



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 3rd February 2025 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were:

Cllr Terry Oliver (TO) Chair

Cllr Geoff Clark (GC)

Cllr Sam Hazell (SH)

Cllr Edward McLennan-Murray (EMM)

Cllr Simon Leighton (SL)

Cllr Jeanne Coker (JC)

Cllr Sarah Chandler (SC)

Cllr Chung Wing Luk (CWL)

Clerk:

Lucinda Edwards

District Councillor: Cllr James Brookes

County Councillor: Cllr Christian Mitchell

Public:

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001/25 PUBLIC SPEAKING

A Sargent Way resident attended to address the Parish Council on the subject of volume and speed of traffic on Sargent Way.

The resident has carried out independent surveys, monitoring the high number of vehicles passing, and raised concerns over how the proposed development of the former Highways Depot site will further impact this.

District Councillor James Brookes responded to acknowledge the serious issues that have previously been raised and pursued by the Parish Council, Councillors and residents.

He advised that the planning decisions will have challenges for the Highways authority to address. There has been no evidence of any planning grounds for refusal of the depot development.

Councillors informed the resident of the latest update from Highways, as published to the Parish Council website, which indicated that the highways team intend organising a 'drop in' session for residents.

The Chair thanked the resident for attending and assured the resident that the Parish Council will keep residents informed of any updates.

The resident left the meeting at 7:47pm.

002/25 APOLOGIES

None.

003/25 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

004/25 CHAIR'S ANNOUNCEMENTS

The Chair informed members that, in the first week of January, he had emailed John Milne MP to ask if, he and the Vice Chairman, could meet with him, at one of his local MP public surgeries, to discuss and obtain his current views, as our MP, on a complete range of outstanding matters relating to the Wickhurst Green Housing Development.

005/25 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 2nd December 2024 be accepted as a true and correct record of the meeting. The Chair signed the minutes. (*Prop: EMM ; Sec: SC*)

006/25 COMMITTEE MINUTES

It was **RESOLVED** by all present that the minutes of the Finance and Establishment Committee meetings held on Monday 5th August and Monday 21st October 2024 be adopted.

007/25 DISTRICT COUNCILLOR UPDATE

Members **NOTED** the verbal update from Cllr James Brookes.

- The local plan update is on the website. The inspector remains committed to write to the council by early March, and this response is awaited.
- The absence of a local plan during the proposed re-organisation leads to further uncertainty/concern, particularly with speculative developments.
- There should be a clearer understanding of the timeline for devolution by the next Parish Council meeting. It is currently not certain whether the County Councillor elections will proceed in May. Cllr Brookes advised that he is part of the committee looking at devolution going forwards and he will continue to assist the parish council in navigating ahead.
- The planning committee will be considering the Highways Depot application at the meeting on 4th February. Members drew attention to the comments raised relating to proximity of the proposed fast-food outlet to the secondary school.
- Cllr Brookes advised that the running track is on the cabinet decision list for this year.
- Members updated Cllr Brookes that the Parish Council is still awaiting approval from Vistry on the commuted sum agreements in relation to parcels SL5, SL6 and SL9 on the Wickhurst Green development. This is being chased by HDC S106 officers.

Cllr Oliver thanked Cllr Brookes for the update.

008/25 COUNTY COUNCILLOR UPDATE

Members **NOTED** the written report submitted by County Cllr Mitchell, as published to the website.

In continuation of the District Councillor update, Cllr Mitchell suggested a means of protecting the running track in the future could be for the District Council to consider registering the track as a community asset.

Cllr Mitchell confirmed that an update on devolution is expected on Wednesday 5th February.

If elections are suspended, this can only be for a year.

The unitary process takes around 2 years, but this will be further clarified.

Members further discussed how the structure may look in the future and the potential formation of a Horsham Town Council, expansion of Parish Councils, and future ownership/responsibilities of assets. The process may offer opportunities to consider Parish boundaries.

Cllr Mitchell left the meeting at 20:18.

009/25 OFFICER UPDATES

- No further correspondence has been received in relation to the bus gate/car park/Sargent Way highways matters. It was **AGREED** for the Clerk to request an update from Highways.
- Vistry have yet to confirm approval of the commuted sums figures for the transfer side agreement. It was **AGREED** for the Clerk to write to the directors of Vistry requesting their support in moving this forwards.
- Members noted the scheduled session with Vistry on 13th February to receive an update on proposals for the former school site. It was **AGREED** to determine a community correspondence/update in collaboration with them during the session.

010/25 DEVOLUTION

Members further discussed the potential implications of devolution on the Parish Council, recognising the potential for a greater role for Parish Councils in the future.

011/25 Members **NOTED** the confirmation that the Leader and Chief Executive of Horsham District Council will be attending the next meeting, Monday 3rd March 2025.

