



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 8th of April 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) – April 2nd 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 PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meeting held on Monday 4 th March 2024. | 19:50 |
| 6 | COMMITTEE MINUTES
To receive and adopt the minutes from the Personnel Committee meetings held on Monday 29 th January and Monday 11 th March 2024. | |
| 7 | COUNTY AND DISTRICT COUNCILLORS' REPORTS
Recommendation: To receive an update from County and District Councillors | 19:50 |
| 8 | OFFICERS UPDATES AND CORRESPONDENCE
Recommendation: To note the written officer updates and receive correspondence. | 20:00 |
| 9 | WICKHURST GREEN PARCELS OF LAND
Recommendations:
9.1 To receive an update on the progress of the transfers of parcels SL5, SL6 and SL9
9.2 To review and approve the red line boundaries associated with the legal side agreement for all parcels for transfer.
9.3 To note correspondence from The Vistry Group Major Projects and agree any subsequent action/response. | 20:05 |
| 10 | VILLAGE CENTRE**
Recommendations:
10.1 To receive an update following the informal discussions between the Village Centre Trustees and Parish Council members/officers.
10.2 To agree the process and format for a temporary management agreement. | 20:20 |
| 11 | MAINTENANCE
Recommendations:
11.1 To receive a quote for required repairs following fire damage at The Ducky Play Area and consider an insurance claim.
11.2 To approve works to remove the large Oak with a TPO at Singleton Road play area, following safety advice, on receipt of approval from planning. | 20:30 |

- 12 EVENTS AND COMMUNITY 20:35**
 12.1 To receive and agree an updated contract for 4 The Youth services
 12.2 To approve the requested dates for the Shayler Family Funfair 2024
 12.3 To consider a request by the WI to install a large poppy display at the memorial flag pole to commemorate 80 years since the end of World War 2.
 12.4 To ratify approval to loan litter picking equipment to the Brownies for a litter picking event.
 12.5 To consider arrangements for the Annual Parish Meeting
- 13 COUNCIL PRIORITIES 20:45**
 Recommendations:
 To review council project and action priorities.
- 14 POLICIES 20:50**
 Recommendations to review and adopt:
 14.1 the Publication Scheme
 14.2 the Privacy Notice
 14.3 the Risk Management Scheme
- 15 FINANCE AND ESTABLISHMENT 21:00**
 Recommendations:
 15.1 To ratify the payments list for March 2024 invoices
 15.2 To approve banking mandate and signatory forms
 15.3 To receive a grant application from Victim Support
 15.4 To receive a finance update from the Clerk.
- 16 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH 2024 21:15**
 16.1 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 \(broadbridgeheath-pc.gov.uk\)](http://Planning - Broadbridge Heath Parish Council (broadbridgeheath-pc.gov.uk))

APPLICATION	ADDRESS	DETAILS
DC/24/0306	26 Weston Avenue	Conversion of existing garage into habitable space and erection of a single storey side extension
DC/23/2286	Lifestyle Ford Old Guildford Road	Surgery to 1x Oak
DC/24/0361	Land To The Rear of 9 Thelton Avenue	Surgery to 1x Oak
DC/24/0342	Newbridge Nurseries Billingshurst Road	The installation of a substation to serve EV Charging Hubs
DC/24/0362	70 Churchill Way	Erection of a single storey rear extension.
DC/24/0059	Land South East Of 2 And 4 Singleton Road	Fell 1x Common Oak
DC/24/0410	Shell Service Station Old Guildford Road	Removal of one pump island and canopy above and the erection of an EVC Hub, associated plant and associated works
DC/24/0475	Shelley Arms 16 Old Guildford Road	Erection of 4No. dwellings and associated car parking, amenity space and landscaping. Reconfiguration

		of pub car park (re-submission of DC/18/1895)
DC/21/1235	Field Place Estate Byfleets Lane	Creation of access and field gates onto Old Guildford Road (west); excavation of lake; formation of banked means of livestock containment to south and eastern boundaries; and importation and deposit of soil and chalk

16.2 Land at Lower Broadbridge Farm Appeal - Appeal Ref: APP/Z3825/W/23/3321658. To consider the Parish Council's view and thoughts on the possibility of requesting changes to the Parish Boundaries.

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

17.1 To note the below meeting dates:

Finance & Establishment Committee - Monday 22nd April 2024 – 7:45pm
 Parish Council meeting – Monday 13th May 2024 – 7:30pm
 Annual Parish Meeting – Thursday 23rd May – 7pm-9pm
 Recreation Committee - Monday 17th of June – 7:45pm
 Allotments Sub-Committee - Monday 18th November – 7:30pm
 Personnel Committee - Monday 18th November – 8:30pm

17.2 To note the below notable dates:

- Litter picking event – Parish Office - Wed 10th April – 10:30-3:00pm
- Sussex Green Living event – 19th April
- Village Centre Public Meeting – Parish Office – Tues 30th April - 7pm
- Highways liaison session – Parish Office - Wed 1st May 1:30pm
- Elections – Parish office as a polling station – Thurs 2nd May

** 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.