



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

### **Parish Council Meeting**

#### **5<sup>th</sup> February 2024**

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

**Item 5.1** - To approve the minutes from the Parish Council meeting held on [Monday 4<sup>th</sup> December 2023](#)

**Item 5.2** – To adopt the minutes of the Personnel Committee meeting held on [Monday 13<sup>th</sup> November 2023](#).

### **Item 7 – Officer Updates**

Officers updates and correspondence can be found in **APPENDIX 1 (Please note this is to follow)**.

### **Item 8 – Financial Regulations**

Following recommendation by the auditor to review Financial Regulation 4.1, proposed amendment is shown in comments on the document shared to members via Sharepoint.

### **Item 9.1 – Recommendation from Allotments Sub-Committee**

Please see **APPENDIX 2**

### **Item 9.2 – Wickhurst Green Parcels of Land Acquisition**

Please see **APPENDIX 2**

### **Item 10 – Cricket Club**

A report detailing quotations for work received and recommendations can be found in **APPENDIX 3**.

The works schedule can be found in **APPENDIX 4**.

Associated documents have been shared with members via Sharepoint.

### **Item 11 – Age UK**

The report for Qtr3 2023/24 has been shared to members via Sharepoint.

### **Item 13.1 – Ratification of Payments lists for December 2023 and January 2024 invoices**

The December and January lists of payments for ratification can be found in **APPENDIX 5/APPENDIX 6** shared as separate documents under this meeting on the website.

### **Item 13.2 – Finance Update**

At the meeting of the Finance and Establishment Committee held on Monday 15<sup>th</sup> January 2024, members of the committee reviewed and noted the below financial reports, which can be found in the supporting documents for that meeting ([Finance and Establishment Committee - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](#)):

- Income and Expenditure to end Qtr 2 2023/24
- Balance Sheet as at 9<sup>th</sup> January 2024
- Earmarked Reserves Report as at 9<sup>th</sup> January 2024
- Bank reconciliations were approved for Cashbooks 1 and 2.

### **Item 13.3 – Committee Recommendations for EMR Movements**

Recommendations for Earmarked Reserves movements can be found in **APPENDIX 7**.

#### **Item 13.4 – Grant Application**

A grant application has been received from the Gala Association for a grant of £460 to pay for the toilets and refuge that will be required to host the Summer Fete on Saturday 6<sup>th</sup> July.

The grant application form has been shared with members via Sharepoint.

#### **Item 14.2 - Horsham District Local Plan Regulation 19**

Members are invited to review the plan as found on the Horsham District Website:

[www.horsham.gov.uk/localplanreg19](http://www.horsham.gov.uk/localplanreg19)

Please note **the deadline for responses is 5pm on Friday 1<sup>st</sup> March 2024**

#### **Item 15 Charrington Way Play Area Revelopment**

An indicative project timeline and recommendations for delegations can be viewed in **APPENDIX 8.**

#### **Item 16 – Council Priorities – At 1<sup>st</sup> February 2024**

Priorities for review can be found in **APPENDIX 9.**

#### **Item 17 – Personnel Committee recommendation**

As agreed at the meeting held on Monday 29<sup>th</sup> January 2024, to recommend to full council to approve for Clerk to manage any small carry over of staff annual leave for 2023/24 as required (up to 5 days per employment contract).

## **APPENDIX 1 – OFFICERS UPDATES**

### **Item 7**

#### **Deputy Clerk Update**

- Monster Park Gate Signage design was finalized by myself and installed mid-December by Bel Signs.
- The Recycling Bin for the Village Centre Recreation Field was installed on Monday 22<sup>nd</sup> January and Horsham District Council have added it to their schedule for the refuse collection. The Village Centre Trustees were advised.
- The request and invoice for the S106 funds for the Recycling Bin was raised and the money has now been received.
- Horsham Tree Services have carried out the identified tree works including hedge maintenance at the Village Centre Recreation Ground.
- A damaged tree was identified at the Ducky Pond and due to safety was felled by Horsham Tree Services on Friday 26<sup>th</sup> January. This damage and vehicle track concerns at the Common has been feedback to our PCSO.
- Other remedial tree work because of storm damage was also carried out on Friday 26<sup>th</sup> January.
- 2507 copies of the BBH Bulletin were delivered to the whole of the village with delivery ending on 25<sup>th</sup> January. To date we have received no emails or feedback regarding the bulletin or its content. The leftover bulletins are at the office.
- Charrington Way Play Area Project consultation has been added to our website and shared on Facebook and to date we have received 8 emails with feedback. This engagement will continue post tonight's Full Council meeting.

