
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 9th February 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 8th December 2025 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 consider quotation for remedial plumbing works at the pavilion that were identified after the last scheduled visit with a view to approving. *
 - 8.2 To consider quotation for installation of a replacement pressure reducing valve at the village hall with a view to approving. Note: the need for a replacement had been identified in the past but it was repaired (free of charge) but repair hasn't held. *
 - 8.3 To hear there have been recent issues with electricity at the village hall which have caused the fuse board to trip, the cause of the problems has not been identified so an electrician has been consulted.
 - 8.4 To identify any alternative options for the remedial works/replacement of the retaining wall in front of the MUGA following the challenge at the last full council meeting whether the proposed solution is the best course of action and value for money. *
 - 8.5 To discuss two items raised on the recent Pulse Survey – the sowing of wildflower seeds at St. Patrick's and possibility of tennis online bookings and decide if viable.

- 8.6 To note that two separate junior football teams have enquired about using East Park Farm as their home ground next season, to consider the impact on the pitches (e.g. example overuse), and to decide whether to offer them use of the ground.
- 8.7 To devise a list of Frequently Asked Questions/Answers for potential regular/long term hirers (task that the Amenities Committee was requested to provide – noted on the Outstanding Items List).
- 8.8 To generate ideas and/or strategy for boosting the pavilion weekday daytime usage (task that Amenities Committee was requested to provide – noted on the Outstanding Items List).
- 8.9 To note the recent enquiry to use the pavilion building as a full time nursery.
- 8.10 To note the result of the Playground Safety Inspection following the completion of the redeveloped children's park at East Park Farm.
- 8.11 To decide where the priorities of the committee are (in relation to the strategic plan), regarding the pulse survey results and youth engagement which have expressed a desire for a café and/or 'hub' or similar.

9. To note any agenda items for the next meeting

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

The next meeting will be on Monday 9th March 2026

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

Present Jane Hartley (Chair of Amenities), Pat Sutlieff and Mark A'Bear

Apologies Matt Walker

Absent

25/936 OPEN FORUM – None present.

25/937 To approve the Minutes of Amenities Meeting held on Monday 10th November 2025 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley as Chair of Amenities.

25/938 To note the Assistant Clerk's Report – report was noted.

25/939 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None.

25/940 Review the Usage Reports for the Facilities.
The report was noted.

25/941 Consider Park Inspection Weekly Reports
These have been received, it was reported that there is evidence of mole activity at East Park Farm and that it is encroaching on the pitches. The mole catcher has been contacted and will visit to assess the situation.

Other items for consideration

25/942 To consider the rates and terms offered to the club who provide the tennis coaching provision at East Park Farm.
The committee decided that in line with the increase for the other facilities that the rates for the tennis club will increase by 5%. The discussion on the terms offered to the club will be deferred until the next meeting.

25/943 To generate ideas for boosting the pavilion weekday daytime usage.
Advertising in the village magazine and on social media platforms is in place.
The main issue about people not using the Pavilion was thought to be a lack of parking. It was agreed to identify whether additional parking can be installed, seek advice from Wokingham Borough Council or similar to see what options would be available. This will benefit people with mobility needs.
Provision of a SEN space for the Charvil Primary School (indoor and possibly outdoor). To be raised with the head teacher during the next Parish Council / School meeting to establish if there is a requirement.
Signage on the outside– details on the building and contact information – check the details of the existing website information and remove if out of date.

Hand out leaflets at the opening of the new play park next year and have the building open whilst it is taking place.

Use as a café – long term possibility as part of the strategic plan.

- 25/944 To devise a list of Frequently Asked Questions for potential regular/long term hires (task that the Amenities Committee was requested to provide – noted on the Outstanding Items list).**

Defer to a future meeting.

- 25/945 To consider the quotation for a new water monitoring risk assessment for the pavilion following the recent plumbing changes with a view to approving.**

The committee approved the quotation.

- 25/946 To consider the quotation for gutter repairs to the village hall and pavilion with a view to approving.**

The committee approved the quotation.

