



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 5th September 2022 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver – Chair (TO)

Cllr Debbie Lambert (DL)
Cllr Christine Knight (CK)
Cllr Karon Smith (KS)
Cllr Geoff Clark (GC)

Cllr David Trangmar (DT)
Cllr Sarah Chandler (SC)
Cllr Sam Hazell

Clerk:

Lucinda Edwards

Officers:

Olivia Buck

Claire Palmer

Visitors:

Two visitors from Inspired Villages

Press: None

220/22 PUBLIC SPEAKING

No members of the public present

221/22 APOLOGIES

Apologies and reasons for absence were received from Cllr Hayles, County Cllr Mitchell and District Cllr Potter and these were **APPROVED** by members.

222/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Oliver & Cllr Clark declared a personal interest in Item 10, advising that they are both on the Allotment Waiting List.

223/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman suggested a Christmas gathering for Councillors and Officers and venues were discussed.

It was **AGREED** for the clerk to email all members a couple of potential dates before the next meeting.

224/22 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 July 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr CK, Seconded; SC)

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 8th August 2022 be accepted as a true and correct record of the meeting.

(Proposer; Cllr GC, Seconded; SH)

225/22 COMMITTEE MINUTES

None.

226/22 COUNTY AND DISTRICT COUNCILLOR REPORTS

Members **NOTED** the report as received from County Cllr Christian Mitchell.

Members discussed the newly installed ramps in the Co-op car park.

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

Cllr Clark provided a verbal update regarding the Lower Broadbridge Farm application and had engaged with the case officer. Cllr Oliver noted this dialogue as a positive benefit for the community.

227/22 INSPIRED VILLAGES

Councillors received a presentation from Inspired Villages, followed by a Question-and-Answer session. (Details may be read in a follow up document shared as an appendix to these minutes).

Cllr Oliver thanked them for the informative presentation and to keep communications active particularly mentioning Community funds. It was **AGREED** for the Clerk to provide details to Council of the Parish Council's current Age UK village agent scheme.

228/22 CLERK UPDATE

The Clerk updated Members as follows:

- Highways WP meeting on 15th Sept 10am with Adam Bazley re Chantry Court resident, and other matters relating to highways
- Zoom meeting with Hampshire Legal Service on Friday 9th September
- Community litter pick this Saturday 10th September at 10am
- 20th September - PCSO drop-in session at the office
- Winter newsletter - will be drafting items over the next 2 weeks
- Insurance update at Charrington Way
- Crossover license at Village Centre – news and update – S106 awaiting reply
- S106 previous applications (parish office and Ducky works) payments have all been made now so HDC will be invoiced for the funding
- S106 application for additional office items is prepared and ready and will be submitted this week
- A damaged item of equipment was noted at The Ducky – using delegated authority, Eibe were instructed to repair which has been completed
- New Duck bin for the Ducky has arrived and will be installed asap
- Cut and collect was completed last week. Recreation committee will be considering next steps for this area

229/22 Cllr Clark raised concern on recent and local traveller activity.

It was **AGREED** for the Clerk to ask WSCC what actions they would propose on Parish Council property.

CORRESPONDENCE

230/22 The letter from a resident regarding Sullington Mead was **NOTED**.

It was **AGREED** for the Clerk to email Saxon Weald.

231/22 A correspondence received from BBH Magazine was **NOTED** and it was **AGREED** for the Officers to provide a response to the magazine.

232/22 WESTON AVENUE ALLOTMENTS

The Clerk provided an update on the Weston Avenue allotment acquisition. A document, approving the agreed maintenance contribution was signed by the Clerk and the Chair. Legal have informed the PC that Bellway have not yet transferred the commuted sums and agreed maintenance contribution to their solicitors.

Resident, Jenny Oliver has requested to carry out a one-off metal detect survey of the site before plot holders move onto the site. This was **AGREED** and anything found will be given to the Council. It was **AGREED** for the Clerk to request a copy of the resident's insurance. *(Proposer; Cllr GC, Seconded; SH. Cllr Oliver abstained)*

233/22 WICKHURST GREEN PARCELS OF LAND

The Clerk provided an update on the 3 parcels of land identified as prioritised by the Council: SL9 Leapfrog play area, SL6 Allotments and SL5 Play area.

