



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday the 6<sup>th</sup> of January 2020 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 Milbank  
Cllr Louise Potter

Cllr Geoff Clark  
Cllr Jeanne Coker  
Cllr David Trangmar  
Cllr Penny Hayles

**Clerk** Jo Ball

**Assistant Clerk:** Lucinda Edwards

**County Councillor:** Cllr Christian Mitchell

**District Councillor:** Cllr Matt Allen

**Members of the Public:** Two

**Press:** None

### 001/20 PUBLIC SPEAKING

A member of public wished to speak on the topic of highways safety. Members **AGREED** this proposal as an item not on the agenda.

Issues of safety were raised relating to the road markings at the following 3 locations:

- The entry to the village from the Farthing Hill Interchange
- The road markings associated with the 2 new sets of traffic lights on the Farthing Hill roundabout
- The slip road onto the A24 towards Southwater

The speed of traffic travelling through the village was also raised.

It was also noted that the road markings directing to the village are not clear, and the use of 'BBH' would be more appropriate.

Cllr Christian Mitchell confirmed that he would contact Stephen Reed at Highways in relation to the concerns for addressing.

It was suggested that the lane switching issue between the 2 new sets of traffic lights could be resolved by adding BBH to the left-hand lane, which currently signposts only to stores.

Cllr Mitchell confirmed that he would liaise with the member of public to keep them updated.

## **002/20 APOLOGIES AND REASON FOR ABSENCE**

Apologies and reasons for absence was received from Cllr Knight, Cllr Wales and Cllr McGowan.

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

## **003/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

None given.

**004/20** A member of Public expressed an interest in wishing to speak about a topic on the agenda. Members **AGREED** to move Item 15 Wildflowers to the beginning of the agenda.

A suggestion to sow Wildflower seeds to create a Wildflower meadow on the large new area of greenspace to the right-hand side as you enter the village via the new dog-leg loop road was presented to members.

The area proposed runs from the new road down to the pedestrian crossing. Members expressed concerns that the area is too large and suggested smaller patches of wildflower seeding between grassed areas.

Members raised questions over maintenance costs and road safety due to any visibility issues.

Members were in favour of wildflowers but in contained areas to aid maintenance and safety, as well as keeping the area attractive.

**005/20** It was **AGREED** for the Clerk to investigate licensing and who is responsible for the cutting and maintenance of this plot. It was suggested that any investment in planting on this site could be funded from CIL funds.

The Member of Public presented some ideas in support of the creation of wildflower areas.

- Cost saving on regular grass cutting
- Casting of the seeds is a one-off cost

- The only maintenance would be 1 annual cut in the Autumn
- The seeds could be harvested by Volunteers
- It was identified that there has been a 97% loss of wild areas and that the need to re-introduce has been widely recognised. The benefits to the increase in wildlife have made this a hugely popular idea.

The Chair spoke of the District Council's move to push forward on the reinstatement of what has been lost and the importance of Ecological improvements.

**006/20** Members **AGREED** for the Clerk to pursue the idea with the following actions and to bring further information to the next Parish Council meeting:

- To find out who is responsible for the maintenance and landscaping of this area
- To request WSCC support the introduction of wildflowers
- To provide costings for the project
- At a later stage, to delegate the project to the Recreation Committee

**007/20** The Chair made a motion to move Item 4 – Chairman's Announcements to the end of the agenda.  
Members **APPROVED** the motion.

**008/20** **MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

A typing error was noted and it was **AGREED** to make the amendment to the draft minutes.

It was **RESOLVED** by all present that the minutes of the Parish Council meeting held on Monday the 2<sup>nd</sup> of December 2019 be accepted as a true and correct record of the meeting, the chairman signed the minutes.

**009/20** **COMMITTEE MINUTES**

These are not ready for approval.

**010/20** **COUNTY AND DISTRICT COUNCILLOR REPORTS**

**District Councillor Report - Cllr Matt Allen**

Cllr Allen provided an update for members:

- HDC has agreed a partnership with the Sussex Wildlife Trust
- A meeting with Countryside to discuss Old Wickhurst Lane has been arranged
- Details of District Councillor surgery dates will be circulated
- Recommendations in relation to the planning for 2 new care homes will be available soon – Cllr Allen will update as more information is available.

### **District Councillor Report – Cll Louise Potter**

Cllr Potter updated members on the road surfacing works which are scheduled to commence again later this week, with a different contractor. The Downgrading works are all now formally approved.

### **County Councillor Report – Cllr Christian Mitchell**

Cllr Mitchell updated members on the WSCC current situation. A meeting was held on 17<sup>th</sup> December to debate the issues with Children’s Services. The joining of the roles of East Sussex and West Sussex Chiefs until the next election has been agreed due to time constraints with recruiting. East Sussex has attained high ratings from Ofsted.

A separate scrutiny committee has been setup to look at how the fire service is run and to help get it to where it needs to be.

Cllr Mitchell has contacted Lee Harris for an update on the new school provision and will update the Clerk with a response.

