

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

Councillors and Members are summoned to a Meeting of the Charlwood Parish Council Services & Amenities Committee to be held on Tuesday 2nd April 2024 at the Pavilion, Charlwood, at 6:30pm

THE PUBLIC AND PRESS HAVE A RIGHT AND ARE CORDIALLY INVITED TO BE PRESENT AND AN OPPORTUNITY WILL BE GIVEN TO ASK QUESTIONS OR MAKE STATEMENTS

AGENDA

1. APOLOGIES

2. DECLARATION OF INTEREST – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk of Monitoring Officer prior to the meeting.*

3. MINUTES – The minutes from the meeting of the 12th March were signed at the Full Parish Council meeting of the 18th March, therefore there are no minutes to sign. (LGA 1972 Sch,12 s41).

4. PUBLIC QUESTIONS

5. WITHEY

5.1 Playground

5.2 Cycle Racks – Update on siting of racks at Hookwood Memorial Hall/The Withey if available (Clerk)

5.3 Trees – Update including progress on obtaining quotes for tree works

6. RECREATION GROUND

6.1 Outdoor Gym Equipment

6.2 Pavilion

6.2.1 To agree the revised hire fees for the Pavilion for non-residents and other users.

6.2.2 To consider and agree whether Venture Week organisers can have the Pavilion at no charge as per previous years.

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.

- 6.2.3 To consider and agree whether to set up an annual maintenance contract for the drains and whether to paint the foul water man hole covers with a red cross as per contractor's recommendation.
- 6.2.4 Update on Boiler Maintenance (update from Asst. Clerk)
- 6.3 Football Pitch – consider and agree whether the pitch needs re-rolling after the verti-draining machine roll.
- 6.4 Hedge – update
- 6.5 Trees
 - 6.5.1 Update on progress of obtaining quotes for tree works (full programme).
- 6.6 Car Park – next steps

7 GLEBE FIELD

- 7.1 Lease – update if available (Clerk).
- 7.2 Asset of Community Value application – update (Clerk)

8 WICKENS ORCHARD

- 8.1 Maintenance – Update (Asst. Clerk)

9 THE CAGE

- 9.1 Update on actions to address the water damage at the Cage.

10 GROUNDSMAN

- 10.1 Meeting with the Groundsman

11 MILLENIUM FIELD

- 11.1 To consider the Playground Inspection Report for the Charlwood Playground and agree next steps.
- 11.2 Trees – update including progress on obtaining quotes for tree works

12 S&SEiB

- 12.1 Next steps

13 ANY OTHER BUSINESS

14 DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE

- **Full Parish Council Meeting** – Monday 15th April 2024, 7:30pm, The Pavilion, Charlwood
- **Services & Amenities Committee Meeting** – 7th May, 6:30pm, The Pavilion, Charlwood
- **Planning Committee Meeting** – Tuesday 7th May, 7:30pm, The Pavilion Charlwood

Janette Coulthard

Clerk to the Council

Janette Coulthard

Issued 27th March 2024

Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at clerk@charlwoodparishcouncil.gov.uk and Approved Minutes of previous meetings are available for viewing on the website www.charlwoodparishcouncil.gov.uk or by contacting the Clerk.