

**CHARLWOOD PARISH COUNCIL**  
**Serving the communities of Charlwood, Hookwood and Norwood Hill**  
**DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING**  
**HELD IN THE PAVILION, CHARLWOOD ON**  
**MONDAY 18<sup>TH</sup> SEPTEMBER 2023 AT 8:00PM**

**PRESENT**

Cllr L Scott – Chair

Councillors: S Bloom, C Evans, W Hill, D McCorquodale, R Parker, T Stacey, A Tyson-Davies.

In attendance: Janette Coulthard (Clerk), H Hill (Assistant Clerk), 3 x Residents

13/23	<b>1. APOLOGIES FOR ABSENCE</b>	
	None	
14/23	<b>2. DECLARATIONS OF INTEREST</b>	
	Cllr McCorquodale declared an interest in Planning Application MO/2023/1157/PLA in Appendix C of these minutes, the nature of the interest being a Perception of Bias being a close neighbour of the property.	
15/23	<b>3. MINUTES</b>	
	3.1 Comments from the Chair – Cllr Scott opened the meeting and ask the PC to join her in welcoming the new Clerk.  3.2 The minutes of the Parish Council (PC) meeting held on 17th July 2023 were approved and signed as a true record of the meetings and will be uploaded to the website.	
16/23	<b>4. PUBLIC QUESTIONS</b>	
	4.1 A resident raised a concern that the hedges hanging over the path and road along Chapel Road and asked if the PC could put pressure on Clarion housing to get the hedge cut. The Chair advised the resident that this would be discussed later on the agenda.  4.2 A resident raised a concern over the overflowing rubbish and dog bins around the Village. Cllr Bloom advised she had raised the issue last year but there had been no improvement. The Asst Clerk she had reported the bin outside the shop and was waiting for a response. <b>IT WAS AGREED</b> the Clerk would write to MVDC to ask for the bin emptying the schedule and to request larger bins to accommodate an increase in residents.	<b>JC</b>
17/23	<b>5. APPOINTMENTS</b>	
	5.1 To appoint a Representative to GATCOM and agree who leads – Cllr Scott explained that with Cllr McCorquodale stepping down from GATCOM lead a representative was required from the PC. Cllr Scott asked Cllr Evans about the number of meetings there were per year. Cllr Evans confirmed there were 4 meetings a year held on Thursdays at 2pm. A volunteer did not step forward. <b>IT WAS THEREFORE AGREED</b> to wait until a new Cllr was found to replace ex-Cllr Cowell and ask if they were willing to take on the role.	
18/23	<b>6. PLANNING, HIGHWAYS AND ENVIRONMENT</b>	
	6.1 Report of Planning Committee and recommendations on applications to four weeks ending 1st September – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 1 <sup>st</sup> September as	

