

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 remotely via Zoom on 17th January
2022 at 8pm

Attending	Penny Shoubridge (PS – Chairman), Carolyn Evans (CE), Sue Bloom (SB), Walter Hill (WH), James O’Neill (JON), Richard Parker (RP), Howard Pearson (HP), Lisa Scott (LS), Trevor Stacey (TS)
Clerk	Trevor Haylett
Also Attending	County Councillor Helyn Clack (HC), Helen Hill, Davida Hall, Nick Hague, Hilary Sewill (HS), Angela Tyson-Davies, Vanessa Smith (VS), Joel Watson (JW), Sandra Clarke
Item	
1	(Minute 1/01/22) Apologies – None
2	(2/01/22) Declarations of Interest – None
3	<p>(3/01/22) Minutes – Minutes of the Meeting held on 15th November 2021 were APPROVED, proposed by Penny Shoubridge and seconded by Howard Pearson.</p> <p>3.1 Chairman’s comments – PS explained that Helen Hill had joined the Parish Council as a Facilities Supervisor and welcomed her to the meeting. In addition (i) the Heritage List as agreed had been submitted to Mole Valley; (ii) the Charlwood Public House has now reopened under new management; (iii) there has been no further contact from the Diocese regarding plans for The Rectory although it was understood that the PCC have been discussing the appointment of an Interregnum.</p>
4	<p>(4/01/22) Public Questions – Nick Hague asked if Councillors and other residents who had emailed the MP, Sir Paul Beresford, over the Gatwick consultation had received any reply. PS said she hadn’t and Carolyn Evans, HP and Trevor Stacey all confirmed that they hadn’t either. PS asked the Clerk to write to the MP and convey the PC’s disappointment that emails had not been acknowledged.</p> <p>Hilary Sewill asked what was happening about the kissing gates that had been discussed for Glovers Road and the footpath behind Brook Cottage and elsewhere in the parish. She also asked about the state of the pavements, in particular in Norwood Hill Road and between Rectory Lane and the loop of The Street. With regard to the latter point, PS said she had contacted Mole Valley and been told that those areas were on the annual list for street cleaning but added that Mole Valley be asked to come out and clean before the spring. Lisa Scott also mentioned the pavement at the beginning of Reigate Road at Povey Cross as being difficult. As for the first question, the Clerk replied that the kissing gates had been put on the back burner because of the urgency of other matters that the PC was considering but it hadn’t been forgotten and would be attended to when time permits.</p> <p>Joel Watson asked if the PC had started work on a Neighbourhood Plan in regard to the proposed developments in the Mole Valley Local Plan and if not, why not. PS replied that the matter had not been proposed by the PC but that it was up for discussion later in the agenda. JW went on to ask what the PC’s media strategy was and suggested the PC had not been pro-active enough in fighting the Hookwood proposals. The Clerk replied that the PC had submitted a very robust response to the MV</p>

