

# 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 15<sup>th</sup> April 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 in 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 18<sup>th</sup> March 2024 and minutes S&A Committee meeting held on 2<sup>nd</sup> April 2024 to be agreed and signed as a true record. (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
  - 4.1 Can the Parish Council help encourage residents to report the state of the Horley Road to get SCC to instruct Highways to repair it.
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
  - 5.1 Report of Planning Committee and recommendations on applications to four weeks ending 22<sup>nd</sup> March 2024.
  - 5.2 Development at land west of Reigate Road (Hookwood) – update
  - 5.3 Neighbourhood Plan - update
  - 5.4 Mole Valley Local Plan
  - 5.5 Environmental Matters
  - 5.6 Air Quality project - Update.
  - 5.7 Water Flow Project – update
  - 5.8 Fly-tipping/Litter

*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. SERVICES AND AMENITIES**

### **6.1 Withey**

6.1.1 To consider the request from Hookwood Memorial Hall Trust for tree works to be carried out from their insurer to prevent possible future damage to the Hall.

6.1.2 To consider and agree whether to install the cycle racks for Hookwood Memorial Hall, at the location suggested by the Trustees or seek an alternative location.

6.1.3 To consider and agree whether to install the key safe at the location permitted and suggested by the Hookwood Memorial Hall Trustees. Hookwood Memorial Hall require to be moved to enable access for the heating engineers.

### **6.2 Pavilion**

### **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 The Cage**

6.9 Pavement cleaning – update on obtaining quotes for the work.

6.10 Asset Register - To consider and agree if the PC wishes to purchase the Title Deeds and Maps for all the land owned or leased by the PC £39.90 for each piece of land.

## **7. PARISH MATTERS**

### **7.1 Traffic Calming & Car Parks – update**

7.1.1 To consider the new information received by Cllrs Stacey regarding the alternative carpark proposal and agree next steps.

### **7.2 Parish Council Communications**

7.2.1 To re-consider the new position for the noticeboard due to vans parking in front of agreed position.

### **7.3 Community Events and Affairs**

### **7.4 Wickens Orchard**

### **7.5 Community Resilience & Emergency Plan**

7.5.1 SCC Parish & Town Council Community Emergency & Resilience Survey – to agree who will complete the Survey.

7.6 Kings Portrait – to retrospectively approve the ordering of the free King's Portrait and agree where it is to be located.

7.7 Kissing Gates – to agree which type to order.

## **8. GATWICK MATTERS**

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

9.1 To approve 2023/24 End of Year Accounts

9.2 Accounts 2024/25 YTD – update

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9.3 To note payments received and cleared payments March '23

9.4 To note authorised transfers for April '24

9.5 To approve Accounts for payments for April '24

**10. REPORTS FROM REPRESENTATIVES**

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

11.1 To reconsider the PC's decision to publish draft minutes within 14 days of a meeting.

11.2 To reconsider the requirement for the Clerk to conduct weekly Clerk's Surgeries for residents.

11.3 To consider and agree whether the Finance and Staffing Committees are now working groups rather than committees.

**12. ANNUAL PARISH MEETING**

12.1 Update

**13. GOVERNANCE**

13.1 Review of Risk Register

13.2 Review of Asset Register

14.3 To consider whether the Parish Council wishes to follow the guidance from NALC to publish the full internal auditor's report on the website as per guidelines from JPAG 2024 Practitioner's Guide

**14. EMPLOYMENT MATTERS**

**15. PUBLIC COMMENTS**

**16. DATES OF FORTHCOMING MEETINGS**

- Services & Amenities Committee Meeting – **Tuesday, 7<sup>th</sup> May 2024 at 6:30pm**, The Pavilion
- Planning Committee meeting – **Tuesday, 7<sup>th</sup> May at 7:30pm**, The Pavilion, Charlwood
- Annual Parish Council Meeting – **Monday, 20<sup>th</sup> May 2024 at 7:30pm**, The Pavilion, Charlwood
- Annual Parish/Village Meeting – **Thursday, 23<sup>rd</sup> May 2024** at 7pm, The Pavilion, Charlwood

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

*Janette Coulthard*

**Issued 10<sup>th</sup> April 2024**

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