

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Approved Minutes of Full Council Meeting held on 20th January 2020 at 8pm

Venue	The Pavilion, Charlwood
Attending	Penny Shoubridge (PS – Chairperson), Nick Hague (NH), 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 1/01/20) Apologies – Carolyn Evans (CE), Walter Hill (WH), James O’Neill (JON)
2	(2/01/20) Declaration of Interest – Richard Parker declared an interest in Item 5.2
3	(3/01/20) Minutes – Penny Shoubridge proposed and Nick Hague seconded that the Minutes of the Meeting held on 18 th November 2019 be approved. This was agreed and the Minutes duly signed. 3.1 Chairperson’s Comments - PS referred to Item 11 and the request to Metrobus to improve the services going to and from Dorking to ease the burden on families taking secondary school pupils there. An email from Metrobus had explained that it would be too expensive to introduce additional services. PS explained that buses stopping at the Surrey Oaks, Newdigate, and The Plough, Leigh, ran at school times so perhaps families in the parish could make use of those.
4	(4/01/20) Public Questions – The issue of recent flooding was brought up and ways to prevent future problems. It was said that the Tesco car park was flooded and Tesco needed to keep their drains clear at the far end of the car park. It was also suggested that the Environment Agency be contacted and asked to press the Spire Hospital to keep that end of the Withey Brook clear of debris etc. The Clerk said he would do this. A resident brought up the problem of a blocked drain on Norwood Hill Road and said it had the effect of spraying water over their hedge. PS encouraged her to report the problem to Surrey County Council (SCC). The question of advertising the Parish Council Meetings was brought up from the floor – the Clerk replied that Agendas were posted on Facebook and on the Website and on the Noticeboards in Charlwood and Hookwood. In response to a follow-up question, he said he would try and ensure that a week’s notice was given.
5	(5/01/20) Planning and Highways - There had been two meetings of the planning committee since the November PC Meeting and the recommendations circulated. NH proposed they be accepted, Lisa Scott seconded, and they were duly approved 5.1 Mole Valley District Council’s proposal for 500 homes in Hookwood – This had also been raised in Item 4 when strong objections were made to the proposal contained in MVDC’s Local Plan, entitled Future Mole Valley. PS said a statement had been put out on the PC’s Facebook page,

