The Council will follow appropriate grounds maintenance guidance when deciding how often pitches can be used and when they need to rest.

The Club is a main user of High Copse and has Priority Booking for its regular slots (see Section 6). But Priority Booking is not the same as exclusivity or a guarantee of a minimum number of fixtures. Any pitch time that the Club does not book or use is available to others. The Council will use best endeavours to accommodate the Club's confirmed fixture programme and, where pitch closures or other disruptions require rescheduling, will prioritise the Club's fixtures ahead of ad hoc or casual bookings and will work with the Club to find alternative dates or arrangements where practical.

4. How long this agreement lasts

Commencement and term

These Heads of Terms take effect from the date both parties sign this document ("the Effective Date").

The hire arrangement will run until 31 May 2028 unless terminated earlier in accordance with Section 18.

Historic use

Both parties acknowledge that the Club has been using the Facility since November 2025. All charges for that use, including Match Day hire and the bar facility charge from January 2026 onwards, are due and payable in accordance with the invoices issued by the Council, whether or not this document or any subsequent formal hire agreement is completed. Historic use does not sit outside this framework; the outstanding amounts are listed in Appendix B and are payable in accordance with Section 8.

End of term

The Council and the Club will review the arrangement no later than six months before 31 May 2028. If both parties wish to continue, a new agreement will be prepared for the following period. The Club does not have an automatic right to renewal, but the Council will give the Club first option to agree terms for the next period before opening up to other potential anchor users. This recognises the Club's investment of time, volunteers, and resources in making High Copse a successful venue for grassroots football.

On termination or expiry of this agreement, the Club must remove all of its property from the Facility within 14 days. Any property not removed within that period may be disposed of by the Council at its discretion and the Club's expense.

5. What the Club can use the Facility for

The Club may use the Facility for:

- Competitive football matches (adult and junior, all formats).
- Club events such as an annual trophy day, end of season presentations, or fundraising events, subject to prior agreement with the Council on dates and any additional hire charges.

The Club must not use the Facility for any purpose other than those listed above without the Council's prior written agreement. The Club must not sub-let, assign, or share its pitch bookings with any other club or organisation without the Council's written consent.

Training

Training and coaching sessions are not covered by the Priority Booking arrangements in this agreement. All training use is subject to the Council's standard booking policy, is booked separately through the Council's booking system, and may attract a separate charge. Training bookings are subject to availability and are secondary to confirmed match bookings.

6. When the Club can use the Facility

Match day timing

Football matches at grassroots level typically take place between 09:00 and 13:00. The Facility needs to be available from 08:00 (for pitch setup, warm ups, and officials arriving) through to 14:00 (for pack down, clearing the Pavilion, and securing the building). The standard Facility window for Match Days is therefore 08:00 to 14:00. Any activity outside this window must be agreed in writing with Council and is subject to availability.

Priority Booking

The Club has Priority Booking for the following regular slots during the Football Season:

- Saturdays, 08:00 to 14:00, primarily for junior matches across all age group formats.
- Sundays, 08:00 to 14:00, for adult matches (men's and women's teams).

The Club may also request Saturday afternoon slots (14:00 onwards) for adult matches where Sunday fixtures are not possible. These will be accommodated where available but are not Priority Bookings and must be confirmed through the Council's booking system.

Priority Booking means the Club has first right to request these weekend windows before they are released for general hire. It does not guarantee a minimum number of fixtures. Priority Booking is subject always to:

- Pitch condition, safety, and grounds maintenance requirements.
- Adverse weather or force majeure events.
- The Club being in compliance with its payment obligations under this agreement.
- Special events approved by the Council (with reasonable notice to the Club).

The Club must confirm its fixture schedule for each half of the Football Season (September to December, January to May) at least four weeks before the first match in that period. Any Priority Hours slots the Club does not confirm will be released for general hire.

Cancellations, postponements, and no shows

If the Club cancels a confirmed booking:

- More than 7 days before the match: no charge.
- Between 2 and 7 days before the match: 50% of the applicable hire fee.
- Less than 48 hours before the match: full hire fee, unless the cancellation is due to a league or FA directed postponement or severe weather making the pitch unplayable.
- No show or unnotified cancellation: full hire fee.

If the Council closes the Facility:

No charge will apply where the Council closes pitches due to adverse weather, pitch condition, essential maintenance, or any other reason within the Council's proper management of the Facility. The Council will give the Club as much notice as possible, will use best endeavours to offer alternative dates for affected fixtures, and will prioritise the Club's rescheduled matches ahead of new bookings for the same slots.

Cup rearrangements and fixture changes:

Where the Club needs to rearrange a fixture due to cup progression, league directive, or similar, the Club must notify the Council as soon as possible. The Council will accommodate rearranged fixtures where pitch availability allows, but cannot guarantee alternative slots.

Bookings outside Priority Hours

Any use of the Facility outside Priority Hours, including midweek training sessions, Saturday afternoon adult fixtures, or additional weekend slots, must be booked through the Council's booking system. These bookings are subject to availability and may attract different charges.

7. What the Club will pay

Match Day hire charges:

Item	Rate	Basis
Adult match (11v11)	£150.00	Full size pitch, per match
Junior match (all formats)	£120.00	Full size pitch, per match
Bar and cafe facility access	£25.00	Per match day

All charges are exclusive of VAT. If VAT becomes applicable the Council will notify the Club and adjust invoices accordingly.

These charges include use of the Pavilion (changing rooms, showers, toilets) and non exclusive car parking. The charges apply per pitch, per match. If the Club is playing two matches on the same pitch on the same day, each match is charged separately.

Bar and cafe facility

The £25 per Match Day bar facility charge is a flat charge for access to the bar and cafe area within the Pavilion on Match Days, payable regardless of whether the bar trades on that day. This charge covers building access, heating, lighting, and cleaning of the bar and cafe area. The Club should remove all property and leave the area tidy after each hire of the bar and café facility.

The Council reserves the right to operate the Bar and Café facility itself. Where it allows hire by the Club then:

- Who operates the bar (Council, Club, or third party) and who holds the relevant premises licence or Temporary Event Notice.
- The Club is responsible for setting its prices subject to the prior agreement of the Council (not to be unreasonably withheld)
- The Club is responsible for stock, cash and card receipts, losses, and end of day reconciliation.
- The Club is responsible for food hygiene compliance, waste disposal, and cleaning to the required standard.

Any permitted hire of the bar and cafe area is for use as a social and refreshment space. The sale of alcohol is not permitted and the pavilion is not licensed for such sales.

The Council will consider any future proposals for the sale of alcohol at the Pavilion but reserves the right to manage alcohols sales itself.

Annual fee review

The Council will review hire charges each year, normally taking effect from the start of the of the next Football Season (September each year). The Council will give the Club at least two months' notice of any changes. The Council will not increase charges during a Football Season that is already underway.

8. How and when to pay

The Council will invoice the Club monthly in arrears for all matches played and facilities used during that month. Invoices will be sent by email and will itemise the date, pitch, and applicable charge for each booking. Invoices are payable by bank transfer to the account specified on the invoice.

Payment is due within 14 days of the invoice date.

If an invoice remains unpaid after 28 days of the invoice date, the Council reserves the right to suspend the Club's bookings (including Priority Bookings) until the balance is cleared. The Council will give the Club written notice before taking this step. Any suspension will take effect from the next booking period (the following weekend) and will not be applied mid weekend to disrupt confirmed fixtures on the same day. Where the Club is experiencing genuine financial difficulty, the Council is willing to discuss a reasonable payment plan, but the Club must raise this proactively and in writing before the 28 day deadline.

Historic arrears

All outstanding invoices for use of the Facility prior to the Effective Date are listed in Appendix B. Both parties must review and agree the amounts set out in Appendix B before signing these Heads of Terms. Neither party should sign this document until the contents of Appendix B are agreed. Once agreed, these amounts are due and payable within 14 days of the Effective Date, regardless of whether a formal hire agreement is subsequently completed.

If Appendix B amounts are not settled within 14 days of the Effective Date:

- This constitutes a material breach of these Heads of Terms.
- Priority Booking rights do not apply while historic arrears remain unpaid.
- The Council may refuse future bookings until all arrears are cleared.

9. Who looks after what

The Council is responsible for:

- Structural maintenance of the Facility.
- Pitch care, including mowing, aeration, overseeding, and fertilisation.
- Utilities (electricity, water, heating) which are included in the hire charges. If usage is significantly above what would be expected for normal Match Day use, the Council may review this arrangement.
- Grounds maintenance decisions, including when pitches need to rest, be closed, or be taken out of use.

The Club is responsible for:

- All pitch line marking for both pitches. The Club owns and manages the line marking process, including providing paint and equipment, and ensuring lines are marked to the correct dimensions for each match format. Line marking must be carried out using products and methods that are safe for the playing surface. The Council may provide guidance on approved products.
- Goalposts and nets as part of the pitch setup.
- Leaving the Pavilion and all areas used in a clean and tidy condition after each use.
- Reporting any damage, defects, or maintenance issues to the Council as soon as possible.
- Providing and managing all other football equipment (balls, bibs, cones, corner flags, and similar).
- Ensuring all waste is disposed of properly, including any litter left by spectators.

Building access, keys, and security

The Council will provide the Club with keys, access codes, or other means of entry to the Pavilion as agreed. The Club must nominate named individuals who are authorised to hold keys and access the building. The list of authorised keyholders must be kept up to date and provided to the Council.

On each Match Day, the Club is responsible for:

- Securing the building at the end of the session: locking all doors, closing all windows, turning off lights and heating (unless otherwise instructed), setting any alarm, and confirming the building is clear of all persons.
- Notifying the Council immediately if the building cannot be secured or if any security issue arises. Contact details for such notification are **TBC**

If the Council has to attend the Facility because the Club has failed to secure the building as specified above, the Council reserves the right to charge a call out fee of £75 per instance. Repeated failure to secure the building may be treated as a breach of this agreement.

10. Insurance

The Club must hold public liability insurance with the higher of £10 million or the standard requirement for all FA affiliated clubs set under the National Game Insurance Scheme.

The Club must also confirm and, where requested, provide evidence of:

- Current FA affiliation for the relevant season.
- Employer's liability insurance where the Club employs any paid staff or coaches.
- That all coaches and volunteers operating under the Club's arrangements are covered by the Club's insurance or the FA's national scheme.

The Club is responsible for insuring its own equipment, memorabilia, and any other property it brings onto or stores at the Facility. The Council accepts no liability for loss of or damage to the Club's property except where caused by the Council's negligence.

The Club must provide the Council with a copy of its current certificate of insurance before the start of each Football Season and immediately on renewal. The Club must notify the Council straight away if there is any lapse, cancellation, or material change in cover. If the Club's insurance lapses, the Club's right to use the Facility is automatically suspended until valid cover is restored.

