

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Draft Minutes of Annual Parish Council Meeting held in the Pavilion, Charlwood on 19th July 2021 at 8pm

Attending	Penny Shoubridge (PS - Chairman) Carolyn Evans (CE – Vice-Chairman), Sue Bloom (SB), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS). Attending via Zoom: Richard Parker (RP), Walter Hill (WH), James O’Neill (JON)
Clerk	Trevor Haylett
Also Attending	(Via Zoom): Hilary Sewill (HS), Jackie Tyrrell, Angela Tyson-Davies
Item	
1	(Minute 1/07/21) Apologies – None Penny Shoubridge explained that three Councillors were following the meeting remotely and while they could participate in discussions, they were not permitted to take part in any meaningful vote.
2	(2/07/21) Declarations of Interest – None
3	(3/07/21) Minutes – PS proposed that the Minutes of the Meeting held on 21 st June 2021 be accepted, seconded by Richard Parker. The Minutes were APPROVED.
4	(4/07/21) Public Questions – Hilary Sewill asked about Gatwick and the upcoming Development Consent Order and whether the PC was tied in with other local authorities and able to make their views known with the various consultations. PS replied that Gatwick were not obliged to liaise with any of the Parish Councils so CPC would contact Mole Valley District Council and make sure it was kept informed all the way through the process. PS added that CPC will be fully engaged when the DCO is launched and will respond as robustly as possible and confirmed that should the DCO be granted, the emergency runway would be used for take-offs only.
5	(5/07/21) Planning and Highways 5.1 Planning Comments on Applications to w/ending 9th July – Lisa Scott outlined the recommendations of the recent planning committee meeting including comments on the proposed diversion to Footpath 331. These were APPROVED and can be viewed on the Parish Council website by using this link ... http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/ . PS gave an update on Footpath 331 - the landowner had agreed to put in an extra gate. LS said there was a SCC consultation on Forward Transport Policy which required a response by October 24th and the committee would be looking at that. 5.2 Footpaths improvements (Chapel Lane etc) – SCC were happy to accept the PC’s offer of a 30% contribution towards the cost of the Chapel Lane improvements. It was hoped that the work would be done later in the year along with Pudding Lane which SCC were paying 100% towards. Regarding the D Road (Green Lane) improvements, the PC had agreed to pay £2,500 towards the total cost of £4,000. SCC had agreed to replace the railings at the junction with Ifield Road which had been damaged in a road accident and to install a barrier close to the stile near Ringers Farm so preventing drivers from using the D Road as a cut through.

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	<p>5.3 Other Footpaths – PS said the Church Path had been tackled and looked much better but three footpaths badly needed cutting to make them more accessible: the one behind Brook Cottage, the one at the end of Glovers Road leading to Glovers Wood and the one behind Bristow Cottage. Although they were the responsibility of SCC they were behind schedule with the work so the PC could get it done themselves and then reclaim 50% of the cost.</p> <p>PS added that the owner of Russ Hill Farm had invited her to walk round the farm and assess their plans to re-route some of their footpaths.</p>
6	<p>(6/07/21) Services and Amenities - The committee had met via Zoom the previous week and chairman Howard Pearson gave an update on work that had been completed.</p> <p>6.1 Withey – Alternative contractors would be approached with a view to improving the footpath where sharp stones had been exposed.</p> <p>6.2 Pavilion – A partnership service and letting agreement had been approved by Councillors and would be sent out to the sports clubs to sign. A User Group meeting was being organised to discuss, among other things, the state of the store cupboards.</p> <p>6.3 Recreation Ground – The fountain had been repaired and was operational again. Some smaller projects had been completed such as fixing the litter bins to the plinths. Alan Knight (AK) would treat the wooden uprights on the Pavilion.</p> <p>6.4 Millennium Field – The contractors, CSM Property, had tackled the middle, fenced-off area, and had done a good job tidying it up. AK would finish treating the playground uprights and this would require the playground to be closed for the day.</p>
7	<p>(7/07/21) Sale Of Land at Brickfield Lane – PS said a completion statement had come through from the solicitor which showed that after the cost of employing solicitors and an estate agent (£3,084), the total profit from the sale amounted to £32,716.</p> <p>HS had asked in Item 4 what conditions had been applied to the sale. The Clerk explained that no building of a permanent or temporary structure would be allowed, no residential use would be permitted whatsoever, whether an annexe or fully self-contained. Installation of a garden shed or a single garage would be permitted. A change of use on these buildings however would not be allowed. Any uplift on the value of the land, because of development or change of use of any sort, would require the owner to pay 30% of the difference and that stipulation stays in place for 25 years.</p> <p>The PC had also said that the current lawned area should remain as grass or used solely for the growing of flowers, vegetables or fruit. No hard standings or car parking would be allowed. The land could be fenced if the new owner wanted it in accordance with planning regulations and maintained to a good standard. The owner was permitted to put in a planning application for development there but had to seek the prior consent of the PC.</p> <p>HS asked if there was be a problem with anyone dumping anything on the land, to whom should the public contact. The Clerk explained that the owner had struck a lease arrangement with one of the neighbours and they would be the ones to inform.</p> <p>James O’Neill felt that the true profit figure was less than the £32,716 and cited the amount of extra work that the Clerk had undertaken and also reminded Councillors that they had agreed to give £20,000 interest free over the next 10 years to the owner to complete the purchase. He said that had a</p>

