

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 Parish Council Meeting held in the Pavilion, Charlwood, on
18th July 2022 at 8pm**

| | |
|------------------------|---|
| Attending | Penny Shoubridge (PS – Chairman), Sue Bloom (SB), Carolyn Evans (CE), Walter Hill (WH), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS). |
| Clerk | Trevor Haylett |
| Assistant Clerk | Helen Hill |
| Also Attending | Nick Hague (Via Zoom): Davida Hall, Angela Tyson Davies |
| Item | |
| 1 | (1/07/22) Apologies – James O’Neill, |
| 2 | (2/07/22) Declarations of Interest – None. |
| 3 | (3/07/22) Minutes – The Minutes of the 20 th June meeting had been circulated. Penny Shoubridge proposed they be accepted, Carolyn Evans seconded and the Minutes were APPROVED. 3.1 Chairman’s comments – PS thanked CE for standing in as chairman for the June meeting. She congratulated Lisa Scott on behalf of all Councillors following her success in being voted in to represent the Charlwood ward on Mole Valley District Council. LS responded by thanking those who had put their faith in her. |
| 4 | (4/07/22) Public Questions – Davida Hall asked what had transpired following an earlier discussion about forming a Flood Prevention Group. PS said that with so many other projects on the agenda it hadn’t been possible to move it on. The Clerk added that when County Councillor Helyn Clack talked about resurrecting the Flood Forum that the Parish Council had expressed an interest but nothing had happened subsequently. It was agreed that flood prevention should be included in the considerations of the Emergency Resilience committee. A resident asked about vehicles that were commonly being parked on the pavement outside the Greyhound pub – residents parking outside their own homes were said to be at fault and possibly builders as well. PS said she would put something on Facebook about it. |
| 5 | (5/07/22) Planning, Highways and Environment 5.1 Report of Planning Committee and recommendations on applications in the four weeks ending 8th July – There was just one application to consider in the current schedule – Little Glovers Wood – and LS said more information needed to be obtained before any comments could be made. 5.2 Neighbourhood Plan – LS said this hadn’t moved forward since the June meeting but was a matter of priority because of the legal protection it would offer the parish in the face of opportunistic planning applications that were starting to appear. Trevor Stacey suggested that with the need to attract more representatives to the steering committee that the PC should organise a presentation to the community which would explain the benefits of a NP and also showcase plans for the Millennium Field car park, traffic calming developments etc. It was agreed to look to hold it in the first week of September – PS, TS, LS, Sue Bloom and Howard Pearson would meet to organise it. |

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 Parish Council Meeting held in the Pavilion, Charlwood, on

