
For the attention of all members of Charvil Parish Council's Amenities Management Committee

You are hereby summoned to attend a Meeting of the Amenities Management Committee on

Monday 8th June 2026 at 8pm in Charvil Village Hall

for the purpose of transacting the following business.

Apologies for absence should be forwarded to the Assistant Clerk.

Amanda Burton, Assistant Parish Clerk

- 1. Apologies for absence**
- 2. Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk**
- 3. Open Forum**

A public session for residents to bring any issues that they might like the Parish Council to consider
- 4. To approve the minutes of the Amenities Committee meeting held on 13th April 2026 at the Charvil Village Hall ***
- 5. To note the Assistant Clerk's Report ***
- 6. Review the Usage reports for the Facilities ***
- 7. To note any matters arising from the Weekly Park Inspection Reports**
- 8. Other items for consideration**
 - 8.1 To decide on what type of hedge/tree(s) to procure in order to provide screening from playground for the house in Simmons Field following correspondence from the resident.
 - 8.2 To review the Terms of Reference for the Amenities Committee and identify any amendments in light of the recent council structure changes. Any changes to be ratified at full council.
 - 8.3 To outline suggestions for the development of draft Terms of Reference for the Working Groups ahead of discussion at full Council meeting.
 - 8.4 To consider which Wokingham Borough Council owned amenities should be on the Charvil Parish Council list for potential asset transfer, in order to provide a prioritised recommendation to full council.
 - 8.5 To outline main Amenities priorities/projects to progress this year as part of the Strategic Plan, and identify appropriate amenities focussed working groups.

9. To note any agenda items for the next meeting

10.To decide on any items to be advertised on Social Media from this meeting

11.To note any items that need to be discussed at the full council meeting

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

12.To retrospectively approve the quotation to treat and repaint the two sets of goal posts at East Park Farm. *

The next meeting will be on Monday 14th September 2026

Minutes of the Meeting of the Amenities Committee held on 13th April 2026

Present Jane Hartley, Matt Walker, Mark A'Bear and Pat Sutlieff

Apologies

Absent

26/984 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None

26/985 OPEN FORUM – None present.

26/986 To approve the Minutes of Amenities Meeting held on Monday 9th March 2026 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley (Chair of Amenities).

26/987 To note the Assistant Clerk's Report – report was noted.

26/988 Review the Usage Reports for the Facilities.
The committee reviewed the reports and noted the numbers were tracking well.

26/989 Consider Park Inspection Weekly Reports
These have been received and other than rabbit holes reported (and since filled) nothing new to report on.

Other items for consideration

26/990 To decide which type of benches are required at East Park Farm and where they are to be located. Recommendation to be passed to full council for ratification.
The committee agreed for one picnic bench (games board on top surface) and three seated benches (same type as ordered for St. Patrick's). Location of picnic bench by the playground along with one seated bench. The other two seated benches to be located on the field outside of the fencing surrounding the sports pitches.
Recommendation to be passed to full council for ratification.

26/991 To decide where the table tennis table is to be located at St. Patrick's Recreational Ground. Recommendation to be passed to full council for ratification.
The committee agreed that the table tennis table should be sited by the playground, thus avoiding the football area and running track. Recommendation to be passed to full council for ratification.

- 26/992 To devise a list of general Frequently Asked Questions for any prospective nursery or pre-school provider or long term hirer for the pavilion. These are to be passed to full council for review alongside the Ofsted questions proposed by Cllr A'Bear.**
- The committee thanked Cllr A'Bear for compiling the Ofsted questions. Alongside the Ofsted questions the committee would like to see evidence from any long term prospective hirer of the following:
- Public Liability Insurance
 - Credible business plan
 - Demonstrable experience
 - References on request
 - Health & Safety Policy
 - Safe Guarding Provision (for members/attendees and also for local residents and school)
 - Assurance all legal and statutory requirements are satisfied
- 26/993 To hear the risk assessments for all Amenities areas have been reviewed and updated where required. Review/approve changes to the risk assessments for the village hall, pavilion and East Park Farm facilities.**
- The committee heard what changes had been made to the plans and approved the amendments. Cllr Sutlieff requested an additional risk be added – aggregate stones that have recently been put in behind the retaining wall of the MUGA. Assistant Clerk to update the assessment to include the risk and what actions can be put in place to mitigate the risk.
- 26/994 To note a resident has offered daffodil bulbs for planting within the village.**
- The offer was noted and the gratefully accepted by the committee. Garden Club to be consulted where is the optimal place to locate the bulbs, ideas from the committee were around some of the trees at the village hall, St. Patrick's and the newly prepared ground in the East Park Farm car park.
- 26/995 To consider the formation of a marketing plan in order to boost/maintain the usage across the facilities.**
- As the current usage numbers overall are reasonable, the committee felt there was no immediate need to formulate a plan and that it would be covered within the finalised strategic plan.
- 26/996 To review the current status of the Amenities areas included within the Strategic Plan.**
- No specific comment. Updates were covered by previous points on the agenda (benches, table tennis table).
- 26/997 To note any agenda items for the next meeting.**
- Provision of a sign for the community orchard, in the same style as those for the country park.
- 26/998 To note any items that need to be discussed at full council meeting.**
- Benches (picnic and seated) at East Park Farm
- Table tennis table at St. Patrick's

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

26/999 To consider the quotation to replace the fault extractor fan in the disabled toilet at the Village Hall with a view to approving.

The replacement of the fan and quotation were approved.

26/1000 To consider the quotation to replace the faulty lights at the pavilion after failing recent emergency light tests with a view to approving. (Note: the cause of the failure could be batteries or LEDs, this is to be determined and will be invoiced appropriately).

The replacement of the faulty lights and quotation were approved.

26/1001 To retrospectively approve the quotation to supply and install pipework and caps (72 holes) at East Park Farm to facilitate the poles for a removable barrier to prevent balls from rolling into the stream during sports hire of the field for cricket and/or football.

The quotation was formally approved.

The meeting closed at 9:00pm

AGENDA ITEM 5

Assistant Clerk's Report April - June 2026

Assisted Mark A'Bear to assess the best location at East Park Farm for the benches, picnic table & table tennis table April 17th.

The down pipe from the gutter was reconnected to the water butts by the village warden.

The remedial plumbing works at the village hall and pavilion completed on 16th & 17th April.

Credit control – outstanding invoices – all received.

Risk assessment for the Facilities at EPF was updated to include the risk relating to the aggregate behind the retaining wall for the MUGA.

Arranged with Chris the replacement of a toilet seat in the pavilion which had broken.

Supervised the change at East Park Farm from football season to cricket – posts down, grass cutting schedule, remedial works and boundary marking - Monday 27th April.

Arranged the repair to the scrubber drier at the pavilion (machine was leaking water). Engineer from Numatic attended and resolved issue 28th April.

PAT testing completed 28th April – all appliances passed.

The new extractor fan in the disabled toilet was installed at the village hall 30th April.

Replacement batteries/LEDs for the emergency lights in the pavilion hall completed 30th April.

The dredging of the stream at East Park Farm was completed by a WBC sub-contractor organized and paid for by Simon Bartlam (Countryside Services) 30th April.

Installation of the pipes and holes in front of the stream to accommodate the removable barrier to be completed when the caps are delivered (ordered beginning of May and delivery imminent).

Facilitated the booking for the village hall for Polling Day 6am – 10pm on May 5th.

3 replacement tables at the village hall were delivered Friday 8th May. Takes total to 25.

New chairs and trolley were delivered to the pavilion Tuesday 12th May.

In communication with two adult football teams for the use of the pitches on Saturday afternoons and two for the Sunday morning. If they go ahead would mean usage is at maximum capacity.

Awaiting a date of installation for the installation of a concrete bollard at the top of the footpath leading down to the pavilion adjacent to the service road to prevent vehicular access. The Clerk approved the quotation as Business As Usual and within the budget.

Obtained a quotation for the remedial works to the goal posts at East Park Farm. Works to go ahead during the school holidays. Has been recommended the posts be rubbed down completely, treated with red oxide to prevent rust and then a primer and then top coat (2 layers of each). This should extend the life of the posts by 5-6 years at least. Quote was approved via email – formal approval is point 12 on the June agenda.

