

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

**Approved Minutes of Parish Council Meeting held in the Pavilion, Charlwood,
on 21st November 2022 at 8pm**

Attending	Penny Shoubridge (PS – Chairman), Trevor Stacey (TS – vice Chairman), Sue Bloom (SB), Carolyn Evans (CE), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS).
Clerk	Trevor Haylett
Assistant Clerk	Helen Hill
Also Attending	Paul Tyson-Davies, Nick Hague
Item 1	(1/11/22) Apologies – Walter Hill, James O’Neill
2	(2/11/22) Declarations of Interest – None.
3	(3/11/22) Minutes – The draft Minutes of the 17 th October meeting had been circulated. Penny Shoubridge proposed they be accepted, with one or two small amendments. Trevor Stacey seconded and the Minutes were APPROVED.
4	(4/11/22) Public Questions – A question was raised about a set of questions that Lance Miles had submitted for the previous meeting. The Clerk replied that he had dealt with them following the last meeting. Another question was posed about the new footpath at the Withey and whether Councillors were now happy with the work. TS replied that they were.
5	(5/11/22) Planning, Highways and Environment 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 11th November – Lisa Scott proposed that the recommendations be accepted, Carolyn Evans seconded and they were APPROVED. See Appendix 2. LS explained that the works at Horsehill and Mill Lane were about at the halfway stage. The entrance and exit to Mill Lane had been adjusted, forcing drivers to reduce their speed. 5.2 Neighbourhood Plan – Two volunteers had come forward from the Open meeting to be involved in the Plan and Councillors would get together with them. 5.3 Mole Valley Local Plan – hearings on 26th October. PS thanked LS and Richard Parker for their contributions at the hearing into the planned Hookwood sites. The recordings were available through the Mole Valley website. 5.4 Environmental Matters – Alternate storage was required for the sand bags which are housed in the community and available for use in the event of flooding. MVDC had made contact after Lorys Farm had informed that they could no longer accommodate the sandbags. The Clerk had put MVDC in touch with a possible alternative location. The rear of the scout hut was mentioned as a possibility should the alternative location not work out.
6	(6/11/22) Services and Amenities - The committee had met the previous week in the Pavilion. 6.1 Withey – TS said he was struggling to make contact with the resident who was leading the discussion on the new playground and as such little progress had been made.

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	<p>6.2 Pavilion – A quote had been accepted for the internal decoration. Regarding the CCTV cameras, Admiral had come in with a good quote and TS suggested that it be accepted by Councillors. CE said she preferred an alternative quote but TS pointed out that the contractor hadn't produced a full specification of the planned work and because of that there was no way of knowing if they were compliant with nationwide codes. It was agreed that the latter contractor be given until the end of the week to produce a like-for-like quote with full specifications.</p> <p>6.3 Recreation Ground – Work had taken place on the far side of the Recreation Ground to create a new football pitch for juniors. TS wanted to clarify whether the idea was to create an actual pitch with goals at each end or just one goal for a kickabout area for children. There was agreement that one goal could be in place permanently with a mobile goal wheeled out for matches. The Clerk confirmed that there was a junior club looking to use the pitch for matches next season. The top right-hand entrance to the Rec was muddy and TS said he had contacted a contractor who would provide some planings which he would then apply to the area. The Clerk suggested that the padlock on the gate be replaced because it was proving difficult for hirers to use. TS said he would try and source an easier-to-use combination padlock.</p> <p>6.4 New leases: Millennium Field and The Withey - the PC needed to engage a solicitor to register the new lease with the Land Registry. Councillors favoured a longer term – as much as 50 years - but it was down to the JBTMT Trustees who were meeting later that week to discuss the issue. Both leases could be renewed at the same time with the Millennium Field one kept in abeyance until March 2026 when the present lease expires.</p> <p>6.5 Other Items: TS mentioned that the PC had heard back from the Glebe Field land agents and it had a responsibility for repairs to the Hovel along with the Diocese but it was not clear yet where the balance of that joint responsibility lay.</p>
7	<p>(7/11/22) Parish Matters</p> <p>7.1 Traffic Calming & Car Parks - Mark Baker, the traffic consultant, had been asked to pause his work on producing applications to take to SCC and MVDC for traffic calming measures until it had been decided which car park scheme was favoured. At the Open meeting an alternate car park proposal had been put forward by a resident which involved creating parking bays along The Street and Ifield Road and replacing the footpath which would be placed the other side of the hedge. SCC had been asked to give their views on this scheme but problems were envisaged because it would have repercussions for the football pitch and the lime trees. Also, Councillors were concerned that it would urbanise the street scene.</p> <p>7.1.1 VAS Signs/Speedwatch – A couple of Speedwatch volunteers had dropped out but three others had come forward at the Open meeting and another had contacted LS. They next had to log on to the relevant website and complete the online exercise and then they could join the group.</p> <p>7.2 Parish Communications</p> <p>7.2.1 Newsletter update - Additional emails were collected from the Open meeting and there were now 110 opt-in names with 92 emails. PS proposed that a goodwill message was sent at Christmas together with a request for more volunteers and to outline the next steps re car parking/traffic calming etc.</p> <p>7.2.2 Open meeting – This was well attended and three volunteers had</p>

