



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 7th of January 2019 at 7.45pm in **St John's Community Hall**

Present Were: Cllr Viv Edwards (Chair)

Cllr Geoff Clark
Cllr Jeanne Coker
Cllr Penny Hayles
Cllr Philip Turner

Cllr Christine Knight
Cllr Roy Neilson
Cllr Ian Blunnie
Cllr Terry Oliver

Clerk: Jo Ball

Members of the Public: Two

Press: None

001/19 **APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Newton and Cllr Trangmar and Cllr Millbank.

Councillors **NOTED** and **APPROVED** the absences.

002/19 **DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

Cllr Blunnie raised an interest in planning application DC/18/2575.

Cllr Edwards raised a personal interest in the Village Centre.

This information was **NOTED** by Councillors.

003/19 **PUBLIC SPEAKING**

One member of the public wished to speak under agenda item 8.

004/19

MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday the 3rd of December 2018 be accepted as a true and correct record of the meeting, the chairman signed the minutes. The chairman signed the minutes for the Parish Council Meeting on the 5th of November 2018, the amendments having been made.

It was **AGREED** for the Clerk to publish the notes from the Parish Council Tree Responsibilities Briefing Session with Will Jones, HDC Arboricultural Officer, with the minutes from the December PC Meeting, seeking authorisation from Will Jones first.

005/19

COMMITTEE MINUTES

It was **RESOLVED** by all present to receive and adopt the minutes of the Recreation Committee Meeting held on Monday 26th of November 2018.

006/19

COUNTY AND DISTRICT COUNCILLOR REPORTS

None present.

007/19

COMPLAINTS PANEL FINDINGS

Cllr Clark, Complaints Panel Chairman, gave an overview from the complaints panel meeting. The decision of the panel was unanimous, and the complaint was not upheld. Ratification of the decision and recommendations were sought from the Parish Council and thanks expressed to the panel members.

The Panel asked the Parish Council to consider the following recommendations:

- (a) The Parish Council Newsletter to include details about the three tiers of Local Government, indicating which Local Authority (Parish, District, County) is responsible for the various services they provide.
- (b) To invite an appropriate guest speaker to a suitable public meeting of the Parish Council to present on the Roles and Responsibilities of Local Government.

The process, decision and recommendations of the panel were upheld and ratified. It was **AGREED** for this to be communicated in writing to the complainant.

A statement was read out by a member of the public.

008/19 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY

The Chairman congratulated the Clerk and everyone involved in producing the December newsletter which was an excellent publication. A well done email received from a member of the public regarding the newsletter was highlighted.

The Silent Soldier is due to be taken down on the 8th of January, and the new swings at Charrington Way Playpark have been installed.

009/19 THE VILLAGE CENTRE VILLAGE CENTRE REDEVELOPMENT INVOICES

Two invoices for the Village Centre project were highlighted on the payment list. An invoice has been submitted to HDC for the payment of s106 funds for these invoices.

VILLAGE CENTRE UPDATE

An update was given on the project plan, including the addition of the three handover stages throughout the main building works. The building regulation application has been submitted to HDC, which completes stage 4 of the agreed architects fee structure. The decision on the public works loan is due in the w/c 14th of January.

010/19 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN DECEMBER 2018

Application	Address	Details	Comments
DC/18/2544	Highwood East	Advertising flags and hoarding	No objection, providing it is deemed not to be a distraction for motorists.
DC/18/2481	4 Langridge Lane	Garage conversion	No outright objection, however concerns raised over parking space.
DC/18/2607	13 and 14 Hollands Field	Surgery to 2x Oaks and 1x Sycamore	No objection.

DC/18/2595	4 Edwards Close	Single storey side extension	No objection, provided residents of neighbouring properties do not object.
DC/18/2575	36 Sargent Way	Erection of a rear conservatory	Cllr Blunnie left the room whilst this was discussed. No objection.
DC/18/2570	84 Thelton Ave	2x Oak Trees – surgery	No objection.

The offer of a presentation from The Horsham Society was discussed and it was **AGREED** for the Clerk to thank them for the offer but to decline at the present time but request a copy of the report 'Good by Design' .

011/19 FINANCE AND ESTABLISHMENT

ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 5.5 additional hours for the Clerk for December 2018.

