

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Draft Minutes of Full Council Meeting held on 17th February 2020 at 8pm

Venue	The Pavilion, Charlwood
Attending	Penny Shoubridge (PS – Chairperson), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), James O’Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Various members of the public
Item	
1	(Minute 1/02/20) Apologies – None
2	(2/02/20) Declaration of Interest – None
3	(3/02/20) Minutes – Nick Hague proposed and Richard Parker seconded that the Minutes of the Meeting held on 20 th January 2020 be approved. This was agreed and the Minutes duly signed. 3.1 Chairperson’s Comments – Penny Shoubridge explained that the additional 6:30 am bus service, introduced by Metro between Charlwood and Gatwick for a six-month trial period, would end in April. The company blamed poor passenger numbers.
4	(4/02/20) Public Questions – Questions were raised about the potholes in Ifield Road and the flooding issues associated with the Norwood Hill Road drainage. Residents were encouraged to report the problems themselves to the relevant authorities. Flooding was behind another question which suggested that the parish could obtain its own equipment for tackling floods. There used to be a flood forum with all the parishes taking part and County Councillor Helyn Clack will be asked whether she could help re-launch it. It was also pointed out that any measures needed to have long-term viability: volunteers come and go and equipment could fall into disrepair if not used. Discussion returned to the closure of the additional 21 bus service and Lisa Scott asked that Metro/Gatwick be pressed as to what level of passenger support would make the service viable. PS added that when she and NH next met with Roger Williams, Gatwick’s head of surface access strategy, they would raise the subject.
5	(5/02/20) Report of the Planning and Highways Committee 5.1 Planning Comments on applications to week ending 7th February – The recommendations of the planning committee meeting held on 11 th February had been circulated and NH proposed they be accepted, PS seconding. The recommendations were approved. 5.2 The Charlwood – The Parish Council would be sending in an objection to the planning application. Residents were advised to study the details which appeared on CPC’s Facebook page and share with friends. There had been adverse comment about the pub’s music nights in Item 4 and it was said that if residents were concerned about excessive noise that they should report it to the licensing authority, Mole Valley District Council. 5.3 Hookwood proposals for 500 new homes – MVDC had begun their series of roadshows, unveiling the Future Mole Valley plans, with a visit to Hookwood where a substantial development was

	<p>planned. This meeting had also begun with a presentation from Jane Smith, Interim Planning Policy Manager, in which she had given a further explanation of what was entailed and answered questions from the floor. The PC had organised a public meeting for the following Saturday and flyers had been produced. PS urged anyone who had an interest in the plans to attend.</p> <p>5.4 Land at Brickfield Lane – the Clerk explained that while some progress had been achieved there was still more to go. One positive development had been that the contact details of the developer who had last expressed an interest in the land had emerged and he would be contacted. There was some adverse comment from the floor and among some Councillors that the matter was dragging on but PS said that the change of Chairman and Clerk had not helped matters and it was worth making one last push with the developer.</p>
6	<p>(6/02/20) Report Of The Services and Amenities Committee – HP gave an update following the meeting held on 11th February.</p> <p>6.1 Withey - Despite further promises, Tesco had still not repaired the fence behind the Memorial Hall. The Clerk continued to chase them though the issue of the ownership of the fence had now been raised. One quote had been received for the tree work and two more were being sought.</p> <p>6.2 S&CC - HP is formulating the management file in respect of the Legionella Risk Assessment. It will include task ownership and management responsibility. An annual planner is to be formulated for all maintenance activities for both the S&CC and The Withey. The fire alarm, water treatment and emergency lighting will be included.</p> <p>6.3 Recreation Ground - A method of permanently fixing the mobile goal posts had been sourced for £345.</p> <p>6.4 Millennium Field – Following the MVDC annual inspection of the playgrounds, a more detailed analysis was commissioned from Safeplay and their findings forced the immediate closure of the Charlwood playground for health and safety reasons. A quote for the work replacing numerous uprights had been received but it transpired that the equipment was still under guarantee and Playdale, the installers in 2005, had provided a quote at a significantly reduced cost.</p> <p>The work to trim the hedge in Tifters Drive had been done.</p> <p>6.5 Car Parks – Attempts to make contact with Mark Turner, MVDC’s Planning Development Officer, with the aim of arranging a site visit to obtain advice on the way forward for both car parks, had not yielded anything.</p> <p>6.6 Junior Sports – A response was awaited from Surrey Clubs for Young People who run youth clubs/sporting groups for 10-18 year olds.</p> <p>6.7 Other – It had been several years since the ground maintenance contract was looked at. Kings had provided a quote and others would be sought.</p> <p>HP will speak to Katie Sargent of Surrey County Council and David Woods of Spelthorne Tree Wardens with regard to obtaining trees for use in the ‘Sponsor a Tree’ scheme.</p>
7	<p>(7/02/20) Gatwick Matters - NH had circulated a report from the Gatcom Meeting on 23rd January. Gatwick railway station was being refurbished which would result in some disruption. From May, fewer trains would be running but those that did would contain more carriages. The GACC agm was being held on Wednesday 19th February and all Councillors were urged to attend. PS said there were two Gatwick items for consultation on the latest planning applications list – one related to a multi-storey car park at the North Terminal and the other to an Easy Jet hanger extension and asked what the planning committee’s recommendations were. NH said that while they had been</p>

