



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 31st 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) – March 26th 2025

Members of press and public welcome

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|-----------|---|--------------|
| 1 | PUBLIC SPEAKING | 19:30 |
| 2 | APOLOGIES AND REASON FOR ABSENCE | 19:45 |
| | To receive and approve any apologies for absence. | |
| 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 | 19:50 |
| | 5.1 Recommendation: To approve the minutes from the Parish Council meeting held on Monday 3 rd March 2025. | |
| | 5.2 Recommendation: To adopt the minutes of the Allotments Sub-Committee meetings held on 29 th January 2024 and 18 th November 2024. | |
| | 5.3 Recommendation: To adopt the minutes of the Personnel Committee meeting held on 18 th November 2024. | |
| | 5.4 Recommendation: To adopt the minutes of the Recreation and Environment Committee meeting held on 10 th February 2025. | |
| 6 | COUNTY AND DISTRICT COUNCILLORS' REPORTS | 19:55 |
| | Recommendation: To receive an update from County and District Councillors | |
| 7 | OFFICERS UPDATES AND CORRESPONDENCE | 20:05 |
| | Recommendation: To note the written officer updates and receive correspondence. | |
| 8 | HIGHWAYS AND FOOTPATHS | 20:10 |
| | To discuss issues relating to Sargent Way and agree any next steps. | |
| 9 | DEVOLUTION AND PROPOSED UNITARY COUNCILS | 20:20 |
| | Recommendation: To note collated comments from members in response to the government consultation on proposals for a Mayoral Combined Authority, and to agree any Parish Council response. | |
| 10 | YOUTH SERVICES CONTRACT | 20:30 |
| | Recommendation: To receive and consider a funding proposal for Youth Services for 2025/26. | |
| 11 | MP UPDATE | 20:35 |
| | 11.1 To receive an update following the Chairs meeting with MP John Milne. | |
| | 11.2 To receive follow up correspondence from MP John Milne. | |
| | 11.3 To note the request for the MP to hold a surgery at the Parish Office and agree any charges. | |
| 12 | WICKHURST GREEN PARCELS | 20:45 |
| | 12.1 To receive an update on the transfers of SL5, SL6 and SL9. | |
| | 12.2 To agree delegations to officers to proceed with operational requirements and immediate maintenance arrangements following transfer. | |

- 13 CORSLETTS WAY STREETLIGHT 20:50**
To receive an update on actions and further correspondence from Slinfold Parish Council and agree next steps.
- 14 CHARRINGTON WAY RECREATION GROUND PROJECT 21:00**
To receive the latest draft tender document for the Charrington Way recreation ground redevelopment and to agree any final amendments and the publication process.
- 15 FINANCE AND ESTABLISHMENT 21:10**
Recommendations:
15.1 To ratify the payments list for March 2025 invoices.
15.2 To agree 3 new EMR codes in respect of the commuted sums associated with SL5, SL6 and SL9.
15.3 To agree on receipt of commuted sums, transfer from general reserves into the 3 new EMR's in respect of each parcel's future maintenance sum.
15.4 To agree for any immediate expenditure to be debited from the associated EMR.
15.5 To delegate to the Finance and Establishment Committee to further consider EMR management and to determine associated new budget lines, and additional budgetary considerations for 2025/26.
- 16 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH 2025 21:15**
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/25/0272 | 17 Wells Croft | Surgery to 2x Oak |
| DC/25/0273 | 71 Corsletts Avenue | Conversion of garage to habitable living space with raised flat roof, and demolition of existing conservatory and erection of single storey rear extension. |
| DC/25/0069 | 76 Billingshurst Road | Extension of the current dropped kerb. |
- 17 COMMUNITY INITIATIVES 21:20**
17.1 To consider correspondence relating to a lantern making workshop.
17.2 To receive a request from The Guides for use of the Common for a community session.
- 18 CRICKET CLUB LEASE** 21:25**
18.1 To receive an update and agree any final amendments to the lease.
18.2 To agree delegations to sign the lease once agreed.
- 19 PERSONNEL COMMITTEE** 21:35**
To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions.
- 20 DATE OF NEXT MEETINGS AND NOTABLE DATES: 21:45**
20.1 To agree the date of the Annual Parish Meeting.
20.2 To note the below scheduled meeting dates:
Finance and Establishment Committee – Monday 28th April – 7:45pm
Annual Parish Council meeting – Monday 12th May – 7:30pm
Recreation Committee – Monday 9th June – 7:45pm
Allotments sub-committee – Monday 10th November – 7:30pm
Personnel Committee – Monday 10th November – 8:30pm
20.3 Notable dates:
Litter Pick event – Sunday 27th April time TBC

** 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.