

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 Annual Parish Council Meeting held remotely via Zoom on 17th May 2021 at 8pm

Attending	Penny Shoubridge (PS), Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS).
Clerk	Trevor Haylett
Also Attending	Hilary Sewill, Nick Hague (NH), Jackie Tyrrell, Chris Lowe, Davida Hall, Richard Tyson-Davies, Nikki Carey, Peter Whitehead, Geoff Smith, Angela Tyson-Davies.
Item	
1	(Minute 1/05/21) Apologies – County Councillor Helyn Clack
2	(2/05/21) (Clerk in the Chair) Election of Chairman for 2021/22 – The Clerk asked for nominations for Chairman for the next 12 months. Lisa Scott proposed that Penny Shoubridge should continue as Chairman and Howard Pearson seconded. PS was duly elected unanimously. She thanked the other Councillors for their support.
3	(3/05/21) (New Chairman in the Chair) Election of Vice-Chairman for 2021/22 – PS asked if anyone had a burning desire to be Vice-Chairman, otherwise she would propose that Carolyn Evans be re-appointed because she valued her support. CE was approved unanimously.
4	(4/05/21) Appointment of Committees, Working Groups and Council Representatives - The following changes were made to the committee structure: the Millennium Field committee was disbanded as was the Joint Car Parks committee because it is now part of the Traffic Calming committee. A West of Ifield Group was formed (see 8.3) and the Archive Room committee was renamed the Jean Shelley Archive Room committee. *For details of who sits on which committee see Appendix A*
5	(5/05/21) Declarations of Interest – None
6	(6/05/21) Minutes – PS proposed that the Minutes of the Meeting held on 20 th April 2021 be accepted along with the amendments to the confidential part of the March Minutes. They were both APPROVED.
7	(7/05/21) Public Questions - Nick Hague asked if the Parish Council was actively pursuing a project to plant trees in suitable locations in the parish. HP explained that a couple of avenues for obtaining trees had presented themselves but supplies had quickly run out. He said he would pick up the subject again while NH confirmed he was happy to be part of a small group set up to identify locations.
8	(8/05/21) Planning and Highways 8.1 Planning Comments on Applications to w/ending 7 th May – LS outlined the recommendations following the committee meeting held on 11 th May. PS asked that the comments in relation to Brittleware Farm be added to with support for the conditions set out by SCC Highways and Surrey History Centre. With these amendments the recommendations were APPROVED. PS added that the decision to refuse planning permission for a two-bedroom dwelling at Happy Acres with associated parking and access, was being appealed so the PC needed to keep an eye on that.

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	<p>8.2 Ridgefield House Enforcement Appeal - Kilmarnock Horse Rescue had lodged an appeal against the enforcement notice issued by MVDC in relation to the stables built at Ridgefield House. Chris Lowe, chairman of the Norwood Hill Residents Association, was invited to address the meeting and explained that it was inappropriate development which was harmful to the Green Belt. He couldn't see any exceptional circumstances which would outweigh the harm to the Green Belt. He understood the sympathy for the Charity and the horses and the good work that had been done but that didn't make it right in planning terms. A neighbour, Geoff Smith, also told the meeting of instances when a horse bolted down Norwood Road without its rider and when six donkeys escaped and were found in a nearby garden.</p> <p>PS said the PC should re-iterate its comments made at the time: namely that the stables were incompatible with what is a scattered residential and agricultural area; there were too many horses and stables for the fields around what was originally built as a private dwelling; it was in the Green Belt and the change of use was considered inappropriate. Other Councillors felt MVDC were penalising a Charity unfairly. CE said it was an easy target when MVDC had not gone after other more serious cases while Trevor Stacey said that the noise and smells associated with this development had to be accepted as part of living in the country.</p> <p>A vote was taken among Councillors on the proposal to support the enforcement action and object to the Charity's appeal. There were five votes in favour and three against with one abstention. HP said he would like to see the District Council engaging with the owners and local residents to try and find a solution to the problems. It was agreed that it should be added to the PC's submission.</p> <p>8.3 Report of Save West of Ifield Campaign meeting - PS said the Homes England proposal for 10,000 homes West of Ifield was a "massive" development, stretching from the Ifield Court Hotel to Faygate Station. Both PS and LS had joined the Save West of Ifield group which is campaigning to stop the plans. LS had attended an inaugural meeting where four sub-committees had been set up to tackle different issues.</p>
9	<p>(9/05/21) Services and Amenities - The committee had met on 12th May in the Recreation Ground.</p> <p>9.1 Withey – various 'handyman' repairs would be tackled while a contractor would be engaged to look at improving the footpath where sharp stones had been exposed.</p> <p>9.2 Pavilion – Following the decision to rename the Archive Room as the Jean Shelley Archive Room, a sign had been commissioned and would be installed. A partnership service and letting agreement had been drawn up for hirers and this would be put to Councillors for approval.</p> <p>9.3 Recreation Ground - Negotiations were continuing with Ifield Cricket Club. A new charging policy – based on an individual match fee instead of a season-long hire - had been put in place to reflect the additional number of games they required. ICC are unhappy with the increase and a meeting is being arranged with officials.</p> <p>Repairs were needed to the Recreation Ground hedge and native British hedging was required to fill in the gaps. Other jobs included fixing down the two litter bins to their plinths and jet-washing the MUGA.</p>