18th July 2022 at 8pm

| | |
|---|--|
| | <p>5.3 Report of Mole Valley LCWIP briefing – Stage 2 on 28th July – LS had attended the Stage 1 briefing and circulated notes to Councillors. She had stressed the importance of a pavement linking Charlwood and Hookwood and also for Ifield Road and Russ Hill to link with the village centre. It appeared that the parish was in the top five for funding. Additional comments from residents on the commonplace map would help to boost the parish’s claim.</p> <p>5.4 60 The Street - a resident had emailed to explain that a Highways Officer, responding to the planning application, had declared that it was “unlikely to have a material impact on highway safety issues”. The Clerk was asked to write to the Officer, with a cc to MVDC, and suggest a meeting with him and Councillors at the location so the potential problems could be pointed out to him. It was also suggested that Mark Baker’s latest drawings which pinpoint the problems at the junction be sent to Highways. The difficulties of exiting Rosemary Lane because of vehicles parked in the lay-by to the right was also mentioned as a safety hazard.</p> <p>5.5 Mill Lane/Reigate Road junction – the PC had written to Surrey Highways asking for consideration for traffic lights at the junction and to re-instate the right-hand turn. Highways had replied that the “collison history” at that junction did not make it a priority. Richard Parker proposed that he carry out his own survey at the location to note how many vehicles were doing U turns on the A217 before heading south towards Reigate. This was APPROVED.</p> <p>5.6 20s Plenty National Conference – PS asked the Clerk to find out if it was possible to attend this conference, which was being held in Oxford, remotely.</p> |
| 6 | <p>(6/07/22) Services and Amenities - The committee had met the previous week in the Pavilion.</p> <p>6.1 Withey – TS said he had now received the new gate for the playground and would arrange for drop it off. Footpath – A company had quoted £6,600 including vat for the work which would entail replacing the timber edging, blending the grass edging with soil and filling with tarmac planings which were said to be less of a problem should anyone fall on the path. The quote was APPROVED and PS said it was important to carry out regular maintenance on the new path.</p> <p>Playground refurbishment – Little progress had been made since the initial meeting. Of more concern to residents was the fact that men had been observed coming out of bushes behind the new swings and appeared to be using the area as a toilet. It was agreed that all the low level bushes be taken out to make it a more open space and it was suggested that the contractor tackling the footpath could do that. The question of the outstanding Safeplay invoices was raised and it was agreed that they could both be paid.</p> <p>6.2 Pavilion – Work to decorate the outside of the Pavilion had been commissioned and would take place in the first week of September. CCTV – Three quotes had now been received and TS said he would send them round in one email for comparison.</p> <p>6.3 Recreation Ground – Walter Hill had raised the question of the hedge between his property and the Rec. Traditionally he had cut it but it was now too onerous. It appeared to be the only part of the hedging around the field that wasn’t part of Nick Speakman’s schedule and he would be asked if he could include it. Entrance to the Rec near the shops – bark had been considered as a way of preventing the build-up of mud in that area but it was felt that tarmac would be a better option. Lime trees – these were not tackled last year. The Clerk had spoken to All Seasons and they would schedule the work for September or October. Pathway lighting – the suggestion of galvanised posts had not found favour so TS suggested another option involving a short pole strapped to a tree with a</p> |

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 Parish Council Meeting held in the Pavilion, Charlwood, on

18th July 2022 at 8pm

| | |
|---|--|
| | <p>metal bracket holding the light. TS said he was prepared to make one as a sample and let Councillors decide. This was AGREED.</p> <p>Hovel – it was recognised that work was needed to improve the Hovel which was owned by the Diocese. It was an integral part of the village heritage and PS said the work would have to be organised by a group outside the PC because of all the other projects that were being tackled at present.</p> |
| 7 | <p>(7/07/22) Parish Matters</p> <p>7.1 Traffic Calming & Car Parks - Mark Baker had recently produced his latest set of drawings and TS said he would organise a meeting of the Traffic Calming committee to consider it.</p> <p>7.1.1 VAS Signs/Speedwatch - The PC were negotiating with the company who supplied the VAS signs to find a satisfactory solution to the problem of the batteries needing to be changed every ten days or so. The solution could involve a conversion to solar power.</p> <p>7.1.2 Rectory car park – PS and the Clerk had met with three members of the PCC and were updated on the sale of the Rectory and the possibility of a car park being put in the Spinney. They were told that the Diocese were open to the possibility of gifting that parcel of land to the community for a car park. The Clerk would write to the Diocese Surveyor to try and progress the situation. The question of who would pay for it was discussed. PS felt the PC would have to pay for half of the work while WH said that the car park would primarily benefit the church and so the church should foot the bill.</p> <p>7.1.3 Millennium Field car park – PS suggested that she and TS meet with Alison Martin and other members of the JB&TM Trust to discuss the plans for the car park. TS said he hoped that he would soon receive the drawing from Kears.</p> <p>7.2 Parish Council Communications</p> <p>7.2.1 Parish News – The Church Parish News had not appeared since pre-Covid and at the meeting with the PCC it was discussed whether it could be relaunched as a parish newsletter, combining church news with PC news as well as coverage of the school and local groups etc. It was thought it could be a bi-monthly production and delivered via email with some copies being made available for those who don't have a computer. Again, it was thought it had to be a group outside the PC and PS said she would approach the Jubilee Committee to see if they were interested in putting it together.</p> <p>7.2.2 Contacting the Clerk – Councillors felt it was sensible to make it clear on Facebook and the website that the Clerk only worked part-time hours. This followed a complaint from a resident that they hadn't received an answer to a question posed to the PC via Facebook Messenger. HP said there should be an out-of-office response to emails explaining that the Clerk wasn't always able to respond immediately and said he could help set it up.</p> <p>7.3 Community Events and Affairs</p> <p>7.3.1 Venture Week – This will take place from Monday 25th July to Sunday the 31st and the Pavilion and other community buildings will be in use all week.</p> <p>7.3.2 Church Music Festival - this popular event was again well received and six parish councillors had attended.</p> <p>7.4 Wickens Orchard – Sue Bloom said the current condition of the Orchard was diabolical and the Clerk asked her to forward photos to him which he would then send on to Clarion Housing. The Clerk added that he had tried to get an answer from Clarion about the proposal that the PC take on the responsibility for the Orchard's upkeep but none had arrived before the meeting.</p> <p>7.5 Church clock – The PC had previously approved an agreement with the Church to</p> |

