

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 Parish Council Meeting held in the Pavilion, Charlwood,
on 19th June 2023 at 8pm**

Attending	Lisa Scott (LS – Chairman), Sue Bloom (SB), Carolyn Evans (CE), David McCorquodale (DMC), Richard Parker (RP), Trevor Stacey (TS)
Clerk	Trevor Haylett
Also Attending	Nick Hague (NH), Angela Tyson Davies, Mark Cowell (MC)
Item 1	(1/06/23) Apologies – Walter Hill, Assistant Clerk Helen Hill, Helyn Clack, Lesley Bushnell
2	(2/06/23) Declarations of Interest – None.
3	(3/06/23) Minutes – The draft Minutes of the 15 th May meeting had been circulated. Lisa Scott asked that there be two additions: (in 10.1.1) to include the possibility of moving the VAS sign in Povey Cross Road to Mill Lane, Hookwood, and (in 10.3.3) including the fact that it was the wrong time of year for planting and this should now wait until the autumn.
4	(4/06/23) Public Questions – Nick Hague asked what the PC was doing about the telephone box on the Old Reigate Road in Hookwood. LS said other communities had turned them into defibrillators and that could be an option.
5	(5/06/23) Appointments 5.1 To appoint a Vice-Chairman – LS proposed Sue Bloom and with no other nominations, SB was duly elected vice-chairman. 5.2 To appoint Committees, Working Groups, and Council Representatives - with two new Councillors about to be co-opted, it was decided to postpone the majority of the appointments until the July meeting. David McCorquodale confirmed that he was able to be the new GATCOM lead with Carolyn Evans becoming the deputy. SB would sit on the staffing committee and Walter Hill would be appointed to the finance committee.
6	(5/06/23) Planning, Highways and Environment 6.1 Report of Planning Committee and recommendations on applications to four weeks ending 9th June – the recommendations had been distributed (see Appendix B) and LS proposed they be accepted. The report was APPROVED. 6.2 Rydon Homes proposal – LS said the Rydon Homes proposal had now been followed by one from Kempton Homes for Povey Cross Road. A public meeting had been held in Hookwood to discuss the Rydon Homes proposal and was well attended. The deadline for submission of comments was 23 rd June and, ACTION , LS would feed comments to the Clerk. The deadline for the Kempton Homes proposal was 30 th June so the time for public consultation was inadequate. 6.3 Neighbourhood Plan – LS had sent out an email to members of the NP group to refresh the group. Trevor Stacey pointed out that MVDC had still not confirmed the designation of the area to be contained within the NP and LS asked the Clerk to ACTION this as a matter of urgency. 6.4 Mole Valley Local Plan – there was no update and the Local Plan inquiry continued to be paused. LS said it was encouraging that an area of Green Belt land west of Dorking, earmarked in the Local Plan, had been turned down for development. LS said she would write something – ACTION –

