



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 1st of APRIL 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) – 26th March 2019

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 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 4th of March 2019

6 COMMITTEE MINUTES

To receive and adopt the minutes from the Recreation Committee meeting on the 11th of March 2019.

7 COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors.

8 THE VILLAGE CENTRE**

8.1 VILLAGE CENTRE REDEVELOPMENT INVOICES

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

8.2 VILLAGE CENTRE UPDATE

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

9 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN MARCH

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

Application	Address	Details
WSCC/026/19	Shelley School	New classroom
DC/19/0395	Broadbridge Farm, Old Wickhurst Lane	Single storey garage / rear extension
DC/19/0251	Land north of Heath Barn Farm	Signs and flags
DC/19/0498	56 Corsletts Avenue	Surgery of 1x Silver Birch
DC/19/0564	The Oaks, Oak lane	Extension and garage conversion
DISC/19/0032	Wickhurst Square, Sargent way	Approval of details reserved under 9,11, 15 and 16 of DC/17/0388

10 FINANCE AND ESTABLISHMENT

To consider and if appropriate approve the following:

10.1 ADDITIONAL HOURS FOR STAFF

Additional hours for staff employed by Broadbridge Heath Parish Council.

10.2 PAYMENTS FOR MARCH 2019

Payment for invoices received in March 2019.

10.3 FINANCE UPDATE

To receive an update from the Clerk.

10.4 S106 UPDATE

To receive and update from the Clerk

11 YOUTH SERVICES

To receive an update on youth service provision for 2019/20 and to agree continuation of service plans, including approval if appropriate of contract and spend.

12 PLAYPARKS

12.1 Ducky Playpark

To agree if appropriate the recommendation from the Recreation Committee to proceed with the preferred design and quote.

12.2 Village Centre Playpark

To agree the tender documents for publication and also the method of publicising the planned works.

13 DUCKY RECREATION GROUND PATHWAY

To agree if appropriate to proceed with the proposed quote from the Recreation Committee, including required s106 application.

14 VILLAGE CENTRE GREEN SPACE

To agree if appropriate the staged implementation proposal from the Recreation Committee for the Village Centre green space.

- 15 TREE SURVEY**
To agree next steps on the tree maintenance programme.
- 16 HIGHWAYS AND FOOTPATHS**
16.1 Bypass Downgrade update
- 17 WICKHURST GREEN**
17.1 To receive an update from the Clerk on adoption of parcels of land.

17.2 To receive a written update from Countryside Properties on outstanding issues.
- 18 POLICIES**
18.1 To review and adopt the training and development policy.

18.2 To review and adopt the Facebook policy.
- 19 VILLAGE FETE**
To agree the set up of a working party to plan the Parish Council stand at the Village Fete, including membership of the group.
- 20 WORK PLANNER**
To review the work planner and agree prioritisation.
- 21 NALC COUNCIL OF THE YEAR**
To consider widening the scope of the agreed application for 2019.
- 22 CONSULTATIONS, MEETINGS AND ACTIVITIES**

22.1 To receive an update from the quarterly HDC / Parish Council Meeting on the 25th of March

22.2 Elections timeline
- 23 SOCIAL MEDIA**
To agree Social Media Messages from the meeting.
- 24 RECRUITMENT AND STAFFING****
To receive updates, discuss and if relevant make decisions regarding the following:
- 24.1 MATTERS RELATING TO PERSONNEL**
To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.
- 24.2 ADDITIONAL HOURS**
To agree if appropriate for the assistant clerk to work an additional 15 hours per month on the playparks projects.
- 24.3 INCREMENTAL PAY INCREASE**
To agree if appropriate, the annual incremental pay increase for the Assistant Clerk

and Environment Officer.

- 25 DATES OF NEXT MEETINGS:**
Parish Council Meeting – 13th of May
Recreation Committee – 17th of June
Finance and Establishment Committee – 29th of April

** 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