



BROADBRIDGE HEATH PARISH COUNCIL

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

Present Were:

Cllr Simon Leighton (SL)

Cllr Geoff Clark (GC)

Cllr Sam Hazell (SH)

Cllr Edward McLennan-Murray (EMM)

Cllr Chung Wing Luk (CWL)

Cllr Jeanne Coker (JC)

Cllr Sarah Chandler (SC)

Clerk: Lucinda Edwards

District Councillor: Cllr James Brookes

County Councillor: Cllr Christian Mitchell

Guests: Jane Eaton - Chief Executive of Horsham District Council
Martin Boffey – Leader of Horsham District Council

Public: 2 (3 from 20:09)

029/25 ELECTION OF A CHAIR FOR THE MEETING

In the absence of the Chair of the Parish Council, Cllr SH was proposed by Cllr SL and seconded by Cllr SC. No other nominations were received. A vote was taken, and Cllr SH was duly elected to chair the meeting.

030/25 PUBLIC SPEAKING

None.

030/25 APOLOGIES

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

031/25 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

Cllr SH declared an interest in item 15, planning application DC/25/0116, as a Director of the Solomon's Seal (Horsham) Management Company Limited.

032/25 CHAIR'S ANNOUNCEMENTS

The Chair updated members on the Parish Council Chair's plans to meet with MP John Milne, with potential dates of Friday 7th March or Friday 14th March. Members were invited to raise any issues with either the Chair or Vice Chair ahead of the meeting.

033/25 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

SH asked members if they recalled the wording of minute ref 015/25 at the meeting as to whether this was differed until after the strategic session or to the next PC meeting. A point of order was not raised.

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday 3rd February 2025 be accepted as a true and correct record of the meeting. The Chair signed the minutes. (*Prop: CWL; Sec: GC*)

034/25 PERSONNEL COMMITTEE MINUTES

It was **RESOLVED** by all present that the minutes of the Personnel Committee meeting held on Monday 18th November 2024 be adopted.

035/25 RECREATION COMMITTEE MINUTES

It was **RESOLVED** by all present that the minutes of the Recreation Committee meeting held on Monday 23rd September 2024 be adopted.

036/25 DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION

The Chair welcomed Jane Eaton - Chief Executive of Horsham District Council and Martin Boffey - Leader of Horsham District Council to the meeting.

Members were updated on the English Devolution and Local Government re-organisation plans. A summary of the discussions can be found in the appendix to these minutes.

SH requested a definitive list of HDC land holdings in the Parish for the Parish Council to review. SH also raised ongoing issues with the WHG transfers and HDC's role in this, Mr Boffey advised members he will liaise with the relevant teams in HDC to progress.

Cllr SH thanked Ms Eaton and Mr Boffey for the update.

- 037/25 Members **NOTED** the government consultation on proposals for a Mayoral Combined Authority for Sussex and Brighton and it was **AGREED** for the Clerk to collate members' responses and for a formal Parish Council response to be approved at the next Parish Council meeting.
The Clerk will share details of the consultation with the community through the website and social media.

The 2 guests and 1 member of public left the meeting 20:31.

038/25 COUNTY COUNCILLOR UPDATE

Members **NOTED** the written report.

Cllr Mitchell advised members that no further update has been received from WSCC Highways since the update published to the Parish Council website on 11th February 2025, and that he would be chasing for an update.

Cllr Mitchell left the meeting at 20:40.

Cllr SH thanked Cllr Mitchell for the update.

039/25 DISTRICT COUNCILLOR UPDATE

Cllr Brookes reassured members that despite the many issues relating to the local government reorganisation, the District Councillors will continue to support the parish in pushing for resolution of the ongoing issues, particularly noting those related to the parcels of land on the Wickhurst Green development, and issues surrounding Sargent Way and the bus gate.

Cllr SH thanked Cllr Brookes for the update.

040/25 OFFICER UPDATES

Members **NOTED** the written update in the supporting documents.

In consideration of the issues faced by some members with emails, it was **AGREED** to remove the enhanced anti-spoofing filter as a trial.

- 041/25 Cllr SC was nominated as a representative on the Parish and Neighbourhood Councils Climate Action Network. This was **AGREED**.

