



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

31st 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 3rd March 2025](#)

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

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

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

[Item 5.4 – To adopt the minutes of the Recreation and Environment Committee meeting held on 10th 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 7th 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 27th 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