



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

4th September 2023

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Please also see meeting documents on website for Appendix 9 – Sussex Green Living

SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 - [To approve the minutes from the Parish Council meeting held on Monday 3rd July 2023](#)

Item 6 – Co-Option

At the time of the report publication, 2 Councillor applications had been received. These have been shared with Councillors via Sharepoint and applicants have been invited to attend the meeting when the applications will be considered. Councillors may familiarise themselves with the Co-option process by reviewing the council's adopted Co-option policy: [CoOption Policy May2022.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 8 – Clerks Updates

Clerks updates can be found in **APPENDIX 1**.

Item 9 – Policies

Members are asked to review and adopt the below:

9.1 – Risk Management Scheme – Tracked changes have been shared via Sharepoint

9.2 – Internal Controls Document – See **APPENDIX 2**

9.3 - Volunteer Policy – See **APPENDIX 3**

9.4 – Allotment Waiting List Policy – See **APPENDIX 10**

Item 10 – Wickhurst Green Parcels of Land

The Parish Council's legal representative has requested a full and detailed resolution is passed by the Parish Council summarising all parcels for expected acquisition, to include commuted sums values including indexation, and the Parish Council's agreement to be the district council's nominee. Details of the resolution to be agreed can be found in **APPENDIX 4 (to follow)**.

Item 12.1 – Cricket Club update

An update on the building survey arrangements has been circulated to members.

Item 12.2 – Use of Parish Council building as Polling Station

Correspondence from Horsham District Council has been shared with councillors via Sharepoint

Items 13.2, 13.3 & 13.5 – Recreation Recommendations

See **APPENDIX 5**

Item 14.1 – Ratification of Payments lists for July and August 2023 invoices

The list of payments for ratification can be found in **APPENDIX 6 (to follow)**, shared as a separate document under this meeting on the website.

Item 14.2 – Additional Hours Worked

Details of additional hours worked during July and August have been shared with members via Sharepoint.

Item 14.3 – Grant Application

A grant application has been received from 4 Sight Vision requesting a grant of £330 to support their charity's works. All correspondence received has been shared with councillors via Sharepoint.

This year's agreed budget for grants was £5,000. The current remaining budget for 2023/24 is £2,400.

Item 14.4 – Internal Auditor Correspondence

Correspondence in relation to an increase in fees for internal audit works has been circulated to members via Sharepoint. Members are asked to consider the 3 year agreement as proposed in the correspondence.

Item 14.5 – Budget Setting

A) Councillors are requested to consider availability for the below potential dates for a Finance and Establishment Committee meeting for budget setting:

Monday 16th October 19:45

Tuesday 17th October 19:45

Monday 13th November 19:45

B) Members are asked to consider a recommendation for pre-authorised additional hours for budget preparation by the Clerk – as detailed in the report circulated on Sharepoint.

Item 15.1 – Comments raised by residents in relation to planning application DC/23/1133, following council drop in session

The collated feedback to date can be found in **APPENDIX 7**.

Item 15.2 – Planning Application responses

Submitted comments for ratification, and open consultations for Parish Council to agree responses, can be found on the Parish Council website as below (amber coloured entries are status open, green entries are previously approved responses).

[2023 Planning Applications.xlsx \(live.com\)](#)

Item 16.1 – 3 Tier Surgery Proposals

Details can be found in **APPENDIX 8**.

Item 16.2 – Age UK and 4 The Youth

Update reports have been shared with councillors via Sharepoint.

Item 16.5 – Sussex Green Living

The proposal for consideration can be found in **APPENDIX 9 (shared as a separate report to website)**

Item 17 – Training recommendations

It is recommended to approve the below:

- a) 1 half day website administration training for all officers to be held at the office - £295 – It is suggested to use Website budget line 4190 for this provision. (£400 budget, no expenditure).
- b) Attendance by the Clerk and Deputy Clerk at the annual Clerk's conference - £429 per person for full 2 days conference. Current remaining budget for training – (line 4050) £1,687 of total budget of £2,000.

