

# 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>	Hookwood Memorial Hall
<b>Attending</b>	Nick Hague (NH), James O’Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
<b>Clerk</b>	Trevor Haylett
<b>Also Attending</b>	Various members of the public
<b>Item</b>	
1	(Minute 1/03/20) <b>Election of Chairman</b> – With both Penny Shoubridge and Carolyn Evans being absent, the Clerk called for nominations for a stand-in Chairman. Nick Hague proposed Richard Parker with Howard Pearson seconding. This was unanimously approved and RP duly took the chair.
2	(2/03/20) <b>Apologies</b> – Penny Shoubridge, Carolyn Evans, Walter Hill, County Councillor Helyn Clack
3	(3/03/20) <b>Declarations of Interest</b> – Both RP and James O’Neill declared an Interest in Item 6.3.
4	(4/03/20) <b>Minutes</b> – Lisa Scott proposed and Nick Hague seconded that the Minutes of the Meeting held on 17 <sup>th</sup> February 2020 be approved. This was agreed and the Minutes were signed. <b>4.1 Chairperson’s Comments</b> – None
5	(5/03/20) <b>Public Questions</b> – Members of the public asked about Brickfield Lane and the progress of traffic calming following the 2019 Traffic Survey. On the latter point the Clerk said the results of the survey would be published on the website by the end of the week. After the meeting of the Traffic Calming Committee, members had considered various options for helping to deal with the problem, one of which included purchasing 30mph stickers for residents to place on their wheely bins. Trevor Stacey said he had also been investigating automatic speed signs, which warn motorists to kill their speed, and said he didn’t think they were too expensive. HP said he was surprised that there hadn’t been more discussion about the provision of a safety crossing in The Street because this had emerged as the most popular measure among those who had completed the survey.
6	(6/03/20) <b>Report of the Planning and Highways Committee</b> <b>6.1 Planning Comments on applications to week ending 6th March</b> – The recommendations of the planning committee meeting held on 10 <sup>th</sup> March had been circulated and NH proposed they be accepted, LS seconding. The recommendations were approved. <b>6.2 – Future Mole Valley</b> - NH said it was important for the Parish Council to be more proactive in planning matters and said he would like to see an extraordinary meeting held to discuss forming a Neighbourhood Plan. LS agreed and said it would give the community more power when objecting to planning applications as well as access to more CIL money. The discussion then broadened out to include the Future Mole Valley consultation and LS said if more brownfield sites were put forward to Mole Valley it might persuade them to withdraw the huge development planned for Hookwood. LS said the original consultation initiated by MV hadn’t been effective and the search for

	<p>potential sites hadn't been sufficiently thorough. LS was thanked for the work she had done so far in compiling the PC's response to Future Mole Valley.</p> <p>LS also asked the Clerk to write to the Bookham Residents Association who she said had made claims in their objections to the Plan that Hookwood had space for more development and also enjoyed round-the-clock public transport compared to Bookham. LS wanted to know where they thought these elements were in Hookwood.</p> <p><b>6.3 Land at Brickfield Lane</b> – RP had declared an Interest in this matter but the Clerk felt it was important that he spoke about a site meeting he had held with a representative from White &amp; Sons Estate Agency. The agent's view was that the Parish Council land would not receive planning permission and this was backed up, said the Clerk, by a MV planning officer who had also looked at the area. In the light of those comments it was agreed that the land should be formally put up for sale. A resident who had lodged an offer for the land with the PC at the end of last year said she was afraid this would lead to a bidding war but Councillors felt they had no choice but to invite offers from the wider public. It was also important to include a covenant that the land could not be sold on for development at a later date.</p> <p>Another resident explained that some people continued to park in the turning circle despite a PC notice forbidding it. Various suggestions were put forward as a way of solving the problem.</p>
7	<p>(7/03/20) <b>Report Of The Services and Amenities Committee</b> – HP said the usual monthly meeting had been cancelled in March because of illness and holidays but gave the following update following email correspondence.</p> <p><b>7.1 Withey</b> - Still no progress on the Tesco fence although the Clerk reported that he had recently been contacted by the head of maintenance who said it would be done. JON said it would be more productive to go to the Tesco CEO – approaching him had worked in the past. The black bin would be repainted by Alan Knight.</p> <p><b>7.2 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.</p> <p><b>7.3 Recreation Ground</b> - A quote had been accepted to permanently fix the mobile goal posts into the ground which was considered a necessary move to give children in the village the means to have a kickabout during the week. It had been agreed to delay the installation until next season and discussions were still being sought with the Sunday football team. There was no progress on removing the new fence – the ground was too wet.</p> <p><b>7.4 Millennium Field</b> – The Clerk was hoping to receive a date from Safeplay as to when they would come and carry out the repairs to the Charwood playground.</p> <p><b>7.5 Car Parks</b> – This had not progressed.</p> <p><b>7.6 Junior Sports</b> – This had not progressed</p> <p><b>7.7 Other</b> – The Clerk will send HP details of the Kings quote for the ground maintenance work. Other quotes would be sought. HP was still trying to speak to Katie Sargent of Surrey County Council with regard to obtaining trees for use in the 'Sponsor a Tree' scheme. If it didn't produce anything then All Seasons were growing 20 hawthorn hedge plants and that might be a useful alternative. NH had spoken to the Woodland Trust who would be giving away trees in the autumn. LS brought up the matter of residents who allowed their hedges to intrude over the pavement – Yew Tree Close and Reigate Road were mentioned as examples.</p> <p>LS also mentioned a number of finger-point signs that had come down, notably Westlands Farm, and it led on to a discussion about an email received from the Surrey County Council's Countryside Access department which TS suggested had indicated that some footpaths would be closed off. Advice would be sought on what exactly was intended by the application.</p>

