

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

Draft Minutes of Annual Parish Council Meeting held in the Pavilion, Charlwood on 18th October 2021 at 8pm

Attending	Carolyn Evans (CE – Stand-In Chairman), Sue Bloom (SB), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS), Walter Hill (WH) Attending via Zoom: James O’Neill (JON)
Clerk	Trevor Haylett
Also Attending	Jan Gillespie (JG), Jackie Tyrrell (JT), Bob Edgar (Via Zoom): Hilary Sewill (HS)
Item	
	Carolyn Evans began by explaining that Penny Shoubridge wasn’t able to chair the meeting as her mother’s funeral had taken place earlier that day. CE had attended and said that her mother Audrey had been given a fabulous “send-off”.
1	(Minute 1/10/21) Apologies – PS
2	(2/10/21) Declarations of Interest – None
3	(3/10/21) Minutes – CE pointed out that the Minutes of the Meeting held on 20 th September 2021 had contained a stray series of question marks and the Clerk said he would amend it. Otherwise the Minutes were APPROVED. 3.1 Chairman’s comments – CE suggested that Councillors had decided previously not to continue with the hybrid meetings which allowed the public to follow via Zoom if they preferred. The Clerk said he thought it had been agreed not to invest in expensive new equipment but that no decision had been taken around the hybrid meetings. It was agreed to carry on in this fashion at the November meeting and then make a decision about how to stage the meetings in the New Year.
4	(4/10/21) Public Questions – Jan Gillespie asked about a planning application that had been posted in Ifield Road near to Chalmers Close and was told that it probably involved a garage going up behind a hedge in Dolby Green. Hilary Sewill thanked PS for the way she had chaired the public meeting in Hookwood but added that it was disappointing that the meeting had not been supported by Charlwood Councillors (with the exception of TS). The Clerk explained that there was an awful lot of meetings and briefings happening in October and November and that might be a reason why others didn’t attend . Jackie Tyrrell explained that the wooden posts at the corner of Chapel Road had no reflective lights and ought to be removed as they were a danger to cyclists using the pavement. TS said the best option was for the PC to purchase reflective strips themselves. JT also asked about the availability of free trees for planting. Howard Pearson explained that there were a number of schemes around but often when you drilled down into them either the trees had all gone or there was no availability. He said he would investigate the latest initiative – ‘Queen’s Green Canopy’ aimed at planting a tree for the Jubilee - and possibly make a joint application with the School.

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5 ACTION	<p>(5/10/21) Planning and Highways</p> <p>5.1 Planning Comments on Applications to w/ending 8th October – Lisa Scott asked that the recommendations of the planning committee meeting held on 12th October be accepted and this was APPROVED. They can be viewed on the Parish Council website by using this link ... http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/.</p> <p>LS then proposed that the title of the committee be expanded to: Environment, Planning and Infrastructure Committee. The Clerk said that ‘Highways’ should be included somewhere. Another suggestion was to make it: Planning (Environment, Infrastructure and Highways). The discussion ended without a formal vote being taken.</p> <p>5.2 Footpaths update – There was still no starting date for the work to take place in Pudding Lane and Chapel Lane but a flurry of emails received by the Clerk suggested it was about to happen. The Lorys had contacted Surrey County Council to express their concern that the improvements would encourage 4x4s and joyriders to use the lanes. Councillors had seen the correspondence and commented that it was never the PC’s intention to do anything that would make it accessible for vehicles. HP said SCC should be informed that the PC only wanted to open up the area for walkers and runners. LS asked whether SCC could investigate downgrading them from BOATs (Byways Open To All Traffic) to a byway.</p> <p>5.3 Happy Acres Appeal – the PC had submitted its response and urged the Planning Inspectorate to dismiss the appeal and insist that no more development be permitted until all the buildings that have been erected illegally were removed. The MVDC report on the site meeting that took place between them and the owner and owner’s agent in July was still awaited despite several requests for it.</p> <p>5.4 Homes England development at West of Ifield – LS said the group fighting the proposals to build 10,000 homes continued to meet and formulate plans. She added that the draft Horsham Local Plan had been paused because of an order not to extract additional water from the Arun River because of the pressure on water and water extraction.</p> <p>5.5 Surrey Future Transport Policy – LS was putting together a response to the consultation which closes on 24th October and would feed it into the Clerk. The Clerk asked about Bluebird House and whether it was the subject of a planning application because he continually received emails from nearby residents complaining about one of the units there. LS said an application had gone in and TS said he thought it had been approved. The Clerk also mentioned the Coal Yard and said that the would-be developer was looking to meet with Parish Councillors before submitting their revised proposals to MVDC.</p>
6	<p>!! (6/10/21) Services and Amenities - The committee had met via Zoom the previous week and HP gave an update on work that had been completed.</p> <p>6.1 Withey – Advice was being sought from playground companies regarding repairs to the playground equipment and surfacing. Alan Knight (AK) had carried out a number of tasks and had nearly finished painting the Tesco fence. The PC had been alerted to a problem of a hole in the goalmouth which constantly filled with water and he would level the ground and re-seed. The five-bar pedestrian gate needs to be repaired and the Muga needed cleaning and painting. Richard Parker</p>