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 Parish Council Meeting held in the Pavilion, Charlwood, on
18th July 2022 at 8pm**

| | | | | | | | | | | | | | |
|---|---|---|-------------|---------------------------------|-------------|------------------------------------|-------------|---|-------------|--|----------|--------------------------|---------------------------|
| | <p>take on responsibility for the church clock but TS pointed out that it was a draft agreement and therefore had no standing. He added that there was no end date on the agreement so the PC were committing themselves to something in perpetuity without knowing the full costings of what was involved. Although it was often said that PCs had responsibility for the village clock in their parish it was not known if that had any legal footing and the Clerk said he would make some inquiries and try to clarify the situation.</p> <p>7.6 Russ Hill Asylum Seekers – there were currently 213 residents in the hotel. Letters from the Home Office in response to concerns regarding the suitability of the hotel for asylum seekers were apparently being prepared.</p> <p>7.7 Russ Hill Rave – a “Summer Love Festival” was planned for the fields opposite the Russ Hill Hotel on 17th September. Five stages were proposed and PS said the concerns centred on traffic and disturbance for residents as well as the proximity to the asylum seekers as well as Glovers Wood which was an SSS1. As it stood, MVDC said no licence application had yet been received though the owners of the field said that the event organisers had assured them that the licence had been applied for.</p> <p>7.8 UK Shared Prosperity Fund - £1m for Mole Valley – MVDC has been granted £1million to spend on projects as part of the levelling-up agenda and the Clerk was asked to write to them to request help for the young people and elderly in Charlwood and Hookwood.</p> | | | | | | | | | | | | |
| 8 | <p>(8/07/22) Gatwick Matters</p> <p>8.1 Latest Consultation – deadline 27th July – Gatwick had announced another consultation to do with the DCO and it appeared to have arisen from Highway England concerns about various road designs. The Gatwick committee had met the previous week and had voiced their objections which the Clerk had documented and will circulate to Councillors for approval before the deadline of 27th July.</p> <p>8.2 Route 4 Airspace Change Proposal - Details of this were available on both the PC and Gatwick’s websites.</p> <p>8.3 Gatcom meeting 21st July - CE would attend this meeting.</p> <p>The Clerk raised the question of a new location for the noise monitor after vandals had targeted the one in the Glebe Field. Gatwick had proposed it went to a property in Russ Hill but it was felt that a location in Ifield Road would be better. TS volunteered to host it and PS would suggest that to Gatwick.</p> | | | | | | | | | | | | |
| 9 | <p>(9/07/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 30th June</td><td>£138,407.68</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,149.55*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,090.25</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,220.02</td></tr><tr><td>Lloyds Treasurers Account - to 30th June</td><td>£ 936.57</td></tr><tr><td>Total Bank Assets</td><td><u>£262,804.07</u></td></tr></table> <p>*For Archive Room Note: Reserves (Earmarked) = £146,000; (General) = £116,804.07</p> | Barclays Community Account – to 30 th June | £138,407.68 | Barclays Legacy Account - ditto | £ 4,149.55* | Barclays Charlwood Account - ditto | £ 34,090.25 | Nationwide Business Savings Account – ditto | £ 85,220.02 | Lloyds Treasurers Account - to 30 th June | £ 936.57 | Total Bank Assets | <u>£262,804.07</u> |
| Barclays Community Account – to 30 th June | £138,407.68 | | | | | | | | | | | | |
| Barclays Legacy Account - ditto | £ 4,149.55* | | | | | | | | | | | | |
| Barclays Charlwood Account - ditto | £ 34,090.25 | | | | | | | | | | | | |
| Nationwide Business Savings Account – ditto | £ 85,220.02 | | | | | | | | | | | | |
| Lloyds Treasurers Account - to 30 th June | £ 936.57 | | | | | | | | | | | | |
| Total Bank Assets | <u>£262,804.07</u> | | | | | | | | | | | | |

