



Broadbridge Heath Parish Council

Supporting Document for the

Parish Council Meeting

4th April 2022

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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 7th March 2022.

[135931-Draft Minutes Full Council 2022-03-07.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Item 10 Planning Applications received by Broadbridge Heath Parish Council in March 2022

Details of planning applications can be found in **APPENDIX 1**

Item 11.1 Ratification of Payments lists for March 2022

The list of payments for ratification can be found in **APPENDIX 2.**

Item 11.2 Finance Update

Detailed Income and Expenditure, Balance Sheet and Nominal Ledger reports have been shared to members via the Sharepoint in April meeting folder under item 11.2.

Item 11.4 Additional Hours for March

Recommendation: To approve additional hours worked during February as below:

- Clerk – 38.5
- Assistant Clerk – 12.5

Additional hours due to Parish Office setup; various contractor visits; recruitment; resource. (Based on 5 week month; Clerk av. 7.7 hours per week; Asst av. 2.5 hours per week).

Item 12.2 Parish Office Window Vandalism

Recommendation: To receive a report of expenditure on window repair (**APPENDIX 3**) and consider pursuing an insurance claim.

Item 12.3 Parish Office Official Opening Hours

Recommendation:

- 12.3.1 To consider a proposal to open the office for 2 set hours – Tuesday 10am to 12 noon - for a trial period of 6 months, to enable time to complete the setup and establish community need.
- 12.3.2 To consider a request from Age UK to host a board games afternoon once a month at the office.

Item 13.1 To receive an update on the Parcels of Land Adoption on the Wickhurst Green Development

Recommendations:

13.1.1 To consider a Parish Council response to Countryside following CPPLC/HDC recent correspondence.

13.1.2 To consider the latest update on SL5,6 &9 (2 x play areas and allotment sites) regarding surface water attenuation tanks and agree an appropriate response to queries raised as detailed in **APPENDIX 4**. Associated documents have been shared to the council's Sharepoint drive under item 13.1.

13.1.3 To receive utilities search reports for SL6 and SL9. (Shared to council's Sharepoint drive under item 13.1.)

13.1.4 To agree any further action required

Item 13.2 To receive an update on the Parcels of Land Adoption of the Weston Avenue Allotments

Associated documents have been shared to the council's Sharepoint drive under item 13.2.

Recommendations:

13.2.1 To consider the draft transfer and respond to the legal queries raised as detailed in **APPENDIX 5**.

13.2.2 To agree any further action required.

Item 14 To receive an update on the IT Provision and to consider any additional Councillor hardware/software requirements.

Recommendations: To consider the details within the report in **APPENDIX 6** and agree an appropriate solution.

Item 15.3 To consider any appropriate action in response to anti-social behaviour at the youth shelter.

Recommendation: To consider addition of a solar powered security light (same as at Ducky) to affix to nearby tree as a deterrent. Example as below:

[SEFON Solar Security Light, 132 LED Solar Motion Sensor Lights Adjustable Solar Spot Lights Outdoor Security Lights Solar Power IP65 Waterproof for Yard Garage Pathway : Amazon.co.uk: Lighting](#)

Item 15.4 To consider and agree appropriate actions relating to the renewal of the football club license.

(Clerk to update members during meeting on the advice from legal and potential options).

Item 16 NALC/WSALC

Recommendation: To receive a correspondence from NALC (shared to Sharepoint under Item16) and agree a response.

Recommendation: To agree the 2022/23 NALC/WSALC subscriptions (shared to Sharepoint under Item 16).

Item 17 Consultations

Recommendation: To receive correspondence (shared to Sharepoint under item 17) relating to an event being held by Inspired Villages on 21st April and agree an appropriate response.

Item 18 Grant Requests

Recommendation: To consider grant requests from Victim Support and Kent, Surrey and Sussex Air Ambulance. Associated letters have been shared to Sharepoint under item 18.

Item 19 Recreation Committee Recommendations

Recommendations:

19.1 To approve the Recreation Committee recommendation to proceed with improvement works to the Ducky pond as detailed in **APPENDIX 7a**, to be funded via a Section 106 application from fund DC/16/2394.

19.3. To approve the Recreation Committee recommendation to pursue an improvement project to Charrington Way play area utilising funds from EMR395 and EMR398 (**APPENDIX 7b** shows list of EMRs).

Title: APPENDIX 1

Agenda Item - 10 Planning Applications.

[DC/22/0520 | Internal alterations to study, utility and shower room area \(Listed Building Consent\). | Broadbridge Barn Old Wickhurst Lane Broadbridge Heath Horsham West Sussex RH12 3NA](#)

Comments to be submitted by 13th April

[DC/21/2858 | Enlargement of the width of a window to the front elevation. | 31 Sargent Way Broadbridge Heath Horsham West Sussex RH12 3TE](#)

Comments to be submitted by 13th April

[DC/21/2238 | Erection of a single storey side infill extension between the house and garage. | Robins Nest 36 Churchill Way Broadbridge Heath Horsham West Sussex RH12 3TZ](#)

Comments to be submitted by 20th April

Agenda Item 11.1 Payments List for March.

