

To all members of the Facilities Committee

Notice is hereby given that a meeting of the Facilities Committee to be held on
WEDNESDAY 1st November 2023 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
26th October 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 4th October 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 **APPROVE** the quote for 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 **NOTE** a verbal update on fitness training at Millworth Lane

5. Allotments

- 5.1 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager regarding the allotment AGM
- 5.2 To **RECEIVE** and **CONSIDER** a quote for fencing at the Recreation Ground Allotments*

6. School Green Centre and School Green

- 6.1 To **RECEIVE** and **CONSIDER** quotes for 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 **CONSIDER** the proposed room charges for 2024/25*
- 6.4 To **RECEIVE** and **CONSIDER** the proposed School Green Centre opening dates and times for the Christmas period*
- 6.5 To **RECEIVE** and **NOTE** the revised opening times for Robyn's Nest Café*

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 **NOTE** a verbal update from the Facilities Manager regarding the upgrade to the CCTV at the Spencers Wood Pavilion
- 7.3 To **RECEIVE** and **CONSIDER** the installation of shutters to the front of the Spencers Wood Pavilion*

8. Manor Ground

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update from the Facilities Manager regarding the Manor Ground
- 8.2 To **RECEIVE** and **CONSIDER** the provision of football nets 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

10. Ryeish Green Pavilion

- 10.1 To **RECEIVE** and **CONSIDER** a verbal report from the Facilities Manager on the marketing of Ryeish Green Pavilion
- 10.2 To **RECEIVE** and **CONSIDER** the potential relocation of the football containers sited at 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, 29th November 2023 at 19:30

* Report attached

** Report to follow

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 4th October 2023
At School Green Centre commencing at 19:30

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

Attending: S Herring (Deputy Clerk) and B Winton (Clerk)*
*1 member of the public

* left the meeting at 20:00 – in attendance for minute 23/FC/59.1

23/FC/55

Public Questions

- 55.1 See minute 23/FC/59.1 that was discussed at the beginning of the meeting

23/FC/56

Apologies and declarations of Members' Interest

- 56.1 There were apologies for absence from Cllr Boyer
56.2 There were no declarations of members' interests

23/FC/57

Minutes of the Previous Meeting

- 57.1 The minutes of the Facilities Committee meeting held on 6th September 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: Unanimously

- 57.2 The following matters arising were discussed:

- 23/FC/47.1 a) Facilities Manager to request Tony Grover to provide a cost for the sports proposal at Millworth Lane

This was on the agenda

- 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

This was on the agenda

- 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

Clerk and Cllr Clarke attended the meeting with the football clubs on 26th September. The Chairman reported that the Ryeish Green pavilion was used as a base for the football clubs who used a storage container on the site. Members agreed that nothing further could be discussed until the outcome of the sale of the pavilion was known.

- 23/FC/48.1 Facilities Manager to contact Taylor Wimpey and ask them to rotavate the land around the allotment plots at Orchard Rise

The Facilities Manager had written to Taylor Wimpey regarding the weeds surrounding the allotments at Orchard Rise but had received no response.

- 23/FC/48.2 a) Facilities Manager to produce photographs of the work carried out on the allotments at the next meeting

This was on the agenda

- 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

The Deputy Clerk reported that she had alerted the Allotments Administrator to the potential problems with access to the Arborfield Road allotments and the Allotments Administrator would monitor the situation once the nursery was opened. Concerns were expressed as to who owned the land between the allotment entrance and the proposal new nursery.

ACTION – Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery

- 23/FC/48.3 Facilities Manager to provide details of the protocol in respect of removing people from allotments for discussion at the next meeting

This was on the agenda

- 23/FC/49.2 Facilities Manager to order Christmas Trees

This had been done – delivery date was week commencing 27th November 2023. Members felt that Shinfield Parish Council (SPC) should provide a tree for Grazeley Village Hall.

ACTION – Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly

- 23/FC/50.1 Facilities Manager to set a deadline for completion of the Chapel Lane Pre-School contract

The Facilities Manager reported that this had now been signed

- 23/FC/51.1 Facilities Manager to apply for planning permission of the fence at the Manor Ground

The Facilities Manager reported that this had been applied for and he was working his way through providing visuals to Wokingham Borough Council (WBC). It was important that there was a secure area storage of the cricket equipment.

- 23/FC/51.2 Facilities Manager to pursue the arrangements for the transition from cricket to football at the Manor Ground

The Deputy Clerk reported that the football pitches had been lined and the Clubs would start using the ground in October

- 23/FC/52.2 Deputy Clerk to set up the next meeting of the School Green Working Party

This was on the agenda

- 23/FC/52.3 Cllr Clarke to present the views of the Facilities Committee on PA223287 to the Planning and Highways Committee meeting on 13th September

Cllr Clarke had attended the Planning and Highways Committee meeting and set out the views of the Facilities Committee on the planning application for two junior sports pitches north of the bus gate access road. Subsequently the Clerk had submitted comments on the planning portal accordingly.

- 23/FC/52.4 Facilities Manager to contact UoR to cut back the hedge on Hyde End Road and discuss whether if solar lighting would be possible

This was on the agenda

- 23/FC/52.5 Deputy Clerk to add 'roundabouts' as an item on the agenda in January 2024

This would be done.