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	<p>9.4 Millennium Field – The springs on the gates leading into the playground would need adjusting slightly while quotes would be sought from grounds contractors to clear the two fenced-in areas and an area immediately adjacent to The Street. Another task was to treat the wooden posts and rails around the playground area. PS asked Hilary Sewill about the fenced-in area in the middle of the field and the flower there that needed to be protected. HS said she would point it out.</p> <p>9.5 Other - SCC would be contacted about the recent works carried out in Ifield Road. A manhole cover had dropped while some of the road signs were falling off the edge of the road into the ditch. There may be some funds left over from an historic Sport England grant which would enable the PC to create a junior pitch at the western area of the field. Investigations were continuing.</p>
10	<p>Sale Of Land at Brickfield Lane – PS said she was delighted that contracts had now been signed by both parties along with a Title transfer, Legal Charge and the conveyancing agreement and the completion of the sale was close. WH said it should be recognised there had been many challenges posed by the sale but a positive outcome with a good price had been achieved for the parish. He thanked PS and the Clerk for their perseverance in driving the sale to this point.</p>
11	<p>Parish Matters</p> <p>11.1 Report of the site meeting with Traffic & Car Parks Consultant – PS, TS and the Clerk had met with Mark Baker (MB) who had been engaged to advise on traffic calming measures and the two car park proposals. PS said it was a very productive meeting, lasting four hours, and she was hopeful that after 15-20 years of successive Parish Councils trying to get something done, that they were finally on a path towards achieving a solution. However it was not a quick fix and there were still many hurdles to overcome. MB spent time looking at the difficulties posed by the Ifield Road junction, the junction by the Parish Hall and the one between Perrylands and Lowfield Heath Road. He had also spent time looking at Hookwood and had gone away to compile an initial report. There would be further site visits.</p> <p>11.2 SpeedWatch update - TS said that more volunteers had come forward and he had submitted 11 names to Surrey Police. He was waiting to hear back as to the next step which would involve co-ordinated training. If the PC was to purchase its own speed guns that would have to be done through Surrey Police. TS explained that Surrey had joined a new SpeedWatch strategy, linking with other counties. In theory, if a driver fell foul of cameras on the same day in different counties it would trigger a higher level of Police action.</p> <p>11.3 VAS signs update – RP said he had met with Peter Harris from SCC about the location for the signs in Hookwood. PH had made recommendations for sites along the dual carriageway by the Black Horse and also suggested some planters to prevent drivers doing U-turns by Tudor Rose. RP will talk to Tudor Rose about it.</p> <p>11.4 Sky filming – Sky TV had sought permission to film a children’s drama in the Glebe Field as well as the churchyard. Filming would take place one day in June but they would require the field for three days either side of that and had suggested a minimum payment of £1,000 for the facility. They were convening for a planning meeting on site in the following week and Councillors were</p>

