



Broadbridge Heath Parish Council

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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 13th of FEBRUARY 2023** 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) – 8th February 2023

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| 1 | PUBLIC SPEAKING | 19.30-
19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
To receive and agree any apologies for absence and document the reasons for such. | |
| 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. | |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meeting held on Monday 5 th December 2022. | 19.45-
19.45 |
| 6 | COMMITTEE MINUTES
To receive and adopt the minutes from the:
6.1 Allotment Sub-Committee meeting held on 1 st November 2022
6.2 Personnel Committee meeting held on 26 th September 2022
6.3 Finance and Establishment meeting held on 14 th of November 2022 | 19.45-
19.50 |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 19.50-
20.00 |
| 8 | AGE UK VILLAGE AGENT SCHEME
To receive and consider a revised funding proposal for Age UK Village Agent services for 2023/24. | 20.00
20.10 |
| 9 | 4 THE YOUTH
To receive and consider a revised funding proposal for Youth Services for 2023/24. | 20.10-
20.20 |
| 10 | VILLAGE CENTRE**
Recommendations:
10.1 To review the revised Section 297 agreement
10.2 To receive an update following a meeting and correspondence with the Village Centre Trustees and agree any appropriate actions. | 20.20-
20.30 |

10.3 To receive an update on the Monster Playpark project and agree any additional funding.

- 12 WICKHURST GREEN PARCELS OF LAND**** **20.30-20.40**
 To receive an update on the acquisition of SL, SL6 and SL9 and agree any actions as appropriate.

RECREATION

- 13 GROUNDS MAINTENANCE CONTRACT 2023** **20.40-20.45**
 To receive quotes for 2023 annual grass cutting and grounds maintenance and approve a contractor.

- 14 CRICKET CLUB LEASE**** **20.45-20.55**
 Recommendations:
 14.1 To agree amendments to progress the lease to final draft
 14.2 To agree delegations to complete and sign the lease

- 15 ALLOTMENTS** **20.55-21.00**
 To consider alternative shed provision at Weston Avenue and agree optimal provision.

- 16 AMENDMENTS TO TERMS OF REFERENCE** **21.00-21.00**
 To approve amended Terms of Reference for the Recreation and Environment Committee following previously agreed amendments to Financial Regulations.

- 17 LITTER WARDEN** **21.00-21.05**
 To agree a response to a request from a resident for the re-introduction of a Litter Warden in the village.

- 18 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY 2023** **21.05-21.10**
 Recommendation: To receive an update on the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/22/2306	22 Old Guildford Road	Erection of a two-storey side extension.
DC/23/0027	1 Pinewood Close	Erection of a first floor side extension and partial conversion of integral garage to form habitable space with associated external alterations.

- 19 FINANCE** **21.10-21.20**
 Recommendations:
 19.1 To agree/ratify the payments list for December 2022 and January 2023 invoices
 19.2 To ratify/Authorise additional hours worked during January.
 19.3 To receive a grant application from Kinderroos
 19.4 To receive a grant application from BBH Gala Association
 19.5 To receive a recommendation from the Finance and Establishment Committee for an Officer Charge Card and progress as appropriate.

- 20 ESTABLISHMENT** **21.20-21.30**
 Recommendations-
 20.1 To approve items for an additional Section 106 application for the Parish Office.

- 20.2 To approve amendments to the Parish Office cleaning contract
20.3 To receive an update on the gas supply provision at the Parish Office

21 HIGHWAYS AND FOOTPATHS **21.30-**
To receive an update on highways and footpaths related matters and **21.35**
projects following a recent meeting with WSCC Highways Area Manager
and to agree any appropriate actions.

22 DATES OF NEXT MEETINGS:
To note next scheduled meetings:

Recreation Committee – Mon 27th February– 19:45

Parish Council Meeting – Mon 6th March – 19:30

Finance and Establishment Committee – Mon 24th April – 19:45

Personnel Committee – Mon 17th July – 19:30

Allotments Sub-Committee – Mon 17th July 20:30

**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.