

CHARLWOOD PARISH COUNCIL
MINUTES of THE COUNCIL MEETING
MONDAY, 19th FEBRUARY, 2018
IN CHARLWOOD SPORTS & COMMUNITY CENTRE

PRESENT

Mr Martin Needham (in the chair), Ms Carolyn Evans, Mr Nick Hague, Mr Howard Pearson, Ms Lisa Scott, Mrs Penny Shoubridge.

1 APOLOGIES

Mr Walter Hill, Mr James O'Neill, Mr Richard Parker .

2. DECLARATIONS OF INTEREST

Ms Carolyn Evans declared an interest in planning application MO/2018/0092 as a neighbour.

3 APPROVAL OF MINUTES OF PREVIOUS MEETING HELD ON 15th January, 2018

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Minutes of the meeting held on 20th November 2017 corrected to reflect in 5.1 Planning Comments that the comments were for December 2017 and January 2018, 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, Ms Lisa Scott seconded the planning comments as published with exceptions of MO2249 and MO2294. be submitted and the council present agreed.

MO2294, Trumbles, Stan Hill. Charlwood. Members discussed this application and made amendments to the response. Mr Martin Needham proposed, Ms Carolyn Evans seconded that the amended response be submitted and the council present agreed.

MO/2018/0092, 64 The Street, Charlwood. Members discussed in detail this application and a number of additions made to the response. Mr Nick Hague proposed, Mrs Penny Shoubridge seconded that the revised comments be submitted and the council present agreed.

The revised comments are attached to these Minutes.

5.2 Highways Matter

5.2.1 Traffic Calming

The Clerk advised that following the last meeting's proposal regarding the recording accident statistics he had approached the Booking Clerk who had indicated willingness to undertake further time each week to record data. The Booking Clerk however indicated concern at being required to obtain the data.

The meeting discussed the proposal for collecting accident data further and it was agreed members should evaluate the proposal further for discussion at the next meeting.

The Clerk advised that the list for the Traffic Calming Consultants was complete and about to be sent to the consultants. .

Ms Lisa Scott raised concerns of speeding by an off airport car parking firm in the Hookwood area and asked if the council could write to the firm. The Clerk advised that she should report specific instances to the police as whilst the Parish Council could indicate concern it had no powers to take action whereas the police did have powers.

5.2.1 Public Transport, Footpaths & Cycle Paths Linking Communities

Ms Lisa Scott advised that her investigations had shown there was funding available to support pedestrian & cycle routes on the A217. The Chairman suggested Ms Scott communicate with the Local Committee and keep the Parish Council copied on correspondence.

5.3 Mole Valley Local Plan Consultation – Future Mole Valley

Members requested the green belt boundary responses from 2014 together with the recent maps showing noise contours in Charlwood be circulated for consideration and discussion at the March meeting.

5.4 Listed Buildings & Buildings of Community Interest

Mr Nick Hague suggested that the Parish Council should consider a number of properties in the parish that might be eligible for listing. In addition there were some that whilst not eligible for listing might be considered a community asset and as such should be recorded appropriately. Members were asked to forward suggested buildings and their category to the Clerk to be recorded for further discussion.

6 REPORT OF THE SERVICES AND AMENITIES COMMITTEE

Mrs Penny Shoubridge presented the Services and Amenities report – attached.

6.3 The Committee had agreed to accept a quote for £950.00 for the landscaping of the area in front of the building to alleviate the bumps and troughs and bring an even level around the manhole covers.

6.5.1 The Services & Amenities Committee recommended acceptance of the quote from Riverside for the installation of the front stainless balustrade railings. Mrs Penny Shoubridge proposed, Mr Martin Needham seconded, that the quote of £4860.00 for the supply and installation of the railings be accepted and the council present agreed.

6.5.2 Cost Summary . Mr Martin Needham had circulated the detailed cost summary of the Sports & Community Centre from inception in 2009 to completion in 2017. The total value of the project was £672,899.

6.5.3 Archive Room. Mr Martin Needham outlined the proposed management structure for the Archive Room and estimated cost of installing appropriate racking and associated equipment. The Archive Committee would prepare grant applications, purchases and contracts but under the umbrella of the Parish Council for financial processing. Mr Needham suggested that a formal proposal on this structure be proposed at the next meeting.

