



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

2nd October 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 3rd July 2023](#)

Item 6 – Co-Option

At the time of the report publication, 3 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 – Officer Updates

Officers updates and correspondence can be found in **APPENDIX 1 (Clerk update will be provided verbally at the meeting).**

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 2**

Item 11.2 – Village Centre s297 – Management and Maintenance

Confidential report has been circulated to members via Sharepoint.

Item 12 – Facilities

Recommendations for the removal/disposal of the trailer and addition of a shed at the Parish Office are shared in **APPENDIX 3**

Item 13.1 – Annual Play Inspection reports

Reports have been shared with members via Sharepoint. Verbal update will follow.

Item 13.4 - Allotments Waiting List Policy

Amendments for approval can be found in **APPENDIX 4**

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

The list of payments for ratification can be found in **APPENDIX 5** shared as a separate document under this meeting on the website.

Item 14.2 – Ratification of Additional Hours Worked

Details of additional hours worked during July/August/September 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 note and approve the appointment.

Item 14.5 – End of Quarter 2 Finance Reports

Income/Expenditure report (redacted individual salaries) and year to date balance sheet reports have been shared to the website under this meeting. Nominal Ledger report has been shared with members via Sharepoint.

Item 14.6 – Bank Reconciliation

Papers will be circulated at the meeting.

Item 14.7 – VAT Return

Vat return preview for Quarters 1 and 2 has been shared with members via Sharepoint. Return will be submitted on 29/09/2023.

Item 14.8 – External Auditors Report

This has been published to our website and can be viewed using the below link:

[Broadbridge Heath PC 2023 EA Report Signed 1387919.pdf \(broadbridgeheath-pc.gov.uk\)](https://broadbridgeheath-pc.gov.uk/Broadbridge%20Heath%20PC%202023%20EA%20Report%20Signed%201387919.pdf)

Item 14.9 - Budget Setting

A) Councillors are requested to consider availability for the below potential dates for a Finance and Establishment Committee meeting for budget considerations/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 14.11 – Loss of General Power of Competence

Information about the General Power of Competence can be found in the below link:

[CTN2 - Powers and Duties.pdf \(broadbridgeheath-pc.gov.uk\)](https://broadbridgeheath-pc.gov.uk/CTN2-Powers%20and%20Duties.pdf)

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 (yellow are submitted, for ratification; amber coloured entries are status open, awaiting members responses, green entries are previously approved responses).

[Planning - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](https://broadbridgeheath-pc.gov.uk/Planning-Broadbridge%20Heath%20Parish%20Council)

Item 17 – Personnel Committee Recommendations

Recommendations from the Personnel Committee meeting held on Monday 25th September can be found in **APPENDIX 6**

THE CLERK’S UPDATE WILL BE GIVEN VERBALLY AT THE MEETING.

Item 8

1. September updates

Update Clerk September Meeting:

- 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 - September

- 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.

Update - Community Officer – September

- Community Forum continues each month with representation from St.John's Church, Age UK, BBH Scouts, 4TheYouth, Village Gala, Village Centre Manager, Skylarks Manager, Village PCSO. In recent months an invitation was extended to the Cricket and Bowls Club who both attended in July. All organisations have reported the Forum to be both a positive and constructive way to meet other village organisations, network and share news and information.
- St.John's Church, Age UK and BBH Scouts consistently attend each month with other organisations attending bimonthly or when work schedule allows.
- Shelley School remains on the email and invitation list but despite direct contact made by phone and initial engagement the school to date have not attended the Forum.
- Prior to the summer holidays, dialogue began with Skylarks about organising a nature walk / litter pick supported by the Parish Council – Community Officer to pick up at next Forum.
- All Community groups are continually encouraged to notify and share events, initiatives, and areas of interest which the Parish can support or showcase through village noticeboards or social media channels.