- 25/947 To consider the approach from InPost to site their lockers at the pavilion and village hall and to decide whether it is a viable proposition.**

As there are 20 locations within a 3 mile radius including 2 in Charvil itself, the committee decided that the buildings were unsuitable locations and would have a negative impact on neighbouring properties and to decline the offer from InPost. It was agreed that the proposal would be added to a Pulse survey along with canvassing all properties that would be directly impacted by a potential installation. **Assistant Clerk's Note:** *before any consultation with residents takes place, it would be prudent to ask InPost for a business case demonstrating that customer demand justifies the lockers. Having clear evidence of need, along with an explanation of how the lockers would benefit the village, may reassure affected residents and help avoid any perception that the proposal is driven purely by profit.*

- 25/948 To discuss whether to advertise the pavilion and village hall on the Twyford Facebook page.**

Councillor Sutlieff advised that the Clerk had informed her that the Social Media member of staff was now able to advertise on the Twyford Facebook page and could do so monthly. If there is ever a problem Councillor Sutlieff would be happy to share any posts from the Charvil Parish Council Facebook page directly to the Twyford one. .

- 25/949 To hear that after completing an inspection of all tables in the hall and pavilion that five tables in the hall that are broken and require replacing and to decide course of action.**

The Committee approved the purchase of the five tables.

- 25/950 To hear that a microwave was donated to the village hall from one of our regular users.**

The Committee were very grateful to the user for the equipment. The Assistant Clerk will arrange for PAT test before it is used.

- 25/951 To note any agenda items for the next meeting.**

Review of the terms for the coaching provision at East Park Farm.

Strategic Plan (Amenities specific) Mark A'Bear to provide framework, this would be a part of the overall strategic plan which would be devolved to the Amenities committee. The Committee agreed that having the Assistant Clerk present for any strategy discussions would be helpful.

- 25/952 To note any agenda items for the next full council meeting.**

Debrief on discussion with the Beaver group.

Assistant Clerk's Report January/February 2026

Immediate change to the order of the agenda for each parish council meeting was made following the request at the last Amenities Meeting i.e. the declaration of interests has become #2 on the agenda ahead of the open forum.

Six monthly cleaning of the drains at pavilion was completed Friday 12th December.

Repairs to and cleaning of all gutters at the pavilion and village hall was completed on Friday 12th December.

Quarterly invoicing of regular groups and hirers (Oct – Dec) completed.

Remedial works to the lime trees at EPF completed Friday 2nd January.

Keys passed to Infinity for start of the playground redevelopment.

Repairs and servicing to the scrubber drier at the hall completed on Wednesday 7th January. A new part has been recommended (lid of the separator) and ordered, the part is currently on back order and will be sent as soon as it comes in.

Annual servicing of the gas boiler at the village hall completed on Friday 9th January.

Updated water monitoring risk assessment for the pavilion completed on Friday 30th January. There are remedial actions required – quote for the works included within the agenda.

Legionella sampling in both buildings completed and results were clear.

Results of the ground (pitches) testing by Bucks & Berks FA at EPF received – pitches marked as good.

Repairs to the areas identified on the RoSPA report as potential trip hazards (edging around equipment) at St. Patrick's has been rectified by Infinity Playgrounds. The replacement net is still outstanding (bespoke item / on order).

Quotations for the replacement supporting wall to the MUGA were passed to the Clerk for discussion at full council where it was resolved the topic is to be referred back to Amenities for further discussion.

Signs indicating car park operating hours have been installed.

Plaque ordered for the EPF park redevelopment.

To hear there has been two enquiries from junior teams to use EPF as home ground for football for next season (follows recommendation from Emmbrook & Bearwood CC to Wokingham Town FC and the other from Winnersh Rangers following their use of the facilities when playing WTFC). Discussion point included within the agenda.

