



Broadbridge Heath Parish Council

**Supporting Documents for Parish Council Meeting
Monday 4th October 2021
7.30pm**

Index

Page	3	Item 5 - Meeting Agenda and Minutes Links
Page	4	Item 8 – Clerk update
Page	5	Item 9 – Highways – A264 letter to SSRP
Page	6	Item 10 - Planning Applications received in September 2021
Page	7	Item 11.1 - October Payments List for ratification
		Item 12 – Parish Council Insurance renewal
Page	8	Item 14.1 – Adoption of SL4B
Page	9	Item 14.2 – Adoption of Wickhurst Green Parcels – Update
Page	10	Item 14.4 – Update on Weston Avenue Allotments
Page	11	Item 15 – IT support and devices
Page	12	Item 17.2 – Delegated Decisions for Ratification
		Item 18 – Policy Review

Title:

AGENDA AND MINUTES

Agenda Item: 5

Agenda for this meeting can be found here:

[111113-Agenda_Full_Council_2021-10-04.pdf \(broadbridgeheath-pc.gov.uk\)](#)

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

[111112-Draft_Minutes_Full_Council_2021-09-13.pdf \(broadbridgeheath-pc.gov.uk\)](#)

You are asked to: Note the below information.

1. *Shaylers funfair arrived to set up as planned. Report written prior to weekend - verbal update to follow*
2. *Following IT migration a report of additional considerations has been put together*
3. *Staff Strategy – following a very positive informal ‘Staff Strategy Forum’ held on Monday 27th September, a proposal is being prepared ahead of the Personnel Committee meeting on 11th October.*
4. *Hampshire Legal Services have drafted an updated Cricket Club lease which will be circulated to the Recreation Committee for review.*
5. *All previously adopted policies have now been added to the website and a log of policies has been created to identify those requiring review/update.*
6. *Lights at Farthings Hill issue has been resolved*
7. *VC trustees have been contacted in relation to the final payments and this will be discussed at their next meeting during October.*
8. *The external audit report has been received and the notice of completion of audit has been published by the deadline of 30th September.*
9. *The application for a memorial bench has been withdrawn.*
10. *The proposed meeting with WSCC Highways in relation to the TRO and bus-gate has been scheduled for Tuesday 5th October. Members will be updated on the discussion and outcome. Clerk will verbally request formal update statement as agreed at September PC meeting.*
11. *Further correspondence was received from Field Place in relation to the Bellway allotments and this has been forwarded to HDC.*

You are asked to:

- Note the below letter content as approved by the Chairman and issued as a joint communique on 29th September 2021. This has been published to the parish council website and shared to facebook page.
-

Dear Sussex Safer Roads Partnership,

We are writing as the representatives of all three levels of Local Government in Broadbridge Heath.

We have significant concerns about speeding on the A264 between the A24 High Wood Hill Interchange and the Newbridge Nurseries Roundabout. This stretch of the A264 divides the Wickhurst Green neighbourhood where many residents have written to us regarding their concerns about this road.

Since the effective closure of the previous bypass, the volume of vehicles using the A264 has picked up, and with it an increase in the number of users breaking the law by speeding. Residents' concerns are higher in the Southern section of the village where they feel isolated and unsafe using the pedestrian crossing.

This area is made up of a range of people including young families and the elderly. The pedestrian crossing approximately halfway down the road is used frequently not only by residents, but also by visitors to Newbridge Nurseries.

In Broadbridge Heath we have a community speed watch group who have visited this road several times, but this group cannot be in the area enough to effectively reduce speeds, nor can they operate at times of the day where speeding is most extreme, such as in the late evening.

Therefore, we would like to work with the SSRP to find solutions that reduce speeds on this road permanently and make Broadbridge Heath a safer place to live.

We look forward to hearing from you.