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	<p>Local Plan and there was nothing more it could do to influence it at this stage. He added that newspapers and broadcasting outlets had been contacted with regard to the PC response.</p> <p>The Clerk read out two questions submitted by Pauline Brooker (PB). One referred to the move to put reflective strips on the pavement wooden posts near Chapel Road – PB said it would give the green light to cyclists riding on the pavements but TS replied that the idea was to make the posts visible to pedestrians. The other question related to the cost of the proposed VAS signs and how effective they would be. The Clerk said that when the signs were installed he would put something on the PC website explaining how they worked.</p>
5	<p>(5/01/22) Planning and Highways</p> <p>5.1 Report of Planning Committee and recommendations on applications to four weeks ending 10th December and 7th January (for details go to http://www.charlwoodparishcouncil.gov.uk/community/charlwood-parish-council-15729/planning--co-latest/) – LS proposed that the recommendations of the planning committee be approved. PS asked that her additional comments on the Happy Acres application be included while the Drummond House application was a separate item on the agenda. HP seconded and the comments were approved.</p> <p>5.2 Drummond House application - Vanessa Smith, the applicant, addressed the meeting and said that neighbours had objected to the original application because they feared it would be a building put to commercial use. She explained that they had a large family with five children and with a full time carer for one of the children, and also a nanny, they needed ten bedrooms. VS said that the amount of money being spent on the house made it uneconomic to consider renting it out. PS asked about the potential detrimental effects of the replacement steel and glass Huff building and whether the existing cess pit would be replaced. VS said the house would include internal blinds to aid wildlife and it was a legal obligation to update the cess pit. It was agreed to delay making any comment on the application until a site meeting had been held between Councillors and the applicant.</p> <p>5.3 Neighbourhood Plan – PS first spelled out the key stages of producing a NP which included the need to speak to landowners and developers. She reminded Councillors that there had been two previous attempts to formulate a plan, both of which entailed an immense amount of work without going anywhere. LS then gave an explanation of the benefits, saying that it would give the parish protection in law. Individual Councillors were asked for their views and while everyone was in favour of a Plan there were concerns that the PC itself had too much on to devote the necessary time to it. PS proposed that a group be set up outside the PC to draw up a NP with LS as chair. This was seconded by CE and APPROVED. Sue Bloom said she was willing to join the group as did JW and Alix Webb.</p> <p>5.4 Wickens Orchard – Clarion Housing had responded to the PC's suggestion that it buys the area of land from them by asking for more information. Councillors were disappointed at the costs (around £500/£600) involved for Clarion to even discuss the matter. Comments have been received from residents that the area is unlikely to receive public support for anything other than the green space it currently is. Various suggestions have been mooted about using it as a car park or a play</p>

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	<p>area but these would require community consultation. A possible next step is to see if Clarion will lease the area to the PC so it can be properly maintained and this was AGREED.</p>
6	<p>(6/01/22) Services and Amenities - The committee had met via Zoom the previous week and also in December and HP gave an update on work that had been completed.</p> <p>6.1 Withey – Old Mill Tree Care would visit on 27th January to carry out various tree works while Alan Knight (AK) had completed all his tasks at the Withey with the exception of cleaning and painting the MUGA.</p> <p>The Clerk had circulated a couple of quotes from playground companies to replace the surface underneath the play equipment at both Charlwood and Hookwood. Another company, Redlynch, had still to quote. There was an urgency to replace the swings that had been taken out of use because of safety concerns. RP suggested that the swings didn't have to be in wood and that stainless steel swings could be an option. The important thing was that the equipment should last, he said. Longer term, PS said the PC needed to engage with the Hookwood community on what new equipment they would like to see there.</p> <p>After LS said her dog had split its nail on the Withey path again, HP said the intention was to wacka-plate the surface but LS asked for that to be avoided, saying it would break the flints into razors. It was agreed that the committee would look at the situation again.</p> <p>6.2 Pavilion – The hire charges for 2022 had been agreed by the committee and would be circulated to all Councillors for their approval.</p> <p>6.3 Recreation Ground – To help the entrance by the shops becoming too muddy, All Seasons would be asked if they could put some bark down. The outdoor gym equipment needed an annual service and that would be arranged.</p> <p>6.4 Other – HP said the trees that were being delivered by the Woodland Trust in February/March would go in the Millennium Field and the bigger saplings could be planted in the Glebe Field to replace the trees that had been lost there in the Diocese clearance.</p> <p>TS asked about the tidying up work in the Millennium Field and was told that it had been held up because of illness among the contractors.</p>
7	<p>(7/01/22) Parish Matters</p> <p>7.1 Traffic Calming, Car Parks and VAS Signs – TS said he was keen to arrange another meeting with the traffic consultant, Mark Baker, and the Clerk added that he would chase him up again. LS said there had been nothing in his last report relating to installing raised tables in Hookwood.</p> <p>7.1.1 VAS Signs/Speedwatch – the Clerk explained that the installation of the VAS posts had not moved forward because Bill Kear, the contractor, appeared to be wrangling with SCC over the cost of permits, traffic licenses etc. County Councillor Helyn Clack offered to help if she was given sight of the correspondence.</p> <p>7.1.2 20mph Speed Limit – The PC had been contacted by a campaigner looking to enlist its support in a campaign for a 20mph speed limit throughout the county. HC said it was already SCC policy to introduce this wherever possible. However there were problems installing them, particularly in rural areas, because of the street furniture that was required such as build-outs.</p> <p>7.2 Glebe Field, Dolby Brook improvements – Reigate Diocese attended the Glebe Fields in December and undertook a large amount of work on diseased ash trees. The area is much improved and the Brook is free flowing. Some remedial work to clear away debris and the soakaway</p>