	<p>considered the one relating to the car park was necessary while the hanger extension was immaterial to the parish. Trevor Stacey made the point that additional parking at Gatwick should be supported because it might release some pressure on parking in Charlwood.</p> <p>There was a Roundtable Meeting related to the Northern Runway Project scheduled for the following Wednesday and RP would attend. NH was no longer able to go so LS would take his place.</p>								
8	<p>(8/02/20) Horse Hill Oil Exploration – The PC had made three responses to planning applications and LS was thanked for her work on those.</p>								
9	<p>(9/02/20) Traffic Calming – A meeting of the traffic calming sub-committee had been held on 22nd January and quite a few ideas had emerged. One suggestion was to join with other parishes for a combined approach.</p> <p>The possibility of reviving the SpeedWatch group was mentioned. The Clerk said he had been advised that because there hadn't been the required number of monitoring sessions in 2019, the group would have to start all over again and make new requests for locations to test. LS explained that the sessions had taken place but no data had been submitted because no one had been caught speeding. TS said he felt it wasn't necessary to make a whole new approach and would investigate with the organisers.</p>								
10	<p>(10/02/20) Community Events & Affairs</p> <p>10.1 Hookwood Defibrillator – James O'Neill had approached the Black Horse public house and had been told that the request had to go to the Estates Office. There was a query about who was going to pay for the electricity used but the Clerk said the costs were minimal.</p> <p>Action JON agreed to make a follow-up visit to the Black Horse in two weeks time.</p>								
11	<p>(11/02/20) Report of the Finance Committee</p> <p>11.1 Payments Received & Cleared Payments</p> <table style="margin-left: 40px;"> <tr> <td>Barclays Charlwood Account – to 31 January 2020</td> <td style="text-align: right;">£ 34,056.78</td> </tr> <tr> <td>Barclays Legacy Account - to 31 January 2020</td> <td style="text-align: right;">£ 4,145.40*</td> </tr> <tr> <td>Barclays Community Account - to 31 January 2020</td> <td style="text-align: right;">£ 61,229.23</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td style="text-align: right;"><u>£ 99,431.41</u></td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>11.2 Accounts for Payment & Authorised Transfers - PS moved that the income and expenditure detailed in Appendix 1 were approved. HP seconded and the payments were agreed.</p> <p>11.3 Approval of amended Financial Regulations – the Clerk said that he was still working on this and the matter would stay on the Agenda for the next meeting.</p>	Barclays Charlwood Account – to 31 January 2020	£ 34,056.78	Barclays Legacy Account - to 31 January 2020	£ 4,145.40*	Barclays Community Account - to 31 January 2020	£ 61,229.23	<u>Total Bank Assets</u>	<u>£ 99,431.41</u>
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12	<p>(12/02/20) Reports From Representatives - None.</p>								
13	<p>(13/02/20) Parish Council Communications</p> <p>13.1 Email Database – There had been a discussion about this at an earlier meeting when PS explained that for £250 an email database could be set up in accordance with GDPR. It would enable CPC to communicate directly and quickly with residents to deliver important messages. TS proposed that the money was spent, RP seconded and the motion was carried.</p>								
14	<p>(14/02/20) Procedures and Standing Orders – PS reminded Councillors that all transactions should go through the Clerk and no Councillor should authorise work to go ahead – it was down to the Clerk.</p>								

15	(15/02/20) Employment Matters – None												
16	(16/02/20) Public Comments – There was a question from the floor about the result of the traffic calming survey held last year. The Clerk said he would put the analysis on the PC website. There was also a comment about the difficulties of opening different pages on the website and the Clerk replied that it might be because ipads did not provide as much functionality compared to a pc or laptop. He asked that anyone finding difficulty in accessing anything on the website should go to him for help.												
17	<p>(17/02/20) Forthcoming Meetings -</p> <table data-bbox="435 528 1265 633"> <tr> <td>10th March</td> <td>Planning & Highways</td> <td>Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>10th March</td> <td>S&A Committee</td> <td>Scout Hut</td> <td>8:00pm</td> </tr> <tr> <td>16h March</td> <td>PC Meeting</td> <td>Hookwood Memorial Hall</td> <td>8:00pm</td> </tr> </table>	10 th March	Planning & Highways	Sewill Close	7:30pm	10 th March	S&A Committee	Scout Hut	8:00pm	16h March	PC Meeting	Hookwood Memorial Hall	8:00pm
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Meeting closed at 10:05 pm