

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 3rd January 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), Johnson & Tatla

Attending: S Herring (Deputy Clerk), P Gudge (Facilities Manager)

24/FC/1

Public Questions

- 1.1 There were no public questions

24/FC/2

Apologies and declarations of Members' Interest

- 2.1 Apologies for absence had been received from Cllr Peer and Jahromi
2.2 There were no declarations of members' interests

24/FC/3

Minutes of the Previous Meeting

- 3.1 The minutes of the Facilities Committee meeting held on 29th November 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Boyer
Seconded: Cllr Tatla
Approved: Unanimously

- 3.2 The following matters arising were discussed:

- 23/FC/80.1 Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023

This had been done

- 23/FC/80.1 Clerk to contact Miriam Grace Day Care and Spencers Wood Coffee Morning group of the decision of the Committee

This had been done

Clarke

T-2-24

23/FC/82.2 Clerk to discuss the rent with the Tennis Club
23/FC/71.1

The Clerk had not yet been able to commence those discussions.

ACTION – Clerk to discuss the rent with the Tennis Club

23/FC/82.2 Clerk to arrange for leafleting to Millworth Lane residents at the
23/FC/71.2 appropriate time

This will be done

23/FC/82.2 Clerk to arrange a public presentation on the proposed planning
23/FC/71.2 application for Millworth Lane at an appropriate time

This will be done

23/FC/82.2 Clerk to publish the presentation on the website after the public
23/FC/71.1 presentation

This will be done

23/FC/82.2 Clerk agreed to make contact with Arborfield Football Sports Trust and
23/FC/71.1 report to the next meeting

The Clerk had not yet done this

23/FC/82.2 Cafe Working Party to report back to the next meeting of the Facilities
23/FC/73.5 Committee

This was on the agenda

23/FC/83.1 Facilities Manager to arrange for an arborists report and to include the
removal of the Oak Tree in the planning application for Millworth Lane

This was on the agenda

23/FC/83.3 Clerk to negotiate potential rent for the Millworth Lane site with the
fitness company

The Clerk reported that he had asked our lawyer to prepare a draft Heads
of Terms which would be shared with the committee when ready and at
that point we would seek to agree the rental payments.

23/FC/85.2 Clerk to ensure that Shinfield Studios include suitable alternative storage
within their final proposal

This was on the agenda



- 23/FC/85.2 Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal for storage was possible

A further site visit was planned for 12th January regarding AV. The Clerk had chased Bidwells regarding the storage issues.

- 23/FC/85.3 Facilities Manager to report back to the next meeting on progress for replacement notice boards

The insurance money was due on 5th January and the notice boards would be replaced within the next month.

- 23/FC/85.4 The Café Working Party would look at the options and report back to the Facilities Committee

This was on the agenda

- 23/FC/85.4 The Clerk to investigate the hire of vending machines for the café

After further investigation it had not been possible to find a vending machine contract for a short-term alternative to the café.

- 23/FC/86.1 Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting

This was on the agenda

- 23/FC/86.2 Clerk to arrange for signage to be installed at the SWP

This was in hand

- 23/FC/86.2 Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP

This had been implemented. A sign had been posted on the notice board at the Spencers Wood Pavilion and had been published on the SPC website and newsletter.

The Deputy Clerk reported that there had been five weekend bookings up to the end of March 2024 and none of these had specifically asked for the 50% discount. It was expected that these bookings would have been made regardless of the discount. Cllr Johnson advised that this information should be communicated on social media to have the greatest impact.

ACTION –

- Deputy Clerk to arrange for discounted rate for the hire of Spencers Wood Pavilion to be published on social media
- Clerk to invite Cllr Johnson to the Engagement Working Party



- 23/FC/86.2 Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson

The Clerk would contact Cllr Johnson when he had a "script" for the required filming.

