

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
MONDAY 10th January 2024**

PRESENT

Cllr T Stacey – Chair

Councillors: L Scott, Angela Rawlinson W. Hill, Angela Tyson-Davies.

In attendance: H. Hill (Asst. Clerk)

01/24	1. APOLOGIES FOR ABSENCE	
	None. It was noted that Cllr Parker formerly on the S&A Committee had resigned and a new Cllr would need to be found.	
02/24	2. DECLARATIONS OF INTEREST	
	None	
03/24	3. MINUTES The minutes of the Services & Amenities (S&A) Committee will be signed at the Full Parish Council meeting on the 15th January, 2024, therefore there were no minutes to sign.	
04/24	4. PUBLIC QUESTIONS	
	4.1 A resident contacted the Asst. Clerk raising a concern about The Hovel entrance that has been blocked to sheep, Cllrs advised this is the responsibility of the livestock owner. They also advised that the farmer had done this to avoid sheep being hurt if the building became increasingly unsafe. Has no concern for their welfare as no other local fields that are used for sheep have any shelters in.	
05/24	5. THE WITHEY	
	5.1 Lease for the Withey. It was noted that as ex-Cllr Parker had been the point of contact for this information a new contact was needed. The last update from ex-Cllr Parker was that there was a possibility the draft of the new lease could be received in February/March 2024. IT WAS AGREED the Clerk would obtain details of who the new contact would be and that an update would be provided for next month's meeting.	JC
	5.2 Play equipment – The contractor's estimate £90 to cover the cost of monthly inspections of both Charlwood and Hookwood playgrounds was discussed. IT WAS AGREED in principle that the estimate was acceptable however, IT WAS ALSO AGREED that the Asst. Clerk would ask if the outdoor gym equipment on the Recreation Ground could also be included in this. Cllr Stacey requested that the contractor advise if his insurance would cover him for these checks and IT WAS AGREED that the Asst. Clerk would ask if he could provide a certificate to be held on file.	HH HH
	5.3 Trees – Still waiting third quote for work on Withey trees, Cllr Stacey	

06/24	<p>will continue to source the quote. Cllr Scott advised that a few trees were damaged in last weeks storm in Withey and needed checking. IT WAS AGREED that Cllr Stacey would contact the tree surgeons.</p> <p>6. RECREATION GROUND</p> <p>6.1 Cllr Stacey asked if finger guards had ever been discussed on servicing the Bi-Fold doors. Asst. Clerk advised that these had not been mentioned previously. Cllr Stacey felt they were necessary. IT WAS AGREED that the Asst. Clerk would contact the Supplier to check if these should have been part of the service and if appropriate obtain a quote.</p> <p>6.2 The toilet light that had been working intermittently had returned to normal and will not require any intervention.</p> <p>6.3 Cllr Stacey said small jobs at the Pavilion should be dealt with by the Clerk or Asst. Clerk with no need for reference to Council.</p> <p>6.4 A new sign outside advising point of contact was discussed, felt not necessary to have the clerk's information on a sign, if there was a post box. IT WAS AGREED a post box was needed in Charlwood and Hookwood for residents to use for letters to the Parish Council and that the Clerk would contact Hookwood Memorial Hall for permission to put a box up.</p> <p>6.5 Hand Dryer – the contractor's quote was APPROVED. IT WAS AGREED that the Asst. Clerk would advise the contractor</p> <p>6.6 Lights. No update</p> <p>6.7 New locks - 2 locks suggested by Cllr Stacey APPROVED.</p> <p>6.8 Hedging - Cllr Scott has spoken to CPRE who advised the hedge should be layed. The Committee discussed and agreed that this was the standard way of looking after hedges as in Leigh, where it had been very successful. Gatwick Greenspace have not been contacted as of yet. Cllr Rawlinson suggested giving the hedge a hard cut back with a tractor on the top and pavement side and let it regenerate itself. IT WAS AGREED that this suggestion was worth considering.</p> <p>6.9 Cllr asked how would Groundsman would be redeployed. IT WAS AGREED a meeting was needed with the Groundsman (as hedge trimming was in his JD but would not be required for a period) and the Clerk would organise.</p> <p>6.10 Trees – No issues on recreation ground, trees will be pollarded this year. Cllr Hill advised this was usually done in January. IT WAS AGREED that Cllr Stacey would find out the correct timing. Planting trees was discussed. Cllrs felt the Millenium Field needed to be better maintained. Bonfires were discussed as a solution to clear much of the rubbish and IT WAS AGREED this needed to be done as a matter of maintenance.</p>	<p>TS</p> <p>HH</p> <p>JC</p> <p>HH</p> <p>TS</p> <p>TS</p> <p>JC</p> <p>TS</p>
07/24	<p>7. GLEBE FIELD</p> <p>7.1 Councillors agreed that a lease was vital or ownership of the field. IT WAS AGREED that the Clerk would contact the Diocese to discuss.</p> <p>7.2 Councillors agreed that it would be more effective for a group within the Parish rather than the Parish Council to take on obtaining grants for the renovation of Hovel as there were some grants schemes</p>	<p>JC</p>

	<p>where Parish Council's were not eligible to apply.</p> <p>7.3 Councillor Stacey advised the application form to make the Glebe Field and the Hovel Assets of Community Value was now complete.</p>	
08/24	8. WICKENS ORCHARD	
09/24	<p>8.1 No change from last meeting. IT WAS AGREED the Assistant clerk would email Clarion for update.</p> <p>9. GROUNDSMAN</p> <p>9.1 Groundsman - Councillor Stacey asked had the Staff Committee had a meeting. Cllr Scott confirmed that a meeting had not taken place as NS had not responded and that this could be raised at the full Parish Council Meeting on the 15th January.</p>	HH
10/24	10. MILLENIUM FIELD	
11/24	<p>Nothing to report not already covered above.</p> <p>11. ANY OTHER BUSINESS</p> <p>11.1 Cllr Rawlinson advised that post and rail had now been erected in Norwood Hill Road to prevent any more pedestrian accidents falling into the ditch.</p> <p>11.2 Cllr Stacey asked about Emergency Response Team and could it have been acting in the recent floods. IT WAS AGREED that Cllr Scott would re-share the SCC template and cautioned that it would need be drafted and managed by a steering group, not a Committee, as it needed the flexibility to react when an emergency is happening.</p> <p>Councillor Scott to attend SCC meeting next week regarding their proposed action towards climate change and flooding and advice on drainage and culverts within the Parish to improve the flow of floodwater.</p>	LS
11/24	12. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE Services & Amenities Committee Monday 12 th February 4.30pm (TBC)	

There being no other business the Chair closed the meeting at 5.45pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 19th February 2024.

Signed.....