

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
Monday 1st July 2024
6.30pm.**

PRESENT

Cllr T Stacey – Chair
Cllr Tyson – Davies
Councillors: S Bloom, A, Rawlinson,
In attendance: H. Hill (Asst. Clerk), 1 x Resident

202/24	<p>1. APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllrs Hill and Scott.</p>	
203/24	<p>2. DECLARATIONS OF INTEREST None</p>	
204/24	<p>3. MINUTES The minutes of the Services & Amenities (S&A) Committee of the 1st July will be signed at full Parish Meeting on 15th July 2024 therefore there were no minutes to sign.</p>	
205/24	<p>4. PUBLIC QUESTIONS</p>	
	<p>4.1 A representative of the Parish Pump magazine advised they were attending the meeting to answer any queries regarding the magazine and to obtain gain information on the progress with the car park plans and repairs to The Hovel. Cllr Bloom advised she would provide an update on the Parishes in Bloom competition later in the meeting.</p>	
206/24	<p>5. WITHEY</p> <p>5.1 Playground – The contractor had been instructed to move the Playboards and will meet with Cllr Stacey on the 2nd of July to confirm correct placement, as the ground was not suitable in area originally identified.</p> <p>5.2 Cllr Stacey has investigated gaining access to the land registry documents and has been advised it is very expensive to obtain access to all documents as required, so will pay for obtaining one as and when required. Cllr Stacey will request required documents of The Withey. Cllr Stacey to advise Parish Clerk.</p> <p>5.3 Trees - No progress, but not urgent as a plan is needed of position of numbered trees and as the trees cannot be cut until the Autumn. Deferred until later in the year.</p> <p>5.4 Bouncy Castle party has now been booked at The Pavilion, so no requirement to be discussed now, but a policy for the future regarding allowing placement of Bouncy Castles on the Withey should be discussed at next meeting.IT WAS AGREED the Asst. Clerk would advise the Clerk to add it to the agenda.</p>	<p>TS</p> <p>TS</p> <p>HH</p>
207/24	<p>6. RECREATION GROUND</p>	
	<p>6.1 Pavilion</p> <p>6.1.1 Football Boot scrapers - Cllr Stacey confirmed that the drain was not affected by mud from boots and therefore the scraper could remain in position and the contractor could change the brushes on it. IT WAS AGREED the Asst. Clerk to advise the contractor.</p> <p>6.1.2 Pathway lights in the trees - Cllr Stacey met with another electrician and is awaiting a quote for refitting the pathway lights in trees.</p>	<p>HH</p> <p>TS</p>

	<p>6.2 Football Pitch</p> <p>6.2.1 To consider an agree whether to grant the request to use it for a Community Football match on the 22nd August 2024 - IT WAS AGREED to grant the request and as it was a memorial event there would be no charge for hiring the pitch. The Asst. Clerk to advise.</p> <p>6.3 Cricket Pitch</p> <p>6.3.1 To consider and agree whether to accept the offer of a Cricket Net from lfield Cricket Club – Cllrs discussed an offer of fitting cricket nets on the Recreation Ground. Cllrs felt they would take up too much room and would hamper grass maintenance and the general good appearance of the Recreation Ground. IT WAS AGREED that the Asst. Clerk would reluctantly decline their kind offer.</p> <p>6.4 Car Park</p> <p>6.4.1 Cllr Stacey advised that the planning expert had identified the option he felt most likely to succeed. It was reiterated that a consultation with residents was being planned and there was possible a need for a working group to be set up that members of the public could be encouraged join. Cllr Tyson-Davies enquired about costings and Cllr Stacey advised that all estimates were in place, these varied with a difference of £40,000 dependent on the design option. IT WAS AGREED that Cllr Stacey would present the costs at the next Parish Council (PC) meeting. He advised that the PC would be required to pay half the overall cost as JBTMT were happy to match the PC funding with their contribution.</p> <p>6.5 Trees</p> <p>6.5.1 Cllr Stacey advised that he has to match up which Lime Trees are affected with the position advised by tree surgeons.</p>	<p>HH</p> <p>HH</p> <p>TS</p> <p>TS</p>
208/24	<p>7. GLEBE FIELD</p> <p>7.1 Lease – No update from the Diocese. Cllr Stacey asked if he can engage with the surveyor at the Diocese’s estates department.</p> <p>7.2 Hovel emergency works –</p> <p>Cllr Stacey suspended standing orders to allow a resident to speak.</p> <p>The resident read an email from the Charlwood Society (CS). The email advised that the CS will not take on responsibility for instructing the contractor to carry out the emergency stabilisation work. However, once the work was complete, the CS will set up group to raise funds for the ongoing care and maintenance of The Hovel.</p> <p>Cllr Stacey reinstated standing orders.</p> <p>Cllrs agreed that a decision should be made at the full Parish Council meeting regarding giving the contractor the instruction for the work on The Hovel. Cllrs Tyson-Davies and Rawlinson remarked repairs have to be carried out before Winter as Hovel would not survive another Winter. Cllr Rawlinson suggested that all interested parties should pay their third for the work and then when the building was secure, discuss how to proceed in the future. IT WAS AGREED that the Clerk would put an item on the full Parish Council meeting agenda so that the PC could agree to give the instruction to the contractor.</p>	<p>JC</p>
209/24	<p>8. WICKENS ORCHARD</p> <p>8.1 Maintenance - The hedge has been clipped by a resident and the path is no longer obstructed. Cllrs Bloom and Tyson-Davies advised that they had visited Wickens Orchard on Monday morning and the Clarion gardeners were also there strimming the overgrown grass around the seat and along the edges. Cllrs explained that the competition judging was happening next week and they said they would ask if they could return before then to tend to the hedges. Cllrs Bloom and Tyson-Davies also mentioned that the bin has still not been emptied. IT WAS AGREED the Asst. Clerk would report to MVDC again.</p>	<p>HH</p>
210/24	<p>9. THE CAGE</p>	

