

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

25th April 2022 at 8pm

Attending	Penny Shoubridge (PS – Chairman), Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), Richard Parker (RP – via Zoom), Howard Pearson (HP), Lisa Scott (LS).
Clerk	Trevor Haylett
Facilities Supervisor	Helen Hill
Also Attending	(In Person): Jan Gillespie, David McCorquodale (Via Zoom): Hilary and Brendon Sewill, Angela Tyson-Davies, Dave Burling
Item	
1	(Minute 1/04/22) Apologies – James O’Neill, Trevor Stacey
2	(2/04/22) Declarations of Interest – None
3	(3/04/22) Minutes – The Minutes of the 21 st March meeting had been circulated. Penny Shoubridge proposed they be accepted, Carolyn Evans seconded and the Minutes were APPROVED. 3.1 Chairman’s comments – MP Paul Beresford’s office had responded to a complaint that the MP had not acknowledged the emails that had been sent to him objecting to the Gatwick expansion by explaining that the paul.beresford.mp@parliament.uk address could have blocked emails that carried similar subject lines. Anyone requiring a response was asked to resend their email to Senior Parliamentary Researcher Sam White at sam.white@parliament.uk .
4	(4/04/22) Public Questions – Hilary Sewill asked about the progress of the project to replace some of the most difficult stiles in the parish with kissing gates, particularly the stile near Brook Farm which was very difficult to use. The Clerk replied that it remained on the to-do list but more pressing parish matters meant that it had not progressed up to now.
5	(5/04/22) Planning, Highways and Environment 5.1 Presentation by Montpelier Estates re: April Cottage, Farmfield Drive development - Montpelier Estates had asked to make a presentation to the PC about their proposal for a 12-bed child and adolescent (aged 12+) mental health in-patient unit in Farmfield Drive. The proposal would see the demolition of the existing April Cottage building. Representatives of Elysium Healthcare and Surrey & Borders Partnership NHS were also part of the presentation which explained the importance of the facility. For the past 10 years there had been nothing of its kind in Surrey so this will enable patients to be closer to their families. Councillors considered it to be an ideal location with the proximity to the mental health facilities at Farmfield Hospital a positive factor, enabling resources to be shared. They voted unanimously to support the application – which is scheduled to open in July 2023 - but Sue Bloom and Lisa Scott asked for more explanation about the security arrangements and protections in place before the PC submitted its support for the application to MVDC. 5.2 Report of Planning Committee and recommendations on applications to period ending (for details go to http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/) – The planning committee had met the previous week with up to seven applications under consideration. PS asked that the comments on 60 The Street, Charlwood, be amended to say that the PC “strongly objects” to the proposal to convert existing retail space into a take away and barbershop