AGENDA ITEM 6 - FACILITIES USAGE

Table of Village Hall Usage

MONTHS	H 17/18	H 18/19	H 19/20	H 20/21	Ave 14-21	H 21/22	H 22/23	H 23/24	H 24/25	H 25/26	H 26/27
APR	109.8	138.0	144.0	50.0	118.9	27.5	137.3	183.2	178.5	190.3	185.1
MAY	151.8	164.0	178.0	75.0	153.7	97.5	165.0	143.3	178.8	166.3	191.2
JUN	160.8	164.5	160.5	0.0	138.5	109.3	144.1	164.3	168.8	196.0	190.8
JUL	107.0	148.8	122.5	5.5	105.7	118.5	112.9	171.3	177.7	163.3	166.5
AUG	34.5	50.0	61.8	52.5	53.7	94.3	92.3	139.8	121.3	132.2	129.2
SEP	158.0	157.8	179.8	90.3	146.5	148.0	167.0	181.3	161.3	180.8	
OCT	182.3	171.0	175.5	93.5	162.3	190.8	176.2	208.0	236.3	194.8	
NOV	189.3	200.3	228.8	215.0	197.8	205.5	207.1	221.5	218.7	231.3	
DEC	111.5	95.3	147.5	43.0	108.8	115.0	102.3	144.0	197.8	132.3	
JAN	177.8	176.0	177.8	10.0	146.0	165.8	183.3	171.8	202.5	201.0	
FEB	168.3	165.5	165.5	10.5	141.3	165.0	165.3	178.0	189.5	200.4	
MAR	165.8	195.5	215.8	23.8	163.4	196.5	206.0	200.5	238.7	227.5	
Total/yr	1,716.5	1,826.5	1,957.3	669.0	1,636.8	1,633.5	1,858.6	2,106.8	2,269.7	2,215.8	862.8

Table of Committee Room Usage

MONTHS	CR 17/18	CR 18/19	CR 19/20	CR 20/21	Ave 14-20	CR 21/22	CR 22/23	CR 23/24	CR 24/25	CR 25/26	CR 26/27
APR	93.0	80.5	93.5	0.0	82.1	0.0	59.1	72.4	75.8	82.0	91.5
MAY	91.5	95.8	129.0	0.0	83.6	0.0	79.8	66.2	72.5	84.5	97.0
JUN	87.3	97.5	95.5	0.0	84.0	0.0	84.6	92.3	69.8	79.5	86.5
JUL	88.8	88.0	92.5	0.0	81.4	2.0	53.4	70.8	70.5	74.0	75.0
AUG	70.3	67.0	76.5	0.0	56.7	12.0	41.0	40.5	43.5	88.2	57.7
SEP	104.3	103.3	94.8	0.0	92.2	43.0	81.0	81.3	70.0	83.5	
OCT	109.3	106.8	105.3	0.0	92.8	44.5	83.0	80.5	68.5	108.0	
NOV	112.0	102.5	98.0	0.0	93.5	58.0	88.6	98.3	87.5	96.8	
DEC	53.0	63.8	54.3	0.0	53.0	28.0	74.9	69.0	59.5	67.5	
JAN	103.0	104.5	139.0	0.0	105.0	56.5	95.4	93.0	75.5	92.3	
FEB	96.8	102.5	99.5	0.0	100.3	69.8	81.0	78.5	95.8	93.3	
MAR	88.8	108.3	92.0	0.0	98.8	75.0	103.5	83.3	107.5	98.0	
Total/yr	1,097.8	1,120.3	1,169.8	0.0	1,023.2	388.8	925.3	926.0	896.2	1,047.5	407.7

Table of East Park Farm Pavilion

MONTHS	PA 16/17	PA 17/18	PA 18/19	PA 19/20	PA 20/21	Ave 16-21	PA 21/22	PA 22/23	PA 23/24	PA 24/25	PA 25/26	PA 26/27
APR	0.0	57.0	105.3	63.0	4.0	45.9	21.8	61.5	64.0	118.8	86.3	113.0
MAY	0.0	82.5	95.5	82.5	0.0	52.1	40.0	115.3	86.0	120.5	73.5	113.0
JUN	0.0	100.8	104.5	80.0	0.0	57.1	67.8	108.5	102.0	103.8	83.5	80.3
JUL	0.0	85.3	107.3	82.0	0.0	54.9	41.8	80.3	79.0	150.0	80.5	104.3
AUG	14.5	76.3	84.5	58.8	0.0	46.8	61.5	33.0	0.0	83.3	106.0	102.0
SEP	41.8	85.3	86.5	90.5	3.0	61.4	118.5	108.5	25.0	87.3	75.8	
OCT	49.8	90.8	104.5	66.0	3.0	62.8	91.3	105.5	57.0	130.3	129.3	
NOV	69.0	91.0	85.0	77.5	96.0	83.7	112.5	124.0	95.5	120.0	77.5	
DEC	29.5	70.5	68.0	43.0	6.5	43.5	61.3	78.3	54.0	102.5	85.5	
JAN	61.0	97.5	101.3	78.5	1.5	68.0	76.5	95.0	83.0	80.3	85.5	
FEB	57.5	91.0	87.5	74.8	0.0	62.2	73.8	118.8	111.3	88.5	131.8	
MAR	61.0	95.3	98.8	90.5	0.0	69.1	130.0	108.5	103.5	79.5	99.8	
Total/yr	384.0	1,023.0	1,128.5	887.0	114.0	707.3	896.5	1,137.0	860.3	1,264.5	1,114.8	512.5

Table of Football Pitch Usage

MONTHS	FP 16/17	FP 17/18	FP 18/19	FP 19/20	FP 20/21	Ave 16-21	FP 21/22	FP 22/23	FP 23/24	FP 24/25	FP 25/26	FP 26/27
APR	0.0	11.0	14.0	11.0	0.0	7.2	18.0	9.0	16.0	14.0	9.0	11.0
MAY	0.0	4.0	4.0	4.0	0.0	2.4	14.0	2.0	8.0	6.0	5.0	0.0
JUN	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0
JUL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AUG	5.0	5.0	6.0	4.0	2.0	4.4	2.0	0.0	0.0	1.0	0.0	0.0
SEP	18.0	14.0	8.0	12.0	9.0	12.2	4.0	11.0	8.0	20.0	9.0	
OCT	21.0	9.0	13.0	13.0	15.0	14.2	15.0	21.0	20.0	15.0	5.0	
NOV	16.0	17.0	11.0	13.0	0.0	11.4	13.0	17.0	17.0	12.0	7.0	
DEC	8.0	6.0	11.0	11.0	4.0	8.0	3.0	9.0	8.0	3.0	3.0	
JAN	8.0	12.0	12.0	8.0	4.0	8.8	14.0	12.0	17.0	9.0	9.0	
FEB	10.0	5.0	10.0	10.0	0.0	7.0	16.0	16.0	14.0	14.0	15.0	
MAR	13.0	10.0	13.0	8.0	0.0	8.8	12.0	15.0	10.0	12.0	16.0	
Total/yr	99.0	93.0	102.0	94.0	34.0	84.4	113.0	112.0	118.0	106.0	78.0	11.0

