



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)



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Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 3<sup>rd</sup> of OCTOBER 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) – 28<sup>th</sup> August 2022**

- |           |  |                    |
|-----------|--|--------------------|
| <b>1</b>  | <b>PUBLIC SPEAKING</b>   | <b>19.30-19.45</b> |
| <b>2</b>  | <b>APOLOGIES AND REASON FOR ABSENCE</b><br>Recommendation: To receive and agree any apologies for absence and document the reasons for such.   | <b>19.45-19.45</b> |
| <b>3</b>  | <b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b><br>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. | <b>19.45-19.45</b> |
| <b>4</b>  | <b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b><br>To receive announcements from the Chairman of the Council.   | <b>19.45-19.50</b> |
| <b>5</b>  | <b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b><br>Recommendation: To approve the minutes from the Parish Council meeting held on Monday 5 <sup>th</sup> September 2022.   | <b>19.50-19.55</b> |
| <b>6</b>  | <b>COMMITTEE MINUTES</b><br>Recommendation: To receive and adopt the minutes from the Personnel Committee Meeting held on Monday 27 <sup>th</sup> June 2022.   |                    |
| <b>7</b>  | <b>COUNTY AND DISTRICT COUNCILLORS REPORTS</b><br>To receive an update from County and District Councillors.   | <b>19.55-20.00</b> |
| <b>8</b>  | <b>AGE UK</b><br>Recommendation: To receive an update and information relating to the Age UK Village Agent scheme.   | <b>20.00-20.15</b> |
| <b>9</b>  | <b>CLERK UPDATE AND CORRESPONDENCE</b><br>Recommendation: To receive an update from the Clerk on actions, correspondence, projects and Parish Council activity.  | <b>20.15-20.20</b> |
| <b>10</b> | <b>WESTON AVENUE ALLOTMENTS</b><br>Recommendation: To receive an update on the acquisition of the Weston Avenue Allotments and to agree any related additional actions.  | <b>20.20-20.25</b> |
| <b>11</b> | <b>WICKHURST GREEN PARCELS OF LAND</b>   | <b>20.25-20.30</b> |

Recommendation: To receive an update on the acquisition of the parcels of land on the Wickhurst Green developments and to agree any related additional actions.

**12 HIGHWAYS AND FOOTPATHS 20.30-20.35**

Recommendations:

12.1 To receive an update on Highways Working Party activity.

12.2 To agree, if appropriate, the purchase of a SIDS unit, and to agree funding source. To agree associated SSE lamp-post applications.

**13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2022 20.35-20.40**

Recommendation: To receive an update and agree the Parish Council's response to Horsham District Council on the following planning application:

| Application | Address   | Details   |
|-------------|---|---|
| DC/22/1503  | Wellcross Farm<br>Five Oaks Road<br>Slinfold West<br>Sussex | Reserved Matters application for the provision of Phase 1 of Land at Wellcross Farm to provide a Continuing Care Retirement Community with 47 units of accommodation (C2), communal facilities and new ancillary buildings (including energy centre, bin store, maintenance store and substation) with access, infrastructure, open space, landscaping and associated works (pursuant to condition 5 of outline planning permission DC/19/1897 Outline application for the erection of a continuing care retirement community of up to 141 units of accommodation (C2 Use) and community facilities including restaurant, cafe, shop, hairdressers, spa and clinical consultation / treatment suite, with access, infrastructure, open space, landscaping and associated works (all matters reserved except for access)). |

**14 FINANCE AND ESTABLISHMENT 20.40-20.50**

Recommendations:

14.1 Ratification of Payments lists for October 2022

14.2 Finance Update - To receive an update from the Clerk.

14.3 Ratification/Authorisation of additional hours worked during September

14.4 External Audit 2021/22 – To note the Notice of Conclusion of Audit.

**15 COMMUNITY INITIATIVES 20.50-21.00**

Recommendations:

15.1 To receive and consider a proposal to setup a 'Warm Space' for a trial period and to agree associated expenditure.

15.2 To consider setting up a Parish Community Fund EMR when budget setting for 2023/24.

**16 TREE WORKS 21.00-21.05**

Recommendations:

To receive quotes and to approve to appoint a contractor to carry out the tree works identified in the Spring survey.

**17 RECREATION 21.05-21.15**

Recommendations:

17.1 To receive and consider a recommendation to replace the bin the in Village Centre Play Area with a standard covered bin.

17.2 To agree a budget for expenditure on Christmas trees for the Parish Office.

- 17.3 To ratify the agreed dates for the Shayler's Funfair  
 17.4 To consider a Christmas event as approved in council's Action Plan  
 17.5 To approve a budget for Parish Council entry to the village Scarecrow competition.  
 17.6 To consider and agree next steps for the Wildflower verges 21.15-21.25
- 18 CIVILITY AND RESPECT**  
 Recommendation: To pass a resolution to sign up to the civility and respect pledge. 21.25-21.35
- 19 PARISH COUNCIL INSURANCE**  
 Recommendation: To receive an update on renewal and agree any appropriate actions. 21.35-21.40
- 20 PERSONNEL COMMITTEE RECOMMENDATIONS\*\***  
 Recommendation: To receive and approve, if appropriate, recommendations from the Personnel Committee.
- 21 DATES OF NEXT MEETINGS:**  
 21.1 To approve the schedule of meeting dates for 2023.  
 21.2 To note next scheduled meetings:
- Finance and Establishment Committee** – Monday 17<sup>th</sup> October – 19:45  
**Parish Council Meeting** - Monday 7<sup>th</sup> of November – 19:30  
**Recreation Committee** – Monday 28<sup>th</sup> November – 19:45  
**Personnel Committee** – Monday January 19:45  
**Allotments Sub-Committee meeting** (TBC)

\*\*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 certain agenda items.