



Broadbridge Heath Parish Council

Supporting Document for the **Annual Parish Council Meeting** **3rd October 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 5th September.

[135937-Draft Minutes Full Council 2022-05-09.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 6 - To receive and adopt the minutes from the Personnel Committee Meeting held on Monday 27th June 2022.

[https://www.broadbridgeheathpc.gov.uk/ UserFiles/Files/ Minutes/140509draft Minutes Personnel 27.06.2022.pdf](https://www.broadbridgeheathpc.gov.uk/UserFiles/Files/Minutes/140509draft Minutes Personnel 27.06.2022.pdf)

Item 12 Highways and Footpaths

12.1 Brief following meeting at Chantry Court with Highways Area manager can be found in **APPENDIX 1**

12.2 To agree, if appropriate, the purchase of a SIDS unit, and to agree funding source. To agree associated SSE lamppost applications. See **APPENDIX 2**

Item 13 Planning Applications received by Broadbridge Heath Parish Council in SEPTEMBER 2022

Please see **APPENDIX 3**

Item 14.1 Ratification of Payments lists for October 2022

The list of payments for ratification can be found in **APPENDIX 4.**

Item 14.3 Additional Hours for September

To approve additional hours worked during September as below:

Clerk – 30.5

Deputy Clerk – 10.5

Additional activities include those related to Operation London Bridge; training; anti-social behaviour; strategy planning, meetings.

Item 14.4 The Notice of Conclusion of Audit and signed auditors report have been published to the website and can be found using the link below:

[Accounts - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](#)

Item 15 Community Initiatives

15.1 To receive and consider a proposal to setup a 'Warm Space' for a trial period and to agree associated expenditure. See **APPENDIX 5**

Item 16 Tree Works

To receive quotes and to approve to appoint a contractor to carry out the tree works identified in the Spring survey. See **APPENDIX 6**

Item 17 - Recreation

Please see **APPENDIX 7** for Recreation recommendations.

Item 17.6 – Wildflower Corridors

Please see **APPENDIX 8** for Wildflower recommendations.

Item 18 Civility and Respect

Details of the pledge have been shared with members for consideration. The pledge can be found in **APPENDIX 9**

Item 19 Personnel Committee Recommendations

Recommendations to be circulated as a confidential report: **APPENDIX 10**

Title: APPENDIX 1 – Highways Update

Agenda Item – 12.1

A meeting was held on 20th September with members of the Highways Working Party, Adam Bazley, WSCC Highways Area Manager, and a resident of Broadbridge Park Care home.

The meeting was arranged after the resident had contacted the parish council in relation to the speed and volume of traffic along the Old Guildford Road and associated concerns for the safety of residents, and all pedestrians when crossing the road.

Agreed actions for the Highways Team -

1. Adam will discuss with his team the installation of signage each side of the entrance to Chantry Court/Broadbridge Park
2. Adam will discuss with his team the potential for any TRO or Community Highways Scheme that may be appropriate for this area and feedback to the Parish Council with details of how such a scheme could be implemented/applied for.

The management of Broadbridge Park were also advised of the benefit of arranging for the cutting back of the hedgerow to improve visibility and the purchase of some high visibility jackets as an additional measure to improve safety for residents was suggested.

Title: APPENDIX 2 – Speed Indicator Devices

Agenda Item – 12.2

1. WSCC Highways have agreed for the proposed locations as below as positions for a moveable Speed Indicator Unit
 - The stretch of road from the Shell Garage to the Shelley arms – Old Guildford Road - columns 3 – 9
 - The Skoda garage area – Billingham Road columns 8 - 12
2. WSCC will provide S115 notices which must be displayed at the relevant locations for 28 days, after which formal licenses will be issued. Their involvement is limited to licensing the SID to be on the public highway.
3. Additional permission from SSE to erect the unit on lamp posts is required
4. The applicant/Parish is required to purchase the SID privately
5. Ongoing responsibility of the Parish Council is:
 - a. Re-locating unit as appropriate
 - b. Checking battery as appropriate
 - c. Data analysis
6. 2 quotes have been obtained and full details circulated, for review at the meeting.

