



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th of May 2019 at 7.45pm in **St John's Community Hall**

Present Were: Cllr Terry Oliver (Chair)

Cllr Viv Edwards	Cllr Christine Knight
Cllr Jeanne Coker	Cllr Roy Neilson
Cllr Penny Hayles	Cllr Ian Blunnie
Cllr David Trangmar	Cllr David Millbank
Cllr Geoff Clark	Cllr Emily McGowan

Clerk: Jo Ball

Asst Clerk: Lucinda Edwards

Members of the Public: Three

District Councillor: Louise Potter

Press: None

127/19 ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE

Acceptance of office and notification via email forms were signed by all Councillors prior to the start of the meeting.

Cllr Edwards thanked Councillors for their support in her many years of Chairman to the Parish Council and invited nominations to take on the Chairman position for the coming year.

Cllr Terry Oliver was nominated as Chairman and received unanimous support from Councillors.

Cllr Edwards was nominated as Vice Chairman and received unanimous support from councillors.

128/19 APOLOGIES AND REASON FOR ABSENCE

Apologies and reasons for absence were received from, County Cllr Mitchell and District Cllr Allen.

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

129/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

It was **AGREED** that all Councillors would complete the new declaration of interest form. Cllr Oliver notified of a change in employment of his wife.

130/19 COUNCILLOR PAPERWORK

Declaration of interest forms were handed out with a return of 28 days to the Clerk.

Members **NOTED** this information.

131/19 PUBLIC SPEAKING

Two members of the public wished to speak.

The topic of the play parks was raised by a resident who had purchased a property believing it to face a green space rather than a play area. The resident expressed their sadness at now needing to move house as they do not wish to live next to a play area.

It was raised that there have been incidents of children nearly being involved in road accidents whilst crossing between playparks at The Giggles play area.

It was **AGREED** for the Clerk to contact WSCC and Countryside Properties regarding the risk.

Councillors thanked the resident for attending to raise this concern.

The Chairman sought approval to move item 24 up the agenda and Tim Roberts, BBH Jnr FC, presented the grant application information.

The question was raised regarding vehicles on the pitches after surfacing works are complete; this should be improved.

Tim highlighted that he is working on the plans for the pitch layout in line with the new improvement scheme.

It was confirmed that expert advice had been sought prior to proposing works.

The grant of £3,900 was **APPROVED**, payment will be made following the June PC Meeting.

132/19 CHAIRMAN'S ANNOUNCEMENTS

Formal thanks were expressed to Cllr Edwards for the service provided to the council in the role of Chairman.

133/19 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 1st of April 2019 be accepted as a true and correct record of the meeting and minutes were signed by the Chairman.

134/19 COMMITTEE MINUTES

135/19 It was **RESOLVED** by all present to receive and adopt the minutes of the Finance and Establishment Committee meeting held on the 29th of April 2019, one amendment required regarding the formatting of the title.

136/19 EXISTING COMMITTEES

It was **RESOLVED** to elect members as follows:

Recreation and Environment Committee – Christine Knight, Jeanne Coker, Terry Oliver, Emily McGowan, David Milbank, Viv Edwards.

Christine Knight was elected Recreation and Environment Committee Chairman by the committee.

Planning Committee – Geoff Clark, Jeanne Coker, David Milbank, Roy Nielson, Ian Blunnie, Penny Hayles.

Geoff Clark was elected Planning Committee Chairman by the committee.

Finance and Establishment Committee – Terry Oliver, Viv Edwards, Geoff Clark, Christine Knight, David Trangmar and David Milbank.

David Trangmar was elected Finance and Establishment Committee Chairman by the committee.

It was **AGREED** that terms of reference for each committee will be agreed at the first meeting of each committee.

137/19 WORKING PARTIES

It was **RESOLVED** to elect members as follows:

Village Centre Working Party – Terry Oliver, Viv Edwards, David Milbank

Village Fete Working Party – Roy Neilson, Ian Blunnie, Christine Knight

138/19 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

It was **RESOLVED** to elect members as follows:

Horsham Association of Local Councils (HALC) and County Local Committee (CLC) – Terry Oliver and Geoff Clark

Representative on Broadbridge Heath Tennis Club & Cricket Club – Penny Hayles

Village Centre Management Committee (Observer) – David Milbank

Community Youth Work Representative (Review Meetings) – Christine Knight

Age UK Village Agent Representative (Review Meetings) - Christine Knight

139/19 COUNTY AND DISTRICT COUNCILLOR REPORTS

Cllr Louise Potter expressed her delight as being elected as one of the two district councillors for Broadbridge Heath. Louise will give an introductory talk at the Annual Parish Meeting on the 20th of May.

The issue of the feeling of ‘them and ‘us’ between the newer and older parts of the village was discussed and Cllr Oliver gave an overview of the plans to change the centre of the village to make it more unified.

This information was **NOTED** by members.

THE VILLAGE CENTRE

140/19 VILLAGE CENTRE REDEVELOPMENT INVOICES

Three invoices on the payment list relate to the Village Centre.

VILLAGE CENTRE UPDATE

The four tender responses have been received. The two responses over £1m have been discounted and the lower two responses are being explored; the lower responses were hugely in excess of the budget, both over £900k.

It was proposed that an extraordinary meeting be called to discuss the architect’s detailed report and agree next steps.

It was **AGREED** that the Clerk will arrange an extraordinary meeting and request more information from the architect on the tender documentation and calculations.

