

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
Tuesday 11th June 2024
6.30pm.**

PRESENT

Cllr T Stacey – Chair

Councillors: L Scott, A Tyson-Davies. W Hill

In attendance: H. Hill (Asst. Clerk), Cllr S Bloom, Stephen Dickinson (The Charlwood Society)

166/24	<p>1. APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Cllr Crofts</p>	
167/24	<p>2. DECLARATIONS OF INTEREST</p> <p>None</p>	
168/24	<p>3. MINUTES</p> <p>The minutes of the Services & Amenities (S&A) Committee of the 7th May 2024 were signed at the full Parish Council Meeting of the 20th May 2024 therefore, there were no minutes to sign.</p>	
169/24	<p>4. PUBLIC QUESTIONS</p> <p>Steven Dickinson said he had come with questions regarding The Hovel, but as can see it is on the Agenda, he will wait until then.</p> <p>Cllr Stacey advised that the item to elect a Chair and Vice Chair of the S& Committee was missing from the agenda but this needed to be done so he would deal with this item here.</p> <p>Cllr Stacey put himself forward as this year’s Chair of the S&A Committee, this was seconded by Cllr Hill. Cllr Stacey was elected as Chair. Cllr Hill nominated Cllr Tyson-Davies for the position of Vice Chair of the S&A Committee, the nomination was seconded by Cllr Stacey. Cllr Tyson-Davies was elected as Vice Chair.</p>	
170/24	<p>5. THE WITHEY</p> <p>5.1 Playground – Cllr Stacey advised he was waiting for response from company who he had contacted regarding inspecting the play equipment.</p> <p>5.2 Cycle Racks – Cllr Stacey advised he was still waiting info from James O’Neill and waiting for the land registry title deed to be able to give secure location. Cllr Scott agreed that installation needed to be on hold until the land registry title deeds were available.</p> <p>5.3 Trees – IT WAS AGREED that Cllr Stacey will check the numbers of the trees and will then ask tree surgeons which trees they have quoted for.</p>	TS
171/24	<p>6. RECREATION GROUND</p> <p>6.1 Pavilion</p> <p>6.1.1 Football Boot Scrapers Football Boot scrapers – to review and approve the quote to install the new boot scraper. £165 - The quote for fitting was approved in principal but action was put on hold until the drain could be evaluated again to see if moving the boot scraper was necessary. It was thought there was a possibility that a basket is under the drain cover to prevent any debris falling into drain. Cllr Tyson-Davies suggested if this was the case, clearance of the basket could be done by the Groundsman periodically. IT WAS AGREED that Cllrs Stacey and Scott would re-evaluate the drain.</p>	TS/LS

