



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

8th April 2024

Index

Page 2	Summarised recommendations per Agenda
Page 4	APPENDIX 1 – Item 8 - Officers Update
Page 5	APPENDIX 2 – Item 11.2 Singleton Road tree
Page 6	APPENDIX 3 – Item 11 - Council Priorities -to follow

SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 5 - To approve the [minutes from the Parish Council meeting held on Monday 4th March](#)

Item 6 – To adopt the Personnel committee meeting minutes from meetings held on 29th January and 11th March. [Personnel Committee - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](#)

Item 8 – Officer Updates

Officers updates and correspondence can be found in **APPENDIX 1**

Item 9 – Wickhurst Green Parcels of Land

The red line boundaries document has been shared with members on Sharepoint.

Correspondence from The Vistry Group has been shared with members.

Item 10.2 – Village Centre Recreation Ground Management Agreement

The latest draft S297 agreement has been circulated to members via sharepoint.

Item 11.1 – The Ducky Play Area – Maintenance

Following a report of damage to a small area of the surfacing and to a platform part of a piece of play equipment (due to a portable barbecue being used in the play area) a quote has been obtained from the supplier to replace the piece of equipment, and make the required repairs to the surfacing. The quote has been shared with members via sharepoint.

Members are asked to review the quote and consider whether to pursue an insurance claim.

Item 11.2 – Tree At Singleton Road Play Area

Members are asked to review the information in **APPENDIX 2** and agree to the felling of the tree.

Item 12.2 – Shayler Funfair

The Family Funfair have requested to return to The Common from 23rd September to 30th September, operating the funfair from Thursday to Sunday (inclusive).

Item 13 – Council Priorities – At 5th April 2024

Priorities for review can be found in **APPENDIX 3 (TO FOLLOW)**.

Item 14 – Policies for adoption

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

Item 15.1 – Ratification of Payments lists for February 2024 invoices

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

Item 15.2 – Signatory Forms

Members will be asked to resolve to approve correspondence to the banks to remove all ex-councillors as signatories on the Nationwide and Lloyds accounts, and to add account signatories as below:

Cllr Oliver, Cllr Knight, Cllr Hazell, Lucinda Edwards, Olivia Buck

Item 15.3 – Grant Application

A letter has been received from Victim Support (shared with members via Sharepoint) asking the Parish Council to consider a grant to Victim Support.

For Members' information, a similar request was received last year and the Parish Council approved a grant of £100 (April 2023).

APPENDIX 1 – OFFICERS UPDATES

Item 8

Officers Update:

- Letter to Vistry shared on website
- Response to HDC re Pelling Hedge submitted
- Email sent to residents advising of decision
- Email to HDC officer requesting information that may support to expedite transfers
- Email sent to planning compliance in relation to WHG maintenance planning conditions
- Policies adopted shared to website
- New version of Privacy notice obtained directly from ICO – on agenda to adopt
- Defib training well attended and well received by attendees – looking into further opportunities, possibly with HDC Wellbeing team.
- Chantry Court Visit by Cllr Oliver and Knight
- WI crochet project to make wave of poppies to affix to flagpole at memorial, and smaller display at parish office – in liaison with them
- Pension year end completion
- Olivia has passed the Cilca qualification
- BBH Brownies Litter Pick event (borrowing equipment) – Monday 13th May evening
- Cyber Security event hosted by Police – being arranged maybe June
- Highways Briefing meeting new date
- Year end finance process now being progressed.

APPENDIX 2 – Item 11.2 - Singleton Road Tree fell proposal

Information:

Initial report

Email received from Parks and Countryside arboricultural officer for Horsham district council who was checking on some of their assets near singleton road and noticed a concerning oak tree located at Singleton Road Play area.

Contractor Assessment

Our tree contractor was requested to attend site and responded as below:

Based on a visual assessment of the tree from ground level and having previously worked on the tree in the last few years. There are obvious cavities and decay around the base and each buttress root. We removed a lot of dead wood the last time we worked on the tree and now there's no foliage there is more dead wood present throughout the crown and no reactive growth from our previous works which shows the tree has very little energy and is declining.

Unfortunately the crown is so sparse that there is no viable points to reduce to. Which would reduce risk of failure. I feel given the trees condition and it location in a kids park the only viable option would be to fell the tree. This really is last resort but feel it's the only option.

The tree does have a tree preservation order on so will need the approval from HDC which takes 6/8 weeks usually. Obviously this comes with their own assessment and if they refuse permissions this obviously leaves them with some of the burden if there was to be any failures etc.

To fell 1x Oak to 3 feet in height to avoid a trip Hazard.

Removing all arisings and make the application to the council. **Cost £1250.00 plus vat**

Officer action

Application was subsequently made with HDC planning and a decision is awaited.