

# 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 remotely via Zoom on 21<sup>st</sup> September 2020 at 8pm

<b>Attending</b>	Penny Shoubridge (PS), Carolyn Evans (CE), Nick Hague (NH), Walter Hill (WH), 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>	Hilary Sewill, Jan Gillespie, Ben and Carla Duffy, Carole Evans
<b>Item</b>	
1	<b>(1/09/20) Apologies</b> – County Councillor Helyn Clack
2	<b>(2/09/20) Declaration of Interest</b> – Penny Shoubridge declared an interest in 6.3 (Services & Amenities) and Trevor Stacey declared an interest in 5.1 (planning).
3	<b>(3/09/20) Minutes</b> – The draft Minutes for the 20 <sup>th</sup> July meeting and the Extraordinary General Meeting of 26 <sup>th</sup> June had both been circulated. Richard Parker proposed they be accepted and Carolyn Evans seconded. TS referred to Item 5 in the 20 <sup>th</sup> July Minutes and said that his recollection was that the Parish Council had advised residents who were being disturbed from the noise coming from The Charlwood's music events to make their own complaint to Mole Valley District Council rather than the Parish Council forwarding their letters of complaint. The Clerk said the Minutes had been taken from an audio recording and he was pretty sure they were accurate but he would listen to it again.
4	<b>(4/09/20) Public Questions</b> – Ben Duffy (BD) asked what the current situation was regarding the sale of land in Brickfield Lane and about the ownership of the turning circle and whether that was to be included in the sale. PS said the sale was progressing and was in the hands of the solicitors. BD followed that with a point about a historic document that a neighbour had produced signed by Amy Copey, a former owner of the land, which she believed meant that the turning circle would remain in perpetuity. PS said it was a document which had also been signed by someone calling themselves "A solicitor" which could have been anyone. It was therefore not a legal document. Carole Evans asked if she could see the document and there was agreement that she should.  Hilary Sewill said she thought there was another legal document relating to the turning circle and that was in the name of Peter Butcher. PS said that that document was for a set number of years – 20 years – and it had now expired. Carole Evans said so many questions were being asked about the turning circle because for many years residents had been told that the turning circle could not be sold. TS said the title being sold included the tarmac and the grass and the Clerk added that the new buyer has said consistently that she would keep the turning circle because she realised it was beneficial to the neighbours and wanted to maintain good relations with them.  Jan Gillespie asked about the fence on the Recreation Ground. She wanted to know whether the PC was still taking responsibility for the trees and hedging immediately behind the fence and how it gain access there. Secondly, she said it appeared the PC was ceding about six-foot of land to a private resident but PS said that wasn't the case because the land behind the fence could still be accessed.

	<p>PS said it was still up for discussion as to whether the fence was to stay or go. Howard Pearson suggested that as there seemed little prospect in the near future of being able to meet face-to-face in the normal way that the matter should be discussed and voted on at the October meeting. TS said to seek a wider view from the community it would be useful to place a poll on the Parish Council and Charlwood and Hookwood Community Facebook accounts.</p>
<p>5</p> <p>Action</p>	<p><b>(5/09/20) Report of the Planning and Highways Committee</b></p> <p><b>5.1 Planning Comments on recent applications</b> – The recommendations of the planning committee meetings held on 11<sup>th</sup> August and 15<sup>th</sup> September had been circulated and NH proposed they be accepted. TS seconded and the report was approved.</p> <p>PS regretted the loss of agricultural buildings with recent applications and the fact that they were being replaced by houses. NH explained that a lot of barns were standing empty and derelict and were no longer used as a storage for hay bales because the size of the bales had increased.</p> <p>James O’Neill said he had had representations from local residents about development taking place at Brittleware Cottages and he said they were unhappy with it being turned into a mini industrial estate. JON also referred to an application for a site known as ‘Land Parcel 2 Before Norwood Hill On South Side Collendean Lane’ in which permission was sought for caravans for residential purposes. NH said the committee had made their objection to Reigate and Banstead Borough Council and said it supported the objections raised by Salford and Sidlow Parish Council and the Norwood Hill Residents Association. JON said the neighbours wanted to see the Parish Council being more robust. The Clerk suggested that JON summarise the residents’ objections and send them to him to add to the planning committee’s comments.</p> <p>PS said that Surrey County Council intend to increase forward visibility and improve junction safety by painting double yellow lines at three Charlwood sites - Glovers Road and Rectory Lane, Russ Hill; Chalmers Close and Ifield Road; Chapel Road and The Street. Additionally Povey Cross Road residents of Forge Place are to be included in the Povey Cross resident permit scheme.</p>
<p>6</p> <p>Action</p>	<p><b>(6/09/20) Report Of The Services and Amenities Committee</b></p> <p><b>6.1 Withey</b> – The improvements to the Tesco fence had begun. JON said there were several other panels that still needed replacing.</p> <p>A new bin had been delivered to Withey Meadows and Alan Knight was about to install it. Lisa Scott said that she had been informed that someone had put poison down in Withey Meadows, apparently to deter foxes, and some dogs had fallen ill. A suitable sign would be produced and LS agreed to put them up.</p> <p><b>6.2 S&amp;CC</b> – Hand sanitisers were being purchased as the Pavilion began to open up again with the start of the football season.</p> <p><b>6.3 Recreation Ground</b> – Kings Landscapes had been engaged to tackle the hedge which lies to the right of the new wooden fence and work would be completed soon.</p> <p>There was concern over the state of the football pitch goalmouths with one or two holes appearing. Grasstex were coming over to suggest a remedy and also to recommend a plan for the area to the left of the Pavilion which needed levelling off with a view to putting a junior pitch down.</p> <p>As regards the fountain repairs, the Clerk was in discussions with the American company sourcing the parts to try and get the transport costs lowered.</p> <p><b>6.4 Millennium Field</b> – The playground repairs had been completed in August and there was satisfaction with the way Playdale had carried out the work.</p>