	<p>detailed in Appendix B were approved. She advised that there was one more application to be discussed and a response agreed. <b>APPROVED</b></p> <p>6.2 Neighbourhood Plan – Cllr Scott advised the Clerk would normally give an update of communications with Mole Valley District Council (MVDC). The Clerk confirmed she had not received any communication from MVDC regarding the Neighbourhood plan since she started in the role. that the last the PC heard from MVDC was they wanted to do a consultation which would not go to MVDC Cabinet until October so the survey had taken a back seat. Cllr Scott advised she had contacted Suffolk CC have an online tool to help design the Survey and she had contacted them to ask if the PC could use the tool to help design the Survey and was waiting to hear.</p> <p>6.3 Mole Valley Local Plan – Cllr Scott confirmed this was still in the ‘Pause’ stage but it was hoped there would be movement in October.</p> <p>6.4 Environmental Matters – Cllr Scott advised that the area had an inch of rain in 45 minutes and it was a sign of things to come.</p> <p>6.5 Notice of Acceptance of an Application for a Development Consent Order For Gatwick Airport Northern Runway – the Clerk confirmed she had tried to register the PC as an interested party to allow the submission of comments during the process. However, our registration was rejected as it needed more substance. Cllr Parker asked for the PC not to refer to the Northern Runway as it was an Emergency Runway. <b>IT WAS AGREED</b> to refer to the Runway as the Emergency Runway. Cllr Scott advised she had sent bullet points to be considered to add to the registration i.e. air and noise pollution, taxi driver issues and asked for any other suggestions. No suggestions were forthcoming and Cllr Scott advised the PC that it was likely the PC would only be allowed to comment on the issues mentioned in our registration submission and therefore it was important to let the Clerk know if there were any other issues.</p> <p>6.6 Fly-tipping/Litter – Cllr Scott mentioned there had been a number of fly-tipping incidents around the Parish which had all been reported. She urged residents to check the credentials of any waste disposal companies before using them.</p> <p>Cllr Stacey said he had heard there was an appeal decision for an application related to Happy Acres and wondered what the outcome was. Cllr Scott confirmed that that the outcome was a ‘Split’ decision. Cllr McCorquodale gave a brief rundown of the decision and <b>IT WAS AGREED</b> he would circulate the decision paper to all Cllrs</p> <p>6.7 Planning Consultant – to approve the engagement of a Planning Consultant to advise on the planning application for Hookwood and other related planning issues and associated budget. <b>RETROSPECTIVELY APPROVED</b></p>	<p>All Cllrs</p> <p>DM</p>
19/23	<b>7. SERVICES AND AMENITIES</b>	
	<p>7.1 <b>Withey</b></p> <p>7.1.1 To approve an additional wet pour repair at the Withey playground £299 excl. VAT – work had been completed and Cllr Stacey confirmed that the Services and Amenities Committee had accepted the additional charge. <b>RETROSPECTIVELY APPROVED.</b></p> <p>7.2 <b>Pavilion</b></p> <p>7.2.1 Approve the purchase of a new filter for the boiler £85 – <b>APPROVED.</b> Cllr Stacey advised that the commercial boiler in the Groundsman Shed needed maintenance and there was a need to find a contractor who could maintain commercial grade boilers. <b>IT WAS AGREED</b> that the Clerk would investigate suitable contractors with a view to obtaining quotes for a maintenance agreement for a commercial boiler and domestic boilers. Cllr Stacey hoped the Clerk could find one contractor to cover both boilers.</p> <p>7.3 <b>Recreation Ground</b></p> <p>7.3.1 Maintenance of adult gym equipment on the Rec – Cllr Stacey advised the PC needed to find a contractor to maintain the adult gym equipment. <b>IT WAS AGREED</b> the Clerk would ask MVDC to inspect the equipment and investigate</p>	<p>JC</p> <p>JC</p>

