

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

PRESENT

Chair: Cllr T Stacey

Vice-Chair: Cllr A Tyson-Davies

Present: Cllr S Bloom, Cllr S Crofts, Cllr W. Hill, Cllr A Rawlinson, Cllr L Scott

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

234/24	1. APOLOGIES FOR ABSENCE	
	None	
235/24	2. DECLARATIONS OF INTEREST	
	None	
236/24	3. MINUTES The minutes of the Services & Amenities (S&A) Committee on 1 st July 2024 were signed as a true and accurate record of the meeting.	
237/24	4. PUBLIC QUESTIONS 4.1 A Resident raised the issue of the condition of the play surface on the basketball pitch on the Recreation Ground. The S&A Committee advised that this issue would be covered when discussing the quotation under item 5.1 on the agenda. 4.2 A Resident a request, via Facebook, for the brambles blocking the path to Glovers Wood and the path from The Church to Rectory Lane to be cleared and undergrowth cut back. The S&A Committee advised they would discuss this under agenda item 13.	
238/24	5. WITHEY 5.1 Playground – progress update for fixes to the climbing frame and issues identified in playground inspection report – The S&A Committee reviewed the eestimates for the repair work for the Withey and Recreation Ground and assessed that they were above the authorisation level of the Committee and should be put on the agenda for next full council meeting. IT WAS AGREED that the Clerk would add to the agenda for the next full Parish Council meeting. IT WAS ALSO AGREED that Cllr Stacey would contact contractor for the price of composite posts at the Withey and replacement chains on the swings. 5.2 Cycle Racks – progress update on siting of racks at Hookwood Memorial Hall/The Withey. Pending Title Deeds for the Withey to assess the best location. IT WAS AGREED Cllr Stacey would chase. 5.3 Trees – update from meeting with SCC Trees Team – SCC Tree Officer advised that some additional trees that reach moderate heigh for example cherry or rowan trees could be planted. The Tree Officer queried if there was a preservation order on a tree outside Withey Meadows and advised that if not, one should be requested.	JC TS TS
239/24	6. PAVILION 6.1 Pavilion 6.1.1 Storage – to discuss and consider what to do regarding storage of items in the storage Units at the Pavilion including the Groundsman’s store. – After inspection it was discovered that the referees shower room in the clubroom area is full of boxes including a defibrillator and defibrillator outdoor box. If the defibrillator was checked it could possibly be used at the telephone box in Hookwood. Further investigation needed. IT WAS AGREED that Cllr Stacey would investigate. IT WAS ALSO AGREED that the Groundsman	TS TS/ NS

