



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on  
**Monday the 4<sup>th</sup> of March 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 Sarah Chandler (SC)

Cllr Geoff Clark (GC)

Cllr Simon Leighton (SL)

Cllr Sam Hazell (SH)

Cllr Edward Mclennan-Murray (EMM)

## Clerk:

Lucinda Edwards

## District Councillor:

Jonathan Taylor

Members of Public:

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## 028/24 PUBLIC SPEAKING

The owner of Field Place attended the meeting to provide an overview to the Parish Council of continued works at Field Place and a newly submitted planning application to provide an alternative route for lorries to access Field Place via Old Guildford Road.

## 029/24 APOLOGIES

An apology and reason for absence was received from Cllr Lambert and this was **APPROVED** by members.

Apologies were also received from County Councillor Christian Mitchell and District Councillor James Brookes.

## 030/24 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr Hazell declared an interest in relation to item 14, as a Director of the Management Company of the Solomon's Seal development.

## 031/24 CHAIR'S ANNOUNCEMENTS

The Chair thanked Councillor Clark for drafting the Parish Council's response to the Horsham Local Plan regulation 19 consultation, and members for their comments.

The Chair wished to express, on behalf of the council, thanks and best wishes to the resigning Community and Facilities Officer following her resignation, highlighting how she has set an agenda for the council in improving engagement with the community, to build on in the future. A Personnel Committee has been scheduled next week due to the change in resource, and the committee will be considering how the council can deliver its services until the council is fully resourced.

## 032/24 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 5<sup>th</sup> February 2024 be accepted as a true and correct record of the meeting. The Chair signed the minutes.

*(Prop GC : Sec: EMM )*

## 033/24 DISTRICT AND COUNTY COUNCILLOR UPDATES

Cllr Jonathan Taylor announced his recent appointment as Deputy Cabinet Member for Climate Action and Nature Recovery and updated members as below:

- Local Plan went out to consultation and will go to council in April.
- The budget has been approved, with a balanced budget. The only significant changes are that the 3 unparished wards (Trafalgar, Denna and Forest) who have never previously paid a parish precept, will now have a charge levied.
- One major capital expenditure will be a £10.7 million renovation of the Capitol theatre.
- BBHPC are noted as being one of only 3 parish councils who have not been represented at the PC and Neighbourhood Climate Action Group. The next meeting is Monday 25<sup>th</sup> March, online, at 6pm, and Councillors are encouraged to attend to represent BBH.
- Pelling Way Hedge – this was noted to be an agenda item.

- Traffic Issues – WSCC have taken responsibility for continuing the works to find solutions to the issues surrounding Sargent Way, the bus-gate and the co-op car park areas. The survey carried out last year was clear – there is a massive issue. It was noted that an informal meeting is being arranged for the Parish Councillors to meet with WSCC Highways to discuss this further.

*The Chair thanked the District Councillor for the update.*

Members **NOTED** the County Councillor's written report.

Members requested a representative from the Neighbourhood Policing is invited to attend the next Parish Council meeting.

**034/24 CLERK UPDATE**

Members **NOTED** the officer updates.

The Chair invited members to raise any queries with the Clerk. There were none.

**035/24 PERSONNEL MATTERS**

Members **NOTED** the resignation of the Community and Facilities Officer and that a Personnel Committee meeting has been scheduled for Monday 11<sup>th</sup> March and it was **AGREED** for the meeting to commence at 1pm.

**036/24 LAND OWNERSHIP AND MAINTENANCE**

Members considered the correspondence from Horsham District Council (HDC) in relation to the ownership and maintenance of the hedge on Pelling Way.

It was **NOTED** that HDC have provided 2 options for consideration as below:

- HDC meet all of the legal costs of transferring the site to BBH PC, so that it falls under their ownership, and that HDC undertake the necessary works to the site on an ongoing basis. If that is not acceptable;
- HDC will take on the site and manage and maintain the hedge under its Grounds Maintenance contract.

It was **AGREED** to suspend standing orders to enable District Councillor Jonathan Taylor to provide further information relating to the background to the proposals.

Standing orders were **RESUMED**.

It was **AGREED** for the Parish Council not to take ownership of the parcel of land, supporting the second of the proposals – for HDC to acquire the site and take full management responsibility.

It was **AGREED** for the Clerk to respond as such to HDC's correspondence, thanking the District authority for supporting the residents in seeking an appropriate solution.

It was **AGREED** for the Clerk to inform the residents of the Parish Council's decision.