Item 8

Update Clerk:

- Resilience plan – works will commence on a basic plan during September and feedback in October
- Clerk used delegated authority to effectively manage the operational checks over the summer, as agreed – all carried out by officers
- Resource review update
- 195 responses so far to the Community Survey – it has now been closed (end August)
- Netcom phishing/email filtering instructed
- Annual salt bins survey has been completed
- Expressions of interest from potential Cllrs
- Funfair dates as circulated – residents letter drop and promotion via media
- Visit from Democratic Services to consider parish office as polling station. Will go to consultation, but deemed a more appropriate venue than The Bridge. See item on agenda.
- Intermediate request from external auditor – additional information requested has been submitted
- Planning drop-in session well attended/received by residents

Update – Deputy Clerk

- Monster Play Area opened 13th July/ formal opening on 17th July. Awaiting additional Monster sign: wording has now been agreed, now awaiting delivery. One yellow gate still requires adjusting plus had a report of a missing bolt from the bucket swing (19th August) which we have requested Kompan to replace.
- Due to the increase in the size of the play area, it's been recommended that a service gate for maintenance is considered – October agenda
- Annual Play Inspection: awaiting feedback
- BBH Magazine – The September article included an item from BBH Bowls Club and the advert for the Sussex Green Living Event.
- Further fence works were carried out to close the gaps from the newly installed access gate to the existing fence. Also, a spring/closer was added to the pedestrian gate.
- The Ducky Pond Information Board was ordered at the end of June and delivery has been chased. David Milbank will be asked to install it.
- The 2 deceased trees at Charrington Way have been removed. Any identified dead trees along the first adopted area of Broadbridge Way have also been removed and all tree straps checked and adjusted to the appropriate tightness. The tree at the Parish Office was also adjusted.
- HDC Refuse have agreed to 2 locations for recycling bins: one near to the shared footpath, the second just outside the play area. Awaiting details on permissions for WSCC for the shared footpath bin and awaiting a response regarding S106 for the play area bin. Have obtained a quote for the bin (the same as the recycling bin located near the office).
- There was some fly tipping on the edge of the Cricket Club. This was reported by the Tennis Club to HDC.

- Grass maintenance has commenced for the further areas of Broadbridge Way. This has included a full cut of the small triangle area opposite the neighborhood centre (this is where the bin is proposed), and a 1m border cut of the other areas. This year it is proposed to carry out a Cut & Collect like the other areas and this maintenance will be added to the schedule for next year. See agenda item.
- The small fence that lines part of Broadbridge Way onto the road (newly adopted area) has been damaged, and in some places fallen over. WSCC Highways have been contacted to determine if that is now the PC's responsibility and if there are any rules regarding placement/design etc. This update will be brought to the next meeting.
- The storage in the Office (external locked area) and internal cupboard is at capacity. The council will need to consider this regarding any future projects and/or storage requirements. The trailer will also need consideration – October agenda.
- The shared footpath, Lighting Column permission – this has been followed up with WSCC
- Correspondence re anti-social behaviour at VC play area reported by a resident.

Allotments

- To note: Plot 22 have planted a Dwarf Apple Tree and understand the rules, noting it will be kept pruned to below 2M.
- 17 more plots have been allocated since the re-opening of the Weston Avenue Allotment List. One resident failed to return paperwork and after notice has not communicated any further and has subsequently been removed from the list. This plot has now been re-allocated, therefore only 3 raised beds remain un-allocated.
- The Keter Storage Unit and base has been ordered.

Broadbridge Heath Parish Council

Internal Control Document



GENERAL

Broadbridge Heath Parish Council is responsible for ensuring that its business is conducted in accordance with the law, proper standards and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

Regulation 3 of the Accounts and Audit Regulations 2015 states that 'a relevant authority must ensure that it has a sound system of internal control which:

- a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- b) ensures that the financial and operational management of the authority is effective;
- c) includes effective arrangements for the management of risk'

THE PURPOSE OF INTERNAL CONTROL

The system of internal control is designed to manage risk and reduce it to a reasonable level in order to achieve policies, aims and objectives and therefore, it can only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is on-going and the process is designed to identify and prioritise the risks to the Council's policies, aims and objectives and to evaluate and manage the risks accordingly.

