



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

## **Parish Council Meeting**

**22<sup>nd</sup> May 2023**

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## **SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.**

**Item 7 - To approve the [minutes from the Parish Council meeting held on Monday 3<sup>rd</sup> April 2023](#)**

**Item 8 - To receive and adopt the minutes from:**

- [the Allotments Sub-Committee Meeting held on 23<sup>rd</sup> January 2023](#)
- [the Finance and Establishment meetings held on Monday 1<sup>st</sup> November 2022](#)
- [the Finance and Establishment meeting Monday 16<sup>th</sup> January 2023](#)

**Item 9 – Clerk Update**

The Clerk update can be found in **APPENDIX 1**.

**Item 10 – Adoption of key documents**

No amendments are proposed to the previously adopted (May 2022) model documents which can be reviewed on our website as below:

[Policies & Other Documents - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](http://broadbridgeheath-pc.gov.uk)

**Item 11.1 – Recommendation to dissolve 2 Committees and approve revised meeting schedule**

The recommendation report can be found in **APPENDIX 2**

**Item 11.3 – Terms of Reference for Committees**

Allotments Terms of Reference and Personnel Terms of Reference, with tracked proposed changes, have been circulated to members via Sharepoint.

**Item 16 – Planning Applications received during April 2023**

Details of applications received and already submitted comments can be found in **APPENDIX 3**

**Item 17.1 – Ratification of Payments lists for April 2023 invoices**

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

**Item 17.4 – Grant Application – BBH Magazine**

The grant application for £1975 from BBH Magazine can be found in **APPENDIX 5**

**Item 17.5 – Grant Application – Village Centre**

The grant application for £1300 can be found in **APPENDIX 6**

**Item 17.6 & 17.7 – Facilities quotations**

Recommendations for the procurement of 2 flags and emergency lighting can be found in **APPENDIX 7**

**Item 19 – Sussex Green Living Proposal**

Recommendation : To approve to invite Sussex Green Living to provide a pop up green hub at the Meet your Council event on 13<sup>th</sup> June. See **APPENDIX 8**

**Item 20.1 – Allotments** – Supporting documentation on plot allocation can be found in **APPENDIX 9**

**Item 20.2 – Allotments**

Recommendation: To approve expenditure of **£418.67** to cover unoccupied plots at Weston Avenue, per Cllr Hazell proposal.

**Clerk Update and Correspondence**

1. Note the 3 tiers of government graphic, designed with assistance from Cllr Hazell will be available for comment/feedback at the meeting
- The bollards work at the Common complete
- Coronation event was successful and well attended – positive feedback and craft tent was well received
- PCSO bike marking evening – 16<sup>th</sup> May at Parish Office
- Section 297 agreement – awaiting reply from VC Trustees
- Monster Play Area – works commencing 22<sup>nd</sup> May week
- Cricket Club Lease – remains with Cricket Club legal to agree
- June BBH Mag article submitted including advice for vulnerable people to get on relevant registers etc.
- Response to school site submitted
- Response to EVC points submitted
- Insurers and solicitors informed of notice of proceedings communications
- District and County Councillors contacted in relation to the Acoustic Fence/Hedge maintenance issues
- Green Gym payment – incorrect bank details had been given, updated details now received so will process with next payments
- AIRS session to discuss potential of PC becoming Sole Trustee of the Village Centre – will be an agenda item to update members at the June meeting
- Talk on Swifts – Warnham 2<sup>nd</sup> June – see email
- Payments schedule/invoice issued to Village Centre and receipt acknowledged
- Next community forum date – Thursday 15<sup>th</sup> June – 10am to 11am.

**Correspondence**

- A resident has contact the Parish Council regarding the road layout, following discussion on social media. An item/recommendation will be added to the June agenda for further discussion.
- Thanks received from KSS Air Ambulance and Victim Support for the grant donations
- Invitation received for Chair to attend HDC AGM – details will be sent to elected Chair
- HR Services have confirmed new rate for 2023/24 – hourly ad hoc HR advice charged at £107.50. (NB this is for occasional advice if and when required by the Clerk as proper officer, or by the Chair per delegated authority).
- Note the Parish Cleansing Grant from HDC is confirmed as £8940.63 – budgeted for £7790. Therefore additional income from budgeted.

