CHARLWOOD PARISH COUNCIL Serving the communities of Charlwood, Hookwood and Norwood Hill MINUTES OF THE SERVICES & AMENITIES COMMITTEE HELD IN THE PAVILION ON MONDAY 18TH SEPTEMBER 2023

PRESENT

Cllr T Stacey – Chair Councillors: W Hill, A Tyson- Davies, L Scott In attendance: H Hill (Assistant Clerk)

1/23	1. APOLOGIES FOR ABSENCE	
	Apologies received and accepted for Cllr Parker	
2/23	2. DECLARATIONS OF INTEREST	
	None	
3/23	3. MINUTES	
	The notes from the last meeting were sent to the Clerk prior to the meeting for the records.	
4/23	4. PUBLIC QUESTIONS	
	None	
5/23	5. THE WITHEY	
	 5.1 Lease for the Withey. The Services & Amenities Committee require an update on the leases from J.B.T.M.T. IT WAS AGREED that Cllr Parker would be asked to advise J.B.T.M.T to contact the Solicitor dealing with lease to get and update. 5.2 Trees – Residents with properties neighbouring the rear of the Withey had complained about the branches of trees overhanging their gardens. Cllr Stacey advised that the Parish Council (PC) were waiting on a Tree Surgeon to assess the trees on both the Millenium Field and Withey and put a plan in place to manage all the trees on an ongoing basis. 5.3 Replacement/Repair of play equipment – Cllr Stacey reported that the work on the Playground was finished on Friday 16/09/23 except for two play boards. The play boards position was near the hall building and was still under discussion. Cllr Hill asked if a risk assessment would be completed and was advised by Cllr Stacey this would be done by the contractors during the signing off process for the project. 	RP
6/23	6. RECREATION GROUND	
	 6.1 Lights on the path - IT WAS AGREED that the path lights needed to seen by an electrician and that the Asst. Parish Clerk would contact the electrician to arrange. 6.2 Hedge adjacent to Tain Cottage - Cllr Hill advised that the new fencing was a great success and thanked Cllr Stacey for suggesting both fencing and contractor. 	HH
	6.3 Volunteers to work on hedging opposite The Street – two Cllrs volunteered to help with planting/ cutting back ivy. It was discussed whether additional species of hedging were required to mix with the existing Hawthorn however it was it was thought that different species mixed together would look odd. IT WAS AGREED that residents would be asked to help with the project in the newsletter, on Facebook, through adverts on the noticeboard and the website and that November would be the best time. The Clerk to create the advert and post on Facebook, and the Website. Cllr Scott to include in the newsletter and the Assistant Clerk to post on the noticeboard.	JC/LS/HH

	 6.4 Cycle Racks - Now installed in Charlwood but site to be chosen as soon as possible in Hookwood. IT WAS AGREED to discuss this at the next Parish Council meeting. The Clerk to add to the agenda. 6.5 Charlwood Community Monthly Celebration Days - Assistant Parish Clerk advised that Community Group have dropped the request for an August Saturday so cricket team not affected in August. It was thought that an agreement had been reached on May-Aug. 	JC
7/23	7. GLEBE FIELD	
	No updates received	
8/23	8. WICKENS ORCHARD	
	8.1 A meeting was held with Clarion onsite two weeks ago. It was a worthwhile meeting with promises from Clarion that The Orchard would be a priority for maintenance work to be carried out as a matter of urgency. Since the meeting nothing had happened in terms of work on the Orchard. IT WAS AGREED that the Assistant Clerk would email immediately Clarion to bring this to their attention. IT WAS ALSO AGREED that the Parish Clerk should be asked at the Parish Council meeting to write to Clarion requesting an update.	HH CLLRS
9/23	9. GROUNDSMAN	
	IT WAS AGREED that the Groundsman needs to be contacted to discuss his hours	JC
	and duties going forward. A Job Description was reviewed and discussed along with the feasibility of employing a company to carry out maintenance on larger projects involving trees/hedges. IT WAS ALSO AGREED to ask the Staffing Committee for convenient meeting dates and times.	TS
10/23	10. MILLENIUM FIELD	
	Nothing not already covered	
11/23	11. ANY OTHER BUSINESS	
	11.1 Hire fees for Pavilion for 2024/25 were discussed and review and Cllrs felt they needed to be reviewed and set for 2024/25. IT WAS AGREED that the Clerk would bring this to the attention of the Finance Committee.	JC
	11.2 Pavilion Bi-Fold Doors – the Assistant Clerk advised that the left-hand bi-fold door is not opening/closing well and has been marked 'do not open' for now. IT WAS AGREED that the Assistant Clerk would contact Contractors for an estimate to assess and for a quote for an annual maintenance contract.	нн
	11.3 Flashing on side of Pavilion. – Cllr Stacey said he would look at it in the first instance and then if necessary the contactor should be asked to look at it and give an estimate on his work. IT WAS AGREED to wait for an update from Cllr Stacey before contacting the contractor.	
	11.4 Boiler Maintenance – the need for a commercial engineer to service the boiler in the Groundsman's shed was discussed. IT WAS AGREED that the Clerk would investigate and obtain quotes.	JC
12/23	12. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE	
	Services & Amenities Committee – 4:30pm 16 th October 2023 at the Pavilion Full Parish Council Meeting – 8:00pm 16 th October at the Pavilion	

There being no other business the Chair closed the meeting.

Signed as a true record of the meeting, and approved at the Services & Amenities Committee Meeting of the 16th October 2023 Signed.....