

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

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Draft Minutes of Parish Council Meeting held at the Pavilion, Charlwood on

21<sup>st</sup> March 2022 at 8pm

<b>Attending</b>	Penny Shoubridge (PS – Chairman), Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), James O’Neill (JON – via Zoom), Richard Parker (RP – via Zoom), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
<b>Clerk</b>	Trevor Haylett
<b>Facilities Supervisor</b>	Helen Hill
<b>Also Attending</b>	(In Person): Nick Hague, Bob Edgar (Via Zoom): County Councillor Helyn Clack (HC), Hilary and Brendon Sewill, Davida Hall, Angela Tyson-Davies
<b>Item</b>	
<b>1</b>	(Minute 1/03/22) <b>Apologies</b> – None
<b>2</b>	(2/03/22) <b>Declarations of Interest</b> – None
<b>3</b>	<p>(3/03/22) <b>Minutes</b> – LS asked that the Minutes of the Meeting held on 21st February 2022 be corrected in the section that dealt with Joel Watson’s questions, removing the words “and these email addresses are held by her [LS] alone” in the reference to the <a href="mailto:mv.plan@protonmail.com">mv.plan@protonmail.com</a> address. With that amendment, the Minutes were APPROVED, proposed by Penny Shoubridge and seconded by Howard Pearson.</p> <p><b>3.1 Chairman’s comments</b> – An FOI request has been submitted to Surrey County Council to see the Transport Plan relevant at the time the School was upgraded to a Primary School.</p>
<b>4</b>	<p>(4/03/22) <b>Public Questions</b> – Nick Hague said the response from MP Sir Paul Beresford’s office regarding the lack of any acknowledgment to the emails sent in objecting to the Gatwick expansion proposals was unsatisfactory. It had been explained that the emails had possibly ended up as spam although NH pointed out that he had received an automatic reply asking for his postal address. He asked the PC to take the matter up with the MP’s office again.</p> <p>Hilary Sewill asked about the Neighbourhood Plan and whether the PC had any direct input into the discussions. She said it wasn’t clear who was on the committee or who was in control. PS replied that it had been agreed in the closed session of the February meeting that that it should be called the Charlwood Parish Neighbourhood Plan and would be focused on the whole parish, including not only housing but infrastructure and amenities. PS added that the Neighbourhood Plan was up for discussion in the next item on the Agenda.</p> <p>* See Appendix A for more public questions.</p>
<b>5</b>	<p>(5/03/22) <b>Planning, Highways and Environment</b></p> <p><b>5.1 Report of Planning Committee and recommendations on applications to period ending</b> (for details go to <a href="http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/">http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/</a>) – Lisa Scott said that the planning committee had met on 15<sup>th</sup> March but there wasn’t a lot to be discussed. She proposed that the recommendations of the planning committee be accepted and this was APPROVED.</p>

