

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 Parish Council Meeting held in the Pavilion, Charlwood,
on 16th January 2023 at 8pm**

Attending	Penny Shoubridge (PS – Chairman), Trevor Stacey (TS – vice-Chairman), Carolyn Evans (CE), James O’Neill (JON until 9pm), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS – from 8:48pm), Walter Hill (WH)
Clerk	Trevor Haylett
Assistant Clerk	Helen Hill
Also Attending	Nick Hague, David McCorquodale
Item 1	(1/01/23) Apologies – Sue Bloom
2	(2/01/23) Declarations of Interest – None.
3	(3/01/23) Minutes – The draft Minutes of the 21 st November meeting had been circulated. Penny Shoubridge proposed they be accepted, James O’Neill seconded and the Minutes were APPROVED.
4	(4/01/23) Public Questions – A number of questions had been submitted from Davida Hall and the Clerk would answer these after the meeting. They largely covered topics which would be dealt with during the meeting. Steph Page had asked about the private plots in Glovers Wood and what was allowed there because there was evidence of wooden buildings, caravans, camper vans and horse boxes being put on the plots. Mole Valley District Council would be approached about the situation.
5	<p>(5/01/23) Planning, Highways and Environment</p> <p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 13th December and four weeks ending 10th January – in Lisa Scott’s absence, Carolyn Evans proposed that the recommendations, which had been circulated, be approved. It was said that the comments on the Fig Tree Cottage application should refer to both 61 and 63 The Street and with that amendment the recommendations were APPROVED.</p> <p>5.2 Mole Valley Local Plan – This had been ‘paused’ following the government announcement relating to building on Green Belt. LS was attending a Mole Valley District Council meeting the same evening and when she arrived she updated Councillors on the outcome. She said that the Liberal Democrat administration was not withdrawing the Plan – as the PC had requested – but it had been unanimously agreed to write to the Inspector, who held the Inquiry into the Plan, to ask her opinion of withdrawing the Green Belt modifications which were the most controversial aspect of the Plan. LS said it was a step in the right direction but it was still hoped that the Plan would eventually be withdrawn.</p> <p>5.3 Neighbourhood Plan – It had come to light that the previous attempt at producing a NP had not been designated by MVDC. Because of that, and the lack of data from an earlier attempt several years ago, PS suggested that there be a fresh attempt to launch a steering group. The work that LS had produced in 2022 could be incorporated by the new group. A meeting had been planned for 25th January, for Councillors only, at which a way forward would be established and a clear working strategy defined. Following that, members of the community who had offered to be a part of the steering group</p>

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	<p>could be brought on board. JON seconded the proposal and it was APPROVED and the Councillors meeting on 25th January would be LS, Sue Bloom, Trevor Stacey and Walter Hill. PS would chair the meeting but would not take part in the group beyond that.</p>
6	<p>(6/01/23) Services and Amenities - The committee had met the previous week in the Pavilion.</p> <p>6.1 Withey – There had been comments about the ease of use of the pedestrian gate into the Withey but it was decided to leave it as it is for the present and to see if other comments come in. <u>Playground</u>: TS had made further attempts to engage with the resident co-ordinating the discussions around the playground refurbishment but they had drawn a blank so he was going to look for someone else to lead the discussions and get more mothers involved.</p> <p>6.2 Pavilion</p> <p>6.2.1 Request for fee reduction – A charity quiz evening was planned and the organiser had asked if the normal hire fee to be waived. This was approved. Additionally, a party was planned for 24th June, a joint celebration for three residents who contribute a lot to the village. It was decided that the hire fee could also be waived on this occasion.</p> <p>6.3 Recreation Ground – three quotes had been received for running a power cable to put new pathway lights in the trees. Two proposed using overhead wiring whereas the other suggested putting the cable underground but that would cause some disruption to trees. TS proposed accepting the quote of £1474 from a local contractor who also had the benefit of knowing the building and its electrics. HP seconded and the proposal was APPROVED.</p> <p>The <u>hedge between the Rec and Tain Cottage</u> was inadequate and failed to prevent cricket balls from getting into the garden. TS had received an estimate of £850 to install chestnut pale fencing there and allow the hedge to thicken up. Councillors agreed in principle to the suggestion and a fixed quotation would be requested. PS asked that an additional length of chestnut paling be purchased to put around the Christmas tree. <u>CCTV cameras</u> had been installed around the Pavilion and a training session on how to use the recorder had been arranged for the Clerk and assistant Clerk. <u>A fixed goal</u> would be purchased to stand at one end of the new junior pitch with another mobile goal to be used for matches and stored elsewhere. It was hoped that the team that intend to use the pitch would purchase that goal. A new <u>combination padlock</u> would be purchased for the big entrance gate into the Rec because the existing one was proving problematic to use. Planings would be placed at the <u>entrance to the field</u> by the shop to help avoid mud accumulating there.</p> <p>6.4 New leases: Millennium Field and The Withey - JBTMT Trustees were meeting on 26th January when it was hoped they would decide on a solicitor to move the process on.</p>
7	<p>(7/01/23) Parish Matters</p> <p>7.1 Traffic Calming & Car Parks - With the alternate car parking scheme in The Street, put forward by a resident at the open meeting in November, now judged to be unworkable, Mark Baker, the traffic consultant, could proceed with putting the traffic calming measures before SCC and MVDC for approval. Councillors were happy with the drawings he had produced and they could form the basis of the planning applications. TS said MB had not yet produced a drawing for the Old Reigate Road, Hookwood, and it was suggested he could incorporate “painted” raised tables which would have the benefit of not requiring any public consultation. As for the car park in the Millennium Field, TS was awaiting a drawing from the proposed contractor to put the car park in the front, near the</p>

