

# 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> September 2019 at 8pm

Venue	Charlwood S&CC
Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Jan Gillespie, Hilary Sewill, Peter Suchy, Jackie Tyrrell
Item	
1	<b>Apologies</b> – James O’Neill, County Councillor Helyn Clack.
2	<b>Declaration of Interest</b> – None
3	<p><b>Minutes</b> – Nick Hague proposed and Howard Pearson seconded that the Minutes of the Meeting held on 15<sup>th</sup> July be approved. This was agreed and the Minutes duly signed.</p> <p><b>3.1 Chairman’s Comments</b> – Penny Shoubridge said that it had been decided to move Public Questions down the Agenda so the item came after the reports of the Planning &amp; S&amp;A Committees. This was so the public could raise matters after hearing those reports.</p> <p>PS also explained that asylum seekers had again been placed at the Russhill Hotel for a short period. The Home Office was providing transport for them and hi-vis jackets so they would be safe when walking into the village.</p>
4	<p><b>Report of the Planning and Highways Committee --</b></p> <p><b>4.1 Planning Comments on applications to week ending 6<sup>th</sup> September</b> - These had been circulated and NH proposed, with PS seconding, that they be accepted. That was approved. The Committee had given support to the travel plan submitted by Charlwood School and had advised that it could be enhanced by the repainting of the parking-zone lines outside the school gates.</p> <p><b>4.2 Highway Matters</b> – NH said the installation of the double yellow lines at the junction of Perrylands and The Street had been well received and Surrey County Council (SCC) should be approached to see if they could do the same at the end of Chapel Road and Chalmers Close. The Clerk agreed to do this and include County Councillor Helyn Clack in the email.</p> <p><b>4.3 Mole Valley Local Plan Consultation (Future Mole Valley)</b> - MVDC had warned that this was likely to be delayed because of the likelihood of a general election later in the year.</p> <p><b>4.4 Glovers Wood Bridleway</b> - SCC had agreed to install a barrier to restrict access at the entrance to Glovers Wood off Charlwood Lane.</p> <p><b>4.5 Buildings of Community Interest</b> - NH said this should be part of any Neighbourhood Development Plan and suggested nothing could be done until details of the Mole Valley Local Plan were known.</p>
Action	
5	<p><b>Report Of The Services and Amenities Committee</b></p> <p><b>5.1 Withey</b> – HP said a new handyman had been engaged and he had begun by installing replacement railings and support posts. The next raft of work included repairs to the Withey gates and small fencing. There was an on-going situation with repairs to the Tesco fence that were required; the</p>

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Clerk said they had initially been receptive to doing the work but it had gone quiet and he would chase them up. Thames Water would also be contacted re: concerns about the storm drain.

**5.2 S&CC** - A time clock had been installed on the roller shutters to aid security but Trevor Stacey had made the point that any power cut could prevent access to both stores. Attention needed to be given to put in another access hatch.

HP had met with Sandy Bowling, the Bookings Clerk, and they had discussed ways to make her job easier. An online bookings system will be considered. The Clerk asked whether the telephone line into the Pavilion could be discontinued as it wasn't being used but it is required for the alarm system.

**5.3 Recreation Ground** - A new small mower had been purchased following a request from Nick Speakman, the groundsman, and this would be delivered soon.

HP explained that there had been many discussions with the football teams over a number of issues. Without prior consultation, the Sunday club had bought a set of mobile goalposts with a grant from Mole Valley District Council. Their intention was to hire them out to the Saturday team and to any youth teams who used the pitch. The PC was concerned about that arrangement and was considering buying the goalposts from them to keep them up on a permanent basis so local children could enjoy a kickabout in the goals during the week. TS said the PC should regain control of the goalposts situation – it was the PC's pitch and they should own the goalposts.

**5.3.1 Fence** – HP read out the following statement: 'The PC has taken on board all the residents' views and comments, and decided to remove the current fence and replace it with Chestnut Fencing. This will be as close as possible to the existing boundary. The most cost effective solution will be found to achieve this. The decision has been communicated to Mr McKay at Kings Whim.'

