

# CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

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

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## NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

**Councillors are summoned to a Meeting of the Parish Council for the Charlwood Parish to be held on Monday 18<sup>th</sup> March 2024 at the Hookwood Memorial Hall, Hookwood at 7:45pm.**

**THE PUBLIC AND PRESS HAVE A RIGHT AND ARE CORDIALLY INVITED TO BE PRESENT AND AN OPPORTUNITY WILL BE GIVEN TO ASK QUESTIONS OR MAKE STATEMENTS**

## AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST** – *All members present are required to declare, at this point in the meeting or as soon as possible thereafter: (i) any Disclosable Pecuniary Interests (DPI) and/or (ii) other interests arising under the Code of Conduct; in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If I doubt, advice should be sought from the Parish Clerk of Monitoring Officer prior to the meeting.*
3. **MINUTES OF PREVIOUS MEETINGS**
  - 3.1 Chairman's Comments
  - 3.2 Minutes of the previous Full Parish Council meeting held on the 19<sup>th</sup> February 2024, minutes of the Extraordinary meeting held on the 29<sup>th</sup> February 2024 and minutes from the S&A Committee meeting held on 12<sup>th</sup> March 2024 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
  - 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 26th January 2024.
  - 5.2 Development at land west of Reigate Road (Hookwood) – update
  - 5.3 Neighbourhood Plan
  - 5.4 Mole Valley Local Plan
  - 5.5 Environmental Matters
    - 5.5.1 To consider if the Parish Council wish to purchase a thermal camera, cost c.£1,000 to enable the PC to carry out heat loss surveys for domestic properties. Decision deferred from previous meeting, pending Cllr Scott providing data regarding demand.

*Copies of non-confidential meeting papers can be obtained by contacting the Parish Clerk via email at [clerk@charlwoodparishcouncil.gov.uk](mailto:clerk@charlwoodparishcouncil.gov.uk) and Approved Minutes of previous meetings are available for viewing on the website [www.charlwoodparishcouncil.gov.uk](http://www.charlwoodparishcouncil.gov.uk) or by contacting the Clerk.*

- 5.5.2 Hookwood Footpaths – Cllr Tyson-Davies
- 5.6 Air Quality project - Update.
  - 5.6.1 To retrospectively approve the purchase of the Health Data Report from Trilateral Research £2,400.
- 5.7 Water Flow Project – update
- 5.8 Fly-tipping/Litter

## **6. SERVICES AND AMENITIES**

- 6.1 Withey
- 6.2 Pavilion
  - 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.
- 6.3 Recreation Ground
- 6.4 Millennium Field
- 6.5 New leases: Millennium Field and The Withey update if available.
- 6.6 Glebe Field
- 6.7 The Hovel
- 6.8 Pavement cleaning – update on obtaining quotes for the work.

## **7. PARISH MATTERS**

- 7.1 Traffic Calming & Car Parks
  - 7.1.1 To consider and agree whether the PC want to pursue the current proposal for the car park or seek an alternative.
- 7.2 Parish Council Communications
  - 7.2.1 To consider and agree whether the PC wish to move the PC Noticeboard to facilitate easy access for residents.
- 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.
- 7.4 Wickens Orchard
- 7.5 Community Resilience & Emergency Plan

## **8. GATWICK MATTERS**

## **9. REPORT OF THE FINANCE COMMITTEE**

- 9.1 Accounts YTD – update
- 9.2 To note that Cllr McCorquodale has joined the Finance Committee/Finance Working Group
- 9.2 Payments received and cleared payments
- 9.3 Accounts for payments and authorised transfers

## **10. REPORTS FROM REPRESENTATIVES**

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**11. BIODIVERSITY – NEW RESPONSIBILITIES FOR PARISH COUNCILS**

**12. PROCEDURES AND STANDING ORDERS OF THE COUNCIL**

11.1 To consider and agree the number of Full Parish Council meetings to be held at Hookwood per year.

**13. ANNUAL PARISH MEETING**

13.1 To consider and agree the date for the Annual Parish Meeting and consider and agree format.

**14. GOVERNANCE**

14.1 Review of Risk Register

14.2 Review of Asset Register

**14. EMPLOYMENT MATTERS**

**15. PUBLIC COMMENTS**

**16. DATES OF FORTHCOMING MEETINGS**

- Services & Amenities Committee Meeting – **Monday 8<sup>th</sup> April 2024 at 6:30pm**, The Pavilion
- Planning Committee meeting – **Tuesday 9<sup>th</sup> April 2024 at 7:30pm**, The Pavilion, Charlwood
- Full Parish Council Meeting – **Monday, 15<sup>th</sup> April 2024 at 7:30pm**, The Pavilion, Charlwood

**Janette Coulthard**  
**Clerk to the Council**

*Janette Coulthard*

**Issued 12<sup>th</sup> March 2024**

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