	<p>6.1.2 To consider and approve the quote to service/replace flushing mechanisms in the changing room toilets and make future access easier. £48 (replacement parts not included) APPROVED. IT WAS AGREED that the Asst. Clerk would contact Alan Knight to give him the go ahead to carry out the repair, and provide information and report to Cllr Stacey to enable a decision on future action.</p> <p>6.13 Pathway lights in the trees – update on switching back on - Cllr Stacey has received a quote of £50 +Vat to rehang lights but needs a further quote. IT WAS AGREED that Cllr Stacey would speak to an Electrician to obtain a second quote.</p> <p>6.2 Football Pitch – update on annual pitch maintenance – annual pitch maintenance complete.</p> <p>6.3 Cricket Pitch - To consider and decide on the Cricket Club's request to put a small fence up during the cricket season in front of the Tain Cottage fence about lower shin height to prevent balls running through during matches - Cllr Hill expressed worry that a ball had landed on his side law, which could have injured a person if on the lawn at the time. The Cricket Captain was attending a cricket match on the field outside, so was invited to join the council meeting later. See A.O.B</p> <p>6.4 Car Park - Cllr Stacey is waiting for review to be received from the Planning Expert, Colin Smith.</p> <p>6.5 Trees - Cllr Stacey advised that he had identified that Lime Trees had been lost and ask if they should they be replaced. Cllr Stacey suggested he looked at cost of replacement and size. IT WAS AGREED that Cllr Stacey would obtain a cost for replacement Lime Trees. Cllr Scott mentioned that she had identified a sick Plane tree and asked if a Tree Surgeon could be asked to look at it. IT WAS AGREED that Cllr Stacey would request that a Tree Surgeon look at the Plane tree on their next visit.</p>	<p>HH</p> <p>TS</p> <p>TS</p> <p>TS</p>
172/24	<p>7. GLEBE FIELD</p> <p>7.1 Lease – Currently to receive advice from Diocese.</p> <p>7.2 Hovel emergency works – The Clerk has received information from the Diocese agreeing that they will pay one third of the cost of the emergency works and wished to view the contractors Public Liability insurance which the Clerk has actioned. A quote had been received from Doughty Contracting for the emergency work required to stabilise the Hovel.</p> <p>Cllr Stacey suspended Standing Orders to allow a representative from the Charlwood Society to speak.</p> <p>Stephen Dickinson (The Charlwood Society) advised he had been in touch with several Historical Societies to consider their advice and possibility of Grants. He advised that the Charlwood Society wanted to upgrade The Hovel to a Grade II* listed building which would enable it to go on list of buildings at risk. He stated he was joining a society (SPAB), which will provide help and advice. Cllr Stacey said it is vital that the Hovel stays where it is and agreed with Mr Dickinson that time was of the essence. He advised that at least £75,000 would be required to repair it, if not more and therefore further advice was required. All agreed that a purpose should be decided for it in the future. Cllr Hill remarked the Parish Council could not support this work on its own and a group should be formed and named to drive this project forward. They could apply for grants from historical Societies/Associations.</p> <p>Cllr Stacey reinstated Standing Orders.</p> <p>Cllr Stacey agreed to be the liaison point with Penny Shoubridge and Stephanie Page (The Charlwood Society) but then a group should be set up. It was thought that any refurbishment work would not begin until next year at the earliest, but the Hovel needed to be protected from water damage during the Winter months. All agreed with discussions. IT WAS AGREED that Cllr Stacey would liaise with the Charlwood Society and progress with the Diocese.</p>	<p>TS</p>
173/24	<p>8. WICKENS ORCHARD</p> <p>8.1 The hedge has been clipped by a resident and the path is no longer obstructed. Cllr Scott observed various issues with poor maintenance and has emailed Clarion Housing and will feedback when response received. IT WAS AGREED Cllr Scott would chase Clarion Housing for a maintenance update if none was received.</p>	<p>LS</p>