<p>Action</p>	<p>opposing the plan, but it needed individuals to comment as well. MVDC were hosting a public consultation in Hookwood Memorial Hall on Friday 14th February and the PC were staging a public meeting in Hookwood the following Saturday, the 22nd. PS proposed that a small committee be formed to organise the public meeting and RP, LS, James O’Neill and Trevor Stacey were put forward.</p> <p>5.2 Land at Brickfield Lane – Residents with an interest in this matter were in attendance and addressed the meeting. One of them had made an offer of £10,000 to the PC for the land before Christmas. The turning circle was discussed and RP pointed out that it might be difficult to include it in any sale because it was needed by the emergency services and delivery firms to turn round. The PC had recently put up a sign there prohibiting parking but with little effect. PS said that she believed the PC land included the turning circle and that, as well as the grassed area behind it, should be put up for sale by the PC. Trevor Stacey said it was not the PC’s concern to provide a turning circle for the properties there and added that anyone making an offer should include the Council’s costs as well.</p> <p>The Clerk was asked to contact estate agents and obtain three valuations of the land as well as the Land Registry to ascertain title deeds.</p> <p>5.3 10,000 new homes at Ifield West - TS explained that up to 10,000 homes were planned at Ifield West over the next 30 years and that the PC had to press for a relief road and other facilities to be in place before the homes were occupied. PS said that it was imperative that no additional traffic came through Charlwood to access the site while LS said she had concerns over how the rainwater run-off would be dealt with.</p>
<p>6</p>	<p>(6/01/20) Report Of The Services and Amenities Committee – HP gave an update following the meeting of 14th January.</p> <p>6.1 Withey - Thames Water have repaired the hole in the Storm Drain; Tesco have still not carried out repairs to the fence. One quote has been received for the tree works – two more will be obtained.</p> <p>6.2 S&CC - A maintenance planner would be put together for all maintenance activities, for both S&CC and The Withey. Meanwhile the Clerk would contact Salvum to put monitoring in place. An Archive Committee meeting took place on 11th December – storage boxes were the next item on the “to buy” list. A mobile phone had been provided for the booking clerk and the use of a separate bank account was being investigated. The padlock on the entrance gate was the wrong size and would be changed. The solar lights attached to the main gate were working intermittently and would be looked at.</p> <p>6.3 Recreation Ground - the ground needed to dry out before the new fence could be removed. PS had circulated an outdoor gym equipment option after Charlwood Community Volunteer group raised funds for the project. A Dorking school had the same piece of equipment and PS and HP would make a visit to view it. A meeting was being arranged with CVFC to discuss the issue of their new mobile goalposts.</p> <p>6.4 Millennium Field - The repairs required at the Charlwood playground were significant and it had been decided to close it temporarily for health and safety reasons. A quote for the work had been received and it was a case of deciding whether to repair the existing equipment or replace it with new. Other quotes would also be sought. Three quotes had been received for the hedge work in Tifters Drive and one had been accepted. The work would commence very soon.</p> <p>6.5 Car Parks – PS was still trying to arrange a meeting with Mark Turner, MVDC’s Planning Development Officer, to obtain advice on the way forward for both car parks. PS said that there were two options, the Millennium Field and the Rectory Field and CPC was looking at the Millennium Field option first.</p> <p>6.6 Other - The ground maintenance work currently provided by Kings would be</p>

	looked at and additional quotes sought.
7	<p>(7/01/20) Gatwick Matters – The membership of GACC was up for renewal and PS proposed that the PC rejoin. NH seconded it and approval was given. PS said the agm would be held on 19th February and asked those Councillors who were not individual members to consider doing so because GACC needed their support at a time of proposed Gatwick expansion.</p> <p>NH said that a GATCOM meeting would be held on Thursday 23rd January while a roundtable meeting would be held on 25th February at which local authorities can learn more about the Northern Runway project. NH and RP planned to attend.</p> <p>NH had also attended a Gatwick Community Stakeholder meeting and had circulated his report. In addition, he pointed out that it seemed that instances of illegal parking were now being reported to trading standards and that seemed a more successful route. He recommended that CPC do the same with cases of illegal parking.</p> <p>A member of the public brought up the question of the Route 4 reversion to its original line which would be good news for the residents of Norwood Hill but would mean that the problem would be transferred to other areas. She added that the possibility, raised at a GATCOM steering committee, of parishes sharing representation had now been dropped but there was a suggestion that PC members attending could hold a forum for those not attending. NH pointed out that as far as the Charlwood representatives were concerned they represented the parish and nobody else.</p>
8	<p>(8/01/20) Horse Hill Oil Exploration – The PC had been asked to comment on the conditions attached to the Horse Hill planning permission: RE18/02667/CON dated 27 September 2019. LS said she was working on responses to three documents – lighting, traffic and noise.</p>
9	<p>(9/01/20) Traffic Calming – The 2020 Consultancy had finally produced their reports following the public consultation and a meeting of the traffic calming sub-committee would be held later in the week.</p>
10	<p>(10/01/20) Community Events & Affairs</p> <p>10.1 Hookwood Defibrillator – Hookwood Memorial Hall Trust had said that it could not put the defibrillator in the Memorial Hall because it was not compliant with British Heart Foundation stipulations. However the MVDC officer concerned had said that as the defibrillator was funded by Mole Valley those stipulations did not apply. RP said he would relay the information to JON.</p> <p>The Run Gatwick event on 10th May was raised and LS said she would not be prepared to head the group manning the Charlwood water station if the organisers intended to use single-use plastic bottles again. PS said the water station would be manned regardless of whether the PC were involved but NH said the PC should stand their ground and insist on sustainable products being used; efforts to tackle the climate emergency had to be made, he explained.</p> <p>Action It was agreed that the organisers be told that a water station would not be manned by the PC until an alternative to single-use plastic water bottles was found.</p>
11	<p>(11/01/20) Public Comments - Matters raised under this item included the provision of car parks and the possibility of providing more seating (possibly covered) in the Recreation Ground, possibly adjacent to the outdoor gym equipment that is proposed. There was a fear that a covered area would become a magnet for drug taking but there was support for the possibility of installing a couple of benches in the area and of having temporary lighting one or two evenings a week.</p> <p>As regards car parking, it was mentioned that any discussion with MVDC about creating a car park in</p>

