

CHARLWOOD PARISH COUNCIL
Serving the communities of Charlwood, Hookwood and Norwood Hill
DRAFT MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD IN THE PAVILION, CHARLWOOD ON
MONDAY 17TH JUNE 2024 AT 7:30PM

PRESENT

Cllr L Scott – Chair

Councillors: S Bloom, C Evans, W Hill, D McCorquodale, A Rawlinson, T Stacey, A Tyson-Davies.

In attendance: Janette Coulthard (Clerk), H Hill (Assistant Clerk), D Cllr Farrar- Astrop, D Cllr Van den Bogerd, 3 X Residents

180/24	1. APOLOGIES FOR ABSENCE	
	Apologies received from Cllr Crofts and SC Cllr Helyn Clack	
181/24	2. DECLARATIONS OF INTEREST	
	None.	
182/24	3. MINUTES	
	3.1 Chairman’s Comments – Cllr Scott opened the meeting by thanking the Clerk for her hard work and efforts on behalf of the Parish Council (PC) and reminded Cllrs of the Nolan Principles which they had all signed up to. She advised there would be a closed session at the end of the meeting if there was time. 3.2 The minutes from the full Parish Council meeting held on the 20 th May 2024, the Planning Committee meeting held on the 4 th June 2024 were approved and signed as a true record of the meeting and will be uploaded to the website.	
183/24	4. PUBLIC QUESTIONS	
	4.1 A resident had written to the Clerk regarding the undergrowth and hedge at Black Ditch advising the path was so overgrown it was almost impassable without getting stung by nettles or scratched by brambles and asking for the PC to clear it. Although the path is not the responsibility of the PC, Cllr Stacey volunteered to personally clear the path next week. However, IT WAS AGREED that a quote would be obtained for the work. The Clerk to obtain a quote. 19:40 Cllr Evans joined the meeting.	JC
184/24	5. PLANNING, HIGHWAYS AND ENVIRONMENT	
	5.1 Report of Planning Committee and recommendations on applications to four weeks ending 22nd May – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 22 nd May as detailed in Appendix B be approved and submitted to MVDC. APPROVED. 5.2 Development at land west of Reigate Road (Hookwood) – Cllr Scott advised that the Planning Inspectors decision was pending and due on the 4 th July. 5.3 Neighbourhood Plan – No Update. 5.4 Mole Valley Local Plan – Cllr Scott advised that the Plan was with the Planning Inspector. 5.5 Environmental Matters – Cllr Scott referred back to the issue of dogs becoming unwell after being walked at the Withey. She advised that it had been discovered that there was a culvert under the Withey and that potentially the issue may be the result of contaminated water producing noxious gases. The issue was now being investigated by the Environmental Health Officer. 5.6 Water Flow Project – No update. 5.7 Fly-tipping/Litter – Cllr Scott mentioned that last month it had been noted that lots of public bins were not being emptied. Cllrs mentioned that the issue was not any better with bins continue to overflow. The Asst. Clerk advised that they were emptied on Tuesdays and overflowing again by the Monday. Cllr Stacey mentioned that some households were using the bins for their household waste and Cllr Scott mentioned that there was a similar issue in Hookwood. Other bins at the shop and Perrylands were mentioned as continually	

