

Minutes of the Meeting of the Amenities Committee held on 8th September 2025

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

Apologies

Absent Mark A'Bear

25/883 OPEN FORUM – None present.

25/884 To approve the Minutes of Amenities Meeting held on Monday 14th July 2025 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley as Chair of Amenities.

25/885 To note the Assistant Clerk's Report – report was noted, the Committee welcomed efforts to identify new regular users of the football pitches.

25/886 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None.

25/887 Review the Usage Reports for the Facilities.
The numbers are tracking in line. The Assistant Clerk reported that the pavilion numbers reported are due to the number of hours for holiday clubs and that the term time week day usage still needs to be addressed.

25/888 Consider Park Inspection Weekly Reports
These have been received, no new issues to report.

Other items for consideration

25/889 To consider the quotation for replacement emergency bulk head lighting that has failed at the pavilion and village hall following recent external routine testing and approve one.
The quotations were discussed and MKR Electrical Services quote was approved.

25/890 To consider the quotation from Prime Water Solution for remedial works in the village hall and pavilion with a view to approving.
The quotations were approved.

25/891 To note the cleaning contract comes to an end in January 2026 and because of the annual cost it will need to go through the formal procurement procedures for putting out to tender. Decide on criteria
The criteria that the committee are proposing is 10% references, 10% social value, 45% ability to meet requirements and 35% price. Length of contract 3 or 5 years. The cleaning requirements will be based on the schedule in place today. Formal approval of proposal to be gained at Full Council meeting Monday 15th September.

- 25/892 To consider the tree planting locations close to the sporting facilities that have been proposed and agree a recommendation to take to full council.**
As part of the autumn tree planting project, a possible location was identified along the stream at East Park Farm as it was believed it might stabilise the bank of the stream. The Assistant Clerk and Clerk to the Council were unofficially advised by Simon Bartlam of the Countryside Services Team that planting trees would not stabilise the bank and that the solution to that would be dredging of the stream and building up the bank with the materials removed from the water, as had previously been done.
If located along the stream, the leaf fall from the trees would potentially affect play on the sporting facilities (pitches and tennis courts) plus it would complicate the regular maintenance / grass cutting of the field and up to the water's edge. After consideration of these points the committee agreed it was not a good position for the trees.
- 25/893 To hear an update regarding the Community Garden Group and the proposal to improve the bank at the edge of the car park at East Park Farm.**
The committee heard that a local resident and member of the TRHA would be willing to head up the group and co-ordinate actions. The Clerk met with the resident at East Park Farm and identified an area to be redeveloped by rotovating and planting of shrubs that are low maintenance but would look effective. Quotes/costing will be discussed at a future full council meeting.
- 25/894 To consider items, projects or improvements for inclusion in the budget discussions at the October meeting.**
The immediate items that were mentioned were the cleaning contract for the facilities and the replacement fencing for the field. Committee will give other items some thought.
- 25/895 To note any agenda items for the next meeting.**
Proposal for a water fountain at the pavilion / East Park Farm.
Possibility for installation of an outside table tennis table at East Park Farm.
Viability of future padel court.

The meeting closed at 8:35pm