

CHARLWOOD PARISH COUNCIL
Serving the communities of Charlwood, Hookwood and Norwood Hill
MINUTES OF THE FULL PARISH COUNCIL MEETING
HELD IN HOOKWOOD MEMORIAL HALL, HOOKWOOD ON
MONDAY 18th MARCH 2024 AT 7:45PM

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), 4 X Residents

83/24	1. APOLOGIES FOR ABSENCE	
	None.	
84/24	2. DECLARATIONS OF INTEREST	
	None.	
85/24	3. MINUTES	
	<p>3.1 Chairman’s Comments – Cllr Scott thanked everyone who had helped with the hedge planting and ivy clearance at the recreation ground and mentioned that it was looking beautiful. She also reminded Cllrs that the Parish Council must remain apolitical.</p> <p>3.2 The minutes of the full Parish Council (PC) meeting held on the 19th February 2024, the minutes from the S&A Committee meeting held on the 12th March 2024 and the minutes from the Extraordinary Meeting held on the 29th February 2024 were approved, and signed as a true record of the meeting by the respective Chairs and will be uploaded to the website.</p>	
86/24	4. PUBLIC QUESTIONS	
	<p>4.1 A resident thanked the PC for putting up the new dog fouling signs. However, one had been put up on the Charlwood Village sign, which they felt was inappropriate and asked if could be moved. IT WAS AGREED that Cllr Stacey would remove the dog fouling sign.</p> <p>4.2 A resident wrote in about item 7.3.1 it was agreed to cover under the relevant item on the agenda.</p>	TS
87/24	5. PLANNING, HIGHWAYS AND ENVIRONMENT	
	<p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 1st March – Cllr Scott proposed that the comments submitted by the Planning Committee for applications to the 1st March as detailed in Appendix B be approved and submitted to MVDC. APPROVED.</p> <p>5.2 Development at land west of Reigate Road (Hookwood) – Cllr Scott advised she would be attending a meeting with PINS on Friday with the Planning Expert, Colin Smith. They would hear what Mole Valley District’s (MVDC) position is with regard to what they intended to defend and what they would not defend. The meeting would include MVDC, the Parish Council and the Appellant.</p> <p>5.3 Neighbourhood Plan – Cllr Scott mentioned that she would be kicking the plan off again and she would put a date in the diary for a meeting. She advised it was important to move forward with it so that the community can give input on new housing i.e. quality and style also if a Neighbourhood was in place the Parish Council would receive a 25% share of the Community Infrastructure Levy and without a Plan in place the PC would only receive a 15% share. Cllr Scott also mentioned it would be a good idea to chase MVDC for confirmation of the Parish Area. IT WAS AGREED the Clerk would follow-up with MVDC.</p> <p>5.4 Mole Valley Local Plan – MVDC had an extraordinary meeting on the 25th January where the decided to move forward with the plan including green belt sites. The updated plan was now available for comment and she urged Cllrs and residents to review it and comment.</p>	JC

