



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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PO Box 1009, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 7th of FEBRUARY 2022** commencing at **7.30 pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

Signed: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 1st February 2022

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| 1 | PUBLIC SPEAKING | 19.30-
19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
Recommendation: To receive and agree any apologies for absence and document the reasons for such. | 19.45-
19.45 |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
To receive any disclosure by Members of personal interests in Matters on the Agenda, the nature of the interest and whether the Member regards the interest as personal, prejudicial or pecuniary under the terms of the Revised Code of Conduct for members. | 19.45
19.45 |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 19.45-
19.50 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
Recommendation: To approve the minutes from the Parish Council meeting held on Monday 10 th January 2022. | 19.50-
19.55 |
| 6 | COMMITTEE MINUTES
Recommendation: To adopt the minutes of the Recreation committee meeting held on 27 th April 2021. | 19.55-
19.55 |
| 7 | COUNCILLOR VACANCIES
Recommendation: To receive three applications to join the council and agree if appropriate co-option into the current vacancies. | 19.55-
20.05 |
| 8 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 20.05-
20.15 |
| 9 | CLERK UPDATE
To receive an update from the Clerk on projects, consultations and Parish Council activity. | 20.15-
20.20 |
| 10 | COMMITTEES AND WORKING PARTIES
Recommendations:
10.1 To review the Recreation Committee Membership.
10.2 To adopt the Terms of Reference for the Recreation Committee
10.3 To agree Highways Working Party membership. | 20.20-
20.25 |

- 11 POLICY REVIEW** **20.25-20.30**
 11.1 To receive a recommendation from the Recreation Committee to adopt a Volunteer Policy
 11.2 To receive a recommendation from the Recreation Committee to adopt the revised Flag Policy.

- 12 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY 2022** **20.30-20.40**

12.1 To receive an update on submitted responses/consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/21/2876	Tesco Superstore Wickhurst Lane	Erection of 1x 42" LCD media screen and 2x non-illuminated flag pole signs (Retrospective).
DC/22/0120	20 Heydon Way	Conversion of existing attached garage to form habitable accommodation with associated external alterations

12.2 **Land at Lower Broadbridge Farm** – to consider the letter dated 11th January from DMH Stallard regarding the promotion of the site for up to 300 dwellings and to receive a copy of a letter of response from Slinfold Parish Council.

- 13 FINANCE AND ESTABLISHMENT** **20.40-20.50**
 To consider and if appropriate approve the following:
 13.1 Ratification of Payments lists for December 2021, January and February 2022
 13.2 Finance Update
 To receive an update from the Clerk.

- 14 RATIFICATION OF DELEGATED DECISIONS** **20.50-20.55**
 Recommendation: To ratify decisions reached using the council's scheme of delegation.

- 15 PLAY AREAS AND OPEN SPACES** **20.55-21.00**
 15.1 VILLAGE CENTRE RECREATIONAL GROUND ACCESS
 To receive an update on the proposed vehicular access project.
 15.2 VILLAGE CENTRE PLAY AREA PROJECT
 To receive an update on the play area project and agree any next steps.
 15.3 THE DUCKY
 To consider quotations for water testing and approve if appropriate.

- 16 WICKHURST GREEN AND SOLOMONS SEAL** **21.00-21.05**
 Recommendation: To receive an update and agree any appropriate action in relation to -
 16.1 the adoption of the Wickhurst Green Parcels of Land
 16.2 the adoption of the Weston Avenue allotments.

- 17 TREE SURVEY** **21.05-21.10**

Recommendation: To receive 3 quotes for a tree survey and approve to appoint a contractor for a Spring inspection.

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| 18 | GRASS CUTTING CONTRACT FOR 2022/23
Recommendation: To receive quotes for the 2022/23 grass cutting and grounds maintenance season and approve to appoint a contractor. | 21.10-
21.15 |
| 19 | GRANT APPLICATION
Recommendation: To consider and approve if appropriate a grant application from BBH magazine. | 21.15-
21.20 |
| 20 | AGE UK AND 4 THE YOUTH SERVICES
Recommendations:
20.1 To receive an update for the service provisions.
20.2 To consider and approve if appropriate the continuation of services of the Age UK Village Agent for 2022/23. | 21.20-
21.25 |
| 21 | PLATINUM JUBILEE
To receive recommendations from the Recreation Committee in relation to proposals for the Platinum Jubilee. | 21.25-
21.30 |
| 22 | PARISH OFFICE
Recommendations:
22.1 To receive an update on progress with the facilities setup at the office.
22.2 To approve the recommended contractors for submission of an initial Section 106 application from HDC. | 21.30-
21.35 |
| 23 | ACTION PLAN
Recommendation: To review and approve the draft Action Plan. | 21.35-
21.40 |
| 24 | SOCIAL MEDIA
Recommendation: To agree Social Media Messages from the meeting. | 21.40-
21.45 |
| 25 | RECRUITMENT AND STAFFING**
Recommendation: To approve an additional meeting of the Personnel Committee on Tuesday 15 th February. | 21.45 |
| 26 | DATES OF NEXT MEETINGS:
Personnel Committee – Tuesday 15 th February 2022
Finance and Establishment Committee – 21 st February 2022
Parish Council Meeting – 7 th March 2022
Recreation Committee – 28 th March 2022 | 21.45 |

** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 ss100, and because of the confidential nature of the business to be transacted, the public and press may be required to leave the meeting during the consideration of these items.