



Broadbridge Heath Parish Council

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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 1st December 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) – 25th November 2025

Members of press and public welcome

1. Apologies and Reason for Absence

To **receive** and approve any apologies for absence.

2. Public Speaking

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 interest is personal, prejudicial, or pecuniary under the Revised Code of Conduct.

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

To **receive** announcements from the Chair of the Council.

5. County and District Councillors

- a) To **receive** updates from the District Councillors.
- b) To **receive** updates from the County Councillors.

6. Approval of Minutes

To **approve** the minutes from the Parish Council meeting held on 3rd November 2025.

7. Finance and Establishment

- a) To **approve** the 2026/27 budget.
- b) To **approve** the 2026/27 precept requirement for submission to HDC.
- c) To **approve** the bank reconciliation for October.
- d) To **reassess** the investment strategy in light of the FSCS limit.
- e) To **approve** the payments list for November.
- f) To **review** and **approve** any amendments to the cricket club lease as necessary.

8. Projects and Land Transfers

- a) To **receive** an update on the WHG parcels transfer and utilities search advice from the legal teams.
- b) To **discuss** the planning application for Land to the South, Broadbridge Way (DC/25/0894).
- c) To **consider** promotion of the new website, contact email and e-newsletter, including posters, leaflet drop and social media.
- d) To **receive** an update on Operation Watershed and agree any actions.
- e) To **receive** an update on the Charrington Way regeneration and agree any next steps.
- f) To **receive** an update on the IT supplier and infrastructure change.
- g) To **receive** an update from the tree surgeon on recent works.
- h) Government's formal consultation on Local Government Reorganisation – Councillors to **note** the invitation.

9. Highways Working Party

To receive an update on Buck Way, Churchill Way, and the A264 Broadbridge Heath bypass.

10. Village Fete 2026

- a) To discuss and agree the use of the Village Centre Recreation Ground for the Village Picnic on 6th June 2026.
- b) To discuss and agree the use of either the Village Centre Recreation Ground or The Common for the Village Fete on 4th July 2026.

11. Co-option to the Recreation Committee

To **resolve** the appointment of Cllr Chris Robertson on to the Recreation Committee.

12. Pensioners Lunch – 10th December 2025:

- a) To discuss and decide the budget for attending pensioners.
- b) To discuss and decide on help required to assist with the event.

13. Planning Applications

To **ratify** the Parish Council's response to Horsham District Council on the following planning applications:

- a) DC/25/1674 – 5 Heydon Way, Broadbridge Heath, RH12 3GL – no objection.
Conversion of loft into habitable living space with pitched roof dormer to the front elevation, and the installation of 2no. rooflights to the front elevation, 1no. rooflight to the side elevation and 2no. rooflights to the rear elevation.
- b) DC/25/1672 – 29 Wells Croft, Broadbridge Heath RH12 3GX - – no objection
Erection of single storey side extension.
- c) DC/25/1645 – 57 Churchill Way, Broadbridge Heath, RH12 3TY - – no objection
Installation of cladding to side and rear of garage conversion.

To **consider** the following planning application.

- a) DC/25/1862 - 4 The Green Old Guildford Road Broadbridge Heath West Sussex RH12 3JY
Erection of rear loft dormer extension.
- b) DC/25/1761 – 19 Billingshurst Road, Broadbridge Heath RH12 3LB
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 front elevation.

14. S106 Application

To **consider** the application for S106 for reference: BH064 Broadbridge Heath Village Centre for purchase of Light weight furniture against S106 planning reference DC/16/2934, amount of funding sought: £2,874.

15. Christmas Council Dinner

To receive an update on the Christmas Dinner date in January 2026.

16. Dates of Next Meetings

To receive and agree meeting dates for 2026.

Circulation: *All Parish Councillors Members of the public should be aware that being present at a meeting of the Council or one of its Committees or sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording) at the meeting by any person present.*

In pursuance of the Public Bodies (Admission to Meetings) Act 1960, the Council resolves that the public and press be excluded from the meeting for the next item of business owing to its confidential nature.

17. Staffing Matters (appendix 1)