



Clerk to the Parish Council: Mrs Claire Minter  
Email: Clerk@charlwoodparishcouncil.gov.uk

## **CHARLWOOD PARISH COUNCIL - AGENDA**

Members of Charlwood Parish Council are summoned to attend the meeting to be held on Monday 17 March 2025 at 7:30pm at Charlwood Pavillion

*Signed: Claire Minter, Locum Clerk to Charlwood Parish Council, 12 March 2025*

1.	<b>GACC – limited to 15 minutes</b> Presentation by GACC on Minister's deferred decision on LGW DCO
2.	<b>To receive apologies for absence</b>
3.	<b>Code of Members' Conduct - Declaration of Interest</b> To receive disclosure of any changes to Councillor's Notification of Disclosable Pecuniary & Other Interests Forms and to receive disclosure by Councillors of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.
4.	<b>Public Notices and agree 2025 meeting dates – see Clerk update</b> <ul style="list-style-type: none"><li>▪ Planning Committee – Tuesday 1 April – 7.30pm -The Pavillion</li><li>▪ Services &amp; Amenities Committee Meeting – Wednesday 2 April - 5pm - The Pavilion.</li><li>▪ Parish Council Meeting – 14 or 28 April – 8pm - Hookwood</li><li>▪ Annual Parish Assembly – Date TBC</li></ul> <ul style="list-style-type: none"><li>– To agree date for April Council meeting as third Monday is a bank holiday after Easter</li><li>– To confirm meeting dates for 2025 for Council meetings and monthly committees</li><li>– To confirm date for Annual Parish Assembly</li></ul>
5.	<b>Public Session (a maximum of 15 minutes)</b> <ul style="list-style-type: none"><li>– To answer any questions from residents within Charlwood Parish Council in accordance with Standing Orders</li></ul>
6.	<b>Acceptance of Last Minutes of full council meeting</b> <ul style="list-style-type: none"><li>– To approve and sign the minutes of the meeting held on 10 February 2025</li></ul>
7.	<b>Planning Highways and Environment – see Clerk update</b> <ul style="list-style-type: none"><li>– To review and agree responses to Planning/ Licence Applications received in February/ March 2025 including approval of minutes from planning committee meeting on 4/3/25</li><li>– To review planning decisions made by MVDC and agree if any action required</li><li>– To agree to writing to MVDC, cc: Chris Coghlan MP, about protecting Glover's Wood</li><li>– To note decision for LGW DCO expansion, CPC press release statement and agree if any further action required</li><li>– To receive updates and agree if any action required<ul style="list-style-type: none"><li>▪ Development at Povey Cross – appeal to be heard 18/3/25</li></ul></li></ul>
8.	<b>Services and Amenities – see Clerk update</b> <ul style="list-style-type: none"><li>– To approve and sign the minutes of the meeting held on 5 March 2025</li><li>– To receive updates and agree if any action required or costs to be approved</li></ul>

	<ul style="list-style-type: none"> <li>– <b>A) Withey</b> <ul style="list-style-type: none"> <li>▪ Update and costs on emergency tree work</li> </ul> </li> <li>– <b>B) Pavilion</b> <ul style="list-style-type: none"> <li>▪ Alarm call out update</li> <li>▪ Agree costs for kitchen Hot water system update</li> <li>▪ Heating system has been flushed out</li> <li>▪ Receive update on obtaining third estimate for Grasscrete at front of pavilion</li> <li>▪ Disabled toilet alarm repair</li> </ul> </li> <li>– <b>C) Recreation Ground</b> <ul style="list-style-type: none"> <li>▪ Drainage improvement works update – works complete £395 + VAT</li> <li>▪ To consider undertaking a Pitch Power survey for £266 + VAT to submit for a grant to the Football Association to improve the condition of the pitch</li> <li>▪ To agree to obtain estimates for both solutions for pitch repair – sandbanding and biochar</li> <li>▪ Securing new contractor for grounds maintenance</li> <li>▪ Agreeing barrier from car path to field</li> <li>▪ To confirm who will prepare new rates for pitch hire</li> <li>▪ Ensuring compliance with Charity Commission</li> </ul> </li> <li>– <b>D) Millennium Field</b> <ul style="list-style-type: none"> <li>– Update on lease renewal</li> <li>– Update on tree planting – Limes and Hornbeams</li> <li>– To note confidential agenda item to review tenders for planning advice and submission or car park</li> </ul> </li> <li>– <b>E) Glebe Field</b> <ul style="list-style-type: none"> <li>– Progress of lease renewal with Diocese of Southwark</li> <li>– Update on tenant farmer requirement for future use</li> <li>– To note request for allotments and understand progress</li> </ul> </li> </ul>
9.	<p><b>Meeting / Training Reports – see Clerk update</b></p> <p>To review meetings and training attended and agree if any decisions, action or financial approval required: -</p> <p>26/02/25 – SALC use of AI for Parish Councils – SC</p> <p>07/03/25 – Community Liaison – ATD</p> <p>10/03/25 – Policies – SB/ AT</p> <p>11/03/25 – Standing Order and Financial Regulations Training – ATD,CE,AR,TS,LS SC,CM</p> <p>12/03/25 – Council Financial essentials – ATD</p> <p>13/03/25 – PC / RA forum with MVDC – LS/ LB</p>
10.	<p><b>Finance Matters – Charlwood Parish Council – see Clerk update</b></p> <ul style="list-style-type: none"> <li>– To review and agree the Statements of Income and Expenditure and Lists of cheques /DD/BACS for February 2025</li> <li>– To note Internal Audit review is booked for 12/6/25 and agree who will arrange to sort outstanding actions from 2024 internal audit review</li> <li>– To agree funding to be spent on purchasing flowers for Parishes in Bloom</li> <li>– To consider request from GACC to release funds to pay contribution to Judicial review</li> </ul>
11.	<p><b>Correspondence – see Clerk update</b></p> <p>To update the Council on key correspondence received in February/ March 2025 and gain agreement on any decision required including MVDC Standards committee representatives</p>
12.	<p><b>Clerk Report – see Clerk update</b></p> <ul style="list-style-type: none"> <li>– To agree date and venue for Annual Parish Assembly</li> </ul>

	<ul style="list-style-type: none"> <li>– To agree process and Councillor involvement for moving projects forward</li> <li>– To review previous minutes and actions and agree if any outstanding matters to be addressed not included in the agenda</li> </ul>
13.	Urgent matters at the discretion of the Chair for noting and for inclusion on a future agenda Please advise Chair prior to the meeting

## **PART 2 (Closed to members of the public)**

Members of the Press and public to be excluded from the meeting for the following agenda items as they contain exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (amended). The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

1.	<b>Millenium Field</b> <ul style="list-style-type: none"> <li>– <i>To review tenders for Planning Agent to assist with planning application for proposed car park in Millenium Field and agree Planning Agent</i></li> </ul>
2.	<b>Parish Council processes</b> <ul style="list-style-type: none"> <li>– <i>To receive Clerk recommendations for updating processes for Parish Council and agree next steps to ensure compliance</i></li> </ul>