

**CHARLWOOD PARISH COUNCIL  
MINUTES OF THE SERVICES & AMENITIES COMMITTEE  
HELD IN THE PAVILION ON  
TUESDAY 12<sup>th</sup> March 2024 at 6:30pm**

**PRESENT**

Cllr T Stacey – Chair

Councillors: L Scott, Angela Rawlinson W. Hill, Angela Tyson-Davies.

In attendance: H. Hill (Asst. Clerk), 1 x Resident

69/24	<b>1. APOLOGIES FOR ABSENCE</b>	
	None	
70/24	<b>2. DECLARATIONS OF INTEREST</b>	
	None	
71/24	<b>3. MINUTES</b> The minutes of the previous meeting of the Services & Amenities (S&A) Committee held on the 2 <sup>nd</sup> February 2024 were signed at the full Parish Council meeting on the 19 <sup>th</sup> February 2024, therefore there were no minutes to sign.	
72/24	<b>4. PUBLIC QUESTIONS</b>	
	None	
73/24	<b>5. THE WITHEY</b> 5.1 Playground - To consider the Playground Inspection report for the Withey Playground and agree next actions – Cllrs advised that both a swing and slats on a frame need to be replaced and parts of the apparatus needs to be rubbed down. Advice needed to be sought regarding the repairs. Cllr Scott requested the purchase of a new adult size 2m basket swing for the playground advising that there was a carry forward in budget that would fund this. The basket swing to be obtained from the supplier who refurbished the playground. <b>IT WAS AGREED</b> that the Clerk would confirm budget availability to Cllr Stacey before sourcing estimates for the basket swing. 5.2 Playground - a foothold on the climbing frame has rotted and split, to consider and agree action to be taken – as above. 5.3 Trees – Update – Cllrs Stacey will meet with the tree surgeons next week for quotes on tree maintenance and <b>IT WAS AGREED</b> that Cllr Stacey will provide an update to the full Parish Council meeting on the 18th March, if possible.	<b>JC</b>         <b>TS</b>
74/24	<b>6. RECREATION GROUND</b>	
	6.1 Outdoor Gym Equipment – serviced on the 27 <sup>th</sup> February. The Asst. Clerk reported that new bearings etc. were fitted as necessary.	

<p>6.2 Pavilion – to review and agree the hire fees for the Pavilion for non-residents – The Committee members could not reach an agreement over the proposal to charge different hire fees for non-residents and agreed to defer further discussion and a decision to the full parish Council meeting on the 18<sup>th</sup> March. <b>IT WAS AGREED</b> the Clerk would add this to the agenda for the full Parish Council meeting on the 18<sup>th</sup> March if possible.</p>	<p>JC</p>
<p>6.3 Pavilion – update on Boiler Maintenance, initial visit 4<sup>th</sup> March (update from Asst. Clerk) – The Asst. Clerk reported that the engineer had given the boilers a once over an improved performance. The full service and fitting of new parts was scheduled for the 2<sup>nd</sup> April.</p>	
<p>6.4 Football Pitch – update on getting the football pitch rolled and verti-drained -The rolling and verti-draining of the football pitch was complete. <b>IT WAS AGREED</b> that the Asst. Clerk would investigate further the painting of a white square at the end of the basketball court, as the Sunday football team were not aware of the reason.</p>	<p>HH</p>
<p>6.5 To consider the request from Horley Town football club to use the Recreation Ground for U12 team training on Saturday mornings – <b>IT WAS AGREED</b> that the Asst. Clerk would advise Horley Town FC that it would not be possible for them to hire the Recreation Ground this year.</p>	<p>HH</p>
<p>6.6 Hedge – Good progress is being made on removing the Ivy from the hedge and work will continue this weekend. More whips (baby hedge plants) are needed for the hedge on the boundary with Ifield Road. <b>IT WAS AGREED</b> that Cllr Scott would source these. Cllr Hill advised he will clear the Tain Cottage side hedge of Ivy.</p>	<p>LS WH</p>
<p>6.7 Trees –. Cllr Stacey advised that the tree surgeon had recommended the removal of two Lime Trees on the Millenium Field/Recreation Ground. Cllr Scott advised that the tree surgeons should be asked to confirm that the trees had died to avoid removing trees unless absolutely necessary. Cllr Stacey advised that the intention was to replace the trees and also add to the avenue of trees in the Millenium Field this year. <b>IT WAS AGREED</b> that Cllr Stacey would obtain confirmation that the two lime trees had died and a quote for the removal.</p>	<p>TS</p>
<p>6.7.1 To consider and agree whether to go with the quote for £1,500 excl. VAT for pollarding the Lime trees. <b>APPROVED</b></p>	
<p>6.7.2 Update on progress of obtaining quotes for tree works (full programme) – ongoing.</p>	
<p>6.8 Parking – next steps re the planning application for the Car Park at the Millenium Field – A walk around meeting was arranged for the 19<sup>th</sup> March to assess options for the Car Park. Trees would be assessed at the same time.</p>	<p>All S&amp;A</p>

