

Minutes of a meeting of
The Facilities Committee
held on Wednesday 6th May 2026
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Ali (Facilities Manager)
1 Member of the public

26/FC/51

Public Questions

51.1 There was a public question regarding the upkeep of the Deardon Orchard

A member of the public addressed the committee to revisit the question he raised in January regarding the long-term plan for Deardon Orchard. He reported that the orchard is not in good shape. They provided photographs which showed missing borders, broken support braces and one tree confirmed dead.

Freely Fruity, who originally helped establish the orchard in 2003, have grown into a national movement planting hundreds of trees a month across the country, and that operational maintenance of established orchards is no longer their focus.

The member of the public proposed that the Parish engage a specialist company to undertake spring and autumn assessments of both Parish owned orchards (Deardon Orchard and the orchard adjacent to the allotments). The recommendation included producing a multi-year maintenance plan, replacing missing trees, and helping the Parish recruit a new volunteer group. The cost would be funded from the Deardon S106 allocation rather than from Council funds.

ACTION – Volunteer Liaison Person to arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard

26/FC/52

Apologies and declarations of Members' Interest

52.1 Apologies had been received from Cllrs James and Masseron and the Deputy Clerk.

- 52.2 Declarations of Members' pecuniary interests and any related person interest

Cllr Johnson declared membership of the padel tennis company which will be referred later in proceedings.

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

26/FC/53

Minutes of the Previous Meeting

- 53.1 The minutes of the Facilities Committee meeting held on 1st April 2026 were approved as a correct record and signed by Cllr Johnson.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

- 53.2 The following matters arising from the meeting held on 1st March 2026 were discussed:

- 26/FC/28.2 Clerk to add the resurfacing of Millworth Lane to the agenda of the Finance and General Purposes Committee.

This had been done. See also minute 55.5.

- 26/FC/28.2 Clerk to discuss maintenance of the track with the University of Reading (UoR).

This was discussed at a meeting with N Frankland, L James, N Boyer on 9th April and at the joint meeting between University of Reading and SPC on 15th April 2026. There was no clear decision as there is no clear ownership of the lane. See also minute 55.5.

- 26/FC/28.2 Clerk to follow up with the University of Reading (UoR) regarding Millworth Lane.

This was done at the meeting with UoR on 15th April 2026.

- 26/FC/40.1 Clerk to inform the SRFC of the agreement of the charges for the use of the football pitches at High Copse.

This had been done.

- 26/FC/40.2 Clerk to submit the application for grant funding from the Football Foundation.

This had been done and then withdrawn. This was covered further at minute 54.1.

- 26/FC/40.3 Clerk to inform Shinfield Cricket Club of the decision of the Committee and to arrange for the Heads of Terms to be drawn up and signed accordingly.
- The Cricket Club had been informed, and the draft Heads of Terms were being progressed using those approved for Shinfield Rangers FC as a base.
- 26/FC/40.6 Deputy Clerk to add Padel to the next agenda of the Facilities Committee.
- This was on the agenda – see minute 54.2.
- 26/FC/41.1 Facilities Manager to resubmit a revised planning application for the Fitness Centre at Millworth Lane
- This is on the agenda - see minute 55.2.
- 26/FC/41.1 Clerk to investigate a competitive process or appointing a new planning consultant.
- This is on the agenda - see minute 55.1.
- 26/FC/41.2 Facilities Manager to meet with the Tennis Club to agree the Heads of Terms for the tennis courts (on a similar basis as those drawn up for SRFC).
- This was on the agenda – see minute 55.4.
- 26/FC/42.1 Cllr Johnson to arrange a meeting with the WBC sports lead.
- This would be arranged once WBC leads were confirmed for the new council year.
- ACTION – Cllr Johnson to arrange a meeting with the WBC sports lead**
- 26/FC/42.1 Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.
- This was ongoing.
- ACTION – Cllr Johnson to follow up with UoR regarding the land for a mountain bike track.**
- 26/FC/43.1 Clerk and Facilities Manager to meet with the WBC officer regarding the adjustments to the siting of the recycle bins.
- This is on the agenda - see minute 57.1.
- 26/FC/43.2 Facilities Manager to arrange for the final adjustments (to the Pound Green fire doors) if deemed necessary.
- This has been done, no further works required.

