Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

[admin@broadbridgeheath-pc.gov.uk  01403 900665](mailto:admin@broadbridgeheath-pc.gov.uk)

**ORDINARY MEETING OF THE PARISH COUNCIL 7th July 2025**

Present Were:

Cllr Simon Leighton (SL) Cllr Sam Hazell (SH) Vice-Chair

Cllr Sarah Chandler (SC) Cllr Terry Oliver (TO) Chair

Cllr Geoff Clark (GC) Cllr Edward Mclennan-Murray (EMM)

Cllr Jeanne Coker (JC)

Clerk: Locum Clerk Lisa Wilcock

Guests: 2 for co-option

Public: None present

*Meeting commenced at 1946hrs*

172/25 **Apologies and Reason for Absence**

Nothing from this meeting.

173/25 **Public Speaking**

None received for this meeting.

174/25 **Declarations of Interest and Notifications of changes**

No declarations were made.

It was **agreed** to exempt all plot holders from the requirement to declare an interest in matters concerning the general management and operation of the allotments, with this exemption to be reviewed annually each May.

175/25 **Chair’s Announcements**

Bus Shelter

It was agreed that the Chair will investigate the proposed bus shelter and/or a bench at Newbridge Nurseries and report back to the Council with findings.

Community Orchard

Marketing for the Community Orchard project needs to be developed, with a focus on community engagement to gauge local support. Feedback gathered from this engagement exercise will be presented to the Council for review and to help form a decision on the project's progression. A promotional poster will be created to encourage public support and consideration of the initiative.

It was unanimously agreed that the feasibility stage of the project, through community engagement, can commence. Authority has been delegated to Cllr Sam Hazell to lead the project and report back to the Council.

176/25 **County and District Councillor Reports**

No reports.

177/25 **Co-option of Councillors**

Two applications for co-option were received.

It was RESOLVED to co-opt Paul Knapp and Luk Chung Wing to the Parish Council. Both individuals signed the Declaration of Office form and were issued a Declaration of Interest form.

178/25 **Ratification of Past Decisions and Expenditure.**

It was RESOLVED to ratify the following decisions and associated expenditure:

a) Approval of a £150 budget for community engagement related to the Community Orchard project.

b) Adjustment of the mobile phone contract to a new rate of £5 per month.

c) Continuation of the office cleaning contract, at an increased rate of 12% (approximately £11 per month), for a further 12 months.

It was further RESOLVED to:

Accept the payments spreadsheet, as attached to the minute book.

Accept the quotation from Grasstex for mowing additional parish-owned land.

It was RESOLVED to accept the bank reconciliation statements for April and May 2025. All reconciliations were signed.

179/25 **Wickhurst Green Parcels**

It was RESOLVED to agree the following:

No allotment rental increase will be implemented until May 2026.

It was **RESOLVED** to **repair the fence** at the end of the bridleway. Two quotes were reviewed, and **Horsham Fencing** was **appointed** to carry out the works.

Allotment Water Leak:

The water supply is currently isolated at the meter due to a leak. It was **proposed** to raise the issue with the **original contractor** who installed the piping, as they would be familiar with the connection points. It was **agreed** to **consult with Andrew Fisher** at the meeting scheduled for **July**. **Cllr Sam Newell** will arrange this meeting. The item will also be added to the **next Finance Committee agenda** and remain under consideration until resolved.

Solicitor and Land Parcels:

The **solicitor** is currently waiting on plans for all the remaining parcels of land **(SL1, SL2, SL3, SL4, SL6 (Pond), SL7, SL8)**. The **fee agreement** is yet to be confirmed by Vistry PLC. The solicitor will prioritise selected SL’s designated as **public open space**.

**Cllr Sam Hazell** will meet with **Andrew Fisher**, liaise with the solicitor, and **report back** to the council.

Churchill Way – Gas Easement (Community Space):

It was **noted** that a **meeting with SGN** is scheduled for **16th** to explore what options are available for using the space. **Cllr Sam Hazell** will **report back** to the council following the meeting.

Bins:

The issue regarding bin collection has been **RESOLVED**, and payments for bin emptying have been agreed and scheduled, as referenced in minute 178/25.