- PCSO Kyle Berriman is now post, monthly drop-in sessions continue at the Parish Office, alternating between Parish opening hours and evenings (4:30pm – 6:30pm) whereby residents are encouraged to attend and raise any policing matters.
- Community Officer continues to liaise and report any policing matters either directly raised by the Parish or following communication from residents. Requests made to PCSO to attend and monitor hotspots in village; Broadbridge Way Bus Lane traffic, Co-op Car Park, Billingshurst Road speeding. Following several reports of the continued smell of Cannabis within the vicinity of Parish Office, PCSO confirmed an address of interest was visited with appropriate course of action taken.
- Community Officer continues to attend the monthly 'Horsham Police Inspector Forum Update', attended by neighbouring Parish Councils, represented by Clerks or Officers. September's forum cancelled due to Inspectors annual leave however will resume in October. Inspector reports Horsham town anti-social behaviour has reduced although has still been ongoing. Further reports of younger youth (11-14) anti-social behaviour have been received with crime being reported both in Swan Walk and the Bishopric area. Policing levels are continually being monitored and assessed.
- Community Litter Pick Event scheduled for 7th October – request made to HDC to resource and loan additional litter picking equipment.
- Community Officer continues liaising with Horsham Matters, Citizens Advice Bureau, and Horsham District Community Services to establish and identify any outreach services the Parish Council could potentially support once again. CAB are re-evaluating outreach model and have agreed to contact CO once finalised. Horsham Matters will not be running a district wide Warm Space for Autumn / Winter 2023 however are currently working on gas and electric initiatives.
- HM Foodbank drop-off point continues at Parish office.
- HM Foodbank Hub on the move attends Parish car park every Monday.
- Horsham District have decided not to continue with the Cost-of-Living Community Support Drop-Ins, but instead work with community groups and charities to ask them if they would like to facilitate advisors from specific services to come and meet their users/clients. This decision was made to enable the service to tailor the advice provided with a particular audience.
- Community Officer has established relationship and met with Horsham District Well-being Service who have since visited Parish office. Final arrangements are being made to hold a October monthly outreach / drop-in service for district and village residents. Full details of this will be confirmed in the coming weeks.
- 4TheYouth village youth club resumes after summer break and the Community Hub / Snack Wagon continues to visit and support residents each Monday situated in the Tesco car park.
- Cuppa and Chat continues each month at The Shelley Pub facilitated by Age UK.
- Community Officer liaising with Green Gym to arrange a further date for whips planting, potentially at West Avenue Allotments.

2. October Updates

Deputy Clerk Update

- Monster play park- service gate quotes in progress. A signage quote has been approved by Cllr Knight and I will now progress with design working with Bel Signs.

- Ducky Information Board - this delivery has been chased again (28th September) and I am awaiting a response.
- A s106 application has been made for a recycling bin just outside the Monster play area and I'm awaiting funds approval from HDC to progress with the order.
- Cricket Club – the pavilion building survey has been received and the work details extracted to seek quotes from builders. As recommended an Asbestos survey is scheduled for Monday 2nd October.
- Some tyre tracks were noted at the Cricket Club, and it appears a car managed to get access onto the field. I will pursue a quote to install a bollard or similar, to try and prevent this happening again. The lease work is ongoing with our solicitor. There was an attempted break-in of the storage units which was reported to the Police and our PCSO has been made aware.
- The Cut & Collect of Broadbridge Way was carried out – 2 lorry loads were required for removal of the whole area.
- The tree inspection of the Leyland Hedge and our village Ash trees has been carried out, and once a report for works is received, I will progress with this under delegated financial authority.
- Permission for Poppies on the streetlamps was made and this has been received from Enerveo. Countryside have approved a few streets in Wickhurst Green. The Royal British Legion will source a wreath on our behalf again.
- Work continues liaising with WSCC regarding the Broadbridge Way fence, shared footpath, and the lighting column permission.
- Shaylers Funfair arrived on Monday 25th September, and they will be opening Thurs 28th – Sunday 1st October and scheduled to leave the common w/c 2nd October.
- The bollards at the VC vehicular access are damaged and we are awaiting a quote to replace them.
- The “Elderly Crossing” signs are now installed near to the care home.