- 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

The Facilities Manager would discuss this, and other parish items, with Nigel Frankland at their next meeting. Cllr Clarke requested that he join the meeting.

ACTION – Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR

- 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'

This had been done and approved

- 23/FC/53.1 Facilities Manager to report back to the next meeting of any offers on the sale of Ryeish Green Pavilion

This was on the agenda

23/FC/58

Works Update

- 58.1 The Facilities Manager had reported that the Gym equipment at Spencers Wood Pavilion had now been repaired

23/FC/59

Millworth Lane

- 59.1* Plans for the development of Millworth Lane

This item was discussed at the beginning of the meeting when the Clerk reported that the plans had been revised for the costs to be closer to the previously discussed figure. This could be achieved by:-

Excluding -

- the additional tennis court
- bleacher seating
- hard standing for mobile catering
- removal of surplus soil and using this to create a mound for activity cycling / event space

Altering -

- grass crete for annual access to the tennis club toilets to a sprint track, still enabling access to the toilets and providing an additional facility all year round
- utilising the existing cricket net hard standing for the fitness area

Members agreed that it would be ideal for planning permission to be obtained this year so work could commence in the Spring 2024.

One member of the public asked if the area on Millworth Lane, near the allotments, would be tarmacked where it is used as a turning circle for refuse vehicles. This was something that would be considered nearer the time.

ACTION –

- Clerk to write up a business case showing potential income and expenditure for discussion at the full council meeting
- Clerk to add to the next agenda of full council

Proposed: Cllr Jahromi

Seconded: Cllr Peer

Approved: Unanimously

- 59.2 Toilets for Millworth Lane

The Chairman updated the committee regarding the toilets for the tennis club at Millworth Lane. The Facilities Manager had a site meeting with all three contractors and subsequently obtained a revised quote:-

In summary the total cost was
H. Cockburn £10,180
Portable Offices £17,677
Josh Chamberlain tree removal £1,200
Total **£29,851.**

Before this can be progressed further, Tony Grover (the surveyor) needed to obtain permission from WBC to have an oak tree removed, without this the toilets could not be delivered.

ACTION –

- Deputy Clerk to add to the next agenda for approval of the quote
- Facilities Manager to chase up the planning permission for the removal of the tree

59.3 Verbal report from the Sports Working Party

Shinfield Parish Sports Forum

Cllr Clarke reported that he and the Clerk to the Parish Council had met with Shinfield and Spencers Wood football clubs who reported they had 800 members. On Saturday mornings, the 'Little Kickers' had 50-60 members who would potentially move up to the other two clubs. The clubs were paying £52 for the use of a full-sized football pitch and £26 for under nine pitch which was proving to be expensive, and they relied heavily on volunteer coaches. Two teams play at Swallowfield and Riseley as there were insufficient pitches in the parish. The two cricket clubs are turning people away due to insufficient space.

Cllr Clarke had attended the Planning and Highways meeting to express the support of the Facilities Committee for the planning application of the two junior pitches at High Copse.

59.4 Fitness Training at Millworth Lane

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

Allotments

60.1 Allotment repairs

The Deputy Clerk showed photographs of the repairs that had been made to the following allotment sites:-

- Millworth Lane Allotments – New gate and fencing
- Clares Green Road Allotments – New entrance gate; new pipework and troughs

Members NOTED the allotment repairs

60.2 Allotment waiting list

The Deputy Clerk reported that the backlog of those on the waiting list for most sites had now been cleared, excluding Deardon which remains in high demand. To avoid plots being vacant with nobody on the waiting list to allocate, it was suggested to allow those who live outside of the parish onto the waiting list.

Members agreed that the allotment waiting list could be extended to include those who enquire outside of the parish at the premium rates published. Prices would be reconsidered next year for 2025/26.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

60.3 Protocol for allotment terminations

The protocol for allotment terminations, that had been agreed by the former Recreation and Amenities Committee in February 2023 (23/RA/21.1) was considered for current relevance.

The Deputy Clerk reported that

- 30 plots had a marked/excellent improvement in September from the August inspections
- Since 01/01/2023 – eight notices to quit had been issued.

Members agreed that the protocol was working but advised that the name of the committee from 'Recreation and Amenities Committee', be updated to 'Facilities Committee'.

ACTION – Deputy Clerk to inform the Allotments Administrator of the decision of the committee

23/FC/61

School Green Centre and School Green

61.1 School Green Working Party

The School Green working party was due to meet on Thursday, 5th October. However, due to staff absence this would need to be rearranged.

ACTION - Deputy Clerk to rearrange the meeting of the School Green Working Party

23/FC/62

Spencers Wood Pavilion and Recreation Ground

62.1 Chapel Lane Pre-School contract

This had been signed.

62.2 **Upgrade to CCTV at Spencers Wood Pavilion**

The Deputy Clerk requested approval to upgrade the CCTV at Spencers Wood Pavilion (SWP) due to the amount of anti-social behaviour (ASB) that had been taking place there, particularly on Youth Club nights. This was affecting evening bookings and had resulted in the Youth Club having to close for some sessions as well as damage to council facilities. The Police and ASB Team at WBC had recommended the upgrade in order that the perpetrators could be identified, and appropriate action taken.

The Facilities Manager had obtained a quote for the upgrade of cameras and 16 channel recording box at SWP of £4,450.12 plus VAT from Rich Day who had installed the equipment at the Manor Ground Pavilion.