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	<p>to send to MP Paul Beresford to underline the parish's dismay that it was the subject of so many planning applications.</p> <p>6.5 Housing Needs Survey – MVDC had distributed its criteria for “local need” and wanted Councillors to give approval it before it launched the survey. LS proposed that it be accepted and this was APPROVED.</p> <p>6.6 Environmental Matters – A deluge the previous weekend had resulted in some fish die-off which had led to speculation that the long dry spell had caused stagnant water to build up in ditches and other waterways which then got washed into rivers when the heavy rain arrived. It had been agreed at the extraordinary general meeting, held on 9th June, to form an emergency sub-committee to which all Councillors could belong, together with members of the public. It would have the benefit of being able to make quick decisions.</p>
7	<p>(7/06/23) Services and Amenities - The committee had met earlier in the day in the Pavilion.</p> <p>7.1 Withey – TS explained that a quote of £34,000 from ESP Play had been accepted for the playground refurbishment and it was hoped they would start work at the beginning of July.</p> <p>7.2 Pavilion – The curtains needed a clean and the Coronation Committee had agreed to foot the bill because it was following the Coronation celebrations that the damage was done.</p> <p>7.3 Recreation Ground - the new junior pitch had been staked out but the neighbour felt that the corner flag would be too close to his boundary and would lead to balls coming into his garden. It was suggested that the pitch could be moved back a fraction towards the tarmac and ACTION, this would be investigated.</p> <p>7.4 Millennium Field – following a request from SB, the trees near the boundary with Tifters Drive were being looked at - ACTION - to see if they would be likely to be causing damage to her property. It could be that the trees would need to be pollarded.</p> <p>7.5 New leases: Millennium Field and The Withey – Richard Parker would check with the JBTM Trust's solicitor as to the progress of the leases' renewal - ACTION.</p>
8	<p>(8/06/23) PARISH MATTERS</p> <p>8.1 Traffic Calming & Car Parks – the Clerk had complained to MVDC about the lack of response to the report that Mark Baker had sent to both them and SCC. Neither authority had responded so far.</p> <p>8.1.1 VAS Signs/Speedwatch – TS had made progress with Speedwatch and training sessions had been organised for later in the week. Mark Cowell had volunteered to join the team but one more volunteer was needed for Hookwood.</p> <p>8.2 Parish Communications – the new community Newsletter planned for September had run into a hitch over funding. LS suggested that the one-sheet Newsletter that had been talked about earlier in the year could be resurrected.</p> <p>8.3 Community Events and Affairs</p> <p>8.3.1 Kissing Gates – The first kissing gate had been installed on the Coronation Walk and there were another 10 to go in.</p>

