

**CHARLWOOD PARISH COUNCIL**  
**Serving the communities of Charlwood, Hookwood and Norwood Hill**  
**MINUTES OF THE FULL PARISH COUNCIL MEETING**  
**HELD IN THE PAVILION, CHARLWOOD ON**  
**MONDAY 19<sup>TH</sup> FEBRUARY 2024 AT 7:30PM**

**PRESENT**

Cllr L Scott – Chair

Councillors: S Bloom, C Evans, D McCorquodale, A Rawlinson, T Stacey, A Tyson- Davies.  
 In attendance: Janette Coulthard (Clerk), H Hill (Assistant Clerk), SC Cllr Helyn Clack, Jessica Bita (BT Openreach) and 9 x Residents

47/24	<b>1. APOLOGIES FOR ABSENCE</b>	
	Apologies received from Cllr Hill.	
48/24	<b>2. DECLARATIONS OF INTEREST</b>	
	None.	
49/24	<b>3. MINUTES</b>	
	<p>3.1 Chairman’s Comments – Cllr Scott did not give any comments and advised that it would be a busy meeting and she would therefore get straight on to the business on the agenda.</p> <p>3.2 The minutes of the full Parish Council (PC) meeting held on the 15<sup>th</sup> January 2024, the minutes from the S&amp;A Committee meetings held on the 10<sup>th</sup> January 2024 and the 2<sup>nd</sup> of February 2024 and the minutes from the Extraordinary Meeting held on the 13<sup>th</sup> February 2024 were approved, and signed as a true record of the meeting by the respective Chairs and will be uploaded to the website.</p>	
50/24	<b>4. PUBLIC QUESTIONS</b>	
	<p>19:35 Cllr Evans joined the meeting.</p> <p>With the agreement of Cllrs and the Members of the Public (MOPs) Cllr Scott invited Jessica Bita (JB) from Openreach to address the meeting and provide a briefing about the BT Openreach Superfast Broadband Voucher scheme.</p> <p>JB briefed the meeting about how the scheme worked and answered questions from MOPs and Cllrs about how it worked and obligations on residents who signed up for the scheme. JB answered the questions and provided more background information. After responding the questions, JB highlighted that for the scheme to go ahead, at least 50% of residents needed to sign up to it. At the request of residents and Cllrs JB confirmed she would put the link to sign up to the scheme on Facebook again.</p> <p>4.1 A representative of the Parish Pump magazine had written to the Clerk asking for the PC’s permission to put a banner up at the Recreation Ground along the boundary with lfield Road. The banner would be announcing the launch of the magazine. <b>APPROVED.</b></p> <p>4.2 A resident had written to the Clerk asking for the PC’s support for a Planning Application to rebuild a wall at St Nicholas’s Church. - Cllr Scott confirmed that the PC were aware of the application and gave a brief outline of the works to be carried out. Cllr Scott advised that the application would be discussed by the PCs Planning Committee when it came before them.</p> <p>4.3 A resident had written to the Clerk regarding a quote obtained by Cllr Stacey for urgent repairs required to the Hovel to mitigate immediate risks presented by its current condition. The resident urged the PC to approve the quote and give the go ahead for the work to be carried out and mentioned that the Charlwood Society would be willing to contribute a ‘no obligation’ £1,000 to the cost. - The PC advised that it did not have the authority to give the go ahead for the works to be done and would need to obtain permission from the Diocese. Cllr Scott asked the Clerk if it</p>	<b>JB</b>

