

Minutes of a meeting of
The Facilities Committee
held on Wednesday 30th October 2024
at School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)

24/FC/104 Public Questions

104.1 There were no public questions

24/FC/105 Apologies and declarations of Members' Interest

105.1 There were apologies for absence from Cllrs Boyer and Masseron and Sally Herring (Deputy Clerk)

105.2 There were no declarations of Members' interests

24/FC/106 Minutes of the Previous Meeting

106.1 The minutes of the Facilities Committee meeting held on 2nd October 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously

106.2 The following matters arising from the meeting held on 2nd October were discussed:

24/FC/82 Clerk to chase AOC regarding the hatch in the café kitchen

24/FC/71.2

The Clerk had now received confirmation from AOC that a hatch was possible in the desired location and confirmed the arrangement with Crumbs. A detailed specification had been commissioned to ensure the hatch linked into the fire alarm system.

ACTION – Facilities Manager to arrange installation of the hatch

24/FC/83.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the Action list twice and Item 95.4 refers.

24/FC/84.3 Clerk to add to the agenda of the Planning and Highways Committee meeting the issue of Lailey Path

This had been done.

24/FC/89.1 Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road

This had not yet been done. The Clerk would task the Facilities Manager to move this item on.

ACTION – Facilities Manager to progress moving of bin from Fullbrook Avenue to Hyde End Road

24/FC/89.2 Clerk to add to the agenda 'use of drugs and theft' at the Full Council meeting

This had been done.

24/FC/95.2 Questions to be submitted for the meeting to be held between SPC and UoR on 16th October

This had been done.

24/FC/95.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda at Item 4.4

24/FC/95.6 Clerk to send Cllr Johnson details of temporary matting for cricket

The Clerk apologised for not sending this to Cllr Johnson. However a discussion with Cllr Clarke and a representative of Shinfield Cricket Club on Friday 25th October had indicated that the club would prefer not to use such a system and indeed already had similar equipment that was unused.

24/FC/96.3 Clerk to obtain quotes for the cost of a path from Shinfield Infant School to the crossing on Hyde End Road

This was on the agenda.

24/FC/97.1 Clerk to arrange for the upgrade to the Community Room at the Spencers Wood Pavilion

This was on the agenda.

24/FC/98.1 Clerk to check with the Shinfield Cricket Club as to the plans for the roller

This was on the agenda at Item 7.1

24/FC/98.1 Clerk to check the insurance conditions for the roller at the Manor Pavilion

The Clerk suggested that this was also taken at Item 7.1

24/FC/98.2 Clerk to chase the Head Partnership regarding access to the Ryeish Green Pavilion

This was on the agenda at Item 7.2

24/FC/98.4 Clerk to draw up a list of equipment required for High Copse Pavilion and submit to the Finance and General Purposes Committee for approval

This had been done and approved by the Finance & General Purposes Committee for up to £30,000 from CIL funds. This was to equip the pavilion internally and sports equipment would be the subject of a future request. The order will be submitted shortly.

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

This has not been done yet.

ACTION – Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

24/FC/98.6 Cllr Johnson be requested to take a drone picture of the High Copse area

This had been done.

24/FC/107

Sports Provision

107.1 Toilets for Millworth Lane

There was no change to the previously reported delivery date of early December. The Facilities Manager would be overseeing the installation.

107.2 Sports Working Party

High Copse

Members were not minded to accept a 50-year lease for High Copse and felt a longer period should be secured.

ACTION – Clerk to confirm how long the lease would be offered for

The Clerk was also asked to establish the grounds maintenance costs for the site

ACTION – Clerk to establish the ongoing grounds maintenance costs for the site

Millworth Sport Park

The planning application was with WBC and would hopefully be live on their planning portal in the next few days.

107.3 Assets of Community Value

There was a discussion on whether both the above locations should be included on a potential list of Assets of Community Value. Other potential buildings or sites included; School Green Centre, Spencers Wood Pavilion, Allotments, Deardon Field, Manor Ground Pavilion and playing field, area along Beke Avenue and Shinfield Players Theatre.

It was proposed and agreed that this matter be referred to the Planning & Highways Committee for further consideration of the list of buildings and sites that should be considered.

Proposed: Cllr James
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to add Assets of Community Value to the agenda for the Planning & Highways Committee meeting on 6th November 2024

107.4 Hyde End Lane Football Pitches

The Chair advised that these pitches were doing well, and the expectation was that they would be ready to play on from September 2025.

107.5 Environmental Field

There was a discussion on the condition of the environmental field that lies to the Southeast of J11 of the M4. Cllr Johnson agree to take images of the area.