TS queried whether a chestnut fence would prevent the problems of intrusion that the resident had first alerted the Council to; HP said the old fence was falling to pieces and the resident had asked for something more substantial to be put in its place.

**5.4 Millennium Field** – The project to put a Wildflower Meadow in the Millennium Field would begin in earnest on 12<sup>th</sup> October. There were also plans to tidy up the area where trees had recently been removed – Kings Landscapes will quote.

**5.5 Charlwood Car Parks** – The possibility of car parking both here and at the Rectory Spinney would be investigated with the help of consultants.

**5.6 Junior Sports** -It was a disappointment that Dorking Wanderers U-14s had decided to withdraw from the arrangement to play their Saturday home fixtures in Charlwood. The demand to pay to use the goalposts had caused them to believe they weren't welcome which was a shame because one of the aims of the PC was to promote youth sport in the parish. There was a possibility another youth team, St Paul's of Dorking, could step in and play some of their home matches there but the season had just started and the situation was complicated. One plus point was that a company, Rugby Tots, had made contact with the PC and were considering starting coaching sessions there for young children.

**5.7 Other Items** - HP said the PC was looking to introduce a scheme whereby residents could sponsor a tree; NH said it should not just be at the Recreation Ground, other areas could be explored where trees could be planted. NH will work with HP on drawing up a plan. A tree survey was needed for the parish; PS said quite a few oaks were leaning over and needed attention.

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	<p>PS explained that Ifield Cricket Club had provided a bench in memory of their former groundsman, Brian Ballantyne who had died earlier in the year. He had put in a lot of work on the cricket square and was a stalwart of the community.</p>
6	<p><b>Public Questions</b> – Peter Suchy (PSu) of the Lowfield Heath Windmill Trust said they wanted a building to store tools and equipment and asked about the old barn in Glebe Field and the possibility of moving it to the Windmill site. PS said there were many complications - it was a listed building, the field was owned by the diocese and she felt there would be opposition if the barn was moved as it was a feature of the Glebe Field and the parish.</p> <p>PSu also mentioned that double yellow lines were needed at the end of Glovers Road where parking made access in and out difficult. The Clerk was asked to add this to the request to SCC. Rosemary Lane was also mentioned in this regard but PS warned against urbanising the parish with too many yellow lines.</p> <p>Hilary Sewill (HS) requested a formal discussion on where Public Questions should appear on the Agenda – on this occasion the item came after the Planning and S&amp;A Committee reports but HS said it would be better before the two Committee reports so any public questions could be immediately addressed.</p> <p>Action HS agreed to put her request in writing and it will be debated at the next PC meeting.</p> <p>Action There were additional questions about the introduction of posts between Charlwood Copiers and the Village Shop – they were said to be unsightly. But it was private land and there was nothing the PC could do while TS said it was a safety measure because cars were turning round immediately in front of the shops. That led to a discussion about the trees in that area and NH proposed, with PS seconding, that a Tree Preservation Order should be applied for.</p> <p>Jackie Tyrrell (JT) asked about public transport and the fact that the new bus service to Gatwick did not operate at a time that was helpful to many residents. She also mentioned the lack of buses at weekends to enable youngsters to visit nearby towns. PS said there was a Gatwick Transport Forum coming up and any requests about alternative bus times should be relayed to Councillors so they could be raised there.</p> <p>JT also asked about the outcome of the traffic consultation that had taken place earlier in the year and was told that the 20:20 Consultancy were still working on their report.</p>
7	<p><b>Finances</b></p> <p><b>7.1 Payments Received &amp; Cleared payments</b></p> <p>Barclays Charlwood Account – to 16<sup>th</sup> September 2019 £ 34,039.81</p> <p>Barclays Legacy Account - to 16<sup>th</sup> September 2019 £ 6,007.40*</p> <p>Barclays Community Account - to 16<sup>th</sup> September 2019 £ 82,222.26</p> <p style="text-align: right;"><u>Total Bank Assets £ 122,269.47 **</u></p> <p>*For Archive Room</p> <p>The Clerk explained that the second half of the 2019/20 precept had recently been paid.</p> <p><b>7.2 Accounts for Payment &amp; Authorised Transfers</b> - CE proposed and NH seconded that the payments detailed in Appendix 1 should be approved and this was agreed.</p> <p><b>7.3 Sports &amp; Community Centre Rating Appeal</b> – No progress with this.</p> <p><b>7.4 Mole Valley Additional Finance</b> - RP said that MVDC had agreed to adopt the development in Hookwood at Campbell Close. It would pay £173,000 to Mole Valley in CIL money</p>