	<p>was possible to speak to the Diocese urgently. The Clerk confirmed this could be done. The Resident again urged the PC to approve the quote obtained by Cllr Stacey pending permission being obtained from the Diocese. Cllr Scott advised that it was not necessary as the payment could be approved in a different way under the PC's Financial Regulations. SC Cllr Clack suggested it would be worthwhile considering whether a residents' group could legally undertake the work and not incur legal liability if anything happened as a result of that work. The Clerk advised that a residents' group would have the same liability as the PC if they carried out work without permission. SC Cllr Clack suggested it may be worth reporting the issues to SCCs historic buildings officer. <b>IT WAS AGREED</b> the Clerk would contact the Diocese, send the quote obtained by Cllr Stacey and attempt to gain approval for the work to go ahead. The Clerk also to try to obtain assurances that the PC would not be held liable for future issues resulting from the work or injury to members of the public.</p>	<b>JC</b>
51/24	<b>5. PLANNING, HIGHWAYS AND ENVIRONMENT</b>	
	<p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 26<sup>th</sup> January – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 26<sup>th</sup> January as detailed in Appendix B be approved and submitted to MVDC. <b>APPROVED.</b></p> <p>5.1.1 Cllr Scott mentioned that the Appeal had come through for the 446 houses in Hookwood. She confirmed that the PC had obtained Rule 6 status as agreed at the Extraordinary meeting of the 13<sup>th</sup> February. She reminded the PC that the decision to engage a Barrister or use the Planning Expert to represent the PC at the Appeal, had been deferred. Cllr Scott advised she would like to propose that the Parish Council agree to go ahead with the Barrister option and start a fund-raising campaign to run over the next couple of weeks. Cllr Bloom asked whether there was now a clear understanding of the costs of a Barrister. Cllr Bloom also asked if this was the maximum spend or could the PC find costs spiralling. Cllr Scott advised the costs were predicted to be between £15,000 and £20,000 but there would be additional costs for example, the costs of the Planning Expert who would still be needed. At the request of Cllr Bloom, Cllr McCorquodale confirmed he had previous experience of using a Barrister and a Planning Expert and advised the points they presented were virtually the same. He emphasised that this experience was in a private case. To try to understand the level of residents' support Cllr Tyson-Davies asked how many Hookwood residents were present at the meeting tonight. It was confirmed that no residents of Hookwood were present.</p> <p>SC Cllr Clack asked if she could speak, Cllr Scott agreed to suspend standing orders to allow SC Cllr Clack to speak.</p> <p>SC Cllr Clack asked if the PC had engaged with MVDC to understand how strong a case they felt they had in defending their decision. She also asked if the PC knew if MVDC were employing a Barrister and Planning Experts and whether the PC could find a way to work with MVDC to keep costs down. Cllr Scott, advised that MVDC had sent a planning expert out to view the site and MVDC were appointing a Barrister today. The PC were looking to source a Barrister who would be happy to work with MVDC. SC Cllr Clack commended the PC on obtaining Rule 6 status but suggested it might be prudent to wait until the PC had more information about MVDC's strategy before making the decision to engage a Barrister. Cllr Scott advised that timing of the decision about the Barrister was an issue as the PC needed to instruct whoever was chosen and be prepared in time for the relevant deadlines. Cllr Scott confirmed that if a decision not to choose either were made, the PC would have to represent themselves and Cllrs had already agreed they were not qualified to do this. Cllr Evans cautioned that the PC needed to find out what MVDC were doing. Cllr Tyson-Davies asked if the PC could just work together with MVDC. Cllr Scott advised there was some room to do this but there were differences in the grounds for fighting the Appeal that meant the PC needed to act independently. SC Cllr Clack advised that it was unusual for a PC to take the lead in this situation and would normally expect a residents' group to take the lead with the support of the PC. SC Cllr Clack emphasised that it was the job of MVDC to defend</p>	

