



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council Meeting held on
Monday the 31st March 2025 at 7.30pm Parish Office,
Sargent Way, Broadbridge Heath.

Present Were:

Cllr Terry Oliver (TO)
Cllr Simon Leighton (SL)
Cllr Geoff Clark (GC)

Cllr Sam Hazell (SH)
Cllr Chung Wing Luk (CWL)
Cllr Sarah Chandler (SC)

District Councillor: Cllr J Taylor

Public: 11

In the absence of an Officer of the Council, notes of the meeting were taken by Cllr Sam Hazell.

073/25 PUBLIC SPEAKING

11 Members of the public were in attendance, all persons were present to discuss the issues regarding Sargent Way and provided an update. There had been recent threatening behaviour from drivers towards residents and a recent accident where a car was written off, there was also a blown tyre due to a vehicle being forced off the road along with damaged bollards by the play park. Residents spoke about the lack of progress and asked for the PC help to bring this to a resolution.

TO provided an update on the communication provided by Stephen Reed at WSCC that afternoon and residents stated they were dismayed that WSCC were prioritising the Neighbourhood Centre car park issue which will surely force more traffic onto Sargent Way.

TO suggested they contact Cllr Mitchell which residents advised they had already done.

Cllr Jonathan Taylor (HDC) spoke at length to residents about his upset at the lack of progress and advised residents to make concerns known to Stephen Reed, Paul Marshall and Joy Dennis at WSCC, Cllr Taylor provided contact details.

SH advised residents that John Milne MP was due to hold a surgery at the Parish Office on 07 April and residents should attend to make their issues known, SH also suggested that the Parish could facilitate a Highways Working Party which might act as a vehicle for the public and parish to progress this with WSCC. SH advised residents to contact the PC at admin@broadbridgeheath-pc.gov.uk to show interest in this.

Members of the public left at 20:05.

074/25 APOLOGIES

Apologies and reasons for absence was received from Cllr McLennan-Murray and Cllr Coker and these were **APPROVED** by members.

075/25 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None.

076/25 CHAIR'S ANNOUNCEMENTS

No Officer of the Council is in attendance. TO thanked SH for meeting with him and MP John Milne on 14th March 2025.

077/25 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

APPROVED: minutes from the Parish Council Meeting 3rd March 2025 (*Prop: GC; Sec: SC*)

078/25 ADOPTED: minutes of the Allotments Sub-Committee meetings, 29th January and 18th November 2024.

079/25 ADOPTED: minutes of the Personnel Committee meeting, 18th November 2024.

080/25 ADOPTED: minutes of the recreation and Environment Committee, 10th February 2025.

081/25 COUNTY COUNCILLOR UPDATE

Report from Cllr Mitchell was NOTED.

082/25 DISTRICT COUNCILLOR UPDATE

Cllr Taylor provided an update on activities that he and Cllr Brookes had been involved with. Cllr Brookes sent his apologies as he is ill.

- Cllr Brookes chairs the governance committee, and they will soon implement a number of changes, the one with most impact on BBHPC will be the changes to the planning committee. This will now be merged to remove the North and South committees to become one committee, and the members will have specific training to allow them to make more informed decisions.

- A brief overview on devolution and unitary authorities was provided which matched the update from Ms Eaton and Cllr Boffey on 03 March 2025.

- The capitol theatre renovation has been moved to a phased approach rather than a full closure. The timings will be set to allow the pantomime to continue as this is the biggest income stream for the theatre. Expected closure after Easter until just before Panto season, then closure again. Budget for renovations is £10.2m and work is expected to take two years.

- David Skipp is working on plans to put Horsham Park into a trust to protect from any adverse effects of a Unitary authority.

- Cllr Taylor will be taking a cabinet role for Enterprise and Property.

GC reminded Cllr Taylor about the boundary change proposal so that the BBH boundary would include the planned new development to the west of the A281 and suggested revised boundary alignment with the river Arun.

TO thanked Cllr Taylor for the update and wished Cllr Brookes a speedy recovery.

Cllr Taylor left the meeting at 20:35.

083/25 TO proposed moving item 19 up the agenda to allow members to be fully briefed.

Confidential session commenced

Details recorded in confidential appendix to minutes.

084/25 Confidential session ended at 21:56

085/25 OFFICER UPDATE & CORRESPONDENCE

086/25 No Officer updates were provided.

Members **NOTED** the correspondence and **AGREED** for the officers to reply to David Scane as soon as reasonably practicable detailing the issues still experienced with the land transfers and accepting his offer to help progress.

The council would like to suggest a meeting with Vistry in person on 16 April 2025 at 12:00 to discuss the 'school site' update.

087/25 HIGHWAYS AND FOOTPATHS

Officers to write to Stephen Reed to set up a public meeting copying in John Milne MP and Cllr Mitchell. (Note for info: Cllr Taylor will be doing the same).

088/25 DEVOLUTION AND PROPOSED UNITARY COUNCILS

GC had comments to raise but has not had the opportunity to write this yet, GC and other members will provide comments to the Officers for collation and submission.