211/25	<p>9.1 Cllr Stacey advised that the instruction to the builder to carry out repairs had not yet been given. IT WAS AGREED that the Asst. Clerk would advise the builder of the acceptance of the quote and instruct them to go ahead with the work.</p> <p>10. GROUNDSMAN</p>	HH
212/24	<p>10.1 Cllr Bloom remarked hedges were much improved and the Asst. Clerk advised that Groundsman had been working very hard over last weeks on hedges and grass maintenance.</p> <p>11. MILLENIUM FIELD</p> <p>11.1 Cllr Stacey advised had been in contact with a resident horticultural and arboricultural expert at Russ Hill to identify the species of Lime Trees that have been lost so that they may be replaced once quotes had been obtained advised. He emphasised that they needed to be replaced or area will start to look very bare.</p>	
213/24	<p>12. S&SEIB</p>	
	<p>12.1 Cllr Bloom, advised she wished to have her thanks to the Asst. Clerk for her watering of the plant boxes at the Pavilion minuted as they are growing very well and have been well cared for. The Asst. Clerk replied with her thanks and added she was being assisted by the groundsman when he came to Recreation Ground and by one of the daytime hirers when they were using the Pavilion. Cllr Bloom advised that all planting has now taken place. Plants have been taken to the school and the children have potted them up so they can be displayed at the school gate. The judge will be taken past the school to show the engagement of the Community in the Parishes in Bloom competition. During the School holidays, the pots will be taken to the care home in The Street to be cared for and the school was very pleased to have further engagement in the community. Extra pots are available and will be put outside the Providence Chapel next week and arrangements made for them to be watered. Judging will be on the 8th of July. Cllr Bloom also advised that Hookwood would be entered in the Competition next year. The pc would need to make two entries to the competition as the judges will only visit to judge one Village despite it being a Parishes in Bloom competition. Cllr Rawlinson suggested visiting garden centres to ask for any donations of plants that they do not feel they will sell. Cllr Bloom suggested setting up a gardening group in the community.</p>	
214/24	<p>13. FOOTPATHS</p>	
	<p>13.1 Footpaths</p> <p>13.1.1 Cllr Tyson-Davies thanked the Asst. Clerk for the successful cutting of Black Ditch and the speed that the work had been carried out. She suggested that this should be repeated again before the end of Summer and Cllr Stacey remarked that a list of areas that need continued maintenance should be created so the work carried out before complaints are received. Rosemary Lane has been cut anonymously. IT WAS AGREED that Cllr Stacey would ask the Clerk to put a post on Facebook on the Parish website and in the Parish Pump magazine, thanking two unknown cutters of Rosemary Lane and Orchard Cottages, Charlie Brown for the cutting back of Half Moon/church gate area and mowing of the playground.</p> <p>13.2 Kissing Gates</p> <p>13.2.1 Cllr Tyson- Davies said that she has several people that would help to install the slightly easier gates received this time. IT WAS AGREED that this should be done when Cllr Stacey is able to help fit. Cllr Tyson-Davies will check on progress when returns from holiday and then arrange to have the remainder fitted.</p>	<p>TS/JC</p> <p>TS/A TD</p>
215/24	<p>14. ANY OTHER BUSINESS</p>	
	<p>14.1 Defibrillators - The Asst. Clerk reported no progress in updating the defibrillators</p>	

	<p>as Cllr Bloom needs information from her contact. Cllr Bloom said the contact is away at the moment and she will try St. John's Ambulance for their prices.</p> <p>IT WAS AGREED the Asst. Clerk would contact Cllr Bloom to arrange a meeting to discuss ordering new batteries and pads. It was suggested that the clubroom defibrillator be put in working order and then offered to the Parish Hall who do not have one. IT WAS AGREED that Cllr Bloom would contact the publican to establish if they would be happy for it to be donated to the Parish Hall as they originally donated to the Pavilion.</p> <p>14.2 Bus Shelter - Cllr Stacey advised that he wanted to be the point of contact for MVDC in discussions regarding the bus shelter to ensure the work is to rebuild and not replace. The Clerk has now contacted MVDC and Cllr Stacey's contact details have been shared with them. A positive email has been received from MVDC saying they are applying for estimates and a grant for repair.</p> <p>14.3 Next full Parish Council meeting - July Parish Council meeting is to be held in Hookwood and The Tesco Community room should be used. Contact number required or can Councillor Scott arrange hiring. IT WAS AGREED to ask Cllr Scott to advise on the Tesco Community Room.</p> <p>14.4 Phone Box - Cllr Bloom would like to source a telephone box to place in the village and use as a Community Library, possibly JBTMT could be approached for a grant for this. Cllr Rawlinson suggested contacting BT to see if they had old boxes they could provide. IT WAS AGREED that Cllr Bloom would investigate options.</p>	<p>HH</p> <p>SB</p> <p>HH/ JC</p> <p>SB</p>
216/24	<p>15. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</p> <ul style="list-style-type: none"> • Full Parish Council Meeting – Monday 17th July 2024, 7:30pm, The Pavilion, Charlwood • Services & Amenities Committee Meeting – Tuesday 6th August 2024 6:30pm, The Pavilion, Charlwood • Planning Committee Meeting – Tuesday 6th August ,7:30pm, The Pavilion Charlwood 	

There being no other business the Chair closed the meeting at 7.20 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 15th September.

Signed.....