Cllr Mitchell suggested that there should have been a consultation ahead of the proposal to cut the gritting schedule, which was reversed. He suggested that the Parish looks at the areas for possible future cuts to gritting.

### **011/20 VILLAGE CENTRE REDEVELOPMENT INVOICES**

Members **AGREED** the 3 invoices.

A member asked if the Council are happy with the Uprise schedule of works. The Clerk confirmed the process and it was found to be adequate. The project is on target and the Trustees of the Village Centre are happy with progress.

### **012/20 VILLAGE CENTRE UPDATE**

A photo of progress of the project showing the newly completed Social Club was circulated. Phase 1 of the Project is now complete.

The site of the previous social club is now empty, allowing Phase 2 to commence. The project is on track and the work versus payments schedule is also on track. The Project Management Processes were commended by members.

**013/20 VILLAGE CENTRE PATHWAY**

The Clerk presented a proposal to remove the sum of £2797.20 from the original Uprise Contract via a Formal Change Notice and to find a local contractor to carry out the works to create a pathway from the car park to the new social club.

Members were asked to approve an additional spend of £2,578, which was not on the original specification in order to get these works completed.

Members **AGREED**.

**014/20 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN DECEMBER 2019**

Application	Address	Details	Comments
DC/19/2511	13 Brown Close	Conservatory	No objections
DC/19/2479	Neighbourhood Centre	Install of heat Pumps	<b>See comments below</b>
DC/19/2480	Neighbourhood Centre	Nursery Signage	No objections
DC/19/1897	Land at Wellcross Farm	Care Retirement Village, additional information received	<b>See comments below</b>

**The following comments were made in response to the applications:**

**DC/19/2497**

It is unclear from the application if the pumps would be used for both heating and Cooling and whether they would therefore operate seasonally. Members asked what the hours of operation of the heat pumps would be and if they would pose a noise nuisance. Concerns were relating to noise pollution. Members were minded to object on the basis of more information being required.

**DC/19/1897**

New documents have been made available following the original objection by Planning Officers. Once these documents have been reviewed, the Planning Officer will make a recommendation.

The main reason for the previous objection was lack of access to amenities. The objection by the Environment Agency still stands.

**015/20 FINANCE AND ESTABLISHMENT**  
 ADDITIONAL HOURS FOR STAFF - there were no additional hours.

**016/20 PAYMENTS FOR JANUARY 2020**

The Clerk talked through the payments.

Payee	Narrative	£
Ms Jo Ball	Salary and expenses	
Mrs Lucinda Edwards	Salary and expenses	
Mr John Pilkington	Salary and Expenses	
HMRC	PAYE and NI	£405.65
West Sussex LGPS	Pension contributions	£663.41
Mulberry and co	Audit	£207.00
EYELEVEL DESIGN	Winter Newsletter	£1,340.40
M and D Services	Winter Newsletter distribution	£251.68
Horsham District Council	Refuse collection	£47.20
Horsham District Council	Refuse Collection	£47.20
Horsham District Council	Play areas cleaning	£228.00
St Johns Community Hall	Hall Hire Nov – Dec	£166.00
GRASSTEX Ltd	Weed Removal and one cut	£792.00
Online Playgrounds	Replacement parts for swings	£114.72
SURREY HILLS SOLICITORS	Football club Legal Fees	£3,606.00
SURREY HILLS SOLICITORS	Football Club Legal Fees	£1,410.00
AGE UK HORSHAM	Village Agent Jan - March	£1,959.75
RICHARD ATKINSON ARCHITECT	2016/35 – 2224	£1,832.42
UPRISE CONSTRUCTION LTD	Inv 19/227 Payment 3	£144,601.99
BAQUS	31901 QS Services	£1,080.00
	Total payments	£161,896.54

Details of which roads were cleared by Grasstex were requested for circulation to all members.

The Council **AGREED** to pay the Football Legal fees on the basis that this is full and final settlement. It was proposed to use CIL funding for this payment. It was **AGREED** for the Clerk to contact the Football Club and Surrey Hills to confirm that the balance has been settled and that the Parish Council will not be responsible for any further costs.

**017/20** Wellers Solicitors have been approached to invite a quotation to provide the Council with 2 quotations from which to decide for the legal adoption of the parcels of land on Wickhurst Green.

Members were updated on the positive impact the Age UK agent is having on the village. The community are beginning to signpost people to the service. The Village Agent has updated the Clerk on some success stories of local residents. Members were informed of the upcoming hosting of a community table.

It was **RESOLVED** to approve payments totalling £161,896.54. Details of employee salaries and expenses are available upon request.

**018/20 FINANCE UPDATE**

The Clerk updated members on the finances across the bank accounts.

The VAT return for Q3 for £36,627.96 was approved for submission to HMRC for refund.

The Finance and Establishment Committee went through the budget lines and agreed a precept increase of 2% (£1.02) per household, with the proposed new precept still being well below average.

Members **AGREED** the proposed increase.

**019/20 AGE UK HORSHAM**

Members received an update regarding an email received from Age UK relating to the costs for the provision rising for 2020.

