



Broadbridge Heath Parish Council

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ORDINARY MEETING OF THE PARISH COUNCIL 8th SEPTEMBER 2025

Present Were:

Cllr Simon Leighton (SL)

Cllr Sam Hazell (SH) Vice-Chair

Cllr Sarah Chandler (SC)

Cllr Terry Oliver (TO) Chair

Cllr Edward McLennan-Murray (EMM) +

Cllr Jeanne Coker (JC)

Cllr Paul Knapp (PK)

Cllr Chung Wing Luk (CWL)

+ denotes part of the meeting.

Clerk: Locum Clerk Lisa Wilcock

Guests: WSCC Cllr Christian Mitchell.

Public: None present

186/25

Apologies and Reason for Absence

Apologies were received and accepted from Cllr G Clark

187/25

Public Speaking

No members of the public present.

188/25

Declarations of Interest and Notifications of changes

Members declared the following interests:

- Cllr Jeanne Coker declared a prejudicial interest in Item 13 HDC Bowls Club Director and Company Secretary Jeanne Coker. Cllr Terry Oliver declared a personal interest, Cllr Sam Hazell personal interest in item 15 as they were present when the contractors were assessing the site and decided to abstain from the vote on Charrington Way.
- No further declarations were received.

189/25

Chair's Announcements

The Chair provided updates and requested that the Locum Clerk email Cllr G. Clark to wish him well.

A letter from WSALC dated 2nd September 2025 was noted under correspondence. A formal response will be required. The Locum Clerk to add

this item to the October 2025 agenda. The Council was content to facilitate the request from WSCC regarding Sergeant Way. The meeting scheduled for 22nd September will include an agenda item for project proposals for the Finance Committee (for Planning).

190/25

County and District Councillor Reports

5.1 District Councillors' Updates

No District Councillor was present.

5.2 County Councillors' Updates

Updates were received from County Councillor Christian Mitchell regarding local and county matters.

The Council noted and accepted the email from WSCC Steven Reed and note that the draft questionnaire was approved.

Local Government Reorganisation noted that an additional meeting is scheduled for 23rd September 2025 to vote on the devolution split. Noted that mayoral candidates and further elections will also be confirmed at a later date. There was little activity over the summer; Operation Watershed will be addressed now that the summer break is over.

Noted that UKPN not yet reinstated the road or completed repairs at the Swan Neck – a general enquiry has been sent to WSCC Highways who are responding in the next few days.

191/25

APPROVAL OF MINUTES

6.1 Parish Council Meetings

The minutes of the meetings held on 12th May, 2nd June, and 7th July (June was a mistake) 2025 were approved and signed. With one amendment that the council has a Locum Clerk until further notice which was unanimously agreed by Council.

6.2 Extraordinary Parish Council Meetings

The minutes of the meetings held on 24th June and 1st September 2025 were approved and signed.

6.3 Finance Committee

The minutes of the meeting held on 21st July 2025 were approved and signed.

6.4 Personnel Committee

The minutes of the meeting held on 21st July 2025 were approved and signed.

6.5 Planning Committee

The minutes of the meeting held on 24th July 2025 were approved and signed.

192/25

Parish Council Website Redesign

The Council discussed tenders for redesigning the Parish Council website and noted the brief contained in the meeting folder.

Three options were considered. The Council referred to option A, as they were an approved registrar. It was agreed to appoint option A at a cost of £749, with ongoing support and hosting at £25 per month. Minor changes are included, with new-built pages (e.g., questionnaires) charged at an additional £58 per hour.

It was **RESOLVED** that the Council will appoint option A based on the costs detailed in the report.

The Council noted that the current website provider's contract expires in December and **resolved** to move to the new website in time to provide appropriate notice to the current provider.

It was **agreed** to change the domain to **broadbridgeheath.gov.uk** and transfer all email addresses to this domain.

The Council delegated authority to Cllr Sam Hazell, Cllr Ed McLennan-Murray and the Locum Clerk to oversee and complete the transition process.

193/25

8. RATIFICATION OF PAST DECISIONS AND EXPENDITURE

8.1 Expenditure July & August 2025

The expenditure spreadsheet was sent to council in advance of the meeting, the schedule of payments for July and August was ratified. The vote was unanimous.

8.2 Bank Reconciliations

The reconciliations for June, July, and August 2025 were deferred until October however the reconciliation on the main account was completed but the other accounts need to be updated across to Scribe. It was **RESOLVED** that all reconciliations will be ready for approval at the October meeting. In the meantime, internal control checks have been carried out manually using an Excel spreadsheet.

8.3 Transfers & Interest Rates

The Council noted the proposal to amalgamate two Nationwide accounts and transfer £9,620.53 from Lloyds into the consolidated account.

It was proposed to withdraw all funds from the Co-op current account for diversified investment and to move the Lloyds account into a 32-day notice account with Lloyds, following confirmation regarding Charrington Way.

