



**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 12<sup>th</sup> October 2020 via Zoom**

**Present:** Paul Mundy, Jim Gillett, Pat Sutlieff, Neil Jackson and Hilary Jones

**Apologies:**

**Absent:**

5001/20 Open Forum: No residents were present.

502/20 The Minutes of the Amenities Committee Meeting held on Monday 14<sup>th</sup> September 2020 were approved by the committee and signed by Paul Mundy (Chair). Signed copy currently with the Chair and will be passed to the Assistant Clerk as soon as is reasonably practicable.

503/20 Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: Neil Jackson declared an 'interest' the request from Nyama Catering as he is a personal friend of the owner – it was noted by the Committee.

504/20 Consider Park Inspection Weekly Reports: These have been received and nothing new to report.

505/20 Discuss and decide on an appropriate one way system at the Pavilion in order to comply with Covid-19 restrictions. Consider whether to install outside lighting at the back and field side of the building required for the groups meeting in the darker evenings or whether to use the sports end of the building for exit: The Committee declined to invest money in the supply and installation of new lighting for the building so instead agreed it would be appropriate to offer a key to the sports end of the building for use whilst the Covid-19 restrictions are in place to facilitate the one way system in the building.

506/20 To review the time slot proposal from Edward Francis for the tennis coaching: The Committee approved the time slots proposed. In addition, a further request had been received asking for an extra time slot on a Tuesday from 3:15-5pm for an after school session for younger children, in the milder weather for it to take place on the courts but in the colder/winter weather if the Pavilion could be used instead. The Committee approved for extra slot and agreed the charge for the use of the building would be at the hourly community rate as there were no regular groups using the proposed time slot already. Assistant Clerk to respond to Edward Francis. *Assistant Clerk's note: it was minuted at the full Council meeting on 21<sup>st</sup> September 2020 that Jim Gillett was to prepare a contract between CPC and Edward Francis setting out the terms of court usage. Assistant Clerk to check and ensure all proposed time slots are included within the contract.*

507/20 Hear from the Assistant Clerk regarding a donation received from Suzanne Newman comprising cleaning materials for the Village Hall: The Committee were very grateful for the donation and would like a formal letter expressing their thanks be sent to Suzanne.

- 508/20 Consider and approve the quotation for the necessary three yearly tree survey on the lime trees adjacent to the footpath towards the Pavilion at EPF: The Committee agreed that it was prudent to follow Wokingham Borough Council's policy of three year checking and approved the quotation for the survey to go ahead.
- 509/20 Give retrospective approval for the replacement of the two toddler swing seats at EPF - £378.18 plus VAT: The Committee gave their approval.
- 510/20 Consider and approve the quotation from SCS of £360 for the cutting back of the conifers at St. Patrick's field that are encroaching onto the field: The Committee heard how the trees thought to have been maintained in the past by the owners of a neighbouring property but actually the responsibility of the CPC are now encroaching on the field and need to be cut back. It was agreed that the works needed to be done and the quotation approved.
- 511/20 Consider and approve the quotation from SCS of £120 for the raking and seeding of the bare areas around the artificial wickets: The Committee heard that the area is very bare and agreed that it needs improving so approved the quotation. It was also asked if SCS would be able to cordon the area off once the remedial works has gone ahead in order to give the area the best chance of revival – Assistant Clerk to check if possible and whether there would be any cost implication.
- 512/20 Consider and approve the quotations for various maintenance items at EPF including the missing fence panels surrounding the football pitches, repairs to the wooden fencing alongside the MUGA, creation of a permanent removeable creep hole for the tennis court and repairs to the rocker in the EPF playground as per the RoSPA report: The Committee was shown photographs of the various items regarding repair and agreed that the works need to take place and have approved all the quotations. In addition it was suggested that a message be loaded onto the CPC Facebook page informing the residents of the missing panels to the fencing around the pitches and if everyone could be vigilant and report anyone interfering with the fencing and either report directly to CPC or via 101.
- 513/20 Consider the quotations for the decorative repairs to the gents toilets at the Village Hall following the leak from the water storage tank: The Committee agreed for the work to go ahead and the quotation from HTC was accepted. The Clerk informed the Committee that the quotations would need to be submitted to the insurance company to support the claim that had been raised and the instruction for the work may be dictated by them. Assistant Clerk to liaise with the Clerk and action as appropriate.
- 514/20 Consider request from Nyama Catering to use the Village Hall car park as a sales points for his catering business: The Committee were very keen to support a local business especially in such difficult circumstances under Covid-19 restrictions. The Committee heard from the Assistant Clerk that back in 2014 it had been agreed in principle to the idea of a fish and chip van parking in the car park at the Village Hall for a short period but request was not pursued by the originator. Advice received from the Licencing & Environment Team suggested that the proposed trading location would need to be licenced for street trading and then planning permission would likely be required for the change of use of the land. As the request was for arrival and set up at 12:30 and for cooking to take place during the day for serving in the evening and final departure at 8:30pm it was felt this would impact on the users of the Village Hall and also on the neighbouring properties and local residents. Taking all considerations into mind and not wanting to set a precedent, the Committee were unable to support this request so the use of the car park was declined.
- 515/20 Consider email from Cookham Dean PC regarding the possible use of the Village Hall for food markets: The Committee heard from the Assistant Clerk that the estimated revenue (hall hire) from the markets for Cookham Dean PC was approximately £3000 per year, additional funds were raised for charity and that at least four local people had started a business since the market opened. The Committee were interested to hear further information, the Assistant Clerk to collate all questions for the Committee members and

forward to the Chair of the Cookham Dean PC requesting clarification and possibility of meeting to discuss further.

516/20 Budget – give thought for discussions in November: This was to serve as a reminder for members to be prepared for the budget discussions coming next month – under current restrictions the challenges that are being faced.

The Meeting closed at 8:58pm

Signed:

Date:

**The next meeting is Monday 9<sup>th</sup> November 2020**