- 089/25

YOUTH SERVICES CONTRACT

Members felt they did not have enough information to progress this and there may be some benefit of inviting 4theyouth to attend a PC meeting to discuss. **DEFER** to next PC meeting.
- 090/25

MP UPDATE

NOTED: an update following the Chairs meeting with MP John Milne.
NOTED: follow up correspondence from MP John Milne.
- 091/25

The use of the Parish Office for the MP was noted and members **AGREED** the charges as £15ph, £50 half day, £100 full day.
- 092/25

WICKHURST GREEN PARCELS

SH updated members on the known current position. SH detailed to members that during the officer's unavailability on 21 March 2025 the Chairs agreed for SH to contact HLS to find the status and progress the side agreement. The side agreement arrived on 20 March 2025 and was signed at the earliest officer availability on 25 March 2025. SH hand delivered to HDC legal, and this was signed and sealed the same day. Outstanding items are believed to be relating to the fee undertaking between Vistry and HLS and Vistry's confirmation they are ready to transfer the section 106 monies and complete.
Members considered the options available to expedite the transfer of these parcels.
Members **AGREED** that officers should contact Andrew Fisher at Vistry at the earliest opportunity to highlight the outstanding issues. Officers should continue regular dialogue with Vistry to ensure that they are fully aware of the outstanding issues.
Members **AGREED** to delegate actions in relation to the immediate maintenance of parcel SL6 (allotments) to the Clerk and Chair of the Allotment Sub Committee to allow the expeditious set up. All other parcel works are **DEFERRED** to next council meeting.
- 093/25

CORSLETTS WAY STREETLIGHT

Members NOTED that after physical inspection all streetlamps on Corsletts Avenue have WSCC PFI stickers, this corresponds with the PFI website. Members **AGREED** that the previous action is still required for officers to contact Enerveo the WSCC PFI contractor to obtain in writing that lamp 9 on Corsletts Avenue is adopted into the PFI network, for update to Slinfold PC.
- 094/25

CHARRINGTON WAY RECREATION GROUND PROJECT

SH updated that the work he and the officers put into the ITT was complete, SH worked on this following officer request at 03 March 2025 full meeting. SH also advised council that when there was an expected unavailability of officers the chairs agreed for SH to look at options for uploading the document. Sub-contracting this was discussed but it was **AGREED** that officers should upload to 'find a tender'. SH advised that BBHPC is already registered as a buyer following his enquiries and he will swap this to officer emails now Officers are operational.
- 095/25

It was **AGREED** that officers should upload the ITT and drawings as soon as practicable and email known suppliers to ensure visibility of the project.
- 096/25

FINANCE AND ESTABLISHMENT

OP268 did not appear to have two signatories' approval before being paid. GC reviewed this receipt and **APPROVED** the payment retrospectively.
- 097/25

AGREED: 3 new EMR codes in respect of the commuted sums associated with SL5, SL6 and SL9.
- 098/25

AGREED: on receipt of commutes sums, transfer from general reserves into the 3 new EMR's in respect of each parcel's future maintenance.
- 099/25

DEFER to finance committee to discuss as the £20k remedial fund should be utilised first to bring the parcels to standard. **AGREED**
- 100/25

PLANNING

The below responses were **AGREED/RATIFIED:**
- | APPLICATION | ADDRESS | DETAILS | COMMENTS |
|-------------|-----------------------|---|---|
| DC/25/0272 | 17 Wells Croft | Surgery to 2x Oak | No objection. |
| DC/25/0273 | 71 Corsletts Avenue | Conversion of garage to habitable living space with raised flat roof, and demolition of existing conservatory and erection of single storey rear extension. | No objection unless there are material objections from the adjacent properties. |
| DC/25/0069 | 76 Billingshurst Road | Extension of the current dropped kerb. | Await revised plans. |

COMMUNITY INITIATIVES

- 101/25** Members considered the request for use of the Parish Office for a lantern making workshop. SL proposed that the Parish Office might not be a suitable location for the event due to the volume of participants. SL proposed we put the organiser in contact with the village centre as they might be able to accommodate.
- 102/25** The request from The Guides for use of The Common for a community session was **AGREED**. Officers to make all necessary parties aware.
- CRICKET CLUB LEASE**
- 103/25** SL and SH provided a brief update. All amendments **AGREED** except for defining the boundary area and **DELEGATE** to Officers in consultation with SL to progress with the cricket club.
- 104/25** It was **AGREED** to delegate to officers in consultation with the Chair and Vice-Chair of the council to arrange signing.
- DATE OF NEXT MEETINGS AND NOTABLE DATES**
- 105/25** Members await the availability of Police and Crime Commissioner Katy Bourne before a decision can be made on this item, as it was agreed on 03 March 2025 meeting for officers to make contact to understand Ms Bourne availability to attend.
- 106/25** The meeting dates were **NOTED**
Finance and Establishment Committee – Monday 28th April – 7:45pm
Annual Parish Council meeting – Monday 12th May – 7:30pm
Recreation Committee – Monday 9th June – 7:45pm
Allotments sub-committee – Monday 10th November – 7:30pm
Personnel Committee – TBC
- 107/25** The Litter Pick event on Sunday 27th April was **NOTED**
- 108/25** It was **NOTED** that the Strategic planning session on the 16 April 2025 12:00 will likely not go ahead but councillors should keep this date free for possible alternative sessions, e.g. meet with Vistry.

The meeting closed at 23:14pm.