

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

e-mail: [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk)

Draft Minutes of Full Council Meeting held on 18<sup>th</sup> November 2019 at 8pm

<b>Venue</b>	Memorial Hall, Hookwood
<b>Attending</b>	Penny Shoubridge (PS – Chairperson), 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>	Various members of the public
<b>Item</b>	
1	(Minute 1/11/19) <b>Apologies</b> – Walter Hill (WH), County Councillor Helyn Clack
2	<b>Declaration of Interest</b> – None
3	<p>(3/11/19) <b>Minutes</b> – Nick Hague proposed and Howard Pearson seconded that the Minutes of the Meeting held on 22<sup>nd</sup> October 2019 be approved. This was agreed and the Minutes duly signed.</p> <p><b>3.1 Chairperson’s Comments</b> - PS wanted to clarify the policy regarding public comments at Meetings and said that those attending will be invited to ask questions at Item 4 and to make comments at Item 11. Other than that they could only comment at the discretion and invitation of the Chairperson.</p>
4	<p>(4/11/19) <b>Public Questions</b> – There was a question about parking outside the school and the need for the yellow lines there to be made more prominent. The Parish Council had written to SCC asking for the lines to be repainted. The headteacher had promised a resident, who regularly complained about the parking problems in the area, that she would write to parents asking them to be more responsible when parking</p> <p>A question was asked about a blocked culvert approximately 40 metres south of Fulbrook Cottage in Ifield Road which caused flooding across the road. Trevor Stacey had written to SCC and supplied photographs.</p> <p>Another question was posed about the absence of the Minutes on the PC website and the Clerk replied by saying that CPC was getting a new website which would be an improved facility and the Minutes would be brought up to date.</p> <p>An additional question was raised about The Limes planning application and the response will be included under Item 5.</p>
5	<p>(5/11/19) <b>Report of the Planning and Highways Committee</b> --</p> <p><b>5.1 Planning Comments on applications to week ending 8<sup>th</sup> November</b> – The recommendations of the planning committee meeting on 12<sup>th</sup> November had been circulated and NH proposed they be accepted. The earlier question on The Limes application had covered in part the lack of affordable housing in the development but PS read out an email from the estate agent involved who said that while not Housing Association "affordable", the properties were affordable in terms of their market level price and relative price to other properties – they will range from about £180,000 to £280,000.</p> <p>NH said the view of the planning committee was that it was something the village needed; the Limes</p>

<p><b>Action</b></p>	<p>was not trading as a restaurant and the building was falling into disrepair. However the committee did have reservations about the application – over the height of the building, the shortage of car parking and the fact that the fascia was rendered and not in keeping with the street scene. PS proposed that CPC respond by saying that while it welcomed any development that was “affordable”, it did not approve of the application as it currently stood and advocated that the number of flats be reduced from eight to six, that the car parking spaces be increased from ten and that the fascia should be more in keeping with the existing building. This was approved.</p>
<p><b>Action</b></p>	<p><b>5.2 Highway Matters</b> – A letter had been received from a resident concerned that although the ditch at The Manor House on The Street side has been cleared, the ditch on the Rectory Lane boundary had not, causing the drain under the drive to be blocked and resulting in water lying on the road at the junction. It was agreed that the householder be written to and asked to clear their ditch.</p>
<p><b>Action</b></p>	<p>A request had come in for a CPC donation to the cost of erecting the traffic barrier supporting the bridleway in Glover’s Wood. The work had been completed by SCC but as it was their responsibility it wasn’t considered necessary for CPC to contribute to work that had already been completed. The request for a donation was turned down.</p>
<p><b>Action</b></p>	<p><b>5.3 Improvements to the pathway beyond the Chapel in Charlwood</b> - Walter Hill had asked the PC to consider making improvements to this pathway which in the winter became muddy and difficult for walkers to negotiate. NH reminded the meeting that this had been considered before and Gatwick had been prepared to supply hardcore but residents had not been in favour because it was felt it would encourage motorcyclists. It was agreed to advance the proposal by contacting SCC and also Gatwick to see if they could assist again.</p>
<p><b>Action</b></p>	<p><b>5.4 Land at Brickfield Lane</b> – this had still not really advanced and NH proposed that the PC go back to the developer that had expressed an interest in the land previously and suggest that he take a two-year option on the land for a modest sum. James O’Neill said the PC should also go back to the neighbouring resident who had offered to buy the land before. It was agreed that both the developer and the resident be contacted.</p>
<p><b>Action</b></p>	<p>A resident then brought up the question of the area of tarmac in front of the land in Brickfield Lane, asking who were the owners and what could be done about people who used it for parking. She said motorists ignored the existing sign requesting no one parked there because of the lack of an authority named on it. PS replied that CPC owned the land and would get a sign made up including the PC’s name and declaring that no parking would be permitted.</p>
<p>6</p>	<p>(6/11/19) <b>Report Of The Services and Amenities Committee</b> – HP gave an update following the meeting held on 14<sup>th</sup> November. <b>6.1 Withey</b> - Work had been completed to repair gates and fencing and positive comments had been expressed about the work. Thames Water had visited the Withey at the request of the Clerk to carry out work to make the storm drain there less hazardous. Tesco were promising to get the repairs to the fence behind the Memorial Hall repaired while one quote had been received for the tree work that was needed – two more were being sought. <b>6.2 S&amp;CC</b> - A Legionella Risk Assessment had been carried out and the next step was to get a management scheme in place. There will be an attempt to provide an online booking facility for hiring the Club Room while new hire charges for 2020 were being discussed. A mobile phone would be</p>

