



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

## **Parish Council Meeting**

**31<sup>st</sup> March 2025**

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## **SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.**

Sharepoint link for members – [04 March 31st 2025](#)

*Any items not detailed in the supporting document will be verbally updated at the meeting.*

Website link: [Full Council - Broadbridge Heath Parish Council](#)

**Item 5.1** – [To approve the minutes from the Parish Council meeting held on Monday 3<sup>rd</sup> March 2025](#)

**Item 5.2** – [To adopt the minutes of the Allotments Sub-Committee meeting held on 29<sup>th</sup> January 2024.](#)

**Item 5.2** – [To adopt the minutes of the Allotments Sub-Committee meeting held on 18<sup>th</sup> November 2024.](#)

**Item 5.3** – [To adopt the minutes of the Personnel Committee meeting held on 18<sup>th</sup> November 2024.](#)

**Item 5.4** – [To adopt the minutes of the Recreation and Environment Committee meeting held on 10<sup>th</sup> February 2025.](#)

### **Item 7 – Officer Updates**

Officers' updates and correspondence can be found in **APPENDIX 1 (to follow)**

### **Item 9 – Devolution and Proposed Unitary Councils**

Received comments in response to the government consultation will be collated and shared at the meeting.

### **Item 10 – Youth Services Contract**

The proposal has been shared to **Sharepoint**. Agreed budget for Youth Services for 2025/26 is £12,600.

### **Item 11.2 – Correspondence from MP John Milne**

The letter from MP John Milne has been shared to **Sharepoint**.

### **Item 11.3 –MP John Milne surgery at the Parish Office**

Monday 7<sup>th</sup> April 1pm-4pm has been proposed. Council to agree any charging. For information £100 was charged for use of the space for a polling station (whole day).

### **Item 13 – Corsletts Way lighting column**

An update and details of correspondence has been shared with members on **Sharepoint**.

### **Item 14 – Charrington Way Recreation Ground re-development**

- The latest documents as prepared by Cllr Hazell and edited following review by the committee, have been circulated with members via Sharepoint - [BBH PC Team Site - FINAL documents for review - All Documents](#)
- Whilst delegations to the Clerk had been agreed, in light of changes to the procurement process and discussions around appropriate timescales, a council resolution is requested on any final amendments and approval of the proposed procurement process.

Further details on the updated procurement platform can be found below:

[Central Digital Platform - factsheet \(HTML\) - GOV.UK](#)

### **Item 15.1 – Payments List for March 2025 Invoices**

The payments list will be shared to the website once processed.

### **Item 17.1 – Lantern Workshop community initiative**

Details of the correspondence can be found in **APPENDIX 2**

### **Item 17.2 – Use of The Common for community session**

Details of the request can be found in **APPENDIX 3**

### **Item 18.1 – Cricket Club lease**

A confidential report and current travelling draft lease have been shared to **Sharepoint**, for review.

**APPENDIX 1 – OFFICERS UPDATES - Item 7**

**To follow**

## **APPENDIX 2 – Item 17.1 – Lantern Making Workshop**

*I am the person behind [Horsham Children's Parade](#), an artist-led community project created with 21 Horsham District Primary Schools.*

*My not-for-profit community interest company, Happy Accidents, and leading community arts charity, [Same Sky](#), are currently developing a brand new project called SHINE, which will be a community-created, artist-led light parade, with workshops, window displays and an exhibition.*

*For this project, we are seeking 3-4 Parish Councils across Horsham District that wish to partner with us to enable the delivery of community lantern making workshops in their parish.*

*At present, I am researching the project's viability and gauging the community's interest in such an event. It would be great if I could let me know if this is of interest to you via a return email.*

*Please see the attached proposal which gives details about the project (Available to members on [Sharepoint](#)).*

### **Further correspondence 27<sup>th</sup> March 2025**

*I am planning to apply for an Arts Council England Grant and National Lottery Award for All grant. Both grant funders require evidence of the community impact through the project.*

*Below is the criteria my funding applications need to respond to:*

#### **Arts Council England – People & Communities**

- *Who will experience your project?*
- *How will you reach them?*
- *Where will your project take place?*
- *How is it inclusive and relevant to the people you want to reach?*

#### **National Lottery Award for All – bring people together and build strong relationships in and across communities**

- *create accessible, welcoming places, both physical and virtual, for people to meet*
- *initiate engaging and inclusive activities that support connections within and between groups of people*
- *enable people from all backgrounds to shape the future of their communities*
- *cultivate an increased sense of belonging.*

#### **Next Steps**

*For these applications, I need to establish the following and would appreciate these questions being answered as best they can:*

- *Does the Parish Council have a strong interest in playing an active role in the project?*
- *Who in the Parish Council community would benefit most from participating in this project and why? (E.G. This could be putting forward children/adults to participate in the workshop and parade or the voice-recordings of 'community stories' around the theme of 'Home', or providing local volunteering opportunities to reduce social isolation, etc)*
- *What would the main impact be for the Parish Council community? (E.G. This could be uniting the Parish community with the wider communities in Horsham District, etc)*
- *What support can the Parish Council offer in terms of in-kind services (e.g. free venue usage) and or other financial support in terms of a community grant?*
- *Is there anything not in this project that you would like to propose that would benefit your particular community?*

*If you have any specific documentation about your community that you are able to share with us to support our applications that would be appreciated.*

### **APPENDIX 3 – Item 17.2 – Open Space Request**

*2nd Broadbridge Heath Guides have made a connection with Horsham Women's football club. As you can imagine it can be hard to find local sporting role models for girls. After a lot of toing and froing we have finally found a convenient date for both parties, they would love to run a one-off training session for our guides on Thursday 8th May. I am aware that a junior football club already uses the Ducky on Thursday evenings but I am hoping that on this occasion they might share the field.*

*I hope that I brought this to your attention in time to be added to the next Parish meeting?*

*2nd Broadbridge Heath Guide leader*