



# Broadbridge Heath Parish Council



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Minutes of the **RECREATION COMMITTEE OF THE PARISH COUNCIL** to be held at **The Parish Office, Sargent Way** on **Monday 22<sup>nd</sup> September 2025** commencing at **7.45pm**.

Present: Cllrs T Oliver, Cllr S Chandler, Cllr S Leighton.

## Also present:

**Lisa Wilcock (Locum Clerk) – 22<sup>nd</sup> September 2025**

## 1. PUBLIC SPEAKING

No members of the public wished to speak.

## 2. APOLOGIES AND REASONS FOR ABSENCE

Apologies were received and accepted from Cllr E McLennan-Murray.

## 3. MINUTES

The minutes of the Recreation Committee meeting held on 10th February 2025 and 27<sup>th</sup> February were APPROVED and signed by the Chair.

## 4. CHAIRMAN'S ANNOUNCEMENTS

The Chair reported the following:

- The Chair suggested that informal working parties be held between council meetings to progress projects, rather than to conduct council business.
- The Chair has reviewed the minutes of the three council meetings held over the past 12 months, including those of 23rd September 2024. Play inspection reports are noted within the minutes, are currently under review, and will be considered for approval at the next council meeting.
- Remembrance: It was proposed that the village be decorated with poppies on the lamppost. This matter will be raised at full council. Councillors agreed to assist with displaying the poppies, as in previous years.
- A donation to Green Gym has been previously agreed. Locum Clerk to determine the schedule of dates and works for this financial year.

## 5. RFO UPDATE

The Locum Clerk will report on this matter outside the meeting, with an officer update to be provided at the next meeting.

## 6. FINANCE

### 6.1 Income & Expenditure

An update on Income and Expenditure for Recreation and Open Spaces was RECEIVED and NOTED.

It was AGREED to split the costs of Maintenance provision to account for a new operative responsible for Charrington Way/Triangle.

The remaining balance of the sums will be retained under contracted services.

### 6.2 Expenditure Recommendation

It was AGREED to recommend to Full Council that future maintenance costs for Parish Council-owned property be approved.

An annual maintenance EMR of £5,000 for the Cricket Club is recommended, with the caveat that the figure will be reviewed at the November meeting.

It was noted that the lease is expected to be finalised by that date.

### **6.3 Budget Setting**

It was AGREED to recommend the draft budget to Full Council, with the following items proposed for resolution. The Chair deferred detailed discussion of future projects to Agenda Item 12.1.

Proposed Budget Items:

- a) Pollinator Highway – supported; £1,000, Street Scene (4410)
- b) Benches on Village Centre field – £3,000, Community Facilities (4440)
- c) Benches, dog bins, and litter bins in Wickhurst – may be needed; £5,000 (4480)
- d) Trim Trails – future installation; £1,500 annually over three years, Fitness Equipment (4494)
- e) Community Orchards, Pelling Way – £2,000, Community Facilities (4440)
- f) The Ducky:
  - Replacement of the dam – not fit for purpose; £5,000, Pond and Watercourse Maintenance (4485)
  - Enhancement of the main pond – £2,500, Pond and Watercourse Maintenance (4485)
  - Feeding of the stream (north-south watercourse) – £5,000, Pond and Watercourse Maintenance (4485)
- g) Extending Solar Streetlighting, Broadbridge Way footpath/bridleway junction – £7,000, Streetlights (4410)
- h) Village Gates – six gates; £15,000, Street Scene (4460)
- i) Tree Planting – additional parcels of land; £0 (4490)
- j) Flag Pole – erect ground-based flag pole outside Parish Office; £1,500–2,000 (4460)
- k) Solar Panels, Parish Hub roof – out of remit of this Committee; recommended for discussion by Full Council
- l) Wildflower Meadow, top end of Charrington Way – £1,500 (4490)
- m) Breakfast Club – quarterly at Village Centre; website promotion and provisions budget £250 per meeting (£1,000 annually)

## **7. CHARRINGTON WAY PLAY AREA REDEVELOPMENT PROJECT**

### **7.1 Contract Details**

The Committee discussed the contract under ESP and thanked Cllr Sam Hazell for his report.

Flexipave/Connipave was considered; while noted as a high-quality surface, the Committee agreed that, as it cannot be used universally, this option will not be pursued. The Committee also noted the timeline.

It was RESOLVED not to proceed with Flexipave/Connipave.

### **7.2 Extra Items**

Additional items for inclusion were discussed, such as hammocks and planting. It was agreed to leave the preparation of a planting schedule to the contractor, with the aim of creating seasonal interest.

It was further **AGREED** to recommend to Full Council that a robust planting scheme (ESP) be provided, including details of planting and watering requirements, to be submitted by **24th November 2025** for finalisation by the committee.

### **7.3 Launch Date**

The Committee discussed a launch date for 2026.

It was AGREED to aim for an Easter opening around 3rd April 2026 and to plan publicity accordingly.

A leaflet, including a map and photographs, will be distributed to all households approximately one month prior to the opening.

A new name for the play area will be agreed in the new year.

## **8. DUCKY POND**

An update was received on Ducky Pond. The Committee noted that work is required and has been identified through the budget process. The matter will be referred to later minutes for further consideration.

## **9. TREES**

### **9.1 Tree Works Update**

The Committee received updates on tree works within the parish.

