

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

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Draft Minutes of Full Council Meeting held on 20<sup>th</sup> May 2019 at 8pm

Venue	Charlwood Sports & Community Centre (S&CC)
Attending	Martin Needham (MN), Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), James O'Neill (JON), Howard Pearson (HP).
Clerk	Trevor Haylett
Also Attending	County Councillor Helen Clack (HC), Hilary Sewill (HS), Penny Tyson-Davies (PT-D) Richard Tyson-Davies
Item	
1	<b>Apologies</b> – Walter Hill (WH), Richard Parker (RP), Lisa Scott (LS), Trevor Stacey (TS).
2	<b>Election of Chairman for 2019/20</b> – Martin Needham, who had retired as a Councillor in advance of the 2 <sup>nd</sup> May elections, took the chair for this item. Penny Shoubridge, proposed by Nick Hague and seconded by Carolyn Evans, was elected unanimously. MN said it had been an enjoyable time for him as chairman and wished PS good luck in her new role. PS said the first thing she wanted to do was to thank MN for all his hard work in over 20 years as a Councillor and latterly as Chairman. She said he had led some significant projects in that time for which he deserved grateful thanks. Helyn Clack also congratulated PS and recorded her thanks to MN for his many years as chairman. Hilary Sewill made similar comments, wishing the new PC good luck for the next four years and associating herself with HC's congratulations to MN.
3	<b>Election of Vice-Chairman for 2019/20</b> – NH proposed CE while CE proposed Howard Pearson who felt he wouldn't have the time as he was taking on a new role with the S&A committee. PS seconded CE and she was elected unanimously.
4	<b>Appointment of committees, working groups and council representatives</b> – the following members were appointed: Planning & Highways – CE, NH, LS, TS Services & Amenities – WH, JON, RP, HP, PS, the Clerk Millennium Field – WH, JON, RP, PS Financial Committee – CE, JON, RP, PS, the Clerk Staffing Committee – CE, NH, JON, RP, PS Gatcom – CE, NH Gatwick Working Group and GACC advisor – Hilary Sewill Hookwood Memorial Hall Trust – RP Forum of Local Parish Councils – Councillors will rotate this role Parish Hall Committee – MN and Tony Hills Joint Car Park Committee – HP, PS and the Clerk Horse Hill Action Group – the Clerk has delegated authority to attend as an observer.
5	<b>Declaration of Interest</b> – None
6	<b>Minutes</b> – NH proposed and CE seconded that the Minutes of the Meeting held on 15 <sup>th</sup> April 2019 be approved.  6.1 Chairman's Comments – None.

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7	<p><b>Public Questions</b> – Penny Tyson-Davies addressed the meeting, making clear that she wanted the Parish Council to fund the installation of barricades across the entrance to the Glovers Wood bridleway (311) to prevent vehicles illegally accessing it for fly-tipping, moto-cross riding, night time poaching etc. PS said it was a matter that needed careful consideration by the PC, to see what they could and could not do, to make sure that any action they took was legal. The planning committee would look at it at their next meeting.</p> <p>Helyn Clack highlighted the traffic problems at the junction of Chandlers Close and Ifield Road and wondered what was happening to the proposal to install a car park in the village. PS said this would be covered later in the meeting. NH asked HC about the progress of the plan to install yellow lines on the corner of Perrylands and The Street in Charlwood and HC said it will proceed when all the contracts are in place.</p> <p>PT-D also raised the question of Ringers Farm Road and said it should have a name attached to it, otherwise if it was advertised as a BOAT (byway open to all traffic) it would attract 4x4s and the like. However HC said it should not be named because that would encourage ??? and that was also the view of PC members.</p>
8	<p><b>Planning and Highways Committee -</b></p> <p>8.1 The report from the Planning and Highways Committee meeting held on 14<sup>th</sup> May had been circulated. PS said it should be stressed that the <b>Woodlands</b> application was for four dwellings. In addition access was difficult because it was a single track road and there was no access to services or public transport. Similar reservations applied to the <b>Land at Russ Hill</b> application for two static caravans and two touring caravans and the PC agree to object to both applications.</p> <p><b>Action</b> <b>The report of the planning committee was approved.</b></p> <p>8.2 Highway Matters</p> <p>8.2.1 Traffic Calming - PS said it was hoped to obtain more responses to the survey of possible traffic calming measures. She said only 36 had been received on the Charlwood proposals and for a parish of its size, that was not enough. PS added that a request had been received from Ockley PC suggesting a joint approach with them and also Brockham PC, along with the 20/20 Consultancy, to see the best way to take this forward with SCC.</p> <p>8.3 Mole Valley Local Plan – News on how this would progress was still awaited; the change of control of MVDC following the May elections might delay things.</p> <p>8.4 Listed Buildings &amp; Buildings of Community Interest – NH asked the Clerk if he could send him the relevant forms.</p>
9	<p><b>Services and Amenities Committee –</b></p> <p>9.1 Withey</p> <p>9.1.1 Bouncy Castle hirings – James O’Neill said he was concerned that the PC appeared to be willing to allow a couple of residents to put bouncy castles on the Withey field for birthday parties. He cited potential difficulties including getting power to the equipment if the bouncy castle was to be sited in a corner of the field, monitoring of users etc. He suggested that the PC encourage the hirers to use the Memorial Hall’s own patch of grass which would be preferable in terms of monitoring the users and would also mean that the hirers would not have to use the field.</p> <p><b>Action</b> <b>The Clerk said he would put those points to the hirers.</b></p>

