

# 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 Parish Council Meeting held in the Memorial Hall, Hookwood, on  
17<sup>th</sup> October 2022 at 8pm**

<b>Attending</b>	Penny Shoubridge (PS – Chairman), Trevor Stacey (TS – vice Chairman), Sue Bloom (SB), Carolyn Evans (CE), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS).
<b>Clerk</b>	Trevor Haylett
<b>Also Attending</b>	James O’Neill (JON - via Zoom)
<b>Item 1</b>	(1/10/22) <b>Apologies</b> – Walter Hill.
<b>2</b>	(2/10/22) <b>Declarations of Interest</b> – None.
<b>3</b>	(3/10/22) <b>Minutes</b> – The Minutes of the 26 <sup>th</sup> September meeting had been circulated. Penny Shoubridge proposed they be accepted, Howard Pearson seconded and the Minutes were APPROVED. <b>3.1 Chairman’s comments</b> – PS expanded on an addition to the Standing Orders that was agreed in principle at the September meeting and which addressed what would happen in the event of a meeting being disrupted. Disruption is described as a disturbance or problem which brings an interruption to an event, activity, or process. In the case of a Parish Council meeting – or any open meeting organised by the PC – ‘disruption’ is framed as verbal or physical disruption or aggression that determines the meeting cannot continue as per the planned agenda. If anyone displays such behaviours so that a meeting cannot continue uninterrupted, or there is a disruption out of the PC’s control, the chairman reserves the right to suspend or terminate the meeting until such time as the disruption has ceased.
<b>4</b>	(4/10/22) <b>Public Questions</b> – Lance Miles had submitted a list of questions covering a range of topics including recent planning applications, the proposed new car park in the Millennium Field as well as Pavilion and playground improvements. The Clerk would deal with these following the meeting. Alison Holmwood had requested a sign asking drivers to reduce speed in Withey Meadows. PS said that, unfortunately, it was not a PC responsibility and the authority could not put up signs without permission. The best advice for those residents concerned about speeding is to contact the police or SCC Highways.
<b>5</b>	(5/10/22) <b>Planning, Highways and Environment</b> <b>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 7<sup>th</sup> October</b> – Lisa Scott proposed that the recommendations be accepted, HP seconded and they were APPROVED. See Appendix 2. <b>5.2 Neighbourhood Plan</b> – This would feature in the Public Open Evening to be held on 2 <sup>nd</sup> November (see Item 7.2.2). <b>5.3 Mole Valley Local Plan on 27<sup>th</sup> September</b> - LS had represented the PC at this and another session. Regarding the ‘exceptional circumstances’ cited for the proposed sites at Hookwood, Gatwick’s position as a ‘significant’ employer had been given but LS pointed out that workers there were being put on zero-hours contracts which would mean they couldn’t afford the new homes. More sessions would be held in the following week. <b>5.4 Horsehill road closure</b> – Works would take place from 17 <sup>th</sup> October to 15 <sup>th</sup> December to install a toucan (shared bike/pedestrian crossing). Diversions are in place – for

