

**CHARLWOOD PARISH COUNCIL
MINUTES OF THE SERVICES & AMENITIES COMMITTEE
HELD IN THE PAVILION ON
MONDAY 16TH OCTOBER 2023**

PRESENT

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

30/23	1. APOLOGIES FOR ABSENCE	
	None	
31/23	2. DECLARATIONS OF INTEREST	
	None	
32/23	3. MINUTES	
	The minutes of the Services & Amenities (S&A) Committee will be signed at the Full Parish Council meeting on the 16 th October therefore there were no minutes to sign.	
33/23	4. PUBLIC QUESTIONS	
	None	
34/23	5. THE WITHEY	
•	<ul style="list-style-type: none"> • Lease for the Withey. Withey lease is controlled by the legal custodian, the Millenium field is not. Cllr Stacey suggested they should be combined by the solicitor. IT WAS AGREED that Cllr Parker would request. • Trees – Cllr Stacey and All Seasons to assess next week, then other prices will be obtained. • Cllr Scott reported that there is evidence of fly tipping by neighbours putting their grass cuttings etc. over the fence into the Withey. IT WAS AGREED that the clerk would write to all the neighbours asking that they are vigilant to see who is putting garden waste onto Withey and to advise the Parish Council (PC). Hopefully this will deter person(s) involved. IT WAS AGREED that Cllr Scott will deliver letter to all properties overlooking Withey. • Replacement/Repair of play equipment – Cllr Stacey reported play equipment now complete and in use. 2 play boards still require moving away from hall and handyman to be asked to advise price. • Finally logs left behind will be moved by Cllr. Parker. 	<p style="text-align: right;">RP</p> <p style="text-align: right;">TS</p> <p style="text-align: right;">JC</p> <p style="text-align: right;">LS</p> <p style="text-align: right;">RP</p>
35/23	6. RECREATION GROUND	
	<ul style="list-style-type: none"> • Lights on the path - Electrician has failed to respond to email enquiry and Cllr Stacey supplied telephone number for Asst. Clerk to contact. 	HH

	<ul style="list-style-type: none"> • Cllr Tyson-Davies suggested changes to the automatic time for the lights waited for two weeks' time until clocks go back. IT WAS AGREED to wait and that Cllr Stacey will assist. • IT WAS AGREED that Cllr Stacey would research new lock for gate and extended chain • Hedging work to Tain Cottage, already carried out. • Cllr Hill advised that trees at rear of Recreation Ground were overhanging neighbours' garden and needed inspection. He has written to Parish Clerk regarding this and was advised that they will be inspected. IT WAS AGREED that Cllr Stacey would talk to the tree surgeon. • Hedge strengthening around the Recreation Ground was discussed. IT WAS AGREED that the ivy in the hedge should be removed first, then evaluate what should be planted and a trial hedge should be planted at rear of pavilion. Cllr Scott recommended that the trial hedge be left uncut during nesting season to see if appearance is acceptable. IT WAS AGREED to put this on the agenda for the next full Parish Council meeting to gain formal approval. • Councillors agreed that the fitness equipment should be maintained along with all the play equipment by the same company. IT WAS AGREED that the Clerk would ask MVDC for recommendations and find out if Bletchingley PC use a particular company for their play equipment. Cllr Scott suggested that Laura Mann may be able to advise. • Cllr Stacey advises that a key safe is necessary to ensure access to all Recreation Ground keys is available to all agreed councillors. IT WAS AGREED that Cllr Stacey would look at costs for this. IT WAS ALSO AGREED that the Asst. Clerk would send Cllr Stacey a Key List. 	<p>TS/ HH</p> <p>TS</p> <p>TS</p> <p>JC</p> <p>JC</p> <p>TS HH</p>
36/23	7. GLEBE FIELD	
	No updates received	
37/23	8. WICKENS ORCHARD	
	Hedges have now been cut well and repair work on bench and gate will be carried out before the end of October. Cllr Stacey advised a dead tree is still in position and needs to be removed. IT WAS AGREED that Asst. Clerk would inform Clarion Housing.	HH
38/23	9. GROUNDSMAN	
	A Job Description was reviewed and discussed and it was decided a meeting with the Groundsman was required. IT WAS AGREED that the Groundsman needs to be contacted to discuss his hours and duties going forward. IT WAS AGREED that the Clerk would contact the Groundsman to arrange a meeting.	JC
39/23	10. MILLENIUM FIELD	
	Cllr Stacey did not feel that the tree work should be costed per tree and All Seasons are not prepared to do this. Cllr Scott felt that the PC needed to know the number of trees on the two sites under council's management.	

	IT WAS AGREED that the maintenance man should be asked to look at unstable fence in playground, but only to carry out necessary repairs bearing in mind the playground will be moved on the Spring. The Asst. Clerk to contact the maintenance man.	HH
40/23	11. ANY OTHER BUSINESS	
	Cllr Scott enquired if a decision had been made by the Hookwood Hall committee regarding the positioning of the cycle racks. IT WAS AGREED that Cllr Parker would discuss again with the Management committee.	RP
41/23	12. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE	
	<ul style="list-style-type: none"> • Services & Amenities Committee – 5.00pm 13th November 2023 at the Pavilion 	

There being no other business the Chair closed the meeting at 6pm

Signed as a true record of the meeting, and approved at the Full Parish Council meeting of the 20th November 2023

Signed.....