11. Safeguarding

Given the significant involvement of children and young people in the Club's activities, the following safeguarding requirements apply:

- The Club must comply with The FA's safeguarding policies, procedures, and guidance at all times.
- The Club must have a designated Club Welfare Officer who is registered with the relevant County FA and has completed the FA's Safeguarding Children workshop.
- All coaches, team managers, and volunteers working with children or vulnerable adults must hold a current, valid DBS check at the appropriate level.
- Children must be appropriately supervised at all times while on the Facility premises. The Club is responsible for ensuring adequate adult to child ratios in line with FA guidance.
- Any safeguarding concern arising at or in connection with the Facility must be reported immediately to the Club Welfare Officer, the County FA, and the Council.

The Council may request evidence of the Club's safeguarding arrangements, including the name and contact details of the Club Welfare Officer and confirmation that DBS checks are in place. Failure to maintain adequate safeguarding arrangements is a serious breach of this agreement.

12. Damage

The Club is responsible for any damage to the Facility, pitches, equipment, or grounds caused by the Club, its players, coaches, officials, or spectators, beyond normal fair wear and tear.

Where the Council considers that damage has occurred:

- The Council will notify the Club in writing, providing reasonable evidence of the damage and the estimated or actual cost of repair.
- The Club may inspect the damage before repair is carried out, where it is practical to do so without delaying necessary remediation.
- The Council may carry out emergency repairs immediately where delay would worsen the damage or create a safety risk.
- The Club will pay the reasonable cost of repair or replacement within 28 days of agreement on the amount. If the parties cannot agree, the dispute resolution process in Section 20 applies.

13. Alterations

The Club must not make any alterations, additions, or changes to the Facility, grounds, or buildings without the Council's prior written approval.

14. Behaviour and conduct

The Club is responsible for the behaviour of everyone associated with its activities at High Copse, including players, coaches, officials, substitutes, parents, carers, and spectators. The Club should ensure that visiting teams are held to the same standards.

The Club must comply with the FA Respect programme and ensure that all participants and spectators behave in a way that is consistent with the values of grassroots community football. Any serious incident of violence, abuse, discrimination, or antisocial behaviour may be treated as a serious breach of this agreement (see Section 18).

The Club should ensure that their activities do not cause any disruption or inconvenience to local residents e.g. by ensuring considerate parking for any overflow.

15. Equality and inclusion

Both the Council and the Club are committed to equality, diversity, and inclusion. The Club must comply with the FA's equality framework and the Council's equality policy. No person may be excluded from or disadvantaged in their use of the Facility on the grounds of any protected characteristic.

The Council expects the Club to actively support participation by underrepresented groups, including women and girls, disability football, and participants from diverse backgrounds, in line with Football Foundation guidance on inclusive engagement.

16. Club memorabilia and display area

The Council will provide the Club with a dedicated area within the Pavilion for displaying trophies, photographs, and club memorabilia. The exact location within the building and the presentation of any such display will be agreed between the parties.

The following conditions apply:

- Nothing may be fixed to walls, ceilings, or any surface without the Council's prior written approval.
- Electrical items (display lighting, screens, and similar) are not permitted unless approved by the Council and confirmed as PAT compliant.
- The display area and the surface it occupies remain the property of the Council. The Council may ask the Club to relocate the display if needed for operational reasons, with reasonable notice.
- The Club is responsible for the security and condition of any items it displays. The Council accepts no liability for theft of or damage to displayed items except where caused by the Council's negligence.

This provision recognises the Club's role as a founding user of High Copse and supports a sense of belonging for players, families, and the community.

17. Club events and trophy day

The Council welcomes the Club hosting an annual trophy day or end of season presentation event at High Copse. This is subject to the Council's normal booking arrangements and the Club should give as much advance notice as possible.

The Council encourages the Club, where appropriate, to involve local stakeholders in key annual events, including SPC councillors, the University of Reading (as landowner), and the wider Shinfield community. Events that are open and visible to the community support the Facility's role as a parish hub.

Any additional hire charges for events outside normal Match Day use will be agreed in advance between the Club and the Council.

18. How this agreement can end

Notice

Either party may end this agreement by giving six months' written notice to the other party.

Remediable breach

If either party is in breach of any obligation under this agreement (other than a serious breach as defined below), the other party may give written notice specifying the breach and requiring it to be remedied within 28 days. If the breach is not remedied within that period, the party giving notice may suspend the arrangement or terminate the agreement with immediate effect.

Serious breach

The Council may terminate the agreement immediately, without notice, if the Club commits a serious breach. A serious breach includes:

- Failure to pay invoices that remain outstanding for more than 28 days after a written reminder.
- Allowing or failing to prevent criminal activity on site.
- Repeated or serious failure to comply with health and safety or safeguarding requirements.
- Lapse or cancellation of the Club's public liability insurance without immediate replacement.
- A serious incident of violence, discrimination, or abuse that brings the Facility or the Council into disrepute.
- Any breach of the non exclusivity provisions or any attempt to sub let or assign bookings without consent.
- Failure to maintain adequate safeguarding arrangements.

Before terminating for serious breach, the Council will give the Club written notice of the breach and the Club will have 7 days to make written representations. The Council will consider any representations made before reaching a final decision. This 7 day representations period does not apply where the breach involves an immediate risk to the safety of any person, a safeguarding concern involving a child or vulnerable adult, or criminal activity on site, in which case the Council may suspend or terminate the agreement with immediate effect.

If the Council terminates for serious breach, no refund of fees already paid will be made and any outstanding invoices remain payable.

19. Signage and branding

If the Club wishes to display signage, sponsor boards, or branding at High Copse, this must be agreed in advance with the Council. Any signage must be appropriate for a community facility and must not imply that the Club has exclusive use of the site. The Council reserves the right to require removal of any signage that is not consistent with the Facility's community character.

20. If we disagree

Both parties will try to resolve any disagreement informally in the first instance through discussion between the Club's designated contact and the Council's Facilities Chairman or Clerk.

If informal discussion does not resolve the matter within 14 days, either party may give the other written notice of the dispute. The parties will then have 28 days to reach a resolution in writing.

If the dispute is still not resolved, either party may propose mediation through an independent mediator agreed by both sides. The costs of mediation will be shared equally.

Both parties intend to follow this process before taking any legal action, but this Section is a statement of intent and does not prevent either party from exercising any legal rights that may be available.

21. Health and safety

Both the Council and the Club must comply with all relevant health and safety legislation. The Club is responsible for carrying out its own risk assessments for its activities and ensuring that its coaches and officials are appropriately qualified.

The Club must ensure that suitable first aid cover and equipment is available at all matches and that at least one person present holds a current first aid qualification.

22. Data protection

Each party acts as an independent data controller for any personal data it processes in connection with this agreement. Neither party will share the other party's data with third parties without prior consent, except where required by law. Both parties will comply with UK GDPR and the Data Protection Act 2018.

23. Things outside our control

Neither party will be liable for any failure to meet its obligations under this agreement if that failure is caused by events genuinely outside its control, including severe weather, flooding, pandemic restrictions, utility failure, or government order. The affected party must notify the other as soon as possible and take reasonable steps to minimise the impact.

24. Confidentiality

Neither party will disclose the terms of this document to any third party without the other party's prior consent, except where disclosure is required by law, to professional advisors, or in the proper exercise of the Council's public functions (including publication of Council minutes and reports). This Section is intended to be binding from the Effective Date.

25. Governing law

This agreement is governed by the laws of England and Wales.

26. Legal status of this document

These Heads of Terms are not a legally binding contract, except for the following provisions which are intended to be binding from the Effective Date:

- Section 8 (historic arrears and payment obligations).
- Section 10 (insurance).
- Section 11 (safeguarding).
- Section 22 (data protection).
- Section 24 (confidentiality).
- Section 25 (governing law).

All other provisions set out the principles that will form the basis of a formal hire agreement. Both parties agree to work in good faith to finalise the formal agreement within 60 days of the Effective Date.

Signatures

By signing below, both parties confirm they have read and understood these Heads of Terms and agree to work together on this basis.

For Shinfield Parish Council

Name:	
Title:	
Signature:	
Date:	

For Shinfield Rangers Football Club

Name:	
Title:	
Signature:	
Date:	

Appendix A: Schedule of Pitches

To be completed. This appendix will list each pitch at High Copse covered by this agreement, including its designation, approximate dimensions, and any restrictions on use.- Refer to pitches as East and West

Appendix B: Outstanding Invoices

To be completed. This appendix will list all outstanding invoices for Facility use prior to the Effective Date, with amounts and dates, payable in accordance with Section 8.

Shinfield Parish Council (School Green Centre) : Energy Savings Audit Report

Document Control :

Reduce Energy Ltd

Version Number : SPC ; SCG; 01

Author : Ian Gough : 12/3/2026

Checked : Andrea Eisnerova : 18/3/2026



Reduce Energy Ltd

**Assessment of Energy / carbon saving
opportunities for :**

**School Green Centre, School Green, Shinfield, Reading.
RG2 9EH**



Produced for :

**Shinfield Parish Council, School Green centre, School Green, Shinfield,
Reading. RG2 9EH**

Prepared for

Bruce Winton
Shinfield Parish Council
School Green
Reading
RG2 9EH

Prepared by

Ian Gough
Director
Reduce Energy Ltd
Latimer
Shinfield Road
Reading
RG2 9BE

Tel
Email

01189888220
clerk@shinfieldparish.gov.uk

Tel
Email

07792158530
greeneducation@hotmail.co.uk

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EXECUTIVE SUMMARY

This report presents the results of an energy and carbon saving opportunities survey of School Green Centre, School Green, Reading. RG2 9EH. This was carried out by Reduce Energy Ltd.

The agreed scope of work for this assessment was :

- To visit the site and assess current energy consumption / usage.
- To assess the site for potential energy / carbon saving opportunities and to increase energy efficiency of the property.
- To assess the site for potential renewable energy generation opportunities, (supplementary report).
- To identify and prioritise actions that can be taken by the organisation to improve its energy / carbon management.

The School Green building shows signs of original construction circa 2021, it provides hall spaces, a small catering room and café and several small meeting rooms. The building shows no signs of refit upgrades post 2021. The space comprises, 721 Sq Meters / 7760 Sq Feet.

Declared site Electricity consumption equates to an established estimated 61608 kWh's (not HH corrected) worth per annum. Including all 'on costs', this equates to an annual electricity energy bill of some : £22704 (2025 contract).

Total energy costs equate to : £22,704

Carbon emissions associated to electricity usage equates to some 10.7 Tonnes per annum.

This report highlights potential savings of some £6476 (28% monetary saving) and 2.6 Tonnes of CO² (24% carbon savings). 15961 kWh's worth of savings (26% Kilowatt hours savings). These are very conservative estimates of savings.

The School Green building has a declared annual electricity consumption of some 85 kWh's / M² (7.9 kWh's / sq ft).

A summary of the 20 point Action Plan is presented in the table below.

