



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 3rd March 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) – February 26th 2025

Members of press and public welcome

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|-----------|--|--------------|
| 1 | PUBLIC SPEAKING | 19:30 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
To receive and approve any apologies for absence. | 19:45 |
| 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. | |
| 5 | MINUTES OF PREVIOUS MEETINGS
5.1 Recommendation: To approve the minutes from the Parish Council meeting held on Monday 3 rd February 2025.
5.2 Recommendation: To adopt the minutes of the Personnel Committee meeting held on 18 th November 2024.
5.3 Recommendation: To adopt the minutes of the Recreation Committee meeting held on Monday 23 rd September 2024. | 19:50 |
| 6 | DEVOLUTION AND PROPOSED UNITARY COUNCILS
6.1 To receive an update from the Leader and Chief Executive of Horsham District Council.
6.2 To note details of the government consultation on proposals for a Mayoral Combined Authority for Sussex and Brighton. | 19:55 |
| 7 | COUNTY AND DISTRICT COUNCILLORS' REPORTS
To receive an update from County and District Councillors | 20:20 |
| 8 | OFFICERS UPDATES AND CORRESPONDENCE
To note the written officer updates and receive correspondence. | 20:30 |
| 9 | WICKHURST GREEN PARCELS
To receive an update on the transfers of parcels of land SL5, SL6, and SL9 on the Wickhurst Green development and agree any next steps as required. | 20:35 |
| 10 | COUNCILLOR RECRUITMENT CAMPAIGN
10.1 To receive and agree costings for delivery of a single publication.
10.2 To consider any final amendments to the publication and agree the process for completion and delivery. | 20:40 |
| 11 | RECREATION AND OPEN SPACES**
11.1 To receive a request by the Gala association for use of The Village Centre recreation ground for a village picnic on Sunday 8 th June.
11.2 To receive a recommendation from the Recreation Committee following review of received tenders for the Charrington Way recreation ground redevelopment project. | 20:50 |

11.3 To receive a recommendation from the Recreation Committee for a minimum of 3 councillors to support the Village Fete Parish Council stand on Saturday 5th July.

12 FINANCE AND ESTABLISHMENT

21:00

Recommendations:

12.1 To ratify the payments list for February 2025 invoices.

12.2 To note an update on the single light column on Corsletts Avenue and review an associated invoice for payment. To agree any next steps.

12.3 To receive an update on actions relating to the Cricket Club works and the lease renewal and consider recommendations on next steps.

12.4 To receive a recommendation from the Recreation Committee to re-classify Weston Avenue allotment grounds maintenance expenditure for 2024/25 to budget line 4498, allotments.

13 HIGHWAYS AND FOOTPATHS

21:15

To receive an update on correspondence relating to a potential Operation Watershed application and agree next steps.

14 COMMUNITY INITIATIVES

21:20

To receive an update on the WI proposals to install a poppy display at the war memorial and to agree any associated actions.

15 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN FEBRUARY 2025

21:25

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)

APPLICATION	ADDRESS	DETAILS
DC/25/0016	Shelley Arms 16 Old Guildford Road	Erection of 4No. dwellings and associated car parking, amenity space and landscaping, along with re-configuration of pub car park.
DC/25/0227	2 Cheesmer Way	Conversion of loft with 2No small flat roof dormers, installation of 2No rooflights on the front roof slope and erection of a shed to the rear.
DC/25/0208	19 Billingshurst Road	Partial demolition of existing rear structures and erection of a two storey rear extension with extension of the existing rear roof and new dormer window to the front elevation.

16 PERSONNEL COMMITTEE RECOMMENDATIONS**

21:30

To receive recommendations from the Personnel Committee, following the committee meeting held on Monday 6th February:

16.1 To formally acknowledge all Councillors support and respect the staff of the Council and promote their development as officers and employees of the Council.

16.2 The council should ensure that any new services, facilities or projects which it aims to pursue are fully costed, including both financial cost and impact on resourcing to ensure that as the council's potential range of services and facilities continues to grow, the staff resource retains the ability to manage the workload.

16.3 The council adopts a whole council training regime, with 2 full council bespoke training sessions each year, with the first session to in Autumn 2025.

16.4 For expenditure for Human Resource support, and potential locum/mentoring provision to be funded from EMR391.

17.1 To agree the date for the Annual Parish Meeting and consider inviting a guest speaker.

17.2 To note the below scheduled meeting dates:

Allotments sub-committee – Monday 24th March – 7:30pm

Personnel Committee – Monday 24th March – 8:30pm

Parish Council meeting – Monday 31st March – 7:30pm

Finance and Establishment Committee – Monday 28th April – 7:45pm

Recreation Committee – Monday 9th June – 7:45pm

** 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.