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#### Draft Minutes of Parish Council Meeting held in the Pavilion, Charlwood, on 20<sup>th</sup> February 2023 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** Helen Hill Assistant Clerk Also Nick Hague, Jan Gillespie (JG) Attending Item 1 (1/02/23) Apologies – James O'Neill, Walter Hill. Penny Shoubridge explained that James O'Neill had recently been unwell and the PC sent him best wishes for a speedy recovery. 2 (2/02/23) Declarations of Interest - None. 3 (3/02/23) **Minutes** – The draft Minutes of the 16<sup>th</sup> January meeting had been circulated. Lisa Scott asked for a change in the wording in relation to the Mole Valley Local Plan, substituting "withdrawn" for "dropped" in Item 5.2. PS proposed they be accepted with that change, Carolyn Evans seconded and the Minutes were APPROVED. 4 (4/02/23) Public Questions – Nick Hague asked if the PC had decided where to plant the trees that had recently been donated. PS replied that the Millennium Field and the Glebe Field would take most of them. NH suggested that the Green at Sewill Close, Willow Corner and Perrylands would also be suitable locations. Trevor Stacey said that it would need additional trees, and the larger type, to supply all those locations and it was agreed to investigate the possibility of acquiring some more. Jan Gillespie asked about the pot hole in Ifield Road next to the far entrance to the Recreation Ground and said that although the drain had been repaired it had collapsed again. It had been reported to Surrey County Council and PS said that the more people who reported it the better. Sue Bloom said the big hole on the Ifield Road bend by Birchfield Works had gone unrepaired for a long time and needed reporting. JG added that it was good to see that the entrance to the Rec by the shops had been improved – TS had put planings there and also by the gated entrance which had become very rutted. 5 (5/02/23) Planning, Highways and Environment 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 10<sup>th</sup> February – the comments had been circulated (see Appendix B) and LS proposed they be accepted. PS said she wanted to add to the comment on the Happy Acres enforcement appeal, to include the fact that the PC looked forward to the site being returned to its original state. The report was APPROVED with that addition. LS said that there were a couple of developments – one a dog field north of the Black Horse pub and the other a mast at the end of Farmfield Drive - which the PC had not been notified about. Both were within the MVDC boundary. LS also asked for a discussion on the proposal for Betchworth Works to be moved to a closed session at the end of the meeting because of the potential for sensitive financial information to be revealed and this was AGREED. 5.2 Neighbourhood Plan – A launch meeting had been held between Councillors on 26<sup>th</sup> January and the Minutes shared. A subsequent meeting was planned for 15<sup>th</sup> February but was

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	cancelled at short notice due to the fact that two Councillors were unable to attend. LS went ahead
	with a meeting on the day with several members of the public who had indicated an interest in being
	part of the steering group.
	<b>5.3 Mole Valley Local Plan</b> – the Inspector conducting the Inquiry into the Local Plan
	had stated that to remove the green belt sites was beyond her remit and she will continue to examine
	the Plan against current government policy until that policy is changed. PS added that MV should be
	urged to seek a pause in the Local Plan Examination process until the new National Planning Policy
	Framework (NPPF) was in place. LS explained that the NPPF and onshore wind turbines were the
	subject of Government consultations and she could draw up responses for both and then circulate to
	members for their approval.
	5.4 Environmental Matters – PS referred to the notification that both grass cutting and
	parking enforcement were going to be returned to the responsibility of SCC from the district and
	borough councils. She suggested that the PC ask to be notified when grass cutting and herbiciding were
	planned for the parish. She was particularly concerned that the herbiciding of the short path along
	Russhill always gets missed.
6	(6/02/23) Services and Amenities - The committee had met earlier that day in the Pavilion.
	6.1 Withey – The question of renewing the leases in the Millennium Field and The
	Withey had not progressed far – the JBTMT Trustees had to provide some id for the solicitors to move
	forward with it.
	<u>Playground</u> : TS had not been able to make contact with residents willing to lead the discussions around
	the playground refurbishment so notices would be put up seeking parental involvement. 6.2 Pavilion – It was agreed to get the three boilers serviced because this hadn't been
	done for some time. There was a problem with hot water reaching the kitchen sink and Howard
	Pearson said this was a long-standing fault with the system. That led to a discussion about testing for
	legionella. HP said it was all detailed in the Legionella risk assessment which he had and which he said
	he would distribute.
	6.3 Recreation Ground – the pathway lights had been installed and had been well
	received although the last light didn't shine on the entrance gate which had been requested. The
	contractor was to be asked if he could adjust it.
	The hedging around the Rec was in poor condition and TS said he would obtain some prices for new
	hedging.
	<b>6.4 Millennium Field</b> – TS said it was planned to tidy up those areas which were
	affected by all the brambles and ground rubbish. Two quotes had been received, for £750 and £580 but
	the former included work to clear all the piles of old trees and wood that had been abandoned in the
	area. It was considered worthwhile to get the additional work done and this quote was APPROVED.
	Two trees had to be removed as an emergency measure because one had fallen over and was only
	being held up by a neighbouring tree. An adjacent tree was found to have a lot of decay and would
	have landed on the Pavilion if it broke away so that was also removed. It was also agreed to carry out a
	survey on all the grounds maintenance work that was carried out annually at the Millennium Field,
	Recreation Ground and The Withey to see if it was worthwhile putting all the work with one contractor.
	TS said thanks should go to Get Carter Drains for providing emergency help when the Pavilion drains