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	<p>(Community Infrastructure Levy) with 15% (£26,000) for the PC. He said this was a significant amount of money which should not be allowed to disappear. Nor should it be a factor when considering the precept for next year.</p> <p>PS said that the bank mandate was being changed at Barclays to reflect the change of Councillors following the May election.</p>
8 Action	<p><b>Land at Brickfield Lane</b> – This had not moved on at all and would stay on the Agenda. The Clerk was arranging for three valuations from local estate agents and would also check with the developer to see if they were still interested in the site.</p>
9	<p><b>Gatwick Matters</b> - Representatives of the PC, as one of three local councils with boundaries abutting the airport, attended a GAL / Technical Officer Group meeting on 3rd September to discuss the proposed Environmental Impact Assessment in GAL's application for Development Consent for the Northern Runway.</p> <p>CE and HS would compile a report on the PC's observations on the Scoping Consultation which had to be submitted to the Planning Inspectorate by 1<sup>st</sup> October. HS, who had attended the Gatwick meeting, said the project had serious implications for Charlwood and Hookwood: the published Masterplan shows the airport extending outside the existing boundary by including a field adjacent to the Aviation Museum, to put it in the parish and also into MVDC as well as the Green Belt. In addition a large area on the north west of the new development, marked as a potential mitigation area, lies outside the current boundary. This area comprised the fields which are at present part of Brook Farm and would extend the airport boundary virtually up to the edge of Charlwood village. HS said it would make a big difference to the Assessment if this area were to be planted with trees and the site of new earth bunds but the concern was that it would be a huge temptation for the airport at some stage in the future to use this land for car parking or other ancillary use.</p> <p>It was just one area of concern outlined by HS while PS said the PC was in the process of setting up a Charlwood Home Guard team to spearhead the parish's objections to the airport expansion.</p> <p>CE said she and NH had attended a Gatcom meeting on 18<sup>th</sup> July when the main topic of discussion was the use of the emergency runway. There would be further opportunity to discuss the situation at a Gatcom steering group meeting later in the week.</p>
10 Action	<p><b>Horse Hill Oil Exploration</b> - PS said that planning permission had now been granted for further use of the Horse Hill site for another 25 years. Conditions had been attached to the permission and the Clerk would ensure that the PC knew what these were and make sure they were adhered to.</p> <p>LS explained that one of the conditions concerned a traffic management plan which had to be approved by SCC. Part of that prohibited HGV's from crossing the centre of the road when turning into the site but the lie of the land there made that virtually impossible and LS said the public should be vigilant and if necessary forward complaints to SCC.</p>
11	<p><b>Traffic Calming</b> – PS said that as part of the campaign against Gatwick expansion, allied to the efforts to reduce the intensity of traffic travelling through the village, it might be useful to measure the level of air pollution at 'hot spots' such as the junctions of Norwood Hill/Rectory Lane, The Street and Ifield Road and The Street and Lowfield Heath Road. If it could be proved that at peak times the air pollution in the village was higher than average then that could be vital information for the PC to use. MVDC could be asked to lend its support in this regard or could point the PC to Reigate and Banstead Borough Council who have experience in this matter.</p>