Table of Village Hall Usage

MONTHS	Ave 14-18	H 18/19	H 19/20	H 20/21	H 21/22	H 22/23	H 23/24	H 24/25	H 25/26
APR	122.0	138.0	144.0	50.0	27.5	137.3	183.2	178.5	190.3
MAY	159.2	164.0	178.0	75.0	97.5	165.0	143.3	178.8	166.3
JUN	149.9	164.5	160.5	0.0	109.3	144.1	164.3	168.8	196.0
JUL	110.8	148.8	122.5	5.5	118.5	112.9	171.3	177.7	163.3
AUG	53.4	50.0	61.8	52.5	94.3	92.3	139.8	121.3	132.2
SEP	148.0	157.8	179.8	90.3	148.0	167.0	181.3	161.3	180.8
OCT	168.2	171.0	175.5	93.5	190.8	176.2	208.0	236.3	194.8
NOV	191.5	200.3	228.8	215.0	205.5	207.1	221.5	218.7	231.3
DEC	113.9	95.3	147.5	43.0	115.0	102.3	144.0	197.8	132.3
JAN	155.3	176.0	177.8	10.0	165.8	183.3	171.8	202.5	201.0
FEB	151.6	165.5	165.5	10.5	165.0	165.3	178.0	189.5	197.0
MAR	170.3	195.5	215.8	23.8	196.5	206.0	200.5	238.7	202.2
Total/yr	1,694.0	1,826.5	1,957.3	669.0	1,633.5	1,858.6	2,106.8	2,269.7	2,187.2

Table of Committee Room Usage

MONTHS	Ave 14-18	CR 18/19	CR 19/20	CR 20/21	CR 21/22	CR 22/23	CR 23/24	CR 24/25	CR 25/26
APR	79.6	80.5	93.5	0.0	0.0	59.1	72.4	75.8	82.0
MAY	69.2	95.8	129.0	0.0	0.0	79.8	66.2	72.5	84.5
JUN	77.8	97.5	95.5	0.0	0.0	84.6	92.3	69.8	79.5
JUL	76.9	88.0	92.5	0.0	2.0	53.4	70.8	70.5	74.0
AUG	49.2	67.0	76.5	0.0	12.0	41.0	40.5	43.5	88.2
SEP	88.8	103.3	94.8	0.0	43.0	81.0	81.3	70.0	83.5
OCT	86.2	106.8	105.3	0.0	44.5	83.0	80.5	68.5	108.0
NOV	90.1	102.5	98.0	0.0	58.0	88.6	98.3	87.5	96.8
DEC	49.9	63.8	54.3	0.0	28.0	74.9	69.0	59.5	67.5
JAN	96.6	104.5	139.0	0.0	56.5	95.4	93.0	75.5	92.3
FEB	99.9	102.5	99.5	0.0	69.8	81.0	78.5	95.8	83.0
MAR	98.2	108.3	92.0	0.0	75.0	103.5	83.3	107.5	78.0
Total/yr	962.2	1,120.3	1,169.8	0.0	388.8	925.3	926.0	896.2	1,017.2

Current numbers subject to change

Table of East Park Farm Pavilion

MONTHS	PA 16/17	PA 17/18	PA 18/19	PA 19/20	PA 20/21	PA 21/22	PA 22/23	PA 23/24	PA 24/25	PA 25/26
APR	0.0	57.0	105.3	63.0	4.0	21.8	61.5	64.0	118.8	86.3
MAY	0.0	82.5	95.5	82.5	0.0	40.0	115.3	86.0	120.5	73.5
JUN	0.0	100.8	104.5	80.0	0.0	67.8	108.5	102.0	103.8	83.5
JUL	0.0	85.3	107.3	82.0	0.0	41.8	80.3	79.0	150.0	80.5
AUG	14.5	76.3	84.5	58.8	0.0	61.5	33.0	0.0	83.3	106.0
SEP	41.8	85.3	86.5	90.5	3.0	118.5	108.5	25.0	87.3	75.8
OCT	49.8	90.8	104.5	66.0	3.0	91.3	105.5	57.0	130.3	129.3
NOV	69.0	91.0	85.0	77.5	96.0	112.5	124.0	95.5	120.0	77.5
DEC	29.5	70.5	68.0	43.0	6.5	61.3	78.3	54.0	102.5	85.5
JAN	61.0	97.5	101.3	78.5	1.5	76.5	95.0	83.0	80.3	85.5
FEB	57.5	91.0	87.5	74.8	0.0	73.8	118.8	111.3	88.5	125.5
MAR	61.0	95.3	98.8	90.5	0.0	130.0	108.5	103.5	79.5	102.5
Total/yr	384.0	1,023.0	1,128.5	887.0	114.0	896.5	1,137.0	860.3	1,264.5	1,111.3

