



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 1<sup>st</sup> of July 2019 at 7.45pm in **St John's Community Hall**

**Present Were:** Cllr Terry Oliver (Chair)

Cllr Viv Edwards  
Cllr Roy Neilson  
Cllr Ian Blunnie  
Cllr David Trangmar

Cllr Christine Knight  
Cllr David Millbank  
Cllr Emily McGowan  
Cllr Geoff Clark

**Clerk:** Jo Ball

**Members of the Public:** One

**District Councillor:** Cllr Louise Potter

**Press:** None

### 186/19 PUBLIC SPEAKING

District Cllr Louise Potter raised on behalf of a resident the volume of traffic using Old Guildford Road and also the issue that the roundabout has not been 'domed' as was the original intention with the traffic calming plans. The option of a zebra crossing was discussed as due to the volume of traffic crossing the road was raised as an issue.

The issue of the increasing numbers of large 30 ton soil carrying lorries using the road, on a daily basis, was raised.

It was **AGREED** for the Clerk to send a letter to WSCC on behalf of the resident asking why the roundabout was not reconstructed as part of the traffic calming measure, including use of the layby space. It was **AGREED** to communicate the update to the resident through Cllr Potter.

It was raised that the left hand turn coming out of Solomon's Seal was presenting a danger as there are no stop signs. It was **AGREED** for this to be added to the letter to WSCC.

The topic of information provision regarding the road closure was raised and an update was given that the FAQs would be published in the next BBH magazine.

#### **187/19 APOLOGIES AND REASON FOR ABSENCE**

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

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

#### **188/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

#### **189/19 CHAIRMAN'S ANNOUNCEMENTS**

The Clerk updated that a thank you had been received from a member of the public regarding the summer newsletter.

There has been a report of a large drone flying at Charrington Way Rec, this has been reported to the police.

The laptop setup is well underway with thanks for Cllr Blunnie for the time given to this project.

Plans are in place for the Horsham Year of Culture play, The Red Lion, which is taking place at the Village Centre on the 31<sup>st</sup> of August.

It was **AGREED** for the Clerk to request some paper copies of the newsletter.

The Chairman updated on the first Sussex Police Independent Advisory Group meeting which he attended as Chairman of WSALC. Also that the bi-annual SALC meeting had taken place with the Sussex Police Chief Constable and a further meeting planned with the Deputy Chief Constable to discuss local policing matters and how parish councils may be able to work in partnership together with the police to resolve local issues.

This information was **NOTED** by members.

#### **190/19 COUNCILLOR VACANCIES**

It was **AGREED** to move this item up the agenda.

An application for co-option to the council was received from Louise Potter and this was circulated to members prior to the meeting.

Louise Potter gave a presentation on why she wanted to join the parish council and the skills she could bring. The council voted unanimously in support of co-option to join the parish council.

It was **AGREED** to co-opt Louise Potter to the parish council. The acceptance of office and summons via electronic means forms were signs and Louise Potter joined the meeting.

### **191/19 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 3<sup>rd</sup> of June 2019 be accepted as a true and correct record of the meeting, the minutes were signed.

### **192/19 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes of the Recreation Committee meeting held on the 17<sup>th</sup> of June 2019.

### **193/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Louise Potter updated that there will be a review of the effectiveness of the new road scheme carried out by WSCC 6 months after completion, this will include vehicle counting strips. It will be assessed at that point to identify if any improvements to the traffic calming scheme are required.

The Chairman mentioned that he had been contacted by the WSCC Cabinet Member Cllr. Roger Alkin regarding a petition that had been received about the road closure which WSCC are responding to.

It was **AGREED** for the Clerk to contact Cllr. Roger Elkin to share the response with councillors for comment. The council response to this is to be agreed by the Chairman, Vice Chairman and Chairman of Planning.

It was raised that the road layout at the roundabouts over the A24 near to Highwood Hill are being worked on.

It was raised that Bovis Homes have completed their responsibilities with the roads at Wickhurst Green and the final Countryside Properties work will be complete in August.

It was raised that progress has been made with the football pitches and they should be ready for the 1<sup>st</sup> match on the 3<sup>rd</sup> of August.