Allotments

- Weston Avenue Allotment Holders were emailed regarding their interest in an Allotment Association. I received 7 emails stating an interest; therefore, I will seek some more information for progression Nov/Dec.
- 1 further resident has rescinded their plot, and this will be re-allocated in due course.
- The Keter storage has not yet been ordered because we still don't have a charge card and I've been unable to find a company that will invoice for that product.
- Grastex have been instructed to remove the weeds on the hard standing near the raised beds.
- Hazle Hurdle is scheduled to be installed on Mon 2nd October – the resident has been advised.

Item 10 – Wickhurst Green Parcels of Land Acquisition

Members are asked to agree the resolutions per the below report, prepared with assistance from the council's solicitors:

To consolidate previously agreed resolutions, and to progress the transfers of the parcels of land on the Wickhurst Green Development previously agreed for acquisition by the Parish Council, the below 5 resolutions are proposed:

1. The Parish Council confirms that it has agreed to be Nominee for some of the transfers and contributions (as detailed below) in relation to the land South of Broadbridge Heath, Horsham, in relation to the 7th Deed of Variation dated 8 April 2021.
2. The Parish confirms and agrees to enter into a further legal agreement with HDC and the Countryside Properties (UK) Limited ("the Developer") in relation to point 3, 4 and 5 below and correct the error in the 7th Deed of Variation dated the 8th April which will now allow the Developer to transfer contributions directly to the Parish on completion of the transfers.

3. The Parish Council have only agreed with HDC and the Developer to take the following parcels transfers detailed below and contributions listed in point 5, in order of the priority of the order of preference.

Open Space (according to the S106 agreement dated 3rd October 2011) means each of the following relevant areas:

- a) Accessible Natural Green Space – Green corridors;
- b)
- c) Allotments;
- d) Attenuation Basins
- e)
- f) General and Informal Recreation Open Space;
- g) ...
- h)
- i) LEAP; and
- j) NEAP

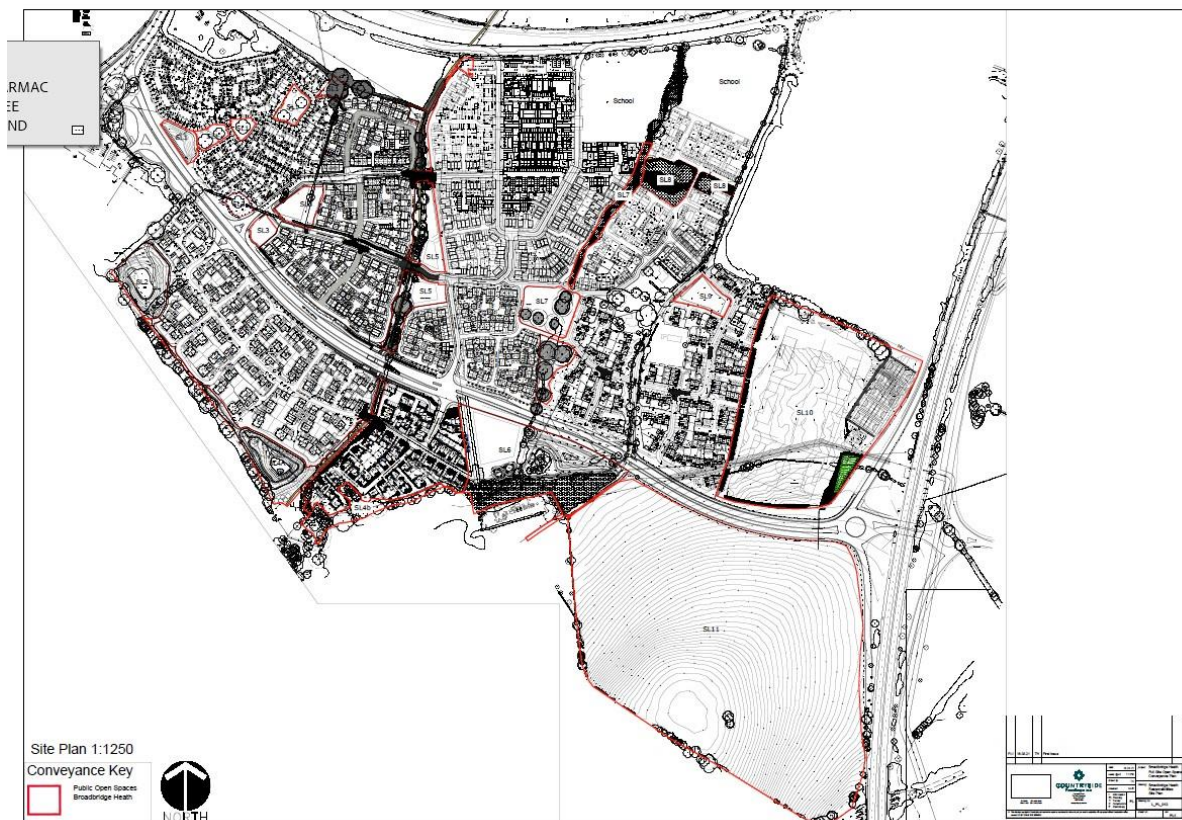
Accessible Natural Greenspace – Green Corridors (according to the S106 agreement dated 3rd October 2011) means the accessible natural green space – green corridors to be provided in accordance with the Accessible Natural Greenspace – Green Corridors Specification comprising of 0.84 hectares on the Site as shown denoted dark green dash lines on Plan 2 (as varied). Now shown in principle in point 3 below) ("**Green Corridors**")