- 26/FC/44.1 Facilities Manager to submit the planning application for the installation of the community shelter.
- This was on the agenda – see minute 58.1.
- 26/FC/45.1 Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments.
- This was on the agenda – see minute 59.1.
- 26/FC/46.1 Microgeneration - Clerk to arrange a follow up meeting to progress the recommended actions.
- This was on the agenda – see minute 60.1.
- 26/FC/47.1 Clerk to add the electric cargo bike purchase to the agenda of the Finance and General Purposes Committee.
- This was on the agenda – see minute 61.1.
- 26/FC/48.1(i) Clerk to circulate a bin report prior to the next Facilities Committee meeting.
- This was on the agenda – see minute 62.1.
- 26/FC/48.1(i) Deputy Clerk to add bin audit to the next agenda of the Facilities Committee.
- This was on the agenda – see minute 62.1.
- 26/FC/48.1(iii) Clerk to raise the matter (grassed area at Deer Leap Park) with Andy Glencross at WBC.
- The Clerk and Cllr Clarke will be meeting Andy Glencross on 27th May.
- 26/FC/48.1(iv) Clerk to follow up with Andy Glencross at WBC (open area next to the two new football pitches at Hyde End Lane).
- This is to be covered in the meeting with Andy Glencross.
- 26/FC/48.1(vi) Clerk to liaise with Taylor Wimpey regarding the soft landscaping (junction at Church Lane/Three Mile Cross).
- The Clerk had no update on this from Taylor Wimpey.
- 26/FC/48.1(vii) Clerk to arrange a meeting with Taylor Wimpey to discuss the Nullis Farm site.
- The latest information was that planning permission had still not been achieved.

- 54.1 Update on the proposed fencing around the football pitches and cricket square

The Facilities Manager had submitted a pre-planning application request regarding the fencing. The results were that white plastic fencing as originally proposed would not be acceptable. However, if this was changed to a timber fencing that was more in keeping with surrounding farmland this would be acceptable as permitted development and therefore not require planning permission.

The approved cost of the white plastic fencing was £45,162 (approved minute 26/FC/4.3). The cost of moving to a suitable quality timber fencing would be in the region of £22,000. A timber fence would require more maintenance, and this would be included in the LTMP.

Members approved to change the fencing proposed to a suitable timber fence

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to share the pre-app report for fencing at High Copse with committee members

It was now also proposed to move ahead with creating a suitably prepared overflow car park for the site. The area between the existing car park and the footpath is already ear marked on the planning application (223286) as use for overflow parking with reinforced grass.

The cost of providing the reinforcing and appropriate access to and from the rest of the car park is estimated to be £15,000. Total cost is expected to be up to £37,000.

Members agreed to approve the overflow car parking subject in addition to the timber fencing subject to the total cost of the timber fencing and the overflow car parking not exceeding the originally approved £45,162

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

The Clerk was asked to resubmit the Football Foundation grant application for the timber fencing

ACTION – Facilities Manager to progress the installation of timber fence

ACTION – Facilities Manager to progress the installation of the overflow car park

ACTION – Clerk to resubmit the Football Foundation fence grant application

54.2 Update on the cricket at High Copse

Heads of terms are being pursued with the Cricket Club, but play cannot start at High Copse until the necessary equipment e.g. sight screens have been delivered which is expected in 3-4 weeks.

The Facilities Manager was asked to share the list of equipment being acquired for cricket at High Copse Pavilion.

ACTION - Facilities Manager to share the list of equipment being acquired for cricket at High Copse Pavilion

54.3 Water Irrigation for sports pitches at High Copse

The Facilities Manager is currently in discussions with BA Hydro Solutions. It is our understanding that an extraction licence is not required for the volume of water expected to be drawn from the borehole. The Facilities Manager is seeking formal confirmation of the situation or, failing that, how to obtain such a licence.

ACTION – Facilities Manager to confirm if an extraction licence is required for High Copse

54.4 Update on the installation of the containers at High Copse

The Facilities Manager advised that subject to weather conditions these were scheduled to be delivered on 14th May 2026.

26/FC/55

Millworth Lane

55.1 Sports master planner for Millworth Lane

The Sports Working Party had met on Tuesday 28th April. It had been agreed that the Quantity Surveyor was being asked to carry out tasks that were beyond his area of specialism and that what was required was an overall Sports Master Planner who could take on the task of identifying how the various requirements for Millworth Lane could best be accommodated within the site. This would also support the next stage in public consultation for the Sports Park.

The Sports Working Party had asked the Clerk to identify potential candidates for this work and establish if they were interested in taking on the work.

The companies identified are:

- STRI Group
- SJS LC
- Toby Wintgens Sport & Leisure Consulting
- Sports Labs (UK) - Consultancy
- Field Form
- MAC Groundworks

The Clerk had written to each with an outline of the requirement to establish initial interest in the work.

