



Broadbridge Heath Parish Council

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

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You are hereby **SUMMONED** to the **RECREATION AND ENVIRONMENT COMMITTEE MEETING** to be held at **The Parish Office, Sargent Way** on **Monday 10th February 2025** 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) – 1st February 2025

Recreation Committee Members:

Cllr T Oliver, Cllr S Chandler, Cllr E McLennan-Murray, Cllr A Luk, Cllr S Leighton

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 23 rd September 2024.	
4	CHAIRMAN'S ANNOUNCEMENTS	20:00-20:05
	To receive announcements from the Chair of the Recreation Committee.	
5	CLERK UPDATE	20:05-20:10
	To receive an update from officers.	
6	FINANCE	20:10-20:20
	6.1 To receive an update on Income and Expenditure for Recreation Open Spaces and note the associated report. 6.2 To agree a recommendation to full council to vire funds in respect of allotment maintenance.	
7	CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT	20:20-20:35
	7.1 To receive an update on bids received through the tender process. 7.2 To agree the format and date for review and evaluation of bids. 7.3 To note and agree the project timeline and process. 7.4 To agree a communications plan for the project.	
8	DUCKY POND	20:35-20:40
	8.1 To note the contractors report for the Ducky Pond for 2024.	

	8.2 Recommendation: to receive a Maintenance proposal to continue maintenance at the Ducky Pond for 2025/26 from new budget line 4485 (Pond & Watercourse Maintenance) with the current specialist maintenance contractor.	
9	TREES	20:40-20:45
	To receive quotes for a full tree survey in the parish and agree to appoint a contractor.	
10	MAINTENANCE	20:45-20:55
	10.1 Recommendation: To finalise the grass maintenance schedule for 2025/26 and agree any recommendations for Full Council. 10.2 To receive a quote to repair the damaged fence on Broadbridge Way and agree any next steps. 10.3 To agree continuation of the Play Inspections by Safeplay. 10.4 To consider and agree a donation for the continuation of Green Gym Volunteering in the village for 2025/26. 10.5 To agree to use Horsham Tree Services for 2025/26 as an approved contractor for any emergency or operational tree requirements. 10.6 To agree the annual management plans for parish open spaces. 10.7 To note the update regarding the Adult Fitness Equipment following the removal of the adult rower at the Village Centre open space.	
11	LITTER MANAGEMENT	20:55-21:00
	11.1 To note correspondence relating to the use of the bin at Singleton Road play area and consider location. 11.2 To receive an update on procurement of bins at Broadbridge Way and the Village Centre play area.	
12	COMMUNITY INITIATIVES UPDATE	21:00-21:10
	12.1 To agree amendments to the agreed Community Initiative schedule. 12.2 To receive a proposal from the Women's Institute to install a structure to display poppies at the War Memorial for VE Day 80 until Remembrance in November and agree next steps.	
13	ALLOTMENTS	21:10-21:20
	To note plot holder communications relating to storage and sheds on plots and agree next steps.	
14	DATE OF NEXT MEETING & NOTABLE DATES	21:20
	Spring litter pick event – date TBC Allotments Sub-committee - Mon 24th March – 7:30pm VE Day 80 – 8 th May Recreation & Environment Committee – Mon 9 th June – 7:30pm Village Fete – Saturday 5 th July	

**** 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**

