

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 29th November 2023 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
23rd November 2023

Members: Cllrs Boyer, Clarke, Jahromi, James, Masseron, Peer and Tatla

Agenda

1. Public Questions

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

2. Apologies and declaration of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of the Facilities Committee held on 1st November as a correct record of the meeting and to authorise the Chairman to sign the same*
- 3.2 To **CONSIDER** matters arising from the minutes

4. Millworth Lane and Sports Provision

- 4.1 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the installation of toilets and peripheral work for the tennis club at Millworth Lane
- 4.2 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party
- 4.3 To **RECEIVE** and **CONSIDER** the draft Heads of Terms for fitness training at Millworth Lane*

5. Allotments

- 5.1 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the fencing at the Recreation Ground Allotments
- 5.2 To **RECEIVE** and **NOTE** an update on the number of people on the allotment waiting lists*

6. School Green Centre and School Green

- 6.1 To **RECEIVE** and **NOTE** an update on the replacement bollards and screens for the School Green
- 6.2 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager on storage requirements for the School Green Centre
- 6.3 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the replacement notice boards at the School Green Centre
- 6.4 To **RECEIVE** and **CONSIDER** an update from the Clerk on catering at the School Green Centre including draft tender document*

7. Spencers Wood Pavilion and Recreation Ground

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding Chapel Lane Pre-School
- 7.2 To **RECEIVE** and **CONSIDER** a proposal for the long-term daytime use of the Community Room at Spencers Wood Pavilion*
- 7.3 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding the upgrade to the CCTV at the Spencers Wood Pavilion
- 7.4 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the installation of shutters to the front of the Spencers Wood Pavilion

8. Manor Ground

- 8.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager regarding football at the Manor Ground

9. Parish Wide Items

- 9.1 To **RECEIVE** and **NOTE** an update from the Chairman on the Environmental Field
- 9.2 To **RECEIVE** and **NOTE** any updates on plans for High Copse pavilion
- 9.3 To **RECEIVE** and **CONSIDER** a verbal report from the Chairman on taking care of open space
- 9.4 To **RECEIVE** and **NOTE** an update on the replacement bus shelter on Hollow Lane
- 9.5 To **RECEIVE** and **NOTE** an update from the Facilities Manager on the work carried out at the Deardon Orchard
- 9.6 To **RECEIVE** and **NOTE** updates on the registration of allotments with the Land Registry for Pound Green (BK525694) and Arborfield Road (BK525693)*

10. Ryeish Green Pavilion

- 10.1 To **RECEIVE** an **UPDATE** from the Clerk on the refurbishment of Ryeish Green Pavilion

11. Date of Next Meeting

- 11.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 3rd January 2023 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 1st November 2023
At School Green Centre commencing at 19:30

Present: Cllrs Clarke (Chair), James, Masseron, Peer & Tatla

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

2 members of the public

*Joined the meeting at 19:55

23/FC/68

Public Questions

68.1 Manor Ground Football Nets

The Chairman of the Shinfield Rangers reported that the University of Reading (UoR) had delivered 7 aside football goals instead of 9 aside football goals.

Shinfield Parish Council (SPC) would order the 9 aside football goals (see minute 23/FC75.2)

68.2 Floodlights

The Chairman of Shinfield Rangers asked if they could use floodlights at the Manor Ground and Millworth Lane next season to maximise training. It was agreed that the committee would give this consideration.

ACTION – Committee to consider whether to allow use of temporary floodlights and any conditions of use

23/FC/69

Apologies and declarations of Members' Interest

69.1 There were apologies for absence from Cllrs Boyer and Jahromi

69.2 There were no declarations of members' interests

Minutes of the Previous Meeting

- 70.1 The minutes of the Facilities Committee meeting held on 4th October 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

- 70.2 The following matters arising were discussed:

- 23/FC/57** Deputy Clerk to investigate ownership of land between the Arborfield
23/FC/48.3 Road allotments and the new nursery

The Deputy Clerk reported that the strip of land was owned by Wokingham Borough Council.

- 23/FC/57** Facilities Manager to discuss with Grazeley Village Hall and order a
23/FC/49.2 Christmas Tree accordingly

The Clerk had made the offer of a tree. As they had already ordered a tree SPC would contribute towards the cost instead and the Chairman of the Grazeley Village Hall was pleased with the offer from SPC.

- 23/FC/57** Facilities Manager to invite Cllr Clarke to the next meeting with Nigel
23/FC/52.6 Frankland, UoR

Cllr Clarke had spoken to Nigel Frankland who expected work to start on High Copse in January 2024

- 23/FC/59.1** (a) Clerk to write up a business case for Millworth Lane showing potential income and expenditure for discussion at the full council meeting

This had been done and was an item on the agenda of the Full Council meeting held on 25th October 2023 where it was approved unanimously.

- 23/FC/59.1** (b) Clerk to add Millworth Lane to the next agenda of full council

This had been done

- 23/FC/59.2** (a) Deputy Clerk to add 'approval of quote for the toilets at Millworth Lane' to the next agenda

This was on the agenda

- 23/FC/59.2** (b) Facilities Manager to chase up the planning permission for the removal of the tree at Millworth Lane

The Facilities Manager reported that Tony Grover had asked the planner for permission to remove the 3rd tree.

23/FC/60.2 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to allow an extension to those who live outside of the parish

The Allotments Administrator had been informed of the decision

23/FC/60.3 Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amend the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'

The Allotments Administrator was making the appropriate changes

23/FC/61.1 Deputy Clerk to arrange a meeting of the School Green Working Party

Another meeting would be set up once the costings had been approved.

23/FC/64.1 Clerk to investigate the condition of the Environmental Field

This was on the agenda at Item 9.1

23/FC/64.3 Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langley Mead SANG with Nigel Frankland, UoR

Cllr Clarke advised that he had spoken to Nigel Frankland about this.

23/FC/66.1 Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion

The agent had received the bids and had forwarded them to the Clerk. Councillors had not been invited as there was not an official opening of the bids. The Clerk had reported the information to the Full Council meeting held on 25th October 2023.

This item was also on the agenda for further discussion.

Millworth Lane

71.1 Toilets for Millworth Lane

The Facilities Manager had obtained a revised quote:-

In summary the total cost was

H. Cockburn £10,180 (base and filtration system)

Portable Offices £17,677 (truck to deliver)

Josh Chamberlain tree removal £1,200 (Qty 3 subject to planning permissions)

Total £29,851

Proposed: Cllr Peer

Seconded: Cllr Tatla

Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to commence

ACTION – Clerk to discuss rent with the Tennis Club

71.2 Verbal report from the Sports Working Party

The Chairman reported that the Sports Working Party had met on 1st November 2023 and requested that process of obtaining planning permission commence with a view to the work starting in March/April 2024. Leaflets will be delivered to inform local residents in Millworth Lane of the proposal and invite the public to explain the planning application.

Cllr Peer reported that Arborfield Football Club had formed a Trust who were now dealing with WBC.

ACTION – Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application

ACTION – Clerk to arrange a public meeting to explain the proposals for Millworth Lane

ACTION – Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club

71.3 Fitness Training at Millworth Lane

The Clerk advised that he had discussed the main items that would be required to be considered within a formal agreement. Now that Full Council had approved the redevelopment of Millworth Lane he would progress with creating a formal set of Heads of Terms for this facility.

