



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **7th February 2022**

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SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 - To approve the minutes from the Parish Council meeting held on Monday 10th January 2022.

[135928-Draft Minutes Full Council 2022-01-10.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 6- To adopt the minutes of the Recreation committee meeting held on 27th April 2021.

[111122-Draft Minutes Recreation Committee Meeting 2021-04-27.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 7 Co-Option - To receive three applications to join the council and agree if appropriate co-option into the current vacancies.

Applications have been circulated to members. There are 3 applicants and 2 current vacancies. The council's adopted co-option policy can be viewed using the link below.

[BBH COUNCIL - Co option Policy adopted May 2021.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 10.1 To review the Recreation Committee Membership.

Cllr Hayles has chosen to step down from the Committee and so the proposed membership for the Committee, to be approved by council is as below:

Cllr Knight (Chair), Cllr Oliver, Cllr Edwards, Cllr Milbank, Cllr Coker, Cllr Chandler, Cllr Lambert.

Item 10.2 To adopt the Terms of Reference for the Recreation Committee

The draft Terms of Reference have been shared to the Sharepoint directory for review and may be found in **APPENDIX 1**.

Item 10.3 To agree Highways Working Party membership.

The Highways Working Party Terms of Reference were approved via consultation using the delegation scheme. Membership details may be found under item 4 of the document. The terms of reference are in the Sharepoint drive for Members' review and may be found in **APPENDIX 2**.

Item 11.1 To receive a recommendation from the Recreation Committee to adopt a Volunteer Policy

The draft policy was reviewed by the Recreation Committee at a meeting held on Monday 31st January and is available in the Sharepoint for review before recommended adoption by council. The document may also be found in **APPENDIX 3**.

Item 11.2 To receive a recommendation from the Recreation Committee to adopt the revised Flag Policy.

The Recreation Committee agreed at their meeting held on Monday 31st January to include the Platinum Jubilee flag into the policy. The policy has been amended and is available in the sharepoint for review prior to adoption by council and may also be found in **APPENDIX 4**.

Item 12.1 To receive an update on submitted responses/consider the Parish Council’s response to Horsham District Council on the following planning applications:

DC/21/2876 - [DC/21/2876 | Erection of 1x 42" LCD media screen and 2x non-illuminated flag pole signs \(Retrospective\). | Tesco Superstore Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LX](#)

DC/22/0120 - [DC/22/0120 | Conversion of existing attached garage to form habitable accommodation with associated external alterations. | 20 Heydon Way Broadbridge Heath Horsham West Sussex RH12 3GN](#)

DC/22/0103 (not on agenda)- [DC/22/0103 | Erection of a single storey front extension. | 7 Corsletts Avenue Broadbridge Heath Horsham West Sussex RH12 3LQ](#)

Item 12.2 Land at Lower Broadbridge Farm – to consider the letter dated 11th January from DMH Stallard regarding the promotion of the site for up to 300 dwellings and to receive a copy of a letter of response from Slinfold Parish Council.

Copies of both documents have been shared with members in the Sharepoint drive.

Item 13.1 Ratification of Payments lists for December 2021, January and February 2022

The list of payments can be found in **APPENDIX 5**.

Item 14. To ratify decisions reached using the council’s scheme of delegation.

The list of approved decisions can be found in **APPENDIX 6**. Copies of all consultations are available from the Clerk.

Item 17. To receive 3 quotes for a tree survey and approve to appoint a contractor for a Spring inspection.

Relevant documents have been shared to the Sharepoint directory for members’ review.

QUOTE 1	QUOTE 2	QUOTE 3
£870.00	£2,450.00	£1,350.00

Item 18. To receive quotes for the 2022/23 grass cutting and grounds maintenance season and approve to appoint a contractor.

Awaiting further quotes. Further update to follow at meeting.

Item 19. To consider and approve if appropriate a grant application from BBH magazine.

A grant application to support the continued production of the BBH Magazine has been received and the application form has been added to the Sharepoint for members’ review.

Item 21. To approve recommendations from the Recreation Committee in relation to proposals for the Platinum Jubilee.