It was **NOTED** by members that the tender bids are valid for 13 weeks.

The option of a fixed price contract was raised and it was **AGREED** for the Clerk to raise this with the architect.

It was **AGREED** for all Parish Councillors to be invited to attend the meeting with the Village Centre Working Party, architect and Quantity Surveyor, and this meeting should take place as soon as possible.

It was **AGREED** for the Clerk to check with the VC trustees that the timeframes have been communicated to them.

VILLAGE CENTRE RECREATIONAL GROUND

An update was given on the title deed report that was commissioned in 2009.

It was **AGREED** to circulate the report to all Councillors and to add to the June PC agenda to agree next steps.

PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN APRIL 2019

141/19 No objections were raised to the following applications:

Application	Address	Details
DC/19/0538	15 Cheesmer Way	Single storey rear extension
DC/19/0731	Wickhurst Square	Several variations
DC/19/0519	1 Farley Close	Single Storey extension
DC/19/0858	14 Bentley Gardens	Erection of a rear Orangery
DC/19/0901	25 Church Road	Conversion of garage
DC/19/0853	67 Old Guilford Rd	Loft conversion

It was **AGREED** for the Clerk to feed this back to HDC planning team, with the comment on DC/19/0901 regarding loss of parking and flagging the position of the window on DC/19/0853.

142/19 FINANCE AND ESTABLISHMENT ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 7.25 additional hours for the Clerk and 17.5 hours for the Assistant Clerk for April 2019.

143/19 PAYMENTS FOR APRIL 2019 Payments made online

Payee	Narrative	£
Horsham Tree Services	Surgery to damaged tree	240.00
Mr Terry Oliver	Expenses in relation to the Village Centre Project	37.50
Mulberry and co	Internal Audit	124.74
Sutcliffe Consultants Ltd	Village Centre Project	2,016.00
BAQUS	Village Centre Project	1,830.00
Eibe Play Ltd	Ducky play area equipment	23,436.68
	Total Payments	27,684.92

144/19 It was **RESOLVED** to approve payments totalling **£27,684.92** for April 2019.

145/19 FINANCE UPDATE

An update was given by the Clerk on the finances to 2018/19 year end.

At 2018/19 year end cumulative funds of £362,005.03, including the £150,000 public works loan, were held across the following accounts:

Co-op Current Account	£217,228.34
Lloyds Bank Account	£26,460.70
Lloyds Saver Account	£50,000.00
Nationwide Instant Saver	£16,034.05
Naitonwide 1 year Saver	£52,223.41
Co-op 14 day deposit	£58.53

146/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018/19 ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was **AGREED** by the Council and the Chair signed the statement.

147/19 ACCOUNTING STATEMENT

The Accounting Statement was **AGREED** by the Council and the Chair signed the statement.

148/19 THE PERIOD OF ELECTORS RIGHTS

The period of electors rights was **AGREED** by the Council.

149/19 ANNUAL PARISH MEETING

It was **AGREED** to add the agenda to the BBH PC Facebook page.

150/19 TREE SURVEY WORKS

Three quotes were presented for the work to trees on parish council land that was identified in the recent tree survey.

It was **AGREED** to proceed with the quote from Horsham Tree Services, at £9,000 + VAT.

It was **AGREED** that the Clerk must request a copy of the insurance certificate prior to works commencing.

151/19 WICKHURST GREEN

An update was given on the recent issues with the playparks and it was highlighted that these have been flagged to HDC.

It was **AGREED** that as the Parish Council has no responsibility for the playparks at this time, the role of the parish council is of messenger to Countryside Properties and HDC if made aware of any issues.

It was **AGREED** for the Clerk to draft a message for Facebook to notify residents of who to contact in relation to the playparks.

It was **AGREED** for the Clerk to arrange a visit for all Councillors to the new Parish Council Office Building.

152/19 POLICIES

The Facebook policies was deferred until the June PC on request of the Clerk.

The Grants policy was **AGREED** and **ADOPTED** by the Council.

153/19 HIGHWAYS AND FOOTPATHS

The road closure was discussed and the update from Stephen Reed, WSCC, given. It was **AGREED** to feedback to WSCC regarding the issues caused by closing one lane from Tesco to the Farthingshill roundabout on day one of the closure.

It was raised that contracting staff had received a lot of abuse from drivers regarding the road closure. It was **AGREED** to issue a supportive statement from the Parish Council.

It was **AGREED** to flag with WSCC that Warnham Parish Council are seeking feedback from their Facebook page.

The problems with the surfacing at Robin Hood Lane were raised.

It was **AGREED** for the Clerk to check with HDC regarding the site visits to Field Place and to contact Warnham Parish Council.

It was raised that the junction of Cook Way and Old Wickhurst Lane is causing problems as there is no signage on Cook Way notifying drivers not to turn onto old Wickhurst Lane. It was **AGREED** for the Clerk to flag this with Countryside Properties to see if signage could be improved.

154/19 CONSULTATIONS, MEETINGS AND ACTIVITIES

An update was given on the new website. It was **AGREED** for the link to the new site to be sent to Councillors for feedback prior to going live.

It was **AGREED** for the website to go live once Clerks have received administration training.

A request was made for articles for the summer newsletter, to be received by the 2nd of June.

155/19 RECRUITMENT AND STAFFING

No items for discussion were raised.

DATE OF NEXT MEETINGS

3rd of June 2019 – Parish Council Meeting

17th of June 2019 – Recreation Committee

The meeting ended at 22.15