



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 5th of February 2024 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were:

Cllr Terry Oliver (TO) – **Chair of the Meeting**

Cllr. Christine Knight (CK)

Cllr Simon Leighton (SL)

Cllr Sarah Chandler (SC)

Cllr Debbie Lambert (DL)

Cllr Geoff Clark (GC)

Clerk:

Lucinda Edwards

District Councillor:

James Brookes

001/24 PUBLIC SPEAKING

No members of the public present.

002/24 APOLOGIES

Apologies and reasons for absence were received from Cllr Sam Hazell, Cllr McLennan-Murray and Cllr Luk and these were **NOTED** by members.

003/24 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

004/24 CHAIR'S ANNOUNCEMENTS

The Chair advised the council of his intention to trial a new format for the meeting whereby items on the agenda where recommendations are received will be put straight to resolution unless any member wishes to raise any concern. It is anticipated that this will allow more time to debate items where further consideration and decision of the council is required. This was **NOTED** by members.

005/24 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 4th December 2023 be accepted as a true and correct record of the meeting. The Chair signed the minutes.

(Prop CK: Sec: SC)

006/24 ADOPTION OF COMMITTEE MINUTES

It was **RESOLVED** by all present to adopt the minutes of the Personnel Committee meeting held on Monday 13th November 2023.

007/24 DISTRICT AND COUNTY COUNCILLOR UPDATES

Cllr James Brookes updated members with the below:

- Horsham District Council have invited the Parish Council to consider a proposal in relation to the land ownership of the verge opposite residential properties in Pelling Way – it is noted that this will be an agenda item on the March Parish Council meeting.
- District Councillors are working with WSCC Highways Officers with the ongoing issues of the bus gate, Sargent Way and Co op car park. The results of the survey carried out last summer were useful and interesting and work is ongoing with the county. District Councillors have requested a similar survey of traffic on Sargent Way is conducted.
- JB spoke with the HDC Chief Executive in relation to the progress of the transfers of parcels of land on the Wickhurst Green developer to the Parish Council, and any actions that the District Authority may be able to consider to expedite the transfers. Having spoken to the Head of Legal Services, it was responded that this is a matter for the parish, developer and landowner, the only action of the District Authority would be to sign the side agreement once agreed.

008/24 CLERK UPDATE

Members **NOTED** the written officer updates in Appendix 1 of the supporting document.

The below items of correspondence as circulated to members, were **NOTED**:

- Email from Horsham District Council in relation to the future land ownership and maintenance of the verge opposite properties on Pelling Way – to be added to March agenda for consideration.

- Email from Horsham District planning authority regarding revised National Planning Policy Framework (as circulated to members)
- Email conversations cc'd to BBHPC Clerk from resident, District Councillor and County Councillor in relation to ongoing matters related to tipper trucks using Robin Hood Lane and planning matters relating to Field Place (as circulated to members).

The Clerk will update the website to remove older news items.

Further communications relating to the Charrington Way project will be shared with the community.

009/24 COUNCIL DOCUMENTS

Members reviewed and **AGREED** the recommended amendments to Financial Regulations following advice of the internal auditor.

010/24 WICKHURST GREEN PARCELS- ADOPTION OF SL5, SL6, SL9

Members were updated that digital copies of the revised plans have now been received. Printed copies will be sent by post to the Parish Council for signature.

The queries relating to the covenants remain outstanding and The Vistry Group have chased the third party solicitor to progress this.

Members considered the recommendations per Appendix 2 of the Supporting Document.

It was **AGREED**:

- To send a letter to the board of The Vistry Group setting out the planning obligations of the developer as detailed in the Section 106 agreement and highlighting the Parish Council's frustrations that due to the continued delays of transfer, the local community has still not seen the assets that formed part of that agreement.
- That the letter should be copied to MP Jeremy Quin, Jane Eaton - Chief Executive of Horsham District Council (HDC), Barbara Childs - Director of Place HDC and the District and County Councillors.
- To delegate to the Clerk to write and send the letter, subject to consultation with the Chair and Vice Chair of the Council.

(Prop: CK; Sec: SL)

011/24 CRICKET CLUB PAVILION WORKS

Members considered the report in Appendix 3 of the Supporting Document and reviewed the quotes as received from 3 contractors.