General and Informal Recreation Open Space (according to the S106 agreement dated 3rd October 2011) means the land comprising 4.31 hectares to be used as recreational and informal space shown hatched green on Plan 2 (as varied) ("**Recreational Open Space**")

PARCEL OF LAND	DETAIL
PART OF SL6	ALLOTMENT
SL9	RECREATIONAL OPEN SPACE
	AND LEAP
SL5	RECREATIONAL OPEN SPACE,
	GREEN CORRIDOR AND NEAP

SL1	RECREATIONAL OPEN SPACE
SL2	RECREATIONAL OPEN SPACE
SL3	RECREATIONAL OPEN SPACE
SL4A	RECREATIONAL OPEN SPACE
SL7	RECREATIONAL OPEN SPACE AND GREEN CORRIDOR
SL8	RECREATIONAL OPEN SPACE
SL1A	ATTENUATION BASIN AND RECREATIONAL OPEN SPACE
SL2	ATTENUATION BASIN
SL4A	ATTENUATION BASIN
PART OF SL6	ATTENUATION BASIN

4. The below image shows the locations of the above parcels of land. All boundaries indicated in the below plan are in principle at this stage as detailed drawings will be drafted in due course and can be agreed between the relevant parties in writing.





5. The Parish Council has agreed that it will take the following Contributions

CONTRIBUTION TYPE as per S106 Agreement	PARCEL OF LAND	BASIC CONTRIBUTION	INDEX APPLIED	INDEXATION CONTRIBUTION TO AUGUST 2023**
NEAP	SL5	42,000	All in Tender Price Index	£72,134.53
LEAP	SL9	42,000	All in Tender Price Index	£72,134.53 Plus £20,000 agreed for remedial works
ALLOTMENTS	SL6	18,088	All in Tender Price Index	£31,065.93
ACCESSIBLE NATURAL GREEN SPACE – GREEN CORRIDORS	55,728		All in Tender Price Index	£95,712.22
GENERAL AND INFORMAL RECREATIONAL OPEN SPACE ***	PARCELS SL1 TO SL9	479,040	All in Tender Price Index	£822,745.83

STRUCTURAL LANDSCAPING	(along acoustic fence A281 housing side, strips of land)	No commuted sums	All in Tender Price Index
ATTENUATION BASINS (X4)	TO BE CALCULATED BASED ON ACTUAL SIZE	All in Tender Price Index	£337,919 (calculated using estimated figures per below)

