

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

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**Draft Minutes of Full Council Meeting held on 16<sup>th</sup> March 2020 at 8pm**

|                       |   |
|-----------------------|---|
| <b>Venue</b>          | The meeting was held remotely via Zoom video conferencing   |
| <b>Attending</b>      | Penny Shoubridge (PS - chairperson), Carolyn Evans (CE - vice-chairman), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Walter Hill (WH), Trevor Stacey (TS)   |
| <b>Clerk</b>          | Trevor Haylett  |
| <b>Also Attending</b> | County Councillor Helyn Clack (HC), District Councillor Charles Yarwood (CY) and various members of the public  |
| <b>Item</b>           |   |
| 1                     | (1/04/20) <b>Apologies</b> – None although Nick Hague (NH) was unable to attend   |
| 2                     | (2/04/20) <b>Declarations of Interest – None</b>  |
| 3                     | (3/04/20) <b>Minutes</b> – Howard Pearson proposed and Richard Parker seconded that the Minutes of the Meeting held on 16 <sup>th</sup> March 2020 be approved. This was agreed and the Minutes were duly signed.<br><b>3.1 Chairperson's Comments</b> – Penny Shoubridge said Run Gatwick has been postponed until Sunday 18 <sup>th</sup> October. She also asked if the presentation made at the February Roundtable Discussion re: Northern Runway project had been received and was told that it hadn't.   |
| 4                     | (4/04/20) <b>Public Questions</b> – None  |
| 5                     | (5/04/20) <b>Planning and Highways</b><br><br><b>5.1 Report of Planning Committee and recommendations on applications to w/ending 10<sup>th</sup> April 2020</b> – Nick Hague and Carolyn Evans had discussed the planning applications via telephone and their comments had been circulated. Trevor Stacey proposed they be accepted, Lisa Scott seconding, and the recommendations were approved.<br><br><b>5.2 Brittleware Barns application</b> - PS said this was a significant application which needed careful consideration by Councillors. There were four applications in all: 2 registered with Reigate and Banstead and 2 with Mole Valley with the boundary line running through the middle of the site. R&B were considering separate applications to build 19 or 12 dwellings there while MV's considerations were around access. There was concern that R&B had not informed CPC about the applications – the first notification had come from Chris Lowe (CL) of the Norwood Hill Residents Association – and PS said R&B should be reminded that they must notify the PC of any planning application that refers to the parish or within 200 metres of it. James O'Neill also said an extension to the deadline should be sought.<br><br>PS suggested Councillors send their comments to CE who would collate a response to both councils. This was agreed. CL addressed the meeting and said more information was needed to address issues such as drainage and trees and although he was still working on his response on behalf of residents, there was an overwhelming view that 19 dwellings were too many. He added that there was also a fear of what might emerge should both applications be turned down. There was already some light |

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|   | <p>engineering usage on site and that could be extended. In that regard 12 dwellings (or fewer) might be the preferred option and PS agreed, as long as certain conditions were put in place.<br/>District Councillor Charles Yarwood said MVDC were probably not inclined to support the applications, especially as their new Local Plan was still a year away. They were not likely to support it unless a smaller scheme was involved.</p> <p><b>5.3 Land at Brickfield Lane</b> – PS proposed that the discussion on this be taken under Item 19 because a financial issue was involved. JON seconded and this was agreed. At this point TS said his worry was that someone could buy it and install a mobile home there overnight – he advocated that prospective buyers were interviewed by Councillors. The next-door neighbour asked to be kept informed of developments.</p> <p><b>5.4 O Licence application by Derrinabrin Farm</b> – the PC was not part of the consultation process so this had been forwarded by County Councillor Helyn Clack for consideration. An O Licence allows the site to be used for heavy goods vehicles and the storage of such and is not restrictive on the size of vehicle. There were a number of grounds on which objections could be raised and PS said the PC should object from the environmental aspect – the area was surrounded by green belt and it was not the right location for storing large lorries. The proposal was seconded by HP and approved.</p> <p><b>5.5 Future Mole Valley</b> – the PC had submitted its response to the consultation on 23<sup>rd</sup> March. The response, which included the green belt changes in Charlwood, had been circulated.</p>   |
| 6 | <p>(6/04/20) <b>Services and Amenities</b> – A committee meeting had been held via Zoom on 14<sup>th</sup> April and HP provided this update.</p> <p><b>6.1 Withey</b> - Still no progress on the Tesco fence and there was unlikely to be while the lockdown was in place. Quotes had been obtained for the tree works – HP proposed, PS seconding, that the quote from Old Mill Tree Care for £2330 plus vast be accepted. This was approved</p> <p><b>6.2 S&amp;CC</b> - HP is formulating an annual planner for all maintenance work at the S&amp;CC and The Withey and would also fix the outside lighting at the Pavilion as soon as he was given a set of keys. With regard to the Legionella RA, HP said he might be able to arrange training for Davina Speakman, the caretaker, through his own firm. The Pavilion lights, including the walk way lights, were not working and HP will investigate. He might pass the work onto an electrician.</p> <p><b>6.3 Recreation Ground</b> - HP said the Kings Whim fence had come up for discussion again because of the financial climate and the cost of taking it down. It was decided that it would go back to a full council vote once a meeting could be held in person once again. If the fence stayed, there was an option to ‘soften’ it with shrubbery planted in front.<br/>A meeting would be sought with the Sunday Football Club once the lockdown was over in an attempt to find a solution to the situation with the mobile goalposts.</p> <p><b>6.4 Millennium Field</b> – Safeplay had provided a new date of 6<sup>th</sup> May when they would come and carry out the repairs to the Charlwood playground but that was likely to be delayed again.</p> <p><b>6.5 Charlwood Car Parks</b> – This had not progressed but Mark Turner, the contact at MVDC, was now back at work and PS would try him again.</p> <p><b>6.6 Junior Sports</b> – This had not progressed.</p> <p><b>6.7 Other</b> – It was decided to compile a specification for the grounds maintenance required for both Charlwood and Hookwood which would go out to contractors. This had been done some years before and PS will try and unearth the document.<br/>Walter Hill had requested that the PC provide banners in Charlwood, Hookwood and Norwood Hill, thanking Key Workers in the parish for their sterling efforts during the current crisis. It was agreed to pursue the idea and find out costs.</p> |