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	<p>LS said the upgrade of the cycle path from the Longbridge roundabout to Westvale Park was progressing well and there had been a big increase in foot and cycle traffic. A kerb stone had come away on the corner of Ifield Road and The Street and needed reporting to SCC. A bench on the Hookwood roundabout grass verge, adjacent to Campbell Close, was broken and LS asked if SCC could be contacted to provide an upgrade.</p> <p><b>5.2 Neighbourhood Plan</b> – PS said it was disappointing that none of the agreements that had been decided upon at the February meeting closed session had been actioned – namely that PS and the Clerk were to attend the next committee meeting and Councillors would have to agree all committee members. LS explained that because of pressure of time, it had not been possible to hold a committee meeting – the next one would take place on 31<sup>st</sup> March</p> <p>PS said that concerns had been raised by other Councillors and she felt there were five options available to the PC to address the situation: (i) halt the present discussions and start afresh by opening up membership to the entire parish; (ii) delay until all the projects the PC was currently involved in had been completed; (iii) cancel the initiative completely; (iv) to carry on with what had been started with Councillors needing to agree the steering group from those who had put their names forward so far. A fifth option was for Hookwood residents to set up their own group to fight the proposals in the Mole Valley Local Plan but remain independent of the PC.</p> <p>Councillors gave their views and the preferred option was to continue along the lines that had been established so far. An invitation would go out via Facebook to all residents, informing them of an open meeting on 31<sup>st</sup> March for those interested in joining the steering group.</p> <p><b>5.3 The Rectory</b> – the Diocese surveyors had changed and contact had been made with the new surveyors. As yet they had not been instructed about any sale.</p> <p><b>5.4 Environmental Matters</b> – LS explained that there was concern about the growing levels of compounds which were contaminating drinking water. Examples were found in Guernsey and Jersey where water run-off from the local airport runways was contaminated because of the use of flame retardants in fire training. She said this could be a point of interest because Gatwick also used their runways for training and might be using similar chemicals. Carolyn Evans was asked to raise the question about contamination in the River Mole at the next GATCOM meeting.</p> <p><b>5.5 Russ Hill Closure</b> – will be closed to through traffic from the 28<sup>th</sup> to the 31<sup>st</sup> March inclusive for work to install a new water connection close to Russ Hill Farm.</p> <p><b>5.6 Horse Hills</b> – The Clerk had circulated information with regard to a public consultation on permit variations with a deadline of 31<sup>st</sup> March. LS was asked to provide a response .</p>
6	<p>(6/03/22) <b>Services and Amenities</b> - The committee had met via Zoom the previous week and TS gave an update on work that had been completed.</p> <p><b>6.1 Withey</b> – Work to address the problems with the two pedestrian gates (the one leading into the playground and the one next to the vehicle gate) were in hand. With regards to the path and how to reduce the problem of flints, TS suggested that laying a strip of tarmac could cost as much as £15,000. PS said she had a meeting with Gatwick representatives and following the runway resurfacing at the end of June, there was likely to be a large quantity of planings available which could be used by the PC.</p> <p><b>6.2 Pavilion</b> – TS had asked two decorators to quote for the redecoration of the Pavilion. Following the visit of crime reduction officer Neil Field to discuss security at the site, he had</p>

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	<p>sent the PC details of a website where they could get advice on what would be most suitable for the area.</p> <p><b>6.3 Recreation Ground</b> – TS had spoken to a couple of contractors about the hedge running alongside The Street which was in a poor state in some areas and badly affected by ivy. It was considered too expensive to grub it all out and start again while beech or holly were suggested to replace the worst areas. PS said there were historical reasons why it had traditionally been a hawthorn hedge – the Rec was carved out of the Charlwood Common in the 1840s when the hawthorn hedging marked the boundary. It was agreed that hawthorn should continue to be used on the road-facing areas with British native hedging introduced elsewhere.</p> <p><b>6.4 Millennium Field</b> – The Clerk had circulated three quotes to improve the surfacing of the playground and recommended the Safeplay proposal of £8,728 to install a green/brown mulch to cover all the well-worn areas. An alternative proposal to cover the entire area was considered prohibitive. PS proposed that the Safeplay quote be accepted and this was APPROVED.</p> <p><b>6.5 Other</b> – LS said that the grass at the Withey was very bare and she was willing to buy grass seed to put down if Councillors were in agreement. This was APPROVED.</p>
7	<p>(7/03/22) <b>Parish Matters</b></p> <p><b>7.1 Traffic Calming &amp; Car Parks</b></p> <p><b>7.1.1 Report of the Traffic calming committee meeting</b> – A productive meeting was held on 14<sup>th</sup> March when it was agreed to write to Mark Baker expressing disappointment that his latest report had not addressed the wishes of Councillors. There had been an emphasis on installing mini-roundabouts which had never been a serious consideration. At the same time some of the suggestions for Hookwood had not been included.</p> <p>The Kears quote of £55,866 had been approved for the new car park in the Millennium Field at the February meeting and TS said that for an additional £10,074 they could provide reports for the planning application, the topographical study which would mean that Mark Baker would not need to be involved. The additional expenditure was APPROVED. Once the plans were fully drawn up a public consultation would be held.</p> <p><b>7.1.2 VAS Signs/Speedwatch</b> – Kears had installed the posts which would hold the VAS signs – 4 in Charlwood and 2 in Hookwood - and the next step was for the delivery of the VAS signs themselves. As for Speedwatch, there were now eight volunteers from Charlwood and that means the Police will survey the suggested sites and carry out a risk assessment. Three volunteers were needed for Hookwood and LS said she would check the availability of those who had come forward before.</p> <p><b>7.2 Glebe Field, Dolby Brook improvements</b> – This had been further delayed.</p> <p><b>7.3 Parish Council Communications</b> – Four contributions had been received for the Newsletter and PS would start pulling it all together.</p> <p><b>7.4 Parking outside the School</b> – A few issues had arisen with cars parking outside the houses in Swan Lane while visiting the School. This caused an obstruction with waste-collection lorries unable to get past. There was a Governors meeting this evening when the issue would be raised and it is hoped that the double yellow lines to be installed around the corner of Swan Lane and Chapel Road will help alleviate the situation.</p> <p><b>7.5 Community Events and Affairs</b> – The parish spring clean will take place on 9<sup>th</sup> April and will co-incide with the churchyard clean-up. MVDC have promised to carry out a litter pick on Russ Hill to help with the problems there.</p>

