



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online Parish Council meeting held on Monday the 20<sup>th</sup> of July 2020 at 7.45pm.

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

Cllr Viv Edwards  
Cllr Jeanne Coker  
Cllr Ian Blunnie  
Cllr Penny Hayles  
Cllr Christine Knight

Cllr Geoff Clark  
Cllr Louise Potter  
Cllr David Trangmar  
Cllr Paul Wales

**Clerk:** Lucinda Edwards

**Members of the Public:** 1

**District Councillor:** Matt Allen

**County Councillor:** Christian Mitchell

**West Sussex Highways Officer:** Stephen Reed

**Press:** None

### 122/20 PUBLIC SPEAKING

A local resident raised the issue of dog fouling and litter in the area of Charrington Way. There are 2 missing bins close to the entrance to Charrington Way and Kingsmead from the Billingshurst Road. These have been communicated to HDC and replacements are on order.

It was **AGREED** to refer this as an item on the agenda for the next Recreation Committee meeting.

It was **AGREED** for the Environment Officer to monitor the litter at this location closely.

District Cllr Potter confirmed that she would raise the matter of bin collections and potential requirement for additional collections at her HDC meeting the following day.

The overgrown hedgerow opposite the Kingsmead entrance was discussed and it was **AGREED** to report this to highways.

The issue of parking on the pavements along the Billingshurst Road was discussed and Cllr Potter agreed to look into this matter.

**123/20 APOLOGIES AND REASON FOR ABSENCE**

None.

**124/20 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES**

Cllr Wales declared a pecuniary interest in item 20.2.

Cllr Trangmar declared a personal interest having previously resided at the property applying for planning permission.

**125/20 MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING**

This item was deferred as the minutes had not been circulated.

**126/20 COUNTY AND DISTRICT COUNCILLOR REPORTS**

**See separate document for previously circulated written report by County Cllr Christian Mitchell.**

Cllr Christian Mitchell thanked those involved in resolving the issue with large vehicles getting stuck at Sargent Way and the bus gate and confirmed that he would ensure that correct out of hours contact information is circulated.

West Sussex highways team are currently reviewing the signage at the new village access point via the swan-neck, particularly with reference to heavy goods vehicles. Concerns were raised by members over speeding issues at this location.

**District Cllrs Louise Potter and Matthew Allen**

Cllr Potter updated that the Lyons Farm application has been refused and the Wellcross Grange application is due for consideration shortly.

The initial surfacing works at Sargent Way have commenced – the contract for the works was signed and the works are expected to take around 6 months to complete.

The issue with turning into Carter Way from Old Wickhurst Lane continues – CPPLC have confirmed that they will install temporary bollards – this is expected this week.

The neighbourhood centre is now partially open. The fit out of the Coop is expected to start this week.

An on site meeting is being arranged with WSCC highways to attempt to resolve the issues relating to the bus lane.

Cllr Allen updated members on the financial implications facing Horsham District Council due to a higher spend on benefit payments and loss of income due to Covid19, leading to some difficult decisions with service provision.

## **127/20 HIGHWAYS AND FOOTPATHS**

### **UPDATE FROM STEPHEN REED WSCC**

Stephen Reed joined the meeting representing Mike Thomas and Henry Moyo from West Sussex County Council Highways.

An update was given on the Broadbridge Heath Major Project – The scheme has been reviewed with a site walk to identify any defect areas. A plan of action will be circulated. The remaining planting will be addressed in the Autumn. All other defect works (such as remedial works, surfacing, faded road markings, uneven footways) will be completed using the WS retention money allocated for such repairs.

Walkers have reinstated the road closure at the Wickhurst roundabout as a short term resolution to the issues at Sargent Way. Due to the closure, large vehicles associated with the fit out works at the Coop were required to travel through the housing development. WSCC are attempting to contact the Coop fit out team to organise access.

Since there is currently no bus service operating this route, it makes sense to place a restriction at this location. A demountable barrier has been suggested – should a similar issue arise, it can be moved if required.

The alternative would be to remove the concrete barrier and rely on signage alone. It was feared this would be abused by drivers.

In the longer term, a possible to look at a TRO restriction. Sat Nav companies have previously been provided with restriction information. Whilst mapping

software can be routinely updated, it has been identified that many HGV drivers use car sat nav systems.

A discussion on suitable short term measures followed.