Tree Maintenance:

The Council considered **four quotations** for tree maintenance following the professional tree survey recommendations. It was **RESOLVED** to appoint **Tarbatt Trees** to carry out the works.

Grass Cutting – Additional Areas:

Costings from the incumbent contractor, Grasstex, to include new areas in the mowing schedule were reviewed and **RESOLVED** as agreed.

180/25 **Allotments- Churchill Way/Weston Avenue**

It was **noted** that:

* Allotment contracts in Churchill Way have been **received**.
* Invitations have been sent to individuals in Churchill Way on the **waiting list**, and **responses have been received**.
* The **water trough** in Churchill Way requires cleaning; **councillors will carry this out**.
* Remaining available plots will be **advertised to the wider community** through publicity organised by the **Locum Clerks**.
* **Three individuals** have expressed interest in forming an **Allotment Association**.
* The management of **neglected plots**, where neglect was due to **reasons accepted by the Council**, has been **addressed and resolved**.

It was **agreed** that the **Allotment Sub-Committee** will meet in **September**.

**Confidential Session**

It was resolved to exclude the press and public from the meeting for the following agenda item(s) under the provisions of the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed.

181/25 **Personnel Committee**

It was RESOLVED to approve the salary payments as proposed by the Chair of the Personnel Committee. The Locum Clerk will contact the payroll provider to instruct the payments accordingly.

It was RESOLVED to approve the letter drafted by WorkNest, as recommended by the Chair of the Personnel Committee. The Locum Clerk will send the agreed letter to the intended recipient.

The Council considered the structure of a new Clerk and Responsible Financial Officer (RFO). It was RESOLVED to split the role, and to recruit an RFO on a fixed-term basis while the recruitment of a permanent Clerk is pursued.

It was agreed to hold a Personnel Committee meeting on 21st July 2025 to finalise all recruitment options and take any necessary actions.

*2152hrs Cllr S Hazell left the meeting*

*It was* ***RESOLVED*** *to come out of the* ***confidential session*** *and resume the public meeting.*

182/25 **Planning Applications**

It was **RESOLVED** to approve the following **planning application decisions**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application** | **Address** | **Details** | **Decision** |
| **DC/25/0894** | Land to the South of Broadbridge Way, Broadbridge Heath, West Sussex | Planning application for the erection of **89 residential dwellings** (54 houses and 35 apartments), including **36% affordable housing**, creation of a new vehicular access onto Sergent Way, provision of **public open space**, landscaping, and drainage. | **Extension requested**;**No objections**,but **comments raised**. Council to agree a date to discuss and draft a full response. |
| **DC/25/0778** | |  | | --- | | 16 Cheesmer Way, Broadbridge Heath, West Sussex RH12 3UY | | Erection of a **single-storey rear extension** with pitched roof and skylights. Partial **garage conversion** into habitable space. | **No objections** |
| **DC/25/0947** | 4 The Green, Old Guildford Road | Erection of a **single-storey side extension** with **gable roof** and **rooflights**. | **No objection**, but concerns noted. |
| **DC/25/0972** | 14 Cheesmer Way, Broadbridge Heath, West Sussex RH12 3UY | Addition of **two window openings** to side (west) elevation. | **No objection** |

183/25 **Horsham District Council Owned Property**

The **Horsham District Council (HDC)** provided the parish council with a list of statutory assets, but there is **nothing to report** at this stage.

It was agreed that the Locum Clerk and Chair will write to HDC to reaffirm the assets of interest to the parish and report back at the September meeting.

184/25 **Council’s Strategic Plan**

It was **agreed** to carry the item forward to the **October meeting** for further discussion.

185/25 **Date of next meetings:**

It was agreed to schedule the following meetings:

Finance and Establishment Committee – Monday, 21st July 2025

Personnel Committee – 21st July 2025

Planning Committee – 24th July 2025. It was agreed to accept the two new councillors onto the

Planning Committee.

Full Council – 1st September 2025

Allotment Sub-Committee – Date to be confirmed but will meet in September.

The members agreed to the proposed dates for the next meetings and acknowledged that extraordinary meetings may be called as required.

Closure of Meeting

With no further business to discuss, the Chair called the meeting to a close at 2122 hrs.

**Signed…………………………………………………… Dated…………………………………………………**