It is important to note that advisory, no cost, recommendations should also be implemented. Educational dissemination sessions with Shinfield Parish staff will be instrumental in this regard.

Some assumptions have been made in these calculations, but they are conservative in their savings. The building in general, was in good condition. These building appears Poor for electricity usage when compared to other similar buildings. The Energy Benchmarking tool developed by CIBSE www.cibse.org/Knowledge/Benchmarking, provides a Good Practice (electricity) statement of 33 kWh/M² (DEC assessed) for a typical Local Authority Community Centre. Based on this assessment criteria the School Green Building should be viewed Poor for electricity usage (energy performance).

ACTION PLAN

The recommendations listed below detail annual savings identified and payback against project costs.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
1	The lighting in the Grazeley Room should be better controlled. This area is over lit so a reduction in light fittings or 'half on, half off' controls should be fitted. The area has good natural light too. PIR sensors should also be employed.	£15	0.008 Tonnes	50	Behavioural change or Electrician re-wire ; £50	Immediate 3 Years	Implement Immediately. Bruce Winton / Shams Ali. Advisory : Reduce Energy Ltd
2	The heating setpoint for the Daikin controller in the Grazeley Room was 23°C. This must be reset to a maximum of 21°C.	£225	0.1 Tonnes	600	Nil - control	Immediate	Implement immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
3	In the Shinfield room, both the 'heat' and 'fan extract' controls indicated 'on' at the time of inspection. This would suggest significant, direct, heat loss. Controls or signage must be placed advising against using both.	£245	0.1 Tonnes	650	Nil – control or Control placement £250	Immediate 1 Year	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
4	The Consort LST heaters throughout need to be re-programmed and scheduled or put on 'manual' control and only utilised when needed. There was evidence that these units are being utilised above the BMS ASHP provision.	£476	0.2 Tonnes	1293	Nil - control	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
5	Fit PIR controls to the lighting in the Three Mile Cross room.	£20	0.008 Tonnes	65	£100 contractor	5 Years	Implement within the next year. Bruce Winton / Shams Ali

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
6	Fit a simple 24 hour programming device to the Zip hydroboil in the kitchenette and programme. Suggest time from 8am until 8pm.	£431	0.2 Tonnes	1170	£150 contractor	1 Year	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
7	The Pound Green room Air temperature display controller was 'set' at 19°C but this was inaccurate. Air temperature measurements at the time were suggestive of 21°C. Controller 'set points' should be monitored and set back, if required. Savings based on 1 degree set point reduction.	£560	0.27 Tonnes	1540	Nil – control (Reduce Energy Ltd to effect).	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
8	The main Plant was not programmed correctly and was not working properly. There were faults identified on the main BMS system, the dates / times were not correct and 'setpoints' vague and unaligned. The whole system needs an M&E maintenance contract and Reduce Energy Ltd will re-set setpoints / timing etc.	£1134	0.6 Tonnes	3080	Nil – control (Reduce Energy Ltd to effect).	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
9	The main Kitchen Air Extract was on and no cooking was happening. The staff should be advised to ONLY use the air extract whilst in use, cooking. Staff appeared to confirm that the extract was put on first thing in the morning, when they arrived and turned off when they leave. This is a huge energy & heat loss.	£703	0.33 Tonnes	1909	Nil - behaviours	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
10	The main kitchen had a badly damaged and poorly repaired external door. This should be repaired to prevent excess heat loss (winter months).	£181	0.08 Tonnes	492	£250	1 Year	Implement within the next year. Bruce Winton / Shams Ali

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
11	Consider installing a suspended ceiling to the Tower room. The heat requirement for this room could be reduced by 40% through utilisation of a suspended ceiling, reducing room volume.	£681	0.3 Tonnes	1848	£1844	3 Years	Implement within the next year. Bruce Winton / Shams Ali
12	Check levels of loft insulation provision to any appropriate areas. Upgrade missing or low loft insulation to a minimum of 300mm depth.	£408	0.19 Tonnes	1108	£1109	3 Years	
13	One of the main heat pumps to the rear of the property appears to have excess condensate leakage. This should be checked and maintained through a full M&E ongoing contract.	£340	0.1 Tonnes	616			
14	A full kVa (Available Capacity) review should be carried out on site. Any Maximum Demand less than kVa should be claimed and obeyed going forward.	£500	-	Nil	£200 Reduce Energy Ltd	Immediate	
15	Ensure the property has a full and valid Display Energy certificate. The current Government Energy certificate database doesn't appear to have a current DEC registered for the site (Expired June 2024). This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
16	A TM44 Air conditioning inspection report and certificate is required for the building (ASHP of more than 12kW). This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd.
17	Shinfield Parish Council staff should attend an energy training seminar (in house) ; ½ day. Training will include no cost actions that can be taken by employees to reduce energy consumption.	£330	0.1 Tonnes	924	£ costs quoted elsewhere Reduce Energy Ltd	1 Year	Implement within the next six months. Bruce Winton / Shams Ali / Reduce Energy Ltd.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
18	Voltage Optimisation should be reviewed on site.	£227	0.1 Tonnes	616	£2200	10 Years	Consider within the next year. Bruce Winton / Shams Ali / Reduce Energy Ltd/
19	The Council should look to end current energy supply contracts where possible. Electricity contracts are currently set at a tariff rate of 25p / kWh, energy non commodity rates appear excessive too (in – line). Reduce Energy Ltd would suggest a 'change of tenancy' be invoked to break contract, a new contract set up and fixed to operate for the next few years.	£3300 Based on available current contract rates 21p. With 'on' costs.	-	-	-		Implement within next six months. Bruce Winton / Reduce Energy Ltd
20	The main plant heat / ventilation system appeared to have poorly set fan controls. This should be investigated by an M&E technician as part of a full M&E maintenance contract.	Unknown	-	Unknown			
TOTAL		£6476	2.6 Tonnes	15961	£5853		

There are many capital investment / Loan, financial arrangements in place to deal with much of the above, should Shinfield Parish Council need financial assistance with these projects. Energy Performance Contracts should be entered into with any companies that Shinfield Parish choose to work with on finance.

1. INTRODUCTION

1.1. Objectives for the Visit

This assessment of energy / carbon saving opportunities has been provided at the clients request to ensure that the clients better understand how their property and procedures can improve upon its Energy / Carbon (through energy) management practices. Its principal drivers are to help with reducing energy costs / carbon dioxide emissions. The report will detail the most important activities the clients can take in order to achieve this. The project scope was agreed in advance with Mr Bruce Winton and included ;

- To visit the site and assess current energy consumption and usage.
- To assess the School Green building (organisationally / procedurally) for energy / Carbon saving opportunities.
- To assess the site / building(s) for potential carbon saving opportunities and to increase energy efficiency of the property(s).
- To assess the site for potential renewable energy generation opportunities.
- To identify and prioritise actions (through an energy / Carbon action plan) that can be taken by the organisation to improve its energy management / carbon emissions.

The customer requires this report to put forward proposals to senior management asking for funding towards measures, to achieve carbon savings.

1.2. Site details

The building is a good size, measuring some : 721 M² within a sizeable site / grounds. Located south of Reading. The building is owned by Shinfield Parish Council.

The buildings electrical energy is used mainly in plant / heating / lighting and equipment.

The site has a core usage of from 6.30am in the morning through to 6.30pm in the evening throughout the year. In addition, the site is utilised by clubs and leases outside core hours (allowance of additional 3 hours).

This assessment was carried out by Ian Gough, Director, Reduce Energy Ltd and is the first assessment specifically for this site.

2. ENERGY USAGE PROFILE

2.1. Site Energy Consumption and Spend

The Shinfield Parish School Green building consumes approximately 61,608kWh's of energy per annum. * *Figures provided by Shinfield Parish Council.*

Utility	Energy Consumption		Cost (inc on costs)		CO ₂ Emissions
	kWh/year	%	£/year	%	tCO ₂
Electricity	61,608	100	£22,704	100	10.7 Tonnes
Gas	-	-	-	-	-
Total Energy	61,608	100	£22,704	100	10.7 Tonnes

3. ENERGY MANAGEMENT INFORMATION

3.1. Energy Management Practices

The existing energy management practices outlined in the Energy Management Matrix found in Appendix 2 are as follows:

Policy : An unwritten set of guidelines – Level 1 : Shinfield Parish should look to develop a Carbon action plan or similar to detail an approach / guidelines on energy management.

Organising : Some delegation of responsibility but line management and authority unclear – Level 2 : Shinfield Parish should organise staff with clear responsibilities towards energy / carbon management. Key staff should be delegated with regular energy / carbon management tasks. Senior management should achieve good levels of training on energy / carbon management and reduction opportunities.

Training : Staff have no energy / carbon expertise. – Level 1 : Staff should be trained, particularly in relation to behavioural change issues. Energy / Carbon reduction liaison sessions should be arranged.

Performance Measurement : Monthly monitoring of energy / carbon reduction – Level 2 : Key staff should be trained how to read energy billing information and analyse / work towards carbon reduction opportunities. Identify performance in relation to energy reduction. Software should be installed to assist with monitoring, staff be trained in this software package.

Communicating : Some minor use of company communication mechanisms to promote energy / carbon reduction – Level 1 : Staff should be assigned to communicate energy / carbon management issues to all staff and senior management. Communication should occur with all Shinfield Parish staff. Communication should occur at least bi-annually at relevant meetings, via online communicate and any relevant circulars.

Investment : Unascertained but assumed : Same appraisal criteria used as for other cost reduction projects - Level 1 : Annual energy / carbon reduction opportunity assessments should be carried out and issues identified as achieving less than five year payback values should be put forward as invest to save initiatives. Investment should be sought for any revenue generating opportunities from renewable energy technology investments. Those identified as viable in terms of positive income generation (>3.5% ROI) should be pursued. Offsetting initiatives should be enacted as a last resort.

