



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



clerk@broadbridgeheath-pc.gov.uk



01403 900665

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 3rd of APRIL 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) – 28th March 2023

- | | | |
|-----------|--|-------------------------|
| 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 6 th March 2023. | 19.45-
19.45 |
| 6 | COMMITTEE MINUTES
None | 19.45-
19.50 |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 19.50-
20.00 |
| 8 | CLERK UPDATE
To note the update on actions and activities since the last meeting. | 20.00-
20.05 |
| 9 | WICKHURST GREEN PARCELS OF LAND
9.1 To receive an update on progression of the transfers of SL5, SL6 & SL9 and agree any appropriate actions.
9.2 School site – To review ideas collated by members and agree a response to the invitation to submit ideas on the future of the Wickhurst Green school site. | 20.05
20.15 |
| 10 | VILLAGE CENTRE**
To receive an update on correspondence and agree any appropriate actions. | 20.15-
20.20 |
| 11 | POLICY REVIEW
11.1 To consider proposed amendments to the Social Media Policy
11.2 To review and adopt a Display Screen User Policy | 20.20-
20.25 |

- 12 COMMUNITY EVENTS** **20.25-20.30**
- 12.1 To receive an update on the Gala association events and Annual Parish meeting and confirm Councillor attendance and roles.
- 12.2 To receive an update on proposals for the format of the Annual Parish Meeting

- 13 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH 2023** **20.30-20.40**

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

Application	Address	Details
DC/23/0079	70 Churchill Way	Part-conversion of the existing garage to form a study with associated external alterations (Retrospective)
Dc/22/2349	161 Churchill Way	Conversion of garage to form habitable space with associated external alterations.
DC/23/0284	57 Churchill Way	Conversion of existing detached garage into habitable space with associated external alterations.

- 14 FINANCE** **20.40-20.50**
- Recommendations:
- 14.1 To agree/ratify the payments list for March 2023 invoices
- 14.2 To ratify/Authorise additional hours worked during March
- 14.3 Finance Update
- To receive an update from the Clerk.
- 14.4 Bank Reconciliation
- To receive and sign the bank reconciliations.
- 14.5 To receive a grant application from Kent, Surrey and Sussex Air Ambulance
- 14.6 To receive a grant application from Victim Support
- 14.7 To receive a grant application from Broadbridge Heath Magazine
- 14.8 To receive a grant application from The Village Centre

- 15 HIGHWAYS AND FOOTPATHS** **20.50-20.55**
- Recommendations:
- 15.1 To receive an update on the response to WSCC on suitable and generally acceptable locations for Electric Vehicle charging points in the parish.
- 15.2 To receive an update on outstanding Highways matters

- 16 PARISH COUNCIL ACTION PLAN** **20.55-21.05**
- To receive an update on the Action Plan and a proposal for next steps.

- 17 ALLOTMENTS** **21.05-21.15**
- 17.1 To receive a quote for the ground preparation of SL6 and agree next steps.
- 17.2 To receive an update on plot allocation at Weston Avenue and consider further plot allocation from the waiting list.

18	4 THE YOUTH CONTRACT To agree the Youth Services Contract and Specification	21.15- 21.20
19	COMMUNITY SURVEY To review a draft residents' survey and approve delegation to the officers to publish and collate responses.	21.20- 21.25
20	RECRUITMENT AND STAFFING** To receive a recommendation in relation to annual leave.	21.25- 21.30
21	SOCIAL MEDIA UPDATE To agree social media messages from the meeting.	21.30- 21.35
22	DATES OF NEXT MEETINGS: Allotments Sub-Committee – Mon 17 th April 19:45 Annual Parish Meeting – Monday 20 th April - 18:00-20:30 Finance and Establishment Committee – Mon 24 th April – 19:45 Parish Council Meeting – Mon 15 th May – 19:30 Recreation Committee – Mon 19 th June– 19:45 Personnel Committee – Mon 17 th July – 19:30	

**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.