	<p>overflowing. IT WAS AGREED that the Clerk would follow up again with MVDC and their contractors to chase the request for more bins and more frequent emptying. IT WAS AGREED that the Clerk would ask if MVDC could put signs on the bins stating they were not for household or commercial waste.</p> <p>Cllr Scott suspended standing orders to ask D Cllrs if they could help get something done.</p> <p>Cllr Farrar- Astrop volunteered to help try to resolve the issue.</p> <p>Cllr Scott reinstated standing orders</p> <p>Cllr Stacey asked if the Hi-Viz and Litter Pickers had been ordered. The Clerk advised they had not because Cllrs had not voted on this but they could do so now. Cllr Stacey proposed that the PC purchase 15 x Hi-Viz vests and Litter Pickers. IT WAS AGREED to purchase 15 x Hi-Viz vests and Litter Pickers. The Asst. Clerk to place the order.</p>	<p>JC JC</p> <p>HH</p>
185/24	<p>6. SERVICES AND AMENITIES</p>	
	<p>6.1 Withey</p> <p>6.1.1 Cllr Stacey reported that he was waiting to hear back from the contractor he had found to fix the play equipment in the Withey. He had chased them last week and hoped to hear soon. He mentioned that he would draw up a plan to number the trees so the PC could compare quotes. He asked if the Title Deeds for the Withey had been obtained yet for reference as to where to locate the cycle racks. The Clerk advised that they had not been ordered. Cllr Scott asked if he playboards had been moved. Cllr Stacey advised he thought the instruction had been given to the contractor. The Clerk advised it had not. IT WAS AGREED that the Clerk/Asst. Clerk would give the go ahead for the work.</p> <p>6.2 Pavilion</p> <p>6.2.1 Cllr Stacey mentioned the issue of the water not getting hot at the Kitchen sink and asked what solution had been recommended. The Clerk confirmed that the boiler engineer recommended the installation of an electric pump. Cllrs Stacey and McCorquodale mentioned that there should have been a diagram of the pipe work for the Pavilion. The Clerk advised that they may be one in the Archive Room. IT WAS AGREED that the Clerk would send Cllr Stacey all the paper work from the boiler maintenance contractors visit and his recommendations.</p> <p>6.3 Recreation Ground</p> <p>6.3.1 The Groundsman has started to cut the hedge but Cllr Stacey advised that it was still not being cut the way that the PC wanted, which was 'level' no 'flat'. Cllr Stacey advised he would have a word with the Groundsman. Cllr Stacey asked if the Clerk was receiving time sheets from the Groundsman. The Clerk confirmed she was not receiving them but that did no mean the Groundsman was not completing them. IT WAS AGREED that Cllr Scott would contact the Groundsman to discuss.</p> <p>6.4 Millennium Field</p> <p>6.4.1 Cllr Stacey advised that the S&A Committee had walked around the Millenium Field to look at what needed to be done but much depended on what was going to happen with the car park. This meant the Committee could not make a firm plan. He proposed that the S&A have a sub-working group to cover the Millenium Field and get them to work on a plan. The group could also work on a plan for the Glebe Field. IT WAS AGREED to set up a working group. Cllr Hill asked what was happening with the suggestion to convert the S&A Committee to a working group. Cllr Stacey asked Cllrs for their views. Cllr Tyson-Davies said the idea was suggested to try to free up the Clerk's time if the Finance Working Group became a Committee again. Cllr Scott advised that the decision on whether to have a Committee should not be based on the availability of the Clerk's time and the PC would find a work around if necessary. IT WAS AGREED that the S&A Committee would remain a Committee.</p> <p>6.5 Millenium Field & Withey new leases:</p> <p>6.5.1 No update from JBTMT. Cllr Stacey advised he would contact JBTMT. Cllr Scott suspended standing orders to allow a resident to speak.</p>	<p>JC/HH</p> <p>JC</p> <p>LS</p>

The resident asked if the PC's lease identified who was responsible for maintenance of the hedge on the Tifters side of the field. Cllr Stacey advised that responsibility was split 50:50 between the PC and JBTMT and costs were supposed to be split. The resident advised that the residents along the hedge were maintaining their side but could no longer reach the top. JBTMT needed to speak to the residents as well. The resident also asked if the PC received notification of planning applications in the Parish. He advised that the residents were not receiving them. He advised there was a huge amount of commercial traffic and visitors using the drive to access an Air B&B. Cllr Scott advised checking the MVDC planning website for any planning applications and contacting MVDC planning enforcement.

Cllr Scott reinstated standing orders.

6.6 Glebe Field

6.6.1 Nothing to report.

6.7 The Hovel

6.7.1 Cllr Stacey asked how the PC felt about acting as the lead on the emergency work for the Hovel and asked if the PC could instruct the contractor to go ahead. Cllr Hill asked if the Charlwood Society had their share of the money. Cllr Stacey advised that the Charlwood Society had committed to raising the money for their share of the costs.