	<p>potential Contractor for the maintenance agreement. Cllr Stacey also proposed that the PC take on responsibility for the maintenance of the adult gym equipment. <b>APPROVED.</b></p> <p><b>IT WAS ALSO AGREED</b> that Cllr Stacey would go through the PC list of Assets and make a note of anything that needed a maintenance agreement with a view to getting them in place if there was not one already in place.</p> <p><b>7.4 Millennium Field</b></p> <p>7.4.1 New leases: Millennium Field and The Withey – Cllr Parker reported that there was a delay due to the leases containing names of people who were no longer around. The Solicitor advised that there was a need to provide evidence that the people were no longer around. It was proposed an alternative Trust style approach. This would be proposed at the next JBTMT meeting on the 29th September and if approved they would be able to move forward.</p> <p><b>7.6 Other Items</b></p> <p>7.6.1 Tree Surveys (Withey, Recreation Ground etc.) – Cllr Stacey advised he had found a report recommending a 5-year tree maintenance programme. He advised he had asked a contractor to review it and provide a quote. Cllr Bloom asked for any work identified needed on the trees running along the lane on the left of the gates to the Recreation Ground to be done sooner rather than later.</p> <p>7.6.2 Cllr Stacey proposed that the PC purchase a Key Box for all the keys to PC Assets to avoid issues when needing urgent access to Keys. <b>IT WAS AGREED</b> Cllr Stacey would obtain a quote for the Key Box</p> <p>7.6.3 Wickens Orchard – Cllr Stacey gave a brief round down of the meeting with the owners and the work that the PC had covered during the meeting. The meeting had taken place two weeks prior and nothing had happened as yet. Cllr Scott mentioned that there was now a wasp nest in the hedge making it dangerous for pedestrians to pass. <b>IT WAS AGREED</b> that the Clerk would write to the owners to urge them to start the work.</p> <p>7.6.4 Cllr Scott also mentioned the recent incident of a couple staying at a local B&amp;B who had fallen down a ditch as the end of the path was not obvious. <b>IT WAS AGREED</b> the Clerk would contact MDVC to try get something done to avoid future accidents.</p> <p>7.6.5 Cllr Scott raised the issue regarding reserving the use of the recreation ground for one Saturday per month for the residents during May, June, July and August, September – The Asst Clerk gave an update on discussions with the Cricket Club. The Cricket Club had reiterated the difficulty of moving scheduled matches but June and July were fine. The Football Club had already agreed to giving up a date in September. Cllrs Scott and Stacey suggested proposing to the residents that they could have both Bank Holidays in May and one in August. <b>IT WAS AGREED</b> the Asst Clerk would put the proposal to the residents.</p>	<p>TS</p> <p>TS</p> <p>JC</p> <p>JC</p> <p>HH</p>
20/23	<p><b>8. PARISH MATTERS</b></p>	
	<p><b>8.1 Traffic Calming &amp; Car Parks</b></p> <p>8.1.1 Cllr Stacey reported that the consultant contracted by the PC had submitted a list of the PC's preferred choices for traffic calming measures to SCC. The PC has not had a response. It has come to light that the Consultant had not followed the correct process as the submission should have gone to SC Cllr Clack. SC Cllr Clack and SCC are now involved and the PC is waiting for a date for a meeting to discuss which aspects of the PC's requirements can go ahead.</p> <p>8.1.2 Cllr Stacey also reported that the planning application for the Car Park had been submitted and currently waiting a decision. He hoped to have a decision within the next month.</p>	

	<p><b>8.2 Parish Council Communications</b></p> <p>8.2.1 Newsletter update – Cllr Scott advised that she had experienced issues preparing the newsletter due to problems with Microsoft Office which were now resolved. Cllr Scott showed the PC a mock up of the proposed newsletter with content. She proposed some changes to allow additional space for photos. Cllr Scott asked for approval for the content and changes. Cllr Bloom felt that some additional changes were needed and agreed to go through the newsletter with Cllr Scott to finalise it with a view to supporting Cllr Scott in having it ready for distribution by the end of the week. Cllr Scott advised that distribution of the newsletter was time critical because of the information about the proposed Hookwood development. Cllr Evans asked how the newsletter would be distributed, Cllr Scott advised that it would be by hand, she already had some volunteers but would need more. Cllr Parker agreed to help distribute copies in Hookwood.</p> <p>8.2.2 Cllrs asked when comments for the development at Hookwood needed to be submitted. Cllr Scott advised it was the 14<sup>th</sup> of September however, the Clerk had obtained an extension. The Clerk confirmed that the Planning Officer for the application would be accepting comments up to the decision date. Cllr Parker asked if the comments could be brief and perhaps be along similar lines as the Horley Town Council comments as it was very affective as it gave the salient points. He raised concerns that a lengthy response would not have the same impact and would not be read. Cllr Scott reassured Cllr Parker that the submission would be longer because of the input from an expert but it would cover all the relevant points. She also advised that the planning expert contracted by the PC had recommended we share our response with residents and ask them to choose points close to their own hearts use them for their own responses and not copy and paste the whole lot which would create a risk the responses being ignored.</p> <p><b>8.3 Community Events and Affairs</b></p> <p>8.3.1 Cllr Scott expressed the PC’s thanks to Penny Tyson-Davies for hard work in getting gates/kissing gates put in and proposed that the Clerk write to Paul Knight to thank him as he had some of the workers help with installation and removed his cows from the field that people had to walk through. <b>IT WAS AGREED</b> the Clerk would write to Paul Knight.</p> <p><b>8.4 Wickens Orchard</b></p> <p>8.4.1 Nothing additional to report.</p> <p><b>8.5 Russ Hill Hotel</b></p> <p>8.5.1 Cllr Scott reported that she had attended a couple of meetings at Russ Hill Hotel focussed on finding something more structured for the residents to do with their time. A lot of the residents are using the bridle path that runs down the side of the Hotel that goes down to Priest Wood to ride their bikes into Crawley. Cllr Scott advised that heading in to winter and the surface on the bridle path will get wet and start to get muddy. Cllr Scott had suggested to ABC the company that looks after all the hotels housing migrants that perhaps help from the residents could be enlisted to improve the surface making it more useable for everyone including the horses. Cllr Stacey raised a concern that it may encourage the residents of the hotel to ride their bikes faster which could be dangerous and Cllr Evans raised some concerns that it would be difficult to find a suitable surface for bikes and horses. Cllr Scott advised that consideration would be given to these issues. The Clerk confirmed that the number of residents in the hotel advised on the last notification received from MVDC was 178. Cllr Scott advised that the hotel had agreed that the would provide an area for allotments for the residents.</p>	<p><b>All Cllrs</b></p> <p><b>JC</b></p>
21/23	<b>9 GATWICK MATTERS</b>	
	9.1 Cllr Scott mentioned the Gatwick Service Transport tour and that she would be attending.	
22/23	<b>10 REPORT OF THE FINANCE COMMITTEE</b>	
	10.1 Payments received and cleared payments - NOTED	

