



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 4<sup>th</sup> April 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)

**Clerk:** Lucinda Edwards

**District Councillor:** Cllr Louise Potter

**Guests/Members of the Public:** PCSO Michael Gamble

**Press:** None

**083/22 PUBLIC SPEAKING**  
None.

**084/22 APOLOGIES AND REASON FOR ABSENCE**  
Apologies and reasons for absence were **NOTED** from Cllr Knight, Cllr Oliver, Cllr Lambert, County Cllr Christian Mitchell and District Cllr Matthew Allen.

Members **NOTED** that Cllr David Milbank has resigned from his post as Councillor and that Horsham District Council had been advised of the vacancy. It was **AGREED** for the Clerk to consider an appropriate gift or dedication to mark long service, for council's consideration.

**085/22 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**  
None.

**086/22 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman acknowledged the changing circumstances surrounding covid restrictions and the prominence of cases, expressing well wishes to all.

**087/22 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**  
It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 7<sup>th</sup> March 2022 be accepted as a true and correct record of the meeting.

**088/22 COMMITTEE MINUTES**  
The outstanding Committee minutes for adoption will be added to the next Parish Council meeting agenda.

**089/22 DISTRICT COUNCILLOR REPORT**  
Cllr Louise Potter updated members as below:

TRO/ANPR - It was previously hoped this would be in progress by now, but the latest update advises that WSCC are waiting for their contractors availability. It is hopeful work will commence this month.

WSCC Highways are aware of the street furniture damage.

The cameras are expected to be live by the end of May.

The landscaping works on the Cook Way boundary are being chased with Countryside Properties.

There is a current lack of availability of the bollards to be installed at the Football club.

A breach notice has been threatened in relation to the noise at Lower Broadbridge Farm, causing disturbance to local residents. Rules are being ignored. Environmental Health and Planning are working together on this. The replacement machinery was meant to be in place by October 2021.

Regarding the school site, Cllr Potter will send an update for circulation. WSCC have confirmed all is in place, however there is currently no resolution to the outstanding issues with the developer – relating to drainage, a bridge across the culvert and soil quality. Glenn Chipp (HDC) issued a formal letter to CPPLC and the response suggested that the CPPLC believe they have met their commitments.

The deed of variation was signed last year.

Q. A member raised concerns about whether there was any mechanism by which the transfer could fail:

*(Cllr Kaz Smith declared an interest as she previously worked for GLF Schools).*

Members **AGREED** that it would be helpful to have a clear understanding of the time implications and HDC's proposals in taking this forwards. It was proposed to schedule a meeting with Horsham District Council and County Councillor Christian Mitchell to discuss this issue.

There has as yet, been no application in relation to the proposed development at Lower Broadbridge Farm. Cllr Potter stated that she is mindful that once the water neutrality issue is resolved, there is likely to be an application.

The damage to the acoustic fence is the responsibility of CPPLC. They have confirmed the works have been scheduled for 19-24 May.

Glenn Chipp officially resigns tomorrow, Tuesday 5<sup>th</sup> April.

Cllr Matt Allen will circulate an update on the status of the highways adoption of the roads on the Wickhurst Green development.

**090/22 COUNTY COUNCILLOR REPORT**

Members **NOTED** the circulated written report.

**091/22 PCSO UPDATE**

PCSO Gamble introduced himself to the Council as one of two BBH dedicated officers.

PCSO Gamble has been a PCSO for 2.5 years, the last 9 months allocated to Broadbridge Heath.

Members were advised of the main difference between a PSCO and a PC:

- No ability to arrest
- No weapons
- No blue lights

The vandalism to the windows at the office were discussed, as well as the street racing in the vicinity of the Tesco car park. Tesco have ANPR installed and are working with the police, passing on details of vehicles. In addition, the bowls club have CCTV, which is also used.

Once Section 59 notices have been served, further issues result in vehicle seizures.

PSPO's are used to move people on, but sometimes it is hard to catch them.

Members were updated on the recent incident at the Social Club. 4 individuals were arrested on police bail conditions and the investigation continues.

It was noted that the Lawson Hunt roundabout is another hotspot for anti social driving, and this will be patrolled by the PCSO.

A query was raised about the ANPR camera being installed at the bus gate and how this will operate. The Clerk will investigate this with WSCC.

