

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 at the Pavilion, Charlwood on

16th May 2022 at 8pm

Attending	Penny Shoubridge (PS – Chairman), Sue Bloom (SB), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Facilities Supervisor	Helen Hill
Also Attending	Jan Gillespie, Nick Hague (Via Zoom): Davida Hall, Natalie Burling, Angela Tyson-Davies
Item	
1	(Minute 1/05/22) (Clerk in the Chair) Election of Chairman for 2022/23 – The Clerk asked for nominations for Chairman for the next 12 months. Trevor Stacey proposed that Penny Shoubridge should continue as Chairman and Howard Pearson seconded. PS was duly elected unanimously and thanked the other Councillors for their support.
2	(2/05/22) (PS in the Chair) Election of Vice-Chairman for 2022/23 – PS said she had spoken with Carolyn Evans and she was happy to relinquish the role of Vice-Chairman. PS thanked CE for her support over the past three years and proposed that TS take on the role, HP seconding. TS was duly elected.
3	(3/05/22) Apologies – Carolyn Evans, James O’Neill
4	(4/05/22) Declarations of Interest – Howard Pearson said he had declared an interest in the planning committee’s discussions on the application at 64 The Street, Charlwood.
5	(5/05/22) Minutes – The Minutes of the 25 th April meeting had been circulated. Penny Shoubridge proposed they be accepted, Sue Bloom seconded and the Minutes were APPROVED. 3.1 Chairman’s comments – PS said that Hookwood Memorial Hall had been booked for two Parish Council meetings – those on 20 th June and 17 th October.
6	(6/05/22) Public Questions – Jan Gillespie asked about the pole that had been installed outside Betchworth Bungalow to accommodate a VAS sign and whether it could be moved because the homeowner was unhappy with it. Trevor Stacey replied that he didn’t believe it was detrimental to the property and there could even be a benefit if it meant vehicles slowed down on the approach to the bend. He said he would talk to the resident concerned. PS said questions submitted about the Platinum Jubilee celebrations would be covered later in the meeting. Another question related to repairs to the Queens Head sculpture in the Millennium Field. Costs were likely to be around £700 for a steel crown and £300 for rebuilding costs. The community volunteers had offered to contribute £500 towards the outlay. It was agreed to delay any decision on whether to go ahead until after the car park had been installed in case the feature was in the way and had to be moved.
7	(7/05/22) Appointment of Committees, Working Groups and Council Representatives - PS went through the composition of the different committees and working groups and checked that Councillors

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	<p>were happy to remain on them.</p> <p>*For details of who sits on which committee see Appendix A*</p>
8	<p>(8/05/22) Planning, Highways and Environment</p> <p>8.1 Report of Planning Committee and recommendations on applications to four weeks ending 6th May – the Committee’s recommendations had been circulated and LS proposed that they be submitted to Mole Valley. This was APPROVED.</p> <p>8.2 Neighbourhood Plan – A flyer had been delivered to every household in the parish, appealing for more participation in the steering group. There was a deadline of 31st May for those interested to come forward.</p> <p>8.3 The Rectory – There had been no response from the Diocese surveyor to the email from the Parish Council registering interest in that part of the Rectory that wasn’t up for sale, the idea being that this could be put towards a car park. The Clerk was asked to chase it up.</p> <p>8.4 Mole Valley Local Plan Examination - The Inspectorate had issued information on the examination into the Mole Valley Local Plan which would start on 22nd June. The hearings to consider the Hookwood site locations would not take place until 12th October. The Clerk explained that anyone who raised objections at the Regulation 19 stage could lodge a Hearing Statement and take part in a round table discussion.</p> <p>8.5 Environmental Matters – LS asked about the trees and shrubs that had been delivered to the PC and TS said that he and other Councillors would put them in pots temporarily and care for them with a view to planting out in the autumn.</p> <p>LS asked the Clerk to write to Surrey County Council asking it to reassess the planning permission awarded to Horse Hill Developments Ltd following the Environmental Agency decision to issue permit variations for their onshore oil and gas site. SCC was promised in the planning application and also at the hearing that any gas coming out of the well would be converted into electricity and either used on site or fed into the grid. Nevertheless under the permit variations, Horse Hill is allowed to incinerate 10 tonnes of natural gas each day.</p> <p>LS asked that SCC Highways be written to regarding the Black Horse junction in Hookwood, pointing out that since the right-turn onto the A217 had been closed, drivers were making dangerous U-turns, exacerbating the problems on Reigate Road. There had been an accident that day which illustrated what was happening. LS said the only way to solve the problem was to install traffic lights at the junction and permit a right turn.</p> <p>LS asked that an additional letter be written to the owners of Tudor Rose parking to point out that other drivers were paying attention to the new VAS signs and asking that their drivers did the same.</p>
9	<p>(9/05/22) Services and Amenities - The committee had met earlier that day via Zoom.</p> <p>9.1 Withey – The new swing had been installed but several parents had complained that the seats were set too high. There was a regulation minimum height of 350mm so the seats would be checked. The contractor would be asked to revisit the site because there were also concerns about how the matting had been laid.</p> <p>Some of the fencing at the back of the Withey was inadequate and there had been discussions about where the responsibility lay. The fence posts were on the householders’ side and that made it their responsibility and indeed it was said that the householder had admitted that. TS said he would check the owner’s details via the land registry.</p> <p>Another quote was awaited for the repairs to the stone path – Kears had supplied a verbal estimate.</p>