	<p>their decision and offered to facilitate with MVDC. Cllr Tyson-Davies suggested that the PC hold another meeting in Hookwood to gain an understanding of residents' views, the level of support for the PC spending money on a Barrister or a Planning Expert and their willingness to fund raise to help cover the costs. Cllr McCorquodale mentioned that decisions made would be future proofing and form the basis of the PC's strategy for future cases. <b>IT WAS AGREED</b> to hold a meeting in Hookwood for Hookwood residents at the earliest opportunity and defer the decision to use a Barrister or a Planning Expert to that meeting. The Clerk to book Hookwood Hall. Cllr Scott reinstated standing orders.</p> <p>5.1.2 Horsham Borough Local Plan - Cllr Scott mentioned the Save West of Ifield group were meeting tonight. There was a consultation with a questionnaire to be completed. She offered to complete the questionnaire and circulate to Cllrs for approval. <b>IT WAS AGREED</b> that Cllr Scott would complete the questionnaire.</p> <p>5.2 The Future Homes and Building Standards 2023 Consultation – to consider and agree whether the PC want Cllr Scott to respond to the consultation – Cllr gave a briefing on the consultation and what it covered. <b>IT WAS AGREED</b> that Cllr Scott would respond.</p> <p>5.3 Neighbourhood Plan- Cllr Scott reported that no progress can be made until there are decisions made by MVDC regarding the Local Plan.</p> <p>5.4 Mole Valley Local Plan – Cllr Scott advised that there was a meeting in Parliament on the 22<sup>nd</sup> February and that she was hoping there would be positive developments from that meeting related to protecting the Green Belt.</p> <p>5.5 Environmental Matters –</p> <p>5.5.1 To consider if the Parish Council wish to purchase a thermal camera, cost c. £1,000 to enable the PC to carry out heat loss surveys for domestic properties – the PC discussed the request. Cllr Evans mentioned that she did not see that it would be of benefit to the majority of residents or the PC. Cllr Bloom suggested the PC need to gauge demand before agreeing. Cllr Scott advised she would try to obtain more data on the need and demand and report back to the PC. <b>IT WAS AGREED</b> to defer the decision until Cllrs had more information and that Cllr Scott would try to source this.</p> <p>5.5.2 Air Quality Project – Cllr Scott advised that Reigate and Banstead Borough Council have got the data needed for air quality analysis but localised Health Data was still needed. This data was needed for the Gatwick DCO representations and would give the PC a unique route to pursue. Cllr Bloom raised the concern that the PC needed to know the cost of obtaining the Health Data before giving approval. Cllr Scott proposed that she obtain the costs, circulate via email and use the authority in the Financial Regulations to give the go ahead and then gain retrospective approval at the next meeting. <b>IT WAS AGREED</b> that this proposal was acceptable.</p> <p>5.5.3 Historic Water Flow – Cllr Scott advised the project had buy-in from South East Rivers, SCC, Thames Water and from Clarion Housing. Pending response from the Environment and if the PC wanted to do anything in the Glebe Field the Diocese would need to be contacted.</p> <p>5.6 Fly-tipping/Litter – ordering of new bins was pending. The Clerk confirmed that MVDC do not provide additional dog poo bins any longer but the PC could order more litter bins. The PC had identified the need for 5 additional bins.</p>	<p>JC</p> <p>LS</p> <p>LS</p> <p>LS</p>
52/24	<b>6. SERVICES AND AMENITIES</b>	
	<p>6.1 <b>Withey</b></p> <p>6.1.1 Cllr Stacey reported that quotes for tree work were still pending and he would chase.</p> <p>Cllr Stacey asked the Clerk if there was any update on purchasing the Key Safe for the Withey. The Clerk advised she had requested permission from JBTM to put the Key Safe on the gate at the Withey but had not heard back.</p>	<p>TS</p>