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	<p>come forward for Speedwatch, nine for tree and hedge planting and five for the volunteer response team</p> <p>7.3 Community Events and Affairs – The Christmas Tree was being delivered on 2nd December and was being put up outside the Pavilion the following day.</p> <p>7.4 Wickens Orchard – Clarion Housing, the owners of the orchard, had produced their suggested terms for leasing the area to the PC. Councillors noted that it didn't mention creating a wildflower meadow at the front and they wanted to see improvements to the gates and the hedge before the PC would take it on. The proposed lease was put at five years but the PC wanted to see that raised to, say, 25 years. Clarion Housing would be contacted with these points made clear.</p> <p>7.5 MVDC Housing Allocation Scheme – The Clerk had circulated a proposal by MVDC to alter the Scheme to do away with the weighting that existed for those that had a rural connection. Councillors were concerned at the proposal and felt it was not sensible to place families from places like Leatherhead and Dorking into rural areas. The consultation ran until 2nd January and LS would provide a response on behalf of the PC.</p> <p>7.6 Parliamentary Boundary Review – Proposals to alter the boundaries of the Mole Valley Parliamentary constituency had been issued. Horley and Salfords would be included but Albury and West Horsley and parts of Leatherhead would be lost. The deadline for comments was 5th December and the Clerk would post the information on Facebook</p> <p>7.7 Russ Hill Asylum Seekers - There were currently 191 residents. Concern remained over them cycling with no lights, hi viz jackets or helmets despite the equipment being provided. There was an ongoing dialogue with MVDC so they were provided with weekly updates on village events.</p> <p>7.8 Warm hubs – An application had been made to SCC and Helyn Clack's Member Allocation to open the Pavilion as a Warm Hub on two afternoons a week (12 noon to 5pm) providing a light hot lunch (soup/toast), tea/coffee and cake along with activities. PS has volunteered to become DBS registered but other volunteers would be needed.</p>										
8	<p>(8/11/22) Gatwick Matters</p> <p>8.1 Report of Gatcom Meeting 20th October - PS had attended this and had circulated her report.</p> <p>8.2 Airspace Change Process repeat briefings – Two repeat briefings were being held remotely in early December if any members wanted to 'attend'.</p> <p>8.3 Gatwick local community stakeholder group meeting on 30th November – PS said it was welcome news that Gatwick had initiated this group. She and Sue Bloom would attend and LS had asked for a change of date to enable her to attend.</p>										
9	<p>(9/11/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <table><tr><td>Barclays Community Account – to 10th November</td><td>£53,482.02</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£4,150.83*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£34,100.76</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£85,220.02</td></tr><tr><td>Lloyds Treasurers Account - to 10th November</td><td>£79,826.87</td></tr></table>	Barclays Community Account – to 10 th November	£53,482.02	Barclays Legacy Account - ditto	£4,150.83*	Barclays Charlwood Account - ditto	£34,100.76	Nationwide Business Savings Account – ditto	£85,220.02	Lloyds Treasurers Account - to 10 th November	£79,826.87
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	<p style="text-align: right;"><u>Total Bank Assets</u> £256,780.50</p> <p>*For Archive Room Note: Reserves (Earmarked) = £146,000; (General) = £110,780.50</p> <p>9.2 Accounts for payments and authorised transfers – These had been circulated – see Appendix A – and were APPROVED.</p> <p>9.3 To agree budget and precept request for 2023/24 – A draft budget for the next financial year had been drawn up following a meeting of the finance committee. A precept of £76,500 – representing an increase of about 1.6% – was recommended. Both the precept and the budget were APPROVED and HP congratulated the committee on keeping costs, and the precept, down.</p> <p>9.4 To agree new Pavilion/Recreation Ground hire charges for 2023 – These had been circulated and were approved.</p>
10	<p>(10/11/22) Reports from Representatives - Training briefings had been attended by LS (planning, Local and Neighbourhood Plans etc) and TS (chairing meetings etc) and both responded that they found them very worthwhile.</p>
11	<p>(11/11/22) Procedures and Standing Orders</p> <p>11.1 The Civility & Respect Pledge/Code of Conduct – There had previously been discussions about whether to continue with the NALC CoC or whether to switch to the recent Local Government Association version. PS proposed that the latter be adopted together with the NALC Civility & Respect Pledge and this was APPROVED.</p> <p>11.2 To approve Standing Orders – the Standing Orders had been sent round. LS pointed out that there was still a reference to virtual meetings and the 2020 Government guidance and that it should be amended to read “in line with current Government guidance”. She also asked that there be an amendment to the effect that recordings of meetings should not be deleted until the Minutes had been approved.</p> <p>11.3 To approve Financial Regulations – these had also been circulated. PS reminded Councillors of item 10, that no member shall issue an official order or make a contract on behalf of the Council. The Financial Regulations were APPROVED. The words “where appropriate” would be added to Item 3.1 relating to committees setting three-year spending forecasts.</p>
12	<p>(12/11/22) Employment Matters - None.</p>
13	<p>(13/11/22) Public Comments – There was a question about the possibility of installing a flagpole and TS said he had sourced one at a considerably cheaper cost than the £500 mentioned at the previous meeting.</p>
14	<p>(14/11/22) Forthcoming Meetings –</p> <p>13th December - Planning, Highways and Environment venue tbc 7:30pm 10th January - Planning, Highways and Environment venue tbc 7:30pm 11th January - S&A Committee time and venue to be confirmed 16th January - Charlwood Parish Council, Pavilion, Charlwood 8pm Proposed Meeting Dates in 2023 – 20th February, 20th March, 17th April, 15th May, 19th June</p>