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	<p>The goal surrounds were dirty and needed a clean and Alan Knight had been asked to attend to it. A replacement gate for the play area had been ordered.</p> <p>9.2 Pavilion – One or two minor repairs were needed in the changing rooms and there was a loose drainpipe which required attention. Quotes were being sought for the external decoration of the Pavilion and PAT testing had been carried out on the electrical equipment.</p> <p>9.3 Recreation Ground – New safety surfacing had been installed in the playground and had been well received by users.</p> <p>9.4 Glebe Field – Kears had completed their work in the Glebe Field to tidy up Dolby Brook and to enhance the soakaway area near the Church Path. TS said he was concerned about the culvert close to the Rectory Lane entrance – if there was heavy rain the structure could collapse and lead to flooding. He said it was work that needed to be done before the winter and under the direction of a civil engineer.</p> <p>9.5 Other – The Sunday football team, CVFC, had entered into discussions with the PC about starting a Saturday side. To avoid fixture clashes with the long-established Saturday team, CFC, this would necessitate the two leagues concerned working together to dovetail the home games. As the senior team CFC would take priority. The Clerk explained that another factor to bear in mind was the possibility that the Saturday team might be leaving Charlwood anyway to groundshare elsewhere. Howard Pearson pointed out that all the sports teams had signed a terms of agreement which stipulated that the Charlwood name could not be used by any teams whose home fixtures were played outside the village.</p> <p>Councillors approved CVFC's proposal to start a Saturday team.</p>
10	<p>(10/05/22) Parish Matters</p> <p>10.1 Traffic Calming & Car Parks</p> <p>10.1.1 Report of meeting with Mark Baker - The Traffic Calming committee had met with the consultant on 6th May and he had gone away to work on drawings of the preferred proposals. These included replacing the gateways into Charlwood and Hookwood as well as installing two build-outs in The Street and perceived pedestrian crossings.</p> <p>10.1.2 VAS Signs/Speedwatch - The VAS signs had been installed the previous weekend and there were positive comments on Facebook. There was a possibility that the unit on Povey Cross Road was being impeded because of the proximity of the trees. LS asked if it could be positioned on the other side of the road and TS said he would investigate.</p> <p>The Speedwatch initiative had progressed and one set of equipment received. A senior police officer needed to sign off the locations on health and safety grounds.</p> <p>10.2 Parish Council Communications – The first page of the Newsletter had been drafted; the remainder would be completed fairly soon.</p> <p>10.3 Community Events and Affairs</p> <p>10.3.1 Jubilee weekend celebrations – there were a number of outstanding issues that needed to be resolved. The first was the beacon lighting on Thursday 2nd June and it was agreed that the best location would be on the hardstanding area in front of the basketball ring. It was felt the dry grass could present a potential risk if it was staged in the Millennium Field.</p> <p>The Norwood Hill celebration was taking place on the Friday and people from Charlwood were invited to attend. The Family Fun Day in Charlwood would take place on the Saturday - the electrical requirements were still being discussed and it was agreed that HP would give final approval once a map had been produced showing where all the different cables would run. The Sunday would stage the</p>

