

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 4th October 2023 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
28th September 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 6th September 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. **Works Update**
 - 4.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the condition of the gym equipment at Spencers Wood Recreation Ground
5. **Millworth Lane and Sports Provision**
 - 5.1 To **RECEIVE** and **CONSIDER** a verbal update regarding toilets at Millworth Lane
 - 5.2 To **RECEIVE** and **NOTE** a verbal report from the Sports Working Party
 - 5.3 To **RECEIVE** and **NOTE** a verbal update on fitness training at Millworth Lane

6. Allotments

- 6.1 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager regarding allotment repairs**
- 6.2 To **RECEIVE** and **CONSIDER** whether the allotment waiting list can be extended to include applications outside of the parish*
- 6.3 To **RECEIVE** and **NOTE** the current protocol for allotment terminations*

7. School Green Centre and School Green

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Deputy Clerk regarding the School Green Working Party

8. Spencers Wood Pavilion and Recreation Ground

- 8.1 To **RECEIVE** and **NOTE** a verbal update from the Facilities Manager on the contract with Chapel Lane Pre-School

9. Manor Ground

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager regarding the Manor Ground pavilion

10. Parish Wide Items

- 10.1 To **RECEIVE** and **NOTE** an update from the Chairman on the Environmental Field
- 10.2 To **RECEIVE** and **NOTE** any updates on plans for High Copse pavilion
- 10.3 To **RECEIVE** and **CONSIDER** a verbal report from the Chairman on taking care of open space
- 10.4 To **RECEIVE** and **NOTE** an update on the replacement bus shelter on Hollow Lane

11. Ryeish Green Pavilion

- 11.1 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager on the marketing of Ryeish Green Pavilion

12. Date of Next Meeting

- 12.1 To **NOTE** the next meeting of the Facilities Committee meeting will be held on Wednesday, 1st November 2023 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 6th September 2023
At School Green Centre commencing at 19:30

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

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

23/FC/43 Public Questions

43.1 There were no public questions

23/FC/44 Apologies and declarations of Members' Interest

44.1 There were apologies for absence from Cllrs Jahromi and Masseron

44.2 There were no declarations of members' interests

23/FC/45 Minutes of the Previous Meeting

45.1 The minutes of the Facilities Committee meeting held on 2nd August 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

45.2 The following matters arising were discussed:

23/FC/33.2 Facilities Manager to arrange a date for work to take place on the trees at
23/FC/14.2 Deardon Orchard

A date had been arranged for the 14th October for the work to take place. An Arborist would be present, and volunteers were needed to assist. The Shinfield Volunteers group would welcome any new interested helpers. Tea and coffee would be provided free of charge for all helpers.

23/FC/25.1 Facilities Manager to report back to the next meeting on signage for 'supported by Shinfield Parish Council'

The Facilities Manager showed a potential sign he had made for displaying on buildings. A smaller version could be made for other items, for example, the picnic tables at Deardon Field.

Proposed: Cllr James

Seconded: Cllr Peer

Approved: Unanimously

23/FC/26.1 Facilities Manager to report on the current situation regarding the practice nets at the Manor Ground

The Facilities Manager had not yet received an update from the University of Reading (UoR)

23/FC/27.5 Deputy Clerk to arrange a meeting between the Clerk and the Coffee Trailer provider

A meeting had taken place on 31st August 2023 with the Clerk, Deputy Clerk and Coffee Trailer provider. After considering possible locations the proprietor preferred to proceed with their original location which was the Spencers Wood Recreation ground. The proposed start date would be around mid-October and the proprietor would liaise with the Clerk on days and times of operation. These may vary as the proprietor establishes the best hours of business. They would ensure no overlap with the Thursday coffee mornings.

This item was now on the agenda of the Arts, Culture and Events Committee

23/FC/36.2 Facilities Manager to provide details of the number of allotment plots issued with warning letters

This was on the agenda – see 23/FC/48.3

23/FC/38.1 Facilities Manager to report back to the next meeting on the contract with Chapel Lane pre-school

This was on the agenda – see 23/FC/50.1

23/FC/38.2 Clerk to arrange a meeting to discuss charges and licencing with the provider of a mobile pizza van

The Clerk was arranging a meeting and this was now on the agenda of the Arts, Culture and Events Committee

23/FC/39.1 Facilities Manager to request the date for the start of the football season and make any necessary arrangements for the transition from cricket

