

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

[www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk)

e-mail: [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk)

**Draft Minutes of Full Council Meeting held remotely via Zoom on 15<sup>th</sup> March 2021 at 8pm**

<b>Attending</b>	Chairperson Penny Shoubridge (PS), Vice-Chairman Carolyn Evans (CE), Walter Hill (WH), James O'Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS)
<b>Clerk</b>	Trevor Haylett
<b>Also Attending</b>	County Councillor Helyn Clack (HC), Hilary Sewill (HS), Jackie Tyrrell (JT), Davida Hall, Jan Gillespie (JG), Julie Patton (JP), June Lucas
<b>Item</b>	
1	(1/03/21) <b>Apologies</b> - None
2	(2/03/21) <b>Declaration of Interest</b> – None
3	<p>(3/03/21) <b>Minutes</b> – The draft Minutes of the 15<sup>th</sup> February meeting had been circulated. The Minutes were duly APPROVED.</p> <p>3.1 Chairman's Comments – Penny Shoubridge referred to the 'Your Fund Surrey' project and explained that initially it had been thought that parishes could apply to install footpaths and carry out traffic calming. However Surrey County Council had since stated that it was not the case. The Clerk explained that he had made a number of requests following comments at the February meeting and the outcomes were as follows. One was to do with the state of the footpaths (pavements) which was a Mole Valley District Council issue. MVDC had emailed on 10<sup>th</sup> March to say that Amey, one of their contractors would attend to the problems in the next five working days. Following comments about the roadworks at the Hookwood roundabout, Duncan Knox, Surrey's road safety team manager, had replied that new road layout signs would be deployed shortly and further surfacing and lining work would happen this week.</p> <p>There had also been a comment about the repairs following the recent gasworks in the Street. The Surrey Streetworks Officer would visit and if necessary the utility company would be required to carry out remedial work. That may take up to six months to lay topsoil and reseed and a further six months allowed for a reasonable amount of regrowth to occur.</p>
4	<p>(4/03/21) <b>Public Questions</b> – Jackie Tyrrell asked if she could join the Traffic Calming Committee. PS said there were already three members of the public involved in the group but she was sure that her request would be welcomed by the committee.</p> <p>Hilary Sewill welcomed MVDC's response to the condition of the pavements. She added, with "great deference" to the amount of work that goes into the poppy display in November, that maybe it was time to remove them from the War Memorial. PS replied that the poppy organiser had been asked to take them down within the next month.</p> <p>HS added that she would expect to find in the Minutes a short summary of what had been discussed in a private session. The Clerk said he would investigate what was required of the Parish Council in such circumstances.</p>
5	<p>(5/03/21) <b>Report of the Planning and Highways Committee</b></p> <p><b>5.1 Planning Comments on recent applications</b> – The recommendations of the planning committee meeting held on 9<sup>th</sup> March – which included an objection to an application at Spicers Farm - had been circulated and Lisa Scott proposed they be accepted. The recommendations were APPROVED.</p>

