

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 Memorial Hall, Hookwood,
on 17th April 2023 at 8pm**

Attending	Penny Shoubridge (PS – Chairman, attending remotely), Trevor Stacey (TS – vice-Chairman), Sue Bloom (SB), Carolyn Evans (CE), Walter Hill (WH), Richard Parker (RP), Lisa Scott (LS)
Clerk	Trevor Haylett
Assistant Clerk	Helen Hill
Also Attending	Nick Hague (NH), David McCorquodale, Howard Pearson (remotely), Jackie Tyrrell (remotely)
Item 1	(1/04/23) Apologies – James O’Neill
2	(2/04/23) Declarations of Interest – None.
3	(3/04/23) Minutes – The draft Minutes of the 20 th March meeting had been circulated. PS asked that a reference to “rival clubs” in Item 6.6 be taken out and substituted by ‘incorporated into CVFC’ and with that amendment she proposed they be accepted. The Minutes were APPROVED. It was the last full meeting that PS would attend as she was standing down at the May elections along with James O’Neill and Howard Pearson. PS thanked them both for their service and wished them well for the future. She also thanked all Councillors for their support over the past 13 years and in particular Trevor Stacey for his enthusiasm and readiness to help since becoming Vice-Chairman.
4	(4/04/23) Public Questions – Nick Hague asked if consideration had been given to installing an electric charging point in the car park proposed for the Millennium Field. TS explained that the capability of the Pavilion meant that it could only be a slow charge but he would investigate further. NH additionally asked if those Councillors who were continuing after the May election could give thought now to who could be co-opted to fill the two vacancies. The Clerk explained that nothing could be done officially until after 4 th May because there were no vacancies until that date but there was nothing to stop Councillors discussing it informally.
5	(5/04/23) Planning, Highways and Environment 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 7th April – the recommendations had been distributed (see Appendix B) and Lisa Scott proposed they be accepted. PS drew attention to a registered application for Happy Acres to dispose of a condition of prior notification for the change of use of two agricultural buildings to two dwellings and suggested that the PC objected to the dispensation as noise was likely to increase at the location due to the proposed Gatwick developments. With that addition PS seconded the motion and the report was APPROVED. 5.2 Neighbourhood Plan – LS said the group would be looking at compiling the consultation document over the next two weeks with a view to circulating it after the elections. 5.3 Mole Valley Local Plan – this continued to be “paused” by MVDC while clarification was sought as to which direction Government was heading in planning matters though LS said speculative planning applications had already begun to arrive. One in Hookwood for 132 homes requested an exemption from an Environment Impact Assessment (EIA) that was approved, rather speedily, by MVDC. LS said she would draw up a response to Mole Valley pointing out why the EIA was

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	<p>necessary because it was a priority habitat for lapwings.</p> <p>5.4 CIL Survey – it was decided to run through the survey during the meeting and LS would then submit the answers.</p> <p>5.5 AONB Boundary Change survey – Councillors were asked to look at this and then feed back any comments at the next PC meeting. The deadline was 13th June.</p>
6	<p>(6/04/23) Services and Amenities - The committee had met the previous week in the Pavilion.</p> <p>6.1 Withey – LS had circulated three quotes for the playground refurbishment. TS said they did not include specifications and also wondered whether quotes should be sought from the PC's current playground providers. It was agreed to try and schedule an early S&A meeting to consider the quotes in more detail and possibly seek alternatives from current providers.</p> <p>TS explained that there had been an altercation between two dog owners and he asked whether there should be signs put up, instructing owners to keep their dogs on a lead. It had support from some Councillors but HP pointed out that it would be impossible to police and asked why the Parish Council should take on the responsibility and said it was for the dog warden to deal with. It was agreed that signs would be installed indicating that all dogs should be kept under control of their dogs.</p> <p>6.2 Recreation Ground - the pathway lights now included one nearer the gate which would help illuminate it. The contractor who had been hired to install a fence in front of the <u>Tain Cottage boundary</u> had asked for a meeting - TS would meet him. The <u>flagpole</u> had been delivered along with a Union flag and would be erected near the fountain. Alan Knight had provided a quote to install it at considerably less than the manufacturers' quote and the S&A committee had recommended it be accepted which was APPROVED.</p> <p>6.3 New leases: Millennium Field and The Withey – this was slowly moving towards a conclusion. More members of the JBTM Trust needed to prove their identification to speed things up.</p> <p>6.4 Other Items – Walter Hill and LS would advise the Clerk on the type of cycle rack that could be installed near the proposed new car park. A similar apparatus could be installed in the car park at the Hookwood Memorial Hall and permission would be sought from the Trustees.</p>
7	<p>(7/04/23) PARISH MATTERS</p> <p>7.1 Traffic Calming & Car Parks – TS suggested that a meeting of the Traffic Calming group be held to discuss Phase 2 of the works but it was felt that it was better to wait to hear the responses of SCC and MVDC to the Phase 1 proposals. As regards the Millennium Field car park, TS suggested that while he pursued two alternative quotes for the work, that Kears be asked to move forward with the planning application to MVDC and this was agreed.</p> <p>7.1.1 VAS Signs/Speedwatch – The VAS sign on the Povey Cross Road was not working; this was the unit using the older battery rather than the lithium ones. It was said that enquiries should be made to see if it could be adapted to take in a mobile solar panel. There was no update on Speedwatch.</p> <p>7.2 Parish Communications – a meeting had been held with interested parties and a draft Business Plan written. The intention is to have a whole parish, Parish Council and Ecclesiastical</p>