ACTION – Cllr Johnson to take images of the Environmental Field that lies to the Southeast of J11 of the M4

107.6 Deer Leap Park

There was also discussion on the area that lies adjacent to the playground in the Deer Leap Park development (to the south of Coronation Drive in Three Mile Cross). There were proposals to plant the area as an orchard, but members felt that there was more value to the community in keeping the area relatively open with some limited planting of trees and some benches.

ACTION - The Clerk to raise with Wokingham Borough Council

107.7 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item.

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

107.8 Temporary Options for Shinfield Cricket Club Junior Teams

At the meeting on 25th October there had been a discussion regarding the provision of a temporary “roll out” cricket strip which would have allowed junior cricket to have been played at Spencers Wood recreation Ground when Millworth Lane was no longer available.

The cricket club did not wish to play on a roll out strip and instead had suggested that a more viable option for them would be to provide one extra grass strip for their older junior teams to one side of the Square at the Manor Ground and an artificial strip on the other side of the Square.

There was a concern that the junior strip would encroach on to the required run off space for the football pitch and the view was that any decision on additional cricket must not be at the expense of the football requirements at the ground.

ACTION – Clerk to verify this with Shinfield Cricket Club

107.9 Drainage at the Manor Ground

There were concerns that Manor Ground was suffering from drainage issues. This has an impact on clubs and parents when the ground is not available for scheduled matches. The Clerk was asked to write to the University of Reading to ascertain their views with respect to drainage at the site.

ACTION – Clerk was asked to write to the University of Reading to ascertain their views with respect to drainage at the site

24/FC/108**School Green Centre and School Green**

108.1 School Green Cinema Facility

The Clerk advised that the final elements of work on the Shinfield Cinema had been taking place this week.

108.2 School Green Centre

The new Facilities Manager will be asked to look at the following:

- Long term maintenance schedule
- Reviewing and retendering the cleaning contract

Cllr Peer asked if it the car park bay used by the council van during the day could be made available at the weekend and in the evenings.

ACTION – Clerk to arrange the Facilities Manager to consider options for this item

108.3 School Green Working Party – Footpath across School Green

The Clerk advised this will be a task for the new Facilities Manager to identify options and associated costs to bring to a future Facilities Committee Meeting for a formal decision on the matter. Cllr Johnson advised that in an online poll he had arranged on a personal basis there had been no opposition to a permanent footpath.

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

108.4 Options for providing meeting audio and video

The Deputy Clerk was still obtaining quotes for the necessary equipment to allow meetings to be streamed from either Tower Room or Grazeley Room. These installations would also support the introduction of AI into preparing digests of meetings.

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

24/FC/109**Spencers Wood Pavilion**

109.1 Upgrade to the Community Room

The Deputy Clerk was leading on this parcel of work and would be picking up again when she returned from leave.

ACTION – Deputy Clerk to progress the upgrade to the Community Room at the Spencers Wood Pavilion

Other Council buildings**110.1 Manor Ground including storage of equipment**

Following the meeting on 25th October, the cricket club had been requested to ensure the battery had been removed from the roller while not required over the winter. At the meeting, there had been a discussion about the possibility of providing a shed on site that would allow the roller and other equipment to be protected from the elements and add an additional level of security.

The Clerk advised that the insurance cover requires that we “must take reasonable steps to prevent accident or injury and to protect your property against loss or damage.” It is likely that the provision of a shed or similar would be seen as a reasonable step.

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

110.2 Ryeish Green Pavilion

The Clerk had spoken to the solicitor on Monday and pressed the need to resolve this matter by providing a formal position to the council on the subject.

ACTION – Clerk to chase the Head Partnership regarding access to Ryeish Green Pavilion

110.3 High Copse Pavilion

The Chair advised that a provisional date for handover to Shinfield Parish Council from the University of Reading was the 15th November.

A draft Lease based on that for the Manor Ground had been received from the University and this had been referred to the council’s solicitors.

Would be looking to “move in” as soon as furniture was available although this may not be until early January.

Flooding on footpath had been addressed by the installation of a French Drain along its length.

110.4 High Copse Pavilion – Use of Facilities

At the last meeting it was discussed that the Clerk would set up a working party to consider the process of deciding usage at High Copse.

ACTION – Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

110.5 **High Copse – Grass Seeding and Community Garden**

The Chair advised on additional work and lawn seeding that would be carried out by the contractors. However the concern was that the ground was still very stony.

24/FC/111 Microgeneration

111.1 The Clerk advised that he had not been able to identify a potential consultant who could advise on the entire council estate. However following a suggestion from Cllr Matic he had arranged a meeting with WBC's energy officer (Wednesday 20th November at 1.30) which Cllr James would also attend.