- 042/25 *It was proposed by the Chair that item 14 – Community Initiatives be moved to the next item on the agenda. This was **AGREED** by all.*

043/25 COMMUNITY INITIATIVES

The Chair welcomed a representative of the Broadbridge Heath Women's Institute (WI) and she was invited to update members on proposals to add a poppy display to the war memorial area to mark VE Day 80.

Members discussed the requirement for a structure to hold the display, the intended methods for hanging the crochet and knitted poppies, risk and safety.

Members **APPROVED** the proposal to install a temporary umbrella shaped structure, compiled of a single scaffolding pole to be securely fitted into the ground, behind the memorial, noting that it may require securing with concrete. Members were advised that the sponsored pole may display a small advertising/sponsorship sign.

It was **AGREED** that the display would be placed in time for VE Day 80, with a view to remaining until after remembrance Sunday, although this would be monitored, and would be taken down and stored if there were any problems or reasons to do so.

It was **AGREED** that members of the WI would routinely inspect the display.

The WI Representative left the meeting at 9:05pm

044/25 WICKHURST GREEN PARCELS

Members were advised of the progress of the side agreement, and it was **NOTED** that the indexation figures are awaited from HDC. Approval of the Side Agreement final draft is awaited from HDC and Vistry. Members **NOTED** the update.

The clerk will approach HLS for a verbal update.

It was **AGREED** that the legal transfers of SL5, SL6 and SL9 should proceed as soon as possible and should not be held up any further due to any of the smaller raised defect issues, such as the fallen fence and maintenance at the allotments. Members **AGREED** that any such works would be contracted by the council after acquisition and funded from commuted sum receipts.

045/25 COUNCILLOR RECRUITMENT CAMPAIGN

Members reviewed the details in the supporting documents.

Some amendments were **NOTED**.

It was **AGREED** to proceed with the single item distribution at a cost of 14p per item.

(Prop: SC; Sec: CWL)

It was **NOTED** that due to formatting issues, the officers were unable to make any amendments to the documents created by Cllr SH and therefore Cllr SH will make the final amendments and arrange printing. The Clerk will create the required QR codes and send them to Cllr SH.

Based on the received costings, it was **AGREED** for 2600 copies of the leaflet, and 10 copies of the poster to be printed and distributed.

(Prop: GC; Sec: EMM).

046/25 GALA ASSOCIATION VILLAGE PICNIC

Members **APPROVED** the request by the Gala Association to use the Village Centre Recreation Ground for a Village Picnic on Sunday 8th June 2025.

It was **AGREED** to defer consideration on Parish Council involvement at the event to another meeting.

047/25 RECREATION COMMITTEE RECOMMENDATIONS

Members considered the recommendations from the Recreation Committee, per minute reference R042/25 of the committee meeting on Thursday 27th February 2025.

048/25 The recommendation to withdraw the current tender document as it currently stands was **AGREED**.

049/25 The recommendation to re-tender, splitting the project into 2 specific lots was **AGREED**

050/25 The recommendation for Lot 1 to comprise a new tender invitation for the £65k budget, funded through section 106 funds for the sports provision/MUGA was considered. SH advised that using Spons pricing guide the expected costs for this phase of the project would be higher than the assigned £65k, it was **AGREED** to increase the budget for this tender to £80k, using the Section 106 funds, and £15k of earmarked reserves (EMR381 and EMR395 as previously agreed).

051/25 Members considered and **AGREED** the recommendation for officers to initially obtain an indicative quote for the re-surfacing of the circular existing play area and a new adjoining pathway. This, with a view to the second lot including a new Make Space for Girls provision to be situated on the current circular hard standing. The remaining allocated earmarked reserves of up to £30k would be used for this phase of the project.

It was **NOTED** that the surfacing of the circular area and adjoining footpaths would be limestone crush/self-bonding.

052/25 The recommendation to delegate to officers to proceed to issue the tender invitation for Lot 1 - the £80k MUGA project was **AGREED**.

053/25 The recommendation to consider resourcing for the project, noting the availability of such resource and costings was **NOTED** for further review as the project progresses.

The above resolutions were proposed by Cllr SL; Seconded by Cllr SC and unanimously **AGREED**.

