



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 9<sup>th</sup> May 2022 at 7.30pm** Parish Office, Sargent  
Way, Broadbridge Heath.

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

Cllr Viv Edwards (VE)	Cllr Geoff Clark (GC)
Cllr Sarah Chandler (SC)	Cllr Penny Hayles (PH)
Cllr Karon Smith (KS)	Cllr Sam Hazell (SH)
Cllr Christine Knight (CK)	Cllr Debbie Lambert (DL)
Cllr David Trangmar	

**Clerk:** Lucinda Edwards

**District Councillor:** Cllr Louise Potter

**Press:** None

### 124/22 ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE

It was **RESOLVED** that Cllr Oliver be appointed Chairman of the council for the coming year.

Prop. CK, Sec. PH. All **AGREED**.

The Declaration of Acceptance of Office of Chairman was signed.

Nominations for Deputy Chair were received as follows:

Cllr Knight – Prop. KS, Sec. SC; Cllr Edwards – Prop. PH, Sec. DT.

There were 5 voted in favour of each nominee. Cllr Oliver, as Chairman, offered a casting vote in favour of Cllr Knight. It was **RESOLVED** that Cllr Knight be appointed Vice Chairman of the council for the coming year.

The Declaration of Acceptance of Office of Vice Chairman was signed.

The Chairman thanked the members present for their nominations.

### 125/22 APOLOGIES AND REASON FOR ABSENCE

An apology was **NOTED** from County Cllr Christian Mitchell.

### 126/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

### 127/22 PUBLIC SPEAKING

No members of the public present

- 128/22 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman updated members on the Platinum Jubilee publication and Cllr Knight updated members on the content of the booklet. Distribution of the publication is currently being considered.
- 129/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**  
It was **RESOLVED** by all present that the minutes of the Parish Council meetings held on Monday 21<sup>st</sup> March 2022 and Monday 4<sup>th</sup> April 2022 (noting one typo for amendment) be accepted as a true and correct record of the meeting.
- 130/22 COMMITTEE MINUTES**  
It was **RESOLVED** by all present to adopt the minutes of the Recreation Committee meeting held on Monday 31<sup>st</sup> January 2022.  
It was **RESOLVED** by all present to adopt the minutes of the Personnel Committee meeting held on Monday 11<sup>th</sup> October 2021.
- 131/22 REVIEW OF STANDING ORDERS**  
Members noted the proposed amendment to Standing Order 18, Financial Controls. Members **AGREED** to adopt the revised Standing Orders.
- 132/22 REVIEW OF FINANCIAL REGULATIONS**  
Members **RESOLVED** to approve the Financial Regulations following a review by, and recommendation from the Finance and Establishment Committee at a meeting held on Tuesday 3<sup>rd</sup> May 2022.
- 133/22 CODE OF CONDUCT**  
Members **RESOLVED** to adopt the Code of Conduct.
- 134/22 COMMITTEE MEMBERSHIP**  
It was **AGREED** for each committee to review their Terms of Reference, with a view to removal of maximum number of committee members.
- 135/22 RECREATION COMMITTEE MEMBERSHIP**  
It was **RESOLVED** to elect members of the Recreation Committee as follows:  
Cllr Chandler, Cllr Lambert, Cllr Knight, Cllr Oliver.
- 136/22 FINANCE AND ESTABLISHMENT COMMITTEE MEMBERSHIP**  
It was **RESOLVED** to elect members of the Finance and Establishment Committee as follows:  
Cllr Trangmar, Cllr Clark, Cllr Edwards, Cllr Knight, Cllr Oliver.
- 137/22 PLANNING COMMITTEE MEMBERSHIP**  
It was **RESOLVED** to elect members of the Planning Committee as follows:  
Cllr Clark, Cllr Hayles, Cllr Hazell.
- 138/22 PERSONNEL COMMITTEE MEMBERSHIP**  
It was **RESOLVED** to elect members of the Personnel Committee as follows:  
Cllr Knight, Cllr Oliver, Cllr Edwards, Cllr Trangmar, Cllr Clark, Cllr Smith.
- 139/22 ALLOTMENTS SUB-COMMITTEE MEMBERSHIP**  
It was **RESOLVED** to elect members of the Allotments Sub-Committee as follows:  
Cllr Clark, Cllr Knight, Cllr Oliver, Cllr Chandler, Cllr Hazell.

