



TAKELEY PARISH COUNCIL

Hall & Amenities Committee Meeting

Minutes of the Meeting held on Tuesday 21st April 2026 at 10am at The Old School Community Centre

Council Members Present: Cllrs Samantha Moore, Jackie Cheetham, Helen Carter, Richard Ridley and Sue Sprules.

In Attendance: Amanda Collins-Klimcke (Assistant Clerk)

Item	
25/11	Apologies for Absence None.
25/12	Declarations of interests None.
25/13	Public Representations None.
25/14	Minutes of the Meeting Members approved the minutes of the meeting held on 10th March 2026. Cllr Cheetham requested that all documents have page numbers moving forward.
25/15	Sports Field a) Members discussed appendix 1- Priority List For Short-Term Project Plan For UDC Grant Award £37k. Members RESOLVED not to enhance the football pitches at this stage, proposed by Cllr Cheetham, seconded by Cllr Carter. RESOLVED unanimously to uncover the BMX track with the assistance of the probation services team. Proposed by Cllr Carter, seconded by Cllr Moore. ACTION: Ast. Clerk to arrange. RESOLVED in principle unanimously to research and install an all-weather gravel bonded track. Proposed by Cllr Moore, seconded by Cllr Cheetham. ACTION: Ast. Clerk to obtain quotes. RESOLVED in principle unanimously to investigate the cost of covered padel courts, no more than 4 courts. Proposed by Cllr Moore, seconded by Cllr Carter.



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	<p>ACTION: Ast. Clerk to obtain quotes.</p> <p>It was RESOLVED to repair the outbuilding roof. Lee Greenwood was awarded the contract. Proposed by Cllr. Cheetham, seconded by Cllr Carter, unanimously agreed.</p> <p>ACTION: Ast. Clerk to liaise and update at the next meeting.</p>
25/18	<p>Kitchen Refurbishment</p> <p>Members RESOLVED to award the kitchen refurbishment to Nelson & Sons. Proposed by Cllr. Moore seconded by Cllr. Carter. Unanimously agreed.</p> <p>ACTION: Ast. Clerk to liaise and keep Members updated.</p>
25/19	<p>Quarterly Clean</p> <p>Members RESOLVED to award the quarterly deep clean of the whole building to Knightsbridge cleaning company. Proposed by Cllr. Carter, seconded by Cllr Sprules.</p> <p>ACTION: To liaise with contractors and update Members accordingly.</p>
25/20	<p>Café & Hire Cleaning Procedure</p> <p>Ast. Clerk updated Members with the new hirer cleaning supplies box and its location. Regarding hirers taking their rubbish away with them, this has been added as an item to the next Full Council Agenda requested by Cllr. Burnett.</p>
25/21	<p>Items for the Next Agenda</p> <p>Dry store quotations for the outbuilding to be revisited.</p> <p>Guarantee on office fridge located in the café.</p>
25/22	<p>Date of the next meeting</p> <p>The next meeting is scheduled for Tuesday, 26th May at 10am in the Old School Community Centre.</p>

Meeting closed at 11.23am.

Signed by the Chairman

Date