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Action	PS proposed, and CE seconded, that MVDC Environmental Health department be contacted with a view to seeking support for air pollution monitoring.
12	<p><b>Climate Change Policy</b> – Councillors were asked to consider at the July meeting if they wanted to join a committee to draw up a Climate Change Policy. Nobody had come forward to assist LS and Walter Hill so in the absence of a committee, PS proposed that the PC adopt the following motion: “Charlwood Parish Council recognises that climate change represents an urgent and potentially irreversible threat to human society and the planet. In all instances, the Council will endeavour to be environmentally sustainable and responsible in every way they can and encourage our parish residents to do likewise where possible.”</p> <p>Action LS seconded the motion and it was approved.</p>
13	<p><b>Reports from Representatives</b></p> <p><b>13.1 Glovers Wood Workshop</b> - LS had been unable to attend this because of illness but the Clerk said he had asked the organisers for a report on what had taken place.</p> <p><b>13.2 Parishes in Bloom</b> - PS said she had attended the awards ceremony of the Parishes in Bloom competition and had been delighted that Charlwood had won a silver gilt. She said that for a first attempt it was a notable achievement and would hopefully lead to a gardening group being set up to produce an even better entry in future years. The village had scored highly with community involvement while the Charlwood Village Football Club had received an ‘In Your Neighbourhood’ award because of their commitment to village activities such as the Fete and the Music Festival to name but two.</p>
14	<p><b>Community Events &amp; Affairs</b></p> <p><b>14.1 Lowfield Heath Windmill Trust Donation Request</b> – the Clerk wanted to confirm, following further communication with the Trust, that Councillors were happy to match any funds raised by the Trust up to £1,000 – excluding donations and grants – as long as that money was raised after the donation request arrived on 25th June. Councillors agreed that was the case. The Clerk then read out an email from the Trust chairman Peter Brown who said it had been a good season with more volunteers and trustees coming from Charlwood.</p> <p><b>14.2 Defibrillator at Hookwood</b> – The Clerk had talked to the Secretary of the Hookwood Memorial Hall Trust and gave her assurances about the ownership of the defibrillator, the training needed for it etc. RP said he would take this information to the next meeting of Trustees.</p> <p><b>14.3 Norwood Hill Residents Newsletter</b> – Chris Lowe (CL) had attended a recent Clerk’s surgery and talked to a couple of Councillors about current issues in Norwood Hill. CL agreed to add the PC to the Newsletter’s distribution list.</p> <p><b>14.4 Wildflower meadow planting</b> – this would take place on Saturday 12<sup>th</sup> October.</p> <p><b>14.5 Charlwood at Christmas</b> – this would take place on Sunday 8<sup>th</sup> December between 4-6 pm.</p>
15	<p><b>Newsletter &amp; Website</b> - The next Newsletter – to be published in October – was progressing well and PS asked Councillors to contact her if there were any additional items that could go in.</p> <p>The Clerk said he felt the PC website needed a reboot and refresh and would like to move to a new website host, Hugo Fox, who managed community websites for free. The Clerk had earlier circulated details of the website HugoFox hosted for Mickleham PC and there was agreement that their websites had a fresh and busy ‘face’ to them. PS proposed and CE seconded that the PC transfer the</p> <p>Action</p>

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	website to HugoFox and this was approved.												
16	<b>Procedures and Standing Orders</b> – Nothing to report.												
17	<b>Employment Matters</b> - A meeting of the staffing committee would be held on 30 <sup>th</sup> September.												
18  Action	<p><b>Public Comments</b> – HS picked up a topic that had been mentioned earlier, namely the frequency of Peter Brown’s Construction Lorries travelling through the village. There had previously been a gentlemen’s agreement that he would restrict the number of lorries travelling through the village and perhaps it was time to renew it. PS said a couple of Councillors could talk to Peter Brown and LS volunteered.</p> <p>HS thanked PS for her leadership and her success with Parishes in Bloom and all the other things she does for the village.</p>												
19	<p><b>Forthcoming Meetings -</b></p> <table> <tr> <td>8<sup>th</sup> October</td> <td>S&amp;A Committee</td> <td>S&amp;CC</td> <td>8pm</td> </tr> <tr> <td>15<sup>th</sup> October</td> <td>Planning &amp; Highways</td> <td>6 Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>21<sup>st</sup> October</td> <td>Charlwood Parish Council</td> <td>S&amp;CC</td> <td>8pm</td> </tr> </table>	8 <sup>th</sup> October	S&A Committee	S&CC	8pm	15 <sup>th</sup> October	Planning & Highways	6 Sewill Close	7:30pm	21 <sup>st</sup> October	Charlwood Parish Council	S&CC	8pm
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The meeting closed at 21:45pm