



Broadbridge Heath Parish Council

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Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **The Parish Office** on **MONDAY 6th of MARCH 2023** 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: *Lucinda Edwards*

Lucinda Edwards (Clerk) – 1st March 2023

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| 1 | PUBLIC SPEAKING | 19.30-19.45 |
| 2 | APOLOGIES AND REASON FOR ABSENCE
To receive and agree any 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 for members. | |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
To approve the minutes from the Parish Council meeting held on Monday 13 th February 2023. | 19.45-19.45 |
| 6 | COMMITTEE MINUTES
To receive and adopt the minutes from the Recreation Committee meeting held on 28 th November 2022 | 19.45-19.50 |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS
To receive an update from County and District Councillors. | 19.50-20.00 |
| 8 | CLERK UPDATE
To note the update on actions and activities since the last meeting. | 20.00-20.05 |
| 9 | WICKHURST GREEN PARCELS OF LAND
9.1 To receive an update on progression of the transfers of SL5, SL6 & SL9.
9.2 To approve the form of transfer for SL6 (allotments) and set up delegations for signing in readiness for transfer. | 20.05-20.15 |
| 10 | VILLAGE CENTRE**
To receive an update on the Monster Playpark project and funding. | 20.15-20.20 |
| 11 | POLICY REVIEW
11.1 To consider amendments to the Community Engagement Policy
11.2 To consider proposed amendments to the Social Media Policy | 20.20-20.30 |

RECREATION

12 RECYCLING BINS **20.30-20.40**
 To receive a recommendation from the Recreation Committee to submit an application for Section 106 funds for recycling bins in the village and to delegate to the Chair of Recreation Committee and the officers of the council to determine locations and designs, in consultation with Horsham District Council.

13 COMMUNITY EVENTS **20.40-20.50**
 To consider and agree Councillor attendance at the Summer Fete and Coronation Picnic.

14 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY 2023 **20.50-21.00**
 Recommendation: To receive an update on the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/23/0141	5 Cheesmer Way	Conversion of loft to form habitable space, incorporating installation of 3no rooflights to rear.
DC/22/2136	51 Heydon Way	Conversion of existing garage into habitable accommodation (Retrospective).
DC/23/0227	105 Churchill Way	Conversion of loft to form habitable space, incorporating creation of 1no dormer and installation of 2 rooflights to side.
DC/23/0120	38 Billingshurst Road	Creation of dropped kerb and creation of driveway/parking area.
DC/23/0237	Newbridge Nurseries	Installation of electric vehicle charging hubs and associated infrastructure.

15 FINANCE **21.00-21.10**
 Recommendations:
 15.1 To agree/ratify the payments list for February 2023 invoices
 15.2 To ratify/Authorise additional hours worked during February
 15.3 To receive a grant application from St John's Church
 15.4 To review earmarked reserves for 2023/24

16 HIGHWAYS AND FOOTPATHS **21.10-21.15**
 Recommendations:
 16.1 To consider possible suitable and generally acceptable locations for Electric Vehicle charging points in the parish to feedback to West Sussex County Council.
 16.2 To receive an update on outstanding Highways matters

17 ESTABLISHMENT **21.15-21.20**
 Recommendations:
 17.1 To adopt the amended Flag Policy Adoption
 17.2 To receive and consider ideas for the format of the Annual Parish Meeting
 17.3 To receive a recommendation for the introduction of a motion/project request form.
 17.4 To consider a revised proposal for works and maintenance on the security bollards at The Common.

18 RECRUITMENT AND STAFFING** **21.20-21.25**
 Recommendations:
 18.1 To receive recommendations from the personnel Committee relating to personnel.

18.2 To receive a recommendation for an external resource review.

18.3 To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.

19 DATES OF NEXT MEETINGS:

Parish Council Meeting – Mon 3rd April – 19:30

Allotments Sub-Committee – Mon 17th April 19:45

Annual Parish Meeting – Monday 20th April - 18:00-20:30

Finance and Establishment Committee – Mon 24th April – 19:45

Recreation Committee – Mon 19th June– 19:45

Personnel Committee – Mon 17th July – 19:30

**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 certain agenda items.