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 Parish Council Meeting held in the Pavilion, Charlwood, on
18th July 2022 at 8pm**

| | |
|----|--|
| | <p>9.2 Accounts for payments and authorised transfers - These had been circulated (see Appendix A) and were APPROVED.</p> <p>9.3 To approve Financial Statements for the April-June Quarter – These had been circulated and were APPROVED. PS commented that the Pavilion lettings of £3,521 for the three months was very healthy but the fact that Pavilion utilities already amounted to 59% of the year's budget was a concern. Attention would be paid to the possibility of changing suppliers.</p> |
| 10 | (10/07/22) Reports from Representatives - None |
| 11 | (11/07/22) Procedures and Standing Orders - None |
| 12 | (12/07/22) Employment Matters - None |
| 13 | (13/07/22) Public Comments – A resident said it was important that the church clock be repaired because it was part of the village's heritage. She asked a further question about the Millennium Field car park and was reassured that the previous owners had confirmed they had no objection to a car park at the far end. |
| 14 | <p>(14/07/22) Forthcoming Meetings –</p> <p>9th August Planning, Highways & Environment venue tbc 7:30pm</p> <p>9th August S&A Committee tbc 7:30pm **</p> <p>13th Sept Planning, Highways & Environment venue tbc 7:30pm</p> <p>13th Sept S&A Committee tbc 7:30pm **</p> <p>19th September Charlwood PC Pavilion 8:00pm</p> <p>** Note earlier start times</p> <p>Future PC meetings – (Mondays) 17th October (at Hookwood); 21st November</p> |

The meeting ended at 9:47pm

Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

| Incomings between 15 th June and | 13 th July 2022 | | | Total |
|---|----------------------------|--|--|-------|
| <u>Lloyds Bank</u> | | | | |

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 Parish Council Meeting held in the Pavilion, Charlwood, on
18th July 2022 at 8pm

| | | | | |
|---|----------------------------------|--|--|---------|
| Ifield CC | | | | 90.00 |
| S. Charman | Yoga classes - Inv 261 | | | 26.00 |
| CVFC | | | | 15.00 |
| Incomings between 16th June and | 14th July 2022 | | | |
| <u>Barclays Bank</u> | | | | |
| C. Barclay | Choir – Inv 260 | | | 60.00 |
| MVDC | CIL Money re: 64 The Street | | | 4997.74 |
| Farmfields | Pavilion hire | | | 950.00 |

| | | | | |
|---|--|--|--|-----------|
| <u>Direct Debits</u> | | | | |
| Ecotricity | Gas Inv 30 th June (for period 27/05 – 27/06) | | | 70.60 |
| Ecotricity | Electricity Inv 23 rd June (for period 20/05-20/06) | | | 122.74 |
| SES Water | Water Inv 24 th June (for period 31/05-30/06) | | | 21.80 |
| Keyholding Company | 2 alarm call-outs + August subs. | | | 113.40 |
| Nest Pensions | | | | 159.74 |
| <u>Payments to be approved tonight</u> | | | | |
| | | | | |
| Safeplay | Hookwood swings & matting | | | 5,013.60 |
| Safeplay | Charlwood p/ground surfacing | | | 10,473.60 |
| Kears | Various – re: Millennium car park | | | 6,543.90 |
| Nigel Jeffries Landscapes | Withey cuts x 2 + weedkiller | | | 206.40 |
| Mulberry & Co | Payroll charges for Q ending 30/6 | | | 126 |
| | | | | |
| <u>Retrospective payments</u> | | | | |
| | | | | |

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 Parish Council Meeting held in the Pavilion, Charlwood, on

18th July 2022 at 8pm

| | | | | |
|------------------|---------------------------------|--|--|--------|
| Helen Hill | For new hoover, loo rolls etc | | | 144.98 |
| Penny Shoubridge | Coffees etc for Gatwick meeting | | | 9.60 |