



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Recreation & Environment Committee**

Meeting held on

**Monday the 31<sup>st</sup> of January 2022 at 7.45pm** at the

Parish Office, Sargent Way, Broadbridge Heath.

**Present Were:**

Cllr Terry Oliver (TO)  
Cllr Viv Edwards (VE)  
Cllr Sarah Chandler (SC)

Cllr Christine Knight (CK)  
Cllr Jeanne Coker (JC)  
Cllr Debbie Lambert (DL)

**Clerk:**

Lucinda Edwards

**Assistant Clerk:**

Olivia Buck

**Members of the Public:**

None

**Press:**

None

**R001/22 ELECT A CHAIRMAN**

Cllr Christine Knight was nominated as Chairman of the Recreation and Environment Committee by Cllr Terry Oliver. This was seconded by Cllr Viv Edwards. All **AGREED**.

**R002/22 PUBLIC SPEAKING**

None.

**R003/22 APOLOGIES AND REASON FOR ABSENCE**

Cllr Milbank was absent.

**R004/22 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Knight had no announcements to make.

**R005/22 MINUTES**

It was **RESOLVED** by all present that the minutes of the Recreation and Environment Committee meeting held on Tuesday 27<sup>th</sup> April 2021, be accepted as a true and correct record of the meeting. Cllr Knight signed the minutes.

**R006/22 CLERKS UPDATE**

The Asst Clerks update was **NOTED** by members and further questions were answered by the Asst Clerk.

**R007/22 COMMITTEE TERMS OF REFERENCE**

It was **RESOLVED** by all present to agree the Terms of Reference and delegation arrangements for the Recreation Committee.

**R008/22 THE DUCKY**

It was **AGREED** for the Asst Clerk to enquire with HDC and Green Gym volunteers regarding clearing the Ducky Pond trash screens.

**POLICIES**

**R009/22** The draft Volunteering Policy was reviewed and **AGREED** for recommendation to Full Council.

**R010/22** The draft Open Spaces Policy was reviewed and the following **AGREED**:

- To rename it Conditions of Use for Open Spaces
- To include definitions of our open spaces, play areas etc
- To bring a revised draft to the next meeting for discussion and further review

**R011/22** It was **APPROVED** to add the Platinum Jubilee Flag into the policy and policy to be reviewed by Full Council.

**CRICKET CLUB LEASE**

**R012/22** The draft Cricket Club Lease was reviewed, and it was **AGREED** to share this draft with BBHCC.

**ALLOTMENTS**

**R013/22** The Clerk provided an update on the Allotment sites. It was **AGREED** for the Asst Clerk to liaise with Cllr Milbank regarding scheduling an Allotment Sub-Committee meeting.

**LITTER & DOG FOULING**

**R014/22** Great British Spring Clean (25<sup>th</sup> March – 10<sup>th</sup> April 2022).

The following was **AGREED**:

- To promote the Great British Spring Clean and promote the PC A-frame and equipment to be borrowed from the Parish Office w/c 28<sup>th</sup> March and w/c 4<sup>th</sup> April. (Times to be confirmed and advertised by the Officers).
- To approve a budget of £300.00 for Officers to purchase equipment to support this event and others, including litter pickers & high-viz jackets.

**R015/22** It was **AGREED** for the Officers to engage with the community with a short survey regarding the dog bag dispensers and the bags, and the Questions to be delegated and agreed by the Officers with Cllr Knight.

**R016/22** It was **AGREED** to approve to purchase a Mixed Recycling Unit to be located at the Parish Office site using S106 funds associated from the office.

**STREETSCENE**

**R017/22** Hanging Baskets and Planters.

It was **RESOLVED** by all to continue with Hanging Baskets this year and for the Asst Clerk to pursue planters for the Parish Office to bring back to the next meeting.

It was **AGREED** to increase the Hanging Baskets both ends of the line in the village, from last year (12 lampposts) to 16 lampposts and to purchase 8 more ½ baskets (4 full baskets).  
(Proposer: JC, Seconded: TO)

It was **AGREED**, Village Entries to be passed to the Highways Working Party for review.

**R018/22** Wildflower Area.

The Wildflower area was discussed, and the following recommendations **AGREED**.

- To not sow any more seed this year and review what re-grows.

- To monitor the Swan Neck Area's growth and consider further maintenance if required, including a height "top-off".
- To pursue adoption with WSCC on the area opposite the Parish Office and obtain a Ground Maintenance quote to include this area.

## EVENTS

R019/22

### Queens Platinum Jubilee.

Consultation 105 was **NOTED** and the responses, and the following was **AGREED** for recommendation to Full Council:

- To purchase commemorative waving flags to be handed out on the day of the picnic event.
- To sponsor entertainment or other activity (by way of a grant application by the Gala) for the event.
- To purchase national colour bunting (100M) and to decorate the office fence-line.
- To purchase a Platinum Jubilee Flag for the Flagpole.
- To purchase 2 benches to be located along the shared footpath (subject to WSCC Highways approval). Benches would be of the model approved within the Memorial Policy. Benches to be dedicated to the Queen's Platinum Jubilee, and in commemoration of HRH Prince Phillip.
- To propose the area outside the east of the Parish Office as a suitable location for the Gala sponsored tree, semi-mature tree only and not a sapling.
- To purchase a plaque for the above tree with the below wording:
  - "This tree was planted by The Gala Association of Broadbridge Heath in celebration of the Queen's Platinum Jubilee in 2022" (wording tbc with approval of Chair and Rec Chair)
  - If the Gala decline this location/decision, the PC to continue and plant a tree at this location from the Queens Green Canopy Initiative.
- To contact the Crochet/Knitting group and propose crochet/knitting workshops to make jubilee decorations for the village, offering to purchase wool etc. as required, offering Parish Office as a location for the workshops.

R020/22

A commemorative newsletter was discussed for recommendation to Full Council.  
(Proposed: JC, Seconded: TO)

It was **AGREED** for Cllr Coker to join the editorial group for this, with recommendation to Full Council that Officer resource is not used for this proposal.

R021/22

### Gala Summer Fete

The following recommendations were **AGREED**;

- To host a stand supported by Councillors on Saturday 2<sup>nd</sup> July.
- To approve a budget of £250.00 delegated to Officers to support the event.
- Stand ideas to be brought to the next meeting.

R022/22

### **DATE OF NEXT MEETING**

Monday 28<sup>th</sup> March 2022.

**The meeting closed at 10.05pm.**