



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 22nd of May 2023 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were:

Cllr Terry Oliver (TO)	Cllr Debbie Lambert (DL)
Cllr Geoff Clark (GC)	Cllr Sam Hazell (SH)
Cllr Christine Knight (CK)	Cllr Sarah Chandler (SC)
Cllr Edward McLennan-Murray (EM)	

Clerk: Lucinda Edwards

Deputy Clerk: Olivia Buck

District Cllr: James Brookes

Public: 4

Prior to opening the meeting, the Clerk informed members of the sad news of the recent passing of former Councillor, Penny Hayles. The former Chair invited Cllr Clark to reflect on Penny's service to the Parish Council and proposed a 1 minute time of reflection, which was honoured by members.

118/23 ELECTION OF CHAIR AND VICE CHAIR AND DECLARATIONS OF ACCEPTANCE OF OFFICE

It was **RESOLVED** that Cllr Oliver be appointed Chair of the council for the coming year.
Prop. GC, Sec. SC. All **AGREED**.

The Declaration of Acceptance of Office of Chair was signed.

It was **RESOLVED** that Cllr Knight be appointed Vice Chair of the council for the coming year.
Prop. TO; Sec. DL. All **AGREED**.

The Declaration of Acceptance of Office of Vice Chair was signed.

119/23 APOLOGIES

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

120/23 COUNCILLOR PAPERWORK

The Clerk confirmed that all Declarations of Acceptance of Office have been signed, witnessed and returned. Councillors were reminded of the deadlines for returning the Register of Interests and Summons to attend meetings by email acceptance forms to the Clerk, and the Election Return to Horsham District Council.

121/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllrs Oliver, Clark and McLennan-Murray declared an interest in item 20 – Allotments, as they are allotment holders on the Weston Avenue allotment site.

122/23 PUBLIC SPEAKING

Four residents attended the meeting to raise concerns over the road layout surrounding the downgraded bypass, Co-op car park and Sargent Way. The below points were raised:

- the volume and speed of traffic, involving numerous types of large vehicles, has become out of control.
- there have been several accidents and near misses and there are fears of future incidents.
- 37 cars were counted to have passed Sargent way recently in a space of 15 minutes
- A petition has been launched in relation to this, and this has received over 220 signatures within 3 days since the launch.
- Residents understand that it is unlikely that the bypass could be re-opened but wish to explore alternative solutions, including the potential to close off the western access to Sargent Way
- Concerns about house prices being lowered due to the road being a cut through.
- The proposals to develop The Quadrant will attract more traffic to the area, making the problems worse.
- The conceptual school design would potentially also bring more traffic to the area, and no parking provision has been considered.

In response to the raised concerns in relation to the highways matters, including the petition, the Chair invited the residents to inform councillors of their expectations of the Parish Council. Residents responded that they hope the Parish Council will appreciate the concerns and support them in finding a solution.

In response to queries raised relating to the potential school site, Cllr Hazell assured that the council's submitted conceptual design was an initial draft to get people talking about the potential uses for the site and that any proposals taken forward would be subject to the usual planning considerations and decisions to be taken by the education authority/County Council. Cllr Knight advised that the Parish Council rejected the initial proposal/plans for the new highways scheme.

Cllr Clark (as former Chair of Planning Committee) advised that the Parish Council is merely a consultee for any planning applications and has no decision making in the applications. He gave some background information on the development, and the intention to incorporate the new development into the village of Broadbridge Heath, rather than it being divided by a bypass. This was the basis of the scheme involving a new bypass and the downgrading of the original bypass. The subsequent planning application for further development south of the new bypass was not part of the original plans, on which the new road infrastructure was based/agreed/supported.

Cllr Clark shared his own considerations as below:

- The idea to close off one end of Sargent Way should be taken sensibly.
- The traffic issue through the bus gate needs to be addressed.
- The Co op car park being used as a cut through needs to be addressed.

Cllr Oliver thanked the residents for sharing their concerns and advised that the Parish Council would support them in seeking a solution acceptable to the community, advising in the first instance, to contact the County Councillor, Christian Mitchell.

123/23 ***The Chair proposed a motion to move Item 14 to the next item, which was AGREED by all, and welcomed Cllr James Brookes as the newly elected District Councillor.***

124/23 DISTRICT COUNCILLOR UPDATE

Cllr Brookes introduced himself, a resident of Broadbridge Heath, who grew up in the village, attended Shelley Primary school and, having moved away, returned to the village later in life. He is keen to contribute to the community and to address the ongoing issues affecting residents. The Parish Council asked the District Councillors and County Councillor for background information relating to the maintenance of the acoustic fence along the new bypass. This has been raised with planning compliance and it has been assured that Countryside Properties (CPPLC) have confirmed they

will be carrying out the required repair works before maintenance responsibilities will be passed to the management company.