Details of the recommendations for approval can be found in **APPENDIX 7**.

Item 22.1 To receive an update on progress with the facilities setup at the office.

A update and items for approval to be circulated.

Item 22.2 To approve the recommended contractor quotes for submission of an initial S106 application from HDC.

A spreadsheet with a breakdown of the required purchases and proposed suppliers to be circulated. This document will support the S106 application.

23. To review and approve the draft Action Plan.

A copy of the draft Action Plan has been shared to the sharepoint and is also available to view in **APPENDIX 8**.



Broadbridge Heath Parish Council

Recreation and Environment Committee

TERMS OF REFERENCE

This committee, comprising of up to seven councillors will meet four or five times a year. Additional committee meetings to those already scheduled may be held to discuss specific projects or other urgent matters relating to the business of this committee. Additional committee meetings will be called at the discretion of the Chairman, but in consultation with the Clerk.

The Recreation Committee has delegated authority to authorise expenditure of up to £1,000 on recreational and environmental activity on Parish Council owned land (eg play equipment, maintenance of open spaces, trees, gates/fences, ponds etc.).

The Recreation Committee is subject to the governance of Standing Orders and must carry out its business accordingly.

MAIN FUNCTION

- The efficient and effective management of all Parish Council owned and managed open space/recreational/streetscene matters
- To seek high standards of health and safety (through inspections, repair and maintenance) in connection with Parish Council land and any equipment or buildings on it
- To work with the community, sports associations, local authority and contractors in relation to open spaces and facilities set aside for leisure, recreation and amenity
- To approve work required (up to £1,000) with regard to open spaces and review quotes >£1,000 making a recommendation to the Parish Council for approval
- To consider documents relating to open space/recreation/trees to include lease arrangements and make recommendations to Parish Council

OTHER

- Put forward a budget proposal for related expenditure
- To represent the Parish Council at relevant meetings
- To explore sources of fund raising

The Terms of Reference for this committee will be considered annually.



Broadbridge Heath Parish Council

Highways Working Party - Terms of Reference

These Terms of Reference were adopted by Full Council via consultation in January 2022.

1. General

The Highways Working Party is a working party of the Parish Council, appointed to act as requested and where appropriate make recommendations to the Council on Highways matters and work with outside agencies, such as West Sussex County Council Highways, Sussex Police and the Community Speedwatch Team.

2. Review

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. Scope of Activities

- a) The Working Party's prime function is to provide information to and where requested make recommendations on Highways related matters to the Full Council.
- b) Consider and where instructed propose action on matters that are of a general Highways nature.
- c) To review, utilise and report on traffic survey data generated and provided by WSCC Highways (or other recognised sources), along with information obtained from the Community Speedwatch Team, if available.
- d) Consider and formulate a response if appropriate on highways and road transportation consultations.
- e) To research and consider funding opportunities and initiatives for road safety and/or traffic flow measures within the village.
- f) To work with outside agencies, including but not limited to, WSCC Highways, Horsham District Council, the Community Speedwatch Team and Sussex Police to assist in implementing sustainable solutions and strategies that will improve the safety of roads within the village
- g) To consider and make recommendations on behalf of the Council to agencies on highways related issues. Representation may be by way of written response or attendance at meetings.
- h) To take up additional highways related tasks assigned to it by the Council, as appropriate.
- i) No funding to be agreed or monies to be spent or committed without delegated authority or prior Full Council endorsement.

4. Membership

- a) The working party will comprise of a minimum of 4 members, consisting of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership may be reviewed at any time by the Council.
- b) The Working Party must consist of at least 3 Councillors and include a minimum of one representative from the Community Speedwatch Team.
- c) Members of the Working Party acting as a representative of the Party must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. Chair of the Working Party

- a) The working party Chair shall be a Councillor.
- b) Working Party members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the Working Party for the following year.

6. Powers/Authority

The Working Party is established as a Working Party of the Parish Council in accordance with Standing Order 4d. It may inform, advise and make recommendations to the Council but has no delegated powers.