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	<p>value that also had to be taken into account. The Clerk replied that he hadn't put in for any overtime despite the additional workload and said that when this process began the PC had suggested that if they put the land up for sale for £13,000 then there might be a profit of around £10,000. The final outcome would see a profit considerably in excess of that.</p>
8	<p>(8/07/21) Parish Matters</p> <p>8.1 Traffic Calming & Car Parks – Trevor Stacey reported on the meeting of the Traffic Calming and Car Parks committee on 1st July. Mark Baker's initial report was discussed and it was noted that Hookwood had not been included and would form the basis of his next visit. It was decided that the priorities were to improve the gates at the various entrances to the village and to consider bringing them closer to the village ; to consider a narrowing of the road at an appropriate location in The Street to give and to make the speed limit contained within the entrance gates 20mph. HP asked that Lorys Farm be kept informed about any decisions because previously they had complained about the difficulties of bringing tractors through the village after calming measures. The possible location of two car parks had also been discussed at the 1st July meeting and TS said that he and PS would attend a meeting the following day with a contractor to look at the possibilities and potential cost of putting a car park in the Millennium Field. It was said that the village gate in Ifield Road was lying on the ground and was waiting to be reinstated. As regards the VAS Signs and Speedwatch plans, a decision was still awaited from the Gatwick Area Community Trust as regards funding.</p> <p>8.2 To fix date of next Mark Baker visit – this was scheduled for Friday 13th August.</p>
9	<p>(9/07/21) Gatwick Matters</p> <p>9.1 To report on Gatcom meeting held on 15th July – Carolyn Evans attended this meeting and a full report would be distributed in the next two weeks. Gatwick CEO Stuart Wingate had said 2021 so far was a worse year than 2020 and was lagging behind in volume. Staff were worried about their futures, particularly those coming out of furlough in September. The DCO consultation would take the form of four parts – a summary, an overview, the environmental Impacts and then final details and would start later in the year. PS added that in 2019 Gatwick was the sixth biggest airport in Europe but now was only the 106th largest so had fallen way down the list. She added that Alison Addy, the Community Engagement Officer at Gatwick had asked for a catch-up meeting and this was welcomed by the PC. The Clerk added that there was a Consultation on Jet Zero with a submission deadline of 8th September. In addition he had been informed that afternoon that the Department for Transport had made a decision on part one of the Night Flights Consultation and that was not only to roll over the existing regime at designated airports but extend it for another three years which was a disappointment.</p>
10	<p>(10/07/21) Community Events & Affairs - PS thanked the volunteers who cut the Church path – Jeanette Simmonds, Bjorn Harris and someone known as Jack - and also Ken Vernon who had cut the verges along Horley Road. Their efforts were greatly appreciated. PS also reminded the meeting that Venture Week would take place the following week.</p>