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17 th July, 18 th September, 16 th October, 20 th November The Annual Parish Meeting is scheduled for Tuesday 23 rd May at 7:30pm

The meeting ended at 9:41pm

Appendix 1

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 16 th October and	17 th November 2022			Total
<u>Lloyds Bank</u>				
Ifield CC	Regular standing order			120.00
S. Charman	Yoga classes - Inv 315			80.00
Incomings between 16 th October and	17 th November 2022			
<u>Barclays Bank</u>				
C. Barclay	Choir – Inv 316			60.00
Farmfields	Pavilion hire			1390
CVFC	2021/22 Season's hire charges			1760

<u>Direct Debits</u>				
Ecotricity	Electricity Inv 25 th October (for period 20/09 – 20/10)			179.10
Ecotricity	Gas Inv 2nd October (for period 23/08 – 27/09)			90.81

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Ecotricity	Gas Inv 1 st November (for period 27/09 – 27/10)			117.98
SES Water	Inv 21 st October (for period 30/09 – 31/10)			21.80
SES Water	Inv 23rd September (for period 31/08 – 30/09)			21.80
Keyholding Company	November subs.			29.40
British Telecom	10 th October bill – minus discount			148.17
Nest Pensions	On October earnings			184.31
Chevron Alarms	Annual Maintenance & Monitoring			207.74
<u>Payments to be approved tonight</u>				
Nigel Jeffries	Withey cuts (July) x 2 Inv 15251			124.80
Nigel Jeffries	Withey cuts (Oct) x 2 Inv 15605			124.80
Mulberry & Co	2 training courses – LS & Clerk – Invs 50939 & 50940			90
Richard Bowling	2 years hosting Community website & Updates			306
Bill Kear	Car Park Design App.02 Inv 1405			2,694.90
SALC	AGM & Conference			30
Kayes Maids	October cleaning Inv 5511			240
Grasstex	Junior pitch levelling work			4020
Alan Knight	On duty to facilitate path contractors			171
S. Renaud	Windows – Aug/Sept/Oct			45
H. Hill	Print cartridges, cleaning supplies & refreshments			64.27
<u>Retrospective payments</u>				
Alan Knight	Replacing broken slam gate to Withey playground			498
Spotted Penguin CD	Table tool			14.11
Kayes Maids	August cleaning Inv 5381			240
Penny Shoubridge	Mileage to SALC conference etc			50.75

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Appendix 2

Applications

Application Ref: MO/2022/1862/CAT
Link

Location: Tudor Cottage, Rosemary Lane, Charlwood, Horley, Surrey, RH6 0DG
Proposal: T1 - Cherry tree: Reduce length of all branches by up to 1.8-2 metres and lift to approximately 4 metres. Prune to clear phone cable by 1-1.5 metres.