7. Meetings

- a. Working party meetings are not public meetings.
- b. All Members of Council are to be informed of any meetings of the Working Party and are able to attend and ask for any relevant Working Party documentation.
- c. Quorate: Minimum of 2 Councillors at each meeting.

DRAFT VOLUNTEER POLICY – Jan 2022

Policy agreed by Recreation Committee -31st January 2022

To be Adopted by Full Council – 7th February 2022

For review – February 2023.

Aim

BBH Parish Council acknowledges and values the support that Volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by BBHPC.

It will be reviewed annually to ensure it is relevant to the need of BBHPC and its volunteers.

Scope

The policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own will, contribute their time, and skills to the benefit of the community.

Volunteer opportunities will be shared through Parish means, including social media, website, and noticeboard.

Other Volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Parish Council.

Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out at an agreed time and date.

Volunteers are requested to only carry out work authorised by the Parish council and such work must be undertaken in such a manner as to not harm, devalue or contaminate surrounding vegetation, land, or assets.

Volunteers can be expected to be treated with respect, and in accordance with the Equality Act and that personal data provided be used as per our GDPR policy.

Volunteers will be provided with a verbal brief of instructions to carry out the volunteer request.

A Risk Assessment will be carried out to identify any risks that may be carried out and shared prior to volunteering.

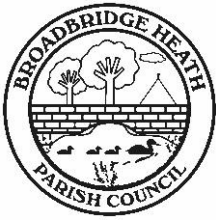
On condition that volunteers are working on behalf of the Parish Council and at their request, they will be insured under the Parish Councils' Public Liability Employers Liability cover. However, the PC does not issue the volunteers' personal possessions against loss or damage.

If equipment is required, the Parish Council will provide this. The Parish Council will not be responsible for individuals own equipment used.

Volunteer Areas to pursue:

- Litter picking
- Top Common Nature Area
- Ducky playpark garden area

- Hedge Maintenance at Charrington Way
- Public Footpath leaving Charrington Way
- Community allotment (future thoughts for discussion)



Broadbridge Heath Parish Council

FLAG FLYING POLICY

Amended Policy agreed by Recreation Committee - January 2022

To be Adopted by Full Council – February 2022.

For review - May 2023

- Broadbridge Heath Parish Council has a Flagpole situated on the site of the War Memorial.
- Flags are traditionally flown by the Parish Council for a variety of reasons: to show allegiance, support, respect or to celebrate. The Parish Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

Although the Parish Council is free to fly the Union Flag at its discretion, it will as far as is appropriate follow national guidance.

From June 2021, Government guidance suggests the Union Flag should be flown every day except on certain occasions when other flags may wish to be flown, including local flags and other flags which may promote civic pride. Deemed consent will be granted for NHS flags, allowing them to be flown alongside the Union flag without the need for planning permission.

The Union Flag

The Parish Council intend to always fly the Union Flag unless when other flags are flown, at the discretion and or agreement of the Parish Council/Clerk, in accordance with guidance from the Department for Culture, Media and Sport.

Other Flags

The Sussex Flag will be flown on Sussex Day annually, and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman.

The "Thank You" Flag will be flown on the NHS, Social Care and Workers Day and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman. (dates may vary each year).

On St George's Day, 23rd April, the Flag of St George will be flown.

The Armed Forces flag will be flown on Armed Forces Day annually (last Saturday in June, celebrations normally commence the previous Monday when the flag is raised), and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman.

The Platinum Jubilee Flag will be flown to mark the celebrations of the Queen's Platinum Jubilee for a 2 week period surrounding the four day bank holiday weekend in June 2022, and for any additional period at the discretion of the Clerk/Chairman.

When and how should flags be flown at half-mast?

When flags are to be flown at half-mast, they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag, it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions and at the discretion of the Clerk/Chairman:

- From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up.
- In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case.
- The funerals of foreign rulers, subject to special commands from Her Majesty in each case.
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case.
- The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command.

Agenda Item 13.1 Payments List for December, January and February.