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	<p>magazine produced monthly. The team has a further meeting set to progress this and funding will be applied for.</p> <p>7.3 Community Events and Affairs</p> <p>7.3.1 Kissing Gates – The PC has ordered 11 gates of two different types. Funding will be from Charlwood Community Volunteers Coronation Group while there already exists a small amount of funding from SCC. The gates will be installed as soon as the weather allows.</p> <p>7.3.2 Tree and hedge planting – PS said thanks were due to TS and WH for planting the trees in the Millennium Field. Further trees will be planted as time allows. Sue Bloom asked why the trees were planted so close to each other and was told that the intention was to create a tall hedge.</p> <p>7.4 Parish Council Elections – Only seven candidates stood for election, therefore the election on 4th May will be uncontested and all seven have been duly elected. Two further Councillors – one from Charlwood and one from Hookwood - will need to be co-opted when the new administration takes shape from 9th May.</p> <p>7.5 Russ Hill Asylum Seekers – PS has a meeting scheduled with David Carter, the Advice & Guidance Officer for Surrey Community Action with responsibility for the Russ Hill hotel.</p> <p>7.6 JBTMT Trustees – two applications had been received from Bjorn Harris and Suzi Taylor for the vacancy as a PC-nominated Trustee. Both live in Glovers Road and both have been in the parish for some years. After a discussion by Trustees it was agreed that Bjorn Harris be appointed to the role.</p> <p>7.7 SCC consultation on new electoral divisions – LS had responded and if any other Councillors had additional comments they were asked to forward them to the Clerk.</p> <p>7.8 Annual Parish Meeting – This will be held on Tuesday 23rd May. Helen Hill is in the process of sending out invitations to the event which will feature presentations from both GACC and the Save West of Ifield group. It would need to be widely publicised to ensure a healthy turnout of residents.</p>
8	<p>(8/04/23) Gatwick Matters</p> <p>8.1 Gatwick local community stakeholder group meeting – this was held on 14th April and PS and LS had attended. Parking along the Povey Cross Road was discussed and Gatwick will signpost on their website where taxi drivers need to go to avoid parking on local roads. LS suggested that a QR code be put on signage as an aid to drivers. Gatwick was made aware that enforcement for parking breaches now sat with SCC who have contracted the work to a Redhill company. They also have a campaign to encourage residents to notify them of illegal road parking. Gatwick would contact Crawley Borough Council in respect of litter picking while a bus survey on Westfield Park would be circulated.</p> <p>8.2 Discover Gatwick – three dates had been announced by Gatwick for briefing sessions to update the community on present and future plans - 3rd May, 1st June, 14th June. Several Councillors indicated that they would be attending.</p> <p>8.3 Route 4 NPR meeting – there were two possible dates for this – 24th April or 10th May – and Carolyn Evans said she would try and attend.</p>