In relation to ongoing issues with Broadbridge Farm – Bury Hill Landscaping and Horsham Stone, with compliance breaches and causing dust/noise disturbance for residents, particularly in Charrington Way, Horsham District Council Compliance are aware. It was noted that the site sits within the Slinfold Parish and the District Councillors are liaising with the Slinfold District Councillors on this matter.

The Planning Application at Lower Broadbridge Farm was refused, and an appeal is expected, potentially later this year. Water neutrality will be a major factor, with the developer having to mitigate/offset the water consumption. It was noted that no other county in England has this situation with regards to planning requirement.

The suggestion of a collaborative approach for the multi tiers of local government, by the offering of open sessions/surgeries at the parish office were discussed and it was **AGREED** for a proposal to be brought to the next meeting.

4 Members of the Public left the meeting.

125/23 CHAIR'S ANNOUNCEMENTS

None.

126/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 3rd April 2023 be accepted as a true and correct record of the meeting. The Chairman signed the minutes.

(Prop: SH; Sec CK)

127/23 MINUTES OF COMMITTEE MEETINGS

It was **RESOLVED** by all present to adopt the minutes of the:

- Allotments Sub Committee meeting on 23rd January 2023
- Finance and Establishment Committee meeting on 1st November 2022
- Finance and Establishment Committee meeting on 16th January 2023

128/23 CLERK UPDATE

Members **NOTED** the Clerk update as detailed in **APPENDIX 1** of the Supporting Documents and in addition:

- The Village Centre play area works have commenced.
- A recent use of a barbecue at the Ducky has resulted in the dipping platform having a scorch mark – this will be assessed by a contractor for any proposed remedial action.
- The wildflower signage has been installed along the rural footpath wildflower areas.
- A CIL survey has been received and this will be shared with members for consideration ahead of an agenda item being added to the June meeting for an agreed response.
- Details of the WSALC Chairs forum will be shared following the meeting with the newly elected Chair and Vice Chair.

129/23 ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT

Members **RESOLVED** to adopt the Standing Orders, Financial Regulations and Councillor Code of Conduct with no changes.

130/23 EXISTING COMMITTEES

Members received a recommendation from the Clerk per **APPENDIX 2** of the Supporting Documents.

Following a discussion by members, it was **AGREED** to retain all committees, but to propose amendments to each Committee's Terms of Reference to incorporate meetings to be arranged

as required, rather than as current with a schedule and minimum number of meetings stated. This is to be reviewed in 6 months. The Terms of Reference amendments will be reviewed and agreed by members at the next meeting.
(Prop: GC; Sec CK)

It was **AGREED** for all members of the Council to be members of every committee.

131/23 COMMITTEE CHAIRS

Members voted and **AGREED** the below Chairs for the Committees:
Personnel Committee – Cllr Knight
Recreation and Environment Committee – Cllr Knight
Allotments Sub-Committee – Cllr Clark
Planning Committee – Cllr Clark
Finance and Establishment Committee – Cllr Hazell

132/23 WORKING PARTIES

It was **AGREED** to retain the Parcels of Land Working Party and for membership of this working party to comprise Cllr Hazell, Cllr McLennan-Murray and Cllr Knight
It was **AGREED** to retain the Highways Working Party and for membership of this working party to comprise Cllr Oliver, Cllr McLennan-Murray and Cllr Chandler
Working Party Terms of Reference will be reviewed and agreed at the next Parish Council meeting.

133/23 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

It was **RESOLVED** by members to appoint:

- Cllr Oliver and Cllr Clark as the Parish Council's representative on Horsham Association of Local Councils (HALC)
- Cllr Oliver and Cllr Clark as the Parish Council's representative on West Sussex Association of Local Councils (WSALC)
- Cllr McLennan-Murray as the Parish Council's representative on the Village Centre Management Committee.

134/23 It was **AGREED** for the Clerk to obtain indemnity insurance for the Parish Council's representative on the Village Centre Management Committee, for his role as a Trustee.

135/23 VILLAGE CENTRE PLAY AREA AND ACCESS

Members received an update on the Village Centre play area project, and it was **AGREED** to delegate to the Clerk to instruct any works on the play equipment being retained arising from the recent external play inspection reports.
(Prop: SH; Sec CK)

136/23 Members **AGREED** a proposal to host an official opening event for the Monster play area, with ice creams for children and for the officers to attempt to invite a local celebrity/author to the event. Further details to be agreed at the next Parish Council meeting.

137/23 Members **APPROVED** a quote of £805 for the installation of a 5-bar gate to include secure vehicular access and an adjacent pedestrian access at the new access to the Village Centre Recreation ground.
It was **AGREED** to use EMR CIL for this expenditure.

138/23 PLANNING APPLICATIONS

The responses, as detailed in **APPENDIX 3** of the Supporting Documents were **NOTED**.

In response to the application for the registration of a food business establishment on the A24 layby, Councillors raised no objection as long as the operation is compliant with trading requirements and litter is managed.

**139/23 FINANCE AND ESTABLISHMENT
PAYMENTS LIST RATIFICATION**

All members **AGREED** to ratify the payments list for April invoices, as per **APPENDIX 4** of the published supporting documents.