Indexation rate at time of agreement based on Qtr4 2011 - 223

**** Qtr2 2023 - Indexation 383 (provisional figure from HDC as of 31/08/2023)**

***** N.B. Figures include SL4B (which the Parish Council opted not to take transfer of in October 2021), and the reptile receptor area of SL6 (being retained by developer) – therefore this sum is to be adjusted as required.**

NOTES:

1. Note there is no contribution in the s106 for the Structural Landscaping.
2. The General and Informal Recreational Open Space sum is not included in the definition of 'Contributions' requiring indexation at the start of the s106, but is then explicitly referred to as being indexed linked in Sch 12(7)- would suggest based on the explicit Sch 12 wording it is in fact index linked, this will be corrected in the Further Legal agreement see point 2 above
3. The attenuation basins are charged at £1.53/sqm x 24.73, plus indexation : estimated figure for 3 attenuation basins by HDC in 2020 was 5,200 square meters
5. The Parish Council have agreed to consolidate the acquisitions and associated commuted sums by an agreement between HDC, the Developer and the Parish Council.

****Ends****

Title: Parish Office Storage

By: Deputy Clerk – Olivia Buck

For consideration at meeting on: Monday 4th October 2023

Recommendations

1. To delegate to the officers to arrange removal and disposal of the Trailer.
2. To agree the purchase of a shed/storage unit for the ground of the Parish Council Officers, and installation, delegated to the officers up to a budget of £2500.
3. Budget from Parish Office EMR.


Information

- The Trailer has been unused now for circa 18months and is just collecting water and is damaged. We have no storage for it.
- The storage room is at capacity.
- Andrew Fisher (Countryside) has agreed for the shed to be installed on the office land/perimeter.
- Shed as per link below or similar.

[5 x 7 Large Metal Garden Shed, Police & Locksmith Approved Asgard \(asgardsss.co.uk\)](https://asgardsss.co.uk)

5x7 Metal Shed (The Centurion) - Police Approved

◀ Back to: Large Metal Sheds






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4.8/5

51 Review(s)

★★★★★

[Add Your Review](#)

Item 13.4 – 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.

Item 17 – Personnel Committee Recommendations

Members are asked to review the draft minutes from the Personnel Committee meeting held on Monday 25th September and note the detail in the Confidential Supporting Pack, particularly in relation to Appendix 4 – options for consideration.

At the Personnel Committee Meeting held on Monday 25th September, the below recommendations to council were agreed:

1. Resource Review

Members reviewed the options and unanimously **AGREED** to recommend to council to proceed with Option 3 with amendments as below – to include:

- Tasks Categories report - Council consider and make decisions on continuation of all identified additional functions to determine priorities against projects and tasks
- To commence recruitment process for a new member of staff (proposed Environment Officer, exact duties and job description to be determined).
- To review, prioritise and approve the projects list, noting the list will be presented monthly at Parish Council meetings
- To approve to allocate additional resource hours to progress and achieve council functions, services and project

2. Resource Budget

It was **AGREED** to recommend to council :

- To vire £8,000 funds from current Earmarked Reserves sufficient to allow additional resource of up to 12 hours per week for the remainder of 2023/24 as below:
EMR325 VC Drainage – £3,600 (drainage works done as part of the Monster play area project)
EMR356 Special Tree Projects – £3,000 (noting only 9 Ash trees under Parish Council responsibility)
EMR390 Parish Office – £1,400 (noting majority of office setup is complete)
- To delegate management of the use of the new Resource EMR as above to the Clerk for the remainder of the financial year

3. Budget 2024/25

It was **AGREED** to recommend the below proposal to the Finance and Establishment Committee for budget 2024/25:

- To budget for inflation of 10% for all salaries, based on external guidance
- To budget to cover additional hours of 12 per week across current resource
- To budget for an Environment Officer based on 15 hours per week at an appropriate SCP salary point (to be advised)

4. Civility and Respect Pledge

It was **AGREED** to recommend to full council to proceed with identified steps as below in order to sign up to the Civility and Respect Pledge.

- Introduction of a Training Plan for Officers and Councillors
- Introduction of a Dignity at Work Policy