

Minutes of a meeting of
The Facilities Committee
held on Wednesday 5th March 2025
at the School Green Centre commencing at 19:30

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

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

25/FC/24 Public Questions

24.1 There were no public questions.

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

25.1 Apologies for absence had been received from Cllrs James & Jahromi
and S Ali (Facilities Manager)

25.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/26 Minutes of the Previous Meeting

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

Proposed: Cllr Masseron

Seconded: Cllr Johnson

Approved: Unanimously

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

25/FC/15.2

24/FC/82 Facilities Manager to inform AOC of the decision of the Committee
regarding the installation of the hatch to the kitchen

This had been communicated to AOC and as a result there had been
progress on implementation. The Facilities Manager was in the process
of arranging a site visit for 12th March to confirm the details for a May
half-term installation.

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

The bin had now been relocated.

24/FC/107.2 Clerk to add the ongoing grounds maintenance costs for the High Copse site to the agenda of the Sports Working Party

This would be done.

24/FC/108.4 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

Meetings had been arranged to discuss options with external suppliers.

ACTION – Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

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

This would be done with a view to placing on the Agenda for the April meeting.

ACTION – Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April

25/FC/16.2 Clerk to arrange revised drawings and costings for Millworth Sports Park for consideration by Full Council

See minute 25/FC/27.2

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

This had been done but as costings were not received in time the item was withdrawn from the agenda.

ACTION - Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March

25/FC/16.2 Clerk to arrange a meeting with Chris Howard and Andy Glencross, WBC regarding Millworth Sports Park

This would be held on Monday, 10th March at 1.00p.m.

25/FC/16.2 Clerk to invite members of the committee to the meeting with Chris Howard and Andy Glencross, WBC

This had been arranged for 10th March 2025. Members of the Working Party had been invited directly.

- 25/FC/16.2** Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meeting (starting from April 2025 to allow a report on the year ending 31st March 2025)

This will be done with effect from April 2025.

ACTION - Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings

- 25/FC/16.4** Clerk to add the funding of the Hybrid Cricket Strips to the next meeting of Finance and General Purposes Committee

This had been done.

- 25/FC/16.5** Facilities Manager to obtain quotes for extending the patio area in front of the pavilion

This was still with the Facilities Manager.

ACTION - Facilities Manager to obtain quotes for extending the patio area in front of the pavilion

- 25/FC/18.1** Deputy Clerk to progress the update of the Community Room at Spencers Wood Pavilion

See minute 25/FC/29.1

- 25/FC/18.2** Clerk to present options for reducing ASB at Spencers Wood Pavilion at the next meeting

See minute 25/FC/29.2

- 25/FC/18.2** Cllr Johnson to engage with young adults around Spencers Wood Pavilion to identify issues and needs they may have

See minute 25/FC/29.2

- 25/FC/19.1** Members to propose potential names for the principal room at High Copse Pavilion for consideration at the next meeting

See minute 25/FC/30.1

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

The Clerk was arranging a site visit.

ACTION - Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse

- 25/FC/20.1** Clerk to follow up alternative options for Microgeneration advice
- See minute 25/FC/31.1
- 25/FC/21.1** Clerk to arrange a site visit to the Environmental Field to include Andrew Glencross (WBC), Cllr Clarke and the Facilities Manager
- See minute 25/FC/32.1
- 25/FC/21.2** Clerk to arrange a site visit to Deer Leap Park to include Cllr Clarke, BCllr Glover and Ray Barry (WBC)
- See minute 25/FC/32.2
- 25/FC/21.3** Clerk to add the discussion on potentially providing a new interpretation panel for Deardon Orchard to the agenda for the next meeting
- See minute 25/FC/32.3

25/FC/27

Sports Provision

27.1 Toilets for Millworth Lane

The Finance & General Purposes Committee had approved an additional £18k to enable completion of the toilet installation. Quotes received were for £10,400 + VAT to complete the installation and £2,500 + VAT for trackway. Crane hire is expected to be a further £1,500 + VAT for a total to completion of £14,400 + VAT (£17,280 VAT inc)

Members **APPROVED** the completion of the project

27.2 Millworth Sports Park

This had been scheduled for discussion at Full Council last week but as the updated costing had not been received until the morning of the meeting there was insufficient time to consider the revised figures.

The request was to see the impact of moving to a revised layout for Millworth Lane which:

- Retained the basketball/netball courts
- Retained the padel tennis courts and the option for expansion of tennis courts in the future
- Retained the full-sized grass pitch
- Removed 3g court provision (on the basis of going to High Copse)
- Removed the Pump Track (again this could go to High Copse)
- Provided an alternative route for vehicle access to the Tennis Club toilets
- Doubled the size of the main car park (which was itself a doubling of the current car park)

The revised costing suggests that the revised layout for Millworth Lane would cost less than the currently authorised budget after taking into account

increased costs for car parking, padel and other smaller elements. However this revised figure excludes 3g facility and pump track.

The discussion was linked to being able to accommodate 3g at High Copse Pavilion and members consider this using drone footage provided by Cllr Johnson. It was agreed that there would be sufficient room to accommodate a 3g facility at High Copse which was much larger than that originally proposed for Millworth Lane.

This would be the subject of a separate capital project which would look to be at least partly funded via the local football clubs and the Berkshire and Buckinghamshire Football Association (BBFA).

ACTION – Cllr Johnson to send the aerial photograph of High Copse to the Clerk

ACTION – Clerk to send the revised plan for Millworth Lane to members of the Committee

ACTION – Clerk to label up photograph of High Copse with potential development and circulate to members

ACTION – Clerk to arrange a site visit to High Copse once the evenings were lighter

The University of Reading had reported that there would be an archaeological assessment taking place on the land north of the bus lane. This was to maintain the planning approval for the pitches north of the bus lane. There was however still no identified funding for the provision of those pitches.