Date:	03/02/2022		Broadbridge Heath Parish Council	
			Current Bank A/c	
	List of Payments made between 30/11/2021 and 03/02/2022			
Date Paid	Payee Name	Reference	Transaction Detail	Amount Paid
01/12/2021	DM Services	OP737	Bench base fixing CW 19329	£750.00
01/12/2021	NETCOM IT SOLUTIONS	OP738	October IT support 20151	£143.22
01/12/2021	HR Services partnership	OP739	HR Support 13705	£25.50
01/12/2021	SURREY HILLS SOLICITORS	OP740	Parish Office 6014	£616.00
01/12/2021	Horsham District Council	OP741	Refuse 6601 Oct 20011814	£49.60
01/12/2021	The Royal British Legion	OP742	Poppy Wreath	£18.50
01/12/2021	GRASSTEX Ltd	OP743	Grasscutting 4900	£2,563.20
01/12/2021	VISION ICT	OP745	Domain .gov.uk 13883	£78.00
01/12/2021	ADVANCED SCAPE	OP746	Picnic table CW 5853	£479.00
01/12/2021	NETCOM IT SOLUTIONS	OP747	Support 19895	£78.00
01/12/2021	Mrs lucinda Edwards	OP748	Salary and Expenses Mth8	
01/12/2021	Mrs Olivia Buck	OP749	Salary and Expenses Mth8	
01/12/2021	West Sussex LGPS	OP750	Pension Remittance Mth8	£1,620.35
01/12/2021	HMRC	OP751	PAYE and NI Mth8	£1,701.66
01/12/2021	VISION ICT	OP744	Webhosting 2022 Inv13878	£168.00
01/01/2022	VIKING	OP752	Invoice 8043691	£43.87
01/01/2022	NETCOM IT SOLUTIONS	OP753	M9 IT Support 20335	£147.24
01/01/2022	Horsham District Council	OP754	Inv 20028636	£179.14
01/01/2022	GRASSTEX Ltd	OP755	Inv 4980	£685.80
01/01/2022	GRASSTEX Ltd	OP756	Invoice 4897	£1,134.00
01/01/2022	Horsham District Council	OP757	Inv 20041616	£62.00
01/01/2022	Mulberry and co	OP758	Inv 50429	£34.92
01/01/2022	St Johns Community Hall	OP759	BBHPC Hall hire	£108.00
01/01/2022	M and D Services	OP760	Inv 22167	£296.40
01/01/2022	SAFEPLAY PS LTD	OP761	Inv 20044	£240.00
01/01/2022	FRESH-AIR FITNESS	OP762	Inv 21808	£582.50
01/01/2022	Horsham Tree services	OP763	Inv 1884	£108.00
01/01/2022	Mrs lucinda Edwards	OP764	Salary Exp M9	
01/01/2022	Mrs Olivia Buck	OP765	Salary Expenses M9	
01/01/2022	HMRC	OP766	BBHPC M9 TaxNI	£474.85
01/01/2022	West Sussex LGPS	OP767	M9 Pension Remittance BBHPC	£817.52
01/01/2022	EYELEVEL DESIGN	OP768	INV 1984	£1,242.00
20/01/2022	Mrs lucinda Edwards	OP769	Imprest account	£250.00
01/02/2022	SHELLEY SIGNS	OP770	Inv25196	£1,068.00
01/02/2022	Mulberry and co	OP771	Inv 18676	£126.00
01/02/2022	GALLAGHER INSURANCE	OP772	INV 511630449	£781.89
01/02/2022	Horsham District Council	OP773	INV 20069235	£49.60
01/02/2022	SAFEIS FIRE SAFETY	OP774	INV 72347	£238.80
01/02/2022	SLCC	OP775	INV 238512-1	£270.00
01/02/2022	AGE UK HORSHAM	OP776	INV 5730	£2,957.75
01/02/2022	SLCC	OP777	INV BK204716-1	£90.00
01/02/2022	SLCC	OP778	INV BK204717-1	£90.00
01/02/2022	ABBAY BOILERS	OP779	INV 60365	£82.46
01/02/2022	NETCOM IT SOLUTIONS	OP780	INV 20613	£147.24
01/02/2022	NETCOM IT SOLUTIONS	OP781	INV20689	£829.44
01/02/2022	Eibe Play Ltd	OP782	INV 30122913	£440.45
01/02/2022	West Sussex LGPS	OP783	M10 BBHPC	£789.26
01/02/2022	HMRC	OP784	M10 NI PAYE	£454.01
01/02/2022	Mrs Olivia Buck	OP785	Salary & Expenses M10	
01/02/2022	Mrs lucinda Edwards	OP786	Salary & Expenses M10	
01/02/2022	4 THE YOUTH	OP787	Terms 1-3 1082	£7,865.97
01/02/2022	VIKING	OP788	Invoice 8303052	£51.26
01/02/2022	VIKING	OP789	Inv 8310988	£250.68
				£41,048.56

