



Broadbridge Heath Parish Council

**Supporting Documents for Parish Council Meeting
Monday 8th November 2021
7.30pm**

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Agenda Item: 5

Agenda for this meeting can be found here:

[111114-Agenda Full Council 2021-11-08.pdf \(broadbridgeheath-pc.gov.uk\)](#)

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

[111113-Draft Minutes Full Council 2021-10-04.pdf \(broadbridgeheath-pc.gov.uk\)](#)

[111129-draft Minutes Personnel 111021.pdf \(broadbridgeheath-pc.gov.uk\)](#)

You are asked to:

- Note the below correspondence – 1-5
 - Note the formal update from Highways
 - Note the information received from WSCC Highways in relation to potential measures
 - Consider any appropriate actions
 - Consider setting up a Working Party for all matters relating to highways
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CORRESPONDENCE RECEIVED:

1. Billingshurst Road - 5TH October 2021

Hello, I live on Billingshurst Road, myself along with other neighbours are becoming very concerned about the increase in traffic on Billingshurst Road and particularly speeding traffic. I and plenty of others along this road have had cars damaged by people speeding, I'm woken up regularly early in the mornings by the sound of cars speeding down the road, also by people beeping horns as they try squeeze between cars. Is it possible to petition the council to have speed bumps installed? I think the road itself could do with resurfacing in doing. Installing speed bumps will deter people from using it as a rat run through the village and make the main road a lot safer for everyone. I look forward to hearing back from you. Thanks

2. HGVs Sargent Way – 5th October 2021

I am writing to express my increasing frustration and extreme disappointment with the apparent lack of urgency that our local authorities (BBHPC, HDC and WSCC) seem to be showing with regard to the ongoing traffic situation within Wickhurst Green, especially the HGV traffic on Sargent Way. As you are no doubt fully aware there are plans in place to install cameras at the bus gate which will, inevitably, drive even more traffic through the estate.

I understand that a TRO is to be introduced at the same time. Will this solve the problem? No, it won't. At present many HGV drivers seem unable to take note of the existing 'Unsuitable for HGV' signs. Furthermore, it is not helped by Google Maps still showing that C622/Sargent Way is an acceptable route through Broadbridge Heath! Clearly the only way to enforce a TRO is for the police to stop prohibited use. Given that the police are already overstretched I think this will be a very low priority for them.

The only way this is going to be resolved is either for height or width restrictions to be installed at both ends of Sargent Way, or for one end of Sargent Way to be closed to through traffic - most sensibly the end adjacent to Bright Horizons nursery. I appreciate that these options may cause some minor inconvenience to some residents (myself included) but can I ask why these options do not seem to be up for discussion? It is worth noting that one end of Sargent Way was closed off for some considerable time during the various construction phases - people coped perfectly well and there was no issue with unwanted through traffic. So it did work and could be made to work again, if there was the political will to do so.

In closing I ask you to look at the attached photo of the verge opposite our house which, I think, speaks for itself. Someone (I don't know who) went to the trouble of refilling this with soil last week. Within a few days it now looks like this. I have lost count of the number of times this verge has been repaired only to be trashed again. Somebody clearly has money to waste. Moreover, can I ask if you would be happy to see this mess everyday outside your own house?

3. Billingshurst Road - 11th October 2021

We are residents of Broadbridge Heath and reside in Billingshurst road.
I am emailing you as we have the following significant concerns:

1. The severe increase in the amount of traffic on this road caused by vehicles using this as a through-road or shortcut. Not only privately owned vehicles but large delivery vehicles and HGV's using this road has increased to an unpalatable level.

2. The most concerning point is the significant speeds that vehicles are driving along this road. The area in question has a speed limit of 20mph but this is not being adhered to in the slightest. Speeds are significantly in excess of this speed limit and to the point where I believe it is unsafe to even walk along the sidewalk due to the high speeds that these vehicles travel.

I would be very grateful if the above issues can possibly be addressed by possibly only allowing residents to use this road at certain times during the day and this being declared not to be a through-road. The speed issue possibly being addressed by either having "speed bumps" placed strategically along this road or by the use of a fix speed camera to deter these dangerous high speeds vehicles are travelling.

I look forward to hearing from you and thank you for all the great work you and the team are doing for this parish.

4. Parking By the Shell Garage – 29th October 2021

The bus driver of the number 68 bus has asked if there is anything that can be done.

Often the cars park where the request bus stop is and the bus has to stop in the road as it cannot get to the pavement, this causes inconvenience to passengers and of course causes obstruction to other road users.

