

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
Tuesday 7TH May 2024
6.30pm.**

PRESENT

Cllr T Stacey – Chair

Cllrs: L Scott, A Rawlinson, A Tyson-Davies. W Hill, S. Croft

In attendance: H. Hill (Asst. Clerk)

132/24	1. APOLOGIES FOR ABSENCE	
	None	
133/24	2. DECLARATIONS OF INTEREST	
	None	
134/24	3. MINUTES	
	The minutes of the Services & Amenities (S&A) Committee were signed at the Parish Council Meeting held on 15 th April 2024 therefore, there were no minutes to sign.	
135/24	4. PUBLIC QUESTIONS	
	None	
136/24	5. THE WITHEY	
	<p>5.1 Playground: The equipment in need of repair should be repaired by original company and nearest seems to be in Wrexham, so Cllr Stacey is continuing to find a more local company to carry out the repair.</p> <p>5.2 Cycle Racks: Quotation to fit the racks by Alan Knight £265 APPROVED and location agreed. Cllr Scott joined the meeting and location was discussed and it was then agreed to wait for a decision on the roots of the cherry tree before a final decision was made on location. However, Cllr Scott felt the deeds for the hall should be received first to ascertain the Council's/Hall's land.</p> <p>5.2.1 Playboards: Alan Knights quotation to move the playboards was proposed by Cllr Stacey and seconded by Cllr Hill. The new location would now be away from the Hall, near to the Tesco fence.</p> <p>5.3 Trees: No change.</p>	TS
137/24	6. RECREATION GROUND	
	6.1 Pavilion	
	6.1.1 Cllr Tyson Davies advised Cllr Bloom has a contact in the St. John's Ambulance that may be able to source the battery/pads at a reasonable price. Asst. Clerk advised that it was a matter of some urgency and she was asked to contact Cllr Bloom to confirm, if she could supply at a cheaper rate. IT WAS AGREED that the Asst. Clerk would contact Cllr Bloom	HH
	Cllr Stacey raised a question regarding the status of the defibrillator in the kitchen and asked the Asst. Clerk to find out how to ensure it was in working order. IT WAS AGREED the Asst. clerk would investigate/contact suppliers.	HH
	6.1.2 Key safe in clubroom. Cllr Stacey advised he would replace locks and then all relevant keys would be included in the safe and a strict list completed of those with access.	TS
	6.1.3 Broken Mirror - Quote of £138 to replace the mirror. APPROVED.	
	6.1.4 Boot Scraper - Asst. Clerk advised football team felt they would make full use of the brushes if sited the opposite side of the steps. IT WAS AGREED	HH

	<p>that the Asst Clerk would contact the contractor to obtain a quote for resiting and then fitting new brushes.</p> <p>6.1.5 Water Heater - Cllrs want to investigate further as to why the boilers do not supply hot water to the clubroom sink and get the system checked to see if it is fit for purpose. IT WAS AGREED the Clerk would check details of maintenance report for any helpful information and report to Cllr Stacey to decide future action.</p> <p>6.1.6 Pathway lights: Cllr Stacey to chase electrician for estimate of cost to replace cables in position. IT WAS AGREED that Cllr Stacey would speak to the Electrician.</p> <p>6.2 Football Pitch - Grasstex confirmed they will carry out work in the week beginning the 20th of May. Assistant clerk confirmed that Clerk has asked them to look at drainage in the centre of the pitch and this was agreed. Asst. Clerk advised she had seen that Grasstex also maintain playgrounds and Cllr Stacey advised he will look into this as the playground needs grass maintenance. IT WAS AGREED that Cllr Stacey would contact Grasstex.</p> <p>6.3 Car Park - Cllr Stacey accessing options for maps/drawings of the car park to discuss at Annual Parish Meeting. The three options were discussed and how many trees would be affected and possibility of playground removal. Cllr Stacey agreed that costings would be available at the Parish Meeting. Cllr Hill wants to ensure that it should be an award-winning carpark and the wetland area should be part of the consultation. Cllr Rawlinson said this would be welcomed by the Planning department also.</p> <p>6.4 Trees - Two tree surveys have been received although these are not like for like and therefore not comparable. Three 'like for like' quotes still required i.e. these to include trees identified by location (position and tree number) so Cllrs can be clear on what work is included in the quotes and a fair comparison made to allow Cllrs to decide.</p>	<p>JC</p> <p>TS</p> <p>TS</p>
138/24	7. GLEBE FIELD	
139/24	<p>7.1 Lease - No update as yet. Clerk wants the public liability insurance contract and is also awaiting to hear back from MVDC regarding the need for planning permission.</p> <p>7.2 Asset of Community Value application – This has been refused. Cllrs felt that the information should be relayed to the parishioners on the website and Facebook and should be carefully worded. Further on purchase of Hovel Cllr received quote for making it safe and this needs to be done and agreed on who is responsible. Cllr Rawlinson said it should be made safe before a member of the public is injured and should be paid by the Diocese. Cllr Tyson Davies advised it is a unique building and should be preserved. Cllrs asked if the Clerk should put notice on Facebook/website asking is anyone connected to the Diocese who could help? IT WAS AGREED that the Clerk would put notices on both sites after consultation with Cllr Stacey.</p>	<p>TS/ JC</p>
140/24	<p>8. WICKENS ORCHARD</p> <p>8.1 No change from last meeting. No reply to emails chasing progress. Cllr Tyson Davies was concerned that ticks are now prevalent this year and that this should be put on Facebook and on notices around the Millennium Field. IT WAS AGREED that the Clerk would put a warning on Facebook and that the Asst. Clerk would source some signs.</p> <p>9. THE CAGE</p> <p>9.1 Cllr Stacey has resent the estimate from the man to do the guttering and mortar and lime work. Cllr Stacey said a handyman is required and Cllr Hill said he had a decorator at his house and he may be suitable. IT WAS AGREED that Cllr Stacey would contact the decorator at Cllr Hill's House.</p> <p>9.2 Opening for heritage week – Cllrs advised that there was a need to ascertain that it will have to be cleared first IT WAS AGREED the Asst. Clerk will contact committee to discover who is responsible.</p>	<p>JC/ HH</p> <p>TS</p> <p>HH</p>