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	<p>run-off is needed and Bill Kear has been engaged to carry it out. It was said that Councillors were absolutely correct in stating that the tree work was completed before the Brook work started.</p> <p>7.3 Flood Forum – The Flood Forum is being re-instated and PS said a member of the PC should be part of it – LS said she would volunteer. HC noted the PC’s wishes.</p> <p>7.4 Russ Hill Hotel Asylum Seekers – the numbers were currently at 172. MVDC had organised a litter collection along Russ Hill Road but another was needed and PS had contacted them about it. HP said the Church Path also needed a litter-pick.</p> <p>7.5 Mole Valley Boundary Review - The 2023 Boundary Review was launched this month and it is proposed that the Mole Valley constituency be renamed the Dorking and Horley constituency with some areas of Mole Valley moving to either Guildford or Godalming. In addition a new boundary would incorporate areas such as South Park and Woodhatch, Salfords and Horley Central and South wards. PS was concerned that Charlwood and to some extent Hookwood have little in common with those areas. More information is available from http://www.bcereviews.org.uk/</p> <p>7.6 Emergency & Resilience Committee – This committee was set up at the last meeting with PS, CE, HP, LS, TS and SB agreeing to take part. Someone to lead the group was needed and residents would be brought on board to make it sustainable.</p> <p>7.7 Parish Council Communications</p> <p>7.7.1 Newsletter – PS has been working on a design in Mailchimp and asked, to move it forward, that Councillors each write a section.</p> <p>7.7.2 Social Media – the Clerk said he had taken advantage of a free offer from Breakthrough Communications to compile an analysis on the PC’s social media activity. The report concluded that the PC had fewer followers than comparative PC’s and that attention needed to be devoted to the social media posts. Richard Parker said social media was something that Councillors of a certain age could not be expected to be familiar with and said the PC needed to employ someone to take these duties on. HP agreed and said that a communications policy was needed to cover social media and the like but now was not the time because of all the other things that the PC was involved in.</p> <p>7.8 Vandalism – the damage to the Christmas Tree and Pavilion toilet has been linked to another crime, a burglary in Rectory Lane, on New Years Day. Neil Clarke, the Mole Valley Crime Reduction Advisor, will come out and advise on suitable CCTV and crime prevention measures. A community appeal for funds to replace the tree lights had met with a generous response and any remaining funds would be put towards CCTV. A local tradesman, who wished to remain anonymous, had offered to repair the toilet free of charge and he was thanked for his generosity.</p> <p>7.9 Community Events and Affairs – A village group was organising an event for the Queen’s Platinum Jubilee to be held over the weekend of 4th/5th June. This will most likely be instead of the village fete which was scheduled for the week after. A meeting would be held on Thursday (20th) to progress things and Helen Hill was asked to contact the cricket club to rearrange their fixture for the June weekend.</p>
8	<p>(8/01/22) Gatwick Matters</p> <p>8.1 Gatwick Expansion Submission: PS thanked the Gatwick group and the Clerk who together had submitted a very robust response to the DCO Consultation. It was sent together with a list</p>