Cllr Rawlinson asked was the PC expected to cover the Charlwood Society's share of the cost until they had raised the money. Cllr Stacey suggested that the PC pay the full invoice and then invoice the Charlwood Society and the Diocese for their share. Cllr Scott asked what the risks were. The Clerk advised the risk was that neither the Charlwood Society and the Diocese not paying their share, so the PC would be underwriting this risk. Cllr Scott asked if Cllrs had any other concerns.

Cllr McCorquodale asked why the Diocese were not picking up the whole cost. Cllr Stacey advised that they did not want to admit liability and responsibility. Cllr Evans advised she felt that it should be the responsibility of the Charlwood Society to take the lead and the PC provide a grant to the Charlwood Society for the PC's share. Cllr Scott asked the Clerk for guidance.

The Clerk advised that if the PC still viewed themselves as a tenant then technically, it should act as the lead but it would be better for the Charlwood Society to do it to preserve the PC's position of not being responsible for the Hovel.

Cllr McCorquodale asked if the PC gave a grant to the Charlwood Society would the PC be accepting responsibility. The Clerk advised that it would not. Cllr McCorquodale asked if the PC had a budget for repairs to the Hovel. The Clerk advised it did not but money could be moved from reserves e.g. the Special Projects reserve.

Cllr McCorquodale asked if CIL money could be used. The Clerk advised that CIL money could not be used because the Hovel could not be considered as infrastructure. Cllr Stacey asked if CIL money could be spent on the car park. The Clerk advised there was an issue with the CIL money as it was possible the some CIL money had been reserved for the car park already. CIL money was supposed to be shown separately in prior years' accounts and it was not so further investigation was needed. The Clerk had found that the PC had received £29K and another £4K in CIL but it wasn't tracked separately and nor was any spend of the CIL money.

Cllr Tyson-Davies asked could the PC just pay and get the work on the Hovel done because of the urgent need for the work and sort out a long-term plan with the Charlwood Society or another group. Cllr Stacey supported this view. **IT WAS AGREED** to ask the Charlwood Society to take the lead on giving the go ahead and liaising with the Contractor with the PC providing them with a grant for the PC's share. Cllr Stacey advised he did not agree although the majority vote would carry. **IT WAS ALSO AGREED** if the Charlwood Society agreed to the PC's request, no further vote was required in order to approve the payment. Cllr McCorquodale asked if the Charlwood Society said 'no' would the PC be

	<p>happy to act as the lead. Cllrs felt that the Charlwood Society were keen for he work to go ahead and did not feel it was likely they would not agree and therefore did not vote.</p> <p>6.8 The Cage</p> <p>6.8.1 Cllr Stacey asked if the go ahead had been given for the repair work on the Cage. The Clerk advised it had not. IT WAS AGREED to give the go ahead, the Clerk to instruct the contractor.</p>	<p>JC</p>
<p>186/24</p>	<p>7. PARISH MATTERS</p>	
	<p>7.1 Traffic Calming & Car Parks</p> <p>7.1.1 Traffic Calming - Cllr Stacey advised that he had communicated with SC Cllr Helyn Clack and was organising a meeting to get an idea of what process to follow to get the PC's proposals the attention required. Cllr Stacey stated that SC Cllr Clack could meet on Thursday or Friday. Cllr Scott asked if the meeting could be on Zoom so she could attend. Cllr Stacey said he did not want to do the meeting by Zoom and would not take part if it was on Zoom. IT WAS AGREED to set up a hybrid meeting with the Clerk participating by Zoom for 9:30am on Friday.</p> <p>7.1.2 Car Park - Cllr Stacey had circulated the opinion from the planning expert about the car park options to Cllrs earlier in the week. Cllr Stacey wanted to know the way forward. Cllr Scott advised the PC had agreed to do a consultation and information was needed to create the consultation. She advised that included drawings, which Cllr Stacey had provided, planning specialist advice on each option, costs and to draw up a survey. Cllr Stacey asked the PC if a working group needed to be set up to draw up the consultation and should the consultation include the options that the planning expert advised would be unlikely to obtain permission. Cllr Rawlinson suggested meeting with MVDC planning and getting their advice. IT WAS AGREED that Cllr Rawlinson and Cllr Stacey would meet with MVDC to get their advice.</p> <p>Cllr Tyson-Davies asked if Cllr Stacey had asked the planning expert about the Community Right to Build. Cllr Stacey stated he had not. Cllr Scott advised that the Community Right to Build process could take 18 months to 2 years. Cllr Stacey asked if D Cllrs could help. D Cllr Farrar-Astrop advised it would be difficult as she had to remain neutral to avoid being seen to be pre-determined when the planning application was submitted.</p> <p>7.2 Parish Council Communications</p> <p>7.2.1 Cllr Scott mentioned content had been submitted to the Parish Pump magazine. Cllr Tyson-Davies said she had not seen the submission. IT WAS AGREED the Clerk would circulate. Cllr Hill mentioned that he was concerned about the number of residents who had signed up for the electronic copy. IT WAS AGREED to ask the Parish Pump how many residents had now signed up; how many copies were being posted and how many copies were being printed for people to pick up.</p> <p>Cllr Scott suspended standing orders to allow a resident to contribute to the discussion.</p> <p>A resident mentioned that another 75 residents had signed up for the on-line copy and 100 hard copies were being printed to leave in the café etc. Cllr Scott asked the resident if they could come back in writing with the numbers. Cllr Scott mentioned that Cllrs were concerned about the circulation figures and she felt that the PC Newsletter still needed to be produced until the circulation/readership figures increased. She also mentioned she would include a piece in the PC Newsletter to encourage residents to sign up for the Parish Pump.</p> <p>Cllr Scott reinstated standing orders.</p> <p>7.3 Community Events and Affairs</p> <p>7.3.1 Cllr Scott mentioned the successful Skittles competition and said she heard it had been a great success despite the rain.</p>	<p>TS</p> <p>AR/TS</p> <p>JC</p>