	<p><b>6.2 Pavilion</b></p> <p>6.2.1 To approve the new Hire Fees for 2024/25 recommended by the S&amp;A Committee and the Finance Working Group. Cllrs queried that the rate for non-residents and residents where the same. Cllr Scott advised that this seemed to be normal practice. <b>APPROVED.</b></p> <p>6.2.2 Cllr Stacey asked for an update on the Key Safe that had been approved for the Pavilion and had it been ordered yet. The Clerk confirmed it had not yet been ordered. Cllr Stacey raised the concern that the PC did not really know who in the Village had keys. Cllr Stacey proposed that the PC change the locks on the Pavilion to solve the problem and ensure the PCs insurance was not invalidated. <b>IT WAS AGREED</b> that Cllr Stacey could go ahead and change the locks.</p> <p><b>6.3 Recreation Ground</b></p> <p>Cllr Stacey raised the issue of ordering Clean Up after your dog signs for the Recreation Ground and other areas, stating that this was approved last year. The Clerk confirmed they had not been ordered as yet and it was on her to do list.</p> <p>Cllr Stacey gave an update on the hedge. He had met with a member of Gatwick Green Space who advised to leave the hedge and try to stimulate growth by putting new whips in and it was up to the PC whether to remove the Ivy as it was not predatory and would not kill the hedge. Cllr Stacey had also asked a local contractor for a quote for cutting back tightly the footpath side of the hedge and was waiting for the quote. Cllr Stacey asked if Whips had been ordered as there was a working group organised to work on the hedge at the weekend. Cllr Stacey had not ordered them.</p> <p>6.3.1 To consider what the PC would like to do about the Parking Barriers. Cllr Stacey proposed purchasing sand bags to keep the barriers upright and as the barriers would remain in place temporarily. <b>IT WAS AGREED</b> to order 24 sandbags.</p> <p>Cllr Stacey asked whether the post box for the Recreation Ground gate had been ordered. The Clerk advised that it had not been ordered and she had sent out a selection for the PC to choose from in an email earlier. Once the choice had been made the Clerk would place the ordered.</p> <p>Cllr Stacey mentioned the residents request regarding cutting back of tree branches overhanging a neighbouring property at Kings Whim. He advised that it involved 3 oaks and that a contractor had quoted £800. <b>IT WAS AGREED</b> that work should go ahead the Clerk to advise the Contractor.</p> <p>Cllr Stacey emphasised that a meeting was needed with the Groundsman. After informal discussions the Groundsman said he was willing to stand down if there were additional work requirements which he could not take on or would be happy to consider being taken on full time if the PC could make it a full-time role. <b>IT WAS AGREED</b> the Clerk would contact the Groundsman to arrange a formal meeting.</p> <p>Cllr Stacey raised the subject of the pathway lights. He advised the PC needed to find another electrician who can work on commercial electrical work. He also proposed that for all works there should be a written specification to give to a supplier and the process to include an inspection and sign off before paying invoices. <b>IT WAS AGREED</b> that Cllr Stacey would write the spec for the work to reinstate the lights.</p> <p><b>6.4 Millennium Field</b></p> <p>6.4.1 S&amp;A Committee had viewed the field and agreed a specification for works needed to be drawn and this needed to include the rubbish left there by the Groundsman. Cllr Stacey confirmed he would get the specification done before the next S&amp;A meeting.</p> <p>6.4.2 Cllr Stacey gave an update on obtaining quotes for the tree works. He had received two quotes so far. One for £6.6K which included removal of stumps and £5.5K not including the removal of stumps. He advised he was waiting for another quote. Cllr Scott asked about the trees along Tifters Drive which had been cut leaving tall stumps. Cllr Stacey advised that it seemed to be normal</p>	<p><b>TS</b></p> <p><b>TS</b></p> <p><b>JC</b></p> <p><b>JC</b></p> <p><b>JC</b></p> <p><b>TS</b></p> <p><b>TS</b></p>
--	--	--

	<p>practice now. Cllr Scott said she was concerned because the trees were cut down due to Ash Die Back and was there a risk that the stumps could spread the disease. Cllr Stacey said he would ask an expert for their advice</p> <p><b>6.5 New leases: Millenium Field and the Withey</b> 6.5.1 No further update.</p> <p><b>6.6 Glebe Field</b> Nothing additional to report.</p> <p><b>6.7 The Hovel</b> Nothing additional to report.</p> <p><b>6.8 Pavement Cleaning</b> 6.8.1 The Clerk confirmed she had still not managed to obtain a quote.</p>	<b>TS</b>
53/24	<b>7. PARISH MATTERS</b>	
	<p><b>7.1 Traffic Calming &amp; Car Parks</b> 7.1.1 Cllr Stacey reported he had tried to make contact with Surrey Highways without success. SC Cllr Clack had agreed to try to help. Cllr Stacey asked SC Cllr Clack if she made any progress to gain engagement. Cllr Scott suspended standing orders to allow SC Cllr Clack to speak. SC Cllr Clack advised that there had been some changes in policy which could mean that the PCs proposal might need to change and gave a general update on planned works and the SCC's change in view on 20 is Plenty and 20 mph limits in urban areas in Surrey. Cllr Scott mentioned that as there were a few new Cllrs would it be worth having a meeting to go through the PCs proposal and history. There were discussions around purchasing and installing speed and APNR cameras however it was agreed to wait and discuss further. <b>IT WAS AGREED</b> to hold a meeting and Cllr Stacey would arrange. Cllr Scott reinstated standing orders. Cllr Stacey then moved on the Car Park and the refusal of planning application and advised that it would be more likely to be successful if the PC submitted a new application that addressed the reasons for refusal rather than appeal the decision on the old application. <b>IT WAS AGREED</b> to regroup and submit a new application after more work had been done to address the reasons for refusal.</p> <p><b>7.2 Parish Council Communications</b> 7.2.1 Newsletter update – still in draft.</p> <p><b>7.3 Community Events and Affairs</b> Cllr Rawlinson reported she had attended a Community Events meeting. She advised that attendees at the meeting mentioned the difficulty of getting available dates for community events. There was a discussion around how to make more availability for community groups. <b>IT WAS AGREED</b> that there were enough dates available and arrangements had already been made by the Asst. Clerk. Cllr Stacey mentioned a request that had just come in from Horley Town FC to have a junior pitch that they could use and that would need discussion.</p> <p><b>7.4 Wickens Orchard</b> 7.4.1 The Clerk reported that she and the Asst. Clerk met with Clarion Housing on the 12<sup>th</sup> February. The representative from Clarion Housing confirmed the gate would be fixed on the 27<sup>th</sup> February and that at the request of the Clerk, she had asked for the hedge to be cut, for the street light at Sewill Close to be fixed and she had also asked if the bench needed oiling or a treatment to protect it. The bench was pre-treated but would need oiling once a year. The Clerk advised that she was waiting for the hedge cutting and grass cutting schedules.</p> <p><b>7.5 Russ Hill Hotel</b> It was agreed to remove this item from the agenda.</p>	<b>TS</b>