Members considered Cllr Hazell's motion request and it was **AGREED** that a policy on adoption of parcels of land may be required in the future.

**037/24 WICKHURST GREEN PARCELS**

Members **NOTED** the letter to The Vistry Group as published to the Parish Council website.

It was **AGREED** to suspend standing order to allow further confidential discussion.

It was **AGREED** to resume Standing orders.

Members **AGREED**

- for the Clerk to respond to correspondence from a HDC officer in relation to the progress of the parcels of land acquisitions, requesting any further information that may assist the Parish Council in expediting the transfer, prior to considering a Freedom Of Information request.
- to request the Clerk to raise an informal planning compliance query in relation to the planning conditions for maintenance across all the parcels.

*(Prop SH : Sec: CK)*

It was **NOTED** that the Parish Council continues to examine all opportunities to bring to a successful conclusion the much-delayed acquisitions, for the benefit of the residents.

## VILLAGE CENTRE

**038/24** Members **RESOLVED** To approve the recommendation from the Recreation Committee to proceed with general grounds maintenance, to include grass cutting and play area management only, of the Village Centre recreation ground in the absence of a S297 agreement.

**039/24** Members **NOTED** the date of the informal discussion with the Village Centre Trustees regarding the future maintenance of the recreation ground – 13<sup>th</sup> March 1:30pm.

## 040/24 COUNCIL PRIORITIES AND RESOURCE

Members formally **NOTED** the resignation of the Community and Facilities officer. The resulting change in staffing resource and impact on projects/activities progress was **NOTED**.

Members **AGREED** the council project and action priorities per APPENDIX 3 of the Supporting Documents.

*Cllr Oliver left the meeting 21:22*

*It was **AGREED** for Cllr Knight to Chair the remainder of the meeting.*

## 041/24 POLICIES

The following policies were **AGREED** for adoption:

- SIDS Policy – with one amendment to require a ‘competent person’ for installation.
- Vexatious Complaints Policy
- Privacy Notice

*(Prop EMM : Sec: SC)*

It was **AGREED** for the Clerk to contact GDPR Info in relation to the EEA reference to ensure that this is covered.

The recommendation from the Recreation Committee to adopt the amended Flag Policy was **APPROVED**.

## 042/24 FINANCE AND ESTABLISHMENT PAYMENTS LIST RATIFICATION

All members **AGREED** to ratify the payments lists for February invoices as shared to the website.  
*(Prop SC : Sec: SH)*

It was **NOTED** that the payment to Tidey and Webb is on hold until further review of the works undertaken.

## 043/24 PLANNING APPLICATIONS RECEIVED DURING FEBRUARY 2024

Members **RESOLVED** To ratify the response submitted to the planning authority.

APPLICATION	ADDRESS	DETAILS	
DC/24/0139	1 Gratwick End	Conversion of loft into habitable living space with the installation of roof lights and rear dormer	No objection
DC/24/0179	2 Wakeford Lane	Conversion of loft into habitable space including 1No front dormer and roof lights to the rear	No material objection. The Parish Council have no material objections to this application. Please see the below comments: <ul style="list-style-type: none"><li>• The proposed changes appear to be in keeping with the original design and build</li><li>• the limited change to the street scene is noted</li><li>• it appears the plans include the removal of the chimney structure, which is not clear on the application</li></ul>

## 044/24 HORSHAM DISTRICT LOCAL PLAN REGULATION 19 CONSULTATION

Members **NOTED** the submitted response, as published to the Parish Council website.

**045/23 MEETING DATES**

Members **NOTED** the next meeting dates:

Personnel Committee - Monday 11<sup>th</sup> March – 1:00pm

Parish Council meeting – Monday 8<sup>th</sup> April 2024 – 7:30pm

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

Recreation Committee - Monday 17<sup>th</sup> of June – 7:45pm

Members **NOTED** the below notable dates:

- Tuesday 5<sup>th</sup> March - 4:30-6:30pm  
Charrington Way Project Drop in/PCSO session – Parish Office
- Wednesday 20<sup>th</sup> March  
1:30pm - WSCC Highways informal briefing – Parish Office  
5:30-7:30 - Parish/Neighbourhood Council Planning Training
- Tuesday 26<sup>th</sup> March – 6:00-8:00pm  
Defibrillator Training – Parish Office
- Wednesday 10<sup>th</sup> April – 10:30-3:00pm  
Litter picking event – Parish Office

The meeting closed at 21:48