#### **Community and Facilities Officer**

##### **Update**

- Community Forum continues to run monthly with representation from PCSO Kyle Berriman and the Bowls Club in January. All existing village organisation attendees to consider if they wish to continue meeting monthly or bimonthly. A further suggestion has been made to continue to share dates and events of significance therefore allowing the Parish Council to support and highlighting on comms.
- Winter Coat Exchange continues until the end of February with items donated however to date there has been little uptake in residents' collecting. All items will be donated to a chosen charity at the end of February.
- PCSO Kyle Berriman continues monthly drop-in sessions at the Parish Office, alternating each month from day to early evening. Next session scheduled Tuesday 6<sup>th</sup> Feb (4:30-6:30pm)
- Community Officer continues to attend the monthly 'Horsham Police Inspector Forum Update', attended by neighbouring Parish Councils, represented by Clerks or Officers. Next update is scheduled for Wednesday 7<sup>th</sup> February (remotely)
- Horsham District Wellbeing Service Outreach sessions continued on the 24<sup>th</sup> January with additional bookings made by local and wider district residents. Officers have agreed to continue facilitating this monthly outreach service until November 2024 with further promoting to village residents.
- "Weight off Workshop" commenced on 23<sup>rd</sup> January and will run for twelve weeks and fully booked.

## **Age UK**

The Age UK Village Agent continues to facilitate the monthly Cuppa and Chat and support village residents with one-to-one house visits until the service is scheduled to cease at the end of March 2024. Hayley (Village Agent) is currently exploring recruiting an internal volunteer to run the monthly session at the Shelley Pub for residents who attend regularly. Hayley will continue to visit and support the facilitation of the village Tea and Friendship Group at St. John's Church after March which currently attracts 25-30 residents each month on a Monday. Hayley is and will continue to signpost all service users and residents to appropriate internal and external resources ensuring a smooth transmission to the district wide Age UK team. Hayley has advised ahead of March she will arrange a full-service presentation at the Tea and Friendship Group ensuring all residents are equipped with numbers and contact if required. Community Officer and Hayley will remain in contact to share news and information when necessary.

## **Community Coffee Hub**

With the impending village Age UK role ending, thoughts and consideration are being given to trialling a monthly Community Coffee Hub at the Parish Office to attract all residents. Initially this would be trialled at our opening hours on a Tuesday morning potentially commencing at 9am to reach and encourage additional residents to drop in (foot fall from school and nursery runs) and meet with others. Tea, coffee, and light refreshments would be made available and Officers present to answer any questions around Council matters and Community Officer to signpost / assist with support required from the wider district.

Depending on demand and popularity, the Community Officer would liaise with Community Partners requesting if they could be present at one of the sessions (Citizen Advice, HDC Community Services, Horsham Wellbeing etc). Consideration is being given to a small budget to cover refreshments and whether additional resources such as games, toys, magazines could be donated instead of purchased.

### **Item 9.1 – Allotments Sub Committee Recommendation**

At the Allotments Sub-Committee meeting held on Monday 29<sup>th</sup> January 2024, members of the committee agreed to recommend to full council that a letter of complaint be issued to the directors of Vistry in respect of the delays with the transfer of SL6 – Churchill Way Allotment site. Members are asked to consider this recommendation alongside the recommendations as below.

### **Item 9.2 – Acquisition of Wickhurst Green Parcels**

In light of the continued delays with the progression of the legal transfers of SL6 (Churchill Way Allotments), SL5 and SL9 (Leapfrog and Giggles play areas), members are asked to consider the below recommendations:

1. To raise a formal complaint with Vistry over the delays to progress and responses.
2. To request support from Jeremy Quin to engage HDC.
3. To engage with our District Councillors for support in this.

**BBHCC PAVILION WORKS POST WATER LEAK**

**INFORMATION**

- 11 contractors were contacted about the works to provide a quote and/or to get in touch for more information. This was a combination of Builders/Maintenance/Painter & Decorators searched online.
- 1/11 could not carry out the work until 2<sup>nd</sup> quarter of 2024 therefore was not invited to quote.
- 2/11 were not able to fill all elements of the works listed eg plastering.
- 4/11 attended the pavilion (3/11 with Olivia or Claire). 1/11 liaised directly with BBHCC.
- All 4 were provided with the same list of work detailed from the survey carried out. (as detailed in APPENDIX 3).