Members agreed and confirmed that this could be paid for with CiL money.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

23/FC/63

Manor Ground

63.1 **Manor Ground Pavilion**

The Deputy Clerk reported that lines had been painted for 2 under 9 football pitches at no cost to SPC (paid for by the UoR) either side of the cricket square. The Facilities Manager would discuss access with the football clubs.

23/FC/64

Parish Wide Items

64.1 **Environmental Field**

Cllr Clarke expressed concerns over the condition of the Environmental Field; the weeds were very high and the soil was about 1 meter higher than the original field. Cllr Clarke reported that there was a list of planting available. Chris Howard (WBC) had previously been contacted.

ACTION – Clerk to investigate

64.2 **High Copse Pavilion**

There was nothing further to report

64.3 **Footpath on Hyde End Road**

Members expressed concern over the footpath from Dobbies Garden Centre to Langleymead Sang and felt that in order to encourage cycling and walking the path should be lit and the hedge cut back. The UoR had cut back the hedge last year. The Facilities Manager would raise with Nigel Frankland at his next meeting.

ACTION – Facilities Manager to raise with Nigel Frankland, UoR at their next meeting

65.4 Bus Shelter on Hollow Lane

The replacement bus shelter had been approved by Finance and General Purposes Committee. The bus shelter had been ordered and was awaiting delivery and installation.

23/FC/66

Ryeish Green Pavilion

66.1 Marketing of Ryeish Green Pavilion

At the Full Council meeting it was agreed that the agent, Kempton Carr Croft, should ask for formal bids from those who had expressed an interest in purchasing the pavilion by 6th October 2023. These would then be presented to the next meeting of the Full Council.

Members asked for confirmation that potential purchasers were aware of the restrictions that related to the site.

It was agreed that Cllrs Clarke, James and Peer be present at the opening of the bids.

ACTION – Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened

23/FC/67

Date of Next Meeting

67.1 The next meeting would be held on Wednesday, 1st November 2023

The meeting ended at 21:00

List of Actions

23/FC/57 23/FC/48.3	Deputy Clerk to investigate ownership of land between the Arborfield Road allotments and the new nursery	Deputy Clerk
23/FC/57 23/FC/49.2	Facilities Manager to discuss with Grazeley Village Hall and order a Christmas Tree accordingly	Facilities Manager
23/FC/57 23/FC/52.6	Facilities Manager to invite Cllr Clarke to the next meeting with Nigel Frankland, UoR	Facilities Manager
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	Clerk
23/FC/59.1	(b) Clerk to add Millworth Lane to the next agenda of full council	Clerk
23/FC/59.2	(a) Deputy Clerk to add 'approval of quote for the toilets at Millworth Lane' to the next agenda	Deputy Clerk
23/FC/59.2	(b) Facilities Manager to chase up the planning permission for the removal of the tree at Millworth Lane	Facilities Manager
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	Deputy Clerk
23/FC/60.3	Deputy Clerk to inform the Allotments Administrator of the decision of the committee to amended the wording on the allotment termination protocol from 'Recreation and Amenities Committee' to 'Facilities Committee'	Deputy Clerk
23/FC/61.1	Deputy Clerk to arrange a meeting of the School Green Working Party	Deputy Clerk
23/FC/64.1	Clerk to investigate the condition of the Environmental Field	Clerk
23/FC/64.3	Facilities Manager to raise the issue of the hedge and lighting on Hyde End Road between Dobbies Garden Centre and Langleymead Sang with Nigel Frankland, UoR	Facilities Manager
23/FC/66.1	Clerk to inform Cllrs Clarke, James and Peer when the bids were to be opened for Ryeish Green Pavilion	Clerk

Quotes for the installation of toilets and peripheral work for the tennis club at Millworth Lane

H. Cockburn £10,180

Portable Offices £17,677

Josh Chamberlain tree removal £1200

Total £29851



YOUR QUOTE

SHINFIELD PARISH COUNCIL

BREAKDOWN

- Shinfield Parish Council

L065824 Rev: 01

Description	Item Ref	Qty	Sale Price Per Item	Total Sale Price
Unit				
Toilet Block	Toilet Block	1	11,455.00	11,455.00
<i>10ft x 8ft Toilet Block One side standard compliance with the other being DDA compliant</i>				
Transport				
Delivery (Subject to site survey)		1	795.00	795.00
<i>Budget cost only at this stage and based on weekday delivery to site by hiab use only, unless a crane is required for off-loading which a further cost will be provided.</i>				
<i>Delivery is based on a clear and un-restricted access to site, with a suitable surface for travelling over to off load. Subject to further site survey.</i>				
<i>Price is based on one hour on site, any additional time will be chargeable.</i>				
Installation				
Trackway		1	5,427.00	5,427.00
Sales Total:				17,677.00

Collection cost will apply at the end of the hire period and will be quoted at the time of collection.

SUMMARY

L065824 Rev: 01

Date: 02/10/2023

Valid for: 7 Days

Invoice Address:

Paul Gudge
Shinfield Parish Council
School Green
Shinfield
Reading
Berkshire
RG2 9EH

Delivery Address:

Paul Gudge
Shinfield Parish Council
Millworth Lane Recreation Ground
Millworth Lane
Reading
Berkshire
RG2 9EN

WHAT HAPPENS NEXT?