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main road, and relocate the playground equipment further back. The opinion of MVDC would be sought as to the feasibility of the scheme before another public consultation would be held.

7.1.1 VAS Signs/Speedwatch – The new, improved VAS signs appeared to be working well. Peter Harris, from SCC, who called in on the parish every four weeks or so to change the batteries, had recently had surgery so there may be a delay before his next visit.

7.2 Parish Communications

7.2.1 Newsletter – It was agreed at the Community Evening (see below) to produce a welcome newsletter for new residents as well as a regular one with updates on parish events.

7.3 Community Events and Affairs

7.3.1 Community Evening 12th January – this had proved a popular event with around 35 people attending and willing to help. Some events were already at the planning stage.

7.3.2 Flag Pole – PS proposed that this was purchased (cost £306 including vat plus fitting) as a contribution to the Coronation celebrations. Discussions would take place to decide the most appropriate location.

7.3.3 Great British Spring Clean – This will take place on 25th March, to meet at the War Memorial at 9.30am.

7.3.4 Tree and hedge planting – TS, WH and PS were meeting later in the week to decide on the locations for planting. The planting itself would take place the following Sunday.

7.4 **Wickens Orchard** – the PC had relayed to Clarion Housing its preferred terms for the lease of the Orchard. The email had been acknowledged and forwarded to the appropriate department for their consideration.

7.5 **Warm Hubs** – these had started that day – although no one had turned up for the first session - and the intention was to hold three per week at the Parish Hall. More volunteers were needed; PS had received the basic DBS but others needed to be checked as well. Promotional items were awaited from SCC.

7.6 **Sandbags location** – MVDC had decided to locate the sandbags at Gatwick Aviation Museum without consulting the PC. This was not suitable for a number of reasons, notably that the Museum was only open three days a week. The PC had suggested the Rectory Stables as an alternative location and a meeting was planned for later in the week.

7.7 **Parish Council Elections** – These would be held on Thursday 4th May and all Councillor seats were up for election along with the District Council ward. Some Councillors would not be seeking a further term of office so it was important to start advertising for new Councillors.

7.8 **Half Moon ACV (Asset of Community Value)** – the landlord of the Half Moon public house had contacted the PC to suggest that the public house be made an ACV to protect its future place in the community. If accepted, the pub would first be offered to the community in the event of any future sale. Councillors thought that they should first find out more information before making any commitment.