Members were invited to consider 3 options for the future provision:

- Continue with the current provision with at a higher cost of £11,829
- Request details of what could be achieved within the previous cost of £7839
- Increase the current service by an additional 2 hours per week with a new Overall cost of £13,617

The Clerk confirmed that £12,000 has been budgeted for this service.

Members **AGREED** to proceed with the first option, believing the service to be of huge benefit to the community. This agreement is on the basis of a review after 3 months to consider a potential increase to the service. It was **AGREED** to invite the Age UK Agent to attend the Parish Council meeting in April to review the service provision.

**020/20 TENNIS CLUB PARKING**

The Tennis club have contacted the Parish Council in relation to the difficulty in parking for users of the Tennis Club, due to lorries often parking in the layby next to the Top Common. Permission has been requested to spread the banked wood Chips to create a parking type area on the corner of the Cricket Club ground. Members were concerned about other vehicles accessing the site. It was suggested That general access could be restricted by installation of posts.

It was **AGREED** to delegate this item to the Recreation Committee to determine any security issues and make decisions regarding access.

Members discussed previous works to dig out the ditches on these sites which restricts access and proposed this work is carried out again.

**021/20 INTERIM AUDIT**

Members **NOTED** the circulated interim audit report and approved the recommendations.

**022/20 WICKHURST GREEN AND SOLOMON'S SEAL DEVELOPMENTS**

Members were updated on details of the previous meeting held at HDC with CPPLC. HDC have a clear and open dialogue with the Parish Council and are keen to work Closely with the Parish Council to get the issues resolved.

Adam Chalmers at HDC has arranged a meeting with Andrew Carrington at CPPLC on 15<sup>th</sup> January.

Members will be updated on progress.

**023/20 PARISH COUNCIL OFFICE BUILDING**

Members were given details of the future service charges for maintenance and lease of the 2 parking spaces at the Parish Office.

Members **AGREED** to acknowledge the existence of a lease and future service Charge.

Members **AGREED** to change the positioning of the 2 leased parking spaces to those facing onto the land at the rear of the Parish Office.

Concerns were raised over the provision of only 2 parking spaces. It was **AGREED** For the Clerk to challenge the allocation via HDC.



**024/20 ROAD SURFACING AT WICKHURST GREEN**

As per the latest report from CPPLC, all works on surfacing should be Completed by the end of March.

The District Councillors are chasing details of the roadside landscaping works.

**025/20 COUNCILLOR CONDUCT TRAINING**

The Clerk invited Councillors to attend the Conduct Training on 30<sup>th</sup> January. Cllr Potter confirmed her attendance.

**026/20 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman expressed congratulations to Cllr McGowan on the arrival of her baby girl. Members were invited to make contributions to send an appropriate gift.

The Chairman brought to the attention of the Council the contents of a questionnaire circulated to residents of Wickhurst Green relating to Parish Council activities.

**027/20 BUSINESS PLAN**

The Clerk introduced the first draft of the Business Plan to members and described how it was derived and put together.

The following process was suggested:

- Parish Council approve final document
- Community Consultation
- Presentation at Annual Report for feedback
- Present to the community

Members suggested that the document was too detailed and should be more of a general overview.

It was **AGREED** to check if the Mission Statement has been formally minuted.

It was **AGREED** to form a Working Party for the 4 Year Corporate Plan with a view to having the document ready by the end of March.

Members of the Working Party were **AGREED** as below:

Cllr Oliver, Cllr Edwards, Cllr Blunnie, Cllr Milbank, Cllr Trangmar.

It was proposed that the first meeting of the working party would be in early February.

**028/20 FALLEN TREE AT CRICKET GROUND**

This is being pursued with Field Place as the tree is on their land.

The Parish Council requested a survey by the Tree Surgeon who has quoted £900 for the removal of the tree and has confirmed that the tree is currently safe. The Cricket Club have confirmed that the cost to replace the damaged net is Around £1500, which should be covered by Field Place's insurance.

It was **AGREED** for the Clerk to contact the Cricket Club to ask if they consider the Tree to be unsafe, and if so, to cordon it off.

It was **AGREED** for the Clerk to facilitate the claim by the Cricket Club to the 'Field Place estate for the damages.

#### **029/20 SOCIAL MEDIA**

It was **AGREED** to continue supporting Age UK's works by sharing details of events to the website and social media pages.

#### **030/20 RECRUITMENT AND STAFFING**

The assistant clerk left the meeting at this time.

It was **AGREED** for the Clerk to continue to fill the RFO position on 10 hours a month for 12 months following the 19<sup>th</sup> of February at the current rate of pay.

It was **AGREED** for the Personnel Committee to review the Clerk job description and set a date for interview of the assistant clerk for the clerk vacancy, with the final decision to be made at the PC Meeting on the 3<sup>rd</sup> of February.

#### **031/20 DATE OF NEXT MEETINGS**

Parish Council Meeting - 3<sup>rd</sup> of February

Personnel Committee – 3<sup>rd</sup> of February

Finance and Establishment Committee – 10<sup>th</sup> of February

Meeting ended at 22.37