### **9.2 Updated Costs**

Revised cost estimates were presented.

It was AGREED to recommend that £1,752 be allocated to Tarbatt to carry out the additional works as reported to the Committee.

## **10. LITTER MANAGEMENT**

### **10.1 Litter & Dog Bin Survey**

A request was received from a Member of the Public (MOP) to carry out a survey on dog litter bins, including the Solomons Seal areas, which were noted as needing attention.

It was AGREED to carry out a litter and dog bin survey throughout the parish.

It was noted that obtaining a licence for bins on HDC land is more challenging, whereas parish-owned land is easier to manage.

The Committee considered that dog/litter bins provided on the land owned by the Parish Council are currently adequate.

For litter/dog bins, officers were asked to check the condition of bins during play area inspections to ensure they are being emptied sufficiently.

A three-month survey of litter/dog bins in parish play areas will be undertaken (1st October to December), with a follow-up survey in summer next year, to assess whether additional bins are needed.

The Clerks will design the survey form and prepare a schedule of collections.

### **10.2 Recommendation to Full Council**

It was AGREED to recommend to Full Council that additional litter and dog bins be installed where needed, subject to the results of a survey.

## **11. GRASS CUTTING**

The Committee discussed extending the contract with Grasstex for a further three years.

It was AGREED to recommend to Full Council that the contract be extended.

## **12. 3-YEAR PROJECT PLAN**

### **12.1 Future Projects**

Ideas for Future Projects:

- a) Pollinator Highway – supported.
- b) Benches – to be installed on the Village Centre field.
- c) Wickhurst – potential need for benches, dog bins, and litter bins.
- d) Trim Trails – to be considered for future installation.
- e) Community Orchards – proposed for Pelling Way.
- f) The Ducky:

*Replacement of the dam – The dam has serious defects and will either need major repairs or replacement.*

*Enhancement of the main pond.*

*Maintenance of the stream feeding The Ducky. The stream feeding the Ducky' is the north/south watercourse between the allotments and the play area.*

- g) Solar Streetlighting – potential extension along Broadbridge Way at the footpath/bridleway junction.
- h) Village Gates – multiple village entrance gateways.
- i) Tree Planting – for additional parcels of land.
- j) Flag Pole – erect a proper ground-based flag pole outside the Parish Office.
- k) Solar Panels – installation on the roof of the Parish Hub.
- l) Wildflower Meadow – proposed at the top end of Charrington Way.
- m) Breakfast Club – quarterly events at the Village Centre, with website promotion and a budget of £250 per meeting (£1,000 per year).

## **12.2 Approval of Plan**

It was AGREED to approve the three-year project plan for delivery and to recommend it to Full Council.

It was noted that the plan does not include any acquisitions arising from the Wickhurst Green housing development.

## **13. COMMUNITY INITIATIVES UPDATE**

The Committee reviewed upcoming community initiatives.

It was noted that damage caused by diesel from the fun fair has left visible marks on the field for the remainder of the year.

It was AGREED to support a community litter pick.

Broadbridge Park Retirement Home: discussions to be held regarding potential initiatives they may wish to participate in.

Engagement with local organisations: the Church and School to be approached with a view to hosting a village-wide event in 2026, and to explore opportunities for sponsorship (e.g. village gateway features).

A Community Forum initiative will be developed to bring people together.

The Council to host quarterly coffee mornings (with bacon sandwiches) for community organisations and local businesses at the Village Centre, commencing Spring 2026.

## **14. GAS EASEMENT LAND (Adjacent to Wickhurst Green Allotments)**

The matter was considered with reference to the report circulated in advance of the meeting. It was AGREED that the area would, for the time being, be made available solely as an open space.

The Clerk was asked to respond to the MOP, confirming that the Council is minded to proceed on this basis, with the initial provision of two benches and the inclusion of mowing within the Grasstex schedule. A draft of the response letter will be circulated to Cllr S Leighton prior to issue.

It was AGREED that the site may require a Parish Council sign.

This item will be carried forward to the first meeting in 2026, to make final arrangements for the open space and to confirm its inclusion in the Grasstex mowing schedule.

## **15. ALLOTMENT UPDATES**

The Committee received updates on allotment matters. A request was received from a Churchill Way plot holder to plant a tree. The trees need to be positioned on the plot so that they do not cast shade on the neighbouring sites.

It was AGREED that the request be approved, subject to compliance with the regulations, including a maximum tree height of 2 metres.

It was AGREED that allotment matters will be kept under review and included as a standing item on the Committee's agenda, superseding the need for an allotment sub-committee at this time. Updates from the Allotment Association and any allotment queries will be considered under this item.

## **16. DATES OF FUTURE MEETINGS**

The following meeting dates were NOTED:

- Full Council – Monday 6th October – 19.30
- Finance & Establishment Committee – Monday 20th October – 19.45
- Budget Setting Meeting – TBC (potentially 10th November 2025)
- Allotment Sub-Committee Meeting – to be discontinued
- Full Council – Monday 3rd November – 19.30
- Full Council – Monday 1st December – 19.30
- Personnel Committee – 24<sup>th</sup> November – 19.30
- Recreation Committee – 24<sup>th</sup> October 2025
- Add to agenda to be 7.30pm

*Meeting Closed 2151hrs*