141/24	<p>10. GROUNDSMAN Cllrs met with the Groundsman and he is happy to continue in his role as per his current responsibilities. Cllr Scott was concerned about hedge obstructing the pavement in front of the playground and IT WAS AGREED that a general discussion is required with the Groundsman regarding hedge cutting.</p>	TS/LS
142/24	<p>11. MILLENIUM FIELD</p>	
143/24	<p>Playground inspection report: Councilor Stacey said we have to wait for carpark decision before big repairs made unless dangerous. Cllr Stacey was advised that an infant swing has a cut in it and could cause a pinching hazard on bare legs in the warmer weather. IT WAS AGREED that Cllr Stacey will check the swing and arrange repair if necessary.</p> <p>12. S&SEIB Cllr Bloom joined the meeting.</p> <p>Cllrs Bloom and Tyson Davies have planted flower beds in front of the Parish Hall. Boxes have been sourced and need to be secured on fences and then planted. IT WAS AGREED that the Asst Clerk will water periodically at the Pavilion. Cllr Bloom advised she as more plants. IT WAS AGREED that Cllr Tyson Davies will send a photo to Clerk to use on Facebook asking for community help and any spare plants. IT WAS AGREED that Cllr Stacey would ask All Seasons for a donation of suitable organic matter. IT WAS ALSO AGREED the Clerk would post on Facebook asking for donations of any spare plants.</p>	<p>TS</p> <p>HH</p> <p>ATD/ JC LS JC</p>
144/24	<p>13. ANY OTHER BUSINESS</p>	
	<p>13.1 Litter pick: Cllrs decide on two dates for litter picking, May 19th and June 23rd. Should be put on Facebook and notice in PARISH PUMP about litter pick and keeping gardens tidy. Bags to be left beside the road and someone will arrange to pick up later. IT WAS AGREED that the Clerk would put posts on Facebook.</p> <p>Cllr Bloom advised that the house in the Street next to the Forge is happy for someone to cut their hedge without charge.</p> <p>13.2 D-day commemorative items – The Royal British Legion Co-Ordinator has 2 soldier signs in her garden and could be asked if we can reuse them at the corner of the village sign. IT WAS AGREED that Cllr Bloom would ask the Co-Ordinator. Cllr Stacey proposed that if the Co-Ordinator does not have silhouettes the PC purchase 2 from the Royal British Legion. £175 each. Seconded by Cllr Scott. IT WAS AGREED the Clerk would place an order if the PC could not borrow the signs. Ex-Cllr Parker to be contacted regarding soldiers in Hookwood, if he is able to use them again this year as last year. IT WAS AGREED that Cllr Stacey would contact ex-Cllr Parker. Roundels not decided.</p> <p>13.3 Parish Council’s 50th Anniversary – IT WAS AGREED to put a commemorative date a banner could be put on the webpage and for the Clerk to investigate the potential for doing this.</p> <p>Gates have been ordered, no delivery date advised yet.</p> <p>Bins have not yet arrived.</p> <p>Kings Portrait has now been ordered</p> <p>IT WAS AGREED that Cllr Stacey would take a photo of the Beacon for the Coronation to be displayed.</p>	<p>JC</p> <p>SB</p> <p>JC</p> <p>TS</p> <p>JC</p>

145/24	<p>14. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</p> <ul style="list-style-type: none"> • ANNUAL PARISH MEETING - Thursday 23rd May 7.00pm The Pavilion Charlwood. • Services & Amenities Committee Meeting – Tuesday 11th June 6:30pm, The Pavilion, Charlwood • Planning Committee Meeting – Tuesday 4th June, 7:30pm, The Pavilion Charlwood • Full Parish Council Meeting – Monday 17th June, date and venue TBC 	
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There being no other business the Chair closed the meeting at 7.30 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 20th May 2024.

Signed.....