Table of Football Pitch Usage

MONTHS	FP 16/17	FP 17/18	FP 18/19	FP 19/20	FP 20/21	FP 21/22	FP 22/23	FP 23/24	FP 24/25	FP 25/26
APR	0.0	11.0	14.0	11.0	0.0	18.0	9.0	16.0	14.0	9.0
MAY	0.0	4.0	4.0	4.0	0.0	14.0	2.0	8.0	6.0	5.0
JUN	0.0	0.0	0.0	0.0	0.0	2.0	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
AUG	5.0	5.0	6.0	4.0	2.0	2.0	0.0	0.0	1.0	0.0
SEP	18.0	14.0	8.0	12.0	9.0	4.0	11.0	8.0	20.0	9.0
OCT	21.0	9.0	13.0	13.0	15.0	15.0	21.0	20.0	15.0	5.0
NOV	16.0	17.0	11.0	13.0	0.0	13.0	17.0	17.0	12.0	7.0
DEC	8.0	6.0	11.0	11.0	4.0	3.0	9.0	8.0	3.0	3.0
JAN	8.0	12.0	12.0	8.0	4.0	14.0	12.0	17.0	9.0	9.0
FEB	10.0	5.0	10.0	10.0	0.0	16.0	16.0	14.0	14.0	7.0
MAR	13.0	10.0	13.0	8.0	0.0	12.0	15.0	10.0	12.0	0.0
Total/yr	99.0	93.0	102.0	94.0	34.0	113.0	112.0	118.0	106.0	54.0

