



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday the 3rd of February 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 Paul Wales

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

Clerk: Jo Ball

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Countryside Properties: Simon Cocks

Press: None

032/20 PUBLIC SPEAKING

None

033/20 APOLOGIES AND REASON FOR ABSENCE

Apologies and reasons for absence were received from Cllr Knight, Cllr Potter and Cllr McGowan.

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

034/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES

None given.

035/20 CHAIRMAN'S ANNOUNCEMENTS

Members were informed that this would be the last Parish Meeting Clerked by the current Parish Clerk, although she will be continuing with the RFO responsibilities.

036/20 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING

It was **AGREED** to defer the signing of the minutes of the Parish Council meeting held on Monday the 6th of January 2020 to the next Parish Meeting.

037/20 COMMITTEE MINUTES

It was **RESOLVED** by all present to receive and adopt the minutes of the Recreation meeting held on 16th December 2019 and the minutes of the Personnel Committee meeting held on 9th December 2019.

038/20 The Chair made a motion to move Item 14 – Wickhurst Green and Solomon's Seal, to follow Item 7.
Members **APPROVED** the motion.

039/20 COUNTY AND DISTRICT COUNCILLOR REPORTS

The following written updates were given:

Report by County Cllr Christian Mitchell

Budget

The council (WSSC) is putting forward a balanced budget as it is required to do. It is looking at 1.99% increase (which is the legal maximum) and 2% social care which means a 3.9% increase.

Police & Crime Commissioner

The Police & Crime Commissioner increased the precept (at Band D) by £10 and the Police and Crime Commissioner Panel (which I am Vice Chairman of) approved that £10 increase at its meeting on 31 January 2020.

Incinerator (APP/P3800/W/18/3218965)

The recent three week public incinerator inquiry followed a formal legal framework, which was not the easiest of places for residents to come and express their concerns

The Planning Inspector was as accommodating as possible in making people feel comfortable and many residents did give evidence. Rightly local people expressed

concern about their future wellbeing and how an incinerator would be out of keeping with its surroundings and the massive structure and chimney would overwhelm existing buildings in the surrounding area and would have a significant adverse impact on the beautiful views.

During the first consultation in 2018, some 5,500 residents opposed to this application either by direct objection to the planners or by signing a petition and subsequently another 2,237 people added their names to a second petition which was presented to the Planning Inspector at the Inquiry. It is hoped that the Inspector will therefore have understood the level of local opposition and give this the weight it deserves.

Without the efforts of Ni4H in co-ordinating the community effort and the pledges of financial support it would not have been possible for local people to be represented by a barrister and technical expert and to have achieved equal status to the other interested parties at this Inquiry in putting its case forward for rejection of the appeal.

The Inspector's decision due in the first quarter of 2020.

School section of land/certification

Further to earlier correspondence I forwarded by Mr Garnham Olway OBE I'm awaiting an update on the matter raised by Mr Fisher of *Countryside* in his email (27 January 2020, 11:23am).

Ends

Written report by District Cllr Louise Potter

I have met with Adam Chalmers, Adrian Smith and Andrew Fisher this morning and mostly things seems to be progressing in accordance with our meeting a couple of weeks ago (with Terry and Lucinda in attendance). My biggest concern is the landscaping, which seems to have been further delayed by an issue with tree size. Adrian Smith is chasing this. Last Thursday you were included in an email from Adam Chalmers which had attached a draft of a newsletter to go to all Wickhurst Green residents detailing when all the outstanding work will be completed. This was discussed today and a few changes were suggested. It was noted that there had currently been no comment from the Parish Council and it was asked that if you wanted any changes, then could that please be done by tomorrow as it will be delivered from Wednesday. For my part, I am happy with it - I've been asking for something like this which can be shared with residents for sometime. I have asked for an electronic copy so that I can share it on the FB groups.

Highways have agreed to place bollards at the pedestrian crossing on the new loop road to stop cars cutting through. They will also place them near to the roundabout at Tesco's to prevent cars cutting through from Wickhurst Lane.

