



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION & ENVIRONMENT COMMITTEE** meeting held on
Monday 26th February 2024 at 7.45pm
at **The Parish Office, Sargent Way, Broadbridge Heath**

Committee members Present Were:

Cllr Christine Knight (CK) - Chair
Cllr Terry Oliver (TO)
Cllr Sarah Chandler (SC)
Cllr Edward McLennan-Murray (EM)

Cllr Simon Leighton (SL) - Observer

Deputy Clerk: Olivia Buck

Members of the Public: x2

Press: None

R001/24	PUBLIC SPEAKING
	Two members of the Public were present and provided the committee with an overview on their Children's Fun Fair proposal (agenda item 10.1).
R002/24	APOLOGIES AND REASON FOR ABSENCE
	An apology and reason for absence from Cllr Luk and Cllr Lambert was APPROVED by members.
R003/24	CHAIRMAN'S ANNOUNCEMENTS
	The Chair (CK) updated members that this was the first Recreation Meeting since February last year.
R004/24	DEPUTY CLERK UPDATE
	The Deputy Clerks written update from the supporting documents was NOTED . The Committee was also updated that the Oak Tree in Singleton Road Play Area with a Tree Protection Order has had a planning request submitted for recommended required works. This was NOTED by members.
	FINANCE UPDATE
R005/24	Members NOTED the income and expenditure report for Recreation Open Spaces as per Appendix 1.
R006/24	Members NOTED the following regarding budget lines: Line 4490 - will be used for Top Common Maintenance to be paid and Broadbridge Way if required (agenda item 9.9) also ditch clearance at the Cricket Club Line 4491 – will be used for any March commencement of grass cutting.
	THE DUCKY POND
R007/24	It was RESOLVED to agreed recommendations 1 and 2 from the supporting documents regarding the Ducky Pond Maintenance Proposal from Pete the Pond, totalling £2000.00 to come from Budget line 4493 - Maintenance and Replacement.
	ALLOTMENTS
R008/24	It was RESOLVED to agree the recommendations by the Allotment Sub-Committee regarding an Allotment Association for Weston Avenue Allotment Site: <ol style="list-style-type: none">1. To set up a "working group" to progress the Allotment Association set-up.2. Working group to report into the Recreation Committee3. The Allotment Working Party Terms of Reference as per Appendix 2 in the supporting documents.4. To invite Weston Avenue plot holders to join the working group5. To set a first meeting date for the working group and to invite the National Allotment Association (NAS) Regional Representative.
	VILLAGE CENTRE RECREATION GROUND
R009/24	Members NOTED Cllr Edward McLennan-Murray is the Chair of the Village Centre Trustees.