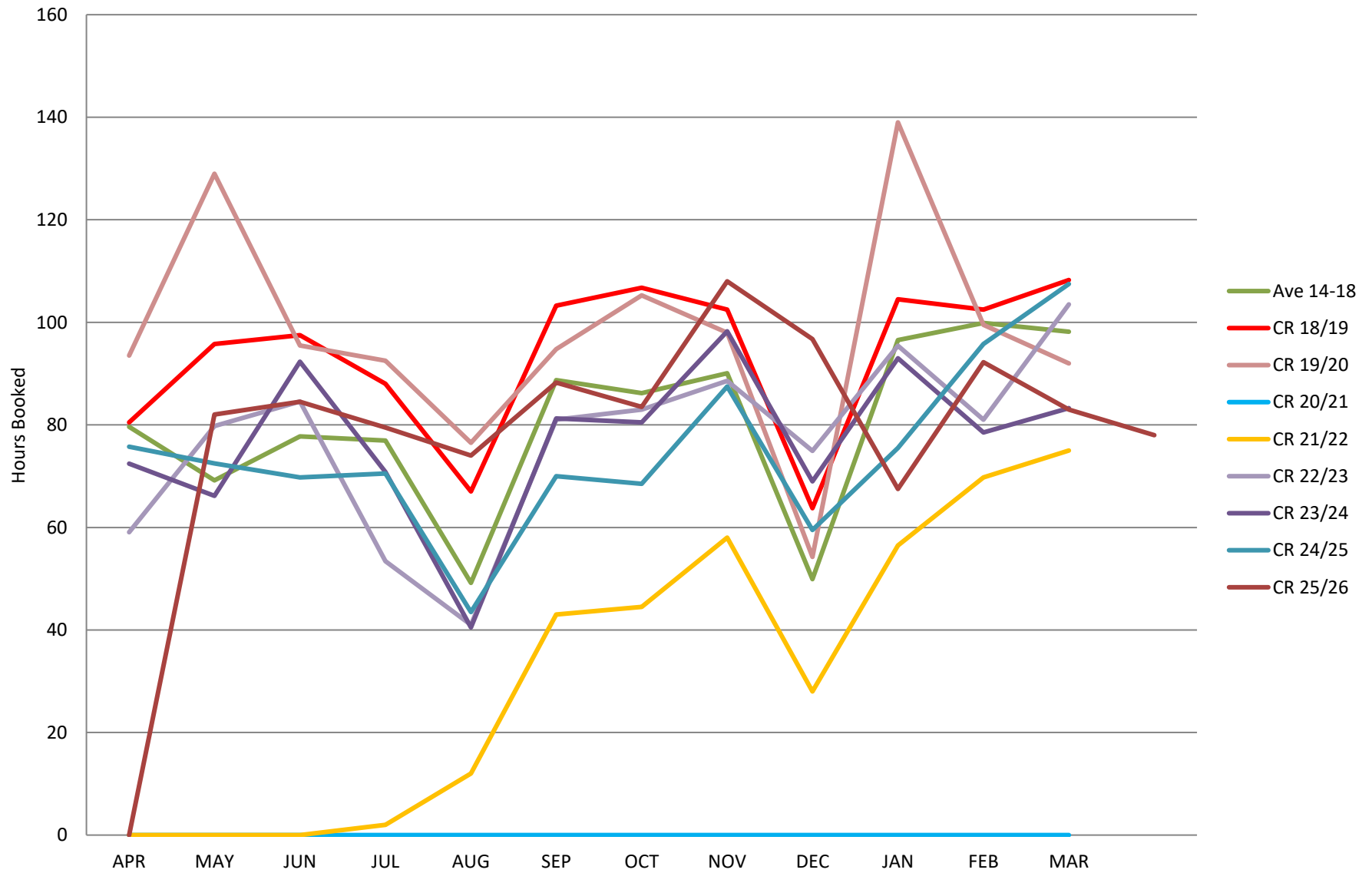
Table of Cricket Pitch Usage

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