Stephen Reed will:

- Speak to public transport team regarding use of this route
- Arrange for Jacksons to cut back the hedging to improve visibility at the swan neck
- Discuss the most suitable solution for the bus gate with highways senior officers – with the intention to re-open in a safe manner dependent on how quickly the required signage can be installed and a temporary barrier installed
- Ensure that the signage obscured by plants on the slip road from the A24 is addressed

Members commented on the effectiveness of the Love West Sussex tool for reporting.

Members were invited to send any further comments or responses to Stephen Reed.

#### **128/20 BOLLARDS AT OLD GUILDFORD ROAD**

Members were updated on progress on the proposal to install bollards at the closed section of Old Guildford Road to restrict unauthorised vehicular access. West Sussex County Council have offered 2 concrete bollards for this purpose. The Area Highways Manager Mike Thomas has attended the site and confirmed the location and placing of the bollards.

Having previously obtained quotations from contractors for the installation works, WSCC provided details of the West Sussex Community Volunteers to approach to undertake the works.

WSCC boundaries have been confirmed and Darren (from WSCV) is now awaiting confirmation from utilities before being able to confirm when the works will be able to be carried out.

No charge will be applied for the installation as this is a voluntary organisation. It was **AGREED** to proceed with the installation by WSCV and that the Parish Council makes a donation of £250 to support their work, on completion of the installation.

#### **129/20 PARKING AT ONESTOP**

Concerns have been raised over inconsiderate parking outside the Onestop shop. Cllr Potter has spoken with the manageress of the shop and at present there are no thoughts on a way forward.

Any signage restricting parking would require a re-classification of the parking area.

It was **AGREED** to open a dialogue with WSCC and share concerns with Cllr Mitchell.

**130/20** Members **RESOLVED** to defer item 7.4 and to bring forward items 10 and 11.

**131/20 VILLAGE CENTRE UPDATE**

The Village Centre project is almost complete. The pathway requires a few tweaks. Further to previous considerations, the Village Centre trustees have confirmed that they are able to make the contribution of £8k once the pathway works have been invoiced.

To date £744k has been spent, of which £577k is from S106 funds and just under £150k from the public works loan.

The Chairman thanked the Responsible Financial Officer for her continued work on the project.

**132/20 PAYMENTS LISTS**

Members **AGREED** to ratify the remotely approved June and July payments lists.

Payee Name	Transaction Detail	Amount Paid
Mrs Lucinda Edwards	Salary and Expenses	
Mr John Pilkington	Salary and Expenses	
Ms Jo Ball	Salary	
HMRC	PAYE and NI	£363.75
West Sussex LGPS	Pensions	£507.78
4Sight Vision	Grant	£200.00
RICHARD ATKINSON ARCHITECT	RICHARD ATKINSON ARCHITECT	£3,525.65
BAQUS	Inv 32736	£1,080.00
UPRISE CONSTRUCTION LTD	Inv 20/254	£44,946.68
Easy Clean Services	Easy Clean Services	£3,005.27
GRASSTEX Ltd	inv 3542	£1,078.80
<b>July Payments</b>		
Payee Name	Transaction Detail	Amount Paid
Mrs Lucinda Edwards	Salary and expenses	
Ms Jo Ball	Salary and expenses	
Mr John Pilkington	Salary and Expenses	
GRASSTEX Ltd	Grass Cutting inv 3600	£1,161.60
GRASSTEX Ltd	Landscape maintenance inv 3589	£630.00
Horsham District Council	Refuse Collection	£12.10
Horsham District Council	Refuse collection	£179.14
Easy Clean Services	Window Cleaning - bus shelters	£60.00
HMRC	PAYE and NI	£404.75
West Sussex LGPS	Pension	£504.09
BEL SIGNS	Correx signs	£90.00
BARNSFOLD NURSERIES	Hanging Baskets	£587.40
AGE UK HORSHAM	Age UK Apr to June	£2,957.75
Mr John Pilkington	Expenses	£21.25
	<b>Total Payments</b>	<b>£66,275.48</b>

**133/20 INTERNAL AUDIT REPORT**

The RFO confirmed that the 2 points highlighted on the circulated audit report have been resolved and the audit is now ready to be submitted.  
The Chair of the Finance Committee commended the RFO on a very good report. Members **AGREED** to accept the report.

**134/20 YEAR END REPORTS**

The year end reports have been circulated to all members. The RFO advised that the accounts are now done on an income and expenditure basis. The Chair of the Finance Committee is happy with the reports. Members **NOTED** the update.