Agenda Item – 13

Further to the attendance by Inspired Villages at the Parish Council meeting held on Monday 5th September, a follow up report documenting answers to questions raised, was uploaded to the website:

[135937-Broadbridge Heath - an update to Broadbridge Heath Parish Council.pdf](#)
[\(broadbridgeheath-pc.gov.uk\)](#)

Details of the planning application can be found using the below link:

[DC/22/1503 | Reserved Matters application for the provision of Phase 1 of Land at Wellcross Farm to provide a Continuing Care Retirement Community with 47 units of accommodation \(C2\), communal facilities and new ancillary buildings \(including energy centre, bin store, maintenance store and substation\) with access, infrastructure, open space, landscaping and associated works \(pursuant to condition 5 of outline planning permission DC/19/1897 Outline application for the erection of a continuing care retirement community of up to 141 units of accommodation \(C2 Use\) and community facilities including restaurant, cafe, shop, hairdressers, spa and clinical consultation / treatment suite, with access, infrastructure, open space, landscaping and associated works \(all matters reserved except for access\)\). | Wellcross Farm Five Oaks Road Slinfold West Sussex \(horsham.gov.uk\)](#)

Deadline for submission of response is 4th October 2022

Agenda Item 14.1 Ratification of Payments List for October.

List of Payments made between 29/09/2022 and 01/10/2022				
Date Paid	Payee Name	Reference	Transaction Detail	Amount Paid
29/09/2022	Mrs lucinda Edwards	OP161	M6 Pay and Expenses	
29/09/2022	Mrs Olivia Buck	OP163	M6 Salary and Expenses	
29/09/2022	Mrs Claire Palmer	OP164	M6 Pay and Expenses	
29/09/2022	Mr Terry Oliver	OP165	Chairmans Allowance	£320.00
29/09/2022	HMRC	OP166	M6 NI and PAYE	£752.70
29/09/2022	West Sussex LGPS	OP167	M6 Remittance Pensions	£837.55
29/09/2022	BARNSFOLD NURSERIES	OP168	INV96771	£192.00
29/09/2022	AQUADROP CLEANING	OP169	INV PO Window Cleaning	£60.00
29/09/2022	DM Services	OP170	Inv019377 General	£190.00
29/09/2022	Eibe Play Ltd	OP171	inv90123528 repairs	£342.00
29/09/2022	ERICAS FLORIST	OP172	Inv0922 Wreath	£85.00
29/09/2022	GRASSTEX Ltd	OP173	Inv0522 grasscutting	£344.34
29/09/2022	GRASSTEX Ltd	OP174	Inv0534 Wildflower	£1,422.00
29/09/2022	GRASSTEX Ltd	OP175	Inv0554 Bus shelter works	£154.80
29/09/2022	Horsham District Council	OP176	Inv20688849 Bins	£179.14
29/09/2022	Horsham District Council	OP177	Inv20703228 M5 Refuse PO	£25.60
29/09/2022	ICA Electrical	OP178	InvL228204 fire detector	£390.00
29/09/2022	SGS Surfacing	OP179	Inv0422 CW surface	£2,988.00
29/09/2022	SLN Cleaning Services	OP180	Inv297 M5 Cleaning	£93.60
29/09/2022	SURREY HILLS SOLICITORS	OP181	Inv7358 VC Trust	£132.00
29/09/2022	VIKING	OP182	Inv9276133 Stationery	£128.09
29/09/2022	Horsham District Council	OP183	Inv20671199 M4 Refuse PO	£25.60
29/09/2022	NALC	OP184	Inv4634503469 Training	£103.42
29/09/2022	SLCC	OP185	Inv240681 SLCC membership	£171.00
29/09/2022	JR PRINT	OP186	Inv72293 Pictures	£67.20
29/09/2022	MOORE STEPHENS	OP187	Inv313463 Audit	£480.00
29/09/2022	NETCOM IT SOLUTIONS	OP188	Inv22111	£68.10
29/09/2022	ELITE HORTICULTURAL	OP189	Inv0855 Hanging baskets maint	£2,150.00
29/09/2022	BT BUSINESS	OP190	967120 BB Phone	£114.58

Subject

Provision of a “Warm Space” in Broadbridge Heath in response to the cost-of-living crisis and wanting to support the parish community.

Purpose

To decide on action necessary for the provision of a parish “Warm Space” to achieve the maximum benefit of Council resource for the community.

Recommendations:

Approves the provision of a community warm space and agrees to work alongside village groups to meet the needs of our community.

Considers recommendations to have a community warm space up at the Parish Office and running by 1st November 2022 – 31st March 2023.

Background

There is a cost-of-living crisis in the UK resulting in unprecedented pressures on people this winter. Despite the support given by Government, people in BBH may be forced to make tough decisions about when and what they eat, what they can do in life, and when they can afford to heat their home.

A warm space is a community building, open to all during advertised opening hours, where anyone can come, will be welcomed, treated with dignity and respect.

Broadbridge Heath Parish Council pledged, within the Action Plan 2019-23, to recognise, the sometimes diverse, needs of all members of our community.

