



# 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 5<sup>th</sup> of February 2024** 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) – January 30<sup>th</sup> 2024**

## Members of press and public welcome

- |           |   |              |
|-----------|---|--------------|
| <b>1</b>  | <b>PUBLIC SPEAKING</b>  | <b>19:30</b> |
| <b>2</b>  | <b>APOLOGIES AND REASON FOR ABSENCE</b><br>To receive and agree any apologies for absence and document the reasons for such.  |              |
| <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 from members.  |              |
| <b>4</b>  | <b>CHAIR'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b><br>To receive announcements from the Chair of the Council.  | <b>19:45</b> |
| <b>5</b>  | <b>MINUTES OF PREVIOUS MEETINGS</b><br>5.1 Recommendation: To approve the minutes from the Parish Council meeting held on Monday 4 <sup>th</sup> December 2023.<br>5.2 Recommendation: To adopt the minutes of the Personnel Committee meeting held on Monday 13 <sup>th</sup> November 2023.   | <b>19:50</b> |
| <b>6</b>  | <b>COUNTY AND DISTRICT COUNCILLORS' REPORTS</b><br>Recommendation: To receive an update from County and District Councillors  | <b>19:50</b> |
| <b>7</b>  | <b>OFFICERS UPDATES AND CORRESPONDENCE</b><br>Recommendation: To note the written officer updates and receive correspondence.   | <b>20:00</b> |
| <b>8</b>  | <b>COUNCIL DOCUMENTS</b><br>Recommendation: To consider proposed amendments to Financial Regulations following advice of the internal auditor.  | <b>20:05</b> |
| <b>9</b>  | <b>WICKHURST GREEN PARCELS OF LAND</b><br>Recommendations:<br>9.1 To receive a recommendation from the Allotments Sub-Committee in relation to the delays to the acquisition of the allotment site on Churchill Way (SL6).<br>9.2 To consider recommendations in relation to the delays in the acquisitions of parcels of land currently being progressed legally (SL6 – Churchill Way Allotments), SL5 and SL9 (Play areas). | <b>20:10</b> |
| <b>10</b> | <b>CRICKET CLUB</b><br>Recommendations:<br>10.1 To receive quotes obtained in respect of the works required at the pavilion and approve a contractor.<br>10.2 To approve the works schedule and agree the estimate.   | <b>20:20</b> |
| <b>11</b> | <b>AGE UK</b><br>Recommendations:<br>11.1 To receive and note the Quarter 3 Age UK report<br>11.2 To note the withdrawal of the Village Agent role by Age UK, with effect from 1 <sup>st</sup> April 2024.  | <b>20:30</b> |

- 12 GALA ASSOCIATION VILLAGE FETE 20:35**  
Recommendations  
12.1: To approve the request received by the Gala Association to hold the annual village summer fete at The Common on Saturday 6<sup>th</sup> July 2024.  
12.2 To delegate to the Recreation Committee to consider further decisions relating to the fete.
- 13 FINANCE AND ESTABLISHMENT 20:40**  
Recommendations:  
13.1 To ratify the payments list for December 2023, January 2024 invoices  
13.2 To receive an update from the Finance and Establishment committee.  
13.3 To receive Committee recommendations on Earmarked Reserves movements.  
13.4 To consider a grant application from Broadbridge Heath Gala Association
- 14 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN DECEMBER 2023 AND JANUARY 2024 20:50**  
14.1 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://broadbridgeheath-pc.gov.uk/Planning)
- | APPLICATION | ADDRESS                      | DETAILS  |
|-------------|------------------------------|--|
| DC/23/2074  | High Wood Hill Sports Ground | Stadium upgrades including additional capacity for 50 seated spectators, 50 standing spectators and spectator toilets. Construction of additional changing room. Installation of perimeter pitch fencing and alterations to existing stadium perimeter fencing. Additional turnstile adjacent to existing. |
- 14.2 Horsham District Local Plan Regulation 19 Consultation  
Recommendation: To agree a Parish Council response to the consultation.
- 15 CHARRINGTON WAY RECREATION GROUND 21:00**  
Recommendation:  
15.1 To receive an indicative timeline for the project.  
15.2 To agree delegations to progress the project.
- 16 COUNCIL PRIORITIES 21:10**  
Recommendation: To review council project and action priorities.
- 17 PERSONNEL 21:15**  
To receive a recommendation from the Personnel Committee.
- 18 VILLAGE CENTRE\*\* 21:20**  
Recommendations:  
18.1 To receive an update from the elected PC representative and agree any appropriate actions.  
18.2 To consider future management and maintenance of the recreation ground and agree any action as appropriate.
- 19 DATE OF NEXT MEETINGS AND NOTABLE DATES: 21:35**  
To note the below meeting dates:  
Recreation Committee - Monday 26<sup>th</sup> of February – 7:45pm  
Parish Council meeting – Monday 4<sup>th</sup> March 2024 – 7:30pm  
Finance & Establishment Committee - Monday 15<sup>th</sup> of April 2024 – 7:45pm  
Personnel Committee - Monday 18<sup>th</sup> November – 8:30pm

\*\* 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 these items.