Broadbridge Heath Parish Council				
Current Bank A/c				
List of Payments made between 02/03/2022 and 31/03/2022				
Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
31/03/2022	Mrs Olivia Buck	OP811		Salary Expenses M12
31/03/2022	Mrs Lucinda Edwards	OP812		Salary Expenses M12
31/03/2022	HMRC	OP813	£ 689.64	M12 NI and Tax
31/03/2022	West Sussex LGPS	OP814	£ 928.22	M12 REMITTANCE BBHPC
31/03/2022	AMBEROL	OP815	£ 460.73	21460 Hanging Baskets
31/03/2022	BEL SIGNS	OP816	£ 85.20	44455 High Viz
31/03/2022	BRAMLEY ASSOCIATES	OP817	£ 175.00	Ducky Pond Visit
31/03/2022	BT BUSINESS	OP818	£ 45.34	M12 BB M002 13
31/03/2022	DM Services	OP819	£ 80.00	19339 Paving Ducky
31/03/2022	GRASSTEX Ltd	OP820	£ 691.14	Inv72 Ditch clearance
31/03/2022	GRASSTEX Ltd	OP821	£ 277.02	Inv 73 VC ditch clearance
31/03/2022	GRASSTEX Ltd	OP822	£ 4,366.80	Inv74 Triangle works
31/03/2022	PETE THE POND	OP823	£ 25.00	Inv700 Pond Visit Ducky
31/03/2022	HELPING HAND	OP824	£ 197.66	411303 Litterpickers
31/03/2022	HR Services partnership	OP825	£ 42.84	Inv14160 Support
31/03/2022	ICA Electrical	OP826	£ 1,041.60	L217898 Elec
31/03/2022	TL GLAZING	OP827	£ 528.00	Inv1501 7 x window repair
31/03/2022	MED UK	OP828	£ 1,607.94	Inv1629 Defib
28/03/2022	JOGA JO	OP829	£ 30.00	Inv 6 Finance Support
28/03/2022	Mulberry and co	OP830	£ 60.00	inv50577 Cllr Training
28/03/2022	SAFEPLAY PS LTD	OP831	£ 240.00	Inv20513
28/03/2022	ADRIAN LOCKSMITH	OP832	£ 412.80	iNV6493 PO LOCKS
28/03/2022	SLN Cleaning Services	OP833	£ 118.80	Inv225 Deep Clean
28/03/2022	VIKING	OP834	£ 104.52	8590532
28/03/2022	VIKING	OP835	£ 202.50	Inv8575057
28/03/2022	VIKING	OP836	£ 14.33	inv8637038
28/03/2022	VIKING	OP837	£ 127.16	Inv8644214
29/03/2022	FIRE SAFETY STORE	OP839	£ 260.32	Inv1065000 Fire Equip
29/03/2022	Horsham District Council	OP840	£ 37.20	Inv 20487630 660I
31/03/2022	ADRIAN LOCKSMITH	OP841	£ 72.00	Inv 6378
31/03/2022	NETCOM IT SOLUTIONS	OP842	£ 66.60	Inv21077 Feb Support
31/03/2022	VISION ICT	OP843	£ 66.00	Inv14440 SSL
31/03/2022	West Sussex ALC	OP844	£ 108.00	Inv1278 Parish Online
31/03/2022	GALA ASSOCIATION BBH	OP845	£ 10.00	Fete Stall
31/03/2022	Horsham District Council	OP846	£ 65.00	Inv20498853 Refuse
31/03/2022	Mulberry and co	OP847	£ 126.00	19095 Qtr4 Payroll

Agenda Item 12.2 - PARISH OFFICE WINDOW VANDALISM

- The below insert shows the total cost of window repairs to date (total of 11 replacements):

Payments made between 01/12/2021 and 31/03/2022

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>
TL GLAZING						
	01/03/2022	OP801	INV 1480	92.44	0.00	92.44
	01/03/2022	OP802	INV 1482	271.40	0.00	271.40
	31/03/2022	OP827	Inv1501 7 x window repair	528.00	0.00	528.00
				891.84	0.00	891.84
				<hr/> 891.84 <hr/>	<hr/> 0.00 <hr/>	<hr/> 891.84 <hr/>

- **Parish Council's insurance schedule has a £250 excess**

Correspondence from legal 23/03/2022:

I am now in receipt of the revised transfers in respect of the allotments and the open space.