	<p>7.4 Wickens Orchard 7.4.1 Cllr Scott had written to Clarion Housing and met with their representative. The representative thought that a maintenance visit may have been skipped and he would chase.</p> <p>7.5 Community Resilience & Emergency Plan 7.5.1 No progress since last month.</p> <p>7.6 Save West of Ifield - To consider a request for a grant of between £500 and £1000 as a contribution to the cost of expert analysis and advice on the detailed Traffic Assessment and underlying modelling to support the campaign. 7.6.1 IT WAS AGREED to provide a grant of £500. The Clerk to advise Save West of Ifield. The Clerk advised that the PC that they would need move money to the budget to be able to provide the grant. IT WAS ALSO AGREED to move money from the General Reserves.</p>	<p>JC</p> <p>JC</p>
187/24	8. GATWICK MATTERS	
	<p>8.1 To consider Gatwick Greenspace Partnership Steering Group's invitation to become a funding partner -deferred to the next meeting when representatives from Gatwick Greenspace would attend and brief the PC on what the requirements were for being a funding partner.</p> <p>8.2 Cllr Scott mentioned that there were two more days for the Gatwick DCO, tomorrow and Wednesday and confirmed she would be attending.</p>	
188/24	9. REPORT OF THE RFO/FINANCE COMMITTEE	
	<p>9.1 To approve the accounts for May/June 2024 – APPROVED 9.1.1 Cllr Evans asked what the Concurrent Grant was. The Clerk in her capacity as RFO advised that it was an additional amount given MVDC to maintain the playgrounds and recreation ground. 9.1.2 The Clerk walked the Cllrs through the PC's financial position and bank balances as at the end of May 2024.</p> <p>9.2 To note payments received and cleared payments May '24 - NOTED</p> <p>9.3 To note authorised transfers for June '24 – NOTED</p> <p>9.4 To approve Accounts for payments for June '24. APPROVED</p> <p>9.5 Recommendations from the Finance Working Group 9.5.1 Money needed to be moved to budget lines for Miscellaneous Maintenance and repairs and Grants. There were some warnings Pavilion Maintenance is 51% of budget and there was a recommendation to move money from the Pavilion Improvements earmarked reserves. The Clerk advised the CIL money issue and once it was resolved the Cllrs could choose which infrastructure earmarked reserve to use to account for it. IT WAS AGREED to move money from the General Reserves to the Miscellaneous Maintenance and Repairs and Grants. Amounts to be at the Clerk/RFO's discretion.</p>	<p>JC</p>
189/24	10. REPORTS FROM REPRESENTATIVES	
	10.1 Cllr Evans reported she had attended an on-line meeting for an update on the Gatwick DCO which was mainly about waste water. She advised that Gatwick would have to put in its own water treatment plant as the existing infrastructure would not be able to cope with extra capacity required due to the expansion.	
190/24	11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL	
	Nothing to report	
191/24	12. GOVERNANCE	
	<p>12.1 Asset Register – to approve the updated Asset Register – APPROVED Cllr Stacey asked if our insurance policy cover was 'new for old'. The Clerk explained that the Asset Register did not contain the values for insurance purposes and that the PC needed another version for insurance purposes.</p> <p>12.2 Annual Governance and Accountability Return (AGAR) – To complete & approve AGAR Section 1 and approve AGAR Section 2 – Deferred, Extraordinary Meeting to be called.</p>	