174/24	9. THE CAGE	
175/25	<p>9.1 No order has been given to buider to carry out repairs as yet. IT WAS AGREED that Cllr Stacey would speak to the Clerk about giving the go head.</p> <p>10. GROUNDSMAN Councillor Stacey had asked Groundsman to delay actioning hedge cutting until the date of the Parish in Bloom visit is decided. Now that date will be in July he will ask Groundsman to cut the road side hedges in the next two weeks.</p> <p>Councillor asked if Groundsman is actioning timesheets as had been asked. Assistant clerk said she was not aware of any being produced.</p> <p>IT WAS AGREED that the Groundsman would be made aware of Parishes In Bloom judging date and the need to cut in next two weeks and to ask the Clerk to chase him for the completion of time sheets.</p>	<p>TS/JC</p> <p>TS</p> <p>TS/JC</p>
176/24	<p>11. MILLENIUM FIELD 11.1 To review and approve the quote for cutting grass every 4 weeks at the two play areas in the Millenium Field. £96.00 exc. VAT. Quote to be agreed is £95.00 per visit March to October monthly but after discussion IT WAS AGREED to have a cut 2 weekly during May and June and then ever 3 weeks through August to September. The Clerk to instruct the Contractor and establish if they have they required insurance. 11.2 MVDC Playground Inspection Report – progress on actions to address issues identified in Inspection report - Cllr Stacey advised the inspection report had been sent to HAGS, a playground company, and he was awaiting their report. 11.3 Trees – two sets of quotes received but require knowledge of which trees are included, it was acknowledged that work cannot commence until Autumn so the Committee will have established which trees by then.</p>	<p>JC</p>
177/24	12. S&SEIB	
178/24	<p>12.1 Councillor Bloom was asked to update the committee about the Parishes in Bloom planning. Cllr Bloom advised she was concerned about the vadalism to the Flower boxes and the cctv camera on Sunday and how was it being dealt with. After lengthy discussion IT WAS AGREED the Clerk should put a post on Facebook to inform Parishioners of the event. Otherwise all planting has taken place. Cllr Tyson-Davies wished to draw attention to the next litter pick on 23rd of June and said that would be good to see the school getting involved in the competition by litter picking. Cllr Scott asked which budget would it be from and Cllr Stacey said he would have to check with the Clerk. Cllr Stacey said he would like to see the PC having its own litter pickers and hi viz vests to be kept in the Pavilion 15 of each to be ordered. IT WAS AGREED to place an order for 15 x litter pickers and hi viz vests. IT WAS ALSO AGREED that Cllrs Bloom and Tyson-Davies would consider talking to the school about being involved in the litter pick when providing flower tubs outside the school.</p> <p>13. ANY OTHER BUSINESS</p> <p>13.1 To consider and agree whether the S&A Committee should be a working group rather than a Committee - Cllrs discussed the benefits of making the S&A Committee a working group instead of committee. Cllr Tyson-Davies suggested all Cllrs should reread the information in the paper work they have been sent which sets out the legal differences between them. Cllr Stacey said he felt a working group would still require agendas and minutes to run effectively. Cllr Scott thought that spending authorities would be affected and all spend would have to wait for the next full Council meeting for authorisation. Cllr Stacey felt that this required further investigation and information and all agreed to put it on next months</p>	<p>JC</p> <p>TS/JC</p> <p>JC</p> <p>SB/T D</p>