	<p>LS drew attention to comments from neighbours in relation to unauthorised building works at Happy Acres. A planning enforcement officer had visited the site and other agencies were aware of the problems associated with the work.</p> <p>5.2 Report of MVDC planning briefings on 17<sup>th</sup> February/ 11<sup>th</sup> March – All members of the planning committee had attended one of these briefings along with the Clerk. An important matter that had come to light was that all comments in relation to applications should be submitted within 21 days. LS suggested that the list of applications be circulated by the Clerk on a weekly basis and if necessary additional meetings would be held and this was agreed. LS added that MVDC seemed to be taking more notice of the PC’s comments which was a positive development and also taking more heed of ecological and environmental concerns than before.</p> <p>5.3 Report of meeting with Mary-Ann Edwards (ME) re: Countryside footpaths – this was a very constructive meeting attended by PS and the Clerk and Chris Lory. Three footpaths were visited – Pudding Lane, the one at the bottom of Chapel Road and Green Lane (by Ringers Farm). ME thought Pudding Lane represented a serious safety problem and that should be the priority. Chapel Road was less of a problem but if the PC could put some funds towards the project she would try and get that work included with Pudding Lane. The plan is to put a one-and-a-half metre strip of hard surfacing down the centre of both footpaths. Traffic Restriction Orders will also be considered for both locations which should prevent 4x4s from going down there. Green Lane is actually a D road although traffic is unable to go all the way through to Ifield Road. SCC would be approached to do something with the first part of Green Lane from the Ringers-owned Field to the corner of Russ Hill by Heffers Croft.</p> <p>LS mentioned a stile between Kennel Lane in Hookwood and Farmfields which was in a poor state with nails protruding while one of the posts was completely rotten. LS was asked to pinpoint the location on a map and send to the Clerk. A landowner had installed a new stile at the end of Sideways Lane-Kennel Lane which was very high and difficult to access. PS said there was a regulated height for stiles and if LS could measure it then action could be taken. Some dog owners had asked about gates for their pets on the rights of way but there is no obligation on the landowner to provide them.</p> <p>5.4 Perrylands grass verge problems - a member of the public had made contact about the state of the verges there and also on the roundabout. Clarion Housing has carried out some remedial work a while ago but the ground was very soft and is in a mess again. PS suggested that a meeting be held with Clarion and also suggested that a Perrylands Residents Association be formed to try and resolve some of the problems themselves.</p> <p>James O’Neill asked about the planning committee’s response to the application for a hay barn and machinery store on Norwood Hill Road. He said it had been an ongoing situation for the best part of ten years and there was a history of creeping development. JON said he wanted a more robust objection because the map produced by the applicants was inaccurate. He was asked to make any additional comments himself and to urge other Norwood Hill residents to make their own objections.</p>
6	<p>(6/03/21) <b>Report Of The Services and Amenities Committee</b> – The committee had met via Zoom on 9<sup>th</sup> March and Howard Pearson gave the following update:</p> <p><b>6.1 The Withey</b> – Members were going to visit The Withey and pick up on any jobs that needed doing. A maintenance contract would also be considered for the area.</p>

	<p><b>6.2 Pavilion</b> – All sports activities are currently still suspended but are due to resume on 29<sup>th</sup> March. An alternative to the walkway lights is being considered and might involve putting lights on the Pavilion itself.</p> <p><b>6.3 Recreation Ground</b> – The last piece of the outdoor gym equipment had been installed the previous weekend and it could start to be used from 29<sup>th</sup> March.</p> <p><b>6.4 Millennium Field &amp; Play Areas</b> – The reports from the Mole Valley playgrounds inspectors had been considered - no urgent actions were required but a couple of smaller items needed looking at, including replacing a spring on the entrance gate. Work also needed to be done to improve the footpaths in the Millennium Field.</p> <p><b>6.5 Junior Sports</b> – Consideration had been given to putting a junior football pitch at the far end of the Recreation Ground but it was felt that a better option might be to put a single goal up for youngsters to use which would in turn take pressure off the main pitch.</p> <p><b>6.6 Other Items</b> - SCC are aware of the repairs required to the Church Path and the work will be carried out by a mix of volunteers from the community and SCC's own volunteers.</p>
7	<p>(7/03/21) <b>Land at Brickfield Lane</b> – PS proposed that this discussion be moved to Item 19 because of the confidentiality of the business to be discussed and this was APPROVED.</p>
8	<p>(8/03/21) <b>Parish Matters</b></p> <p>8.1 Report of the Traffic Calming committee – A meeting of the committee had been held on 22<sup>nd</sup> February and a list of objectives drawn up. Trevor Stacey said that engaging with a consultant was being considered. A meeting had then been held with Peter Harris from SCC who displayed some VAS signs that could be installed. SCC had one available to loan and the PC was also considering purchasing its own signs. PS added that four potential sites in Charlwood had been identified and two in Hookwood so a total of six VAS signs were needed. The Speedwatch group was being reconvened and TS put out an appeal for volunteers. PS suggested that the parish could buy its own speed guns for the Speedwatch project and identified the Gatwick Airport Community Trust as a possible source of funds while County Councillor Helyn Clack said she could assist in obtaining SCC funding for the VAS signs. RP said there were at least six locations in Hookwood that could be used but LS said stringent criteria needed to be observed. Mill Lane had been ruled out because the pavement was too narrow. LS also said that the pedestrian crossing being installed at the Black Horse would have an incremental effect on speeding traffic. PS said she would go back to Peter Harris and ask if there was any location on Reigate Road that was suitable for a VAS sign.</p> <p>8.3 Car parks update - PS said there had been discussions between Councillors on the car park situation and she suggested it be picked up again after the May annual meeting when the committees would be reconstituted. HP supported that but added that it would be worth considering moving the playground from the front of the Millennium Field to allow for a car park there. PS said she would contact the committee that originally positioned the playground there to confirm their reasons for doing so. HP added that he felt traffic calming was actually a bigger issue for the parish and PS agreed that there wasn't the Councillor manpower to devote to so many major issues. CE said it was frustrating how slowly things were progressing and action was needed. PS replied that things were happening and letters had come in supporting a Rectory car park but CE thought there was probably more support for the one in the Millennium Field. PS said the Rectory option had come to the fore because there was no park near the church for people wanting to attend events there. Footballers and cricketers could easily walk from the Rectory car park to the Recreation Ground but ideally a car park was required in both locations. PS said it was important to hold further talks with Mole Valley to establish what was permissible and HC indicated that she could assist with those discussions. There were many issues to tackle, such as the fact that the village was in a Conservation Area and the existence of the Green Belt and they needed to</p>

