

## Minutes of the Meeting of the Amenities Committee held on 12<sup>th</sup> June 2023

**Present** Jane Hartley (Chair of Amenities), Isabelle Bray, Matt Walker, Narinder Ryatt, Pat Sutlieff, Rob Jones and Neil Durrant (Caretaker)

**Apologies**  
**Absent**

**23/661 OPEN FORUM** – No residents present.

**23/662 To note that the Minutes of Amenities Meeting held on Monday 5<sup>th</sup> December 2022 at the Charvil Village Hall were approved at the full Council meeting on 23<sup>rd</sup> January 2023** – Approval of the minutes was noted. Referencing the minutes Cllr Hartley advised that a member of the Fete Committee is planning to attend the next Amenities Meeting to update the committee on details of the upcoming event in September. Cllr Hartley also enquired as to whether the Parish Council would be having a stand at the fete this year and it was agreed they would.

**23/663 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK** – None.

**23/664 Review the Usage Reports for the Facilities.**  
The numbers are looking very good. To ensure the reporting covers all facilities for hire, from next month the usage reports will include the cricket bookings and number of tennis passes allocated.

**23/665 Consider Park Inspection Weekly Reports**  
These have been received and nothing new to report.

### **Other items for consideration**

**23/666 To note the findings of the annual RoSPA report and decide if any action needs to be implemented**  
The committee discussed the various areas/pieces of equipment that were highlighted as a potential risk and those indicated as requiring remedial action (noting there were no high-risk items requiring immediate attention). The Assistant Clerk to draw up a list of tasks and determine which can be tackled in house and which may need external assistance. List to be circulated to the team for approval.

**23/667 To compile a list of considerations for the use of the pavilion building by the Pre-School. The list will be used as a basis for discussions with Oliver Cloke to set out responsibilities and expectations from both sides in order to facilitate a positive working relationship for the future.**  
The committee agreed that to establish a strong working partnership with the pre-school was paramount to the success of a new pre-school in the village, although any costs incremental to the normal running of the facilities or any specific equipment or needs

would need to be borne by the pre-school. Considerations from the Parish Council perspective in all areas were proposed and the list is to be drawn up and circulated to the committee. It was proposed that one councillor take the lead on the project and be assisted by council staff and one other councillor if required on an ad hoc/availability basis. Councillor Bray offered to take the lead; it was approved unanimously. A meeting is to be scheduled with Oliver Cloke to ascertain his expectations and to draft an Addendum to the Conditions of Hire of the Pavilion detailing expectations and responsibilities of the Pre-School and Parish Council and regular follow up meetings to ensure everything stays on track – summaries of those meetings to be shared with the committee. Changes to the building that have been specifically requested by the Pre-School i.e. the outdoor fencing and inside coat hooks were discussed and questions raised as to whether they be included as part of the pavilion refurbishment project but being funded directly by the Pre-School? If to be included, the responsibility for the costs would need to be directly with the Pre-School and paid in advance/as the refurbishment project develops. The committee would like confirmation as to whether planning permission will be required for the outdoor fenced play area, and that the responsibility for gaining permission and any costs associated with it lays with the pre-school. It was also felt that further clarification from Wokingham Borough Council was required as to whether there would be a need to apply for a change of use to the building if a pre-school is run from it – Assistant Clerk to follow up with the Clerk as it is believed verbal confirmation may have already been received from Wokingham Borough Council. *Assistant Clerk's note: the Clerk has reported that she is in possession of email confirmation from Wokingham Borough Council that no planning permission is required for the fencing and that there is no legal obligation to apply for a change of use to the building if a pre-school is run from there.*

**23/668 Consider what information is required to expedite the installation of Broadband.**

The committee felt after the last discussion at Full Council that further information was needed on the technical specification/who would be the users and for what purpose. It was determined that the users would be primarily Parish Council members and regular hirers, but it could be offered to casual hirers especially if using the committee room as an office space / working from home, that the usage would be standard and to have the option of Cloud storage for Parish Council use only. It was requested that the Neil Durrant in his position of Social Media & Admin support put forward a proposal for both buildings (either one contract or two separate) at a future meeting.

**23/669 To decide whether to explore options for an alternative tennis booking system (e.g. automated online reservation system) or whether the current tennis booking system should continue as it operates today.**

The Assistant Clerk advised there is a package offered by the LTA called ClubSpark that may meet the criteria - it would enable the annual tennis pass holders to book courts online, this would reduce staff time and give more flexibility to pass holders as they would be able to make last minute reservations. The committee agreed that the possibility should be investigated and the Assistant Clerk asked to obtain more details/quotation regarding ClubSpark and any other package that might be applicable.

**23/670 To consider areas requiring maintenance and to agree a schedule of works for 2023/24.**

Areas to include:

- Tennis courts – washing and potentially re-marking and replacement nets
- Village hall – the handrails on the steps need attention, re-pointing of the steps, staining of the posts and trellis.
- Repainting of the water pump

The Assistant Clerk was asked to list all areas that can be dealt with in-house by the village warden and to investigate pricing for areas that require external assistance.

Other facilities were identified as requiring upgrade/repair but not budgeted for – these included the possibility of a jogging track around East Park Farm, investment into the parks at St. Patrick's and East Park Farm and the resurfacing of the car park at the village hall. These topics are to be considered at future budget meetings and/or included in the Five-Year Plan which would be considered at a future Full Council meeting.

**23/671 To decide whether to maintain the existing relationship with AquaCare (contractor in place to deal with Legionella testing at the Pavilion) after the refurbishment of the pavilion. Contract has been in place since 2016 and costs are rising significantly.**

The committee instructed the Assistant Clerk to obtain quotations from other providers for review.

**23/672 To consider the costs of emptying the bins at East Park Farm and decide on a contractor going forward.**

The committee were informed about the current costs charged by Tivoli at East Park Farm and those offered by the contractor who services the bins at St. Patrick's and agreed to change supplier, on the basis of cost, at East Park Farm and have them all serviced by Tactical.

**23/673 To consider the contract for waste disposal at both the village hall and pavilion. Costs for current contractor have increased substantially and there are cheaper options. The existing contract has a six-month notice period.**

The committee were provided with an example quotation to compare with the existing costs incurred. It was decided that a new contract with a different supplier be explored.

**23/674 Whilst the pavilion refurbishment takes place, it will be necessary to provide toilet facilities for the sports groups (cricket & tennis). Review the quotation for a portable toilet and decide whether to put in place.**

It was agreed by all members that a portable toilet would definitely be required whilst the building is under repair. The cost for the equipment was approved and go ahead to organise given to the Assistant Clerk. *Assistant Clerk's note: it was recommended that the toilet be placed behind fencing and locked to prevent unauthorised access. Whether the fencing can be provided by the contractor who is responsible for the pavilion development is to be established.*

**23/675 To review the policies that relate to village amenities – specifically those noted in the Annual Council Meeting (Management of the Facilities for hire at a discounted rate and the Management of the Facilities for hire).**

It was agreed that no changes were required for the Management of the Facilities for hire. On the Policy relating to discounted rates, it was suggested that in under the heading Policy, on line 3 to consider removing the word 'directly'.

The meeting closed at 10.25pm