HDC are looking to implement the one year handover period for the Wickhurst Green play areas and other parcels of land in autumn 2019 with the final legal transfers of ownership to the parish council in autumn 2020.

It was **AGREED** to add Highwood Hill to the agenda for September's PC Meeting.

It was raised that the Inspired Villages development was recommended for refusal by HDC.

It was highlighted that there is a year of green action proposed for Horsham next year, following on from the year of culture.

It was raised that drivers are not taking notice of the road closed signs at the Newbridge roundabout end of the village and it was **AGREED** for the Clerk to highlight this to Stephen Reed.

#### **THE VILLAGE CENTRE**

##### **194/19** VILLAGE CENTRE REDEVELOPMENT INVOICES

There were two invoices on the payment list for the Village Centre from Delta Green and Baqus.

There followed a detailed discussion around matters that had arisen, as a result of the tendering process, on the work carried out by the two companies in question. The main focus of these concerns related mainly to the overrun of the previously estimated project costs and the work undertaken by these two companies.

**195/19** It was **AGREED** for the Clerk to request further information from the architect regarding the Baqus invoice, including the work outstanding within the contract and it was **AGREED** to pay the Delta Green invoice.

#### VILLAGE CENTRE UPDATE

An update was given on the finances of the project:

Total funds allocated to the project (s106 and PWLB) £746,965

Total spent to date £55,228

Total committed (but not yet spent) £38,529

(spend to date + committed spend = £92,497.50)

Additional Architects Fees @7% of total building contract - £10,500 if contract is £650,000

Total remaining for the building contract £654,467 (this figure does not include the committed spends), less the 7% architects fees on any amount of the contract over £500,000, which would be £10,500 on a £650,000 contract; leaves £643,967.50.

Members **NOTED** this information.

It was **AGREED** to invite the architect to the VCWP meeting on the 29<sup>th</sup> of July, and for the architect to invite Uprise if appropriate.

It was proposed to write to the architect and ask that consideration be given to capping the fees at £35k, which is based on the original project sum of £500k. The risk of disrupting the project also was highlighted. It was voted in favour of writing a letter, 4 votes to 3.

It was **AGREED** for the Clerk to draft a letter and get this agreed by the Chairman and Vice Chairman and shared with Councillors prior to sending.

#### **196/19** EXTRAORDINARY MEETING

It was **AGREED** for the VCWP to be held on the 29<sup>th</sup> of July and then an extraordinary meeting would be arranged to appoint a contractor if appropriate.

#### **197/19** VILLAGE CENTRE RECREATIONAL GROUND

The advice received from Surrey Hills solicitors was circulated to members prior to the meeting. This information was **NOTED**.

It was raised that an agreement is required between the VC trustees and the parish council for the ongoing management of the VC recreational ground.

It was **AGREED** for the Clerk to arrange a meeting with the VC trustees and the council Chairman, Vice Chairman and Chair of Finance and Establishment to discuss the terms of such agreement.

It was **NOTED** that the agreement document will come back the full council for approval once agreed by the trustees.

It was **AGREED** for the Clerk to seek clarification on the requirements regarding recording of spends on the VC recreational ground by the VC trustees.

#### **198/19** PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JUNE 2019

<b>Application</b>	<b>Address</b>	<b>Details</b>
DC/19/1221	Neighbourhood Centre	Variation application

DC/19/1244	Wickhurst Square	Signage
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It was **AGREED** to feedback to HDC that the parish council welcomes the change of use to enable the vet and the dentist to use the neighbourhood centre, however there are concerns over the number of parking spaces available. It was **AGREED** to feedback to HDC that the signage should be reviewed seasonally to ensure the correct brightness.

## 199/19 FINANCE AND ESTABLISHMENT

### ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 22.5 additional hours for the Clerk and 35 hours for the Assistant Clerk for June 2019.

