

Minutes of the Meeting of the Amenities Committee held on 9th June 2025

Present Jane Hartley (Chair of Amenities), Matt Walker and Pat Sutlieff

Apologies

Absent

25/853 OPEN FORUM – Mark A’Bear attended the entire meeting.

25/854 To approve the Minutes of Amenities Meeting held on Monday 7th April 2025 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley as Chair of Amenities.

25/855 To note the Assistant Clerk’s Report – Noted. The committee thanked the Assistant Clerk for the concise but detailed report.

25/856 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None.

25/857 Review the Usage Reports for the Facilities.
The numbers follow usual trends. Pavilion week day usage is down but subject itemised for further discussion later in the meeting. Councillor Sutlieff pointed out the non-resident pass numbers were less than last year and suggested a social media post advertising on neighbouring village Facebook pages – Assistant Clerk to follow up with Media Assistant.

25/858 Consider Park Inspection Weekly Reports
These have been received, nothing new to report.

Other items for consideration

25/859 To consider the quotation to prepare an area of the recently cleared ground at St. Patrick’s and seed with wild flowers with a view to approving.
The committee reviewed the quotation and would like to explore different options to reduce the cost. Assistant Clerk asked to follow up and see if Econet Charvil could help with the preparation of the ground and to approach local garden centres to find out if they would be willing to sponsor the wild flower meadow by providing the seeds. Update to be provided at next Amenities Meeting (July 14th).

25/860 To retrospectively approve the quotations for the replacement of a mixer tap in the disabled toilet which was causing a water leak and the addition of annual servicing of three thermostatic mixer valves that were previously undetected in the Water Monitoring Contract.
The committee gave formal approval of the quotation. *Assistant Clerk’s Note: the mixer tap is in the sports end of the pavilion and the three thermostatic mixer valves are located within the pavilion building.*

- 25/861 To retrospectively approve the quotation for the replacement of three fire alarm call points in the village hall. One call point had failed and the other two were problematic.**
The committee gave formal approval of the quotation.
- 25/862 To note the fencing around the sports pitches at East Park Farm is continuing to disintegrate, broken and/or unsafe panels are being removed and disposed of by the village warden. Consider adding to the five year plan.**
The committee agreed to recommend to full council that the replacement of the fencing be added to the five year plan. The Assistant Clerk was asked to look into options of alternative fencing that would be longer lasting than the current wooden post and rail fence, possibility of recycled plastic that looks like wood or something in keeping with the area. The Assistant Clerk will reach out to the regular football teams to ask if there is any funding available for grass roots football that could reduce the Parish Council investment in replacing the fence.
- 25/863 To consider the cost of a new winder mechanism for one of the tennis courts to replace the one that has broken with a view to approving.**
The committee approved the cost.
- 25/864 To decide if the operating hours at the East Park Farm car park need to be changed during school holidays and if so, to formulate a proposal that can be recommended to the full council for approval.**
The committee would like to propose that during school holidays that the operating hours of the car park change to 8am opening and 8pm closing in summer / 6pm closing in winter. It was recognised that during holiday periods it was difficult getting full cover from the volunteers who are part of the gate gang rota, but that weekend operating is a priority and must be covered.
- 25/865 To hear about an issue with the surface of the hall floor which resulted in two regular bookings (two hours each booking) to be cancelled and what steps were taken to remedy the situation.**
The Assistant Clerk reported that the cause of the problem had been identified and the cause was too much cleaning fluid being used. The cleaning contractor deep cleaned the floor which removed a lot of the residue and the floor is now being cleaned during the week with plain water in the scrubber drier and a small amount of cleaning solution over the weekends. The situation to be monitored. A formal thank you message to the cleaning company will be sent for rectifying the situation.
- 25/866 To consider the day time occupancy of the pavilion building and decide next steps.**
Securing a permanent reliable pre-school for the pavilion has not proved successful. Day time use of the pavilion is very low. As an alternative commercial opportunity and as a result of numerous requests from residents the Clerk to the Council suggested the possibility of using the building for a café. The committee were very interested in pursuing the possibility and would like to put the recommendation to full council. If the full council agrees, further exploration to be completed around the possibilities and implications – is approval required from WBC to use the building as such, what licences would need to be obtained and costs, general information – legal requirements, waste, equipment, impact on rates. Outline plan would need to be formulated and a working group set up, possibly reach out to existing franchises to gauge interest in expanding to a new location.
- 25/867 To review the existing Terms of Storage that is given to all groups storing equipment in the buildings.**
The committee reviewed the document and were satisfied that the document made it clear that anything left in the building was at the owner's risk and that the Parish Council were not responsible for any loss or damage. The Assistant Clerk reported that other than the ballet barres that all equipment stored was in locked cupboards. The only occasion anything stored in the hall was damaged, was to the ballet barres and the repairs to those were deducted from the casual hirer's damage deposit as they had

caused the issue. It was requested that no storing of lithium batteries, battery packs or similar be added to point 1 and that on the final sentence of the document be amended to add –failure to do so will result in charges for storage and/or removal.

25/868 To discuss and agree a process to streamline the obtaining and reviewing of quotations, focussing on clearer specifications and an assessment template. Proposal to be recommended to full council for approval / further discussion.

The committee reviewed the proposal and agreed to recommend to full council.

25/869 To note any agenda items for the next meeting.

MUGA – publicise the opening hours, issue with litter.

Highlight / review what items on the five year plan are specifically Amenities.

Delegated responsibility for large projects.

Pictures in the committee room.

The meeting closed at 9:15pm