



Broadbridge Heath Parish Council

Supporting Document for the **Parish Council Meeting** **13th February 2023**

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SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 6 - To approve the minutes from the Parish Council meeting held on Monday 5th December 2022

[135940-Draft Minutes Full Council 2022-12-05.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 7 - To receive and adopt the minutes from the:

- Allotments Sub-Committee Meeting held on 1st November 2022
[149652-Draft Minutes ASC Meeting 2022-11-01.pdf \(broadbridgeheath-pc.gov.uk\)](#)
- Personnel Committee Meeting held on 26th September 2022
[140510-draft Minutes Personnel 26.09.2022.pdf \(broadbridgeheath-pc.gov.uk\)](#)
- Finance and Establishment Meeting held on 14th November 2022
[135945-APPROVED Minutes Finance Committee 2022-11-14 v3.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 8 – Age UK Village Agent Scheme Proposal 2023/24

The funding proposal for the continuation of the Age UK Village Agent Scheme has been circulated to members via Sharepoint for consideration.

Item 9 – 4 The Youth – Youth Services 2023/24

The funding proposal for the continuation of the Youth Services through 4 The Youth will be circulated to members via Sharepoint for consideration, on receipt.

Item 10.1 – Village Centre Section 297 Management Agreement

The revised Section 297 agreement and some amendments proposed by the VC Trsutees have been circulated to members via Sharepoint for consideration.

Item 10.3 – Monster PlayPark

Following receipt of an updated quotation for the proposed play area, and noting the increase in costings of materials and inflation, a request has been made to the Section 106 team at Horsham District Council for the required additional funding.

The original quotation (2019), along with the revised quote have been shared to members via Sharepoint. Once funding decisions are reached, on placing the order the expected order time circa 10 weeks, followed by an installation period of up to 4 weeks.

In order to progress immediately on decision of the S106 funding, the council is required to consider the following options:

- a) To approve an additional S106 funding application, assuming supported by HDC S106 team
- b) To look at alternative funding options (ie from reserves, suggested CIL)
- c) To revise the equipment and features of the approved project to reduce expenditure

Item 13 – Grounds Maintenance

Quotes for grasscutting and grounds maintenance for the 2023 season were sought from 4 contractors, providing a schedule of works.

Quotes have been received from 3 contractors, summarised as below:

	CONTRACTOR A	CONTRACTOR B	CONTRACTOR C	CONTRACTOR D
Annual Contract per schedule	£12,458.83 NB includes ditch clearance and allotments	Circa £50,330 Quote note clear NB quote does not include ditch clearance and allotments	£49,800 NB does not include ditch clearance and allotments	Quote not received at publication of report

In addition, Contractor A has provided a 2 year proposal based on a 5% increase in year 2 (2024).

Members are asked to agree to appoint a contractor, and consider the 2 year option.

Item 14 – Cricket Club Lease

The draft Cricket Club lease has been shared with members via Sharepoint, along with outstanding items for consideration.

Members are asked to consider the outstanding decision for communication back to the solicitors and to agree the relevant delegations to see the lease through to signing.

Item 15 – Allotments Shed

Decisions are required on the provision of additional shed storage at the Weston Avenue allotments. Details can be found in **APPENDIX 1**

Item 16 – Recreation Committee Terms of Reference

The Terms of Reference, with one small amendment to the spending delegations following recent agreed amendments to the Financial Regulations, can be found in **APPENDIX 2.**

Item 19.1 Ratification of Payments lists for December 2022 and January 2023 invoices

The list of payments for ratification can be found in **APPENDIX 3**

Item 19.3 Grant Application - Kinderroos

The completed application can be found in **APPENDIX 4**

Item 19.4 Grant Application – BBH Gala Association

The completed application can be found in **APPENDIX 5**

Further supporting documents for the above grant applications have been shared with members via Sharepoint.

At the ASC (ASC015/23) meeting held on 23rd January it was agreed to pursue with a second shed at Weston Avenue however the consideration of a larger shed has subsequently been proposed by the committee.

Due to the potential expenditure, the Parish Council is request to reach a decision:

1 – to leave existing shed and add another approx. 10x8 feet, as previously agreed by ASC, with an estimated total expenditure (materials and installation by PC approved maintenance contractor) of up to £1,200.

