

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

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Draft Minutes of Full Council Meeting held remotely via Zoom on 18th January 2021 at 8pm

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| Attending | Chairperson Penny Shoubridge (PS), Vice-Chairman Carolyn Evans (CE), Nick Hague (NH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Walter Hill (WH), Trevor Stacey (TS) |
| Clerk | Trevor Haylett |
| Also Attending | District Councillor Charles Yarwood (CY), Hilary Sewill (HS), Jackie Tyrrell, Carole Evans, Davida Hall |
| Item | |
| 1 | (1/01/21) Apologies - James O'Neill |
| 2 | (2/01/21) Declaration of Interest – None |
| 3 | <p>(3/01/21) Minutes – The draft Minutes of the 16th November meeting had been circulated. The Minutes were duly APPROVED.</p> <p>Penny Shoubridge paid tribute on behalf of the Parish Council to Jean Shelley who had died aged 96 on 5th January. A former Parish Councillor, she continued for a time to attend meetings as a member of the public. Jean had an encyclopedic knowledge of the area, its history and wildlife and was heavily involved in many organisations such as the Charlwood Society as well as instigating a pre-school at Lowfield Heath. PS said the PC would be honoured to name the Archive Room in the Pavilion in her memory and this proposal was APPROVED.</p> |
| 4 | <p>(4/01/21) Public Questions – Hilary Sewill asked whether the New Year was an opportunity for the planning committee to be more thorough and fulsome in their comments on planning applications. She cited the example of Laurel Cottage which was to be considered in Item 5 and said the fact that this cottage played such an important part in the history of the village had been overlooked.</p> <p>Trevor Stacey said the committee took on board HS's comments but said it was frustrating that Mole Valley appeared to pay little regard to the planning committee's comments. District Councillor Charles Yarwood was invited to comment on this last point and said that the more the planning committee stuck to planning policy and planning considerations, the more weight their comments would have.</p> |
| 5 | <p>(5/01/21) Report of the Planning and Highways Committee</p> <p>5.1 Planning Comments on recent applications – The recommendations of the planning committee meetings held on 8th December and 12th January had been circulated and NH proposed they be accepted. PS said it should be included in the comments on the Spicers Farm application that the heritage statement produced by the applicant was both helpful and appreciated. She also wanted it noted that Spicers Farm falls within the 57 LEQ Noise Contour. The recommendations, with that addition, were APPROVED.</p> <p>NH added that many pavements were becoming pot-holed and uneven and PS asked that residents report every pothole or damaged pavement to SCC. PS suggested a posting on the Facebook page for householders to take responsibility for their ditches and hedges would also help.</p> <p>5.2 Consultation on change to Permitted Development rights – The Clerk explained that the Government were proposing a new Class E category – commercial, business and service – which would be allowed to change from one to another without the need for planning permission as well as the ability to change to Class 3 without requiring permission. Lisa Scott said the proposal had the potential</p> |

