



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

## **Parish Council Meeting**

**3<sup>rd</sup> July 2023**

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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 5<sup>th</sup> June 2023](#)**

#### **Item 8 – Clerk Update**

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

#### **Item 9 – Financial Regulations and Scheme of Delegation**

Details of proposed amendments can be found in **APPENDIX 2**

#### **Item 11 – Village Centre S297 Agreement**

A copy of the agreement will be shared with members via Sharepoint

#### **Item 12 – Cricket Club**

A report will be shared with members via Sharepoint

#### **Item 13.2 – Play Area Inspection Reports – Summary of findings**

Details and recommendation can be found in **APPENDIX 3**

#### **Item 14.1 – Ratification of Payments lists for June 2023 invoices**

The list of payments for ratification can be found in **APPENDIX 4**, shared as a separate document under this meeting on the website.

#### **Item 14.3 – Finance Report**

Finance reports including detailed Income and Expenditure and Nominal Ledger will be shared with members via Sharepoint. Summary I&E and EMR reports are available to view on website under this meeting's documents.

#### **Item 15.1 – Planning Consultation Responses**

The collated responses to date can be found in **APPENDIX 5**.

**Item 8**

**Clerk Update**

- Resilience plan – A template has been acquired and further proposals plans will follow in September
- Environment Officer temporary cover – no success from neighbouring PC's or HDC
- New rocker at the Ducky has been installed
- Competition winners pictures are now installed at the office
- Community Forum – scheduled for 27<sup>th</sup> July – Cricket Club to be included on invite
- Gate has been ordered at VC
- Annual PAT testing at office complete
- External Audit submitted
- Ducky interpretation board has been ordered
- Visioning Session on 10<sup>th</sup> July – feedback to first session
- Additional plots allocated at WA – further update under item 13.4
- Review of lease of TC will commence
- Resource review reminder – 5<sup>th</sup> and 6<sup>th</sup> July – confirm availability if wish to participate
- Monster park progressing within timescale proposed
- 3 tiers/PCSO event on 25<sup>th</sup> July
- The Scouts are keen to do a Q&A session in the Autumn and to invite
- Claire attended the Police inspector update and was advised a new PCSO will be in post date TBC
- 122 responses so far to the Community Survey – it has been detailed in the July magazine so expect additional responses over the next couple of weeks

**Item 9**

Recommendation: To approve an amendment to the council's adopted Financial Regulations to reflect the Council's adopted Scheme of Delegation, as below:

**Extract from adopted Scheme of Delegation – Please see highlighted text:**

*In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:*

- *Day to day administration of services, together with routine inspection and control.*
- *Day to day supervision and control of all staff employed by the Council.*
- *Authorisation of routine expenditure within the agreed budget.*
- *Authorise training or attendance at Conferences as agreed within budget.*
- *Emergency expenditure as detailed in Financial Regulations outside of the agreed budget or expenditure*

**Proposed addition to Financial Regulations – please see highlighted proposed new bullet point text:**

**4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £2,500;
- a duly delegated committee of the council for items up to £2,500; or
- the Clerk, for any routine items below £500, within the approved budget
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.
- the Clerk, in conjunction with Chair and Vice Chair of the Council, or the Chair of the Council and the Chair of an appropriate committee, for any items above £1,000 and below £2,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

**MEDIUM RISKS FINDINGS FROM MAY 2023 INSPECTIONS**

**Village Centre Play Area**

Location / Item	Medium Risk Findings	Action
VC – Unfenced Area Exercise Double Cross Country Skier	Rubber Handgrips are missing	<b>To Action</b> Order from Fresh Air Fitness <b>Item Ordered</b>
VC – Unfenced Area Exercise Rower	Rubber Handgrip is missing	<b>To Action</b> Order from Fresh Air Fitness <b>Item Ordered</b>
VC – Unfenced Area Teenager Shelter	Missing side panel	<b>To Action</b> Obtain quote from manufacturer Hags SMP
Fenced Area	Findings not applicable due to area re-development	<b>No action required</b>

