



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 4<sup>th</sup> of March 2019 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Geoff Clark (Chair)

Cllr Viv Edwards	Cllr Christine Knight
Cllr Jeanne Coker	Cllr Roy Neilson
Cllr Penny Hayles	Cllr Ian Blunnie
Cllr David Trangmar	Cllr Terry Oliver
Cllr David Millbank	Cllr Turner

**Clerk:** Jo Ball

**Members of the Public:** None

**District Councillor:** Cllr Matthew French

**County Councillor:** Cllr Christian Mitchell

**Press:** None

### **067/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Newton.

Councillors **NOTED** and **APPROVED** the absence.

### **068/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

### **069/19 PUBLIC SPEAKING**

None present.

### **070/19 CHAIRMAN'S ANNOUNCEMENTS**

It was highlighted that five applications have been received by Age UK for the Village Agent role, Cllr Knight will be involved in the shortlisting and interview processes.

The Tree Survey has been completed and the report is due imminently, this will be added to the agenda for the April PC Meeting.

The Clerk has chased Bellway on the surfacing for the bus shelter, this was due to be completed by Bellway two weeks ago. The Clerk raised that Bellway have, however, completed the path to the back of the Ducky recreation area.

It was highlighted that the Facebook post on the Top Common had been well received. It was **AGREED** to leave the comments function turned on, for the Clerk to monitor and to review in 3 months. It was **AGREED** that a Facebook policy should be introduced and this should be added to the April PC Meeting agenda.

The Chairman expressed gratitude to Cllr Neilson for providing Councillors with an update on Sally Horner's memorial service and for passing on the sympathies and wishes to Sally's family on behalf of the Councillors that were sadly not able to attend.

#### **071/19 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 4<sup>th</sup> of February 2019 be accepted as a true and correct record of the meeting, the minutes will be signed at the April PC Meeting.

#### **072/19 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes of the Recreation Committee meeting held on the 11<sup>th</sup> of February 2019.

Thanks were expressed to the assistant clerk for the excellent preparation that went into the meeting.

#### **073/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Matthew French reported that HDC are looking to set up a housing company to provide affordable housing for the district, this would be on land that is already owned by HDC and mainly funded by S106 funds. Cllr French confirmed that they are continuing to work with the current social housing providers.

Cllr French is arranging a meeting with Bovis and Countryside regarding the road finishings on Wickhurst Green. Cllr Blunnie highlighted the conversations he was having with Bovis regarding the same topic and will pass on contact details.

County Councillor Christian Mitchell raised that the WSCC budget has been set. It was raised that there are no plans to hold a VELO South cycling event in 2019 but an event could be planned in 2020. It was confirmed that a leaflet regarding the road closure to enable the down grade works will be sent to every home in the village prior to works commencing.

It was raised that there is a broken large road sign on the road eastbound towards Horsham. Cllr Mitchell agreed to raise with the appropriate person in WSCC.

The topic of "gateway signs" into the village was raised and it was **AGREED** that when the bypass downgrade has been completed and the parish Council has a view on placings of the gateway signs the Clerk will contact Cllr Mitchell to progress.

The issue of the lack of local secondary school places was raised, as there had been a number of disappointed families in the general area, whose children had been allocated places outside of the normal catchment area school(s).

## **THE VILLAGE CENTRE**

**074/19** VILLAGE CENTRE REDEVELOPMENT INVOICES  
There were no invoices on the payment list for the Village Centre.

**075/19** VILLAGE CENTRE UPDATE  
An update was given from the working party meeting on the 14<sup>th</sup> of February; there are several interested contractors keen to reply to the tender documents with work on site currently scheduled to commence on the 1<sup>st</sup> of June. The tender responses will be opened in the presence of Cllr Millbank and the Clerk (as per financial regulations) on the 26<sup>th</sup> of April.

**076/19** PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN FEBRUARY 2019

<b>Application</b>	<b>Address</b>	<b>Details</b>	
WSCC/015/19/BB	Shelley School	Temporary classroom	No objections

DC/19/0391 DC/19/0384	The Annexe, The Old Granary, Old Wickhurst Lane	Replacement of windows and doors (including listed building consent)	No objections
--------------------------	-------------------------------------------------------	----------------------------------------------------------------------	---------------

**077/19 FINANCE AND ESTABLISHMENT**

**ADDITIONAL HOURS FOR STAFF**

It was **RESOLVED** to approve 14 additional hours for the Clerk and 21 hours for the Assistant Clerk for February 2019.

**078/19 PAYMENTS FOR JANUARY 2019**

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	£321.46
LGPS	Contribution to LGPS	£370.00
Amberol	Bin for CW	£268.20
St Johns Community Hall	Hall hire	£88.00
Green Gym	3x Work party days	£300.00
Surrey Hills Solicitors	FC Legal fees	£322.80
Online Playgrounds	Swing Seat replacements	£304.56
	Total payments	£4,535.71

It was **RESOLVED** to approve payments totalling **£4,535.71** for February 2019. Details of employee salaries and expenses are available upon request.

Cllr Oliver expressed an interest in relation to Surrey Hills Solicitors.

**079/19 FINANCE UPDATE**

An update was given by the Clerk on the finances to present date. The public works loan of £149,947.50 has been received (£150k less £52.50 admin fees). The Q3 VAT reclaim has also been received from HMRC. There is a total of £361,588.50 across the PC accounts. It is predicted that at year end £26k will be added to the general reserves. Members **NOTED** this information.

**080/19 HANGING BASKETS**

It was **AGREED** to proceed with the quote of £1,430.00 + VAT for the maintenance and watering of the hanging baskets for 2019. Three companies had been approached for a quote but only one company was able to provide a quote.

