

# 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)

## NOTICE OF MEETING OF PARISH COUNCIL

Notice is hereby given that

**Councillors and Members are summoned to a Meeting of the Charlwood Parish Council Services & Amenities Committee to be held on Monday 11<sup>th</sup> December 2023 at the Pavilion, Charlwood, at 5:00pm.**

**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. DECLARATION 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 or Monitoring Officer prior to the meeting.*

**3. MINUTES** – **There** being no Full Parish Council meeting in December, the minutes from the meeting of the 13<sup>th</sup> November will be signed at the Full Parish Council meeting of the 15<sup>th</sup> January, therefore there are no minutes to sign. (LGA 1972 Sch,12 s41).

### 4. PUBLIC QUESTIONS

### 5. WITHEY

5.1 Lease - Update

5.2 Trees – Update including progress on obtaining tree surveys

5.3 Play Equipment

### 6. RECREATION GROUND

6.1 Outdoor Gym Equipment

6.2 Recreation ground path lights – update

6.3 Hedge – update

6.4 Trees – update including progress on obtaining tree surveys

*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.*

6.5 Parking – update

6.6 Outside Toilet – hand dryer not working need approval to arrange for it to be fixed.

**7. GLEBE FIELD**

7.1 Lease – update

7.2 Asset of Community Value application – update

**8. WICKENS ORCHARD**

8.1 Maintenance – Update

**9. GROUNDSMAN**

9.1 Situation with current Groundsman update

**10. MILLENIUM FIELD**

10.1 Trees – update including progress on obtaining tree surveys

**11. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE**

- **Planning Committee Meeting** – Tuesday 9<sup>th</sup> January 2024, 7:30pm, The Pavilion Charlwood
- **Full Parish Council Meeting** – Monday 15<sup>th</sup> January 2024 – 7:30pm, The Pavilion

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

*Janette Coulthard*

**Issued 5<sup>th</sup> December 2023**

*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.*