The Clerk was also going to contact the relevant institute for further information

ACTION – Clerk to report back to the committee following the meeting with WBC Energy Officer

24/FC/112 Allotments

112.1 The Allotments AGM had been held in Spencers Wood Pavilion on Monday 21st October with 18 allotment holders attending. The discussions had been very positive with regards to matters such as charging deposits for new allotment holders and the arrangements for out of parish allotment holders.

24/FC/113 Parish Wide Items

113.1 Wokingham Borough Council Proposal regarding Spencers Wood Library

The Clerk advised members of an approach from WBC regarding support for Spencers Wood library. The request was for financial support (potentially up to £13k) but the Clerk had suggested that a wider of consideration of options may offer up other potential options.

The Clerk was asked to gain more information on current usage levels to allow a more informed consideration of the request.

ACTION – Clerk to gain more information on current usage of Spencers Wood Library to allow further consideration at the next meeting.

24/FC/114 Correspondence

114.1 There were no items of correspondence.

24/FC/115 Date of Next Meeting

115.1 The next meeting would be held on Wednesday, 27th November 2024

The meeting ended at 21:05

List of Actions

24/FC/82

24/FC/71.2	Facilities Manager to arrange installation of the hatch in the café kitchen	Facilities Manager
24/FC/89.1	Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road	Facilities Manager
24/FC/98.5	Clerk to set up a working party to progress a process for the usage of the pitches at High Copse	Clerk

24/FC/107.2	Clerk to confirm how long the lease would be offered for High Copse	Clerk
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24/FC/107.2	Clerk to establish the ongoing grounds maintenance costs for the High Copse site	Clerk
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24/FC/107.3	Clerk to add Assets of Community Value to the agenda for the Planning and Highways Committee meeting on 6 th November 2024	Clerk
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24/FC/107.5	Cllr Johnson to take images of the Environmental Field that lies to the Southeast of J11 of the M4	Cllr Johnson
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24/FC/107.6	The Clerk to raise with Wokingham Borough Council the area that lies adjacent to Deer Leap Park where it was proposed to plant an orchard	Clerk
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24/FC/107.7	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
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24/FC/107.8	Clerk to verify with Shinfield Cricket Club the requirements for the junior cricket teams	Clerk
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24/FC/107.9	Clerk to write to the University of Reading to ascertain their views with respect to drainage at the Manor Ground site	Clerk
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24/FC/108.2	Clerk to arrange for the Facilities Manager to consider options for a long term maintenance schedule and to review and retender the cleaning contract for the School Green Centre	Clerk
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24/FC/108.3	Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting	Facilities Manager
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24/FC/108.4	Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley Rooms for streaming and recording council meetings	Deputy Clerk
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24/FC/109.1	Deputy Clerk to progress the upgrade to the Community room at the Spencers Wood Pavilion	Deputy Clerk
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24/FC/110.1	Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required.	Facilities Manager
24/FC/110.2	Clerk to chase the Head Partnership regarding access to Ryeish Green Pavilion	Clerk
24/FC/110.4	Clerk to set up a working party to progress a process for the usage of the pitches at High Copse	Clerk
24/FC/111.1	Clerk to report back to the committee following the meeting with WBC Energy Officer	Clerk
24/FC/113.1	Clerk to gain more information on current usage of Spencers Wood Library to allow further consideration at the next meeting	Clerk

Proposed adjustments to room booking prices for 2024/25

School Green Centre

The price structure for the School Green Centre for 2024/2025 approved in November 2023 saw a number of changes which addressed anomalies identified during the initial opening of the building. Overall officers feel that some additional small adjustments are required to fine tune the offer.

The recommendation is for no across the board increase in rates and it is felt that the projected increase in total income could be achieved through volume increases.

The following adjustments are recommended:-

Three Mile Cross room be increased by £2.00 per hour at the weekend, this brings it more in line with the other rooms.

Ryeish Green room hire rates remain the same, however, the cinema facility would be charged for each separate element depending on the requirements of the customer, for example a hirer may wish to use the projector and screen for a business presentation and would not, therefore, need to pay the film licence fee.

Last year we introduced a discount for hiring two adjoining rooms (ie Pound Green and Ryeish Green Room, Grazeley and Shinfield Rooms) to encourage maximum usage of these rooms, however, this has not proved to be effective and should be removed.

Spencers Wood Pavilion, Community Room

Due to the 50% discount offered on the Spencers Wood Pavilion Community Room until 31st March 2024, bookings have increased considerably with this volume increase more than offsetting the lower rate. It is therefore proposed that the published rates be reduced from £27 to £20 per hour during the week and from £39.50 to £30 per hour at weekends.

