

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 Full Council Meeting held on 15th July 2019 at 8pm

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| Venue | Hookwood Memorial Hall |
| Attending | Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS). |
| Clerk | Trevor Haylett |
| Also Attending | Jan Gillespie (JG), Hilary Sewill (HS), District Councillor Charles Yarwood (CY) |
| Item | |
| 1 | Apologies – County Councillor Helyn Clack. |
| 2 | Declaration of Interest – None |
| 3 | <p>Minutes – Nick Hague proposed and Howard Pearson seconded that the Minutes of the Meeting held on 17th June 2019 be approved. This was agreed and the Minutes duly signed.</p> <p>3.1 Chairman’s Comments – Penny Shoubridge said that a Councillor needed to be co-opted onto the Archive Room committee. Richard Parker was proposed by PS, seconded by HP and duly elected. PS also sits on the committee and has requested a meeting of the Archive Committee to discuss future plans.</p> <p>PS explained that as regards Item 15, Community Events & Affairs, that Judging Day for the Parishes in Bloom competition had been postponed due to unsavoury comments of a resident to the judging team. It would now take place at a later date.</p> |
| 4 | <p>Public Questions – Hilary Sewill questioned the new fence in the Recreation Ground and wanted to know what had prompted the Parish Council (PC) to install it. She was told that answers would be provided under Item 6. HS added that she was pleased to see Climate Change on the Agenda and said it was a unique consideration for Charlwood because of its proximity to Gatwick Airport, the PC could have enormous influence in the matter and she wanted the council to lead on the subject.</p> |
| 5 | <p>Report of the Planning and Highways Committee</p> <p>5.1 Planning Comments to w/ending 5th July 2019 - PS referred to the <u>1 Barbers Cottage</u> application and said access had to remain for number 2 Barbers Cottage, not only for the residents but also for service personnel. With <u>Plot 6, Pure Bushcraft, Stan Hill</u>, PS said the original application on this site declared that there was no requirement for any building so this was a change to that statement. The PC should say that this application for a shed was the only building that would be contemplated. With <u>Heffers Croft, Russ Hill</u>, a sizeable stable block was being planned and PS suggested that the PC state that there should be a condition applied so that it was only ever used for stables and storage.</p> <p>5.2 Highway Matters – NH said the installation of the double yellow lines at the junction of Perrylands and The Street had been well received and Surrey County Council (SCC) should be approached to see if they could do the same at the end of Chapel Road and Chalmers Close.</p> <p>5.2.1 Traffic Calming – PS said the traffic survey had yielded 89 responses in Charlwood and 39 in Hookwood which was a pretty good number. They should now be sent to 20:20 Consultancy who would be asked to analyse them and produce a report. County Councillor Helyn Clack</p> |

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| Action | <p>had arranged a meeting with SCC Highways Officers and other parishes who were suffering the twin perils of increased vehicles and speeding traffic to try and agree a united approach to tackling the issues.</p> <p>It was proposed by PS and seconded by Howard Pearson that 20:20 be asked to analyse the Charlwood and Hookwood figures and produce a report.</p> <p>5.3 Glovers Wood Bridleway – PS said she was pleased that SCC had taken on board the comments from residents and would install a barrier to restrict access at the entrance to Glovers Wood off Charlwood Lane. A meeting had been suggested that would include residents and the PC to ensure the correct barrier was installed. CE said there was a gully adjacent to the entrance where there used to be an iron bar across before it had been broken by a vehicle. It was a dangerous point at the top of Russhill and PS said she would take photographs and take them to the meeting.</p> <p>5.4 Buildings of Community Interest – This had not progressed but would remain on the Agenda.</p> |
| 6 | <p>Report Of The Services and Amenities Committee</p> <p>6.1 Withey – HP said the S&A Committee would be looking closely at the area when it held their next meeting there in August. James O’Neill was meeting with a potential new handyman who it was hoped would tackle some of the jobs that needed doing .</p> <p>6.2 Millennium Field – A wildflower meadow was planned between the playground and the Queen’s Head and seeds were on order. HP had touched base with Julie Patton about the Queen’s Head repairs and she said she was waiting for the time capsule to put in it.</p> <p>6.3 Play Areas - Boardman & Gelly had been to look at the play areas in both Charlwood and Hookwood and their reports would be compared with the reports from the Mole Valley inspectors.</p> <p>6.4 Recreation Ground – HP said Councillors were well aware of residents’ views on the new fence that had been installed but they didn’t want to make a decision until the owner of Kings Whim, whose garden lay behind the fence, had been consulted. There were different options in consideration for a solution to the situation. Trevor Stacey said there was now a parcel of land, about 2 metres, between the PC’s old boundary fence and the new fence and he was concerned that the owner of Kings Whim would assume that this land belonged to him.</p> <p>On a separate matter, HP said he had been thinking about something raised by Walter Hill at a previous meeting: namely the number of trees that had been removed. HP said he would like to initiate a scheme in which trees could be sponsored and felt that groups such as the School could get involved. PS said the lime trees that had been lost needed to be replaced and she would make enquiries.</p> <p>6.5 Footpath/town path maintenance – the Black Ditch hedge had been tidied up earlier today and the one in Church Path had also been worked on. Both would be monitored.</p> <p>6.6 Sports & Community Centre – a quote of £350 had been received to install the new electrical sockets in the Archive Room. HP proposed that the quote be agreed, NH seconded and the quote was accepted. With regard to the long run of cold water coming out of the kitchen taps, Peter Brown had said he would take a look at the boiler and make sure it was igniting correctly.</p> <p>6.7 Car Parks – There was a need for these to progress and HP said he favoured engaging consultants to look at the village as a whole and consider the proposition for car parks in the Millennium Field and Rectory Spinney. MVDC’s views would be sought and Charles Yarwood said he would make enquiries.</p> <p>6.8 Junior Sports – Discussions were progressing with Dorking Wanderers U-14s about</p> |