	be addressed before a preferred location was agreed upon.												
9	<p>(9/03/21) <b>Gatwick Matters</b></p> <p>9.1 Report on Gatcom Meeting on 25<sup>th</sup> February – CE said this took the form of a workshop about the Night Flights consultation document. The PC had submitted its response to Part 1. The workshop continued with a consideration of Part 11 but there were more questions to answer and CE said she was hoping to see the GACC response before the PC produced its own response.</p> <p>9.2 Appoint new Gatcom deputy - PS said if nobody else wanted to volunteer then she was happy to put herself forward to fill the vacancy created by Nick Hague’s retirement and this was APPROVED.</p> <p>The £5 parking fee for the North Terminal went live on 8<sup>th</sup> March while it would be the 12<sup>th</sup> April for the South Terminal which is when they anticipate that terminal reopening. There is a one-off annual fee of £50 for local residents but GAL had not addressed the issue of occasional rail users so PS will make contact with Alison Addy, the community engagement officer, to say what they will do in that respect. LS asked whether a dog poo bin could be installed at Povey Cross because it was a popular area for dog-walkers. PS agreed to add that to her conversation with Alison Addy.</p>												
10	(10/03/21) <b>Councillor Vacancy – Three</b> applications had come in to replace Nick Hague and they will be invited to meet Councillors via Zoom in the coming days.												
11	<p>(11/03/21) <b>Community Events &amp; Affairs</b> – A Spring Clean would be held on Saturday 27<sup>th</sup> March in Charlwood while LS was organising a similar event in Hookwood. These are community events and the invitation to attend was open to everyone.</p> <p>11.2 Sale of land in Glovers Wood - A parcel of land was advertised for sale in Glovers Wood and the Parish Council had been mentioned as a possible buyer. PS had suggested to JBTMT that they might consider buying it as they already owned plots of woodland. There were a few plots for sale and this one was on the roadside so was strategically well-placed.</p>												
12	<p>(12/03/21) <b>Finances</b></p> <p><b>12.1 Payments Received &amp; Cleared Payments</b></p> <table> <tr> <td>Barclays Charlwood Account – to 26 February 2021</td> <td>£ 34,083.43</td> </tr> <tr> <td>Barclays Legacy Account - ditto</td> <td>£ 4,148.74*</td> </tr> <tr> <td>Barclays Community Account - ditto</td> <td>£ 58,030.89</td> </tr> <tr> <td>Nationwide Business Savings Account – ditto</td> <td>£ 85,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><u>Total Bank Assets</u></td> </tr> <tr> <td colspan="2" style="text-align: right;">£ 181,263.06</td> </tr> </table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</p> <p><b>12.2 Accounts for payments and authorised transfers</b> - The Clerk had circulated the financial papers (see Appendix A) and PS moved that the proposed payments be accepted. They were APPROVED. It was agreed that the Clerk should have online visibility of the bank accounts and he said he would arrange this.</p>	Barclays Charlwood Account – to 26 February 2021	£ 34,083.43	Barclays Legacy Account - ditto	£ 4,148.74*	Barclays Community Account - ditto	£ 58,030.89	Nationwide Business Savings Account – ditto	£ 85,000.00	<u>Total Bank Assets</u>		£ 181,263.06	
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£ 181,263.06													
13	(13/03/21) <b>Reports From Representatives</b> – None.												
14	(14/03/21) <b>Parish Council Communications</b> – PS said a preview of the home page for the new website had been produced and had been well received. The Clerk said he would share it with other Councillors.												
15	(15/03/21) <b>Procedures and Standing Orders of the Council</b> – The updated Risk Register had been circulated. RP pointed out that there was reference to the ‘Sports & Community Centre’ at one point												