	<p>7.6 <b>Parish Hall</b> – no update.</p> <p>7.7 <b>Community Resilience &amp; Emergency Plan</b> – no update</p> <p>7.8 <b>S&amp;SEiB</b> – No update</p>	
54/24	<b>8. GATWICK MATTERS</b>	
	<p>Gatwick DCO coming up. The Parish Council was registered as an interested party. Cllr Scott asked if the PC should convene a Gatwick Working Group (GWG) meeting to catch up. There was a discussion around awareness and Cllr Stacey suggests that there should be a poster awareness campaign. There was a discussion around the type, style and positioning of signs. Cllr Stacey proposed that the PC have a discussion with GACC as to the content of Posters and Banners and contribute to the cost. Cllr Stacey proposed that the PC make a £1,000 contribution GACC to the cost of communications. <b>APPROVED.</b></p> <p>The representative of GACC who is also a member of GWG was invited to give an update on current status. He gave the PC an update including coming milestones and hurdles.</p>	
55/24	<b>9. REPORT OF THE FINANCE COMMITTEE</b>	
	<p>9.1 Review of Budget Recommendations from the Finance Working Group (FWG) – The Clerk had circulated a document prior to the meeting containing the revised budget together with details of the changes resulting from the recommendations made by the FWG. The Clerk asked if there were any questions. There were no questions.</p> <p>9.2 Budget - consider and agree the budget for 24/25 – Cllr Scott proposed that the PC approve the budget. <b>APPROVED</b></p> <p>9.2 Payments received and cleared payments – <b>NOTED</b></p> <p>Accounts for payments and authorised transfers – the Clerk briefed the PC on the current financial position, noting that there had been an error in the last figure reported for the General Reserve which meant it was showing c. £40,000 less than the actual figure. This had now been corrected.</p> <p>Cllr Scott asked for confirmation that she could pay for the printing of leaflets to gage support from Hookwood residents for the Appeal for land west of Reigate Road from the Chair's Allowance. This was confirmed.</p>	
56/24	<b>10. REPORTS FROM REPRESENTATIVES</b>	
	Nothing to report.	
57/24	<b>11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL COMMITTEE</b>	
	Nothing to report	
58/24	<b>12. GOVERNANCE</b>	
	<p>12.1 Review of Risk Register – deferred to next meeting</p> <p>12.2 Review of Asset Register – deferred to next meeting</p>	
59/24	<b>13. EMPLOYMENT MATTERS</b>	
	<b>IT WAS AGREED</b> that there needed to be a meeting to discuss exactly what the PC needed in terms of Groundwork ahead of arranging a meeting with the Groundsman.	
60/24	<b>14. PUBLIC COMMENTS</b>	
	14.1 A resident raised the issue of flooding on the Horley Road asking what was being done and who is responsible for clearing the culvert. Cllr Scott advised the issue had been looked at by SCC. The culvert could not be cleared until the water level falls. She advised that the residents would contact her as soon as the water subsided and she would contact SCC straightaway. She also advised she was pushing for better warnings for drivers. Another resident advised that there were maps available in the Jean Shelley Archive room showing flood areas and the drainage system. Cllr Scott said she would have a look for them.	
61/24	<b>15. DATES OF FORTHCOMING MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> March 2024 - Services &amp; Amenities Committee Meeting – at the Pavilion 6:30pm</li> <li>• 12<sup>th</sup> March 2024 - Planning Committee Meeting at the Pavilion – 7:30pm</li> <li>• 18<sup>th</sup> March 2024 - Full Parish Council Meeting at the Hookwood Memorial Hall – 7:30pm</li> </ul>	

There being no other business the Chair closed the meeting at 10:20pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 18<sup>th</sup> March 2024

Signed.....