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	<p>and this was agreed.</p> <p>Richard Parker asked whether the MVDC decision to approve the application at Three Acres in Hookwood had implications for the major development to the west of Reigate Road, listed as a potential site in the Mole Valley Local Plan. He wondered whether it would eliminate the possibility of access to any future development site. There was no information available to provide clarity and RP said he would make more enquiries.</p> <p>5.3 Neighbourhood Plan – An open meeting was held on 31st March to inform residents of the benefits of a NP and to attempt to attract more volunteers to the steering group. Those attending were invited to make their interest known via email and to explain what they could bring to the group. So far no one had come forward with the exception of Trevor Stacey. The next step was to arrange a leaflet drop by volunteers at every household with a view to attracting additional members – PS had sent round a draft and this was approved. The deadline for applications would be the end of May.</p> <p>5.4 The Rectory – PS and the Clerk had met with Brendon Sewill regarding car parking options at the Rectory which is currently up for sale. It appears that the Diocese has not included certain areas of the site in the sale and some had been suggested for community enjoyment. The Clerk will contact the Eric Williamson, the Diocesan Surveyor, for clarification and to suggest that the draft contract produced around 10 years ago, whereby land would be available to the PC for a car park at a nominal rent, be revived.</p> <p>5.5 Environmental Matters – LS said she had been talking to a member of the Gatwick Greenspace team and he had provided a contact for someone who might be able to help with the request for a dog waste bin in Povey Cross.</p> <p>5.6 ‘20’s Plenty for Us’ campaign – A remote ‘20s Plenty’ presentation had suggested a motion for Parish Councils to adopt to support the campaign. It was put it forward by LS and read: “CPC supports the ‘20s Plenty for Surrey’ campaign and calls on SCC to implement a 20mph speed limit in Charlwood and Hookwood.” She asked that the PC then writes to SCC to request a 20mph limit where people live, work and play. With other parish councils being asked to do the same this would demonstrate to the Highways Authority the demand for the speed limit across the county. A blanket implementation would prove cheaper and easier. PS seconded the motion and it was Approved.</p> <p>5.7 Other - LS said that about a year ago MVDC had raised a query about whether the Withey should be nominated as a public green space, with the protections that afforded, and a robust submission had ensured it was. She said it wasn’t clear that the same protections were available for the Charlwood green spaces. PS felt they would be because they were in a conservation area but suggested confirmation be sought.</p>
6	<p>(6/04/22) Services and Amenities - The committee had met the previous week.</p> <p>6.1 Withey – A replacement gate at the play area was being ordered while quotes were sought for new edge boarding for the stone path which would also benefit from the application of tarmac planings. TS would also look at the pedestrian gate next to the vehicle gate which was said to close too quickly and liaise with Alan Knight. The swings had been ordered and would be arriving soon.</p> <p>6.2 Pavilion – One CCTV quote had been received and other local companies have been accredited by NSI.org.uk, the National Security Inspectorate. Meanwhile funds donated by the community for the project amounted to approximately £1500. TS and PS will meet with other prospective companies.</p> <p>The new defibrillator will be fitted inside the cabinet on the outside wall now that the electrical work has been completed. Thanks to Philip Brinklow for his work in that regard. The club room and changing</p>

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	<p>rooms would undergo redecoration as would the external timberwork. Quotes would be obtained. In addition there were other, smaller, repair jobs that needed to be carried out.</p> <p>6.3 Recreation Ground – The annual pitch maintenance was due and the PC had been quoted £2017 + vat for the work. The quote was APPROVED. It was hoped that the quotes for the new posts for the pathway lights would be available by the May meeting. A replacement padded protection for the Village Sign in the corner of the field had been ordered.</p> <p>6.4 Millennium Field – There had been reports that children had hurt themselves on the gates leading to the playground and TS would investigate.</p> <p>6.5 Other – TS said there were several trip hazards along the Black Ditch path and this would need reporting to SCC. RP had reported that the wooden bridge in Kennel Lane was in poor condition, PS said it was not the PC's responsibility but a SCC matter.</p>
7	<p>(7/04/22) Parish Matters</p> <p>7.1 Traffic Calming & Car Parks - Kears had been requested to provide the drawings and associated reports for the car park in the Millennium Field. There had been communications with the JBTM Trust, the owners of the field, about what the PC had agreed so far and they will continue at every stage. The community would also be consulted. Another meeting with the traffic consultant will take place on 6th May.</p> <p>7.1.2 VAS Signs/Speedwatch – The posts have been installed and the VAS units are on order. The Clerk said he had received a complaint from the owner of Betchworth Bungalow about the position of a post outside their property. The locations had been advised by SCC and they don't seek permission from nearby residents. (see Item 13)</p> <p>7.2 Glebe Field, Dolby Brook improvements – The clearance work had now been completed by Kears apart from a few bricks under the bridge which it was felt would cause disturbance if they were removed.</p> <p>7.3 Parish Council Communications – The latest Newsletter was nearly complete and a first draft would be sent round shortly.</p> <p>7.4 Parking outside the School – There were issues with cars parking outside the houses in Swan Lane while visiting the School and causing an obstruction with waste-collection lorries unable to get past. The PC had made a Freedom of Information request of SCC and this confirmed that a Travel Plan was in place at the time of the school upgrade. The Plan predicted that 70% of pupils would travel to the School by car. The Plan was currently being updated and meanwhile residents were continuing to communicate with SCC about the problem.</p> <p>7.5 Community Events and Affairs - The Parish Spring Clean had taken place on 9th April and was very successful with volunteers collecting 40 bags of rubbish. Those who took part were thanked for their efforts.</p> <p>7.6 Church Clock agreement – a draft agreement had come in from the PCC following the Parish Council's decision to take over the maintenance of the Church Clock. The agreement had been circulated and was APPROVED.</p> <p>7.7 Electoral Review – the Local Government Boundary Commission had proposed changes to the Mole Valley electoral wards which would result in Charlwood losing its single-member ward status. Instead it would be added to the existing Capel, Leigh and Newdigate ward (to be called Capel, Leigh, Newdigate & Charlwood) which would be served by three Councillors. PS said that Councillors needed to meet to draw up a response before the 6th June deadline and SB and LS said they would assist.</p>