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| | <p>to impact on villages as well as towns and could affect local employment opportunities. PS asked the planning committee to look at the consultation and produce a response on behalf of the PC.</p> <p>5.3 Development training sessions on planning – Mole Valley were organising two training sessions for Councillors to be held on 17th February and 11th March. PS, LS and TS had all signed up to attend.</p> |
| 6 | <p>(6/01/21) Report Of The Services and Amenities Committee – The committee had met via Zoom on 13th January and Howard Pearson gave the following update:</p> <p>6.1 The Withey – LS had made the committee aware of the presence of sharp stones on the footpath around The Withey which had caused a nasty cut on her dog’s paw. Richard Parker would take a look at the surface and possibly engage with a contractor.</p> <p>6.2 Sports & Community Centre – The latest lockdown had meant that all sports activities at the Recreation Field were currently suspended. Following the death of well-known Charlwood footballing figure Bill Day, his son Graham had said he would like to donate two cups to the football teams, and display these in a cabinet made from his father’s bureau in the Pavilion. The size and location needed to be confirmed.</p> <p>6.3 Recreation Ground – Native British hedging has been planted in front of the King’s Whim fence while the parts for the Water Fountain had arrived in the UK and were with the contractor waiting to be installed. Following concern over the state of the goalmouths, Grasstex had re-seeded the areas in November. Additional work may still be required.</p> <p>Funds had been provided for adult gym equipment (see item 10). The outside toilet had been vandalized and the door was not locking properly - this would be looked at.</p> <p>6.4 Millennium Field & Play Areas - All the Charlwood playground repairs have now been completed and the play area is back open to the public. An order has been placed for a new climbing net. The playgrounds will remain open in the current lockdown.</p> <p>6.5 Other – SCC have indicated that they are willing to help with the improvements that are required for the Providence Chapel footpath and a meeting will be arranged with them and Chris Lory who farms neighbouring fields. The Church Path was also in need of repairs and the grass verges had become very muddy. There had been some communication with the Church and further discussions were needed.</p> |
| 7 | <p>(7/01/21) Land at Brickfield Lane – The sale of the land is continuing although the buyer’s solicitor had dragged their feet and a replacement was being sought. The Clerk mentioned that following the sale the PC had received a lot of criticism and the nearest neighbour had filed a total of 25 complaints alleging misconduct by the PC, individual Councillors and the Clerk. After a lengthy investigation by the monitoring authority, MVDC, no breaches of the Code of Conduct were found.</p> |
| 8 | <p>(8/01/21) Parish Matters</p> <p>8.1 Car parks – Following the meeting with the Parochial Church Council, responses were coming in from the various community groups who use the church’s Nicholas Room and the Parish Hall and who supported the provision of a car park in the Rectory Spinney. A response would then be sent to Mole Valley to show the strength of feeling about the need for a car park to enable people to attend church and access the facilities both there and in the vicinity.</p> <p>8.2 To consider the appointment of traffic consultants – LS was thanked for forwarding the details of Hamilton Baillie, a West Country firm, who had produced a brochure detailing their ethos which dovetailed with the aims of the traffic calming committee. PS proposed that Hamilton Baillie be approached for a discussion about the PC requirements and this was APPROVED.</p> <p>8.3 Stile replacement update – An application was being made to SCC for the replacement of two stiles with kissing gates. They were the ones behind Brook Cottage in Charlwood (FP331), and Kennel Lane in Hookwood (FP342). Additionally the stile from Ringers Lane to the</p> |

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| | <p>Ringers/Glebe Field (FP321) would need to be replaced because it was rotten. It wasn't thought that it could be replaced by a kissing gate because it was built around a tree.</p> <p>8.4 Tree down in Glebe – the PC is aware of this and Chris Lory, who rents the field, has been notified.</p> <p>8.5 Countryside Access to Dorking Rural – A presentation from SCC Countryside Access Officers, Claire Saunders and Mary Ann Edwards, was being held on the Wednesday following the meeting. LS, CE and PS had registered to attend.</p> <p>8.6 Street signs – TS had drawn attention to the fact that quite a few street signs in the parish were damaged, corroded, or covered in leaves and ivy. PS asked that Councillors take a close look over the next 4-6 weeks and take photos of any needing attention. They would then be sent to SCC.</p> <p>LS said that the Hookwood roundabout had been fitted with a textured pavement for sight impaired people and access to the roundabout had been narrowed. It was hoped this latter adjustment would result in motorists reducing their speed.</p> <p>TS asked if consideration could be given to improving the way the villages looked, making the signs more colourful and welcoming and possibly adding a floral design. PS said this could be discussed by the traffic calming committee.</p> |
| 9 | <p>(9/01/21) Gatwick Matters</p> <p>9.1 - Report of the Airspace and Noise Management Board Meeting of 3rd December - CE had attended this meeting where the impact of Covid on operations was discussed: only the North Terminal was being used; there was a downturn of flights, 80% by day, 90% by night, only 1500 employees had been kept on. Due to the reduction in aircraft movements both at Gatwick and Heathrow, aircraft on a SID (Standard Instrument Departure) previously required to level at 4,500 or 6,500 feet, can now be vectored by air traffic control to a higher level earlier in the flight due to a lack of conflicting traffic from Heathrow. This has had the benefit of reducing the noise impact on Charlwood and nearby villages.</p> <p>9.2 The Government were consulting on night flight noise with a deadline of 3rd March and a meeting of the Gatwick Group would be held to draw up a response. HS was asked if she could remain on the group and she agreed. PS also suggested that Peter Barclay be invited onto the group to provide additional guidance and that was approved. PS also asked other Councillors to come forward if they wanted to join the Gatwick Group.</p> <p>PS had attended a Noise Management Board surgery as a member of GACC on 13th January and said it was clear that the new Board had ignored some of the recommendations put forward by the community noise groups, who were working together as one team; they were listening to the industry rather than the community. It was suggested that a smaller group be formed to move the NMB forward and it was hoped it would have a more positive result.</p> <p>9.3 Red Routes - Gatwick had issued a notice in the local press outlining the planned changes to the airport roads, from clearways to red routes through traffic regulation orders. These could be viewed via the Gatwick website and PS would send round the link.</p> <p>9.4 'Gatwick Keeping In Touch With The Community' – A meeting had been arranged for 27th January to update communities on what was happening at Gatwick and, with others unable to attend, PS said it would be useful if another Councillor could come forward.</p> <p>9.5 There was a GACC briefing for parish councils on Gatwick issues fixed for 28th January. PS, CE and the Clerk had registered to attend and PS said it would be beneficial for other Councillors to do so as well because there was a lot of Gatwick-related issues at the moment. HP commented that it was difficult for Councillors who were still working to attend briefings when they were scheduled during the day – there was a common misconception that Councillors were retired but this wasn't always the case.</p> |

