

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
6th November 2024
6.30 pm.**

PRESENT

Chair - Cllr T Stacey
Vice Chair – Cllr Tyson-Davies
Present: Cllr S Bloom, Cllr L Scott, Cllr A Rawlinson
In Attendance: Helen Hill (Asst. Clerk), 1 x Resident

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| 336/24 | 1. APOLOGIES FOR ABSENCE Apologies received and accepted for Cllr S Crofts and Cllr W Hill | |
| 337/24 | 2. DECLARATIONS OF INTEREST None | |
| 338/24 | 3. MINUTES The minutes of the Services & Amenities (S&A) Committee of the 1 st October were signed as a true record of the meeting at the full Parish Council meeting of the 21 st October therefore there were no minutes to sign. | |
| 339/24 | 4. PUBLIC QUESTIONS Asst. Clerk's note: There were no questions from the public at this point, but later during discussion on footpaths, the meeting was interrupted by a resident who gave a letter to Cllr Stacey regarding her concerns, which she claimed she had sent to the Parish Clerk, three weeks ago and was still waiting for a response on this. There is no confirmation where this was sent to, as not received in The Parish post boxes. The resident insisted on speaking forcibly for an extended time and when Cllr Stacey explained that to speak any longer would not be possible at this meeting, she became louder and more aggressive. Cllr Scott supported Cllr Stacey reminder of a time limit pointing out only 5 minutes were allowed under the PC Standing Orders. Cllr Stacey informed her that he would have to telephone the Police for assistance if she continued. The resident continued in the same manner and Cllr Stacey rang 999. When the Police answered the call and the resident could hear the conversation, they left the meeting, saying they would meet them at the gate. Cllr Stacey then continued the meeting. As the resident had left the meeting it was agreed with the Police that their attendance would no longer be necessary. | |
| 340/24 | 5. THE CAGE 5.1 Repairs – Update on repairs to the door – Cllr Stacey reported that the Contractor had looked at the paintwork on the door of the Cage and will paint it and repair in the required sealant at a cost of £125 and this has been agreed. The Contractor had also quoted for the PC Noticeboard to repositioned and for replacing post. The quote was for a cost of £220. APPROVED and IT WAS AGREED that the Asst. Clerk should instruct the contractor. | HH |
| 341/24 | 6. FOOTPATHS Cllr Tyson-Davies had nothing to report. Cllr Stacey reported that Norwood Hill Footpath is still in need of clearing. A resident interjected that the pavement at Russ Hill still needed clearing. Regarding the pavement at Russ Hill, Cllr Scott advised she had engaged with MVDC and they will attend in up to five days. Cllr Stacey to send Cllr Scott a list of pavements requiring attention. Cllr Scott suggested a post on Facebook asking for residents to advise of any pavements in the Parish, they feel need attention. | |