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	<p style="text-align: center;">9.2 Millennium Field</p> <p>PS said a tree surgeon had recently visited the field and had reported that three of the poplars were leaning quite badly and required immediate action to fell them while another needed reducing by about 30%. The PC had been quoted £5,500 plus vat for the work and it was suggested that a grant be obtained from JBTMT to pay for it all.</p> <p>PS proposed with HP seconding that the quote be accepted and a grant pursued.</p> <p><b>The next meeting of the JBTMT was on 30<sup>th</sup> May and PS asked the Clerk to make an urgent application for funds.</b></p> <p style="text-align: center;">9.3 Play Areas - these were felt to be ok.</p> <p style="text-align: center;">9.4 Recreation Ground – Walter Hill had mentioned that the fence at the back of the field had been broken which enabled children to gain access to the Kings Whim garden. The PC was responsible for the fence and a quote had been received from All Seasons of £3,600 plus vat to replace it.</p> <p><b>PS proposed and NH seconded that the quote be accepted and the work carried out and this was agreed.</b></p> <p style="text-align: center;">9.5. Footpath/town path maintenance – Work needed to be carried out on the Church Path and that would be looked at when the S&amp;A Committee next met.</p> <p style="text-align: center;">9.6. Sports &amp; Community Centre - PS said that a register to list all the maintenance contracts was underway while a start had been made on the long list of jobs that needed doing. The dog poo signs had been installed while work to put locks on the cupboards and to make the archive room serviceable was about to happen.</p> <p style="text-align: center;">9.7 Car Park and War Memorial – PS explained that it had now been ascertained how much funding the PCC had for this project - £6,000 – so the next step was to go back to the firm who were going to undertake the topographical survey. Previous Clerk Peter Barclay would be able to help with this.</p> <p>As for the car park in the Millennium Field, preliminary plans had already been drawn up for this project and JBTMT have said they are in support ????? HC said that a car park was badly needed in the village because of the pressure on neighbouring roads when events were taking place at the S&amp;CC.</p> <p style="text-align: center;">9.8. Junior Sports – A request had been made by Dorking Wanderers Under-14 team to use the pitch on Sunday mornings next season and this had been accepted. It was noted that a couple of boys from the village were said to play in the team.</p>														
10	<p><b>Finance Committee –</b></p> <p style="text-align: center;">10.1 Payments Received &amp; Cleared payments</p> <p style="text-align: center;">Barclays Charlwood Account – to 30<sup>th</sup> April 2019 £34,005.89          Barclays Legacy Account - to 30<sup>th</sup> April 2019 £6,001.42          Barclays Community Account - to 30<sup>th</sup> April 2019 £66,124.92  <u>Total Bank Assets £106,132.23</u></p> <p style="text-align: center;">10.2 Accounts for Payment &amp; Authorised Transfers</p> <p><b>PS proposed, and NH seconded, that the following payments be approved and this was agreed.</b></p> <table border="1" data-bbox="272 1944 1541 2027"> <thead> <tr> <th data-bbox="272 1944 587 2000">Payee</th> <th data-bbox="587 1944 1157 2000">Purpose</th> <th data-bbox="1157 1944 1294 2000">Ex VAT</th> <th data-bbox="1294 1944 1426 2000">VAT</th> <th data-bbox="1426 1944 1541 2000">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 2000 587 2027"><u>Direct Debits</u></td> <td data-bbox="587 2000 1157 2027"></td> <td data-bbox="1157 2000 1294 2027"></td> <td data-bbox="1294 2000 1426 2027"></td> <td data-bbox="1426 2000 1541 2027"></td> </tr> </tbody> </table>					Payee	Purpose	Ex VAT	VAT	Total	<u>Direct Debits</u>				
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	Ecotricity	Gas Inv 10242	83.33	4.17	87.50
		Electricity Inv 92230	69.97	3.50	73.47
	SES Water	Inv No.20	17.70	0.00	17.70
		<b>Sub Total</b>	<b>171.00</b>	<b>7.67</b>	<b>178.67</b>
	Salaries & HMRC	Salaries tba			
	Zurich Insurance	2019/20 Insurance Premium	2995.98	0.00	2995.98
	20/20 Consultancy	Road Safety Study	1485.00	297.00	1782.00
	Active Grounds Maintenance	Football pitch maintenance	3740.00	748.00	4488.00
	Hookwood Memorial Hall Trust	Annual Parish Meeting Hall Hire	62.40	0.00	62.40
	Penny Shoubridge	Key safe + gifts + sundries	98.35	0.00	98.35
	Carolyn Evans	Expenses Jan-April 2019	21.50	0.00	21.50
	Charlwood Copiers	Inv: 2797	61.90	12.38	74.28
	Sandy Bowling	Additional keys	28.50	0.00	28.50
		<b>Sub Total</b>	<b>8493.63</b>	<b>1057.38</b>	<b>9551.01</b>
		<b>Total</b>	<b>8664.63</b>	<b>1065.05</b>	<b>9729.68</b>
<b>Action</b>	<p>10.3 Sports &amp; Community Centre Rating Appeal – this had not moved on and would stay on the Agenda.</p> <p>10.4 To approve Insurance premium for 2019/20 – the Clerk explained that a quote of £2,995.98 had been received from Zurich to renew the PC’s insurance. NH commented that it seemed high, a view he had also expressed a year ago. The Clerk said he also felt it was high in comparison to the insurance paid by his former Parish Council but as this was the final year of a fixed-term arrangement there was little that the PC could do. He added that in a year’s time there would be the opportunity to look around for cheaper quotes. <b>The payment to Zurich Insurance was approved.</b></p> <p>10.5 Future Projects – No discussion.</p>				
11	<p><b>Land at Brickfield Lane</b> – This had not progressed and Councillors felt it was time to be proactive. The Clerk explained that he had written to Sir Paul Beresford, the local MP, seeking help but no reply, no acknowledgment, had been received. With DVS, the property services arm of the Valuation Office Agency (VOA), saying they were unable to help, HP proposed that three independent Estate Agents be approached to come up with a valuation which would then be sent to the Valuation Office Agency with a request to offer a view. That way it was felt it would concur with SSALC’s view that the valuation needed to come from the VOA.</p> <p><b>It was agreed to seek valuations from three independent Estate Agents.</b></p>				
12	<p><b>Gatwick Matters</b></p> <p>12.1 GATCOM meeting on 25<sup>th</sup> April - CE reported that along with NH she had attended the meeting and had circulated a report. HC said she had not seen the report and asked the Clerk to include her in the papers sent out for the meetings.</p> <p>12.2 Aviation Strategy Green Paper – CE said this had nearly been completed. Responses had to be in by 20<sup>th</sup> June.</p> <p>12.3 Community Stakeholder Meeting 17<sup>th</sup> May - ??</p>				