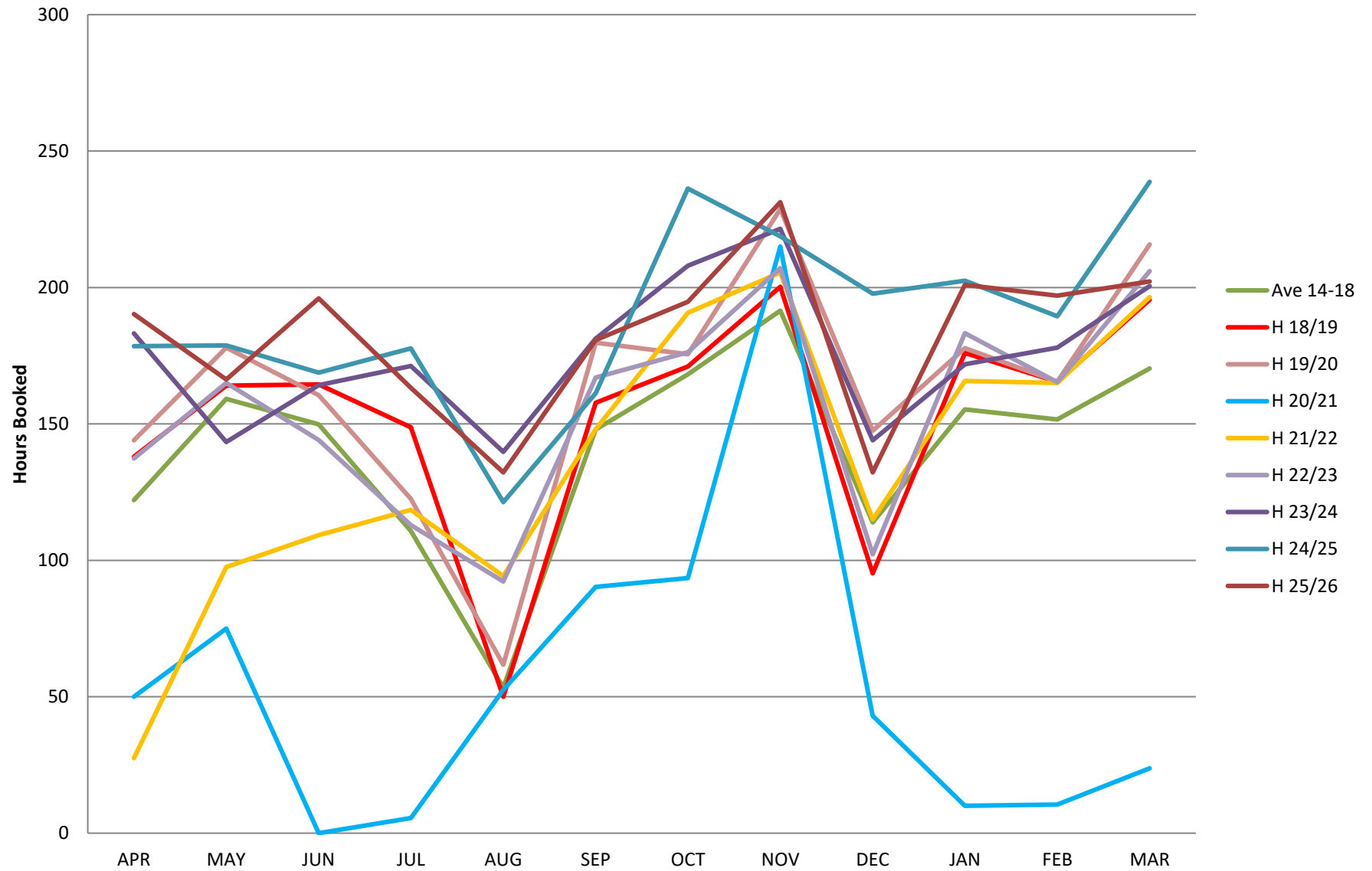
Table of Tennis Court Usage

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

