



Broadbridge Heath Parish Council

**Supporting Documents for Parish Council Meeting
Monday 26th July 2021
7.30pm**

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Title: AGENDA AND MINUTES

Agenda Item: 5

Agenda for this meeting can be found here:

[111111-Agenda Full Council 2021-07-26.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Minutes for approval are available on website using the below link:

[111108-draft Minutes Full Council ANNUAL Meeting 2021-05-04.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Title: COUNCILLOR VACANCIES

Agenda Item: 6

You are asked to: Note the below information.

Following the resignations of Cllr Ian Blunne, Cllr Emily McGowan and Cllr Paul Wales, there are currently 3 Councillor Vacancies.

- The 3 vacancies were the subject of a public notice and less than 10 registered electors requested an election by the deadline date specified by the District Returning Officer, thereby permitting the Parish Council the power to co-opt to fill these casual vacancies.
- The vacancies were subsequently advertised on social media and Parish Council noticeboard, seeking expressions of interest from anyone eligible to stand as a Parish Councillor, by specified dates.
- In total, 3 completed applications, each confirming eligibility, have been returned to the Clerk and these have been circulated to members for review.
- The 3 candidates have been invited to attend the meeting.

You are asked to:

Note the information in the report and recommendations for discussion and decision at the meeting.

A. Information

Please see the below summary following the meeting held on 19th July between Countryside Properties, officers at Horsham District Council and the Parish Council, including a list of items the Parish Council need to agree or otherwise to enable issuing of final certificates to initiate the transfers.

B. Update from meeting on 19th July 2021

CPPLC have confirmed authority to add £20,000 to the transfer of the play areas to cover final snagging. Areas identified for the spend:

1. All play area ROSPA snagging including play matting and bund
2. Planting of 2x tree in SL1 to replace those removed last winter (at BBH PC discretion)
3. Replacement of up to 5x Birches that have died in SL9 play area
4. Final grass cut and tidy of allotments ahead of occupancy.

BBHPC was tasked with obtaining indicative costings for the above works to ensure the fund is sufficient (See C – Appraisal)

Specific items outstanding and actions required:

1. Allotments: CPPLC to
 - a. provide latest red line plan
 - b. instruct Walkers to cut the grass and generally tidy the site- expected to be carried out within 2 weeks
 - c. confirm when work to start
 - d. confirm BBH PC can use part of the £20k to give a final cut to the allotments ahead of completion of transfer.
2. SL8: BBH PC to confirm SL8 bund free from the metal bar and rubble reported earlier this year – This has been inspected and there is no visible issue.
3. Basins: CPPLC to instruct Walkers to carry out the basin report work with exception of applying mesh to the fencing. To be carried out within 2 weeks.
4. Play areas: CPPLC to continue to press Russell Play to undertake ROSPA snagging. BBH PC to obtain quotes for the full ROSPA snagging list, including the grass matting and bund (*Please see Appendix 1 for photos).
5. SL6: no progress on transfer can take place until EA do further reptile pond work in October. No actions required.

HDC are requiring a response to the below items:

1. SL4b: are Parish happy to take transfer of this land, noting there is no specification for it? Land forms part of general open space and subject to wider maintenance sum (This is land running behind the properties on the southern edge of Churchill Way – (*Please see Appendix 2 for the associated red line boundary)
2. Allotments: are Parish happy the allotments are in suitable condition to accept, based on Walkers to carry out a grass cut and de-weed, and BBH PC being able to use part of the £20k for a final grass cut ahead of completion of transfer?
3. Basins and Play Areas: are Parish happy to agree the final condition of these areas is acceptable, based on Walkers having carried out the remedial list for the basins, and the ROSPA snagging is covered by the £20k. *Please note Russell Play have subsequently confirmed they will be escalating the snagging items for completion and thus these have not been added within the appraisal costings.*