<p><b>Action</b></p>	<p>provided for the Bookings Clerk and it was agreed that a separate bank account be set up to make it easier to follow the payments trail. The Archive Room was progressing – the shelving had been installed and it was hoped the inaugural meeting of the Archive Room committee would take place fairly soon.</p> <p style="text-align: center;"><b>6.3 Recreation Ground</b></p> <p><b>6.3.1 Fence</b> – One quote had been received to take the fence down while two other contractors had said the work was beyond their competency. Because the ground is so wet it will have to wait for dryer weather.</p> <p><b>6.3.2 Outdoor Gym Equipment</b> – Charlwood Community Volunteer group have raised funds to support this and a committee comprising the S&amp;A chairman, the CPC chairperson and members of the Community Volunteers committee will meet to take it forward.</p> <p><b>6.3.3 The area directly in front of the Pavilion</b> had become very waterlogged and muddy which was ruining the grass. A Tidenet grass protector was going to be installed. HP added that the PC would purchase new goalposts for the football pitch which would be installed permanently, thereby allow local children to have kickabouts etc during the week.</p> <p><b>6.4 Millennium Field</b> – Some repairs were needed to both playgrounds (at Charlwood and The Withey) and a quote had been received. It was decided to wait until after the MVDC annual inspections before deciding on the course of action. The new wild flower meadow was settling down and it was suggested that more seedlings were needed. Kings Landscapes had supplied an estimate for various work in both Charlwood and Hookwood and this was being considered.</p> <p><b>6.5 Car Parks</b> – PS had left messages with Mark Turner, MVDC’s Planning Development Officer, with the aim of arranging a site visit to obtain advice on the way forward for both car parks.</p> <p><b>6.6 Junior Sports</b> – PS had made contact with Surrey Clubs for Young People who run youth clubs/sporting groups for 10-18 year olds. One paid leader takes charge with parental support and PS said it was hoped that Charlwood parents would support the scheme.</p> <p>Concern was expressed about the work that was taking place at Tifters Barn and particularly the fact that because of a dispute workmen were gaining access through the back of the Millennium Field, knocking down a fence in the process.</p> <p>It was agreed that a sign be put up, barring access.</p>
<p>7</p>	<p>(7/11/19) <b>Gatwick Matters</b></p> <p><b>7.1 Report from GACC agm</b> – The vote for a new committee was adjourned due to dissent from agitators at the meeting.</p> <p><b>7.2 Transport Strategy for the South East</b> – The draft Transport Strategy for the South East had been published for consultation. The consultation period closes on 10<sup>th</sup> January.</p> <p><b>7.3 Report from Gatwick Transport Forum</b> – Councillors had attended the Annual Forum on 11<sup>th</sup> October which was said to be quite interesting though it became a platform for Gatwick to bang their own drum.</p> <p><b>7.4 Community Stakeholder Meeting</b> – this was taking place on Friday and NH would attend.</p> <p><b>7.5 Other Matters</b> – Carolyn Evans said a GATCOM ‘away day’ had taken place on 24<sup>th</sup> October, an opportunity for the organisation to evaluate its effectiveness and identify areas for improvement. One of the suggestions was to widen representation to more parishes with the idea of sharing seats – ie Newdigate would attend one meeting and Charlwood the next and so on. Other ideas</p>