	<p>5.5 Environmental Matters</p> <p>5.5.1 To consider if the PC wish to purchase a thermal camera, cost c.£1,000 to enable the PC to carry out heat loss surveys for domestic properties. Cllr Stacey asked if there was any demand for the service, Cllr Scott confirmed that there was and she had completed two in the Parish last week. RESOLVED – NOT APPROVED.</p> <p>5.5.2 Hookwood Footpaths – Cllr Tyson-Davies reported confirmed she had completed the Rights of Way Consultation Survey which was looking at how Footpaths were maintained in general. Cllr Tyson-Davies confirmed that she had circulated the responses to the PC. She had focused on the Beggars Lane Bridleway. Cllr Tyson-Davies also advised that she had reported the path behind the Half Moon pub and this was now showing as under investigation. Cllr Tyson-Davies also mentioned that the other two footpaths she had reported had now been cleared. She reminded Cllr Scott she was waiting for information from her about the Hookwood footpaths. Cllr Scott briefed Cllr Tyson-Davies on the footpath towards John Lory’s farm.</p> <p>5.6 Air Quality project</p> <p>5.6.1 To retrospectively approve the purchase of the Health Data Report from Trilateral Research £2,400. APPROVED</p> <p>5.7 Water Flow Project – Cllrs asked if there was any update from SCC regarding the flooding on the Horley Road. Cllr Scott said that SCC had originally accepted responsibility for clearing the culvert that was causing the problem. However, Cllr Scott had heard from them again this week and they advised it was the responsibility of the owners of the property. Cllr Scott would draft a letter regarding the issue for the Clerk to send. Cllr Stacey asked if the issue at Russ Hill could be included. IT WAS AGREED Cllr Scott would draft a letter for the Clerk to send. Cllr Stacey mentioned that a site in and around Horley for water expansion but it was not clear where this was. Cllr Scott asked Cllr Stacey to forward the email where this was covered as she had missed it. Cllr Stacey advised in an email from SCC forwarded by the Clerk the previous week.</p> <p>5.8 Fly-tipping/Litter – no update although</p>	JC/LS
88/24	<p>6. SERVICES AND AMENITIES</p>	
	<p>6.1 Withey</p> <p>6.1.1 Cllr Stacey reported that the PC had received a safety inspection report from MVDCs inspector for the Withey playground and some work was required to the old climbing frame. He reported he had received 2 quotes for the tree work at the Withey and was meeting with a third contractor later in the week to obtain another quote.</p> <p>6.2 Pavilion</p> <p>6.2.1 To approve the new Hire Fees for 2024/25 for non-residents recommended by the S&A Committee and the Finance Working Group. Cllr Tyson-Davies put forward points that supported the idea of residents having a reduced rate. Cllr Bloom also supported this idea as did Cllr Hill. Cllr Stacey confirmed that until the last review, residents had always been offered a reduce hire rate. Cllr Scott cautioned that if there was going to be a difference in the rates for non-resident, there had to be an easy way to differentiate between hirers. Cllr Stacey advised that the differentiate would be applied based on the hirer’s residency. IT WAS AGREED that to benefit from the reduced rate, the hirer must be resident in Charlwood or Hookwood. New increased rate for non-residents approved.</p> <p>6.2.2 Cllr Stacey asked for an update on the Key Safe that had been approved for the Pavilion and had it been ordered yet. The Clerk confirmed it had not yet been ordered. Cllr Stacey raised the concern that the PC did not really know who in the Village had keys. Cllr Stacey proposed that the PC change the locks on the Pavilion to solve the problem and ensure the PCs insurance was not</p>	

	<p>invalidated. IT WAS AGREED that Cllr Stacey could go ahead and change the locks.</p> <p>6.3 Recreation Ground Cllr Stacey mentioned that, he had spoken to the Groundsman who recommended that new fencing be put in to protect the whips that had recently been planted. Cllr Scott asked if the old pale fencing could be used. Cllr Stacey advised the Groundsman did not recommended using it as it was in a poor state. Cllr Bloom asked whether the PC should get a skip to for the rubbish and the Ivy that had been removed. Cllr Stacey asked for a quote for a skip to be obtained. Cllr Stacey then queried whether the contractor had actually rolled the football pitch when it had been verti-drained as it was still very uneven. IT WAS AGREED the Clerk would check with the contractor if they had rolled the pitch. Cllr Stacey raised the issue of the lighting on the path way to the Pavilion. He had found a contractor who could give the PC a quote to reinstate the lighting. The contractor had confirmed that the lights being strung in the trees was compliant with regulations. However, he advised the cable above the turning area needed to be made higher. Cllr Stacey said he felt it was very important to reinstate the lighting for safety of pedestrians. The reinstatement would be temporary until different lighting was put in. Cllr Scott, was not comfortable with the lighting being reinstated if the cable was still hung through the trees and felt she could not join the discussion. IT WAS AGREED that a quote to reinstate in the lighting should be obtained for review by the PC.</p> <p>6.4 Millennium Field 6.4.1 S&A Committee advised he was drawing up a specification for works n. Cllr Stacey confirmed he would get the specification done. 6.4.1 Cllr Stacey reported that he had received 3 quotes for the tree works at Millenium Field. £5,500, £5350, £5318. Cllr Evans asked if all three contractors had done work for the PC previously. Cllr Stacey advised that not all the contractors had worked for the PC previously. Cllr Stacey said for quality Old Mill Tree Care were the strongest. IT WAS AGREED to go with Old Mill Tree Care and that Cllr Stacey would send the quotes to the Clerk for filing,</p> <p>6.5 New leases: Millenium Field and the Withey 6.5.1 No update from JBTMT.</p> <p>6.6 Glebe Field – no update from the Diocese.</p> <p>6.7 The Hovel - The Clerk reported she had sent the quote for the emergency work to the Diocese and asked for urgent engagement from them.</p> <p>6.8 Pavement Cleaning 6.8.1 Cllr Scott advised she had sent a map of the areas to be cleaned to the Clerk so she could obtain a formal quote. Cllrs raised concerns that this was an MVDC responsibility and would MVDC be helping to fund this activity. IT WAS AGREED once a quote was received the PC could approach MVDC to see if they would part fund.</p> <p>6.9 The Cage – Cllr Stacey advised that he had be given a contact who could undertake the lime and mortar work on the cage</p>	<p>JC</p> <p>JC</p> <p>JC/TS</p>
89/24	<p>7. PARISH MATTERS</p>	
	<p>7.1 Traffic Calming & Car Parks 7.1.1. Cllr Stacey reported he had chased SCC again who said they had not received his proposal and he had sent it again and would be strongly chasing for action. 7.1.2 Cllr Stacey reported that since the Planning Application for the car park had been refused by MVDC, the PC had since considered whether increased parking capacity could be provided using the existing parking area and extending it into the Millenium Field. He mentioned that he had measured the area today and he thought this option would provide 20 spaces and this would reduce the cost of the car park by c.50%. Cllr Stacey advised he had written to JBTMT to see if they would support this option and to ask for confirmation they would contribute to the cost of construction.</p>	

