



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 13th of February 2023 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were: Cllr Terry Oliver – Chair (TO)

Cllr Geoff Clark (GC) Cllr Sam Hazell (SH)
Cllr Christine Knight (CK) Cllr Sarah Chandler (SC)
Cllr Debbie Lambert (DL) Cllr Karon Smith (KS)

Clerk: Lucinda Edwards

Press: None

001/23 PUBLIC SPEAKING
No members of the public present

002/23 APOLOGIES
Apologies and reasons for absence were received from Cllr Trangmar and County Cllr Mitchell and these were **APPROVED** by members.

003/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
Cllrs Oliver and Clark declared an interest in item 15.
It was **NOTED** that Cllr Smith is a Trustee of the Village Centre, as the council's nominated representative, in relation to item 10.

004/23 CHAIRMAN'S ANNOUNCEMENTS
The Chairman referenced the end of the current council term approaching, reminding members of the process for standing for re-election. Cllr Oliver also informed members of his intention to stand as an independent District Councillor for Broadbridge heath in the upcoming elections.
Members were updated on recent communications with MP Jeremy Quinn in relation to the future of the site previously intended for a school. Cllr Oliver updated him on the current status of the transfers and the Parish Council's frustrations with the delays. Once a formal response from Jeremy Quinn is received, this will be shared.

Members were invited to initially consider any potential future community use of the site.

005/23 It was **AGREED** for the Clerk to contact HDC Planning to request an update on the status of the site.

006/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING
It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 5th December 2022 be accepted as a true and correct record of the meeting. The Chairman signed the amended minutes.

COMMITTEE MINUTES

It was **AGREED** by all present to receive and adopt:
007/23 - Allotments Sub Committee Minutes from 1st November 2022.

- 008/23 - Personnel Committee Minutes from 26th September 2022.
009/23 - Finance and Establishment Committee Minutes from 14th November 2022

010/23 DISTRICT COUNCILLOR REPORT

No reports were received. Members **AGREED** to request an update from the District Councillors for the March meeting

011/23 COUNTY COUNCILLOR REPORT

Members **NOTED** the published report.

012/23 AGE UK VILLAGE AGENT SCHEME PROPOSAL 2023/24

Members reviewed the proposal from Age UK to continue with the village agent scheme. It was **AGREED** for the officers to provide, to Age UK, clear expectations regarding the requested quarterly reports.

Further details were requested on the context of the line management element of the costing breakdown.

The continuation of the Village Agent scheme, on the basis of 8.5 hours per week as detailed in the proposal from Age UK, was **AGREED**.

(Prop CK; Sec SC)

013/23 4 THE YOUTH – YOUTH SERVICES FUNDING PROPOSAL

Members reviewed the cost breakdown from 4 The Youth, setting out the funding budget for the continuation of the term time youth club in the village, and in addition, the return of the weekly, term time snack wagon visit.

Members supported the proposals but raised the below queries:

- How and where is the snack wagon already being used
- A definition of the 'core cost factor' to understand what this comprises
- Clear expectations in relation to termly reports, with a breakdown of each service's attendance etc, per the contract, are to be communicated to 4 The Youth.

It was **AGREED** to request a template report for review at the next meeting.

It was **AGREED** to approve the funding proposal, noting the Youth Club expenditure is within the 2023/24 budget for Youth Services. It was **AGREED** to fund the annual cost of £3,362.85 for the weekly Snackwagon visit from EMR 335 Youth and Older People, as a 1 year trial. *(Prop KS; Sec SH)*

014/23 VILLAGE CENTRE COMMUNICATIONS

Following a meeting of the Village Centre Trustees, the below responses were received by council:

- Approval of the 5 year repayment plan (of the outstanding project costs) as proposed by the parish council
- Acceptance of Parish Council offer to carry out ditch clearance works
- Approval of the proposal to arrange a meeting with the junior football club to discuss the expired license
- A request to arrange a meeting to explore ideas relating to the future of the Village Centre

Members were updated on the meeting held on 6th February with the Village Centre Trustees, that was attended by the Chair, Vice Chair, Clerk and Deputy Clerk. Cllr Smith, as the Parish Council's nominated representative, provided an update on the discussions at the meeting.

- 015/23 The Chairman raised a motion to suspend standing orders, to discuss this item in closed session due to confidentiality. This was **AGREED** by members.

Agreed actions for the Clerk can be found in **confidential APPENDIX 1** of the minutes.

016/23 Members **AGREED** to resume Standing orders.

017/23 VILLAGE CENTRE RECREATION GROUND S297 AGREEMENT

The solicitor's revised S297 agreement was reviewed by members and **AGREED** subject to amendments detailed in confidential **APPENDIX 2** to these minutes.

018/23 MONSTER PLAY AREA

Members **NOTED** the revised quotation from Kompan for the new play area, noting the original quotation was submitted and agreed in 2019. Horsham District Council's Section 106 team have been requested to consider funding the additional 25% and a response is awaited. Members discussed the project and there was no desire to amend

019/23 It was **AGREED** for the Clerk to write to Kompan citing the Council's disappointment at the level of increase and to seek a reduction and await a response and to then progress the project.