012/19 PAYMENTS FOR DECEMBER 2018

Payments made online

Payee	Narrative	£
J Pilkington	Salary and Expenses	
J Ball	Salary and Expenses	
L Edwards	Salary and Expenses	
HMRC	Tax, NI, Statutory deductions	£364.62
LGPS	Contribution to LGPS	£396.38
Mulberry and co	Payroll Services	£126.00
St Johns Community Hall	Hall hire	£132.00
M and D Services	Newsletter delivery	£247.72
Eyelevel Design	Newsletter design	£1,262.40
Surrey Hills Solicitors	FC Legal fees	£1,600.80
BBH Cricket Club	Grant	£200.00
Arundel Arboretum	Trees x6	£854.78
Horsham Matters Ltd	Youth services Q4	£3,736.81
Richard Atkinson Architects	Completion of stage 4 of fee schedule	£10,208.40
Sussex Building Control	HDC Building control application	£672.00
Grasstex	Grass cutting	£931.80
Horsham Diristrict Council	Q4 Bin emptying	£168.32
Sutcliffe Play	CW Swing replacemnt	£438.02
Elements Tree Surgery	Install of bin at the Ducky	£90.00
Playdale	Spring cover box	£59.70

	Total payments	£24,113.90

Cllr Oliver raised an interest in Surrey Hills Solicitors.

It was **RESOLVED** to approve payments totalling **£24,113.90** for December 2018. Details of employee salaries and expenses are available upon request.

013/19

S106 REPORT

The S106 report was discussed and it was **AGREED** for the assistant clerk to investigate the sums that have recently become available from the Bellway development.

014/19

PRECEPT 2019/20

The precept report was presented and it was **AGREED** for the 2019/20 precept to be set at £115,980, which represents a 1% increase.

015/19

NALC SALARY SCALES 2019/20

The NALC salary scales for 2019/20 were **AGREED** for adoption from the 1st of April 2019.

016/19

INTERNAL AUDIT

The internal audit report was circulated to Councillors and recommendations discussed and accepted. Thanks were expressed to the Clerk for a positive audit.

It was **AGREED** for the notice of conclusion of the 2017-18 audit to be added to the February PC Meeting agenda.

017/19

HORSHAM MATTERS

The costs for youth services for 2019-20 were discussed and it was **AGREED** that the amended proportions based on the current tax bases were fair and therefore the cost for Broadbridge Heath is £12,823 for 2019-20.

It was **AGREED** to add this to the February agenda for sign off, after the next Horsham Matters meeting on Tuesday the 15th of January.

It was **AGREED** for the Clerk to check the number of children living outside the village attending the youth club in Broadbridge Heath.

It was raised that Dan Fairchild is leaving Horsham Matters and this was flagged as a possible risk to the project.

It was **AGREED** for the contract to be revisited prior to the February PC Meeting and the results to be presented for agreement to the Parish Council.

018/19 UNDERPASS PROJECT

Cllr Knight gave an overview of the proposed project. It is proposed that Cllr Knight works with the children at the Horsham Matters youth club to design and create a mural in the underpass.

It was **AGREED** for the Clerk to contact WSCC to ensure there are no plans to close the underpass when Broadbridge Way is downgraded, and to add to the February agenda. As the main contact has been Dan Fairchild it needs to be established who will be leading the project at Horsham Matters in the future.

019/19 PLAYPARKS

Cllr Knight updated on the playpark names that were suggested by pupils at Shelley School. A discussion took place on the names and it was commented that a really good selection of names had been put forward.

It was **AGREED** that the name for the wooden playpark SL5 (across the 2 sites) will be The Giggles, and the name for the SL9 playpark will be Leapfrog Playground.

It was **AGREED** for the Clerk to seek approval from Countryside prior to Cllr Knight advising the school of the chosen names.

It was **AGREED** that the names should be published in the BBH magazine and also on Facebook, and that there should be a photo with the children who named the parks when the signs are created.

It was **AGREED** to purchase a £10 WHSmith gift voucher for each of the 2 children who named the parks.

Cllr Knight left the meeting.

020/19 AGE UK PROPOSAL

The Age UK proposal was presented and it was **AGREED** that the Full of Life event was not needed at this time.

It was **AGREED** to proceed with Option 1, at a cost of £7,839, for a Village Agent for 10 hours per week, to improve wellbeing of older people living in the village.

It was **AGREED** to invite Sonia Mangan to speak at the Public Annual Meeting on the 20th of May.

It was **AGREED** for the Clerk to speak to the Rusper Village Agent to gather learning from their experience.

021/19

WEBSITE

Two quotes were presented and it was **AGREED** to upgrade the website with the current provider Vision ICT at a cost of £1,250.