Agenda Item 14 – Decisions reached using scheme of delegation

CONSUL	DATE ISSUED	DELEGATION PROCESS	SUBJECT	DECISION	STATUS	CIRCULATED	RATIFIED
93	14/01/2022	FULL COUNCIL	Report 21 - Meeting Minutes Approval - Adopt F&E 26th April	APPROVED	COMPLETE	03/02/2022	07/02/2022
94	14/01/2022	FULL COUNCIL	Report 21 - Finance Committee Terms of Reference	APPROVED	COMPLETE	03/02/2022	07/02/2022
95	14/01/2022	FULL COUNCIL	Report 21 - Highways Working Party Terms of Reference	APPROVED	COMPLETE	03/02/2022	07/02/2022
96	06/12/2021	FULL COUNCIL	Report 21 - Parish Council Action Plan				
97	14/01/2022	FULL COUNCIL	Report 21 - Risk Management Scheme	APPROVED	COMPLETE	03/02/2022	07/02/2022
98	14/01/2022	FULL COUNCIL	Report 21 - Grant and Donations Policy	APPROVED	COMPLETE	03/02/2022	07/02/2022
99	14/01/2022	FULL COUNCIL	Report 21 - Community Engagement Policy	APPROVED	COMPLETE	03/02/2022	07/02/2022
102	06/12/2021	FULL COUNCIL	Report 21A - Confidential Personnel Report - Payscale for new roles	APPROVED	COMPLETE	03/02/2022	07/02/2022
103	06/12/2021	COVID GROUP	November additional hours	APPROVED	COMPLETE	03/02/2022	07/02/2022
104	06/01/2022	COVID GROUP	December additional hours	APPROVED	COMPLETE	03/02/2022	07/02/2022
105	25/01/2022	FULL COUNCIL	Queens Platinum Jubilee Proposals				

Agenda Item 21 – Recommendations from the Recreation Committee relating to the Platinum Jubilee

Further to the circulated consultation (105) and subsequent discussions at the Recreation Meeting held on 31st January 2022, please note the below recommendations as agreed by the Recreation Committee (costing table below):

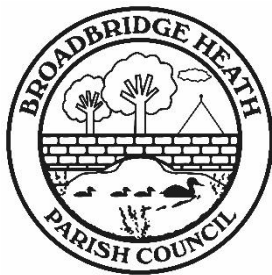
1. To purchase commemorative waving flags to be handed out on the day of the event.
2. To sponsor entertainment or other activity (by way of a grant application by the Gala) for the event.
3. To decorate the office fence-line with national colour bunting that could be used for other events (100M) (see finance below)
4. To purchase a jubilee flag
5. To purchase 2 benches to be located along the shared footpath subject to WSCC Highways approval. Benches would be of the model approved within the Memorial Policy. Benches to be dedicated to the Queen’s Platinum Jubilee, and in commemoration of HRH Prince Phillip.
6. To propose the area outside the east of the Parish Office as a suitable location for the Gala sponsored tree
7. To purchase a plaque for the above tree with the below wording:

“This tree was planted by The Gala Association of Broadbridge Heath in celebration of the Queen’s Platinum Jubilee in 2022” (wording tbc with approval of Chair and Rec Chair)

If the Gala decline this location/decision, the PC to continue and plant a tree at this location from the Queens Green Canopy Initiative.