2 – to remove/reposition shed within the Weston Avenue site (location to also be agreed) to replace with larger 20x8 foot shed – (please note no advice on any planning requirements have been sought at this stage)

Associated expenditure:

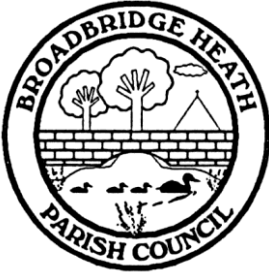
- a) Remove, relocate and re-build existing 10x8 shed, assuming it withstands the move - £400 plus fixings
- b) Purchase of 20x8 foot new shed circa £3,000 (see links for 2 recommended sheds)
https://www.gardenbuildingsdirect.co.uk/wooden-sheds/expert-reverse-apex-shed/26045?utm_source=google&utm_medium=surfaces&utm_campaign=surfaces_across_google&utm_content=surfaces_across_google&utm_source=google&utm_medium=cpc&utm_term=&gclid=Ci0KCQiA8t2eBhDeARIsAAVEga1cEzWH4qNy0nLxRaif1ZuKdIpQFAaQbBf0ys3xUqD-aDMeUmST7IaAgg4EALw_wcB

[Pressure Treated Traditional Windowless Offset Grandmaster Workshop Shed – Project Timber™](#)

- c) Build and installation of large shed by PC maintenance contractor £800 plus fixings
(Finer details of roof etc to delegated and agreed by ASC Chairman.)

Total estimated cost to proceed with above works : £4,200.

Please note that £2,830 remains of the initial £5,500 for the required maintenance and initial works on the allotment. This is in addition to the commuted sums for the future maintenance of this site, which may also be used.



Broadbridge Heath Parish Council

Recreation and Environment Committee

For Adoption by council: 13th February 2023

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 **£2,500** 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 £2,500**) with regard to open spaces and review quotes **>£2,500** 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.

Title: APPENDIX 3 - PAYMENTS LIST

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2022	DM Services	OP248	145.50	INV019389 MAINTENANCE
01/12/2022	VIKING	OP249	11.48	INV9643524
01/12/2022	VIKING	OP250	63.82	INV9643525
01/12/2022	VIKING	OP251	34.64	INV9652838
01/12/2022	VIKING	OP252	74.58	inv9652839
01/12/2022	Mulberry and co	OP253	266.76	inv20246
01/12/2022	FRESH-AIR FITNESS	OP254	241.20	inv27781
01/12/2022	SLN Cleaning Services	OP255	93.60	Inv344
01/12/2022	Mrs Olivia Buck	OP256	16.00	Adnl Expenses
01/12/2022	AQUADROP CLEANING	OP257	60.00	BBHPC SERVICES
02/12/2022	BRITISH GAS	DD	52.71	DD M8 ELECTRICITY
06/12/2022	BUSINESS STREAM	DD	11.00	M8 WATER
12/12/2022	ICO	DD	35.00	ICO
15/12/2022	TESCO	DD	35.98	M8 MOBILES AND INS
29/12/2022	Mrs lucinda Edwards	OP258		M9 SALARY
29/12/2022	Mrs Olivia Buck	OP259		M9 SALARY
29/12/2022	Mrs Claire Palmer	OP260		M9 SALARY
01/01/2023	West Sussex LGPS	OP261	1,414.55	West Sussex LGPS M9 BBHPC
01/01/2023	HMRC	OP262	1,593.21	M9 TAX AND NI
01/01/2023	EYELEVEL DESIGN	OP263	1,158.00	NEWSLETTER DESIGN
01/01/2023	NATIONAL ALLOTMENT	OP264	66.00	MEMBERSHIP RENEWAL
01/01/2023	Arundel Arboretum Ltd	OP265	270.00	TREE CHARRINGTON
01/01/2023	VIKING	OP266	156.07	INV9728558 STATIONERY
01/01/2023	NETCOM IT SOLUTIONS	OP267	1,041.12	ANNUAL SHAREPOINT
01/01/2023	SUSSEX LAND SERVICES	OP268	925.56	SHED BASE WA ALLOTS
01/01/2023	BEL SIGNS	OP269	40.80	SIGNAGE ALLOTS WA
01/01/2023	Horsham District Council	OP270	25.60	REFUSE M9 660L
01/01/2023	HAMPSHIRE LEGAL SERVICES	OP271	1,368.00	145492 S106 REVIEW
01/01/2023	Hags	OP272	540.00	DUCKY CABLERUN INSPECTION
01/01/2023	TL GLAZING	OP273	114.48	WINDOW REPLACE
01/01/2023	M and D Services	OP274	301.56	NEWSLETTER PRINT AND DELIVER
01/01/2023	Mulberry and co	OP275	168.00	PAYROLL QTR3
01/01/2023	OFFICE FURNITURE ONLINE	OP276	2,518.26	RECEPTION DESK S106
01/01/2023	SAM HAZELL	OP277	103.26	EXPENSE PLUMBING
01/01/2023	ROYAL BRITISH LEGION	OP278	154.99	QUEEN CANOPY PLAQUE
01/01/2023	SAFEPLAY PS LTD	OP279	240.00	QTR INSPECTION
01/01/2023	Mrs Olivia Buck	OP280	8.91	EXPENSES M9
01/01/2023	Eibe Play Ltd	OP281	300.00	SWING REPAIR DUCKY
01/01/2023	Horsham District Council	OP282	50.00	REFUSE REMOVAL
01/01/2023	AGE UK HORSHAM	OP283	60.00	GRANT PAYMENT
01/01/2023	SOUTHWATER RESPONDERS	OP284	150.00	GRANT FOR TRAINING
01/01/2023	VIKING	OP285	278.35	DESK FOR OFFICE
01/01/2023	Mrs lucinda Edwards	OP286	85.62	Expenses M9
03/01/2023	BUSINESS STREAM	DD	11.00	M9 WATER OFFICE
09/01/2023	NETCOM IT SOLUTIONS	OP287	68.10	INV22871 M9 SUPPORT
09/01/2023	Horsham District Council	OP288	716.56	INV20778520 BINS QTR4
09/01/2023	Horsham District Council	OP289	51.20	INV20819226 660L REFUSE M9
09/01/2023	SLN Cleaning Services	OP290	93.60	CLEANING M9 INV362
09/01/2023	ELANCITY	OP291	2,700.00	INV UK02910
09/01/2023	ELANCITY	OP292	84.00	INV02985 DELIVERY
09/01/2023	DM Services	OP293	290.00	INV019391 OFFICE SHELVING
28/01/2023	Mrs lucinda Edwards	OP294		M10 Salary
28/01/2023	Mrs Olivia Buck	OP295		M10 Salary
28/01/2023	Mrs Claire Palmer	OP296		M10 Salary
01/02/2023	West Sussex LGPS	OP297	994.42	M10 Pension Remittance
01/02/2023	HMRC	OP298	892.82	M10 PAYE and NI
01/02/2023	DM Services	OP299	194.00	INV19394 MAINTENANCE
01/02/2023	DM Services	OP300	120.00	inv19395 FACILITIES
01/02/2023	SAFEIS FIRE SAFETY	OP301	226.86	INV84956 FIRE RISK ASSESS
01/02/2023	DEFIB STORE	OP302	9.54	INV23573 cabinet hinge
01/02/2023	ABBEY BOILERS	OP303	90.72	INV63699 BOILER SERVICE
01/02/2023	SAFEPLAY PS LTD	OP304	750.00	INV22754 SLIDE REMOVAL CW
01/02/2023	VIKING	OP305	58.28	INV9856394
01/02/2023	Horsham Tree services	OP306	4,740.00	INV0011 TREE WORKS
01/02/2023	GRASSTEX Ltd	OP307	889.20	INV937 HEDGE CUTTING
01/02/2023	AQUADROP CLEANING	OP308	60.00	AQUADROP CLEANING
01/02/2023	Mrs lucinda Edwards	OP309	114.76	Expenses M10