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|   | WH had also asked that an approach be made to Chris Lory to see if they could put down some hard-standing to provide a footpath beyond the Providence Chapel. The Clerk will make the request of Chris Lory.  |   |             |  |             |   |             |                          |                     |
| 7   | <p>(7/04/20) <b>Gatwick Matters</b> - All the community engagement team at Gatwick had been furloughed. The North Terminal had been closed and Councillors welcomed the peace and quiet and the clean air that had resulted since the emergency measures came into being.</p> <p>8.1 Report of Roundtable Discussion re: Northern Runway project – RP and LS had attended this event on 25<sup>th</sup> February. RP said two other parish councils had attended and they all made the point that a lack of infrastructure was a serious concern. He added that copies of the presentation were due to be sent out.</p>   |   |             |  |             |   |             |                          |                     |
| 8   | (8/04/20) <b>Horse Hill Oil Exploration</b> – LS said she was working on compiling objections to the two latest planning applications – to do with surface water run-off and the storage of 298,000 litres of crude oil.  |   |             |  |             |   |             |                          |                     |
| 9   | (9/04/20) <b>Traffic Calming</b> – It was mentioned that the vehicles who were on the roads at this time were taking advantage of the fewer traffic numbers to speed and that went for motorcyclists and cyclists as well. They were all going faster than in normal times.   |   |             |  |             |   |             |                          |                     |
| 10  | <p>(10/04/20) <b>Community Events &amp; Affairs</b> - There had been three separate requests from residents for a parish party to celebrate the end of the lockdown – whenever that is. PS said it had been suggested that the Recreation Ground be used but that might conflict with football and cricket demands. The Glebe Field might be a better location but it was agreed that it was far too soon to be discussing an event of this nature.</p> <p>The entry for this year’s Parishes in Bloom competition had been cancelled.</p>  |   |             |  |             |   |             |                          |                     |
| 12  | <p>(12/03/20) <b>Report of the Finance Committee</b></p> <p><b>12.1 Payments Received &amp; Cleared Payments</b></p> <table> <tr> <td>Barclays Charlwood Account – to 31 March 2020</td> <td>£ 34,068.72</td> </tr> <tr> <td>Barclays Legacy Account - to 31 March 2020</td> <td>£ 4,146.96*</td> </tr> <tr> <td>Barclays Community Account - to 31 March 2020</td> <td>£ 63,899.22</td> </tr> <tr> <td><b>Total Bank Assets</b></td> <td><b>£ 102,114.90</b></td> </tr> </table> <p>*For Archive Room **Total Reserves are around £38,000</p> <p><b>12.2 Accounts for Payment &amp; Authorised Transfers</b> – TS proposed that the income and expenditure detailed in Appendix 1 were approved. HP seconded and the figures were agreed.</p> <p>The Clerk explained that the first half of the Precept money (£36,545) had been received along with grants from MVDC totalling more than £6,000. There had also been a payment of just over £26,000 CIL money from Mole Valley. RP explained that it was derived from the development by the roundabout in Hookwood - PS added that nevertheless this was money to benefit the parish as a whole.</p> | Barclays Charlwood Account – to 31 March 2020 | £ 34,068.72 | Barclays Legacy Account - to 31 March 2020 | £ 4,146.96* | Barclays Community Account - to 31 March 2020 | £ 63,899.22 | <b>Total Bank Assets</b> | <b>£ 102,114.90</b> |
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| <b>Total Bank Assets</b>                      | <b>£ 102,114.90</b>   |   |             |  |             |   |             |                          |                     |
| 13  | (13/04/20) <b>Reports From Representatives</b> - None.  |   |             |  |             |   |             |                          |                     |
| 14  | <p>(14/04/20) <b>Parish Council Communications</b></p> <p>Signs had been put up by a resident asking visitors from outside the area not to walk the local footpaths. PS had produced a poster with a similar message incorporating the logos of both Surrey County Council and Mole Valley District Council. HC and CY both agreed that the logos could be used. LS had walked some of the footpaths and said it was remarkable the number of finger posts that were missing or damaged. She was asked to report them to SCC.</p>   |   |             |  |             |   |             |                          |                     |

