



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 3<sup>rd</sup> of April 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 David Trangmar (DT)	Cllr Karon Smith (KS)
Cllr Debbie Lambert (DL)	

**Clerk:** Lucinda Edwards

**Deputy Clerk:** Olivia Buck

**Press:** None

**069/23 PUBLIC SPEAKING**  
No members of the public present

**070/23 APOLOGIES**  
An apology was received from County Councillor Christian Mitchell and this was **NOTED** by members.

**071/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**  
None.

**072/23 CHAIR'S ANNOUNCEMENTS**

The Chair reflected on the last four years, acknowledging the challenges for officers and members, in particular Covid. He expressed gratitude to everyone for their flexibility in adapting to new processes and remote meetings, being a credit to their community. He thanked everyone for supporting him in his role.

The Chair also reflected on those members who have left the council during this term, expressing thanks to all. In particular, acknowledging their length of service, special thanks on behalf of the council and community were given to Viv Edwards, David Milbank and David Trangmar.

Other members who have left during the term were acknowledged, Penny Hayles, Paul Wales, Emily McGowan, Ian Blunnie, Roy Neilson, Jeanne Coker and Louise Potter.

Thanks were expressed to the officers of the council.

The Chair passed on his thanks to Cllr Knight, for her support as Vice Chair.

The Chair acknowledged that Cllr Trangmar and Smith are not re-standing for the next term and thanked them both for their respective support to and work with the council.

Finally, the Chair credited all members of the council and staff for their support as Chair for their contributions to an enjoyable and rewarding 4 years.

**073/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 6<sup>th</sup> March 2023 be accepted as a true and correct record of the meeting. The Chairman signed the amended minutes.  
(*Prop: DT; Sec GC*)

**074/23 COUNTY AND DISTRICT COUNCILLORS REPORTS**

No reports were submitted.

**075/23 CLERK UPDATE**

Members **NOTED** the written update in APPENDIX 1 of the Supporting Documents.

**076/23 WICKHURST GREEN DEVELOPMENT – PARCELS OF LAND**

Members were advised of a formal notice of proceedings received by the Parish Council in relation to legal action being pursued by a resident in relation to the service charges on the Wickhurst Green Development.

Whilst it was understood that no action in relation to the notice is required by the Parish Council, members **AGREED** for the Clerk to inform the solicitors and insurance brokers of the notification.

**077/23** Members discussed the issues surrounding the proceedings, noting the situation with Horsham District Council, West Sussex County Council and Countryside Properties failing to find a suitable solution to the future maintenance arrangements for the acoustic fence and hedge line. It was **AGREED** to write to the District Councillors and County Councillor requesting further information in relation to the fence and ongoing issues, and for the new council to address this as an agenda item, inviting the County and District Councillors to attend the meeting, to fully understand the situation as elected members.

The Clerk updated members on the progress of the transfer of parcels:  
**078/23 SL5** (The Giggles) the amended draft transfer has been returned to the developer's solicitors for approval

**079/23 SL6** (the allotments) – the form of transfer has been signed and returned to solicitors in readiness for transfer. It was **AGREED** to ask the solicitor to confirm details on the developer's solicitor's power of attorney to sign the transfer, and for clarity on the details relating to the Southern Gas Networks deed.

**080/23** It was **AGREED** to advise Countryside Properties that the Parish Council's grounds contractor has submitted a quotation for the clearance works should CPPLC wish to contract them to undertake the works for speed of progress.

The below outstanding actions in relation to the completion were **NOTED**:

- CPPLC to provide land registry certificate
- CPPLC to confirm readiness to transfer funds to BBHPC
- CPPLC solicitor to confirm they hold executed transfer

**091/23 SL9** (Leapfrog play area) – the signed transfer documents remain with the solicitor in readiness for transfer. The swing seat has now been replaced and confirmation has been received that the chancel indemnity insurance has been increased sufficiently.

The below outstanding actions in relation to the completion were **NOTED**:

- CPPLC to confirm readiness to transfer funds to BBHPC
- CPPLC to provide land registry certificate

**092/23**

**WICKHURST GREEN SCHOOL SITE**

Reference: APPENDIX 2 of the Supporting Document.

The Chair thanked Cllr Hazell for his works on a visionary proposal for the future of the school site, in response to the invitation for the Parish Council to submit ideas to the District Council and County Council, following recent meetings by those parties. It was **AGREED** to respond formally to the invitation for ideas, making it clear that these are visionary ideas gathered by members of the Parish Council and that this conceptual design will be shared with the community for further ideas and suggestions. Once collated, these further ideas will be fed back to the relevant parties.

It was **AGREED** to copy the response to the Cllr Paul Marshall (Leader of West Sussex County Council), the Cabinet Member for education, Cllr Claire Vickers (Leader of Horsham District Council), Barbara Childs (Director of Planning) and to MP Jeremy Quin.

*(Prop CK; Sec KS)*

**093/23**

It was **AGREED** to share the conceptual design with residents via the website and social media and to collate comments for later submission. It was **AGREED** to delegate to the Clerk and Cllr Knight to agree the wording.

**094/23**

**THE VILLAGE CENTRE**

Cllr Smith updated members on the Village Centre, advising that the organisation continues to face challenges, particularly financially, due to the current economic climate.

It was **AGREED** for the Clerk to chase AIRS on a date for the proposed sessions.

Cllr Smith advised that she will no longer be the Village Centre Representative/Trustee, following her resignation as a Parish Councillor but that she would be continuing to support the recently appointed Village Centre Manager where possible.

The Chair expressed his thanks on behalf of the Parish Council for the work done over the course of her role as representative.