BROADBRIDGE HEATH PARISH COUNCIL

**Application for Grant
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Kinderoos
2.	Name, Address and Status of Contact	St Johns Church Hall Broadbridge Heath Horsham, RH12 3LD
3.	Telephone Number of Contact	Hollie - Volunteer 07966037669
4.	Is the Organisation a Registered Charity?	Yes/No <input checked="" type="radio"/> No
5.	Amount of grant requested	£ 700
5.	For what purpose or project is the grant requested?	We are a thriving parent & toddler group. Having 3-4 new families/wk, we are developing our baby sensory room having lots of new babies in the village since lock down.
6.	What will be the total cost of the above project?	£ 700
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Self funding with £2 admission/family.
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
9.	Who will benefit from the project?	All new families of the community - as mentioned 3-4 new families per week.
10.	Approximately how many of those who will benefit are parishioners?	None that I am aware.
11.	Please state give details of the proposed end date, i.e. when the project will be completed and the grant spent?	Aiming to buy the projector in the New Year.

Please use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..... H. Hebblethwaite Date 23.11.22 .

HOLLIE HEBBLETHWAITE
KINDEROOS TREASURER

BROADBRIDGE HEATH PARISH COUNCIL**Application for Grant
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	1. Name of Organisation	Broadbridge Heath Gala Association
2.	Name, Address and Status of Contact	Warren Jones - Chairman 27 Old Guildford Road Broadbridge Heath Horsham RH12 3JY
3.	Telephone Number of Contact	07736 941503
4.	Is the Organisation a Registered Charity?	2. Yes. Charity Number 1196789
5.	Amount of grant requested	£420.00
6.	For what purpose or project is the grant requested?	Provision of two portable toilet units for the benefit of residents attending the annual Village Fete at The Common, on 1 st July 2023.
7.	What will be the total cost of the above project?	Estimated £420.00
8.	If the total cost of the project is more than the grant, how will the residue be financed?	From Broadbridge Heath Gala Association funds.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Who will benefit from the project?	Village residents attending the event.
11.	Approximately how many of those who will benefit are parishioners?	It is anticipated that the majority who attend will be parishioners.
12.	Please state give details of the proposed end date, i.e. when the project will be completed and the grant spent?	1 st July 2023