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	<p>8.4 Wickens Orchard – TS had walked round Wickens Orchard recently and had taken photographs to show what a poor condition it was in. These had been forwarded to Clarion Housing. The seat was dangerous, the grass was untidy, the hedge was bad and the gate was dangerous if any child decided to climb on it.</p> <p>8.5 Annual Parish Meeting – LS said the meeting was well received with four speakers making presentations before a breakout session. Another speaker, from Metrobus, was unable to attend and LS wondered whether a regular guest speaker at PC meetings would help to boost attendance from members of the public. Suggestions for guest speakers would be welcomed.</p> <p>8.6 Traveller site in Russ Hill – A strong objection to the planning application had been submitted. LS said that the objection had included a note that if these applications were approved then all permitted development rights should be removed. That would put a stop to such speculative caravan issues.</p> <p>8.7 Russ Hill Hotel – it was understood that the Home Office had backtracked on a proposal to considerably increase the number of residents at the hotel. DMc, who will act as the liaison between the PC and the authorities over the hotel, said he was willing to speak to the hotel manager and try and build a relationship there.</p>												
9	<p>(9/06/23) Gatwick Matters - there had been no meetings since the last PC meeting. LS said there was a community liaison call on 23rd June, a bi-monthly get together with Gatwick groundstaff, and other Councillors were welcome to join her.</p> <p>The Clerk gave notice that the Gatwick Transport Forum had been arranged for 5th October. And he explained that Gatwick had commissioned some independent research to better understand how the airport was perceived in the local community. LS said she was willing to talk to the researchers.</p>												
10	<p>(10/06/23) Financial Matters</p> <p>10.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 15th June</td><td>£34,233.35</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£6,173.72*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£43,827.77</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£86,556.92</td></tr><tr><td>Lloyds Treasurers Account - ditto</td><td>£78,121.38</td></tr><tr><td>Total Bank Assets</td><td>£248,913.14</td></tr></table> <p>*For Archive Room Note: Reserves (Earmarked) = £142,305; (General) = £106,608.14</p> <p>10.2 Accounts for payments and authorised transfers – These had been circulated – see Appendix A – and LS proposed they be accepted. There was some concern over the size of the quarterly payment to the company who host the PC’s emails and files. The Clerk said he would – ACTION – take up the matter with them and see if the fees could be reduced.</p> <p>10.3 Mark Baker’s outstanding invoice – This had been outstanding for some time and LS proposed that it now be paid. SB seconded and it was APPROVED.</p>	Barclays Community Account – to 15 th June	£34,233.35	Barclays Legacy Account - ditto	£6,173.72*	Barclays Charlwood Account - ditto	£43,827.77	Nationwide Business Savings Account – ditto	£86,556.92	Lloyds Treasurers Account - ditto	£78,121.38	Total Bank Assets	£248,913.14
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	<p>10.4 To approve AGAR Section 1, Annual Governance Statement – This had been circulated in advance and was APPROVED and duly signed.</p> <p>10.5 To approve AGAR Section 2, Accounting Statements – This had been circulated in advance and was APPROVED and duly signed.</p> <p>10.6 To report on the period for the exercise of public rights - The Clerk explained that as part of the Annual Return process, there was a period when the public were permitted, on request, to look at the accounts and ask questions of the External Auditor. This lasted for a period of 30 working days from 26th June – 4th August.</p>
11	(11/06/23) Reports from Representatives - None.
12	(12/06/23) Procedures and Standing Orders - None.
13	<p>(13/06/23) Employment Matters</p> <p>13.1 Groundsman’s position - The groundsman’s role had come under scrutiny after he had changed his main employment which meant he would be away from home from time to time. TS had said at the S&A committee meeting that he would draw up a list of jobs that needed doing throughout the year to see if it would be possible to put all the work with a contractor.</p> <p>13.2 Clerk vacancy – the Clerk had handed in his notice on 26th May and had since mentioned to other Mole Valley Clerks that there was a vacancy. So far there was one expression of interest.</p>
14	(14/06/23) Public Comments – The Clerk read out an email from Penny Shoubridge which she wanted to bring to Councillors’ attention. It said: “Earlier in the year, some Councillors and also the Clerk were reported to MVDC, accused of serious misconduct. It should be known by all Councillors and members of the public that after thorough investigation by MVDC the allegations against all concerned parties were not proved and that no one had breached the Councillor Code of Conduct or the Clerk’s Code of Conduct, therefore all allegations were proved to be groundless.”
15	<p>(15/06/23) Forthcoming Meetings –</p> <p>11th July - Planning, Highways and Environment venue, The Pavilion, 7:30pm</p> <p>3rd July - S&A Committee time and venue to be confirmed</p> <p>17th July - Parish Council Meeting, Pavilion, Charlwood, 8pm</p> <p>Other Meeting Dates in 2023 – 18th September, 16th October, 20th November</p>
16	(16/06/23) Confidential Item dealt with in a closed session.

The meeting ended at 9:30pm

Appendix A - Accounts for payments and authorised transfers

Incomings between 16 th May and	18 th June 2023			Total
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<u>Lloyds Bank</u>				
S. Charman	Yoga classes - Inv 347			54.00
Charlwood Friends	Inv 346			40.00
Lambert	Inv 345			105.00
<u>Barclays Bank</u>				
Farmfields	Pavilion hire			1135
Anne-Marie Bevis	Brickfield Lane sale			1800
C. Barclay	Choir			70
Charlwood Village FC	Pitch hire			3945

<u>Direct Debits</u>				
15/05 SES Water	Inv 26/04 for period 31/03-30/04			30.31
23/05 Ecotricity	Electricity 06/05 Inv for 01/04-01/05		13.10	275.13
23/05 Ecotricity	Gas 06/05 Invoice for 01/04-01/05		14.33	300.85
25/05 Nest Pensions	On May earnings		-	206.96
13/06 Keyholding Co.	For period 1/7 – 31/7		4.90	29.40
15/06 SES Water	Water 30/04-31/05		-	30.31
<u>Payments to be approved tonight</u>				
			vat	total
Microshade	Quarterly payment email hosting etc	489.26	97.85	587.11
Nigel Jeffries Landscapes	Withey cuts in May x 2		22	132.00
Carolyn Evans	Mileage – Gatcom meetings		-	9.00
Prime Commercial Cleaning	April cleaning		-	240