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	<p>would look at replacing a wooden bench which was damaged. The playground surface was lifting and different options would be explored to improve it.</p> <p>6.2 Pavilion – There had been one or two cleaning issues to do with the football teams not clearing up properly and they were being addressed. AK would be asked to install a loft ladder in the rear storeroom and fit a defibrillator which had been acquired to an outside wall.</p> <p>6.3 Recreation Ground – A junior football team (from the Earlswood area in Horley) had expressed interest in using the smaller pitch which was being planned for the far end of the field. The Clerk explained that the work to level off the ground could not start until September 2022 and the pitch would then not come into being until the following spring. HP suggested that a goal could be installed now at one end of the proposed new pitch to give local youngsters, and also the asylum seekers, something to use.</p> <p>SCC had been alerted about problems resulting from the recent gasworks, in particular a manhole cover which had dropped. They had come out and attended to a cover on the other side of the road which also needed attention and would come back and fix the one on the Rec side of the road.</p> <p>6.4 Millennium Field – CSM Property would continue with the tidying-up work and look next at the area alongside Tifters Drive. However the man in charge was having surgery and was unable to work at the moment.</p>
7	<p>(7/10/21) Parish Matters</p> <p>7.1 Future Mole Valley – The PC had hosted a public meeting in Hookwood on 11th October which was very well attended with up to 200 people there. MP Sir Paul Beresford spoke in strong terms that MVDC had missed a trick in concentrating their numbers in rural areas rather than re-invigorating towns such as Dorking and Leatherhead. Country Councillor Helyn Clack and MVDC Councillor Charles Yarwood also listed the litany of reasons why Hookwood was an inappropriate location for the addition of 563 new homes across four different sites. Members of the public were all urged to send in individual objections and given advice as to the best way of going about it. All comments had to be submitted by 7th November.</p> <p>LS said Councillors at Leigh and Capel were also concerned about the soundness of the Plan and the fact that so many sites had been concentrated on Green Belt land. LS said the PC had put forward brownfield sites in Charlwood but these seem to have been ignored.</p> <p>7.2 Traffic Calming & Car Parks – A problem with receiving emails meant that TS had not received the latest Mark Baker update which followed the consultant's visit to Hookwood. LS said it was disappointing that it didn't include provision for raised tables which had been discussed at length for Povey Cross Road and Old Reigate Road and the Roundels had barely been mentioned and it appeared he had merely rewritten the 2020 report.</p> <p>7.2.1 VAS Signs and Speedwatch update - The Clerk asked TS if he could find an email he had sent out earlier in the year, containing quotes for the VAS signs, and re-send it to him so he could begin the process of ordering the equipment.</p> <p>7.3 Russ Hill Hotel Asylum Seekers - There were positive comments about how the asylum seekers were settling into the community. HP questioned a recent email from the Police which mentioned buses that were being run for them to Tescos and Sainsburys – he asked why it was necessary to put them on at 11pm.</p> <p>7.4 Mole Valley Boundary Review – An online briefing would take place the</p>

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	<p>following Wednesday, the 20th, hosted by the Local Government Boundary Commission. All Councillors were invited to attend.</p> <p>7.5 The Rectory Sale - The Clerk read out an email from PS following a conversation she had had with Peter Anderson, churchwarden, regarding the proposals the Southwark diocese had for the Rectory, ancillary buildings and land. The plan is that the land where the Rectory sits, along with the old wash house and an area for a garden, is developed for several houses. The field and pond they suggest should be put to community use, the stable block kept for church storage and the drive to be retained as the access to the new houses. They fully acknowledge that the land sits in the Conservation Area and that a large scale development would not be met with approval. Importantly, the diocese also agrees and supports that the Spinney is the right place for a car park. They suggest that the creation of a car park, with the access from The Street but changing the exit to go down the current drive, should be the focus of S106 funds from the development. This was considered to be good news for the church and the PC's car park project at the Rectory. The diocese property team want to engage with the PC, the County Councillor Helyn Clack and District Councillor Charles Yarwood to put forward their ideas. Because of that the PC would pause its Asset of Community Value interest in the location.</p> <p>7.6 The Charlwood – the pub had closed the previous weekend and there was speculation about what would happen to it in the future. It was agreed that the brewery, Greene King, be approached to see what their plans were. If it was to continue as a pub with a new tenant, that would be welcomed; otherwise it was suggested that the PC investigate applying for it to become an Asset of Community Value.</p>
8	<p>(8/10/21) Gatwick Matters</p> <p>8.1 Gatwick Tour – CE had attended, the tour including a visit to Pier 4 where attendees were able to look down on the emergency runway which Gatwick intend to bring into regular use, a move that would put the runway closer to the parish. Cargo traffic was going to be increased by 130% and the main runway would be resurfaced in 2022/23 if sufficient funds were available.</p> <p>8.2 DCO Consultation – A number of meetings were planned in the coming weeks – briefings from Gatwick and public meetings aimed at fighting the proposals. TS said the impact on local roads would be 'colossal' – with up to a 5,000 increase in passengers driving through the area - while HP questioned the Gatwick figures and where all the increase in passenger numbers would come from. LS said it was disappointing that having visited the Mobile Project Office when it visited the Recreation Ground on Saturday 9th October and having booked a 20-minute telephone briefing from one of the airport 'experts, that nothing had materialised. LS said that she had suggested at the event that GAL should be considering CO2 and other emissions above 3,000 feet as well as at ground level and that putting air-source heat pumps into homes should be part of the mitigation exercise. GAL had arranged a briefing for the PC on 8th November and it was thought that same week would be a good time to hold a public meeting to brief residents on how to protest effectively. Meanwhile the documentation produced by Gatwick – all pages!) was available for public viewing in the church between 10am-4pm Monday-Saturday.</p> <p>8.3 Gatcom Meeting held on 14th October – CE had attended this but would wait for Gatcom's own report before circulating it to Councillors. It was said that with the gradual easing of travel restrictions that a number of additional airlines had begun to operate from Gatwick but it was</p>