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	invited to attend to find out more details.								
12	<p>Gatwick Matters</p> <p>12.1 Report and recommendations of Gatwick Group re: Night Flights Part II – the Group had met the previous week to discuss the second part of the Night Flights consultation and the Clerk had drafted a response. Hilary Sewill had suggested some amendments and these would be incorporated. It was suggested that a covering letter accompany the online submission, emphasising the factors unique to the parish because of the proximity of the airport.</p> <p>12.2 Report of GACC briefing for Parish Councils on 29th April - This had been attended by CE and the Clerk and provided an update on the Night Flights consultation and GACC's response to it, as well as the Development Consent Order for the use of the Emergency Runway.</p> <p>12.3 Report of GATCOM meeting on 22nd April – CE had attended this and circulated her report in advance of the meeting.</p>								
13	Community Events & Affairs - None								
14	<p>Financial Matters</p> <p>14.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 30 April 2021</td><td>£107,471.48</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,148.84*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,084.28</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,029.34</td></tr></table> <p style="text-align: right;"><u>Total Bank Assets</u> £230,733.94</p> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>The Clerk said the first half of the precept had been received and also an additional payment of £8,000 from MVDC. He was checking with the district council because it wasn't clear what the payment was for. James O'Neill explained that this was money promised to those Parish Councils who had received Covid-19 grants a year ago, to help them get back on their feet after the restrictions were lifted.</p> <p>14.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix B) and were APPROVED. The insurance premium was due at the end of the month for the second term of a three-year agreement. It had gone up by £22 to £1373. RP asked that in the light of the total amount in the bank accounts whether the PC would be wise to open another bank account otherwise a large sum would not be protected by the £85,000 Financial Services Compensation Scheme. PS said she had been advised that Parish Council funds were not covered by that scheme in any case. The Clerk said he would check it out.</p> <p>14.3 To approve end-of-year Financial Statements – The Clerk said he was still working on these and they would be circulated in advance of the June meeting.</p>	Barclays Community Account – to 30 April 2021	£107,471.48	Barclays Legacy Account - ditto	£ 4,148.84*	Barclays Charlwood Account - ditto	£ 34,084.28	Nationwide Business Savings Account – ditto	£ 85,029.34
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15	Reports from Representatives – None
16	Parish Council Communications – PS had been working her way through the draft of the new website (combining the existing Parish Council and Community websites) and had sent 14 pages back to the web designer for amendments. She said that the plan was to include advertising on the site from local businesses and pointed to the Brockham village website as a good example of how this can work. She asked if a Councillor could find out from Brockham what their level of charges are and JON volunteered.
17	Procedures and Standing Orders – Nothing to report.
18	Employment Matters - The new role of a Facilities Supervisor had been offered to existing employees and negotiations were continuing with one of them to see if they wanted to expand their current role. If those talks didn't have a positive outcome, the position would be advertised locally.
19	Public Comments – Jackie Tyrrell asked what was known about The Charlwood pub regarding the use of their car park and PS said she had seen something to the effect that it was going to continue as an eating and drinking area until the end of the year. One nearby resident said the pub had completely changed the lives of the people living there and said cars were illegally parked every day of the week but nothing was ever done about it. PS said the PC was limited in what it could do and urged residents to send any complaints about the parking or the noise from the pub to MVDC as the licensing authority, to SCC, the Police or to the brewery, Greene King.
20	Forthcoming Meetings – 15 th June Planning & Highways venue tbc 7:30pm 15 th June S&A Committee tbc 8:00pm 21 st June Charlwood PC tbc 8:00pm

The meeting closed at 21:50 pm

Appendix 1

Appointment of committees, working groups and council representatives – the following members were appointed to serve on the following committees:-

Penny Shoubridge - FIN, S&A, P&H, TC, ST, GWG, PaH, GATCOM (sub), AR, SWI

Carolyn Evans - FIN, P&H, ST, GWG, GATCOM

Walter Hill - S&A,

James O'Neill - FIN, S&A, ST

Richard Parker - FIN, S&A, ST, AR, HMHT

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Howard Pearson - S&A, ST
Lisa Scott-Conte - P&H, TC, SWI
Trevor Stacey - P&H, TC
Sue Bloom - P&H, TC

The Committees/Groups are -

FIN - Finance

S&A - Services and Amenities

P&H - Planning and Highways

TC - Traffic Calming & Car Parks

ST - Staffing

GWG - Gatwick Working Group

PaH - Parish Hall

HMHT - Hookwood Memorial Hall Trust

GATCOM - Gatwick Area Consultative Committee

AR - Jean Shelley Archive Room

SWI - Save West of Ifield Group

The following members of the public have been co-opted onto these Committees/Groups:-

GWG - Hilary Sewill and Peter Barclay

TC - Ginny Green, Jackie Tyrrell, Martin Needham and Peter Barclay

AR - Janet Cookson, Martin Needham, Stephen Dickinson and John Shelley.

In addition:

Tony Hills sits on the Parish Hall committee as a representative of the Parish Council

The Clerk sits on S&A, FIN, GWG, TC and has delegated authority to attend the Horse Hill Action Group as an observer.

***Appendix 2**

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 st April and	30 th April 2021			Total
MVDC	Precept			43,329.00

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MVDC	Additional Covid grant			8,000
		TOTAL		51,329.00

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th April (for period 21/03 -20/04)			75.63
Ecotricity	Gas Inv 5 th May (for period 28/03 – 27/04)			94.71 ** now 38.85 in cr **
SES Water	23 rd April bill (for period 31/03 – 30/04)			27.61
<u>Payments to be approved tonight</u>				
<u>Nigel Jeffries Landscapes (formerly King's Landscapes)</u>	Grass cutting at The Withey in March	49.50		59.40