ACTION – Clerk to report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park

55.2 Update for the Fitness Centre at Millworth Lane

The required ecology work is underway, and we expect to submit the revised planning application later in the month. We are working towards the fitness trainer starting to operate in September.

55.3 Installation of Padel courts

A proposal had been received for covered courts at High Copse, but the University of Reading had confirmed that they would not support installation of covered courts on this site. Cllr Abraham had asked the company involved to come forward with proposals for Millworth instead. This would be considered as part of the sports master planning. This would ideally be a for covered facility for up to 4 courts, but open courts could also be considered.

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

A meeting had been arranged for the 20th May to start the discussions with the tennis club.

55.5 Access to the Tennis club via Millworth Lane

Full Council had referred discussion on the access to the tennis club back to the Facilities Committee. The Clerk suggested that it may be possible to reorientate the car park to run up to, and include, the tennis club parking. This would avoid the need for the council to have to do any work on the unclaimed lane. The Chair stressed that the consultant should be given a clean brief and not be steered toward a predetermined solution.

26/FC/56

Land Matters with the University of Reading (UoR)

56.1 Potential land matters from the University of Reading

There was nothing to report on this until next UoR Council meeting on 1st July.

26/FC/57

School Green Centre and School Green

57.1 Recycling bins

The Clerk had held a site visit with WBC Recycling officer who was content with the proposal but wanted their contractor to confirm there was no impact on collections before giving a final approval. This was still awaited.

The Recycling officer did advise that WBC would be introducing kerbside glass recycling in 2027 and so there would be no need to continue with the glass recycling bins at School Green.

It was agreed that instead of the original wooden fencing planned the fence panels along the north side of the School Green were continued to run along the kerb line. There was a discussion about moving the linen bank bins when glass recycling went but it was felt that they would have the least visual impact if they stayed in their current location.

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to advise WBC of the planned changes to the fencing and to the linen banks staying in their current location

57.2 Any other matters relating to the School Green Centre and School Green

There were no other matters to report.

26/FC/58

Spencers Wood Pavilion and Recreation Ground

58.1 Installation of Community Shelter

The Facilities Manager had chased for the required drawings for the shelter and when these were available the planning application would be submitted.

ACTION - Facilities Manager to submit the planning application for the installation of the community shelter

26/FC/59

Allotments

59.1 Flooding at Orchard Rise Allotments

The Facilities Manager was still sourcing specialist drainage advice. Cllr Johnson agreed to fly a drone above the area to help with the assessment.

ACTION – Facilities Manager to obtain specialist drainage advice regarding flooding at the Orchard Rise allotments

ACTION – Cllr Johnson to fly a drone over Orchard Rise allotments

59.2 Hartley Court Allotments

An allotment holder at Hartley Court Allotments has requested that we consider providing a perimeter fence for this allotment site which is the only site that does not have a fence.

The materials (excluding installation) are £3,500 + VAT for standard fence panels around the site and it would be prudent to assume the same again for installation.

It was agreed that the Facilities Manager would check with allotment holders to see if there was overall support for a fence.

ACTION – Facilities Manager to check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site

26/FC/60

Energy Matters

60.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The energy consultant (Reduce Energy) had now provided site reports for the School Green Centre, Manor Ground Pavilion, High Copse Pavilion and Spencers Wood Pavilion. They have also provided a report covering capital investment options for renewable energy.

The recommendations are for

- Quick wins across all sites - £10,000 expenditure to achieve all recommendations
- Maximise the PV panels and batteries at all four sites - £220,000. School Green Centre and Manor Ground in 2026 followed by Spencers Wood Pavilion and High Copse Pavilion in 2027
- Retainer for Reduce Energy £1,000 p.a.

This was in addition to the costs incurred to produce the reports (£8,600) meaning that total expenditure (excluding the retainer) would be £240,000 approx. from a CIL allocation of £300,000.

Members asked for more information from Reduce Energy on the likely costs and operation of the maintenance contract for the PV panels that they recommended. It was agreed that the committee would recommend the capital programme to the May Full Council Meeting.

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add the energy report to the agenda for May Full Council

ACTION – Clerk to request additional information on the PV panel maintenance contract.

26/FC/61.1

Facilities Team transport

61.1 Purchase of an electric cargo bike

It was agreed in principle at the last meeting that officers should investigate acquiring an electric bike. After discussion with staff about types of electric bike the recommendation is for a traditional tricycle configuration with front and rear cargo capacity. The expected cost was up to £3,500.

