

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

**PRESENT**

Cllr T Stacey – Chair

Present: Cllrs Bloom, Rawlinson, Scott, Tyson-Davies

In attendance: H. Hill (Asst. Clerk), 3 x Residents

301/24	<b>1. APOLOGIES FOR ABSENCE</b>	
	Apologies received and accepted from Cllrs Crofts and Hill.	
302/24	<b>2. DECLARATIONS OF INTEREST</b>	
303/24	None	
	<b>3. MINUTES</b>	
	The minutes of the Services & Amenities (S&A) Committee will be signed at Parish Meeting on 21 <sup>st</sup> October 2024.	
304/24	<b>4. PUBLIC QUESTIONS</b>	
	4.1 Three members of the public enquired when Wickens Orchard was classified as a wildflower meadow and not an orchard. - Cllr Scott replied this was a decision made by Clarion and this question should be answered by them.	
	4.2 A member of the public reported that car park consultation letters had not yet been received in the Russ Hill area and should the consultation period be extended? - Cllr Scott said the PC was aware of how many still needed to be done and these would be delivered as soon as possible and proposed that the consultation period should be extended to six weeks from the date the last form was posted. Cllr Stacey seconded this <b>and IT WAS AGREED</b> to extend the closing date to the 14 <sup>th</sup> November.	
	4.3 Cllr Bloom enquired how many questionnaires should be delivered to each household, as every member should be able to give their opinion. Cllr Scott replied that the idea was that extra adult members of the household should either copy the form and submit or fill in one on line.	
	4.4 A member of the public said should this be put on website as well as Facebook to reach as many people as possible.	
	4.5 The same member of the public enquired did the footpath budget cover pavements too, as short pavement at bottom Of Russ Hill Road needed pushing back and clearing to make it safe for pedestrians - Cllr Scott advised this would be dealt with at the Planning Meeting. A member of public advised landowners are Adrian Wright and Lory farmers and she would be grateful if they could be contacted. - Cllr Scott advised it was landowner but member of public remarked Parish Council had large unspent budget and could that not be used. As MVDC have been asked with no response - Cllr Scott added this is To be discussed at planning meeting. and that the budget was large precisely for this reason, it is planned that all pavements in the Parish will be swept.	
	4.6 Member of public remarked it was very important to have car park questionnaire for every adult should be on the website. Cllrs agreed.	
305/24	<b>5. WITHEY</b>	
	<b>5.1.1. Playground</b> - Contractors will attend beginning end of October/beginning of November to repair play equipment.	
	<b>5.1.2. Cycle racks.</b> Awaiting response from Hookwood Community Hall but work can commence as soon as possible as they will be placed on Parish Council land.	
	Asst.Parish Clerk to ask Alan Knight to carry out as soon as possible.	<b>HH</b>