020/23 It was **AGREED** to continue to pursue Section 106 funding for the additional required funding for this project. Should the additional funding be refused by HDC, it was **AGREED** to use EMR CIL.
(Prop CK; Sec GC).

021/23 WICKHURST GREEN PARCELS OF LAND

The Clerk updated members on the progress of parcels SL5, SL6 and SL9.

SL9 – the transfer documents have been signed and returned. Completion is pending the developer's solicitors response to 2 minor outstanding queries, and their approval of the calculated indexation on the commuted sum.

SL5 – Land registry issues continue, with the developer's solicitor not having provided a correct transfer plan including only CPPLC owned land.

SL6 – The Report on Title was noted. It was **AGREED** to escalate to a manager to review the status of this transfer, to conclude what is required to complete the transfer.

The updated indexation on the commuted sums for the above transfers has been provided to Hampshire Legal Services.

Any update, once received, will be shared with members.

022/23 GROUNDS MAINTENANCE CONTRACT 2023/24

Members reviewed 3 quotations for the grasscutting and grounds maintenance contract for 2023/24.

It was **AGREED** to proceed with the quotation from Grasstex, on the basis of a 2 year contract, with a 5% increase in year 2. (Prop SC; Sec SH)

It was **NOTED** that the revised schedule (appendix 3) includes all routine maintenance tasks that have previously been contracted as separate works.

The quotation is within budget for 2023/24, noting the Weston Avenue allotment works will be costed from the commuted sums for future maintenance.

023/23 CRICKET CLUB LEASE

Members reviewed the draft lease, and **AGREED** to respond to the solicitor approving a 5 year break clause. Amendments are required to the signing page due to the Parish Council not signing by seal.

It was **AGREED** to delegate to the Chair and Vice Chair of the council to sign the lease subject to implementation of the 2 above changes.

024/23 WESTON AVENUE SHED

Members reviewed the report in the published supporting documents, and, having received clarification that planning permission would be required to erect a larger shed per the

proposal, it was **AGREED** to proceed with the original decision to purchase a shed to be positioned alongside the existing shed.

025/23 RECREATION COMMITTEE TERMS OF REFERENCE

The one amendment to the Recreation Committee Terms of Reference, in relation to the increased delegated spend (from £1,000 to £2,500) as per the agreed Financial Regulations, was **AGREED**.

026/23 LITTER WARDEN

Members were informed of communications from a resident requesting the council consider the re-introduction of a litter warden for the village. It was **AGREED** to defer this item to the Recreation and Environment Committee, next meeting on 27th February.

027/23 PLANNING APPLICATIONS

Application	Address	Details	COMMENTS
DC/22/2306	22 Old Guildford Road	Erection of a two-storey side extension	No objections or specific comments, provided no material objections from the adjoining and/or neighbouring properties
DC/23/0027	1 Pinewood Close	Erection of a first floor side extension and partial conversion of integral garage to form habitable space with associated external alterations.	No objections or specific comments, provided no material objections from the adjoining and/or neighbouring properties. The loss of garage space was noted as regrettable.

FINANCE AND ESTABLISHMENT

028/23 PAYMENTS LIST RATIFICATION

All members **AGREED** to ratify the payments lists for December and January invoices, as per **Appendix 3** of the published supporting documents. It was **AGREED** for the Clerk to seek clarity on the Netcom charging of MS products.

029/23 Additional hours worked during January were ratified and **AGREED** by all.

030/23 GRANT APPLICATION - KINDEROOS

An application from Kinderoos for a grant to fund the purchase of a sensory projector was reviewed by members.

It was **AGREED** to approve 50% (£350) of the funding request now, and to approve the remaining 50% (£350) subject to Clerk's receipt of a January statement and some further information on income and expenditure. (*Prop KS; Sec SC*)

031/23 GRANT APPLICATION – GALA ASSOCIATION

Members **AGREED** the grant application from the Gala Association of £384 to fund portable toilet provision at the Summer Fair.

032/23 OFFICER CHARGECARD

The recommendation from the Finance and Establishment Committee for an Officer Chargecard with a £1,000 limit was **AGREED**. It was **AGREED** to delegate to the Chair to authorise the completed forms.

033/23 SECTION 106 APPLICATION PARISH OFFICE

The Clerk proposed remaining items for the parish office for consideration for a further Section 106 application. It was **AGREED** to delegate to the Chair and Vice Chair to resolve queries relating to fire doors and proceed with the application.

034/23 CLEANING CONTRACT INCREASE

It was **RESOLVED** to agree the increase to the fortnightly cleaning expenditure, noting the increased requirements and satisfaction with the contract.

035/23 PARISH OFFICE GAS PROVISION

Members **NOTED** the update from the Clerk.

036/23 HIGHWAYS AND FOOTPATHS

Members **NOTED** the officers' frustrations with the inability to progress projects due to a number of outstanding responses awaited from WSCC Highways. A response has been chased by the Clerk, and this will be escalated.

037/23 DATES OF NEXT MEETINGS

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

Recreation Committee – Mon 27th February– 19:45

Parish Council Meeting – Mon 6th March – 19:30

Allotments Sub-Committee – Mon 17th April 19:45

Finance and Establishment Committee – Mon 24th April – 19:45

Personnel Committee – Mon 17th July – 19:30

The meeting closed at 22.21.