RESPONSIBILITY FOR INTERNAL CONTROL

The Council should understand its internal controls because Councillors will be required to state (as part of the Annual Governance Statement in the Annual Return) that adequate systems of internal control, including measures designed to prevent and detect fraud and corruption are in place and that it has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

The Council has made and will keep under review Financial Regulations, other relevant policies and Standing Orders that define its responsibilities relating to financial control including management of contracts.

SYSTEMS OF INTERNAL CONTROL

The following checklist details the systems of internal control and should be used to ensure that the responsibility for internal control is being adequately met by the Council and its employees, officers and members.

Broadbridge Heath Parish Council

Internal Control Document



CONTROL	REVIEW DATE	HOW	ACTION: CLERK	ACTION: COUNCIL
Appointment of Clerk/ RFO/ Proper Officer	As necessary	Full meeting	Leaving Clerk to provide adequate hand-over	To appoint a suitably qualified and experienced Clerk/ RFO
Appointment of Internal Auditor	Annual	Full meeting	To provide IA with complete set of accounts prior to completion of the AGAR	To appoint a suitably qualified and experienced IA
Audit Trail	As necessary	Clerk	To ensure that all payments and receipts are properly recorded, tracked and referenced from order to completion	To monitor payments and receipts as per the reconciliation and financial reports provided by the Clerk
Budget and financial monitoring: Budget Monitor Cash Book Bank Reconciliation Bank Statements Invoices/ Receipts Payments List Petty Cash	Quarterly Quarterly Quarterly Quarterly As necessary Monthly N/A	Full meeting	To report on all aspects of income, expenditure, payments for consideration. To provide relevant receipts and invoices and reconciliation documents along with bank statements and details of any cash received/ held	To consider and note the reports on Council finances as provided by the Clerk
Budget and financial planning: Budget proposal/ approval Precept setting	Annual Annual	Full Meeting	To produce a budget and precept proposal to full Council	To consider and approve the budget proposal and set precept in line with evidence provided by the Clerk
Compliance with HMRC PAYE NI	Monthly	Outsourced to payroll	To ensure PAYE and NI are calculated and payments submitted monthly to HMRC.	To ensure payments have been submitted

Compliance with publication of public notices: Agenda Minutes AGAR Exercise of Public Rights Conclusion of External Audit Constitutional documents Asset Register	Monthly Monthly Annual Annual Annual Annual Annual	Website/ noticeboards	To ensure all public notices have been completed and displayed in a timely manner	To ensure they receive and approve relevant papers/ notices
Document Safety: Hard Files Computer Files Website Email	As necessary As necessary As necessary As necessary	Each member/ staff/ officer	To ensure that appropriate measures are in place for document storage, locked filing cabinets or office room, computer passwords virus protection, spyware and security is in place. Sensitive information is password protected, documents are signed and archived regularly.	To ensure that Council documents are kept safe and that appropriate computer security is in place, to use Council email address and ensure that they adhere to policy when dealing with Council documents and property.
End of Year Accounting and Audit regulations: AGAR External Audit	Annual Annual	Full Meeting	To prepare receipts and payments accounts and supporting documents in line with AGAR and external audit	To consider and adopt the accounts and to approve AGAR papers
Insurances	Annual	Company	To ensure that appropriate insurances are in place and up to date and report to Council as necessary	To receive Insurance reports as necessary
Management of banking facilities and arrangements	As necessary	In branch	To ensure that facilities meet the requirements of the Council	To liaise with the Clerk and ensure facilities meet the requirements of the Council
Management of VAT: Record VAT on payments VAT Reclaim	As necessary Bi-annually	Clerk VAT 126	To appropriately record VAT payments and submit the VAT return using the appropriate forms	To ensure that the VAT return has been submitted and to check VAT against payments with finance monitoring