This was on the agenda – see 23/FC/51.2

23/FC/39.2 Clerk to discuss arrangements of an opening of the Manor Ground for the football season with the UoR

This was on the agenda – see 23/FC/51.2

23/FC/39.3 Facilities Manager to update the committee on predicted future costs for the maintenance of the Manor Ground

This was on the agenda – see 23/FC/51.3

23/FC/39.4 Cllr Clarke to set up a Shinfield Parish Sports Forum

This was discussed at item 23/FC/ 47.2

23/FC/40.2 Facilities Manager to investigate a suitable replacement of the posts on the School Green

This was on the agenda – see 23/FC/52.2

23/FC/40.3 Deputy Clerk to contact Nigel Frankland, UoR to ask what the timescales were for the development of High Copse

This was on the agenda- see 23/FC/52.3

23/FC/40.5 Facilities Manager to contact Wokingham Borough Council (WBC) to investigate potential sponsorship and what was involved

This was discussed at 23/FC/52.5

23/FC/41.1 Facilities Manager to report back to the next meeting on any progress with the sale of Ryeish Green pavilion

This was on the agenda – see 23/FC/53.1

23/FC/46

Works Update

46.1 The Facilities Manager reported that one piece of gym equipment at the Spencers Wood recreation ground had become detached from the ground.

Proludic, who supplied the gym equipment, reported that they had employed a new contractor who had now put in a concrete pad and were safety checking the equipment before reinstallation.

23/FC/47

Millworth Lane

47.1 Toilets for Millworth Lane

The planning application had been approved (PA231684). The Chairman reported that the tennis club had been losing members due to a lack of toilet facilities so this would be a welcomed enhancement. The order had been placed, however, there was a six weeks wait time. Two dead trees needed to be removed.

The Facilities Manager was requested to ask Tony Grover to cost up the sports proposals for Millworth Lane. It was identified that the wild oak near the pavilion needed to be removed plus another tree. Facilities Manager to raise with Nigel Frankland, University of Reading (UoR) as it would seem logical to remove these at the same time as the one mentioned above.

ACTION –

- Facilities Manager to request Tony Grover to provide a cost for the sports proposals at Millworth Lane
- Facilities Manager to contact Nigel Frankland, UoR regarding the removal of trees and to obtain a quote for the same

47.2 Verbal report from the Sports Working Party

Shinfield Parish Sports Forum

A meeting was being held on 19th September with both football teams. Facilities Manager would assist with this. When more sports were on board the idea would be for a representative from each group to meet approximately four times a year. This would replace the previous 'Association'.

Shinfield Rangers should bring any proposals to the meeting regarding the use of the Ryeish Green Pavilion as a central meeting place for their club to this meeting.

ACTION –

Facilities Manager to attend the meeting and inform Shinfield Rangers to bring any proposals for the use of the Ryeish Green Pavilion to the meeting

47.3 Fitness Training at Millworth Lane

The Clerk was still developing the formal heads of terms for this agreement.

23/FC/48

Allotments

48.1 Orchard Rise

The lease had been signed and paid. The plots had been rotavated prior to the launch, however, the weeds had now grown out of control. Taylor Wimpey need to rotavate again.

ACTION – Facilities Manager to contact Taylor Wimpey and ask them to rotavate the allotment plots at Orchard Rise

48.2 Allotment repairs

The Facilities Manager reported that CiL money had been agreed to make necessary repairs. The fencing had been completed at Clares Green Road and Millworth Lane allotments. The water troughs at Clares Green Road would be installed in September.

Members queried whether access to the Arborfield Road allotments would be affected by the proposed new nursery.

ACTION –

- Facilities Manager to produce photographs of the work carried out at the next meeting
- Facilities Manager to alert the Allotments Administrator of potential problems with access to the Arborfield Road allotments when the new nursery was opened.

48.3 Allotment charges 2024-2025

Members were presented with details of the existing charges for the allotments, and allocation, with two potential price increases for 2024/25. After much debate Councillors felt that too big a proportion of expenditure was allocated to a small number of residents and the price set for the allotments for 2024/25 should be the model that covers the costs of the allotments, i.e. for the majority this would be £30 per annum. It was recognised that this still did not cover staffing costs.

Concern was expressed over the condition of some of the allotments and members felt that the protocol for taking back an allotment should be revised, taking into consideration how the allotments are managed, charged and to look at the current agreements. Since 17th November 2022 SPC have issued 7 notices to quit and since April 2022 SPC have issued 41 letters of inspections, this does not include the phone calls and emails that get sent in the first instance.