	<p>10.1.1 The Clerk advised the PC that she had made some changes to the additions documents and explained the reason. The clerk also advised that there was a question mark over the PC's financial position as the Clerk did not have access to the Nationwide account and therefore could not access the bank account statement. Cllr Scott asked all Cllrs if they had access to the account and they confirmed they did not. The Clerk reported she had found a solution to regain access that required the PC to send a Board Resolution letter advising Nationwide what the PC wanted to happen. The Clerk also advised that she was working to get access to the other bank accounts.</p> <p>10.1.2 The Clerk reported that there were some direct debits going to BT that she did know what the payments were for. These amounted to c. £600 p/m. The Clerk asked the Cllrs if they knew what the payment related to. The Cllrs were unable to assist. <b>IT WAS AGREED</b> the Clerk would investigate and update the Cllrs when she had an answer.</p> <p>10.1.3 Cllr Evans mentioned that Cllrs Stacey &amp; Parker should now have access to the Barclays accounts. Cllr Stacey confirmed that he had the card and reader for the account but needed an access code. Cllr Parker confirmed he did not have either.</p> <p>10.2 Accounts for payments and authorised transfers (See Appendix A) – <b>APPROVED</b></p> <p>10.3 To retrospectively approve the Clerk to open a Starling Bank Account – Cllrs requested that the Clerk investigate the facilities available from a Starling Account a report back before proceeding. <b>IT WAS AGREED</b> the Clerk would investigate.</p> <p>10.4 To retrospectively approve the purchase of Office 365 applications for the Chair to enable more efficient and effective working. £59.99 ANNUAL - <b>APPROVED</b></p> <p>10.5 To retrospectively approve the Clerk's expenses of £19.90 for a handover meeting in the Café with the outgoing Clerk, the Assistant Clerk, the Chair, and ex-Cllr Shoubridge - <b>APPROVED</b>.</p>	JC
23/23	<b>11 REPORTS FROM REPRESENTATIVES</b>	
	Nothing to report not already covered above.	
24/23	<b>12 PROCEDURES AND STANDING ORDERS OF THE COUNCIL COMMITTEE</b>	
	12.1 <b>To consider and agree an amendment to the Standing Orders</b> to enable the transaction emergency, urgent and important matters with imminent deadlines in the absence of full Parish Council meetings during August and December – <b>APPROVED</b> . <b>The Clerk to amend the standing orders accordingly and upload to the website.</b>	JC
25/23	<b>13 GOVERNANCE</b>	
	<p>13.1 <b>Final internal audit report</b> – The Clerk asked the Cllrs if they had seen the report. Cllr Scott confirmed that Cllrs had only seen the interim report previously. Receipt of the final internal audit report was <b>NOTED</b>.</p> <p>13.2 <b>External Auditor Report</b> - The Clerk had circulated the External Audit Report prior to the meeting. The PC had a received an 'Except for matter' for the inclusion of £1,200 in uncashed cheques for years prior to 2022/23. The Clerk reassured Cllrs that it was a minor matter but she needed to make the PC aware that it would be on the published document.</p>	
26/23	<b>14 EMPLOYMENT MATTERS</b>	
	<p><b>14.1 Job Descriptions</b></p> <p>14.1.1 Cllr Scott advised she had sent updated job descriptions for the Assistant Clerk, Clerk and Groundsman for each employee to review. Cllr Stacey mentioned that there needed to be a meeting between the S&amp;A and Staffing Committee to discuss the requirements for the Groundsman and how the PC managed work outside the Groundman's job description. He also suggested that perhaps looking at using a Contractor for the these.</p> <p>14.1.2 Approve the appointment of the new Clerk - <b>APPROVED</b></p>	
27/23	<b>15 PUBLIC COMMENTS</b>	

