



## **BROADBRIDGE HEATH PARISH COUNCIL**

Minutes of the Parish Council meeting held on Monday 7<sup>th</sup> of October 2019 at 7.45pm in **St John's Community Hall**

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

Cllr Penny Hayles  
Cllr Roy Neilson  
Cllr Ian Blunnie  
Cllr David Trangmar

Cllr Christine Knight  
Cllr David Millbank  
Cllr Louise Potter

**Clerk:** Jo Ball

**Members of the Public:** One

**District Councillor:** Cllr Louise Potter

**Press:** None

**256/19 PUBLIC SPEAKING**  
None present.

**257/19 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence were received from Cllr Edwards, Cllr McGowan, Cllr Coker, Cllr Wales, Cllr Clark, District Cllr Allen and County Cllr Mitchell.

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

**258/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

**259/19 HEALTHWATCH**

An introduction to Healthwatch was given, highlighting the role of Healthwatch to engage with local residents and carry out project work, such as listening tours where the team spend 2 to 4 weeks in an area talking to residents about health provision.

It was raised that it was felt that the scope of the work had exceeded the brief in the Broadbridge Heath listening tour. It was highlighted that pressure should be raised to NHS England for provision of healthcare that hasn't been delivered for Broadbridge Heath.

The Age UK village agent and the youth club were highlighted as positives for the village.

The link between transport and healthcare was highlighted by Healthwatch.

It was raised that a follow up listening tour will be happening in due course, it was emphasised that the timing of this should be carefully considered.

It was **NOTED** that Healthwatch are prepared to co fund bike racks and a bench outside the One Stop.

It was **AGREED** to revisit the Village Warden scheme.

It was **NOTED** that Healthwatch can provide contacts with disability groups if the council would like to conduct an accessibility audit of the village.

A proposal was requested from Healthwatch as to how the Healthwatch work could best serve the village.

#### **260/19 CHAIRMAN'S ANNOUNCEMENTS**

None.

#### **261/19 COMMITTEE MINUTES**

It was **RESOLVED** by all present to receive and adopt the minutes of the Finance and Establishment Committee meeting held on the 15<sup>th</sup> of July 2019.

#### **262/19 COUNTY AND DISTRICT COUNCILLOR REPORTS**

District Councillor Louise Potter updated that the road surfacing delays on Wickhurst Green Roads have been followed up with Countryside Properties and that the TRO for the road downgrade should be in place within the next couple of weeks. It was highlighted that the Neighbourhood Centre is opening at the end of October.

Members emphasised the importance of getting the parish council office building transferred to the parish council without delay.

It was highlighted that the planning application for the running track at Christ's Hospital School has been rejected and that both of the planning applications for retirement villages will come to HDC planning committee meetings for decision.

It was **NOTED** that the chairman of WSCC, Louise Goldsmith, has resigned.

### **THE VILLAGE CENTRE**

#### **263/19 VILLAGE CENTRE REDEVELOPMENT INVOICES**

There were two invoices on the payment list for the Village Centre from RJCA architects and Sutcliffe Consultants, both were **AGREED**.

#### **264/19 VILLAGE CENTRE UPDATE**

The Clerk updated that the contract was currently with Uprise construction Ltd for signing and would then be signed by the council.

Uprise Construction Ltd have started work on site and are making good progress.

Members **NOTED** the information.

It was **AGREED** for the Clerk to request the payment schedule.

#### **VILLAGE CENTRE RECREATIONAL GROUND**

#### **265/19** It was **AGREED** that Cllr Oliver, Cllr Edwards and Cllr Trangmar will sign the Memorandum of Agreement after the VC trustees have signed.

#### **266/19 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN SEPTEMBER 2019**

<b>Application</b>	<b>Address</b>	<b>Details</b>
DC/19/1897	Land at Wellcross Farm	Retirement village 146 units
DC/19/1906	2 Adams Close	Garage conversion
DC/19/1533	40 Sargent Way	Erection of a conservatory

It was **AGREED** for the Clerk to request an extension to the deadline for feedback for the retirement villages.

It was **AGREED** for the Clerk to feedback to HDC the concerns regarding loss of parking and change to the street scene for DC/19/1906.

#### **267/19 FINANCE AND ESTABLISHMENT**

### ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 10.5 additional hours for the Clerk and 32 hours for the Assistant Clerk for September 2019.

268/19

### PAYMENTS FOR SEPTEMBER 2019

Payments made online

Payee	Narrative	£
Ms Jo Ball	Salary and Expenses	
Mrs Lucinda Edwards	Salary and expenses	
Mr John Pilkington	Salary and expenses	
Mr Terry Oliver	Chairman's allowance	320
HMRC	PAYE and NI	366.62
West Sussex LGPS	Pension	405.92
Royal Mail	PO Box Address	342
AGE UK HORSHAM	Q&E Village Agent	1959.75
Elements Tree Surgery	Bus Stop Tidy	100
BEL SIGNS	Name badges x2	30
SURREY HILLS SOLICITORS	VC Agreement	690
Gala Association	Garage rental storage	200
GRASSTEX Ltd	August Grass cutting	1603.2
GRASSTEX Ltd	September Grass cutting	1268.4
Horsham District Council	Bins	168.32
Silvester Engineering Ltd	Repairs to tyre swing	716.4
GDPR info	Annual renewal	420
GDPR info	SAR Review	120
SSALC Ltd	Cllr Briefing	84
SSALC Ltd	WSALC Conference	72
ZURICH MUNICIPAL	Insurance	1359.44
LLOYDS BANK	Credit Card September	241.98
RICHARD ATKINSON ARCHITECT	2016/35 - 2205	5320.2
Sutcliffe Consultants Ltd	inv 1560	864
	Total	19330.25

It was **RESOLVED** to approve payments totalling **£19,330.25** for September 2019. Details of employee salaries and expenses are available upon request.