	<p>and 'Pavilion' at other points and asked that it could be consistent throughout and be called the Pavilion because that was what everyone knew it as.</p> <p>HP asked about the memorial benches that were donated to the PC and whether they needed to have a value placed on them. It was mentioned that the list of items in Hookwood may not be complete but they would be brought up to date shortly.</p>												
16	<p>(16/03/21) <b>Employment Matters</b> - A meeting would take place in two days time to discuss the job spec and contract for the new post of Facilities Manager, to deal with contractors and Pavilion bookings etc.</p>												
17	<p>(17/03/21) <b>Public Comments</b> – Julie Patton said the stile from the Glebe into Ringers Lane was unstable and dangerous. The PC had made this known to the SCC Countryside Access Officer. On car parks, she asked whether there would be funding from the church for the Rectory Lane option. She added that said she was in favour of a car park at the front of the Millennium Field and said there was enough space there for it not to be too disruptive to the play equipment.</p> <p>Jan Gillespie referred to the state of Chapel Road – the number of potholes and the amount of recent rain made it difficult to walk down. She also mentioned a road accident in Ifield Road which had damaged railings and posts at the junction with Ringers Lane and asked whether they were going to be replaced. PS urged all motorists who drive down Chapel Road to make a complaint to SCC and added that SCC was aware of the damage referred to by JG and that repairs would be actioned at some point. PS added that the intention was to leave the D road from the Glebe Field entrance to the junction with Ifield Road so it does not become accessible to traffic using it as a cut-through from Russ Hill to Ifield Road.</p> <p>HC said there was temporary filling of potholes last year but more permanent repairs had been requested as had an investigation into the flooding at the corner of Chapel Lane. She also urged all residents to use the online reporting forms on the SCC website for potholes, pavements, road repairs and rights of way because the PC shouldn't be expected to shoulder the burden solely. SCC had put aside a large budget to tackle rights of way issues and now was the time to fix these problems while the money was there.</p>												
18	<p>(18/03/21) <b>Forthcoming Meetings</b> -</p> <table border="0" style="margin-left: 40px;"> <tr> <td>13th April</td> <td>Planning &amp; Highways</td> <td>tbc</td> <td>7:30pm</td> </tr> <tr> <td>13th April</td> <td>S&amp;A Committee</td> <td>tbc</td> <td>8pm</td> </tr> <tr> <td>19th April</td> <td>Charlwood PC</td> <td>tbc</td> <td>8pm</td> </tr> </table> <p><b>Dates of 2021 Meetings</b> (All Mondays): 17<sup>th</sup> May (Annual Parish Council Meeting); 21<sup>st</sup> June; 19<sup>th</sup> July; 20<sup>th</sup> September; 18<sup>th</sup> October; 15<sup>th</sup> November. Annual Parish Meeting – (provisional) Thursday 20<sup>th</sup> May.</p> <p>PS suggested that the May meeting was likely to be held with Councillors attending in person. RP asked whether the public might still be able to attend 'virtually' as it was clear that Zoom meetings drew a larger attendance from the public. HC added that SCC was investigating a change to its standing orders to allow the continuation of Zoom meetings and suggested that the PC could do the same.</p>	13th April	Planning & Highways	tbc	7:30pm	13th April	S&A Committee	tbc	8pm	19th April	Charlwood PC	tbc	8pm
13th April	Planning & Highways	tbc	7:30pm										
13th April	S&A Committee	tbc	8pm										
19th April	Charlwood PC	tbc	8pm										
19	<p>(19/03/21) <b>Confidential Items</b> - The meeting was closed to the members of the public at that point and they were thanked for their attendance.</p>												

