



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 OCTOBER 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) – 25th September 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 | HEALTHWATCH

To receive an overview from Healthwatch on the recent listening tour and report. | 20.10-
20.30 |
| 5 | CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
To receive announcements from the Chairman of the Council. | 20.30-
20.35 |
| 6 | MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

To approve the minutes from the Parish Council meeting held on Monday 2 nd of September. | 20.35-
20.40 |
| 7 | COMMITTEE MINUTES

To approve the minutes from the Finance and Establishment Committee meeting held on Monday 15 th of July. | 20.40-
20.45 |
| 8 | COUNTY AND DISTRICT COUNCILLORS REPORTS

To receive an update from County and District Councillors. | 20.45-
20.55 |

- 9 THE VILLAGE CENTRE**** **20.55-21.00**
- 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 including budget update.
- 9.3 VILLAGE CENTRE RECREATIONAL GROUND
To sign 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 SEPTEMBER** **21.00-21.05**
- Consider the Parish Council's response to Horsham District Council on the following planning applications:
- | Application | Address | Details |
|--------------------|------------------------|------------------------------|
| DC/19/1897 | Land at Wellcross Farm | Retirement village 146 units |
| DC/19/1906 | 2 Adams Close | Garage conversion |
| DC/19/1533 | 40 Sargent Way | Erection of a conservatory |
- 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 OCTOBER 2019
Payment for invoices received in September 2019.
- 11.3 FINANCE UPDATE
To receive an update form the Clerk.
- 11.4 2019-20 Q1 VAT RETURN
To agree the 2019/20 Q1 VAT Return for submission to HMRC.
- 12 PERSONEL COMMITTEE** **21.20-21.25**
- To agree, if appropriate, the creation of a personnel committee and associated terms of reference.
- 13 WORK PLANNER** **21.25-21.30**
- To review the work planner and agree prioritisation.
- 14 PARISH COUNCIL OFFICE BUILDING** **21.30-21.40**

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

15	HIGHWAYS AND FOOTPATHS	21.40- 21.45
	15.1 Bypass Downgrade update and email from Slinfold PC.	
16	WICKHURST GREEN AND SOLOMONS SEAL	21.45- 21.55
	16.1 To receive an update from the Clerk.	
	16.2 To agree a working party for the adoption of parcels of land at Wickhurst Green and Solomon's Seal, and representation on external committees.	
	16.3 To consider the information requirement to inform the decision for adoption of Highwood Hill.	
17	CONSULTATIONS, MEETINGS AND ACTIVITIES	21.55- 22.00
	17.1 VE Day 2020 - Friday the 8 th of May. To consider holding an event to mark the occasion.	
	17.2 Steyning Neighbourhood Development Plan consultation.	
18	RETENTION POLICY	22.00- 22.05
	To review and adopt the data retention policy	
19	SOCIAL MEDIA	22.05- 22.10
	To agree Social Media Messages from the meeting.	
20	SUBJECT ACCESS REQUEST (SAR)**	22.10- 22.15
	To receive an update on the SAR	
21	VILLAGE CENTRE ACCESS	22.15- 22.25
	To consider and agree if appropriate proposals for future pedestrian and vehicular access at The Village Centre play area/playing fields and to agree, if appropriate, a budget.	
22	RECRUITMENT AND STAFFING**	22.25- 22.30
	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.	
23	DATES OF NEXT MEETINGS:	
	Parish Council Meeting – 4 th of November	

Recreation Committee – 16th of December
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.