	<p>7.2 Parish Council Communication 7.2.1 To consider and agree whether the PC wish to move the PC Noticeboard to facilitate easy access for residents. Cllrs supported the moving of the PC Noticeboard as it was difficult to access. IT WAS AGREED to obtain a quote for moving and renovating the noticeboard. IT WAS AGREED that Cllr Stacey would speak to the shop owners to agree the new location.</p> <p>7.3 Community Events and Affairs 7.3.1 To re-consider and agree whether the Parish Council is still happy to make the £500 donation made to the Parish Pump Magazine an annual donation – Cllr Scott advised that the PC needed to reconsider the donation as there was an intention for the magazine to be online and not necessarily delivered to every household. The need for delivery would be dependent on identifying a need. Cllr Stacey proposed keeping the agreement to donate annually to lift the burden of producing newsletters from Cllr Scott. Cllr Scott cautioned that the PC needed to assess the success of the magazine before committing. Cllr McCorquodale echoed this concern. Cllr Hill raised a concern that the PC could end up subsidising a magazine that was making money from advertising and suggested it would be good to see the magazine’s business plan. IT WAS AGREED to review the decision to donate on an annual basis.</p> <p>7.4 Wickens Orchard 7.4.1 Cllr Scott confirmed Clarion had agreed to create a meadow area and would come and scarify it. The Asst. Clerk reported that the gate was still not fixed and she would email Clarion again.</p> <p>7.6 Parish Hall – no update. 7.7 Community Resilience & Emergency Plan – no update 7.8 S&SEiB – No update</p>	JC TS
90/24	8. GATWICK MATTERS	
	Cllr Scott mentioned that a resident had done a brilliant job with an off the cuff presentation at the open floor hearings. Cllr Scott also presented and had attended three of the specific hearings. Another hearing on Climate Change and one on Environmental Matters. Cllr Scott had already requested that the PC have a seat at the table to speak on those days and the right to adjust the PC’s statement in light of what may come up before those dates. Cllr Evans mentioned that the GATCOM meeting in may would be in person and not remote and Cllr Evans could attend if Cllr Scott was unable to.	
91/24	9. REPORT OF THE FINANCE COMMITTEE	
	9.1 Accounts YTD – The Clerk gave an update on the financial position to date. 9.2 To note that Cllr McCorquodale has joined the Finance Committee/Finance Working Group. NOTED 9.3 Payments received and cleared payments. NOTED 9.4 Accounts for payments and authorised transfers. APPROVED 9.5 Cllr Evans asked for clarification the invoice from the planning expert and asked specifically about the item ‘liaising with Barristers’ the Clerk confirmed that this related to the expert contacting chambers to try sources a Barrister for the PC.	
92/24	10 REPORTS FROM REPRESENTATIVES	
	Nothing to report.	
93/24	11 BIODIVERSITY – NEW RESPONSIBILITIES FOR PARISH COUNCILS	
	The Clerk had circulated relevant documents prior to the meeting. Cllr Scott provided an overview. The Clerk confirmed that this was now a Statutory Obligation.	
94/24	12 PROCEDURES AND STANDING ORDERS OF THE COUNCIL COMMITTEE	
	12.1 To consider and agree the number of Full Parish Council meetings to be held at Hookwood per year. Cllrs were concerned about increasing the number of meetings at the Hall because the PC had to pay to rent the Hookwood Memorial Hall for each	