8. To make contact with the Crochet/Knitting group and propose crochet/knitting workshops to make jubilee decorations for the village, offering to purchase wool etc as required, offering Parish Office as a location for the workshops.

PURCHASE	SUPPLIER	LINK	BUDGET	COST
WAVING FLAGS (500) Fabric and wooden stick	Hampshire Flag	The Queen's Jubilee 2022 (hampshireflag.co.uk)	S'scene	£359.61 ex vat
BUNTING – union Flag 100M PVC	Hampshire Flag	Flag Bunting ; National Flag Bunting, Regional Flag Bunting, Material Flag Bunting (hampshireflag.co.uk)	S'scene	£129.00 ex vat
LARGE FLAG	Hampshire Flag	https://www.hampshireflag.co.uk/dedicated/queens-platinum-jubilee-union-flag.htm?design=	S'scene	£152.96 ex vat
2 X BENCHES (as style agreed in Memorial policy)	Glasdon	Lowther™ recycled plastic and aluminium seat (glasdon.com)	S'scene	£1093.98 ex vat
BENCH PLAQUES X 2	Bel Signs	Approx cost based on previous signs purchased	S'scene	£240.00
TREE PLAQUE	Bel Signs	Approx cost based on previous signs purchased	S'scene	£120.00



Broadbridge Heath Parish Council

DRAFT Action Plan 2021-2023

For review/approval by Council - February 2022.

Review date: May 2022

1. The Intent

The Broadbridge Heath Parish Council Action Plan is a statement of the Parish Council's vision for the parish, its purpose, values, objectives and key actions. The aim of the Action Plan is to give a clear understanding of what Broadbridge Heath Parish Council aims to achieve by the end of its current term (May 2023), also setting out the council's longer term aspirations for consideration and review for the new council thereafter.

The Action Plan will be reviewed annually, and it will be used to measure how well the council does in its planning of its activities and its progress against key actions.

The Action Plan is based on the Council's understanding of our community's needs and will provide a framework for the Parish Council to work within, enabling it to operate in a consistent and co-ordinated way, and to be proactive rather than reactive in its decision-making. At the same time, it will help our local community to have a better understanding of what the Parish Council aims to achieve.

The Action Plan is a statement of intent. However, Broadbridge Heath Parish Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary.

This plan will be available on the website and any comments on the plan will be considered.

2. Statement of Intent

"To improve the sense of community wellbeing, unity, and the quality of life for the residents of Broadbridge Heath by working to achieve a desirable, thriving and sustainable place in which to live"

To achieve this the Council will continue to:

- Put in place initiatives that will not only improve Broadbridge Heath but will encourage a greater sense of community involvement and village unity
- Ensure environmental sustainability is considered when decisions are made
- Work with and support community groups within the village

- Ensure all available s106 funds are spent to the benefit of the community

A visioning session was held to inform this plan, councillors collectively generated the ideas and the initiatives.

The activities, initiatives and goals highlighted in the visioning session have been prioritised into time periods for those deliverable during the term of the current council and visionary future aspirations.

All activities came under the following headings; Village Unity; Environment, Parish Council Office Building; Playparks; Allotments / growing; Nature areas; Street scene and Community groups.

3. Activities

The Parish Council will continue to:

- Put in place initiatives that encourage a sense of community
- Work with other service providers to represent the aspirations of the community
- Provide services that are managed to a good quality standard, in an efficient, responsive and cost-effective way.
- Conduct the business of the Parish Council by means which are transparent, sustainable and sympathetic to the environment.
- Maintain the Continuing Professional Development of Parish Council staff and Parish Councillors following recommended guidelines
- Be a professional, competent and caring Parish Council
- Work with residents, community groups, local authorities and other service providers, businesses and voluntary organisations with the aim of achieving a safe, healthy, prosperous and sustainable community
- Enhance public awareness of our role within the community and maintain consistent communication and engagement
- Recognise the sometimes diverse needs of all members of our community
- Work to enhance the ecology and environment to support nature and wildlife in the area