7.9 **Russ Hill Asylum Seekers** - there were currently 177 residents and there were still too many incidents of them cycling along the road with no lights or hi viz jackets or helmets and on the wrong side of the road. PS said she was constantly in touch with MVDC pointing out the dangers

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	<p>and WH said it was important to Minute the PC's concern to show that it had done all it could to draw the authorities' attention to the safety risk.</p> <p>7.10 Glebe Field Hovel – some of the old tiles had been dislodged and before they could be moved to safe storage, someone had removed them. The Clerk had received an update that day from the land agents to say that the Diocese (owners of the Glebe Field) had commissioned a survey of the building with a view to drawing up a schedule of repairs. The next step was to find out from the Diocese what the likely cost was going to be and what the PC share of those costs would be.</p> <p>7.11 JBTMT Trustees – Maggie Hensman had informed the Clerk that she would be resigning from the Trust and as one of the PC nominated trustees, a successor would need to be found. Notices would be placed on social media seeking nominees.</p>												
8	<p>(8/01/23) Gatwick Matters</p> <p>8.1 Report of Gatwick local community stakeholder group meeting on 30th November – this proved a productive meeting; the group was renamed as the Gatwick Local Community Transport Group with a Terms of Reference drawn up. The main points from a parish view concerned taxi-driver parking along Povey Cross Road and the lack of transport from Charlwood to Gatwick. LS and PS have produced a survey relating to bus travel and it will be circulated to residents. A follow up meeting is scheduled for the group on 20th January.</p> <p>8.2 Gatcom meeting 26th January – PS would be attending.</p>												
9	<p>(9/01/23) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table> <tr> <td>Barclays Community Account – to 15th January</td> <td>£29,133.51</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£6,153.23*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£34,119.77</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£85,220.02</td> </tr> <tr> <td>Lloyds Treasurers Account - to 15th January</td> <td>£79,332.83</td> </tr> <tr> <td style="text-align: right;">Total Bank Assets</td> <td>£233,959.36</td> </tr> </table> <p>*For Archive Room Note: Reserves (Earmarked) = £146,000; (General) = £87,959.36</p> <p>9.2 Accounts for payments and authorised transfers – These had been circulated – see Appendix A – and were APPROVED.</p> <p>9.3 To approve Interim Audit Report - the Report had highlighted that some areas of the PC's accounting system needed to be tightened and PS and TS would work with the Clerk on these.</p>	Barclays Community Account – to 15 th January	£29,133.51	Barclays Legacy Account - ditto	£6,153.23*	Barclays Charlwood Account - ditto	£34,119.77	Nationwide Business Savings Account – ditto	£85,220.02	Lloyds Treasurers Account - to 15 th January	£79,332.83	Total Bank Assets	£233,959.36
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10	<p>(10/01/23) Reports from Representatives - None.</p>												
11	<p>(11/01/23) Procedures and Standing Orders</p> <p>11.1 The Civility & Respect Pledge/Code of Conduct – this had been agreed at the November meeting and the relevant certificate had been sent to the Clerk. MVDC will organise a</p>												

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	briefing session for Councillors after the May elections.
12	(12/01/23) Employment Matters - A staffing meeting will be arranged to discuss the Groundsman's new employment and how that would impact on his work for the PC.
13	(13/01/23) Public Comments – TS picked up on an earlier suggestion that the PC consider forming a long-term plan, say for a three-year period, which would work towards achieving future projects. PS suggested an informal get-together of Councillors to consider the idea – RP and LS said they would also be willing to be part of the group. A resident asked about the possibility of the car park going in the front of the Millennium Field and TS explained the reasoning behind it – namely it might be more encouraging to patrons of the café and shop to park there.
14	(14/01/23) Forthcoming Meetings – 14th February - Planning, Highways and Environment venue tbc 7:30pm 15th February - S&A Committee time and venue to be confirmed 20 th February - Parish Council Meeting, Pavilion, Charlwood 8pm Meeting Dates in 2023 – 20 th March, 17 th April, 15 th May, 19 th June, 17 th July, 18 th September, 16 th October, 20 th November The Annual Parish Meeting is scheduled for Tuesday 23 rd May at 7:30pm

The meeting ended at 9:11pm

Appendix A Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 18 th November and	15 th January 2023			Total
<u>Lloyds Bank</u>				
Ifield CC	Regular standing order (£120) x 2			240.00
S. Charman	Yoga classes - Inv 319			64.00
S. Charman	Yoga classes - Inv 324			80.00
Millfields	Meeting – Inv 322			30.00
Incomings between 18th November and	15th January 2023			
<u>Barclays Bank</u>				