**Recommendation to dissolve 2 Committees and approve revised meeting schedule**

**1. RECOMMENDATIONS**

- i. BBHPC passes a resolution to formally dissolve the Recreation and Environment Committee. Specific Recreation Item on Parish Council meetings at appropriate intervals, per the proposed meeting schedule (see 4 below).
- ii. BBHPC passes a resolution to formally dissolve the Finance and Establishment Committee. Specific Finance items on Parish Council meetings at appropriate intervals, per the proposed meeting schedule (see 4 below).
- iii. BBHPC passes a resolution to change the Terms of Reference for the Personnel Committee to meet as required, with no scheduled meeting dates. Specific Personnel Item on Parish Council meetings at appropriate intervals, per the proposed meeting schedule (see 4 below).
- iv. BBHPC passes a resolution to rename the Allotments Sub-Committee the Allotments Committee, subject to approval of item 1.i.
- v. BBHPC passes a resolution to change the Terms of Reference for the Allotments Committee, per proposed amendments, subject to approval of items 1.i and 1.iv.
- vi. Any additional Working Parties are set up as required with the ability to meet informally to discuss matters and to make recommendations to the council.
- vii. BBHPC approves the proposed meeting schedule (see 4 below).

**These recommendations would be for review in October 2023.**

N.B. The Full Council will be required to approve the minutes of the most recent meetings of the committees being dissolved.

**2. SUPPORTING INFORMATION**

The recommendations are made for the following reasons:

- a) Low Councillor numbers – requiring most Councillors to sit on all Committees.
- b) Reduction in meetings – to reduce administrative time as well as demand on officer and Councillor time for meetings.
- c) Easing the workload on officers within the available resource, to allow time to progress projects and actions.
- d) Concerns about quorum of meetings
- e) Allowing all Councillors to feel fully involved, particularly where new members join, and easing communications.
- f) Advice taken from statutory and other officers
- g) Just meeting the required quorum at Committee meetings may result in lack of scrutiny and poor decision making.

**3. IMPACT ASSESSMENT**

- a) Items for Parish Council meetings will be strictly those where a clear decision is required and where the decision is supported by sufficiently detailed recommendations. Most items will have a supporting paper so discussion is focused.
- b) Any items for noting will be contained in the written Clerk's report rather than listed as items.

## **NEW MEETING STRUCTURE – SEE BELOW SCHEDULE.**

1. Full Council meeting on a monthly basis (except August). Alternate subject content per circulated proposed meeting date list. In order to facilitate the new meeting structure, the January Parish Council meeting is re-introduced.
2. Personnel committee to meet as required - for staffing matters only
3. Allotments Committee to meet as required, until a sufficient period after acquisition of CW allotments.
4. Planning Committee remains, and is able to call meetings as required, retaining delegated authority to respond to planning applications as at present.
5. Option to have 'link councillors' who would work with officers on defined areas or aspects of work.

## **PROPOSED MEETING SCHEDULE – FY 2023/24**

### **Full Parish Council Meetings**

(Monthly on the first Monday of the month where possible, excluding August recess. Full council meetings commence at 7:30pm)

