



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION AND ENVIRONMENT** meeting held on **Monday 11th November 2019** at **7.45pm** in **St John's Community Hall**

Present Were: Cllr Terry Oliver (Chair)
Cllr David Milbank
Cllr Jeanne Coker

Assistant Clerk: Lucinda Edwards

Others: Jon Pilkington - Environment Officer

Members of the Public: None

Press: None

R001/19 ATTENDANCE AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Viv Edwards, Cllr Christine Knight and Cllr Penny Hayles

R002/19 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES

None declared.

R003/19 CHAIRMAN'S ANNOUNCEMENTS

None.

R004/19 MINUTES

It was **RESOLVED** by all present that the minutes of the Recreation Committee meeting held on Monday the 26th November 2018 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes.

R005/19 UPDATE FROM THE ASSISTANT CLERK

The Assistant Clerk gave the following updates:

- The Bus Shelter has been installed and confirmation has been received from Bellway that the resurfacing works will be completed within the next 2 weeks.
- The Adhesive sticker for the reverse of Play Area sign at Charrington Way will be completed this week.
- The Swing seats at Charrington Way have been replaced.
- The Cantilever swing order for Charrington Way has been placed
- Green Gym attended the footpath at Charrington Way and cleared back a lot of the overgrowth.

- Green Gym will be working at the Top Common on Thursday 14th February, joining David Bridges.
- The new play areas on Wickhurst Green have been named and the new signs have been approved.

A member raised the issue of accessibility to locked areas. It was suggested that the Fire and Police Services are given details of key holders...This was with reference to a bollard at The Common which was damaged when the Fire service needed to leave the site and had to forcibly remove a bollard.

It was **AGREED** for the Assistant Clerk to put together a list of these locations and proposed management of the access/safety and security for Circulation to Councillors for their review.

R006/19 PLAY AREA PROJECT

The Assistant Clerk explained the necessary process to proceed with the funding applications for the 2 potential play parks projects.

It was **AGREED** to authorise an additional 15 hours for the Assistant Clerk to complete the necessary tasks and documentation to be able to proceed with the 2 projects.

It was **AGREED** to schedule an additional Committee meeting to go through the completed specifications and documents to proceed to the next stage of the projects.

6.1 Village Centre Play Area

Due to the budget for this play area, involving a £90k Section 106 application, it was **AGREED** to pursue and commence the tendering process.

Accessibility was discussed. It was **AGREED** for the Assistant Clerk to clarify the Village Centre plans in relation to building materials and accessibility to the site.

6.2 The Ducky Play Area

A multi phased concept plan was proposed for The Ducky. It was **AGREED** for the Assistant Clerk to put together a schematic for the following potential project:

Stage 1 - Play Area Improvements – using Section 106 funding.

Stage 2 – Landscaping and Improvements of the pond area and surrounding pathways

Stage 3 – Improvements to the access from the new Bellway Development, and any other recreational improvements.

It was **AGREED** for the Assistant Clerk to contact Bellway for a clarification of their plans relating to the pathway from the development.

It was **AGREED** for the Assistant Clerk to confirm boundary lines of land ownership at The Ducky at the next meeting.

The idea of a full village path was discussed – it was suggested that Phase 2 and 3 work towards this end goal.

R007/19 PLAY AREAS

7.1 The Assistant Clerk presented the list of actions arising from the recent Play Inspection Reports. It was suggested that the completed tasks could be communicated to residents via the updated Website once upgraded.

7.2 The cost for Horsham District Council to visit The Ducky and The Village Centre play areas to pressure wash equipment and surfacing, of £38 per hour, for an estimated total of 3 hours was **AGREED**. This can proceed once the ground is dry enough for access.

7.2 It was **AGREED** to proceed with the quote for £304.56 from Fenland Leisure to replace the swing seats and chains at The Ducky

7.3 It was **AGREED** to proceed with the quote for £280.00 from Hags for the replacement of the zip-line chain and chain cover at The Ducky.

R008/19 ADULT GYM EQUIPMENT

The Assistant Clerk presented a quotation from Fresh Air Fitness for an Annual Maintenance Contract to cover inspection and repairs of the Adult Gym Equipment at Charrington Way and The Village Centre.

It was **AGREED** to defer a decision to the next meeting of the Committee during which the members will receive further details of the terms of the contract and cost comparisons for one-off callout charges for repairs.