1 Confirm Order

Sign the quotation, including official PO number if used and complete customer details form and direct debit mandate.

2 Design Freeze

Once the order is placed, the cabin/modular building will be reserved and any drawings will be finalised and signed off. Delivery/installation process will be discussed and programme confirmed.

3 Ongoing Project Support

We will assist with any further technical advice/information and any site specific requirements.

4 Project Meetings

For more complex projects, we recommend a pre start meeting on site, we then have regular progress meetings between relevant parties.

5 Project Completion

Personal handover of your building for more complex projects.

6 Customer Care

Your designated account manager will be on hand to continue the high level of customer service throughout the hire and answer any questions you may have.



Cockburn Building & Groundworks Ltd

QUOTE

Shinfield Parish Council

0118 348 3792

07734 055 300

henry@buildingandgroundworks.com

Ref

Shinfield Tennis Club (millworth Lane)

5 Loxwood Close

Three Mile Cross

Reading

Berkshire

RG7 1BX

Company No. 06590307

Vat Reg No. 948 8888 31

3/10/23

Description	Cost
Supply and fit new Marsh Ensign sewage treatment plant	
Excavate hole and leave spoil on site and level off, lay concrete for tank base, lower tank in and fill with water, surround tank in semi dry concrete to secure and protect tank, connect drainage pipes from new toilet block including disabled toilet to tank and outlet from tank to ditch, connect electric supply for tank from garage,	£ 8,940 + VAT
Excavate for concrete base 3m x 2.5m leaving spoil on site and levelled off , Form shuttering and lay concrete 150mm thick for toilet block to sit on.	£1,240 + VAT
Site to be left clean and tidy during and after works are complete.	

Henry Cockburn



Meta fence Fencing & Gates

Pithers Lodge
Union Road
Bradfield
Reading
Berks
RG7 6AB

Tel: 01189 745 446
Fax: 01189 745 447

Shinfield Parish Council

Page 01 of 06

Date: 24th October 2023

Our Ref: CL / 8910 - 2023

For the attention of: Paul Gudge

Dear Paul,

Recreation Lane

We thank you for your time spent viewing and discussing the works at the above project and have pleasure in offering the following quotation for your consideration

Area 1 : PRO V MESH FENCING

Takedown / dispose:

Clear back hedge to existing fenceline store trimmings in agreed area or dispose of away from site. To be confirmed with Paul.

'Hard dig' Breaker works required:

None allowed.

Supply and install:

Upto 18m 2.0m high Pro V Mesh fencing comprising panels, of max 200x50mm apertures secured via clips and security bolts to the face of 60x60mm RHS steel posts set into a concrete surround at 3.03m centres.

All steelwork finished GREEN (ral 6005).

All for the sum of £2,483.60 + vat

IMPORTANT: Due to expected increases and current instability in the steel market in the near future, we are unable to fix our prices for acceptance longer than 14 days before subject to review.

Specialists in all types of fencing and gates:

Steel Palisade • Security Railings • Acoustic Barrier • Sliding Gates • Gate Automation • Access Control •
Perimeter Detection • Bollards • Ornamental Railings • Welded Mesh • Chainlink • Anti-climb Toppings •
Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

Storum Ltd trading as METAFENCE
VAT no 249 3680 75 Registered no 10335544

Area 2 : Blocking holes in hedge

Takedown / dispose:

Clear back hedge to existing fenceline store trimmings in agreed area or dispose of away from site. To be confirmed with Paul.

'Hard dig' Breaker works required:

None allowed.

Supply and install:

Upto 10m of 1.8m high weldmesh/chainlink fencing (depending on what we have here) secured to the face of line wires stirruped onto 3-4' Rounds driven into the ground @ 3m centres.

All for the sum of £1,477.50 + vat



Metafence PRO V MESH fencing

Specialists in all types of fencing and gates:

Steel Palisade • Security Railings • Acoustic Barrier • Sliding Gates • Gate Automation • Access Control •
Perimeter Detection • Bollards • Ornamental Railings • Welded Mesh • Chainlink • Anti-climb Toppings •
Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