Meetings of Committees	As scheduled	Parish Office	To produce and serve relevant papers on the Committee and public as necessary	To attend meetings and observe the 6 month rule and produce updates and reports as necessary
Meetings of the full Council	Monthly (excl August)	Parish Office	To produce and serve relevant papers on the Council and public as necessary	To attend Council meetings and observe the 6 month rule and produce updates and reports as necessary
Relevant policy and procedure: Financial Regulations Code of Conduct Standing Orders Grants Policy Internal Control Risk Management Relevant Legislation	Annual Annual Annual Annual Annual Annual As necessary	Full Meeting	To ensure that all policies and procedures are up to date and in place and to ensure Council is informed of all legislation relating to its functions/ business	To familiarise themselves with all relevant policy, procedure and legislation and to adopt policies as necessary
Staff contracts up to date	As necessary	Full Meeting	To ensure that contracts are up to date and reviewed as necessary	To ensure that staff reviews inform contracts for review
Clerk/ Member Review	Annual	As agreed	To attend relevant Appraisal or review as necessary and consider personal development and action plan	To review and appraise the Clerk as necessary
Officers Review	Annual	As agreed	To arrange Appraisals or reviews as necessary and consider personal development and action plan	To receive updates on staff appraisals from the Clerk
Training and Development	As necessary	Full Meeting	To produce a training matrix and identify relevant training and training budgets for staff/ members and officers	To identify areas of training and attend relevant training identified for their role by the Council or via personal review



Broadbridge Heath Parish Council

VOLUNTEER POLICY

Policy agreed by Recreation Committee -31st January 2022

Adopted by Full Council – 7th February 2022

COUNCIL TO REVIEW AND ADOPT – SEPTEMBER 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 insure 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)

Title: APPENDIX 4

Item 10 – Wickhurst Green Parcels of Land Acquisition

TO FOLLOW ONCE COMPLETED – AWATING INPUT FROM OFFICER AT HDC

Item 13.2 – Broadbridge Way Cut and Collect

Quote from council's contractor to cut and collect the both wildflower areas including the Swan neck section.

Cost to undertake the above works: £1029.95 + Vat

Plus Grab lorries to collect the cuttings, estimate 2 lorry loads at approximately £375 per load, based on previous experience.

N.B. The previously agreed maintenance contract with our contractor includes £1,131 for Broadbridge Way cut and collect. The above costings add £624 to this total. Councillors therefore are only **approving the additional £624.**

Item 13.3 – Signage at Monster Park

Quote for replacement play area signs at Monster Play area

2 x Set Play Park Signs. 700mm x 770mm. Digitally printed self adhesive vinyl, laminated with Anti-Graffiti laminate and mounted to 5mm Aluminium Composite, Cut to shape. 2 panels per set. Front sign full graphic and back panel just one colour.

With coach bolts coloured to suit signs. Then to be mounted back to back. Price includes artwork set up.

£245.00 per set

1 x Installation of 2 sets of Signs, fixed back to back on insitu park gate using coach bolts at Village Centre Monster Park, Village Centre Recreation - £55

£545 total (excl VAT).

Item 13.4 – To receive reports on recent incidents at open spaces, actions taken and recommendations.

Reports A and B have been circulated to members via Sharepoint.

Item 13.5 – To consider a recommendation to delegate to the Deputy Clerk to respond to raised bed allotment holders regarding individual composting units.

- 2 raised bed holders have requested to place composting units on the communal area opposite the sheds at Weston Avneue allotemnts
- The current rules state no communal composting and for composters to be on individual plots only
- This limits the ability to compost for raised bed holders
- Recommendation would be to allow installation of plastic compost bins on site above, and to delegate positioning and associated rule changes to the Deputy Clerk.

