



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **RECREATION AND ENVIRONMENT** meeting held on **Monday 28th March 2019** at 7.45pm in **St John's Community Hall**

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

Assistant Clerk: Lucinda Edwards

Members of the Public: None

Press: None

R025/19 ATTENDANCE AND APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jeanne Coker and Cllr Viv Edwards

R026/19 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES

None declared.

R027/19 CHAIRMAN'S ANNOUNCEMENTS

The Chair expressed thanks to the Members for attending the additional meeting.

R028/19 MINUTES

It was **RESOLVED** by all present that the minutes of the Recreation Committee meeting held on Monday the 11th February 2019 and Monday 11th March 2019 be accepted as a true and correct record of the meeting. Cllr Oliver signed the minutes.

R029/19 SECTION 106 FUNDING UPDATE

The Assistant Clerk updated the members on the latest news in relation to the Section 106 Open Spaces, Sport and Recreation contributions.

R030/19 THE DUCKY – PROJECT UPDATE

Members were updated on the progress of the phased project:

Phase 1 – The Ducky Play Area

The Assistant Clerk had received quotations and designs for the play area to be reviewed by the Committee.

Phase 2 – The Ducky – Pathway improvements

The Assistant Clerk had received 2 of the 3 required quotations for the proposed works.

The land ownership boundaries at The Ducky were discussed. It was **AGREED** for the Assistant Clerk to contact WSCC to request confirmation of boundaries of WSCC land along the Warnham Road on the route between The Ducky and The Top Common.

R031/19 THE DUCKY – ACCESSIBILITY IMPROVEMENTS

The Assistant Clerk presented 2 quotations for the pathway improvements to be carried out at The Ducky.

Cllr Knight expressed a declaration of interest having had works previously carried out by R. J. Skinner, one of the contractors providing a quotation.

It was **AGREED** to request authorisation from full council for the Assistant Clerk to proceed with a Section 106 application on receipt of the 3rd quotation, requesting the sum of £12,523 from planning reference DC/16/2934 and the remainder (circa £2,000) from planning reference DC/13/2408.

R032/19 THE DUCKY – PLAY AREA PROJECT

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

It has been confirmed by HDC that the 10-20% contribution from own funds is not a requirement of this Section 106 application due to it being a prescribed use.

It was therefore **AGREED** to recommend to full council that the project be funded from a Section 106 application from planning reference DC/13/2408 of £49,500, with any shortfall to be funded from Play Area reserves.

A total of 5 designs have been received from 4 suppliers.

The Assistant Clerk raised the following items for consideration when reviewing the designs received:

- The insurance premium for each of the received designs is in the region of £700 per annum. This includes public liability and damage, to include malicious damage and fire.
- The excess on this policy for damage is circa £100.
- There is no premium variation on equipment materials, but a slight variation based on number of items of equipment.
- The Section 106 contribution is to 'Improve and Expand' the NEAP at The Common. It is therefore recommended to look at ways of increasing the play provision at this location.

Members reviewed the received designs. It was **AGREED** to recommend to full council to proceed with EIBE as the chosen supplier for the Ducky Play area project. This is with a view to adopting the second of Eibe's designs, with more metal orientated equipment and less wood as a starting point, with the potential to discuss the layout with the supplier and confirm final design.

It is proposed that a Design Presentation Evening be arranged for Monday 29th April at 20:00 which would be open to any member of the

council to meet the supplier for a presentation on the proposed design and to be able to ask questions.

It was **AGREED** that Committee members can send any questions or design related suggestions to the Assistant Clerk ahead of this date.

R033/19 It was **AGREED** to recommend to full council that additional insurance cover be added to our existing insurance policy that would specifically cover material damage (fire and malicious damage) for all the new play equipment at The Ducky.

R034/19 THE VILLAGE CENTRE – PHASED DEVELOPMENT

The Assistant Clerk presented to members details of the original schematic design for the “Village Centre Green”.

Having been advised of the Section 106 opportunities, it was **AGREED** to ask the Clerks to look at the potential opportunities that could be achieved at this location with the Section 106 contributions. Also to seek clarification on the management/legal status of the areas under consideration.

It was **AGREED** for the Assistant Clerk to bring back to the Committee some outline ideas for further discussion.

It was **AGREED** for the Clerk to contact the Village Centre management committee with outline project proposals.

R035/19 THE VILLAGE CENTRE PLAY AREA – PROJECT UPDATE

The Assistant Clerk updated members on project progress.

It was **AGREED** to recommend to full council a project budget of £100,000 to be funded from Section 106 contributions from planning reference DC13/2408.

It was **AGREED** to recommend to full council to agree for the Clerks to shortlist, from all received tenders, using the agreed evaluation criteria, 3 designs.

It was **AGREED** to recommend to full council for the shortlisted 3 suppliers to be invited to present their designs at a presentation evening with a proposed date of Monday 10th June 2019.

R036/19 THE VILLAGE CENTRE – TENDER DOCUMENTATION

The Assistant Clerk will amend the Tender documentation with the above adjustments to reflect the revised budget of £100,000 and the presentation evening within the evaluation criteria.

R037/19 DATE OF NEXT MEETING

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

The meeting closed at 21:57.