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| | <p>Cllr Stacey advised that quote from a Contractor Keith Berry to cut back hedge in Town Path from the Church lychgate was approved and IT WAS AGREED that the Asst Clerk would instruct the Contractor.</p> <p>Cllr Stacey advised there is a pavement in Withey Meadows, Hookwood in a bad condition, Cllr Scott advised this is the responsibility of Circle Housing and IT AGREED that Cllr Scott would liaise with Clerk on reporting it to them. she will liaise with Clerk on reporting it to them. IT WAS AGREED that Cllr Stacey would prepare a list of pavements requiring attention. IT WAS ALSO AGREED to ask the Clerk to put a post on Facebook asking residents to advise the PC of other pavements in poor condition</p> | <p>HH</p> <p>TS</p> <p>JC</p> <p>LS/JC</p> |
| 342/24 | <p>7. GLEBE FIELD</p> <p>Cllr Stacey reported he had not received an update from the Clerk on whether invoices for the emergency works to the Hovel had been issued to the Charlwood Society and the Diocese so he was unable to comment at this meeting. A resident who is attending Charlwood Society meeting this week, will raise it with the committee to see if received</p> | |
| 343/24 | <p>8. GROUNDSMAN</p> <p>Cllr Stacey reported that time sheets are being submitted by Groundsman. Cllr Stacey will supply a spreadsheet to monitor his work over a period of time. IT WAS AGREED that Cllr Stacey would compose a monitoring spreadsheet for the timesheets.</p> | TS |
| 344/24 | <p>9. MILLENIUM FIELD</p> <p>No advice on leases to date. Cllr Stacey has requested the Clerk to write to JBTMT asking for their response, as agreed in meeting they had with Cllrs Stacey and Rawlinson last month.</p> <p>The Millenium Field was inspected by the Committee earlier in the day and the condition of hedges was discussed. Cllr Stacey to send a report to the Committee to agree on findings and way forward.</p> | TS |
| 345/24 | <p>10. RECREATION GROUND</p> <p>10.1 Pavilion</p> <p>10.1.1 Defibrillators – Defibrillators. Batteries received and shop defibrillator now actioned. Second set of batteries/pads waiting to be inserted when Hookwood Phone Box ready. Confirmation of purchase of the box by the Parish Council is required and this may be available on Citrix. Ex Cllr Parker may also have knowledge. Cllr Stacey volunteered to remove the clubroom defibrillator box from the clubroom and deliver to The Parish Hall, as they were very happy to be given it by the Parish Council. Cllr Tyson Davies to contact Chris Oborn to receive it on behalf of the Hall Committee.</p> <p>IT WAS AGREED that Cllr Stacey would remove and deliver defibrillator to Parish Hall. IT WAS ALSO AGREED that Cllr Tyson Davies would contact Chris Oborn and IT WAS ALSO AGREED to ask the Clerk to investigate ownership of Hookwood telephone box.</p> <p>10.1.2 Pathway Lights – a Contractor has been instructed to proceed and Cllr Stacey is awaiting date that it will be carried out.</p> <p>10.1.3 Storage – to consider and agree whether to investigate the cost of a new UPS for the doors to the storage units at the back of the Pavilion Cllr Stacey advised that the UPS plug in the Storage sheds should be purchased in case of power cuts and inability to access equipment. A quote of £180 plus VAT had been obtained. APPROVED and IT WAS AGREED that Cllr Stacey to would ask the Clerk to purchase.</p> <p>10.1.4 Hot Water – CLLR Stacey had met with a heating engineer who thought the system in use was suitable for our purposes but with additions as the clubroom was not in regular use. He will be asked to quote for adaptations to improve supply when he attends to the pathway lights. IT WAS AGREED Cllr Stacey will liaise with heating and electrician to improve the hot water supply. The Contractor should be asked to return to flush out the system as some radiators are not working as they should. IT WAS AGREED that the Clerk would contact the Contractor regarding flushing the system.</p> | <p>TS</p> <p>ATD</p> <p>JC</p> <p>TS/JC</p> <p>TS</p> |

10.1.5 **Benches** – to consider whether to investigate the cost of installing grasscrete or an alternative in front of the two benches outside the Pavilion (Asst. Clerk) – The Asst. Clerk reported that mud was forming under the benches outside the Pavilion, where residents enjoy sitting and meeting other residents. Cllr Stacey proposed that the Contractor be asked to provide an estimate for fitting matting under the foot space in front of the benches, Cllr Bloom seconded. **IT WAS AGREED** that the Asst. Clerk would ask the Contractor for a quote.

JC

10.1.6 **Fire Alarm & Intruder Alarm** – to consider whether to attempt to get quotes for the maintenance contracts from other suppliers when due for renewal next year. Cllr Stacey advised if we choose to change to a different contractor at the next renewal, the PC should only have one company dealing with both, changing would likely incur an initial inspection cost from a new contractor. Cllr Stacey thought that if the PC were going to one company, then Admiral would be the best choice, as closer. He advised he would draft a letter for the Assistant Clerk to contact them. **IT WAS AGREED** that Cllr Stacey would draft a letter to Admiral.

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10.1.7 **Parking Barriers** – to consider and agree which option is preferable for new barriers to replace the existing parking barriers with new barriers and to consider and agree how to manage the current barriers until a new solution is in place. - Cllr Rawlinson suggested planting trees along the area. Cllrs felt that roots could be a problem i.e. growing under the path/ football pitch. Cllr Stacey advised that a small tree/hedge named Pyrus Chanticleer would be best suited and all Cllrs agreed. Cllr Scott suggested they could be placed in large planters, which would be moveable. Whichever method was used they would have to be spaced according to allow access for grass cutting and for the goals to be placed on the football pitch for games.

TS

JC

Cllr Scott to provide brochures to be left in the Clubroom so Cllrs can see options at their convenience. Cllrs Stacey to look into costs and Cllrs Bloom and Rawlinson suggested that each tree could be sponsored by villagers in 'memory of' or 'celebration of'. Spring may be the time that planting will take place. Suggestion that whole page in Parish Pump could be used to advise all villagers. Cllr Stacey suggested that all hirers should be advised of the need to ensure barriers are left in position. Cllr Scott pointed out that this is what she had already prepared and shared. There will be a 10m. gap between each set of barriers to ensure necessary machines can get access but no space for a car. **IT WAS AGREED** that Cllrs Scott would acquire and leave brochures in the Pavilion. **IT WAS ALSO AGREED** that the Asst. Clerk would stress to all hirers of the Pavilion the need to park correctly and not move the barriers.