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	<p>8.4 Annual meeting with Gatwick Stakeholder Management – this had been arranged for a date in May. TS would attend with PS and also the Clerk and assistant Clerk.</p>												
9	<p>(9/04/23) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table> <tr> <td>Barclays Community Account – to 16th April</td> <td>£58,720.02</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£6,160.87*</td> </tr> <tr> <td>Barclays Charlwood Account - ditto</td> <td>£34,162.12</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£86,556.92</td> </tr> <tr> <td>Lloyds Treasurers Account - ditto</td> <td>£79,092.12</td> </tr> <tr> <td style="text-align: right;"><u>Total Bank Assets</u></td> <td><u>£264,692.05</u></td> </tr> </table> <p>*For Archive Room Note: Reserves (Earmarked) = £142,305; (General) = £122,387.05</p> <p>9.2 Accounts for payments and authorised transfers – These had been circulated – see Appendix A – and TS proposed they be accepted. PS seconded and they were APPROVED. There was a discussion about the latest invoice from Mark Baker, the traffic consultant, and the Clerk said he would send Councillors the agreement that had been approved with him initially.</p> <p>9.3 To approve year-end Financial Statements – These had been circulated in advance and TS proposed they be accepted. PS seconded and they were APPROVED. TS asked if they could be put together in a different format to make them easier to read but the Clerk explained that with so much information included it was difficult to make it any more concise. The Clerk added that they would form the basis of the 2022/23 Accounts which he would draw up for the Annual Parish Meeting.</p>	Barclays Community Account – to 16 th April	£58,720.02	Barclays Legacy Account - ditto	£6,160.87*	Barclays Charlwood Account - ditto	£34,162.12	Nationwide Business Savings Account – ditto	£86,556.92	Lloyds Treasurers Account - ditto	£79,092.12	<u>Total Bank Assets</u>	<u>£264,692.05</u>
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10	<p>(10/04/23) Reports from Representatives - LS had attended, in her role as District Councillor, a briefing in Kent which showed what Clarion Housing are doing to retrofit their housing stock. It's of interest because of the work that they will be doing locally in about a year's time to bring their dwellings up to a higher level of insulation. It was suggested that something be put into the Newsletter so residents know what to expect.</p>												
11	<p>(11/04/23) Procedures and Standing Orders - None.</p>												
12	<p>(12/04/23) Employment Matters - A staffing meeting had still to be arranged and this would probably have to wait until the new administration had been formed.</p>												
13	<p>(13/04 /23) Public Comments – None</p>												
14	<p>(14/04/23) Forthcoming Meetings –</p> <p>9th May - Planning, Highways and Environment venue tbc 7:30pm 10th May - S&A Committee time and venue to be confirmed 15th May - Parish Council Meeting, Pavilion, Charlwood, 8pm Meeting Dates in 2023 – 19th June, 17th July, 18th September</p>												

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	16 th October, 20 th November The Annual Parish Meeting will be held on Tuesday 23 rd May at 7pm
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The meeting ended at 9:30pm

Appendix A - Accounts for payments and authorised transfers

Incomings between 20 th March and	16 th April 2023			Total
<u>Lloyds Bank</u>				
S. Charman	Yoga classes - Inv 335			72.00
Charlwood Friends	Invoice 327			30.00
<u>Barclays Bank</u>				
Farmfields	Pavilion hire			1810
MVDC	Precept + Concurrent grant + additional grant			45,125.50
C. Barclay	Choir – Invoice 366			70

<u>Direct Debits</u>				
14/04 Keyholding Company	Inv 31/03 (for period 1/05/23 - 31/05/23)			29.40
24/03 Nest Pensions	On March earnings			206.96
<u>Payments to be approved tonight</u>				
Prime Commercial Cleaning	March cleaning			240
Nigel Jeffries Landscapes	Withey grass cutting 7 & 22/3			132
HMRC	Quarter ending 6 th April			1322.24

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Retrospective Payments				
Speciality Canvas	Flagpole + Union flag			671.02
British Telecom	Switch to Cloud			83.41
SALC	SALC & NALC subscriptions			789.17
Mulberry & Co	March Quarter Payroll			126

Appendix B - Planning Applications and Decisions with comments

Applications

07/04/23

Application Ref: MO/2023/0451/TFC
Link

Location: Glen Afric, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX
Proposal: Crown reduce one Oak tree by 5 metres.