4. CARBON REDUCTION OPPORTUNITIES

Ordered according to Action Plan above ; in terms of financial payback from initial investment :

Priority no. 1	Control lighting in the Grazeley Room more effectively			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£15	0.008 Tonnes	50	Behavioural	Immediate
Detail	Apply a half on, half off approach to the room lighting controls into the future.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save over 50 Kilowatt hours per year and 0.008 Tonnes of CO ₂ per annum.			
Risks	Nil			
Next Step.	The Client should place signage prohibiting the use of some switches			
Relevant Publications				

Priority no. 2	Reprogramme the Daikin controller setpoint to a maximum of 21 degrees.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£225	0.1 Tonnes	600	£Nil - control	Immediate
Detail	The Daikin controller was set at 23 degrees, re-set to 21 degrees maximum			
Rationale	This project could save £225 and 0.1 Tonnes of CO ₂ per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to assist			
Relevant Publications				

Priority no. 3	Controls in the Shinfield Room must be prevented from 'competing' against each other.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£245	0.1 Tonnes	650	£Nil - control	Immediate
Detail	At the time of inspection both the 'heat' and fan extract were on. This would permit a huge heat loss.			
Rationale	This project could save £245 per annum and justify its payback immediately.			
Risks	This should be looked at as a result of a full maintenance M&E contract.			
Next Step	Maintenance staff to enact			
Relevant Publications				

Priority no. 4	Don't rely on the Consort LST heaters for main building heat. The BMS should not be overridden by the heaters.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£476	0.2 Tonnes	1293	£Nil - control	Immediate
Detail	Ensure BMS / ASHP's are primary methodology of temperature control and programme the Consort LST heaters effectively, ensuring timer control.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save well over 1293 kWh's and 0.2 tonnes of CO ₂ per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to further advise.			
Relevant Publications				

Priority no. 5	Fit PIR controls to the lighting in the Three Mile Cross room.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£20	0.008 Tonnes	65	Contractor £100	5 Years
Detail	Fit PIR controls to the lighting to effectively turn off when not in use.			
Rationale	This project could save £20 per annum and pays back within 5 years.			
Risks	PIR sensors not appropriate.			
Next Step	Maintenance staff engage a contractor			
Relevant Publications				

Priority no. 6	Fit a 24 programme timing device to the ZIP Hydroboil			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£431	0.2 Tonnes	1170	£150	1 Year
Detail	Install a timing device to the mains supply for the ZIP Hydroboil. Suggested set times 8am – 8pm			
Rationale	This project could save well over £431 per annum and 1170 kWh's.			
Risks	Timing settings tampered with or unit removed / switched off.			
Next Step	Utilise electrician to effect.			
Relevant Publications	https://www.youtube.com/watch?v=hAITkAOoTLY			

Priority no. 7	Monitor controller set points for the Pound Green Room.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£560	0.27 Tonnes	1540	Nil – Reduce Energy Ltd or M&E contract	Immediate
Detail	Temperature 'set' at 19 degrees but air temperature recordings at 21 degrees. On a cold day / no direct sunlight.			
Rationale	Project could save £560 and 0.2 Tonnes of CO ₂ .			
Risks	Would suggest this is put in the hands of Reduce Energy Ltd or a M&E contract.			
Next Step	Shinfield Parish Council to appoint M&E contractor.			
Relevant Publications				

Priority no. 8	BMS system check and Plant programming			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£1134	0.6 Tonnes	3080	Nil – Reduce Energy Ltd to effect.	Immediate
Detail	Setpoints need adjusting, faults repaired and an M&E contract put in place.			
Rationale	Biggest single saving on site : with over £1000 and 3000 kWhs of savings.			
Risks	BMS isn't fully utilised or programming isn't applied properly.			
Next Step	Reduce Energy Ltd to advise.			
Relevant Publications				

Priority no. 9	Better control the Kitchen main air extract system. Evidence suggests that this is 'on' when not required. Ensure it is better controlled through education of staff.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£703	0.3 Tonnes	1909	Behavioural	Immediate
Detail	Advise staff to only use when required and to turn off when not in use.			
Rationale	This project could save £703 per annum and 1909 kWh's.			
Risks	Staff don't implement training.			
Next Step	Reduce Energy Ltd to advise			
Relevant Publications				

Priority no. 10	Repair the external door to the kitchen.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£181	0.08 Tonnes	492	£250	1 Year
Detail	The door was badly damaged, repair the door to prevent heat loss from the building.			
Rationale	Savings of over £100 per annum and 400 kWh's.			
Risks	None			
Next Step	Shinfield Parish Council to effect a repair.			
Relevant Publications				

Priority no. 11	Install a suspended ceiling to the tower room to decrease 'heated volume'			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£681	0.3 Tonnes	1848	£1844	3 Years
Detail	Install a fully insulated suspended ceiling to reduce room volume and reduce heating costs. Monitor heat levels thereafter and reduce thermostats where necessary.			
Rationale	Savings of over £600 per annum and 100 kWh's, in addition carbon savings of 0.3 Tonnes are recognised.			
Risks	Controls aren't adjusted after install.			
Next Step	Shinfield Parish Council to appoint a contractor.			
Relevant Publications	https://www.sciencedirect.com/science/article/abs/pii/S0378778808002132			

Priority no. 12	Upgrade Loft Insulation where required			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£408	0.19 Tonnes	1108	£1109	3 Years
Detail	Install loft insulation to a depth of 300mm in any areas requiring (top up's)			
Rationale	Savings of over £600 per annum and 100 kWh's, in addition carbon savings of 0.3 Tonnes are recognised.			
Risks	Ensure fire proof insulation			
Next Step	Shinfield Parish Council to appoint a contractor.			
Relevant Publications	https://www.theloftboys.co.uk/lofts/loft-insulation/			

Priority no. 13	Investigate the leaking heat pump to the rear of the property.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£340	0.1 Tonnes	616	£M&E contract	-
Detail	Pooling of condensate water under the heat pump could indicate severe damage to the heat pump so it's important to get checked.			
Rationale	Savings of £340 per annum			
Risks	Carry out as part of a general M&E ongoing contract			
Next Step	Shinfield Parish Council to appoint a contractor.			
Relevant Publications	https://www.daikin.co.uk/en_gb/residential/inspiration/articles/how-often-should-you-maintain-an-air-source-heat-pump-system.html			

Priority no. 14	Carry out a full kVa review of the property. Reduce Maximum demand where possible (reduce non commodity costs).			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£500	-	Nil	£200 Reduce Energy Ltd	Immediate
Detail	Potential to reduce Maximum Demand / Available capacity for the site, resulting in reduced non commodity energy costs.			
Rationale	Savings of £500 per annum potential			
Risks	Reducing Maximum Demand results in the inability to change kVa for a two year consequent period, so you have to ensure no significant energy usage upgrades will result thereafter. Reduce Energy Ltd to further explain.			
Next Step	Reduce Energy Ltd to explain			
Relevant Publications				

Priority no. 15	Ensure the property has a full and valid Display Energy Certificate. This is a legal requirement.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory	-	-	-	Immediate
Detail	Provide the property with a full Display Energy Certificate. Legal requirement.			
Rationale	Legal requirement			
Risks	Non compliance carries significant legal and financial risks, with potential penalties for non-provision.			
Next Step	Reduce Energy Ltd to carry out.			
Relevant Publications	https://www.gov.uk/government/publications/display-energy-certificates-and-advisory-reports-for-public-buildings/a-guide-to-display-energy-certificates-and-advisory-reports-for-public-buildings			

Priority no. 16	Ensure the property has a full and valid TM44 air conditioning certificate. This is a legal requirement.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory	-	-	-	Immediate
Detail	Provide the property with a full TM44 energy efficiency of air conditioning certificate. Legal requirement.			
Rationale	Legal requirement			
Risks	Non-compliance carries significant legal and financial risks, with potential penalties for non-provision.			
Next Step	Reduce Energy Ltd to carry out.			
Relevant Publications	https://tm44.uk/news-blog/tm44-inspections-local-councils-uk/			

Priority no. 17	Staff should attend a half day energy training seminar.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£330	0.1 Tonnes	924	Outlined in previous documentation	1 Year
Detail	A half day energy awareness training session should be provided to all staff on how to be more energy efficient in every day practices.			
Rationale	Over £330 savings per annum alone, just from behavioural change.			
Risks	Staff fail to carry out teachings.			
Next Step	Reduce Energy Ltd to carry out.			
Relevant Publications				

Priority no. 18	Voltage optimisation should be reviewed on site. Reduce Energy Ltd to provide free initial appraisal to see if possible.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£227	0.1 Tonnes	616	£2200	10 Years
Detail	Voltage Optimisation may be possible on site. Reduce Energy Ltd to 'clamp' supply to see if possible, free, first.			
Rationale	Potential of £227 savings per annum on site.			
Risks	Might not be possible and could be very costly for the site.			
Next Step	Reduce Energy Ltd to carry out.			
Relevant Publications	https://www.resolvenetzero.co.uk/blog/article/the-advantages-of-voltage-optimisation			

Priority no. 19	Review all current energy contracts			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£3300	-	-	-	-
Detail	The Council should look to end all current energy contracts. Change of tenancy possibly utilised for this purpose.			
Rationale	Potential savings. However recent geopolitical events have had a significant impact upon markets, and this is unclear as to where this might end up !!			
Risks	Geopolitical events. Energy security is starting to come back to the fore in energy circles, significantly. The Council may wish to act in this manner.			
Next Step	Reduce Energy Ltd to advise.			
Relevant Publications				

Priority no. 20	M&E technicians should investigate the fan controls on the main plant heat / ventilation.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Unknown	-	-	-	-
Detail	The Council should appoint an M&E contractor to look at this and other issues identified.			
Rationale	Potential savings, however very difficult to calculate based on several variables.			
Risks	None			
Next Step	Reduce Energy Ltd to advise.			
Relevant Publications				

Legislative compliance : There are two areas of legislative compliance that have not been proven. A TM44 certificate for the Air conditioning is required and a Display Energy Certificate must be reported for the property. Reduce Energy Ltd will provide a quotation in this regard.

Recommendation : This building requires regular meter readings and reporting. Reduce Energy Ltd would suggest this task rests with a key member of staff who collates all meter reads (photographically) monthly and send to the energy supplier.

Ensure PIR sensors / occupancy sensing on lights in main areas are effective and working properly.

In addition, the following measures are recommended for further investigation by the site, but are not graded as a priority for action at the present time:

Item No	Description of Recommendation
1	Carry out a CSR initiative with a local 'Green Organisation / charity'.

APPENDICES

Appendix 1 Supplementary Site Information

The table below summarises equipment with high energy consumption at the site and their condition.

Equipment	Age	General condition	Est. date for next upgrade
ASHP plant	5 + years	Good but needs service	2035
General Lighting	5 + years	Good	2035
General Electrical Equipment (non plant)	5 + years	Good	2040
A/C plant (units)	5 + years	Excellent but controls	2035

Appendix 2 Energy Management Matrix

This matrix shows an overall appreciation of energy management for the survey site. The shaded cells represent current achievement levels indicating key areas where improvement can be made.