	<p>The Clerk advised that the PC were not following the Financial Regulations and she was unable to provide evidence of this during the internal audit. She advised that two Cllrs should be checking the invoices against the payments and providing sign off and one Cllr should be checking the bank statements against the bank reconciliation. She also advised there was an £88 discrepancy in the accounts. The internal auditor had offered to check the accounts at a cost of £65 p/hr and as the Clerk did not have time. Cllr Scott proposed that the PC get the internal auditor to check. Cllr Stacey asked if the £88 discrepancy was in this accounting period. The Clerk advised that it could be. IT WAS AGREED and a cost of c. 2 hours work was approved. The Clerk to instruct the internal auditor.</p> <p>Cllr Scott also emphasised that Cllrs needed to agree to take on the responsibilities for the checks outlined. Cllr McCorquodale asked why the issues had not been identified previously. The Clerk advised she could not answer that question but different auditors had different methodologies and the PC's current internal auditors were very thorough. The Clerk also mentioned that some of the issues were raised last year and perhaps the importance of these issues were not emphasised as they should have been. The Clerk advised the Extraordinary Meeting would be next week but she needed to wait for advice from the internal auditor before setting the date. IT WAS AGREED that Cllr Scott would draw up a rota for the two Cllrs to check invoices against payments and it was agreed the Cllr Evans would take on the Bank Reconciliation checks.</p> <p>12.3 To consider and agree if the Parish Council would like to convert the Finance Working Group back to a Finance Committee. Cllrs had different views and opinions however for the purposes of governance and control, IT WAS AGREED to convert the Finance Working Group back to a Finance Committee with the proviso that the Committee could not make decisions and would bring recommendations back to full council and the Clerk to update the Terms of Reference. IT WAS ALSO AGREED that the meetings would be quarterly and the first meeting of the committee would be in September, date to be agreed.</p> <p>Cllr Evans mentioned that the Accounts Spreadsheet did not show what VAT was due to come in. The Clerk advised that it was in the Account Spreadsheet and all Cllrs needed to do was to filter and it would show exactly how much VAT was due. She advised that she had shown Cllr McCorquodale how do this at the Finance Working Group meeting. Cllr Scott suggested that the Clerk do a run through to show Cllrs how to use the spreadsheet and access the information they wanted. IT WAS AGREED that the Clerk would do a run through and Cllr Bloom would bring the Projector to enable this.</p> <p>Cllr Evans if it was possible to combine multiple payments for one entity on the payment's spreadsheet. The Clerk advised that for accounting purposes the payments needed to be separate to be correctly allocated against the right budget line but could be combined into one payment on the payment table for setting the payments in the bank account.</p> <p>12.4 To agree the dates for the publication of the Notice of Public Rights – Deferred, Extraordinary Meeting to be called.</p> <p>12.5 If the PC agree to the conversion of the Finance Working Group to Committee the PC to agree frequency of meetings. IT WAS AGREED that meetings would be held quarterly. The Clerk to arrange meeting dates.</p>	<p>JC</p> <p>LS</p> <p>CE</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>
192/24	13. EMPLOYMENT MATTERS	
	<p>Cllr Scott mentioned discussions regarding getting some additional administrative support during the summer holidays to bring things up to date. Cllr Tyson- Davies mentioned that Cllr Crofts' help had been offered in terms of the website. A discussion was held about help for putting things on Facebook and the difficulties of providing access to Cllrs. Suggestions were given on how Cllrs could access the PC Facebook page. The Clerk ran through some of the tasks she needed help with and the reasons why there was such a back log of tasks. She raised the issue of sorting out the Charity Commission filings. No agreement was reached on finding an intern or additional administrative help.</p>	
193/24	14. AOB	
	None.	

