



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 8th November 2021 at 7.30pm at
St Johns Community Hall

Present Were: Cllr Terry Oliver (Chair) (TO)

Cllr Viv Edwards (VE)
Cllr David Trangmar (DT)
Cllr Geoff Clark (GC)

Cllr Christine Knight (CK)
Cllr Sarah Chandler (SC)
Cllr Sam Hazell (SH)

District Councillor: Louise Potter (LP)

Assistant Clerk: Olivia Buck

Members of the Public: None

Community Representatives: PC Chris Arnold (Police)
Warren Jones (Community Speedwatch)

Press: None

178/21 PUBLIC SPEAKING
None

179/21 APOLOGIES AND REASON FOR ABSENCE
Apologies and reasons for absence were **NOTED** from Cllr Penny Hayles, Cllr Jeanne Coker and Cllr Debbie Lambert.

180/21 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
Cllr Clark and Cllr Oliver advised they are both on the Allotment waiting list.

181/21 CHAIRMAN'S ANNOUNCEMENTS
The Chairman welcomed the Community Representatives to the Meeting. He also welcomed District Councillor Louise Potter and noted her resignation as a Parish Councillor. On behalf of BBHPC he thanked Louise for her time on the Parish Council. Louise acknowledged these thanks but informed she will be still attending meetings in her role as District Councillor.

182/21 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 4th October 2021 be accepted as a true and correct record of the meeting.
(Proposer; Cllr VE, Seconded; CK)

183/21 COMMITTEE MINUTES
It was **RESOLVED** by all present that the minutes of the Personnel Committee meeting held on Monday 22nd March be approved and adopted as a true and correct record of the meeting.

184/21 COUNTY COUNCILLOR UPDATE

The written report by County Councillor Christian Mitchell was **NOTED**.
Chairman Oliver mentioned there was no mention of the status of the new school in the village in the report and requested an update on this.

185/21 DISTRICT COUNCILLOR UPDATE

Cllr Potter updated members on 3 main items.

- A village Warden had been raised by residents and Adam Chalmers from HDC had volunteered to attend a PC meeting if required. In other areas Town Wardens had some success. Cost was advised at approx. £40,000 a year.
- HDC have announced a delay to the Local Plan process of approx. 6 months. Natural England issued a position statement in Sept 2021. Only minor planning applications will be accepted to HDC.

Chairman Oliver **NOTED** Cllr Potters update regarding a Village Warden and advised that the Council were aware of the system and scheme however at this time will not investigate further. The Warden had been looked at several times before by the Council and was looked at a year ago. Other options are under consideration by the Personnel Committee.

186/21 CLERKS UPDATE

In the Clerks absence the Asst Clerk provided a short verbal update of the following;

- The Clerk has submitted all the CiLCA requirements
- Work to progress the Parcels of Land and Parish Office continue
- Green Gym did some Hedgerow maintenance at Charrington Way and are planned to do some bulb planting, Thurs 11th November
- The Street Poppies have been put up by Cllrs Oliver, Knight, and Clark.
- The new picnic table has been installed at Charrington Way

This was **NOTED** by members.

POLICING MATTERS

187/21 PC Arnold from Horsham Neighbourhood Policing Team provided an update to members of the following:

- Broadbridge Heath has had a consistently low crime rate, particularly ASB. In the last year there had been only 6 reports up to 23rd October however there has been a noted increase across the district since late summer.
- 23rd Oct-8th Nov these reports increased to 55 in the village.
- Police resources were directed to BBH and work has continued by the Police with offences reported and a Section 34 Dispersal Order put in place 2nd - 4th November.
- Between 2 - 4th November, 3 reports were received and 1 report on 5th November.
- The Police will continue a presence in the village.
- The youths age range varies from 11-19 years, and many are from further afield.
- Anti-Social Driving in Tesco Car Park is being monitored with consistent reporting on a Sunday evening approx. 9pm. On Sunday 7th November – 4 police units were in attendance.
- The Co-Op/"Bus Gate" area has had some Police Operations which has been focussed on School Drop off and pick up times due to the highest risk from safety. These operations have been advertised on Police Facebook and Twitter accounts. Education format was used however Police are now moving to enforcement.
- Police focus in other areas of the district has meant that some ASB has unfortunately moved to other areas of the district.

This update was **NOTED** by all members. The update and Police effectiveness was noted and formally thanked by Cllr Oliver on behalf of the Parish Council and the close positive liaison was acknowledged by all.
It was **AGREED** by all to include details of this update in the next BBH magazine article.

PC Arnold left the meeting.