Title: APPENDIX 6

Item 14.1 – Payments Lists for July and August invoices – TO FOLLOW ONCE PROCESSED

Recommendation: Members note the issues and comments raised by those attending the drop-in and subsequent correspondence, and consider these when agreeing a response to the planning

Please note the below collated comments are as of 30th August

Attended by Cllr Lambert and Officers

Background: Residents had the opportunity to attend the Parish Office between 2pm and 7pm to view the plans, read draft response reports from the Parish Council and provide feedback/comments.

- There was a steady flow of residents from 2pm to 7pm – c. 40 in total
- Attracted interest from residents of BBH and wider Horsham area
- Some comments regarding why the build does not inc health centre, school, dentist etc
- In general, positive feedback on development but with concerns. See below:

Traffic management

- By far the biggest area of concern
- Increase of traffic through Sargeant way 'rat run'
- Strong feeling that existing problems with the road infrastructure surrounding Sargent Way, bus gate, co-op should be addressed prior to additional proposals
- New mini roundabout causing congestion
- Congestion at A24 slip road end. Customers and deliveries. Believe that Tesco deliveries must reverse into their area, no turning space
- Concerns for pedestrian safety particularly at new roundabout area

Litter

- 2nd biggest concern. Especially from Mcdonalds. Increased litter in village. Litter pickers very concerned
- Area already attracts gulls – would become more dependent with additional waste/litter.
- Risk of rats with food waste/refuse/litter

Anti-social behaviour

- Mainly regarding Mcdonalds being a potential hotspot. The issue with 'boy racers' doing donuts regularly mentioned. Questions regarding opening hours of Mcdonalds. Generally, against 24 hours. Not sure what the proposal is re opening hours.

Suggestions

- Bollards across Sargeant way or prevent access to Tesco from co-op end ie block off Tesco roundabout
- Find suitable permanent solution to the Sargent Way issues, developers of Quadrant to mitigate/contribute to any required highways infrastructure as further development would only increase current issues

- Remove new mini roundabout and create entrance directly from Broadbridge way or use existing Halfords entrance and make one big retail park
- Pedestrian crossing required at new mini roundabout entrance
- Pedestrian access from side of Tesco to McDonalds
- Make a right filter lane from A24 entrance into McDonalds drive through. Would have to widen road.
- Make exit of McDonalds drive- through a left turn only. ie force traffic to exit via A24 end

Further correspondence received by email (font colour for differentiation):

As a resident I am completely opposed to this retail park.

1. Anti social behaviour for a drive through fast food establishment, this is not America. Put the restaurant in town.

2. Repeat of existing stores; we already have the 2 towns garden centres within a mile of each other, adding a third does not create competition.

A low end supermarket next to the already poorly maintained Tesco site. We have enough grocery stores

3. Access is ridiculous. I walk every day that route and it's dangerous. Close off the access to Tesco completely and have everyone go via A24.

Build houses and a school not more useless and unneeded retail.

Hi could you please let me know what opposition you have mounted regarding the new development?

How can they possibly think the access route through the route to Tesco is acceptable when it's a single lane in both directions and we already have countless people driving through the bus lane route by the co op already.

This is going to bring in masses of traffic and we already have Homebase and a garden centre within walking distance of this site.

The noise from the bypass and Tesco route is constant as it is with a lot of antisocial behaviour with boy racers and motor bikes revving all night already.

How have they addressed any of these concerns by local people?

Apologies for sending this so last minute, hopefully I have made the cut-off deadline. In principle, I don't object to the development of Broadbridge Heath Retail Park. It will be great to see the site utilised and provide more employment opportunities in the area. The choice of businesses going into the Park could have been better but I appreciate that residents and the local community will have very little influence on what goes in. I do have major concerns which at this point, unless they are addressed and changed, would lead me to vote no and object to the current design

I am aware that the idea of a MacDonalds being part of the application has received mixed opinions. Again, I don't object to a MacDonalds in general, but I definitely object to it being a 24 hour one (if that is part of their application). We already suffer from a lot of noise until the early hours of the morning, particularly with the "racers" who use this area as part of their "track" and then congregate in the Halfords carpark. A 24 hour MacDonalds would only exacerbate this problem and create more noise affecting the adjacent residential areas. If a MacDonalds goes in, it would make sense that it be constrained to no later than Tesco's hours but ideally closing by 11pm. This is a family area, with a large number of elderly residents. No-one wants to be disturbed by increased traffic late at night.