ACTION – Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval

23/FC/72

Allotments

72.1 Allotment Annual General Meeting

The Facilities Manager reported that this had been attended by the Allotments Administrator, Clerk, Facilities Manager and Cllr Clarke. Allotments holders were pleased that those not cultivating their allotments were being given notice to leave. Bonfires had been causing some issues and it was stressed that they needed to be done properly, allotment holders were encouraged to find alternative ways of disposing of waste. Allotment holders recognised the actions that SPC had taken to help stop the intrusions onto the Clares Green Allotments.

Cllr Clarke reported that it had been a very positive meeting.

ACTION – Facilities Manager to provide details of numbers on waiting lists to the next meeting

72.2 Fencing for Recreation Ground allotments

The Facilities Manager had obtained a quote from Meta fence for £2,483.60 + VAT for the supply and installation of fencing at the Recreation Ground allotments due to increased levels of anti-social behaviour (ASB).

Proposed: Cllr Peer
Seconded: Cllr James
Approved: Unanimously

ACTION – Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments

23/FC/73

School Green Centre and School Green

73.1 School Green Working Party

The Facilities Manager advised that he had received quotes for the replacement bollards around the School Green and for screens along the north side (car park side). The latter would require planning permission. In the meantime, due to the condition of the existing bollards it was recommended that they were replaced as they did not require any planning permission.

Members approved the quotation for £30,400 for the replacement bollards and screens for the School Green

Proposed: Cllr James
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange for the work to replace the bollards to commence

ACTION – Facilities Manager to submit the planning application / certificate of lawfulness for the screening

73.2 Storage at the School Green Centre

The Clerk reported that storage was an ongoing issue at the School Green Centre and with the proposed installation of the filming facilities the existing cupboard in the Pound Green Room would be lost. There was therefore a need to provide additional suitable usable storage within the building and ideally adjacent to Pound Green and Ryeish Green rooms. This would require planning permission, building regulations and involve the architects.

It was recognised that there was a need for additional storage in the building generally.

ACTION – Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal

ACTION – Clerk/Facilities Manager to contact the architects to ascertain whether this proposal was possible

Proposed: Cllr Per
Seconded: Cllr Tatla
Approved: Unanimously

73.3 Room charges for 2024/25

Proposed charges for the School Green Centre (SGC) and Spencers Wood Pavilion (SWP) had previously been circulated to members for consideration.

Members approved the charges for 2024/25 with a review of the community room bookings at Spencers Wood Pavilion in six months.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

ACTION – Room charges for 2024/25 to be implemented from 1st April 2024

ACTION – Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion

73.4 School Green Centre opening times over the Christmas Period

The Clerk advised that the proposed times reflect the arrangements put in place for last Christmas. These would be the hours for the general public, for example, to collect blue bags. On Friday 29th there was a party booked into the evening and this would be staffed accordingly.

Members approved the proposed opening times as previously circulated.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to arrange for the opening times to be published in the December Newsletter

73.5 Robyn's Nest Café

The Clerk advised that this item had been placed on the agenda to report that Robyn's Nest Café had made the decision to close on a Monday. However, since the issuing of the papers for this meeting he had received formal notice from the café proprietor that they intended to cease trading with effect from Christmas Eve. They would be liable for rent income until the end of their notice period which would be 26th April 2024.

The Clerk had agreed not to share this information as at the time the proprietor had not communicated her decision to her staff. The Clerk asked that there was no external discussion of this subject until such time as the proprietor had confirmed she had completed that task.

The Clerk stated that a vibrant café was an essential element to the success of the School Green Centre but it was important to get the right café operator rather than rush the process.

The Clerk recommended a full tendering exercise but suggested that the Council make it clear that it would be prepared to consider proposals from anyone wishing to run a Community Café. This would be a 'not for profit' scheme utilising a mainly volunteer workforce.

The Clerk stated that we should not consider any in-house operation of a café. This would divert too much attention from other council activities and there were comparatively few successful in-house operations at the scale we would be operating at.

Members NOTED the information, and it was agreed that a working party be formed to look at options. Cllrs Peer, Clarke and Tatla agreed to join the working party.

ACTION – Clerk to arrange a meeting of the working party

23/FC/74

Spencers Wood Pavilion and Recreation Ground

74.1 Chapel Lane Pre-School contract

The Facilities Manager reported that the Chapel Lane Pre-School were now paying the rent as set in the new contract. They had at the last meeting requested that the licence becomes a lease. The Clerk had been advised by Cllr Grimes that there were reasons why the agreement was previously in the form of a licence and he would get further legal advice on how to proceed.

ACTION – Clerk to seek legal advice on how to proceed with the lease/licence for Chapel Lane Pre-School

74.2 Upgrade to CCTV at Spencers Wood Pavilion

The Facilities Manager reported that the CCTV at the SWP had now been upgraded and was providing a better coverage and quality of the area.

74.3 **Installation of shutters to the front entrance of Spencers Wood Pavilion**

ASB problems at the SWP have been increasing over the last few months with youths congregating in the entrance porch. Members were asked to consider the installation of a shutter on the front porch that could block off the sheltered area when the building was not in use. The Clerk advised that when he unlocked the building on Saturday morning there was clear evidence that it had been used as a congregating point by youths the previous evening.

A quote had been received from Shuretech for £4,2370 + VAT.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to arrange for the installation of a shutter to the front entrance of the Spencers Wood Pavilion

23/FC/75

Manor Ground

75.1 **Manor Ground Pavilion**

The Facilities Manager reported that WBC required full planning permission for fencing to protect the equipment. The Facilities Manager had temporarily put up some Heras fencing to protect the equipment.

The practice nets had been installed and were paid for by the UoR.

ACTION – Facilities Manager to obtain planning permission for the fencing

75.2 **Football nets at the Manor Ground Pavilion**

(This item was discussed under Public Questions)

The Facilities Manager reported that the football posts supplied by the University of Reading (UoR) at the Manor Ground were for 7 aside football, however, they required football posts for 9 aside. Two quotes had been received

- Steel – £2534.00 (incl. VAT)
- Aluminum - £4531.60 (inc. VAT)

The preferred choice would be for the steel.

Members approved

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Facilities Manager to order the football posts

Parish Wide Items**76.1 Environmental Field**

Cllr Clarke had reported at the last meeting that Taylor Wimpey had not left the field in an acceptable state, the weeds were very high, and the soil was about 1 meter higher than the original field. Chris Howard, WBC had previously been contacted.

ACTION – Clerk to investigate

76.2 High Copse Pavilion

Cllr Clarke reported that Nigel Frankland had said that work was expected to start in January 2024.

76.3 Taking care of open space in the Parish

Cllr Clarke reported that the roundabouts at the junction of Hayes Drive/Deerleap and the one on the Arborfield Road near the 'Parrot' were still overgrown.

ACTION – Deputy Clerk to add to the agenda in January 2024

76.4 Bus Shelter on Hollow Lane

This was expected to be installed towards the end of November 2023.

76.5 Deardon Orchard

The Facilities Manager reported that a working party, comprising residents, staff and councillors, had met at the orchard on 14th October and much restorative work was carried out under the guidance of Steve Arnold of Tree Solutions. A charity – Freely Fruity – had attended and had offered to work with the council to keep the orchard in a healthy condition.