**Monday 5<sup>th</sup> June** – Focus on Recreation Items

**Tuesday 13<sup>th</sup> June** \*Meet your Council event\* 7pm-9pm

**Monday 3<sup>rd</sup> July** – Focus on Finance Items (end of Qtr1)

August \*Summer Break\*

**Monday 4<sup>th</sup> September** – Focus on Recreation Items

**Monday 2<sup>nd</sup> October** – Focus on Finance Items and Budget setting (end of Qtr2)

**Monday 6<sup>th</sup> November** – Focus on precept

**Monday 4<sup>th</sup> December** – Focus on Recreation Items

**Monday 8<sup>th</sup> January 2024** – Focus on Finance Items (end of Qtr3)

**Monday 5<sup>th</sup> February**

**Monday 4<sup>th</sup> March** - Focus on Recreation Items

**Monday 3<sup>rd</sup> April** – Focus on Finance Items (end of Qtr4)

### **Next FY**

**Monday 13<sup>th</sup> May** \*Annual Meeting of the Council\*

**Thursday 23<sup>rd</sup> May** – Annual Parish Meeting event

### APPENDIX 3 – Item 16 - Planning Applications

Application	Address	Details	Comments submitted to HDC
DC/23/0470	7 Palmer Avenue	Conversion of part of existing garage into utility room.	<p>No specific objections but wish to share the below comments:</p> <ul style="list-style-type: none"> <li>• It is not clear whether the proposed remaining garage space of 4m meets the requirements for adequate garage design / build;</li> <li>• There are no Location and Block plans included with the application</li> </ul>
DC/23/0440	12 Churchill Way	Conversion of loft into habitable space including the provision of 1 no front dormer and 2 rear dormers.	<p>No specific objections but wish to share the below comment: the proposed changes to the front elevation do appear to noticeably change the original design (and character?) and integrated street scene. In particular the removal of the chimney stack and addition of the (pront pitched roof) central dormer, along with associated changes to the lower roof line (above the first-floor windows).</p>
Application	Address	Details	Comments raised NOT YET submitted
DC/23/0227	1 Pinewood Close	Erection of a first floor side extension and partial conversion of integral garage to form habitable space with associated external alterations.	Changes noted by committee.
DC/23/0666	10 Stanford Way	Erection of a two-storey front extension and single storey rear extension.	<p>Provided there are no material objections from owners of adjoining properties, no specific objections, but below comments raised:</p> <ul style="list-style-type: none"> <li>• The proposed changes to the property are quite dominant to both the front and rear elevations - This is relevant given its mid-terrace location and the potential for being out of size/scale with the original structure and affect on the adjoining properties.</li> <li>• The proposed changes appear to be in keeping with the original property design.</li> </ul>
DC/23/0652	40 Carter Drive	Part conversion of garage to form home office. Installation of a door to the side elevation of existing garage	Given its location and comparatively minor external works (new access door) and assuming this change would not add to the on-street parking, and provided no material

			<p>objections from the adjoining property, no specific objections. Below comments raised:</p> <ul style="list-style-type: none"> <li>• Potential loss of parking space adding potential pressure on surrounding area</li> <li>• Small area retained does not appear to be large enough to park a single vehicle</li> <li>• No detail available from the drawings as to the appearance of the garage after the proposed works have been carried out</li> <li>• This appears to be one of a 2 garage structure</li> </ul>
N/A	A24 Layby	APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT	

**Ratification of Payments List for April Invoices**

Broadbridge Heath Parish Council					
List of Payments made between 01/04/2023 and 17/05/2023					
Date Paid	Reference	Payee Name	Transaction Detail	Amount Paid	Authorized Ref
21/04/2023	OP001	Mrs lucinda Edwards	Expenses M1 LE	£235.24	
21/04/2023	OP002	Mrs Olivia Buck	Expenses M1 OB	£163.93	TO/CK
21/04/2023	OP003	CLLR SAM HAZELL	Expenses M1	£196.51	GC/Allots S/C
21/04/2023	OP004	Horsham District Council	Inv 21224153	£834.34	TO
26/04/2023	OP026	Mrs lucinda Edwards	M1 Additional Expenses	£15.59	
26/04/2023	OP027	NETCOM IT SOLUTIONS	Inv22674	£68.10	
26/04/2023	OP028	GREEN GYM	Grant BBHPC	£400.00	
28/04/2023	OP005	Mrs lucinda Edwards	M1 Salary LE		044/18
28/04/2023	OP006	Mrs Olivia Buck	Salary M1 OB		080/22
28/04/2023	OP007	Mrs Claire Palmer	Salary M1 CP		080/22
28/04/2023	OP008	West Sussex LGPS	M1 Pension BBHPC	£1,615.70	
28/04/2023	OP009	HMRC	M1 NI and Tax	£1,582.26	
28/04/2023	OP010	4 THE YOUTH	Term 1 2023/24	£4,077.61	013/23
28/04/2023	OP011	BEL SIGNS	Inv47743	£72.00	CK007
28/04/2023	OP012	SLCC	Inv 202749-1	£36.00	CLK
28/04/2023	OP013	Horsham District Council	Inv21279579	£12.80	
28/04/2023	OP014	VIKING	inv2269364	£55.26	
28/04/2023	OP015	VIKING	Inv2362595	£59.93	
28/04/2023	OP016	SLN Cleaning Services	Inv412	£117.60	060/22
28/04/2023	OP017	AGE UK HORSHAM	Inv15173	£3,975.00	012/23
28/04/2023	OP018	West Sussex ALC	Inv1498	£1,882.60	N/A
28/04/2023	OP019	NETCOM IT SOLUTIONS	M1 Support Inv23372	£68.10	
28/04/2023	OP020	SLCC	Inv 209922-1	£36.00	Clerk
28/04/2023	OP021	FRESH-AIR FITNESS	Inv23175	£207.60	CK009
28/04/2023	OP022	DM Services	Inv019406	£180.00	062/22
28/04/2023	OP023	AQUADROP CLEANING	April Services	£200.00	061/22 TO001
28/04/2023	OP024	AIR AMBULANCE KSS	Grant BBHPC	£300.00	105/23
28/04/2023	OP025	VICTIM SUPPORT	Grant BBHPC	£100.00	106/23