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| | <p>There was a Gatcom meeting on 21st January and any questions or issues to be raised should be forwarded to CE in advance.</p> <p>9.7 A petition against night flights had been launched and it was hoped it would attract large numbers because of the huge hazard that night flights posed to health and sleeping patterns. PS said it was a valuable petition and asked as many Councillors as possible to put their names to it.</p> | | | | | | | | |
| 10 | <p>(10/01/21) Community Events & Affairs – The Charlwood Community Volunteer Group had realised enough through fundraising over the last few years to pay for an outdoor gym on the Recreation Ground. The JBTM Trust had also contributed but the majority of funds had been raised by the volunteers. The equipment will be installed, weather and Covid-permitting, on 28th and 29th January and PS said it should be a valuable community asset.</p> | | | | | | | | |
| 11 | <p>(11/01/21) Finances</p> <p>11.1 Payments Received & Cleared payments</p> <table> <tr> <td>Barclays Charlwood Account – to 31 December 2020</td> <td>£ 34,083.43</td> </tr> <tr> <td>Barclays Legacy Account - to 31 December 2020</td> <td>£ 4,148.74*</td> </tr> <tr> <td>Barclays Community Account - to 31 December 2020</td> <td>£ 148,161.73</td> </tr> <tr> <td colspan="2" style="text-align: right;"><u>Total Bank Assets</u> £ 186,393.90</td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p>11.2 Accounts for payments and authorised transfers - The Clerk had circulated the financial papers (see Appendix A) and PS proposed that the proposed payments be accepted with the exception of the payment for the Church clock. It was APPROVED.</p> <p>11.3 Update on 2020/21 expenditure vs budget - The Clerk said that in the current year, 2020/21, expenditure appeared to be on track with the budget. After nine months, to the end of December, spending was 61% of the total amount allocated in the budget for the full year. A further grant had been received because of the November lockdown - totalling £1334 – while the latest VAT repayment had also been received. The first cheque to transfer funds into the new Nationwide Building Society account had bounced because of a technical error and a replacement had been sent off.</p> <p>11.4 To review Notice of Conclusion of 2019/20 Audit - PS proposed that the document from the External Auditor, which concludes the audit for last year, be APPROVED. It was agreed.</p> <p>11.5 To agree Precept and Budget for 2021/22 Financial Year - The budget for the new financial year had been circulated; it represented an increase of 1% on the precept. PS proposed it be APPROVED and Councillors agreed. HS asked for the figures and the Clerk replied that the new precept was £73,821. The budget document would be posted on the PC website.</p> <p>11.6 A grant claim had been received from the PCC for £866.62, a retrospective invoice for repairs to the church clock. Nearly £200 of this was for travel and mileage after a couple of trips from Edenbridge. This appeared to be excessive and had been queried with the PCC. PS said the church clock was important to the parish – and traditionally the PC paid £500 a year for maintenance costs - but it wasn't the correct procedure for the PC to be asked to pay for it retrospectively. HP asked where the request for funding sat alongside the normal £500 yearly maintenance bill which the PC paid. He said the PCC needed to make a proper application and it would be looked at on its merits. WH agreed that what had taken place was not acceptable. It was agreed that the travel costs be queried and the PCC asked to complete a grant application form.</p> | Barclays Charlwood Account – to 31 December 2020 | £ 34,083.43 | Barclays Legacy Account - to 31 December 2020 | £ 4,148.74* | Barclays Community Account - to 31 December 2020 | £ 148,161.73 | <u>Total Bank Assets</u> £ 186,393.90 | |
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| 12 | <p>(12/01/21) Reports From Representatives – PS and the Clerk had attended a presentation by County Councillor Helyn Clack on 'Local Community Networks and Your Fund Surrey' - £100 million was available over five years from SCC to fund projects that parishes were putting forward. PS and LS had made proposals on the Your Fund website: a cycle path connecting Hookwood to Charlwood; a footpath from Longmeadow Villas on Ifield Road into Charlwood and thirdly a footpath connecting Russ</p> | | | | | | | | |