**140/22 ELECTION OF COMMITTEE CHAIRS**

Members **AGREED** Cllr Knight as Chair of the Recreation Committee.  
Members **AGREED** Cllr Trangmar as Chair of the Finance and Establishment Committee.

Members **AGREED** Cllr Clark as Chair of the Planning Committee.  
Members **AGREED** Cllr Knight as Chair of the Personnel Committee.  
Members **AGREED** Cllr Clark as Chair of the Allotments Sub-Committee.

It was **AGREED** for training to be added as items to next committee meetings agendas.

**141/22** Members **RESOLVED** to defer item 9.3 to later in the meeting.

**142/22 WORKING PARTIES**

It was **RESOLVED** to elect members of the Highways Working Party as follows:

Cllr Oliver, Cllr Chandler, Cllr Clark, Cllr Smith.

It was **AGREED** for Cllr Clark to Chair this working party.

It was **AGREED** to setup a 'Land Acquisitions' working party and for the Clerk to draft Terms of Reference for a for review by the council.

**143/22 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

It was **RESOLVED** to elect members as follows:

Horsham Association of Local Councils (HALC) – Cllr Clark, Cllr Oliver (until vacancy is filled).

West Sussex Association of Local Councils (WSALC) – Cllr Clark, Cllr Oliver  
Village Centre Management Committee – Cllr Smith

It was **RESOLVED** for the newly appointed Community Officer to represent the Parish Council with the following organisations:

Broadbridge Heath Tennis Club & Cricket Club

4 The Youth

Age UK

Members **AGREED** for Cllr Knight to support the Community Officer as a council representative where appropriate.

**144/22 DISTRICT COUNCILLOR REPORT**

Cllr Potter updated members as below:

- There are no major developments to report on the Wickhurst Green development progress. There are continuing concerns relating to the school site and how this will progress. The developer is being pursued in relation to the state of the verges.
- Issues relating to the co-op car park, use of the C662 and safety will be discussed at a meeting being held with Adam Chalmers and Adrian Smith (HDC) tomorrow.
- Members are advised that Adam Chalmers will be leaving HDC in June.
- Cllr Potter has met with the Head of Waste regarding bin issues on the Solomon's Seal development.

- Cllr Allen, the Parish Council and the County Councillor wrote to the police last year regarding the A264 and speeding. This is being chased. It has now been passed to the Speed Management team. Members **AGREED** for details relating to this matter to be communicated to the Highways Working Party.

Cllr Clark queried Planning Application DC/22/0779, due to insufficient information being provided as to the variation. It was **AGREED** for the Clerk to request further information from the Planning Team.

Cllr Smith raised the issue of the recent loss of life at the interchange and whether WSCC Highways would consider installing crash barriers at this location. It was **AGREED** for the Clerk to contact County Councillor Mitchel in relation to this.

District Councillors left the meeting. 20.56.

#### 145/22 **ALLOTMENT SUB-COMMITTEE TERMS OF REFERENCE**

Members **RESOLVED** to adopt the Allotments Terms of Reference, with one amendment.

#### 146/22 **PLANNING APPLICATIONS RECEIVED IN APRIL 2022**

Members **NOTED** the applications received per **APPENDIX 6** of the circulated report and **AGREED** the below comments as submitted by the Planning Committee.