- 23/FC/89.1 Clerk to add to the agenda of the Full Council in December 2023 'Refurbishment of Ryeish Green Pavilion'

This had been done

24/FC/4

Millworth Lane and Sports Provision

- 4.1 Toilets for Millworth Lane

The Facilities Manager reported that following a meeting with the Planning Department at Wokingham Borough Council (WBC) they stated that the removal of the tree, that was restricting the delivery and installation of the toilets, would need an arborists evaluation due to its substantial size and suggested that Shinfield Parish Council hire a crane for the installation. This was not an option that SPC would entertain due to the excessive costs. SPC had offered to replant new trees to compensate for the loss. The tennis club were due to write to WBC expressing the urgency of toilets for the survival of the club.

- 4.2 Update on Millworth Lane Refurbishment and Verbal report from the Sports Working Party

There had been a meeting with Andy Glencross and other WBC officers on 14th December where the proposed refurbishment of Millworth Lane had been discussed. WBC were broadly supportive but raised concerns over the viability of the proposed netball/basketball courts; they felt that there was no demand for such an outdoor facility within the borough and recommended that a 3g 5-a-side pitch would benefit more residents and prove much more viable. They also suggested that a grasscrete surface for the car parks would be more cost effective.

Cllr Tatla expressed her concerns that there was no netball facility within the parish and reported that Earley Netball Club was thriving with many on the waiting list. Cllr Boyer stated that football was the main sport, but SPC should be mindful that there is nothing else on offer, therefore, netball should be included. The netball season was April to October.

The next meeting of the Sports Working Party was scheduled for the 16th January.

ACTION – Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground



School Green Centre and School Green

5.1 School Green Working Party

The Facilities Manager reported that the new bollards had been installed and he was still working on the planning application for the screens.

ACTION – Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic

Cllr Johnson reported that members of the public had expressed concerns regarding cars exiting the public car park over the narrow pathway that was posing a danger to the public.

ACTION – Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route

5.2 Storage at the School Green Centre

The Facilities Manager reported that Shinfield Studios were working on a proposal for providing storage at the School Green Centre to compensate for the loss of cupboard space. The Clerk had received a response from the studios confirming that the storage would be included in the technical design, but it would be sometime before further information was available.

ACTION – Clerk to report back once further information had been received

5.3 Notice Boards at the School Green Centre

This had been discussed earlier in the meeting.

5.4 Catering at the School Green Centre

The Clerk and Deputy Clerk had met with a catering consultant on 20th December to discuss the requirements for the tender document and our needs for the new café operation. This would take about 4 days of work (total cost in the order of £3,000) but would ensure that we were able to fully assess all interested applicants. An advertisement had been placed in 'Wokingham Today' requesting expressions of interest to ensure that we were seen to be ensuring awareness of the tender exercise. The Clerk had now received 19 expressions of interest.

The draft tender document was due next week and once approved by the working party would be issued to all those who had expressed an interest in tendering.

Robyn's Nest were still using the café area for a few private functions at a discounted hire rate. This would be beneficial to both parties as SPC wished to retain links with potential organisers of events for the future. Members requested that all references to the current café were removed from the SPC website.



The Deputy Clerk reported that the 'Happy Bee' mobile coffee provider had expressed an interest in providing a temporary provision from the car park at the School Green Centre and were due to meet with the Clerk on 4th January.

ACTION – all references to the previous café provider to be removed from the SPC website

24/FC/6

Spencers Wood Pavilion and Recreation Ground

6.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he was meeting with the pre-school next week and would make it clear that this needs to be signed urgently. He reported that they were paying the rent and the back payments.

6.2 Installation of shutters to the front entrance of Spencers Wood Pavilion

The Facilities Manager reported that the shutter to the front entrance of the SWP was installed on 2nd January 2024.

On 3rd January there had been an incident with youths outside the pavilion who had subsequently damaged the shutter. The Facilities Manager would ensure that it had been installed correctly and organise the repair. Members requested that the community be informed of the amount of money spent on the pavilion over the last few months to tackle anti-social behaviour (ASB) and the steps that SPC had taken to address this. The good work of the Youth Club and other successful activities should also be reported to ensure that the Pavilion is seen as a positive asset to the community.

