

Minutes of the Meeting of the Amenities Committee held on 10th February 2025

Present Matt Walker (Chair of Amenities) Jane Hartley, Isabelle Bray, Pat Sutlieff and Rob Jones

Apologies

Absent

25/813 OPEN FORUM – None present.

25/814 To approve the Minutes of Amenities Meeting held on Monday 9th December 2024 at the Charvil Village Hall – The minutes were approved by the committee and signed by Cllr Walker as Chair of Amenities.

25/815 To note the Assistant Clerk's Report – Noted.

25/816 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None.

25/817 Review the Usage Reports for the Facilities.

The committee noted that the numbers are looking very good. The Assistant Clerk reported that two users have ceased using the hall facilities, one because the numbers had declined significantly and the other found a more suitable floor surface for their activity. The new availability has been advertised on social media platforms.

25/818 Consider Park Inspection Weekly Reports

These have been received, it was reported out that mole hills are still an issue. The mole catcher set traps but unfortunately dogs on the field disturbed the traps with digging and he was challenged by members of the public regarding the necessity for such traps. The committee proposed that communication as to why the traps are necessary be explained via social media platforms. The Assistant Clerk also reported that further parts of the fencing around the perimeter of the pitches was rotten and two posts and fence rails had been removed.

Other items for consideration

25/819 To note three tables are broken at the hall. The caretaker will try to make working ones out of the bits and anything that is good can be kept for future. Three tables have been moved over from the pavilion as they are not required by the groups who currently use the building.

Noted.

25/820 To note that the bollard post lamp on the disabled access ramp at the village hall is broken and needs to be replaced. It has been taped to prevent water incursion and still illuminates. It is the opinion of the electrician with the temporary fix in place it can wait until the new financial year to be replaced.

The committee noted the requirement and resolved to rectify in the new financial year.

- 25/821 To consider the quotation with a view to approving the repairs to the damp sections in the hall section of the pavilion. Both areas are under a window (one right of the centre of the back wall and other front right of the door) cause is thought to be the windows not being sealed correctly on installation.**
The committee approved the quotation. It was suggested that the window by the door be locked shut if the opening mechanism cannot be resolved so that it closes properly.
- 25/822 To consider the quotation with a view to approving the replacement of the emergency light outside the kitchen on the rear wall of the pavilion. This light failed the recent three hour test that was conducted by RES.**
The committee approved the quotation. It was also asked if lights are available that the batteries can be replaced in rather than the entire light unit – Assistant Clerk to investigate.
- 25/823 To review the proposed amendments to the Risk Assessments and Conditions of Hire for both the Village Hall and Pavilion. Following the recent Fire Risk Training attended by the Amenities Manager it was identified that due to changes in regulations that several small changes need to be made to the routine checks on the fire equipment in the buildings. These changes were discussed with the caretaker and have been implemented with immediate effect.**
The committee approved the amendments to both sets of documents for each of the buildings.
- 25/824 To hear that there is now a legal requirement for all public buildings built before 2000 to have an asbestos survey carried out. The Assistant Clerk has asked CCB for recommendations of companies to perform the survey.**
The committee noted the requirement and the Assistant Clerk to obtain quotation(s) for the village hall as it was built in 1988.
- 25/825 To note the contract for Legionella Monitoring at the Pavilion is up for renewal and decide whether to continue with the existing contractor or whether to change to a different more local company. Quotations obtained from both for consideration and decision.**
The committee heard that as part of the recent Water Hygiene training that was undertaken by the Assistant Clerk & Clerk to the Council that it may be possible to conduct some of the monitoring (monthly water temperature checks) could potentially be done in house which would reduce the costs. The committee agreed in principle the requirement of regular monitoring, it was decided to defer a decision until after further information is available from an independent source.
- 25/826 To consider the request from the PSA of the Primary School if the car park gates could be closed later on two future dates – Friday 25th April for a school disco ending at 8pm and Friday 27th June for a summer social ending at 9pm.**
Cllr Bray has a meeting with the PSA on 11th February and will ask if a member of staff is going to be present who can lock on both occasions. If not, the committee agreed that the gates could be closed by the Council Gate Gang group.
- 25/827 To consider the idea of offering residents the opportunity to donate a bench to be located in the village and decide whether to put a policy in place to enable this. Possible options include a Hello Bench – a place for residents to sit, chat and connect or a Memorial Bench to remember their loved ones.**
The committee agreed in principle to the idea but would like to consider the idea of extending the option to include local businesses. A policy would need to be drafted as well as a plan/map of the village with agreed areas where benches could be sited. It was suggested that local businesses be approached to gauge interest and to advertise on social media platforms and via local newspapers.

- 25/828 To hear that the Clerk and Amenities Manager are investigating the requirement for Legionella Monitoring in the Village Hall, there is conflicting information from CCB and SLCC as to whether it is necessary.**
The committee heard that investigations are still ongoing but that it would be advisable to have a risk assessment of the building done to ascertain the level of risk and to put an appropriate schedule in place that identifies what monitoring needs to be done and in particular what can be done in house and what needs to be outsourced. The committee reviewed the quotation from an independent risk assessor and agreed that it would be a good idea to have an assessment done for each building (such an assessment once completed providing there are no structural changes or ways in which the buildings are used only need to be audited each year – no further assessments are required) the quotation was approved.
- 25/829 To approve the change in operating hours from winter timing (7am – 6pm) to summer (7am – 8pm) in line with the clocks going forwards.**
The committee approved the change in timing to summer hours on 30th March 2025 when the clocks go forwards. It was also approved that all future operating hours of the car park (summer and winter) change in line with the spring and autumn clock changes.
- 25/830 To note any agenda items for the next meeting.**
Update on water hygiene requirements.
Update on new pictures for the committee room.
Identify areas of the village for siting of benches.

The meeting closed at 8:39pm