Action	<p>the Millennium Field should give particular concern to the safety of children crossing the road and also when they are dropped off by their parents near the junction with Chapel Road.</p> <p>Finally a resident asked if this item could revert to its former place at the end of the meeting so that comments could be made about every item if required. This was agreed.</p>								
12	<p>(12/01/20) Finances</p> <p>12.1 Payments Received & Cleared Payments</p> <table> <tr> <td>Barclays Charlwood Account – to 31 December 2019</td> <td>£ 34,056.78</td> </tr> <tr> <td>Barclays Legacy Account - to 31 December 2019</td> <td>£ 4,145.40*</td> </tr> <tr> <td>Barclays Community Account - to 31 December 2019</td> <td>£ 65,233.86</td> </tr> <tr> <td>Total Bank Assets</td> <td>£ 103,436.04</td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p>12.2 Accounts for Payment & Authorised Transfers</p> <p>Income and expenditure detailed in Appendix 1 were approved.</p> <p>12.3 To consider the proposed budget for 2020/21 and agree the Precept - Following a Finance Committee meeting on 8th January, the Clerk had circulated a proposed budget for the financial year 2020/21 and also a document outlining the Reserves Forecast at 31st March 2020. The budget forecast created a proposed precept of £73,290. PS explained that CPC were left with no alternative but to seek an increase because of the expenditure it is likely to face in the coming months – on playground repairs, traffic calming measures, car parks etc. RP said that at least the PC was now putting money aside for big projects whereas before the tendency was just to cover costs. PS proposed that the budget and precept be agreed, RP seconded, and the motion was duly approved. As for the Reserves Forecast, PS proposed it be accepted, RP seconded, and it was duly approved.</p>	Barclays Charlwood Account – to 31 December 2019	£ 34,056.78	Barclays Legacy Account - to 31 December 2019	£ 4,145.40*	Barclays Community Account - to 31 December 2019	£ 65,233.86	Total Bank Assets	£ 103,436.04
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13	(13/11/19) Reports From Representatives – None.								
14	(14/11/19) Parish Council Communications – The next Newsletter needed to go out in March. Items considered for inclusion would be: Hookwood housing; traffic calming; car parks; play equipment and Gatwick expansion.								
15	(15/11/19) Procedures and Standing Orders – The Clerk had produced an updated version of the Standing Orders and also the Risk Register. PS proposed they be accepted, NH seconded and the documents were approved.								
16	(16/11/19) Employment Matters – None								
17	<p>(17/11/19) Dates of 2020 PC Meetings -</p> <p>(All Mondays) 17th February (Charlwood); 16th March (Hookwood); 20th April (C); 18th May AGM (H) ; 22nd June (C); 20th July (H) ; 21st September (C); 19th October (C); 16th November (H).</p> <p>Annual Parish Meeting: Thursday 21st May (C).</p>								
18	<p>(18/11/19) Forthcoming Meetings</p> <table> <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</td> <td>tbc</td> <td>8pm</td> </tr> </table>	10 th March	Planning & Highways	Sewill Close	7:30pm	10 th March	S&A	tbc	8pm
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Meeting closed at 21:45pm