<p>agenda. It could then be decided if it should be put on the agenda for the next full council meeting. IT WAS AGREED the Clerk would add this item to the next S&A Committee meeting agenda</p>	JC
<p>13.2 Footpaths – Cllr Tyson-Davies reported that SCC had failed to cut back footpaths this year and Black Ditch in particular was very overgrown and should form part of the walk around for Parishes in Bloom judge next month so needs to be cut. She has emailed Ruth Hills at MVDC and reported on the website. She advised that the previous Clerk had confirmed that last year SCC would have paid the costs for cutting back Black Ditch and the PC had paid half.</p>	TS
<p>Councillor Stacey proposed getting a quote for cutting Black Ditch and if it was acceptable budget could be stretched to get that cut. IT WAS AGREED that the Asst. Clerk would obtain a quote.</p>	HH
<p>Cllr Stacey suspended Standing Orders allow Mr Dickinson to speak.</p> <p>Mr. Dickinson inquired about Green Lane which had been used as a cut through by cars during closure of Russ Hill. Cllr Stacey said he would investigate the Pole Barriers that had disappeared into the ground and see if they could be reused to provide a deterrent. Cllr Stacey advised he would report back to the Committee on discoveries.</p>	
<p>Cllr Stacey reinstated Standing Orders.</p>	
<p>13.3 Kissing Gates - Cllr Tyson-Davies said that she has several people that would help to install the slightly easier gates received this time. This should be done when Cllr Stacey is able to join in three weeks time.</p>	
<p>13.4 Defibrillators – The Asst. Clerk updated the Committee on the status of defibrillators in the Parish, 2 units need new batteries. Cllr Bloom remarked we should know who our CFI group is in village. She advised she had a contact who will provide advice. Hookwood only has 1 defib and Charlwood has 4, should funding be sourced for a defib in the phone box in Hookwood. Norwood Hill has none and should have one outside the Fox Revived. IT WAS AGREED that Cllr Bloom will request info from her contact and will try to source new batteries from St. Johns. Cllr Bloom to update at next meeting.</p>	SB
<p>13.5 Football Matters - Hire Agreements Terms and conditions should be updated with more accurate and additional information IT WAS AGREED the Asst. Clerk would update the T&Cs. Cllr Hill enquired if all the ICC coaches were suitably qualified and the Asst. Clerk confirmed they were. Cllr Hill requested all new teams would be required to have similarly qualified coaches.</p> <p>A new football team from Horley had asked if they could use the Recreation Ground for training. Councillor Stacey said we required sockets to put up for the goal posts we have. This would serve the current teams as training pitch as well.</p> <p>Councillor Stacey confirmed that only one post would be erected in front of the basketball court. IT WAS AGREED that Cllr Stacey would contact Jason Suckling from CFC regarding the positioning. IT WAS ALSO AGREED the matter of the Horley juniors using the pitch would go on hold until next meeting and will be agreed when parking agreed at Charlwood School and they will have to use the new pitch.</p>	HH
<p>IT WAD AGREED that the Clerk would order sockets, Cllr Stacey would contact the parent from Horley who had enquired about using the pitch, and the Asst. Clerk would contact school re parking availability and contact the local training team to advise on parking and goal placement.</p>	JC TS HH
<p>13.6 Traffic Calming</p> <p>Cllr Stacey suspended Standing Orders to allow Mr Dickinson to speak.</p> <p>Mr. Dickinson enquired what has happened to traffic calming? Cllr Stacey replied that SC Cllr Clack will have a budget and the PC may be able to access this. There will be a meeting arranged as soon as she was available and residents would be updated.</p>	HH
<p>Cllr Stacey reinstated Standing Orders</p>	
<p>13.7 Three-year S&A Plan - Councillor Stacey would like a three-year plan and a list of projects that will required. The S&A Committee will work on pulling the plan together.</p>	S&A

	<p>13.8 Bus Stop - Councillor Stacey be point of contact with any problem about planning to remove the bus stop. Needs to be fixed soon as causing a potential risk. IT WAS AGREED the Asst. Clerk to contact MVDC to check they are taking responsibility for the bus stop repairs as it is responsibility and it is becoming a danger for bus users.</p> <p>13. 9 Glebe Field - What do councillors plan to do in the future for Glebe Field. IT WAS AGREED the top priorities were to Reinstate the Pond after consultation, establish an environmental area, and for the bridge to be repaired.</p> <p>The Cricket Captain joined the meeting.</p> <p>IT WAS AGREED that the Cricket Club would erect low level fencing/mesh which should not be too harsh. Cllr Stacey advised the club should not park on touch line at any time. IT WAS ALSO AGREED the Asst. Clerk would purchase 'do not park ON THE GRASS' signs</p> <p>13.9 Pavilion Damage – IT WAS AGREED the Police should be contacted but not to put a post on Facebook and that the Camera would not to be repaired until the Committee PC were sure parents will not repair if are aware of their child being involved. The Asst. Clerk to contact the Police.</p>	<p>TS</p> <p>HH</p> <p>RAJ</p> <p>HH</p> <p>HH</p>
14. DATES OF FORTHCOMING MEETINGS AND MEETINGS OF THE COMMITTEE		
179/24	<ul style="list-style-type: none"> • Full Parish Council Meeting – Monday 17th June 2024, 7:30pm, The Pavilion, Charlwood • Services & Amenities Committee Meeting – Monday 1st July 2024, 6:30pm, The Pavilion, Charlwood • Planning Committee Meeting – Tuesday 2nd July 2024,7:30pm, The Pavilion Charlwood 	

There being no other business the Chair closed the meeting at 8.10 pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 15th July 2024

Signed.....