FINANCE AND ESTABLISHMENT

- 054/25** The payments list for February 2025: invoices OP231 to OP247 were **APPROVED**.
(Prop SH; Sec: GC)
- 055/25** **STREETLIGHT CORSLETT'S AVENUE**
Members **NOTED** the report in the supporting documents.
Members **NOTED** that in January 2023 the Finance and Establishment Committee agreed not to proceed with a contract for the streetlight as it could not be located. Members are of the understanding that the streetlight was probably adopted by WSCC.
- 056/25** It was **AGREED** for the Clerk to review any communications with Slinfold Parish Council (SPC) and the service provider relating to the contract for this streetlight. Noting the contract remains in the name of SPC, it was **AGREED** to request SPC the contract is cancelled with immediate effect, with a view to a refund for the expenditure being pursued.
- 057/25** On consideration of the invoice received from SPC, it was **AGREED** to defer payment until the refund has been pursued.
- 058/25** **CRICKET CLUB PAVILION**
Members **NOTED** the updates in the supporting document, and as circulated.
- 059/25** Members **NOTED** the update on quotes received for a building condition survey to be carried out at the Cricket Club pavilion. Members **AGREED** the quote of £875 from COH Surveyors to carry out the survey, on the basis of the inspection covering the areas of concern relating to the insulation, loft space and stop cock.
(Prop: SL ; Sec: EMM)
- 060/25** **CRICKET CLUB LEASE**
Members **NOTED** the update on progress of the lease renewal, and the recommendation to nominate a lead Councillor to meet with officers and members of the Cricket Club to open discussions on ongoing management and maintenance and progression of the lease renewal was considered.
- 061/25** It was **AGREED** to follow the professional advice of the parish council's appointed solicitor in relation to the indemnity clause concerns.
- 062/25** It was **AGREED** to invite the Cricket Club to seek cover through their insurance for the indemnity cover.
- 063/25** Members **NOTED** Cllr SL and Cllr SH had agreed to attend, with officers, the meeting with the Cricket Club on Thursday 6th March to further discuss the lease, in an aim to reach conclusion.
- 064/25** **ALLOTMENT EXPENDITURE**
Members **AGREED** the Recreation Committee's recommendation to re-classify the grounds maintenance expenditure incurred in 2024/25 at Weston Avenue Allotments to budget line 4498.
- 065/25** **HIGHWAYS AND FOOTPATHS**
Members **NOTED** the update on the potential Operation Watershed application, and it was **AGREED** to chase WSCC to follow up on their proposal to meet a drainage engineer on site.
- 066/25** **PLANNING**
The below responses were **AGREED/RATIFIED**:

APPLICATION	ADDRESS	DETAILS	COMMENTS
DC/25/0116	Shelley Arms 16 Old Guildford Road	Erection of 4No. dwellings and associated car parking, amenity space and landscaping, along with re-configuration of pub car park.	The committee's previously submitted objections still stand, primarily relating to overdevelopment of the site.
DC/25/0208	19 Billingshurst Road	Partial demolition of existing rear structures and erection of a two-storey rear extension with extension of the existing rear roof and new dormer window to the front elevation.	Significant concerns raised: Concerns of over-development of the site considering both current layout and the inherent limitations of the site, for example mid terrace and the angled rear garden.

			<p>•Although the effect on both adjoining properties has been considered in the Design Statement it is not clear if these are deemed to be satisfactory or acceptable to the owners of the adjoining properties.</p> <p>•Whilst the intent of the applicant is recognised along with the desire to modernise, the location and layout do not easily lend themselves to such a development as proposed.</p> <p>•It would be helpful to have a construction brief should the application be successful and confirmation of acceptance from the owners of the adjoining properties of the proposed development, including future maintenance and upkeep of the property if developed, given the proposed layout of the rear elevation.</p> <p>•Although introducing a new front dormer the front elevation appears to be acceptable as proposed.</p> <p>•Concerns surrounding accessibility for construction and impact on neighbouring properties were also raised.</p>
DC/25/0227	2 Cheesmer Way	Conversion of loft with 2No small flat roof dormers, installation of 2No rooflights on the front roof slope and erection of a shed to the rear.	No overall objections provided there are no material objections from the adjoining and neighbouring properties to the proposed changes.

