

CHARLWOOD PARISH COUNCIL

Serving the communities of Charlwood, Hookwood and Norwood Hill

www.charlwoodparishcouncil.gov.uk

e-mail: clerk@charlwoodparishcouncil.gov.uk

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 19th February 2024 at the Pavilion, Charlwood at 7:30pm.

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 15th January 2024 and minutes from the S&A Committee meetings held on 10th January 2024 and 2nd February 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 The Future Homes and Building Standards 2023 Consultation – to consider and agree whether the PC want Cllr Scott to respond to the consultation.
 - 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

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

- 5.6 Air Quality project - Update.
- 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 recommended by the S&A Committee and the Finance Working Group.
- 6.3 Recreation Ground
 - 6.3.1 To consider what the Parish Council would like to do about the Parking barriers.
- 6.4 Millennium Field
- 6.5 New leases: Millennium Field and The Withey update if available.
- 6.6 Glebe Field
- 6.7 The Hovel
 - 6.7.1 To note the quote obtained by Cllr Stacey for the work to stabilise the Hovel to mitigate immediate risks.
- 6.8 Pavement cleaning – update on obtaining quotes for the work.

7. PARISH MATTERS

- 7.1 Traffic Calming & Car Parks
- 7.2 Parish Council Communications
- 7.3 Community Events and Affairs
- 7.4 Wickens Orchard
- 7.5 Russ Hill Hotel
- 7.6 Community Resilience & Emergency Plan

8. GATWICK MATTERS

9. REPORT OF THE FINANCE COMMITTEE

- 9.1 Review of Budget Recommendations from the Finance Working Group
- 9.2 Budget - consider and agree the budget for 24/25
- 9.2 Payments received and cleared payments
- 9.3 Accounts for payments and authorised transfers

10. REPORTS FROM REPRESENTATIVES

11. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

12. GOVERNANCE

- 12.1 Review of Risk Register
- 12.2 Review of Asset Register

13. EMPLOYMENT MATTERS

14. PUBLIC COMMENTS

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15. DATES OF FORTHCOMING MEETINGS

- Services & Amenities Committee Meeting – 11th March 2024 at 9:30am, The Pavilion
- Planning Committee meeting – 12th March 2024 at 7:30pm, The Pavilion, Charlwood
- Full Parish Council Meeting – 18th March 2024 at 7:30pm, Hookwood Memorial Hall, Hookwood (TBC)

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 13th February 2024

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