



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 6th June 2022 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver – Chair (TO)

Cllr Viv Edwards (VE)
Cllr Christine Knight (CK)
Cllr Karon Smith (KS)

Cllr Geoff Clark (GC)
Cllr Penny Hayles (PH)

Clerk: Lucinda Edwards

Press: None

Prior to opening the meeting, the Chairman proposed a 1 minute silence as a mark of respect following news of the recent passing of Mary Burroughs - Clerk to Slinfold, and previous Clerk to Broadbridge Heath.

155/22 PUBLIC SPEAKING

No members of the public present

156/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

157/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members that he had been in contact with the Chairman of Slinfold Parish Council to offer condolence on behalf of the Parish Council and to offer any support as applicable.

Members **AGREED** for the Clerk to offer any emergency support and signposting/guidance as appropriate. It was **AGREED** for the Clerk, on behalf of the Parish Council, to send a condolence card and appropriate tribute.

Members were updated on the success of the Jubilee Publication which has been well received by the community. The Chairman proposed to send a copy to The Queen with a letter from the Parish Council, and this was **AGREED** by members.

158/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

Members **RESOLVED** to defer this item.

159/22 COMMITTEE MINUTES

It was **RESOLVED** by all present to adopt the minutes of the Finance and Establishment Committee meeting held on Monday 15th November 2021.

160/22 COUNTY AND DISTRICT COUNCILLOR REPORTS

Members **NOTED** the report as received from District Cllr Louise Potter.

161/22 CLERK UPDATE

The Clerk updated Members as follows:

- Regarding latest correspondence relating to the school site. WSCC will be updating HDC on Tuesday 7th June on their strategy for the school site. There have been exchanges between WSCC and CPPLC on the quality of the land and CPPLC have provided WSCC with further documents to evidence how they have addressed all other matters.
- The Jubilee event organised by the Gala association was a success and well attended/enjoyed.
- Feedback from the Annual Parish Meeting was good and the invited guests were well received by residents.
- A reminder regarding the IT Workshop on Tuesday 7th June.

162/22 PLANNING APPLICATIONS RECEIVED IN MAY 2022

Members **NOTED** the applications received per **APPENDIX 1** of the circulated report and **AGREED** the below comments as submitted by the Planning Committee.

Application	Address	Details	COMMENTS
DC/22/0852	26 Weston Avenue	Erection of a single storey rear extension.	No objections to this application, provided there are no material objections from the owners of neighbouring properties.
DC/22/0845	17 Findon Way	Surgery to - 1x Oak TPO/0462, Fell 1 x Ash	It was noted that the Ash tree that is to be felled does not appear to be shown on the plan (drawing) provided, making it difficult to comment fully. As always for applications for tree work, the Parish Council rely on the District Council to provide the necessary professional guidance when considering the application, and do not see valid grounds for refusal from the Parish Council perspective, unless material reasons for objection exist.
DC/22/0805	8 White Close	Conversion of loft to form habitable living space, incorporating creation of 2no side dormers and installation of 3no rooflights.	No objections with the proposed two dormer windows as this is an end of terrace property, provided there are no material objections from the owners of the adjacent properties. However, the committee raised concerns regarding the roof lights on the side (North) elevation which may be more problematic for the adjoining properties.
DC/22/0915	7 Cook Way	Conversion of garage to form habitable living space and installation of a window and doors.	Commented upon the resulting loss of parking and change to the street scene (front elevation), but have no objection provided there are no material objections from the adjoining / adjacent properties.

DC/22/0917	7 Cook Way	Erection of an outbuilding to rear provide a study and home gymnasium.	<p>Submitted comments:</p> <ul style="list-style-type: none"> the proposed outbuilding appears to be quite dominant for the garden and location. there is little information about the situated behind the property and how any damage will be mitigated, any construction should not result in the damage to the root structure of this tree <p>However, provided there are no objections from the neighbouring properties, no specific objection.</p>

163/22 PLANNING APPLICATION DC/22/0779

The Chairman of the Planning Committee updated members, noting the additional information submitted and local objection to this application.

It was **AGREED** for the Parish Council to write to the planning team, noting their original objections to the previous applications for this site and stating that the Parish Council consider this application does not materially change the potential over-development of the site and having noted the comments in response from both the HDC Technical Officer and Southern Water, will await with interest the outcome of the Planning Committee's deliberations.

164/22 PAYMENTS LIST RATIFICATION

Members **AGREED** to ratify the Payments lists for May invoices 2022, per Appendix 2 in the circulated report.

165/22 INTERNAL AUDIT

The Clerk updated members on the internal audit completion and members **NOTED** the circulated internal audit report.

166/22 AUTHORISATION OF ADDITIONAL HOURS

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

167/22 SECTION 106 APPLICATION

Members **APPROVED** the list of below items for inclusion on the second Section 106 application for items for the provisioning of the parish office facilities:

Dishwasher, Microwave, mounted Flag pole, Monitors x 2, additional desk, external lighting, chair storage trolley, (potentially) solar panels.

168/22 USE OF PARISH OFFICE

Members considered a request for use of the Parish Office as a rest station for a charity walk. Use of the building was agreed in principle, subject to receipt of further information about the requirements, insurance and risk assessments. It was **AGREED** to delegate ultimate decision to the Clerk, Chair and Vice Chair.