Level	Policy	Organising	Training	Performance Measurement	Communicating	Investment
4	Energy policy, Action Plan and regular review have active commitment of top management	Fully integrated into management structure with clear accountability for energy consumption	Appropriate and comprehensive staff training tailored to identified needs, with evaluation	Comprehensive performance measurement against targets with effective management reporting	Extensive communication of energy issues within and outside of organisation	Resources routinely committed to energy efficiency in support of business objectives
3	Formal policy but no active commitment from top management	Clear line management accountability for consumption and responsibility for improvement	Energy training targeted at major users following training needs analysis	Weekly performance measurement for each process, unit, or building	Regular staff briefings, performance reporting and energy promotion	Same appraisal criteria used as for other cost reduction projects
2	Un-adopted Policy	Some delegation of responsibility but line management and authority unclear	Ad-Hoc internal training for selected people as required	Monthly monitoring by fuel type	Some use of company communication mechanisms to promote energy efficiency	Low or medium cost measures considered if short payback period
1	An unwritten set of guidelines	Informal, mostly focused on energy supply	Technical staff occasionally attend specialist courses	Invoice checking only	Ad-Hoc informal contacts used to promote energy efficiency	Only low or no cost measures taken
0	No explicit energy Policy	No delegation of responsibility for managing energy	No energy related staff training provided	No measurement of energy costs or consumptions	No communication or promotion of energy issues	No investment in improving energy efficiency

Source & Further Reading: Better business – management guide CTV034

Appendix 3 Summary of Areas Covered

This is a checklist of items that could be covered by an opportunities assessment visit. The purpose of this form is to advise the report review process as to why certain areas have been covered and why others have not, thus informing potential further work.

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
Energy Management and Reporting System					
	Policy and Strategy	YES	Partially		
	Energy Management responsibility	YES	YES		
	Use of meters	YES	YES		
	Data collection and analysis	YES	YES		
	Publicising Energy Performance	YES	Partially		
	Workforce engagement	YES		✓	To be carried out by Shinfield Parish
	Use of the Standards for Managing Energy	YES	Partially covered in reporting		
	Buildings Energy Management Systems	YES	YES		
Energy Performance					
	Space Heating	YES	YES		
	Boiler house/ plant room/ boilers	YES	YES		A/C covered
	HVAC systems and plant	YES	YES		
	Compressed Air	YES	YES		
	Combustion processes			✓	Not relevant on this site.
	Lighting	YES	YES		
	Motors and drives	YES	YES		
	Building Fabric	YES	YES		
	Refrigeration/ Cooling Systems	YES	YES		

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
	Hot water systems	YES	YES		
	Steam distribution			*	Not relevant on site.
	Heat recovery		Partial		
	Process	YES	YES		
	Pumps and fans	YES	YES		
Energy Supply	Opportunities for Renewables	YES	YES		
	Opportunities for CHP	NO			Ruled out as too costly.

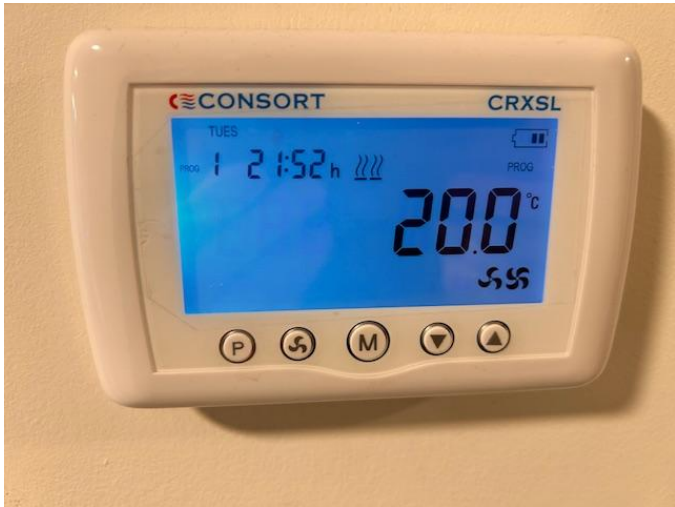
Appendix 4 Supporting evidence / Photos



ZIP boiler requiring timer device



Maintenance Issue – ASHP 'condensing' and leaking.



Consort controller – Incorrect times & programme



Extract canopy details



Main heat / vent plant – display not functioning properly.

Appendix 5 : Summary of Assumptions

Working day assumed at : 6.30am – 6.30pm core and 3 Hours additional allowed for in calculations.

Carbon Tonnage ascertained from : Carbon emissions factors 2024 (UK Government Green House Gas (GHG) Conversion Factors for Company Reporting). Assumed as a percentage of kWh (Day and Night tariff) & Gas. NON REGO.

61608 kWh's of electricity was identified from billing consumption.

A Total of : £22704 energy costs including on costs, were derived from energy billing.

Shinfield Parish Council (Spencers Wood Pavillion) : Energy Savings Audit Report

Document Control :

Reduce Energy Ltd

Version Number : SPC ; SWP; 01

Author : Ian Gough : 19/2/2026

Checked : Andrea Eisnerova : 25/2/2026



Reduce Energy Ltd

Assessment of Energy / carbon saving opportunities for :

**Shinfield Parish Council, Spencers Wood Pavillion,
Clares Green Road, Spencers wood, Reading. RG7 1DY**



Produced for :

**Shinfield Parish Council, School Green centre, School Green, Shinfield,
Reading. RG2 9EH**

Prepared for

Bruce Winton
Shinfield Parish Council
School Green
Reading
RG2 9EH

Prepared by

Ian Gough
Director
Reduce Energy Ltd
Latimer
Shinfield Road
Reading
RG2 9BE

Tel
Email

01189888220
clerk@shinfieldparish.gov.uk

Tel
Email

07792158530
greeneducation@hotmail.co.uk

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EXECUTIVE SUMMARY

This report presents the results of an energy and carbon saving opportunities survey of Spencers Wood Pavillion, Clares Green Road, Reading. RG7 1DY. This was carried out by Reduce Energy Ltd.

The agreed scope of work for this assessment was :

- To visit the site and assess current energy consumption / usage.
- To assess the site for potential energy / carbon saving opportunities and to increase energy efficiency of the property.
- To assess the site for potential renewable energy generation opportunities, (supplementary report).
- To identify and prioritise actions that can be taken by the organisation to improve its energy / carbon management.

The Spencers Wood building shows signs of original construction circa 2020, it provides hall space, a small catering room and a nursery. The modular building shows no signs of refit upgrades post 2020. The space comprises, 360 Sq Meters / 3875 Sq Feet.

Declared site Electricity consumption equates to an established estimated 14,400 kWh's (not HH corrected) worth per annum. Including all 'on costs', this equates to an annual electricity energy bill of some : £5052 (2025 contract).

Total energy costs equate to : £5052.

Carbon emissions associated to electricity usage equates to some 2.5 Tonnes per annum.

This report highlights potential savings of some £2095 (41% monetary saving) and 0.3 Tonnes of CO² (12% carbon savings). 2292 kWh's worth of savings (16% Kilowatt hours savings). These are very conservative estimates of savings.

The Spencers Wood building has a declared annual electricity consumption of some 40 kWh's / M² (3.7 kWh's / sq ft).

A summary of the 10 point Action Plan is presented in the table below.

It is important to note that advisory, no cost, recommendations should also be implemented. Educational dissemination sessions with Shinfield Parish staff will be instrumental in this regard.

Some assumptions have been made in these calculations, but they are conservative in their savings. The building in general, was in good condition. These building appears Average for electricity and fossil fuel usage when compared to other similar buildings. The Energy Benchmarking tool developed by CIBSE www.cibse.org/Knowledge/Benchmarking, provides a Good Practice (electricity) statement of 33 kWh/M² (DEC assessed) for a typical Local Authority Community Centre. Based on this assessment criteria the Spencers Wood Pavillion should be viewed AVERAGE for electricity usage (energy performance).

ACTION PLAN

The recommendations listed below detail annual savings identified and payback against project costs.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
1	Air Source Heat Pumps & associated plant need a thorough Service. Filters were dirty and ineffective; fan drivers need checking too.	£90	0.04 Tonnes	259	M&E contract ?	Immediate	Implement Immediately. Bruce Winton / Shams Ali. Advisory : Reduce Energy Ltd
2	The suspended ceiling needs to be insulated to prevent excess heat loss as well as (minimal) 'heat gain' in summer months. Provide thermal insulation blankets above the suspended ceiling.	£252	0.1 Tonnes	720	£677 Equipment and self-install (DIY)	3 Years	Implement immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd
3	Internal heating (Air Source heat pumps) appears to have a background 'Auto' heat requirement of 17°C. But this looks like it's the only setting. Timing set points should be set in association to this or the units will continually work to achieve 17°C even when the pavilion is not in use (i.e. weekends). Re-set timing setpoints. In addition, temperatures above this appear to be potentially hand controlled (handheld programmer), see photo. This is good practice however hand controllers must not be set excessive (recommended 21°C) See also priority 4 below.	£126	0.06 Tonnes	360	Nil - control	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
4	The consort LST SL heaters appear to be wireless controlled, but we could not locate the controller (programmer) unless wifi enabled) ? Settings must be checked and verified as there appears to be evidence of the heaters being used (primary) excessively, overriding the Air Source Heat Pumps requirement. This should be prevented as the heaters are 2kW and really are only for background additional or 'boost' heat requirement.	£232	0.1 Tonnes	680	Nil - control	Immediate	Implement Immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd (find controllers).
5	Repair ill-fitting window, see photo.	£45	0.02 Tonnes	129	DIY or £100 contractor	Immediate or 2 Years	Implement within six months. Bruce Winton / Shams Ali
6	With the implementation of the recommendations on the additional renewable energy opportunities assessment report, the building has the potential to look to a 'time of use' smart energy tariff. This should be linked to activities. See 10 below.	£500	-	-	-	-	Pending on recommendations in renewable energy opportunities report. Bruce Winton / Reduce Energy Ltd.
7	Ensure the property has a full and valid Display Energy certificate. The current Government Energy certificate database doesn't appear to have a DEC registered for the site. This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
8	A TM44 Air conditioning inspection report and certificate is required for the building (ASHP of more than 12kW). This is a Legal requirement.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
9	Shinfield Parish Council staff should attend an energy training seminar (in house) ; ½ day. Training will include no cost actions that can be taken by employees to reduce energy consumption.	£50	0.02 Tonnes	144	£ costs quoted elsewhere Reduce Energy Ltd	1 Year	Implement within the next six months. Bruce Winton / Reduce Energy Ltd.
10	The Council should look to end current energy supply contracts where possible. Electricity contracts are currently set at a tariff rate of 25p / kWh, energy non commodity rates appear excessive too (in – line). Reduce Energy Ltd would suggest a `change of tenancy` be invoked to break contract, a new contract set up and fixed to operate for the next few years.	£800 Based on available current contract rates 21p.					Implement within next six months. Bruce Winton / Reduce Energy Ltd
TOTAL		£2095	0.3 Tonnes	2292	£777		

There are many capital investment / Loan, financial arrangements in place to deal with much of the above, should Shinfield Parish Council need financial assistance with these projects. Energy Performance Contracts should be entered into with any companies that Shinfield Parish choose to work with on finance.