Members agreed in principle to proceed with procurement but asked to see a risk assessment and also confirmation that appropriate insurance cover would be taken out if not already covered by any existing council policy.

The request would need to go to Finance & General Purposes Committee to release the required funds.

Proposed: Cllr Johnson
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to add to agenda for June Finance & General Purposes Committee

ACTION – Facilities Manager to check insurance cover for electric bicycle

ACTION – Facilities Manager to prepare Risk Assessment for use of an electric bike by council staff

26/FC/62

Parish Wide Items

62.1 Waste Bins

The papers for the meeting included a listing of all the council provided bins in the parish. The council had clusters of bins and there is no parish wide coverage. The annual cost of emptying one bin was £480 and the cost of a new bin is £385.

The Clerk advised that WBC will be doing their own bin review with the expectation that they will remove their bins from locations that have a parish or town council bin nearby.

Three bins had been identified as recurring problems

- Cutbush Lane
- Dearden Way/Scobell Close
- Grovelands Road

It was agreed that stickers warning against fly-tipping would be placed on all council bins.

A single map showing council, WBC and developer bins was requested to allow an assessment of where the council may be able to redeploy existing bins. It was also requested that an indication be provided of how full each bin was on average.

Any new bins acquired should be a version which reduced the potential for birds and animals to get at the contents.

ACTION – Facilities Manager to arrange for a single map showing all public waste bins in the parish

ACTION – Facilities Manager to source a suitable sticker on fly-tipping and obtain a quote for implementation

ACTION – Facilities Manager to source a suitable waste bin for new purchases

62.2 Notice Board at Frensham Green and High Copse Pavilion

The Clerk advised that the Deputy Clerk had been looking at options for additional noticeboard coverage in the parish.

It was proposed that noticeboards were installed:

- On Frensham Green
- At High Copse Pavilion

The cost of a new noticeboard would be £1,500 + VAT based on the same design already installed in the parish. There would also be some additional staff time each week to service the board e.g. new meeting agendas and other updates.

It was agreed to recommend both additional noticeboards to Finance and General Purposes Committee for the release of funds.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to add to the agenda of the Finance and General Purposes Committee

62.3 Other matters within the parish not covered above

There were no other items for consideration.

26/FC/63

Correspondence

63.1 There was no correspondence

25/FC/64

Date of the Next Meeting

64.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 3rd June 2026

The meeting ended at 21.30

List of Actions

Minute number	Action	Responsibility
42.1	Arrange a meeting with the WBC sports lead	Cllr Johnson
42.1	Follow up with UoR regarding the land for a mountain bike track	Cllr Johnson
51.1	Arrange a site visit with a specialist company to identify a long-term maintenance plan for Deardon Orchard	Volunteer Liaison Person
54.1	Share the pre-app report for fencing at High Copse with committee members	Clerk
54.1	Progress the installation of timber fence	Facilities Manager
54.1	Progress the installation of the overflow car park	Facilities Manager
54.1	Resubmit the Football Foundation fence grant application	Clerk
54.2	Share the list of equipment being acquired for cricket at High Copse Pavilion	Facilities Manager
54.3	Confirm if an extraction licence is required for High Copse	Facilities Manager
55.1	Report back to the Working Party and Facilities Committee regarding potential consultants to support Master planning for Millworth Sports Park	Clerk
57.1	Advise WBC of the planned changes to the fencing and to the linen banks staying in their current location	Clerk
58.1	Submit the planning application for the installation of the community shelter	Facilities Manager
59.1	Obtain specialist drainage advice regarding flooding at the Orchard Rise allotments	Facilities Manager
59.1	Fly a drone over Orchard Rise allotments	Cllr Johnson
59.2	Check with Hartley Court Allotment holders as to whether they would support a perimeter fence to the allotment site	Facilities Manager
60.1	Add the energy report to the agenda for May Full Council	Clerk
60.1	Request additional information on the PV panel maintenance contract	Clerk
61.1	Add to agenda for June Finance & General Purposes Committee a request for funding for electric bicycle	Clerk

61.1	Check insurance cover for electric bicycle	Facilities Manager
61.1	Prepare Risk Assessment for use of an electric bike by council staff	Facilities Manager
62.1	Arrange for a single map showing all public waste bins in the parish	Facilities Manager
62.1	Source a suitable sticker on fly-tipping and obtain a quote for implementation	Facilities Manager
62.1	Source a suitable waste bin for new purchases	Facilities Manager
62.2	Clerk to add to the next agenda of Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse	Clerk