The reason for Warm Spaces

From April 2022 Ofgem increased their price cap for default (standard variable tariffs) and prepayment meter tariffs by 54 per cent. This raised the bills of 22 million gas and electricity customers by an average of between £693 and £708 depending on how they pay. This is on top of the price increase that came in October 2021.

The price cap for October 2022 has been set by the government but is estimated to add another 20%, this would see the average bill increase to around £2,500 a year for gas and electricity.

The government’s position on support is evolving, with some measures already announced and paid, including a £150 council tax rebate, a £400 grant through the Energy Bill Support Scheme, £300 for pensioners, and extra £150 for those with disabilities and an expansion of the Household Support Fund. However, the reality is that for most families, this support may not be enough to cover the price rises of food, fuel and other necessities.

Whilst this means people may have extra money to go towards their energy costs, there are concerns that it may not be enough.

Proposal

The Parish Council's Action Plan 2019-23 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”

The Warm space will provide hot drinks and Wi-Fi as a minimum (guest Wi-Fi can be set up by Netcom). We could offer signposting and advice where appropriate.

Other considerations could be:

- TV (TV license would be required)
- Sofa (S106 application)
- interaction with food bank services (Community Officer has commenced this conversation)
- possible future guest speakers
- DBS, safeguarding & health and safety considerations

Recommendations

BBHPC approves:

- a) the provision of a community warm space at the Parish Office
- b) purchase of a Sofa and low-level table via S106 funding
- c) provision to be facilitated by Officers – Tues 0930-1230: Thurs 1130-1430 term-time only (extending current open sessions)
- d) to be advertised through all PC communication means and through community forum
- e) review in 3 months at the February Council Meeting
- f) to agree a refreshment provision

Finance

- Space provision and heating incur now additional cost to Council due to the office space already in use at the proposed times.
- S106 funding will be sought for additional improvement to space provision (e.g., furniture).
- Financial consideration to be given to consumable costs such as ancillary items and refreshments.

Agenda Item 16 Tree Works

Following the tree survey carried out in late Spring, quotes were obtained to carry out the identified works. One quote is from the contractor who carried out the survey. Further quotes were sought by redacting the contractor details from the detailed tree survey report and submitting to 2 further contractors.

The third contractor contacted was unable to provide a quote at this time.

	QUOTE 1	QUOTE 2 (ESTIMATE)
	£8,820	£3,950

Quote 2 is recommended due to previous works being carried out to satisfactory level by this contractor.

Agenda Item 17 – Recreation Recommendations

Item 17.1 – To receive recommendation regarding change of bin at Village Centre Play Area

Recommendation: to change the bin in the play area to an enclosed standard green bin.

Cost – £220.00 to be ordered and installed by HDC.

To authorise the old bin to be removed by our Contractor at a potential 3 hours work (HDC not contracted to remove old bin).

To note, the bin could be moved when the new playpark is installed.

Item 17.2 - To approve a budget for Christmas Tree's at the office.

- To consider and approve budget of up to £250 for tree and stand for outside of the office.
- To consider and approve budget of up to £250 for led pre-lit tree and flowers for wreath for office (using wreath ring already owned by PC)

Item 17.3 - To ratify the dates agreed by consultation for Shayler's Funfair.

- 26th Sept – 3rd October.

Item 17.4 - To consider a Christmas Event as agreed on the Action Plan.

Item 17.5 - To consider a Scarecrow at the Office to join the BBH Gala Association community event.

To agree a budget for any associated resources – suggest £50 budget.

Item 17.6 – Wildflower Corridors – Next Steps

Recommendations

1. To receive and consider ground preparation and wildflower seeding for areas surrounding 2 benches on the wildflower corridors.

Quote as below, received from contracted grounds maintenance:

Re: Estimate to strip and prepare 3 areas to sow wildflower seed in the existing wildflower area. (Seed supplied by Parish Council)

Further to your request to provide a quotation for works, please find below our quote.

- To cut and remove the vegetation from selected areas approx. 40m²
- Turf stripping and removing from site
- Rotavate to breakdown the surface and to provide a suitable seed bed tilth.

Cost to undertake the work above: 770.30 + Vat

NB seed costs are minimal, suggest considering budget of £50.

2. To consider application to WSCC Highways to obtain license for the maintenance of the further verges (adjacent to the Village Centre Recreation ground and Village Centre building).

Quote as below for associated annual maintenance costings, received from contracted grounds maintenance:

To maintain the 2 further verges opposite the office and up to the Tesco roundabout I would suggest monthly visit to keep everything nice and tidy (beginning of March to end of October)

And cost to undertake this work per visit: £172 +Vat

8 visits = £1,376

NB – Possible to skip a cut in summer dependent on weather.

Recommendation: To pass a resolution to sign up to the civility and respect pledge.**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	