TS

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10.2 Football Pitch – sockets for new goals, measurements required by the Clerk – measurements were not discussed however, Cllr Stacey advised that the goals at the back of the Pavilion had one post missing. A resident advised that the missing post was in the Football Team's ex-Chairman's garden and requires welding. Cllr Stacey said he could carry this out and will ask if he may remove it from garden and check. Using this would save money being spent on a new set of posts. **IT WAS AGREED** that Cllr Stacey would follow-up.

TS

10.3 Car Park –Cllrs felt that the method of counting responses to the consultation survey needed to be agreed. Cllr Stacey reported he had taken advise on this and there was no set way of this being done. The advice was that it is possible that proximity to the car park could be considered when evaluating the responses. **IT WAS AGREED** that the count should take place on Saturday 23rd of November.at 11.00am and that a meeting would be held prior to agree the counting method, Cllr Stacey to arrange a date for the pre-meeting.

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It was felt that the process should involve enough Counters to do a double check, it was felt that a minimum of 5 Cllrs would be necessary to do this. Residents will be

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| | <p>allowed to attend for observing but must not be able to see any identifying information on the forms, so will need to be at a distance. Cut off time on the 14th of November to be decided. Cllrs also agreed that a decision should be made as to what number of responses could be considered significant to allow the project to proceed.</p> <p>10.4 Trees – update - No change, Cllr Stacey preparing report.</p> | |
| 346/24 | <p>11. S&SEiB</p> <p>Cllr Bloom reported that a certificate has been received and suggested it should be displayed on the wall of the Pavilion, along with other certificates awarded and plaques. Cllr Bloom advised that she would like to get more villagers involved in the competition next year and will start encouraging interest from next January. It was proposed that if the competition entry came from the residents and not the Parish Council, then they could enter the Villages in Bloom competition, which Charlwood and Hookwood could enter together. Cllr Stacey seconded this. IT WAS AGREED that Cllr Bloom would advise villagers of the competition and encourage support in January 2025 and IT WAS ALSO AGREED that Cllr Stacey would consider the placing of certificates on wall of Pavilion.</p> | <p>SB TS</p> |
| 347/24 | <p>12. THE WITHEY</p> <p>12.1 Playground 12.1.1 Repairs Update Repairs to equipment discussed.</p> <p>12.2 Cycle Racks – to reconsider and agree the location for the cycle racks at Hookwood Memorial Hall/The Withey – The installation of the cycle racks had been held up due to ongoing discussion with Trustees of the Hall. Cllrs agreed on new site proposed by Cllr scott and IT WAS AGREED that Cllr Stacey would advise the Contractor.</p> <p>12.3 Trees – no update</p> | <p>TS/LS</p> |
| 348/24 | <p>13. ANY OTHER BUSINESS</p> <p>13.1 To consider and agree whether to create a spreadsheet to capture all actions from the S&A meetings to avoid actions being forgotten and if agreed, to decide who should create and maintain the spreadsheet. - Cllr Stacey felt there was a need to produce a spreadsheet after each S&A Committee meeting, to avoid actions being missed. He proposed that Cllr Tyson-Davies prepare the spreadsheet and update it each month. IT WAS AGREED that Cllr Tyson-Davies would take on this task.</p> <p>13.2 Pavilion Hire Charges - Assistant clerk advised that 2025 hire fees for the Pavilion and Recreation Ground needed to be agreed. A resident suggested that there should be information in the Parish Pump as all the other local halls, which were all attracting more interest. Cllr Stacey advised because of many the Pavilion days and weekends were booked out that evening hires should be targeted. Cllr Stacey requested Assistant Clerk to look into producing an advert promoting the Pavilion for inclusion in the Parish Pump. It should target evenings and advertise the present fees and see what response is received. A resident questioned the principal of charging the community events for hire, as the money raised at these events went back to the Community. Cllr TD proposed that the charge should be cancelled Cllr Rawlinson/Bloom seconded. IT WAS AGREED that this Asst. Clerk would create and advert to go in the Parish Pump and IT WAS ALSO AGREED to refer a recommendation for removing the charge for Community Groups to full Council for approval. The Clerk to add the item to the agenda for the next full Parish Council meeting.</p> <p>13.3 Cllr Stacey proposed purchase of long litter pickers for picking from ditches. Cllr Scott seconded. IT WAS AGREED that the Asst. Clerk would order the long litter picking sticks.</p> | <p>ATD</p> <p>HH JC</p> <p>HH</p> |
| 349/24 | <p>14. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</p> <ul style="list-style-type: none"> • Full Parish Council Meeting – Monday 18th November 2024, 7:30pm, Charlwood Pavilion 7.30pm • Services & Amenities Committee Meeting – Tuesday 3rd December, 6.30pm, | |

the Pavilion, Charlwood

- **Planning Committee Meeting** – Tuesday 3rd December ,7:30pm, the Pavilion, Charlwood

There being no other business the Chair closed the meeting at 7.45 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 18th November 2024.

Signed.....