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Retrospective Payments				
Helen Hill	APM refreshments; PS gifts		-	167.16
Business Services at CAS Ltd	Insurance		-	2889.64
Dee Thornton	Shower/Fountain testing		-	170.00
Grasstex	Annual Pitch maintenance		458	2748.00
Alan Knight	Various incl. Flagpole install		-	630.00

Appendix B

APPLICATIONS

Application Ref: MO/2023/0655/PLA
Link

Location: Land Adjacent to Waggoners Farm, Russ Hill, Charlwood, Mole Valley, RH6 0EN

Proposal: Change of use of the land to residential to accommodate 2 No. static caravans, 2 No. touring caravans, 1 No. utility block, parking for 4 No. cars, hardstanding and associated development.

Case Officer: Aidan Gardner

Registration Date: 09-May-2023

Applicant Name: Mr Joseph Maloney

Ward: Capel, Leigh, Newdigate and Charlwood

PSH/Area: Charlwood

Charlwood Parish Council objects to this application. We note a number of inaccuracies within the application form and missing documents. In particular 2 two bedroomed market housing units have already been installed, which we do not believe can be described as caravans, there is an overall lack of detail and missing block plan

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which make it difficult to assess this application. We do not see it as in line with the emerging local plan nor the NPPF. There is no pedestrian or public transport access or sufficient access for vehicles as access is via a bridleway. If planning is granted all permitted development rights should be removed.

APPEALS STARTED

9/06/23

Application No.: MO/2022/1588/PLA

[Link](#)

Location: Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ

Proposal: Demolition of existing buildings and erection of 4 No. detached dwellings.

Appeal Start Date: 08-Jun-2023

2/06/23

Application No.: MO/2022/0632/PLA

[Link](#)

Location: Land adj to The Seasons, Ifield Road, Charlwood, Horley, Surrey, RH6 0DL

Proposal: Erection of a 1.5 storey traditional cottage style dwelling.

Appeal Start Date: 01-Jun-2023

DECISIONS

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9/06/23

Application No.: MO/2022/2117/OUT

[Link](#)

Location: Betchworth Works, Ifield Road, Charlwood, Horley, Surrey, RH6 0DX

Proposal: Outline Application for the erection of 3 no. dwellings with associated parking and amenity space, with all matters reserved.

Decision: REFUSED

Decision Date: 07-Jun-2023

Application No.: MO/2023/0554/PLAH

[Link](#)

Location: The Cottage, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB

Proposal: Erection of single storey side and rear extension with new pitched roof surround to existing flat roof extension.

Decision: APPROVED WITH CONDITIONS

Decision Date: 08-Jun-2023

Application No.: MO/2023/0555/LBC

[Link](#)

Location: The Cottage, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB

Proposal: Erection of single storey side and rear extension with new pitched roof surround to existing flat roof extension. (Listed Building Consent)

Decision: APPROVED WITH CONDITIONS

Decision Date: 08-Jun-2023

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2/06/23

Application No.: MO/2023/0451/TFC

[Link](#)

Location: Glen Afric, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX

Proposal: Crown reduce one Oak tree by 5 metres.

Decision: APPROVED WITH CONDITIONS

Decision Date: 30-May-2023

26/05/23

X

19/05/23

Application No.: MO/2023/0382/LBC

[Link](#)

Location: 1 and 2 Weavers Cottages, Ifield Road, Charlwood, Horley, Surrey, RH6 0DR

Proposal: Install new door to connect Nos 1 and 2 Weavers Cottages and alteration and repair of chimney lintel (2 Weavers Cottage).

Decision: APPROVED WITH CONDITIONS

Decision Date: 17-May-2023

12/05/23

Application No.: MO/2023/0391/PLAH

[Link](#)

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Location: Rosemary Cottage, Rosemary Lane, Charlwood, Horley, Surrey, RH6
0DG

Proposal: Erection of detached outbuilding to create a home office. (Revised
proposal)

Decision: APPROVED WITH CONDITIONS

Decision Date: 11-May-2023