Alternative proposal

- 1) If prices were increased by 2% in line with inflation (with appropriate rounding of prices), this increase is demonstrated by the figures in brackets on the charges document (5.1a).
- 2) If prices were increased by 10% (with appropriate round of prices), this increase is demonstrated by the figures in brackets on the charges document (5.1b).



**SCHOOL GREEN
CENTRE**
SCHOOL GREEN,
SHINFIELD,
RG2 9EH
0118 988 8220

School Green Centre, School Green, Shinfield, RG2 9EH - 1st April 2025 to 31st March 2026

Room/Hall Name	Per Hour Weekday £	Per Hour Weekend (Minimum charge of £50 or 3 hours) £	Room Size	Standing (no furniture)	Seated in rows (theatre style)	Seated with tables
Pound Green	32.00 (33.00)	49.00 (£50.00)	135m ²	136	109	75
Ryeish Green	23.00 (23.50)	35.00 (£70.00)	78m ²	88	71	45
Grazeley	25.00 (25.50)	42.00 (£43.00)	104m ²	104	84	60
Shinfield	12.00 (12.50)	13.00 (13.50)	22m ²	23	18	12
Spencers Wood	10.50 (11.00)	12.00 (£12.50)	21m ²	21	13	8
TMX	12.50 (13.00)	14.00 (13.50)	33m ²	34	27	18
Tower room	25.00 (25.50)	30.00 (31.00)	44m ²	45	36	24
Kitchen	5.00	5.00				
Damage Deposit	Applicable at management discretion					

Spencers Wood Community Centre, Clares Green Road, Spencers Wood, RG7 1DY

Room/Hall Name	Per hour Week Day £	Per hour Weekend £	Room Size	Standing	Seated in rows (theatre style)	Seated with tables
Community Room	20.00	30.00	75m ²	100	75	50
Damage Deposits	£100 for Community Room / £100 for internal gate					

Equipment Hire and Waste disposal

Screen/projector	10.00	School Green Centre & Spencers Wood Pavilion
Smart Screen	20.00	School Green Centre only
Cinema screen & projector	30.00	School Green Centre, Ryeish Green room only
Film licence fee (per film)	109.20	School Green Centre, Ryeish Green room only
Retractable seating	30.00	School Green Centre, Ryeish Green room only
Microphone	10.00	School Green Centre - Pound Green, Ryeish Green & Grazeley Rooms only
Waste disposal	30.00	School Green Centre only (30 black bin bags to be supplied by the hirer)

All prices are inclusive of VAT

- Please check with reception to see if the room you require is available
- Bookings will only be accepted by a completed and signed booking form
- Booking terms and conditions are available from reception and should be read prior to completing the booking form
- Contact - email: bookingenquiries@shinfieldparish.gov.uk phone: 0118 9888 220 (ext 506)



**SCHOOL GREEN
CENTRE**
SCHOOL GREEN,
SHINFIELD,
RG2 9EH
0118 988 8220

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Grazeley	25.00 (27.50)	42.00 (46.00)	104m ²	104	84	60
Shinfield	12.00 (13.00)	13.00 (14.50)	22m ²	23	18	12
Spencers Wood	10.50 (11.50)	12.00 (13.00)	21m ²	21	13	8
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CHRISTMAS AND NEW YEAR OPENING TIMES 2024/25

Monday 23rd December as normal - 09:00 to 17:00

Tuesday 24th December - 09:00 to 16:00

Wednesday, 25th December – closed

Thursday, 26th December - closed

Friday 27th December - 09:00 to 16:00

Saturday 28th December 09:00 to 17:00

Sunday 29th December 10:00 to 16:00

Monday 30th December – 09:00 to 16:00

Tuesday 31st December - 09:00 to 16:00

2nd January onwards – normal opening hours

Correspondence from a member of the public regarding the Leap/Playpark -Long Acre, Shinfield

I just wanted to give you a quick update on the playpark/LEAP in the Long Acre (Shinfield Gardens) development as I know residents have previously been in touch with you directly on this matter.

Pippa Paton at Bellway responded to me yesterday to say that it is now completed but won't be open for use until early 2025. I think it was supposed to be ready by the completion of the 80th home according to the S106. Anyway, WBC won't be adopting it for another 12 months so Bellway will be responsible for its maintenance for 12 months following its opening.

Also, a tree had fallen within its perimeter which Bellway said they were visiting yesterday.

Not sure if you want this on your radar. We've also requested a RoSPA inspection as we don't believe appropriate H&S measures have been put in place particularly around the attenuation pond. Bellway has instructed RoSPA and I've asked for a copy of the report to be shared with the resident's group.