

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