194/24	15. PUBLIC COMMENTS	
	<p>14.1 Archive Room – A resident asked if anyone had been in contact with the resident who had volunteered to help with sorting out the Archive Room. Cllr Tyson-Davies mentioned that progress had been made on getting a working group together to sort out the Archive Room. Cllr Scott advised that there were issues relating to the content of the archives and GDPR so the PC needed to be cognisant of this. Cllr Stacey asked if it would be possible to put a locked filing cabinet in the Archive room, it was confirmed that there was nothing to prevent this.</p> <p>14.2 Closed Session – Cllr Stacey asked whether the Closed session mentioned at Chair’s comments was going ahead. Cllr Scott stated that as it was so late and the meeting had already been very long, she did not want to keep Cllrs any longer so the session would not go ahead.</p>	
195/24	16. DATES OF FORTHCOMING MEETINGS	
	<ul style="list-style-type: none"> • 1st July 2024 - Services & Amenities Committee Meeting – at the Pavilion 6:30pm • 2nd July 2024 - Planning Committee Meeting at the Pavilion – 7:30pm • 15th July 2024 - Full Parish Council Meeting – venue and location to be confirmed. 	

There being no other business the Chair closed the meeting at 9:52pm

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting of the 15th July 2024

Signed.....

Appendix A

Payments Green Highlight = to be approved retrospectively

Payments Orange Highlight = Direct Debits already approved/Estimate as DD Variable

Payments No Highlight = Electronic payment for approval

INCOMINGS

03-May-24	MVDC	CIL Payment	CIL Receipts	1,417.72
07-May-24	CV Barclay	Pavilion Hire	Pavilion Lettings	60.00
07-May-24	Charlwood Friends	Pavilion Hire	Pavilion Lettings	35.00
21-May-24	Annemarie Bevis	Payment for Brickfield Lane	Brickfield Lane	1,800.00
24-May-24	Elysium Healthcare	Pavilion Hire	Pavilion Lettings	685.00
29-May-24	Ifield CC	Pavilion Hire	Pavilion Lettings	150.00
			Total	4,147.72

PAYMENTS TO APPROVE RETROSPECTIVELY

20-May-24	Defib World	iPAD SP1 Battery and Pads	265.00	53.00	322.99
13-May-24	Safe Options Ltd	Mirror for Pavilion Changing Room	164.25	32.85	197.10
29-May-24	Colin Smith Planning Ltd	Planning advice, including review of Proofs of Evidence from others, and Statements of Common Ground, and advice to client. & Preparation and submission of Proof of Evidence Agreed fee	2385.00	477.00	2862.00

DIRECT DEBITS TO BE PAID IN JUNE

13-Jun-24	The Keyholding Company Ltd	Keys for Pavilion & Alarm Call (01/01/24)	26.57	5.31	31.88
15-May-24	SES Business Water	Account 5414233	35.68	0.00	35.68
20-May-24	Ecotricity Ltd	100063963Ecotricity - Gas	125.57	0.00	125.57
20-May-24	Ecotricity Ltd	100066969Ecotricity - Electricity	201.34	0.00	201.34
			Total		<u>394.47</u>