The two key District issues this month have been the Drill Hall and the local plan consultation. It was initially proposed that the Drill Hall be decommissioned and replaced with 20 affordable homes. A new Community Centre is to be built at the Highwood Development, which it was proposed would replace the Drill Hall as a community facility. Following a huge public backlash, it was agreed at the Cabinet meeting last Thursday that there would be a two year grace period during which an independent assessment would be done of the need for community facilities in Horsham District and any suggestions for ways to use the Drill Hall will be considered. If nothing viable comes up in that time, then it will be decommissioned. At the same cabinet meeting it was agreed that the Local Plan Review will go out to public consultation from 17th February for about 5 weeks. Parish Councils are encouraged to get involved. There is a meeting for Parish Councils that I note BBH are not currently down to attend.

I would particularly like to draw your attention to the fact that Rookwood Golf course has now been confirmed as a possible site in the Local Plan Review - with a proposal for about 1000 homes to be built there.

Ends

040/20 It was **AGREED** to add an item on the Horsham District Local plan to the next Parish Council meeting and for the Clerk to circulate the reports and documents shared to all members.

041/20 COUNTRYSIDE PROPERTIES UPDATE

Simon Cocks from CPPLC shared the following update with members:

A newsletter is being prepared for circulation to all residents on the Wickhurst Green development with a full update on the works schedule.

The housing at the Neighbourhood Centre is due to be handed over mid February. The ground floor is currently being kitted out.

It has been agreed to allow occupation of the residential units during the downgrade works, but not for the commercial properties. It is expected that the commercial units will not be open until May at the earliest.

The downgrade works are expected to be completed by the end of April.

The re-surfacing works are expected to be completed by late April/May. Plans to show who is responsible for which areas will be provided for the Parish Council.

It was confirmed that the bus only section of road will be one-way – westbound.

It was confirmed that the western car parking area at the Neighbourhood Centre will be for residential parking, and the eastern side for commercial parking.

It is expected that the Parish Office will be ready for handover by the end of March.

Members responses:

- Members requested for the newsletter to be distributed to all residents of Broadbridge Heath.
- It was suggested that the newsletter should detail other developer boundaries and areas of responsibility.
- It was suggested that the newsletter should provide an update on the school parcel of land.
- Queries were raised over the leasehold arrangement for the 2 Parish Office parking spaces

Simon Cocks updated that CPPLC are awaiting feedback from WSCC in response to the certification for the school site, indicating a number of issues relating to the Section 106 agreement.

042/20

The following feedback was **AGREED** by members in response to the draft newsletter:

- The image description should be “BBH Neighbourhood Centre”
- All mention of ‘Wickhurst Green’ should be amended to ‘Wickhurst Green Development’

043/20

PARISH COUNCIL OFFICE BUILDING

It was **AGREED** for the Clerk to make a request for the marking out of the Parish Office parking spaces.

It was **AGREED** for the Clerk to circulate a pack of information relating to the Occupation and fitting out of the Parish Office at the next Parish Council meeting.

044/20

SOLOMON’S SEAL

Members were advised that no details have as yet been received from HDC relating to potential adoption of parcels of land at Solomon’s Seal. It was **AGREED** for the Clerk to pursue this at the next HDC meeting and to report back to the Parish Council. It was **AGREED** for the Clerk to investigate the obligations of Bellway homes in relation to the new bus shelter, and to report back to the Recreation Committee. It was understood that a ticker would be installed and this has not been done.

VILLAGE CENTRE

045/20 VILLAGE CENTRE REDEVELOPMENT INVOICES

Members **AGREED** the 4 invoices.

The Clerk confirmed that all the project team are happy with the progress and the project is currently 2 weeks ahead of schedule.
The pathway will be installed later this week.

046/20 VILLAGE CENTRE UPDATE

The project is progressing well and the building is looking good, offering a great community space.

047/20 VILLAGE CENTRE DRAINAGE WORKS

As the quote has not yet been received, the Clerk presented a proposal to delegate the decision to Cllr Edwards, Cllr Oliver and Cllr Trangmar to approve under the condition that the quote is no higher than previously agreed. Members **AGREED** the proposal.