The work had not quite been completed and a further working party had been arranged.

It was suggested that some recognition was required for the work 'Freely Fruity' were doing on an ongoing basis. Costs could be claimed from WBC.

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange for recognition for 'Freely Fruity'

23/FC/77

Ryeish Green Pavilion

77.1 Marketing of Ryeish Green Pavilion

The Clerk reported that a discussion had taken place at the Full Council meeting on 25th October where Councillors felt that they should reconsider the use of the building and quotes should be obtained for renovation with a view to leasing the building.

The Clerk reminded members of the process that had led to this position.

Members believed the land was an asset to the community and, if there was a use for it, the best way forward may be to refurbish and let it out. Full Council would revisit the issue in December when the costs of refurbishment were known.

The Clerk reported that the agent had advised against refurbishment and suggested that selling was in the best interest of the council.

The Facilities Manager was asked to obtain quotes for the refurbishment of the Pavilion. The Facilities Manager had requested clear instructions on how members wish the refurbishments to look before he submitted instructions for the quotes.

Two designs were proposed; a more open space and the configuration that the dementia group had intended to implement.

ACTION – Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision

20:21 *Cllr Masseron left the meeting*

77.2 Relocation of football container

The football club had a container on the Ryeish Green Pavilion site where they stored their equipment. Members felt that this could be repositioned on the other side of the fence near the football pitches where it would be more accessible to the football club.

The Clerk suggested that any decision on the container was deferred until a final decision had been made on the future of the pavilion.

23/FC/78

Correspondence

78.1 Woodland Trust - Free Trees for Communities 2023/24

The Woodland Trust is giving away free trees to interested Parish and Town councils.

23/FC/79

Date of Next Meeting

79.1 The next meeting would be held on Wednesday, 29th November 2023

The meeting ended at 21:28

List of Actions

23/FC/68.2	Committee to consider whether to allow use of temporary floodlights and any conditions of use	Committee
23/FC/71.1	Facilities Manager to arrange for the work to commence for the tennis club toilets	Facilities Manager
23/FC/71.1	Clerk to discuss rent with the Tennis Club	Clerk
23/FC/71.2	Clerk to organise leaflet distribution in Millworth Lane prior to the submission of the planning application	Clerk
23/FC/71.2	Clerk to arrange a public meeting to explain the proposals for Millworth Lane	Clerk
23/FC/71.2	Cllr Peer to give details to the Clerk so he can contact Arborfield Football Club	Cllr Peer
23/FC/71.3	Clerk to draft formal Heads of Terms for the fitness training company and submit to Facilities Committee for approval	Clerk
23/FC/72.1	Facilities Manager to provide details of numbers on waiting lists to the next meeting	Facilities Manager
23/FC/72.2	Facilities Manager to make appropriate arrangements for installing a fence at the Recreation Ground allotments	Facilities Manager
23/FC/73.1	Facilities Manager to arrange for the work to replace the bollards to commence on the School Green	Facilities Manager
23/FC/73.1	Facilities Manager to submit the planning application / certificate of lawfulness for the screening	Facilities Manager
23/FC/73.2	Clerk to ensure that Shinfield Studios include suitable alternative storage within their final proposal	Clerk
23/FC/73.2	Clerk / Facilities Manager to contact the architects to ascertain whether this proposal was possible	Clerk / Facilities Manager
23/FC/73.3	Room charges for 2024/25 to be implemented from 1 st April 2024	Deputy Clerk
23/FC/73.3	Deputy Clerk to add to the agenda in six months to review bookings taken for the Community Room at Spencers Wood Pavilion	Deputy Clerk
23/FC/73.4	Clerk to arrange for the opening times to be published in the December Newsletter	Clerk
23/FC/73.5	Clerk to arrange a meeting of the 'café' working party	Clerk

23/FC/74.1	Clerk to seek legal advice on how to proceed with the lease/licence for chapel Lane Pre-School	Clerk
23/FC/74.3	Facilities Manager to arrange for the installation of a shutter to the front entrance of Spencers Wood Pavilion	Facilities Manager
23/FC/75.1	Facilities Manager to obtain planning permission for the fencing at Manor Ground	Facilities Manager
23/FC/75.2	Facilities Manager to order the football posts for 9 aside	Facilities Manager
23/FC/76.1	Clerk to investigate the situation with the Environmental Field	Clerk
23/FC/76.3	Deputy Clerk to add to the agenda in January 2024 'Taking care of open space in the Parish'	Deputy Clerk
23/FC/76.5	Facilities Manager to arrange for recognition for 'Freely Fruity'	Facilities Manager
23/FC/77.1	Facilities Manager to obtain quotes for both refurbishment designs and submit to Full Council for a decision	Facilities Manager

Draft heads of Terms for Fitness Training **at Millworth Lane Recreation Ground**

Introduction

The proposed refurbishment of Millworth Lane Recreation Ground was considered and approved at Full Council on 25th October. As part of the overall plan for MLRG it is intended to appoint a fitness trainer to rent space at the site. Previously this committee has considered potential providers and identified a preferred partner.

This document is to set out the proposed Heads of Terms for the formal arrangement with that fitness provider.

Proposed Heads of Terms (additional notes shown in blue)

- Basis of agreement
 - Licence to Occupy
- Start Date
 - TBA once the timeline for redevelopment of the site is confirmed
- Length of agreement
 - 5 years extendable thereafter in 3-year increments
- Notice period
 - 6 months on either side
- Location
 - Southern end of Millworth Lane
 - 5m clearance to the rear of the area
 - There should be no sub-letting or similar including working with third parties unless agreed in writing in advance with SPC
 - Sports masseuse or similar would be an acceptable sub-letting
- Equipment to be provide by Micka's Training (MT)
 - TBC
 - May be
 - 2 x 20ft containers
 - Covered area between containers
 - Floor covering for this area
 - Also looking at alternatives to use the same space
 - Gym equipment
 - Office equipment
 - IT
 - Security fencing
 - May be required depending on actual configuration of the training facility
- Presentation
 - MT to keep their area tidy and presentable at all times

- Advertising
 - All signs promoting MT on Millworth Lane must comply with any planning regulations and be agreed with SPC in advance (e.g. colours, size, locations)
 - Signage should not be excessive (as decided by the Clerk)
 - Will include
 - Display board at entrance to MLRG
 - Banners at agreed locations on MLRG
- To be provided by SPC
 - SPC to prepare level ground suitable for containers and to take a “work out” surface the specification for which is
 - Initial costings for 220m² (22m x 10m approx.) are £31,200
 - Fitness Service Base & Services
 - Excavate to reduce levels to proposed area
 - Cart away excavated material
 - Level & compact bottom of excavation & treat with weed killer
 - Geotextile membrane
 - Sub-base limestone scalpings
 - Compact fill 221
 - Concrete bed 150mm thick
 - Surface finish to concrete
 - Power supply to fitness provision
 - (see MT Power requirements)
 - Basic water supply to fitness provision
 - The intention is to base on the existing cricket nets so this figure may be reduced as there is less excavation required
 - These costs will need to be built into the overall rental figure
 - See below
- MT power requirements to cover
 - Lighting
 - 2 x PC
 - 1 x Kettle
 - Heating
 - Fans (for heat and cooling)
 - Fridge
 - Etc.
 - SPC to arrange sub-meter for recovery of utilities
- Hours of Operation
 - 7 Days of the week except Christmas Day
 - Earliest start time for activities 6.00 a.m.
 - Latest finish time for activities 9.00 p.m.
 - MT to be offsite no later than 10.00 p.m.
 - Actual hours of operation down to MT within the above