	<p>The car park committee is due to meet to discuss the plans for the Rectory car park. This was considered the better of two options for a car park.</p> <p style="text-align: center;"><b>6.5 Junior Sports</b> – No update.</p> <p style="text-align: center;"><b>6.6 Miscellaneous</b> – LS had mentioned at the previous meeting about two dog waste bins by the river in Hookwood which were overflowing. She told this meeting that the bins had been emptied a week later.</p>						
7	<p><b>(7/09/20) Land at Brickfield Lane</b> – This had been discussed in Item 4 where it was also said that the overgrown hedge on the eastern side of the site had been largely cleared. The PC is grateful for the help of Britannia Crest in completing this work.</p>						
8	<p><b>(8/09/20) Parish Matters</b></p> <p><b>8.1 Car parks</b> - The options – to the rear of the Millenium Field and/or land adjacent to churchyard – have been submitted to Mole Valley for comment. Mark Turner, Planning Development Officer, is off sick and his colleague Sherelle Munnis is to make a site visit in the next couple of weeks and report back on her observations.</p> <p><b>8.2 Traffic Calming</b> – Wheelie bin signs that remind drivers of the speed limit have been ordered at a cost of £179.50 and a date for the committee to meet was being organised.</p> <p><b>8.3 Noise Complaints</b> – PS said it was understood that the situation had been dealt with very effectively by MVDC and all future music events must be held inside with all windows closed to minimise the noise disturbance to residents. As regards the parking problems there had been a suggestion that the Parish Council take the lead in leafleting cars that are parked irresponsibly but PS said it wasn't a matter for the PC. It was a Police remit and they would be asked if they had anything suitable that they could use and place on car windscreens.</p> <p>A briefing note had been received from the Department of Transport about pavement parking with a questionnaire that Councillors needed to answer.</p>						
9	<p><b>(9/09/20) Gatwick Matters</b> - CE had attended a 'Keeping in touch with the community' discussion hosted by Gatwick and the report circulated. Inevitably Gatwick had suffered because of the pandemic and a significant number of jobs had been lost. CE raised the matter of the emergency runway and how badly it affected Charlwood and that is being looked at. The Gatwick Transport Forum would be held on 9<sup>th</sup> October and PS, and possibly NH and LS, would be attending.</p>						
10	<p><b>(10/09/20) Community Events &amp; Affairs</b> – PS said there should be a discussion on whether to continue with the Charlwood and Hookwood Community website. She said it was quite costly and did not attract a lot of 'hits' but against that it could be valuable to promote all parish activities. HP said the problem was who would take responsibility for it and keep it updated. Councillors were asked to take a look at it closely over the next couple of months and make a decision on its viability after that.</p>						
11	<p><b>(11/09/20) Finances</b></p> <p><b>12.1 Payments Received &amp; Cleared payments</b></p> <table style="margin-left: 40px;"> <tr> <td>Barclays Charlwood Account – to 28 August 2020</td> <td style="text-align: right;">£ 34,077.87</td> </tr> <tr> <td>Barclays Legacy Account - to 28 August 2020</td> <td style="text-align: right;">£ 4,148.07*</td> </tr> <tr> <td>Barclays Community Account - to 28 August 2020</td> <td style="text-align: right;">£ 128,148.13</td> </tr> </table>	Barclays Charlwood Account – to 28 August 2020	£ 34,077.87	Barclays Legacy Account - to 28 August 2020	£ 4,148.07*	Barclays Community Account - to 28 August 2020	£ 128,148.13
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	<p style="text-align: right;"><u>Total Bank Assets    £ 166,374.07</u></p> <p style="text-align: center;">*For Archive Room   **Total Reserves are around £38,000</p> <p>PS proposed that payments received and cleared payments be accepted. HP seconded and they were approved. The remaining matters under this Item were moved to Item 19 because of the confidentiality of the business to be discussed.</p>												
12	<p><b>(12/09/20) Reports From Representatives</b> – LS had attended a ‘Be a Good Councillor’ webinar and she was asked to share the slides with all Councillors. PS would be attending a Chairperson’s Networking Day in October.</p>												
13	<p><b>(13/09/20) Parish Council Communications</b> – No Newsletter update.</p>												
14	<p><b>(14/09/20) Procedures And Standing Orders Of The Council</b> – None.</p>												
15	<p><b>(15/09/20) Employment Matters</b> - None.</p>												
16	<p><b>(16/09/20) Public Comments</b> – Carole Evans asked what in particular was holding up the Brickfield Lane sale. PS said the PC was waiting on the solicitors and it was disappointing that it was taking a long time. LS said it was worth bearing in mind that following the Government’s introduction of a Stamp Duty ‘holiday’ that house sales were rocketing and that had put a lot of pressure on solicitors’ time.</p>												
17	<p><b>(17/09/20) Forthcoming Meetings -</b></p> <table style="margin-left: 40px;"> <tr> <td>13th October</td> <td>S&amp;A Committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>13th October</td> <td>Planning &amp; Highways</td> <td>tbc</td> <td>7:30pm</td> </tr> <tr> <td>19th October</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table>	13th October	S&A Committee	tbc	8pm	13th October	Planning & Highways	tbc	7:30pm	19th October	Charlwood PC	tbc	8pm
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**The meeting closed at 21:07pm**