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Action	<p>12.4 New Noise Monitoring Agreement – the Clerk said Gatwick had contacted him to say that they were upgrading their Noise and Track Keeping programme which meant a new noise monitor would be situated in Charlwood as part of an extant agreement. Funding had been received for this programme and that enabled them to offer the Parish Council £1,000 for the rental of land in the Glebe Field for two years.</p> <p><b>A new agreement would replace the previous arrangement and Councillors were happy to approve.</b></p>												
13	<b>Horse Hill Oil Exploration</b> - the report from LS was still awaited.												
14	<b>Annual Parish Meeting</b> – Publicity would be stepped up for this event which was taking place two days later. JON and Richard Parker would not be able to attend as it coincided with the agm of the Hookwood Memorial Hall Trust.												
15	<b>Reports From Representatives</b> - None												
16	<p><b>Community Events &amp; Affairs</b></p> <p>16.1 BT Telephone Box (Hookwood) - This had not developed at all.</p> <p>16.2 Parish Council forward Strategy Plan - This would remain on the Agenda.</p> <p>16.3 Run Gatwick 2019 - PS said this had been a successful event which reflected well on the parish. There were an additional 800 entrants compared to last year and the music and camaraderie demonstrated in Charlwood and Hookwood was appreciated by the participants. The only negative had been complaints by a few residents about single-use plastics and this had been relayed to the race organisers.</p> <p>16.4 Village Fete – The Clerk said he had booked a double pitch for the 15<sup>th</sup> June event and was waiting to hear if any other organisations were going to come in and share the stall.</p> <p>16.5 Newsletter – PS said the intention was to work on the next newsletter with a view to getting it out at the beginning of September. She asked Councillors for suggestions as to what could be included.</p>												
17	<b>Procedures and Standing Orders</b> – Nothing to report.												
18	<b>Employment Matters</b> - None												
19	<b>Public Comments</b> – At this point former chairman Martin Needham said he wished the new chairman and the rest of the Council well for the coming year and, indeed, for the next four years.												
20	<p><b>Forthcoming Meetings -</b></p> <table border="0" data-bbox="284 1713 1369 1928"> <tr> <td>22<sup>nd</sup> May</td> <td>Charlwood Annual Parish Meeting</td> <td>Hookwood Memorial Hall</td> <td>8pm</td> </tr> <tr> <td>11<sup>th</sup> June</td> <td>Planning &amp; Highways</td> <td>6 Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>17<sup>th</sup> June</td> <td>Charlwood Parish Council</td> <td>Charlwood S&amp;CC</td> <td>8pm</td> </tr> </table>	22 <sup>nd</sup> May	Charlwood Annual Parish Meeting	Hookwood Memorial Hall	8pm	11 <sup>th</sup> June	Planning & Highways	6 Sewill Close	7:30pm	17 <sup>th</sup> June	Charlwood Parish Council	Charlwood S&CC	8pm
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The meeting closed at 21:04pm