



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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To all Councillors - **You are hereby summoned to the MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **MONDAY 4th of September 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: *L Edwards*

Lucinda Edwards (Clerk) – 30th August 2023

Members of press and public welcome

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| 1 | PUBLIC SPEAKING | 19:30 |
| 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 from members. | |
| 4 | CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chair of the Council. | 19:45 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meeting held on Monday 3 rd July 2023. | 19:50 |
| 6 | COUNCILLOR VACANCIES
To receive applications to join the council and agree if appropriate co-option into the current vacancies. | 19:50 |
| 7 | COUNTY AND DISTRICT COUNCILLORS' REPORTS
To receive an update from County and District Councillors | 20:00 |
| 8 | OFFICERS UPDATES AND CORRESPONDENCE
To note the written updates and receive correspondence. | 20:10 |
| 9 | POLICY
To review and adopt, if appropriate:
9.1 Amendments to the Risk Management Scheme
9.2 Internal Controls Document
9.3 Volunteer Policy
9.4 Allotment Waiting List Policy | 20:15 |
| 10 | WICKHURST GREEN PARCELS OF LAND
To receive a recommendation to pass a consolidated resolution in relation to the acquisition of parcels of land on the Wickhurst Green development and their associated commuted sums. | 20:25 |
| 11 | VILLAGE CENTRE**
11.1 To receive an update from the PC representative
11.2 To receive an update on the S297 agreement | 20:30 |
| 12 | FACILITIES
12.1 To receive an update on the Cricket Club pavilion survey and proposed actions
12.2 To approve use of the Parish Office as a polling station per correspondence received from the returning officer at Horsham District Council | 20:35 |

- 12.3 To approve use of the Parish Office by Horsham District Wellbeing as a Wellbeing Outreach Clinic once a month on a Wednesday from 1pm to 5pm.
- 13 RECREATION AND ALLOTMENTS 20:40**
- 13.1 To agree a communication to all Weston Avenue plots holders asking of their interest in becoming an Allotment Association representative.
- 13.2 To receive and consider a quote for the cut and collect of the wildflower verges, to include the newly adopted areas of Broadbridge Way
- 13.3 To approve a quote of £395 to inspect and report on the long leylandii hedge at the Village Centre, following receipt of the signed S297 agreement
- 13.4 To receive reports on recent incidents at open spaces, actions taken and recommendations**.
- 13.5 To consider a recommendation to delegate to the Deputy Clerk to respond to raised bed allotment holders regarding individual composting units.
- 14 FINANCE AND ESTABLISHMENT 21:55**
- 14.1 To agree/ratify the payments list for July and August 2023 invoices
- 14.2 To ratify/Authorise additional hours worked during July and August**
- 14.3 To receive and consider a grant application from 4 Sight Vision
- 14.4 To note correspondence from the Internal auditor offering a long-term 3-year agreement for the provision of internal audit services
- 14.5 To agree a date for budget setting Finance and Establishment Committee meeting and consider a recommendation in relation to budget preparation.
- 15 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JULY AND AUGUST 2023 21:10**
- 15.1 To consider feedback from the residents' drop-in session in relation to DC/23/1133 – Broadbridge Retail Park
- 15.2 To ratify responses already submitted to, and consider the Parish Council's response to Horsham District Council on the following planning applications (further details on Parish Council website):

APPLICATION N	ADDRESS	DETAILS
DC/23/1303	139 Churchill Way	Conversion of loft including a pitched roof dormer to the rear and installation of rooflights on the front roof slope.
DC/23/1133	Highways Depot A24 Exit Slip Road	Demolition of existing buildings, erection of two retail units (Class E(a)), a drive-thru coffee shop (Class E(b)) and drive-thru restaurant (Sui Generis) with associated parking, access, servicing, signage, landscaping and offsite habitat creation
DC/22/1052	Lower Broadbridge Farm	Appeal
DC/23/0470	7 Palmer Avenue	Conversion of part of existing garage into utility room.
DC/23/1329	20 Mulberry Gardens	Surgery to 1 x Oak
DC/23/1403	Land at Broadbridge Heath Retail Park Wickhurst Lane	Installation of 6 No. fascia signs, 3 No. booth lettering signs and 1 No. digital booth screen
DC/23/1423	1 Brown Close	Conversion of loft to form habitable space including the installation of 1 no pitched roof dormer to front and 2 nos velux windows on front and rear roof and removal of chimney
DC/23/0652	40 Carter Drive	Part conversion of garage to form home office. Installation of a door to the side elevation of existing garage (appeal)

DC/23/1529	10 Palmer Avenue	Erection of a timber framed garden room to garden
DC/23/1568	Garden House 98A Billingshurst Road	Surgery to 1x Horse chestnut

16 **EVENTS AND COMMUNITY** **21:20**

- 16.1 Three Tiers Surgeries – to agree dates and attendance if applicable
- 16.2 To receive updates from Age UK and 4 The Youth and agree any appropriate actions.
- 16.3 To agree any representation attendance at Youth Club and Cuppa and Chat sessions
- 16.4 To agree a Litter Picking event, and attendance at on Saturday 7th October
- 16.5 To receive and consider a proposal to allow Sussex Green Living (SGL) to provide a pop-up roadshow at the Parish Office on 14th October
- 16.6 To ratify the decision to approve for Shayler's funfair to visit Broadbridge Heath from 24th September to 1st October

17 **PERSONNEL MATTERS**

To receive recommendations in relation to officer training

18 **SOCIAL MEDIA** **21:35**

To agree social media posts from the meeting. Suggested topics:

- Funfair dates
- Litter Picking Event
- Planning response to DC/23/1133

19 **DATE OF NEXT MEETINGS AND NOTABLE DATES:** **21:40**

Three Tier Councillor Surgery – Tuesday 26th September -10am – 12pm
 Litter Picking Event – Saturday 7th October
 Sussex Green Living roadshow – Saturday 14th October
 Next Parish Council meeting – Monday 2nd October 2023 – 19:30
 Finance and Establishment Committee meeting – date 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 will be required to leave the meeting during the consideration of these items