188/21

HIGHWAYS AND FOOTPATHS COMMUNITY SPEEDWATCH

Lead of Community Speed watch, Warren Jones provided an update to members which included the following:

- Community Speedwatch is a Voluntary, autonomous group but takes guidance from Sussex Police.
- All activity is fed back to Sussex Police and has been operating in the village since Dec 2019.
- The Radar Gun was paid for by the Parish Council.
- They have deployed 52 times in the last 12 months.
- There are currently 6 volunteers – there has been some issues with retention.
- The group is keen, and generally well received but unfortunately aren't allowed to wave back.
- They can only operate in daylight hours but have 12 sites now in the village.
- 5055 vehicles recorded, 988 recorded exceeding the speed limit.
- Those recorded as exceeding the speed limit are initially written to by Sussex Police, both warning and advising them of their actions.
- Drivers who are identified as persistent or excessive offenders, will have their details passed to their local policing team, and should expect to be visited by police officers.

This update was thanked and **NOTED** by members. Cllr Oliver formally thanked all the volunteers, and the Council are very grateful for their work. It was **NOTED** at present that no further kit is required.

It was **AGREED** by all to include details of this update in the next BBH magazine article.

189/21

TRAFFIC CALMING

Residents' correspondence, the County Highways, and previous considerations all detailed in the reports pack were **NOTED** by members.

Cllr Trangmar noted the Traffic Data received and thought useful to get some other locations and historical data for comparison.

ACTION – Clerk to request from WSCC volume of traffic data, other locations, and historical data, if available to allow for comparison.

190/21

It was **AGREED** by all to form a Highways and Traffic Calming Working Group to encompass all Highway matters with particular focus on Traffic Calming in the village to provide reports back to Council for discussion.

Terms of Reference to be brought back to the December Meeting.

(Proposer; Cllr CK, Seconded; SH)

191/21

ACTION – for the Clerk to respond to received correspondence that all aspects of Highways including Traffic calming issues will be reviewed by the Working Group.

Warren Jones left the meeting.

192/21

PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN OCTOBER 2021

Members **NOTED** the Planning Committee comments to applications as published in the supporting documents report.

193/21 FINANCE AND ESTABLISHMENT

Members **RESOLVED** to ratify the Payments lists for November 2021.
(Proposer; Cllr CK, Seconded; DT)

194/21 Cllr Trangmar provided a short Finance update.
The Bank Reconciliation was **APPROVED** and signed.

195/21 The 2021/22 Q1 & Q2 VAT return for submission to HMRC was **AGREED**.

196/21 The Internal Auditor Engagement Letter was **APPROVED**.

POLICIES

197/21 Operation Bridge Policy

It was **AGREED** to adopt the Operation Bridge Policy.

198/21 Publication Scheme

It was **AGREED** to adopt the Publication Scheme.

COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

199/21 Members **AGREED** to approve the Personnel Committee Terms of Reference.
(Proposer; Cllr VE, Seconded; SC)

200/21 Members **AGREED** for Cllr Sarah Chandler to step down from the Planning Committee and join the Recreation Committee.

201/21 Members **AGREED** for Cllr Sarah Chandler to join Cllr Oliver and Cllr Knight on the Editorial Group, with one vacancy to remain.

WICKHURST GREEN AND SOLOMON'S SEAL

202/21 Members **NOTED** the Parcels of land updates in the reports pack. Cllr Oliver confirmed that HDC have acknowledged the Parish Councils decision not to adopt parcel SL4b.

203/21 Members **NOTED** the Parish office update and that it is on the final stages of completion.

204/21 Weston Avenue Allotments

Members **NOTED** the update in the reports pack and received a verbal update from Cllr Hazell.
It was **RESOLVED** for the Asst Clerk to email Bellway again regarding the Transfer Plan and to copy in Horsham Planning.

CONSULTATIONS, MEETINGS AND ACTIVITIES

205/21 The Arriva Bus Service update was **NOTED** by members.

206/21 Cllr Clark attended the WSALC AGM held on 29th October (on zoom) and provided an update to members. To date, no formal minutes had been circulated.

207/21 Members **RESOLVED** to ratify all Consultation decisions as detailed in the report pack.

208/21 SOCIAL MEDIA

The Asst Clerk provided an update on Facebook including, the Like and Follower increase in the last year. At present there are 643 Followers with 519 Likes of the page. This has increased by 70 in the last 3 months, and almost doubled in a year which has demonstrated another positive communication means used by the Council. A recent post shared by one resident meant a reach of 1693.
This was **NOTED** by members.

No Press or Public were present.

The Asst Clerk left the room due to confidential agenda items.

209/21 RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE

All 3 recommendations were **AGREED**.

210/21 CiLCA hours worked were **APPROVED**.

211/21 It was **AGREED** that the arrangements for undertaking any future CiLCA course, and workload management, to be agenda items at the next Personnel Committee meeting.

MEETING DATES & TIMES

212/21 The Meeting Dates were **APPROVED** for 2022.

213/21 Members **NOTED** the next planned meeting dates;

Monday 15th November – Finance and Establishment Committee

Monday 6th December – Full Council

Monday 13th December - Recreation Committee

Monday 17th January 2022 – Personnel Committee

The meeting closed at 9.28pm.