Kind regards,

Cllr Matt Allen – Horsham District Councillor for Broadbridge Heath

Cllr Louise Potter – Horsham District Councillor for Broadbridge Heath

Cllr Christian Mitchell – West Sussex County Councillor for Broadbridge Division

Cllr Terry Oliver – Chairman, Broadbridge Heath Parish Council

Application	Address	Details	Committee Comments (not submitted)
DC/21/2052	59 Billingshurst Road	Single storey rear extension	No objections to this application, provided there are no material objections from the owners of the adjoining and adjacent properties.
DC/21/2467	9 Hares Hill Close	Notification of appeal	
DC/21/1814	Unit 2 Broadbridge Heath Retail Park	Erection of a rear extension of existing retail unit and associated works	This proposed development does not appear to present a problem. However it may depend on the eventual user of the retail unit (assuming this changes from the current retailer) IF for example it becomes a food, or food retail outlet, which may have a marked effect on vehicle movements both to, from and within the site. Such a change may have a material effect on the nature and use of the Retail Park, which should be highlighted.
DC/21/1885	Parcel at 514803 130705 Carter Drive	Surgery to 2 x Oaks Land	no objections to this application, provided works are carried out in accordance with the Permission (if granted) and by a qualified contractor.
DC/21/1925	98 Billingshurst Road	Surgery to x1 Horse Chestnut	Despite being unable to view the attached plan with this application (the application form is viewable), no objections, provided that works done in accordance with any permission are carried out in accordance with the permission and by a qualified contractor.
DC/21/1235 EN/20/0304	Field Place Estate	Alterations to access track and access onto Old Guildford Road (west); creation of hard-standings; excavation of lake; formation of banked means of livestock containment to south and eastern boundaries; and importation and deposit of soil and chalk	

Title: OCTOBER PAYMENTS LIST FOR RATIFICATION

Agenda Item: 11.1

PAYMENTS LIST 01.10.2021

Reference	Payee Name	Transaction Detail	Amount Paid
OP694	St Johns Community Hall	Hall hire Qtr 2 257/2021	£50.00
OP695	DM Services	Duck Sign install 019316	£40.00
OP696	NETCOM IT SOLUTIONS	Sharepoint migration 19896	£390.00
OP697	NETCOM IT SOLUTIONS	19918	£42.00
OP698	CONNECT COMMUNICATIONS	Month6 voicemail service	£11.99
OP699	BEL SIGNS	DUCK SIGN AND FIXINGS 42931	£175.20
OP700	GRASSTEX Ltd	Grasscutting 4757	£970.80
OP701	Horsham District Council	Refuse Qtr 2 9756825	£179.14
OP702	THE PLAY INSPECTION	Annual Inspections 48881	£444.00
OP703	NETCOM IT SOLUTIONS	IT Support Mth 5 19757	£55.50
OP704	SLCC	Anl Membership OB MEM236201	£166.00
OP705	VIKING	Ink 7526182	£54.58
OP706	Mulberry and co	Budget Training Clk 50323	£42.00
OP707	West Sussex LGPS	Mth 6 Pension Remittance	£768.38
OP708	HMRC	Mth 6 PAYE and NI	£415.48
OP709	Mrs lucinda Edwards	Mth 6 Salary and Expenses	
OP710	Mrs Olivia Buck	Mth 6 Salary and Expenses	
OP711	Horsham District Council	660l Refuse Collection 979676	£62.00
OP712	MOORE STEPHENS	External Audit 2020/21 307989	£720.00
OP713	HALC	HALC annual subscription 21/22	£15.00

Title: INSURANCE RENEWAL

Agenda Item: 12

You are asked to:

- Note the below quotes for insurance renewal
- Review the Policy schedule and quote documents circulated to members.

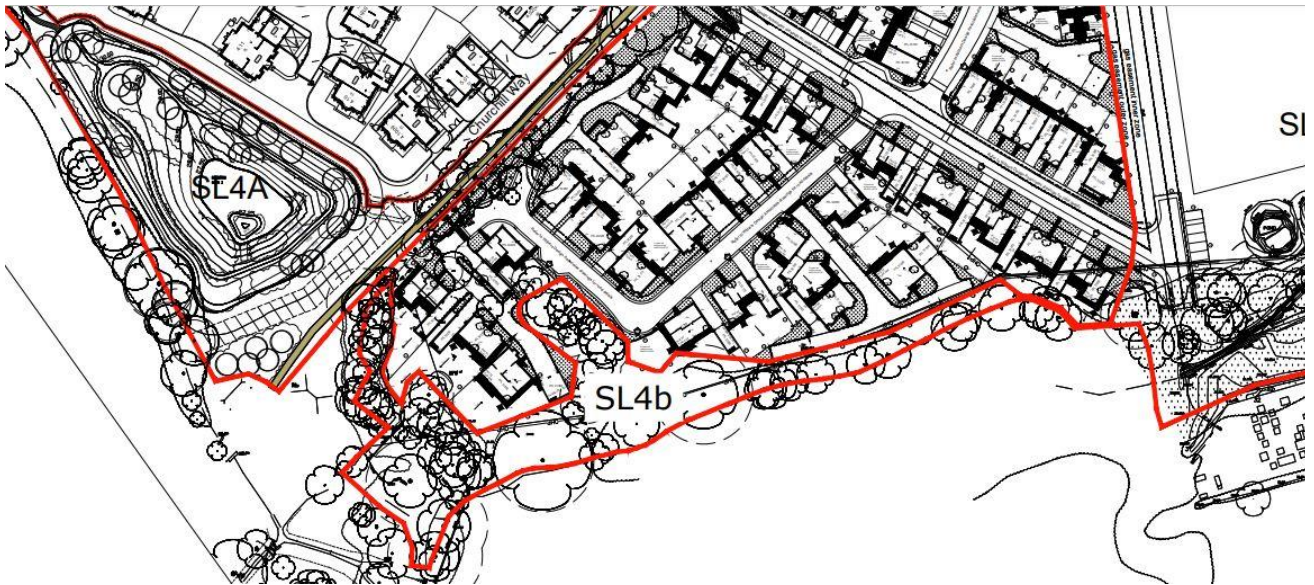
	<u>CURRENT PROVIDER RENEWAL – Quote 1</u>	<u>QUOTE 2</u>	<u>QUOTE 3</u>
Annual Renewal	£1,585.75	£1,235.85	£1,530.99
Longer term agreement – 3 years	<u>Awaited</u>		£1,456.94