1. INTRODUCTION

1.1. Objectives for the Visit

This assessment of energy / carbon saving opportunities has been provided at the clients request to ensure that the clients better understand how their property and procedures can improve upon its Energy / Carbon (through energy) management practices. Its principal drivers are to help with reducing energy costs / carbon dioxide emissions. The report will detail the most important activities the clients can take in order to achieve this. The project scope was agreed in advance with Mr Bruce Winton and included ;

- To visit the site and assess current energy consumption and usage.
- To assess the Spencers Wood pavilion (organisationally / procedurally) for energy / Carbon saving opportunities.
- To assess the site / building(s) for potential carbon saving opportunities and to increase energy efficiency of the property(s).
- To assess the site for potential renewable energy generation opportunities.
- To identify and prioritise actions (through an energy / Carbon action plan) that can be taken by the organisation to improve its energy management / carbon emissions.

The customer requires this report to put forward proposals to senior management asking for funding towards measures, to achieve carbon savings.

1.2. Site details

The building is a good size, measuring some : 360 M² within a sizeable site / grounds. Located south of Reading. The building is owned by Shinfield Parish Council.

The buildings electrical energy is used mainly in plant / heating / lighting and equipment.

The site has a core usage of from 6.30am in the morning through to 6.30pm in the evening throughout the year. In addition, the site is utilised by clubs and leases outside core hours (allowance of additional 3 hours).

This assessment was carried out by Ian Gough, Director, Reduce Energy Ltd and is the first assessment specifically for this site.

2. ENERGY USAGE PROFILE

2.1. Site Energy Consumption and Spend

The Shinfield Parish Spencers Wood Pavillion building consumes approximately 14,400 kWh's of energy per annum. * *Figures provided by Shinfield Parish Council.*

Utility	Energy Consumption		Cost (inc on costs)		CO ₂ Emissions
	kWh/year	%	£/year	%	tCO ₂
Electricity	14,400	100	£5052	100	2.5 Tonnes
Gas	-	-	-	-	-
Total Energy	14,400	100	£5052	100	2.5 Tonnes

3. ENERGY MANAGEMENT INFORMATION

3.1. Energy Management Practices

The existing energy management practices outlined in the Energy Management Matrix found in Appendix 2 are as follows:

Policy : An unwritten set of guidelines – Level 1 : Shinfield Parish should look to develop a Carbon action plan or similar to detail an approach / guidelines on energy management.

Organising : Some delegation of responsibility but line management and authority unclear – Level 2 : Shinfield Parish should organise staff with clear responsibilities towards energy / carbon management. Key staff should be delegated with regular energy / carbon management tasks. Senior management should achieve good levels of training on energy / carbon management and reduction opportunities.

Training : Staff have no energy / carbon expertise. – Level 1 : Staff should be trained, particularly in relation to behavioural change issues. Energy / Carbon reduction liaison sessions should be arranged.

Performance Measurement : Monthly monitoring of energy / carbon reduction – Level 2 : Key staff should be trained how to read energy billing information and analyse / work towards carbon reduction opportunities. Identify performance in relation to energy reduction. Software should be installed to assist with monitoring, staff be trained in this software package.

Communicating : Some minor use of company communication mechanisms to promote energy / carbon reduction – Level 1 : Staff should be assigned to communicate energy / carbon management issues to all staff and senior management. Communication should occur with all Shinfield Parish staff. Communication should occur at least bi-annually at relevant meetings, via online communicate and any relevant circulars.

Investment : Unascertained but assumed : Same appraisal criteria used as for other cost reduction projects - Level 1 : Annual energy / carbon reduction opportunity assessments should be carried out and issues identified as achieving less than five year payback values should be put forward as invest to save initiatives. Investment should be sought for any revenue generating opportunities from renewable energy technology investments. Those identified as viable in terms of positive income generation (>3.5% ROI) should be pursued. Offsetting initiatives should be enacted as a last resort.

4. CARBON REDUCTION OPPORTUNITIES

Ordered according to Action Plan above ; in terms of financial payback from initial investment :

Priority no. 1	Air Source Heat Pumps need servicing			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£90	0.04 Tonnes	259	£M&E contract	Immediate
Detail	The Air Source Heat Pumps need regular servicing. Filters must be changed and fan drivers checked. Clean / Repair as necessary.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save over 250 Kilowatt hours per year and 0.04 Tonnes of CO ₂ per annum.			
Risks	Nil			
Next Step.	The Client should obtain an M&E provider.			
Relevant Publications				

Priority no. 2	The suspended ceiling needs insulation to prevent heat loss and heat gain (summer)			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£252	0.1 Tonnes	720	£677 Self install (materials only)	3 Years
Detail	Provide insulation to the suspended ceiling tiles			
Rationale	This project could save enough money from its implementation to justify its payback within three years. In addition, it will save 0.1 Tonnes of CO ₂ per annum.			
Risks	None			
Next Step	Shinfield Parish Council to source supplier and installer (or self DIY).			
Relevant Publications	https://www.ceilingtilesuk.co.uk/product-category/insulation/			

Priority no. 3	Re-set timing setpoints for the heating equipment.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£126	0.06 Tonnes	360	£Nil - control	Immediate
Detail	Re-programme 'auto' heat requirement, with timing setpoints, also re-set handheld programmer.			
Rationale	This project could save £126 per annum and justify its payback immediately.			
Risks	Re-programmer gets 'amended' by somebody else.			
Next Step	Maintenance staff to enact			
Relevant Publications				

Priority no. 4	Check settings for the Consort LST heater. Prevent excess generation overriding ASHP provision.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£232	0.1 Tonnes	680	£Nil - control	Immediate
Detail	Ensure ASHP's are primary methodology of temperature control and programme the Consort LST heaters effectively, ensuring timer control too.			
Rationale	This project could save enough money from its implementation to justify its payback immediately. In addition, it will save well over 680 kWh's and 0.1 tonnes of CO ₂ per annum.			
Risks	None			
Next Step	Reduce Energy Ltd to further advise.			
Relevant Publications				

Priority no. 5	Repair the ill-fitting window (see photo)			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£45	0.02 Tonnes	129	DIY £100	Immediate 2 Years
Detail	See photo. Open window, disrepair, in need of repair. Heat loss.			
Rationale	This project could save £45 per annum and pays back immediately if DIY project.			
Risks	Damage to window ; may need to be permanently shut.			
Next Step	Maintenance staff engaged			
Relevant Publications				

Priority no. 6	Look to utilise smart tariffs ; 'time of use' in particular			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£500	-	-	-	Pending on recommendations in renewable energy opportunities report.
Detail	Time of use tariffs have the ability to allow for utilisation of 'self-generated' or stored energy when energy costs are high and then when energy costs are low, utilise and store. This is fully IOT controlled.			
Rationale	This project could save well over £500 per annum on this property.			
Risks	This is not without risk, if the time of use isn't adhered to, energy costs are allot more expensive. IOT controls normally prevent this.			
Next Step	Reduce Energy Ltd to advise along with Energy contract conversation.			
Relevant Publications	https://www.eonnext.com/energy/guides/time-of-use-tariffs			

Priority no. 7	Ensure the property has a Display Energy Certificate			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory Only	-	-	-	Implement immediately
Detail	Obtain a Display Energy Certificate – legal requirement			
Rationale	-			
Risks	This is a legal requirement under the Energy Performance of Buildings Directive. Non-compliance carries financial penalties.			
Next Step	Shinfield Parish Council to obtain. Reduce Energy Ltd to advise.			
Relevant Publications	https://www.gov.uk/check-energy-performance-public-building			

Priority no. 8	Obtain a TM44 Air conditioning inspection report			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
Advisory	-	-	-	-
Detail	A TM44 Air conditioning inspection report is required for the property. Shinfield Parish Council must obtain one.			
Rationale	-			
Risks	This is a legal requirement. Non-compliance carries financial penalties.			
Next Step	Shinfield Parish to obtain. Reduce Energy Ltd to advise.			
Relevant Publications	https://www.socotec.co.uk/our-services/sustainability-and-energy/air-conditioning-tm44-inspections			

Priority no. 9	Staff to be trained in energy saving techniques. ½ day training.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£50	0.02 Tonnes	144	Cost previously quoted in additional documentation.	1 Year
Detail	Key staff to be trained on how to save energy / be energy efficient.			
Rationale	This project could save £50 per annum on this property.			
Risks	Staff don't implement training.			
Next Step	Shinfield Parish Council to discuss with Reduce Energy Ltd.			
Relevant Publications				

Priority no. 10	The Council should try to 'exit' current energy supply contracts and arrange new contracts. This might be facilitated through 'change of tenancy'.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£800	-	-	-	-
Detail	Current energy contracts are expensive in comparison to available market rates. Shinfield Parish Council should try to exit these contracts wherever possible.			
Rationale	Savings of over £800 per annum for this property.			
Risks	None			
Next Step	Shinfield Parish Council to investigate with Reduce Energy Ltd			
Relevant Publications				

Legislative compliance : There are two areas of legislative compliance that have not been proven. A TM44 certificate for the Air conditioning is required and a Display Energy Certificate must be reported for the property. Reduce Energy Ltd will provide a quotation in this regard.

Recommendation : This building requires regular meter readings and reporting. Reduce Energy Ltd would suggest this task rests with a key member of staff who collates all meter reads (photographically) monthly and send to the energy supplier.

Ensure PIR sensors / occupancy sensing on lights in main areas are effective and working properly.

Voltage optimisation across the site could be investigated (although unlikely to pursue) – Reduce Energy Ltd to detail.

Check ventilation fan 'run times' in toilet areas. If fans run for too long, ensure timings are programmed back. We recommend one minute maximum for these toilets.

In addition, the following measures are recommended for further investigation by the site, but are not graded as a priority for action at the present time:

Item No	Description of Recommendation
1	Carry out a CSR initiative with a local 'Green Organisation / charity'.

APPENDICES

Appendix 1 Supplementary Site Information

The table below summarises equipment with high energy consumption at the site and their condition.

Equipment	Age	General condition	Est. date for next upgrade
ASHP plant	5 + years	Good but needs clean	2035
General Lighting	5 + years	Good	2035
General Electrical Equipment (non plant)	5 + years	Good	2040
A/C plant (units)	5 + years	Excellent but controls	2035

Appendix 2 Energy Management Matrix

This matrix shows an overall appreciation of energy management for the survey site. The shaded cells represent current achievement levels indicating key areas where improvement can be made.

