



## BROADBRIDGE HEATH PARISH COUNCIL

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

**Present Were:** Cllr Terry Oliver (Chair)  
Cllr David Milbank  
Cllr Viv Edwards  
Cllr Christine Knight  
Cllr Penny Hayles

**Assistant Clerk:** Lucinda Edwards

**Members of the Public:** None

**Press:** None

**R017/19 ATTENDANCE AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Jeanne Coker

**R018/19 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES**

None declared.

**R019/19 CHAIRMAN'S ANNOUNCEMENTS**

The Chair thanked the Assistant Clerk for the detailed Supporting Information pack circulated ahead of the meeting.

Cllr Edwards advised that she would be leaving the meeting early and so the Chair requested the consent of the Committee Members to bring Item 5 on the Agenda to the beginning of the meeting. Members **AGREED**.

**R020/19 THE VILLAGE CENTRE – PROJECT PROPOSALS**

Cllr Edwards raised the issue of the original schematic designs as provided by Horsham District Council some years ago. The Parish Council requires clarification of any future plans for the 'Village Centre Green' – landscaping, removal of trees, pathways and other recreational facilities.

Members **AGREED** for the Clerks to find out more about the original proposals and available funding from HDC with a view to possible phased implementation – The Play Area being the first stage.

The Assistant Clerk presented details of the Village Centre play area project to date.

It was explained that in order to complete the Invitation to Tender documents, some specifications would need to be agreed by the Members.

Members **AGREED** that the preferred material would be metal, rather than wood.

Members **AGREED** that the new play equipment should complement all age groups.

Members **AGREED** to retain the adult gym equipment in its current location and to include in the Village Centre Play Area Project proposals and designs, improvements to the surfacing around this equipment.

Members **AGREED** to retain the current fencing, the rear side being extended back to make a straight edge. The gated fence-line will be re-used in creating new fences to run from the corners of the current enclosed play area, to the 2 pathways that split near the teenage shelter. New fence added should be matched to the current fence.

Members **AGREED** the following evaluation criteria for the tender process: (3 is high, 1 is low)

- 3 – PRODUCT RANGE
- 3 – PLAY FUNCTIONAL MATERIALS
- 3 – WARRANTY/GUARANTEE
- 3 – PRESENTATION
- 3 – REFERENCES – EXAMPLES OF LOCAL WORK
- 2 – ADDED VALUE (HOW THEY WILL ADD VALUE TO THE PLAY AREA/DELIVERY ETC)
- 1 - OVERALL THEME CONCEPT

It was **AGREED** to recommend that a method of publicity, to share these project plans with residents, should be determined by Full Council at the next Parish Council Meeting. Members made suggestions of the Summer Newsletter and Broadbridge Heath Magazine as examples of such communication.

It was **AGREED** to recommend to the Full Council, a contribution from own funds of 10%, being £8,900, if required by HDC for the Section 106 application for this project.

It was **AGREED** for the Assistant Clerk to obtain clarification on the self-funding requirement for the Section 106 applications.

It was **AGREED** to recommend to full council that the project total budget would be £97,900. Members discussed the budget for this project and the Assistant Clerk confirmed that the figure was based on previously received quotes and designs for this play area. The proposal is to apply for £89,000 from Section 106 contributions, assuming a 10% contribution from own funds is required in addition.

**R021/19 PROJECT IMPLEMENTATION**

Members **AGREED** to seek approval from Full Council for the Assistant Clerk to work an additional 15 hours per month for the duration of these projects, subject to the relevant Finance and Establishment processes.

*Cllr Edwards left the meeting.*

**R022/19 THE DUCKY – PROJECT PROPOSALS**

The Assistant Clerk presented the 4 Phased Project Proposal for The Ducky.

Phase 1 – Play Area Improvements

Phase 2 – Accessibility Improvements

Phase 3 – Additional teenage recreation equipment/Adult Fitness provision

Phase 4 – Pond Area landscaping and improvements

Members **AGREED** the 4 Phase approach.

It was **AGREED** for the Assistant Clerk to proceed with the Section 106 application for the Play Area (Phase 1) with the 3 quotations received, with a project budget of £49,500.

It was **AGREED** for the Assistant Clerk to obtain 3 quotations for the proposed improvements to the pathways at The Ducky (Phase 2) for review by the committee and recommendation to Full Council.

Members **AGREED** that it would be preferable to have quotations for the following options for the pathway:

- a) Full tarmac path
- b) Full compacted stone path (as per Bellway newly installed pathway)
- c) Tarmac path to continue around play area to proposed new gate position, and down to join extension to Bellway path. Bellway pathway to be extended to Broadbridge Heath Road with the compressed stone.

It was **AGREED** for the Clerks to research ideas for the additional recreational facilities and pond area improvements (Phases 3 & 4) for presentation to the Committee at the meeting in June.

It was **AGREED** to schedule an additional meeting on Thursday 28<sup>th</sup> March at 7:45pm to:

- a) Receive the Play Area designs for The Ducky and to make a recommendation to Full Council.
- b) To receive the quotations for the pathway improvements at The Ducky
- c) To receive and agree for recommendation to full council the completed tender documentation for The Village Centre Play Area Project.

It was **AGREED** for the Assistant Clerk to obtain play area insurance quotes with a copy of the key summary document for the new play areas

proposed designs to aid with decision making relating to materials and equipment.

**R023/19 VILLAGE FAIR – PARISH COUNCIL STAND**

It was **AGREED** by the Committee to setup a Working Party for the planning, organisation and running of the Parish Council Stand at the Village Summer Fair.

It was **AGREED** to request that members of this group be established at the next Parish Council meeting, offering all Councillors the option of joining. A provisional first meeting date of Tuesday 9<sup>th</sup> April was suggested.

Members **AGREED** a budget of £250 to be used at the discretion of the Clerks for items as required for the event.

**R024/19 DATE OF NEXT MEETING**

The date of the next Recreation and Environment Meeting Thursday 28<sup>th</sup> of March 2019.

**The meeting closed at 22:24.**