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C. Barclay	Choir Inv 325			60
C. Barclay	Choir Inv 320			90
Farmfields	Pavilion hire			1250
Farmfields	Pavilion hire			1450

<u>Direct Debits</u>				
Ecotricity	Electricity Inv 5 th December (for period 20/10 – 20/11)			106.78
Ecotricity	Electricity Inv 6 th December (for period 20/11-1/12)			53.11
Ecotricity	Gas Inv 6 th December (for period 27/10 – 27/11). 2 payments totalling			140.73
SES Water	Inv 25 th November (for period 31/10 – 30/11)			175.90
SES Water	Inv 16 th December (for period 30/11 – 31/12)			31.17
Keyholding Company	Inv 618451 (for period 1/2/23 - 28/2/23)			29.40
Keyholding Company	Inv 615663 (for period 1/01/23 – 31/01/23)			29.40
Rentokil Initial	New contract			134.16
Nest Pensions	On November earnings			259.45
<u>Payments to be approved tonight</u>				
Nigel Jeffries	Clearing leaves 14/12 Inv 15832			62.40
Mark Baker	Further 17% payment of Traffic fee + overnight stay			1071.18
Mulberry & Co	Interim internal audit			216.00
Mulberry & Co	Payroll services December Quarter			126.00
Kayes Maids	December cleaning Inv 0124			240
HCI Data	PC website domain name renewal			102
Penny Shoubridge	Warm hub food + dbs payment			62

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Retrospective payments				
Richard Bowling	Web hosting (Community site)			125
Microshade	Quarterly hosting			287.96
Mulberry & Co	Training - LS			48
Alan Knight	Hookwood Noticeboard Installation			104
Strutt & Parker	Glebe Field rent			400
Kayes Maids	November cleaning Inv 5511			240
H. Hill	Cleaning products			22.29
Nigel Jeffries	Leaf clearing 1/11, 15/11 & 28/11			187.20

Appendix B

Planning Applications

Application Ref: MO/2022/1988/PLAH
[Link](#)

Location: Fig Tree Cottage, Ifield Road, Charlwood, Horley, Surrey, RH6 0DQ
Proposal: Erection of first floor rear extension and internal refurbishment.

Case Officer: Adelle Krzyzanowski
Registration Date: 23-Nov-2022
Applicant Name: Clare Cuff

Charlwood Parish Council objects to this application. The size and height of the proposed extension is over expansion, and will overshadow the gardens of the historic property, 61 The Street, and also 63 The Street, causing a loss of daylight. The proposed development will be overbearing and cause unacceptable harm to the amenities of both properties.

Application Ref: MO/2022/1943/PLAH
[Link](#)

Location: 4 Holmwood Cottages, Glovers Road, Charlwood, Horley, Surrey,

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Proposal: RH6 0EH
Erection of single storey rear extension.

Case Officer: Thomas Seccombe
Registration Date: 16-Nov-2022
Applicant Name: Mr & Mrs Cook

Note: This was later withdrawn

Application Ref: MO/2022/1460/PLA
Link

Location: Lyndwish, 63, Povey Cross Road, Hookwood, Horley, Surrey, RH6
0AG

Proposal: Vehicle crossover with a permeable gravel driveway.

Case Officer: Thomas Seccombe
Registration Date: 17-Nov-2022
Applicant Name: Mr James Faires

Charlwood Parish Council has no comment.

Decisions

Application No.: MO/2022/1620/PLA

Link

Location: Land at Hookwood Common, Reigate Road, Hookwood, Horley,
Surrey, RH6 0HQ

Proposal: Change of use from agricultural land to a secure dog walking facility
with associated hardstanding, access and parking, and the erection of
fencing.

Decision: APPROVED WITH CONDITIONS

Decision Date: 05-Jan-2023

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Application No.: MO/2022/1943/PLAH

[Link](#)

Location: 4 Holmwood Cottages, Glovers Road, Charlwood, Horley, Surrey,
RH6 0EH

Proposal: Erection of single storey rear extension.

Decision: WITHDRAWN

Decision Date: 16-Dec-2022