- Planning Permission for Containers
 - SPC to make overall planning permission for site including fitness training area
 - MT to assist with information, drawing etc as required
- Noise considerations
 - MT undertake not to cause or permit anything that would be a noise nuisance to neighbours
 - Music may be played but should not be discernible more than 20m from MT area
- Utility costs
 - SPC to recharge quarterly on basis of actual meter reading for the site
- Use of other facilities on site
 - SPC will permit MT to make use of any other facilities that are provided to the public free of charge on a non-exclusive basis
 - This lets MT use stuff but not at the expense of others
 - SPC will permit MT to make use of pay as you go facilities for up to 5 hours per week free of charge
 - This will be subject to availability but would be free of charge and would include the pavilion room for meetings
- Security
 - MT to be responsible for the security of their area
 - MT to report any Anti-Social Behaviour etc they witness to SPC
 - Not expecting MT to act as “sheriff” but they should report anything they see so that SPC have knowledge of/can respond to issues
- Rights Granted
 - Use of the designated space
 - Use of other facilities as agreed
- Rental
 - Ideally first proposed rental should be from MT
 - They will know what their business model is and how they expect it to develop particularly in the initial period
 - Some form of phasing of the rental should be anticipated as the business is established at MLRG
 - Rental payments to be made monthly
 - Rental to include recovery of cost of ground works over an agreed period
 - Rental fee to be VATable as appropriate
 - Phased rental to be agreed for initial contract period (say 5 years)
 - The rent payable for each year will increase by RPI (based on the RPI each __to be specified when dates for licence are agreed__)
 - It is likely there will be an expectation of capping the RPI increase to avoid the situation seen in the last year which very high RPI
- Insurance
 - MT to provide confirmation that they have valid insurance including public liability for MT’s area and all their equipment
- Data Protection
 - MT to be responsible for data relating to their clients etc

- Car Park and Vehicle Access
 - Parking on site
 - Parking for MT and clients will be available free of charge subject to availability
 - Deliveries
 - MT should ensure that
 - Any deliveries are arranged so as not to cause nuisance to residents
 - Deliveries are within the hours of operation
 - MT are present for any scheduled deliveries
- SPC Events
 - SPC reserve the right to hold events at Millworth Lane subject to the following:
 - Number of event/rehearsal evenings not to exceed 7 per calendar year
 - On event days SPC may restrict MT trading for a maximum of 6 hours per day
 - This is to allow a period for admitting crowd, holding event and clearing crowd afterwards
 - Other set up may be taking place on the site at other times but will not be permitted to impede on MT operations
 - Variations to the above by mutual agreement
 - Number of set up or strike days not to exceed 14 per calendar year
 - Set up should be within defined event area
 - Access to and from MT for their customers to be maintained throughout
 - Variations to the above by mutual agreement
 - SPC will make reasonable endeavours to allow MT to trade as normal or within agreed modifications
 - Any use of MT covered area to be agreed on an event-by-event basis
 - MT are not required to allow SPC access
 - In most cases the expectation is that SPC would use the event space to be created within the cycle area
 - SPC will aim to give at least 4 weeks' notice of any event(s) planned under this section
- Waste
 - TBA
 - It is not that MT would generate significant amounts of waste and this will most likely be catered for in any provision we make for MLRG but the rental will reflect this cost element

- Other Requirements
 - MT must have First Aid cover at all times
 - MT are responsible for PPL/PRS used in classes
 - Parking on site
 - Parking for MT and clients will be available free of charge subject to availability
 - Toilets
 - MT will be permitted to make use of the toilets in the Millworth Lane pavilion
 - MT will respect and be mindful of all other users of the site
 - MT not to do or permit to be done on their area anything which is illegal, or which may be or become a nuisance, annoyance, inconvenience or disturbance to the Licensor or to tenants or occupiers of the Centre or any owner or occupier of neighbouring property.
- At the End of the Licence to Occupy
 - To remove all equipment and possessions from Millworth Lane
 - To reinstate the ground to the same condition as before the start of the licence unless agreed otherwise with SPC
- SPC Responsibilities
 - To maintain the rest of the site in good order
 - To work with MT during the redevelopment of the site to make reasonable efforts to minimise disruption to MT

Allotment Waiting list

Site	Waiting
Arborfield Road	2
Church Lane	11
Clares Green Road	8
Deardon Way	44
Millworth	1
No Preference	4
Orchard rise	3
Pound Green	1
Recreation Lane	6

Numbers correct as of 22/11/2023

Arborfield Road	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	5	5	100.00%
Church Lane	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	22	22	100.00%
Clares Green Road	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	57	56	98.25%
Deardon	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	34	34	100.00%
Hartley Court Road	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	8	8	100.00%
Millworth Lane	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	64	60	93.75%
Orchard Rise	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	33	33	100.00%
Pound Green Grazeley	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	5	5	100.00%
Recreation Lane	<u>Managed</u>	<u>Occupied</u>	<u>Occupancy</u>
	65	61	93.85%
<u>Total Allotment Plots : Managed</u>	<u>Occupied</u>	<u>Occupancy</u>	
293	284	96.93%	



**Invitation to tender for the provision of café service at
the School Green Centre, Shinfield, RG2 9EH**

1 Introduction

Shinfield Parish Council (SPC) opened its flagship building called the School Green Centre in early 2022 with the café opening in mid-April 2022. This community building features

- 6 main rooms for hire
- A micro-library operated by Wokingham Borough Council (based in the café area)
- Parish Council offices
- Café

This development followed the significant increase in housing in the parish which is now largely complete. Adjacent to the School Green Centre is planned but not yet built a supermarket (Lidl) while immediately to the north of the School Green Centre will be a public plaza.

The village's location, with easy access to not only Reading, but also London means it is a very desirable and vibrant location, as evidenced by the significant traffic passing through, especially in rush hour. The two schools adjacent to the chosen site also mean that twice a day there are numerous parents in the area either delivering or collecting their children in addition to the usual visitors that might be expected in a busy village.

The existing caterer has decided to withdraw from the contract and concentrate on their other café operation nearby having been unable to successfully develop the café at the School Green Centre within the challenging environment that has existed throughout the life of the building to date (Covid-19 followed by the Cost of Living crisis). Nonetheless, in the 12-month period 1st October 2022 to 30th September 2023 the café has generated sales of £225,000 (VAT ex). More information on sales is available at Appendix B.

Experience since April 2022 has shown that the building benefits from a successful café operation and the Café benefits from the range and breadth of regular and ad-hoc hirers as well as the community events organised both in the building and on the adjacent School Green. More information is provided at Appendix C.

This document is designed to set out the business model and framework associated with the café for the process and the way the contract will operate. Bidders have then been asked in a predetermined format to set out their proposals and costs for operating the services.