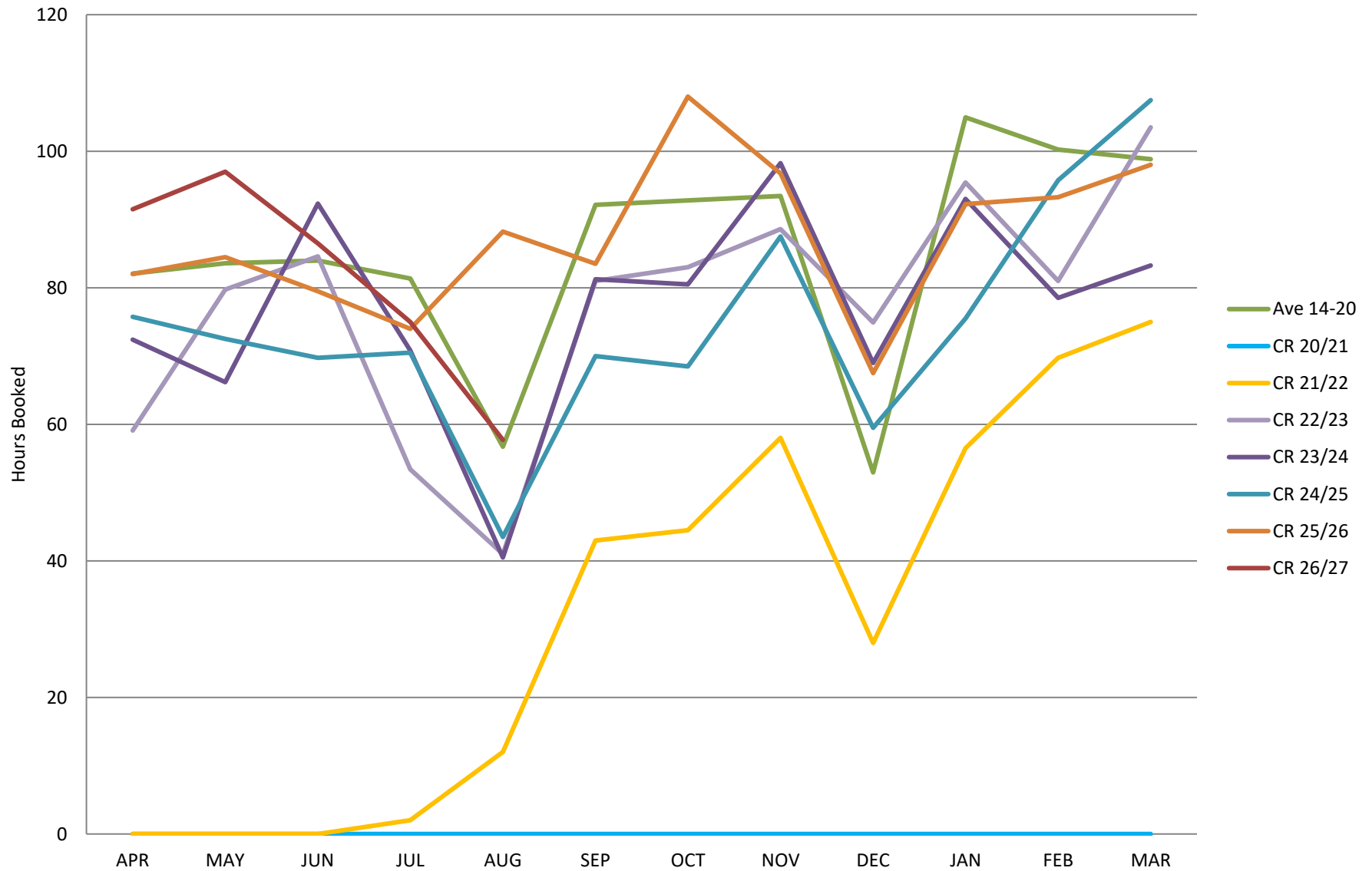
Table of Cricket Pitch Usage

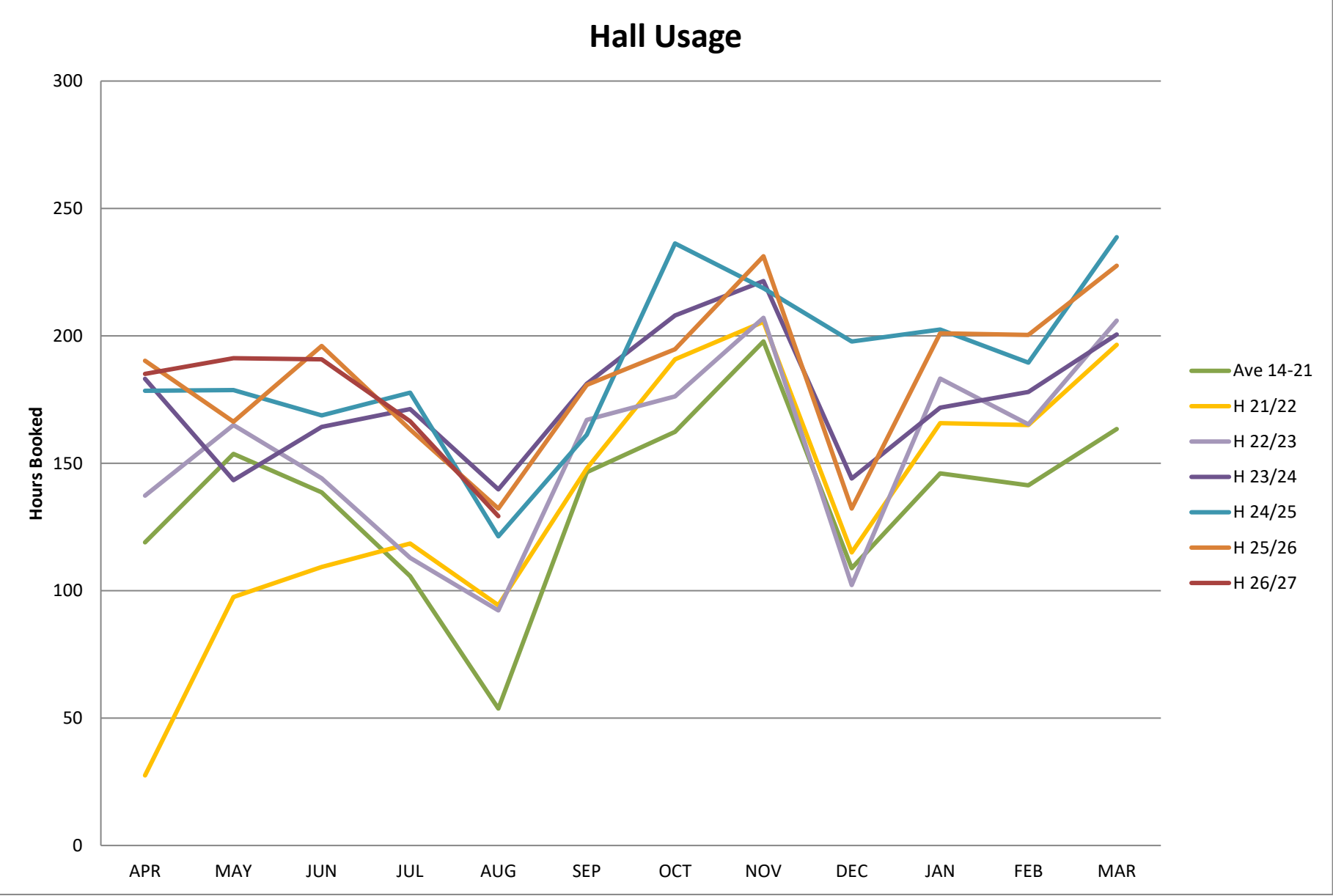
MONTHS	CP 21/22	CP 22/23	CP 23/24	CP 24/25	CP 25/26	CP 26/27
APR	0.0	0.0	0.0	0.0	1.0	7.0
MAY	0.0	1.0	15.0	6.0	19.0	21.0
JUN	0.0	0.0	17.0	20.0	18.0	29.0
JUL	0.0	0.0	17.0	23.0	18.0	27.0
AUG	0.0	1.0	17.0	23.0	13.0	24.0
SEP	0.0	0.0	1.0	1.0	0.0	
OCT	0.0	0.0	0.0	0.0	0.0	0.0
NOV	0.0	0.0	0.0	0.0	0.0	0.0
DEC	0.0	0.0	0.0	0.0	0.0	0.0
JAN	0.0	0.0	0.0	0.0	0.0	0.0
FEB	0.0	0.0	0.0	0.0	0.0	0.0
MAR	0.0	0.0	0.0	0.0	0.0	0.0
Total/yr	0.0	2.0	67.0	73.0	69.0	108.0