	meeting but meetings at the Pavilion did not incur a charge. IT WAS AGREED to try to negotiate a discount on the hire fees. IT WAS AGREED the Clerk would try to negotiate a discount and Cllrs would decide on the number once they had they information.	JC
95/24	13 ANNUAL PARISH MEETING	
	IT WAS AGREED to follow the same format for the meeting as last year. A couple of speakers and an open floor Q&A session with refreshments. IT WAS AGREED to hold the meeting on the Thursday 23 rd May at 7pm. IT WAS AGREED the Clerk would approach potential presenters.	JC
96/24	14 GOVERNANCE	
	12.1 Review of Risk Register – Cllr Scott had circulated a revised document ahead of the meeting, Cllrs advised that they needed more time to review. IT WAS AGREED to defer approval to the next meeting. 12.2 Review of Asset Register – Cllr Stacey advised that an updated version would be available for review at the next meeting.	
97/24	15 EMPLOYMENT MATTERS	
	IT WAS AGREED that there definitely needed to be a meeting with the Groundsman and the Clerk would arrange. IT WAS AGREED the Clerk would provide the PC for proposed dates for her review, it was also agreed to set a date for the Asst. Clerk’s review.	JC JC
98/24	16 PUBLIC COMMENTS	
	14.1 A resident asked for clarification of whether the Finance meetings were Committee meetings or Working Group meetings. Cllr Scott confirmed they were working group meetings.	
99/24	17 DATES OF FORTHCOMING MEETINGS	
	IT WAS AGREED that the Services & Amenities and Planning Committee would unless in the case of exceptional circumstances would be the first Tuesday of every month. <ul style="list-style-type: none"> • 2nd April 2024 - Services & Amenities Committee Meeting – at the Pavilion 6:30pm • 2nd April 2024 - Planning Committee Meeting at the Pavilion – 7:30pm • 15th April 2024 - Full Parish Council Meeting at the Pavilion, Charlwood – 7:30pm 	

There being no other business the Chair closed the meeting at 9:34pm

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

Signed.....

Appendix A

Payments Green Highlight = Direct Debits already approved

Payments Orange Highlight = Estimate as DD Variable

Payments No Highlight = Electronic payment for approval or retrospective approval

INCOMINGS

01-Feb-24	Charlwood Friends	Pavilion Hire			35.00
01-Feb-24	N Shah	Pavilion Hire Deposit			10.00
28-Feb-24	Charlwood Friends	Pavilion Hire			35.00

DIRECT DEBITS TO BE PAID IN MARCH

13-Mar-24	The Keyholding Company Ltd	Keys for Pavilion & Alarm Call (01/01/24)	26.57	5.31	31.88
15-Mar-24	SES Business Water	Account 5414233	35.68	0.00	35.68
23-Mar-24	Ecotricity Ltd	100063963Ecotricity Gas	386.69	0.00	386.69
23-Mar-24	Ecotricity Ltd	100066969Ecotricity Electricity	290.38	0.00	290.38
					744.63

MARCH 2024 PAYMENTS TO BE APPROVED TONIGHT

18-Mar-24	Letterbox4you	Black rear access post box for Pavilion & Shipping	71.49	14.30	85.79
18-Mar-24	The Sign Shed	Clean Up after your dog signs x 12	118.80	23.76	142.56
18-Mar-24	The Safe Shop	Phoenix Cygnus Electronic Key Cabinet	66.66	13.33	79.99
18-Mar-24	Copy Tech	Printing x 500 A4 Flyers for Extraordinary Meeting 29/03/24	70.00	0.00	70.00
18-Mar-24	GACC	Grant for activities to fight Gatwick DCO	1000.00	0	1000.00
18-Mar-24	Grasstex Ltd	Football pitch verti-drain and rolling	395.00	79	474.00
18-Mar-24	Microshade	Hosting, storage, backup, x 3, 3 x mail box, SPAM and Virus control	289.56	57.91	347.47
18-Mar-24	Nigel Jeffries Landscapes Ltd	Grass Cutting/leaf clearance The Withey 12/02 & 26/02	110.00	22	132.00
18-Mar-24	TayPlay Ltd	Outstanding payment of delivery charge	21.00	0	21.00
18-Mar-24	Stephen Renaud	Pavilion window cleaning 23/02/24	17.00	0	17.00
18-Mar-24	Helen Hill	March Salary 2 x extra hrs Feb, 2 x extra hrs Mar	629.52	0	629.52
18-Mar-24	Janette Coulthard	March Salary	1081.70	0	1081.70
18-Mar-24	Janette Coulthard	Expenses Mileage 12/02, 22/02, 29/02	40.14	0	40.14
18-Mar-24	Nick Speakman	Qtrly Salary Payment	1222.74	0	1222.74
18-Mar-24	Ann Billinghurst	Qtrly Salary Payment	195.20	0	195.20
18-Mar-24	Colin Smith Planning Ltd	Planning advice, attending meeting 29/02/24, corres with MVDC & PINS, liaison with Barrister Chambers - Prep of statement of case	1140.00	228	1368.00
18-Mar-24	Hookwood Memorial Hall	Hall Hire 2/02/24 & 18/03/24	96.00	0	96.00
18-Mar-24	Harrod Sport	1 x Football Boot brushes/Scrapper	115.84	23.17	139.01
					7142.12