2 TENDER SCHEDULE

2.1 TIMETABLE

The timetable for this tender process is as follows This is indicative only and may vary post discussion at Facilities and Catering Working Party:

Activity	Date	Comments
Tender documentation issued	5/1/24	
Bidder Conference and Showround	26/1/24	Gives 3 weeks to decide if interested or not
Tender documents returned	16/2/24	Gives an additional 3 weeks to consider and submit a tender
Short-List produced	23/2/24	
Visits by Shortlisted Bidders	1/3/24	
Consideration of preferred bidder	6/3/24	At Scheduled Facilities Meeting
Final analysis and negotiation	22/3/24	
Decision Approval	27/3/24	Scheduled Full Council Meeting
Appoint successful contractor	29/3/24	
Contract commences		Depends on mobilisation period required

2.2 BIDDERS' CONFERENCE

All interested bidders are invited to attend a conference and showround of the building on Friday 26th January 2024 in order to allow them to gain an understanding of the building and the café area and ask any questions they may have about the site and its operation.

Do we wish to appoint a consultant to guide us in drafting this document and establishing where to place it effectively in the market?

2.3 CONFIRMATION OF INTEREST

We would ask all interested parties to confirm at the earliest opportunity that they will be submitting a bid so that we are able to ensure a valid process.

2.4 REFERENCE VISITS

SPC would like to see clear evidence of how a bidder would operate, possibly by visiting any current facilities they operate. Interested bidders are invited to put forward possible locations when expressing their interest. We will discuss and agree the most practical approach to this with bidders.

Bidders should ensure that proposed key personnel who will be responsible for the Cafe are available during any such site visit. The team involved in these visits would be members of our Catering Working Party which comprises members and officers of the council.

3 CONDITIONS OF TENDER

3.1 RESPONSE FORMAT

In order to ensure fair comparison between tenders please ensure that you complete the information on the forms provided. If you feel it necessary to include additional information either specifically relating to this contract or general information, this should be presented separately to the information requested.

3.2 CONTRACTUAL ARRANGEMENT

SPC are prepared to consider any valid and viable tenders for this contract. In particular we are open to proposals for a not-for-profit community café.

SPC are also prepared to be flexible regarding the style of contract they will enter into with their appointed catering partner.

3.3 COSTINGS

3.3.1 Pricing

The basis of the arrangement is to have a transparent and open relationship between SPC and their appointed supplier. SPC would like an understanding of the full shape of the business and to that end an open book arrangement would be most appropriate regardless of what form of contract is agreed.

All pricing should be based on prices net of any separate purchasing income suppliers may have negotiated with their suppliers, including but not limited to:

- Volume-related discounts
- Early payment discounts
- Loyalty bonuses
- Royalties
- Overriding discounts

Similarly, labour and sundry costs should be reflective of the actual cost to the supplier with no mark-ups.

This was a straight lift from the original tender document but I'm not sure how much this helps us. It isn't an area we should be getting into other than to establish that the next café operator is financially viable. I would suggest something along the lines of:

SPC would expect interested bidders to be able to show that they have a financially viable model for the establishment and long-term success of the café operation. We would therefore expect to see information on the cost structure of the café including on staffing and purchasing.

3.3.2 Target Start Date

The new Cafe contract will commence in DATE TBC. The existing contract with Robyn's Nest officially ends on 26th April as per the notice period. It is possible that a new caterer could be appointed and mobilised for that date, but I would recommend against starting a new operation on a Saturday and so suggest a PROVISIONAL target date of Monday 29th April 2024. Worth noting that RN's busiest day was the early May Bank Holiday which is when the Shinfield 10k takes place. This would be Monday 6th May and would be a great way of officially launching the new café (if the timetable permits it)

3.3.3 Presentation of Schedule of Income, Expenditure and Payments to SPC

Appendix A provides for bidders to display their projected income and expenditure for the first five years of operation and accordingly their proposed rental and other payments to SPC.

Sales and costs should be representative of what you believe to be the true costs for budgeting purposes.

It is important that all assumptions and calculations made in your proposal are clearly explained so that it is possible to analyse in full how these have been arrived at.

3.3.4 Cost Evaluation

SPC are not obliged to appoint a bidder on the basis of the highest tendered rental figure.

Appointment will be based on the proposal felt to offer the best offer to SPC and its residents. This will include financial returns and any other community focussed elements bidders may wish to include within their proposals.

3.3.5 Historic Sales Information

Detailed sales information is provided at Appendix B.

The information provided is based on sales made by the existing contractor between 1st October 2022 and 30th September 2023. In October 2023 the existing contractor decided to not open the café on a Monday while one day of operation was lost in June 2023 due to an external power-cut.

This information is provided for guidance purposes and cannot be guaranteed by the SPC. No claims shall be considered by SPC in the event of any shortfalls or increases in usage actually achieved in comparison to the guidance information provided

3.4 FINANCIAL INFORMATION

Appendix A sets out the format that information is required.

Completion of financial schedules using the spreadsheets provided is mandatory as they are designed both to assist those bidding as well as SPC when evaluating. It is also important that the financial information is returned by email in a Microsoft Excel compatible format.

Please ensure that any additional information you may wish to include in the tender is clearly identified.

Appendix A is not ready in time for the papers to be issued for Facilities Committee on 29th November but will be tabled at the meeting or sooner if available. It will consist of Income and Expenditure information and projected income for SPC.

3.5 CLARIFICATIONS

Where possible SPC will provide additional information and clarification on points raised. It is anticipated that the majority of these will be answered at the bidders' conference. Any additional information will be distributed to all those bidding.

SPC are available to all bidders to assist and advise as much as is necessary to help ensure meaningful and complete bids.

3.6 RETURNING TENDER BIDS

Please email your tender response to Clerk@shinfieldparish.gov.uk no later than 13.00 on 16th February 2024 clearly marked as "SUBMISSION OF CATERING TENDER BY *insert company name as appropriate*"

On the actual date set for the final receipt of tender documents the Clerk will arrange a Working Party to be held starting at 13.00 at which time any received bids will be opened in the presence of working party members.

4 AVAILABLE DATA

4.1 CAFÉ SALES DATA

As stated above, Appendix B contains actual sales data for one calendar year of operation. The period chosen starts 5½ months after the café opened and so can be taken to discount some of the initial “tweaking” that would be expected in the initial phase of operation. However it is down to bidders to make their own assumptions with regard to their proposed business model and SPC can take no responsibility for the accuracy of this modelling.

4.2 ROOM USAGE DATA

Appendix C contains information on room hires at the School Green Centre for the same period. It should be noted that, as for the café, bookings for the School Green Centre itself built gradually over an extended period.

Typical usage is as follows and is provided for indicative purposes only. It is not possible to say what, if any, correlation there is between actual room hires and café sales.

	09.00 to 17.00		17.00 to 22.00	
	Bookings	No in Building	Bookings	No in Building
Monday				
Tuesday		This section		
Wednesday		To be		
Thursday		Completed		
Friday		Before issue		
Saturday				
Sunday *				

* Normal opening hours on a Sunday are 10.00 to 16.00

It is possible however to note a correlation between sales and days where there were high volume public events in or around the building. For example the annual 10k Race on the early May Bank Holiday or on remembrance Sunday. Some of these events are organised and run by external third parties. While SPC wish to expand the frequency and range of such events we do not accept any responsibility for impact on the bidder’s financial model should events not take place.