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became blocked free of charge and to Britannia Crest who donated the materials to cover the troublesome areas at the entrance to the Rec by the shops and by the entrance gate. PS wanted to record thanks to TS for the amount of work he had done over what had been a particularly busy past month.

**6.5 Other Items** – the Clerk continued to press the Diocese for a decision on their plans for repairing the Hovel. It had been suggested that an approach to English Heritage might help to speed up matters because they could put an emergency order on the repairs.

#### 7. PARISH MATTERS

**7.1 Traffic Calming & Car Parks** – There was concern that the Traffic Calming project hadn't moved far in recent week. The Clerk explained that he was waiting on a drawing for Old Reigate Road and had been promised it by the end of the week. Then members just had to agree that the plan and drawings could be submitted to SCC and MVDC. Regarding the car park, a drawing showing the car park at the front of the Millennium Field with the playground moved to the rear was awaited. PS suggested that an application be made for a grant offered by the Road Safety Trust for safety works.

7.1.1 VAS Signs/Speedwatch – the VAS signs continued to work well even though the SCC operator had been unable to come out and change the batteries because of surgery.

**7.2** Parish Communications – A meeting will be organised with the PCC and community members to re-launch a printed Parish News, incorporating church matters and parish updates.

#### 7.3 Community Events and Affairs

7.3.1 Great British Spring Clean – This will take place on 25<sup>th</sup> March. LS will coordinate the Hookwood clean-up.

7.3.2 Flag Pole – It was agreed that a location near to the fountain was the best place to site it. 7.3.3 South & South-East in Bloom – PS explained that while the parish had won a silver gilt and Charlwood Village Football Club a community award in the competition two years ago, the preparation was fraught with problems with one particular resident repeatedly phoning the head judge to complain that they wouldn't be shown the true village. PS suggested that the village was in too poor a state to enter but other Councillors thought there should be an entry. It was decided to canvas opinion at the Community Meeting that was being held later in the week.

7.3.4 Kings Coronation Walk funding – A group of volunteers had set a target of replacing around a dozen stiles - which had become difficult to negotiate - with kissing gates and include them in a three-mile walk which would then be used to commemorate the King's Coronation in May. They had asked the PC for help with funding and the Clerk had replied that it had previously received a grant of £650 to replace stiles and that could be put towards the project.

7.3.5 Tree and hedge planting – The position of the trees had been decided and the planting needed to take place soon.

7.3.6 Warm Hubs – the initiative had not been well supported despite a great deal of publicity so the decision had been made reluctantly to cancel future planned sessions.