5. Facebook Message - 2nd November 2021

hello, I read the bit in bbh mag regarding the TRO, no mention of Old Guildford and Billingshurst Roads which is where most speeding happens and where we have absolutely no effective calming measures and where homes are generally just feet from the road. I'd love to know why our safety, health and peace is worth so little compared to our neighbours.

FORMAL UPDATE FROM WSCC HIGHWAYS – 14.10.21

By MIKE THOMAS – Area Highways Manager

We are currently preparing a traffic regulation order (TRO) for two section of Prohibition of HGVs (except for access) at the key decision points on Broad Bridge Road. This will require illuminated signs and also most likely advance warning signs.

We have been engaging with the Coop car park owner but responses have been slow

We do have to undertake a statutory consultation with regards to the TRO and we must consider any objections, which depending on the level would be decided by either the local WSCC Member or the WSCC Cabinet Member for highways and transport, so there is no guarantee this will be approved.

Whilst it is unlikely it should be noted that issues could arise at any point that could halt or delay this as we are creating local by-laws and there is statutory legislation that may or may not be triggered.

We are also planning for the CCTV to go live at the same time as the TRO, which will hopefully be in the early part of 2022.

FURTHER INFORMATION

- It was previously agreed (MINUTE REF 128/21) for the Clerk to investigate whether Parish Councils can make applications for Community Highway Schemes and how they are funded. The below link confirms Parish Councils are eligible to make applications, and contains further information about the schemes:

[Community Highway Scheme \(CHS\) guidance \(westsussex.gov.uk\)](https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/)

- WSCC were approached to advise on potential measures including Community Highways Scheme and Speed Indicator Devices. This was the response received:

With regards to a Community Highway Scheme for traffic calming, I would recommend a bit of a drive around the county or a bit of internal discussion on what the parish council has seen elsewhere that they believe delivers the results they would like in a similar scenario. We do need to remember that this is an A road linking Billingshurst to BBH / Horsham so we cannot be too restrictive. Traffic Calming tends to be an urban feature and these roads are fairly rural.

Requests must be made via:

<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme/>

If you wish speed cushions to be installed the traffic calming regulations suggest features are provided at approximately 100m apart. A system of street lighting is also required for any vertical feature and you should consider the location of these as whilst members of the public may support the idea of traffic calming, this support often disappears when the features are located near to their property, due to the noise and air pollution that can occur each time a speed cushion is driven over. Please see the links below which refer to key legislation that you may wish to review before submitting any Community Highway Scheme proposal:

Traffic Calming Regulations:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918429/ltn-1-07_Traffic-calming-guidance.pdf

Road Hump Regulations: <https://www.legislation.gov.uk/ukxi/1996/1483/contents/made>

I have looked at the police's injury accident database and that have been a significant number of incidents, however it will be challenging to identify something that will be effective but not too restrictive. I do think SIDs will be the most effective solution.

- Previously received communication regarding SID's from Highways:

Generally, where there is a system of street lighting, it's relatively straightforward. Approval from SSE is usually a formality, and provided the device is positioned at 2.3m or higher, there is generally not an issue with junction site lines etc. On this basis I think locations on Old Guildford Road and Billingshurst Road will be easy to pick. You just need to make a local assessment as to where you feel the problem areas are in terms of speeding, and then pick a lamp column that you think would be an appropriate site.

On Broadbridge Heath Road there is a section in the 30mph zone where there is no street lighting, but in my view there is ample space for a post to be installed, should you wish to do this, or you could use the lamp columns closer to BBH centre.

- A SID is entirely funded and maintained by Parish Councils, with WSCC's only role in the process being to license the new object on the public highway, via what's known as a Section 115 process. A SID unit will cost in the region of £1,500-£2,000

