



# **Broadbridge Heath Parish Council**

## **Supporting Document for the**

### **Parish Council Meeting**

**3<sup>rd</sup> March 2025**

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

Sharepoint link for members – [03 March 3rd 2025](#)

*Any items not detailed in the supporting document will be verbally updated at the meeting.*

Website link: [Full Council - Broadbridge Heath Parish Council](#)

**Item 5.1** - To approve the [minutes from the Parish Council meeting held on Monday 3<sup>rd</sup> February 2025](#)

**Item 5.2** – To adopt the [minutes of the Personnel Committee meeting held on 18<sup>th</sup> November 2024.](#)

**Item 5.2** – To adopt the [minutes of the Recreation and Environment Committee meeting held on 23<sup>rd</sup> September 2024.](#)

### **Item 6.2 – Government Consultation**

Correspondence relating to the government consultation can be found in **APPENDIX 1**

### **Item 8 – Officer Updates**

Officers' updates and correspondence can be found in **APPENDIX 2 (to follow)**

### **Item 10 – Councillor Recruitment Campaign**

Please see **APPENDIX 3.**

### **Item 11.2 – Charrington Way Recreation Ground re-development.**

Recommendations from the Recreation Committee, meeting on Thursday 27<sup>th</sup> February, will be circulated to members.

### **Item 12.1 – Payments List for February 2025 Invoices**

The payments list will be shared to the website under this meeting by close of business on Friday 28<sup>th</sup> February.

### **Item 12.2 – Corsletts Way lighting column**

A report for review can be found in **APPENDIX 4.**

### **Item 12.3 – Cricket Club update and considerations**

A report for review can be found in **APPENDIX 5.**

## **APPENDIX 1 – Government Consultation Correspondence - Item 6.2**

### **To: All Parish and Neighbourhood Councils**

A consultation on proposals for a Mayoral Combined Authority for Sussex and Brighton is now open and everyone across the county is invited to have their say.

The Government is running the consultation, which is specific to the Sussex and Brighton region, until the end of the day on **Sunday 13 April**. All interested parties are welcome to have their say, including organisations, as well as individuals who live and work in the region.

The consultation specifically asks about:

- The proposed geography
- Governance arrangements
- Supporting the economy
- Improving social outcomes
- Local government services
- Improving the local natural environment
- Supporting the needs of local communities and reflect local identity

Horsham District Council and its neighbouring Districts and Boroughs will put in a response, as will the upper tier authorities of West Sussex County Council, East Sussex County Council and Brighton & Hove City Council. We encourage you to consider your responses and appreciate your support in encouraging others within your own networks and communities to take part.

Full details of the consultation can be found on the gov.uk website here: [Sussex and Brighton devolution - GOV.UK](#)

Further information is available in the Government press notice here: [Devolution Priority Programme consultations launch - GOV.UK](#)

The Sussex upper tier Councils' bid to be on the Government's Devolution Priority Programme is a positive opportunity to draw down more powers and funding for our areas from Central Government.

Ministers have agreed that a strategic authority for Sussex and Brighton will be made up of an elected mayor, and two members each from East Sussex, West Sussex and Brighton & Hove Councils. This offers the chance to give the people who live here more control and influence over the issues that affect them, from transport and housing to skills and employment, as well as a stronger voice in how national decisions affect them.

The decision whether or not to proceed with the proposal will be one for the Government to take based on its assessment of the consultation responses. The upper tier councils are not able to put in place any formal steps towards setting up a combined authority for Sussex until that decision is made.

Separate to this process, authorities across our region are discussing plans for Local Government Reorganisation, with a proposal to Government due to be submitted soon. We will update on this shortly.

Please forward this email onto your Chairman and other members of your Parish Council. We also encourage you to forward this onto any other stakeholders you are aware of in the Horsham District for their information.

Kind regards

Martin Boffey - Leader of the Council – Horsham District Council

## **APPENDIX 2 – OFFICERS UPDATES - Item 8**

**Actions from previous meeting document has been shared to Sharepoint.**

- **Legionella risk assessment** was completed and the report has now been received. This covers 3 sites: Weston Avenue Allotments, Parish Office and Cricket Club. This will be reviewed and included on the relevant meeting agenda, along with recommendations for consideration
- **Facilities:**
  - EHIC electric safety testing (5 yearly) was completed, along with emergency lighting service (annual).
  - Re-location of the CCTV monitor in the office is booked
  - Fire safety audit has been scheduled, including extinguisher and fire blanket checks
- **Highways update** – was published on 11<sup>th</sup> February
- **Response from Netcom regarding mail delivery concerns raised:**

*We have done lots of things to help with security and GDPR regulations at BBH PC but the one thing that you called up about is due to the spam filter. You had kept receiving spam emails from each other asking for information. It would not be very hard for a bot or script to read the users emails and names from your website.*

*Any one can or a script can go away and make an email \*in the name of a councillor\* for example and set the display name as \*that councillor's name\*.*

*We have a regex check on your spam filter to get found this we have a regex check, to go over and check these so if it sees the display name \*of a councillor\*, it will know it's not from them as it is not from the @broadbridgeheath-pc.gov.uk email and it will get quarantined.*

*Really councillors should only be using their parish council email and not their own personal emails for anything related to the parish council.*

*We can take the security feature off or allow for these users, but it really needs to be standard and if we take it off you will get the similar emails you had before which is why we changed and stopped this.*