Members **AGREED** to appoint contractor A, on the basis of achieving best value for expenditure of public money, on the condition that the quotation fully covers all areas of work as detailed in the specification, and that works can be scheduled within an appropriate timescale.

(Prop: GC; Sec: SL)

It was **AGREED** for the Clerk to use delegated authority to add the laying of floor tiles to the job specification if required.

012/24 AGE UK

Members **NOTED** the report from Age UK for Qtr 3 2023/24.

Members **NOTED** the withdrawal of the Village Agent service as of 1st April 2024.

013/24 GALA ASSOCIATION VILLAGE FETE

Members **AGREED** the request from the Gala Association to hold the annual village summer fete at The Common on Saturday 6th July 2024.

Members **AGREED** to delegate to the Recreation Committee to consider further decisions relating to the fete.

FINANCE AND ESTABLISHMENT

014/24 PAYMENTS LIST RATIFICATION

All members **AGREED** to ratify the payments lists for December and January invoices as shared to the website.

015/24 FINANCE UPDATE

Members **NOTED** the Finance reports in the supporting documents of the Finance and Establishment Committee meeting held on Monday 15th January.

016/24 EARMARKED RESERVES MOVEMENTS

It was **RESOLVED** to approve the Earmarked Reserves movements as detailed in Appendix 7 of the Supporting Documents.

017/24 GRANT APPLICATION

Members considered and **AGREED** a grant application from the Gala Association of £496.90 in respect of costs involved with the addition of toilet facilities and bin provision at the summer fete.

*(Prop: CK, Sec SC, All **AGREED**)*

018/24 PLANNING APPLICATIONS RECEIVED DURING NOVEMBER 2023

Members **RESOLVED** To ratify the response submitted to the planning authority per the log on the Parish Council's website. [Planning - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](https://broadbridgeheath-pc.gov.uk)

019/24 HORSHAM DISTRICT LOCAL PLAN REGULATION 19 CONSULTATION

Members were advised by District Councillor James Brookes on the specific areas of the consultation of particular relevance to Broadbridge Heath residents:

- the strategic development of the quadrant at the former WSCC depot
- Green infrastructure and sustainability
- Land at Lower Broadbridge Farm

It was **AGREED** for members to review the consultation and to send responses to the Clerk to collate and for the Clerk, in consultation with the Chair of the Planning Committee, to submit a response, and for the Clerk to share the consultation with residents via the website and social media.

020/24 CHARRINGTON WAY PLAY AREA PROJECT

Members **NOTED** the indicative timeline for the Charrington Way play area project.

Members **AGREED** to delegate to the Recreation Committee to progress the project to the point of awarding of the contract, which will be received by Full Council as a recommendation from the Recreation Committee.

021/24 COUNCIL PRIORITIES

Members **AGREED** the Council Priorities per Appendix 9 of the supporting documents.

022/24 PERSONNEL COMMITTEE RECOMMENDATION

it was **AGREED** to delegate to the Clerk to manage any small annual leave carry over into the next financial year, per employment contracts.

023/24 MEMBERS AGREED TO SUSPEND STANDING ORDERS

Cllr James Brookes left the meeting 21:26.

024/24 Members were updated following the Village Centre Trustees AGM and received items of correspondence from the Village Centre representative as detailed in the confidential Appendix to these minutes.

025/24 MEMBERS AGREED TO RESUME STANDING ORDERS

026/24 VILLAGE CENTRE RECREATION GROUND

It was **AGREED**:

- for the Recreation Committee to review future management considerations of the Village Centre Recreation Ground at their next meeting on 26th February.
- for the Clerk to invite the Village Centre Trustees to meet with the Parish Council to informally discuss any issues relating to the management and maintenance of the recreation ground.
- for the Clerk to obtain advice from AIRS, in addition to the previously sought legal advice on mechanisms for future responsibility of the recreation ground.

(Prop: CK; Sec: DL)

027/23 MEETING DATES

Members **NOTED** the next meeting dates:

Recreation Committee - Monday 26th of February – 7:45pm

Parish Council meeting – Monday 4th March 2024 – 7:30pm

Finance & Establishment Committee - Monday 15th of April 2024 – 7:45pm

Personnel Committee - Monday 18th November – 8:30pm

The meeting closed at 22:00