

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Draft Minutes of Full Council Meeting held on 22nd October 2019 at 8pm

Venue	Scout Hut, Charlwood
Attending	Carolyn Evans (CE - acting Chairperson), Nick Hague (NH), James O’Neill (JON), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Hilary Sewill (HS), Ginny Green (GG), Jackie Tyrrell (JT), Chris Lowe (CL)
Item	
1	Apologies – Penny Shoubridge (PS), Walter Hill (WH), Richard Parker (RP)
2	Declaration of Interest – Carolyn Evans declared an interest in Item 5.1 (Ridgefield House).
3	Minutes – Nick Hague proposed and Howard Pearson seconded that the Minutes of the Meeting held on 16 th September be approved. This was agreed and the Minutes duly signed.
4	To Decide Where ‘Public Questions’ Should Be On The Agenda – The Parish Council had received a question regarding public input at the meetings. The Clerk responded by saying that guidance from SALC was that there should only be one item in the Agenda at which the public could ask questions/make comments.
5	<p>Report of the Planning and Highways Committee --</p> <p>5.1 Planning Comments on applications to week ending 11th October – The recommendations of the planning committee meeting on 15th October had been circulated and NH proposed they be accepted. The Clerk asked a question about the Ridgefield House application and the reasons why it had been recommended for approval. NH said the planning committee had taken account of the views of the Norwood Hill Residents Association while James O’Neill asked Councillors to think seriously before supporting the application. A vote was taken on whether to accept the planning committee’s recommendation supporting the application and this was defeated. It was agreed that a strong objection to the application would be submitted on behalf of CPC.</p> <p>5.2 Highway Matters – NH asked whether the request for double yellow lines at the end of Chapel Road and Chalmers Close had been relayed to SCC. The Clerk said it had but pointed out that CPC had made a number of requests to SCC to do with double yellow lines, removing signage etc and had not received a positive response to any of them and he felt the Council should be cautious at making too many requests at once.</p> <p>5.3 Mole Valley Local Plan Consultation (Future Mole Valley) - MVDC said a general election seemed certain later in the year and therefore the consultation would be delayed until next spring. Lisa Scott said there were various local development plans that were out for inspection – she mentioned Cowfold, Rusper and Steyning – and recommended that Councillors read them.</p> <p>5.4 Glovers Wood Bridleway – CE said she had recently ridden along the bridleway and while it has been resurfaced the barrier that SCC said would be installed had not yet been put up.</p>
Action	

6	<p>Report Of The Services and Amenities Committee</p> <p>6.1 Withey – HP said work was continuing at The Withey where a new gate had been fitted and rotten uprights and posts had been replaced.</p> <p>6.2 S&CC – Measures, including a new padlock and lights, would be installed at the main gate making the Pavilion more user-friendly. A report had been received following a Legionella Risk Assessment of the Pavilion and HP said a management scheme needed to be put in place. The Clerk had spoken to the company concerned and they could arrange a monitoring programme. HP said Sandy Bowling had agreed to stay on as the Bookings Clerk to the end of the year and would review her situation at that time. To make her work easier it had been agreed to put a bookings calendar on the website and to open a separate bank account for Pavilion hirings.</p> <p>6.3 Recreation Ground – There was discussion about removing the new fence. Three quotes had been requested with two stating the job would be out of their remit. HP said that a quote had been received from All Seasons which looked reasonable. Discussion then turned to the goalposts and the unsatisfactory situation in which the Sunday team had bought a mobile set of posts which were removed after every game. HP said CPC was investigating purchasing a set of goalposts themselves which would be installed permanently. There was a desire to improve the lighting in the area between the entrance gate and the Pavilion - HP said he needed to measure the existing ones and replace them with the same size. LS asked about the absence of cycle parking at the Pavilion. She agreed to send the brochure to HP.</p> <p>6.4 Millennium Field – CE said a volunteer group had worked an area behind the playground on 12th October and planted seeds. It was hoped a wildflower meadow would emerge next spring. Ginny Green mentioned that in the playground one of the fixings on the scrambling net had come away, leaving a sharp edge and the Clerk said it would be looked at.</p> <p>6.5 Charlwood Car Parks - HP said PS had written to Mark Turner, the Planning Development Officer at MVDC in an effort to set up a meeting to discuss the provision of car parking.</p> <p>6.6 Junior Sports – RugbyTots had decided against launching coaching sessions for small children at the Recreation Ground. There was still a chance that a youth football team, St Paul’s of Dorking, could play some of their home matches there later in the season.</p>								