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| | <p>using the pitch for their home games this season. The PC had also been approached by a second Dorking youth team, St Paul's Panthers U-17s, about using the pitch. It was unlikely that a second youth team could be accommodated – if Dorking Wanderers came on board that would then take the number of teams being accommodated to six because Charlwood Football Club were also running a Veterans team on Sundays in the new season - but discussions were underway.</p> <p>6.9 Other Items - NH raised a point about overgrown hedging and said residents should be reminded that it is their responsibility to keep hedges tidy and unobtrusive. One in Sewill Close was over-hanging into the road and scratching cars. PS added that this kind of reminder would go into the Newsletter.</p> | | | | | | | | |
| 7 | <p>Finances -</p> <p>7.1 Payments Received & Cleared payments</p> <table><tr><td>Barclays Charlwood Account – to 1st July 2019</td><td>£ 34,022.85</td></tr><tr><td>Barclays Legacy Account - to 1st July 2019</td><td>£ 6,004.41*</td></tr><tr><td>Barclays Community Account - to 31st May 2019</td><td>£ 62,684.15</td></tr><tr><td>Total Bank Assets</td><td>£ 102,711.41</td></tr></table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>7.2 Accounts for Payment & Authorised Transfers</p> <p>PS proposed and NH seconded that the payments detailed be approved and this was agreed. *See Appendix 1*</p> <p>7.3 Sports & Community Centre Rating Appeal – this will stay on the Agenda.</p> | Barclays Charlwood Account – to 1 st July 2019 | £ 34,022.85 | Barclays Legacy Account - to 1 st July 2019 | £ 6,004.41* | Barclays Community Account - to 31 st May 2019 | £ 62,684.15 | Total Bank Assets | £ 102,711.41 |
| Barclays Charlwood Account – to 1 st July 2019 | £ 34,022.85 | | | | | | | | |
| Barclays Legacy Account - to 1 st July 2019 | £ 6,004.41* | | | | | | | | |
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| Total Bank Assets | £ 102,711.41 | | | | | | | | |
| 8 | <p>Land at Brickfield Lane – The Clerk had contacted a couple of estate agents in an attempt to obtain a valuation of the land. James Gordon of Power Bespoke had been to look into the situation but had warned that it was not going to be a straightforward process. His initial report was awaited. HS explained that she had maps of the land showing who owned what and offered to hand these over to the Clerk.</p> | | | | | | | | |
| 9 | <p>Gatwick Matters - The next Gatcom meeting would take place later in the week. One of the subjects to be discussed was Route 4; Carolyn Evans had submitted a response to the Design Principles on behalf of the PC.</p> <p>Gatwick were thanked for addressing the PC's concerns regarding the lack of a direct bus service between Charlwood and Gatwick; Metrobus had scheduled one to leave the village at 6:30am with the reverse journey starting from Gatwick South at 6:55pm.</p> <p>CE added that the publication of the Gatwick Final Masterplan later in the week was likely to include the use of the emergency runway as an additional runway which could increase flight numbers by 36%. It was also understood that Gatwick was safeguarding land for use for a third runway.</p> <p>HS said the PC had to remain vigilant and ensure that their interests were represented at every stage. It was a new process and the Masterplan would be dealt with under a Development Control Order.</p> <p>Charles Yarwood was no longer the Gatcom vice-chairman and the retirement of the previous Clerk Peter Barclay meant that some expertise in the subject had been lost to the PC though PS pointed out</p> | | | | | | | | |