## Appendix A

Payments Green Highlight = Direct Debits already approved

Payments Orange Highlight = Estimate as DD Variable

Payments No Highlight = Electronic payment for approval or retrospective approval

### NCOMINGS

04-Jan-24	Barclay CV	Pavilion Hire 371	£70.00
05-Jan-24	Elysium HealthCare	Pavilion Hire	£2,935.00
08-Jan-24	Richard Parker	Contribution to Christmas refreshments	£30.00
15-Jan-04	Angela Tyson Davies	Contribution to Christmas refreshments	£30.00
17-Jan-24	Barclays Bank	Complaint compensation	£40.00
Total			£3,035

### DIRECT DEBITS TO BE PAID IN FEBRUARY

			Net	VAT	Gross
13-Jan-24	The Keyholding Company Ltd	Keys for Pavilion & Alarm Call (01/01/24)	64.53	12.91	£77.44
15-Jan-24	SES Business Water	Account 5414233	35.68	0.00	£35.68
20-Jan-24	Ecotricity Ltd	100063963Ecotricity Gas	289.57	0.00	£289.57
20-Jan-24	Ecotricity Ltd	100066969Ecotricity Electricity	397.87	0.00	£397.87
<b>Total</b>					<b>£800.56</b>

### FEBRUARY 2024 PAYMENTS TO BE APPROVED TONIGHT

20-Feb-24	Barnes Electrical	Disconnect & Isolate outdoor lighting supply	90.00	0.00	90.00
20-Feb-24	Gillett & Johnson	Servicing of St Nicholas Church Clock	165.00	33.00	198.00
20-Feb-24	Alan Knight	Replacement of Hand dryer in outside toilet at Pavilion	207.00	0.00	207.00
20-Feb-24	Mulberry & Co	Training for Cllr McCorquodale - Intro to planning, Future shape of planning, Making effective planning representations, finance for Cllrs	195.00	39.00	234.00
20-Feb-24	Mulberry & Co	Professional services for the provision of payroll Qtr to Dec 23	122.50	24.5	147.00
20-Feb-24	Stephen Renaud	Pavilion window cleaning Aug, Sep, Oct, Nov, Jan	85.00	0	85.00
20-Feb-24	Mulberry & Co	Training for Cllr Scott - The future shape of the planning system	50.00	10	60.00
20-Feb-24	Prime Commercial Cleaning	Dec 23 & Jan 24 Pavilion Clean	420.00	0	420.00
20-Feb-24	Trevor Stacey	Chapter 8 Barriers for Rec - paid for to allow delivery	671.75	134.35	806.10
20-Feb-24	Helen Hill	February Salary	580.20	0	580.20
20-Feb-24	Helen Hill	Underpayment of January Expenses, plus expense for 2 x bins for Pavilion	21.14	3.95	25.09
20-Feb-24	Janette Coulthard	February Salary	1081.70	0	1081.70
20-Feb-24	Nigel Jeffries Landscapes Ltd	2 x Withey Grass Cuts January	110.00	22	132.00
20-Feb-24	Lisa Scott	Refreshments Christmas	230.00	0	230.00
20-Feb-24	Carolyn Evans	Mileage for Gatwick Airside Tour 10 x 45p, mileage for GATCOM Meeting 10 x 45p, Phone calls to Barclays Bank	21.49	0	21.49

**4317.58**



## Appendix B

### MINUTES OF THE PLANNING COMMITTEE MEETING OF THE 13<sup>TH</sup> FEBRUARY 2025

Chair – Cllr L Scott

Present: Cllr S Bloom, Cllr C Evan, Cllr D McCorquodale, Cllr A Rawlinson

In Attendance: 3 x Residents, Cllr T Stacey

#### 1. APOLOGIES

None

#### 2. DECLARATIONS OF INTEREST

None

#### 3. MINUTES

The minutes from the meeting of the 9<sup>th</sup> January will be signed as part of the Full Parish Council Meeting minutes of the 19<sup>th</sup> February therefore there are no minutes to sign.