012/25 POLICY

The Document Retention Policy was **ADOPTED**.

013/25 COUNCIL STRATEGY

Cllr SH raised a concern that the agenda item was overturning a previous council resolution from the October Parish Council meeting (minute reference 217/24).

Members **RESOLVED** that, as a Chairs meeting has been arranged for 17th March, the Clerk will arrange a date for the Business Planning Strategic session to follow this.

014/25 COUNCILLOR RECRUITMENT AND BRANDING MOTION REQUEST

Members reviewed the sample Councillor recruitment leaflet as arranged by Cllr SH and **AGREED** to a single distribution to all residents as part of a recruitment campaign, noting the printing costs of circa £73.

It was **AGREED** for members to respond to Cllr SH with comments/proposed revisions for it to be re-drafted and circulated.

It was **AGREED** for the Clerk to obtain costings for a single item delivery to all homes and for the final design and quotes to be presented to the council at the next meeting.

015/25 It was **AGREED** to defer consideration of further proposals in the report to the strategic planning session.

016/25 VILLAGE FETE

It was **AGREED** to approve the Gala association request to hold the annual village fete at The Common on Saturday 5th July 2025.

017/25 GROUNDS MAINTENANCE 2025/26

Members noted that quotes had been sought from 5 contractors, of which 2 had provided quotes.

Members **AGREED** to appoint Grasstex for grass cutting and grounds maintenance services for 2025/26.

It was **AGREED** to delegate to the Recreation Committee to finalise the maintenance schedule and to consider negotiation of a longer term contract.

(Prop: SL ; Sec: JC)

FINANCE AND ESTABLISHMENT

018/25 The payments list for December 2024 and January 2025 invoices were **APPROVED**.

019/25 Additional invoices OP225, OP226 and OP227 were **APPROVED**.

020/25 Members **APPROVED** the grant request from the Gala Association of £517.50, for provision of toilets at the summer village fete. Members requested that the Parish Council is mentioned as a sponsor of the event.

(Prop: EMM ; Sec: CWL)

021/25 Noting the update in the supporting document, members **AGREED** the recommendation from the Finance and Establishment committee to prioritise use of EMR 381, CIL funds, for the Charrington Way project, due to the deadline for expenditure. The remainder of the project funding from EMR395, as required.

022/25 Members **AGREED** the recommendation from the Finance and Establishment Committee to transfer of funds of £2,000 from EMR395 to a new EMR for Cricket Club expenditure.

023/25 Members **AGREED** the recommendation from the Finance and Establishment Committee to, on receipt of the commuted sums for parcels SL5, SL6 and SL9, delegate to the Clerk to arrange the transfer of the funds into the Nationwide instant saver account (current interest rate of 1.95%) until a meeting is convened to determine longer term investment decisions.

024/25 HIGHWAYS AND FOOTPATHS

The content of the letter, making preliminary enquiries about making an application to Operation Watershed to fund works to the WSCC culvert, as drafted by Cllr SH, was **AGREED**.

It was **AGREED** for the Clerk to submit this initial letter.

025/25 COMMUNITY INITIATIVES - WI REQUEST

Members **APPROVED** the request from the Broadbridge Heath Bombshells to place their crafted bunting around the Parish Office to mark World Ovarian Cancer day – 7th March 2025. It was **AGREED** to share details of this through the Parish Council Facebook page.

Members agreed on the basis of this being a local community group initiative.

026/25 PLANNING

The below responses were **AGREED/RATIFIED**:

APPLICATION	ADDRESS	DETAILS	COMMENTS
DC/24/1412	58 Ellis Road	Erection of a single storey rear extension.	No objections, provided there is no material objections from the adjoining / adjacent properties.
DC/24/1840	45 Cook Way	Conversion of loft into habitable living space with pitched roof dormers to the side elevation.	No objections.
DC/25/0039	12 Cheesmer Way	Conversion of loft into habitable living space with two rear dormers and one front pitched roof dormer.	Comment raised - the drawing showing proposed elevations (Drawing No. 006) is labelled as existing elevations. No objections unless there are material objections from the adjacent / neighbouring properties.

027/25 Highways Depot application DC/23/1133

Members **NOTED** the application is due to be considered at the meeting of Horsham District Planning Committee on 4th February 2025.

028/25 Members **NOTED** the below scheduled meeting dates and notable dates:

Allotments sub-committee – Monday 24th March – 7:30pm

Personnel Committee - Thursday 6th February – 1:00pm

Recreation Committee – Monday 10th February – 7:45pm

Parish Council meeting – Monday 3rd March – 7:30pm

Finance and Establishment Committee – Monday 28th April – 7:45pm

Streetlight project installation – week commencing 3rd February.

Information Session with Vistry regarding the former school site – Thursday 13th February – 11:00am.

The meeting closed at 9:37pm.