



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



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01403 900665

To all Councillors - **You are hereby summoned to the ORDINARY MEETING OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **Monday 8th September 2025** commencing at **7.30pm**. 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. Documents can be found here [08 Sept 2025](#)

Signed: *Louise Shaw*

Louise Shaw (Locum Clerk) – 3rd Sept 2025

Members of press and public welcome

- | | | | |
|-----------|---|--------------|--------------|
| 1 | APOLOGIES AND REASON FOR ABSENCE | 19:30 | |
| | To receive and approve any apologies for absence. | | |
| 2 | PUBLIC SPEAKING | 19:35 | |
| 3 | DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES | 19.40 | |
| | 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 | 19.45 | |
| | To receive announcements from the Chair of the Council. | | |
| 5 | COUNTY AND DISTRICT COUNCILLORS | 19.50 | |
| | 5.1 To receive updates from the District Councillors | | |
| | 5.2 To receive updates from the County Councillors | | |
| 6 | APPROVAL OF MINUTES | 20.00 | |
| | To Approve the following minutes: | | |
| | 6.1 To approve the minutes from the Parish Council meeting held on: | | |
| | 12 th May 2025 | | |
| | 2 nd June 2025 | | |
| | 7 th June 2025 | | |
| | 6.2 To approve the minutes from the Extraordinary Parish Council meeting held | | |
| | On: | | |
| | 24 th June 2025 | | |
| | 1 st Sept 2025 | | |
| | 6.3 To approve the minutes from the Finance Committee meeting held on: | | |
| | 21 st July 2025 | | |
| | 6.4 To approve the minutes from the Personnel Committee meeting held on: | | |
| | 21 st July 2025 | | |
| | 6.5 To approve the minutes from the Planning Committee meeting held on: | | |
| | 24 th July 2025 | | |
| 7 | PARISH COUNCIL WEBSITE REDESIGN | 20.15 | |
| | 7.1 To discuss tenders for redesigning the Parish Council's Website | | |
| 8 | RATIFICATION OF PAST DECISIONS AND EXPENDITURE | 20:25 | |
| | To consider and determine ratification of the following decisions previously taken: | | |
| | 8.1 To ratify the any expenditure for the month of July & August 2025 | | |
| | 8.2 To agree and approve the bank reconciliations for June, July & August 2025 | | |
| | 8.3 To move money into Nationwide & Lloyds Bank accounts and change the accounts to achieve more favourable interest rates. | | |
| 9 | HIGHWAYS WORKING PARTY | | |
| | 9.1 To approve and accept the Terms of Reference for the Highways Working Party | | 20.35 |
| 10 | CHARRINGTON WAY TENDER AWARD | 20.40 | |

- 10.1 To ratify awarding the tender contract
- 11 COUNCILLOR APPOINTMENT TO COMMITTEES 20:50**
11.1 To appoint newly co-opted Councillors to committees
- 12 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2025 21:00**
To ratify the Parish Council's response to Horsham District Council on the following planning applications:
- | Application | Address | Details |
|-------------|---|---|
| DC/25/1304 | 113 Billingshurst Road Broadbridge Heath West Sussex RH12 3LJ | Variation of Condition 1 of previously approved application DC/25/0555 (Erection of a front porch and single storey side extension. Installation of roof dormers on the North West and South East elevation and 2 rooflights to the South West elevation) Relating to South East window changing to a Juliet Style door and glass Balustrading. |
- 13 HORSHAM DISTRICT COUNCIL OWNED PROPERTY 21:10**
13.1 To discuss and agree acquiring any HDC owned property ahead of devolution.
- 14 CHRISTMAS COUNCIL DINNER 21:20**
14.1 To confirm and agree Christmas Dinner for the Council
- 14 CONFIDENTIAL 21:30**
To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972."
Purpose:
To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda.
- 15 PERSONNEL COMMITTEE** 21:30**
15.1 To receive an update from the Personnel Committee on staffing and associated matters and agree any appropriate actions.
- 16 DATES OF NEXT MEETINGS 22.00**
16.1 To note the upcoming meetings:
Recreation and Environment – Monday 22nd September – 19.45pm
Full Council – Monday 6th October – 19.30pm
Finance and Establishment Committee – 20 October 2025 – 7:45pm
Budget setting meeting-TBC (Potentially 10 November 2025)
Allotment sub committee meeting-TBC September
Full Council – Monday 3rd November 19.30pm
Full Council – Monday 1st December – 19.30pm
Personnel Committee – To be arranged.

** 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.