<p>should remove the mower in next weeks, so PC is able to gain access to check the boilers. Cllrs Stacey and Scott felt the PC should be able to have more storage room in the Archive Room. Cllrs Rawlinson and Scott advised a Non-Disclosure Agreement (NDA) would need to be signed by all people who had access to the room, to ensure confidentiality for any personal data on the records held in the room. IT WAS AGREED that Cllr Crofts would look at adding NDA requirement to the Policies. IT WAS ALSO AGREED that Cllr Stacey would contact the boiler company to ask them to check system and obtain a quote to achieve hot water. IT WAS ALSO AGREED that Cllr Bloom would check the defibrillator.</p>	<p>SC TS SB</p>
<p>6.1.2 Locks – to consider and agree whether to proceed with the quote to replace the locks at the Pavilion to improve security and avoid claims being rejected by insurance company. £576 for 8 x Mul T Lock restricted key lock cylinders all master keyed. - The cost of £576 is required to replace locks that will restrict access to all areas. Cllr Stacey would fit them. Cllr Scott proposed acceptance of the lock replacement. Cllr Bloom seconded. IT WAS AGREED that Cllr Stacey would obtain the new locks and replace the old ones.</p>	<p>TS</p>
<p>6.1.3 Hot Water. - The question of hot water in the Pavilion kitchen sink to be looked at and the safety and convenience of installing the Quooker tap (stored in the referees changing room area) to provide constant hot water and the Health and Safety issues involved. IT WAS ALSO AGREED that Cllr Stacey would obtain more information from the boiler company as well as look at the plans of the building in the Archive Room.</p>	<p>HH TS</p>
<p>6.1.4 Legionella testing – Water would not be correct temp. in sink until boiler looked at. Further investigations needed. Cllr Scott said that a sign needed to be put beside the kitchen tap saying not drinking water and suggested that possibly a large water bottle could be purchased to provide drinking water on a temporary basis and hirers advised to bring own water. IT WAS AGREED that the Asst. Clerk would purchase a sign and would advise hirers.</p>	<p>HH</p>
<p>6.1.5 Fire Alarm Testing - IT WAS AGREED that Cllr Stacey would contact the contractor to check if service agreement includes the Fire Alarm.</p>	<p>TS</p>
<p>6.1.6 Solar Panels - Cllr Stacey proposed accepting estimate of £40 for cleaning of solar panels. Cllr Bloom seconded. IT WAS AGREED that the Asst. Clerk would advise the window cleaning company. IT WAS ALSO AGREED that Cllr Scott would investigate what was the status of income that should be being received from the electricity generated by the solar panels.</p>	<p>HH LS</p>
<p>6.2 Football Pitch</p>	
<p>6.2.1 Update on work to fix the dip in the middle of the pitch – Cllr Stacey reported that the will return this week to improve dip/center circle correctly.</p>	
<p>6.2.2 To consider the request from Dorking Wanderers FC for availability of pitches - Use of football pitch by other teams refused as pitch is already well used by Home teams.</p>	
<p>6.2.3 To consider what to do about the overlap of the Cricket & Football season and clashes of matches during the August/September overlap. Pitch overlap. - IT WAS AGREED that Cllr Stacey would contact CVFC and I.C.C to arrange a meeting between teams to discuss overlap of September dates and Cllr Hill would also attend.</p>	<p>TS</p>
<p>6.3 Hedge on boundary with Tain Cottage – to consider and agree to appoint a contractor to take over hedge maintenance responsibilities from Cllr Hill – The S&A Committee confirmed that the hedge on the Recreation Ground, adjacent to Tain Cottage, is the responsibility of the Parish Council and should be cut twice a year. Cllr Scott proposed the Parish Council should agree responsibility to cut the hedge, Cllr Bloom seconded. IT WAS AGREED that the Clerk would ask the</p>	
	<p>JC</p>

	<p>Groundsman if he could take on the extra work and if not to ask a contractor to provide a quote.</p> <p>6.4 Car Park – Cllr Scott will look at the pictures again before included in the consultation document. Cllr Crofts reported all other items were now complete apart from advice on the time length of the consultation. Cllrs agreed the choice in the document would be considered as preferred option. Cllr Crofts proposed the time should begin on the 1st of September for 6 weeks. Councillor Scott seconded. IT WAS AGREED that at least 3 to 4 councillors would be required to look at the responses to the consultation. A copy of the electoral register would be needed to check against the number of responses per household if there were reasons for concern. Cllrs to be agreed at the next full Parish Council meeting. The Clerk to obtain a copy of the electoral register from MVDC.</p> <p>6.5 Trees. - Cllr Scott discussed the condition of the Sycamore in the Millenium Field and Cllrs concurred that it was suffering.</p>	JC
240/24	<p>7. GLEBE FIELD</p> <p>7.1 Lease – The Clerk has offered that Cllr Stacey be the point of contact for the Diocese, and no reply has been received.</p> <p>7.2 Hovel emergency works – The Clerk has asked Doughty for work to begin on The Hovel as soon as possible, Councillor Stacey has the gate key ready for them to access.</p>	
241/24	<p>8. WICKENS ORCHARD</p> <p>8.1 Maintenance – Referring to the proposed survey of residents’ views about the maintenance of the orchard, Cllr Scott reported that Clarion could do their own survey regarding residents’ opinion as to how to progress with maintenance on the Orchard. Cllr Stacey was concerned about time scale on this. IT WAS AGREED that Cllr Scott would provide Clarion contact details to Cllr Stacey and he would contact Clarion to enquire what their time scale would be on the survey.</p>	LS TS
242/24	<p>9. THE CAGE</p> <p>9.1 Repairs – Cllr Stacey reported that repair work would begin this week, weather permitting.</p> <p>9.2 Opening of the Cage for weekend of 14/15 September – IT WAS AGREED that the Asst. Clerk would enquire of Historical Society if anyone else would be involved in manning the opening of the cage for the historical weekend and what would the expected hours involved. As there are things stored in The Cage, Cllr Stacey asked should it be considered that the Council purchase a Storage Container on The Recreation Ground.</p>	HH
243/25	<p>10. GROUNDSMAN</p> <p>10.1 Cllrs advised that the Groundman’s timesheets were still outstanding. IT WAS AGREED that the Parish Clerk or Councillor Scott to request.</p>	JC/ LS
244/24	<p>11. MILLENIUM FIELD</p> <p>11.1 Hedge boundary with Tifters Drive - To discuss and consider ideas for improvement of hedge bordering Tifters Drive – IT WAS AGREED that Cllr Scott would look at prices to purchase hedging between field and Tifters Drive. A vote could be taken in September once the price was available.</p> <p>11.2 MVDC Playground Inspection Report – Quote received however Cllrs referred this item to the full Parish Council meeting in September as the quote was over the threshold for approval by the S&A Committee. IT WAS AGREED to ask the Clerk to add to the agenda.</p> <p>11.3 Trees – update after SCC Trees Team visit - Tree Officer will try to get more tall hornbeams for the path in the Millenium Field</p>	LS JC
246/24	<p>12. S&SEIB</p>	