It was **RESOLVED** to proceed with the transfer of funds into the Nationwide and Lloyds Bank accounts and to amend account types to secure more favourable interest rates.

The resolution was **approved and accepted**.

Cllr Edward McLennan-Murray left the meeting.

194/25

HIGHWAYS WORKING PARTY

9.1 Terms of Reference

The Terms of Reference for the Highways Working Party were approved and accepted.

195/25

CHARRINGTON WAY TENDER AWARD

10.1 The Council reviewed the tender documentation and scoring matrix, noting that there was only a one-point difference between the two highest-scoring submissions.

- The award was made in line with the scoring matrix. It was acknowledged that a rescore could have been undertaken if the Council had agreed it was necessary.
- The Council confirmed that the process complied with the Procurement Act and had been followed correctly.
- The Council **ratified** awarding the tender contract to ESP. The vote was **3 in favour, 4 abstentions**; the motion was carried.
- The Locum Clerk suggested revisiting the scoring matrix following this process, which was the first under the new Procurement Act.
- It was **agreed** that Cllr Sam Hazell will project manage the contract, working alongside the Locum Clerk.

It was UNANIMOUSLY agreed that the Council accept and approve that Council moved to confidential

196/25

COUNCILLOR APPOINTMENT TO COMMITTEES

11.1 Appointment of Co-opted Councillors

Cllr Sam Hazell resigned from the Highways, Personnel, Planning and Allotments Committees. Cllr Hazell will remain a member of the Allotment Association working party.

It was RESOLVED that Cllr Chung Wing Luk be appointed to the Planning Committee.

It was RESOLVED that Cllr Paul Knapp be appointed to the Personnel Committee, Highways Working Party and the Finance and Establishment Committee.

197/25

Planning Applications

Application n	Address	Details
DC/25/130 4	113 Billingshurst Road, Broadbridge Heath RH12 3LJ	Variation of Condition 1 (Application DC/25/0555) relating to the South East window being changed to a Juliet style door with

		glass balustrading.
Decision:		No Objection

198/25

Horsham District Council Owned Property

13.1 Devolution Discussion

HDC Asset Devolution

The Council discussed the potential acquisition of HDC-owned property in advance of devolution. It was noted that consideration at this meeting was limited to expressions of interest only, with the viability of each asset to be assessed at a later stage.

Following discussion, the Council RESOLVED as follows:

- The Bridge Leisure Centre – Not to express an interest.
- BBH Football Pitches – To express an interest.
- Horsham District Indoor Bowls Club – To express an interest.
- BBH Athletics Track – To express an interest, noting that the expectation is for the land only as the track is likely to close, and that S106 funding from the Wickhurst development may be available.
- BBH MUGA (Leisure Centre) – To express an interest.
- BBH Highwood Hill – To express an interest.
- BBH Open Space Land at Singleton Road (adjacent to playground) – To express an interest.
- BBH Leased Land (Tesco car park, Broadbridge Heath) – To express an interest.
- BBH Land at Pelling Way – Not to express an interest.
- BBH Highwood Hill Sports Ground, Wickhurst Lane – To express an interest.
- BBH Land at Wickhurst Lane – To express an interest.
- BBH Land north of BBH Retail Park – To express an interest.

Cllr Jeanne Coker abstained from voting on resolution - BBH Indoor Bowls.

It was further RESOLVED that the Locum Clerk will obtain the title deeds for all assets in which the Council has expressed an interest.

199/25

14. CHRISTMAS COUNCIL DINNER

14.1 Arrangements

It was AGREED to confirm and proceed with the Council's Christmas Dinner at the Indoor Bowls Club on a date to be provided by Cllr Jeanne Coker to be brought back in the October meeting.

Chairman invited the council for their thoughts on Christmas ideas for the community.

200/25

15. CONFIDENTIAL SESSION

It was RESOLVED under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press due to the confidential nature of the following item.

15.1 Personnel Committee Update

An update was received from the Personnel Committee regarding staffing and associated matters.

It was RESOLVED that should the interview process not result in an appointment, authority will be delegated to two councillors and the Locum Clerk to arrange re-advertisement and continue the recruitment process.

15.2 The Council considered the payroll for September. It was **agreed** that the payroll be processed in accordance with the agreement previously approved by Council.

201/25

Date of next meetings:

16. DATES OF NEXT MEETINGS

The following meetings were noted:

- Recreation and Environment – Monday 22nd September 2025 – 19:45
- Full Council – Monday 6th October 2025 – 19:30
- Finance and Establishment Committee – Monday 20th October 2025 – 19:45
- Budget Setting – TBC, potentially 10th November 2025
- Allotment Sub-Committee – TBC September 2025
- Full Council – Monday 3rd November 2025 – 19:30
- Full Council – Monday 1st December 2025 – 19:30
- Personnel Committee – To be arranged

To note Extraordinary Meeting of the Parish Council may be required.

With no further business to discuss, the Chair called the meeting to a close at 22.12pm

Signed..... Dated.....