

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
Tuesday 10th September 2024
5.00 pm.**

PRESENT

Chair - Cllr T Stacey
Vice Chair – Cllr Tyson-Davies
Cllrs: L Scott, A Rawlinson S Bloom, W Hill
In attendance: H Hill (Asst. Clerk)

265/24	1. APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Cllr Crofts	
266/24	2. DECLARATIONS OF INTEREST	
	None	
267/24	3. MINUTES	
	The minutes of the Services & Amenities (S&A) Committee held on the 6 th August were will be signed at Parish Meeting on 16 th September 2024 therefore there were no minutes to be signed.	
268/24	4. PUBLIC QUESTIONS	
	<p>4.1 A resident has messaged regarding the state of many footpaths in the area and why had it not been dealt with. Cllrs required further information as to which footpaths, as they had not had this experience when walking around the Parish themselves. IT WAS AGREED that the Clerk would ask the resident for more information about the problem and which footpaths effected.</p> <p>4.2 Another resident emailed regarding the damp proofing being detached under one of the Pavilion windows. Cllr Stacey advised that he had dealt with the protusion and any further necessary actions needed would be monitored.</p> <p>Cllrs then had a discussion and IT WAS AGREED not to carry out an observational visit to the Millenium Field at this time, as it was more important to discuss the budget change requirements in the time available and IT WAS AGREED to bring item 14 on the agenda forward for discussion at this point.</p> <p>Suggestions to the Budget changes/increases for the S&A Committee were:</p> <ul style="list-style-type: none"> • Insurance 35% increase • General maintenance & Repairs proposed increase to £3000.00 • Pavilion Maintenance to £8-10,000 next year. Cllr Scott proposed Seconded Cllr Stacey. The £8- £10,000 will include budget to repair lighting to pathway. • Cllr Stacey to post on Facebook to try to find a qualified electrician to assist and will also wait to hear from his electrician. Cllr Bloom suggested Pro Green electrics in lfield. • Utilities On target so Cllr Stacey proposed a 12% increase, Cllr Scott seconded. • Miscellaneous budget line to increase to £5000 proposed by Cllr Rawlinson, seconded Cllr Scott. • Recreation Ground 5% increase - Cllr Scott advised there were outside power points already on wall under changing room windows, so were not required to fit as suggested. • Millenium Field needs Autumn cut leave budget at £5100. • Machinery Large mower needs replacing so £1500 proposed Cllr Stacey. 	JC

	<p>Seconded by Cllr Rawlinson.</p> <ul style="list-style-type: none"> • Contractor needed to cut brambles in Millenium Field. Ask contractor that is already employed to cut playground. Councilor Stacey to confirm, instruction be given. • Glebe Field can remain the same. • Parish in Bloom needs increase, equal amounts for Charlwood and Hookwood. • Hedging • Storage Cllr suggested a Storage Container to store marquees etc. Other Cllrs thought not required. Cllr Scott suggested make a list of what storage is required. 	
269/24	<p>5. WITHEY</p> <p>5.1 Playground</p> <p>5.1.1 Broken Swing - Resident reported broken swing – quote received and referred to full Parish Council for approval at meeting of the 16th September.</p> <p>5.1.2 Broken Steps on climbing frame– as above.</p> <p>5.2 Cycle Racks – It was suggested that the cycle racks should be installed on the grass near the key safe. IT WAS AGREED the Asst. Clerk would notify HMHT of proposed location of cycle racks and Cllr Scott would provide a diagram of the location for ease of description.</p> <p>5.3 Trees – Cllr Scott reported a tree had been damaged and suggested notices were required.</p>	HH/L S
270/24	<p>6. RECREATION GROUND</p> <p>6.1 Pavilion</p> <p>6.1.1 Storage – see Minute 264/24 above last bullet point</p> <p>6.1.2 Hot Water – Cllr Scott to advise Cllr Stacey of the contact details an engineer</p> <p>6.1.3 Fire Alarm Testing – Cllrs queried if the alarm should be tested periodically and how to carry out this appropriately. IT WAS AGREED to ask the engineer during his next visit and that Cllr Stacey would attend the visit.</p> <p>6.1.4 New urn – to consider if the PC should purchase a new urn for the kitchen quotes between £51 and £59.99 dependent on size. - Due to difficulties with the hot water in the clubroom, Cllr Stacey proposed sourcing a replacement urn at cost of £60. Seconded Cllr Rawlinson. IT WAS AGREED that the Asst. Clerk would purchase the Urn. Cllr Stacey also proposed the purchase of a at a cost of c. £100. Seconded Cllr Tyson Davies.IT WAS AGREED that Cllr Scott would purchase the Microwave.</p> <p>6.1.5 Basket Ball Court – waiting for quote.</p> <p>Referring back to a previous query over installing an external plug socket, Cllr Scott remarked that there is already a socket in place. IT WAS AGREED that Cllr Stacey will check.</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) - Football patch repairs done, but must be arranged earlier to avoid damage. Parish Clerk to note.</p> <p>6.2.2 To consider what to do about the overlap of the Cricket & Football season and clashes of matches during the August/September overlap - Cllr Stacey to arrange meeting between football and cricket teams</p> <p>6.3 Car Park – Consultation questionnaires ready to be delivered.</p> <p>6.4 Trees – To be discussed at next meeting.</p>	LS TS HH LS TS JC
271/24	<p>7. GLEBE FIELD</p> <p>7.1 Lease - no update.</p> <p>7.2 Hovel - The contractor wants to start 16th September. Later said he was unable to start as planned. To retain on the agenda next month.</p>	

