



Broadbridge Heath Parish Council

www.broadbridgeheath-pc.gov.uk



admin@broadbridgeheath-pc.gov.uk



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 3rd November 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.

All Supporting documents can be found [here](#)

Signed: *Anna Branäs*

Anna Branäs (Executive Officer) – 29th October 2025

Members of press and public welcome

1 Apologies and Reason for Absence

1.1 To receive and approve any apologies for absence.

2 Public Speaking

3 Declarations of Interest and Notification of Changes

3.1 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

4 Co-option of Application

4.1 To review and resolve on filling the casual vacancies by co-option.

5 Chair's Announcements – Items of Sufficient Urgency for Information Only

5.1 To receive announcements from the Chair of the Council

6 County and District Councillors

6.1 To receive updates from the District Councillors.

6.2 To receive updates from the County Councillors.

7 Approval of Minutes

7.1 To approve the minutes from the Parish Council meeting held on 6th October 2025.

7.2 To approve the minutes from the Finance Committee meeting held on 20th October 2025.

7.3 To approve the minutes from the Recreation Committee meeting held on 22nd September 2025

8 The election of a new Vice-Chair

8.1 To elect a Vice-Chair of the Parish Council following the resignation of Cllr Sam Hazell

9 Highways Working Party

9.1 To receive an update

10 Traffic Working Party

10.1 To request that the Council agree, on behalf of the Traffic Working Party, a response to the email reply from Councillor Mitchel regarding the junction of Buck Way, Churchill Way, and the A264 Broadbridge Heath bypass

11 Finance and Establishment

11.1 To approve the Finance & Establishment Committee's recommended amendments to the Standing Orders and Financial Regulations

11.2 To approve the Payments List for October

11.3 To adopt the Assertion 10 Documents as recommended by the Finance & Establishment Committee

11.4 To approve the Finance and Operations Officer to begin setting up bank accounts in line with the Committee's recommendation

11.5 To approve the signing of the Cricket Club Lease

11.6 Investments

11.6 To receive an update on S106 funding for Charrington Way regeneration and agree to instruct the contractor

- 12 Wickhurst Green Transfers**
 12.1 To receive an update on progress regarding the WHG transfers and agree next steps
 12.2 To receive an update on property searches and agree whether a utilities search is required
- 13 Quotes from Safeplay**
 13.1 To review quotes from Safeplay regarding amber actions identified in the recent playground safety report
- 14 Planning Applications Received by Broadbridge Heath Parish Council in October 2025**
 14.1 To ratify the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details
DC/25/1583	90 Carter Drive Broadbridge Heath West Sussex RH12 3GZ	Conversion of loft into habitable living space with pitched roof dormer on rear roof slope, and installation of 4no. rooflights to the front elevation and 2no. rooflights to the rear elevation.

- 15 Donation of Fruit Trees**
 15.1 To note that the fruit trees have been received and to decide when they will be donated and arrangements for the donation
- 16 Christmas Council Dinner**
 16.1 To confirm and agree the Christmas Dinner for the Council
- 17 Personnel Committee**
 17.1 To receive an update from the Personnel Committee
- 18 Officer Updates and Correspondence**
 18.1 To note the written and/or verbal officer updates and receive correspondence
- 19 Dates of Next Meetings**
 19.1 To note the upcoming meetings:
 - Budget Setting Meeting – TBC (potentially 10th November 2025)
 - Allotment Subcommittee Meeting – TBC September
 - Full Council – Monday 1st December 2025 at 19:30
 - 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.