048/20 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JANUARY 2020

Application	Address	Details	Comments
DC/20/0142	53 Cook Way	Garage conversion	Objection
DC/19/1897	Land at Wellcross Farm	Amendment to Application	Initial objection stands

It was **AGREED** to submit an objection to DC/20/0142 based on the impact to Street scene and parking in the area.

FINANCE AND ESTABLISHMENT

049/20 ADDITIONAL HOURS FOR STAFF

It was **RESOLVED** to approve 9.5 hours for the Assistant Clerk for January 2020.

050/20 PAYMENTS FOR FEBRUARY 2020

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	£663.41
Mulberry and co	Payroll	£126.00
David Bridges	Wildflower seed for Top Common	£25.60
SURREY HILLS SOLICITORS	PC Office Building	£180.00
SSALC Ltd	CiLCA Support Programme	£320.00
SSALC Ltd	Parish Online Subs	£72.00
UPRISE CONSTRUCTION LTD	VC Invoice 20/231	£69,208.26
RICHARD ATKINSON ARCHITECT	VC Inv 2016/35 - 2229	£1,797.62
Sutcliffe Consultants Ltd	VC Inv 1591	£931.00
BAQUS	VC 32063	£1,080.00
	Total payments	£77,761.86

The Clerk talked through the payments.

051/20

It was **RESOLVED** to approve payments totalling £77,761.86. Details of employee salaries and expenses are available upon request.
It was **AGREED** for the Clerk to check if the invoice from the solicitors in relation to The Parish Office forms part of the initial quote.

052/20

FINANCE UPDATE

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

At the date of the meeting the cumulative funds of £265,429.55 are held across the following accounts:

Co-op Current Account	£121,000.07
Lloyds Bank Account	£25,099.40
Lloyds Saver Account	£50,000.00
Nationwide Instant Saver	£16,106.67
Nationwide 1 year Saver	£52,223.41
Co-op 14 day deposit	£0.00

This information was **NOTED** by members.

The CIL contribution is now showing on the accounts.

The Clerk confirmed that HDC have been swift in making the S106 payments.

053/20

GRASS CUTTING

It was **RESOLVED** to approve the quote for £7,862 from Grasstex for the continuation

of grass cutting services for 2020-2021.

VILLAGE CENTRE MAINTENANCE ACCESS

054/20 Members were updated on the project to provide vehicular access for maintenance, grass cutting and for the play area installation.

It was **AGREED** for members and Village Centre Trustees to be invited to a site visit on Saturday 8th February at 10:30am to consider the options and for the Clerk to bring proposals to the next Parish Council meeting.

HANGING BASKETS

055/20 It was **RESOLVED** to approve the quote for £489.50 from Barnsfold Nurseries for the Planting of this year's 22 hanging baskets.

Members **AGREED** the standard mix colour option.

056/20 GDPR TRAINING

Members requested a further GDPR training session.

057/20 WILDFLOWER PLANTING

Members were advised that a response is still awaited from WSCC regarding the landscaping proposals for the verges and land adjacent to the downgraded bypass. Members will be kept informed of progress.

058/20 GRANT APPLICATION

A grant request of £1633 has been received from the Broadbridge Heath Magazine for publications.

Members discussed the print quality of the publication and the print costs. It was **AGREED** to verify the print costs with other suppliers to check value.

Members **RESOLVED** to approve the request on the following terms:

- The print costs are acceptable
- Up to a double page spread is available for Parish Council use in each edition, dependent on information available.
- The Parish Council should be acknowledged as sponsor, to include the logo
- The grant should be paid in 2 instalments, the second being on the basis that the print is of sufficient quality.

It was **AGREED** for the Clerk to circulate the response to the application request to all members prior to responding to the applicant.

059/20 SOCIAL MEDIA

None

060/20 RECRUITMENT AND STAFFING

The assistant clerk left the meeting at this time.

The recommendation from the Personnel Committee to appoint Lucinda Edwards into Clerk position was unanimously **AGREED**.

It was **AGREED** to delegate the recruitment process for an Assistant Clerk to the Personnel Committee to the stage of recommendation.

061/20 DATE OF NEXT MEETINGS

Parish Council Meeting – 2nd of March

Personnel Committee – 10th of February

Finance and Establishment Committee – 10th of February

Meeting ended at 22.30