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| | <p>that Peter Barclay was still involved as chairman of GACC. HS urged the PC to do everything to ensure its views on the Masterplan and Route 4 etc were taken on board. PS responded by saying that the PC was very much opposed to the use of the emergency runway and that it would work as closely with Gatwick as possible.</p> |
| 10 | <p>Horse Hill Oil Exploration - The planning committee had produced a document outlining the PC's objections which, after some modifications, had been sent to SCC.</p> |
| 11 | <p>Climate Change Policy – This had been discussed at the June meeting but there was no firm conclusion as to which way the PC should act. Firstly, the PC had to decide if in principle it wished to adopt a Climate Change Policy. It was put to a vote and a majority (6 votes) were in favour of adopting the policy.</p> <p>The next step was to form a working group – liaising with a cross-section of the community - to come up with ideas and for the Clerk to then produce a policy. Lisa Scott and WH put themselves forward to sit on the working group. Another Councillor would be needed and it was agreed the other Councillors would decide at the September meeting if they wanted to join the working group.</p> |
| 12 | <p>Communications & Public Relations – NH said there was a feeling among some Councillors that the PC was not communicating well enough. He cited as an example the fact that only one member of the Parish, who was not representing an organisation, had bothered to attend the Annual Parish Meeting in May. NH added that the Clerk's Monday surgeries had proved to be quite popular and it might be useful if the District Council and County Council representatives also made themselves available for the surgery now and again. CY replied that he had suggested this to the PC a little while ago and had not received a response.</p> <p>NH added that other measures could be taken such as repositioning the noticeboard in Charlwood so it was more visible and the items were easier to read. That led to a suggestion from HP to rejig the Agenda, putting Public Questions after the discussion on the S&A Committee. PS proposed with HP seconding that Public Questions be made Item 6 on the Agenda and this was carried.</p> <p>It was also suggested that the Agendas should continue to be posted on the Facebook pages of both the PC and the Charlwood and Hookwood Community.</p> |
| 13 | <p>Lowfield Heath Windmill Trust Donation Request – A request had come in from the Trust for a donation to help with the cost of windmill maintenance – there was a cost this year of just under £10,000 for restoration of the round house roof. PS said the request had come in at a time when the PC was considering a lot of expenditure and questioned how much the Trust was raising itself. LS suggested that if the Trust raised money itself then the PC could match them.</p> <p>NH proposed that the PC match any money that the Trust raised (excluding grants or admission fees) up to a maximum of £1,000 and this was agreed.</p> |
| 14 | <p>Reports from Representatives – PS had attended a SSALC chairmen/chairwomen's networking day in which there had been discussion on cyber security and the importance of Councillors having parish council email addresses. The Clerk said this would be attended to.</p> <p>PS added that there had been a presentation from the chairman of Bolney PC who had established a volunteer group under the umbrella of the PC which had taken on several projects in the community and, crucially, had been able to obtain more funding than was available to the PC. Charlwood had a solid volunteer network so was well placed to do something similar. PS said it would be a good idea to invite the Bolney chairman to a separate meeting and get some of Charlwood's volunteers along to</p> |