247/24	<p>12.1 Update – Cllr Bloom reported that the PC were still waiting for final result of the of the Villages in Bloom. Tickets have been obtained for the Presentation Meeting</p> <p>12.2 LITTER PICK – IT WAS AGREED that a Litter Pick should be repeated in September and Clerk has advised that a £1 a bag collected will be paid by MVDC.</p> <p>13. FOOTPATHS</p>	
	<p>13.1 Cllr Stacey proposed the purchase of more kissing gate. Cllr Tyson-Davies seconded.IT WAS AGREED to purchase an additional gate.</p>	
248/24	<p>14. ANY OTHER BUSINESS</p> <p>14.1 Defibrillators – obtaining batteries & pads (Cllr Bloom) - Cllr Bloom to assess the possibility of being able to use the Defibrillator found in the pavilion referees changing area to use in Hookwood (which was its original intended location).</p> <p>14.2 Dog Poo Bins - Cllr Tyson Davies requested that signs advising any refuse bin can be used to dispose of dog poo. Most bins do already have this on them but the one on Pudding Lane does not. Councillors will check this before any orders are made and then advise the Clerk who would then contact MVDC.</p> <p>14.3 Public Question 4.2 - Brambles requiring cutting on paths not under the Parish Council responsibility. Cllrs agreed that SCC should be contacted by Clerk to ascertain if these paths leading from church to Rectory Lane and the one into Glovers Wood from Glovers Road can be cut by SCC Access team. Otherwise a volunteer group should be set up to cover the work to avoid expense to the Parish Council. IT WAS AGREED that the Clerk would contact SCC.</p> <p>14.4 Bouncy Castle Policy for the Pavilion and the Recreation Ground – IT WAS AGREED that Cllr Crofts would review the policy and write a new clause for this if required.</p> <p>Councillors agreed that as the meeting was running over again and delaying the start of the Planning Committee meeting an alteration needed to be made to the date or timing of the meeting. This should be discussed in the next Committee Meeting. IT WAS AGREED the Clerk would add to the next meeting agenda.</p>	<p>SB</p> <p>JC</p> <p>SC</p> <p>JC</p>
249/24	<p>15. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</p> <ul style="list-style-type: none"> • Planning Committee Meeting – Tuesday 3rd September, 7:30pm, The Pavilion Charwood • Services & Amenities Committee Meeting – Tuesday 10th September 2024 5.00pm, The Pavilion, Charwood • Full Parish Council Meeting – Monday 16th September 2024, Tesco Community Room, Tesco, Hookwood 	

There being no other business the Chair closed the meeting at 7.40 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 16th September 2024.

Signed.....