ACTION – Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion

24/FC/7

Manor Ground

7.1 Manor Ground Pavilion

Cllr Johnson reported that there was a lot of standing water on the pitches and was concerned about drainage and matches being cancelled. The Facilities Manager noted that the weather had been extremely wet over the last month and professional teams were also cancelling games due to the bad weather, therefore this was a general problem due to excessive rain. Cllr Johnson would monitor the situation and report back if there were still problems. The supplier had delivered the incorrect size of goal posts and would replace them in due course.

ACTION – Facilities Manager to rectify situation relating to goal posts

Parish Wide Items**8.1 Football in the Parish**

Cllrs Clarke and Johnson expressed concerns that the Shinfield Rangers Football Club would lose a home once Millworth Lane Recreation Ground was redesigned. They stated that a 3G pitch was urgently needed and suggested that the University of Reading(UoR) be asked if they had any available land that would be suitable for a pitch, parking, and lighting. The English Football Association could be approached for grant funding. Land was possibly available near the Shinfield Studio site.

ACTION – UoR be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch

8.2 High Copse Pavilion

A meeting was provisionally booked for Friday 5th January with the University of Reading to look at the layout and plans. Contractors were due to start laying the cricket pitch on 15th January 2024. Cllr Johnson offered to take drone pictures throughout the development of the area.

ACTION – Cllr Johnson to provide drone pictures of the development of High Copse

8.3 Taking care of open space in the Parish

Cllr Clarke reported that WBC would not take over the environmental field until Taylor Wimpey had restored it to its intended state.

8.4 Taking care of roundabouts in the parish

Cllr Clarke reported that the roundabouts in the parish were not being maintained by WBC, specifically the following:-

Aborfield Road / Eastern Relief Road
Church Lane / Hayes Drive / Coronation Drive
Hollow Lane / Church Lane
Hollow Lane / Hyde End Lane / Arborfield Road

The Facilities Manager had written to WBC regarding maintenance and safety issues but not had any response. Members were keen for the roundabouts to be maintained and suggested local business be contacted to sponsor them.

ACTION – Facilities Manager to examine options for maintaining the roundabouts

8.5 **Registration of Allotments**

Members noted that the Deeds to the allotments and other land, ie School Green and Spencers Wood Recreation Ground, would be sent to Shinfield Parish Council once they had all been received by The Royal Borough of Windsor and Maidenhead Council.

24/FC/9

Ryeish Green Pavilion

- 9.1 As was agreed at Full Council on 20th December the Clerk would seek formal clarification from WBC regarding the following issues:
- a) Access rights to the pavilion
 - b) What the current Class of Use of the pavilion was, and what potential future uses of the pavilion would be possible without needing to apply for planning permission

24/FC/10

Date of Next Meeting

- 10.1 The next meeting would be held on Wednesday, 7th February 2024

The meeting ended at 20:46

Ken C. Clarke

7-2-24

List of Actions

24/FC/3.2 23/FC/82.2	Clerk to discuss the rent with the Tennis Club	Clerk
24/FC/3.2 23/FC/86.2	Deputy Clerk to arrange for discounted rate for the hire of Spencers Wood Pavilion to be published on social media	Deputy Clerk
24/FC/3.2 23/FC/86.2	Clerk to invite Cllr Johnson to the Engagement Working Party	Clerk
24/FC/4.2	Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground	Clerk
24/FC/5.1	Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic This had been published in the January 2024 Newsletter	Clerk
24/FC/5.1	Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route	Facilities Manager
24/FC/5.2	Clerk to report back on storage proposals at the School Green Centre once further information had been received	Clerk
24/FC/5.4	All references to the previous café provider to be removed from the SPC website	Clerk
24/FC/6.2	Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion	Clerk
24/FC/7.1	Facilities Manager to rectify situation relating to goal posts	Facilities Manager
24/FC/8.1	UoR be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch	Clerk
24/FC/8.2	Cllr Johnson to provide drone pictures of the development of High Copse	Cllr Johnson
24/FC/8.4	Facilities Manager to examine options for maintaining the roundabouts	Facilities Manager