Level	Policy	Organising	Training	Performance Measurement	Communicating	Investment
4	Energy policy, Action Plan and regular review have active commitment of top management	Fully integrated into management structure with clear accountability for energy consumption	Appropriate and comprehensive staff training tailored to identified needs, with evaluation	Comprehensive performance measurement against targets with effective management reporting	Extensive communication of energy issues within and outside of organisation	Resources routinely committed to energy efficiency in support of business objectives
3	Formal policy but no active commitment from top management	Clear line management accountability for consumption and responsibility for improvement	Energy training targeted at major users following training needs analysis	Weekly performance measurement for each process, unit, or building	Regular staff briefings, performance reporting and energy promotion	Same appraisal criteria used as for other cost reduction projects
2	Un-adopted Policy	Some delegation of responsibility but line management and authority unclear	Ad-Hoc internal training for selected people as required	Monthly monitoring by fuel type	Some use of company communication mechanisms to promote energy efficiency	Low or medium cost measures considered if short payback period
1	An unwritten set of guidelines	Informal, mostly focused on energy supply	Technical staff occasionally attend specialist courses	Invoice checking only	Ad-Hoc informal contacts used to promote energy efficiency	Only low or no cost measures taken
0	No explicit energy Policy	No delegation of responsibility for managing energy	No energy related staff training provided	No measurement of energy costs or consumptions	No communication or promotion of energy issues	No investment in improving energy efficiency

Source & Further Reading: Better business – management guide CTV034

Appendix 3 Summary of Areas Covered

This is a checklist of items that could be covered by an opportunities assessment visit. The purpose of this form is to advise the report review process as to why certain areas have been covered and why others have not, thus informing potential further work.

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
Energy Management and Reporting System					
	Policy and Strategy	YES	Partially		
	Energy Management responsibility	YES	YES		
	Use of meters	YES	YES		
	Data collection and analysis	YES	YES		
	Publicising Energy Performance	YES	Partially		
	Workforce engagement	YES		✓	To be carried out by Shinfield Parish
	Use of the Standards for Managing Energy	YES	Partially covered in reporting		
	Buildings Energy Management Systems	YES	YES		
Energy Performance					
	Space Heating	YES	YES		
	Boiler house/ plant room/ boilers	YES	YES		A/C covered
	HVAC systems and plant	YES	YES		
	Compressed Air	YES	YES		
	Combustion processes			✓	Not relevant on this site.
	Lighting	YES	YES		
	Motors and drives	YES	YES		
	Building Fabric	YES	YES		
	Refrigeration/ Cooling Systems	YES	YES		

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
	Hot water systems	YES	YES		
	Steam distribution			*	Not relevant on site.
	Heat recovery		Partial		
	Process	YES	YES		
	Pumps and fans	YES	YES		
Energy Supply	Opportunities for Renewables	YES	YES		
	Opportunities for CHP	NO			Ruled out as too costly.

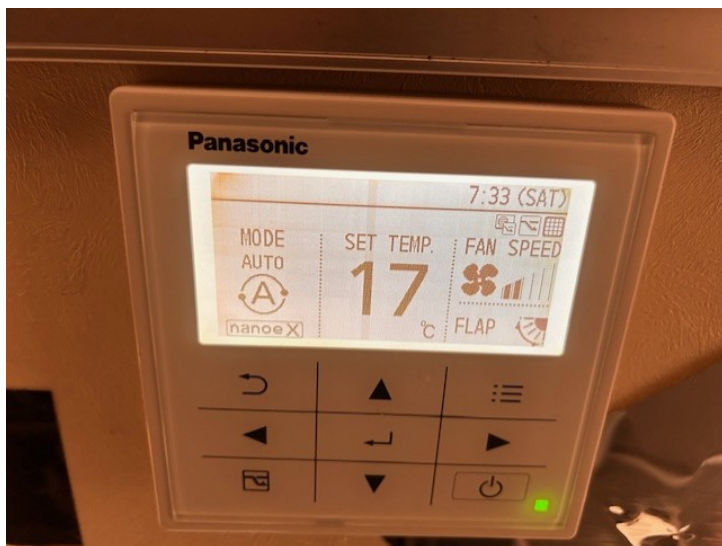
Appendix 4 Supporting evidence / Photos



A/C filters in need of clean / filter change.



Handheld A/C programmer – reprogramme



Auto set temp of 17°C – timing control



Broken window – repair.



Consort heater – programmer required / re-set



Ceiling void : Insulate

Appendix 5 : Summary of Assumptions

Working day assumed at : 6.30am – 6.30pm core and 3 Hours additional allowed for in calculations.

Carbon Tonnage ascertained from : Carbon emissions factors 2024 (UK Government Green House Gas (GHG) Conversion Factors for Company Reporting). Assumed as a percentage of kWh (Day and Night tariff) & Gas. NON REGO.

14400 kWh's of electricity was identified from billing consumption.

A Total of : £5052 energy costs including on costs, were derived from energy billing.

Shinfield Parish Council (Manor Ground Pavillion) : Energy Savings Audit Report

Document Control :

Reduce Energy Ltd

Version Number : SPC ; MGP; 01

Author : Ian Gough : 08/3/2026

Checked : Andrea Eisnerova : 08/3/2026



Reduce Energy Ltd

Assessment of Energy / carbon saving opportunities for :

Shinfield Parish Council, Manor Ground Pavillion, Garrett Drive, Reading. RG2 9LE



Produced for :

Shinfield Parish Council, School Green centre, School Green, Shinfield, Reading. RG2 9EH

Prepared for
Bruce Winton
Shinfield Parish Council
School Green
Reading
RG2 9EH

Prepared by
Ian Gough
Director
Reduce Energy Ltd
Latimer
Shinfield Road
Reading
RG2 9BE

Tel
Email
01189888220
clerk@shinfieldparish.gov.uk

Tel
Email
07792158530
greeneducation@hotmail.co.uk

Reference	SPC/MGP/01
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EXECUTIVE SUMMARY

This report presents the results of an energy and carbon saving opportunities survey of Manor Ground Pavillion, Garrett Drive, Reading. RG2 9LE. This was carried out by Reduce Energy Ltd.

The agreed scope of work for this assessment was :

- To visit the site and assess current energy consumption / usage.
- To assess the site for potential energy / carbon saving opportunities and to increase energy efficiency of the property.
- To assess the site for potential renewable energy generation opportunities, (supplementary report).
- To identify and prioritise actions that can be taken by the organisation to improve its energy / carbon management.

The Manor Ground building shows signs of original construction circa 2023, it provides small room space(s), a small catering room and changing rooms. The modular, timber building shows no signs of refit upgrades post 2023 but was built to a very high energy efficiency specification (eco requirement). The space comprises, 138 Sq Meters / 1485 Sq Feet.

Declared site Electricity consumption equates to an established estimated 11190 kWh's (not HH corrected) worth per annum. Including all 'on costs', this equates to an annual electricity energy bill of some : £3978 (2025 contract).

Total energy costs equate to : £3978

Carbon emissions associated to electricity usage equates to some 1.9 Tonnes per annum.

This report highlights potential savings of some £4668 (100%+ monetary saving) and 3.2 Tonnes of CO² (100%+ carbon savings). 18,703 kWh's worth of savings (100%+ Kilowatt hours savings). These are very conservative estimates of savings.

The Manor Ground building has a declared annual electricity consumption of some 81 kWh's / M² (7.5 kWh's / sq ft).

A summary of the 6 point Action Plan is presented in the table below.

It is important to note that advisory, no cost, recommendations should also be implemented. Educational dissemination sessions with Shinfield Parish staff will be instrumental in this regard.

Some assumptions have been made in these calculations, but they are conservative in their savings. The building in general, was in good condition. These building appears Excellent for electricity usage when compared to other similar buildings. The Energy Benchmarking tool developed by CIBSE www.cibse.org/Knowledge/Benchmarking, provides a Good Practice (electricity) statement of 93 kWh/M² (DEC assessed) for a typical Sports and Recreation, sports ground changing facility. Based on this assessment criteria the Manor Ground Pavillion should be viewed Good for electricity usage (energy performance).

ACTION PLAN

The recommendations listed below detail annual savings identified and payback against project costs.

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
1	The solar PV panels destroyed by cricket balls must be replaced. The array has the potential to provide up to 70% of current site energy (seasonal). Reduce Energy Ltd would suggest that an Energy Performance Contract is employed with the replacement panels on this roofline (total new system). This will ensure that any future panels that get destroyed are replaced by the company offering the Energy Performance Contract. Reduce Energy Ltd to advise. The current solar PV array is a 'strung' array and thus, as such, is down to about 10% performance. Additional : as per the Renewable Energy Opportunities report, Battery storage should be employed on this system.	£3978	3. 1 Tonnes (verified through carbon emissions factors)	18000 *	Energy Performance contract : £20,000 (inc renewal) Battery Storage : £20,000	5 Years 10 Years	Implement within the next six months. Bruce Winton / Shams Ali. Advisory : Reduce Energy Ltd Implement within the next year. Bruce Winton / Shams Ali / Reduce Energy Ltd
2	The timer and thermostat controls on the Hot Water cylinder appear excessive. In addition, the immersion switches have a 'boost' switch which appears permanently 'on'. The Hot Water programmer must be programmed properly and investigation carried out as to turning off the boost switch.	£130	0.06 Tonnes	369	Nil - control	Immediate	Implement immediately. Bruce Winton / Shams Ali / Reduce Energy Ltd

Priority	Recommendations						Timescale for implementation and by whom
		Estimated annual savings			Estimated cost (£)	Payback period (years)	
		(£)	CO ₂ (tonnes)	(kWh)			
3	Replace areas of pipe and valve insulation missing to the main Hot Water storage cylinder.	£80	0.03 Tonnes	223	£300 DIY	4 Years	Implement within the next year. Bruce Winton / Shams Ali / Reduce Energy Ltd
4	It is questionable as to whether a TM44 Air conditioning inspection report and certificate is required for the building (ASHP of more than 12kW). This is a Legal requirement but Reduce Energy Ltd would suggest it is <u>not needed</u> and an 'advisory note' be issued on any future queries, as the system is 4.5kW to 14kW and above 12kW is VERY unlikely.	Advisory Only	-	-	-	-	Implement Immediately. Bruce Winton / Reduce Energy Ltd.
5	Shinfield Parish Council staff should attend an energy training seminar (in house) ; ½ day. Training will include no cost actions that can be taken by employees to reduce energy consumption.	£30	0.02 Tonnes	111	£ costs quoted elsewhere Reduce Energy Ltd	1 Year	Implement within the next six months. Bruce Winton / Reduce Energy Ltd.
6	The Council should look to end current energy supply contracts where possible. Electricity contracts are currently set at a tariff rate of 25p / kWh, energy non commodity rates appear excessive too (in – line). Reduce Energy Ltd would suggest a 'change of tenancy' be invoked to break contract, a new contract set up and fixed to operate for the next few years.	£450 Based on available current contract rates 21p.					Implement within next six months. Bruce Winton / Reduce Energy Ltd
TOTAL		£4668	3.2 Tonnes	18,703	£40,300		

There are many capital investment / Loan, financial arrangements in place to deal with much of the above, should Shinfield Parish Council need financial assistance with these projects. Energy Performance Contracts should be entered into with any companies that Shinfield Parish choose to work with on finance.

