



**CHARVIL**  
**PARISH COUNCIL**

Chairman: Jim Gillett

**Assistant Clerk to the Council:**

**Amanda Burton**  
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**Minutes of the Meeting of the Amenities Committee held on 14<sup>th</sup> May 2018**

**Present:** Paul Mundy (Chair), Jim Gillett, Adrian Keward, John Hobson, Jane Hartley and James Bell

**Apologies:**

**Absent:**

- 253/18 Open Forum: No residents were present.
- 254/18 The Minutes of the Amenities Committee Meeting held on Monday 9th April 2018 were approved and signed by Paul Mundy (Chair).
- 255/18 Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: None raised.
- 256/18 Usage Reports: The numbers for both the Village Hall and Pavilion show a good start to the year. The lines for 2017/18 on the graph for the Village Hall were out of alignment, Assistant Clerk to correct.
- 257/18 Finance Reports: Due to the introduction of a new Finance system, the reporting for the Amenities this month was not available.
- 258/18 Park Inspection Reports: These have been received. It was highlighted that one of the areas at St. Patrick's playground, that the wet pour has started to shrink and could potentially cause a trip hazard. This was also identified in the ROSPA report.
- 259/18 Review ROSPA results and agree remedial action where required. Overall very positive a few areas were identified for improvement but categorised as low risk and no immediate remedial action required. However, it was requested that the Assistant Clerk ask the Village Warden to paint the rockers in the East Park Farm Playground and see if he can build up the ground levels surrounding the Multiplay at St. Patrick's Recreational Field thus eliminating any potential trip hazard. The area where the wet pour has started to shrink is to be monitored closely for any evidence of further disintegration.
- 260/18 Agree a small working party to conduct up to date risk assessment for each facility: It was agreed that the working party would consist of James Bell, Jane Hartley and the Village Warden. It was felt there was no need for external assessors but if a risk is identified that the group cannot quantify they may need to seek further advice or expert opinion. The group is to meet and report back to the Committee with findings.
- 261/18 Approve the Terms of Hire for the East Park Farm Facilities for large events: The terms that were circulated have been amended by Jim Gillett, the remainder of the Committee are to review the changes and comment/approve by Monday 21<sup>st</sup> May – approval to be sought at the full CPC meeting.

- 262/18 Decide if replacement steel barriers are to be included on Five Year Plan or whether a spare aluminium barrier should be purchased. Also, consider the possibility of combining the two entrances into one large entry/exit point. The Committee decided against holding a spare barrier. The investment in steel barriers is most favoured but firstly it was decided to investigate the possibility of putting signage up by way of a road sign and road markings giving clear notice to users of the car park that there is a height restriction before you reach the barrier. The Assistant Clerk is to follow up with WBC re: possibilities. The Committee were not in favour of combining the two entrances into one, for safety reasons and to ensure the car park does not become congested at busy periods it is better to keep two separate points.
- 263/18 Decide if children's parties on Saturdays that finish after 6pm should be treated the same as on Fridays. It was agreed that providing the party starts in the afternoon on a Saturday that if it runs over 6pm the day rate will still apply provided the building is vacated by 7pm sharp.
- 264/18 Approve the proposed diagram of the creep hole for the tennis courts. The Assistant Clerk presented the proposed diagram to the Committee and it was approved for the work to go ahead by the Village Warden as soon as possible. Assistant Clerk to follow up with the Village Warden and schedule.
- 265/18 Consider the purchase of a jet wash machine – to be used outside the building and also showers at the Pavilion: The Committee approved the purchase of the machine. Assistant Clerk to organise.
- 266/18 Report on upcoming meeting with CCTC: The Committee were informed that the meeting between CPC and CCTC is scheduled to take place on Wednesday 23<sup>rd</sup> May 2018 at 8pm. Attendees from CPC: Jim Gillett, John Hobson & Jane Hartley and from CCTC: Carl Emerson-Dam, Tom Pimm and Angeline. It was agreed that Jane Hartley write the approach and agenda for the meeting, also to control the agenda at the meeting.
- 267/18 To consider any particular Amenity issue which should be raised at the APM: Nothing raised.

The Meeting closed at 9:13pm

Signed:

Date:

**The next meeting is Monday 4<sup>th</sup> June 2018**