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	<p>7.8 Annual Parish Meeting – This had been fixed for 24th May. Invitations were being sent out to those who had an obligation to supply written reports of their organisation’s activities over the past 12 months and who should attend to respond to their written reports. It was suggested that a flyer on the Neighbourhood Plan could include details of the APM on the reverse.</p> <p>7.9 Defibrillator Training - Sue Bloom said she was involved in setting up training sessions and PS said it would be useful if one could be organised for the clubs who used the Recreation Ground.</p> <p>7.10 Russ Hill Asylum Seekers – There were 204 single males currently at the hotel.</p>												
8	<p>(8/04/22) Gatwick Matters</p> <p>8.1 ‘Gatwick in touch with the Community’ – The Clerk advised that this virtual meeting, scheduled for the following evening, had now been postponed. A new date of 3rd May had been arranged.</p> <p>8.2 Gatcom meeting on 28th April – CE would be attending.</p>												
9	<p>(9/04/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 22nd April</td><td>£150,597.51</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 - ditto</td><td>£ 155.56</td></tr><tr><td>Total Bank Assets</td><td><u>£274,210.01</u></td></tr></table> <p>*For Archive Room ** Reserves (Earmarked) = £146,000; (General) = £38,000</p> <p>9.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED.</p> <p>9.3 To approve Financial Statements for the Jan-March Quarter – the Financial Statements for 2021/22 had been updated to include the final Quarter of the year and the full document had been circulated. PS proposed that they be accepted. HP seconded and they were APPROVED. HP referred to the budget document and said that several headings had gone well over the budget figure and wondered whether allowance had been made for this in the present year’s budget. The Clerk explained that there had been some instances of unexpected expenditure while the rises in the cost of utilities had come in after the budget had been agreed. LS suggested that with the funds currently in the Community Account another bank account was needed to give the Parish Council protection under the Financial Services Compensation Scheme. She suggested Tridos and Starling as possibilities.</p>	Barclays Community Account – to 22 nd April	£150,597.51	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 - ditto	£ 155.56	Total Bank Assets	<u>£274,210.01</u>
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10	(10/04/22) Reports from Representatives - None												
11	(11/04/22) Procedures and Standing Orders - None												