Case Officer: Ron Howe
Registration Date: 28-Mar-2023
Applicant Name: Mr Simon Meldrum

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

31/03/23

Application Ref: MO/2023/0391/PLA
Link

Location: Rosemary Cottage, Rosemary Lane, Charlwood, Horley, Surrey, RH6 0DG

Proposal: Erection of detached outbuilding to create a home office.

Case Officer: Adelle Krzyzanowski
Registration Date: 16-Mar-2023
Applicant Name: Mr Nick Feeman

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Charlwood Parish Council objects to this application. At 7m x 4m x 4m height it is a significant building for the conservation area and the comments from the neighbour are supported. If approved the building should not be used for overnight accommodation or as a dwelling. We note an earlier application for a dwelling was recently refused.

24/03/23

Application Ref: MO/2023/0329/ECL
Link

Location: Biltam Farm, Stan Hill, Charlwood, Horley, Surrey, RH6 0EP
Proposal: Certificate of Lawfulness for the existing development in respect of a new planning unit, resulting in a material change in the use of land to two separate dwellinghouses (the planning unit edged in red on Drawing No. CD.TN.23/SP/01); the erection of a single storey timber framed pitched roof building and its use as a single family dwellinghouse (Building B on Drawing No. CD.TN.23/SP/01); the erection of 6 No separate buildings (Buildings C, D, F, G & 2 x Building H on Drawing No. CD.TN.23/SP/01), along with their use for ordinarily incidental purposes in connection with the two dwellinghouses A & B as notated on the same drawing; the stationing of Building E (as shown on Drawing No CD.TN.23/SP/01).

Case Officer: Adelle Krzyzanowski
Registration Date: 06-Mar-2023
Applicant Name: Mr Gary Forsdick

Charlwood Parish Council does not support this application. It is overdevelopment in the Green Belt and we do not support retrospective planning applications such as this. The PC request that the enforcement officer review developments on this property.

Application Ref: MO/2023/0332/PLA
Link

Location: 60, The Street, Charlwood, Horley, Surrey, RH6 0DF
Proposal: Erection of a first floor rear extension, to provide 3 No x Studio flat units by converting existing residential unit over first and second floor level.

Case Officer: Caroline Hall
Registration Date: 07-Mar-2023

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Applicant Name: Eskisan Developments Ltd

Charlwood Parish Council objects to this application, the area outlined for 3 studio flat units is undesirably small. These would also be situated over a recently approved Kebab restaurant so would be affected by associated noise and smells.

Application Ref: MO/2023/0356/PNHH
Link

Location: 30, Withey Meadows, Hookwood, Horley, Surrey, RH6 0AZ
Proposal: Prior notification for the erection of a single storey rear extension of 3.50 metres deep and 3.66 metres high with an eaves height of 2.15 metres.

Case Officer: Thomas Seccombe
Registration Date: 09-Mar-2023
Applicant Name: Mr H Sturt

Charlwood Parish Council has no comment.

Application Ref: MO/2023/0365/PLAH
Link

Location: Temple Bar, 65, The Street, Charlwood, Horley, Surrey, RH6 0DS
Proposal: Demolition of existing conservatory and erection of a rear single storey extension and additional skylight.

Case Officer: Helen Clarke
Registration Date: 10-Mar-2023
Applicant Name: Matthew Masters

Charlwood Parish Council has no comment.

Application Ref: MO/2023/0367/LBC
Link

Location: Temple Bar, 65, The Street, Charlwood, Horley, Surrey, RH6 0DS
Proposal: Demolition of existing conservatory and erection of a rear single storey extension and additional skylight (Application for Listed Building Consent)

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Case Officer: Helen Clarke
Registration Date: 10-Mar-2023
Applicant Name: Matthew Masters

Charlwood Parish Council has no comment.

Application Ref: MO/2023/0382/LBC
[Link](#)

Location: 1 and 2 Weavers Cottages, Ifield Road, Charlwood, Horley, Surrey, RH6 0DR

Proposal: Install new door to connect Nos 1 and 2 Weavers Cottages and alteration and repair of chimney lintel (2 Weavers Cottage).

Case Officer: Giles Stephens
Registration Date: 14-Mar-2023
Applicant Name: Mr Martyn Cooke

Ward: Charlwood

PSH/Area: Charlwood

Charlwood Parish Council has no comment.