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11	<p>(11/07/21) Financial Matters 11.1 Payments received and cleared payments</p> <p>Barclays Community Account – to 30th June 2021 £98,579.01 Barclays Legacy Account - ditto £ 4,148.94* Barclays Charlwood Account - ditto £ 34,085.13 Nationwide Business Savings Account – ditto £ 85,029.34</p> <p style="text-align: right;"><u>Total Bank Assets £221,842.42</u></p> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>11.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and PS proposed they be accepted with CE seconding. The accounts were APPROVED with one amendment - Richard Parker had pointed out earlier that the payments had erroneously included the solicitors bill for the sale of Brickfield Lane but this money had already been subtracted from the final total due to the PC.</p>								
12	<p>(12/07/21) Reports from Representatives – LS explained that another meeting of the Save West of Ifield group had been held to fight the “monumental” proposal by Horsham District Council to build 10,000 homes between Rusper Golf Club and Faygate Station. Another meeting was scheduled for 27th July which LS would attend.</p>								
13	<p>(13/07/21) Parish Council Communications – None.</p>								
14	<p>(14/07/21) Procedures and Standing Orders – PS proposed that the Zoom Meeting guidelines, as per the Government directives, be added to the Standing Orders and this was APPROVED.</p>								
15	<p>(15/07/21) Employment Matters - PS and the Clerk would meet with Sandy Bowling to discuss her interest in the new role of Facilities Supervisor.</p>								
16	<p>(16/07/21) Public Comments – HS thanked PS for chairing a much-improved meeting with the Zoom facility.</p>								
17	<p>(17/07/21) Other Matters - The Clerk explained that MVDC had launched a Statement of Policy in regards to the Licensing Act 2003 and asked whether Councillors were minded to submit a response – the deadline was 16th September. PS said she would have a look at the document. The Clerk also explained that Chris Lory had notified the PC that, after losing his Brussels subsidy, he had applied for a Countryside Stewardship Scheme for the Glebe Field which would yield him around £350 a year. The farmer had said it would make no visible difference to the Glebe Field and the Land Agent concerned was happy with the arrangement.</p>								
18	<p>Forthcoming Meetings –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">10th August</td> <td style="width: 30%;">Planning & Highways</td> <td style="width: 10%;">tbc</td> <td style="width: 30%;">7:30pm</td> </tr> <tr> <td>14th September</td> <td>Planning & Highways</td> <td>tbc</td> <td>7:30pm</td> </tr> </table>	10 th August	Planning & Highways	tbc	7:30pm	14 th September	Planning & Highways	tbc	7:30pm
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	14 th September	S&A Committee	tbc	8pm
	20 th September	Charlwood PC	Pavilion, Charlwood	8pm
18	Remaining 2021 PC Meetings (Mondays): 18 th October, 15 th November			

The meeting closed at 21:11 pm

*Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

Barclays Community Account – to 30 th June 2021	£98,579.01
Barclays Legacy Account - ditto	£ 4,148.94*
Barclays Charlwood Account - ditto	£ 34,085.13
Nationwide Business Savings Account – ditto	£ 85,029.34

Total Bank Assets £221,842.42

*For Archive Room **Total Reserves (for special projects) = £84,000

Incomings between 1 st June and	30 th June 2021			Total
Ifield CC	S/O - x2			200
Charlwood Pre-School	Inv. 193			70.00
Charlwood FC	Inv. 190			280.00
Samantha Bond	Inv. 192			70.00
Sarah Davis	Inv 194			53.00
	TOTAL			673.00

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Direct Debits				
Ecotricity	Electricity Inv 28 th June (for period 21/05 -20/06)			92.59
Ecotricity	Gas Inv 5 th July (for period 28/05 – 27/06)			49.47
SES Water	25 th June bill (for period 31/05 – 30/06)			27.61
Nest Pensions	Clerk's pension paid on June earnings			181.08
Chevron Alarms	Quarterly payment taken out 5 th May			118.71
Payments to be approved tonight				
CSM Property	Work tidying up Black Ditch			122.50
CSM Property	Work tidying up Church Footpath and (part) Millennium Field clearance			140.00
Nigel Jeffries	Withey cuts – 7/5 & 21/5 And 7/6 & 18/6		39.60	237.60
Mayhews	Estate Agent fees for sale of Brickfield Lane		250.00	1500.00
Mark Mulberry	Payroll Service for Quarter ending June 30th		21.00	126.00