	<p>At this point the Greenspace representative joined the meeting to give a talk on what the charity was about and if the council would care to give a contribution. Previous to her joining, Cllr Rawlinson suggested that the PC match Sidlow Parish what their contribution is (confirmed as £300). Cllr Stacey seconded. IT WAS AGREED that the PC would match the contribution made by Salfords & Sidlow PC on a per capita basis and the Clerk would put this on the payments for October.</p>	JC
272/24	<p>8. WICKENS ORCHARD 8.1 Maintenance - Cllr Scott advised that next step is to cut the grass, leave for 2 weeks for seeds to drop then remove growth. Cllr Stacey requested that Clarion should be contacted to confirm this is going to be followed. Cllr Bloom requested the hedging be attended to. Cllr Scott suggested that Clarion are requested to cut all hedges along the footway so they are not overgrown. IT WAS AGREED that Cllr Scott would contact Clarion Housing.</p>	LS
273/24	<p>9.THE CAGE 9.1 Repairs - Update on repairs - Cllr Stacey advised that maintenance has been completed satisfactorily. Only the door frame now needs to be sanded and treated. IT WAS AGREED that Cllr Stacey would arrange for door to be sanded and treated. 9.2 Opening of the Cage for weekend of 14/15 September – The Heritage weekend is no longer being organised in Charlwood so Parish Council is no longer required to open the Cage to visitors.</p>	TS
274/24	<p>10. GROUNDSMAN</p>	
275/24	<p>10.1 Timesheets for Groundsman – update (Cllr Scott) - It was noted that time sheets had not received from the Groundsman and Cllr Stacey enquired did Cllrs think anyone should chase this up with him and had a staffing review been held with him. Cllr Bloom advised there had been a review where his duties had been agreed. 10.2 It was mentioned that the Parish Clerk should do the review of the Groundsman and Ass. Clerk and Cllrs comments prior should be given to her. 10.3 Cllr Stacey advised that reviews should now be held and the issue of timesheets should be addressed. IT WAS AGREED the Clerk would arrange staff appraisals.</p>	JC
	<p>11. MILLENIUM FIELD 11.1 Hedges – To review and consider the quote obtained by Cllr Scott for hedging between the field and Tifters Drive - Cllrs agreed a discussion about the hedging was required. Cllr Scott was asked to find the email where it was agreed in minutes to have mixed hedging planted in the Pavilion hedge as the Groundsman had enquired of Cllr Stacey regarding how the hedge in The Street was decided. Cllr Rawlinson remarked that the The Tifters hedge should be a good evergreen to provide screening for The Mill from any Pavilion/pathway lights. Cllr Stacey wanted the Committee to make decisions about type of hedging to be planted in new hedging projects. Cllr Scott asked did Committee want to order the agreed hedging for Tifters hedge. Cllr Stacey proposed the hedging was ordered and Cllr Tyson-Davies seconded. Cllr Stacey remarked he would be happy to take part in a volunteer group to plant this new hedging. IT WAS AGREED that Cllr Scott would source the minutes. The quote put forward by Cllr Scott for hedging whips to be planted along Tifters Drive was approved.</p>	LS
276/24	<p>11.2 Trees – update - Cllr Stacey is still comparing quotes received</p>	
	<p>12. S&SEIB 12.1 Update - Parishes in Bloom reception to be held on Friday the 20th of September 2024 and it is assumed a result will be announced then. Cllr Stacey suggested that any award should be put up on the wall of the Pavilion with any other framed certificates already held. Proposed Cllr Stacey Seconded Cllr Rawlinson. IT WAS AGREED that if there was an award it would go on the Pavilion wall. Cllr Tyson-Davies ask would the PC be able to purchase winter plants for the troughs. Cllr Bloom thought there was £20 approx. left in the budget from the</p>	