8	<p><b>(8/03/20) Gatwick Matters</b> - NH explained that Gatwick had put the northern runway project on hold during the current Coronavirus crisis.</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> <p>8.2 Report of New Noise Management Board meeting – Peter Barclay had attended this meeting on behalf of the PC and his report had been circulated. The GACC agm had taken place on 19th February and the details were contained in the GACC newsletter which had been circulated.</p> <p>LS raised the subject of creating a continuous pavement between Charlwood and Hookwood and asked if approaches could be made to Gatwick and County Councillor Helyn Clack to get the project off the ground. The cost was likely to be in the region of £500,000 and there was scepticism that there would be any enthusiasm for the plan in the current climate.</p>								
9	<p><b>(9/03/20) Horse Hill Oil Exploration</b> – There were two other planning applications that required a response and LS was working on these. She would forward them to the Clerk who would send them on to Surrey County Council.</p>								
10	<p><b>(10/03/20) Traffic Calming</b> – TS had checked with the organisers of SpeedWatch about re-starting the monitoring sessions and this would require a new group of volunteers to be set up. They would all have to undergo training sessions and locations would have to be approved all over again. It was agreed that efforts would be increased to attract volunteers for the scheme.</p>								
11	<p><b>(11/03/20) Community Events &amp; Affairs</b> - A number of community events had been listed on the Agenda but these were all likely to be cancelled because of the C-19 emergency. The Gatwick Run had also been postponed until October.</p>								
12	<p><b>(12/03/20) Report of the Finance Committee</b></p> <p><b>12.1 Payments Received &amp; Cleared Payments</b></p> <table data-bbox="478 1344 1388 1500"> <tr> <td>Barclays Charlwood Account – to 28 February 2020</td> <td>£ 34,056.78</td> </tr> <tr> <td>Barclays Legacy Account - to 28 February 2020</td> <td>£ 4,145.40*</td> </tr> <tr> <td>Barclays Community Account - to 28 February 2020</td> <td>£ 68,873.66</td> </tr> <tr> <td><b>Total Bank Assets</b></td> <td><b>£ 107,075.84</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. The payments were agreed.</p> <p><b>12.3 Approval of External Auditor’s Report for 2018/19</b> – the Clerk said that while this had been circulated a little while ago, approval needed to be formally recorded. RP proposed that it be approved with NH seconding. The motion was carried.</p>	Barclays Charlwood Account – to 28 February 2020	£ 34,056.78	Barclays Legacy Account - to 28 February 2020	£ 4,145.40*	Barclays Community Account - to 28 February 2020	£ 68,873.66	<b>Total Bank Assets</b>	<b>£ 107,075.84</b>
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13	<p><b>(13/03/20) Reports From Representatives</b> - None.</p>								
14	<p><b>(14/03/20) Parish Council Communications</b></p> <p>Trevor Stacey asked if there were any contingency arrangements for helping elderly parishioners during the Coronavirus emergency. NH replied that a Facebook group had just been launched and was dealing with such matters. There was a discussion about arrangements for staging</p>								

	<p>meetings remotely both during the current crisis and in the future. The Clerk explained that legally the Council had to hold face-to-face meetings but that could well change.</p> <p>The situation with the Pavilion was discussed and the Clerk asked whether Councillors felt it should be closed. It was decided to keep it open for the moment but circumstances could alter that. HP said he would send out World Health Organisation posters with the latest health and hygiene guidelines to be put up in the Pavilion and Hookwood Memorial Hall.</p>												
15	<p>(15/03/20) <b>Procedures and Standing Orders</b></p> <p><b>15.1 To approve Financial Regulations</b> – The existing Financial Regulations needed revising and the Clerk had sent round an updated version for approval. It differed from the previous document in only a few areas. RP proposed and LS seconded that they be accepted and this was agreed.</p> <p><b>15.2 To approve Direct Debits</b> – The Clerk said that the procedure and list of direct debits needed to be approved on an annual basis. Currently they included the utility bills, BT and Chevron Alarms. It was agreed that these should continue.</p>												
16	(16/03/20) <b>Employment Matters</b> – None												
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18	<p>(18/03/20) <b>Forthcoming Meetings -</b></p> <table> <tr> <td>14<sup>th</sup> April</td> <td>Planning &amp; Highways</td> <td>Sewill Close</td> <td>7:30pm</td> </tr> <tr> <td>14<sup>th</sup> April</td> <td>S&amp;A Committee</td> <td>Venue tbc</td> <td>8:00pm</td> </tr> <tr> <td>20<sup>th</sup> April</td> <td>PC Meeting</td> <td>Pavilion, Charlwood</td> <td>8:00pm</td> </tr> </table>	14 <sup>th</sup> April	Planning & Highways	Sewill Close	7:30pm	14 <sup>th</sup> April	S&A Committee	Venue tbc	8:00pm	20 <sup>th</sup> April	PC Meeting	Pavilion, Charlwood	8:00pm
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Meeting closed at 9:45 pm

19 (19/03/20) **Closed Discussion** – TS moved that the public be excluded from the final discussion because of the confidential nature of the business.