Title:

ADOPTION OF PARCEL OF LAND SL4B ON WHG

Agenda Item: 14.1

- SL4B forms part of general open space and subject to wider maintenance sum.
- There is no specification for this parcel and hence completion certificates may be issued as soon as the Parish Council has made a decision to adopt.
- Trees on the site were not included on the CPPLC tree survey (as no specification) and a local tree surgeon has been approached to seek advice on any future maintenance and inspection responsibilities (to be updated at meeting).
- Members previously discussed visiting the site to gain a clearer understanding of the exact location.





PARCEL	DESCRIPTION	CERTIFICATE STATUS	NOTES
SL1	Open space	Issued 06.08.21	2x replacement trees to be planted by BBH PC post-transfer
SL1A	Open space/ Attenuation Basin		Awaiting clearance works by CPPLC and Parish Council commissioned completion report
SL2	Open Space	Issued 06.08.21	
SL2	Attenuation Basin		Wait for Parish report on completed basin work.
SL3	Open space	Issued 06.08.21	
SL4A	Open space and green corridor	Issued 06.08.21	
SL4A	Attenuation Basin		Wait for Parish report on completed basin work
SL4B	Open Space	FINISHED	Await BBHPC agreement to transfer.
SL5	Open space, green corridor and NEAP	Issued 29.09.21	
SL6	Allotments	Issued 10.08.21	Subject to contractor grass cut and tidy, and use of £20k for post transfer works
SL6	Attenuation Basin		Wait for Parish report on completed basin work
SL6	Open Space		TBC once Environment Agency have left site Oct 2021
SL7	Open space and green corridor	Issued 06.08.21	
SL8	Open space	Issued 06.08.21	
SL9	Open space and LEAP	Issued 29.09.21	

Final certificates have been forwarded to solicitors and they are currently reviewing title documentation.

You are asked to note the below updates following the previously circulated snagging list:

1. Should the remedials take a while, the condition of the plots will deteriorate with increased weeds and turf damage etc, so we would require reassurance that Bellway will regularly water/trim the newly laid turf as appropriate up until the transfer date, and dig over the plots immediately prior to transfer (to current or improved standard)-**to be completed again w/c 27 October**
2. There is a missing water point along the northern perimeter-**plumber to install this as a surface mounted (not underground) pipe w/c 27 September**
3. The water points are missing water troughs
4. The paved area surrounding the raised beds has not been pointed and weeds are already growing through. This requires a single weed treatment then pointing- **this will have an application of weed killer w/c 27 September, subject to conditions. This is permeable paving and so does not need pointing up.**
5. The pedestrian gate is in the wrong location, opening onto the side of a plot rather than the grass-seeded 'footpath' per the plan-**Bellway will not move this**
6. ~~A section of the fencing has been cut and rolled back—requiring repair~~-**complete**
7. ~~There is a small missing section of fencing adjacent to the vehicular access~~-**complete**
8. The vehicular access is blocked by the adjacent visitor bay and may require some signage to ensure access for deliveries etc-**to be ordered and also some signage to mark the 4 bays as 'allotments' as they have incorrectly been painted with 'V'.**
9. The raised beds require topping to approx. 50mm from the top as have not been sufficiently filled-**to be completed w/c 27 September**
10. ~~There is a section of land to the south of the raised beds (behind the water board area) which could potentially provide 2 additional half size plots (or one full sized), also a smaller section to the north of the raised beds~~-**no requirement to do this as its not on the plan, this will be for the PC to complete after adoption if they so wish.**
11. ~~The seeded 'pathways' do not provide a clear border for the edges of the plots. This may be rectified as the seed takes~~-**no longer an issue**
12. The area surrounding the raised beds has not been landscaped, although as wildflowers have emerged, it may be preferable to leave this as a natural growing area to assist pollination-**this area has unfortunately been cut back, the plan shows allotment shrub mix planting around pumping station and native hedgerow to the perimeter. Bellway suggest they have an alleviation agreed with Planning not to install this, planning disagreed and Bellway have been asked to provide proof this isn't required. Likely to be installed at a later date. Discussion with planning compliance is that this would likely need to be installed to satisfy the biodiversity net gain requirement.**

A site visit is arranged for 4th October (am) with HDC to assess progress on the above issues.