Secondly, I strongly object to the road layout for access to this development. It doesn't take much common sense to realise that the current design is not well thought out. We have a large number of students walking from the village, across the Tesco's site to reach Tanbridge House School. The current design feeds a lot of traffic exactly the way they walk, with a new roundabout for them to negotiate at a major crossing point for the children. It is an accident waiting to happen. Cars barely stop at the zebra crossing we do have, there is no way having additional crossings will make the children any safer. Whilst I have no official planning qualifications, even I can see that the better option is to install a roundabout at the Halfords entrance point and make access to the new development through that way. Traffic is no longer forced into the Tesco's area and our children and residents walking to Tesco's/Tanbridge are kept safe.

As the amount of traffic already using Sargent Way as a rat run is a major issue. the access to the retail park being via the Tesco's entrance will only increase this problem. Again, I can't believe no-one has had the foresight to realise that if you made the Halfords roundabout idea an entry only point into the Retail Park, you could then make the only exit via the slip road exit onto the A24. This would solve so many problems....villagers could easily still access Old BBH, the Wickhurst Green residents could loop back and into Wickhurst Green either by going past the Tesco's entrance again or around onto the new bypass to access from the south side and it would encourage shoppers from surrounding areas to use the main road arteries (like the new bypass) rather than trying to cut through Wickhurst Green. We had the old bypass downgraded and shut in a section, which has done a lot of good for the village, but by not addressing the current plan flaws, traffic will run through Sargent Way and we place our children in danger. I genuinely do not understand why this was not considered as part of the original plan!

Unless the road layout is changed to be more practical then my overall opinion for the development is a NO. The traffic situation and the operating hours of MacDonalds must be taken into serious consideration before this development goes any further.

I am sure I am not the only resident to voice their concern and object to the road plans. I only hope that the Council and the Developers actually listen to our concerns and change the plan design.

With reference to the proposed development to include McDonalds and Starbucks, and as residents very nearby on Wickhurst Lane we feel the impact would be negative to the whole community.

Not only would we see increased traffic, increased littering and noise,

the constructions of a McDonalds so close to a preschool, a nursery school, Shelley Primary school and directly on the route to and from Tanbridge House school into the village would be in the best case negligent and the worst case harmful to the health and wellbeing of our children.

We strongly oppose the proposed planning application.

After visiting on office on Thursday to view the plans here are my biggest concerns:

1- The new access roundabout approaching Tesco . It would have far better to put an access point /roundabout at the same junction for Halfords etc rather than where it is now . What is going to happen is , it will encourage more traffic to cut through the Co-op car park /wickhurst green . That is a disaster already- no need to compound it with additional traffic and can't see

anything happening with it until there is a serious accident. And as we know councils are reactive rather than proactive.

There are too many pedestrians , Shelley school , THS students , Tesco and leisure centre all use this footpath for access . A lot of drivers already disregard the pedestrian crossing. Increasing the traffic is a pedestrian accident waiting to happen.

What is the contingency for when the underpass floods because the pump has failed again ?

Forcing all pedestrians to cross what essentially will be an extremely busy road ?

2-How are they going to stop the boy racers in the car park ?

3- deliveries to these stores ? Will there be night deliveries? If so what times ? Can we stop the night deliveries?

4- how is the downgraded road to Tesco going to cope with all this extra traffic? Is it going to be up graded to manage the extra traffic?

5-what will be the closing times for Starbucks and McDonald's ?

My only concern would be the traffic flow through the village .

