

**Minutes of a meeting of**  
**The Facilities Committee**  
**held on Wednesday 8<sup>th</sup> January 2025**  
**at School Green Centre commencing at 19:30**

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

Attending: B Winton (Clerk)  
S Herring (Deputy Clerk)  
S Ali (Facilities Manager)

**25/FC/1                      Public Questions**

- 1.1                      There were no public questions.

**25/FC/2                      Apologies and declarations of Members' Interest**

- 2.1                      Apologies for absence had been received from Cllr Jahromi  
2.2                      Declarations of Members' interests

Cllr Johnson declared an interest in the Shinfield Rangers Football Club

**25/FC/3                      Minutes of the Previous Meeting**

- 3.1                      The minutes of the Facilities Committee meeting held on 27<sup>th</sup> November 2024 were approved as a correct record and signed as such by Cllr Johnson

Proposed:            Cllr Masseron  
Seconded:           Cllr James  
Approved:            Unanimously

- 3.2                      The following matters arising from the meeting held on 30<sup>th</sup> October were discussed:

**24/FC/82**

24/FC/71.2           Facilities Manager to arrange installation of the hatch in the café kitchen

The Facilities Manager was continuing to chase AOC regarding the hatch in the café kitchen.

**ACTION – Facilities Manager to chase up AOC and stress the urgency in getting the hatch in the café kitchen completed**

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

This is on the list of actions for the Facilities Manager but there are other higher priority items at present such as bedding in High Copse Pavilion.

**ACTION - Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road**

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

Two quotes had been received so far for the ongoing maintenance of High Copse pitches in accordance with the specification set out by the installers. The lower of the two quotes received had been used in Full Council's consideration to approve the lease for High Copse at their meeting on 18<sup>th</sup> December 2024.

One additional quote was still being pursued.

**ACTION - Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party**

- 24/FC/107.9 Clerk to add drainage at the Manor Ground to the agenda of the joint meeting with UoR to be held on 4<sup>th</sup> December 2024

This had been done. A site visit with White Horse had identified elements of work that were required, and these were being applied to improve the drainage at the site.

- 24/FC/108.2 Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre

The Facilities Manager reported that the cleaning contract with Absolute Brilliant Cleaning ran until May 2025 and in the meantime, he would investigate alternative suppliers.

- 24/FC/108.3 Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting

As discussed at the previous meeting this is on the Facilities Manager's list of things to do. He has been asked to identify viable options that will not affect the tree or the use of School Green. It is expected that any Solution will involve a permeable surface and not affect tree roots. As and when these are available, they will be tabled for discussion at a future meeting.

- 24/FC/108.4** Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings

There was no further update.

**ACTION – Deputy Clerk to report back once options and costs had been obtained.**

- 24/FC/110.1** Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required

The Facilities Manager reported that a tent had been installed to ensure that there was adequate protection of the roller. This will then allow more time for arranging planning permission for the longer-term solution of a larger shed

- 24/FC/110.2** Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting

The Clerk had written to the lawyers to expedite this action and would report back once he had received a reply.

**ACTION - Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting**

- 24/FC/119.3** Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

Due to further proposals regarding Millworth Sports Park the Clerk had not yet progressed this item. He would proceed with the action at the appropriate time.

- 24/FC/119.4** Clerk to add to the agenda of the Planning and Highways Committee

Cllr Clarke had suggested that Bloor Homes be approached to provide money to develop the pitches north of the bus lane at High Copse. In light of previous comments from the football clubs it may be better to consider 11aside pitches. This had been added to the Planning & Highways agenda but the view from Bloor and University of Reading was that it was unlikely that the level of development would generate any additional S106 or CIL funding.

- 24/FC/119.6** Clerk to obtain costs of two hybrid cricket strips at the Manor Ground

This was on the agenda – item 5.5

- 24/FC/119.7** Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues of drainage at the Manor Ground
- Some pitch maintenance issues had not been followed up in the gap between Facilities Managers but following a site visit with the contractor remedial works were now taking place.
- 24/FC/120.1** Clerk to arrange for the revised tariff for room hire to be implemented from 1<sup>st</sup> April 2025
- This had been done.
- 24/FC/120.3** Facilities Manager to arrange for a sign to be installed in the School Green Centre car park relating to the space reserved for SPC vehicle
- This was in progress.
- 24/FC/121.1** Clerk to add the upgrade of the Community Room to the agenda of the next meeting
- This was on the agenda – item 7.1
- 24/FC/121.2** Clerk to add microgeneration to the agenda of the next meeting
- This was on the agenda – item 9.1
- 24/FC/123.1** Clerk to add High Copse Pavilion Lease to the agenda of Full Council in December
- This had been done.
- 24/FC/123.2** Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse
- This was on the agenda – item 8.2
- 24/FC/124.1** Clerk to arrange a site visit at the Environmental Field
- This was on the agenda

**25/FC/4**

**Meeting schedule for 2025/2026**

- 4.1 Following the Full Council meeting held on 18<sup>th</sup> December 2024 it was agreed that each committee consider the number and frequency of meetings required for 2025/2026.