7 REPORT OF THE FINANCE COMMITTEE

7.1 Payments Received & Cleared payments

Barclays Deposit Account 31st January 2018 £ 31,662.64

Barclays Pavilion Account 31st January 2018 £ 2,264.93

Barclays Bank Current Account

Balance at 18th February 2018 £ 14,787.65

Total Bank Assets £ 48,715.22

7.2 Accounts for Payment & Authorised Transfers

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

Payee	Purpose	Pavilion	Ex VAT	VAT	Total
	Payments made in January				
BT	Tel & Broadband		503.76	92.75	596.51
SCC Highways	For Crossover & Southdown Contractors		1200.00	0.00	1200.00
			1703.76	92.75	1796.51
	Current Payments				
Surrey Playing Fields	Annual Affiliation Fee		10.00	0.00	10.00
S Renaud	Window Clean Dec & Jan		30.00	0.00	30.00
P Barclay	Salary Feb 2018		Tba		
HMRC	PAYE Feb 2018		Tba		
Ecotricity DD	Inv 3249033 4 Feb 2018		372.39	74.48	446.87
	Total		412.39	74.48	486.87

7.3 Reserves Forecast

The meeting noted the budgeted reserves as circulated and Mr Martin Needham stated he estimated the reserves would stand at approximately £37,000 at the 31st March.

7.4 2018-19 Risks Register

Mr Martin Needham proposed, Mrs Penny Shoubridge seconded, that the Risk Register as published be approved and the council present agreed.

7.5 VAT Status

The Clerk confirmed a VAT reclaim to 31st December 2017 had been submitted.

7.6 Future Projects

The list was updated and Members were reminded to add any further suggestions before the next (March) meeting.

8 LAND AT BRICKFIELD LANE

No further information.

9 GATWICK MATTERS

9.0 Gatcom

Mr Nick Hague presented his report on the last Gatcom meeting and the meeting noted the Gatwick CEO comments in relation to the recent Route 4 Judicial Review.

9.1 GATCOM Survey

Ms Carolyn Evans proposed, Mr Martin Needham seconded, the responses as presented for the GATCOM survey of members be accepted and the council present agreed.

10 HORSE HILL OIL EXPLORATION

Members noted that the Parish Council comments on the conditions for the site had been submitted. Mr Martin Needham advised the meeting he had attended a site visit to the similar drilling operation near Broadbridge Heath and his report would be circulated. The Clerk reminded members of the seminar to be held in Dorking Halls on 1st March which would give members the opportunity to challenge the Environment Agency and the Health & Safety Executive on matters of concern.

11 REPORTS FROM REPRESENTATIVES

None

12 COMMUNITY EVENTS & AFFAIRS

12.1 BT Telephone Box – Hookwood

No report

12.2 Parish Council forward Strategy Plan

The Clerk suggested this item be deleted from the agenda until the Mole Valley Local Plan was out for consultation and members concurred.

12.3 Blue Bird House Hookwood Planning & Anti- Social Behaviour

No further meeting held or any further reports.

12.4 Proposed Gatwick Run and Road closures

Mrs Penny Shoubridge advised that contact had been made with the organisers and concerns raised about the lack of information to residents. To date leaflets with no phone contact info and no maps of closures had been distributed to a limited number of residents.

13 PROCEDURES AND STANDING ORDERS OF THE COUNCIL

13.1 Child & Vulnerable Adult Protection Policy

No report

13.2 Training – joint training with other councils

The training quote had been accepted and the date in May or June was to be set. Newdigate & Leigh councils had been invited to participate.

13.3 Interim Data Protection Officer

Mr Martin Needham suggested that as is the council has not made a formal appointment of a Data Protection Officer as there wasn't enough information available from potential providers, the Clerk would undertake the collation and dissemination of pertinent information on a temporary basis until 24th May. After this date it appears the Clerk cannot legally do it. This does facilitate the gathering of the right information and preparing for introduction of the laws.

14 EMPLOYMENT MATTERS

The Booking Clerk draft Employment Contract had been produced and was being evaluated.

15 PUBLIC COMMENTS

None

16 DATES OF FORTHCOMING MEETINGS

Annual Parish Meeting 2018

Mr Martin Needham proposed and Ms Penny Shoubridge seconded that 24th April 2018 be selected for the Annual Parish meeting and the council present agreed.

Members discussed the format of the Annual Parish Meeting and agreed that a less formal structure with refreshments and emphasis on inclusion of electors could be beneficial.