**Charrington Road Play Area**

Location / Item	Medium Risk Findings / Recommendations	Action
Entry Butterfly Sign	Item is loose in ground	<b>To Action</b> Re-secure item in ground <b>Quote requested from DM</b>
Spring Rocker	Clamp is worn	<b>To Action</b> Remove worn clamp and replace
Cantilever swing	Universal joint should be serviced. Gaps in tiles underneath	<b>To Action</b> To obtain quote for service

**Ducky Play Area**

Location / Item	Medium Risk Findings	Action
Metal Gate	Broken weld	<b>To Action</b> Obtain quote to fix <b>Obtain quote from DM</b>

**Singleton Road Play Area**

Location / Item	Medium Risk Findings	Action
Wooden Bench	Slats worn / damaged	<b>To Action</b> Replace timber slats. <b>DM noted for scheduled village bench maintenance</b>
Combination Swing	Top Bar Fixings loose	<b>To Action</b> Obtain quote to tighten and weld loose fixings to secure frame <b>Obtain quote from DM</b>
Seesaw	Surface is subsiding	<b>To Action</b> Cut out appropriate area of safety surface, repair, lay new surface

**Consultations for consideration:**

Application	Address	Details
DC/23/0440	12 Churchill Way	Amendments to previous application for: Conversion of loft into habitable space including the provision of 1no front dormer & 2no rear dormers.
DC/23/1043	34 Heydon Way	Removal of existing GRP chimney with associated works
DC/23/1124	23 Carter Drive	Conversion of garage into habitable living space; removal of existing garage door & installation of window and brickwork (Retrospective).
DC/23/1230	Amenity Land At Kingsmead Place	Surgery to 2x Horse Chestnut

**Comments collated to date:**

**DC/23/0440**

- The front of the house is one the bend and faces along the road, so should not cause any problems to the neighbours. The rear of the house faces the rear of the neighbouring property and as this already has two roof dormers. and there is a fair distance between the two houses, I can't see that the application should be refused.
- The only change I can see is a slight dropping of the Dormer height and an alteration to the staircase design. I don't believe we need to change our comments on this as the original ones are still valid.

**DC/23/1043**

- Re this application for removal of chimney at 34 Heydon Way, I have no objections.

**DC/23/1124**

- Regarding this retrospective application for a garage conversion at 23 Carter Drive, it is regrettable that there has been a loss of a parking space. However, the conversion appears to have been done in keeping with the original property design and the attached existing garage helps keep the original design intent in place. I have no objections, provided there are no material objections from owners of the adjoining / adjacent properties.

**DC/23/1230**

- Re this application for surgery to 2 Horse Chestnut trees on land at Kingsmead Place, it is not clear from the application form that the applicant is the land owner - as stated? However, I have no objections provided the work is carried out by a qualified contractor in accordance with an approved application.
- I would mirror comments on this, it looks to be an agent application and the drawing doesn't have street names which doesn't make it clear for others viewing this which might cause ambiguity.

## **Responses submitted since previous meeting:**

### **DC/23/0588**

On review of planning application consultation DC/23/0588, our Planning Committee have no specific objections, unless material objections from the adjoining or neighbouring properties, but would like to raise the below comments:

- the changes to the rear elevation are quite significant in terms of roof profile and given this is a mid-terrace property it is important that adequate consideration is given to any effects on adjoining (and neighbouring) properties.
- the changes to the front elevation appear to be in keeping, given the size and scale of the proposed front dormer.
- The space between the adjacent properties is noted, and building into the loft might not feel quite so intrusive provided the neighbours do not object

### **DC/23/0996**

On consideration of planning application consultation DC/23/0996, our Planning Committee have no outright objection but have raised the below comments for due consideration by the Planning Officer:

- The height and scale of the applicants property already seems out of scale to both rear properties [18 and 20 Cook Way], potentially due to the original design specifically related to the existing height of the roof and closeness to rear properties . The addition of dormer windows on the rear elevation would add to the existing roof height and proximity issues, causing privacy issues to these 2 properties on Cook Way.
- The proposed changes somewhat move away from the original design concept of this and surrounding properties. However it is noted that there have been a number of applications to develop the loft spaces in properties in the Wickhurst Green development, thereby creating a precedent.
- The objection from the owners of 20 Cook Way are noted.
- It would seem appropriate that given the submitted application due consideration be given to the effects on the neighbouring properties and the changes to original design concept, along with potential effects on the street scene.