The committee **AGREED** that meetings should continue be held monthly except that there would be no scheduled meeting in August.

Proposed: Cllr Johnson  
 Seconded: Cllr Peer  
 Agreed: Unanimously

**ACTION – Clerk to add to the agenda of the next Full Council meeting**

CLlr Masseron suggested that the Arts, Culture & Events committee remerged with Facilities. This was a matter for the ACE committee and the Clerk would refer the proposal to that committee's next meeting.

**ACTION – Clerk to raise the proposal at the ACE meeting on 9<sup>th</sup> January**

25/FC/5

#### **Sports Provision**

##### 5.1 Toilets for Millworth Lane

The toilet block was installed on 17<sup>th</sup> December 2024. There are some final issues on the drainage for the unit to be resolved and then they will be operational.

##### 5.2 Millworth Sports Park

The planning application faced objections from Shinfield Rangers and Sports England. An alternative proposal was discussed, which would retain the grass pitch and relocate other facilities.

There was a meeting with Shinfield Rangers on 5<sup>th</sup> December to discuss their concerns and with WBC Sports officers on 16<sup>th</sup> December. At both those meetings the advice being given to us was that the retention of the full-sized grass pitch at Millworth Lane was more preferable to persisting with the planning application as it stands. WBC also suggested that there would be more success with pay as you go tennis courts (23.8m x 11.0m) sharing space with netball (30.5m x 15.25m) (rather than marking up for basketball)

It was agreed that the planning application be modified to retain the full sized grass football pitch, conditional upon a 3g pitch at High Copse. This would mean that it would not be possible to retain the pump track and 3g five a side pitch originally planned. As this changed the overall business plan for Millworth Lane the matter would now need to be referred to Full Council.

Proposed: Cllr James  
Seconded: Cllr Peer  
Agreed: Unanimously

**ACTION – Clerk to arrange revised drawings and costings for consideration by Full Council**

##### 5.3 Millworth Sports Park – Football Grants

This was mentioned in matters arising this has not yet been pursued.

##### 5.4 Other Sports matters

There were no other sports matters.

5.5 Cricket strips – Manor Ground

As was discussed at the last meeting, a quote has been received from White Horse to convert the outermost strips on the Manor Ground cricket square to hybrid strips. This would involve one day work for the contractor and would come to £13,900 + VAT including the cost of transporting the machinery to site. This would meet the concerns of English Cricket Board regarding the loss of cricket at Millworth Lane

**ACTION – To be added to agenda for next Full Council meeting**

**25/FC/6**

**School Green Centre and School Green**

- 6.1 The cinema seating is fitted with an automatic folding mechanism that folds each row of seats as the equipment retracts. A weld has filed on the rearmost set of seats which means that this row has to be manually retracted. Replacement equipment has been ordered and the remedial work will be carried out on the 16<sup>th</sup> January. This is covered by the snagging for the equipment.

- 6.2 School Green Centre Car park

As mentioned in matters arising this sign is on order

A sign would be installed to reserve a space for SPC vehicles from 08:00 to 17:00 weekdays to allow public parking outside of these times.

**ACTION – Facilities Manager to arrange for a sign to be installed.**

**25/FC/7**

**Spencers Wood Pavilion**

- 7.1 Upgrade to the Community Room

The Deputy Clerk advised that this was still a work in progress and we were awaiting an aerial image from Cllr Johnson.

**ACTION – Deputy Clerk to progress the update of the pavilion**

**25/FC/8**

**Other Council buildings**

- 8.1 High Copse Pavilion

Following approval by Full Council on 18<sup>th</sup> December 2024 the lease was signed the following day. Occupation of the building started on 6<sup>th</sup> January 2025 with the relocation of the dementia care group. New tables had been delivered and we were awaiting the delivery of the matching chairs.

The Grounds Maintenance Officer will be moving into the office in January where he will be joined in due course by the Facilities Manager.

Beard are working on the snagging items in the building.

8.2 High Copse Pavilion – working party

The Working Party would be convened to consider the specification for both football and cricket at High Copse. It was agreed that a visit to inspect the pitches would be arranged.