4. Timeframe

The activities and goals highlighted through the visioning session have been prioritised, however the following projects will be ongoing throughout and beyond the period of the plan:

Ecological projects across the village

- Increase and improve biodiversity (bees / hedgehogs etc)
- Increase wild-flower planting
- Explore the Tree Charter and establish for Broadbridge Heath, increasing the number of trees planted
- Top Common nature project - continue to enhance the area
- Bulb planting – minimum one location per year

- Plant more trees

Community events

- Aim to hold one per year (e.g. storytelling at a playpark)
- Working with community groups, the Shelley School and the Church
- Support Gala Association events
- Events around global / national events such as Earth Day
- Promote and organise community events for the benefit of the residents

Council administration

- Parish Council Meetings and Committees
- Planning applications considered
- Annual review of Policies
- Respond to changes in legislation
- Financial Audits completed on an annual basis as specified by Local Government financial regulations and legislation
- Respond to consultations that directly affect the community of BBH
- Continuation of current council services/activities

Projects for completion before the end of the term of the current council (May 2023)

OPERATIONAL

- Any required recruitment to deliver the plan is in place
- Systems in place to support PC projects, such as PSS Live, Parish Online mapping, Council Connect
- New staff up to speed and contributing to the business plan
- Communications plan/strategy/consultations plan in place

PARISH OFFICE

- Move into office, furnish and establish as primary place of work for staff
- Setup required facilities for management of office
- Office to be open at set times to the public
- Office building community space set up and running

VILLAGE CENTRE

- Re-Development Project complete
- Grounds vehicular access in place, project to achieve this
- Monster park, installed and being used
- Scheme of works for Village Centre grounds improvement agreed and project plan in place to commence works (to include proposed access points, MUGA and seating proposals)

PARCELS OF LAND ACQUISITION

- Legal work to adopt all parcels of land at WHG and Solomon's Seal [working in collaboration with HDC]
- Setup maintenance contracts and resource planning for additional assets from transfers
- Allotments; adoption from Countryside and Bellway (date dependent on developers timeframe), set up and allocation of plots
- Set up Allotments Association and handover management

STREET SCENE

- Triangle area planting / landscaping project works complete
- Hanging baskets throughout the village
- Village Gateways and Entrance Points reviewed and improved
- Underpass art project involving the youth club complete

ECOLOGICAL

- Verges made more bio-diverse by sowing wildflowers
- Plant an orchard, involving local children
- Introduce downloadable local/eco awareness activities for local children via QR codes/website
- Install Interpretation board at Top Common with link to dedicated page on website

FACILITIES ENHANCEMENT

- Ducky pond improvement works
- Tennis Club path extended round Cricket Club field and improvement to Tennis Club parking
- Improvements to Charrington Way play area
- Public recycling bins around the village

EVENTS

- Christmas decorations around the village, including a Christmas Tree and event (e.g. carol singing)
- Bench to commemorate VE Day in place
- Platinum Jubilee Event

Longer Term Visionary objectives:

- Sponsoring competitions/prizes/awards for village fete and local sports clubs, e.g. facilitating a 'growing competition' at the Gala Association village fete and Annual Parish Council Awards for Sports Groups
- Run a keep BBH tidy campaign/promote Adopt a Street Campaign
- Village Centre grounds works complete
- Recognition of BBH history (people who lived here etc)
- May Day celebrations in place
- Water refill stations in the village (possible locations parish office and Village Centre)
- Open space improvements such as Dog Agility and Public Sculptures
- Introduce a community garden
- Set up a volunteer action group - holding events to tidy the village - could be a BBH green gym

- Roundabouts made more bio-diverse / eco-friendly by planting flowers / plants
- Music/theatre events established
- Ensure all S106 funds available have been utilised
- Apply for funding grants available
- Map of local area walks and cycling routes
- Hold an annual community event such as Circus skills workshop, local author story-telling
- Consider the building of an Eco Building in the village for education and environmental development.

Ongoing:

- Office space, including free community space for local (not for profit) organisations, events such as Artist's exhibitions.
- Top Common – continue project and support volunteers work
- Work with community groups, church, and school via partnership forum