



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 6<sup>th</sup> of March 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)

**Clerk:** Lucinda Edwards

**Press:** None

**038/23 PUBLIC SPEAKING**  
No members of the public present

**039/23 APOLOGIES**  
Apologies and reasons for absence were received from Cllr Debbie Lambert, and the District and County Councillors and these were **APPROVED** by members.

**040/23 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**  
Cllr Hazel advised members that he has become a Director of the Solomon's Seal Management Company and will update his Declaration of Interest form accordingly. This was **NOTED** by members.

**041/23 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman noted there had been some recent posts on social media and that an item was added to the agenda to consider the Parish Council's social media policy.

**042/23 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**  
It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 13<sup>th</sup> February 2022 be accepted as a true and correct record of the meeting. The Chairman signed the amended minutes.

**043/23 COMMITTEE MINUTES**  
It was **AGREED** by all present to receive and adopt the Recreation Committee Minutes from 28<sup>th</sup> November 2022, noting one typo 'plague' requiring amendment to 'plaque'.

**044/23 DISTRICT COUNCILLOR REPORT**  
Members **NOTED** the written report as published to the Parish Council website. Initial discussions about the potential future community use of the school site and it was **AGREED** for members to send ideas to the Clerk to collate.

**045/23 CLERK UPDATE**  
Members **NOTED** the written update in APPENDIX 1 of the Supporting Documents. In addition, the Clerk updated members as below:

- A resident contacted officers in relation dissatisfaction with the Parish Office external lights. Officers responded detailing the source of the funding via Section 106.

- A briefing session with WSCC in relation to the BBH Quadrant plans has been requested and further details will follow.
- A resident has contacted officers in relation to the lack of lighting along the shared footway -a response, advising of the 'pilot' single column agreed for in the vicinity of the new access to the VC, with a view to potential additional provision, has been sent.
- Having obtained further detail from Kinderroos, as requested, the full requested grant was awarded.
- 4 The Youth have sent a renewed service provision contract which will be reviewed by officers and circulated.
- Further detail on the Line Management element of the Age UK funding has been received and circulated.

**046/23 WICKHURST GREEN DEVELOPMENT – PARCELS OF LAND**

The Clerk updated members on the progress of the transfer of parcels: SL5 (The Giggles, to include the section of bridleway). Issues remain outstanding with the transfer plan as supplied by the developer including land not in ownership of the developer. Our solicitor continues to chase this. SL6 (the allotments) – the form of transfer is expected, ready for signing and returning to the solicitor in readiness for transfer. Transfer will not complete until confirmation of the preparation works have been completed by the developer, and receipt of the associated commuted sums. It was **NOTED** that the developer has agreed the commuted sum indexation value as calculated by the District Council. SL9 (Leapfrog play area) – the signed transfer documents remain with the solicitor in readiness for transfer, which is dependent on adequate responses to 2 outstanding issues: the swing seat replacement and chancel indemnity insurance and the receipt of the associated commuted sums. Members **NOTED** the updates.

**047/23** It was **AGREED** for the Clerk to contact the Developer in relation to the preparation of the allotments to consider putting in place the required agreement for the Parish Council to contract the preparation works and for the developer to reimburse the expense. Subject to this discussion, it was **AGREED** for the Clerk to obtain a quote from Grasstex for these works.

**048/23** It was **AGREED** to delegate the signing of the TP1 form of transfer and plans for SL6 to the Chair and Vice Chair of the Council.

**049/23 VILLAGE CENTRE ACCESS**

The Clerk updated members on the further discount applied to the Monster Play Area project costing, and the subsequent placing of the order with Kompan. A response from the S106 team has implied that the additional project costing should be awarded from S106 funds and the process for making the additional application has been requested.

The works to add additional security bollards to each side of the access have been ordered.

Members **NOTED** the update.

**050/23** Members discussed ideas for the longer term security at the new access and it was **AGREED** to seek the Village Centre Trustees approval of the installation of a tandem style 5 point wooden gate, to include a wide service gate and single DDA compliant pedestrian gate and to proceed with obtaining quotes subject to their approval. Ideas for future provision include planting and an interpretation board, in addition to the proposed recycling bin and agreed lighting column.