In addition:

1. The Soft Landscape Management and Maintenance Plan together with the Soft Landscape Specification have been received by our solicitor from the developer's solicitors and are available for members to view in the Sharepoint directory - Please note sections 10 and 13 of the Management and Maintenance Plan as following completion of the transfer the Parish Council will be under an obligation to maintain the allotments in accordance with the Maintenance Plan.
2. The updated transfer plan is still awaited from the developer's solicitors which is required for our solicitor to be able to progress this acquisition.

Agenda Item: 15

Information:

Following the successful migration to Office 365 and Sharepoint, several issues have come to light for consideration by Council.

1. Additional backup procedures are recommended

Current provider can supply an online backup of SharePoint areas called Datto backup for Office 365. This is charged at £4.00 ex vat per user per month and is recommended for the current 2 office staff.

2. Current hardware may not be sufficient for required officer activity

Current provider has quoted for replacement laptops with a processor recommended for use based on officer activity at £867.80 plus VAT per device, which includes setup.

3. Some members have expressed a preference for using Outlook rather than the web-based platform
 - a. ***Laptops meeting the needs of Councillors opting to have Office installed have been quoted at £423.80 to include setup. Additional ongoing monthly costs would include £15 for IT support and £11.30 for Microsoft O365 Business Standard licence.***
 - b. ***Current specification laptops have been approved as sufficient for members opting to access email via the web-based platform.***

N.B. Previous approval was given for monthly IT support costs of £122.45, rising to £145.05 from May 2022 when MC licenses renew.

It was agreed to fund additional IT costs incurred from the IT EMR (£2,500), and consider support contract when setting 2022/3 budget.

Recommendations:

1. To proceed with the backup service immediately per the quotation
2. Clerk to gather information from councillors with regards to preference to how to access emails
3. To delegate to Finance and Establishment Committee to consider budgetary requirements for any proposed additional hardware expenditure

Title:

DELEGATED DECISIONS FOR RATIFICATION

Agenda Item: 17.2

Copies of completed consultation reports are available on request from the Clerk.

Consultation No	Detail	Updates	Decision	Status
64	WHG Tree works inspection survey	N/A	APPROVED	COMPLETE
65	Parish Office Furniture Move	N/A	APPROVED	COMPLETE
66	April Hours worked	N/A	APPROVED	COMPLETE
67	Council Connect	COVID19 GROUP	APPROVED	COMPLETE
68	Grant St Johns	N/A	APPROVED	COMPLETE
69	Jnr FC Grant application'	see notes	APPROVED	COMPLETE
70	Flag Flying policy	N/A	APPROVED	COMPLETE
71	May Hours worked	N/A	APPROVED	COMPLETE
72	Use of Open Spaces	N/A	APPROVED	COMPLETE
72a	use of Open Spaces - standard response	N/A	APPROVED	COMPLETE
73	IT Support contract and setup	N/A	APPROVED	COMPLETE
74	Bulb Planting	N/A	APPROVED	COMPLETE
75	Bypass low fence	Proposal on hold	APPROVED	COMPLETE
76	Operation Bridge	Policy amended	APPROVED	COMPLETE
76a	Operation Bridge v2	Policy approved	APPROVED	COMPLETE
78	Memorial Policy - principal	N/A	APPROVED	COMPLETE
78a	Memorial Policy - detail	N/A	progressed	COMPLETE
78b	Memorial policy - further details	N/A	progressed	COMPLETE
78c	Memorial Policy - adoption	N/A	APPROVED	COMPLETE
79	June Hours worked	N/A	APPROVED	COMPLETE
80	Interpretation Board	N/A	APPROVED	COMPLETE
81	Land at Solomons Seal	N/A	APPROVED	COMPLETE
83	Grant 4Sight Vision Support	N/A	APPROVED	COMPLETE
84	Code of Conduct	N/A	APPROVED	COMPLETE
85	july staff hours	N/A	APPROVED	COMPLETE
86	Shayler funfair	N/A	APPROVED	COMPLETE
87	August Staff hours	N/A	APPROVED	COMPLETE
88	Daffodil Bulbs	N/A	APPROVED	COMPLETE

Title:

POLICY REVIEW

Agenda Item: 18

Policies for review, with a view to adoption at the meeting, have been shared on the Parish Council Sharepoint drive.