Storum Ltd trading as METAFENCE

VAT no 249 3680 75 Registered no 10335544



Similar to what has been allowed in the park



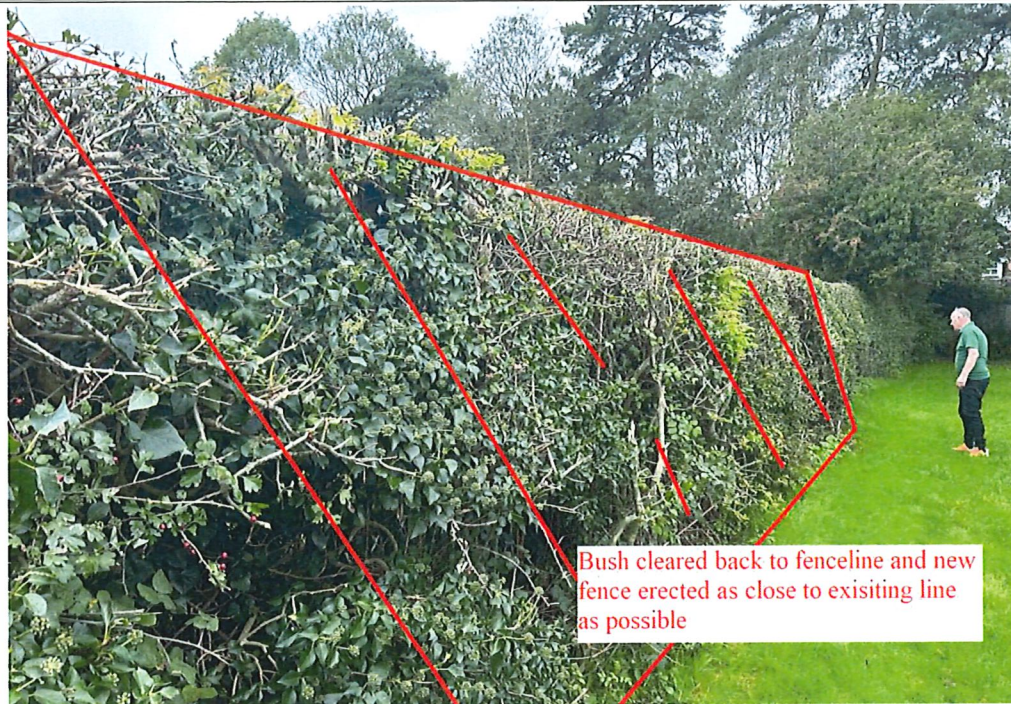
Fenceline cleared (approx 1m away from wall) and new 2.0m v-mesh fence installed.

Area 1

Specialists in all types of fencing and gates:

Steel Palisade • Security Railings • Acoustic Barrier • Sliding Gates • Gate Automation • Access Control •
Perimeter Detection • Bollards • Ornamental Railings • Welded Mesh • Chainlink • Anti-climb Toppings •
Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

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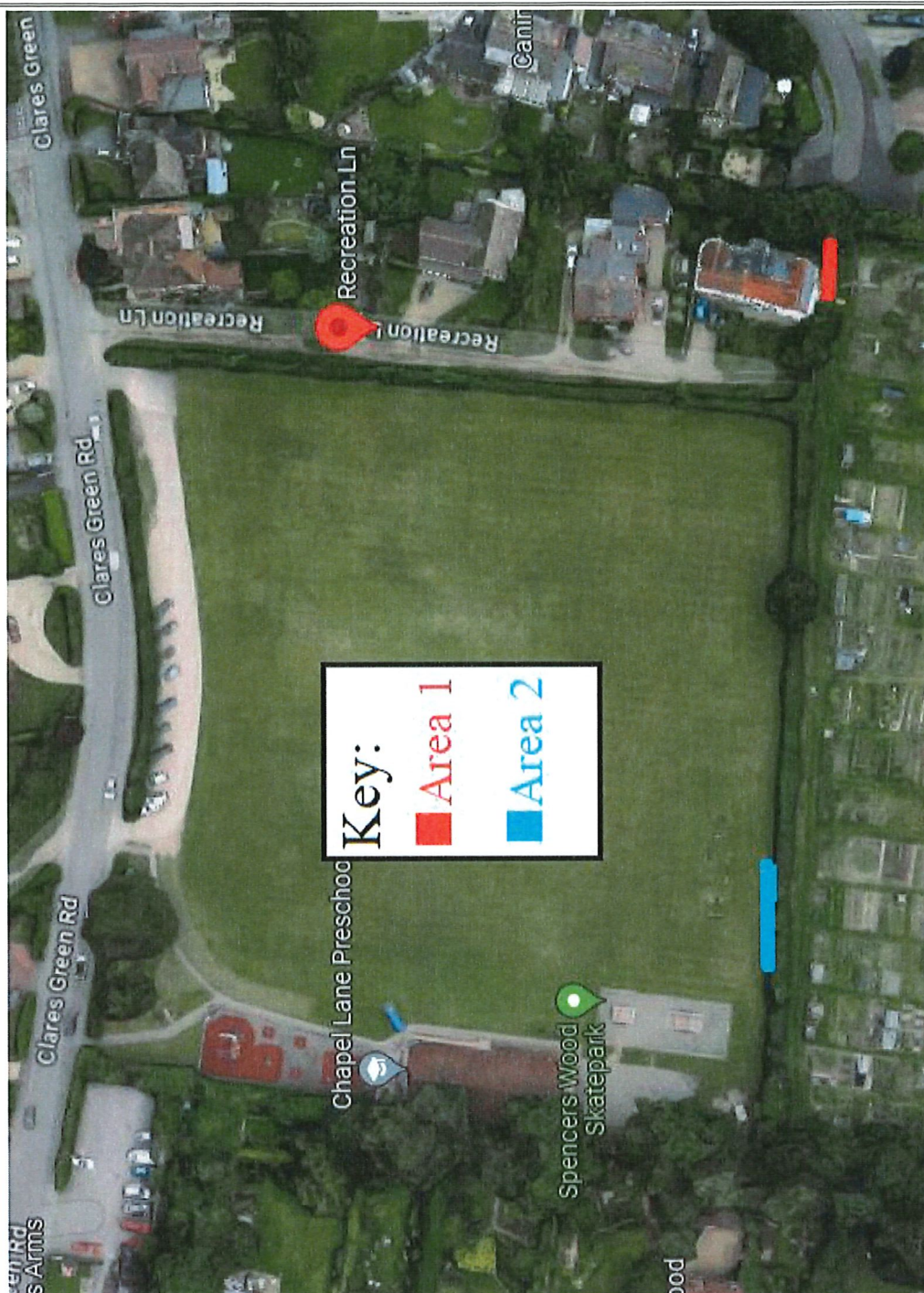


