



# BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION & ENVIRONMENT COMMITTEE** meeting held on  
**Monday 10<sup>th</sup> February 2025** at 7.45pm  
 at The Parish Office, Sargent Way, Broadbridge Heath

**Committee members Present Were:**

Cllr Terry Oliver (TO) - Chair  
 Cllr Sarah Chandler (SC)  
 Cllr Simon Leighton (SL)

**Clerk:** Lucinda Edwards  
**Deputy Clerk:** Olivia Buck

**Members of the Public:** None  
**Press:** None

<b>R001/25</b>	<b>PUBLIC SPEAKING</b>
	None
<b>R002/25</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	Apologies noted and agreed for Cllr Mclennan-Murray.
<b>R003/25</b>	<b>MINUTES</b>
	The Minutes from the Recreation Meeting held on Monday 23 <sup>rd</sup> September 2024 were <b>APPROVED</b> .
<b>R004/25</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b>
	None
<b>R005/25</b>	<b>CLERK UPDATE</b>
	The Deputy Clerks written update from the supporting documents was <b>NOTED</b> .
<b>R006/25</b>	<b>FINANCE</b>
	Members <b>NOTED</b> the income and expenditure report for Open Spaces, as published to the website; and the associated notes in the supporting document.
<b>R007/25</b>	Members <b>AGREED</b> a recommendation to Full Council for 2024/25 expenditure for grounds maintenance for Weston Avenue to be re-classified to nominal budget code 4498 - Allotments.
<b>R008/25</b>	<b>Suspension of Standing orders:</b> <i>It was proposed by the Chair that standing orders be temporarily suspended to allow for the discussion of tenders received.</i> <i>The motion was carried unanimously.</i>
<b>R009/25</b>	<b>Standing Orders Resumed:</b> <i>After the discussion of the tenders, standing orders were reinstated.</i>
<b>R010/25</b>	<b>CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT</b>
	Members <b>NOTED</b> the 2 tenders received for the Charrington Way project.
<b>R011/25</b>	Members <b>AGREED</b> to delegate to officers to review and evaluate the bids providing a scoring of the tenders.
<b>R012/25</b>	Members <b>NOTED</b> the project timeline and process, and a further Recreation Meeting was agreed to be scheduled for Thursday 27 <sup>th</sup> February (time tbc).
<b>R013/25</b>	It was <b>AGREED</b> to share an update regarding the tender progress with residents with a further communications plan to be agreed at the next Recreation Meeting.
<b>R014/25</b>	<b>DUCKY POND</b>
	Members <b>NOTED</b> the contractors report for the Ducky Pond for 2024.
<b>R015/25</b>	The recommendation to continue maintenance at the Ducky Pond with contractor Pete the Pond, for 2025/26 at £2000.00 from budget line 4485 – Pond and Watercourse Maintenance was <b>AGREED</b> .
<b>R016/25</b>	<b>TREES</b>

	Members considered 3 quotes for a full tree survey for the parish and <b>AGREED</b> to appoint Connick Tree Care at a cost of £980.00 ex vat from budget line 4496 - Tree Survey and Maintenance. (Proposer: SC, Seconded: SL - all <b>AGREED</b> )
	<b>MAINTENANCE</b>
<b>R017/25</b>	Members <b>AGREED</b> the final grass maintenance schedule for 2025/26.
<b>R018/25</b>	Members considered a quote to repair the low-level fence on Broadbridge Way and <b>AGREED</b> to proceed with the repair at £266.00 by Sussex Land Services using budget line 4460 - Streetscene.
<b>R019/25</b>	Members <b>AGREED</b> continuation of the quarterly Play Inspections for 2025 by Safeplay.
<b>R020/25</b>	Members <b>AGREED</b> the continuation of Green Gym volunteers in the parish for 4 days (financial year 2025/26) with a donation totalling £440.00. It was <b>AGREED</b> to delegate to officers to determine the schedule of dates/works.
<b>R021/25</b>	Members <b>AGREED</b> to use Horsham Tree Services for 2025/26 for any emergency or operational tree requirements.
<b>R022/25</b>	Members <b>NOTED</b> no feedback had been received from residents following the removal of the adult rower at the Village Centre Open Space. Per previous resolution, the future of the village fitness provision will be considered further following the Charrington Way project.
<b>R023/25</b>	Members <b>AGREED</b> the annual management plans for parish open spaces as shared with the Supporting Information and associated budget implications for 2025/26.
<b>R024/25</b>	<b>LITTER MANAGEMENT</b>
	Members <b>NOTED</b> the correspondence relating to the use of the bin at Singleton Road play area by dog walkers, raising concerns due to the proximity to the seating area. It was <b>AGREED</b> to move the location of the bin to the area where the tree was removed.
<b>R025/25</b>	Members <b>NOTED</b> the following update on bin procurement: S106 applications for 2 further bins have been approved and orders are being progressed for one bin in the Monster Play Area and one on Broadbridge Way. A S115 licence has been approved for a further bin on Broadbridge Way with a plan to seek S106 funding for the bin.
<b>R026/25</b>	<b>COMMUNITY INITIATIVES UPDATE</b>
	Members <b>NOTED</b> the updated Community Initiative Schedule for the Recreation Committee elements including the budget amendments within the agreed budget. The following was <b>AGREED</b> : <ul style="list-style-type: none"> <li>• A spring Litter Pick to be held on a Sunday during April with a minimum of 2 Councillors to support the event.</li> <li>• To purchase 2 Flags to commemorate VE Day 80 (8<sup>th</sup> May)- 1 flag for the War Memorial and 1 Flag for the Parish Office</li> <li>• To have a stand at the Village Fete on Saturday 5<sup>th</sup> July with a recommendation to Full Council for a minimum of 3-4 Councillors to support the stand set up and down and manning during the fete.</li> </ul>
<b>R027/25</b>	Members <b>NOTED</b> the proposal from the Women's Institute to install a structure to display crocheted poppies at the War Memorial for VE Day 80. It was <b>AGREED</b> for Cllr Oliver to attend a meeting on 25 <sup>th</sup> February, with the WI and Men-in-sheds to discuss the proposal further. Further details of the structure will be explored at this meeting. Cllr Oliver will report back to the full council at the next meeting. The committee discussed the potential length of the time of the display. Members showed a preference for the poppies to be displayed for the month of May and removed after D Day, and again for the month of remembrance in November, rather than be up from May-November inclusive, although this is for mutual discussion. It was Officer's recommendation that a Risk Assessment would be required for the structure.
<b>R028/25</b>	Members <b>NOTED</b> correspondence from plot holders at the Weston Avenue Allotment site, relating to storage and sheds on plots. The following recommendation for the Allotment Sub-Committee (ASC) was <b>AGREED</b> : To recommend to the ASC to consider the rules, and either enforce them or make a change to them. Members requested Officers to research and provide details of local Allotments provisions regarding sheds etc.

**R029/25**

The following dates were **NOTED**:

Spring litter pick event – date tbc

Allotments Sub-committee meeting – Monday 24<sup>th</sup> March at 7.30pm

VE Day 80 – 8<sup>th</sup> May

Recreation and Environment Committee meeting – Monday 9<sup>th</sup> June at 7.30pm

Village Fete – Saturday 5<sup>th</sup> July

**The meeting closed at 9.28pm**