DATE	PURPOSE	VENUE	TIME
13 th March	Planning & Highways	Hathersage, The Street, Charlwood	7:30pm
14 th March	Services & Amenities	Sports & Community Centre	7:30pm
19 th March	Charlwood Parish Council	Sports & Community Centre	8:00pm
22 nd March	Finance Meeting	Sports & Community Centre	Tba
16 th April	Charlwood Parish Council	Hookwood Memorial Hall	8:00pm
17 th April	Internal Audit	2 Glovers Gate	Closed
24 th April	Annual Parish Meeting	Charlwood Sports & Community Centre	8:00pm

The meeting closed at 2210

MO/2017/2294/PLA

Trumbles, Stan Hill, Charlwood, Horley, Surrey, RH6 0EP

Convert detached garage to 2 No. self-contained apartments ancillary to guest house.

The Parish Council object to this application feel that conversion of the garage into 2 apartments indicates a change of profile from a B & B to small hotel complex and is overdevelopment on the site. The Parish Council are of the consider that Trumbles in it's present state with 6 guest rooms plus the additional airport parking that is provided is quite sufficient. Any increase in accommodation would contribute to an increase in car parking permitted and thus transiting a village that is already overburdened with legal and illegal airport car parking

The Parish Council have concern with regard to sewage and drainage as outlined in the letter of response from Mr and Mrs Brookes. The Parish Council fully support the comments and suggestions raised by Mr and Mrs Brookes, Mr and Mrs Madden and the Charlwood Society.

MO/2017/2202/PLA

Hill Lands Farm, Russ Hill, Charlwood, Horley, Surrey, RH6 0EL

Retrospective application for conversion of a barn to 1 No. residential dwelling.

The Parish Council has very strong negative views on retrospective applications and agree with the Charlwood Society that this application should be considered similarly to a normal planning policy as if the conversion had not already taken place. The building question was constructed specifically by the previous owner simply as a store and has no agricultural history.

MO/2017/2196/PLA

Units 3-4, Charlwood Place, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB

Change of use to servicing, maintenance, mechanical repairs of vehicles, MOT station and associated parking (Use Class B2).

The Parish Council has no objection to this application.

MO/2018/0053/PLAH

1, Chalmers Close, Charlwood, Horley, Surrey, RH6 0DP

Insertion of 1 No. dormer window to front roof elevation.

The Parish Council have no comment.

MO/2018/0070/PLAH

1 Lemburg Cottages, Reigate Road, Hookwood, Horley, Surrey, RH6 0AS

Erection of part single, part two storey side/rear extension.

The Parish Council note that this is a substantial increase in footprint, in very close proximity to a number of new properties. This is considered overdevelopment in this rural area.

MO/2018/0092/PLA

64, The Street, Charlwood, Horley, Surrey, RH6 0DS

Erection of courtyard development comprising 4 No. single storey dwellings together with detached garage to existing dwelling.

The Parish Council object most strongly to this application.

The Parish Council feel this application represents significant overdevelopment on this conspicuous site in the centre of the conservation area.

It is noted that on 2nd January the applicant was advised by Mole Valley DC planning to discuss the application with the Charlwood Parish Council and neighbours. To date this has not been done and neighbours have indicated their dissatisfaction with this approach.

In respect to the application for 4 dwellings, there is no indication in the application as to the intended ultimate use of these properties such as whether they are to be for sale, rent, Air BnB or B + B or hostel accommodation. Any suggestion they offer affordable housing for young families should be ignored – these are more suited to single people and transitory workers.

If planning permission were to be granted then a condition should be included that prevents change of use of the main residential house to commercial use. A further condition requested would be one that excludes in perpetuity any further developments or extensions on the site.

It is further considered that insufficient car parking space has been allocated for present day needs. Visitor and delivery vehicles will add to congestion both on the site and to the access.

Any planning permission granted must avoid an entrance/exit onto Rosemary Lane. It is extremely narrow and totally unsuitable for any additional traffic. There is already recorded evidence of emergency vehicles being restricted by parked cars and the refuse collections are frequently hampered.

The wall along Rosemary Lane must be retained in its entirety. Again its presence forms an integral part of the conservation scene.

The original application for the change of use of the main building included a proposal for a similar style of garage and was refused by Mole Valley. This current application places the proposed building with a significant footprint and a height over 4m unacceptably hard up to the neighbouring property. It would also do nothing to enhance, preserve or take account of the historic character of the site nor village and its location in the conservation area. The Parish Council also note that there are two building containers still on site following the refurbishment of the main property. One appears to be used as a car port. The Parish Council request this be investigated and if contravening planning laws the units concerned be removed.