4.3 FUTURE DEVELOPMENTS IN AND AROUND SCHOOL GREEN CENTRE

Development plans for the School Green Centre envisage a supermarket close to the School Green Centre to the north of Beke Avenue (Appendix D). This is currently expected to be a Lidl.

The plans for the area will also see the road leading to the Shinfield Medical Centre which lies immediately to the north of School Green Centre dug up and a public plaza created in the space.

SPC are in discussions with Shinfield Studios to allow the latter to fulfil a planning obligation by equipping the Pound Green room in the Centre as a public cinema space with retractable seating for 80 people. The configuration would still allow existing bookings to take place but also, in addition to cinema, allow SPC to use the equipment for lectures, gaming events and other activities that would benefit from tiered seating and high-quality audio-visual equipment.

5 GENERAL INFORMATION

5.1 BACK OF HOUSE SPACE AND EQUIPMENT

Appendix E shows the current café plans and Appendix F lists the equipment that will be retained by SPC at the end of the current café operator's tenure.

Any equipment not listed but required by the successful bidder will be the bidder's responsibility to source, install, operate and maintain.

5.2 MARKETING BY SPC

SPC will expect bidders to provide details of their plans to promote and develop the business.

However SPC will support the successful bidder through

- Information on our own website
 - This is predominantly used for core council activities but includes information on the School Green Centre and the café operation
- Information included in our Newsletter and annual mail-out to all residents

5.3 OPENING HOURS

SPC is entirely flexible on the opening hours of the Café with no restrictions placed on the caterer. We are comfortable with the caterer varying opening times to meet the periods they feel will see the highest demand for their services. However we would expect as a core that the café is open for a minimum of FOUR hours each day.

This is a slight variation on the original wording which I support although the change in atmosphere on a Monday since the café has closed on that day would suggest that we should require perhaps a core of 4 hours opening each day. Do members agree with that and/or do they feel there should be any other requirements?

5.4 SOLE CATERING RIGHTS

The successful caterer will NOT have sole catering rights for any functions required within the centre. They will however have the opportunity to quote for all functions required by SPC taking place in the School Green Centre. SPC will also be happy to provide literature on event catering to prospective room hirers. Any such literature to be provided by the caterer.

Please note that hirers may bring in their own food and beverage or hire in a caterer. Where this happens there is no use of the café area.

5.5 PREMISES LICENCE

Should the bidder wish to include the sale of alcohol within their bid, they should hold a premises licence, and will supply a Responsible Person as the main legal contact for the licence. A qualified manager or supervisor is to be on site during times when alcohol is on sale. Any such bid should also clearly set out arrangements for Challenge 25 and licensing measures.

This is based on what was in the original tender designation and as Robyn's Nest hasn't sold alcohol it hasn't been an issue. However, in practice SPC should hold the premises licence (so that we are not left without the ability to operate if the caterer walks away) and the café operator can nominate a Designated Premises Supervisor. This is a model I have used elsewhere.

5.6 CAFÉ DESIGN

The current café design is recognised as not being ideal and SPC are open to proposals to make reasonable alterations to configuration of the café space. Any such proposals should not affect the operation of the lift or compromise the overall library offering e.g. alternative shelving may be required. Any such proposals would be at the cost of the bidder and reflected in their financial data. They would also be subject to planning permission and building regulations which would be the responsibility of the caterer to obtain.

SPC does not commit to granting its approval to any such proposed change to the café design.

Bidders who wish to put forward changes in configuration may wish to submit two versions of their model showing projections based on the existing configuration and separately for any new configuration.

5.7 UTILITIES

The electricity supply to the kitchen is via a separate sub-meter and SPC will recharge on the basis of monthly meter readings. The successful bidder will be expected to contribute towards rates and water through their rental payments.

5.8 TELEPHONE, COMPUTERS & ASSOCIATED OFFICE EQUIPMENT

SPC is responsible for providing telephone connections. The caterer is responsible for any additional technological equipment required and their own management control software. No dedicated office space is available.

5.9 CREDIT CARD CHARGES

The caterer will be the registered merchant in respect of credit/charge cards and will be responsible for any charges levied by the credit/charge card company, including terminal rental fees.

5.10 DEBTORS

Cash shortages and bad debt relating to directly invoiced services is the responsibility of the caterer. For any external events a non-negotiable clause will be in place which states that the caterer is liable where non-payment of a room hire is due to poor service on the caterer's part.

5.11 REFUSE COLLECTION AND RECYCLING

SPC arranges refuse collection and recycling. Costs will be recharged to the caterer on the following basis:

- General refuse collection and recycling – 50% SPC and 50% Caterer
- Food Waste – 100% caterer (SPC office waste (one small food caddy) is included in the food waste collection)

5.12 CLEANING

The caterer is responsible for cleaning both front and back of house areas after use. This will include the outside Piazza. If takeaway is offered, any debris will be the responsibility of the caterer to keep the area clear.

SPC will arrange the café public area floor to be cleaned on a daily basis each morning prior to opening.

5.13 INSURANCE

The caterer is required to maintain Employer's Liability and Public Liability Insurance to a minimum value of £10m, in respect of its own liabilities.

5.14 ACCOUNTS & REPORTING

The Caterer will liaise with the Clerk or Deputy Clerk as required throughout the contract. In addition the Caterer will arrange 6-monthly meetings with the SPC Catering Working party throughout the duration of the contract. These meetings to be held in September and March.

The meetings will cover:

- Financial Performance
- Future plans including proposed menus, development and pricing (see below)
- Any other issues

It is expected that the caterer will provide SPC with a detailed monthly report on financial performance.

5.14 MENUS AND PRICING

Appendix A give an opportunity for bidders to set out their expected menu offer (initially and possible future developments) and a pricing structure.

SPC does not wish to direct the menus or pricing of the caterer and they will be free to set both of these as they wish. However SPC wishes to retain the right to a veto over any proposed changes. Such a veto should only be exercised in exceptional circumstances but may for instance include:

- Asking the caterer to remove a product from sale due to adverse public reaction
- Restricting excessive price increases
 - If the caterer is able to demonstrate evidence of cost increases (e.g. during the recent period of high inflation) then a veto would not be valid

We should approach this area very carefully. Most experienced caterers will already know what products to sell and the prices to charge and we should not expect to second guess them. However it would be prudent to have a Veto just in case there was something that made us uncomfortable. For example the Christmas Market at Winchester Cathedral had a provision not to sell real fur items and retailers could be evicted from the market if they tried to sell such a product.

6 INFORMATION REQUESTED

6.1 RESPONDERS DETAILS

Please detail at the beginning of your main document the following information:

- Company/Person name, address and main contact number
- Designated representative and title, email address and mobile number

6.2 FINANCIAL CREDENTIALS

6.2.1 How will you finance this contract

Please detail how you/your company will finance this venture from the start up and continual operation of the Café until such time as it becomes self-funding.

6.2.2 Financial Guarantees

What financial guarantees do you have in place?

6.3 BUSINESS PLAN

6.3.1 Relationship with SPC

6.3.1.1 In addition to the intended six-monthly meetings with the council's Catering Working Party, how do you propose to work and communicate with SPC to build a strong, constructive relationship so that roles and responsibilities are clear and agreed?