JUNE 2024 PAYMENTS TO BE APPROVED TONIGHT

17-Jun-24	Cllr Sue Bloom	Flowers & Soil for S&SEiB planters	165.40	7.50	165.40
17-Jun-24	Cllr Trevor Stacey	Britannia Skip for Ivy cleared at the Recreation Ground	200.00	40.00	240.00
17-Jun-24	Zurich Town & Parish, Insurer Trust Account	Parish Council Insurance	2734.19	0.00	2734.19
17-Jun-24	Copy Tech Printing Services	Printing Community Grp Annual Reports for APM	42.00	0.00	42.00
17-Jun-24	Cllr Trevor Stacey	Replacement Padlock for Rec.	31.99	0.00	31.99
17-Jun-24	Cllr Trevor Stacey	Key safe and batteries for the Withey	28.06	0.00	28.06
17-Jun-24	Cllr Trevor Stacey	Title Deeds Glebe Field and Mileage to collect litter pickers	26.74	0.00	26.74
17-Jun-24	Helen Hill	Refreshments for Annual Parish Meeting	68.33	0	68.33
17-Jun-24	Colin Smith Planning Ltd	3 x attendance at hearings Planning advice, including preparation of opening statement and closing submissions, review of s106 draft obligation and conditions, and other documents circulated, and advice to client	2295.00	459	2754.00
17-Jun-24	Microshade	Citirix Hosting, mailboxes ad SPAM and Virus filters	294.06	58.81	352.87
17-Jun-24	Nigel Jeffries Ltd	1 x Withey Cut 14/05/24	57.00	11.4	68.40
17-Jun-24	Prime Cleaning	Pavilion Clean May 24	180.00	0.00	180.00
17-Jun-24	Viking Direct	2 x Black Ink Cartridges	60.98	12.20	73.18
17-Jun-24	Viking Direct	2 x printer paper, 3 x jotter pads, 5 x polyfiles 25 x foolscap cardboard files	43.24	8.65	51.89
17-Jun-24	HMRC	Tax & NI April, May, June 24	1656.93	0.00	1656.93
17-Jun-24	Helen Hill	June 24 Salary	564.60	0.00	564.60
17-Jun-24	Janette Coulthard	June 24 Salary	1075.24	0.00	1075.24
17-Jun-24	Nick Speakman	June 24 Qtrly Salary	1226.62	0.00	1226.62
17-Jun-24	M Billingham	June 24 Qtrly Salary	195.20	0.00	195.20
			Total		<u>11535.64</u>

Appendix B

Planning Applications considered by Charlwood Parish Council Planning Committee to the 24th May 2024 at the meeting of the 4th June 2024

Chair: Cllr L Scott

Present: Cllrs S Bloom, S Crofts, C Evans, A Rawlinson, A Tyson-Davies

In attendance: Cllr Tyson-Davies, 2 x Residents

1. ELECTION OF CHAIR & VICE CHAIR

Cllr Scott was unanimously voted in as Chair.

2. CHAIR TO OPEN THE MEETING

Cllr Scott opened the meeting.

3. APOLOGIES

Cllr D McCorquodale

4. DECLARATIONS OF INTEREST

Cllr Croft declared a non-pecuniary interest in agenda item 7.2 the nature of the interest being that the property abuts her garden.

5. MINUTES

The minutes from the meeting of the 7th May were signed as part of the Full Parish Council Meeting minutes of the 20th May therefore there are no minutes to sign.

6. PUBLIC QUESTIONS

None

7. CURRENT PLANNING ISSUES

7.1 MO/2024/0788/DET – Land at the junction of Charlwood Road and Farmfield Drive, Charlwood – Prior notification for the installation of 1 No. 24-metre-high lattice tower, mounted with 3 No. antennas, 1 No. 0.3 metre dish, 1 No. GPS node, 1 No. cabinet located in a compound comprised of 2-metre-high palisade fencing and 1 No.

Electrical meter cabinet and associated ancillary development thereto.

RESOLVED - Charlwood Parish Council objects to this application on the basis that the height at 24 meters is overbearing and out of keeping with the rural location. Being so close to Gatwick airport it could also cause a problem for aircraft.

7.2 MO/2024/0689/PLAH – 16, Forge Place, Hookwood, Horley, Surrey, RH6 0AL –

Conversion of existing garage into habitable space.

RESOLVED - Charlwood Parish Council objects to this application on the basis that Forge Place has limited parking available. Removing the garage parking space takes away another, which will be detrimental to the area and impact the amenity of future residents.

7.3 MO/2024/0694/ECL – Tifters Barn, The Street, Charlwood, Horley, Surrey, RH6 0BY –

Certificate of Lawfulness for existing development in respect of occupation of a building as an independent dwelling for in excess of 4 years.