	<p>put forward were to have fewer presentations at meetings, leaving more space for discussion and debate.</p> <p>Hilary Sewill said the idea of sharing seats should be resisted - Charlwood had to retain a permanent seat on the committee.</p> <p>A resident raised the matter of letters that Gatwick had recently sent out to householders which included a land ownership questionnaire . PS said CPC were aware of it and were monitoring the situation.</p>
8	<p>(8/11/19) <b>Horse Hill Oil Exploration</b> – There had been a variation to the current Environmental Permit at Horse Hill which, if granted, would allow HHDL to drill a further 4 boreholes for extended well testing. The Environment Agency had opened a public consultation and PS suggested the PC reiterate its original comments. LS said she would put something together – the deadline for responses was the following Monday.</p> <p>Mention was also made of a Weald Action Group meeting to be held in the Pavilion on 27<sup>th</sup> November at which their legal fight to try and prevent drilling at Horse Hill would be outlined.</p>
9	<p>(9/11/19) <b>Traffic Calming</b> – The 2020 Consultancy had been told that if they didn't supply their report by the end of the month then another consultant would be engaged. PS also explained that requests had been made to SCC for double yellow signage outside the school and at the end of Chapel Road and Ifield Road while a site meeting had been suggested to remove unnecessary signage and replace broken signs such as at the bottom of Stanhill.</p> <p>At the previous meeting Ginny Green (GG) asked if she could be co-opted to the traffic sub-committee alongside PS, LS, TS, the Clerk and former chairman Martin Needham (MN) who had been co-opted earlier.</p> <p>It was agreed that Ginny Green be co-opted.</p>
10	<p>(10/11/19) <b>Community Events &amp; Affairs</b></p> <p>10.1 Lowfield Heath Windmill Trust Donation Request – Some fund-raising had been carried out and the Trust had requested that they receive £500 now and the remainder later. Councillors heard that £180 had been raised through a Bonfire party on 3<sup>rd</sup> November and £60 through Teas and it was agreed to send a cheque for £240 now.</p> <p>10.2 Hookwood Defibrillator – A meeting of the Hookwood Memorial Hall Trust later in the month was likely to confirm that the defibrillator donated by the Parish Council would not be sited there because it was not compliant with the British Heart Foundation stipulations. Bluebird House, Horley Recreation Ground and the Black Horse pub were all mentioned as possible alternative locations and it was agreed to ask the Black Horse if they could accommodate it.</p> <p>10.3 Charlwood at Christmas – This will be held on Sunday 8<sup>th</sup> December at the Recreation Ground between 4pm -6.</p>
11	<p>(11/11/19) <b>Public Comments</b></p> <p>MN asked what was happening about replacing the lights on the path leading to the Pavilion and HP said that it was on the list of things to get done. Another question about replacing the lime trees met with a similar answer.</p> <p>GG asked if the PC had any influence over Metrobus; she wanted the services going to and from Dorking increased because at the moment families had no choice other than to take secondary school pupils to Dorking themselves. PS said she was aware of the problems and had spoken to Metrobus to point out that the new 6:30am service to Gatwick was not really being used because it was not at an appropriate time. She asked that GG provide the best times for services to take children to Dorking schools and these would be passed on.</p>