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	<p>information go to <a href="http://www.surreycc.gov.uk/highways">www.surreycc.gov.uk/highways</a> or ring 0300 200 1003 (Monday to Friday 9am to 5pm). Feedback can be left on the SCC website at <a href="https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/roadworks#planned">https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/roadworks#planned</a> and more details are available on Facebook.</p> <p><b>5.5 West of Ifield Consultation</b> – These will be held over the coming week – Thursday, Friday and Saturday – in relation to Homes England plans for 3,000 new homes to the West of Ifield. More details will be available on the Parish Council website.</p> <p><b>5.6 Footpath 331 revised diversion</b> – This will divert the footpath diagonally across the field rather than through the farmyard. Councillors were in favour of the move and agreed to make no comment.</p> <p><b>5.7 Environmental Matters</b> – A dog waste bin had been installed at Povey Cross Road and it was suggested that the Gatwick Green Space team be thanked for their efforts.</p>
6	<p>(6/10/22) <b>Services and Amenities</b> - The committee had met the previous week in the Pavilion.</p> <p><b>6.1 Withey</b> – TS said he had a meeting arranged with contractor to address residents’ concerns about the new footpath. Some large pieces of stone were evident and more work was needed to improve matters. Regarding the playground refurbishment, a meeting had been held with parents and there was agreement that the existing see-saw should be removed. There was agreement to add a ‘witches hat’ piece of climbing equipment and a trim trail. Some Councillors felt the group could be more ambitious with their ‘wish list’.</p> <p><b>6.2 Pavilion</b> – Quotes were being gathered for internal decoration. TS had produced a model of what the new pathway lights would look like – the idea was to attach them to trees, angled down, and they would work either via a timer or movement sensors. With power needed for the new car park entry controls, the same cabling could be used from the Pavilion to serve both requirements. Several quotes had been received for installing CCTV cameras but concern was expressed about a couple of the firms who had quoted. It was agreed to pursue additional quotes.</p> <p><b>6.3 Recreation Ground</b> – Work had taken place on the far side of the Recreation Ground to create a new football pitch for juniors. The Clerk said he was not happy with it because the contractor had only improved an area roughly two-thirds of the pitch. He had spoken to them and they were coming to have another look at it the following day. TS suggested that he could meet the contractor there.</p> <p>A keep-fit class had started on the field and the PC were prepared to give the organiser a period of grace before seeing what numbers they were attracting and whether a charge was needed.</p> <p><b>6.4 Millennium Field</b> – Carl Manning had agreed to tackle the scrub areas to the rear of the field. TS wanted to know exactly where he was working in case the car park plans made his work superfluous. Helen Hill would make contact with TS to explain.</p> <p><b>6.5 Other Items</b> – PS said that CVFC would re-position the mobile goal posts from behind the Pavilion to an area behind the MUGA for a trial period. Although they had wheels for the posts they didn’t swivel and that made it difficult to use them in their current position. PS had also spoken to the club about cleaning up the white pitch-marking paint that had been spilled onto the path.</p> <p><b>6.6 New leases: Millennium Field and The Withey</b> – RP had spoken to the JBTMT solicitor about the renewal of the two leases. As it seemed just a change of dates was required for the leases – rather than any change of terms – then it could be that matters could be agreed without the</p>

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	<p>need for the PC to employ a solicitor. However the fact that a car park was planned for the Millennium might change things.</p>
7	<p>(7/10/22) <b>Parish Matters</b></p> <p><b>7.1 Traffic Calming &amp; Car Parks</b> - Mark Baker, the traffic consultant, had been given an update on the changes Councillors wanted to make to the traffic calming plans and he would now work on putting them into a planning application to go to Surrey County Council and Mole Valley District Council.</p> <p>The plans for the car park in the Millennium Field had been drawn up and would be displayed to residents at the open evening scheduled for 2<sup>nd</sup> November. It was hoped that JBTMT, as the owners of the land, would get to see the plans in advance of the meeting: RP would circulate their members with the designs.</p> <p><b>7.1.1 VAS Signs/Speedwatch</b> – The VAS signs were being collected by Westcotec the following week and they would then work on upgrading them to take mobile solar power. TS asked that residents be informed via Facebook. With Speedwatch, the PC were still waiting to hear whether their risk assessment had been signed off by the Police.</p> <p><b>7.2 Parish Communications</b> – PS had held discussions with the Parochial Church Council on expanding the parish news content in the Church newsletter so the PC can add information on a monthly basis. PS and Jackie Tyrrell would meet with Peter Anderson to move the plans forward.</p> <p><b>7.2.2 Open meeting</b> – this would be held on 2<sup>nd</sup> November to discuss the Millennium Field car park, Traffic Calming, Neighbourhood Plan, Speedwatch, Tree and Hedge Planting, Withy play area and the Community Support team. A poster would be circulated detailing the schedule.</p> <p><b>7.3 Community Events and Affairs</b> – None.</p> <p><b>7.4 Wickens Orchard</b> – Helen Hill had been in touch with Clarion Housing and was awaiting an update from a meeting to be held later in the week.</p> <p><b>7.5 Run Gatwick 21<sup>st</sup> May 2023</b> – the date had been changed because of the King's Coronation and the route will once again come through Charlwood. Water will come from standpipes and paper cups will be used.</p> <p><b>7.6 Polling Station Review</b> – there was a consultation out on Polling Stations but no changes were planned for Charlwood or Hookwood which would retain their polling stations.</p> <p><b>7.7 Russ Hill Asylum Seekers</b> – numbers at the hotel were currently 202. Some of them have been given bicycles but they don't seem to have been given helmets or any road safety training. A mini bus makes regular trips for them to Crawley and Tesco but very few seem to use it and PS wondered whether residents could also be allowed to make use of it.</p> <p><b>7.8 Historic Charlwood document</b> – the collector had decided to donate the document to the PC and JoN would liaise with him regarding collection.</p>
8	<p>(8/10/22) <b>Gatwick Matters</b></p> <p><b>8.1 Report of Gatcom AwayDay</b> – PS had attended and said it was a very productive event with some interesting discussion around night flights. It was felt that GAL is being cynical in using all of its night flight slots, while leaving many day slots unused, in that it gives them ammunition for increasing night flights when the next consultation arrives.</p>