Application Ref: MO/2023/0387/EIA
[Link](#)

Location: Povey Cross Farm, Reigate Road, Hookwood, Horley, Surrey, RH6 0AP

Proposal: Screening opinion pursuant to the Town and Country Planning (Environmental Impact Assessment) Regulations (2017) ("the EIA Regulations") relating to a development proposal for approximately 132 dwellings (including affordable provision), with the potential to include the provision of specialist housing and/or nursery provision.

Case Officer: Katrina Sullivan-Watkins
Registration Date: 15-Mar-2023
Applicant Name: Lucy Morris, Nexus Planning

Charlwood Parish Council has concerns with regard to this application. This is part of what is intended to be a significantly larger development and

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therefore needs an environmental impact assessment. The area is a priority habitat for Lapwing and Brown Hairstreak which are both declining in numbers. The ground is routinely wet and therefore likely to be a habitat for amphibians, including Great Crested Newt and there is a deciduous woodland which is likely to be habitat for Bats.

17/03/23

Application Ref: MO/2023/0276/CC
Link

Location: 64, The Street, Charlwood, Horley, Surrey, RH6 0DS
Proposal: Variation of condition 2 of approved planning permission MO/2019/0827 for the erection of courtyard development comprising 2 No. single storey dwellings, to allow for rooflights in lieu of windows.

Case Officer: Katrina Sullivan-Watkins
Registration Date: 06-Mar-2023
Applicant Name: Mr M Crofts

Charlwood Parish Council objects to this application and supports the comments of the neighbours.

Application Ref: MO/2023/0293/PCL
Link

Location: Hopps Lodge, Reigate Road, Hookwood, Horley, Surrey, RH6 0HU
Proposal: Certificate of Lawfulness for a proposed development in respect of the erection of a detached outbuilding for use as a garage ancillary to the main residence.

Case Officer: Adelle Krzyzanowski
Registration Date: 28-Feb-2023
Applicant Name: Mr JONATHAN BATTEN

Charlwood Parish Council has no comment.

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Decisions

07/04/23

Application No.: MO/2023/0387/EIA

[Link](#)

Location: Povey Cross Farm, Reigate Road, Hookwood, Horley, Surrey, RH6 0AP

Proposal: Screening opinion pursuant to the Town and Country Planning (Environmental Impact Assessment) Regulations (2017) (“the EIA Regulations”) relating to a development proposal for approximately 132 dwellings (including affordable provision), with the potential to include the provision of specialist housing and/or nursery provision.

Decision: ENVIRONMENTAL IMPACT ASSESSMENT - NOT REQUIRED

Decision Date: 05-Apr-2023

31/03/23

Application No.: MO/2022/2125/TFC

[Link](#)

Location: Oakfield, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX

Proposal: Crown reduce two Oak trees (marked T3 and T4 on submitted plan) by 1.5 to 2m, and crown lift to provide 4m ground clearance.

Decision: APPROVED WITH CONDITIONS

Decision Date: 30-Mar-2023

24/03/23

Application No.: MO/2023/0030/PLA

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[Link](#)

Location: Land adj to Rosewood, Farmfield Drive, Charlwood, Horley, Surrey,
RH6 0BN

Proposal: Installation of 16 No. lighting bollards.

Decision: APPROVED WITH CONDITIONS

Decision Date: 20-Mar-2023

Application No.: MO/2023/0053/PLAH

[Link](#)

Location: The House, Windacres, Russ Hill, Charlwood, Horley, Surrey, RH6
0EL

Proposal: Erection of domestic outbuilding.

Decision: APPROVED WITH CONDITIONS

Decision Date: 23-Mar-2023

Application No.: MO/2023/0097/PCL

[Link](#)

Location: 44, Perrylands, Charlwood, Horley, Surrey, RH6 0BL

Proposal: Certificate of Lawfulness for the proposed development in respect of
converting the loft into a habitable space with rear dormer window.

Decision: APPROVED

Decision Date: 20-Mar-2023

Application No.: MO/2023/0114/PLAH

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[Link](#)

Location: Meadow View, Chapel Road, Charlwood, Horley, Surrey, RH6 0DA

Proposal: Demolition of existing conservatory and building of single storey rear extension with a flat roof and two number rooflights

Decision: APPROVED WITH CONDITIONS

Decision Date: 21-Mar-2023