R010/24	In the absence of a signed S297 agreement and grass-cutting scheduled to commence in March, the Committee RESOLVED to continue with general grounds maintenance, to include grass cutting and play area management only.
R011/24	As per 8.2 in the supporting documents members NOTED the maintenance considerations and it was AGREED for Officers to review red-line boundaries of the area.
R012/24	As per 8.3 in the supporting documents recommendation 1 was NOTED . Recommendation 2, whereby Officers recommended an open space management report of the site to support any decision making, members AGREED to defer this action until after the initial informal discussions with the Village Centre Trustees.
	MAINTENANCE
R013/24	Members AGREED the grass maintenance schedule for 2024/25 with the previously agreed continuation of contracted services with Grasstex as per Appendix 3. It was NOTED to add the 1metre border maintenance requirement to the schedule for Broadbridge Way.
R014/24	Members NOTED the risks identified in the latest Play Inspection reports as per Appendix 4, with no further officer actions.
R015/24	It was AGREED to continue Play Inspections by Safeplay as per the quote in the supporting documents.
R016/24	It was AGREED continuation of the Adult Fitness Equipment servicing by Fresh Air Fitness.
R017/24	It was AGREED to donate £440.00 for the continuation of Green Gym Volunteering in the village from June 2024, based on 4 days volunteering at £110.00 per day.
R018/24	It was RESOLVED , the land to the South of the Weston Avenue Allotment site be determined with management responsibility to the Recreation Committee. It was AGREED there is no current management required of the space.
R019/24	It was AGREED to use Horsham Tree Services for an approved Contractor for any tree requirements.
R020/24	It was RESOLVED to have a Tree survey commissioned by Horsham Trees Services at the newly acquired land to the South of the Weston Avenue Allotments and the area between the Allotment site and the Common.
R021/24	It was AGREED to delegate to the Officers to determine the requirement for a Spring Cut and Collect of Broadbridge Way.
R022/24	As per 9.10 in the supporting documents the maintenance plan for Top Common was NOTED . Members wished to formally thank David Bridges for his continued support at Top Common Nature Area and the village, and it was AGREED for Cllr Knight to write a letter of thanks.
	OPEN SPACES
R023/24	Members considered requests for the use of open spaces as per the supporting documents. Fun Village, Children's Fun Fair – the Committee wished to thank Fun Village for sharing their proposal but requested further feedback following their visit to Billingshurst. It was AGREED for the Deputy Clerk to present feedback to the next meeting. Outdoor Fitness Class - the request was declined by members until an Open Space Policy is finalised.
R024/24	As per Officer recommendations members AGREED there is a requirement for the Council to adopt an Open Space Policy.
R025/24	Members NOTED correspondence received regarding open spaces and the use by Broadbridge Heath Junior Football Club (BBHJFC) as shown in the supporting documents. It was AGREED for annual, one-off requests to use open spaces to be reviewed on an individual basis. Members discussed the regular use of the open spaces by BBHJFC and NOTED there is currently no formal arrangement for continued and regular use of open spaces, without a policy.
R026/24	The following was RESOLVED by members: <ul style="list-style-type: none"> Deputy Clerk to contact the BBHJFC to fully understand envisaged use for 2024 and to co-ordinate a meeting to discuss this. To delegate to the Officers with Cllr Knight to draft an Open Space Policy for recommendation to Full Council at April's meeting.

	STREETSCENE
R027/24	Members AGREED for the removal of the Jubilee Clips for the Hanging Baskets and for them to go into storage and the Hanging Baskets to remain in storage at the office.
R028/24	It was AGREED for Cllr Knight to be the lead Councillor for the Village Fete (Saturday 6 th July 2024), to work with officers on stall content, assist officers with preparation, and make arrangements for the stall set up, manning and close down. The content of a stand was discussed, and members suggested something to giveaway and to use the information boards again.
R029/24	The GALA Association Picnic on Saturday 15 th June was NOTED by members with no specific involvement from the Parish Council on this occasion.
R030/24	The following was AGREED to mark the 80 th Anniversary of D-Day: <ul style="list-style-type: none"> • To purchase 2 flags using Street scene budget: As per the supporting documents, design 3 for the Parish Office and design 2 for the flagpole at the War Memorial. • To share with residents nearer the time locations of nearby Beacon Lighting events.
	CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT
R031/24	Members NOTED residents feedback and thanked residents for sharing their feedback and comments. Members discussed the possibility to consider a combination of both styles of play area, noting residents' comments. Discussions included the possibility to consider future natural style trim-trail provision as a second phase. Resident Drop-In Session attendance was discussed with the following NOTED : CK apologized but is unable to attend, SC may be able to attend towards the end, TO hopefully for some of the time. It was AGREED to, after consideration of any additional resident feedback at the drop-in session, delegate to officers in consultation with the Recreation Chair to complete the required tender specification through a Contracts Finder incorporating residents feedback from the drop-in session.
R032/24	The amended Flag Policy was AGREED for recommendation to Full Council.
R033/24	Members NOTED the next meeting of the Recreation and Environment Committee will be on Monday 17 th June 2024 – 19:45.

The meeting closed at 22:31.