169/22 GRANT APPLICATION

Members **APPROVED** the grant application from the Gala Association for £240 to cover the cost of a children's entertainer at the Jubilee picnic event.

170/22 11.1 ANNUAL GOVERNANCE STATEMENT 2021/22

The Annual Governance Statement was **AGREED** by the Council and the Chair signed the statement. (Prop CK; Sec PH).

171/22 11.2 ACCOUNTING STATEMENTS 2021/22

The Accounting Statement was **AGREED** by the Council and the Chair signed the statement. (Prop PH; Sec KS).

172/22 11.3 PERIOD OF ELECTOR'S RIGHTS

Members **AGREED** the notice of public rights. (Prop CK; Sec VE).

173/22 WICKHURST GREEN AND SOLOMON'S SEAL PARCELS OF LAND

WICKHURST GREEN PARCELS OF LAND

Members **NOTED** the underground attenuation crates are still included in the transfer documents for all 3 sites (SL5, SL6 and SL9) and that it has been agreed with all parties to remove these.

174/22 The Giggles – SL5

Members **NOTED** the update on the red line boundary issues relating to SL5. A new red line transfer plan has been requested from CPPLC and is awaited by the Parish Council's solicitor.

It was **NOTED** that further progress on the transfer of SL5 is deferred until receipt of the amended plan.

175/22 The Allotments – SL6

Members **NOTED** the pipework and lagoon area included on the transfer plan of SL6 and it was **AGREED** for the Clerk to request removal of the lagoon area and for this initial transfer of SL6 to include the allotment area only, as previously requested. (Prop CK; Sec KS).

It was **AGREED** for the Clerk to request confirmation in writing from CPPLC that the site will be prepared, cleared and inspected prior to final completion, and that execution will be subject to the Clerk's approval of the completion of these works.

176/22 Leapfrog – SL9

Members were in agreement with the transfer documentation and plan for SL9 (subject to removal of the attenuation crates) and it was **AGREED** to delegate authority for execution of the transfer, at the appropriate time, to the Chair and the Vice Chair. (Prop CK; Sec PH).

177/22 WESTON AVENUE ALLOTMENTS

Members **NOTED** declarations of interest from Cllrs Oliver and Clark as they are both on the allotments waiting list for Weston Avenue.

178/22 Members **AGREED** in principle to approve the transfer documents subject to the Clerk checking some final points relating to the northern boundary of the red line transfer plan. (prop CK; Sec PH).

179/22 It was **AGREED** for the Clerk to request confirmation in writing from Bellway that the site will be prepared, cleared and inspected prior to final completion, and that execution will be subject to the Clerk's approval of the completion of these works.

180/22 LAND ACQUISITION WORKING PARTY
Members **AGREED** the Terms of Reference for the Land Acquisition Working Party and the following membership:
Cllr Knight, Cllr Oliver, Cllr Smith.

It was **AGREED** for the Clerk to offer invitations to join to absent members.

181/22 VILLAGE CENTRE MANAGEMENT AGREEMENT
The Clerk updated members on advice received from legal representation in relation to the potential renewal of the S297 agreement by which the Village Centre grants maintenance and management responsibility of the recreation ground and play area behind the Village Centre building to the Parish Council.
Members were advised that when considering a potential renewal of the previous agreement, following legal guidance, some amendments should be proposed.

It was **AGREED** that the Parish Council are, in principle, happy to continue with a management/maintenance arrangement, subject to some amendments to be proposed to the Village Centre Trustees for consideration:

1. Due to the administration involved, and for continuity/planning, to extend the term of the agreement to 10 years.
2. To amend the document to enable the Parish Council to issue licenses (as requested by the Junior Football Club)
3. To amend the document to grant the Parish Council the right to raise funds should this be appropriate.
4. To set out in the document how Parish Council would work with the VC Trustees, as the landlord, to ensure that all activities would meet the objectives of the articles of association to serve the community. Also, by working in partnership with the VC Trustees in the future, helping to ensure that any activities on the site can maximise income generation for the VC/Social Club.
5. To include in the document asset ownership detail.

It was **AGREED** for the Clerk to communicate the above proposed amendments to the Trustees for consideration ahead of their scheduled meeting on 20th June and to bring back to the July Parish Council meeting.

182/22 Members **NOTED** a grant application from the Football Club and it was **AGREED** to request copy of the documents for consideration.

183/22 OPEN SPACE USE
It was **AGREED** to defer this item to the Recreation Committee to consider land registry specifications and to advise any applicants that the Parish Council is at present not able to issue formal permissions.

POLICY REVIEW

184/22 Complaints Policy
Subject to addition of details of appeal process, members **RESOLVED** to adopt the Complaints Policy.

185/22 Disciplinary Policy
Members **RESOLVED** to adopt the Disciplinary Policy.

186/22 Grievance Policy
Members **RESOLVED** to adopt the Grievance Policy.

187/22 Recruitment Policy
Members **RESOLVED** to adopt the Recruitment Policy.

188/22 Health and Safety Policy
Members **RESOVLED** to defer the review of the Health and Safety Policy.

189/22 DATES OF NEXT MEETINGS

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

Personnel Committee – 27th June, 19:45

Parish Council Meeting – 4th July, 19:30

Recreation Committee – THURSDAY 7th July 2022 10:00

Finance and Establishment Committee – 11th July 19:45

The meeting closed at 22.23.