



Broadbridge Heath Parish Council

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PO Box 1009, Cowfold, Horsham, RH12 9RX

To all Councillors - **You are hereby summoned to the PARISH COUNCIL MEETING** to be held at **St John's Community Hall** on **MONDAY 7th of JANUARY 2019** commencing at **7.45 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: *Jo Ball*

Jo Ball (Clerk) – 31st December 2018

1 PUBLIC SPEAKING

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 from 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 3rd of December .

6 COMMITTEE MINUTES

To receive and adopt the minutes from the Recreation Committee on the 26th of November 2018.

7 COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors.

8 COMPLAINTS PANEL FINDINGS

To receive an update from the complaints panel and agree recommendations as appropriate.

9 THE VILLAGE CENTRE**

9.1 VILLAGE CENTRE REDEVELOPMENT INVOICES

To discuss and approve invoices relating to the Village Centre re-development for reclaim from Horsham District Council.

9.2 VILLAGE CENTRE UPDATE

To receive an update from Working Party representatives, including the timeline plan and cost projections.

10 PLANNING

10.1 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN DECEMBER

Consider the Parish Council's response to Horsham District Council on the following planning applications:

Application	Address	Details	Deadline for comments to HDC
DC/18/2544	Highwood East	Advertising flags and hoarding	24/12/18
DC/18/2481	4 Langridge Lane	Garage conversion	24/12/18
DC/18/2607	13 and 14 Hollands Field	Surgery to 2x Oaks and 1x Sycamore	28/12/18
DC/18/2595	4 Edwards Close	Single storey side extension	31/12/18
DC/18/2575	36 Sargent Way	Erection of a rear conservatory	9/1/19
DC/18/2570	84 Thelton Ave	2x Oak Trees – surgery	7/1/19

10.2 HORSHAM SOCIETY

To consider an offer from the Horsham Society for a presentation on 'Good by Design'

11 FINANCE AND ESTABLISHMENT

To consider and if appropriate approve the following:

11.1 ADDITIONAL HOURS FOR STAFF

Additional hours for staff employed by Broadbridge Heath Parish Council.

11.2 PAYMENTS FOR DECEMBER 2018

Payment for invoices received in December 2018.

11.3 S106 UPDATE

To receive an update on S106 funds available from the Bellway Development

11.4 PRECEPT

To agree the precept for 2019/20

11.5 NALC SALARY SCALES 2019/20

To agree to adopt the NALC salary scales for 2019/20.

11.6 INTERNAL AUDIT

To accept recommendations from the mid-year internal audit.

12 HORHAM MATTERS

To agree the contract and costs for the provision of youth services for 2019 – 20.

13 AGE UK

To receive a proposal from Age UK for provision of services for older people in the village. To agree funding if appropriate.

14 WEBSITE

To receive quotes for upgrading the website and approve next steps.

15 GRASSTEX

To agree if appropriate a quote of £660 + VAT from Grasstex for additional 'tidy up' of identified areas in the village.

16 CANTILEVER SWING

It agree the quote for £597 + VAT for the Cantilever Swing at Charrington Way.

17 ELECTION TIMELINE AND PROMOTION

To receive an update form the Clerk on the election timeline for 2019 and to agree promotion for potential candidates.

18 NALC AWARD FOR TOP COMMON

To agree the recommendation from the Recreation Committee to put forward the Top Common project for a NALC National

19 UNDERPASS PROJECT

To agree if appropriate the approach for the underpass improvement project.

20 PLAYPARKS

To agree names for both of the new play areas to enable Countryside Properties to produce the playpark signs.

21 HIGHWAYS AND FOOTPATHS

20.1 Bypass Downgrade
20.2 Traffic Calming

22 WICKHURST GREEN

To receive a written update from Countryside on outstanding issues.

23 WORK PLANNER

To receive an update on the work planner and agree prioritisation for the next 2 months.

24 CONSULTATIONS, MEETINGS AND ACTIVITIES

24.1 To agree the date for the Gala Association Summer Fete.

24.2 Gatwick Airport's Expansion Master Plan consultation

25 BUS SHELTER

To receive an update from the Clerk on the purchase of the bus shelter.

26 SOCIAL MEDIA

To agree Social Media Messages from the meeting

27 RECRUITMENT AND STAFFING**

To receive updates, discuss and if relevant make decisions regarding the following:

MATTERS RELATING TO PERSONNEL

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

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DATE OF NEXT MEETING:

Parish Council Meeting – 4th of February

Finance and Establishment Committee Meeting – 14th of January

Recreation Committee Meeting – 11th of February

** 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 will be required to leave the meeting during the consideration of these items