Proposed: Cllr Tatla

Seconded: Cllr Boyer

Approved: One abstention

ACTION – Facilities Manager to provide details of the protocol and agreements for discussion at the next meeting

23/FC/49

School Green Centre and School Green

49.1 School Green Centre

The Facilities Manager reported that the sign on the front of the building had been installed and confirmed that no planning permission had been required. The SPC logo would be added in due course.

49.2 Christmas lighting

It was agreed to provide three Christmas trees and lighting as in previous years. This would be one on the Shinfield Village Green, one at Frensham Green, Shinfield North and one at Spencers Wood Village Hall.

Proposed: Cllr Tatla
Seconded: Cllr Boyer
Approved: Unanimous

ACTION – Facilities Manager to order Christmas Trees

23/FC/50

Spencers Wood Pavilion and Recreation Ground

50.1 Chapel Lane Pre-School contract

Concern was expressed regarding the outstanding completion of the contract that still required signing by the pre-school. Members felt that the pre-school should be given a deadline for completion due to the length of time this had been outstanding.

ACTION – Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School Contract

23/FC/51

Manor Ground

51.1 Manor Ground Pavilion

The Facilities Manager reported that, as part of phase two of the Manor Ground provisions, fencing was required for creating a secure storage space for the cricket equipment. The Facilities Manager would apply for planning permission of the fence. A quote had been received for £5,418.77 +vat.

Proposed: Cllr Peer
Seconded: Cllr Boyer
Approved: Unanimous

ACTION – Facilities Manager to apply for planning permission of the fence

51.2 Football season start date and opening of the Manor Ground for the football season

The football club had not yet given a date for the start of the season, therefore the Facilities Manager and Clerk had not been able to progress with the opening arrangements.

ACTION – Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground

51.3 Predicted future costs for the maintenance of the Manor Ground

The Facilities Manager reported that he was still working on the predicted future costs for the maintenance of the Manor Ground.

23/FC/52

Parish Wide Items

52.1 Picnic tables at Deardon Field

The Facilities Manager reported that the picnic tables had been installed at the Deardon Field and the grass seed had been laid round the edges. The tables were accessible to wheelchair users.

52.2 **School Green Working Party**

The School Green Working party met on 3rd August 2023 and the following was discussed:-

The work on the school green would be carried out in phases with the priority being replacement of the 91 bollards as the existing wooden posts were rotting. These would be of a plastic construction with a metal rod inside, textured in dark oak and approximately the same height as the existing bollards. It was recognised that the green needed protecting and it would be good to have the work completed before Remembrance Sunday.

To improve the aesthetics of the car park it was proposed to install some black decorative fencing, between the car park and the green, that would be offset to allow access points from the car park to the green. The fencing would be in keeping with the war memorial in sections approximately 90cm high by 1.80m wide with low maintenance.

The Facilities Manager was obtaining quotes for the above work and this would be discussed at the next Facilities Committee meeting.

Other work identified:-

- War Memorial cleaned
- Moving the recycling bins off the car park to a hardstanding next to the car park, this would include a potential electrical bin provided by WBC and would free up car parking spaces
- Dropped kerb for the kebab van
- History panels

ACTION – Deputy Clerk to set up the next meeting of the School Green Working Party.

52.3 High Copse Pavilion

Nigel Frankland, University of Reading, had confirmed that they now have the Reserved Matters Consent for the project and, subject to the University's Executive Board agreeing to the funding increase, will appoint EW Beard to build the facilities. He is waiting for confirmation of the start on site date but anticipate an 18-month period before the cricket wicket is playable so April 2025 before the first cricket match. He would anticipate the pavilion being completed and operational November/December 2024. He will let us know when he has more precise dates.

Planning Application 223287 - for two pitches north of the bus lane at High Copse

Planning application 223287 had been submitted. Members felt that they should support the application with the following provisos: -

- The additional two pitches are youth sized pitches
- One of the existing approved pitches (PA223286) is a full-sized rugby pitch to introduce a new sport into the parish
- Parking would need to be enforced through the booking arrangements whereby the hiring sports club instructs all players, including visiting teams, that they must use the High Copse car park

ACTION – Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13th September

Proposed: Cllr James
Seconded: Cllr Bowyer
Approved: Unanimously

52.4 Footpath on Hyde End Road

The Chairman reported that the section of footpath, when turning left out of Dobbies Garden centre, was severely overgrown and needed to be cut to a reasonable height so pedestrians did not need to walk on the road. It was suggested that solar lights be installed along the path and the UoR to be approached.

