



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



admin@broadbridgeheath-pc.gov.uk



01403 900665

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 March 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) – February 27th 2024

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 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 PREVIOUS MEETINGS
To approve the minutes from the Parish Council meeting held on Monday 5 th February 2024. | 19:50 |
| 6 | COUNTY AND DISTRICT COUNCILLORS' REPORTS
Recommendation: To receive an update from County and District Councillors | 19:50 |
| 7 | OFFICERS UPDATES AND CORRESPONDENCE
Recommendation:
7.1 To note the written officer updates and receive correspondence.
7.2 To note the resignation of the Community and Facilities Officer and a proposed Personnel Committee meeting. | 20:00 |
| 8 | LAND OWNERSHIP AND MAINTENANCE
Recommendation:
8.1 To receive correspondence from Horsham District Council inviting the parish council to consider options surrounding the transfer of ownership/maintenance of a small site of verge/hedge on Pelling Way.
8.2 To receive and consider a motion request with a proposal related to agenda item 8.1 and a proposal to set up a policy for the Parish Council's handling of adopting small private areas of land. | 20:05 |
| 9 | WICKHURST GREEN PARCELS OF LAND
Recommendations:
9.1 To note the correspondence sent to The Vistry Group
9.2 To consider correspondence with Horsham District Council in relation to the Section 106 agreements. | 20:30 |
| 10 | VILLAGE CENTRE**
Recommendations:
10.1 To note the Recreation Committee recommendation to proceed with general grounds maintenance, to include grass cutting and play area management only, of the Village Centre recreation ground in the absence of a S297 agreement.
10.2 To note the date of the informal discussion with the Village Centre Trustees regarding the future maintenance of the recreation ground. | 20:45 |

11 COUNCIL PRIORITIES AND RESOURCE 20:55

Recommendations:

11.1 To note the change in staffing resource and impact on projects/activities progress

11.2 To review council project and action priorities.

12 POLICIES 21:05

Recommendations:

12.1 To adopt the following new policies, based on NALC/SLCC templates:

- 12.1.1 SIDS Policy
- 12.1.2 Vexatious Complaints Policy
- 12.1.3 Privacy Notice

12.2 To receive a recommendation from the Recreation Committee to adopt a revised Flag Policy

13 FINANCE AND ESTABLISHMENT 21:15

Recommendation: To ratify the payments list for February 2024 invoices

14 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN FEBRUARY 2024 21:20

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://www.broadbridgeheath-pc.gov.uk)

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://www.broadbridgeheath-pc.gov.uk)

APPLICATION	ADDRESS	DETAILS
DC/24/0139	1 Gratwick End	Conversion of loft into habitable living space with the installation of roof lights and rear dormer
DC/24/0179	2 Wakeford Lane	Conversion of loft into habitable space including 1No front dormer and roof lights to the rear

14.2 Horsham District Local Plan Regulation 19 Consultation

Recommendation: To note the submitted Parish Council response to the consultation.

19 DATE OF NEXT MEETINGS AND NOTABLE DATES: 21:30

19.1 To note the below meeting dates:

Personnel Committee - Monday 11th March – 7:45pm

Parish Council meeting – Monday 8th April 2024 – 7:30pm

Finance & Establishment Committee - Monday 15th of April 2024 – 7:45pm

Recreation Committee - Monday 17th of June – 7:45pm

19.2 To note the below notable dates:

- Tuesday 5th March - 4:30-6:30pm
Charrington Way Project Drop in/PCSO session – Parish Office
- Wednesday 20th March
1:30pm - WSCC Highways informal briefing – Parish Office
5:30-7:30 - Parish/Neighbourhood Council Planning Training
- Tuesday 26th March – 6:00-8:00pm
Defibrillator Training – Parish Office
- Wednesday 10th April – 10:30-3:00pm
Litter picking event – Parish Office

** 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.