

CHARLWOOD PARISH COUNCIL
MINUTES of THE COUNCIL MEETING
MONDAY, 19th MARCH, 2018
IN HOOKWOOD MEMORIAL HALL

PRESENT

Mr Martin Needham (in the chair), Mr Nick Hague, Mr Walter Hill, Mr James O’Neill, Mr Richard Parker , Mr Howard Pearson, Ms Lisa Scott, Mrs Penny Shoubridge.

1 APOLOGIES

Ms Carolyn Evans.

2. DECLARATIONS OF INTEREST

None

3 APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 19th February, 2018

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Minutes of the meeting held on 19th February be approved. The Council present agreed and the Chairman signed the Minutes as a true record.

3.1 Chairman’s Comments

None

4 PUBLIC QUESTIONS

None

5 REPORT OF THE PLANNING AND HIGHWAYS COMMITTEE

5.1 Planning Comments

Mr Nick Hague proposed, Mr Howard Pearson seconded the planning comments as published be submitted and the council present agreed.

The comments are attached to these Minutes.

5.2 Highways Matter5.2.1 Traffic Calming

The Clerk advised that all participating council’s had submitted their proposals for the Traffic Calming project and these had been submitted to the Traffic Consultant for review. Mr James O’Neil asked if Hookwood roads had been included and the Clark advised that they had been. Further comment was made with reference to possible air pollution problems at peak times at some junctions and the Clerk advised that the brief to the Traffic Consultants did not relate to air pollution. The Clerk suggested the Council might consider approaching Environmental Health with a request for monitoring. Ms Lisa Scott commented that there was increasing need to look at alternative transport means.

5.2.2 Winter funding from SCC

The Clerk reported that Surrey County Council had released an additional 5 million pounds towards roads repairs for repairs on essential roads damaged by the severe winter weather. Although the listing had closed 16th March, we had added Chapel Road & pavement (main thoroughfare for the school) and the break up of centreline on Horley Road.

5.3 Mole Valley Local Plan Consultation – Future Mole Valley

The Clerk advised that Mole Valley Planning Policy had issued their latest Newsletter (Nbr 2) and that the consultation would be further delayed due to local elections. The current work stream was directed at village boundary amendments & site allocations.

Members requested that the previous (2014) notes and papers relating to the proposed village boundary changes and site allocations that were withdrawn be circulated. Further discussion was required at the April meeting.

5.4 Listed Buildings & Buildings of Community Interest

The Clerk had circulated the current requirements for registering both listed buildings and community assets. Members considered the proposed list should developed over the next six months and discussed later in the parish year.

6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE

6.1 Withey

6.2 Millennium Field

6.3 Recreation Ground

6.4 Footpath & Town Path Maintenance

Mrs Penny Shoubridge reported that there had been no meeting in March however current works under Items 6.1 to 6.4 were all progressing.

6.5 Sports & Community Centre Project

Proposal for Archive Room Funding for equipment

Mr Martin Needham advised that Archive Committee member, Mr Stephan Dickenson had consulted with the archivist at Betchworth Rooms and at Dorking Museum and had compiled a list of items required to start up the Archive Room project.

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded that an application for a grant of £10,250, be submitted by the Parish Council to JBTMT on behalf of the Archive Committee for the shelving, archiving boxes and computer equipment necessary to set up the archive room to enable the archiving of historical records of our Parish. The Council present agreed.

In further discussion the meeting considered that a contribution should be sought from the Charlwood Society and on agreement of a sum the JBTMT application would be amended downwards accordingly.

Mr Nick Hague proposed, Mrs Penny Shoubridge seconded, that the Charlwood Society be contacted and asked for a contribution with a response being requested within 30 days in order not to delay the application to JBTMT. The Council present agreed.

6.6 Car Park & War Memorial

The Clerk advised he understood a draft consultation format was being discussed with the architect for the rectory grounds project.

Mrs Penny Shoubridge advised JBTMT had received written authority from the previous land owner to proceed with the Millennium Field car park project. The Millennium Field Car Park sub-committee was identified as Mrs Penny Shoubridge, Mr Walter Hill, Mr James O'Neill and Mr Richard Parker. The sub-committee would convene shortly to discuss the next steps.

6.7 Bus Shelter damage

The Clerk reported that there had been no action or further communication from Mole Valley DC.

6.8 Junior Football.

The Clerk reported no payment had been received from the Junior Football Club.

6.9 Proposals for work on railings and on landscaping at the front of the building.

Both contractors had been instructed to go ahead.

