



# Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://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 2<sup>nd</sup> of October 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) – 27<sup>th</sup> September 2023

## Members of press and public welcome

- |    |  |       |
|----|--|-------|
| 1  | <b>PUBLIC SPEAKING</b>   | 19:30 |
| 2  | <b>APOLOGIES AND REASON FOR ABSENCE</b><br>To receive and agree any apologies for absence and document the reasons for such.   |       |
| 3  | <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 from members. |       |
| 4  | <b>CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b><br>To receive announcements from the Chair of the Council.   | 19:45 |
| 5  | <b>MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</b><br>To approve the minutes from the Parish Council meeting held on Monday 3 <sup>rd</sup> July 2023.  | 19:50 |
| 6  | <b>COUNCILLOR VACANCIES</b><br>To receive applications to join the council and agree if appropriate co-option into the current vacancies.  | 19:50 |
| 7  | <b>COUNTY AND DISTRICT COUNCILLORS' REPORTS</b><br>To receive an update from County and District Councillors   | 20:00 |
| 8  | <b>OFFICERS UPDATES AND CORRESPONDENCE</b><br>To note the written updates and receive correspondence.  | 20:10 |
| 9  | <b>POLICY</b><br>To delegate to the Clerk to update all policies requiring no change, noting any remaining policies requiring change will be circulated ahead of the next meeting, for adoption at that meeting.   | 20:15 |
| 10 | <b>WICKHURST GREEN PARCELS OF LAND</b><br>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.   | 20:20 |
| 11 | <b>VILLAGE CENTRE**</b><br>11.1 To receive an update from the PC representative<br>11.2 To receive considerations relating to the management and maintenance of the recreation ground  | 20:30 |
| 12 | <b>FACILITIES</b><br>12.1 To delegate to officers to arrange removal of the trailer<br>12.2 To receive a recommendation for the addition of a shed to the Parish Office outside space  | 20:40 |
| 13 | <b>RECREATION AND ALLOTMENTS</b><br>13.1 Annual Play Area Inspections<br>13.1.1 To note the annual play inspection report  | 20:45 |

13.1.2 To consider a recommendation to remove the cantilever swing from the unit at Charrington Way

13.2 To receive a recommendation to carry out repair works to the pathway at The Common

13.4 To approve amendments to the Allotment Waiting List Policy

**14 FINANCE AND ESTABLISHMENT**

**20:55**

14.1 To ratify the payments list for July, August and September 2023 invoices

14.2 To ratify/Authorise additional hours worked during July, August and September\*\*

14.3 To receive and consider a grant application from 4 Sight Vision

14.4 To note correspondence from the Internal auditor for the provision of internal audit services and agree appointment

14.5 To receive end of Quarter 2 finance reports

14.6 To receive and approve the Qtr2 bank reconciliation

14.7 To note the Qtr1 and Qtr2 VAT return

14.8 To note the External Auditor report for 2022/23.

14.9 To agree a date for budget setting Finance and Establishment Committee meeting and consider a recommendation in relation to budget preparation.

14.10 To agree amendments to the Co-Op bank mandate

14.11 To formally note the Parish Council's loss of General Power of Competence

**15 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JULY/AUGUST/SEPTEMBER 2023**

**21:10**

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 ): [Planning - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](https://www.broadbridgeheath-pc.gov.uk)

APPLICATION	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
DC/23/1185	43 Low Weald Lane	Relocation and extension of a 2.4m high fence along part of the northern boundary and erection of a carport
DC/23/1413	67 Cook Way	Erection of car port to front of property with 12 x solar panels to roof. Erection of garden shed in rear garden.
DC/23/1404	Land Between Tesco Superstore, Council Depot and To The Rear of Retail Park Wickhurst	Installation of a 12 mtr free standing totem sign.
DC/23/1405	Land Between Tesco Superstore, Council Depot and To The Rear of Retail Park Wickhurst	Installation of various site signage

**16 PERSONNEL MATTERS\*\* 21:20**

To receive recommendations from the personnel committee

**17 DATE OF NEXT MEETINGS AND NOTABLE DATES: 21:30**

Litter Picking Event – Saturday 7<sup>th</sup> October

Sussex Green Living roadshow – Saturday 14<sup>th</sup> October

Next Parish Council meeting – Monday 6<sup>th</sup> November 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