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	<p style="text-align: center;"><b>8.2 Report of Gatwick Transport Forum 7<sup>th</sup> October</b> - LS had attended and reported that it had produced some interesting questions and answers around the DCO.</p> <p style="text-align: center;"><b>8.3 Report of Airspace Change Process Parish Council Stakeholder briefings</b> – CE and Peter Barclay had attended the two briefings on behalf of the PC. The South England airspace was at full capacity and was being redesigned and one benefit will be a reduction in noise levels. Ambient noise levels will be taken into account and routes planned to go over high ambient noise areas.</p> <p style="text-align: center;"><b>8.4 Gatwick local community stakeholder group</b> - PS said she had been in discussion with Alison Addy and she had agreed to reinstate the group which only includes immediate communities (Charlwood, Horley, Crawley). LS had also expressed a desire to attend with PS and Sue Bloom also asked to be included.</p> <p style="text-align: center;"><b>8.5 Gatcom Meeting 20<sup>th</sup> October</b> - PS would be attending.</p>												
9	<p>(9/10/22) <b>Financial Matters</b></p> <p style="text-align: center;"><b>9.1 Payments received and cleared payments</b></p> <table><tr><td>Barclays Community Account – to 15<sup>th</sup> October</td><td style="text-align: right;">£69,966.59</td></tr><tr><td>Barclays Legacy Account - ditto</td><td style="text-align: right;">£ 4,150.83*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td style="text-align: right;">£ 34,100.76</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td style="text-align: right;">£ 85,220.02</td></tr><tr><td>Lloyds Treasurers Account - to 15<sup>th</sup> October</td><td style="text-align: right;">£ 80,549.98</td></tr><tr><td style="text-align: right;"><u>Total Bank Assets</u></td><td style="text-align: right;"><u>£273,988.18</u></td></tr></table> <p>*For Archive Room Note: Reserves (Earmarked) = £146,000; (General) = £127,988.18</p> <p><b>9.2 Accounts for payments and authorised transfers</b> - These had been circulated (see Appendix A) and were APPROVED.</p> <p><b>9.3 External Auditor’s Report &amp; Certificate for 2021/22 Accounts</b> – The Accounts had been scrutinised and had been given a clean bill of health. Councillors approved the report and certificate.</p>	Barclays Community Account – to 15 <sup>th</sup> October	£69,966.59	Barclays Legacy Account - ditto	£ 4,150.83*	Barclays Charlwood Account - ditto	£ 34,100.76	Nationwide Business Savings Account – ditto	£ 85,220.02	Lloyds Treasurers Account - to 15 <sup>th</sup> October	£ 80,549.98	<u>Total Bank Assets</u>	<u>£273,988.18</u>
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<u>Total Bank Assets</u>	<u>£273,988.18</u>												
10	<p>(10/10/22) <b>Reports from Representatives</b> - PS had attended the SALC AGM and Conference. Funding was available from SCC to provide Warmer Home Hubs and PS said it might be possible to use the Pavilion one day a week. There is also help from SCC for planting trees, hedges and community orchards.</p>												
11	<p>(11/10/22) <b>Procedures and Standing Orders</b> - The Clerk had been in discussion with the Monitoring Officer at MVDC and clarified the situation as regards the Civility &amp; Respect Pledge. Complying with the Pledge entails adopting a Code of Conduct (CoC), it doesn’t necessarily have to be the latest CoC issued by the Local Government Association. It was agreed that the Clerk would distribute both the new CoC and the current one adopted by the PC some time ago.</p>												

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12	(12/10/22) <b>Employment Matters</b> - PS alerted Councillors to the fact that the Groundsman would be seeking another full-time job when his existing employment comes to an end and that could impact on his ability to continue his part-time work with the PC. It was considered an appropriate time for the PC to list all its groundwork requirements and see if they could become the responsibility of one contractor.
13	(13/10/22) <b>Public Comments</b> – None.
14	(14/10/22) <b>Forthcoming Meetings</b> – 14 <sup>th</sup> November Planning, Highways & Environment venue tbc 7:30pm 16 <sup>th</sup> November S&A Committee tbc 7pm 21 <sup>st</sup> November Parish Council, The Pavilion, Charlwood 8:00pm