ACTION – Facilities Manager to contact WBC to cut back the hedge and discuss with the UoR to ascertain if solar lighting would be possible

52.5 Roundabouts in the Parish

Wokingham Borough Council (WBC) had been contacted and the overgrown roundabouts had been cut back. It was agreed that the maintenance of the roundabouts should remain the responsibility of WBC and SPC should keep monitoring them, and reporting to WBC, in order that they do not become overgrown creating a hazard to motorists. A review of the situation should take place in four months time when sponsorship of the roundabouts can be revisited.

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

52.6 **Open Space**

The Chairman expressed concern over the number of weeds overgrowing in the parish. This problem was endemic of the cutbacks WBC were implementing.

It was also noted that the Ranger employed by the UoR had not been replaced and the wooded area at Langley Mead was overgrown with brambles restricting people from walking through that area.

ACTION – Facilities Manager to contact Nigel Frankland, UoR to set up a meeting to discuss these issues

The Facilities Manager reported the grass in the central courtyard at the School Green Centre and grass the other side of the MUGA, Spencers Wood Recreation Ground would be reseeded within the next six months.

52.7 **Bus Shelter on Hollow Lane**

The Facilities Manager had received a quote for replacing the bus shelter on Hollow Lane. The Committee agreed that this should be replaced, as per example two circulated, with anti-graffiti panels installed. The cost would be approximately £6227 to take down the existing wooden bus shelter and replace it with a new one.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the next Finance and General Purposes meeting on 27th September

23/FC/53

Ryeish Green Pavilion

53.1 **Marketing of Ryeish Green Pavilion**

The Facilities Manager reported that the pavilion was currently on the market for sale but no additional offers had been made to date. Two days of viewing had recently taken place with five viewings.

ACTION – Facilities Manager to report back to the next meeting of any offers

23/FC/54

Date of Next Meeting

54.1 The next meeting would be held on Wednesday, 4th October 2023

The meeting ended at 21:29

List of Actions

23/FC/47.1	a) Facilities Manager to request Tony Grover to provide a cost for the sports proposal at Millworth Lane	Facilities Manager
23/FC/47.1	b) Facilities Manager to contact Nigel Frankland, UoR regarding the removal of trees at Millworth Lane and to obtain a quote for the same	Facilities Manager
23/FC/47.2	Facilities Manager to attend the meeting of the Sports Working Party and request that Shinfield Rangers bring any proposals for the use of the Ryeish Green Pavilion to the meeting	Facilities Manager
23/FC/48.1	Facilities Manager to contact Taylor Wimpey and ask them to rotavate the allotment plots at Orchard Rise	Facilities Manager
23/FC/48.2	a) Facilities Manager to produce photographs of the work carried out on the allotments at the next meeting	Facilities Manager
23/FC/48.2	b) Facilities Manager to alert the Allotments Administrator of potential problems with access to the Arborfield Road allotments when the new nursery opened	Facilities Manager
23/FC/48.3	Facilities Manager to provide details of the protocol and agreements for discussion at the next meeting	Facilities Manager
23/FC/49.2	Facilities Manager to order Christmas Trees	Facilities Manager
23/FC/50.1	Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School contract	Facilities Manager
23/FC/51.1	Facilities Manager to apply for planning permission of the fence at the Manor Ground	Facilities Manager
23/FC/51.2	Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground	Facilities Manager
23/FC/52.2	Deputy Clerk to set up the next meeting of the School Green Working Party	Deputy Clerk
23/FC/52.3	Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13 th September	Cllr Clarke
23/FC/52.4	Facilities Manager to contact WBC to cut back the hedge on Hyde End Road and discuss with the UoR to ascertain if solar lighting would be possible	Facilities Manager
23/FC/52.5	Deputy Clerk to add 'roundabouts' as an item on the agenda in January 2024	Deputy Clerk

23/FC/52.6	Facilities Manager to contact Nigel Frankland, UoR to set up a meeting to discuss the number of weeds overgrown within the Parish	Facilities Manager
23/FC/52.7	Deputy Clerk to add an item on the agenda of the Finance and General Purposes Committee 'Bus Shelter on Hollow Lane'	Deputy Clerk
23/FC/53.1	Facilities Manager to report back to the next meeting of any offers on the sale of Ryeish Green Pavilion	Facilities Manager

Allotment waiting lists

The back log of those on the waiting list for most sites has now been cleared, excluding Deardon which remains in high demand.