Area 2

Specialists in all types of fencing and gates:

Steel Palisade • Security Railings • Acoustic Barrier • Sliding Gates • Gate Automation • Access Control •
Perimeter Detection • Bollards • Ornamental Railings • Welded Mesh • Chainlink • Anti-climb Toppings •
Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

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 Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

Storum Ltd trading as METAFENCE
 VAT no 249 3680 75 Registered no 10335544

We hope that our quotation is of interest and look forward to hearing from you.

Should you wish to discuss any aspect of these works, or any other project, then please do not hesitate in contacting me directly.

Yours faithfully,

Charles Luffrum

estimating@metafence.co.uk

STANDARD TERMS:

- All underground services are to be identified and clearly marked by client/main contractor prior to commencement. Service drawings to be issued to Metafence prior to commencement. Metafence shall perform an electrical cable survey utilising calibrated cable avoidance tools, however due to the inherent limitations of CAT radio detection technology and the interpretive nature of the results we cannot guarantee 100% detection or accuracy. Many other services are also undetectable. For these reasons, Metafence does not accept any responsibility or liability for losses or damages of any kind, resulting from undetected, misinterpreted or misrepresented features, utilities or buried services. The client bears the ultimate responsibility for confirming the precise nature and location of features /or utilities /or buried services located on their or their clients land. No claims, for damage caused by our works, in full or in part will be entertained whatsoever. (1)
- No materials can be placed on order or work commenced against this quotation without a written order which must state the agreed prices/rates (1a)
- Metafence to supply all concrete as specified. (2)
- Our quotation assumes that all excavation, if any, is in normal soil or clay and that there is clear access to fence lines and work areas except where specifically stated by our works description. (3)
- Any "hard dig" holes not covered by our quotations work description will be charged at £ t.b.c. per hole (3a)
- Our quotation assumes that off road parking is provided on site free of charge (4)
- Our quotation assumes that (unless specifically detailed by our description, off loading and distribution will be provided by you free of charge (4a)
- Our quotation assumes that welfare facilities (toilet, wash facility) are made available by you (free of charge) for the duration of the works. Should Metafence be required to provide our own welfare facilities this will be chargeable at cost +20%. (4b)
- HI-AB deliveries -, our quotation does not allow for a lift plan. A basic lift does not require a lift plan to be produced however should an intermediate or complex lift plan be required then this will incur further costs to the client and can be quoted for if requested (with a trained banksman provided by client). (4c)
- Lines of fencing to be clear and level and pegged before erection commences. (5)
- Any planning applications in relation to our works remain the responsibility of the client and should seek the necessary guidance from the local authority as to whether an application is necessary. (7)
- All items and rates are subject to a satisfactory site survey. (8)
- We have not allowed for removing excess post hole excavation from site. We assume spoil will be spread along the fence line. (9)
- Our price will remain fixed if we are able to carry out all the works within three months and the work can be completed in one visit. Subject to fluctuations in material costs. (10)
- Our prices exclude VAT. (11)
- VAT, if applicable will be charged at the current rate. (12)
- Any day work will be charged at £360.00 per man per day. Travelling time to be added to worked hours at £45.00 per hour per man. Materials used in day work – plus 15%. Plant used in day work – plus 20%. (13)
- All work is to be carried out in one continuous visit unless specified by Metafence otherwise above. Further visits will be charged at £350.00 + re-mobilisation costs. (14)
- All materials, whether loose or installed, remain the property of Metafence until full payment has been received and we reserve the right to remove them from site. (15)
- Metafence guarantees the labour/ installation of fencing products for 12 months from the installation date. This excludes damage from external influences including inclement weather conditions. (16)
- Guarantees for materials are subject to the specific products requested and may be offered direct from manufacturer. (17)
- We reserve the right to withdraw or amend our quotation at anytime. (18)
- **DISCOUNT TERMS:** 2.5% to general contractor (M.C.D) already deducted, based on prompt payment within 14 days from date of invoice, including interim claims for labour and material delivered. (19)
- **PAYMENT TERMS:** Account customers - Nett, payment within 30 days from date of invoice, including interim claims for labour and materials delivered. (20)
- **PAYMENT TERMS:** Non account customers - Payment terms to be agreed. (21)
- We do not accept liability in whole or part to any liquidated damages (22)
- We do not accept bonds/ collateral warranty in whole or part to any project (23)
- **CONDITIONS:** Your attention is drawn to the Metafence standard conditions. A copy is available on request. These will apply unless amended or omitted by the notes given above. (24)

Specialists in all types of fencing and gates:

Steel Palisade • Security Railings • Acoustic Barrier • Sliding Gates • Gate Automation • Access Control •
Perimeter Detection • Bollards • Ornamental Railings • Welded Mesh • Chainlink • Anti-climb Toppings •
Vehicle Protection • Timber Closeboard • Estate Fencing • Post & Rail • Temporary Fencing

Storum Ltd trading as METAFENCE
VAT no 249 3680 75 Registered no 10335544

Proposed adjustment to room booking prices for 2024/25

Every room in the School Green Centre is a different size compared with other rooms available in the local area making it unique, therefore comparisons with other facilities are not helpful.