- 051/23 SOCIAL MEDIA AND COMMUNITY ENGAGEMENT POLICIES**  
Members considered the previously adopted Social Media policy and recent social media activity. The importance of raising awareness of the Parish Council's functions and activities was recognised. It was **NOTED** that social media activity by the Parish Council has increased significantly over the last 2 years, within the available resource. The opportunities to bridge modern technologies with traditional communication methods was considered and the use of QR codes on printed media was suggested.  
It was **AGREED** to add a standing item to all meeting agendas to agree a social media summary to be posted after the meeting, listing key items in brief bullet points and for the Clerk to submit any proposed amendments to the Social Media and Community Engagement policies and the strategy as a whole.
- 052/23 RECYCLING BINS**  
Further to the recommendation in the Supporting Document report, it was **AGREED** to delegate to delegate to the Chair of Recreation and the officers to determine locations and designs of bin in consultation with Horsham District Council and to submit the S106 application as appropriate.
- 053/23 COMMUNITY EVENTS**  
Members **NOTED** the dates of the community events as detailed in the Supporting Document report, and it was **AGREED** for members to inform officers of their availability to attend and support the events.
- 054/23 PLANNING APPLICATIONS**  
Please see published **APPENDIX** for the submitted responses.
- 055/23 FINANCE AND ESTABLISHMENT PAYMENTS LIST RATIFICATION**  
All members **AGREED** to ratify the payments lists for February invoices, as per **Appendix 2** of the published supporting documents.
- 056/23** Additional hours worked during February were ratified and **AGREED** by all.
- 057/23 GRANT APPLICATION – ST JOHN’S CHURCH**  
A retrospective application from St John’s Church for a grant of £280 to fund Christmas care packages was **AGREED** by members.
- 058/23 REVIEW OF EARMARKED RESERVES**  
The current EMRs were reviewed and it was **AGREED** to:
- Vire EMR 399 into EMR 395
  - Rename EMR 315 to add ‘Not used’
  - Rename EMR 396 to add ‘Not used’
- 059/23 ELECTRIC VEHICLE CHARGING POINTS**  
Members considered potential locations for electric vehicle charging points. It was **AGREED** for members to send ideas to the Clerk to collate and submit a response to West Sussex County Council in consultation with Cllr Clark, Chair of Planning Committee.
- 060/23 HIGHWAYS AND FOOTPATHS**  
Members **NOTED** the communication from WSCC Highways in response to the outstanding highways Matters. It was **NOTED** that the management/maintenance responsibility of the shared footway is still unconfirmed and therefore the project to

install a pilot footpath light in the vicinity of the newly created access to the Village Centre recreation ground has not progressed. Members also **NOTED** that the S115 notices have still not been issued by highways for the required consultation ahead of installing the Speed Indicator device.

**061/23**

**FLAG POLICY**

Members **RESOLVED** to adopt the amended Flag Policy.

**062/23**

**ANNUAL PARISH MEETING**

It was **AGREED** to invite Community Partners via the Community Forum to attend the event and for members of the Parish Council to be available at the event to answer resident's enquiries, and for there to be a formal address at the beginning of the meeting. It was **AGREED** to add details of the Parish Meeting to the magazine and via other media.

**063/23**

**MOTION/AGENDA ITEM REQUEST FORM**

Members reviewed and **AGREED** the motion request form, although members did raise queries over the Clerk's authority to ultimately determine the agenda content. The Clerk informed members of the statutory guidelines, as detailed in the Parish Council's adopted Standing Orders.

**064/23**

**BOLLARDS MAINTENANCE**

Members **AGREED** the quote of £420 to replace the bollard sockets at the Common. Members did not agree the proposed maintenance schedule but **AGREED** a 6 monthly inspection to determine future maintenance needs.

**065/23**

**PERSONNEL RECOMMENDATIONS**

Members **AGREED** the recommendations from the Personnel Committee as detailed in the confidential appendix to these minutes.

**066/23**

Members **AGREED** the proposal to carry out an external resource review with Mulberry and Co and for the Clerk to contact the Clerk of another Parish who has recently carried out the same review to request details on the effectiveness.

It was **AGREED** to request that the recommendations are based on 2 options:

1. Core Statutory functions only
2. Core statutory functions and business plan and project delivery

It was **AGREED** that all Councillors should be invited to participate in the process.

**067/23**

**DATES OF NEXT MEETINGS**

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

**Parish Council Meeting** – Mon 3<sup>rd</sup> April – 19:30

**Allotments Sub-Committee** – Mon 17<sup>th</sup> April 19:45

**Annual Parish Meeting** – Thursday 20<sup>th</sup> April - 18:00-20:30

**Finance and Establishment Committee** – Mon 24<sup>th</sup> April – 19:45

**Recreation Committee** – Mon 19<sup>th</sup> June– 19:45

**Personnel Committee** – Mon 17<sup>th</sup> July – 19:30

The meeting closed at 22:10