Of the traffic was directed back out onto the bypass this I feel would be better for our village.

Item 16.2 – 3 Tier Council Surgeries

Recommendation: In order to plan time and co-ordinate communications effectively, members are asked to consider:

- a) If District and County Councillors are not available to attend, does session go ahead with just Parish Councillors (and be communicated to residents as such)?
- b) Availability for the below 2 remaining sessions
- c) If continuation of the sessions should be scheduled

Information:

Please note below extract from minutes of Parish Council meeting held on Monday 5th June

170/23 THREE TIER COLLABORATIVE SURGERIES

Members considered and **AGREED** the dates in APPENDIX 1 – Item 8.2 – of the Supporting Documents. It was agreed that at least one Parish Councillor would attend each session.

Cllr Hazell confirmed availability for 20th June and Cllr Knight confirmed availability for 21st November.

Remaining proposed dates were:

Tuesday 26th September 10am - 12pm

Tuesday 21st November 4:30pm - 6:30pm

Item 9.4 – Allotments Waiting List Policy

Please note amendments are shown in red font

ALLOTMENT WAITING LIST POLICY

Eligibility for an Allotment

Prospective tenants must meet the following conditions:

- Being over the age of 18
- Reside in the postal area of Broadbridge Heath

If a prospective tenancy is to be taken by an association, club or other organisation, the tenancy will need to be held by a nominated individual, who will remain personally responsible for the tenancy on behalf of that organisation.

The allotment facilities are provided by the Parish Council for the benefit of Broadbridge Heath residents.

The Parish Council reserve the right, to change the following at their discretion.

Joining the Waiting List

- Applicants should make a formal request, in writing, by email if possible.
- They should provide their name, address, telephone number(s) and email address.
- Applicants will be provided with basic information about the allotment service and guidance about the time and effort required to be able to maintain a plot to the required standard.
- Only after applicants have indicated that they have noted that guidance and that they wish to pursue a tenancy, will they then be added to the waiting list.

Existing Tenants

- Where possible the Parish Council will be supportive of existing tenants who wish to upsize, downsize, move or exchange plots. To do so, existing tenants must indicate their interest by registering to join the waiting list. Such tenants should indicate the reasoning behind their request. If, for example, they are only interested in a specific plot, an adjoining plot, or one close by, this should be made known.
- Second plots are not available at this time for applicants of the same residential address.
- **On acceptance of a plot, the current place on the list is rescinded and subsequent requests for other plots are treated as a new application for a plot. (This includes all sized plots).**

Waiting List

The waiting list will hold the following details:

- Date the application was accepted
- Name, address and contact details of the applicant
- Information on plot size or location preference, if stated

The waiting lists will be maintained in order of date the application was registered.

Being Offered a Plot

- When a plot becomes available, it will be offered to the applicant at the top of the waiting list for the applicable site (ie the applicant who has been waiting longest).
- If that offer is not taken up, the vacant plot will be offered to the next person on the waiting list, and so on down the list.
- If an offer is refused because of special personal circumstances which would prevent proper use being made of the plot in the immediate future, the applicant may ask that their request be deferred for an agreed period, or a specific event has occurred. In that way their position on the waiting list can be preserved.
- The Parish Council may remove an applicant from the waiting list if they repeatedly refuse plots that become available. In such circumstances, the applicant may make a new application and be allowed to join at the bottom of the waiting list.
- **Vacated plots are accepted and taken over as seen.**

Death of a Tenant

- If the last tenancy of an available plot ended because the last tenant died, consideration will be given by the Parish Council to it being taken over by a family member. It may be (for example) that a couple cultivated the plot together, but the tenancy agreement was in the name of the deceased.
- If more than one family member wishes to be considered for taking up the tenancy, the Parish Council may consult with interested parties.
- “Family members” means somebody who is related to the deceased (by blood, marriage, civil partnership, adoption, or other legal formality).
- The decision by the Parish Council on who will take on the plot of a deceased tenant will be final.