



# 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 3<sup>rd</sup> February 2025** 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 29<sup>th</sup> 2025

## 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 approve any apologies for absence.   | <b>19:45</b> |
| <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>5</b>  | <b>MINUTES OF PREVIOUS MEETINGS</b><br>5.1 Recommendation: To approve the minutes from the Parish Council meeting held on Monday 2 <sup>nd</sup> December 2024.<br>5.2 Recommendation: To adopt the minutes of the Finance and Establishment Committee meetings held on 5 <sup>th</sup> August and 21 <sup>st</sup> October 2024.                              | <b>19:50</b> |
| <b>6</b>  | <b>COUNTY AND DISTRICT COUNCILLORS' REPORTS</b><br>To receive an update from County and District Councillors   | <b>19:55</b> |
| <b>7</b>  | <b>OFFICERS UPDATES AND CORRESPONDENCE</b><br>To note the written officer updates and receive correspondence.  | <b>20:05</b> |
| <b>8</b>  | <b>DEVOLUTION AND PROPOSED UNITARY COUNCILS</b><br>8.1 To note the update on devolution and the proposal to establish new unitary councils to replace Horsham District Council and West Sussex County Council.<br>8.2 To note that the Leader and Chief Executive of Horsham District Council will attend the March Parish Council meeting to discuss further. | <b>20:10</b> |
| <b>9</b>  | <b>POLICIES</b><br>To review and adopt a Document Retention Policy.  | <b>20:20</b> |
| <b>10</b> | <b>COUNCIL STRATEGY</b><br>10.1 To consider a proposal to hold a Business Planning Strategic Session.<br>10.2 To receive a proposal for councillor recruitment strategy, including leaflets and posters; and to consider a brand identity.   | <b>20:30</b> |
| <b>11</b> | <b>RECREATION AND OPEN SPACES</b><br>11.1 To approve the request by the Gala association for use of The Common for the Village Fete on Saturday 5 <sup>th</sup> July.<br>11.2 To receive quotes for grounds maintenance for 2025-26 and approve a contractor.  | <b>20:45</b> |
| <b>12</b> | <b>FINANCE AND ESTABLISHMENT</b><br>Recommendations:<br>12.1 To ratify the payments list for December 2024 and January 2025 invoices.<br>12.2 To approve additional invoices.  | <b>20:55</b> |

12.3 To receive a grant request from the Gala Association

**To receive recommendations from the Finance and Establishment Committee:**

12.4 To utilise the remaining CIL earmarked reserves funding for the Charrington Way project.

12.5 To transfer funds of £2,000 into a new earmarked reserve for Cricket Club expenditure.

12.6 To approve the transfer of commuted sums, in respect of parcels of land SL5, SL6, and SL9 on the Wickhurst Green development, on receipt, to the nationwide instant saver account.

**13 HIGHWAYS AND FOOTPATHS 21:10**

To consider the process for submitting an Operation Watershed application to receive funds for works to the WSCC culvert on Broadbridge Way.

**14 COMMUNITY INITIATIVES 21:15**

To receive a request from the Broadbridge Heath Bombshells to place bunting at the Parish Office to mark World Ovarian Cancer day - 8th May 2025.

**15 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN NOVEMBER 2024 21:20**

15.1 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/24/1412	58 Ellis Road	Erection of a single storey rear extension.
DC/24/1840	45 Cook Way	Conversion of loft into habitable living space with pitched roof dormers to the side elevation.
DC/25/0039	12 Cheesmer Way	Conversion of loft into habitable living space with two rear dormers and one front pitched roof dormer.

**15.2 Highways Depot application DC/23/1133**

To note this application is due to be considered at the meeting of the Horsham District Planning Committee on 4th February 2025.

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

16.1 To note the below scheduled meeting dates:

Allotments sub-committee – Monday 24<sup>th</sup> March – 7:30pm

Personnel Committee - Thursday 6<sup>th</sup> February – 1:00pm

Recreation Committee – Monday 10<sup>th</sup> February – 7:45pm

Parish Council meeting – Monday 3<sup>rd</sup> March – 7:30pm

Finance and Establishment Committee – Monday 28<sup>th</sup> April – 7:45pm

16.2 Notable dates:

Streetlight project installation – week commencing 3<sup>rd</sup> February.

Information Session with Vistry regarding the former school site – Thursday 13<sup>th</sup> February – 11:00am.

\*\* 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.