067/25 The Chair proposed suspending Standing Orders to allow the meeting to continue beyond the permitted time. The motion was **AGREED**.

Cllr EMM, Cllr CWL, District Cllr Brookes and 1 member of public left the meeting – 22:35.

068/25 It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960, the meeting would move into closed session to discuss personnel matters. It was **NOTED** that there were no remaining members of the public.

The Chair of the Personnel Committee provided an update following the latest Personnel Committee meeting. The Chair of the Personnel Committee clarified that bullet one is stated to foster a mutual relationship of support and respect

069/25 The Council returned to open session, and the meeting resumed.

070/25 PERSONNEL RECOMMENDATIONS

Members considered the recommendations from the Personnel Committee:

- To formally acknowledge all Councillors support and respect the staff of the Council and promote their development as officers and employees of the Council.
- The council should ensure that any new services, facilities or projects which it aims to pursue are fully costed, including both financial cost and impact on resourcing to ensure that as the council's potential range of services and facilities continues to grow, the staff resource retains the ability to manage the workload.
- The council adopts a whole council training regime, with 2 full council bespoke training sessions each year, with the first session to in Autumn 2025.
- For the previously approved expenditure for Human Resource support, and potential locum/mentoring provision to be funded from EMR391.

These recommendations were **AGREED**.

071/25 ANNUAL PARISH MEETING

Members considered inviting a guest speaker to attend the Annual Parish Meeting.

It was **AGREED** to contact the Police and Crime Commissioner to request her attendance at the meeting, based on her availability during April.

072/25 Members **NOTED** the below scheduled meeting dates and notable dates:

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

Personnel Committee – Monday 24th March – 8:30pm
Parish Council meeting – Monday 31st March – 7:30pm
Finance and Establishment Committee – Monday 28th April – 7:45pm
Recreation Committee – Monday 9th June– 7:45pm

The meeting closed at 22:54pm.

Appendix

A summary of the update on devolution and local government reorganisation given by Jane Eaton - Chief Executive of Horsham District Council and Martin Boffey - Leader of Horsham District Council, at the Parish Council meeting held on Monday 3rd March 2025

It is the aim of the current government to have reached levels of devolution by the end of this parliament.

Around 12 areas were selected as priority areas, one being Sussex and Brighton. County Council elections have been postponed for a year (the legal limit).

The combined county authority would potentially comprise WSCC (2 seats), ESCC (2 seats), Brighton and Hove (2 seats) and a further seat for the Mayor. This is currently under consultation.

The integration of police and crime commissioner and fire authority responsibilities under a directly elected mayor is a possibility, but it is not yet confirmed.

In addition to this, West Sussex councils are now tasked to put forward proposals for setting up unitary authorities, in line with the local government reorganisation of the current 2 tier structure. This would mean Horsham District Council and West Sussex County Council becoming a unitary authority. Final proposals are required in September.

The unitary council elections are expected to be in May 2027, with a shadow authority until the vesting day in April 2028.

On a local level, Parish Councils are only mentioned twice in the white paper, acknowledging the role of parish councils in local governance and encouraging their involvement in community engagement and service delivery.

Parish Councils should remain largely unaffected.

The challenges are with the non-statutory and discretionary services which may be at risk. There is potential for town and parish councils to take on some of these services.

Examples of Broadbridge Heath assets owned by the District Council are:

- The Bridge Leisure Centre
- The football pitches and pavilion
- Open space surrounding the bridge and football pavilion
- The running track
- The MUGA's near the Bridge.

Other areas are being identified. The Parish Council was invited to begin consideration of whether any of these services may be taken on by the parish council. It was noted that the default position is that they would be handed to the unitary authority, but funding may not be available to keep them running.

A district wide community governance review of parish boundaries was intended for 2026. The un-parished area of Horsham is being considered for a possible town council – this will go to consultation around May/June.

It was identified that the service levels in Horsham may be higher due to the town centre car park income, and effectively the 'luxury' offerings are likely to go at the expense of social housing, special needs education and homelessness.

It was noted that West Sussex County Council had a balanced budget this year, and that other areas are struggling more financially.

It was noted that the current consultation is on devolution only and that there is no statutory requirement to consult on local government reorganisation.