**7.4 Parish Council Elections** – these would take place in May and PS said it was important to keep up the publicity aimed at recruiting new candidates. She would work with the Clerk on this.

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	7.5 Half Moon ACV (Asset of Community Value) – The landlord had been given
	more information on how to go about designating his premises as an ACV and had been invited to
	address Councillors at this meeting. He had not responded.
	<b>7.6 Russ Hill Asylum Seekers</b> – there were currently 207 resident in the hotel. PS
	said only the previous evening she had seen two residents cycling on the wrong side of the road with
	no lights, helmets or hi-viz jackets. MVDC had been informed.
	<b>7.7 JBTMT Trustees</b> – Following the retirement of Maggie Hensman as a PC-
	nominated Trustee, an application had been received from Matthew Hill to succeed her. A teacher and
	member of CVFC, he was well-known in the village and PS said he would be a very suitable
	replacement. She proposed that Matthew be approved as a PC-nominated Trustee and it was carried
	unanimously. Graham Shoubridge had also announced that he would be stepping down as a PC-
	nominated Trustee so an additional replacement was needed. The post would be advertised on social
	media with details of how to apply.
8	(8/02/23) Gatwick Matters
	8.1 Gatcom meeting 26 <sup>th</sup> January – PS had attended and the key messages had
	been circulated. The CEO's report highlighted the continued growth following Covid. The DCO is
	expected to be submitted this year, and following that the timescales for examination will be set out by
	PINS. The PC needed to be prepared to respond. Presentations were given on Net Zero, New Routes
	and Growth, Tourism and Visitor Economy.
	8.2 Gatwick Airspace Change Proposal sessions: 30th Jan & 2 <sup>nd</sup> Feb – Peter Barclay
	had attended the second meeting on behalf of the PC and CE the first. She said it concerned the design
	principles of the future airspace strategy and she raised concerns that the intention is for aircraft to be
	high in the sky as soon as possible. There were no plans for the Government to compensate for noise disturbance.
	8.3 Report of Gatwick Community Transport Stakeholder Group (CTSG) – LS had
	attended this. The bus survey still needed to be actioned and there was a cost involved, it was a
	question whether the PC paid for it or Gatwick. The next meeting of the group was on 24 <sup>th</sup> March.
9	(9/02/23) Financial Matters
	9.1 Payments received and cleared payments
	Barclays Community Account – to 20 <sup>th</sup> February £21,209.74
	Barclays Legacy Account - ditto £6,153.23*
	Barclays Charlwood Account - ditto £34,119.77
	Nationwide Business Savings Account – ditto £85,220.02
	Lloyds Treasurers Account - ditto £78,735.10
	Total Bank Assets £225,437.86
	*For Archive Room
	Note: Reserves (Earmarked) = £146,000; (General) = £79,437.86
	9.2 Accounts for payments and authorised transfers – These had been circulated
	– see Appendix A – and were APPROVED.

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	<ul> <li>9.3 To approve Financial Statements Oct-Dec 2022 and consider budget position         <ul> <li>the Interim Internal Audit had highlighted the need for tighter budget control and for approval to be given where expenditure headings went over-budget. Accordingly, following the Clerk's updated budget report, it was decided to make the following changes:</li></ul></li></ul>
10	(10/02/23) <b>Reports from Representatives</b> - None. 10.1 Chairs Forum: 27 <sup>th</sup> Feb – PS will attend.
11	(11/02/23) Procedures and Standing Orders 11.1 CCTV Policy – The Assistant Clerk had researched and compiled a draft policy. PS proposed it be accepted and this was APPROVED. 11.2 New Register of Interests forms – Councillors were required to fill out new Register of Interests forms after the Civility and Respect Pledge was approved. 11.3 Social Media Policy – PS had put together a policy to cover social media and Councillors using it to comment in a private capacity and as a member of the PC. LS had suggested some amendments and HP thought it was trying to meet two areas – for Councillors when using social media and for the public when using social media to make contact with the PC – and he felt the dividing lines were somewhat blurred. It was agreed to give more thought to the policy and bring it back to the next meeting.
12	(12/02/23) <b>Employment Matters</b> - A staffing meeting was needed to discuss the Groundsman's new employment.
13	(13/02/23) <b>Public Comments</b> – Jan Gillespie asked about the plans for the Millennium Field car park and whether they had already gone to MVDC for consultation. TS replied that they were spoken to about it two years ago but that the plans had to be drawn up before they went formally to the planning authority.
14	<ul> <li>(14/02/23) Forthcoming Meetings –</li> <li>14th March - Planning, Highways and Environment venue tbc 7:30pm</li> <li>15th March - S&amp;A Committee time and venue to be confirmed</li> <li>20<sup>th</sup> March - Parish Council Meeting, Pavilion, Charlwood 8pm</li> <li>Meeting Dates in 2023 – 17<sup>th</sup> April (in Hookwood), 15<sup>th</sup> May, 19<sup>th</sup> June, 17<sup>th</sup> July,</li> <li>18<sup>th</sup> September, 16<sup>th</sup> October, 20<sup>th</sup> November</li> </ul>