#### 4. PUBLIC QUESTIONS

4.1 Re 'land lying to the North & West of Little oaks.' The scrap metal/upcycling business is continuing to trade despite the enforcement notice. What are MVDC are doing to stop this.

Cllr Stacey advised that the enforcement officer had written to the scrap metal merchant, who had then gone away. The Committee were unable to advise. **IT WAS AGREED** that the Clerk would contact MVDC and seek clarification of their actions.

4.2 Flooding corner of Glovers Rd 2 workmen from Page Wood cleared the grid of debris & dug a small part of the ditch, but this achieved little as the grid blocked again within a couple of hours and the water overflowed onto the roads. The resident is seeking help and advice on how to get the problem resolved. - The Parish Council advised that the clearance of ditches is residents' responsibility and these need to be cleared. Assistance should also be sought from MVDC.

#### 5. CURRENT PLANNING APPLICATIONS

Planning applications considered by Charlwood Parish Council Planning committee to the 26<sup>TH</sup> January 2024

**5.1 MO/2023/1975/ECL** – Zara's Doggy Day Care, Farmfield Drive, Charlwood, Dorking,, Surrey, RH6 0BN – Certificate of Lawfulness for the existing use and development in respect of the erection of buildings 1-7 (inclusive) and use of land as a Dog Day Care Centre with associated hard standing, for a period of more than ten years.

[Link](#)

**RESOLVED:** The Parish Council has no comment.

**5.2 MO/2024/0008/PLA** – Woodcote, Ifield Road, Charlwood, Horley, Surrey, RH6 0DR – New detached residential dwelling to replace existing mobile home.

[Link](#)

**RESOLVED:** The environmental health department had objected to this application as being too close to the Gatwick flightpath. The Parish Council support the environmental health objection and also have concern that this is another attempt to obtain planning permission for a dwelling by stealth.

**5.3 MO/2024/0044/ECL** – 43 Tifters, The Street, Charlwood, Surrey, RH6 0BY – Certificate of Lawfulness for existing development in respect of occupation of a building as an independent dwelling for in excess of 4 years.

[Link](#)

**RESOLVED:** The Parish Council question the statement that this has been an independent dwelling for as long as 4 years and do not feel that a Certificate of Lawfulness is acceptable in the circumstances.

**5.4 MO/2024/0059/CONS** – Horley North West Development, Meath Green Lane, Horley, Surrey – Reserved Matters Application for Phase 2 of the Riverside Green Chain Country Park at North West Horley (appearance, landscaping, layout and scale) pursuant to 04/02120/OUT, together with associated play area and ancillary works. (Reigate and Banstead Borough Council application ref. 04/02120/RM1G - for consultation purposes only.).

[Link](#)

**NOTED.**

**5.5 MO/2024/0043/CONS** – The Manor Stables, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0ED – Erection of equestrian facility block including feed and bedding room, secure tack room and wash/treatment solarium (Reigate and Banstead BC applications ref. 23/02468/F – for consultation purposes only).

[Link](#)

**RESOLVED:** As previously stated, the Parish Council support any comment made by the Norwood Hill residents association.

**5.6 MO/2024/0095/CC** – Drummond House, Norwood Hill, Charlwood, Horley, Surrey, RH6 0ET - Variation of Condition 2 of approved planning application MO/2021/2293 for the erection of replacement dwelling detached garage/games room following demolition of existing dwelling, new games room/garage to replace summerhouse and conservatory, (Use Class C3) to allow changes to the proposed detached garage and games room building.

[Link](#)

**RESOLVED:** The Parish Council has no comment.

**5.7 MO/2024/0098/CONS** – Woodcote, Ifield Road, Charlwood, Horley, Surrey, RH6 0DR – Erection of a single storey rear extension with crowned pitched roof

[Link](#)

**RESOLVED:** The Parish Council has no comment.

## **6. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

None

There being no other business, the Chair closed the meeting at 19:50.