234/22 The Chairman proposed a motion to suspend Standing Orders to enable discussion on items protected by legal professional privilege.
(Proposer; Cllr CK, Seconded; KS – All AGREED)

235/22 Standing Orders resumed

236/22 It was **AGREED** for the Clerk to feedback to members of the council following scheduled meetings with both Horsham District Council and the Parish Council's appointed solicitors.

237/22 It was **AGREED** for the Clerk to respond to questions, raised by the solicitor, to reduce the red-line boundary of SL6 in order to progress with just the Allotments in the transfer excluding the Attenuation basin.
(Proposer; Cllr KS, Seconded; SC)

Cllr Hazell left the meeting at 21:45.

238/22 VILLAGE CENTRE

The Clerk update and S297 agreement report was **NOTED**.

The following was **AGREED**:

To amend the S297 agreement until September 2023, and to include a section on asset management and ownership.

239/22 It was **AGREED** to have the S297 draft document approved by solicitors up to a cost of £500.00.
(Proposer; Cllr GC, Seconded; KS)

240/22 PLANNING APPLICATIONS

Application	Address	Details	Responses
DC/22/0936 Notification of amendment	45 Charrington Way	Erection of a single storey side extension and enlargement of door opening to rear Elevation	No objections.

DC/22/1544	127 Charrington Way	Demolition of existing conservatory and erection of a single storey rear extension.	On consideration of this consultation, our Planning Committee have no objections - provided there are no material objections from the neighbouring property owners. A comment was raised regarding the unsympathetic flat roof of the new conservatory and slightly confusing "proposed elevations" drawing stating "existing elevations".
DC/22/1280	9 Tullett Way	Partial conversion of existing garage to form utility room (Retrospective).	On consideration of this consultation, our Planning Committee have no specific comments and no objection to this retrospective application.
DC/22/1100	161 Churchill Way	Part conversion of garage to form habitable space with associated external alterations. Removal of existing gables to front elevation and addition of a larger gable element.	Having reviewed this, our Planning Committee raised the below concerns: 1. This would be a noticeable change to the front elevation of the property, along with the inclusion of a large glass window in the new gable end dormer roof structure, which appears to be directly into the loft or attic space. Is this now to be a habitable or living space. 2. There is also no mention in the application that it includes the removal of the chimney breast and stacks as shown on the associated plans. 3. This is a change to street scene and a move away from the original design concept of the property.

FINANCE AND ESTABLISHMENT PAYMENTS LIST RATIFICATION

- 241/22** Members **AGREED** to ratify the Payments list for August and September 2022, per Appendix 2 in the circulated report, and including additionally presented invoices from DM Services and Viking.
- 242/22** **FINANCE UPDATE**
The Clerk updated members on the current income and expenditure reports for year to date 2022/23, advising on some expected variances, such as:
- S106 monies due from HDC on invoicing
 - VAT return for Qtr1 and Qtr2 will be submitted in October
 - It was noted that 4 The Youth have not invoiced as yet for services
 - It was noted that an additional invoice from Age UK was issued due to an error in invoicing. The Age UK report had been circulated to members and it was **AGREED** for the Clerk to invite Age UK to attend the next meeting
- 243/22** **BANK RECONCILIATION**
The bank reconciliation was **NOTED** by members and signed by Cllr Trangmar.
- 244/22** Additional hours worked during July and August were ratified and authorised by all.
- 245/22** **SAAA 2022 Opt-out Communication**
It was **AGREED** by all to remain in SAAA2022 Communications.
- 246/22** The Internal Auditor letter of engagement was **NOTED**.
- 247/22** **PARISH COMMUNITY FUND**
It was **AGREED** to gain feedback from the planned Community forum to bring back to the next meeting.
- 248/22** **GRANT APPLICATION**
Members resolved to **APPROVE** the grant application from 4 Sight Vision Support for £300.00.
(Proposer; Cllr CK, Seconded; DL)
- 249/22** **DATES OF NEXT MEETINGS**
Members **NOTED** the next planned meeting dates:
- Recreation Committee – Monday 12th September – 19:45
Allotments Sub-Committee meeting – Monday 19th September – 19:45
Highways WP informal meeting – Thursday 15th September - 10:00am
Personnel Committee – Monday 26th September – 19:45
Parish Council Meeting - Monday 3rd of October – 19:30
Finance and Establishment Committee – Monday 17th October – 19:45

The meeting closed at 22:44.