**3 quotes received, as detailed below:**

Company	Quote	Notes	PLI
A	£4170 (not VAT registered)	<ul style="list-style-type: none"><li>• Quote does include kitchen flooring.</li></ul>	Yes (5 million)
B	£7465.00 (not VAT registered)	<ul style="list-style-type: none"><li>• Quote does include kitchen flooring.</li><li>• (Also includes to <b>lay</b> carpet tiles)</li></ul>	Yes (2 million)
C	£7865.00 (ex VAT)	<ul style="list-style-type: none"><li>• Quote does not include kitchen flooring.</li></ul>	Yes (5 million)

**Considerations:**

None of the above have specific insurance asbestos insurance relating to the kitchen flooring.

The main room flooring has not yet been replaced. Liaison will be required with the Cricket Club to ensure effective management of the plaster, skirting boards etc.

For ease, Company B has included an estimate to lay the flooring (supplied by the BBHCC, covered by their insurance).

**You are asked to:**

1. Approve a Contractor and estimate.
2. To agree to include the kitchen flooring **or** to seek further quotes from flooring specialists.
3. Deputy Clerk to liaise with BBHCC prior to works commencing regarding the schedule of works, noting the carpet needs to be laid and furniture/equipment moved etc.

## **APPENDIX 4 – Cricket Club Schedule of Works from Survey – September 2023**

### **Club Room**

- The laminate flooring in front of the counter is water damaged. There are vinyl tiles underneath that may contain asbestos (please note this is hand with a further survey/report)
- There are small areas of missing plaster above skirting level at low level. These are to be made good with new plaster ready for fitting of skirting.
- Supply and fit replacement skirtings.

### **Ladies WC**

- Replace 2no areas of cut out plaster at low level.

### **Gents WC**

- Replace 2no areas of cut out plaster at low level.

### **Entrance Lobby**

- Take up existing door mat and replace with new.
- Replace missing skirting boards to internal partitions.
- Remove architraves around door opening into the Away and Home changing rooms and replace with new to match existing.

### **Club Room**

- Internal partition wall. Remove vinyl skirting, cut out plaster to low level 200mm height and renew to 4 LM.
- End wall adjacent to showers remove vinyl skirting, cut out plasterboard to dry lining to 300mm height and replace and supply and fit new vinyl skirting.

### **Home Changing Room**

- Adjacent to the service riser, cut out and replace plasterboard dry lining at low level to a height of 300mm including removal and replacement of vinyl skirting to 2 LM.
- To area with benches around internal partitions. Scrape back friable surface to plaster and fine fill ready for decoration.

### **Away Changing Rooms**

- In the WC cubicle. Remove vinyl skirting behind WC, cut out blown area of plaster approximately 300mm<sup>2</sup> and reinstate, just to the righthand side of the WC.
- Reinstate missing section of ductwork, form new frame and ply access panel above bench level. Retain bench insitu.

### **Kitchen**

- In the kitchen, supply and fit replacement plinths to kitchen base units.



## **General Decorations**

- Prepare and paint walls with emulsion paint and prepare and paint wall joinery including doors and wooden skirting boards, glazed partitions/screens etc throughout the entire building. Allow for stain block to damp stained areas. Allow for fine filling to minor areas of damp damage.
- Allow for removal, setting aside and re-fitting wall mounted pictures, plaques, sign boards in the Club Room

## **Further Work to Kitchen – added October 2023**

- Lay new tiles or flooring suitable for the Kitchen (both inside and just outside the kitchen) to cover the existing kitchen tiles and concrete.

### **To note:**

- **Please confirm you are insured to work on asbestos and please could we have a copy of this with your Public Liability Insurance – thank you.**
- **A copy of an Asbestos report for information will be provided before any works are carried out.**

## **APPENDIX 7 – EARMARKED RESERVES MOVEMENTS**

### **Item 13.3 – Committee Recommendations on EMR movements.**

The below recommendations were agreed by the following committees on the meeting dates as shown:

Finance and Establishment Meeting – Monday 15<sup>th</sup> January 2024

Allotments Sub-Committee Meeting – Monday 29<sup>th</sup> January 2024

Personnel Committee Meeting - Monday 29<sup>th</sup> January 2024

RECOMMENDATIONS TO FULL COUNCIL ON EMR MOVEMENTS					
	Account	Opening Balance	Net Transfers	Closing Balance	PROPOSED CHANGES
385	WA Allotments Future Maint	44,778		44,778	F&E RECOMMEND DRAW DOWN £2250 FOR CURRENT YEAR MAINTENANCE; ALLOTS S/C RECOMMEND DRAW DOWN £2250 IN RESPECT OF PREVIOUS FINANCIAL YEAR'S EXPENDITURE.
391	EMR HR Resource	307	5,003	5,310	PERSONNEL COMMITTEE RECOMMEND TO USE THIS EMR FOR APPROVED ANNUAL LEAVE CALCULATIONS IN RESPECT OF ADDITIONAL/VARIABLE HOURS WORKED FOR CURRENT FY.

