



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION & ENVIRONMENT COMMITTEE** meeting held on  
**Monday 26<sup>th</sup> 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

<b>R001/24</b>	<b>PUBLIC SPEAKING</b>
	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).
<b>R002/24</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	An apology and reason for absence from Cllr Luk and Cllr Lambert was <b>APPROVED</b> by members.
<b>R003/24</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b>
	The Chair (CK) updated members that this was the first Recreation Meeting since February last year.
<b>R004/24</b>	<b>DEPUTY CLERK UPDATE</b>
	The Deputy Clerks written update from the supporting documents was <b>NOTED</b> . 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 <b>NOTED</b> by members.
	<b>FINANCE UPDATE</b>
<b>R005/24</b>	Members <b>NOTED</b> the income and expenditure report for Recreation Open Spaces as per Appendix 1.
<b>R006/24</b>	Members <b>NOTED</b> 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.
	<b>THE DUCKY POND</b>
<b>R007/24</b>	It was <b>RESOLVED</b> 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.
	<b>ALLOTMENTS</b>
<b>R008/24</b>	It was <b>RESOLVED</b> to agree the recommendations by the Allotment Sub-Committee regarding an Allotment Association for Weston Avenue Allotment Site: <ol style="list-style-type: none"><li>1. To set up a "working group" to progress the Allotment Association set-up.</li><li>2. Working group to report into the Recreation Committee</li><li>3. The Allotment Working Party Terms of Reference as per Appendix 2 in the supporting documents.</li><li>4. To invite Weston Avenue plot holders to join the working group</li><li>5. To set a first meeting date for the working group and to invite the National Allotment Association (NAS) Regional Representative.</li></ol>
	<b>VILLAGE CENTRE RECREATION GROUND</b>
<b>R009/24</b>	Members <b>NOTED</b> Cllr Edward McLennan-Murray is the Chair of the Village Centre Trustees.

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

	<b>STREETSCENE</b>
<b>R027/24</b>	Members <b>AGREED</b> 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.
<b>R028/24</b>	It was <b>AGREED</b> for Cllr Knight to be the lead Councillor for the Village Fete (Saturday 6 <sup>th</sup> 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.
<b>R029/24</b>	The GALA Association Picnic on Saturday 15 <sup>th</sup> June was <b>NOTED</b> by members with no specific involvement from the Parish Council on this occasion.
<b>R030/24</b>	The following was <b>AGREED</b> to mark the 80 <sup>th</sup> Anniversary of D-Day: <ul style="list-style-type: none"> <li>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.</li> <li>To share with residents nearer the time locations of nearby Beacon Lighting events.</li> </ul>
	<b>CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT</b>
<b>R031/24</b>	Members <b>NOTED</b> 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 nature trail provision as a second phase. Resident Drop-In Session attendance was discussed with the following <b>NOTED</b> : 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 <b>AGREED</b> 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.
<b>R032/24</b>	The amended Flag Policy was <b>AGREED</b> for recommendation to Full Council.
<b>R033/24</b>	Members <b>NOTED</b> the next meeting of the Recreation and Environment Committee will be on Monday 17 <sup>th</sup> June 2024 – 19:45.

**The meeting closed at 22:31.**