022/19

GRASSTEX

The proposal for a tidy up of Corsletts Avenue, the Charrington Way recreation ground leaves and the additional path between Shelley Drive and the Village Centre Rec was discussed and it was **AGREED** to approach the Green Gym to see if this is something they could assist with.

023/19

CANTILEVER SWING

The quotes for fixing the Cantilever swing were discussed and it was **AGREED** for the Clerk to obtain a quote for a new Cantilever Swing as an option to replace rather than repair.

024/19

ELECTION TIMELINE AND PROMOTION

The election timeline was presented and it was **AGREED** to promote the elections in the BBH magazine, the website, posters on the noticeboards and on Facebook.

025/19

NALC AWARD FOR TOP COMMON

It was **AGREED** to put the Top Common project forward for a NALC award in 2019.

026/19

HIGHWAYS AND FOOTPATHS

The proposed WSCC leaflet was discussed and the following amendments highlighted for feedback to WSCC.

- Needs to include information on how this will affect residents – i.e. the road closure plans
- Needs to include the schedule of works – dates and areas that will be worked on – i.e. how the works will happen
- Simpler language is needed – for example residents will not know what a grade separated interchange is.
- Could the garden centre be added to the map as the re-naming of the roundabouts will cause confusion as the roundabout next to the garden centre has always been known as the Newbridge roundabout.
- Rather than C622 could the road name Broadbridge Way be used (or both)
- Typo – Broadbridge Village should be Broadbridge Heath Village (end of second para under Benefits)

- Explanation needed on what's happening at the Old Guildford Road end of the village – unclear from the picture where the footpaths go.
- Wording change needed on the public engagement paragraph 'liaise' change to 'informed' the Parish Council.
- Not sure highlighting the consultation was carried out 10 years ago will appease residents.
- Need to include examples of how residents of the village and from Warnham will get to Tesco for their shopping. *ie not the current way via the new loop but via Farthings Hill roundabout.* It's these basic things that will enable people to understand
- Single point of contact in WSCC needs to be given for residents with any queries.

The proposed traffic speed limits were discussed and it was raised that the western end of Billingshurst Road (previously omitted from the 20 mph zone) and the new loop are shown as being a 20mph area. The question was raised as to why this has not been extended to include the stretch of Old Guildford Road leading to the Farthings Hill roundabout at the other end of the village – this would make the whole village 20mph.

It was **AGREED** for the Clerk to provide this feedback to WSCC, once wording approved by the Chairman.

027/19

WICKHURST GREEN

Written update provided by Countryside Properties:

“Top dressing to the senior pitch is happening again this week to accord with the Sport England compliant inspection. This has suggested the pitch is now playable. The lower pitches still need further work and the installer, FC and HDC are all on message. CP will continue with these works.

The skate park is in and Breheny will be focused on laying the last section of footway to it within the next two weeks allowing the track mats to be lifted and top soil and seed to be respreads.

The landscapers have an order and are being chased to start and finish the play areas.

Billings Groundworks have an order to progress the Bovis works and should be on site this week. They will be replacing the kerbs, channel blocks, back edgings and relaying the footpaths.

The technical approval for the downgrading continues and I hope to meet WSCC towards the end of the month to press on.”

028/19

WORK PLANNER

The work planner was presented and the priorities for the next two months were **AGREED**, with one amendment; to prioritise the setting up of the BBH PC Facebook page to enable messages to be delivered by the Parish Council rather than from individual Councillors.

029/19

CONSULTATIONS, MEETINGS and ACTIVITIES

The date for the Gala Association summer fete to be held on the Ducky was **AGREED**; the fete will be held on the 15th of June 2019, subject to insurance and risk assessments being in place.

An overview of the Gatwick expansion plans were given and it was **AGREED** that no comments would be provided on this consultation from the Parish Council.

030/19

BUS SHELTER UPDATE

The bus shelter will be ordered ASAP, taking into account the feedback on the selected shelter.

031/19

SOCIAL MEDIA

It was raised that it would be good to start using the new Facebook profile.

Messages on the WSCC road changes and the election were **AGREED**.

032/19

RECRUITMENT AND STAFFING

No matters to discuss.

033/19

DATE OF NEXT MEETINGS

4th of February 2019 – Parish Council Meeting
14th of January 2019 – Finance and Establishment Committee
11th of February 2019 – Recreation Committee

The meeting ended at 22.10