**135/20 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20 ANNUAL GOVERNANCE STATEMENT**

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

**136/20 ACCOUNTING STATEMENT**

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

**137/20 THE PERIOD OF ELECTORS RIGHTS**

The period of electors rights of 22.07.20 – 02.09.20 was **AGREED** by the Council.

**138/20 PLANNING APPLICATIONS RECEIVED BY BROADBRIDGE HEATH PARISH COUNCIL IN JUNE 2020**

Application	Address	Details	Comments
DC/20/1208	17 Findon Way	Fell 1 x Scots Pine.	The tree is actually at 115 Corsletts Avenue. The plan is poor Insufficient evidence that felling is required.
DC/20/1266	Anova House, Wickhurst Lane	Replacement of materials to all windows and doors. Regrading of ground levels to provide level access	No comments

DC/19/1723	Land at Lyons Farm		This was refused at Committee.
DC/20/0806	98 Billingshurst Road	Erection of a two storey side extension and installation of two dormers to front elevation	Notification of Amendment. No change to previous comments.

**139/20 4 THE YOUTH CONTRACT**

It was **AGREED** to proceed with signing the contract on correction of the date error.

**140/20 GRANT APPLICATIONS**

It was **AGREED** to award a grant to the Junior Football Club for £900 for 2020/21 for the appointment of a contractor to carry out annual works on the pitches.  
It was **AGREED** for the Clerk to check that the Football Club have requested approval for these works to be undertaken.

**141/20** It was **AGREED** to award a grant to the West Sussex Mediation Service for £200 for 2020/21.

**142/20 MEMORIAL TREE**

Members were advised that a resident has contacted the Parish Council to request to plant a memorial tree at Charrington Way Recreation Ground.  
Members of the Parish Council **AGREED** to the proposal in principal and to delegate this to the Recreation Committee.

**143/20 TRAINING SESSIONS IN OPEN SPACES**

Members were updated on communications from personal trainers requesting to use Open spaces to hold fitness and coaching sessions.  
Members discussed the use of open spaces and it was agreed that, as the spaces are used by all members of the community, offering the use of the space to commercial enterprise could restrict its use for other residents, particularly at this time of advised social distancing. Members therefore **AGREED** that this was not something that would be approved at this time.

It was **AGREED** to delegate this to the Recreation committee for further review.

**144/20 WICKHURST GREEN AND SOLOMON'S SEAL**

It was **AGREED** to schedule an Extraordinary Parish Council meeting over the Summer, should the need arise with any significant progress with the acquisition of the

Parish Office or parcels of land.

**145/20 LEGAL FEES**

Members were presented with costings from 3 legal firms for the fees involved with the forthcoming transfers of open spaces.  
It was **AGREED** to appoint Hampshire Legal Services on the basis of requesting a Capped fee per transfer.

**146/20 GDPR**

GDPR Info have advised that our subscription ended in September 2019. Members recalled previously approving the continuation of the subscription.  
It was **AGREED** for the Clerk to investigate and, if required to proceed with the renewal of the subscription at a cost of £350.

**147/20 COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

It was **RESOLVED** to elect members as follows:  
Horsham Association of Local Councils (HALC) – Terry Oliver and Geoff Clark

**148/20** All council decisions reached using the delegation process to date were ratified by members.

**149/20 TRAILER**

It was **AGREED** to proceed with the quote from Cllr Paul Wales for the previously approved supply and installation of a tow bar on the Environment Officer's vehicle, at a cost of £250.  
Cllr Hayles advised members that she has a redundant trailer to offer to the Parish Council if it meets the required purpose. It was **AGREED** for the Clerk to pursue this option before purchasing a new trailer.  
It was **AGREED** for the Clerk to ensure there are no insurance implications.

**150/20 SOCIAL MEDIA**

It was **AGREED** for the Clerk to share the CPPLC roads update when received.

**151/20 PERSONNEL MATTERS**

It was **AGREED** to defer items 22.1 and 22.3.  
The Clerk updated members on the progress of the recruitment for an Assistant Clerk.



**152/20 MEETING DATES**

It was proposed by the Clerk to resume the schedule for committee and full parish council meetings from September, using the zoom platform until agreed otherwise.

The below meeting dates were agreed:

7<sup>th</sup> September 2020 - Parish Council Meeting

14<sup>th</sup> September 2020 – Personnel Committee Meeting

21<sup>st</sup> September 2020 – Recreation Committee Meeting

Meeting ended at 22.16