Appendix B

MINUTES OF THE PLANNING COMMITTEE MEETING OF THE 12TH MARCH 2024

Chair: Cllr L Scott

Present: Cllrs S Bloom, A Rawlinson, C Evans

In Attendance: Cllrs T Stacey, A Tyson-Davies

1. APOLOGIES

Cllr D McCorquodale

2. DECLARATIONS OF INTEREST

None

3. MINUTES

The minutes from the meeting of the 9th January will be signed as part of the Full Parish Council Meeting minutes of the 19th February therefore there are no minutes to sign.

4. PUBLIC QUESTIONS

4.1 A resident raised a question relating to the deadline for the adhering to the Inspectors decision relating to the appeal by Happy Acres having now passed - end of February 2024. The resident stated that to date, it would appear that the applicant has not complied with the decision as he has not removed any of the buildings or shipping containers, reduced the height of brick pillars, restored the land etc and continues to develop having completed the roofing of the garage building which should have been demolished. Now there has been a recent application to retain the huge barn. The resident asked for Cllrs to encourage Mole Valley to act with due diligence and take enforcement to ensure the applicant complies with the Inspectors decision. – The resident's request is covered in 5.5 below.

5. CURRENT PLANNING APPLICATIONS

5.1 MO/2024/0196/ECL – Land at St Nicholas Church, The Street, Charlwood, Horley, Surrey – Nomination to have Land at St Nicholas Church, The Street, Charlwood, designated as an Asset of Community Value under the Assets of Community Value (England) Regulations 2012.

RESOLVED: NO OBJECTION the Parish Council supports this application

5.2 MO/2024/0228/PCL – 5 Millfields Crescent, Charlwood, Horley, Surrey, RH6 0EQ – Certificate of Lawfulness for a proposed development in respect of a single storey rear extension.

RESOLVED: NO COMMENT the Parish Council has no comment.

5.3 MO/2024/0044/ECL – Tifters Barn, 43A Tifters, The Street, Charlwood, 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.

This application was received and considered at the last Planning Committee meeting and the PC responded.

RESOLVED: OBJECTION on the basis that 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.

5.4 MO/2024/0224/LBC – Spencers, Norwood Hill Road, Charlwood, Horley, Surrey, RH6 0BE – Internal alterations to include the creation of small/narrow second staircase; reduce width of bathroom and insertion of new stud wall. (Listed Building Consent).

RESOLVED: NO COMMENT. The Parish Council has no comment, subject to the historical officers comments.

5.5 MO/2024/0270/PLA MAJOR – Happy Acres, Russ Hill, Charlwood, Surrey, RH96
OEL – Erection of an agricultural storage barn with associated hardstanding and access track.

RESOLVED: OBJECTON on the basis that this would result in an overdevelopment of a Green Belt site, with the land to buildings ratio being disproportionate / unsustainable with addition to the detrimental effect on both the openness of the Green Belt and to neighbouring properties.

The application is similar to MO/2020/1868, the comments in the Parish Council letter of objection dated 25/11/2020 remain unchanged.

The applicant has not complied with the inspector's requirement to remove any of the buildings, reduce the height of the brick pillars or restore the land, in fact he continues to build having just reroofed the garage building which he was told to demolish. Mole Valley need to act with due diligence to ensure that the applicant complies with the inspector's requirements.

6. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

None

There being no other business the Chair closed the meeting at 8:00pm