7	<p>Finances</p> <p>7.1 Payments Received & Cleared payments</p> <table data-bbox="379 1518 1332 1675"> <tr> <td>Barclays Charlwood Account – to 30th September 2019</td> <td>£ 34,039.81</td> </tr> <tr> <td>Barclays Legacy Account - to 30th September 2019</td> <td>£ 6,007.40*</td> </tr> <tr> <td>Barclays Community Account - to 30th September 2019</td> <td>£ 79,890.31</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td><u>£ 119,937.52</u></td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>7.2 Accounts for Payment & Authorised Transfers – The Clerk explained that there was a big bill to pay to BT. He had investigated the individual components of the bill and found that CPC was being charged for services that were no longer in use. He had spoken to BT and credits had been claimed for. At the same time he would look to put other contracts on a cheaper footing. NH proposed and JON seconded that the payments be approved and this was agreed. *For the full list of payments, see the Appendix.*</p> <p>7.3 Sports & Community Centre Rating Appeal – No progress with this and the Clerk</p>	Barclays Charlwood Account – to 30 th September 2019	£ 34,039.81	Barclays Legacy Account - to 30 th September 2019	£ 6,007.40*	Barclays Community Account - to 30 th September 2019	£ 79,890.31	<u>Total Bank Assets</u>	<u>£ 119,937.52</u>
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	<p>said there was unlikely to be any. It would be taken off the Agenda.</p> <p>7.4 To decide whether to re-appoint Mulberry & Co as Internal Auditor – CE proposed and HP seconded that Mulberry & Co be re-appointed as the Internal Auditor and this was agreed.</p>
8	<p>Land at Brickfield Lane – This had not moved on at all and would stay on the Agenda.</p>
9	<p>Gatwick Matters - CE and NH had attended a GATCOM Meeting on 17th October and CE had circulated a report. A reduced night noise trial will take place over six months starting in March 2020 while the 2018 airspace change process would be published for consultation early next year. GACC gave a presentation highlighting the fact that Gatwick don't believe they require planning permission for the proposed expanded use of the main runway – Gatwick will respond to that at a later date.</p> <p>CPC had submitted its response to the emergency runway scoping consultation on 30th September while on 3rd December the Noise Management Board will hold a public meeting.</p>
10	<p>Horse Hill Oil Exploration - Chris Lowe (NHRA) explained that the Weald Action Group were debating whether to mount a legal challenge to the recent granting of planning permission for the further use of the Horse Hill site for another 25 years. Lawyers were considering whether to go ahead with it and in that event there would be an appeal for funding. A public meeting had been arranged for Newdigate on 4th November and the Clerk explained that the organiser, Sarah Finch, had suggested she make a presentation to CPC at the November meeting. Councillors felt however that it would be better to have a public meeting in the parish, similar to the one at Newdigate. CL said he would ensure that there was regular communication between WAG and the Clerk.</p> <p>Action Action LS asked about the conditions attached to the recent granting of the planning application and the Clerk said he had obtained them and would circulate them.</p>
11	<p>Traffic Calming – There was concern that the report from the 2020 consultancy analysing the traffic calming responses had still not been received. HP said if 2020 were not going to provide something by the end of the year then the work needed to be put elsewhere. LS brought up the subject of the Traffic Calming sub-committee and when it would meet. Trevor Stacey said it was important that the sub-committee met to decide on strategy and the Clerk said he would confirm who was on the committee and try and get something organised.</p> <p>11.1 Air Pollution – CE said that at the last meeting the Clerk had been asked to investigate obtaining support for air pollution monitoring at various 'hot spots' in the parish and wondered whether it had progressed. The Clerk said he had approached MVDC and the wheels were in motion.</p>
12	<p>Reports From Representatives – None.</p>
13	<p>Community Events & Affairs</p> <p>13.1 Lowfield Heath Windmill Trust Donation Request - The Trust had gone back to CPC and asked if they could have half the donation requested now and half next year. Councillors had previously agreed that they would match, pound for pound, anything raised by the Trust – not including grant money, admission fees etc – up to £1,000. Councillors said they would be happy to pay £500 now but they first wanted to see proof of the money raised.</p> <p>13.2 Hookwood Defibrillator – JON said a decision had not yet been made by the Trustees of Hookwood Memorial Hall but added that they had received feedback that because the Hall was not open 24/7 then the British Heart Federation would not consider the machine to be compliant. He felt that the Trustees would vote at their November meeting not to go ahead with installation. There was a danger that if a suitable alternative location could not be found that the unit would have to be returned to MVDC who had originally donated it to the Parish along with the one installed outside the Charlwood shop.</p> <p>Action</p>

	It was agreed to keep the item on the Agenda for the next meeting.												