7 REPORT OF THE FINANCE COMMITTEE

7.1 Payments Received & Cleared payments

Barclays Deposit Account 28th February 2018 £ 31,667.84

Barclays Pavilion Account 28th February 2018 £ 2,265.30

Barclays Bank Current Account

Balance at 28th February 2018 £ 15,558.97

Total Bank Assets £ 49,492.11

7.2 Accounts for Payment & Authorised Transfers

The following payments were proposed by Mr Martin Needham, seconded by Mrs Penny Shoubridge and agreed in accordance with Appendix A of Standing Orders.

| Payee | Purpose | Ex VAT | VAT | Total |
|--------------------|--|----------------|--------------|----------------|
| Ecotricity | Gas Account Inv 6969 DD | 283.03 | 14.15 | 297.18 |
| Ecotricity | Electricity Account Inv 3962 DD | 125.84 | 6.29 | 132.13 |
| | | | | |
| RB Graphics | Inv 4326 Web hosting | 90.00 | 18.00 | 108.00 |
| Ann Billinghamurst | Salary Q4 | 110.98 | 0.00 | 110.98 |
| Davina Speakman | Salary Q4 | 673.19 | 0.00 | 673.19 |
| Nick Speakman | Salary Q4 | 673.19 | 0.00 | 673.19 |
| Sandy Bowling | Salary Q4 | 603.66 | 0.00 | 603.66 |
| P Barclay | Salary Mar 2018 | 796.25 | 0.00 | 796.25 |
| HMRC | PAYE Mar 2018 | 752.31 | 0.00 | 752.31 |
| Hookwood Hall | Hall Hire 19 Mar Inv5402 | 45.00 | 0.00 | 45.00 |
| | Total | 4153.45 | 38.44 | 4191.89 |

7.3 Future Projects

Mr Martin Needham requested that the Future Projects list be finalised for the 16th April meeting as the first meeting of the new Council year.

8 LAND AT BRICKFIELD LANE

The Clerk advised that no further information had been received from the District Valuatuer and a formal letter chasing a valuation had now been submitted.

9 GATWICK MATTERS

Mr Nick Hague advised there was nothing to report since the last GATCOM meeting.

10 HORSE HILL OIL EXPLORATION

Ms Lisa Scott advised that currently an application had been laid before the High Court by UKOG, the site operator, asking for very broad restrictions on protests. Whilst it was understood the application related to direct action protestors at or near the site there was the potential for the application to be interpreted to include all forms of public protest which might include the Parish Council in the future.

11 REPORTS FROM REPRESENTATIVES

None

12 COMMUNITY EVENTS & AFFAIRS

12.1 BT Telephone Box – Hookwood

No further information from BT or Npower.

12.2 Parish Council forward Strategy Plan

This item had been covered in Item 5.3 above.

12.3 Blue Bird House Hookwood Planning & Anti- Social Behaviour

The Clerk advised that an Enforcement Notice had been issued which was intended to prevent the use of the premises for accommodation as had been reported by residents. A community meeting was planned for 20th March but had been called off. Mole Valley would be calling a meeting of interested parties in the near future to which the Parish Council would be invited.

12.4 Run Gatwick and Road closures

Mrs Penny Shoubridge advised that a briefing for the Water Station had been issued by the Run Gatwick team. Mrs Shoubridge reminded the meeting that volunteers for the day were required to man the stall. Leaflets had been distributed to some streets although Mrs Shoubridge agreed to remind the organisers of the need to cover a broader area than had been covered so far. There also appeared to be ignorance of the traffic levels that use Charlwood as a short cut to Gatwick. Run Gatwick had also given discount codes to Charlwood residents who applied by 31st March. Some feedback on access problems had been received and passed on to the organisers to respond to.

13 PROCEDURES AND STANDING ORDERS OF THE COUNCIL

13.1 Child & Vulnerable Adult Protection Policy

Nil Report

13.2 Data Protection matters

The Information Commissioners Office (ICO) was still publishing documents that caused confusion on who can or cannot act as Data Protection Officer. There is a Clerks meeting 28th March at Mole Valley which will outline whether the District Council can act for the Parish Council's. SSALC have given details, but not endorsed, 3 organisations now offering a service but until the ICO information is fully confirmed there is no action that can be taken.

13.3 Standards Committee

The Mole Valley Standards Committee was due for re-election. No volunteers were offered from the meeting and therefore the Clerk was requested to confirm satisfaction with the current Parish Council representatives.

14 EMPLOYMENT MATTERS

Mr Martin Needham advised that there was currently no process in place to carry out job appraisals for other than the Clerk and the Staffing Committee would need to address that at its next meeting.

15 PUBLIC COMMENTS

None

16 DATES OF FORTHCOMING MEETINGS

Mr Martin Needham advised that quotes would be requested for the provision of refreshments. He outlined the suggested more informal format of the meeting and members agreed in principal to the proposed arrangements.

| DATE | PURPOSE | VENUE | TIME |
|------------------------|--------------------------|--|--------------------|
| 10 th April | Planning & Highways | 6 Sewill Close | 7:30pm |
| 11 th April | Services & Amenities | Sports & Community Centre | 7:30pm |
| 16 th April | Charlwood Parish Council | Sports & Community Centre | 8:00pm |
| 24 th April | Annual Parish Meeting | Sports & Community Centre | 8:00pm |
| 13 th May | Run Gatwick | Roads around & Sports & Community Centre | 8:00am to 13:30 pm |
| 9 th June | Charlwood Village Fete | Recreation Ground | All day |

The meeting closed at 2210