**Recommendations:**

**15.1 To note the indicative timeline for the project.**

**15.2 To agree delegations to progress the project.**

**15.1 – Indicative Timeline**

- Consultation response review – by end February
- Initial design review (to corresponding preference as raised by consultation responses) – Recreation Committee Meeting review 26<sup>th</sup> Feb
- Public drop in session to answer questions and address any suggestions/issued raised during consultation – propose March 5<sup>th</sup> (corresponds with already scheduled PCSO evening session – 4.30pm to 6.30pm)
- Completion of tender documents
- Invitation to tender issue: Tuesday 12th March 2023
- Clarifications submit by Friday 5<sup>th</sup> April 2024
- Final clarifications circulate Monday 8<sup>th</sup> April 2024
- Deadline for response Friday 19th April 2024
- Evaluation of tenders 22<sup>nd</sup> April to 3<sup>rd</sup> May 2024 (by Recreation Committee – date TBC)
- Final award Tuesday 14<sup>th</sup> May 2024 (following PC meeting on 13<sup>th</sup>)
- Initial project meeting W/c 20th May 2024
- Target Contract start w/c 27<sup>th</sup> May 2024
- Target practical completion date Friday 2<sup>nd</sup> August 2024

**15.2 - Delegations**

It is recommended to delegate the above process to the Recreation Committee, until the decision to award contract, which will be received by full council as a recommendation from the Recreation Committee .

## APPENDIX 9 – Item 16 - COUNCIL PRIORITIES

Members are asked to review the below list of previously agreed tasks/projects and the suggested prioritisation.

PREVIOUSLY APPROVED TASKS/PROJECTS			
ITEM	PRIORITY	ALLOCATED TO	STATUS AS AT 29/11/2023
WHG Parcels of land progression (legal)	1	CLERK	Awaiting engrossment forms SL5. Awaiting plans SL6/9 for signing. Awaiting side agreement to authorise.
Cricket Club lease and maintenance clarity	1	DEPUTY	Lease currently with solicitors. Awaiting feedback from CC legals.
Cricket Club Survey and remedial works	1	DEPUTY	3 quotes obtained. Feb PC meeting to progress.
Future maintenance of VC Rec/S297	1	CLERK	Awaiting response to letter issued/following VC AGM
Action Plan 24 - works plan	1	ALL	In progress
Staffing Strategy/Recruitment	1	CLERK	Personnel Committee Jan 24 - delegations agreed
CW play area	1	COMM/FAC	Council agree process - suggest consultation, contracts finder; review of designs, award?
Staff and Cllr Training	1	CLERK	in progress - policy adoption and return of forms
Community initiatives 2024	1	COMM/FAC	All agreed- now to implement
Asset Register update	1	COMM/FAC	in progress
Interim Audit actions	1	CLERK	in progress
SOPS - process/contingency	1	ALL	in progress
Perimeter planting Weston Avenue	2	DEPUTY	Allots Sub Committee Jan 24 - delegations approved to progress
SIDS	2	CLERK	complete/ Policy/SOPS required and Comm/Fac to liaise with community speedwatch re ongoing management.
Policy review	2	CLERK	
Open Spaces Management schedules	2	DEPUTY	NEW
Single light column footway	2	DEPUTY	Additional quotes being obtained.
Additional land at Weston Avenue site	2	DEPUTY	Through recreation committee.
Events proposals Fete/Parish Meeting	2	COMM/FAC	proposals to be added to meetings as required
Emergency plan	2	COMM/FAC	progress Qtr1
Comms strategy	2	DEPUTY	progress Qtr1
Progression of Allotments association	2	DEPUTY	Allots Sub Committee Jan 24 - Rec committee to setup working party
Archiving/old files	3	ALL	new year plan
Community Space facilitation	3	COMM/FAC	Including key box, diary/calendar/policy etc for approval by council.
Storage/office sorting	3	ALL	new year plan
Website improvement of design and info	3	ALL	underway
Additional bin provision	3	DEPUTY	awaiting S115 notice for new on BB way
Future additional related to WHG	AS TRIGGERED	CLERK	as triggered - await transfer
Future asset/grounds management WHG	AS TRIGGERED	CLERK	as triggered - await transfer
Play area remedials WHG on acquisition	AS TRIGGERED	COMM/FAC	as triggered - await transfer