



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 2nd of SEPTEMBER 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) – 28th August 2019

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| 1 | PUBLIC SPEAKING | 19.45-
20.00 |
| 2 | APOLOGIES AND REASON FOR ABSENCE

To receive and agree any apologies for absence and document the reasons for such. | 20.00-
20.05 |
| 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. | 20.05-
20.10 |
| 4 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 20.10-
20.15 |
| 5 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

To approve the minutes from the Parish Council meeting held on Monday 1 st of July. | 20.15-
20.20 |
| 6 | COMMITTEE MINUTES

None | |
| 7 | COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors. | 20.20-
20.30 |
| 8 | COUNCILLOR VACANCY

To receive two applications to join the council and agree if appropriate co-option into the current vacancy. | 20.30-
20.50 |
| 9 | THE VILLAGE CENTRE**

9.1 VILLAGE CENTRE REDEVELOPMENT INVOICES
To discuss and approve invoices relating to the Village Centre re-development | 20.50-
21.00 |

for reclaim from Horsham District Council.

9.2 VILLAGE CENTRE UPDATE

To receive an update.

9.3 VILLAGE CENTRE RECREATIONAL GROUND

To agree and sign if appropriate the memorandum of agreement between the Parish Council and the Village Centre trustees for managing the land.

10 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JULY AND AUGUST **21.00-21.05**

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

Application	Address	Details
DC/19/1350	88 Cook Way	Surgery to 3x Oak Trees
DC/19/1514	Broadbridge Farm	Garage conversion
DC/19/1485	10 Stanford Way	Creation of a dropped kerb

11 FINANCE AND ESTABLISHMENT **21.05-21.20**

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 SEPTEMBER 2019

Payment for invoices received in August 2019.

11.3 FINANCE UPDATE

To receive an update form the Clerk.

12 PLAYPARKS **21.20-21.30**

12.1 To receive an update on the playpark projects.

12.2 To receive an update on playpark inspections.

13 FINANCE AND ESTABLISHMENT COMMITTEE **21.30-21.35**

13.1 To agree the Terms of Reference for the Finance and Establishment Committee

14 PARISH COUNCIL OFFICE BUILDING **21.35-21.45**

14.1 To receive quotes from Countryside for additional finishing works for approval, and to agree s106 application.

15 HIGHWAYS AND FOOTPATHS **21.45-21.55**

	15.1 Bypass Downgrade update and email from Slinfold PC.	
	15.2 Consideration of TPOs for Trees on the bridle path at the back of the VC field.	
16	WICKHURST GREEN AND SOLOMONS SEAL	21.55- 22.05
	16.1 To receive a written update from Countryside Properties on outstanding issues at Wickhurst Green.	
	16.2 To agree Parish Council adoption of the allotments at Solomon's Seal in due course.	
	16.3 To approve if appropriate the legal fees for the transfer of up to 4 parcels of land (within Solomon's Seal and Wickhurst Green).	
	16.4 To agree if appropriate working party for the Parish Council Office Building.	
17	AGE UK HORSHAM	22.05- 22.10
	To receive the Q1 Village Agent Report.	
18	4 THE YOUTH	22.10- 22.15
	To receive an update on the youth work in the village.	
19	CONSULTATIONS, MEETINGS AND ACTIVITIES	22.15- 22.20
	19.1 Invitation for an information stand at The Bridge from Health Watch Sussex on the 10 th of October.	
	19.2 To agree council position of advertising of MP events.	
	19.3 Horsham District Council Draft Statement of Community Involvement 2019 Consultation	
	19.4 Broadbridge Heath Athletics track	
20	SOCIAL MEDIA	22.20- 22.25
	To agree Social Media Messages from the meeting.	
21	RECRUITMENT AND STAFFING**	22.25- 22.30
	To receive updates, discuss and if relevant make decisions regarding the following:	
	21.1 MATTERS RELATING TO PERSONNEL	
	To discuss, comment upon and agree if appropriate, proposed training events for councillors and any staff/pension related matters.	
	21.2 CLERK ANNUAL INCREMENT	
	To agree if appropriate the recommendation from the finance and establishment committee to award one incremental point increase to the Clerk.	

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DATES OF NEXT MEETINGS:

Parish Council Meeting – 7th of October

Recreation Committee – 16th of September

Finance and Establishment Committee – 14th of October

** 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.