Application	Address	Details	Committee Comments (not submitted unless indicated)
DC/21/1921	Mill Cottage Old Wickhurst Lane	Conversion of loft with increased eaves and ridge height, erection of a two storey side extension and single storey glazed canopy to rear, with associated alterations	No objection to the application, provided it is confirmed that there are no issues of overlooking the nearby properties, or would be overbearing to/for those properties. <i>Submitted 27.10.2021</i>
DC/21/2249	14 Brown Close	Conversion of garage into habitable living space and installation of bi-fold doors	Comments: <ul style="list-style-type: none"> As per DC/21/2093 this is another potential loss of a garage in this development, with more pressure on on-street parking in this vicinity. Although this goes away from the original design statement for the Wickhurst Green development, with no change to the street scene (front elevation) and limited to the rear elevation there is no specific objection, unless there are material objections from the owner of a neighbouring property, e.g. No. 13 Brown Close. <i>Submitted 27.10.2021</i>
DC/21/2093	13 Harding Lane	Conversion of existing garage to create home office and storage room	<ul style="list-style-type: none"> It is noted that this is a retrospective application as the work was completed on 31 July this year. Once again this application involves the loss of a garage, potentially generating more pressure on on-street parking in the vicinity of the property. As other properties in this development have also made, or applied for, similar changes there are no real grounds to object, provided there are no material reasons for objection submitted by owners of neighbouring properties. It is noted that there does not appear to be any change to the street scene (front elevation) and the change from a door to a window in the rear elevation is not detrimental given its location. <i>Submitted 27.10.2021</i>
DC/21/2281	Shelley Arms, 16 Old Guildford Road	Erection of four dwellings with associated parking, amenity space and landscaping and a new parking layout for the public house	<ul style="list-style-type: none"> Noted as re-submission of the previously approved application (DC/18/1895) Objections do still stand, primarily relating to overdevelopment of the site

Title: NOVEMBER PAYMENTS LIST FOR RATIFICATION

Agenda Item: 12.1 – Payments List 01.11.2021

Date Paid	Payee Name	Reference	Transaction Detail	Amount Paid
01/11/2021	St Johns Community Hall	OP714	Hall Hire October 2021	£36.00
01/11/2021	SLCC	OP715	Virtual ConferencebBK203712-1	£120.00
01/11/2021	DM Services	OP716	Duck Bin Lock 019320	£50.00
01/11/2021	AGE UK HORSHAM	OP717	Qtr3 Village Agent 19320	£2,957.75
01/11/2021	AGE UK HORSHAM	OP718	Qtr 2 Village Agent 2690	£2,957.75
01/11/2021	AGE UK HORSHAM	OP719	Qtr1 Village Agent	£2,957.75
01/11/2021	BRAMLEY ASSOCIATES	OP720	Ducky Pond Survey	£545.00
01/11/2021	GRASSTEX Ltd	OP721	Grasscutting Invoice 4840	£2,047.20
01/11/2021	Horsham District Council	OP722	660l refuse 9800077	£49.60
01/11/2021	CONNECT COMMUNICATIONS	OP723	Oct Voicemail 4312-20211018	£11.99
01/11/2021	CAME AND CO INSURANCE	OP724	Annual Insurance 3110203	£1,456.94
01/11/2021	Mulberry and co	OP725	Qtr2 Payroll 18299	£126.00
01/11/2021	NETCOM IT SOLUTIONS	OP726	Hardware 3110203	£2,301.60
01/11/2021	NETCOM IT SOLUTIONS	OP727	Mth7 IT Support	£101.20
01/11/2021	NATIONAL ALLOTMENT SOCIETY	OP728	Annual Renewal S21325	£66.00
01/11/2021	ELITE HORTICULTURAL	OP729	Hanging Baskets Inv: 0785	£1,430.00
01/11/2021	West Sussex LGPS	OP732	Pension Remittance Mth7	£835.49
01/11/2021	HMRC	OP733	Mth 7 NI and PAYE	£503.49
01/11/2021	SURREY HILLS SOLICITORS	OP734	Parish Office Inv 5899	£480.00

Title: FINANCE DOCUMENTS

Agenda Item: 12.2

Finance reports will be circulated to members via the Parish Council Sharepoint drive.

Title: QTR 1 AND QTR 2 VAT RETURN

Agenda Item: 12.3

VAT return document has been shared with members on the Parish Council Sharepoint drive.

Title: INTERNAL AUDITOR ENGAGEMENT LETTER

Agenda Item: 12.4

The letter of engagement has been shared with members on the Parish Council Sharepoint drive.

Title: POLICY REVIEW

Agenda Item: 13

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

Title:

PERSONNEL COMMITTEE TERMS OF REFERENCE

Agenda Item: 14.1

The Draft Terms of Reference, as reviewed by the Personnel Committee on 11th October has been shared on the Parish Council Sharepoint drive.