14	<p>Website & Newsletter – the Clerk said he had begun moves to launch a new website for CPC. LS asked if the new website could have a page devoted to Gatwick and also Horse Hill and the Clerk said it would.</p> <p>The Autumn Newsletter had been distributed but it was disappointing the envelopes did not carry any CPC identification as intended. HS congratulated those concerned in the production of the Newsletter, saying they had done an excellent job.</p>												
15	<p>Crawley Tip Development - CE said that West Sussex County Council had ruled that visitors from outside the county would not be permitted to use their refuse tips, putting the Crawley site out of bounds to Charlwood residents who would now have to go to Redhill or Dorking.</p>												
16	<p>Councillors' Declaration Of Interests - The Clerk said this had been sorted out in advance of the meeting.</p>												
17 Action	<p>New Email Addresses – The Clerk said he was aware that there was some dissatisfaction with the new CPC-related email addresses and asked Councillors for any views. JON said he was struggling to access his and the Clerk said that as long as his gmail address was only used for CPC matters then it was ok to use that instead. He asked Councillors to communicate with JON via his gmail address.</p>												
18	<p>Procedures And Standing Orders Of The Council – LS asked whether the Standing Orders could be amended to include a standard comment for any new house build that it be built to the Bream Standard (British Research Establishment Environmental Assessment Method).</p>												
19 Action	<p>Employment Matters - A meeting of the Staffing Committee had been held on 30th September and the Clerk had circulated the Minutes to the committee members. He said it was not appropriate to go into the details here but, broadly, there had been agreement that the CPC employees (Bookings Clerk, Caretaker and Groundsman) needed a pay increase as they had not had one for some time. The figures were agreed and became effective from 1st October.</p>												
20	<p>Public Comments – Jackie Tyrrell mentioned that “car parks” was always on the Agenda and wondered who they were designed for. HP said they were for everyone, whether they were going to the shops, the churchyard, the Sports & Community Centre etc. JT said that it was more important that people could cross The Street. GG, who asked whether she could be co-opted to the traffic sub-committee was open to the public, said there were children who wanted to walk to school but whose parents wouldn't allow it because of the dangers in crossing the road.</p>												
21 Action	<p>Dates of 2020 Meetings – The Clerk said he would circulate the proposed dates in advance of the November meeting.</p>												
22	<p>Forthcoming Meetings -</p> <table border="0"> <tr> <td>14th November</td> <td>S&A Committee</td> <td>Nicholas Room</td> <td>8pm</td> </tr> <tr> <td>12th November</td> <td>Planning & Highways</td> <td>6 Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>18th November</td> <td>Charlwood PC</td> <td>Hookwood Memorial Hall</td> <td>8pm</td> </tr> </table>	14 th November	S&A Committee	Nicholas Room	8pm	12 th November	Planning & Highways	6 Sewill Close	7:30pm	18th November	Charlwood PC	Hookwood Memorial Hall	8pm
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The meeting closed at 22:13pm