C. APPRAISAL OF REQUIRED EXPENDITURE WITHIN ADDITIONAL FUND

LAND PARCEL	NAME	REQUIREMENT	INDICATIVE COST (received from one contractor per job for purposes of cost evaluation)
SL9	Leapfrog Play Area	5 x Silver Birch trees replacement	Trees – £1,800 Delivery – £90 Planting and materials – quote awaited
SL6	Allotments	Weeds removal and full rotivation of all plots to remove debris and vegetation; cut to borders.	£3,000
SL5	Giggles Play Area	Increase bund around carousel to enclose woodchip area fully	£1,330
SL5	Giggles Play Area (see appendix 1)	Option 1: Replace grass mats under 4 x swing-based items of equipment with rubber mulch surfacing Option 2: (contractor recommendation) Replace grass mats under 3 items with rubber mulch surfacing (with a view to topping up soil and re-seeding under multi tyre swing if required in the Autumn estimated at £700) Option 3: Remove grass matting, lay turf and replace grass matting under 3 items (per above) and re-seeding under multi tyre swing if required in the Autumn estimated at £700)	£11,970 £5,685 + £700 £3,500 + £700
		Total	Option 1 - £18,190 Option 2 – £12,605 Option 3 – £10,420
		Contingency buffer - Based on highest cost option at SL5 • To cover Tree planting at SL9 (quote not yet obtained)	£1,810
		Additional consideration	Potential to use wider maintenance commuted sums if required.

D. RECOMMENDATIONS:

See appendix 3 for key to open spaces for reference.

1. **To confirm approval of the transfer of SL4B**, noting there is no specification for it and that the land forms part of general open space and is therefore subject to the wider maintenance sum
2. **Allotments (SL6): To agree to accept the current condition of the allotments**, based on Walkers carrying out a grass cut and de-weed, and confirmation of BBHPC being able to use part of the £20k for remedials (per appraisal) ahead of completion of transfer.
3. **Attenuation Basins** – to note that HDC will issue certificates on confirmation that the remedial works have been complete by Walkers (with exception of applying mesh to the fencing) as identified in the report following the survey commissioned by the Parish Council.
4. **Play Areas: To agree the final condition of these areas is acceptable**, based on Russell Play attending to the snagging list, and the works per the appraisal being covered by the £20k.
5. To agree to delegate to the Recreation Committee to consider the optional replacement of the 2 trees in SL1 after transfers are complete.
6. **To agree delegated authority** to the Chairman, Vice Chairman and Clerk for all actions, including the signing of legal documents to progress these transfers as appropriate.

You are asked to review the below proposed amendments to the delegation process. Amendments are indicated in red text.

APPENDIX TO DELEGATION PROCESS

For review in October 2021

*Process of Delegation of Decisions via Consultation for **any periods** of restricted activity due to Covid19, including inability to legally hold meetings remotely.*

Items arising between meetings will be categorised as follows:

1. Items that can be added to the next meeting agenda
2. Non-urgent items requiring decision before next meeting
3. Urgent items
4. Personnel matters

1. Non-urgent decisions:

- a) Clerk sends email consultation document to all members
- b) **Members will have 5 working days to respond.**
- c) Responses collated by Clerk
- d) **Nil response by midnight on the 5th working day will be taken as a decision to abstain.**
- e) **Majority** responses taken as decision and consultation is complete.

Where further consideration is required, the Clerk will progress by either sending an amended consultation, responding to received comments, or by the below process:

1. Collated responses are forwarded to:
 - i) Chairman of the Council (Cllr Oliver)
 - ii) Vice Chair of the Council (Cllr Edwards)
 - iii) Chairs of Committees (Cllr Trangmar, Cllr Clark & Cllr Knight)
2. Whatsapp message to above group to advise of email
3. Approval sought from members in priority as below, dependent on Councillor availability/response:
 - a. 1st line approval Chair and Vice Chair
 - b. 2nd line approval Chair and Committee Chair
 - c. 3rd line approval Vice Chair and Committee Chair
 - d. 4th line approval 2 Committee Chairs

2. Urgent Decisions:

- a) Clerk to **circulate consultation** to Chair/Vice Chair and Chairs of Committees
- b) Whatsapp message to be sent to above group to advise email has been circulated
- c) Decisions on approval of 2 of the above members.

3. Personnel Decisions:

Any such matters for consideration by the Personnel Committee will be sent via consultation to committee members, within the scope of the Committee's Terms of Reference. Majority responses taken as decision.

Title:

APPENDIX 1 – SL5 GRASS MATTING AREA PHOTOS

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Junior Swing, Toddler Swing and Basket Swing – recommend replace matting with rubber mulch





Multi tyre swing – consider replacement of matting with rubber mulch, or re-seeding in Autumn as grass has established better than other areas.