RESOLVED - The Parish Council question the statement that this has been an independent dwelling for as long as 4 years and do not feel that a Certificate of Lawfulness is acceptable in the circumstances.

7.4 MO/2024/0744/CAT – Bristow Cottage, Rectory Lane, Charlwood, Horley, Surrey, RH6 0EF – Laurel - Bay (T1) Fell near to ground level; Oak (T2) Removal close to ground level.

RESOLVED - Charlwood Parish Council would like to leave the decision to the tree officer.

7.5 MO/2024/0400/PLA – Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ – Demolition of existing buildings and erection of 3 No. detached dwellings.

RESOLVED - Charlwood Parish Council objects to this application on the basis that it is overdevelopment in the Green Belt and the site is also a flood plain.

7.6 MO/2024/0658/PLAH – 16, Sewill Close, Charlwood, Horley, Surrey, RH6 0BS – Erection of a single storey side extension.

RESOLVED – NO COMMENT

7.7 MO/2024/0635/ECL – Land south east of Verandah Cottage, Horse Hill, Hookwood, Horley, Surrey, RH6 0HN – Certificate of Lawfulness for the existing development in respect of the erection of a 2-bed dwelling house and subsequent continuous habitation for a period exceeding 4 years, and erection of a gate and fence for a period exceeding 4 years.

RESOLVED – NO COMMENT

7.8 Other Planning Matters - e.g. recent determinations, appeals to committee (for discussion) or Parish permission (e.g. Trees)

7.8.1 Decision – MO/2024/0270/PLA – Happy Acres, Russ Hill, Charlwood, Surrey, RH6 0EL - Erection of an agricultural storage barn with associated hardstanding and access track. – DECLINE TO DETERMINE – SECTION 70C.

7.8.2 Decision – MO/2024/0466/PLAH - The Bungalow, Nursery Lane, Hookwood, Horley, Surrey, RH6 0HG - Erection of single storey front extension, internal alterations and pitched roof over existing flat roof. REFUSED

7.8.3 Decision – MO/2024/060/CAT – 5, Rectory Lane, Charlwood, Horley, Surrey, RH6 0EF – T1 Willow to be pollarded back to previous pruning points- 2m average. NO OBJECTION

7.8.4 Decision – MO/2024/0692/CONS – Brittleware Farm Buildings, Norwood Hill Road, Charlwood, Surrey - Appearance, Landscaping, Layout and Scale reserved matters for Outline Application 21/00495/OUT. for the demolition of existing buildings and the erection of 8 no. dwellings with associated parking and amenity space, with all matters reserved except for access. Reigate and Banstead Borough Council for consultation purposes only. NO OBJECTION.

7.8.5 Decision – MO/2024/0616/DEA - Charlwood Place, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0EB - Prior notification for the formation of an agricultural track 150 metres by 4.5 metres. PRIOR APPROVAL NOT REQUIRED.

7.8.6 Decision – MO/2024/0492/CAT - Hathersage, 55, The Street, Charlwood, Horley, Surrey, RH6 0DS - T1 Poplar to have the crown reduced by 50% to give a more balanced appearance. Tree is not partially visually appealing and the limbs are leggy and keep breaking off so to prune back to healthy growth points will give the tree more amenity value. T2 & T3 Conifers to be felled as to close to garage and are starting to damage the roof and foundations. NO OBJECTION

7.8.7 Decision – MO/2024/0361/PLA - Tifters Barn, The Street, Charlwood, Horley, Surrey, RH6 0BY- Proposed retention of barn for workshop and temporary dwelling accommodation for a 3 year period in connection with works to convert existing barn to one residential dwelling under permission MO/2014/1184/PLA. REFUSED.

7.8.8 Decision- MO/2024/0371/PNJ - Spire Gatwick Park Hospital, Povey Cross Road, Hookwood, Horley, Surrey, RH6 0BB - Prior notification to install 338 No. PV solar panels. PRIOR APPROVAL REFUSED

7.8.9 Appeal Starting – MO/2023/1458/PLA – Land known as Three Acres, Unit 5, south of Wellpools Farm, Stan Hill, Charlwood, Surrey - Change of use of an existing welfare building to a temporary agricultural worker dwelling