R009/19 LITTER AND DOG FOULING

9.1 A map of current litter and dog bins was circulated. Additional resource requirements were discussed.

9.2 One of the bins at Charrington Way Play area was indicated on the Play inspection report as a low risk due to the lid locking mechanism being broken. It was **AGREED** to proceed with a replacement bin from Amberol, - A lidded Westminster green bin at a cost of £268.20 + VAT, and an installation cost of up to £90.

9.3 The Environment Officer indicated a need for 2 additional bins at the bus stops along The Old Guildford Road close to Mulberry Gardens.

It was **AGREED** to request these 2 further bins from HDC, at a cost of around £200+VAT each, and £2.49 per emptying.

9.4 It was **AGREED** for the Assistant Clerk to investigate the option of installing a recycling bin outside The Onestop and bring details and costings to the next meeting.

9.5 It has been identified that there are no litter bin resources along the public footpath leaving Churchill Way and linking up with Old Wickhurst Lane. It was **AGREED** for the Assistant Clerk to enquire as to whether Churchill Way will be adopted by WSCC.

9.6 The 49 Poster Competition entries from Shelley Primary were reviewed and 9 finalists were chosen for recommendation to the Parish Council. It was **AGREED** to thank Cllr Knight for her involvement with this project, and to thank the school for the fantastic entries.

9.7 The Assistant Clerk presented some ideas for future management of littering and dog fouling.

It was **AGREED** for the Assistant Clerk to get a quote for a '2 Minute Litter Pick' A-frame for the new Parish Office to present at the next meeting.

It was **AGREED** for the Assistant Clerk to get a quotation for dog bag dispensers for the dog bins on recreation grounds, and for the purchase of bags, and to present these at the next meeting.

R010/19 HANGING BASKETS

10.1 Quotations were presented for the planting of the 22 hanging baskets. It was **AGREED** to proceed with the quotation from Barnsfold Nurseries for £574.20. It was **AGREED** to order 10 x Bollywood Colour and 12 x Berry Swirl.

10.2 It was **AGREED** to proceed with the application from SSE to attach the hanging baskets to the lamp posts from 15th May until 31st October 2019.

R011/19 YEAR OF CULTURE EVENTS

Members received details of some Year Of Culture Events, available to be hosted, organised by Horsham District Council.

It was **AGREED** to pay the hire costs for The Village Centre hall to host three events to be held in Broadbridge Heath. It was **AGREED** to hire St John's in the event that the Village Centre is not available on the required dates.

R012/19 INTERPRETATION BOARD FOR TOP COMMON

A quote was received for the purchase of an interpretation board for the Top Common or £825 from Shelley Designs. It was **AGREED** to proceed with the order of the recycled plastic lectern. It was **AGREED** for the Assistant Clerk to investigate if this purchase could be made with Section 106 funding before proceeding with the order.

R013/19 GREEN GYM ANNUAL TASKS

The Assistant Clerk presented a proposal to introduce an annual agreement with Green Gym, to incorporate routine, regular tasks, such as bulb planting. It was **AGREED** for the Clerks and EO to discuss this proposal further with David Jessop and to bring a full 12 month proposal to the next meeting, with a view to commencing the agreement in August.

It was **AGREED** for the Assistant Clerk to put together some recommendations for future enhancement of the Top Common.

R014/19 CHARRINGTON WAY FOOTPATH

The EO discussed the concerns relating to the footpath and the remaining water-logging. It was identified that any kind of light surface to improve the walkway would wash away with any rainfall. It was **AGREED** for the EO and Assistant Clerk to discuss the issue with David Jessop from Green Gym and put together a proposal for future management of the footpath, to improve accessibility for its users.

R015/19 VILLAGE MAP

The following amendments were noted:

- a) One of the new play areas is in the wrong location
- b) The exit from the A24 that no longer exists needs to be removed
- c) The break in the Old Guildford Road needs to be clearer.
- d) The new (proposed) loop road should be added.
- e) 'The Green' needs to be added.
- f) The location of Newbridge Close is misleading and needs to be reconsidered, perhaps circled.
- g) The subway should be added.

It was also recommended that the defibrillator locations be indicated with a red heart symbol at their locations.

It was **AGREED** for the Clerk to submit the highlighted changes for amendments to be made and to proceed with ordering the map for printing.

R016/19 DATE OF NEXT MEETING

The date of the next Recreation and Environment Meeting Monday 17th of June 2019.

The meeting closed at 21.50