**081/19 THE GREAT BRITISH SPRING CLEAN**

It was **AGREED** that a litter picking session will take place on Saturday the 30<sup>th</sup> of March at 3pm, to contribute to the Great British Spring Clean activities. Any Councillors or willing volunteers to meet outside the Village Centre at 3pm. It was **AGREED** for the Clerk to arrange borrowing litter picking equipment from HDC.

**082/19 YOUTH SERVICES**

An update was given regarding the disappointing announcement that Horsham Matters would no longer be able to provide the Youth Services for the village cluster group. It was highlighted that there are 2 companies coming together and working with HDC to fill the gap and provide continuation of services, and a meeting is being held on Tuesday the 12<sup>th</sup> of March to discuss the way forward.

It was **AGREED** that subject to the relevant policies and insurance being in place "4 The Youth" can provide the Toasties session before the Easter holidays as a one off whilst the contract for the year is resolved.

**083/19 HORSHAM YEAR OF CULTURE**

It was raised that there is an opportunity to host a performance of a play as part of the Horsham Year of Culture. It was **AGREED** for the Clerk to proceed with arrangements, with the Scout Hall or the Church mentioned as possible venues.

**084/19 WEBSITE**

"Operation London Bridge" regards the future arrangements in the event of the passing of the Queen. The option to set up a picture of the Queen as the landing page on the website was discussed. There was a vote with 6 against and 5 for this option, therefore the Clerk will not progress this further.

It was **AGREED** that the main colour for the revamped website should be blue.

**085/19 HIGHWAYS AND FOOTPATHS**

An update was given on the old bypass road downgrade and required closure. WSCC are leading this scheme and will be sending a newsletter to every home in the village prior to works commencing in April.

**086/19 WICKHURST GREEN**

The Clerk updated Councillors that the Parish Council staff had visited all sites that the Parish Council is due to adopt on Wickhurst Green, in future. A plan is being drawn up to ensure the Parish Council is ready to adopt the land when it is ready for hand-over. The Parish Council Office Building looks to be nearing external completion.

The update from Countryside Properties was given;

“The missing bridge over the ditch from Old Wickhurst Lane is due to be delivered to site next week and installed thereafter. Once in we intend to have the ROSPA check completed and assuming happy will look to open the area leaving the temporary fence in whilst the grass seed establishes. On the other area the landscapers have been working on site this week, they are to turf the areas under the remaining equipment and then two week thereafter will lay the safety matting and then this area can be ROSPA checked too.”

It was **AGREED** that the Wickhurst Square landscaping plan will be emailed to all Councillors, and any feedback passed to the Clerk will be raised at the next meeting with HDC on the 25<sup>th</sup> of March.

**087/19 POLICIES**

It was **AGREED** to adopt the Equality Policy.

**088/19 PARKING ALONG BROADBRIDGE HEATH ROAD**

Cllr Millbank expressed an interest.

The issue of commercial vehicles parking in the layby along Broadbridge Heath Road has been raised with the Clerk, who sought guidance on options from WSCC prior to the meeting. If a vehicle is taxed and has a valid MOT then it may park on the highway. The option suggested from WSCC was that we could look into placing a residents parking zone there – this was not felt to be an appropriate solution.

It was **AGREED** for the Clerk to get some ‘No parking - emergency access required’ signs made up to place by the access posts to the common and also to look into getting road markings for the bus stop to stop vehicles parking there (which is also a safety concern for bus users).

It was **AGREED** to ask the fire service to come and assess the accessibility of the open spaces in the village, with the consideration to use the fire service key padlocks.

**089/19 NEWSLETTER**

The costs for the newsletter for 2019 were **AGREED**, this is a continuation of service with the current supplier. Costs are £300 for a 6pp design and £782 for printing.

**090/19 PLAYPARKS**

It was **AGREED** for the Recreation Committee to lead on the design, collation of quotes, procurement processes and s106 applications for the Ducky and Village Centre Playparks. It was **AGREED** that when a supplier is chosen the Recreation Committee will make a recommendation to full Parish Council for approval.

It was highlighted that there is an additional recreation committee meeting taking place on the 11<sup>th</sup> of March to agree the specifics and all Councillors are welcome to attend.

**091/19 SHELLEY SCHOOL POSTER COMPETITION**

The 9 posters shortlisted by the recreation committee were presented and Councillors selected 5 winners.

It was **AGREED** that these posters will be printed A3 size and displayed on lamp posts around the village. A maximum of 40 will be printed at a cost of £308.

It was **AGREED** for Cllr Knight to confirm the winners to the Head Teacher at Shelley School.

It was **AGREED** for the Clerk to buy 5x £10 Waterstones vouchers, one £10 voucher for each winner.

It was **AGREED** for the assistant clerk and environment officer to confirm suitable locations and get the required approvals.

**092/19 GALA ASSOCIATION SUMMER FETE**

It was **AGREED** for the Parish Council to have a stand at the summer fete on the 15<sup>th</sup> of June and it was delegated to the recreation committee to make the arrangements. It was raised that banners should be produced and balloons with the website address, made up.

**093/19 SHAYLER'S FUN FAIR**

The dates of 16<sup>th</sup> to the 23<sup>rd</sup> of September were **AGREED** subject to evidence of £10m PLI and equipment safety certificates to share with the parish council's insurers.

It was **AGREED** to notify the Jnr FC of the dates.

**094/19 SOCIAL MEDIA**

Messages on the Horsham Green Gym day on the 14<sup>th</sup> of March were **AGREED.**

**095/19 RECRUITMENT AND STAFFING**

None.

**096/19 DATE OF NEXT MEETINGS**

1<sup>st</sup> of April 2019 – Parish Council Meeting

11<sup>th</sup> of March 2019 – Recreation Committee

The meeting ended at 22.30