PCSO Gamble covers Southwater and Broadbridge Heath.  
PCSO Bell covers Slinfold, Rudgwick and Broadbridge Heath.

Cllr Oliver thanked PCSO Gamble for attending and suggested attendance at future meetings would be beneficial.

***PCSO Gamble left the meeting at 20:10.***

**092/22**

#### **CLERK'S UPDATE**

The Clerk provided the below update:

- Members were informed of, and invited to attend, the Wild About Warnham event on Friday 8<sup>th</sup> April from 7:30pm-9pm.
- Councillors were advised of Cllr Milbank's resignation and updated on current councillor vacancies.
- Adoption of committee minutes were omitted from the agenda in error and will be added to the June agenda.
- Amendments to 2 meeting dates were proposed for discussion under item 23.
- Members were advised of a printing error in the latest BBH Magazine whereby the parish council logos were not printed.

Members noted the update.

**093/22**

#### **PLANNING APPLICATIONS RECEIVED IN FEBRUARY 2022**

Members **NOTED** the applications received per **APPENDIX1** of the circulated report and **AGREED** the below comments as submitted by the Planning Committee.

Application	Address	Details	COMMENTS
DC/22/0520	Broadbridge Barn, Old Wickhurst Lane	Internal alterations to study, utility and shower room area	No objections to this application provided all works are carried out as per a listed building consent.
DC/22/2858	31 Sargent Way	Enlargement of the width of a window to the front	Note that it is amending a previously approved application (DC/21/1394 - conversion of garage into living accommodation) to now increase the width of the new front window. No objection.
DC/22/2238	Robins Nest 36 Churchill Way	Erection of a single storey side infill extension between the house and garage	No objections to this application. It was noted that although this changes the original (design) layout of the property and garage and the street scene (elevations), it is a ground floor infill only.

- 094/22 PAYMENTS LIST RATIFICATION**  
Members **AGREED** to ratify the Payments lists for March invoices 2022, per Appendix 2 in the circulated report.  
(Prop GC, Sec VE)
- 095/22 FINANCE UPDATE**  
Members **NOTED** the finance update and associated reports.
- 096/22 BANK RECONCILIATIONS**  
The balance sheet and bank reconciliations were **NOTED** by members and signed by the Chairman.
- 097/22 AUTHORISATION OF ADDITIONAL HOURS**  
Members **AGREED** the additional hours worked by staff during March per the Supporting Document reports.  
(Prop PH, Sec KS)
- 098/22 WORKS PLANNER**  
Members **RESOLVED** to defer this item.
- 099/22 PARISH OFFICE**  
The Clerk updated members on the progress of the agreed setup works at the Parish Office funded through Section 106 monies. Members **NOTED** the update.
- 100/22 PARISH OFFICE WINDOWS VANDALISM**  
Members **NOTED** the expenditure on repairs to the vandalised windows and the insurance excess as detailed in Appendix 3 of the circulated report.

It was **AGREED** for the Clerk to engage with the insurers to enquire as to what effect a claim may have on the insurance premium; any time limit on submitting claims and whether a claim can be bulked together for all incidents.  
(Prop PH; Sec GC)

**101/22 PARISH OFFICE OPENING HOURS**

It was **AGREED** for the Parish Office to have an initial schedule of 2 open sessions of 2 hours each per week. These sessions will be set times when the office is accessible by the public and are proposed to be Tuesday 10am-12 and a further 2 hour session to be determined by the Clerk. The schedule will be applicable from May 2022 and will be reviewed after 3 months.

It was **AGREED** that the external signage at the office should not commit to the set times but should point residents to the website for further details on open sessions.

**102/22** It was **AGREED** for Age UK to utilise the space at the Parish Office for monthly board game sessions, on an initial trial period of 3 months.

**103/22 WICKHURST GREEN PARCELS OF LAND**

Members were updated on the latest correspondence from legal in relation to the adoption of the allotments and 2 play areas on the WHG development.

CPPLC have advised that Southern Water will adopt the attenuation tanks under the sites, Hampshire Legal should be advised of this.

**104/22** It was **AGREED** for the Parish Council to engage with the Countryside Directors, by arranging a meeting to include HDC officers and the Chief Executive, County Councillor Mitchell and the MP to discuss the outstanding issues and move the acquisitions forwards.

**105/22** Per the question raised by the solicitors, members **AGREED** that the transfer of funds from the developer should be directly to the Parish Council.