	<p>Summer. Cllr Stacey suggested Pansies and Cllr Rawlinson suggested Universal Pansies as they flowered again and again. Cllr Stacey enquired if a display would be done in Hookwood this winter, Cllr Scott said next Spring. Cllr Tracey proposed a budget of £30 to be added to budget Cllr Tyson Davies seconded. IT WAS AGREED to add £30 to the budget to allow for winter planting. Cllr Bloom added that 2 new troughs needed to be purchased, to replace damaged ones and Cllr Stacey said he could supply as soon as asked. She also said fleece or equivalent would be required to line the pots. Cllr Stacey will provide bubble wrap. IT WAS AGREED that Cllr Stacey would provide the troughs and bubble wrap</p>	TS
277/24	<p>13. FOOTPATHS</p> <p>13.1 Cllr Stacey asked the opinion of the Committee whether the PC should adopt two footpaths to look after. Cllr Tyson-Davies said the Parish Council website states that PC is responsible for Black Ditch. Cllr Scott said that land owners should be encouraged to look after the paths themselves to avoid SCC/MVDC withdrawing even more of their budget. Cllr Rawlinson remarked that as the Parish has no street lights and an unacceptable road surface leading into the village that the SCC should at least contribute half the cost of maintenance for the footpaths.</p> <p>Cllr Tyson-Davies asked could Clerk also ask SCC if the footpaths could have their category of footpath changed so that they would be cut twice a year instead of once. IT WAS AGREED that the Clerk would contact SCC to ask that Black Ditch and the church footpath have their category changed, so a twice a year cut would be done, also MDVC to be contacted to ask that they contribute 50% to the cost of cutting the growth on footpaths.</p>	JC
278/24	14. ITEMS TO BE CONSIDERED FOR INCLUSION IN BUDGET FOR 2025/26	
279/24	Discussed under agenda item 4. Above.	
280/24	<p>15. ANY OTHER BUSINESS</p> <p>14.1 80th Anniversary of VE Day – consider if the Committee wish to recommend the Parish Council organise a celebration. - Cllr Stacey felt that a celebration should be organised but possibly in cooperation with the Charlwood Volunteer Group in May. IT WAS AGREED that the Volunteer Group would be asked and the PC would join them. IT WAS ALSO AGREED Cllr Stacey would ask the group organisers.</p> <p>14.2 Timing of S&A Meetings – to consider and agree day/timing of meeting to avoid delays to the start of the Planning Committee meeting. Cllr Stacey suggested changing start time of the Planning Committee by half an hour. Cllr Scott suggested discussing this at the full Parish Meeting when all Cllrs present. IT WAS AGREED to ask the Clerk to add to the next full Parish Council meeting agenda.</p> <p>14.3 Control of Dogs – consider what action can be taken to encourage residents to control dogs where people are jogging or running (recent report of a resident being bitten when running at the farm track) - Council agreed very difficult to enforce notices about having dogs on leads. Should be added to the next full agenda. IT WAS AGREED to ask the Clerk to add to the next full Parish Council meeting agenda.</p> <p>14.4 Gatwick Greenspace – to consider whether to recommend to the PC whether to become a funding partner and consider and agree amount of funding to recommend- Discussed earlier in the meeting.</p> <p>14. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</p> <ul style="list-style-type: none"> • • Full Parish Council Meeting – Monday 16th September, 7:30pm, at the Tesco Community Room, Tesco, Hookwood. • Services & Amenities Committee Meeting – Tuesday 1st October, The Pavilion, 6:30pm Charlwood (time TBC) • Planning Committee Meeting – Tuesday 1st October 2024, 7:30pm, The Pavilion Charlwood (time TBC) 	<p>TS</p> <p>JC</p> <p>JC</p>

There being no other business the Chair closed the meeting at 7:35 pm
Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 21st October.

Signed.....