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	<p>Street Party which would see the closure of The Street by the Half Moon. The Jubilee Lunch would take place between noon until 3pm and invitations had gone out to all those over the age of 70 in the parish. The Parish Council was thanked for their financial contribution to the events.</p> <p>10.3.2 Run Gatwick Event – It was said that it was disappointing the event didn't pass through Charlwood this year but against that there was very little inconvenience to the local community. Walter Hill said the event was very well organised and it had proved a fast track but it was disappointing that numbers were down, in common with similar events elsewhere.</p> <p>10.4 Electoral Review of MVDC wards – LS and Sue Bloom would work on a Parish Council response in time for the 6th June deadline.</p> <p>10.5 Annual Parish Meeting – this would be held on 24th May in the Pavilion. Invites had gone out to residents and to local groups and organisations and their reports would be posted around the room for public scrutiny.</p> <p>10.6 Russ Hill Asylum Seekers - there were currently 204 residents and there were ongoing discussions between the various agencies after concerns were raised. County Councillor Helyn Clack had written to MP Sir Paul Beresford and asked for a meeting with the Home Office.</p> <p>10.7 Parking outside the School – The fact that a refuse lorry had been unable to access Swan Lane was thought to add impetus to the residents' campaign to solve the parking issues outside the School.</p>												
11	<p>(11/05/22) Gatwick Matters</p> <p>11.1 'Gatwick in touch with the Community' – LS had attended this virtual meeting on 3rd May and asked a number of questions, including whether a pavement could be installed on the perimeter road which runs from the North Terminal to Povey Cross. She also drew attention to the lack of safe cycle access to the North Terminal and repeated a request for funding for a pavement linking Charlwood and Hookwood. PS said she hadn't received the email invitation and asked the Clerk to investigate.</p>												
12	<p>(12/05/22) Financial Matters</p> <p>12.1 Payments received and cleared payments</p> <table data-bbox="478 1500 1356 1713"> <tr> <td>Barclays Community Account – to 13th May</td> <td>£148,444.15</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,149.24*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£ 34,087.68</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£ 85,220.02</td> </tr> <tr> <td>Lloyds Treasurers Account - to 12th May</td> <td>£ 428.85</td> </tr> <tr> <td style="text-align: right;">Total Bank Assets</td> <td>£272,329.94</td> </tr> </table> <p>*For Archive Room ** Reserves (Earmarked) = £146,000; (General) = £38,000</p> <p>12.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix B) and were APPROVED.</p>	Barclays Community Account – to 13 th May	£148,444.15	Barclays Legacy Account - ditto	£ 4,149.24*	Barclays Charlwood Account - ditto	£ 34,087.68	Nationwide Business Savings Account – ditto	£ 85,220.02	Lloyds Treasurers Account - to 12 th May	£ 428.85	Total Bank Assets	£272,329.94
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13	<p>(13/05/22) Reports from Representatives - None</p>												

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14	(14/05/22) Procedures and Standing Orders - The Clerk had circulated details of a new Code of Conduct produced for Councillors by the Local Government Association. It had been adopted by MVDC and briefings were planned to provide more information. There was also the option of continuing to abide by the NALC CoC.
15	(15/05/22) Employment Matters - The Staffing committee had met to discuss the Clerk's work schedule because he didn't have sufficient hours to facilitate all the different projects that the PC was involved in. The committee's recommendation was that Helen Hill, who had taken over as the new Facilities Supervisor, work alongside the Clerk as the Assistant Parish Council Clerk. She would take on a lot of the S&A actions and any new projects that come along. PS thanked HH for the work she had done so far and proposed the new role be accepted. TS seconded and the motion was APPROVED.
16	(16/05/22) Public Comments – Natalie Burling asked where the Agenda could be viewed in advance of meetings and was told that it was published on Facebook and on the PC website in the week leading up to the meeting.
17	(17/05/22) Forthcoming Meetings – 14 th June - Planning, Highways and Environment venue tbc 7:30pm 14 th June - S&A Committee tbc 8:00pm 20 th June - Charlwood PC, Hookwood Memorial Hall, 8:00pm Future PC meetings – (Mondays) 18 th July; 19 September

