



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **Recreation & Environment Committee**

Meeting held on

Monday the 27th of February 2023 at 19:45 at the

Parish Office, Sargent Way, Broadbridge Heath.

Present Were:

Cllr Christine Knight (CK) - Chair

Cllr Terry Oliver (TO)

Cllr Sarah Chandler (SC)

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

R001/23 PUBLIC SPEAKING

None.

R002/23 APOLOGIES AND REASON FOR ABSENCE

An apology and reason for absence from Cllr Lambert was **APPROVED** by members.

R003/23 CHAIRMAN'S ANNOUNCEMENTS

None

R004/23 MINUTES

It was **RESOLVED** by all present that the minutes of the Recreation and Environment Committee meeting held on **Monday 28th November 2022**, be accepted as a true and correct record of the meeting.

Cllr Knight signed the minutes.

Members **NOTED** an error in the date stated in the internally circulated bulletin for the Spring Litter pick – the correct date is 18th March, as advertised.

R005/23 DEPUTY CLERK'S UPDATE

The Deputy Clerk's written update was **NOTED** by members.

R006/23 RECREATION BUDGET

The Income and Expenditure for 2022/23 year to date, and the Open Spaces budget lines for 2023/24 were reviewed and **NOTED** by members.

R007/23 HORSHAM DISTRICT COUNCIL CORONATION GRANTS FOR PARISH COUNCILS

It was **AGREED** to proceed with an application for a grant from Horsham District Council for expenditure related to The King's Coronation, if the scheme is approved.

THE DUCKY POND

R008/23 Ongoing Pond Maintenance

Members **NOTED** the recommendation in the supporting documents for future maintenance of the pond. It was **AGREED** to recommend to the Finance and Establishment Committee to consider the future maintenance costing when determining the budget for 2024/25 budget line Environmental Maintenance.

Coffer Dam and Hazel Holding

R009/23 Members **NOTED** the recommended works to add hazel holding and a coffer dam. It was **AGREED** to delegate to the Chair of the Committee and the Deputy Clerk to proceed with a Section 106 application based on an estimated cost of £4,000 for the coffer dam, and £1,900 for the hazel holding installation and to utilise earmarked reserves for any additional funding required.

R010/23 ALLOTMENTS

Members **NOTED** the brief update on the transfer progress of SL6 – Churchill Way allotments. The TP1 is expected and the relevant arrangements for execution are to be agreed at the March Parish Council meeting.

It was **AGREED** to defer any other items relating to allotments to the Allotments Sub Committee.

R011/23 RECYCLING AND GENERAL BIN PROVISION

It was **AGREED** to seek permission to install a mixed use bin on the shared footpath adjacent to the newly created access to the Village Centre Recreation Ground.

R012/23 It was **AGREED** to recommend to council to proceed with a Section 106 application reference DC/12/1172 - Local Recycling Facilities, and to delegate to the Committee Chair and the Deputy Clerk to determine additional locations in the village and the styles of bins.

R013/23 It was **AGREED** to liaise with Horsham District Council in relation to the locations of the proposed bins and for the emptying of the new bins to be added to the emptying schedule as appropriate.

R014/23 In response to an enquiry about the Parish Council's plans in relation to litter management, it was **AGREED** that litter hotspots are constantly under review and this will be considered when locating the proposed new bins.

R015/23 VILLAGE CENTRE ACCESS

Members **NOTED** the below update:

- Following a further discount applied to the revised quote for the new play area, the order has been placed and a lead time is awaited.
- Works to install additional bollards have been ordered.

R016/23 The future design of the new access was discussed and preference was for a wooden tandem pedestrian/service gate, and in addition an interpretation board at the entrance. This is in addition to the proposed bin and previously agreed lighting column. Planting will also be considered at this location.

It was **AGREED** for the officers to initially discuss these ideas with the Village Centre Trustees and seek quotes for the gates if approved.

R017/23 It was **AGREED** for the officers to discuss bench provision at the Village Centre with the Trustees.

R018/23 It was **AGREED** to request an additional costing from Kompan to provide a path to link the access to the new play area and to make adjustments to the design to relocate the gate as appropriate to create a linking pathway to the surfacing inside the play area.

R019/23 It was **AGREED** to ensure that the Monster play area design, once amended, is shared with the community via medias and also via large printed signs to be placed in the vicinity in the run up to the installation date.

EVENTS

The King's Coronation

- R020/23** It was **AGREED** to approve the request from the Gala Association to use the Village Centre Recreation field for a Coronation Picnic on Sunday 7th May 2023, subject to approval by the Village Centre Trustees.
- R021/23** It was **AGREED** to purchase 2 flags of design '8' as per the recommendation.
- R022/23** It was **AGREED** to hand out wildflower seeds at the picnic event and on the week running up to the event.
- R023/23** It was **AGREED** to liaise with the Gala Association to see what other plans are in place and to consider a Parish Council craft tent, or similar, to be hosted by members, subject to members being available to attend.
- R024/23** It was **AGREED** to utilise the Parish Council's bunting, adding union bunting around the Parish Office and general bunting along Broadbridge Way.
- R025/23** It was **AGREED** to run a 'Volunteer Event' from the Parish Office on the week after the coronation, to showcase volunteering opportunities within the district.

Gala Association Summer Fete

- R026/23** Members **APPROVED** a request from the Gala Association to use the Common for the Village Fete on Saturday 1st July 2023.
- R027/23** It was **AGREED** to host a Parish Council stand as in previous years and to request members' availability to attend. TO and CK confirmed they would be attending.
- R028/23** A budget of £200 for officers to use for expenditure for the litter pick and fete was **AGREED**.

MAINTENANCE

- R029/23** It was **AGREED** to proceed with the purchase of signage for the Wildflower corridors.
- R030/23** It was **AGREED** to continue the annual donation to Green Gym for maintenance assistance in the village.

R031/23 CHARRINGTON WAY

Members reviewed 3 play area designs for the re-development of Charrington Way play area. It was **AGREED** that the design should enhance the play area and add to the quality of it and this should be considered in terms of the equipment. It was **AGREED** in the first instance to discuss with the preferred design contractor the scope to increase the theming and make changes to the surfacing and to share this design with the council for initial review.

R032/23 FLAG POLICY

It was **AGREED** to recommend the proposed amendments to the Flag Policy, per the supporting documents, to full council for adoption.

R033/23 DATE OF NEXT MEETING

The next meeting of the Recreation Committee on Monday 19th June 2023 was **NOTED**.

The meeting closed at 21:41.