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| 14                   | <p>(14/04/20) <b>Procedures and Standing Orders</b></p> <p><b>14.1 To approve the Asset Register</b> – this was the final document that was needed to be agreed before the Internal Audit. The Clerk said that the most recent document he could find was for 2016/17 so he had been updating that. The document was circulated and CE proposed that it be accepted with JON seconding. It was duly approved – the updated document will be looked at again and brought to the September meeting for approval.</p> <p><b>14.2 Date of Annual Parish Meeting</b> – The Clerk said that the Annual Parish Meeting would normally take place in May but could be delayed for anything up to a year because of the current restrictions. It was agreed that it should be deferred to next May.</p> <p>** Note: at the 18<sup>th</sup> May meeting the Clerk explained that he should have made clear that it was the Annual Parish Council Meeting that could be delayed up to a year. It is hoped that the Annual Parish Meeting, postponed from its normal May date, can be held later in the year. **</p> <p><b>14.3 To re-appoint Richard Parker as a JBTMT</b> – RP’s term of office as one of the Parish Council’s representatives on the JBTM Trust had expired in March 2020. He was happy to continue and it was agreed that he be re-appointed for another four-year term.</p> <p><b>14.4 To re-appoint the two sitting Parish Council representatives on the MVDC Standards Committee</b> - Deborah Jones of Buckland PC and Stuart McLachlan of Capel PC represented the 13 PC’s within MVDC on the committee which examines reports of misconduct by Councillors . The committee was re-elected annually and the Clerk asked if Councillors were happy for them to continue. It was agreed to support their re-election.</p> |                      |                     |               |        |                      |               |               |        |                      |                               |               |        |
| 15                   | <p>(15/03/20) <b>Employment Matters</b> – There was one matter for discussion and it was agreed to take it under Item 19 because of its confidential nature.</p>  |                      |                     |               |        |                      |               |               |        |                      |                               |               |        |
| 16                   | <p>(16/03/20) <b>Public Comments – None</b></p>   |                      |                     |               |        |                      |               |               |        |                      |                               |               |        |
| 17                   | <p>(17/03/20) <b>Forthcoming Meetings -</b></p> <table border="0" data-bbox="446 1173 1273 1279"> <tr> <td>12<sup>th</sup> May</td> <td>Planning &amp; Highways</td> <td>Held Remotely</td> <td>7:30pm</td> </tr> <tr> <td>12<sup>th</sup> May</td> <td>S&amp;A Committee</td> <td>Held Remotely</td> <td>8:00pm</td> </tr> <tr> <td>18<sup>th</sup> May</td> <td>Annual Parish Council Meeting</td> <td>Held Remotely</td> <td>8:00pm</td> </tr> </table>  | 12 <sup>th</sup> May | Planning & Highways | Held Remotely | 7:30pm | 12 <sup>th</sup> May | S&A Committee | Held Remotely | 8:00pm | 18 <sup>th</sup> May | Annual Parish Council Meeting | Held Remotely | 8:00pm |
| 12 <sup>th</sup> May | Planning & Highways   | Held Remotely        | 7:30pm              |               |        |                      |               |               |        |                      |                               |               |        |
| 12 <sup>th</sup> May | S&A Committee   | Held Remotely        | 8:00pm              |               |        |                      |               |               |        |                      |                               |               |        |
| 18 <sup>th</sup> May | Annual Parish Council Meeting   | Held Remotely        | 8:00pm              |               |        |                      |               |               |        |                      |                               |               |        |
| 18                   | <p>(18/04/20) <b>Any Other Business</b> – RP raised the matter of the Pavilion and the fact that it was rated as a Sports &amp; Community Centre which incurred a significantly higher rating than if it was classified as a Pavilion. It was said that because of the Covid-19 emergency, the whole of the rateable charge for 2020/21 had been refunded. The Clerk added that the PC were also eligible to apply for a grant of £10,000, presumably because the PC were losing income because the restrictions meant it could no longer hire out the Main Room. He said he would look at trying to get the Pavilion re-classified later in the year.</p>  |                      |                     |               |        |                      |               |               |        |                      |                               |               |        |

Meeting closed at 9:45 pm