**The meeting closed at 21:41pm**

## Appendix A

### Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 <sup>st</sup> Feb and	15 <sup>th</sup> March 2021			Total
Community Choir	Outstanding hire charges from 2020			54.00
SCC – Helyn Clack's Office	Grant for stile replacements			634.00
Charlwood Community Volunteers	Money for outdoor gym equipment			10,000
		<b>TOTAL</b>		<b>10,688.00</b>

Payee	Purpose	Ex VAT	VAT	Total
<b><u>Direct Debits</u></b>				
Ecotricity	Electricity Inv 28 <sup>th</sup> February (for period 21/01 -20/02)			74.55
Ecotricity	Gas Inv 4 <sup>th</sup> March (for period 28/01 – 27/021)			130.06 ** now 227.00 in cr **
SES Water	26 <sup>th</sup> February bill (for period 31/01 – 28/02)			25.62
Nest Pensions	Payments taken 14 <sup>th</sup> February & 14 <sup>th</sup> March			283.08
Chevron Alarms	Payment taken 5 <sup>th</sup> February			118.71
<b><u>Payments to be approved tonight</u></b>				
PKF Littlejohn	External Audit 2019/20	400.00	80.00	480.00
<u>Playdale Playgrounds</u>	Replacement of Climbing Net	783.70	156.74	940.44
HMRC	Quarter ending 5 <sup>th</sup> April			603.16
Fresh-Air Fitness	Remainder of Gym equipment invoice	5000	1000	6000.00
<b><u>Retrospective payments</u></b>				
S.Renaud	Window cleaning – November and December 2020			30.00
Microshade Business Consultants	Email security etc	210.00		252.00

Appendix B Confidential Item not to be shared with the public – The Clerk reported on the developments in the Brickfield Lane saga since the February meeting. The buyers had agreed to

accept a revised penalty (2% above the interest rate pertaining at that time after a period of 60 working days had elapsed) if they defaulted on the Uplift charge. The buyers had agreed that the penalty for defaulting on the schedule of annual repayments could remain at 4% above the interest with 30 working days to pay.

The Clerk had spoken to the solicitor following the meeting and suggested that a deadline of the middle of March be set. After that there had been a period when nothing appeared to be happening and there were conflicting stories from the solicitors about who needed to contact whom. The Clerk had got involved and cajoled the buyer into getting her solicitor moving. That had happened and both the buyer and her solicitor had been reminded that a deadline of the middle of April was necessary because it had dragged on too long. The buyer had told the Clerk that they hoped by the April meeting that contracts will have been exchanged or be about to be exchanged.

PS recorded the PC's thanks to the Clerk for the amount of work that he was putting into the matter. RP asked that the PC be more forceful and state what would be the outcome if a contract exchange hadn't happened by the middle of April – namely that the sale would fall through. Various dates were suggested as a deadline for the exchange of contracts and there was a consensus that the buyer should be told to exchange by Monday 19<sup>th</sup> April or the PC would have a decision to make at that day's meeting. Exchange of contracts should then be by the end of April.