Title:

ADOPTION OF WICKHURST GREEN PARCELS OF LAND

Agenda Item: 15.1

You are asked to:

- Note the progress status of the parcel of land transfers (map included for reference)

PARCEL	DESCRIPTION	CERTIFICATE STATUS	NOTES	LEGAL STATUS Updated by HLS
SL1	Open space	Issued 06.08.21	2x replacement trees to be planted by BBH PC post-transfer	
SL1A	Open space/ Attenuation Basin	Issued draft 01.11.21	Awaiting clearance works by CPPLC and Parish Council commissioned completion report	
SL2	Open Space	Issued 06.08.21		
SL2	Attenuation Basin	Issued draft 01.11.21	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	Issued draft 01.11.21	Wait for Parish report on completed basin work	
SL5	Open space, green corridor and NEAP	Issued 29.09.21		Transfer plan is awaited; once received title review will be finalised and conveyancing searches will be carried out. Reviewed replies to pre-contract enquiries and raised additional enquiries. Reviewed draft transfer, made amendments and await response from the developer's solicitors; reported to the Parish Council on the key points in the transfer (see notes)
SL6	Allotments	Issued 10.08.21	Subject to contractor grass cut and tidy, and use of £20k for post transfer works	As above.
SL6	Attenuation Basin	Issued draft 01.11.21	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		As above.

From latest email from Hampshire Legal Services:

(HLS) have received replies to standard pre-contract enquiries from the developer's solicitors and the following points arise:

- 1. Water tapping has been provided by Southern Water – I have requested a plan showing the approximate location.**
- 2. A high pressure gas pipe passes under the land and the developer's solicitors indicated that the Parish Council is aware; in the any event I have requested further details.**
- 3. There are plastic surface water attenuation tanks below ground, which appear to affect each of the above parcels; I am requesting further details.**



Title:

WESTON AVENUE ALLOTMENTS ADOPTION

Agenda Item: 14.4

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

Bellway have completed most of the snagging items that they are obligated to, the remaining items are:

1. Signage for parking - remains on the list of outstanding issues across the site.
From Snagging list: 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
 2. Perimeter planting – this will be completed by Bellway, they had a landscaping audit undertaken by the original designers and Bellway have agreed to replace any missing or failed planting.
From snagging list: 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- landscaping audit carried out ACD (Bellway Landscape architects), missing and failed planting to be completed.
- Bellway have committed to planning an 8-week timeline for the site to be fully completed, work on this started on Wednesday 27th October.
 - Planning Compliance are continuing to monitor Bellway with fortnightly site meetings until work is complete.
 - 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.

Title:

ARRIVA BUS SERVICE

Agenda Item: 16.1

You are asked to: Note the below update relating to the replacement of the 63 Arriva Bus service:

- Stagecoach are registered to take over operation of the 63 service with effect from 18th December 2021, the timetable is generally as operates currently with a couple of minor tweaks and if anything a slight improvement.
- As published on Surrey CC's website (excerpt below) it will operate in conjunction with the 53 service and should therefore mean a smooth transition.

Arriva Kent & Surrey Ltd has announced the closure of its bus depot in Guildford from 18 December 2021 and intends to cease operating all of its services in Surrey from that date. Services affected are: A, 3 (Sundays), 18, 28 (one early morning journey), 34, 35, 36/37, 47, 53, 63, 91, 134, 135, 436 and 479.

A previously announced plan for the Arriva business to be purchased by another operator is now unable to proceed. Surrey County Council is very aware that many of our residents rely on these services to get them to work, school, college, shopping, medical appointments, and access to a range of travel requirements.

The County Council is therefore now working closely in partnership with other operators to ensure the continuation of all Arriva's services without interruption and to achieve a positive outcome on behalf of the travelling public.

The new arrangements will appear on the [Forthcoming bus timetable changes](#) page, once they are finalised. The new timetables will be added as soon as they are available for publication.

Title: RATIFICATION OF DECISIONS USING DELEGATION

Agenda Item: 16.2

You are asked to : Ratify the below decisions reached using delegation process.

Copies of consultations available on request from the Clerk.

CONSULTATION	DATE ISSUED	SUBJECT	DECISION	STATUS	TO BE RATIFIED
89	27/09/2021	Wildflower Areas Maintenance	APPROVED	COMPLETE	08/11/2021
90	29/09/2021	Blue Panels	APPROVED	COMPLETE	08/11/2021
91	29/09/2021	GALA Association Events	progressed	COMPLETE	08/11/2021
91a	11/10/2021	GALA Association Events continued	APPROVED	COMPLETE	08/11/2021
92	05/10/2021	Events - Poppies, Wreath, Xmas etc	APPROVED	COMPLETE	08/11/2021

Title: PERSONNEL UPDATE

Agenda Item: 19

A confidential report has been sent to members.

Title: MEETING DATES

Agenda Item: 20.1

A draft schedule of meeting dates has been shared with members on the Sharepoint drive.