Case Officer: Ron Howe
Registration Date: 03-Nov-2022
Applicant Name: Mr Ingram

Ward: Charlwood
PSH/Area: Charlwood

The Parish Council would like to leave any decision to the Tree Officer.

Application Ref: MO/2022/1808/PLAH
Link

Location: Damson Cottage, Ifield Road, Charlwood, Horley, Surrey, RH6 0DQ
Proposal: Erection of a rear single story extension.

Case Officer: Amanda Scott
Registration Date: 28-Oct-2022
Applicant Name: Mr Robin Smith

Ward: Charlwood
PSH/Area: Charlwood

The Parish Council has no comment.

Application Ref: MO/2022/1848/CONS
Link

Location: Staff Car Park, Tunnel Road, Gatwick Airport
Proposal: Consultation from Gatwick Airport Limited in respect of development permitted by Class F, Part 8 of Schedule 2 of the Town and Country

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Planning (Genreal Permitted Development) (England) Order 2015 for proposed multi-story car park 7 (MSCP7), North Terminal, Gatwick Airport.

Case Officer: Sue Read
Registration Date: 27-Oct-2022
Applicant Name: Mr M Robinson, Crawley Borough Council

Ward: Charlwood, Within 20m of Charlwood Ward
PSH/Area: Charlwood, Within 20m of Charlwood Parish

The Parish Council are concerned that this application does not fit with Gatwick Airports declared profile, which is to have 40% of staff arriving by public transport. The plans also have no provision for bicycle parking.

Decisions

Application No.: MO/2022/0446/PLA

[Link](#)

Location: 60, The Street, Charlwood, Horley, Surrey, RH6 0DF

Proposal: Conversion of existing retail space (Use Class E) into 2 No. separate units Use Class E, with new shop front and installation of a new extractor system, serving cooking facilities for the associated internal alterations.

Decision: APPROVED WITH CONDITIONS

Decision Date: 03-Nov-2022

Application No.: MO/2022/0890/PLA

[Link](#)

Location: Happy Acres, Russ Hill, Charlwood, Horley, Surrey, RH6 0EL

Proposal: Demolition of existing bungalow and erection of a replacement part single, part two storey detached dwelling, to include new driveway.

Decision: APPROVED WITH CONDITIONS

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Decision Date: 03-Nov-2022

Application No.: MO/2022/1521/ECL

[Link](#)

Location: Longacre, 42 Reigate Road, Horley, Surrey, RH6 0HJ

Proposal: Certificate of Lawfulness for the existing use in respect of land (outlined in red) for the storage, repair, renovation and building of horseboxes (Sui Generis), and the erection of a workshop and hardstanding. (Site partly in Reigate and Banstead.)

Decision: APPROVED

Decision Date: 31-Oct-2022

Ward: Charlwood, Within 20m of Charlwood Ward

Application No.: MO/2022/1588/PLA

[Link](#)

Location: Land at Five Oaks, Charlwood Road, Charlwood, Horley, Surrey, RH6 0AJ

Proposal: Demolition of existing buildings and erection of 4 No. detached dwellings.

Decision: REFUSED

Decision Date: 01-Nov-2022

Application No.: MO/2022/1446/PLA

[Link](#)

Location: Betchworth Works, Ifield Road, Charlwood, Surrey

Proposal: Erection of a new office/warehouse adjacent to the existing unit.

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Decision: APPROVED WITH CONDITIONS

Decision Date: 21-Oct-2022

Application No.: MO/2022/1340/PLAH

[Link](#)

Location: Fig Tree Cottage, Ifield Road, Charlwood, Horley, Surrey, RH6 0DQ

Proposal: Erection of two storey front extension.

Decision: WITHDRAWN

Decision Date: 11-Oct-2022