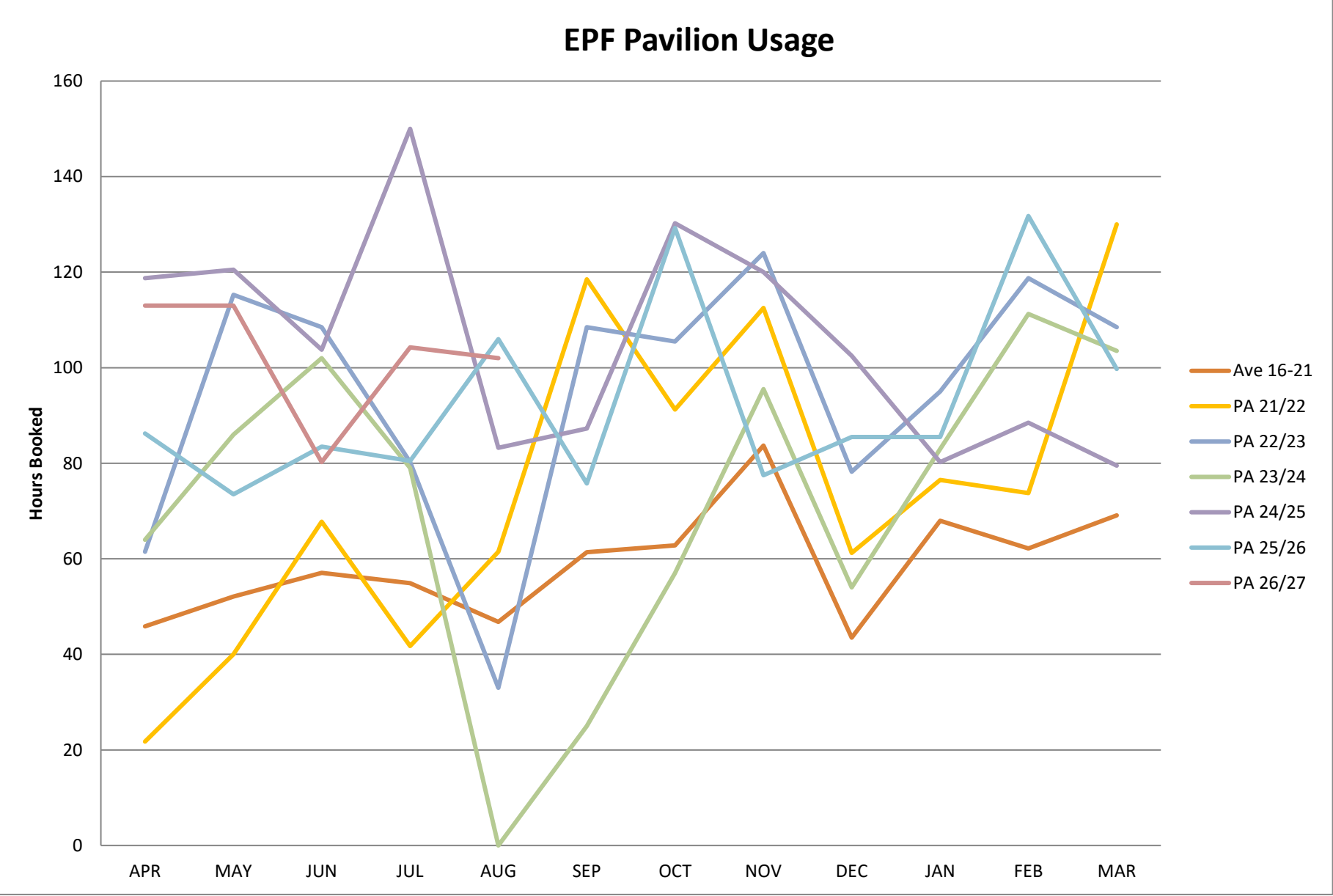
Table of Tennis Court Usage

YEARS	TN 21/22	TN 22/23	TN 23/24	TN 24/25	TN 25/26	TN 26/27
Residents	40.0	35.0	36.0	36.0	41.0	33.0
Non-Residents	29.0	21.0	15.0	21.0	21.0	15.0
Other	0.0	0.0	0.0	0.0	0.0	0.0
Total/yr	69.0	56.0	51.0	57.0	62.0	48.0