**Grant Application received from Broadbridge Heath Magazine**

**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.	<b>1.</b> Name of Organisation	<b>BBH COMMUNITY PUBLICATIONS</b>
2.	Name, Address and Status of Contact	Roger Stamp, Chairman and Editor, BBH Community Publications, Badgers, Christ's Hospital, Horsham. RH13 0LY
3.	Telephone Number of Contact	07703 218893 Email: bbh.mag@gmail.com
4.	Is the Organisation a Registered Charity?	<b>2.</b> No
5a.	Amount of grant requested	£1,975
5.	For what purpose or project is the grant requested?	<p>Shortfall in printing costs for the current 2530 monthly magazine copies needed to distribute the magazine including additional houses built in the village; (including, but not limited to: Broadbridge Heath 'old village', Solomon's Seal, Wickhurst Green, Abbey Homes). Shortfall arises through reduced advertising demand since lockdowns, and increased printing costs due to a move to colour printing, which have continued to rise over the past year due to general inflation. We would rather not increase our advertising rates as this would hit local businesses at a time when many other costs are rising.</p> <p>We currently provide four pages per issue for the use of BBH Parish Council, which constitutes 20% of our print space. If we were able to secure advertising for these pages, this would generate a minimum of £2,200 revenue for the year, so our request for funds is below this level.</p> <p>We have reduced the size of the magazine from 24 pages to 20 per issue to limit costs, but do not wish to reduce it further as this would limit the ability to include local news and events.</p>

6.	What will be the total cost of the above project?	£6,957.50
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Income from advertising in the magazine. Funds raised through Horsham Community Lottery and other donations.
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?	The entire village of Broadbridge Heath and every resident. The magazine will be distributed to every home in the village. News and events from local charities and voluntary groups will be published in the magazine.
10.	Approximately how many of those who will benefit are parishioners?	100%
11.	Please state give details of the proposed end date, i.e. when the project will be completed and the grant spent?	April 1 <sup>st</sup> 2024

**Grant Application received from Village Centre.**

**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.	<b>3.</b> Name of Organisation	Broadbridge Heath Village Centre
2.	Name, Address and Status of Contact	Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3LY
3.	Telephone Number of Contact	07517895798
4.	Is the Organisation a Registered Charity?	<b>4.</b> Yes
5.	Amount of grant requested	£ 1300.00
5.	For what purpose or project is the grant requested?	Maintenance and Drainage of football pitches. Roll pitches - Verti drain all pitches - Supply and inject 12 Bags of 3way dwarf rye grass to 3 pitches
6.	What will be the total cost of the above project?	£1970 plus VAT
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Funds already required from hiring out field to Bears Football Club
8.	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	
9.	Who will benefit from the project?	Everyone who uses the field and the local football club.
10.	Approximately how many of those who will benefit are parishioners?	100 +
11.	Please state give details of the proposed end date, i.e. when the project will be completed and the grant spent?	June 2023

**Facilities Quotes for flags and emergency lighting**

Recommendations:

17.6 To approve delegation to officers to purchase printed Sussex and Armed Forces flags for the parish office flag-pole at a cost of £36.90 each.

17.7 To approve a quote of £540 to contract ICA to add further emergency lighting per the recent safety audit.

**Sussex Green Living Proposal**

**Proposer:** Cllr Hazell

**PROPOSAL:**

*To consider/agree inviting Sussex Green Living (SGL) to provide a 'pop-up green hub' at the Parish Office on 13 June 2023 to coincide with the 'meet your new council' event. The event would consist of the SGL repair café and refill station, SGL on hand to provide recycling advice. It would also be beneficial to invite Horsham Community Fridge and Horsham Matter food bank to provide additional visibility of community initiatives.*

*Combining the events would hopefully provide additional footfall to our event and drive our own community engagement.*

*If Councillors decide not to agree the above, then additionally consider/agree an additional date for this to take place.*

*In addition, please see the circulated Pop-up Roadshow Document.*

*Costs: If the event is hosted alongside the meet your new council event there would be none, if it was decided this would be better as a stand alone event there may be costs in providing refreshments to attendees if this was deemed as required.*

**Allotment Waiting List/Allocations**

**Update on List numbers**

Total No. of Residents on list	Number of plots at Churchill Way	Number of Plots at Weston Avenue	Number of Allocated Plots at Weston Avenue	WA empty plots
43	26 plots 4 raised  = 31	34 plots (incl 4 half-size) 8 raised = 42	18 2 raised  = 20	16 (incl 4 half-size) 6 raised =22