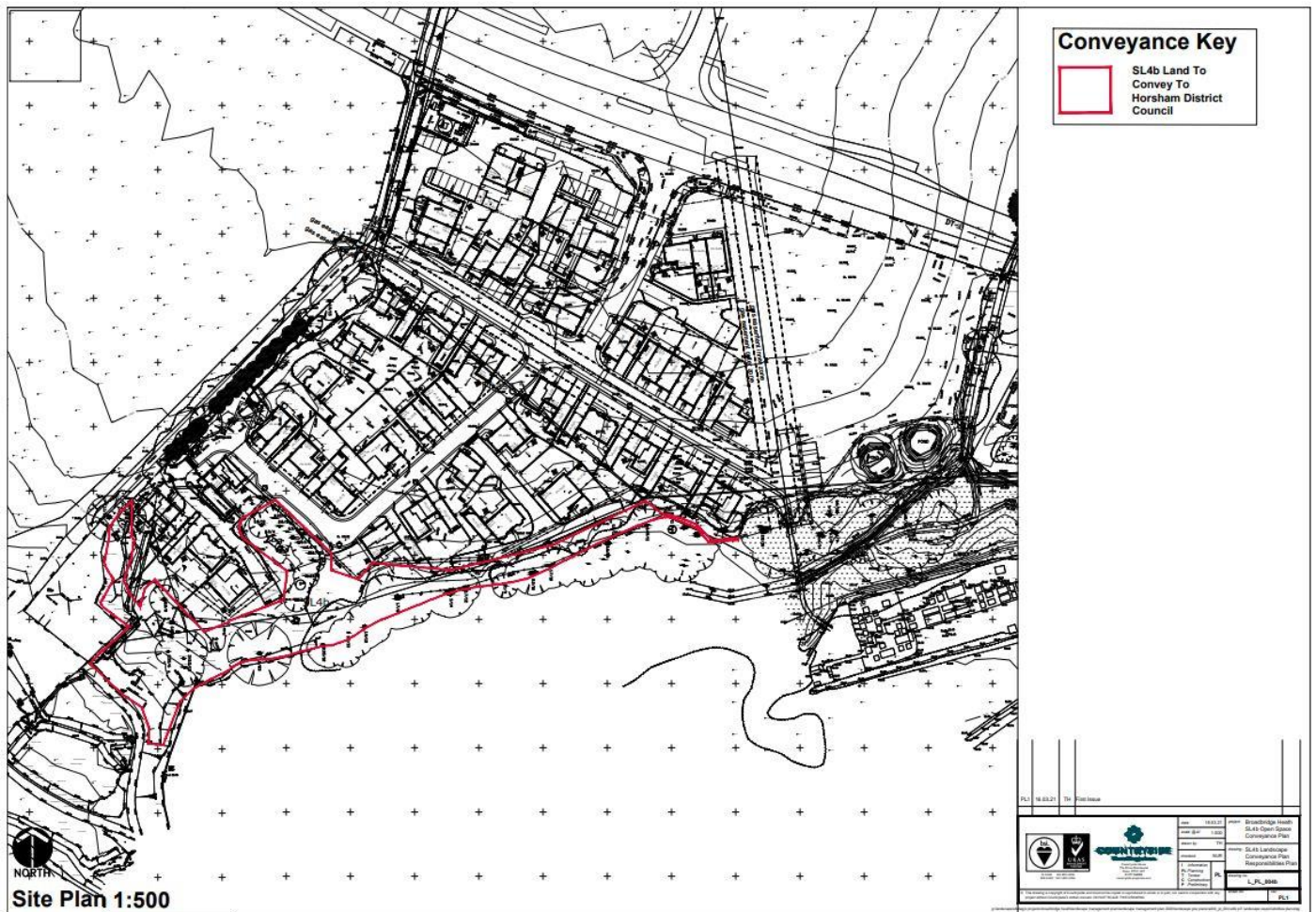


Carousel - Recommended to enclose the woodchip area completely by completing the circular bund, seeding the matted areas and topping up the woodchip.

Title:

APPENDIX 2 – RED LINE BOUNDARY AT SL4B

Agenda Item: 7



Agenda Item: 7

Please note the dotted lines provide indicative areas only and should not be assumed as the transfer boundaries. Full red line boundaries will be issued at authorisation of each parcel transfer.