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12	(12/04/22) Employment Matters - PS said Helen Hill had settled very well into the new Facilities Supervisor role while the new cleaners were proving very reliable.
13	<p>(13/04/22) Public Comments – Jan Gillespie said she supported the complaint of the Betchworth Cottage resident regarding the VAS post. She said the family had lived in the parish for many years and it was a justified complaint. PS suggested that the location be reconsidered and HP said he would take a look.</p> <p>A resident asked if the PC had supported the original decision for asylum seekers to be housed in the Russ Hill Hotel. She said that with a young daughter she was cautious about allowing her to go to the Recreation Ground when there were large groups of men there. PS said the PC had not been consulted but had voiced its concerns because the hotel was not a suitable place for the asylum seekers. There had been a recent protest outside the hotel by those who were staying there and as a result the road had been blocked. Near neighbour David McCorquodale had talked to the asylum seekers and said it was clear they were not happy; some had been resident there for eight months. He stressed that he had not encountered any problems (other than the excessive amount of litter) but said there should be a channel for residents to express any concerns they might have. He had been in a contact with the hotel ops manager and offered to pass on his details.</p> <p>Walter Hill said if the asylum seekers were at the hotel on a long-term basis then the authorities had a responsibility to provide them with a structure to offer them entertainment and education. He said it was understandable they were frustrated. PS said she would contact the officers concerned at Mole Valley and relay these concerns.</p> <p>LS asked about forthcoming meetings and said it had been a long while since one had been held in Hookwood. PS said it had been mentioned earlier and it was case of finding a date when the main room at the Memorial Hall was free. It might mean an alternative day being scheduled rather than Mondays.</p>
14	<p>Forthcoming Meetings –</p> <p>10th May - Planning, Highways and Environment venue tbc 7:30pm 10th May - S&A Committee tbc 8:00pm 16th May - Charlwood PC 8:00pm</p> <p>Future PC meetings – (Mondays) 16th May; 20th June; 18th July <u>Annual Parish Meeting – Tuesday 24th May</u> Charlwood Pavilion 7:30pm</p>

The meeting ended at 9:54pm

Appendix A

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 10 th March and	22nd April 2022			Total
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<u>Lloyds Bank</u>				
Ifield CC				90.00
S. Charman	Yoga classes - Inv 240			64.00
JL Firmager	Meditation classes – Inv 241			80.00
J. Suckling	Hall hire - party			50.00
S. Bloom	Meeting - Inv 244			30.00
Incomings between 17th March and	22nd April 2022			
<u>Barclays Bank</u>				
CV Barclay	Choir			60.00
Elysium Healthcare	Clubroom Hire			695.00
Elysium Healthcare	Clubroom Hire			2,130.00
MVDC	First half of Precept plus Concurrent Grant and Additional Grant			44,260.00

<u>Direct Debits</u>				
Ecotricity	Electricity Inv 23 rd March (for period 20/02 – 20/03)			154.17
Ecotricity	Gas Inv 2 nd April (for period 27/02 – 27/03)			187.75
SES Water	Water Inv 25 th March (for period 31/01 – 28/02)			20.93

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Keyholding Company	Monthly debit			29.40
<u>Payments to be approved tonight</u>				
PGE Farm Services	Hedge cutting in Rectory Lane			300.00
Trevor Haylett – my own expenditure	Zoom payments (Oct – April, 7 mths @ 14.39 = 100.73); Café Bills, 5 meetings when Pavilion unavailable (61.70); My own bank payments to Spencer Moss (255 + 15)			432.43
Mulberry & Co	Payroll services for March Q.			126.00
<u>Retrospective Payments</u>				
<i><u>Barclays</u></i>				
HMRC	For Quarter ending 6 th April			1091.79
Vinyl Plus Graphics	Hookwood gate sign			50.40
Chevron Alarms	For alarm system upgrade			1128.79
Mole Valley District Council	Council Tax on the Pavilion			1322.35
Davina Speakman	Back pay (April 1 st 2021 increase)			31.68
Alan Knight	Various works Nov – March incl. loft ladder, defib, dismantling swings, playground caps, H'wood playground fence repairs etc			2172.00
<i><u>Lloyds Bank</u></i>				
Kayes Maids	Cleaning			360.00
Sandy Bowling	Back pay (April 1 st 2021 increase)			25.74
Birchwood Trading	Village sign protector			207.45
Kayes Maids	Cleaning			240.00
Helen Hill	Expenses – First Aid box etc			25.81