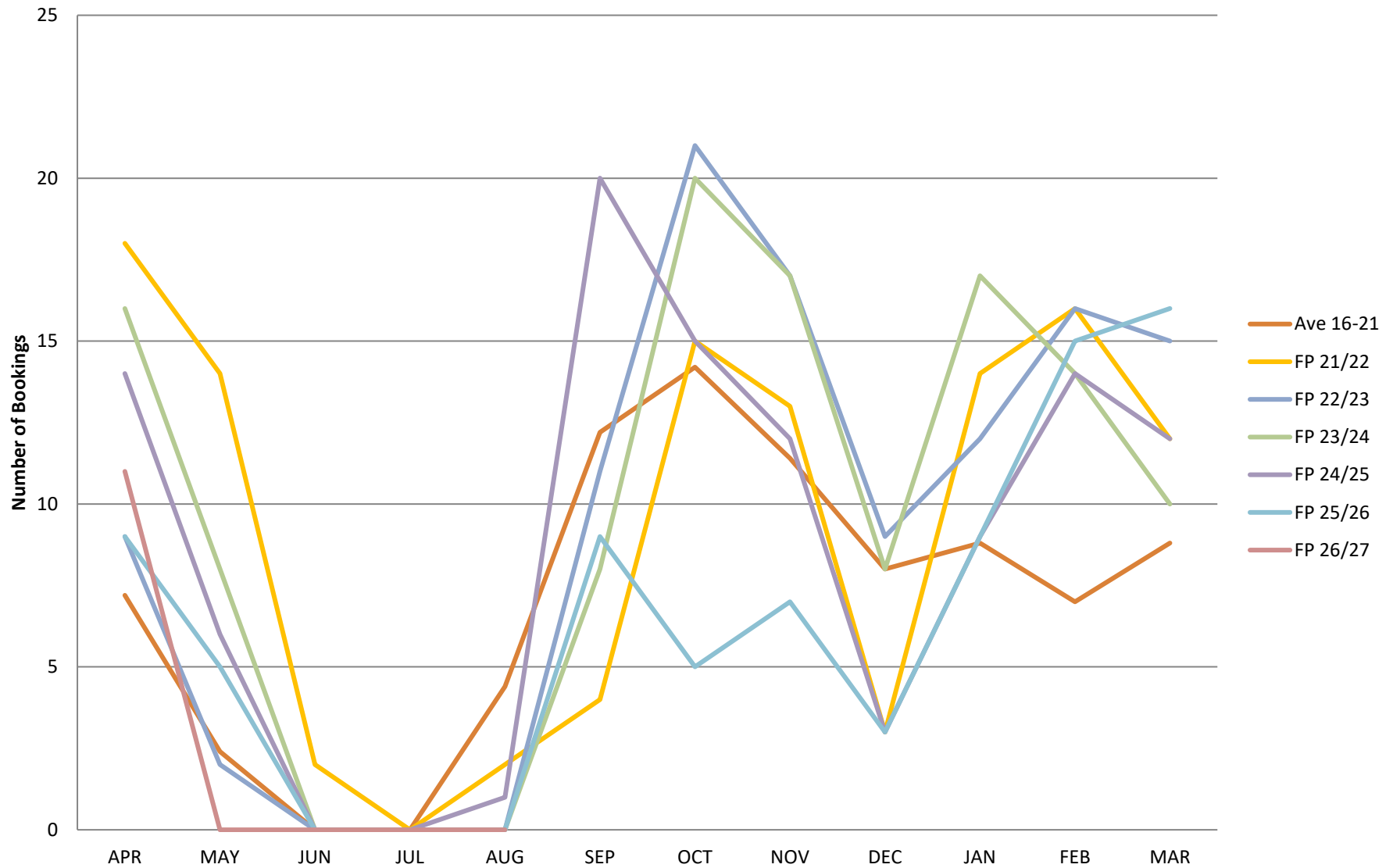
Committee Room Usage



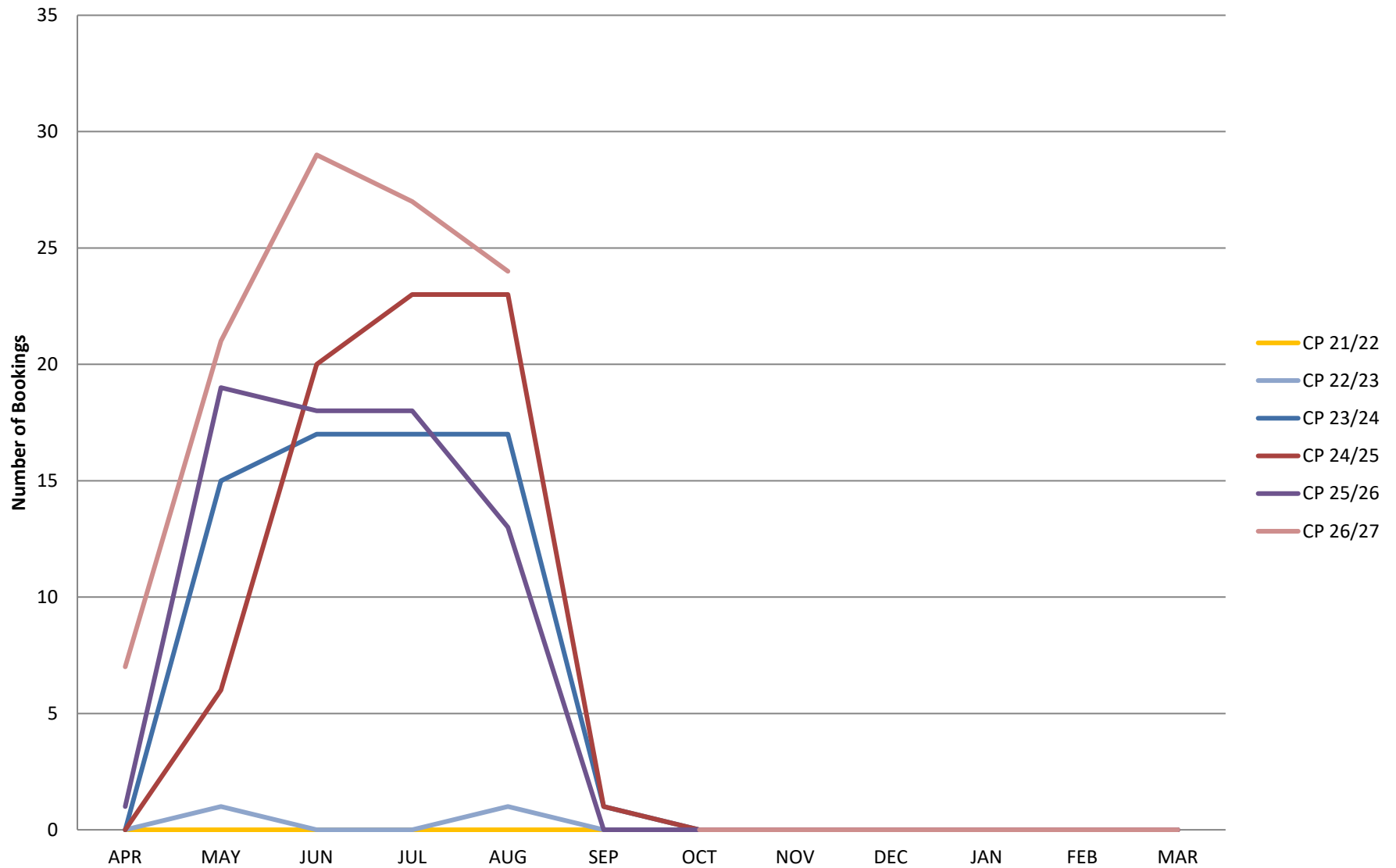


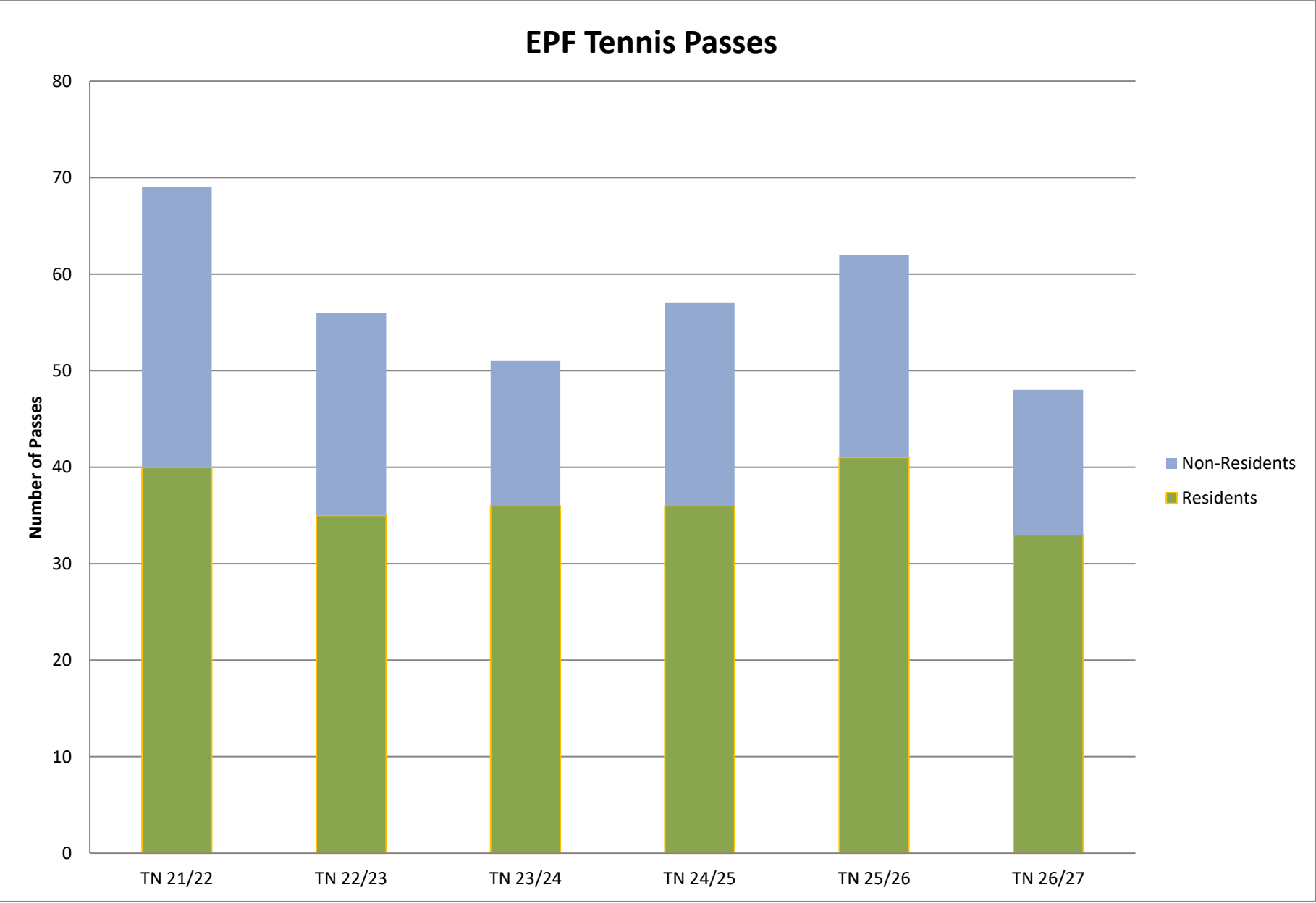


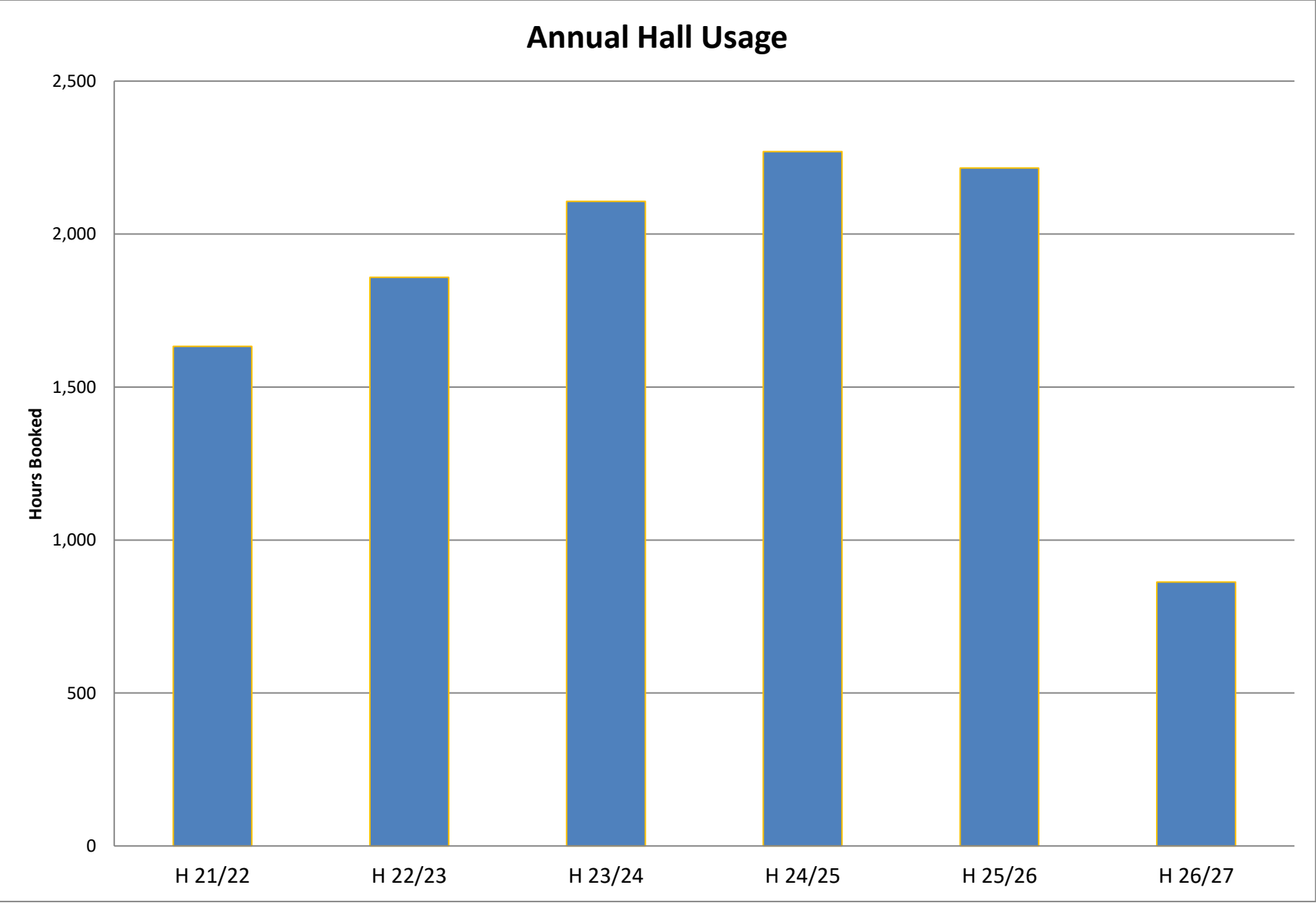
EPF Football Pitch Usage



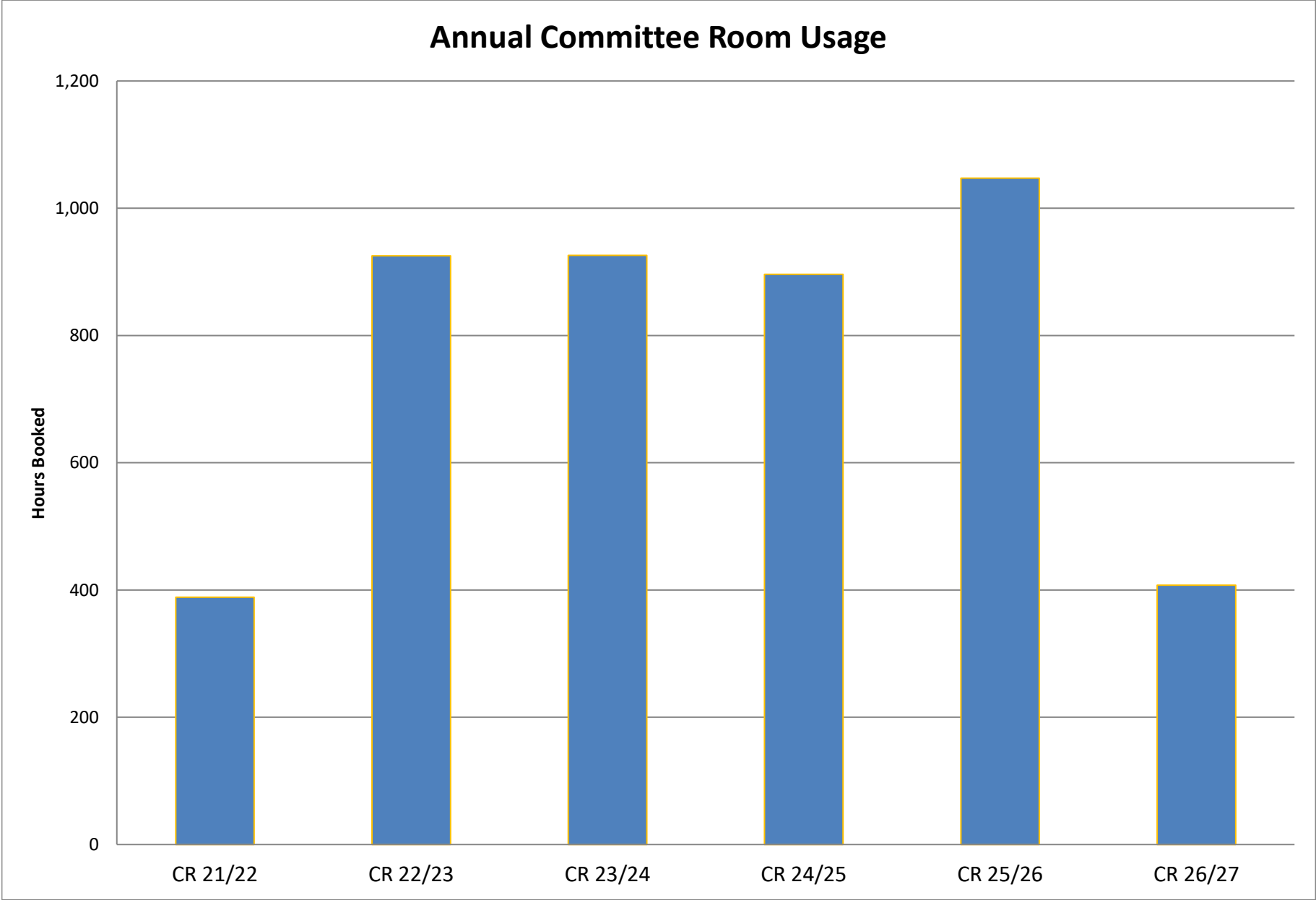
EPF Cricket Pitch Usage

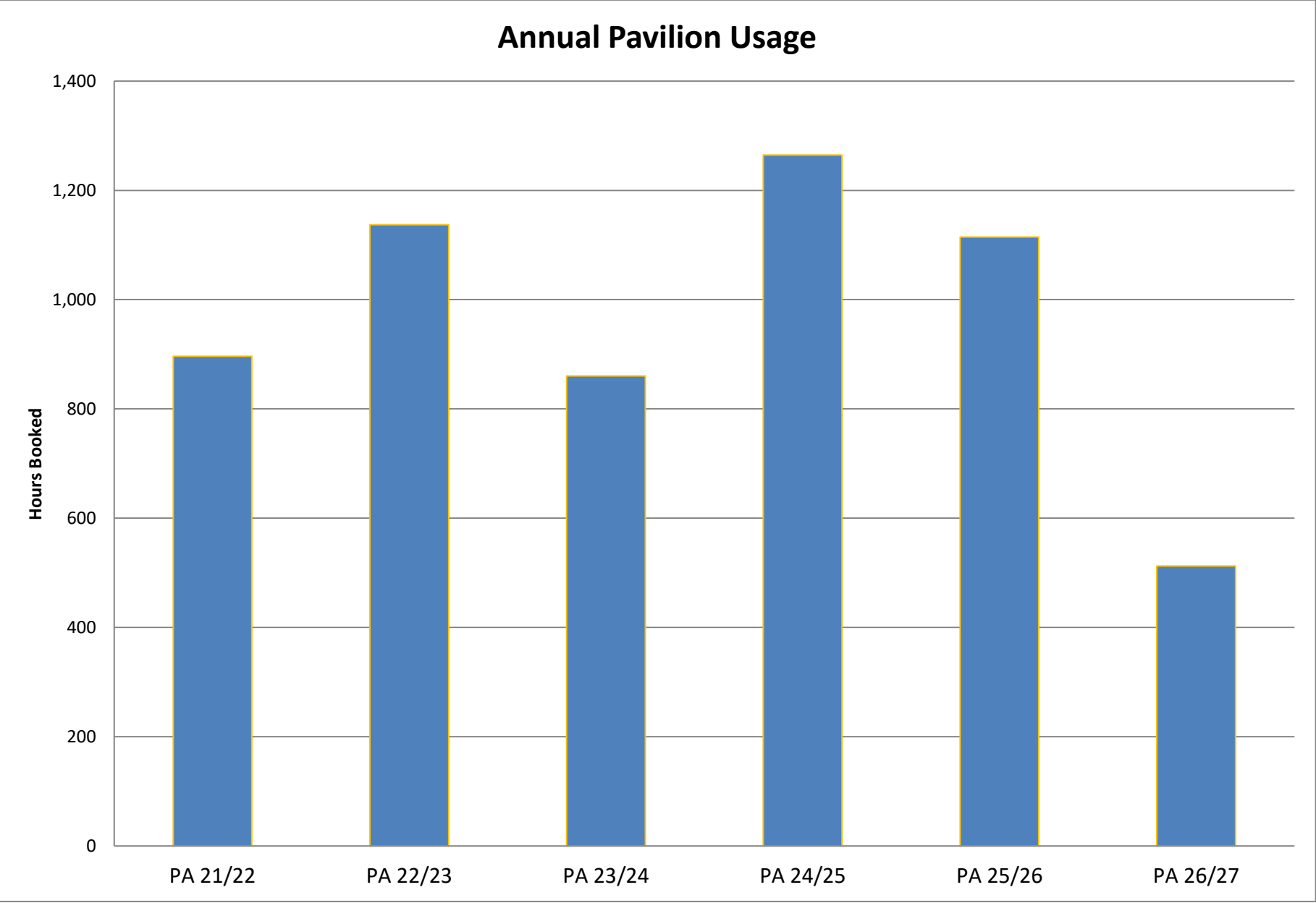




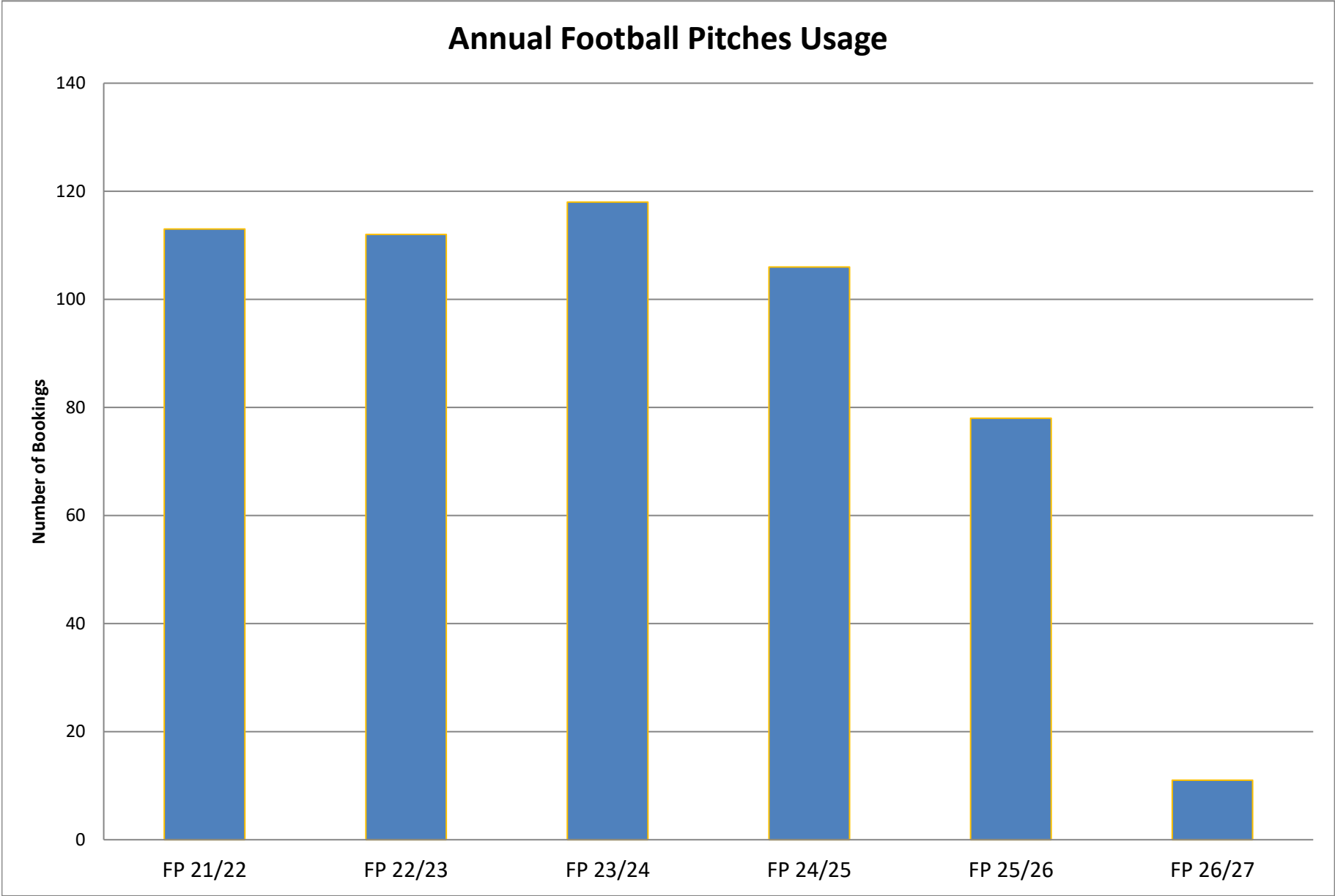


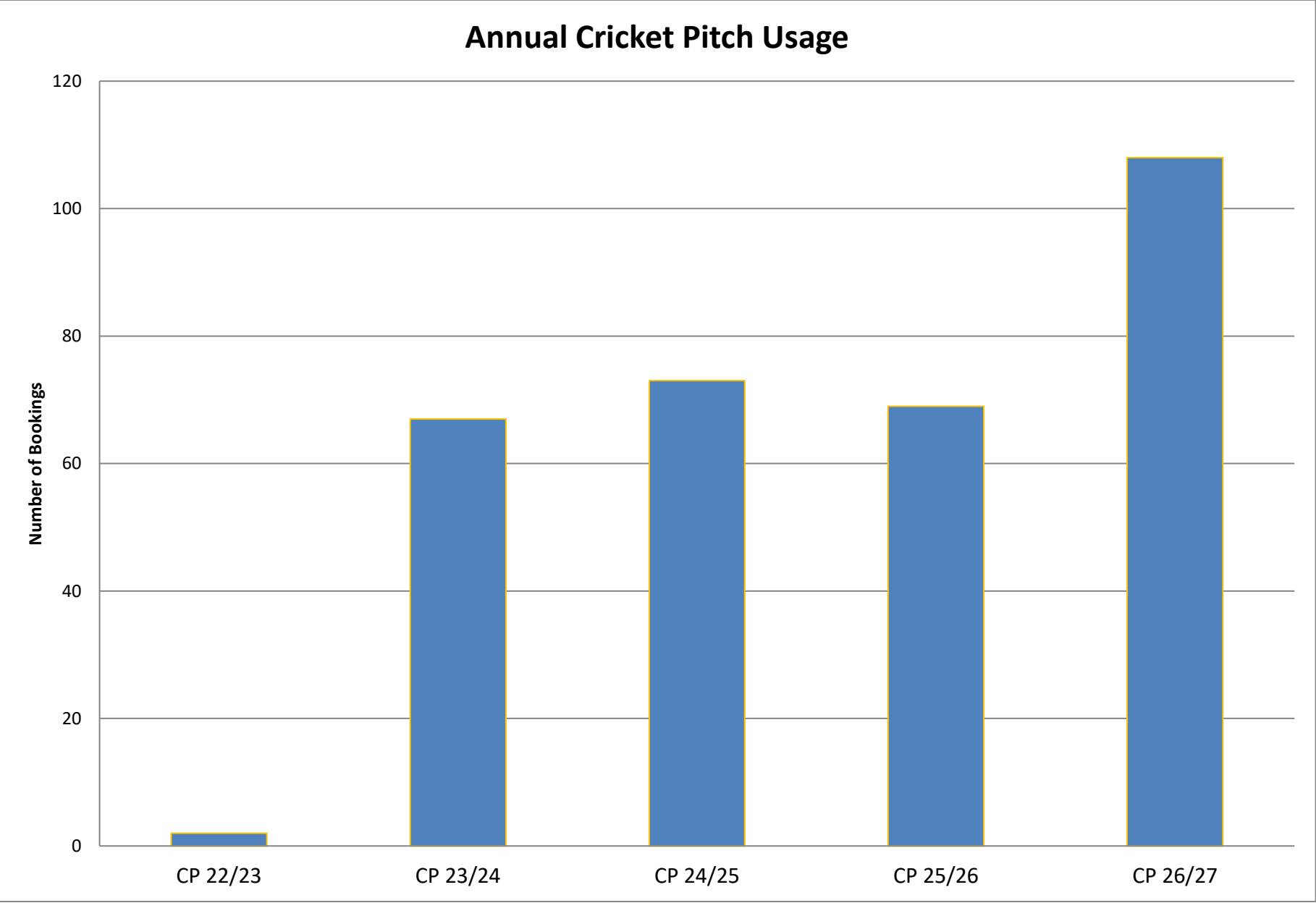
Annual Committee Room Usage



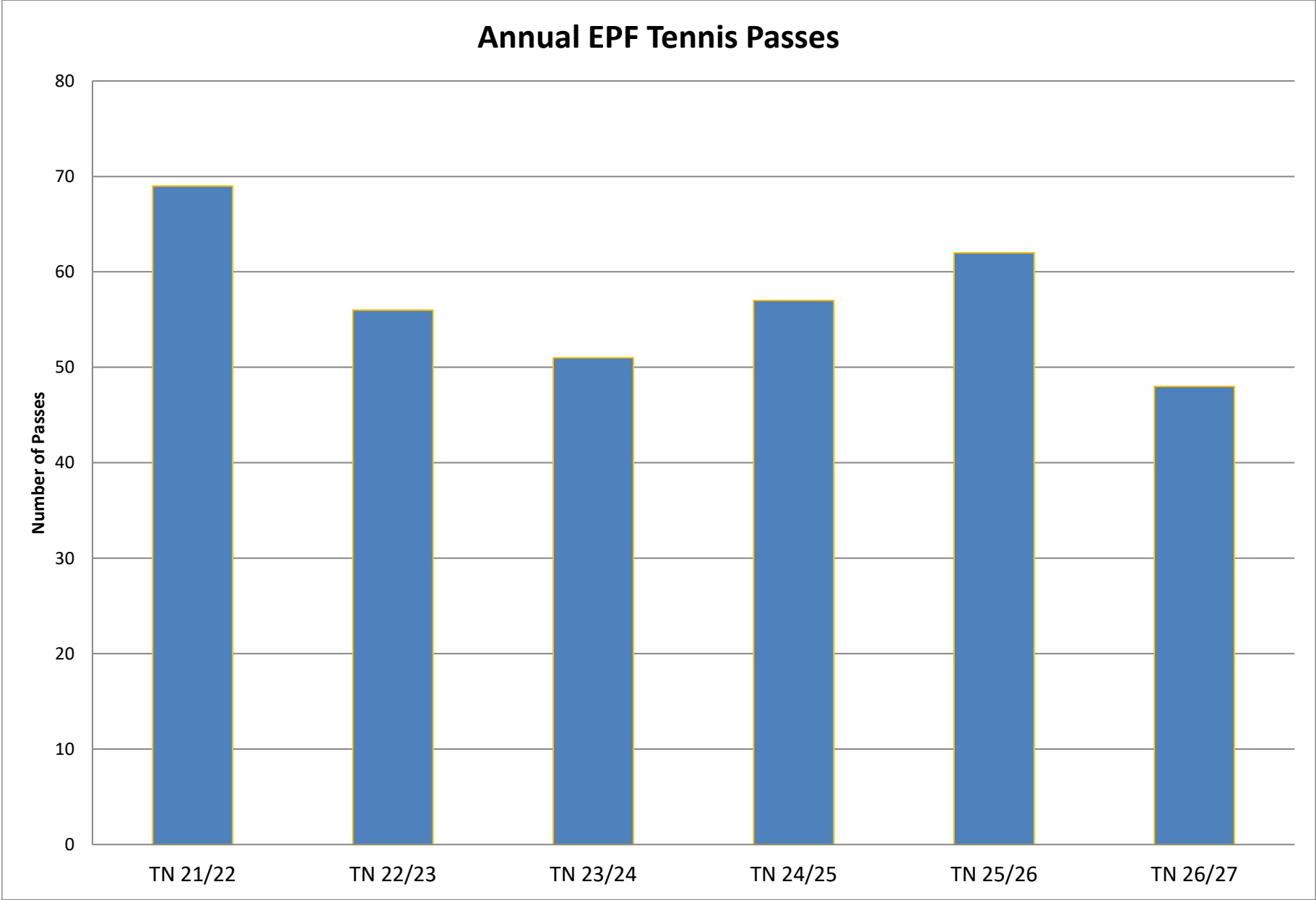


Annual Football Pitches Usage





Annual EPF Tennis Passes





Amenities Committee Terms of Reference

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With regard to the Council’s other facilities (Hall, Sports Pavilion and Vegetable Plots), the Committee will:.....5

1 Document Control Information

Title: Amenities Committee Terms of Reference

Date: August 2024

Version: 1.1

Authors: Charvil Parish Council

Version Control:

Version	Date	Description
1.0	May 2016	Policy Published
1.1	May 2024	Reviewed & Updated

Approved by:

Title	Name	Signature	Date
Chair of the Council	Rob Jones		
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2025

2 References

3 Membership

- 3.1 Charvil Parish Council (the Council) members will be appointed to the Amenities Committee (the Committee) each year at the Council's Annual Meeting. Council will elect a Committee Chairman and Vice Chairman at the Annual Meeting and a maximum of four other members, which must include the Chair or Vice Chair of the Council. If there is any danger of a meeting being inquorate, a further member of the Council can attend as an ordinary member. The Committee may then also co-opt up to two non-council members if it so wishes, but such co-options will be subject to approval by Council at the next Council Meeting and will have no voting rights.