The meeting ended at 9:32pm

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#### Appendix A - Accounts for payments and authorised transfers

Incomings between 16 <sup>th</sup> January and	20 <sup>th</sup> February 2023	Total
Lloyds Bank		
S. Charman	Yoga classes - Inv 329	72.00
C. Barclay	Choir - Inv 328	35.00
Charlwood Friends	Inv 327	60.00
Incomings between 16 <sup>th</sup> January and	20th February 2023	
Barclays Bank		
Farmfields	Pavilion hire	2485

Direct Debits			
20/02 Ecotricity	Electricity Inv 6 <sup>th</sup> February (for period 01/01 – 01/02)		164.34
20/02 Ecotricity	Gas Inv 6 <sup>th</sup> February (for period 01/01 – 01/02).		267.30
SES Water (out on 15 <sup>th</sup> Feb)	Inv 27 <sup>th</sup> January (for period 31/12 - 31/01)		31.17
6/2 Chevron Alarms			207.71
13/2 Keyholding Company	Inv 618451 (for period 1/2/23 - 28/2/23)		29.40
24/1 Nest Pensions	On January earnings		168.16
Payments to be approved tonight			

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Charlwood Parish Hall	Warm-Hubs – 4 sessions	100
T.Haylett	Reimburse for 10 months of Zoom payments @£14.39 per month and £27.99 (microphone for Zoom meetings)	171.89
Retrospective payments		
Westcotec	Addnal battery – owed since 5/22	96
H. Hill	Compost & CCTV stickers	38.17
Nigel Jeffries	Leaf clearing November 2021*	59.40

Appendix B – Planning Applications & Decisions

#### **Applications**

10/02/23

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3/02/23

**Application Ref:** Link

MO/2023/0114/PLAH

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

Case Officer: **Thomas Seccombe** Registration Date: 24-Jan-2023 Applicant Name: Ms Jenny Tupper

The Charlwood Parish Council has no comment.

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#### <u>27/01/23</u>

Application Ref: Link	MO/2023/0030/
Location:	Land adj to Rosewood, Farmfield Drive, Charlwood, Horley, Surrey, RH6 0BN
<u>Proposal</u> :	Installation of 16 No. lighting bollards.
Case Officer: Registration Date: Applicant Name:	Aidan Gardner 23-Jan-2023 Emma Mcmanus, Surrey and Borders Partnership

The Charlwood Parish Council has no comment.

Application Ref: Link	MO/2023/0070/CONS	
<u>Location</u> : <u>Proposal</u> :	Land Parcel At 525627 145487 Reigate Road Sidlow Surrey The proposed development comprises the installation and operation of a ground-mounted solar farm and energy storage system. The solar farm will broadly comprise a series of linear rows (also known as arrays) of photovoltaic (PV) solar modules, together with inverter platforms; control room; DNO station; storage containers; battery storage; security fencing & CCTV; temporary construction compound; and enhanced landscaping & ecological management (Reigate and Banstead BC application - for consultation purposes only).	
Case Officer:	Caroline Hall	
Registration Date: Applicant Name:	13-Jan-2023 Reigate and Banstead Borough Council	
<u>Ward</u> :		
PSH/Area:	Charlwood, Within 20m of Charlwood Ward Charlwood, Within 20m of Charlwood Parish	
The Charlwood Parish Council has no comment.		