**ACTION – Clerk to arrange a site visit for Working Party and others**

**25/FC/9**

**Microgeneration**

- 9.1 As was reported at Full Council on 18<sup>th</sup> December WBC's Energy Officer was not in a position to provide advice to SPC. The Clerk would investigate other options for sourcing advice.

**ACTION – Clerk to investigate other options for sourcing advice on microgeneration.**

**25/FC/10**

**Parish Wide Items**

- 10.1 Environmental Field at the End of Hayes Drive

This item was deferred as Ian was not present to provide the update

**ACTION – Clerk to arrange a site visit at the Environmental Field**

- 10.2 Deer Leap Park – grassed area

This item was deferred as Ian was not present to provide the update

**ACTION – Clerk to arrange a site visit to Deer Leap Park**

- 10.3 Deardon Orchards – information board

There was a discussion about potentially replacing the existing information board with something more prominent and including reference to the support provided by Freely Fruity.

**ACTION – Clerk to provide a proposal at a future meeting**

- 10.4 Clares Green Cemetery

The Clerk had discussed WBC's proposal with the relevant WBC Officer. This was a medium-term item (5+ years), and WBC wanted to explore potential options. The Clerk had advised that any potential disposal of allotments was tightly regulated.

Members requested that any proposals from WBC took a long-term approach to the issue. They suggested that WBC ask University of Reading if there was any suitable land.

**ACTION – Clerk to advise WBC for the need for a long-term proposal regarding Shinfield Cemetery and to suggest they consult with the University of Reading**

**25/FC/11**

**Correspondence**

- 11.1 "More Muslim burial spaces found in borough"

Members **NOTED** the article published by BBC Berkshire

- 11.2 "Hello Bench" project

A request had been received from the WBC Community Engagement Officer responsible for Frensham Green for a plaque to be attached to a SPC bench at Frensham Green to advertise the "Hello Bench" project that encouraged residents to sit, chat and connect with each other and access other support services via the QR code. Members agreed to the proposal

**ACTION – Clerk to advise WBC about permission for installing the Hello Bench plaque**

**25/FC/12**

**Date of Next Meeting**

- 12.1 The next meeting would be held on Wednesday, 5<sup>th</sup> February 2025

**The meeting ended at 21.30**



### List of Actions

#### **24/FC/82**

|             |                                                                                                                                                       |                    |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 24/FC/71.2  | Facilities Manager to chase up AOC and stress the urgency in getting the hatch in the café kitchen completed                                          | Facilities Manager |
| 24/FC/89.1  | Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road                                                                    | Facilities Manager |
| 24/FC/107.2 | Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party                    | Clerk              |
| 24/FC/108.4 | Deputy Clerk to report back once options and costs had been obtained for streaming and recording council meetings in the Tower Room and Grazeley Room | Deputy Clerk       |
| 24/FC/110.2 | Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting                                                   | Clerk              |

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| 25/FC/4.1 | Clerk to add to the agenda of the next Full Council meeting the proposed meeting schedule for the Facilities Committee | Clerk |
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| 25/FC/4.1 | Clerk to raise the proposal of the ACE committee remerging with the Facilities Committee at the next ACE meeting | Clerk |
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| 25/FC/5.2 | Clerk to arrange revised drawings and costings for Millworth Lane Sports Park for consideration by Full Council | Clerk |
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| 25/FC/5.5 | Cricket strips at the Manor Ground to be added to the next Full Council agenda | Clerk |
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| 25/FC/6.2 | Facilities Manager to arrange for a sign to be installed in the SGC Car Park | Facilities Manager |
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| 25/FC/7.1 | Deputy Clerk to progress the update of the Community Room at Spencers Wood Pavilion | Deputy Clerk |
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| 25/FC/8.2 | Clerk to arrange a site visit to High Copse pitches for the working party and others | Clerk |
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| 25/FC/9.1 | Clerk to investigate other options for sourcing advice on microgeneration | Clerk |
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| 25/FC/10.1 | Clerk to arrange a site visit at the Environmental Field | Clerk |
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| 25/FC/10.2 | Clerk to arrange a site visit to Deer Leap Park | Clerk |
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| 25/FC/10.3 | Clerk to provide a proposal at a future meeting | Clerk |
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| 25/FC/10.4 | Clerk to advise WBC for the need for a long-term proposal regarding Shinfield Cemetery and to suggest they consult with the University of Reading | Clerk |
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| 25/FC/11.2 | Clerk to advise WBC about permission for installing the Hello Bench plaque | Clerk |
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