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	<p>of mitigations that the PC wanted to see implemented. GACC were also thanked for sharing valuable technical information that helped strengthen the response.</p> <p>8.2 Gatcom meeting on Thursday (20th) – CE hoped to attend but PS would be there as back up.</p> <p>8.3 Noise Envelope briefing on 18th November – GACC had attended on behalf of the PC and a report had been circulated.</p> <p>8.4 Report of Airspace and Noise annual public meeting – No one was available to attend this.</p> <p>8.5 Gatcom Airspace Modernisation Strategy Consultation - The deadline for responses is 4th April and a review will be presented at the next Gatcom meeting.</p> <p>8.6 Report of Special Gatcom meeting held on 26 November 2021 - The meeting was held to refine the Gatcom response to the consultation and a number of amendments forwarded by GACC were incorporated.</p> <p>8.7 Noise Management Board Briefing – This will be held on 27th January between 4-6pm. CE hoped to attend.</p> <p>8.8 Gatwick will be drilling in the Museum Field for four days from 28th January. It is believed to be for investigative work with regards to the Attenuation tank they are planning should the DCO be granted.</p> <p>LS asked about noise monitors and whether they could receive funding for one in Hookwood – she had monitored noise levels in the Withey and had recorded levels of 91 and 88 decibels on occasions (LS later amended this information to say the readings were 93 and 98). She said to introduce additional housing with noise levels of that amount was unethical. LS also asked whether there was an air pollution monitor. PS agreed and suggested she look at the Web Track website where the noise from all departing aircraft was available. HC suggested that LS provide her readings to the Noise Management Board and ask them to investigate.</p>										
9	<p>(9/01/22) Financial Matters</p> <p>9.1 Payments received and cleared payments</p> <p>Payments Received & Cleared Payments</p> <table><tr><td>Barclays Community Account – to 31st December</td><td>£126,835.04</td></tr><tr><td>Barclays Legacy Account - ditto</td><td>£ 4,149.04*</td></tr><tr><td>Barclays Charlwood Account - ditto</td><td>£ 34,085.98</td></tr><tr><td>Nationwide Business Savings Account – ditto</td><td>£ 85,029.34</td></tr><tr><td>Total Bank Assets</td><td>£255,357.98</td></tr></table> <p>*For Archive Room **Total Reserves (for special projects) = £84,000</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 approve Financial documents for 3rd Quarter – These had been circulated in advance and were APPROVED.</p> <p>9.4 To approve Budget for 2022/23 and Precept – A meeting of the finance committee had been held earlier that day and recommended an increase of just over £2,000 (or 2.95%) for the new year, 2022/2023. PS explained that there was a great deal of expenditure in the pipeline such as playground improvements, traffic calming measures, car parks etc and while the bank balance was very</p>	Barclays Community Account – to 31 st December	£126,835.04	Barclays Legacy Account - ditto	£ 4,149.04*	Barclays Charlwood Account - ditto	£ 34,085.98	Nationwide Business Savings Account – ditto	£ 85,029.34	Total Bank Assets	£255,357.98
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	<p>healthy a slight increase was necessary. HP questioned whether it was more appropriate, in the light of the pressure on household budgets, to leave the precept unchanged. LS agreed, saying it would reflect well on the PC. CE reminded Councillors that on a previous occasion when the precept went down, that the PC got into a muddle with its financial affairs and advocated a small increase this year. It was agreed that a decision be deferred until later in the week to give all Councillors the opportunity to study the draft budget.</p> <p>9.5 New Lloyds Bank account – The Clerk explained that he had opened a new account which could be used by the Facilities Supervisor to accept deposits and payments, and also refund deposits, making the processes much more streamlined. It could also be used as a way of protecting those PC funds that are currently outside the parameters of the financial services compensation scheme but that would require a supplementary account to be added. James O’Neill asked that one matter to do with finance be moved to Item 15, for private discussion, because of its confidential nature.</p>
10	(10/01/22) Reports from Representatives - None
11	(11/01/22) Procedures and Standing Orders - HP had explained to PS that work commitments were making it difficult for him to continue as the S&A Chairman. At the same time TS had said he was able to take on more PC work. The two had agreed to swap roles, with TS becoming chairman of the S&A and HP filling TS’ position on the planning committee. LS proposed that this be accepted by all members and this was approved.
12	(12/01/22) Employment Matters 12.1 New Cleaner – The cleaner had resigned and it had been decided to avert a repeat of the problems by engaging a commercial company who could offer more flexibility. PS, the Clerk and the Facilities Supervisor had met with Kayes Maids earlier in the day and they would begin a trial period.
13	(13/01/22) Public Comments – Joel Watson said he agreed with HP’s comments about the precept and the financial difficulties households were experiencing. That led him to ask what funding might be available from the PC for the Neighbourhood Plan group to cover things like legal costs and transport, infrastructure and environment reviews. CE (sitting in temporarily for PS) said she was sure that if funding was needed that Councillors would consider it. RP mentioned that two Hookwood residents had asked about accessing some archive material and he wondered when the Archive Room would be available for people to visit. It was agreed that the Clerk would contact Martin Needham to ask what the next steps were. On a similar theme, JW asked if there was any information available on the previous Neighbourhood Plan discussions. PS explained that because the group considering a Plan at that time was outside the PC it was doubtful that any material still existed.
14	Forthcoming Meetings – 8 th February - Planning, Highways and Environment venue tbc 7:30pm 15 th February - S&A Committee tbc 8:00pm 21 st February - Charlwood PC tbc 8:00pm