## **Correspondence**

### **1. Thank you received from St John's Church following grant awarded**

*I would like to thank Broadbridge Heath Parish very much for the December grant of £280.00. We sent about 29 Christmas care gifts to members of the church at Broadbridge Heath who are either over 80 or particularly lonely at Christmas. We spent about £175.00 on the gifts.*

*The remaining monies will be used during the year to give plants or flowers to those celebrating a special occasion- or also to mark a difficult time such as a bereavement. We know that these gifts are really appreciated and wish to thank you once again for the grant.*

### **2. Climate action – to note the below correspondence and consider nominating a representative:**

*The people that I have down as representatives from the Parish and Neighbourhood councils have all just got an invite to the 7<sup>th</sup> meeting of the PC/NC Climate Action Network, but I wanted to let you all know that this has gone out. If you don't know who your rep is, or you would like to put forward a rep to join our network, please do email back to let me know, or if you would like me to forward you on the calendar invite.*

*Please find the information from the email I sent to them all below:*

*The next meeting of the Parish and Neighbourhood Councils Climate Action Network will be **online (on teams)**, on the **25th of March, from 6-7pm**.*

*Please find the link for our next meeting in this email.*

*We will be learning more about the retrofitting initiatives in the district, as well as looking at the progress you have all made putting your action plans in to One Planet, and answering questions on these topics.*

## APPENDIX 3 – Item 10: Councillor Recruitment Campaign

### Details:

1. The amended draft leaflet was circulated for comment along with the proposed poster.
2. Final comments raised by officers circulated for consideration.
3. A quote for delivery has been obtained as below:

14 pence per item for single items

8 pence per item for shared items (usually with another leaflet)

N/B. last distribution for bulletin January 2024 was priced at 12p per copy, and 2507 copies were distributed to homes and businesses.

Based on 2507 copies, quote received :

£351 @ 14p option

£200.60 @8p option

### Recommendations:

- To consider final amendments to the leaflet and poster or to agree any delegations to finalise the publications
- To approve the delivery method (from options provided)

## APPENDIX 4 – Item 12.2: Corsletts Avenue Lighting column

- Historically it is understood a contract for a single lighting column located in Corsletts Avenue was added to a wider contract under Slinfold Parish Council's name, and Broadbridge Heath parish council paid Slinfold Parish Council for the relevant expenditure.
- In 2022 BBHPC looked into taking on the contract for the single lighting column and some work was done in obtaining quotes for a new contract.
- Despite several efforts to locate the streetlight, it was not located and the below was agreed by the F&E committee at a meeting held on 16<sup>th</sup> January 2023 –minutes extract:

<b>F009/23</b>	<b>SINGLE STREETLIGHT</b>
	As the column is not able to be located, it was <b>AGREED</b> by members not to proceed with a new contract.

- The Clerk at Slinfold Parish Council has approached BBHPC having identified that Slinfold have continued to pay the contract for this lighting column. All relevant bills, as paid by Slinfold, have been shared to Sharepoint, along with a spreadsheet listing these payments. The total for FY 2024/25 to date is £753.68, and Slinfold have raised an associated invoice to BBHPC.
- Slinfold Clerk has confirmed they believe SSE are in the process of transferring the streetlight to BBH's name but have queried how this will affect the new contract.
- Contact has been made by BBHPC officers with SSE requesting assistance in locating the column – any further update will be given at the meeting.

### Recommendations:

1. To acknowledge the YTD expenditure and approve payment to Slinfold PC, as invoiced for their incurred expenditure.
2. To await confirmation of location of streetlight from SSE to determine next steps.
3. To await feedback from Slinfold PC on the contract transfer progress.

## APPENDIX 5 – item 12.3 – Cricket Club Update

Members are asked to note the below update, and consider the recommendations:

- Megaflow (hot water boiler system) service and flush down was arranged – carried out w/c 10/02.
- During the visit, the damaged pipe was replaced with copper pipe – contractor has provided the below quote to replace all plastic loft pipes with copper. *Parts - £265.35 + VAT , we estimate to be on site 5-7 hours. The labour charges are first hour £75.60 + vat and any subsequent hour will be £63.52 + VAT (total estimated cost of £722.07).*
- The water was shut off following completion of the servicing.
- Officers returned to switch on the water internally and externally early morning to allow the megaflow to be switched on and given several hours to warm up – to enable the final step of the legionella safety audit to be completed (report to follow once reviewed). Relevant temperature checks were carried out during a further visit later the same day. Once testing was completed, all water was closed back off.
- The holes at the rear/base of the brickwork have been filled.
- Further visit from pest control booked Tuesday 4<sup>th</sup> March.
- Survey quotes are currently being obtained (per F&E meeting – see below).
- Depending on the outcome of the survey report, outstanding/further works will be considered/identified.

Per the F&E meeting held on 27<sup>th</sup> January, several surveyors were contacted in attempt to obtain costings for a survey of the Cricket Club.

The committee requested a level 3 survey, but having spoken to 2 surveyors about the requirements, they have recommended a “Schedule of Condition” survey would better meet our needs.

One quote received - £875 plus VAT. No response from 2 contacted, one response stated not works they undertake.

A verbal estimate over the phone was received from a second company (£1500) but they would like to meet on site first to determine the requirements etc, meeting arranged for 7<sup>th</sup> March.

*Financial regulations state:*

*5.9 Where the value is between £750 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.*

### **Lease Renewal**

An update will be circulated to members.

### **Recommendations:**

1. To consider proceeding with the survey, as quoted, accepting receipt of only one firm quote
2. To nominate a lead Councillor to meet with officers and members of the Cricket Club to open discussions on ongoing management and maintenance and progression of the lease renewal