



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION AND ENVIRONMENT** meeting held on **Monday 17th June 2019** at 7.45pm in **St John's Community Hall**

Present Were: Cllr Christine Knight (Chair)
Cllr Terry Oliver
Cllr Viv Edwards
Cllr David Milbank
Cllr Jeanne Coker

Assistant Clerk: Lucinda Edwards

Environmental Officer: John Pilkington

Members of the Public: None

Press: None

R038/19 ATTENDANCE AND APOLOGIES FOR ABSENCE
None

R039/19 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES
None declared.

R040/19 CHAIRMAN'S ANNOUNCEMENTS
The Chair expressed thanks to the Members for voting her as Chairman and stated she is delighted to be chairing the committee.

The Chair stated that in order to progress through Recreation Committee Meetings in a timely and efficient manner, she would request that members prepare for meetings by reading through the document packs and making any notes ahead of the meetings.

R041/19 TERMS OF REFERENCE
Members agreed on amendments to be recommended to full council on the Terms of Reference and Delegation Arrangements for the Recreation Committee for 2019/20.

R042/19 MINUTES
It was **RESOLVED** by all present that the minutes of the Recreation Committee meeting held on Monday the 28th March 2019 be accepted as a true and correct record of the meeting. Cllr Knight signed the minutes.

R043/19 CLERK UPDATE

Members received the following updates:

- The stand at the Village Fete was a success. 2 comments forms were completed, both relating to litter and dog-fouling. It was **AGREED** for the Assistant Clerk to respond.
- It was **AGREED** for the Assistant Clerk to contact HDC to request an additional collection of the dog bin on the bridleway close to the Village Centre.
- It was **AGREED** for the Clerks to contact Grasstex in relation to issues with grass cutting identified at Charrington Way and The Ducky.
- WSCC have been contacted requesting details of land ownership at the Ducky and along the road towards the Top Common.
- The newly planted trees and hedgerow are doing well
- The hanging baskets are up
- We are still awaiting news on the completion of the allotments at both sites

R044/19 ENVIRONMENT OFFICER UPDATE

The following updates were provided:

- The cantilever swing at Charrington Way should be replaced soon
- 'Do not obstruct' signs have been added to 2 of the drop posts at The Ducky
- It was **AGREED** for the Clerks to contact the County Councillor to see if the vehicle entry points at The Ducky could be hatch-marked to ensure ease of entry for emergency vehicles.
- Issues relating to fly-tipping are being addressed. It was **AGREED** for the Clerk to share details on social media advising residents to report any fly-tipping to Hop Oast.
- The grass has now been cut at the newly installed bus stop opposite the Shelley Arms. It was **AGREED** for the Clerk to check what was agreed with the developer regarding landscaping at this site
- It was **AGREED** for the Environment Officer to remove lower branches of the trees along the Warnham Road side of the Ducky
- It was **AGREED** for the Assistant Clerk to contact the Gala Association to confirm that the Committee has no objection to them removing the orange fencing around the newly planted trees.
- It was **AGREED** for the Assistant Clerk to send courtesy emails to advise of routine maintenance works on memorial benches as appropriate
- It was **AGREED** for the Assistant Clerk to pursue the Section 106 application for a picnic bench at Charrington Way on the basis of an identified increase in use.

R045/19 THE VILLAGE CENTRE – PLAY AREA PROJECT

The Assistant Clerk updated members on information relating to the project.

The 3 finalist designs have been selected using the evaluation method as stated in the Invitation to Tender.

The Section 106 application has been submitted.
The 3 finalist designs were presented to Councillors on Monday 10th June.

Members **AGREED** for the Clerks to request a quotation for works to improve drainage from the winning bidder, once confirmed.
The Assistant Clerk provided feedback as received from Councillors and members of the committee considered the 3 finalist designs.

Members **AGREED** to recommend to full council to award the contract to Kompan, on the basis that a few adjustments to the design can be made.

R046/19 THE DUCKY – CURRENT PROJECTS

The Assistant Clerk updated members on progress with the Ducky Play area. The installation is expected to begin week commencing 8th July. The proposed Official Opening event will be on Saturday 17th August at 10am.

The Assistant Clerk presented a quotation for an optional addition to the bonded mulch surfacing, to include the area surrounding the 2 new benches. It was **AGREED** to proceed with the additional surfacing order.

Members were presented with options for 2 new bins for the new play area, Members **AGREED** to proceed with the order of 2 Chick bins, to include voice-boxes.

The Assistant Clerk presented quotations for an additional entry safety gate at the play area, to be positioned where the proposed pathway meets the fencing.

Members **AGREED** to proceed with the supply only quotation from Joseph Hash. It was **AGREED** to delegate authority to the Clerks to seek quotations for the installation and select an appropriate contractor to carry out the installation, to a maximum value of £1000.

Members **AGREED** that the new pathway, being installed in August, should be positioned behind the bench overlooking the pond.

It was **AGREED** for the Clerks to post updates relating to the play area projects on the website and social media.

It was **AGREED** to defer decisions on the proposed Sensory garden to the next meeting in September.

R047/19 ADULT GYM EQUIPMENT

It was **AGREED** to defer the consideration of an annual maintenance contract for the Adult Gym Equipment at The Village Centre and Charrington Way to the next Committee meeting in September.

R048/19 LITTER AND DOG FOULING

Members were presented with a quotation for a '2 Minute Litter Pick' frame, to be positioned outside the Parish Office once open. It was **AGREED** to proceed with the order.

Members were presented with a quotation for a dog bag dispenser and associated bags. It was **AGREED** to proceed with the order of 1 unit in red, to include associated fixings.

It was **AGREED** to order 1000 bags.

It was **AGREED** to share details of the new dispenser, once installed, on social media, requesting feedback from residents.

R049/19 STREETSCENE

It was **AGREED** to defer all decisions relating to Streetscene until after the Visioning meeting being held on 24th June.

R050/19 COMMUNITY PROJECTS

Cllr Knight confirmed that she would be meeting with the Youth Club organisers from Broadbridge Heath and Slinfold to talk through the Underpass Art project. It is proposed that a presentation will be given to the Youth Club.

It was **AGREED** for Cllr Knight to approach Tesco's and Homebase to enquire about sponsorship of paint.

Cllr Knight will bring some initial designs to the next recreation meeting.

Cllr Knight is meeting with the head teacher of Shelley Primary school next week to:

- take photos of the children with their winning poster designs
- take photos of the children whose suggested names were chosen for the 2 new play areas
- have an initial discussion about a potential Butterfly Conservation Project

The Assistant Clerk provided details of the confirmed Year of Culture event 'The Big Art Workshop', being held at the Village Centre on Saturday 27th July. Cllr. Knight confirmed she would attend for the whole day, if needed. The Assistant Clerk to contact Lucy Jackson from Creative Workshops for further details on the organisation of the day.

R051/19 THE TOP COMMON

Members were presented with an Autumn/Winter management proposal for continuing works at the Top Common, to include 1.5 contractor days and 1 day with Green Gym volunteers.

Members **AGREED** to the proposal.

R052/19 DATE OF NEXT MEETING

The date of the next Recreation and Environment Meeting Monday 16th of September 2019.

The meeting closed at 22:25.