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| | <p>here what he had to say. In addition PS said she had some information on outdoor gym equipment which she would bring to the next S&A meeting.</p> | | | | | | | | | | | | |
| 15 | <p>Community Events & Affairs</p> <p>15.1 Defibrillator – Hookwood. James O’Neill said that there was a meeting of the Trustees of Hookwood Memorial Hall later in the week and he would raise the matter there. At the previous meeting Councillors had requested that the defibrillator be sited in the Hall.</p> <p>15.2 Newsletter – PS said items for inclusion in the next Newsletter included Hedges, Traffic Calming, Gatwick, Volunteers to work on the Climate Change Policy and the new bus service.</p> | | | | | | | | | | | | |
| 16 | <p>Procedures and Standing Orders – Nothing to report.</p> | | | | | | | | | | | | |
| 17 | <p>Employment Matters - Nothing to report.</p> | | | | | | | | | | | | |
| 18 | <p>Public Comments – there was a question about the Millennium Field car park project and where it would be located. PS explained that it was in the bottom third of the field, beyond the Queen’s Head. Hard standing tarmac was not being contemplated; it would be ‘green’ parking as on the Recreation Ground.</p> <p>JG returned to the new fence and repeated her earlier comments; specifically what consultation there had been between the PC and the householder and why the Historic Buildings and Environment Officer had not been consulted. PS said her comments were noted and if she had further questions she should put them in writing to the Clerk.</p> | | | | | | | | | | | | |
| 19 | <p>Forthcoming Meetings -</p> <table> <tr> <td>13th August</td> <td>Planning & Highways</td> <td>6 Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>13th August</td> <td>S&A Committee</td> <td>Withey</td> <td>8pm</td> </tr> <tr> <td>16th September</td> <td>Charlwood Parish Council</td> <td>Charlwood S&CC</td> <td>8pm</td> </tr> </table> | 13 th August | Planning & Highways | 6 Sewill Close | 7:30pm | 13 th August | S&A Committee | Withey | 8pm | 16 th September | Charlwood Parish Council | Charlwood S&CC | 8pm |
| 13 th August | Planning & Highways | 6 Sewill Close | 7:30pm | | | | | | | | | | |
| 13 th August | S&A Committee | Withey | 8pm | | | | | | | | | | |
| 16 th September | Charlwood Parish Council | Charlwood S&CC | 8pm | | | | | | | | | | |

The meeting closed at 21:45pm

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Appendix 1

7.1 Payments Received & Cleared Payments

| | |
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| Barclays Charlwood Account – to 1 st July 2019 | £ 34,022.85 |
| Barclays Legacy Account - to 1 st July 2019 | £ 6,004.41* |
| Barclays Community Account - to 31 st May 2019 | £ 62,684.15 |
| Total Bank Assets | £ 102,711.41 |

*For Archive Room **Total Reserves are around £38,000

7.2 Accounts for Payment & Authorised Transfers

| Payee | Purpose | Ex VAT | VAT | Total |
|------------------------------|-----------------------------------|-----------------|----------------|------------------------|
| Direct Debits | | | | |
| Ecotricity | Gas | 41.83 | 2.09 | 43.92 |
| | | | | *1,728.08 |
| | | | | Cr* |
| | Electricity Inv 41413 | 72.72 | 3.64 | 76.36 |
| | | | | |
| | Sub Total | 114.55 | 5.73 | 120.28 |
| Accounts paid in June | | | | |
| Active Grounds Maintenance | Football Pitch Maintenance | 3740.00 | 748.00 | 4,488.00 |
| Peter Barclay | Work to complete Accounts etc | 751.00 | 0.00 | 751.00 |
| | Sub | 4491.00 | 748.00 | 5239.00 |
| | Total | | | |
| Richard Parker | Manhole Cover replacement | 25.68 | 0.00 | 25.68 |
| SES Water | Inv No.22 | 17.70 | 0.00 | 15.90 (*prev 1.80 Cr*) |
| All Seasons | Recreation Ground Fence | 3600 | 720.00 | 4,320.00 |
| All Seasons | Tree felling at Millennium Field | 5500.00 | 1100.0 | 6,600.00 |
| RB Graphics | Adding items to website + meeting | 98.00 | 19.60 | 117.60 |
| Charlwood Copiers | New Printer + Ink | 104.00 | 20.80 | 124.80 |
| Hookwood Memorial Hall | July Meeting | 45.00 | 0.00 | 45.00 |
| Mulberry & Co | June payroll | 105.00 | 21.00 | 126.00 |
| SSALC | Chairs Networking Day | 90.00 | 18.00 | 108.00 |
| Active Grounds Maintenance | Grass Seed | 90.00 | 0.00 | 90.00 |
| HMRC | June payment | 178.00 | 0.00 | 178.00 |
| | Sub | 9853.38 | 1899.4 | 11752.78 |
| | Total | | | |
| | | | | |
| | Total | 14458.93 | 2653.13 | 17112.06 |
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