1. INTRODUCTION

1.1. Objectives for the Visit

This assessment of energy / carbon saving opportunities has been provided at the clients request to ensure that the clients better understand how their property and procedures can improve upon its Energy / Carbon (through energy) management practices. Its principal drivers are to help with reducing energy costs / carbon dioxide emissions. The report will detail the most important activities the clients can take in order to achieve this. The project scope was agreed in advance with Mr Bruce Winton and included ;

- To visit the site and assess current energy consumption and usage.
- To assess the Manor Ground pavilion (organisationally / procedurally) for energy / Carbon saving opportunities.
- To assess the site / building(s) for potential carbon saving opportunities and to increase energy efficiency of the property(s).
- To assess the site for potential renewable energy generation opportunities.
- To identify and prioritise actions (through an energy / Carbon action plan) that can be taken by the organisation to improve its energy management / carbon emissions.

The customer requires this report to put forward proposals to senior management asking for funding towards measures, to achieve carbon savings.

1.2. Site details

The building is a good size, measuring some : 138 M² within a sizeable site / grounds. Located south of Reading. The building is owned by Reading University and leased to Shinfield Parish Council.

The buildings electrical energy is used mainly in plant / heating / lighting and equipment.

The site has a core usage of from 6.30am in the morning through to 6.30pm in the evening throughout the year. In addition, the site is utilised by clubs and leases outside core hours (allowance of additional 3 hours).

This assessment was carried out by Ian Gough, Director, Reduce Energy Ltd and is the first assessment specifically for this site.

2. ENERGY USAGE PROFILE

2.1. Site Energy Consumption and Spend

The Manor Ground Pavillion building consumes approximately 11, 190 kWh's of energy per annum. * *Figures provided by Shinfield Parish Council.*

Utility	Energy Consumption		Cost (inc on costs)		CO ₂ Emissions
	kWh/year	%	£/year	%	tCO ₂
Electricity	11,190	100	£3978	100	1.9 Tonnes
Gas	-	-	-	-	-
Total Energy	11,190	100	£3978	100	1.9 Tonnes

3. ENERGY MANAGEMENT INFORMATION

3.1. Energy Management Practices

The existing energy management practices outlined in the Energy Management Matrix found in Appendix 2 are as follows:

Policy : An unwritten set of guidelines – Level 1 : Shinfield Parish should look to develop a Carbon action plan or similar to detail an approach / guidelines on energy management.

Organising : Some delegation of responsibility but line management and authority unclear – Level 2 : Shinfield Parish should organise staff with clear responsibilities towards energy / carbon management. Key staff should be delegated with regular energy / carbon management tasks. Senior management should achieve good levels of training on energy / carbon management and reduction opportunities.

Training : Staff have no energy / carbon expertise. – Level 1 : Staff should be trained, particularly in relation to behavioural change issues. Energy / Carbon reduction liaison sessions should be arranged.

Performance Measurement : Monthly monitoring of energy / carbon reduction – Level 2 : Key staff should be trained how to read energy billing information and analyse / work towards carbon reduction opportunities. Identify performance in relation to energy reduction. Software should be installed to assist with monitoring, staff be trained in this software package.

Communicating : Some minor use of company communication mechanisms to promote energy / carbon reduction – Level 1 : Staff should be assigned to communicate energy / carbon management issues to all staff and senior management. Communication should occur with all Shinfield Parish staff. Communication should occur at least bi-annually at relevant meetings, via online communicate and any relevant circulars.

Investment : Unascertained but assumed : Same appraisal criteria used as for other cost reduction projects - Level 1 : Annual energy / carbon reduction opportunity assessments should be carried out and issues identified as achieving less than five year payback values should be put forward as invest to save initiatives. Investment should be sought for any revenue generating opportunities from renewable energy technology investments. Those identified as viable in terms of positive income generation (>3.5% ROI) should be pursued. Offsetting initiatives should be enacted as a last resort.

4. CARBON REDUCTION OPPORTUNITIES

Ordered according to Action Plan above ; in terms of financial payback from initial investment :

Priority no. 1	Replace the current Solar PV system			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£3978	3.1 Tonnes (positive for the site)	18,000 kWh	£20,000 £40,000 inc Batt	5 Years 10 Years
Detail	Replace the current broken PV system (cricket ball damage) with a new solar PV system and ENSURE EPC full repair contract is in place.			
Rationale	This project could save enough money from its implementation to justify its payback within five years. In addition, it will save over 18,000 Kilowatt hours per year and three Tonnes of CO ₂ per annum (this project is carbon positive).			
Risks	Future cricket ball damage – offset by the full repair Energy performance contract. Maintenance requirement on company installing.			
Next Step.	The Client should source a provider ; Reduce Energy Ltd to provide specification and suggest procurement routes, ensure EPC etc.			
Relevant Publications				

Priority no. 2	Reprogramme the timer and Thermostat controls on the Hot Water System.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£130	0.06 Tonnes	369	£Nil cost	Immediate
Detail	The Hot Water system timer needs to be re-programmed and controls re-set. 'Boost' must be prevented as in effect, this means the system is continually 'heating'.			
Rationale	This project could save enough money from its implementation to justify its payback immediately as it's a no cost measure.			
Risks	Hot water provision isn't attained leading to complaints. Monitor.			
Next Step	Reduce Energy Ltd to advise site technician on site and system re-programmed / set.			
Relevant Publications				

Priority no. 3	Replace missing pipe and valve insulation (see photos)			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£80	0.03 Tonnes	223	£300 DIY	4 Years
Detail	See infra-red thermal image photos that detail missing pipe and valve insulation. Replace missing insulation.			
Rationale	This project has very minor savings but could save £80 per annum and justify its payback within four years.			
Risks	None			
Next Step	Maintenance staff to enact with Reduce Energy Ltd supervision and buying product.			
Relevant Publications				

Priority no. 4	TM44 ; in the opinion of Reduce Energy Ltd a TM44 is 'overkill' for the property however, it is a legal requirement and if a TM44 supplier is supplying TM44's for other buildings, this may be cost effective to get one on this building too.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£Nil (compliance)	-	-	-	-
Detail	TM44 should be provided for the property. Reduce Energy Ltd to advise.			
Rationale	Compliance issue.			
Risks	None			
Next Step	Reduce Energy Ltd to further advise.			
Relevant Publications				

Priority no. 5	Staff should be provided with basic energy efficiency training.			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£30	0.02 Tonnes	111	Other documentation	1 Year
Detail	Training staff in energy efficiency is probably one of the most effective things the Parish Council can do to reduce costs and to spot further potential training. Reduce Energy Ltd have detailed costs elsewhere for a staff training session with all staff.			
Rationale	This project could save £30 per annum for this building.			
Risks				
Next Step	All essential staff to attend training.			
Relevant Publications				

Priority no. 6	The parish Council should look to renegotiate energy supply contracts or apply change of tenancy to exit contracts			
Cost Saving £/yr or £k/yr	CO₂ Savings tonnes/yr	Energy Savings kWh/year	Cost £'s	Payback Years
£450	-	-	-	Immediate
Detail	Current energy contracts are expensive in comparison to available market rates. Shinfield Parish Council should try to exit these contracts wherever possible.			
Rationale	Savings of over £450 for this property.			
Risks	None			
Next Step	Reduce Energy Ltd to advise along with Energy contract conversation.			
Relevant Publications				

Legislative compliance : There is one area of legislative compliance that has not been proven. A TM44 certificate for the Air conditioning is required. Reduce Energy Ltd will provided a quotation in this regard but the main constructor should be asked and Reading University too.

Recommendation : This building requires regular meter readings and reporting. Reduce Energy Ltd would suggest this task rests with a key member of staff who collates all meter reads (photographically) monthly and send to the energy supplier.

In addition, the following measures are recommended for further investigation by the site, but are not graded as a priority for action at the present time:

Item No	Description of Recommendation
1	Carry out a CSR initiative with a local 'Green Organisation / charity'.

APPENDICES

Appendix 1 Supplementary Site Information

The table below summarises equipment with high energy consumption at the site and their condition.

Equipment	Age	General condition	Est. date for next upgrade
ASHP plant	2 + years	Excellent	2040
General Lighting	2 + years	Excellent	2040
General Electrical Equipment (non plant)	2 + years	Excellent	2040
A/C plant (units)	2 + years	Excellent	2040

Appendix 2 Energy Management Matrix

This matrix shows an overall appreciation of energy management for the survey site. The shaded cells represent current achievement levels indicating key areas where improvement can be made.

Level	Policy	Organising	Training	Performance Measurement	Communicating	Investment
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1	An unwritten set of guidelines	Informal, mostly focused on energy supply	Technical staff occasionally attend specialist courses	Invoice checking only	Ad-Hoc informal contacts used to promote energy efficiency	Only low or no cost measures taken
0	No explicit energy Policy	No delegation of responsibility for managing energy	No energy related staff training provided	No measurement of energy costs or consumptions	No communication or promotion of energy issues	No investment in improving energy efficiency

Source & Further Reading: Better business – management guide CTV034

Appendix 3 Summary of Areas Covered

This is a checklist of items that could be covered by an opportunities assessment visit. The purpose of this form is to advise the report review process as to why certain areas have been covered and why others have not, thus informing potential further work.

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Energy Management and Reporting System					
	Policy and Strategy	YES	Partially		
	Energy Management responsibility	YES	YES		
	Use of meters	YES	YES		
	Data collection and analysis	YES	YES		
	Publicising Energy Performance	YES	Partially		
	Workforce engagement	YES		✓	To be carried out by Shinfield Parish
	Use of the Standards for Managing Energy	YES	Partially covered in reporting		
	Buildings Energy Management Systems	YES	YES		
Energy Performance					
	Space Heating	YES	YES		
	Boiler house/ plant room/ boilers	YES	YES		A/C covered
	HVAC systems and plant	YES	YES		
	Compressed Air	YES	YES		
	Combustion processes			✓	Not relevant on this site.
	Lighting	YES	YES		
	Motors and drives	YES	YES		
	Building Fabric	YES	YES		

Main area	Sub topics	Key area?	Yes, covered	Not covered	Reason for exclusion (e.g. customer already familiar, not relevant at this site, etc.)
	Refrigeration/ Cooling Systems	YES	YES		
	Hot water systems	YES	YES		
	Steam distribution			*	Not relevant on site.
	Heat recovery		Partial		
	Process	YES	YES		
	Pumps and fans	YES	YES		
Energy Supply	Opportunities for Renewables	YES	YES		
	Opportunities for CHP	NO			Ruled out as too costly.

Appendix 4 Supporting evidence / Photos



Cricket ball damage to solar PV panels



Uninsulated pipework



Thermal image of heat loss due to uninsulated pipes and valves

Appendix 5 : Summary of Assumptions

Working day assumed at : 6.30am – 6.30pm core and 3 Hours additional allowed for in calculations.

Carbon Tonnage ascertained from : Carbon emissions factors 2024 (UK Government Green House Gas (GHG) Conversion Factors for Company Reporting). Assumed as a percentage of kWh (Day and Night tariff) & Gas. NON REGO.

11190 kWh's of electricity was identified from billing consumption.

A Total of : £3978 energy costs including on costs, were derived from energy billing.