	5.1.3 <b>Trees.</b> - Cllr Stacey will complete mapping out of trees shortly, and present to Council meeting.	<b>TS</b>
306/24	<p><b>6. RECREATION GROUND</b></p> <p><b>6.1 Pavilion</b></p> <p>6.1.1. <b>Defibrillators – IT WAS AGREED</b> to purchase two new sets of batteries and pads should be bought for the shop and new Hookwood defibrillators. Quotation of £303 <b>APPROVED</b>, therefore a balance of £606. Proposed Cllr Stacey Seconded Cllr Rawlinson. Cllr Bloom remarked that the Hookwood phone box a would require adapting to hold the defibrillator and would incur an additional cost. Cllr Scott added there was an 'exterior cabinet stored in the Pavilion for this purpose.</p> <p>6.1.2 <b>Pathway Lights</b> - Two quotes received. £1292 +VAT and £ 1244 + VAT, both contractors are accredited and will supply a certificate, both have commercial experience. Cllr Stacey proposed acceptance of the £1,292 quote, where he will raise the wiring higher in the trees, to avoid the goal, when moved. Cllr Rawlinson requested that the work would be certified and that it should take place as soon as possible, as it was getting dark earlier and users of the pavilion could be at risk accessing the Pavilion. Cllr Bloom, echoed these sentiments. Cllr Rawlinson seconded the proposal with the understanding that a certification would be given on completed work. <b>IT WAS AGREED</b> to proceed with the work to fix the lights. Payment for the work should come from Pavilion Maintenance budget, Cllr Stacey said that some time ago £692 had been set aside for this repair and that should be sourced and then remainder added to cover this new cost. <b>IT WAS AGREED</b> to ask the Clerk to investigate budget that was set aside previously. <b>Cllr Scott voted against this proposal</b> and felt alternative lighting could be sourced. Cllr Stacey said that any work carried out on Parish Council land should be signed off by a Cllr before the account is paid. <b>IT WAS AGREED</b> that Cllr Stacey would contact and confirm with electrician an early start date.</p> <p>6.1.3 <b>Storage</b> - Cllr Stacey suggested that he along with the assistant clerk should assess storage in the Pavilion and adjust contents accordingly. Cllr Stacey and Ass, Clerk to meet to assess storage.</p> <p>6.1.4 <b>Hot Water</b> - No progress with this as Cllr Stacey needs an update to say he is able to move forward with progressing this work. Clerk to confirm that enquiries on hot water improvements in Pavilion can commence.</p> <p>6.1.5 <b>Fire alarm testing</b> - Cllr Stacey confirmed he will meet with the engineer at his next visit to confirm his visiting schedule.</p> <p>6.1.6 <b>Basketball court</b> - Awaiting quote.</p> <p>6.2 <b>Football Pitch</b> - Confirm that before next year's maintenance is completed that the a member of Charlwood FC and Cllr Stacey are involved in the planning of what work is to be done and then check the work once it has been completed.</p> <p>6.3 <b>Car Park</b> - Consultation Period to be extended as discussed earlier.</p> <p>6.4 <b>Trees</b> - Surrey County Council Tree Officer has agreed to supplying two replacement Lime Trees to replace the ones previously lost. They will be small ones as will require less water per week.</p>	<p><b>HH</b></p> <p><b>TS</b></p> <p><b>JC</b></p> <p><b>TS</b></p> <p><b>TS</b></p> <p><b>TS</b></p>
307/24	<p><b>7. GLEBE FIELD</b></p> <p>7.1 <b>Lease.</b> - A new agent has been appointed by the Diosese and will hopefully contact the Parish Council soon</p> <p>7.2 <b>Hovel</b> - Simon Doughty will attend when Parish Council have received enough Cllrs to agree the work. Was established that there had been five agreements from Cllrs, so agreement to start the work as soon as possible could be given.</p>	
308/24	<p><b>8 THE CAGE</b></p> <p>8.1 The door of the Cage requires painting with a suitable treatment. Cllr Stacey will source a recommended decorator and check for a storm bar in place at</p>	