140/23 Additional hours worked during April were ratified and **AGREED** by all.

141/23 The Clerk updated members on the internal audit preparation works and advised that the internal audit will be completed on Tuesday 23rd May.

142/23 GRANT APPLICATION – BROADBRIDGE HEATH MAGAZINE

Members considered the grant request from Broadbridge Heath Magazine shared as **APPENDIX 5** of the Supporting Documents, **NOTING** the response from Broadbridge Heath magazine to the queries raised at the previous meeting. Members **RESOLVED** to award a grant of £1,000, raising the below points:

1. There is a feeling that the costs could be significantly reduced with an amendment to the quality of the paper and it was suggested that this could be explored.
2. BBH Magazine would be invited to make a new application for a second grant subject to consideration of the above point, should a reduction in costs not be sufficient.
3. The Parish Council is shortly issuing a community survey, part of which is to gauge the comms methods used by the community and is interested to see the responses, which will be shared with the magazine.

143/23 GRANT APPLICATION – VILLAGE CENTRE FOR PITCH WORKS

Members considered an application for a grant from the Village Centre shared as **APPENDIX 6** of the Supporting Documents.

Members **RESOLVED** to award 50% of the total invoice from the contractor for the works, on receipt of a copy of the invoice. This is estimated to be a grant award of £1,182.

144/23 EMERGENCY LIGHTING

Members considered a recommendation to install additional emergency lighting per **APPENDIX 7** of the Supporting Document.

Members **AGREED** to defer this item to the next agenda, following members proposals to further explore costings.

145/23 FLAG PURCHASE

Members **AGREED** to delegate to the Clerk to purchase 2 flags for the Parish Office per **APPENDIX 7** of the Supporting Documents.

146/23 GALA ASSOCIATION CARE OF ADDRESS

Members **APPROVED** a request from the Gala Association for the use of the Parish Office as their registered address with the Charity Commission, and for general postal correspondence.

147/23 EVENTS AND COMMUNITY

Members **NOTED** the proposed format for the Meet your Council event on 13th June. Members were requested to submit video recordings, voice recordings or written text and photos for use in a short video about the Parish Council and being a Parish Councillor. It was **AGREED** to have cheese and wine at the event.

148/23 GALA SUMMER FAIR

Councillors Chandler, Knight and Oliver confirmed their availability to host the Parish Council stand at the Gala Summer Fair on Saturday 1st July. It was **AGREED** for the Clerk to purchase an appropriate prize for a prize draw for completed surveys at the event.

149/23 COUNCIL VISIONING SESSIONS

Members **AGREED** the dates for 2 informal Visioning Sessions as below:

Monday 19th June– 19:45

Monday 10th July - 19:45

150/23 SUSSEX GREEN LIVING

Members **APPROVED** the proposal to host a Sussex Green Living 'pop up green hub' per **APPENDIX 8** of the Supporting Document.

**151/23 ALLOTMENTS
WAITING LIST MANAGEMENT**

Members **NOTED** the update on list numbers per **APPENDIX 9** of the Supporting Documents. It was **AGREED** to re-open the Weston Avenue waiting list, but to contact those on the Churchill Way waiting list that are likely to not be offered a plot initially, stating a deadline for any transfers. It was **AGREED** to share details of the re-opening of the list on social media and the noticeboards.

It was **AGREED** for the Deputy Clerk to confirm to members the dates for re-opening as appropriate.

152/23 Members considered and **AGREED** a proposal to cover the unallocated plots at the Weston Avenue allotment site with weed fabric and peg fixings at a total cost of £418.67.

153/23 Members **AGREED** a recommendation to add a rule regarding end of tenancy, requiring a one-month notice period from tenants, and no refund of monies.

154/23 WICKHURST GREEN PARCELS OF LAND

Members received an update on the progress of the transfers of **SL5** (The Giggles), **SL6** (the allotments) and **SL9** (Leapfrog).

Members **NOTED** the District Council's action in drafting a side agreement to enable the direct transfer of the commuted sums to the Parish Council, as there is no provision for this in the Seventh Supplemental Deed. It was **AGREED** to delegate to the Chair and Vice Chair to sign this agreement once received.

It was **AGREED** to request details from the solicitor on the awaited certificate in relation to land registry and share with members.

155/23 POTENTIAL SCHOOL SITE

Cllr Oliver updated members following his meeting with MP Jeremy Quin, also attended by Cllr Clark, on Friday 19th May at the proposed school site.

Mr Quin will find out the status of the land and provide a report to the Parish Council on his findings.

156/23 SOCIAL MEDIA MESSAGES FROM MEETING

The below topics from the meeting were **AGREED**:

- Allotment Waiting List
- Public Attendance and highways issues
- Process of the Council/3 Tiers

157/23 NEXT MEETING DATES

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

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

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

Parish Council Meeting – Mon 3rd July – 19:30

The meeting closed at 22:54