



Broadbridge Heath Parish Council

Address: The Parish Office, Sargent Way, Broadbridge Heath, RH12 3TS

Telephone: 07716 130103

Email: clerk@broadbridgeheath-pc.gov.uk

You are hereby **SUMMONED** to the **RECREATION AND ENVIRONMENT COMMITTEE MEETING** to be held at **The Parish Office, Sargent Way** on **Monday 17th of June 2024** commencing at **7:45pm**. The first 15 minutes are available for the public and the press who have a right to attend to express a view or ask a question on relevant matters on the following agenda (Standing Order 3d). Members of the public are welcome to stay and observe the rest of the meeting.

L Edwards

Lucinda Edwards (Clerk to the Council)

O Buck

Olivia Buck (Deputy Clerk) – 11th June 2024

Recreation Committee Members:

Cllr C Knight, Cllr T Oliver, Cllr D Lambert, Cllr S Chandler, Cllr E McLennan-Murray.

Members of press and public welcome

AGENDA

1	PUBLIC SPEAKING	19:45
2	APOLOGIES AND REASONS FOR ABSENCE	20:00
3	MINUTES	20:00
	To approve the minutes from the previous Recreation meeting held on Monday 26 th February 2024.	
4	CHAIRMAN'S ANNOUNCEMENTS	20:00-20:05
	To receive announcements from the Chair of the Recreation Committee.	
5	DEPUTY CLERK UPDATE	20:05-20:10
	To receive an update from the Deputy Clerk.	
6	TERMS OF REFERENCE	20:10-20:15
	6.1 To agree the Terms of Reference for the Recreation & Environment Committee. 6.2 To ratify the Recreation Committee Membership.	
7	FINANCE	20:15-20:20
	To receive an update on Income and Expenditure for Recreation Open Spaces for Months 1-2 2024/25.	
8	CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT	20:20-20:40
	8.1 To note the report in the supporting document. 8.2 To consider the recommendation to proceed with a bid for Section 106 funds of £65,000 to fund improvements to the kickabout area.	

	<p>8.3 To agree to delegate to officers to consult with residents on acceptance of the S106 bid.</p> <p>8.4 To agree delegation to officers to proceed, in consultation with the Recreation Chair to complete the required tender specification and invitation to tender (in line with the Council's Financial Regulations).</p>	
9	THE DUCKY POND	20:40-20:55
	<p>9.1 To receive an update on recent works and consider a recommendation to level the current culvert brickwork to improve the water level, noting this is within the previously approved expenditure.</p> <p>9.2 To consider correspondence from Field Place management in relation to water quality and agree any action or response.</p>	
10	TREES	20:55-21:10
	<p>10.1 To note the update on the tree removal at Singleton Road play area.</p> <p>10.2 To consider a new tree and location as per the planning stipulation for the felling of the tree at Singleton Road.</p> <p>10.3 To note the report and contracted works at the area next to the Weston Avenue Allotment site by Horsham Tree Services.</p>	
11	ALLOTMENTS	21:10-21:20
	<p>11.1 To ratify Allotment Working Party membership</p> <p>11.2 To note the Working Party report following the meeting held on 8th May 2024.</p> <p>11.3 To receive an update on the procurement and installation of weed membrane at Churchill Way allotments, and to agree transfer of EMR funds from future maintenance following acquisition/receipt of commuted sums, in respect of the associated expenditure.</p>	
12	MAINTENANCE	21:20-21:30
	To note the risks identified in the latest play inspection reports and agree any remedial actions.	
13	OPEN SPACES & POLICY	21:30-21:50
	<p>13.1 To receive and note detail of the use of open spaces by Broadbridge Heath Junior Football Club (BBHJFC).</p> <p>13.2 To review the draft Open Space policy, Open Space request form and agree next steps.</p>	
14	LITTER MANAGEMENT	21:50-22:00
	To note the update and agree any appropriate actions.	
15	DATE OF NEXT MEETING	
	Monday 23 rd September 2024 at 19:45.	

**** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 and because of the confidential nature of the business to be transacted, the public and press will be required to leave the meeting**