
Minutes of the Meeting of the Amenities Committee held on 14th September 2020 via Zoom

Present: Paul Mundy, Jim Gillett, Pat Sutlieff and Neil Jackson

Apologies:

Absent:

481/20 **Open Forum:** No residents were present.

482/20 **The Minutes of the Amenities Committee Meeting held on Monday 13th July 2020 were approved by the committee and signed by Paul Mundy (Chair). Signed copy currently with the Chair and will be passed to the Assistant Clerk as soon as is reasonably practicable.**

483/20 **Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: None.**

484/20 **Consider Park Inspection Weekly Reports:**

These have been received the Committee heard that one of the toddler seats at St. Patrick's had been broken but would be replaced by the company who supplied it under warranty. Assistant Clerk to follow up date for replacement to take place.

485/20 **To hear and consider requests/suggestions arising from a recent PEH Committee Meeting – these include: requesting the use of eco-friendly cleaning products, amending the hiring agreements requesting that users limit (or preferably refrain from) the use of single use plastic products – bottles, cups, plates etc. and to consider the provision of recycling bins at the facilities:**

The Assistant Clerk was asked by the Committee to contact the contractor who supplies the cleaning products and ask if the current products used are eco-friendly and if not would there be any cost implications to change to ones that are. It was agreed to amend the hiring terms to include the request to limit or preferably refrain from the use of single use plastics. It was decided that it would not be feasible to introduce recycling bins at the premises as it would be too hard to control.

486/20 **To consider the installation of wifi at the Village Hall (requested by a regular user):**

The Committee read and discussed the request for wifi, but under the current circumstances with the revenue so limited due to the Covid-19 restrictions it would be an additional unbudgeted expense, along with the complications of having to comply with the GDPR rules and having no live telephone line. The Committee decided it would not be possible at this point in time to provide wifi in the building.

487/20 **To decide if the contract for legionella prevention ought to be reviewed and put out to tender:**

The Committee heard from the Assistant Clerk that the last time the contract was reviewed was four years ago so agreed it was a suitable time to put the contract out to tender. Assistant Clerk to arrange quotations from appropriate companies.

488/20 **To review and approve the Risk Assessment and COVID-19 Special Conditions of Hire for the Pavilion and if applicable agree a re-opening date for the hall section of the building:**

The Committee reviewed the documents and several slight changes were suggested, once these amendments have been made the documents have the Committee's approval.

489/20 To approve the updated documents related to the tennis courts: Terms of Hire for Tennis Courts (removing the reference to CCTC) and the Annual Tennis Pass Booking Form (addition of the booking procedures):

The Committee reviewed the documents and the changes were approved, in addition further small amendments were suggested and approved.

490/20 To consider the removal of the current sign for the tennis courts and replace with a new one removing the reference to CCTC:

Approval was given to remove existing sign and replace with new. Assistant Clerk to obtain relevant quotation(s).

491/20 To hear from the Assistant Clerk about the recent damage to the framework of the door of the tennis courts and door closer and to consider the quotation for a replacement:

The Committee heard that the damage sustained and resulted in two call outs to the service company, was thought to have been caused by someone climbing over the fence to gain entry into the courts. The quotation is to strengthen the door hinges and replace the closer. The quotation was approved.

492/20 To give retrospective approval for the concrete bollards either side of the barriers at East Park Farm car park preventing vehicular access:

Approval granted.

493/20 To give retrospective approval for the repairs to the broken tiles on the Village Hall causing a leak inside the building:

Approval granted.

494/20 To decide whether the business rates for the Village Hall during this COVID-19 period could be reduced on a case by case basis:

The Assistant Clerk reported that one of the long term business users of the hall had enquired whether it would be possible to have their rates reduced as the COVID-19 restrictions had meant a reduction in class size so revenue was lower. It was agreed that in order to support the regular business hirers that use the Village Hall that a reduction could be granted but would be reviewed on a case by case basis only applicable for the duration of the COVID restrictions.

495/20 To decide on the next steps regarding the offer for coaching at the tennis courts by Ed Francis:

The Committee decided that rather than correspondence taking place via email to offer a face to face meeting with Ed to discuss the proposal in more detail and get a full picture of how the coaching could be facilitated. Assistant Clerk to contact Ed with a view of setting up a meeting as soon as possible.

496/20 To review the usage and hire charges for the facilities during the summer:

Councillor Mundy declared an interest in the topic and wanted to step away from the discussions. The Assistant Clerk reported there was a fair amount of usage of the fields at East Park Farm over the summer period for various children's sports training. AFC Charvil had hired the fields for football and later in the summer Reading Rams for girls rugby. As there was no official rate for the fields for such use it had been priced at the same hourly rate as the Pavilion hire. AFC Charvil used the fields four times a week from July and August providing complimentary training sessions for their players. It was agreed that as a gesture of goodwill their final bill be discounted by 30% to support the club during the difficult financial situation that many clubs have found themselves in during the COVID situation.

497/20 To hear from the Assistant Clerk about the damage that is being done to the pitches and cricket area on the EPF playing fields by rabbits and the recommended solutions:

The Assistant Clerk reported that over the summer the maintenance contractor repeatedly had to fill and refill holes all over the fields that had been caused by rabbits, not only expensive but dangerous to the hirers. The Committee were supplied with a link to the

Government Website detailing the various ways to reduce the number of rabbits but also learnt that the land owner has a legal obligation to deal with the rabbits on the land or implement measures to prevent them causing damage. It is believed that the warren where the rabbits come from may be on land owned by Wokingham Borough Council, the boundary of responsibility of CPC/WBC needs to be checked and also check there are no obvious signs of the rabbits being CPC side. Assistant Clerk was asked to follow up with Wokingham if the rabbits were found to be coming from their area.

498/20 To confirm (in retrospect) any 'changes of use' for the Hall and Pavilion, as agreed between the Assistant Clerk, The Chair of Amenities and the Chair of the Council:

Further to Guidance received by the Government regarding the tightening of restrictions regarding numbers allowed to meet it was agreed that as the Village Hall is a COVID Secure Venue and following the guidance offered allows multiples of six provided social distancing is still maintained so therefore facility could remain open. This was supported by the Committee.

499/20 To agree that the Clerk and/or Assistant Clerk, The Chair of Amenities and the Chair of Council may make any necessary changes to the use of the Council's Facilities, as required by changes in the Government Regulations, which changes shall take effect immediately and remain in force until they are either confirmed or changed at the next full Amenities Committee Meeting:

It was agreed by the Committee.

500/20 To discuss the formulation of a protocol for assessing Government Guidance and changes relating to COVID-19 to determine action needed by CPC to ensure prompt compliance:

It was approved that any decision making to ensure prompt compliance with any new Government Guidance relating to COVID-19 could be made by the Chair of Amenities, Chair of Council and the Clerk or Assistant Clerk, any changes would be reported at the next full Council meeting.

The Meeting closed at 9:21pm

Signed:

Date:

The next meeting is Monday 12th October 2020