Due to rents resetting for the year on the 1st October 2023 there are often plots handed back around this time.

To avoid plots being vacant with nobody on the waiting list to allocate, the suggestion is to allow those who live outside the parish onto the waiting list.

We always want to have more demand than supply to avoid plots being left vacant and overgrown.

Wait lists:

Arborfield Road	2
Church Lane	12
Clares Green	14
Deardon	44
Hartley Court	1
Millworth Lane	2
Orchard Rise	4
Recreation Lane	6
No preference	5

Allotment Management Protocol

Introduction

To consider the written protocol for Allotment enforcement to back up procedures already carried out by the allotment team.

Enforcement protocol for dealing with Allotment Plots

1. Introduction

- 1.1 Allotment tenants should have clear and fair published policies for dealing with matters such as alleged lack of cultivation of plots. These policies clearly state the timescales involved, the appeals process and that consideration will be given to mitigating circumstance such as illness or injury of the plot holder.

2. Inspection

- 2.1. Any officer or agent of the council or land owner shall be entitled at any time when instructed by the council to enter and inspect the allotment garden.
- 2.2. Inspections on allotment sites will be scheduled according to the seasons and would be more frequent in the growing season
- 2.3. The inspections will look at the Allotment Tenancy Licences as the Criteria for identifying whether a plot holder is not complying with the rules laid out to them.
- 2.4. A photograph of the plot that is classed as contrary to the licence will be taken as evidence.

3. Enforcement - Improvement Letter

- 3.1. The first course of action if a plot is identified as not complying with their tenancy licence, will be an Improvement letter.
- 3.2. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.
- 3.3. The plot holder is given a specific period of time to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition.
- 3.4. The FM should be made aware of any special circumstances relating to a plot holder whose plot is unacceptable e.g.: illness. Any information gathered will be dealt with confidentially and each instance will be dealt with on an individual basis.
- 3.5. The officers will be authorised to make this decision on whether a Formal Warning Letter is issued.

4. Enforcement - Formal Warning Letter

- 4.1. After the rectification period and in absence of an improvement or explanatory letter, a final warning letter will be issued, reaffirming the statements in the improvement letter. The tenant must show an immediate improvement within 14 days of the date of issue of the letter or an explanation as to why the improvement letter was ignored, failing which the licence will be terminated.
- 4.2. The Clerk/Facilities Manager will be authorised to make this decision on whether a Notice to Quit is issued.

5. Enforcement - Notice to Quit

- 5.1. If there is no immediate improvement or satisfactory accepted explanation within the timescale, a termination letter (Notice to Quit) will be issued to the plot holder. The plot holder will then be given 14 days to remove any crops, tools and structures left on the site.
- 5.2. All notices to Quit will be sent recorded delivery.
- 5.3. In the event of a serious breach of the Tenancy Licence, the Council reserves the right to serve immediate Notice to Quit, without progression through all stages as detailed in this procedure.

6. Appeals Process

- 6.1. A plot holder may appeal (in writing) against the termination within 14 days of the receipt of the termination letter.
- 6.2. The appeal should detail the reasons for the lack of improvement and reasons why the termination letter should be withdrawn.
- 6.3. The plot holder will retain ownership of the plot whilst the appeal is being considered.
- 6.4. The R&A Committee will appoint 3 members of the Committee to act as the Appeals Panel who must make a decision and reply to the plot holder within 14 days of receipt of the appeal. The 3 members will be appointed at the first meeting of the Committee, following the Annual Parish Council Meeting and will be situ until the next Annual meeting of the Council.
- 6.5. There are three options for the Appeals Panel to consider:
 - Uphold the termination.
 - Re-instate the plot holder with a probationary period of 6 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
 - Re-instate the plot holder with no probation.
- 6.6. The appeal hearing should be minuted and circulated to both the plot holder and panel to ensure there is a record of the process.
- 6.7. The minutes will also be recorded as received at the next available Recreation & Amenities Committee meeting.
- 6.8. The decision of the Appeals Panel is final.
- 6.9. If a probationary period is agreed on, a review will be dealt with by the Appeals Panel and a decision will be made by the panel as to whether the conditions of the probationary period have been met. If there are no issues, the tenant will remain on the plot. If there are breaches of the conditions of probationary or tenancy agreement, the panel have a right to immediately terminate the tenancy with no further right of appeal.