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	<p><b>7.6 Russ Hill Asylum Seekers</b> – As of the previous Friday, there were 170 single males at the hotel.</p>												
8	<p>(8/03/22) <b>Gatwick Matters</b></p> <p><b>8.1 Report of Gatwick meeting on 16<sup>th</sup> March</b> – PS had met with Alison Addy (Head of Community Engagement) and Melanie Wrightson (Stakeholder Engagement Manager). Various points were discussed including the reopening of the south terminal on 27<sup>th</sup> March. GAL believe that flights will initially increase from the current 300 per day to 600 per day rising to 900 per day by the end of the summer which would be approaching pre-pandemic levels. The resurfacing of the main runway will take place from April to June – it will be done at night and cause considerable noise from vehicle movements. PS had asked for some scalplings from this to resurface the path in The Withey.</p> <p><b>8.2 Gatcom meeting on 28<sup>th</sup> April</b> – CE hoped to attend.</p> <p><b>8.3 GACC membership renewal</b> – PS suggested that the £10 membership fee be renewed and that a donation of £490 be made towards the cost of research (£7000) which helped GACC to respond to the DCO Consultation and assisted the PC with its own robust response.</p> <p>LS said there had been discussions in the past about installing a dog waste bin at the entrance gate to the river footpath in Povey Cross Road. The Clerk was asked to take it up with the Gatwick Green Space team.</p>												
9	<p>(9/03/22) <b>Financial Matters</b></p> <p><b>9.1 Payments received and cleared payments</b></p> <table><tr><td>Barclays Community Account – to 17<sup>th</sup> March</td><td>£111,237.65</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,149.24*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,087.68</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,029.34</td></tr><tr><td>Lloyds Treasurers Account - to 10<sup>th</sup> March</td><td>£600.56</td></tr><tr><td><b>Total Bank Assets</b></td><td><b>£235,104.47</b></td></tr></table> <p>*For Archive Room ** Reserves (Earmarked) = £146,000; (General) = £38,000</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 To agree list of Reserves</b> – The Clerk had put together a suggested list of Reserves and this was APPROVED.</p> <p><b>9.4 Grant requests from (i) Charlwood &amp; Hookwood and (ii) Norwood Hill Queen’s Platinum Jubilee events</b> - The Charlwood and Hookwood event organisers were anticipating costs of around £13,000. They had been promised funding from elsewhere and Councillors decided to award them up to £1,000 on the understanding that the expenditure was justified. Norwood Hill had asked for £192 to cover their insurance costs and this was APPROVED.</p>	Barclays Community Account – to 17 <sup>th</sup> March	£111,237.65	Barclays Legacy Account - ditto	£ 4,149.24*	Barclays Charlwood Account - ditto	£ 34,087.68	Nationwide Business Savings Account – ditto	£ 85,029.34	Lloyds Treasurers Account - to 10 <sup>th</sup> March	£600.56	<b>Total Bank Assets</b>	<b>£235,104.47</b>
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10	(10/03/22) <b>Reports from Representatives</b> - CE had attended a Chairs forum on 8 <sup>th</sup> March hosted by SALC. It was suggested that Parish Councils did not have the resources to declare a climate emergency but the subject should be on the Agenda at regular intervals so attention was paid to it.
11	(11/03/22) <b>Procedures and Standing Orders</b> - Helen Hill was thanked for drawing up the Risk Assessments for the Pavilion and Recreation Ground. Howard Pearson said that a water risk assessment was already in place for the Pavilion so that reference should be amended. Sue Bloom said that the defibrillators needed to be regularly checked to make sure the battery hadn't gone flat and that the pads were still in date. She suggested organising a training session on the apparatus. With the amendments to be made, the Risk Assessments were APPROVED. The updated Asset Register had also been circulated. With a correction to reflect that the Withey has seven benches owned by the PC and three picnic tables, this was also APPROVED.
12	(12/03/22) <b>Employment Matters</b> - None.
13	(13/03/22) <b>Public Comments</b> – Bob Edgar asked about the specifics of the Millennium Field car park proposal and was told that Kears would be producing topographical drawings. He was concerned, as a Tifters Drive resident, that vehicles would mistake the entrance into the Drive for the car park entrance. The PC had recently received a quantity of hedging and small trees and it was suggested that they all be planted in the area between the Millennium Field and Tifters Drive to bolster the barrier between the Drive and the car park. TS congratulated CVFC first team on winning the Division 4 Cup Final with a 5-1 victory over Whitehawk. The centrepiece was a Liam Steere hat-trick in as many minutes and was part of a hugely successful weekend for the club with five victories in all.
14	<b>Forthcoming Meetings –</b> 19 <sup>th</sup> April - Planning, Highways and Environment venue tbc 7:30pm 19 <sup>th</sup> April - S&A Committee tbc 8:00pm 25 <sup>th</sup> April - Charlwood PC tbc 8:00pm  Future PC meetings – (Mondays) 16 <sup>th</sup> May; 20 <sup>th</sup> June; 18 <sup>th</sup> July <u>Annual Parish Meeting – Tuesday 24<sup>th</sup> May</u> Charlwood Pavilion 7:30pm