	bottom of the door.	<b>TS</b>
309/24	<b>9.GROUNDSMAN</b>	
	9.1 Time Sheets have been received by the Staffing Committee. Cllr Stacey requested that he, as chair of S&A Committee receive a monthly copy. <b>IT WAS AGREED</b> that Cllr Scott would arrange if possible.	<b>LS</b>
310/24	<b>10. MILLENIUM FIELD</b> 10.1 Hedges - Hedging at rear of the Pavilion needs to be discussed. Cllr Rawlinson reported two Cllrs had met with JBTMT Committee and that they were advised that the PC was in breach of their lease on the Millenium Field and it needs to be cleared and tidied before hedging is dealt with. Cllr Rawlinson remarked that a compost Heap was required. Members of the public interrupted and said there had been one placed at the rear of the Pavilion, behind the basketball pitch. A member of the public also remarked that Hawthorn hedging was a part of Charlwood's Heritage and any proposed change to the Hawthorn hedging should be discussed with the Community as a whole. Cllr Stacey reported that few of the trees put in the Street hedge earlier in the year, had been lost. 10.2 <b>Trees</b> - These will be dealt with as in The Withey and a tree map will be shown to a Council meeting as soon as completed.	
311/24	<b>11.S&amp;SEIB</b>	
	11.1 Cllr Bloom confirmed that Charlwood had been awarded a Silver certificate at the award ceremony they attended in September.Parishes in Bloom reception that was held on Friday the 20th of September. The condition of The Orchard had been mentioned on the visit and the Millenium Field but this was not mentioned in the report. It was noted that that while not in the report, the judge did comment on the poor condition of the Orchard. Cllr Rawlinson requested that tidying of the Millenium Field should be on next month's agenda. Cllr TD asked which budget the new container planting should be sourced from. It was confirmed that £20 remained of budget and another £30 could be awarded, from the Pavilion Maintainance budget. Cllr Stacey to provide bubble wrap to line the containers. <b>IT WAS AGREED</b> that Cllr Stacey would provide the bubble wrap.	
312/24	<b>12. FOOTPATHS</b>	
	12.1 No updates on footpaths. Cllr Stacey wanted it to be noted that from all the documentation he has read lately, that the Black Ditch and Town Fotpaths had been committed by the Parish Council to be looked after by them. Cllr Stacey felt that this should be revisited and put in next year's plans. MVDC should be contacted re upgrading both footpaths to a category 2. <b>IT WAS AGREED</b> to put the re-adoption on the full Parish Council meeting agenda	<b>JC</b>
313/24	<b>13. ANY OTHER BUSINESS</b> 13.1 <b>Millenium Field</b> - Plan is needed to be tidied to meet the JBTMT lease agreement. Advice received about compost Heap means that area could be tidied up and Cllr Scott suggested Gatwick Greenspace could help with this. Cllr Stacey suggested that if we could access a shredder then the Groundsman could shred a lot of this waste which could then be added to Compost. Possibility that Greenspace could provide this. Cllr Tyson-Davies reported there is £5000 in budget for Millenium Field and some of this could be used in tidy up. Cllr Stacey remarked in his reading he discovered that any work on field should be advised and agreed by JBTMT and they should contribute half of the cost. Cllr Scott suggested that the Council should be aware of more resposibilities of the Parish Council and to be able to view the JBTMT lease would be helpful. 13.2 <b>Timings of S&amp;A Meetings</b> - After several discussions it was agreed that all outside spaces need to be viewed in the daylight. There was eventual agreement that liaison with lettings and the meetings on suitable days at 1.00pm firstly on the 6/11/24 and then to be arranged to fit in with lettings as long as 2 weeks before full meeting. A member of the public later commented that the new timing was not including people	

	<p>who work and it was agreed to do alternate months as one at 1.00pm and the next at 4.00pm.</p> <p>Member of public said she would like to thank all the Cllrs involved in planting flowers in the Community, as they made a lovely display. Cllrs wanted to thank Asst. Clerk for watering the Pavilion plants.</p> <p>Member of public asked about the previous minutes not being on the website before the present meeting. Remarked that the draft could be put on, before signed off at the meeting. Cllr Scott said she would talk to Parish Clerk regarding this as they had discussed this previously.</p> <p>Cllr Stacey informed the meeting that the mower was booked in for maintenance at the end of Nov/beginning of Dec, and that the Groundsman was aware and would arrange access to the storeroom when required.</p>	
314/24	<p><b>14. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• <b>Full Parish Council Meeting</b> – Monday 21st October 2024, 7:30pm, Pavilion, Charlwood</li> <li>• <b>Planning Committee Meeting</b> – Tuesday 5<sup>th</sup> November ,7:30pm, The Pavilion, Charlwood</li> <li>• <b>Services &amp; Amenities Committee Meeting</b> – Wednesday 6<sup>th</sup> November 2024, 1.00pm, The Pavilion, Charlwood</li> </ul>	

There being no other business the Chair closed the meeting at 6.25 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 21<sup>st</sup> October 2024.

Signed.....