



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 5<sup>th</sup> of June 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

**District Cllr:** James Brookes

**Public:** 5

### 158/23 PUBLIC SPEAKING

Members of the Public were invited to address the council.

A resident of Cook Way introduced themselves and proceeded to explain that they have written a letter of objection to the district planning authority in relation to planning application DC/23/0996 (a copy previously received by the Parish Council). The application for a loft conversion is unusual given the layout and proximity of the surrounding properties.

The resident request to the Parish Council was to consider raising a similar objection.

A second resident, also a neighbouring property of the above applicant, also stated objections to the application and circulated an image showing the potential loss of privacy to neighbouring property.

The Chair invited members to raise any questions to the members of public present.

Cllr Clark asked if the residents had raised their concerns with the applicant. When advised no, Cllr Clark explained the planning portal access and the ability to view all documents relating to planning applications, including responses/objections, via this portal.

The Chair informed the members of the public that he would seek the council's approval to move item 14 to the beginning of the agenda.

### 159/23 APOLOGIES

Apologies were received from District Councillor Jonathan Taylor and County Councillor Christian Mitchell and these were **NOTED** by members. Members noted that District Councillor James Brookes was running late but would be joining the meeting.

### 160/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllrs Oliver, Clark and McLennan-Murray declared an interest in items 10.5; 11 and 16 – relating to Allotments, as they are allotment holders on the Weston Avenue allotment site.

### 161/23 CHAIR'S ANNOUNCEMENTS

The Chair advised members that he had attended the HDC AGM and had taken the opportunity whilst District and County Councillors were present, to propose an informal quarterly meeting for the 3 tiers to come together to discuss any issues and encourage collaboration. The first meeting is to be held on 28<sup>th</sup> June at the Parish Office.

**162/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 22<sup>nd</sup> May 2023 be accepted as a true and correct record of the meeting. The Chairman signed the minutes.

*(Prop: CK; Sec SH)*

**163/23 MINUTES OF COMMITTEE MEETINGS**

It was **RESOLVED** by all present that the minutes of the below meetings be accepted as a true and correct record of the meeting. The Chairman signed the minutes.

- Allotments Sub Committee meeting on 17<sup>th</sup> April 2023 (*Prop: SC; Sec SH*)
- Finance and Establishment Committee meeting on 24<sup>th</sup> April 2023 (*Prop: CK; Sec EM*)
- Recreation and Environment Committee meeting held on 27<sup>th</sup> February 2023 (*Prop: DL; Sec CK*)
- Personnel Committee meeting held on 23<sup>rd</sup> January 2023 (*Prop: EM; Sec GC*)

**164/23 DISTRICT COUNCILLOR UPDATE**

- Cllr Brookes apologised for being late and updated the council as below:
- All elected Councillors have now been assigned to responsibilities at Horsham District Council
- Jonathan is on the Overview and Scrutiny Committee and James is on the Governance Committee. There is lots of work to do.
- A weekly compliance team meeting has been established to consider the issues with CPPLC and business neighbouring the parish.
- A date is awaited from Vistry in relation to the planned works on the acoustic fence, this is being proactively chased.
- Negotiations are ongoing with Horsham Stone

The council was reassured that the newly elected District Councillors are being proactive and continue to be receptive to any other matters arising.

Cllr Brookes invited any questions – there were none.

**165/23 COUNTY COUNCILLOR UPDATE**

Members **NOTED** that no report had been submitted.

**166/23 *The Chair proposed a motion to move Item 14 to the next item, which was AGREED by all.***

**167/23 PLANNING APPLICATIONS RECEIVED IN MAY 2023**

Cllr Clark introduced himself as Chair of Planning Committee and explained the planning application consultation process: Plans are received by members and reviewed online. All members are invited to review and submit comments, which are compiled to arrive at a decision.

Usual considerations would include the impact on neighbouring properties.

**DC/23/0996**

In cases such as DC/23/0996, concerns expressed are noted.

Ultimately the decision lies with the planning officers at HDC.

In planning terms, items which people may consider as being appropriate reasons for objection, may not be seen as valid reasons.

Cllr Clark reported on the responses collated from members so far, explaining that not all comments have yet been submitted.

Cllr Oliver advised the council that he had attended the site, by invitation, and believed that it would be hard to get an idea of the issues without visiting the site to fully understand the proximity/height and impact.

In summary, Cllr Clark advised that the responses from the council will be collated and a response will then be submitted.

The Chair invited the council to agree to invite comments from the attending members of the public, which was **AGREED**.

A resident explained that when they purchased their property, the developer had explained the positioning of the velux windows to the front of the property to avoid loss of privacy/being overlooked.

#### **DC/23/0588**

The contrast to the previous application (DC/23/0996) was noted as this is an older property with more surrounding space. The changes to the rear are noted as being significant and, as a mid-terrace, may impact the neighbouring properties.

Comments will be collated and a decision reached, but the comments collated so far suggest unless material objections from neighbouring properties, to just raise comments.

#### **168/23 PLANNING LETTER OF OBJECTION**

Members **NOTED** the previously circulated and discussed letter of objection received in relation to DC/23/0996.