## 200/19 PAYMENTS FOR JUNE 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	£428.99
LGPS	Contribution to LGPS	£439.11
Currys PC World	Cllr Laptops	£1,521.00
Bel Signs	Fete stand, signs, business cards	£1,069.68
CSW Online	Traffic radar gun	£428.52
4 Sight Vision	Grant	£200.00
Slinfold Parish Council	Streetlight	£85.00
SSALC Ltd	Cllr Briefing Sessions	£336.00
M and D Services	Newsletter delivery	£252.56
Eyelevel Design	Newsletter design and printing	£1,298.40
HDC	Bin collection	£168.00
Surrey Hills Solicitors	FC Fees	£210.00
Barnsfold nursery	Hanging Baskets	£574.20
St Johns Church	Hall Hire	£60.00
Amberol	Bins for Ducky	£988.80
The Beach Clean	Litter Picking Frame	£480.00
Delta Green	VC Project	£7,980.00
Baquus	VC Project	£1,200.00
	Total payments	£21,351.94

It was **RESOLVED** to approve payments totalling **£20,151.94** for June 2019. Details of employee salaries and expenses are available upon request.

It was **AGREED** to request further information prior to agreeing the Baqus payment.

#### **201/19 FINANCE UPDATE**

An update was given by the Clerk on the finances to present date.

There is a total of £364,595.25 across the PC accounts.

Members **NOTED** this information.

#### **202/19 PLAYPARKS**

The Chairman of the Recreation Committee gave an update on the progress of the Ducky project, and highlighted that the Shelley primary school children who won the poster and playground naming competitions have now had their photos taken ready for the press release. It is hoped that a Shelley Primary School child will open the new Ducky playground.

Subject to the s106 and VC trustee approval the council **APPROVED** the recommendation from the Recreation Committee to appoint Kompan for the Village Centre Monster Park. It was **AGREED** to proceed once the VC trustee and s106 approvals are in place.

The additional access point to the VC recreation ground was **AGREED** subject to there being no cost and the VC trustees approval. It was raised that security of the site must be prioritised.

#### **203/19 RECREATION COMMITTEE**

The Terms of Reference for the Recreation Committee were **APPROVED** and **ADOPTED**.

It was **AGREED** to increase the number of members of the Recreation Committee to 7 to enable Cllr Hayles to join if she would like to.

#### **204/19 PARISH COUNCIL OFFICE BUILDING**

Options for the layout of the Clerk's office and the meeting room were presented. It was **AGREED** to proceed with getting quotes for option one for the Clerk's office. It was **AGREED** to proceed with obtaining quotes for the boardroom style meeting room. It was highlighted that this room should be adequate for parish council meetings without becoming over crowded with furniture.

**205/19 HIGHWAYS AND FOOTPATHS**

The bypass downgrade and volume of traffic on Old Guildford Road was discussed earlier in the meeting.

It was not recommended to place counting strips at this time as this will be fully assessed when the scheme is complete.

An overview of the underpass project was given and the date for painting has been set as Saturday the 12<sup>th</sup> of October. It was AGREED to get the underpass jet washed in advance of the painting.

Thanks were expressed to Cllr Knight for all of the additional project work that she is carrying out.

**206/19 WICKHURST GREEN**

The following update was given in advance by Countryside Properties:

Quick update as follows:

The downgrading works are out to tender and the section 278 agreement draft is with WSCC.

Buck Way surfacing is with the contractor and I'm waiting a date.

Sargent Way surfacing and paved squares are still aiming for August.

Allotments are with the contractor for pricing and a confirmation of start date.

Bovis have placed an order for Carter Drive repairs.

Pavilion and sports pitches are targeted for an imminent handover now the pitches and surrounding areas are greening.

Play areas are open but still prone to vandalism with bolts being loosed but tightened as found. The wild flower areas are slow to improve and look quite bare but will hopefully start to improve with the recent wet weather.

Missing and dead planting to the green spaces has been replaced.

**207/19 PEST CONTROL AT CRICKET GROUND**

It was **AGREED** for the Clerk to arrange a site survey with the HDC pest control officer for assessment of action required.

**208/19 CONSULTATIONS, MEETINGS AND ACTIVITIES**

There were no comments raised on the Southwater Neighbourhood Development Plan.

**209/19 SOCIAL MEDIA**

None.

**210/19 RECRUITMENT AND STAFFING**

No matters raised.



**211/19 DATE OF NEXT MEETINGS**

2<sup>nd</sup> of September 2019 – Parish Council Meeting

16<sup>th</sup> of September 2019 – Recreation Committee

The meeting ended at 22.43