

KNEBWORTH PARISH COUNCIL

MINUTES of the Meeting of Amenities Committee held on Wednesday 4th December 2024 at Knebworth Village Hall at 8.15 p.m.

Present: Councillors Colin Stringer, (Chairman), Charlotte Cosson,
Alexander Hurwitz, Paul Jobling, Steve Hemmingway.

In attendance: Jodee White (Clerk)

No	Item	Action
1.	<p>Apologies</p> <p>No apologies for absence were received.</p>	
2.	<p>Declarations of Interest</p> <p>CS declared an interest in agenda item 9 re supply of water to the allotments being a resident who provides this service.</p>	
3.	<p>Public Participation</p> <p>None present.</p>	
4.	<p>Minutes</p> <p>The minutes of the Amenities Committee meeting on the 4 September 2024 were resolved as a true and accurate record.</p>	
5.	<p>To receive flexed budget report for income and expenditure against budgets for Village Hall & Recreation Ground</p> <p>The flexed budget reports showing income and expenditure to date compared to budget set was reviewed and main points highlighted by the Clerk. There were no other areas of concern.</p>	
6.	<p>To review the budget for 2025/26 for the Village Hall and Recreation Ground</p> <p>The budgets for the Village Hall and Recreation Ground were distributed prior to this meeting. The budget will need to be considered at the next full PC meeting but individual Cost centre budgets under the amenities remit can be considered at this meeting.</p> <p>The individual budgets were reviewed and all agreed that these were a good starting point but would be subject to any changes by the full Parish Council. It was proposed by Cllr Hemmingway and seconded by Cllr Cosson and</p> <p>Resolved: to approve the budgets for the Village Hall and Recreation Ground for 2025/26 to the full Parish Council.</p>	
7.	<p>To review and approve quotes</p> <p>A quote has been received to redecorate the rear lobby area now that the middle lobby and committee room have been done.</p> <p>It was proposed by Cllr Willcocks and seconded by Cllr Hurwitz and</p> <p>Resolved: to approve the quotation to re-decorate the rear lobby area, for £800</p> <p>The document on the chairs options for the Village Hall has been updated and attached in Appendix 7.</p> <p>The document was reviewed and all agreed to do a try before we buy option with the preferred options of the Mogo and Jasper Chairs. Councillors asked if it would be an option to not store chairs on the stage with the dolly option and also queried the number of chairs required if 200 was necessary and how many with arms would be wanted. Clerk and Deputy to make enquiries as per above.</p>	Clerk & Deputy

	<p>Quotes have been received for new noticeboards at St Martin's Church and on Station Approach as per appendix 8</p> <p>It was proposed by Cllr Cosson and seconded by Cllr Hurwitz and Resolved: to approve a quote for noticeboards in Oak at circa £2750.</p> <p>A quote has been received for the installation of a remote system of heating and hot water control at the Recreation Ground. The Clerk advised that there was insufficient budget in the Pavilion repairs and maintenance budget to cover the £1150 on this quote but that a virement could be made from capital equipment to cover the cost.</p> <p>It was proposed by Cllr Hurwitz and seconded by Cllr Cosson and Resolved: to approve the quote from Space heating for installation of new hive system at £1150.</p> <p>It was proposed by Cllr Willcocks and seconded by Cllr Hurwitz and Resolved: to approve a virement from Capital equipment to Pavilion repairs and maintenance to cover the cost of a hive system at the Pavilion.</p> <p>Quotes have been received for the Kitchen and Kitchenette and were reviewed at the last full Parish Council meeting. The Clerk was tasked with asking the suppliers to list their H & S aspects of the work, which has been done, and there was a quote for flooring that was missing from one of the suppliers that has now been gained and attached as an appendix. All requested information is in appendices 11-13 for this meeting.</p> <p>Discussion was had about the quotes and the Clerk requested to check on availability and lead time of goods and subject to this being acceptable it was proposed by Cllr Hurwitz and seconded by Cllr Willcocks and Resolved: to approve the quote from Knebworth Kitchens to refurbish the main kitchen and kitchenette.</p>	
8.	<p>To discuss and approve allotment hire fees for 2025</p> <p>The Allotment hire fees for 2024 are attached in appendix 14. It is not proposed to increase the fees for 2025 and indeed notice should have been given should the Parish Council wish to increase for 2025 before now. The Committee should review the fees for 2026 in the September Amenities committee meeting.</p> <p>It was proposed by Cllr Willcocks and seconded by Cllr Heminway and Resolved: to approve the allotment hire fees for 2025 with no increase.</p>	
9.	<p>To discuss and approve payments for water supply at the Allotments</p> <p>Two residents have been being paid to provide water to the water containers on the allotments. One resident fills 2 containers and the other 1 container. They have been paid £100 for each container per annum in 2 instalments, January and July.</p> <p>It was proposed by Cllr Cosson and seconded by Cllr Willcocks and Resolved: to approve payments for water supply at the allotments.</p>	
10.	<p>To discuss and approve Recreation Ground hire fees for 2025/26.</p> <p>Appendix 15 details the current recreation ground hire fees for 2025. The Village Hall hire fees have already been agreed for the 2025/26 financial year. There were no significant increases to the Village Hall fees and the Clerk suggested that there were no increases to the Recreation ground hire fees.</p> <p>It was proposed by Cllr Cosson and seconded by Cllr Willcocks and Resolved: to approve recreation ground hire fees for 2025/26 with no increase.</p>	

11.	<p>To discuss and approve Knebworth Football Club Fees for 2025/26 season</p> <p>The football club has a new agreement for this current season with one fee that encompasses all teams now. The negotiations last year took some time to conclude and represented an increase in the overall payment for the club. It is suggested that for this year there is no increase, and fees can remain the same without setting any precedent for future years.</p> <p>It was proposed by Cllr Cosson and seconded by Cllr Heminway and Resolved: to approve the Football club hire fees for 2025/26 with no increase.</p>	
12.	<p>To discuss process for improvements to the Recreation Grounds</p> <p>The Clerk would like to complete a survey of residents to decide where they would like for any improvements to the play areas to be done. Earmarked reserves have been input for improvements to the recreation grounds.</p> <p>The Committee did not approve of the requirement for any survey as was felt that these were decisions for the Parish Council to make and that the upkeep of play areas was essential and agreed in principle to the ear marking of reserves for the play areas for the coming budget year.</p>	
13.	<p>Any other business</p> <p>There was no AOB discussed.</p>	

The meeting closed at 10.12pm

Chairman: _____

Date: _____