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Future PC meetings – (Mondays) 21 st March; 25 th April; 16 th May; 20 th June
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The meeting closed at 22:09 pm

**Appendix A

Accounts showing Incomings/Payments & Authorised Transfers

Incomings between 1 st November and	31 st December 2021			Total
Elysium Healthcare	Clubroom Hire – Invs 204 + 205			1,352.50
Barclays Bank Interest				0.95
JL Firmager	Meditation classes Sept – Inv 214			64.00
S. Charman	Yoga classes Sept - Inv 215			64.00
CV Barclay	Choir Sept – Inv 217			50.00
S. Pidgeon-Worley	Paid in Error ***			363.00
Charlwood FC	Inv 203A + 203B			1020.00
lfield CC	Standing Order x 2			225.00
Wells JR	Inv 213			70.00
Gatwick Airport	Noise Monitoring Station			1000
S. Charman	Yoga classes Inv 219			64.00
CV Barclay	Choir Sept – Inv 220			50.00
JL Firmager	Meditation classes – Inv 218			80.00
Elysium Healthcare	Clubroom Hire			687.50

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Ifield CC				112.50
	TOTAL			5,281.45

Payee	Purpose	Ex VAT	VAT	Total
<u>Direct Debits</u>				
Ecotricity	Electricity Inv 28 th November (for period 21/10 – 20/11)			182.18
Ecotricity	Electricity Inv 23 rd December (for period 20/11 – 20/12)			178.69
Ecotricity	Gas Inv 1 st December (for period 28/10 – 27/11)			179.78 (*now 4.03 in credit*)
Ecotricity	Gas Inv 30 th December (for period 27/11 – 27/12)			254.80 – so paying 250.77
SES Water	Water Inv 22 nd October (for period 30/09 – 31/10) Water Inv 26 th November (for period 31/10 – 30/11) Water Inv 17 th December (for period 30/11 – 31/12)			20.93 (*now 9.84 in credit*) 20.93 (*so owe 11.09) 20.93
Nest Pensions	Clerk's pension paid on November earnings			193.13

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	Clerk's pension paid on December earnings			156.99
<u>Payments to be approved tonight</u>				
HMRC	January Quarter owing			1019.69
Seldons Locksmiths	New gate padlock			83.72
Buckland Glebe Estate	Glebe Field Rental			400.00
<u>Retrospective Payments</u>				
Spencer Moss	Cleaning x 2			165.00 + 255.00
CSM Property	Clearing Black Ditch			60.00
S. Pidgeon-Worley	Repayment of cheque paid in error			363.00
Microshade	Quarterly charge			287.96
Charlwood Parish Council	To new Lloyds Bank account			1000.00
Nigel Jeffries Landscapes	Withey leaf clearing			59.40
SLCC	Annual subs			166.00