Price changes will take into account significant increases, in particular, staff costs and utility costs.

Justification for the proposed changes are as follows:-

Ryeish Green Room

The weekend price is currently too low in comparison to similar sized rooms in the School Green Centre and needs to be brought more in line with the charge for the Grazeley Room. This gap will need to be gradually increased so as not to have too big a rise from the 2023/24 prices.

Tower Room

This room was originally intended for business meetings and priced accordingly, however, this has not proved popular on weekdays, therefore a decrease in the weekday charge and an increase in the weekend charge is proposed in line with other rooms at the School Green Centre.

Three Mile Cross, Spencers Wood and Shinfield Rooms

The price remains the same as 2023/24 as they are small rooms and not heavily used.

Smart Screen

The price has been increased as this is a far superior screen than the old screen and projector and would cost significantly more to repair/replace if damaged.

Discount for hiring adjoining rooms

Due to the layout of adjoining rooms, bookings are sometimes restricted due to noise nuisance, therefore offering a discount for hiring adjoining rooms may help to resolve this issue, encourage increased booking, facilitate larger bookings and restrict the over occupancy that can become a health and safety issue and reduce congestion in the reception area when the Pound Green Room and Ryeish Green Rooms are booked individually.

Weekend bookings

To restrict odd hourly bookings and encourage a longer booking, for example a party, a minimum price of £50 per booking or 3 hours is proposed, whichever is the lower price.

Spencers Wood Pavilion Community Room

The proposed weekday price remains the same during the week as 2023/24 as it is not heavily used, with a slight increase in the weekend price.

**School Green Centre, School Green, Shinfield, RG2 9EH**

Room/Hall Name	Per Hour Weekday £	Discount for joint use Weekday	Per Hour Weekend (Minimum charge of £50 or 3 hours) £	Discount for joint use Weekend	Room Size	Standing (no furniture)	Seated in rows (theatre style)
Pound Green	32.00 (31.50)	20%	49.00 (47.00)	15%	135m ²	136	109
Ryeish Green	23.00 (21.00)		35.00 (27.00)		87m ²	88	71
Grazeley	25.00 (23.50)	20%	42.00 (42.00)	15%	104m ²	104	84
Shinfield	12.00 (12.00)		13.00 (13.00)		22m ²	23	18
Spencers Wood	10.50 (10.50)	20%	12.00 (12.00)	15%	21m ²	21	13
TMX	12.00 (12.00)		13.00 (13.00)		33m ²	34	27
Tower room	25.00 (26.50)	-	30.00 (26.50)	-	44m ²	45	36
Kitchen	5.00	-	5.00	-			
Damage Deposit	Applicable at management discretion						

Spencers Wood Community Centre, Clares Green Road, Spencers Wood, RG7 1DY

Room/Hall Name	Per hour Week Day £	Per hour Weekend £	Room Size	Standing	Seated in rows (theatre style)
Community Room	27.00 (27.00)	39.50 (37.00)	75m ²	100	75
Damage Deposit	£100				

Equipment Hire and Waste disposal

Screen/projector	10.00	School Green Centre & Spencers Wood Pavilion
Smart Screen	20.00	School Green Centre only
Microphone	10.00	School Green Centre - Pound Green Room & Grazeley Room only
Waste disposal*	30.00	School Green Centre only (30 black bin bags to be supplied by the hirer)

All prices are inclusive of VAT

- Please check with reception to see if the room you require is available
- Bookings will only be accepted by a completed and signed booking form
- Booking terms and conditions are available from reception and should be read prior to completing the booking form
 - Contact - email: bookingenquiries@shinfieldparish.gov.uk phone: 0118 9888 220 (ext 506)

Proposed School Green Centre Opening Dates & Times for Christmas Period

The following opening dates and times are proposed for School Green Centre:

Date	School Green Centre
Sun 24 th Dec	Normal Opening
Mon 25 th Dec	CLOSED
Tues 26 th Dec	CLOSED
Wed 27 th Dec	10.00 to 15.00
Thurs 28 th Dec	10.00 to 15.00
Fri 29 th Dec	10.00 to 15.00
Sat 30 th Dec	10.00 to 15.00
Sun 31 st Dec	10.00 to 15.00
Mon 1 st Jan	CLOSED
Tues 2 nd Jan	Normal Opening
Wed 3 rd Jan	Normal Opening

Robyn's Nest Café – Opening times from 23rd October 2023

Monday	Closed
Tuesday to Friday	8:30-17:00
Saturday and Sunday	10:00-16:00

Facilities Committee

1st November 2023

Item – 7.3

Installation of shutters at Spencers Wood Pavilion

Members will be aware of the ongoing anti-social behaviour (ASB) at Spencers Wood Pavilion. Youths are reported as congregating in the front porch and a shutter will prevent this happening when the building is not in use.

ITEM 7.3

Quotation

Quote Number: 14461

Quote Status: NEW

Customer:

Site Address:

Shinfield Parish Council
 School Green Centre
 Shinfield
 Berkshire
 RG2 9EH

Quoted By: Nigel Saunders

Job Reference: New Roller Shutter Door

Phone: 0118 988 8220

Quoted On: 23/10/2023 12:47

Contact: Paul Gudge

Email: paul.gudge@shinfieldparish.gov.uk

Fault / Requirement / Recommendations:

Following your recent site request, we are pleased to provide our quotation as follows.