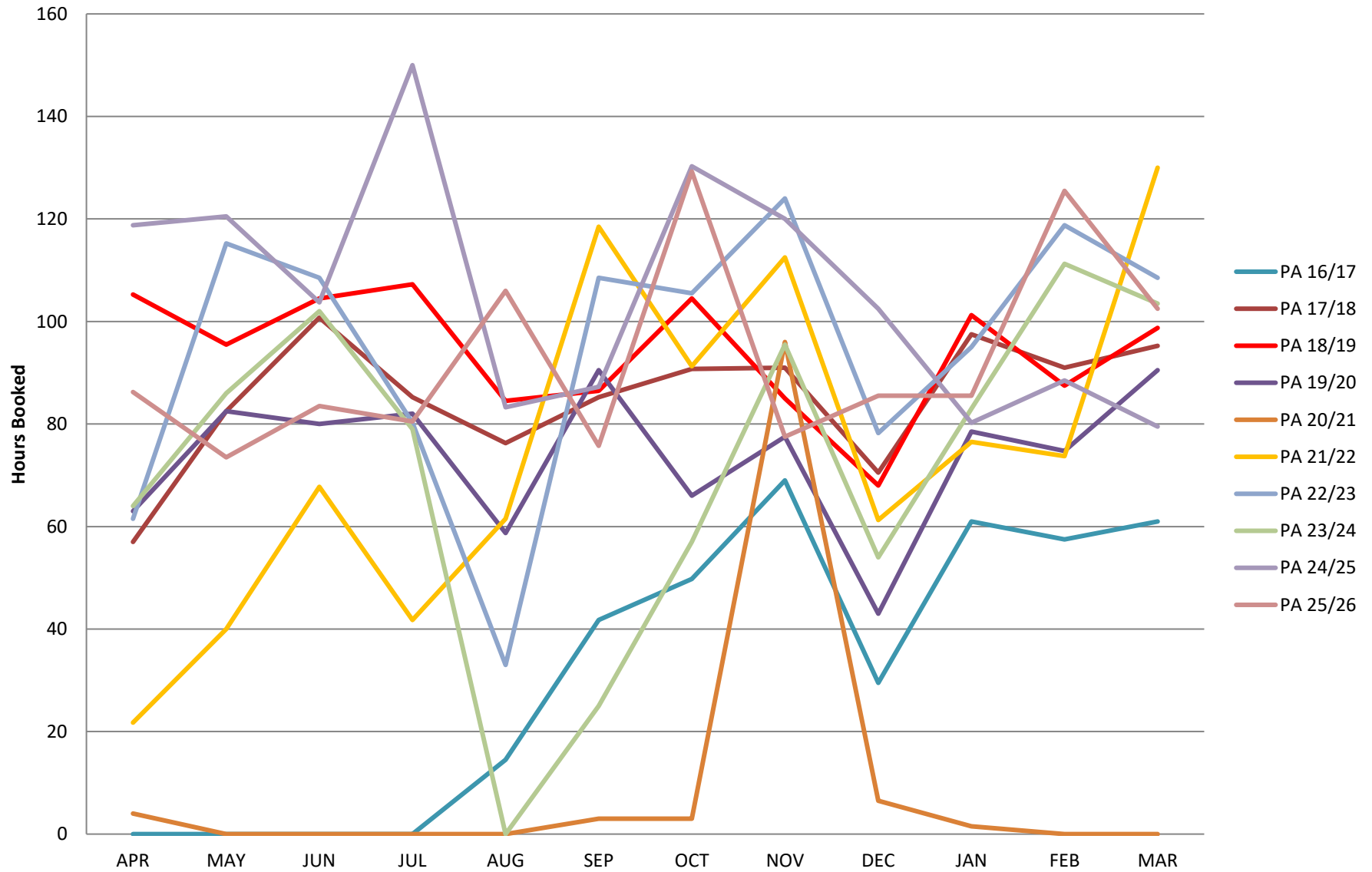
Committee Room Usage



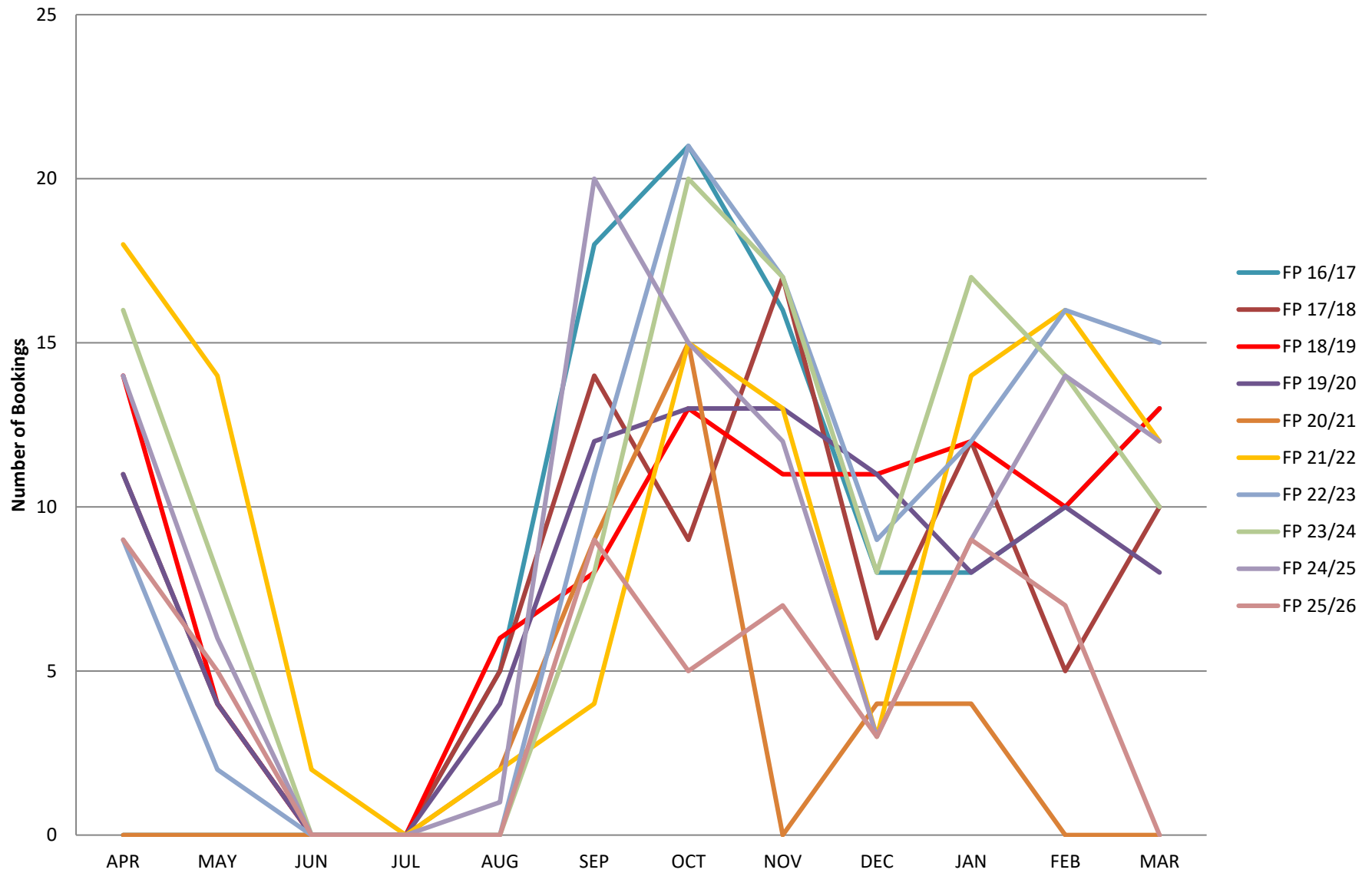
Hall Usage