**269/19 FINANCE UPDATE**

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

There is a total of £371,846.60 across the PC accounts, this includes the £150k public works loan for the Village Centre project.

The Clerk updated that there are two outstanding invoices for the legal fees for the Football Club lease, and it is being requested to use s106 funds to pay these.

Members **NOTED** this information.

The Q1 VAT return was deferred to the November meeting.

**270/19 PERSONNEL COMMITTEE**

It was **AGREED** that a Personnel committee would be set up, reporting directly into full council. Terms of Reference and membership to be agreed at the November PC Meeting.

**271/19 WORK PLANNER**

An overview of the work planner was given and it was **AGREED** that the completion of the SAR should be added to the works complete section. It was highlighted that the current main projects are the Village Centre redevelopment project and the Monster Playpark. The chairman thanked for the level of detail provided.

**272/19 PARISH COUNCIL OFFICE BUILDING**

The quote for electrical work was presented and it was **AGREED** for the Clerk to query the cost for the defibrillator as this was added to the original specification.

It was **AGREED** for the Clerk to apply for s106 funds for the external light and the alarm system.

**273/19 HIGHWAYS AND FOOTPATHS**

The request from Slinfold Parish Council for the current view on the bypass downgrade was considered and it was **AGREED** that the Clerk would reply on behalf of the council to let Slinfold PC know that their query had been considered and the council is waiting for the WSCC review of the scheme in its entirety as the council is hopeful that the scheme will unite the village. If issues are flagged in the review they will be considered at that point.

**274/19 WICKHURST GREEN AND SOLOMONS SEAL**

It was updated that timelines for adoption of the parcels of land have been requested and the Clerk will be working with HDC to agree handover mechanisms.

It was **AGREED** to form a working party to look in detail at the specifics for the transfer of the parcels of land from both Wickhurst Green and Solomon's Seal.

It was highlighted that the commuted sum for Highwood Hill is £334k to cover a 20 year maintenance plan. It was **AGREED** for the working party to look into this in more detail.

It was **AGREED** to request a scheme from BDC, originally commissioned by HDC, to inform the possibilities for the Village Centre Recreation Ground within the budget available.

It was **NOTED** that members of Wickhurst Green have formed a steering committee. It was **AGREED** that members may join the steering committee as a resident if they wish to do so, but do not however represent the parish council on that group.

#### **275/19 CONSULTATIONS, MEETINGS AND ACTIVITIES**

Possible activities for the VE day celebrations on Friday the 8<sup>th</sup> of May 2020 to mark the 75<sup>th</sup> anniversary were discussed.

It was **AGREED** that the parish council would like to organise an event to mark the occasion, involving other groups from the village such as the Gala Association, Brownies, Scouts and the Church. It was **AGREED** to explore funding opportunities through the Military Covenant Grant scheme. It was **AGREED** that the Village Centre Recreation Ground would be a good space to hold an event as it is in the centre of the village. It was **AGREED** to add this to the agenda for the November meeting.

#### **276/19 RETENTION POLICY**

The retention policy was **AGREED** and **ADOPTED**, with 3 amendments to the wording regarding the title of the job roles and office. It was **AGREED** to review the policy in 12 months.

#### **277/19 SOCIAL MEDIA**

None.

#### **278/19 SUBJECT ACCESS REQUEST (SAR)**

An update was given by the Clerk on the recent SAR, specifically in relation to time spent dealing with the request.

Members **NOTED** the information.

#### **279/19 VILLAGE CENTRE ACCESS TO RECREATION GROUND**

An overview of the Village Centre Playpark project in relation to access for installation was given. The proposal to create an access point at the back of the Village Centre building, subject to Village Centre trustee approval, was explored.

It was **AGREED** that subject to trustee approval, the assistant clerk should progress with obtaining the 3 quotes and the s106 application for the works. Members **AGREED** that should the s106 application not be successful the parish council would fund up to £10k from general reserves for this work. It was **AGREED** to delegate the decision to appoint a contractor to the Clerk, Cllr Oliver, Cllr Edwards and Cllr Trangmar.

It was **NOTED** that Stephen Reed has offered to install a footpath access point to the Village Centre grounds from the new footpath / cycle lane.

**280/19 RECRUITMENT AND STAFFING**  
No matters raised.

**281/19 DATE OF NEXT MEETINGS**  
4<sup>th</sup> of November 2019 – Parish Council Meeting  
18<sup>th</sup> of November 2019 – Finance and Establishment Committee  
2<sup>nd</sup> of December 2019 – Parish Council Meeting  
16<sup>th</sup> December 2019 – Recreation Committee

The meeting ended at 22.39