	15.1 A resident asked about agenda and minutes for the Planning Committee and S&A Committee. Cllr Scott advised the PC had recently had a revamp and these would be available on noticeboards and the website respectively. 15.2 A resident asked about Speedwatch, Cllr Stacey advised that he would update the resident separately.	
28/23	<b>16 DATES OF FORTHCOMING MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• 16<sup>th</sup> October 2023 at the Pavilion - Services &amp; Amenities Committee – 4.30pm</li> <li>• 16<sup>th</sup> October 2023 at the Pavilion - Full Parish Council Meeting – 8:00pm</li> </ul>	
29/23	<b>17 CLOSED DISCUSSION</b>	
	The section of the meeting was a closed discussion and therefore not minuted.	

There being no other business the Chair closed the meeting at 9:22pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 16<sup>th</sup> October 2023

Signed.....

**APPENDIX A**

<b>Incomings between 16<sup>th</sup> July and 31<sup>st</sup> August</b>				<b>Total</b>
<b><u>Lloyds Bank</u></b>				
Charlwood Friends	Invoice: TBC			35.00
JJ Gardiner	Invoice: TBC			90.00
S. Charman	Invoice: 355			54.00
Agate N&C	Invoice: TBC			265.00
James AD	Invoice: TBC			160.00
S. Charman	Invoice: 359			72.00
<b><u>Barclays Bank</u></b>				
Alan Knight (rejected payment)	Playground Repairs			295.00
Elysium Healthcare (after 17/07 July)	Invoice: TBC			1,810.00
Choir (after 17/07 July)	Invoice: TBC			35.00
Elysium Healthcare (August)	Invoice: TBC			1,810.00
Choir (August)	Invoice: TBC			35.00

<b><u>Direct Debits</u></b>				
17/07 SES Business Water	Pavilion			30.31
20/07 Ecotricity	Electricity Pavilion			211.88
24/07 Ecotricity	Gas Pavilion			89.91
20/07 Nest Pensions	On July earnings			194.03
24/07 British Telecom	TBI			502.30
31/07 British Telecom	TBI			109.09
07/08 Chevron Alarms	Pavilion			207.71
10/08 The Keyholding Co	Pavilion			31.88
15/08 SES Business Water	Pavilion			32.99
21/08 Ecotricity	Electricity Pavilion			264.96
31/08 Nest Pensions	On August earnings			129.35
<b><u>Payments to be approved tonight</u></b>				
				total
Prime Commercial Cleaning (Retrospective Approval)	July Cleaning			240.00