6.3.1.2 What details regarding marketing activity, bookings and pre-and post-event planning do you propose sharing with SPC?

6.3.1.3 Please provide an example of the financial information you propose to share with SPC each month.

6.3.2 Café Vision

6.3.2.1 Please show in detail your vision for the café in terms of the following, but not limited to:

- Opening Hours
- Food options both staple and variable, including specials.
- Hot, cold and alcoholic beverage options
- Food production
- Tariff calculation
- Catering for functions (if offered)
- Takeaway availability (if offered)
- Other benefits to the local community

6.3.3 Financial Relationship

6.3.3.1 SPC require the catering partner to take full financial responsibility for the operation of the Cafe. How do you propose to make a financial return to SPC (if any) going forward? If a gain/profit share is to be considered, please detail how this will work.

6.3.3.2 What contractual relationship do you propose for SPC and yourselves? How would you make financial returns (if any) and to what would they be linked?

6.3.3.3 What minimum financial guarantees (if any) would you be prepared to offer SPC each year of the contract

6.3.3.4 How will you manage the set-up of the business, e.g., Limited Company, Community Interest Company or other?

6.3.4 Community Interest Company or Social Enterprise

As stated in 3.2 above, SPC are open to proposals from not-for-profit organisations, community interest companies and social enterprises. It is recognised that such an initiative may not be as equipped to answer the questions set out in this tender document and so we are prepared to exercise some leeway for any such tender bid.

However please complete as much as you can and if you have any questions then please contact the Clerk who will provide as much advice and support as possible within the remit of being fair to all bidders.

6.3.5 Marketing

6.3.5.1 How do you propose to market the Café?

6.3.5.2 What key markets have you identified and what level of success do you anticipate in each?

6.4 STAFFING

6.4.1 General Staffing

What staff would you propose to dedicate to the Cafe? If no staff are to be permanently dedicated to the Cafe, who would be SPC's consistent point of contact?

6.4.2 Designated Supervisor

Who would be the Responsible Person regarding the premises licence (if you intend to sell alcohol)?

6.5 TRAINING

What training do you propose to give your permanent and casual personnel to ensure they meet your required service standards? Please include details of which staff would receive which training and when. If it is proposed to sell alcohol, then training in respect of this should be separately specified.

From time-to-time SPC run training sessions on the safety of the building and those who use it. The Caterer will be expected to ensure that their staff attend any such training as specified by the Clerk. For the benefit of doubt this would relate to training on the evacuation of the building and applications of (at the time of writing the proposed) Martyn's Law

6.6 HEALTH, SAFETY AND HYGIENE

Please demonstrate your commitment and ability to comply with all current and changing legislation concerning all aspects of Health, Safety and Hygiene at work with particular reference to the relevant Food Safety Acts.

Please list what standards / qualifications / accreditations you have in place in this respect.

6.7 EQUIPMENT

6.7.1 Existing heavy equipment

Please comment on the need (or otherwise) of the elements of heavy equipment currently within the café as specified in Appendix F.

6.7.2 Proposed investment in light equipment

Please give an indication of the light equipment you will invest in.

6.8 ENVIRONMENTAL INITIATIVES

Please detail what environmental initiatives you will introduce within the café, e.g. food waste to charity, use of local suppliers etc.

6.9 FINANCIAL RESPONSE

Please detail the basis of your proposed sales projections using the sales breakdown spreadsheet provided.

6.10 INSURANCE DETAILS

The successful bidder will be expected to have:

- Employers' liability insurance
- Public liability insurance
- Product liability insurance
- Professional indemnity

For each of the above please provide the following:

- Name of insurer
- Policy number
- Limit of Indemnity

Use of Spencers Wood Pavilion Community Room

Introduction

This matter was discussed at Full Council on 25th October but with no resolution and is now referred back to Facilities Committee to make a recommendation to Full Council.

The dementia group which operate from the Manor Ground Pavilion have indicated that they have grown their numbers more quickly than anticipated and are now finding that with 10 members on any given day the space is too small especially given the specific care their members require. The group's target number of members each day is 15 which could not be accommodated at the Manor Ground pavilion.

The group have attempted to make use of the changing rooms as ancillary spaces but these are not conducive to the needs of their members.

The group had been interested in the purchase of Ryeish Green Pavilion but the sums being put forward in the tendering exercise are much higher than they could afford.

Currently the group pays the equivalent of £16,000 + VAT per annum for the hire of Manor Ground Pavilion four days a week (Monday to Thursday) and co-exist with the Shinfield Cricket Club who are the other regular hirer of the Manor Ground.

There is a real possibility therefore that the group will be forced to look elsewhere for suitable accommodation.

Potential Long-Term Use of the Community Room at Spencers Wood Pavilion

The dementia group have advised that from previous experience their clients respond better when the four days of operation of the group are together i.e. Monday to Thursday or Tuesday to Friday.

Appendix A to this report summarises the current level of bookings at the pavilion.

It would be possible to accommodate this group at Pavilion. Hours of operation are weekdays 9.00 a.m. to 5.00 p.m. which means weekend hires and evening hires after say 5.30 p.m. could continue unaffected.

However, there are some regular hirers that would be adversely affected by allowing the dementia group to have a long-term booking of the pavilion.

- Dance Group 3.30 p.m. to 9.00 p.m. Tuesday and Thursday
 - Classes starting after 5.30 p.m. would be unaffected
 - Classes between 3.30 p.m. and 5.30 p.m. on a Tuesday could be accommodated in the Grazeley Room at School Green Centre
 - It would not be possible to do the same on a Thursday

- Spencers Wood Local History Group 2.00 p.m. to 4.00 p.m. one Tuesday a month
 - It would be possible to hold these meetings at School Green Centre instead
- Coffee Morning 9.30 a.m. to 12.00 noon Thursday
 - It would be possible to change the day of the coffee morning to a Friday instead of a Thursday (see below)
- The Pavilion is used as a polling station for elections and the dementia group have indicated that on those days they would initiate a day trip for their clients to avoid any clash

It is recognised that relocating bookings to School Green is neither convenient for the hirers or straightforward in terms of their logistics.

It is especially recognized that there would be a significant impact on those who attend the coffee mornings. The Clerk has discussed this option informally with Cllr Clarke and many of the current users of the coffee club have a range of activities that keep them healthy and active and it would not be a simple thing to change the day of one activity. The Clerk fully recognizes the social impact such a change may have.

The Clerk has NOT had any discussions with the other regular hirers referred to above at this stage.

Suitability of Spencers Wood Pavilion for the dementia group

The Facilities Manager has shown the organisers of the dementia group around Spencers Wood Pavilion and they have confirmed that the location would meet their specific requirements more closely than the Manor Ground Pavilion.

Future use of the Manor Ground Pavilion

Were the dementia group be able to switch to Spencers Wood this would be with effect from 2nd January. The Manor Ground Pavilion would then be more available for general hire.

Promotion of Spencers Wood Pavilion

It is noted that regardless of the decision additional promotion of the pavilion is required to ensure its effective usage. A draft promotional plan is attached at Appendix B for information.