*The developer's solicitors indicated that the Parish Council has agreed to include the concrete Underground Attenuation Storage-Drainage Crates ("UASDC") beneath the play areas in the open space transfer, but exclude the plastic UASDC beneath the allotments from the allotments transfer; in each instance the developer will maintain the UASDCs until adoption or transfer (as the case may be). **Please can you confirm this is correct.***

*I also note that the open space transfer contains an obligation for the developer to pay £20,000 (clause 12.14) – this accords with the requirements of the plot SL9 final certificate for; **please can you confirm if this payment will be made direct to the Parish Council** or whether you wish me to collect this on completion.*

Otherwise the transfers are almost in agreed form and I attach the latest revised drafts which are now with the developer's solicitors for approval.

Title: APPENDIX 5

Correspondence from legal 25/03/2022:

I attach draft transfer (together with the plans referred to) which is now in agreed form and would like to draw the following to your attention:

- 1. Clause 12.6.3 – please note the acknowledgement regarding the service media at the property; although the developer's solicitors did confirm that all planning matters have been complied with, it is important to ensure that the Parish Council is **satisfied with the services available at the property.***
- 2. Schedule 1 – rights granted. These contain the usual rights appropriate for the site of this type; please can you let me know if **any other specific rights are required or may have been agreed with the developer direct.***
- 3. Schedule 2 Part 1 – rights reserved for the benefit of the developer and the remainder of the estate (including owners / occupiers of the residential units on this development). Again, these are fairly standard and should not unduly impact on the Parish Council's use and enjoyment of the property, but please **let me know if you have any concerns.***
- 4. Schedule 2 Part 2 – restrictions. Please note the list of the restriction to which the property is subject; it is import to ensure that these are observed at all times failing which the developer, their successors and the owners / occupiers of the residential units on this development can potentially bring a claim against the Parish Council.*
- 5. Schedule 2 Part 3 – obligations. Please **note the obligations** imposed on the Parish Council, which I believe are in line with the requirements in the Management and Maintenance Plan (my email of Mon 27/09/2021 12:18 refers), but please **let me know if you have any comments.***
- 6. Execution clause – please can you check and **confirm this is correct.***

- Some members have experienced limitation when using the web based O365 setup.
- Small notebooks previously sourced for Councillors have very limited capacity, insufficient for a full O365 installation.
- If previously installed full O365 is removed, the space should be sufficient for required use.
- An additional Sharepoint folder can be setup for editable documents, to enable members to, for example, track changes to shared documents.
- Full O365 install will require a hardware upgrade (new laptop purchase) and the additional ongoing costs as below:
 - Annual O365 license - £109.97
 - Monthly support charge: £15
 - Monthly virus cover: £1.25

Title: APPENDIX 7A

Agenda Item 19.1 – THE DUCKY – RECOMMENDATIONS FROM RECREATION COMMITTEE

Estimates, obtained from a contractor for improvement and enhancements to the Ducky Pond, have been shared to the Sharepoint under Item 19.1.

At the Recreation Committee meeting, held on Monday 28th March, the committee agreed to recommend to council to proceed with these works, totalling £7000.00, to be funded via a Section 106 application from:

Ref Planning Application DC/16/2394 (Garage Blocks, Sleets/Swan)

- ✓ Under Open Space Contributions there is a total available find of **£12,523.00** for prescribed use for improvements to the Common.
- ✓ This is specialist work and on consultation with the S106 team at HDC they have confirmed one quote should be sufficient for an application.

Title: APPENDIX 7B

Agenda Item 19.3 – CHARRINGTON WAY RECOMMENDATIONS FROM RECREATION COMMITTEE – EMR UPDATE

The below extract shows the current EMR balances as at 31/03/2022:

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR Covid Fund	0.00		0.00
320 EMR Retention and Recruitment	1,500.00		1,500.00
325 EMR Village Centre Drainage	4,600.00	-1,000.00	3,600.00
330 EMR IT	2,500.00	-2,125.03	374.97
335 EMR Youth and Older People Pro	10,000.00	-194.38	9,805.62
340 EMR Training - New Cllr and Re	0.00		0.00
345 EMR Village Centre Project	1,396.00		1,396.00
350 EMR Community Grant	0.00		0.00
355 EMR Street Scene	3,514.00	-120.00	3,394.00
360 EMR Professional fees	0.00		0.00
370 EMR Election costs	4,470.00		4,470.00
390 EMR Parish Office	26,769.00	-7,238.00	19,531.00
391 EMR HR Resource	0.00	4,970.00	4,970.00
395 EMR Asset Repair and Rene	44,863.68		44,863.68
396 EMR Village Centre Project PWL	0.00		0.00
397 EMR S106	0.00	-2,424.88	-2,424.88
398 EMR CIL Contributions	31,759.32	-3,639.00	28,120.32
399 EMR Community Resilience Hub	3,926.51		3,926.51
	135,298.51	-11,771.29	123,527.22