Application	Address	Details	COMMENTS
DC/22/0691	6 Nye Close	Conversion of loft to form habitable living space, incorporating installation of 2no windows and 3no rooflights.	No objection provided there are no material objections from the adjoining / adjacent house owners.
DC/22/0800	52 Billingshurst Road	Erection of a single storey front and side extension.	no objections, provided there are no material objections from the owners of the neighbouring properties. However, given its location (on the junction with Warnham Rd) and assuming permission is granted, measures may need to be put in place during the construction phase to avoid / minimise disruption to road and pavement users.
DC/22/0779	91 Corsletts Avenue	Variation of condition 2 of previously approved application reference: DC/18/2002 (Erection of	Members requested additional details on the variation and for the Clerk to contact HDC

		2 x 3 bedroom dwellings with on-site parking and associated landscaping). Variation sought to avoid the requirement for a foul water pumping station. Replacement of house type on plot 2, moving of parking spaces from front to side of property and amendments to landscaping as a result of change to parking location. Plot 1 remains unchanged.	planning team to request further information.
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**147/22 PAYMENTS LIST RATIFICATION**

Members **AGREED** to ratify the Payments lists for April invoices 2022, per Appendix 7 in the circulated report.

**148/22 AUTHORISATION OF ADDITIONAL HOURS**

Members **AGREED** the additional hours worked by staff during April per the Supporting Document reports.

**149/22 FINANCE UPDATE**

Members **NOTED** the finance update and associated year end reports.

**150/22 POLICY REVIEW**

Members **RESOLVED** to approve and adopt the policies as follows:

- Lone Working Policy
- Key Holder Policy
- Publication Scheme
- Co-Option Policy

Members **RESOLVED** to defer review of the Risk Management Scheme, to allow for the Clerk to review and amend.

**151/22 ANNUAL PARISH MEETING**

Plans for the Annual Parish Meeting were discussed and the following were **AGREED**:

- To invite Village Centre Social Club representative
- To invite community Volunteer David Bridges
- To place posters in prominent locations to encourage attendance
- To add Noticeboard locations consideration to the next Recreation Committee meeting agenda.
- For the Clerk to have a discretionary budget for refreshments to serve at the event and for these refreshments to comprise hot/cold soft drinks, biscuits and cakes.

**152/22 WICKHURST GREEN AND SOLOMON'S SEAL PARCELS OF LAND**

**SOLOMON'S SEAL ALLOTMENTS**

It was **AGREED** for the Clerk to request a simple report from the legal representative, setting out the situation of the progress of the acquisitions to identify any outstanding/remaining steps before transfer.

It was **NOTED** that Bellway have committed to rotivating and cutting the grass on the Weston Avenue allotment within one week of acquisition.

It was **AGREED** for the Clerk to request confirmation of this by email.

#### **WICKHURST GREEN PARCELS OF LAND**

Members **NOTED** the latest correspondence and that there is a planned meeting on Tuesday 10<sup>th</sup> May with HDC officers to discuss the progress of the acquisitions and discuss next steps.

It was **AGREED** for the Clerk to engage with HDC to discuss what stance should be taken, and for the Clerk to contact CPPLC Solicitor directly for an update. It was **AGREED** that the Chair and Vice Chair should be invited to attend all meetings with Horsham District Council and Countryside.

It was **AGREED** for Adam Chalmers to be invited to attend the next meeting to update members on progress.

#### **153/22 CORRESPONDENCE**

Members **NOTED** the correspondence as detailed in the shared supporting document report.

Item 3 - It was **AGREED** to leave this item with the County Councillor.

#### **154/22 DATES OF NEXT MEETINGS**

It was **NOTED** that the Clerk will circulate an email with some proposed dates for a meeting of the Planning Committee.

Members **NOTED** the next planned meeting dates;

Allotments Sub-Committee Meeting – Monday 16<sup>th</sup> May – 7:45pm

Annual Parish Meeting – Thursday 26<sup>th</sup> May – 6:00-8:30pm

Parish Council Meeting – Monday 6<sup>th</sup> June – 7:30pm

Recreation Committee – Monday 13<sup>th</sup> June – 7:45pm

Personnel Committee – Monday 27<sup>th</sup> June – 7:45pm

Finance and Establishment Meeting – Monday 11<sup>th</sup> July – 7:45pm

**The meeting closed at 22.13.**