**The meeting ended at 9:53pm**

## Appendix A

### Questions supplied by Pauline Brooker

Q1) Why do you feel it's in the best interest of parish funds, to lease a plot of land called Wickens Orchard which already is for the Community to use for sitting and quiet. If it is to maintain it, that is the job of the owners Clarion Housing and a formal letter can always be sent. I do not see that

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spending money on leasing a plot of land for exactly the same reason, just so we can pay to maintain it makes financial sense when you are dealing with public money.

A1) We have repeatedly contacted Clarion Housing to keep the area well maintained but no regular maintenance takes place and local people have been cutting the hedge. In the PC's hands it can be a nicer area throughout the year without great expense.

Q2) The council have been discussing a car park for what seems like forever and I wondered if they have considered moving the existing playground from the area in the Millennium Field and relocating it to the Recreation Ground near the outdoor gym. This would be a safer site, more open and giving a safer feel to lone parents. The existing play area could then become the car park with a new entrance made into the wooded area.

A2) The playground area used to be at the bottom of the Recreation Ground but it would require a high fence now to protect children in the playground from cricket balls etc. The Rec was better suited for organised sports.

## Appendix B

### Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 15 <sup>th</sup> February and	10 <sup>th</sup> March 2022			Total
<i>Lloyds Bank</i>				
Ifield CC				90.00
S. Charman	Yoga classes - Inv 235			48.00
JL Firmager	Meditation classes – Inv 236			48.00
Incomings between 15 <sup>th</sup> February and	17 <sup>th</sup> March 2022			
<i>Barclays Bank</i>				
CV Barclay	Choir – Inv 237			60.00
Elysium Healthcare	Clubroom Hire			1315.00
	TOTAL			1561.00

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<b><u>Direct Debits</u></b>				
Ecotricity	Electricity Inv 23 <sup>rd</sup> February (for period 20/01 – 20/02)			180.03
Ecotricity	Gas Inv 2 <sup>nd</sup> March (for period 27/01 – 27/02)			245.52
SES Water	Water Inv 25 <sup>th</sup> February (for period 31/12 – 31/01)			18.70
Nest Pensions	Clerk's pension paid on February earnings			156.99
Nest Pensions	Clerk's pension paid on March earnings			218.44
Keyholding Company	Monthly debit			29.40
<b><u>Payments to be approved tonight</u></b>				
Fire Protection Services	Fire Extinguishers Service			48.00
Microshade	Email Hosting, storage etc			287.96
<b><u>Retrospective Payments</u></b>				
<i>Barclays</i>				
Surrey County Council	Contribution towards Chapel Lane and Green Lane improvements			4,676.50
Vinyl Plus Graphics	Glass Decals			104.83
Broxap	Withey Picnic Bench			721.20
S. Renaud	Window cleaning			60.00

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