Holm PC (Legacy Acct) (Retrospective Approval)	PC Equipment for Archive Room			521.34
Surrey Carpet Care (Retrospective Approval)	Clean Curtains Pavilion			360.00
All Seasons Tree Surgeons (Retrospective Approval)	Tree works Hookwood Memorial Hall			1,140.00
Outside In Building & Landscaping (Retrospective Approval)	Chestnut Pale Fencing Work & Installation of Bike Stands			1,560.00
Microshade (July)	Citrix packages			198.58
Microshade (September)	Citrix packages			337.15 -7.78 CN
Nigel Jeffries Landscaping	Grass Cutting Withey			132.00
J Coulthard (Retrospective Approval)	August Salary			401.80
Janette Coulthard	Expenses			19.90
Alan Knight	Playground Repairs (initial payment rejected needs paying again)			295.00
Alan Knight	Witches Hat Repair			216.00
L Scott	Microsoft 365			59.99
H Hill (Retrospective Approval)	August Salary			544.20
T Haylett (Retrospective Approval)	August Extra hours payment			946.80
Mulberry & Co (Retrospective Approval)	June Q Payroll			126.00
J9 Ltd (Retrospective Approval)	Cycle Racks			783.07
ESP Play (Retrospective Approval)	Withey Playground Refurbishment			20,400.00
Carolyn Evans (Retrospective Approval)	Expense Mileage for Gatcom			9.00
Prime Commercial Cleaning (Retrospective Approval)	June Cleaning			240.00
H Hill (Retrospective Approval)	July Wages			544.00
T Haylett (Retrospective Approval)	July Wages			1,305.10
T Haylett (Retrospective Approval)	Expenses to July			1,192.01



## APPENDIX B

Planning applications considered by the planning committee 31/8/23 for September 2023 PC meet.

**Application Ref:** MO/2023/1157/PLA

**Location:** Land at Russ Hill, Charlwood, Horley, Surrey, RH6 0EL

**Proposal:** Change of use of land to mixed use. Stationing of 2 No. static caravans and two touring caravans, construction of hardstanding, parking for four vehicles, associated infrastructure and the keeping of horses.

**Case Officer:** Aidan Gardner

**Registration Date:** 04-Aug-2023

**Applicant Name:** Jade Nolan

**Comments:** This application is for a site adjacent to Glover's Wood:

It is recognised that this site is not used as a permanent residence and Charlwood Parish Council query the number of permanent gypsy/traveller sites required in Mole Valley in order to meet government guidelines. There has been a significant increase in pitches in the vicinity and the original reason for temporary approval for this pitch no longer applies, in addition the conditions on the approval have not been met. The Parish Council note that the Barbastelle and Bechstein's bats are known to forage and roost in the woods. Both are Annex 2 species. Bechstein's have only 6 breeding sites known in the UK. They are protected by the EU Habitats Directive. The Parish Council consider this inappropriate development on Green Belt land, it is not suitable for routine entry and exit on to Russ Hill, which is a narrow country lane. If approved permitted development rights should be removed and no fires should be allowed on site due to the close proximity of ancient woodland.

**Application Ref:** MO/2023/1182/CONS

**Location:** Freddie Gover Horseboxes Crutchfield Lane Hookwood Surrey

**Proposal:** Extension to existing workshop (Sui Generis: building of bespoke horse boxes). (Reigate and Banstead BC application ref. 23/01521/F - for consultation purposes only).

**Case Officer:** Adelle Krzyzanowski

**Registration Date:** 07-Aug-2023

**Applicant Name:** Reigate and Banstead Borough Council

**Comments:** Salfords and Sidlow Parish Council reviewed the application on behalf of residents at their Councillor surgery on Friday 11 August 2023 and under the Parish Council's scheme of delegation regulations agreed to object as inappropriate development in the Green Belt. Charlwood Parish Council object to this application and support the Salfords and Sidlow Parish Council comments.

**Application Ref:** MO/2023/1152/PCL

**Location:** Ashdown, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX

**Proposal:** Certificate of Lawfulness for the proposed use in respect of an existing outbuilding being used part time for dog grooming, with all works carried out between the hours of 9am and 5.30pm. No more than 2 dogs in building at any time.

**Case Officer:** Sue Read

**Registration Date:** 09-Aug-2023

**Applicant Name:** Mrs Linda Dulley

**Comments:** If approved, the Charlwood Parish Council would like to see a requirement that no more than 2 dogs would be permitted in the building at any one time.

**Application Ref:** MO/2023/1184/PLAH

**Location:** Melrose (Farm), Reigate Road, Hookwood, Horley, Surrey, RH6 0AP

**Proposal:** Erection of a new porch, erection of a two storey side extension and first floor rear extension, 2 No. new dormers and roof light to front roof elevation, installation of solar panels to south side roof elevation.

**Case Officer:** Sue Read

**Registration Date:** 11-Aug-2023

**Applicant Name:** Graham Scobell

**Comments:** Charlwood Parish Council had no comment.