*4 Members of the Public, and Cllr James Brookes left the meeting.*

#### **169/23 CLERK UPDATE**

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

- Broadbridge Heath Magazine voted to accept the grant of £1000 with thanks.
- The Parish Council's insurance policy is not able to cover indemnity as a Trustee for the representative to the Village Centre management committee.
- Cricket Club lease – this is still with the Cricket Club's solicitor.
- Sussex Green Living will attend a stand alone event as proposed a longer time period than the Meet your Councillor event.
- Southern Water have awarded a credit due to the recent water outage.
- Grasstex will be requested to take back the wildflower area on exiting the swan neck to improve visibility
- The maintenance of the pathway adjacent to the Weston Avenue allotments will be considered

#### **170/23 THREE TIER COLLABORATIVE SURGERIES**

Members considered and **AGREED** the dates in APPENDIX 1 – Item 8.2 – of the Supporting Documents. It was agreed that at least one Parish Councillor would attend each session. Cllr Hazell confirmed availability for 20<sup>th</sup> June and Cllr Knight confirmed availability for 21<sup>st</sup> November.

#### **171/23 REVIEW OF SCHEME OF DELEGATION**

Members **RESOLVED** to adopt the revised Scheme of Delegation. Additional amendments will be proposed at the July meeting for consideration/approval.

#### **172/23 COMMITTEE TERMS OF REFERENCE**

Members **RESOLVED** to adopt the revised Terms of Reference for:

- The Finance and Establishment Committee
- The Recreation and Environment Committee
- The Personnel Committee
- The Planning Committee
- The Allotments Sub-Committee

- The Parcels of Land/Land Acquisitions Working Party
- The Highways Working Party

**173/23 POLICY REVIEW**

Members resolved to agree the proposed amendments and to **ADOPT**:

- The Allotment Waiting List Policy
- The Flag Flying Policy

**174/23 FINANCE AND ESTABLISHMENT  
PAYMENTS LIST RATIFICATION**

All members **AGREED** to ratify the payments list for May invoices, as published to the website.

**175/23** Additional hours worked during May were ratified and **AGREED** by all.

**176/23** Members **NOTED** the internal audit report.

**177/23 ANNUAL GOVERNANCE STATEMENT 2022/23**

The Annual Governance Statement was **AGREED** by the Council and the Chair signed the statement. (Prop SH; Sec SC).

**178/23 ACCOUNTING STATEMENTS 2022/23**

The Accounting Statement was **AGREED** by the Council and the Chair signed the statement. (Prop EM; Sec GC).

**179/23 PERIOD OF ELECTOR'S RIGHTS**

Members **AGREED** the notice of public rights. (Prop CK; Sec SH).

**180/23 MEET YOUR COUNCILLOR EVENT**

Members **AGREED** to delegate to the Clerk and Vice Chair of the Council to organise refreshments for the event, to a maximum budget of £100.

**181/23 ALLOTMENT WAITING LIST**

It was **AGREED** to publish notice of the re-opening of the Weston Avenue Allotment Waiting list on the following media:

- Social media
- Website
- Allotment gates
- Noticeboards

Following a review by the Deputy Clerk of any requests to transfer to a vacant plot by those on the Churchill Way waiting list, dates will be confirmed for the re-opening, and serving the notice.

It was **AGREED** to inform residents of the list being open in the July BBH magazine.

**182/23 ALLOTMENT RULES**

Members **AGREED** the proposed amendments to the allotment rules, surrounding the removal of the text relating to second plots and the addition of rules relating to fruit trees.

**183/23 COMMUNITY ALLOTMENT PLOT REQUEST**

An application (as seen in Appendix 4 of the Supporting Document) for a Community Plot was welcomed by members of the council and it was **AGREED** to invite the applicant to apply on the re-opening of the allotment waiting list.

(Prop CK; Sec GC)

**184/23 DUCKY POND INTERPRETATION BOARD**

Members **AGREED** the circulated design for the interpretation board as in APPENDIX 5 of the published Supporting Document.

**185/23 WICKHURST GREEN PARCELS OF LAND**

The Clerk updated members on the current status of the transfers of SL6 (allotments), SL5 and SL9 (2 play area sites) on the Wickhurst Green Development.

Having spoken directly with CPPLC's solicitor, they have confirmed that the Deed of Covenant, required by the PC's solicitor in order to register the land with Land Registry on transfer, must be signed by CPPLC and a third party, assumed to be the original land owner. CPPLC advised that they are chasing this, but it is clear that this is outside of the hands of the PC and it's legal representation.

The Chair informed all members of the original legal documents being between the District Authority and the Developer, with the parish council not being party to these, therefore the District Council should be chasing this in line with the legal obligations of the developer.

It was **AGREED**, in the first instance, to request from the contact in HDC legal a report of how the District can take all of the transfers forward and what actions might be taken by them.

It was **AGREED** to request from Hampshire Legal a review of the land registries for all the remaining parcels of land to see which parcels may have similar implications.

**186/23 RESILIENCE PLAN**

Members **AGREED** for the Clerk to obtain a template resilience plan, with a view to initially introducing a basic resilience plan.

**187/23 SOCIAL MEDIA**

It was **AGREED** to share the below topics highlighted at this meeting:

- Allotment list
- Parish Council vacancies
- AGAR

**188/23 ACTION IN RURAL SUSSEX CONSULTANCY**

Members were updated following the recent consultancy with Action In Rural Sussex. Details can be found in the confidential appendix to these minutes.

**189/23 PERSONNEL**

It was **AGREED** for the Clerk to seek to contract an Environment Officer through a neighbouring Parish Council on a temporary basis over the summer and for the cost to be funded through the Environmental Grant from HDC, up to a maximum of £1,200.

**190/23 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 3<sup>rd</sup> July – 19:30**

The meeting closed at 22:38