

## Minutes of the Meeting of the Amenities Committee held on 15<sup>th</sup> April 2024

**Present** Jane Hartley (Chair of Amenities), Pat Sutlieff, Isabelle Bray, Rob Jones, Lee Cripps and Matt Walker

**Apologies** Narinder Ryatt

**Absent**

- 24/748 OPEN FORUM** – representative from the tennis coaching provider at East Park Farm attended to give an overview of his request to amend the court hire charge on his contract for individual coaching sessions, he left after giving details to the committee.
- 24/749 To approve the Minutes of Amenities Meeting held on Monday 11<sup>th</sup> March 2024 at the Charvil Village Hall** – The minutes were approved by the committee and signed by Cllr Hartley as Chair of Amenities.
- 24/750 To note the Assistant Clerk’s Report** – The actions on the report were noted by the committee, the Assistant Clerk advised the date for the installation of emergency lights at the village hall was scheduled for 7<sup>th</sup> May.
- 24/751 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK** – None.
- 24/752 Review the Usage Reports for the Facilities.**  
The numbers are looking good, cricket bookings are promising and the committee heard that the weekly evening group have just confirmed the request for regular days Mon-Thurs for the season.
- 24/753 Consider Park Inspection Weekly Reports**  
These have been received and no new items flagged.
- Other items for consideration**
- 24/754 To approve the change to summer operating hours (7am – 8pm) of the East Park Farm car park in readiness for the completion of the current remedial works to the sinkhole.**  
The Committee approved the new timing. Cllr Sutlieff to follow up with the Village Warden regarding taking ownership for the admin of the WhatsApp Gate Gang group to arrange weekly closing schedule.
- 24/755 To review the draft Risk Assessment for the defibrillator on Park View Drive South with a view to approving.**  
The policy was reviewed and approved by the committee.

- 24/756 To approve the quotation for the installation of exterior emergency lights at the front of the Pavilion.**  
The committee approved the quotation.
- 24/757 To hear about the recent damage to the tennis courts at East Park Farm and consider what actions to take and to consider if the purchase of appropriate signage will deter future damage.**  
The committee heard that the fencing has been pulled up at the bottom away from the tension line so gain unauthorised access and also broken at the top where people have climbed over. The Assistant Clerk was asked to obtain quotations for the top section to be painted with anti-climb paint and also to look into pricing for a wooden kickboard to the bottom section of the fencing (to be fitted inside of the fencing). In addition it was agreed that signage would be required, the wording of the sign tbd but quotations to be sought.
- 24/758 To note a complaint from Bryn Ballet Academy regarding pricing increase and consider the appeal by the owner of the academy to be considered as a community group (community rate) as opposed to a business group (standard rate).**  
The Committee noted the communication from the owner of the academy and agreed that the academy be offered the choice to be charged as a community group for both sessions (seniors in the morning and juniors in the afternoons) but in becoming a community group would lose the right to a free let of the committee room, if that is still required it would be charged for, essentially it would mean the same cost for the afternoon group but the senior session rate would be less. Assistant Clerk asked to relay the information to the owner and offer the choice. In addition the Assistant Clerk was asked to list all business groups for all facilities with a view to determining whether the standard rate is appropriate. To be discussed at a later date and no changes until next financial year because current budgets have already been set.
- 24/759 To consider a request from AD Tennis coaching to amend the pricing for the coaching of individuals privately and to allow the same cost for external coaches known to him.**  
The committee discussed the request and were keen to see more usage of the courts. Benefits would be extra revenue during times when court use is minimal, potential of increasing the number of Family Annual Passes, more usage could deter unauthorised access. Therefore it was agreed to offer a trial period from now until the end of September (falling in line with the end of summer and quarterly invoicing) for the pricing to be reduced for the hire of the court for individual lessons one charge for off peak hours and another for peak hours. Off peak hours are Monday-Friday from 9am until 3pm during term time. Assistant Clerk was asked to monitor the bookings for such usage to ensure courts are still accessible to annual pass holders. *Assistant Clerk's note – an addendum to the contract has been generated detailing the reduced price details for both off peak hours and peak hours for individual coaching, clarification of off peak timing and agreement the charges would be valid for a trial period ending 30<sup>th</sup> September 2024.*
- 24/760 To approve the costs for the replacement of two emergency fire door stops in the village hall (committee room and kitchen) and for the supply of two new ones in the pavilion (sports end corridor).**  
Cost was approved by the Committee.

**24/761** To consider the poor condition of the ground between the gap in the boundary fence around the pitches at East Park Farm (corner closest to the bench by the Pavilion building) as the concrete base is exposed and decide on course of action.

The committee agreed the area needed to be filled. Soil from the repair work at the car park to be used to fill the area. Long term plan needs to be sought. Assistant Clerk to obtain advice on possible solutions.

**24/762** Items to be included on the agenda for next meeting.

Cllr Jones would like to give an update on the update/refresh of pictures for both the village hall and pavilion.

The meeting closed at 9:23pm