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| | Hill Cottages down to Rectory Lane: three important connections for the community. If people could be encouraged to “like” and comment on the proposals then the more chance the projects would have of rising up the Surrey list. | | | | | | | | | | | | |
| 13 | (13/01/21) Parish Council Communications – LS asked about the next Newsletter and PS said she would try and pull something together but wasn’t sure when that would be. | | | | | | | | | | | | |
| 14 | (14/01/21) Procedures And Standing Orders Of The Council – The Risk Register had been circulated for approval and the Clerk mentioned it probably should contain something related to Covid-19 in regard to financial implications. PS said she would ask at the upcoming Chairs Networking Forum what other parishes had done. CY said MVDC had produced worst and best case scenarios in regard to Covid and action you would decide not to take if it impinged too much on your finances. He said it might be something the PC could adopt. | | | | | | | | | | | | |
| 15 | (15/01/21) Employment Matters - None. | | | | | | | | | | | | |
| 16 | (16/01/21) Public Comments – CY gave a “heads-up” on development control and how personal permissions (planning permissions invested in the current owner of a property) on planning were dealt with and how strictly they were applied to subsequent owners. A committee was being formed which would meet urgently because there was a current issue with a big institution which had some of these permissions invested in. The only other reason to have personal permissions was to do with Travellers so there could be an impact within the district. NH announced that he would be retiring from the PC at the end of the meeting. At the age of 82 he felt it was time to step down to give the PC the benefit of younger blood. PS said that Councillors were very sad to see him go but after 20 years or more service she entirely understood his decision. She added that NH, the chairman of the planning committee, had been a stalwart of the community as well as the PC and his expertise on planning issues and commitment to matters involving Gatwick had been greatly appreciated. PS said Councillors had bought retirement gifts for him that she would deliver. | | | | | | | | | | | | |
| 17 | (17/11/20) Forthcoming Meetings - <table border="0" style="margin-left: 40px;"> <tr> <td>9th February</td> <td>Planning & Highways</td> <td>tbc</td> <td>7:30pm</td> </tr> <tr> <td>9th February</td> <td>S&A committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>15th February</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table> <p>Dates of 2021 Meetings (All Mondays): 15th March; 19th April; 17th May (Annual Parish Council Meeting); 21st June; 19th July; 20th September; 18th October; 15th November. Annual Parish Meeting – Thursday 20th May.</p> | 9th February | Planning & Highways | tbc | 7:30pm | 9th February | S&A committee | tbc | 8pm | 15th February | Charlwood PC | tbc | 8pm |
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The meeting closed at 21:03pm