- 3.2 The Assistant Clerk will administer the Committee and be the point of contact for members of the public. The Assistant Clerk will report to the Clerk, who will report to the Council, regarding the Committee's activities and plans and any other relevant issues.
- 3.3 The Committee is authorised to establish sub-committees and working groups which may meet informally; however, these will be advisory only and any decisions must be taken by the Committee as described herein.

4 Quorum

- 4.1 A quorum will be three Councillors.

5 Meetings

- 5.1 The Committee will meet once each month, at dates to be agreed by the Council, but no meeting will take place in August or January. Minutes from the meeting will be forwarded to the Clerk who will distribute these to Council with the agenda for the next Council meeting. Confidentiality

6 Delegated Powers

- 6.1 The Committee cannot make decisions on behalf of the Council, other than those defined herein. Outside this remit, its function is to make recommendations upon which the Council can base decisions.
- 6.2 However, the Committee is authorised to spend sums on items which have already been approved by the Council in its annual budget.
- 6.3 No decisions can be made by Councillors outside Committee meetings, except in urgent situations as described below.
- 6.4 No councillor may enter into agreements with suppliers of services or enter into contracts.
- 6.5 If a councillor has expertise in a field, contacts may be passed to the Clerk or Assistant Clerk who will conduct any business.
- 6.6 If a councillor has any personal link with any service provider who has prepared a quotation, this must be declared.

7 Responsibilities and Areas of Operation

- 7.1 The Committee will comply with the Council's Standing Orders on the governance and membership of the Committee. It will also implement relevant policies of the Council relating to the Council's amenities and other facilities and, where appropriate, recommend any amendments and/or new policies to the Council.

With regard to the Council's amenities, the Committee will:

- 7.2 Exercise the powers and duties delegated by the Council for the care, maintenance and development of lamp posts, benches, picnic tables, notice boards, bus shelters, open spaces, playground and any other such amenities as the Council may own or operate;
- 7.3 Review the provision of such amenities and recommend any additions or improvements;

- 7.4 Develop budgets for any anticipated capital and/or other expenditure for each financial year, and recommend these to the Council's Finance Committee;
- 7.5 Once a budget is agreed by the Council, obtain quotes for the expenditure and recommend a selected provider to the Council;
- 7.6 Consider and implement all necessary maintenance related to the Council's amenities. Urgent maintenance which must be resolved before the next Committee meeting may be dealt with by the Clerk, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council);
- 7.7 Any urgent matters related to the Council's amenities, which need to be resolved before the next Committee meeting, may be dealt with by the Clerk, in consultation with any two members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).