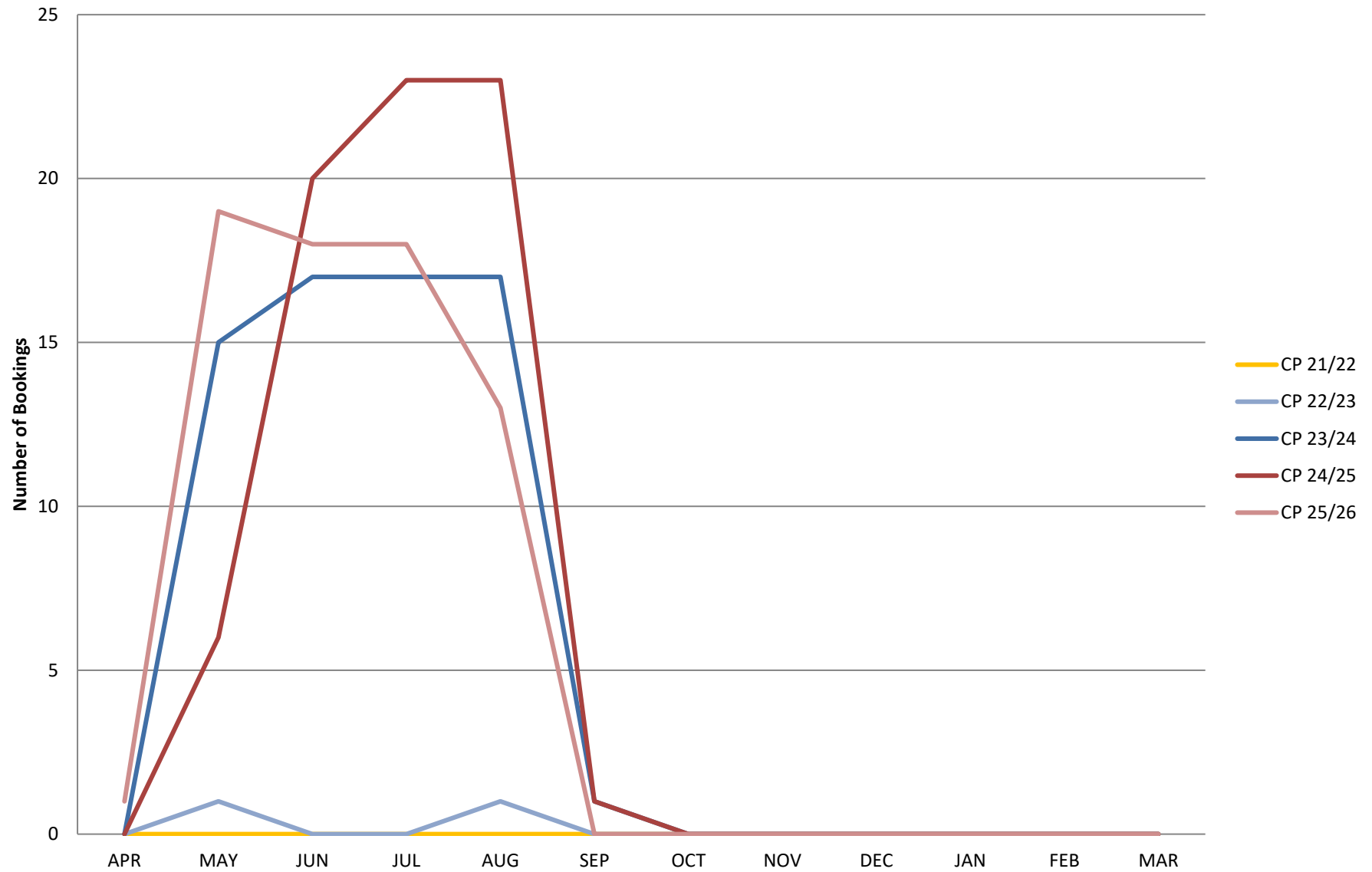
EPF Pavilion Usage



EPF Football Pitch Usage



EPF Cricket Pitch Usage



EPF Tennis Passes