Community Room @ SWP
Monday to Thursday excluding bookings starting 18.00 or later

Item 7.2 - Appendix A

HOURS BOOKED														
Row Labels	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Total for year	
Private Hire 1 (1 Occurrence)														
Dance Sensation (Tue & Thu)	42.00	31.50	47.50	21.00	31.50	42.00	36.50	20.00	35.50	40.00	21.00	4.50	368.50	4.50
Foundry School (1 Occurrence - Normally at SGC)										2.50			2.50	
Frensham Green Youth Group		1.25	5.00	3.75	7.50								17.50	
OVO Energy Ltd (Now at SGC)	6.00	4.50	3.00										13.50	
Private Hire 2 (1 Occurrence)				3.75									3.75	
Shinfield Parish Council						2.00							2.00	
Private Hire 3 (1 Occurrence)	2.00					1.50				6.00			6.00	
Shinfield Voluntary Car Service	14.00	10.00	10.00	10.00	10.00	10.00	12.50	10.00	7.50	12.50	10.00	12.50	129.00	3.50
Shinfield Volunteers Group														
Spencers Wood History Group	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24.00	
Wokingham Electoral Services									15.75				15.75	
	66.00	49.25	67.50	40.50	51.00	57.50	51.00	32.00	60.75	63.00	37.50	14.50	590.50	

591 Hours of booking shown
(156) DS = 3.30 to 9.00 on Tue
(130) DS = 3.30 to 8.30 on Thu
305 Hours of booking affected

4 days
8 hours per day
52 weeks
1,664 Hours available

18.3% Usage Rate
OR
15.4% Discount OVO, Frensham, SPC and WBC

INCOME EARNED														
Row Labels	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Total for year	
Private Hire 1 (1 Occurrence)														
Dance Sensation (Tue & Thu)	630.00	472.50	712.50	315.00	472.50	630.00	547.50	308.26	559.16	629.92	330.76	40.00	5608.10	40.00
Foundry School (1 Occurrence - Normally at SGC)										67.50			67.50	
Frensham Green Youth Group		0.00	0.00	0.00	0.00								0.00	
OVO Energy Ltd (Now at SGC)	75.00	67.50	45.00	60.00									187.50	
Private Hire 2 (1 Occurrence)													60.00	
Shinfield Parish Council						0.00							0.00	
Private Hire 3 (1 Occurrence)										0.00			0.00	
Shinfield Voluntary Car Service	30.00					9.00							39.00	
Shinfield Volunteers Group	150.00	150.00	150.00	150.00	250.00	150.00	187.50	250.00	187.50	312.50	250.00	312.50	2500.00	
Spencers Wood History Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Wokingham Electoral Services									425.25				425.25	
	885.00	690.00	907.50	525.00	722.50	789.00	735.00	558.26	1171.91	1009.92	620.76	312.50	8927.35	

Promotional Campaign for Spencers Wood Pavilion

- Proximity Advertising
 - Posters in panel on front of building and repeated on noticeboard at Recreation ground advertising the pavilion for hire and to contact School Green Centre
 - Include QR code for link to the relevant page on website
 - Signage above portico
 - Spencers Wood Pavilion (LHS)
 - Chapel Lane Pre-School (RHS)
- Website Information
 - Review existing website information
 - Reasonably good but
 - Ensure the venue is easy to find on our website
 - Add in additional imagery of it in use
 - Search Engine Optimisation
 - Make sure comes up first on any web search. Currently
 - Hall Hire – 2nd
 - Room hire – 1st
 - Birthday party venue – 2nd
- Make it easier to view the pavilion
 - Currently have to book a viewing and this isn't always easy
 - Create a virtual walkthrough video of the building to explain where everything is and what is possible
- Hold an Open Day which is well publicised to show off what is possible in the venue
 - E.g. with birthday party and wedding set ups
 - Offer an extra discount for bookings made on the day
 - Coffee & Cake available to entice people in
- In particular look at finding more weekday day time hirers
- Run a Price Promotion
 - Propose 50% discount
 - Available for all dates & times up to 31st March 2024
 - Applies to new bookings only
- Targeted social media advertising

Regular Bookings at Spencers Wood Village Hall

	Day	Start	
Baby & Toddler	M	9.45	2hrs
Berzerk Production	M	16.30	
Karate	M	19.30	*
Needles & Natter	M	19.30	*
Bloom Baby	Tu	10.00	2hrs
Board games	Tu	19.00	*
Zumba	Tu	19.30	*
Yoga	Tu	19.45	*
Rainbows	W	16.45	
Brownies	W	18.00	
Guides	W	19.30	
Baby & Toddler	Th	9.45	2hrs
Clubbercise	Th	19.00	
Badminton	Th	20.00	
50+ Exercise	F	10.00	1hr
Brownies	F	18.00	
Mini Athletics	Sa	9.00	
Farmers Market	3 rd Su	10.00	

Potential appearance of Spencers Wood Pavilion



THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 22 NOV 2023 AT 13:25:41. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

THIS TITLE IS DEALT WITH BY HM LAND REGISTRY, GLOUCESTER OFFICE.

TITLE NUMBER: BK525693

There is no application or official search pending against this title.

A: Property Register

This register describes the land and estate comprised in the title.

WOKINGHAM

- 1 (29.12.2022) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being land on the north side of Arborfield Road, Shinfield, Reading.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title possessory

- 1 (29.12.2022) PROPRIETOR: SHINFIELD PARISH COUNCIL of School Green, Shinfield, Reading RG2 9EH.
- 2 (29.12.2022) The value stated as at 29 December 2022 was £4000.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (29.12.2022) The deeds and documents of title having been lost the land is subject to such restrictive covenants as may have been imposed thereon before 29 December 2022 and are still subsisting and capable of being enforced.

End of register

THIS IS A PRINT OF THE VIEW OF THE REGISTER OBTAINED FROM HM LAND REGISTRY SHOWING THE ENTRIES SUBSISTING IN THE REGISTER ON 22 NOV 2023 AT 13:27:07. BUT PLEASE NOTE THAT THIS REGISTER VIEW IS NOT ADMISSIBLE IN A COURT IN THE SAME WAY AS AN OFFICIAL COPY WITHIN THE MEANING OF S.67 LAND REGISTRATION ACT 2002. UNLIKE AN OFFICIAL COPY, IT MAY NOT ENTITLE A PERSON TO BE INDEMNIFIED BY THE REGISTRAR IF HE OR SHE SUFFERS LOSS BY REASON OF A MISTAKE CONTAINED WITHIN IT. THE ENTRIES SHOWN DO NOT TAKE ACCOUNT OF ANY APPLICATIONS PENDING IN HM LAND REGISTRY. FOR SEARCH PURPOSES THE ABOVE DATE SHOULD BE USED AS THE SEARCH FROM DATE.

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TITLE NUMBER: BK525694

There is no application or official search pending against this title.

A: Property Register

This register describes the land and estate comprised in the title.

WOKINGHAM

- 1 (29.12.2022) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being land lying to the west of Pump Lane, Grazeley, Reading.

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title possessory

- 1 (29.12.2022) PROPRIETOR: SHINFIELD PARISH COUNCIL of School Green, Shinfield, Reading RG2 9EH.
- 2 (29.12.2022) The value stated as at 29 December 2022 was £34,000.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (29.12.2022) The deeds and documents of title having been lost the land is subject to such restrictive covenants as may have been imposed thereon before 29 December 2022 and are still subsisting and capable of being enforced.

End of register