

# KNEBWORTH PARISH COUNCIL

**MINUTES** of the Meeting of Amenities Committee held on Wednesday 5<sup>th</sup> June 2024 at Knebworth Village Hall at 8.00 p.m.

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

In attendance: Jodee White (Clerk)

No	Item	Action
1.	<p><b>To elect a Chair of the Amenities Committee</b></p> <p>It was proposed by Cllr Willcocks and seconded by Cllr Hemmingway and  <b>Resolved:</b> to elect Cllr Stringer as Chair of the Amenities Committee for a term of office of 1 year.</p>	
2.	<p><b>To elect a Vice-Chair of the Amenities Committee</b></p> <p>It was proposed by Cllr Willcocks and seconded by Cllr Hemmingway and  <b>Resolved:</b> to elect Cllr Jobling as Vice-Chair of the Amenities Committee for a term of office of 1 year.</p>	
3.	<p><b>Apologies</b></p> <p>Apologies for absence were received from Cllr Paul Jobling.</p>	
4.	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
5.	<p><b>Public Participation</b></p> <p>None present.</p>	
6.	<p><b>Minutes</b></p> <p>The minutes of the Amenities Committee meeting on the 10 April 2024 were resolved as a true and accurate record.</p>	
7.	<p><b>To review the Scheme of Delegation and Terms of Reference</b></p> <p>The Scheme of Delegation and Terms of Reference relevant to the Amenities Committee was reviewed and some amendments made. Clerk to update and defer amended document to the Full PC Meeting.</p>	
8.	<p><b>Summary Reports Income and Expenditure against budget for VH &amp; RG</b></p> <p>The summary reports for the Village Hall and Recreation Ground were reviewed. Councillors requested an explanation of the variances for future meetings.</p>	
9.	<p><b>Village Hall Maintenance Update</b></p> <p>Works as previously approved on the Village Hall are due to start mid-June. A further quote for a Wi-Fi enabled system to control heating and hot water at the Village Hall has been received and it was proposed by Cllr Willcocks and seconded by Cllr Hurwitz  <b>Resolved:</b> to accept the quote for a hive system from Sam Brunton.</p>	
10.	<p><b>Recreation Ground update</b></p> <p>Works on the alarm system in the Pavilion is due to be done when the school closes for summer as access is required to the large room which is not possible when the children are in.</p>	

	<p>An invoice for work on the tractor is still awaited. The Clerk will do some figures for leasing of the tractor for next amenities committee meeting.</p> <p>The Clerk was also requested to check on work that was due to be done on the pond and if dredging of the pond would be done as part of the renovation of the bank work.</p>	Clerk
11.	<p><b>To review the hire charges and hire agreement with Knebworth football club.</b></p> <p>A group of Councillors, and the Clerk met with the Football Club on the 20<sup>th</sup> of May. Regarding the fees they are requesting a reduction of £882 on the total amount due from all sections of the club for the 24/25 season. It was proposed by Cllr Stringer and seconded by Cllr Cosson and</p> <p><b>Resolved:</b> to approve the reduction of £882 from the amount due for the 24/25 season.</p> <p>Regarding the hire agreement, this was distributed to Cllrs on the 21<sup>st</sup> of May for consideration and review. Emails have also been circulated regarding the request on start date for the 24/25 season. It was proposed by Cllr Stringer and seconded by Cllr Cosson and</p> <p><b>Resolved:</b> to approve the hire agreement between Knebworth Parish Council and Knebworth Football Club for the 2024/25 season. Clerk to distributed to Knebworth Football Club for consideration.=</p>	Clerk
12.	<p><b>To review hire charges with Knebworth bowls club</b></p> <p>The bowls club were advised that the rate was remaining as per given back in April 2024 regarding increased fees. They have been in touch again as per Appendix 9. Having looked at this issue again I can see that the price should have been increased by 5% as the bowls club fall into the remit of the Recreation Ground and this was agreed at the PC meeting on the 15<sup>th</sup> of November. It was proposed by Cllr Hemmingway and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> for the hire 2024/25 to remain at the price agreed with the 5% increase applied.</p>	
13.	<p><b>To discuss CCTV at the Recreation Ground</b></p> <p>This project was discussed, and Councillors asked if there was a budget for the CCTV. It was requested that the Clerk seek to get some updated quotes and liaise with Cllr Jobling who had been involved in this project previously.</p>	
14.	<p><b>To discuss lighting at the Village Hall</b></p> <p>A quotation for works to be done on the Village Hall lights was done in November and is in Appendix 12. An email from the Knebworth Community Corus is in appendix 13 as a request of their requirements if the lighting project is to be considered. Consideration will need to be given to work to be included. A reserve of £20,000 for this work was approved at the PC meeting on the 8<sup>th</sup> of May 2024. Councillors questioned if there would be any S106 money available from planning developments. Clerk to investigate. It was proposed by Cllr Cosson and seconded by Cllr Hurwitz and</p> <p><b>Resolved:</b> to seek a second quotation for the lighting project and to put a proposal to the Full Council.</p> <p>Cllr Stringer abstained from this vote all others were in favour.</p>	Clerk  Clerk

15.	<p><b>To discuss damage to a property neighbouring a Parish Council Recreation Ground</b></p> <p>A resident from 39 Watton Road has been in touch to request some compensation for damage to the fence on his property which backs onto the Recreation Ground. Appendix 14 shows the email trail around this matter. It was proposed by Cllr Stringer and seconded by Cllr Willcocks and</p> <p><b>Resolved:</b> that no further action on the part of the Parish Council was required.</p>	
16.	<p><b>To discuss and review the Parish Council's supplier of water</b></p> <p>Appendix 15 is an email correspondence trail regarding the water supply to Parish facilities. It explains the history and our current situation. It was proposed by Cllr Hemmingway and seconded by Cllr Willcocks and</p> <p><b>Resolved:</b> to approve a change to a fixed rate tariff for the supply of water to Parish facilities.</p>	Clerk
17.	<p><b>To receive an update on the Parish Council Christmas lights</b></p> <p>The Clerk has been in touch with lamps and tubes regarding the supply and installation of our Christmas lights. The Clerk has arranged to meet with lamps and tubes to do a walk around the village to try and avoid some of the issues that were seen last year. Work will need to be done with local shop keepers to ensure compliance regarding installation of the Christmas lights.</p>	
18.	<p><b>Any other business</b></p> <p>The Clerk highlighted several issues with hirers that had occurred. The Clerk was requested to put in writing a request for a payment of a late cancellation fee for one hirer.</p> <p>Regarding use of the hall by a hirer when not booked and during the time of another hirers booking, and it was considered appropriate to give a 25% refund to the hirer who was booked and to invoice the hirer without the booking for two times their hire fee and to ask for the keys to be handed back.</p>	

The meeting closed at 9.40pm

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_