With regard to the Council's other facilities (Hall, Sports Pavilion and Vegetable Plots), the Committee will:

- 7.8 Monitor the condition of the premises and their immediate surroundings, ensuring that they are:
 - clean, tidy, secure, in good decorative order and in a good state of repair,
 - free from any obvious and significant health and safety hazards,
 - maintained in accordance with all legal requirements,
 - used by each Hirer in accordance with the Council's Terms and Conditions of Hire;
- 7.9 Investigate and endeavour to resolve any complaints from any hirer or resident, liaising with the Assistant Clerk and/or reporting to the Council, as appropriate;
- 7.10 Liaise with the Assistant Clerk to ensure that any shortcomings are addressed, and regarding any improvements which could be made;
- 7.11 Review the facility Charges (1st April to 31st March) for hirers annually. The proposed Charges for the next financial year are to be submitted to the Finance Committee during December of the previous year;
- 7.12 Review the Terms and Conditions of Hire annually and submit any proposed amendments to Council for approval;
- 7.13 Consider the medium/long term development of the facilities, keeping Council informed so that the appropriate financial planning can be undertaken;
- 7.14 Ensure that the Assistant Clerk obtains quotations (in line with Financial Regulations) for any nonroutine expenditure planned for the next financial year in time to be submitted to the Finance Committee in November of the Previous year;
- 7.15 Liaise with the Assistant Clerk to ensure that they are fully aware of the Committee's requirements before quotations are requested, and that all quotations are on a like for like basis.