<u>20/01/23</u>

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Application Ref: MO/2023/00
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<u>Link</u>

<u>Location</u> : <u>Proposal</u> :	The House, Windacres, Russ Hill, Charlwood, Horley, Surrey, RH6 0EL Erection of domestic outbuilding.
Case Officer:	Sue James
Registration Date:	13-Jan-2023
Applicant Name:	Mr Tom Hedley-Guerreiro

The Charlwood Parish Council has no comment.

<u>13/1/23</u>

Application Ref: Link	MO/2022/2115/PLAH
Location:	Hillside Cottage, Smalls Hill Road, Charlwood, Horley, Surrey, RH6 0HR
<u>Proposal</u> :	Erection of a two storey side extension, new orangery to the front and erection of a loft conversion with 2 No. dormers, relocation of detached garage.
Case Officer: Registration Date:	Thomas Seccombe 19-Dec-2022
Applicant Name:	Mr John Haydn Davies

This application has already been decided.

Application Ref:

MO/2022/2117/OUT

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#### <u>Link</u>

Location:	Betchworth Works, Ifield Road, Charlwood, Horley, Surrey, RH6 0DX
Proposal:	Outline Application for the erection of 3 no. dwellings with associated
	parking and amenity space, with all matters reserved.

Case Officer:Katrina Sullivan-WatkinsRegistration Date:20-Dec-2022Applicant Name:Bruce Broughton

The Charlwood Parish Council notes the recommendation to withdraw this application and to resubmit when ready, with which the PC would agree. In particular the PC would like to see both the ecology report and the housing needs survey before any decision is taken.

Application Ref: Link	MO/2022/2125/TFC
<u>Location</u> : <u>Proposal</u> :	Oakfield, Sideways Lane, Hookwood, Horley, Surrey, RH6 0AX Crown reduce 2 No. Oak trees (marked T3 and T4 on submitted plan) by 1.5 to 2m, and crown lift to 4m.
Case Officer:	Ron Howe

Registration Date: 20-Dec-2022 Applicant Name:

Mr Reed

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

#### Decisions

<u>10/02/23</u>

Application No.: MO/2022/1862/CAT

<u>Link</u>

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Location:	Tudor Cottage, Rosemary Lane, Charlwood, Horley, Surrey, RH6 0DG	
<u>Proposal</u> :	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.	
Decision:	NO OBJECTION	
Decision Date: 09-Feb-2023		
<u>3/02/23</u>		
Application No.:	MO/2022/1988/PLAH	
<u>Link</u>		
Location:	Fig Tree Cottage, Ifield Road, Charlwood, Horley, Surrey, RH6 0DQ	
Proposal:	Alterations and internal refurbishment.	
Decision:	APPROVED WITH CONDITIONS	

Decision Date: 27-Jan-2023

<u>27/1</u>

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Application No.:	MO/2022/1460/	
<u>Link</u>		
<u>Location</u> :	Lyndwish, 63, Povey Cross Road, Hookwood, Horley, Surrey, RH6 0AG	
Proposal:	Vehicle crossover with a permeable gravel driveway.	
Decision:	APPROVED WITH CONDITIONS	
Decision Date: 25-Jan-2023		
<u>20/1</u>		
x		

<u>13/1</u>

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#### Enforcement Appeals Starting

<u>3/02/23</u>

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Application No.	: 2020/0091/ENF
<u>Link</u>	
Location:	Happy Acres, Russ Hill, Charlwood, Horley, Surrey, RH6 OEL
<u>Ward</u> :	Charlwood
<u>Parish</u> :	Charlwood

#### **Enforcement Notice Details:**

Alleged various works with no planning permission.

#### The Charlwood Parish Council supports the view of the enforcement officer which mirrors the PC's original objections.