**The meeting ended at 9:52pm**

## Appendix 1

### Accounts showing Incomings/Payments & Authorised Transfers

<b>Incomings between 20<sup>th</sup> September and</b>	<b>15<sup>th</sup> October 2022</b>			<b>Total</b>
<u>Lloyds Bank</u>				
lfield CC	Oct payment			120.00
S. Charman	Yoga classes - Inv 312			64.00
<b>Incomings between 20<sup>th</sup> September and</b>	<b>15<sup>th</sup> October 2022</b>			
<u>Barclays Bank</u>				
C. Barclay	Choir – Inv 314			30.00
Farmfields	Pavilion hire			1990

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<u>Direct Debits</u>				
Ecotricity	Electricity Inv 25 <sup>th</sup> September (for period 20/08 – 20/09)			167.48
Keyholding Company	October subs.			29.40
<u>Payments to be approved tonight</u>				
Nigel Jeffries	Withey cuts x 2 + weedkiller			206.40
Mulberry & Co	Payroll for September Quarter			126
Mulberry & Co	2 training courses – T Stacey			84
Outside In	Withey footpath			6,600
PKF Littlejohn	2022 External Audit			480
SALC	AGM & Conference			30
Kayes Maids	September cleaning			240
Trevor Haylett	Expenses Nov 2020 – Aug 2021			660.86
Westcotec	VAS signs etc			23,609.76
Helen Hill	Loo rolls, cloths etc			9.99
HMRC	Quarter payment ending 6 <sup>th</sup> Oct			1228.60
<u>Retrospective payments</u>				
Richard Bowling	Domain name renewal			125
Helen Hill	Loo rolls, printers ink			29.49
SLCC	Annual subscription			171

## Appendix 2

### **Applications**

7/10/2022

X

30/09/2022

Application Ref:

MO/2022/1644/PCL

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## [Link](#)

**Location:** Four Corners, Reigate Road, Hookwood, Horley, Surrey, RH6 0AR  
**Proposal:** Certificate of Lawfulness for the proposed development in respect of the demolition of existing attached structures and outbuilding and erection of single storey rear/side extension.

**Case Officer:** Amanda Scott  
**Registration Date:** 22-Sep-2022  
**Applicant Name:** Mr Chris Williams

**Ward:** Charlwood

**PSH/Area:** Charlwood

**The Parish Council has no comment.**

23/09/2022X

16/09

**Application Ref:** MO/2022/1588/PLA

## [Link](#)

**Location:** Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ

**Proposal:** Demolition of existing buildings and erection of 4 No. detached dwellings.

**Case Officer:** Aidan Gardner  
**Registration Date:** 09-Sep-2022  
**Applicant Name:** Mr Steve Cheesman, Virtue Property Group

**Ward:** Charlwood

**PSH/Area:** Charlwood

**The Parish Council object to this application, due to flood plain 2, we note in the draft local plan that similar adjacent land is protected from building for flood risk reason. We support the neighbours objections, they include this detail and it is also inappropriate development in the Green Belt. A recent Bat survey demonstrates the presence of Pipistrelle Bats which need to be protected.**

**If approved, permitted development rights should be removed and all garages to be fitted with electric car chargers.**

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## Decisions

7/10/22

**Application No.:** MO/2022/0983/PLA MAJOR

[Link](#)

**Location:** Hookwood Park, Reigate Road, Hookwood, Surrey

**Proposal:** Erection of 19 No. dwellings (including 8 affordable housing units) and landscape enhancements following demolition of the existing building and cessation of off airport parking site.

**Decision:** REFUSED

**Decision Date:** 30-Sep-2022

30/09/22

**Application No.:** MO/2022/1361/PLAH

[Link](#)

**Location:** Oak Lodge, Reigate Road, Hookwood, Horley, Surrey, RH6 0HH

**Proposal:** Replacement of driveway gates

**Decision:** APPROVED WITH CONDITIONS

**Decision Date:** 27-Sep-2022

23/09/2022

X

16/09

**Application No.:** MO/2022/1007/PLA

[Link](#)

**Location:** Little Glovers Farm, Glovers Road, Charlwood, Horley, Surrey, RH6 0EG

**Proposal:** Erection of 2 No. storage buildings (Use Class B8) for a temporary

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period of up to 3 years.

**Decision:** REFUSED

**Decision Date:** 13-Sep-2022