



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

4th March 2024

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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 5th February](#)

Item 7 – Officer Updates

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

Item 8 – Land ownership and maintenance

A motion request and other supporting documents have been shared to members via Sharepoint.

Item 9.1 – Letter Issued to the Vistry Group

Please see **APPENDIX 2**

Item 11.2 – Council Priorities – At 28th February 2024

Priorities for review can be found in **APPENDIX 3**.

Item 12 – Policies for adoption

Policies for adoption have been shared with members via Sharepoint for review.

Item 13 – Ratification of Payments lists for February 2024 invoices

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

APPENDIX 1 – OFFICERS UPDATES

Item 7

Clerk Update: - TO FOLLOW

Deputy Clerk Update: TO FOLLOW

Community and Facilities Officer Update: TO FOLLOW

APPENDIX 2 – Letter to the Vistry Group

Copy of letter issued to Vistry Group:

The Vistry Group

Attn: Board of Directors

CC:

Jeremy Quin - MP for Horsham

Jane Eaton - Chief Executive of Horsham District Council

Barbara Childs - Director of Place Horsham District Council

Christian Mitchell - County Councillor

Jonathan Taylor – District Councillor

James Brookes – District Councillor

28th February 2024

To whom it may concern,

I am writing to you, on behalf of the Broadbridge Heath Parish Council, to express our urgent concerns in relation to the continued delays and lack of progress on the legal transfers of the parcels of land on the Wickhurst Green to the Parish Council.

The legal works to transfer parcels of land SL5, SL6 and SL9 commenced in August 2021, however due to unforeseen legal hurdles and processes, several setbacks have significantly impacted the progress.

The acquisition of these parcels of land, in particular the allotments site (SL6), are of extreme priority to the Parish Council, in addressing the needs of our community, and indeed of high importance to the residents.

The Parish Council formerly agreed to progress these three parcels of land as a priority, and on completion of these, to proceed with the remaining expected parcels (as below):

Allotments	Part of SL6
Attenuation Basins	Part of SL1a, SL2,SL4a,SL6,
General and informal Recreational open space	SL1a,SL2,SL3,SL4a,SL5,SL6,SL7,SL8,SL9
LEAP	SL9
NEAP	SL5

According to Schedule 12 of the Section 106 agreements (S106/1943: DC/09/2101), Countryside Properties was obliged:

“Not to Occupy or cause or allow to be Occupied more than 80% of Dwellings in a Phase until the open space in relation to that Phase has been transferred”. None of these obligations were met.

As the District Council’s nominee, the Parish Council is not party to these agreements and has had no enforcement authority in relation to the unmet obligations.

Horsham District Council have confirmed that according to council tax records, the first occupations on the development date back to August 2013, and the last phase of properties were occupied around April 2017, almost 7 years ago.

In addition to the original delays of the developer in completing the parcels in readiness for transfer, there have been further unnecessary delays in the legal progress. These are continuing to hinder the Parish Council's ability to not only meet the residents' needs and expectations, but also in determining timescales for adequate and appropriate resource, considering that following transfer of the expected parcels, the Parish Council's open space responsibilities will have more than doubled. This has both significant operational and financial implications for the Parish Council.

We would urge you to explore all possible actions that may expedite the process and minimise any further delays and bring the transfers to a successful completion.

Yours faithfully,

Lucinda Edwards, Broadbridge Heath Parish Council Clerk

On behalf of Broadbridge Heath Parish Council

APPENDIX 3 – Item 11.2 - 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 28/02/2024
Staffing Strategy/Recruitment	1	CLERK	Further personnel committee meeting proposed in light of resignation.
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	Works instructed. Expected commence date w/c 15th April.
Future maintenance of VC Rec/S297	1	CLERK	Informal meeting arranged.
Action Plan 24 - works plan	1	ALL	In progress
CW play area	1	COMM/FAC	Delegated to recreation committee. Tender specification in progress. Residents drop in scheduled.
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	Deferred to autumn due to planting season
SIDS	2	CLERK	complete/ Policy/SOPS required and Comm/Fac to liaise with community speedwatch re ongoing management.
Policy review	2	CLERK	In progress
Open Spaces Management schedules	2	DEPUTY	Through recreation committee.
Single light column footway	2	DEPUTY	For April agenda
Additional land at Weston Avenue site	2	DEPUTY	Through recreation committee - tree survey approved.
Events proposals Fete/Parish Meeting	2	COMM/FAC	proposals to be added to meetings as required
Emergency plan	2	COMM/FAC	progress as able
Comms strategy	2	DEPUTY	progress as able
Progression of Allotments association	2	DEPUTY	Working party in progress
Archiving/old files	3	ALL	To be scheduled April
Community Space facilitation	3	COMM/FAC	In progress
Storage/office sorting	3	ALL	To be scheduled April
Website improvement of design and info	3	ALL	In progress
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