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	still only 20% of the 2019 level. And whereas Crawley used to be the highest jobs density in the UK outside London, now it was among the worst 17% with 25,800 furloughed.										
9	(9/10/21) Community Events & Affairs - None										
10	<p>(10/10/21) Financial Matters</p> <p>10.1 Payments received and cleared payments</p> <table> <tr> <td>Barclays Community Account – to 30th September</td> <td>£134,175.45</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,149.04*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£ 34,085.98</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£ 85,029.34</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td><u>£257,439.81</u></td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>10.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED.</p> <p>10.3 To approve the financial breakdown for the 2nd Quarter – CE proposed that this item be held over to the November meeting to give Councillors more time to examine the figures and this was agreed.</p>	Barclays Community Account – to 30 th September	£134,175.45	Barclays Legacy Account - ditto	£ 4,149.04*	Barclays Charlwood Account - ditto	£ 34,085.98	Nationwide Business Savings Account – ditto	£ 85,029.34	<u>Total Bank Assets</u>	<u>£257,439.81</u>
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11	(11/10/21) Reports from Representatives – None										
12	(12/10/21) Parish Council Communications – Plans to produce a new Newsletter had not progressed because of PS' unavailability.										
13	(13/10/21) Procedures and Standing Orders – None										
14	<p>(14/10/21) Employment Matters</p> <p>14.1 Facilities Supervisor – Two candidates were being considered for the vacancy and interviews were being arranged.</p> <p>14.2 Cleaner role – A new cleaner had started and things seemed to be going well. Although he started with a six-week trial, the Clerk said that he had proved he could fill the vacancy on a permanent basis. Previously it was a staff position but it would now operate on a self-employed basis.</p>										
15	<p>(15/10/21) Public Comments – Bob Edgar asked if he could receive the latest Traffic Calming report and the Clerk said he would send it to him. It was decided not to put the report on the website because it was something that was constantly being updated.</p> <p>JG asked about the entrance to the Recreation Ground opposite the shop and whether it could be looked at because the surface had dropped. HP said he would investigate. JT asked about Wickens Orchard (next to Chapel Road, opposite the playground) and whether Clarion Housing would be prepared to sell it. The Clerk said he would ask the question.</p>										

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17	Forthcoming Meetings – 9 th November Planning & Highways venue tbc 7:30pm 9 th November S&A Committee tbc 8:00pm 15 th November Charlwood PC Pavilion 8:00pm
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The meeting closed at 21:41 pm

*Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 st September and	30 th September 2021			Total
James AD	Inv. 198			85.00
Ifield CC	S/O			112.50
MVDC	2 nd half of Precept, Concurrent Grant (to cover costs associated with grounds maintenance and recreation grounds) and Additional Grant (relating to the introduction of the Local Council Tax Support Scheme)			43,329.00
Sarah Davis	Inv. 194			53.00
	TOTAL			43,579.50

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th August (for period 03/08 – 20/08)			53.73
	Electricity Inv 28 th September (for period 21/08 – 20/09)			92.59

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Ecotricity	Gas Inv 5 th October (for period 28/08 – 27/09)			44.31 (*now 249.15 in credit*)
SES Water	24 th September bill (for period 31/08 – 30/09)			18.70 (*30.77 in credit*)
Nest Pensions	Clerk's pension paid on September earnings			193.13
<u>Payments to be approved tonight</u>				
PKF Littlejohn	2020/21 External Audit			480.00
Nigel Jeffries	Withey grasscutting x 2 + weedkiller To replace uncashed cheque number 102528			200.40 237.60
Penny Shoubridge	Print cartridges			61.20
Mulberry & Co	Payroll services for September Q			126.00
<u>Retrospective Payments</u>				
HMRC	Owed for Q ending October 6th			2,195.84
Southern Counties Janitorial Supplies	Various			25.69
Spencer Moss	Cleaning			150.00
Printmates	Public meeting leaflets			250.00
Sandy Bowling	Cleaning			62.40
Penny Shoubridge	Hookwood banners			85.29