75/24	<b>7. GLEBE FIELD</b>	
	<p>7.1 Lease – no progress waiting for the Diocese to engage with the PC.</p> <p>7.2 Asset of Community Value application – decision due from MVDC 24<sup>th</sup> March. The Clerk updated the S&amp;A Committee prior to the meeting advising that the representative of the Diocese had asked for the PC to request the removal of a paragraph from the AVC application form that stated that the Diocese had recently discussed the sale of the land with a prospective buyer. The representative stated that the statement was incorrect and the Diocese had never discussed the sale of the land with any parties. The Clerk wrote to MVDC to ask for the removal of the statement and MVDC confirmed removal.</p>	
76/24	<b>8. WICKENS ORCHARD</b>	
	8.1 Maintenance Update – The Asst. Clerk reported the hedge had been cut but the gate remains in same broken condition. The Asst. Clerk has reminded Clarion at same time as thanking them for very well received hedge work. <b>IT WAS AGREED</b> that the Asst. Clerk would remind Clarion Housing, again.	<b>HH</b>
77/24	<b>9. THE CAGE</b>	
	9.1 Update on actions to address the water damage at the Cage - Cllr Stacey felt that listed building approval was not needed for minor repairs, as long as fabric of the building was not changed and that a company should be found that would undertake the repairs needed. The Clerk had already put up a Facebook post asking for local tradesmen who might want to take on the work and would be contacting responders.	<b>JC</b>
78/24	<b>10. GROUNDSMAN</b>	
	No Update	
79/24	<b>11. MILLENIUM FIELD</b>	
	<p>11.1 To consider the Playground Inspection Report for the Charlwood Playground and agree next steps. – The Playground inspection report had a few issues on it and can be looked at in Committee walk around next week.</p> <p>11.2 Trees – update including progress on obtaining quotes for tree works – quotes pending.</p>	
80/24	<b>12. S&amp;SEiB</b>	
	<p>12.1 To consider and agree promotional campaign so all residents are aware – <b>IT WAS AGREED</b> that information would be included in PC newsletter.</p> <p>Cllr Rawlinson suggested leaflets to be produced explaining the competition and encouraging participation.</p>	<b>LS</b>
81/24	<b>13. ANY OTHER BUSINESS</b>	
	13.1 To consider and agree if further action needed regarding Tree leaning on the roof of the Half Moon pub. - Due to debate over whose land this tree is on and responsibility, Cllr Tyson-Davies suggested that MVDC should be notified of the issue	

82/24	<p>and their comments sourced as to their responsibility for the tree. <b>IT WAS AGREED</b> that Cllr Tyson- Davies would follow-up.</p> <p>13.2 Cllr Hill reminded the Committee of the delivery of the new key safe for use in the Pavilion and Cllr Stacey advised he would fit it inside the Pavilion next week.</p> <p><b>14. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE</b>  Services &amp; Amenities Committee Meeting - Tuesday 9<sup>th</sup> April 6.30pm at The Pavilion.</p>	<p><b>ATD</b></p> <p><b>TS</b></p>
-------	--	------------------------------------

There being no other business the Chair closed the meeting at 7:30pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 18<sup>th</sup> March 2024.

Signed.....

Chair of the Services & Amenities Committee