

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

**Members are summoned to attend the Meeting of the Parish Council
for the Charlwood Parish to be held on Monday 17th June 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 or 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 20th May 2024 to be agreed and signed as a true record. Minutes from the Services & Amenities (S&A) Committee meeting of the 11th of June will be signed at the next S&A Committee Meeting (LGA 1972 Sch.12 s41).
4. **PUBLIC QUESTIONS**
5. **PLANNING, HIGHWAYS AND ENVIRONMENT**
 - 10.1 Report of Planning Committee and recommendations on applications to four weeks ending 24th May 2024.
 - 10.2 Development at land west of Reigate Road (Hookwood) – update
 - 10.3 Neighbourhood Plan - update
 - 10.4 Mole Valley Local Plan
 - 10.5 Environmental Matters
 - 10.6 Water Flow Project – update
 - 10.7 Fly-tipping/Litter

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.

6. SERVICES AND AMENITIES

- 11.1 Withey
- 11.2 Pavilion
- 11.3 Recreation Ground
- 11.4 Millennium Field
- 11.5 New leases: Millennium Field and The Withey update if available.
- 11.6 Glebe Field
- 11.7 The Hovel
- 11.8 The Cage

12. PARISH MATTERS

- 12.1 Traffic Calming & Car Parks – update
- 12.2 Parish Council Communications
- 12.3 Community Events and Affairs
- 12.4 Wickens Orchard
- 12.5 Community Resilience & Emergency Plan
- 12.6 Save West of Ifield - To consider a request for a grant of between £500 and £1000 as a contribution to the cost of expert analysis and advice on the detailed Traffic Assessment and underlying modelling to support the campaign.

13. GATWICK MATTERS

- 13.1 To consider Gatwick** Greenspace Partnership Steering Group's invitation to become a funding partner

14. REPORT OF THE RFO/FINANCE COMMITTEE

- 14.1 To approve the accounts for May/June 2024
- 14.2 To note payments received and cleared payments May '24
- 14.3 To note authorised transfers for June '24
- 14.4 To approve Accounts for payments for June '24
- 14.5 Recommendations from the Finance Working Group

15. REPORTS FROM REPRESENTATIVES

16. PROCEDURES AND STANDING ORDERS OF THE COUNCIL

18. GOVERNANCE

- 18.1 Asset Register – to approve the updated Asset Register
- 18.2 Annual Governance and Accountability Return (AGAR) – To complete & approve AGAR Section 1 and approve AGAR Section 2
- 18.3 To consider and agree if the Parish Council would like to convert the Finance Working Group back to a Finance Committee
- 18.4 To agree the dates for the publication of the Notice of Public Rights

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18.4 If the PC agree to the conversion of the Finance Working Group to Committee the PC to agree frequency of meetings.

19. EMPLOYMENT MATTERS

20. AOB

21. PUBLIC COMMENTS

22. DATES OF FORTHCOMING MEETINGS

- Planning Committee meeting – **Tuesday, 2nd July at 7:30pm**, The Pavilion, Charlwood
- Services & Amenities Committee Meeting – **Tuesday, 2nd July 2024 at 6:30pm**, The Pavilion
- Annual Parish Council Meeting – **Monday, 15th July 2024**, Hookwood Memorial Hall, Hookwood, 8:00pm

Janette Coulthard
Clerk to the Council

Janette Coulthard

Issued 12th June 2024

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