27.3 Cricket strips – Manor Ground

This had been approved at Finance & General Purposes Committee

ACTION – Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs

27.4 Other Sports matters

There were no further sports matters to report.

25/FC/28

School Green Centre and School Green

28.1 School Green Centre

The Facilities Manager was developing a long-term maintenance programme that would include all items of anticipated major expenditure for maintenance and redecoration of the building. Members noted that some areas of the building needed attention, for example, the floor in the Tower Room. These would be picked up by the plans for the normal care of the building.

The Facilities Manager would also be retendering the cleaning contract at the appropriate time.

28.2 School Green working Party

Nothing to report at the current time.

25/FC/29

Spencers Wood Pavilion

29.1 Upgrade to the Community Room

The new blinds had been fitted into the Community Room at the Spencers Wood Pavilion on 19th February 2025.

The quote received from Project Audio Visual UK for installing the speakers, (these had been removed from the Ryeish Green room at the School Green Centre) was £1398.00 (including VAT).

Cllr Johnson would take an aerial drone picture of the area with the Spencers Wood Pavilion in the centre once the weather had brightened up. This would be placed on the large wall at the end of the hall.

The concertina wall divider was not being utilised and was costing money for maintenance. It was proposed that consideration be given to the removal of the divider at a future meeting.

ACTION – Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood

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

Discussion took place regarding installing a seated shelter on the recreation ground with solar panels to allow for charging electronic devices. It was suggested that the best position for this would be by the gate onto the field at the car park entrance end of the field with the intention of providing a facility away from the pavilion itself.

It was also suggested that a low-level fence may be required along the front of the building to provide hirers with greater separation from groups of teenagers who would otherwise hang out around the building. This would be considered further at a future meeting if the shelter did not help address the problems being experienced.

Members **AGREED** to install a shelter on the recreation ground.

ACTION –

- Clerk to investigate designs and costings for the seated area to be discussed at the next meeting
- Cllr Johnson to discuss plans with the frequent visitors to the recreation ground

25/FC/30**Other Council buildings****30.1 High Copse Pavilion**

Suggestions had not been received for a name for the large hall at the High Copse Pavilion. This item to be deferred to the next meeting.

ACTION – Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting

30.2 High Copse Pavilion – working party

This would be set up in due course.

ACTION – Clerk to set up a working party to look at the use of the High Copse Pavilion

25/FC/31**Microgeneration****31.1 The Clerk was investigating options with an external consultant.**

ACTION – Clerk to follow up Microgeneration advice with the external consultant

25/FC/32**Parish Wide Items****32.1 Environmental Field at the End of Hayes Drive**

ACTION – Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Glencross (WBC), Facilities Manager and the Clerk

32.2 Deer Leap Park – grassed area

ACTION – Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover.

32.3 Deardon Orchard – information board

Existing panel was weather worn and too wordy. Proposal would be for something slightly larger with simplified text, recognising Freely Fruity. This could be mounted to the same base to reduce costs. It was proposed that Freely Fruity be asked to help design a new sign.

ACTION – Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

32.4 Hyde End Lane pitches

Cllr Clarke reported that the pitches were looking good. Wokingham Borough Council (WBC) owned the pitches and would be letting them out to users.

Concern was expressed about the fruit trees that had been planted in an area adjacent to the pitches that had now been destroyed by the deer.

25/FC/33

Correspondence

33.1 Spencers Wood Pavilion signage

A member of the public has raised concerns over the lack of signage at the Spencers Wood Pavilion. The Clerk proposed a sign be positioned on the road near the exit to the car park to mirror the noticeboard on the opposite side of the exit. This would include the name of the pavilion, an arrow to direct visitors to the entrance to the car park, a contact email address and phone number for bookings and a QR code for the SPC website.

Members **AGREED** to the installation of a sign

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

25/FC/34

Date of Next Meeting

34.1 The next meeting would be held on Wednesday, 2nd April 2025

The meeting ended at 21:05

List of Actions

25/FC/26.2	Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting	Deputy Clerk
25/FC/15.2		
24/FC/110.2	Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April	Clerk
25/FC/16.2	Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March	Clerk
25/FC/16.2	Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings	Clerk
25/FC/16.5	Facilities Manager to obtain quotes for extending the patio area in front of the pavilion	Facilities Manager
25/FC/19.2	Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse	Clerk
25/FC/27.2	Cllr Johnson to send the aerial photograph of High Copse to the Clerk	Cllr Johnson
25/FC/27.2	Clerk to send the revised plan for Millworth Lane to members of the Committee	Clerk
25/FC/27.2	Clerk to label up photograph of High Copse with potential development and circulate to members	Clerk
25/FC/27.2	Clerk to arrange a site visit to High Copse once the evenings were lighter	Clerk
25/FC/27.3	Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs	Facilities Manager
25/FC/29.1	Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood	Facilities Manager
25/FC/29.2	Clerk to investigate designs and costings for the seated area to be discussed at the next meeting	Clerk
25/FC/29.2	Cllr Johnson to discuss plans with the frequent visitors to the recreation ground	Cllr Johnson
25/FC/30.1	Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting	Cllrs
25/FC/30.2	Clerk to set up a working party to look at the use of the High Copse Pavilion	Clerk
25/FC/31.1	Clerk to follow up Microgeneration advice with the external consultant	Clerk
25/FC/32.1	Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Facilities Manager and the Clerk	Cllr Clarke
25/FC/32.2	Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover	Cllr Clarke
25/FC/32.3	Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard	Clerk
25/FC/33.1	Clerk to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground	Clerk