



CHARVIL
PARISH COUNCIL

Chairman: Jim Gillett

Assistant Clerk to the Council:

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Minutes of the Meeting of the Amenities Committee held on 8th June 2020

Present: Adrian Keward, Paul Mundy, Jim Gillett, Pat Sutlieff and Neil Jackson

Apologies:

Absent:

460/20 Open Forum: No residents were present.

461/20 The Minutes of the Amenities Committee Meeting held on Monday 9th March 2020 were approved by the committee and signed by Adrian Keward (Chair). Signed copy currently with the Chair and will be passed to the Assistant Clerk as soon as is reasonably practicable.

462/20 Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: None.

463/20 To note the correspondence between CPC and CCTC regarding the opening of the courts and the possible resumption of CCTC use of the tennis courts, and to consider the points raised by CCTC: Cllr Keward summarised all of the correspondence including the final email from CCTC which stated that due to the restrictions in place relating to the COVID-19 pandemic that CCTC cannot run and is now dormant until further notice, in addition they feel the request for a more detailed members list was unreasonable. The Amenities Committee believe that the request for full name, address and type of membership is required as the CPC needs to have the ability to validate who should be on the courts outside of the CCTC scheduled time slots. It was suggested that given the uncertainty of the current situation and restrictions placed by Government that CCTC may want to consider cancelling their contract with CPC for the rest of this season and that a new contract be drawn up that is fair and equitable for both sides. Jim Gillett is to draft an email response to CCTC with this suggestion in mind and circulate to the Committee for approval prior to sending.

464/20 To discuss and decide what processes and/or measures need to be implemented in readiness of the facilities and buildings re-opening when restrictions are lifted: The Assistant Clerk presented an expanded list that had previously been noted by Adrian Keward along with draft documentation from WBC outlining risk assessments for the opening of buildings. It was decided that signage reminding users on the 2m social distancing rule on the floor outside the buildings be looked into rather than throughout the building and a quotation sought for a pull up banner with instructions regarding COVID-19. It was agreed that the Village Hall be opened with a staggered approach – phase one would be only regular hirers to begin with and no party bookings. The smaller groups permitted to begin with, and as restrictions ease and other activities allowed that we would prepare for phase two and allow the larger groups back but always in line with the maximum capacity number which would need to be identified in relation to what social distancing measures are in place and any activities deemed too high risk – high intensity gym workouts etc. If the Main Hall is vacant, the groups using the Committee Room will be invited to use the Main Hall for their session instead but with no change to the charging rate. All start and finish times for sessions in the Main Hall and Committee Room are to be carefully staggered. Finally, phase three when party bookings can be accepted. The Kitchen is to remain closed and no access to anyone

until restrictions eased. Toilets will need to have a sign put on the exterior doors to indicate vacant/engaged. Any changes to cleaning regime would need to be considered and would depend on building usage. Hand sanitiser dispensers have been purchased and will be installed in the entrance foyer, Main Hall and Committee Room. Hand Towel dispensers will be installed in the toilets whilst the hand driers are taken out of action temporarily as per Government recommendation. As uniform groups are unlikely to return this term, the opening of Pavilion is not to be considered before September. An Addendum to the Conditions of Hire (specifically related to COVID-19) applicable to all facilities is to be drawn up and circulated to the Committee for approval. Once granted, the Addendum will be sent to all regular group hirers for signature. The Clerk believes that no specific permissions need to be sought from the insurance company provided we stay within all Government guidelines.

465/20 To consider a permanent solution to closing/locking the car park at East Park Farm: It was agreed that a permanent solution needs to be found. Various ideas were floated – road level steel or aluminium bar to be added to current fixtures, the possibility of a chain across (this would require something to stop it slipping down the poles) or maybe a rising ramp. The Assistant Clerk was asked to research possibilities and bring them to the attention of Committee at a future meeting.

466/20 To decide whether a different locking solution is appropriate for the tennis court door. The existing lock is temperamental and very costly to repair/maintain: It was agreed that the current lock needs to be replaced with a more robust one. Pat Sutcliffe suggested putting a frame around the lock to protect it from being stood on or knocked which is what has caused the existing problems. Assistant Clerk was asked to look into the different solutions and advise the Committee at a future meeting.

467/20 To consider which type of letterbox would be most suitable for the Village Hall – whether a stand alone type fixed to the wall, or the installation of a box within the entrance door or side panel would be more appropriate: Both options were discussed and also the possibility of a PO Box number that would be directed to a named address – the latter was discounted as it came with an annual cost of £352.50. Both the Clerk and Assistant Clerk stated they were happy to collect from the letter box at the Village Hall. It was generally felt that a post box installed and fitted onto the side panel of the entrance door be the best option. The Assistant Clerk to research further and obtain quotations to install the letter box in the mid-section of the door, replace the glass panel at the bottom with steel and for a lockable steel box to be on the inside of the door to catch the letters in securely.

By virtue of the confidential nature of the business to be contracted the press and public are excluded from the meeting during consideration of the following items under Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

468/20 To consider long term future of the Tennis Courts: As no one outside of the Council was present at the first part of the meeting this topic was discussed at the same time as 463/20 given it was the generally the same topic. The Assistant Clerk reported that a fair booking procedure for holders of the Annual Pass needed to be agreed – proposed the idea of dividing the week into two periods – 1. Monday, Tuesday and Wednesday and 2. Thursday, Friday, Saturday and Sunday. Every pass holder would be allowed to pre-book one slot in period 1 and one slot in period 2 only up to one week in advance. If additional days are required then they would have the ability to call on the day and book a slot if the courts available. No block bookings are allowed. The Committee approved the plan and information will be forwarded to all existing pass holders and communicated to any future ones prior to them joining. The number of passes was increased from 20 to 30 and could include people outside of Charvil. If lapsed members from CCTC enquire and request an Annual Pass that this be granted if that is the route they wish to take.

The Meeting closed at 9:10pm

Signed:

Date:

The next meeting is Monday 13th July 2020

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