Location: Front of building

Client request/New tube motor Roller shutter door

Recommendations :

Inclusions

- Attend site and make a safe working area
- All labour
- Uninterrupted access to the area will be required.
- To supply and install 1no roller shutter door comprising of
- 230v Single phased motor
- Curtain to be made from 75mm curved laths with a galvanised coated finish
- Side guides, structural legs and endplates to be primer finished
- Canopy in galvanised coated finish
- Commission
- Test and leave operational on completion.

Exclusions

- Any removal of fittings in the way of the structural opening
- Making good any shop fittings around the structural opening
- Any decoration around the opening
- Wiring and fitting of clients alarm pads ETC
- Wiring and supplying of 230v single phased 13amp fused spur
- Uninterrupted access to the area will be required.
- Please note: No access in or out of the openings while works being carried out

* Price subject to final survey

* Any restrictions causing delays to final works that are not the fault of Shuretech, could be subject to an additional charge of £400 per day, per engineer

	Net		VAT		Total
Total For Above Works	£	4,270.00	£	854.00	£ 5,124.00
		Total Net	Total VAT		Grand Total
		£ 4,270.00	£ 854.00		£ 5,124.00

Payment Terms: 50% deposit, balance on completion

Quotation

Quote Number: 14461

Quote Status: NEW

Please Note:

This allows for working in normal hours unless otherwise stated. If during the works any other faults are found, we will report and quote as necessary.

Our costs are based on a single visit and therefore, we will require access to any keys and areas relating to the works described. Additional visits will be charged on a call out basis. This quotation is valid for 60 days and is subject to Shuretech Ltd Terms & Conditions, E&OE. Standard Payment Terms: 30 days from date of invoice.

All goods supplied by Shuretech Ltd will remain the property of Shuretech Ltd until all monies have been paid in full by the customer.

Where payment is not received, Shuretech Ltd retains the right to access the buyer's premises to take back the goods.

A minimum of 48 hours notice is required to cancel any works already confirmed, otherwise a charge of £400 per scheduled engineer will apply.

Football Posts at Manor Ground.

Shinfield Rangers have asked for help in funding some football posts at the Manor. The one provided by the University are 7 aside, the ones needed are 9 aside.

Prices excluding VAT

In steel £2534.00

In Aluminium £4531.60 (preferred as easier to move around)

Quote have been provided by the football team. The proposal is for them to purchased by SPC and they will remain the council's property and we would recover costs through charges for renting the pitches.

The football club cannot use the Manor ground for football until the posts arrive currently about 4 week delivery.

Facilities Manager Oct 2023

Quote from MH Goals Suffols NR34 7TD

Name: Shinfield Rangers FC

FAO: Karl Eastmond-Bye

Date – 24/10/2023

MHG-10867

Please quote the above number on all correspondence

Aluminium Freestanding 16ft x 7ft goal package

- Aluminium Elliptical Freestanding football goals 4.88x2.1m (16ftx7ft)
- Made from 100 x 110mm Re enforced elliptical aluminium with 8mm channel
- Fully welded corners
- Moulded channel to incorporate the Holdfast net hook system
- Durable powder coated finish.
- UV stabilized nylon net hooks
- Complete with 4 U Peg anchors
- International back supports made from 32mm zinc plated steel tubing
- 8 lift and lower Evolution wheels
- Heavy duty zinc plated brackets and plastic-coated easy grip handle
- 260mm diameter micro cellular polyethylene non puncture tyres
- White polyethylene 4.88m x 2.13m (16ft x 7ft) 3mm nets
- BS EN 16579 Compliant

FT-321 Package Price £2140.80 per pair (2 pairs required)

Delivery £250.00

VAT £906.32

Total Price £5437.92 inc VAT and carriage

Please note: These goals will be delivered flat packed and will require assembly

Heavy Duty Wheeled 16x7ft Goal Package

- Steel Freestanding football goals 16 x 7 (4.88 x 2.13m)
- 60mm steel used the crossbar and uprights, 50mm box on the runbacks and back bar
- Heavy duty welded steel corner joints
- Designed to withstand heavy out door use
- Zinc plated steel
- Durable powder coated finish.
- Cable ties provided to attach the nets
- U peg anchors
- International back supports made from 32mm zinc plated steel
- 2 Heavy Duty Rear Mounted Roller Wheels for Easy Movement
- White polyethylene 4.88m x 2.13m (16ft x 7ft) 3mm nets
- BS EN 16579 Compliant

FT-324 Package Price £1142.00 per pair (2 pairs required)

Delivery £250.00

VAT £506.80

Total price £3040.80 inc VAT and carriage

Please note: These goals will be delivered flat packed and will require assembly

Prices valid until April 2024

Payment terms: Pro Forma

All goals conform to BSEN748/BS8462:2012 and FA Guidelines

**Current delivery time is approximately 3-4 weeks from date of Payment
(Lead Times may vary depending on the time of year the order is placed)**

If you need any more information, please do not hesitate to contact me.

Kind Regards

Matthew Harrod

MH Goals Ltd