**106/22** It was **AGREED** to request a report from the solicitors for each of the transfers detailing each stage of the transfer in an easy to read and interpret format.

**107/22 WESTON AVENUE ALLOTMENTS**

It was **AGREED** to request an update report from legals for members in an easy to read and interpret format.

**108/22 IT REQUIREMENTS**

Members **NOTED** the details in Appendix 6 of the circulated report. It was **AGREED** to schedule an IT workshop with Netcom for members to drop in and discuss individual requirements.

**109/22 VILLAGE CENTRE**

Members **NOTED** the update regarding the final invoices in relation to the Village Centre redevelopment project. A schedule of payments has been requested and it was highlighted that it would be helpful to members to see a copy of the finance reports.

Members were updated following the recent meeting with the Village Centre Trustees and updated regarding the Trustees intentions to close off the side access completely to pedestrians once the access onto the field has been completed.

**110/22** In relation to recent anti-social behaviour, it was **AGREED** to liaise with the Village Centre Trustees regarding replacing the previously installed flood lighting at the rear of the building.

- 111/22 FOOTBALL CLUB LICENSE**  
Members were updated on the expiry of the Football Club license and the advice obtained from legal relating to this.  
It was **AGREED** for the Clerk to obtain legal costings for assistance from Surrey Hills Solicitors and for the License to be circulated to all members.
- 112/22 NALC CORRESPONDENCE**  
Members **NOTED** the correspondence from NALC and will respond individually as appropriate.
- 113/22 NALC/WSALC SUBS**  
Members **AGREED** the 2022/23 NALC/WSALC Subscriptions.  
(Prop VE; Sec KS)
- 114/22 CONSULTATIONS**  
Members **NOTED** the correspondence from Inspired Villages. It was **NOTED** that the development is not within the Parish of Broadbridge Heath, but some members confirmed they intend attending the event.
- 115/22 GRANT APPLICATIONS**  
Members **AGREED** a donation of £100 to Victim Support and a donation of £300 to Kent, Surrey and Sussex Air Ambulance.  
(Prop PH; Sec SC)
- RECREATION RECOMMENDATIONS:**
- 116/22 THE DUCKY POND**  
Members **AGREED** the recommendation from the Recreation Committee to pursue a Section 106 application from HDC and proceed with the project detailed in Appendix 7a of the circulated report.
- 117/22 GALA ASSOCIATION SUMMER FETE**  
Members **NOTED** that a minimum of 3 members would be required to assist with the Parish Council stand at the summer fete.
- 118/22 CHARRINGTON WAY PLAY AREA**  
Members considered the Ear Marked Reserves per the circulated report and **AGREED** an indicative budget of £45,000 for improvements to the Charrington Way play area.  
(Prop VE; Sec SC). It was **AGREED** that this project should be pursued in 2023.  
  
Deterioration to the surfacing at the Charrington Way play area was noted and it was **AGREED** to proceed with looking into required remedial works using delegated authority.
- 119/22 RECRUITMENT AND STAFFING**  
Members were advised that ongoing items are under discussion and that a meeting will be scheduled for the Clerk to meet with the Chair of the Personnel Committee and the Chair of the Finance Committee.
- 120/22 PARISH COUNCILLOR VACANCIES**  
Members **NOTED** the 3 current vacancies and it was **AGREED** for any new applicants to be invited to attend a Parish Council meeting before applying, as part of the application process.
- 121/22 SOCIAL MEDIA**

It was **AGREED** to share details of the proposed office opening hours and information from the PCSO update on Social Media.

It was **AGREED** to share details of the Annual Parish Meeting on Social Media.

**122/22** It was **AGREED** for the Clerk to look into a 'Policy of Usage' for use of the Parish Office space by Community Groups.

**123/22 DATES OF NEXT MEETINGS**

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

Finance & Establishment Committee – TBC – 7:45pm

Parish Council Meeting – Monday 9<sup>th</sup> May 2022 – 7:30pm

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

Recreation Committee – Monday 13<sup>th</sup> June 2022 – 7:45pm

Personnel Committee – Monday 27<sup>th</sup> June 2022 – 7:45pm

It was **NOTED** that meetings of the Allotments Sub-Committee and Highways Working Party are to be scheduled.

**The meeting closed at 22.28.**