The meeting ended at 9:32pm

Appendix 1

Appointment of committees, working groups and council representatives – the following members were appointed to serve on the following committees:-

Penny Shoubridge - FIN, S&A, PH&E, TC, ST, GWG, PaH, GATCOM (sub), JS, SWI, RS

Carolyn Evans - FIN, PH&E, ST, GWG, GATCOM

Walter Hill - S&A,

James O'Neill - FIN, S&A, ST

Richard Parker - FIN, S&A, ST, JS, HMHT

Howard Pearson – PH&E, RS

Lisa Scott-Conte - PH&E, TC, SWI, RS

Trevor Stacey – S&A, TC, RS

Sue Bloom - PH&E, TC

The Committees/Groups are -

FIN - Finance

S&A - Services and Amenities

PH&E – Planning, Highways & Environment

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TC - Traffic Calming & Car Parks

ST - Staffing

GWG - Gatwick Working Group

PaH - Parish Hall

HMHT - Hookwood Memorial Hall Trust

GATCOM - Gatwick Area Consultative Committee

JS - Jean Shelley Archive Room

SWI - Save West of Ifield Group

RS – Resilience Committee

The following members of the public have been co-opted onto these Committees/Groups:-

GWG - Hilary Sewill and Peter Barclay

TC - Jackie Tyrrell, Martin Needham and Peter Barclay

JS - Janet Cookson, Martin Needham, Stephen Dickinson and John Shelley.

In addition:

Forum of Local Parish Councils – Councillors will rotate this role

Tony Hills sits on the Parish Hall committee as a representative of the Parish Council

The Clerk sits on FIN, GWG, TC and has delegated authority to attend the Horse Hill Action Group as an observer.

The Assistant Clerk sits on S&A

Appendix B

Accounts showing Incomings/Payments & Authorised Transfers

Payments Received & Cleared Payments

Barclays Community Account – to 13 th May	£148,444.15
Barclays Legacy Account - ditto	£ 4,149.24*
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Total Bank Assets £272,329.94

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** Reserves (Earmarked) = £146,000; (General) = £38,000

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Incomings between 23 rd April and	12 th May 2022			Total
<u>Lloyds Bank</u>				
Ifield CC				90.00
S. Charman ..	Yoga classes - Inv 245			80.00
JL Firmager ...	Meditation classes – Inv 249			64.00
J. Suckling	Hall hire - party			50.00
S. Bloom ...	Meeting - Inv 246			30.00
L. Davies	Party hire			160.00
Incomings between 23 rd April and	16 th May 2022			
<u>Barclays Bank</u>				
Anne-Marie Bevis ...	1st annual instalment of Brickfield Lane sale			4200.00
C. Barclay	Choir – Inv 247			90.00

<u>Direct Debits</u>				
Ecotricity	Gas Inv 30 th April (for period 27/03 – 27/04)			160.35
Ecotricity	Electricity Inv 23 rd April (for period 20/03 – 20/04)			138.57
SES Water	Water Inv 22 nd April (for period 31/03 – 30/04)			21.80

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Keyholding Company	Monthly debit			29.40
British Telecom	Quarterly charges			419.20
<u>Payments to be approved tonight</u>				
Kayes Maids	April Cleaning			240.00
Fresh Air Fitness	Outdoor gym – Yr 1 maintenance			496.39
Grasstex	Annual pitch maintenace			2588.40
Royal Sun Alliance	Insurance renewal			1442.22
Nigel Jeffries Landscapes	Grass cutting x 2 in Withey			
	Plus weedkiller			206.40
Mark Baker	Traffic Consultant – 2 nd Invoice			1957.01
<u>Retrospective Payments</u>				
<u>Lloyds Bank</u>				
Penny Shoubridge	Reimburse for leaflets			360.00