<p><b>Action</b></p>	<p>Jackie Tyrrell (JT) asked about the possibility of keeping the outside toilet in the Pavilion open but PS said because of vandalism it would be shut at 8:30pm in summer and 5:30pm in winter. JT then asked if there could be somewhere for teenagers to sit in the Recreation Ground, somewhere bigger than the existing Circle. PS replied that consideration would be given to additional pieces of furniture there.</p> <p>There was a discussion about a Parish Newsletter and PS said it was something she and NH had tried to get off the ground before but some Church members were opposed to it. Richard Parker said it might be an idea to contact the Parochial Church Council again to see if they would be willing to combine their existing publication into a Newsletter.</p> <p>It was agreed that the PCC be contacted to see if they would support a Parish Newsletter.</p> <p>LS raised the matter of a pavement between Charlwood and Hookwood again and suggested that Gatwick and SCC could both be asked to fund it.</p>								
<p>12</p> <p><b>Action</b></p>	<p>(12/11/19) Finance Committee</p> <p><b>12.1 Payments Received &amp; Cleared Payments</b></p> <table data-bbox="475 779 1353 913"> <tr> <td>Barclays Charlwood Account – to 31 October 2019</td> <td style="text-align: right;">£ 34,039.81</td> </tr> <tr> <td>Barclays Legacy Account - to 31<sup>st</sup> October 2019</td> <td style="text-align: right;">£ 6,007.40*</td> </tr> <tr> <td>Barclays Community Account - to 31<sup>st</sup> October 2019</td> <td style="text-align: right;">£ 75,670.61</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td style="text-align: right;"><u>£ 115,717.82 **</u></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></p> <p>- The income and expenditure detailed in Appendix 1 were approved.</p> <p><b>12.3 Churchyard Trees</b> – the Parochial Church Council had been given permission to do various tree and hedge work in the churchyard which was likely to cost around £3750 + vat and had asked if the PC could make a donation. PS said the PC already donated to grass cutting there and suggested a contribution of £500. This was seconded by CE and approved.</p>	Barclays Charlwood Account – to 31 October 2019	£ 34,039.81	Barclays Legacy Account - to 31 <sup>st</sup> October 2019	£ 6,007.40*	Barclays Community Account - to 31 <sup>st</sup> October 2019	£ 75,670.61	<u>Total Bank Assets</u>	<u>£ 115,717.82 **</u>
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<p>13</p> <p><b>Action</b></p>	<p>(13/11/19) <b>Reports From Representatives</b></p> <p>13.1 Glovers Wood Workshop – a report had been received following this Workshop and it will be considered and discussed at the January meeting.</p> <p>13.2 SSALC AGM - PS had attended and met some key contacts.</p> <p>13.3 Parish Hall Committee – MNs tenure comes to an end in November and he was thanked for his service. PS was appointed to the committee in his place.</p>								
<p>14</p> <p><b>Action</b></p>	<p>(14/11/19) <b>Parish Council Communications</b></p> <p><b>14.1 Newsletter</b> – A 50% refund had been negotiated from the mail house because of their error in not putting CPC on the front of envelopes.</p> <p><b>14.2 New Website</b> – The Clerk was working to get this off the ground and it was hoped it would be launched within the next couple of weeks.</p> <p><b>14.3 Email Database</b> – A company was offering to set up a database for CPC in accordance with GDPR which would enable the PC to communicate directly and quickly with residents to deliver important messages. The cost was likely to be in the region of £250 but Councillors preferred to delay a decision until the January meeting.</p>								
<p>15</p> <p><b>Action</b></p>	<p>(15/11/19) <b>Procedures and Standing Orders</b> – None</p>								
<p>16</p> <p><b>Action</b></p>	<p>(16/11/19) <b>Employment Matters</b> – None</p>								

17	<p>(17/11/19) <b>Dates of 2020 Meetings -</b></p> <p>(All Mondays) <b>20<sup>th</sup> January</b> (Charlwood) ; <b>17<sup>th</sup> February</b> (C) ; <b>16<sup>th</sup> March</b> (Hookwood); <b>20<sup>th</sup> April</b> (C); <b>18<sup>th</sup> May</b> AGM (H) ; <b>22<sup>nd</sup> June</b> (C); <b>20<sup>th</sup> July</b> (H) ; <b>21<sup>st</sup> September</b> (C); <b>19<sup>th</sup> October</b> (C); <b>16<sup>th</sup> November</b> (H).</p> <p>Annual Parish Meeting: Thursday <b>21<sup>st</sup> May</b> (C).</p> <p>This Meeting underlined that an alternative venue for Hookwood meetings needed to be found because the number of residents attending made the Memorial Hall room unsuitable.</p>
18	<p>(18/11/19) <b>Forthcoming Meetings</b></p> <p>8<sup>th</sup> December    Planning &amp; Highways          6 Sewill Close          7:30pm</p>

Meeting closed at 10pm