**SOCIAL MEDIA POLICY**

**095/23**

Members **AGREED** the amendments to the Social Media policy as detailed in APPENDIX 3 of the Supporting Document.

*(Prop SH; Sec GC)*

**DISPLAY SCREEN USER POLICY**

**096/23**

Members **AGREED** the Display Screen User Policy (Appendix 4 of the Supporting document).

**ANNUAL PARISH MEETING**

**097/23**

Due to the pre-election period, it was **AGREED** to cancel the meeting scheduled for 20<sup>th</sup> April and to re-schedule to after the formation of the new council.

It was **AGREED** to schedule a 'Meet Your New Council' event on 13<sup>th</sup> June between 7pm and 9pm.

**COMMUNITY EVENTS**

**098/23**

It was **AGREED** for the Clerk to send calendar invitations to members to request their attendance at, to support, the Gala Association events detailed in Appendix 5 of the Supporting Document.

- 099/23 PLANNING APPLICATIONS**  
The responses, as detailed in APPENDIX 6 of the Supporting Documents were **NOTED**.
- 100/23 FINANCE AND ESTABLISHMENT PAYMENTS LIST RATIFICATION**  
All members **AGREED** to ratify the payments lists for March invoices, as per **APPENDIX 7** of the published supporting documents.
- 101/23** Additional hours worked during March were ratified and **AGREED** by all.
- 102/23 FINANCE UPDATE**  
An update was given by the Clerk on the finances to present date. The summary income and expenditure report was reviewed.
- There is currently £222,473 held across the following accounts:  
VAT Control £10,380  
Current Bank A/c £69,384  
Lloyds Bank Current £73,295  
Nationwide Instant Saver £16,168  
Nationwide 1 YR Saver £53,247
- Members **NOTED** the update.
- 103/23** It was **AGREED** for the Clerk to send an invoice to the Village Centre Trustees, setting out the quarterly repayment schedule for the outstanding balance.
- 104/23** It was **AGREED** to defer the bank reconciliations to the Finance and Establishment Committee due to not having received latest statements.
- 105/23 GRANT APPLICATION – KENT SURREY AND SUSSEX AIR AMBULANCE**  
A grant application for £300 was **AGREED** by members.
- 106/23 GRANT APPLICATION – VICTIM SUPPORT**  
It was **AGREED** to donate £100 to Victim Support
- 107/23 GRANT APPLICATION – BROADBRIDGE HEATH MAGAZINE**  
It was **AGREED** for the Clerk to enquire about how the funding requirements might change if the Parish Council reduced submission to 2 pages, therefore the remaining 2 pages being used for advertising.  
Members also requested details on the magazine's policy regarding who pays for articles/advertising and who is offered free space.  
It was **AGREED** to defer the response to the grant to the next meeting, and on receipt of a response to the above.
- 108/23 GRANT APPLICATION – THE VILLAGE CENTRE**  
The grant request has not yet been received.
- 109/23 ELECTRIC VEHICLE CHARGING POINTS**  
Members considered the collated ideas on potential locations for electric vehicle charging points. It was **AGREED** to respond to West Sussex County Council in consultation with Cllr Clark, Chair of Planning Committee, suggesting the below locations:
- Village Centre Car Park (subject to approval of the Trustees)
  - Sargent Way – layby close to the Co-Op

- Broadbridge Heath Road layby – adjacent to The Common

#### 110/23 **HIGHWAYS AND FOOTPATHS**

Members **NOTED** the update on outstanding highways matters:

- Section 115 notices have now been placed on relevant lamp posts ahead of the SIDS installation.
- The 2 triangle warning signs indicating elderly people crossing have been ordered and the relevant permissions granted.
- Licensing permissions are still awaited in relation to the maintenance of the section of wide verge along Broadbridge Way from the bridleway to the Tesco roundabout.

#### 111/23 **PARISH COUNCIL ACTION PLAN**

Members **NOTED** the updates to the previously adopted Action Plan and **AGREED** the recommendation to collate community survey responses ahead of a Visionary Session to consider the new term Action Plan 2023-27.

#### 112/23 **ALLOTMENTS**

Members **NOTED** that 17 plots have been allocated at Weston Avenue and that there is no longer a waiting list for Weston Avenue plots, but 15 plots remain vacant. It was **AGREED** to contact all those on the Churchill Way waiting list to invite them to take a plot on Weston Avenue, noting that in doing so, they would lose their place on the Churchill Way list.

#### 113/23 **4 THE YOUTH CONTRACT**

Members **AGREED** the Youth Services Contract, with one amendment to the Parish Council's responsibilities:

*'to assist 4 The Youth in promoting opportunities for volunteering'*

#### 114/23 **COMMUNITY SURVEY**

It was **AGREED** for the Clerk to circulate the draft survey to all members for comments, and then to delegate to the Clerk, Chair and Vice Chair to complete and publish the survey.

#### 115/23 **RECRUITMENT AND STAFFING**

Members **AGREED** the recommendation in the confidential report circulated to members and for the payment to be made with the next payroll.  
(Prop SH; Sec CK).

#### 116/23 **SOCIAL MEDIA MESSAGES FROM MEETING**

Members **AGREED** the template format for all future social media meeting updates. Members **AGREED** to delegate to officers to agree the items.

#### 117/23 **DATES OF NEXT MEETINGS**

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

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

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

**Parish Council Meeting – Mon 15th May – 19:30**

**Parish Council Meeting – Mon 5th June – 19:30**

**Meet your New Council Event – Thursday 13th June - 19:00-21:00**

**Recreation Committee – Mon 19th June– 19:45**

**Personnel Committee – Mon 17th July – 19:30**

The meeting closed at 22:24