



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the online **RECREATION AND ENVIRONMENT** meeting held on **Monday 28<sup>th</sup> September 2020** at **7.45pm**.

**Present Were:**

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

**Clerk:** Lucinda Edwards

**Assistant Clerk:** Olivia Buck

**Ecologist & Local Volunteer:** David Bridges

**Press:** None

**R021/20 ATTENDANCE AND APOLOGIES FOR ABSENCE**  
None

**R022/20 DECLARATION OF INTEREST AND NOTIFICATION OF CHANGES**  
None declared.

**R023/20 CHAIRMAN'S ANNOUNCEMENTS**  
The Chair welcomed Olivia Buck, the newly appointed Assistant Clerk, on behalf of the Parish Council. The Chair made a motion to move item 12.1 to the beginning of the agenda. Members **APPROVED** the motion.

**R024/20 MINUTES**  
It was **RESOLVED** by all present that the minutes of the Recreation Committee meeting held on Monday the 9<sup>th</sup> March 2020 be accepted as a true and correct record of the meeting.

**R025/20 CLERK UPDATE**  
The following updates were provided:

- The gate at the bottom of Charrington Way has loose posts and these are being repaired imminently
- The Annual Play area inspections were completed in the summer and the EO is working through the minor issues raised
- Works previously approved to re-locate the dog bins closer to the paths will be completed imminently

In March it was decided by council to put all new projects on hold. It is now proposed to pick up on the following projects:

- Signage and buoy (if required) at The Ducky pond
- Bin provision review
- Interpretation board at Top Common
- Fence replacement at Charrington Way
- Ducky ecological report
- Village Centre access and new play area
- Village Centre entrance footpath

## **R026/20 BIODIVERSITY/WILDFLOWER SEEDING ALONG C622**

The Clerk reported to members the proposed remedial works by Jackson's following the completion of the C622 downgrade. Part of these works includes the weed-killing, harrowing and re-seeding of the verges along the length of the shared footway.

Regarded as an opportunity to encourage biodiversity, in line with their Pollinator Action Plan, the Clerk negotiated with Jackson's, via WSCC to instead request the seeding of 2 areas with wild flower seed if supplied by the Parish Council.

Costs were obtained and both Jacksons and WSCC approved the proposals. Future maintenance would be carried out by BBHPC which involves regular cutting of a 1 metre border around the perimeter of the sites and a weaving path through the larger site to provide the opportunity to walk amongst the wildlife (£35 per cut quoted by Grasstex). An annual hard cut and collect would also be required around May time.

Local Ecologist and Volunteer, David Bridges presented some more detailed information on the proposed seed mix (indigenous, suitable for heavy clay), and future maintenance requirements.

Concerns were raised over the height of the potential growth on the swan neck section of verge. David Bridges confirmed that the level could be kept lower by cutting, which would encourage the lower level grassland with flowers.

A quote for optimum seed mix from Heritage Seeds was presented and members were asked to consider approving a maximum spend of £999 (the wildflower seed is expected to cost c. £600 – the remainder for any required additional preparation works) on this project.

A member raised a concern over the appropriateness of the expenditure. A discussion followed identifying that residents are making more use of our open spaces during these uncertain times and therefore enhancing these spaces is ideal. In addition, improving biodiversity in a recently developed area is considered important.

When members were asked to consider the proposal to proceed with the project up to a total cost to the Parish Council of £999, Cllr Edwards requested a recorded vote on this item.

- 3 members voted in favour of the proposal (Cllrs Knight, Oliver and Coker)
- 1 member voted against the proposal (Cllr Milbank)
- 1 member abstained (Cllr Edwards)

By majority vote it was **AGREED** to proceed with the proposal.

It was **AGREED** to share information related to the project to Facebook and the website and to add laminated posters on site to explain the details of the project.

David Bridges confirmed that he would support this project going forward and would be happy to facilitate guided walks/assist with educational resources etc.

#### **R027/20 POPPIES**

Members received a recommendation from the Clerk to:

- Submit an application for the required permissions to add poppies to the same lamp posts as per 2019
- To put the poppies up week commencing 2<sup>nd</sup> November and to remove them week commencing 30<sup>th</sup> November.

Members **APPROVED** the recommendations.

#### **R028/20 REMEMBRANCE SUNDAY**

Members received a recommendation from the Clerk to proceed with ordering the Parish Council wreath from the British Legion as in previous years. In the instance that a service is not being held, it is proposed that the Chairman attends the memorial to lay the wreath on behalf of the Parish Council.

Members **APPROVED** the recommendations.

#### **R029/20 CHRISTMAS TREE**

It was **AGREED** to proceed with requesting the necessary permissions to place a Christmas tree in the vicinity of the Neighbourhood Centre, using sponsorship funds as received from Countryside Properties PLC.

#### **R030/20 FLAG**

Following the previous decision to fly the Union flag as a symbol of community solidarity during the pandemic, the question was raised regarding usual protocol during Remembrance Sunday. It was **AGREED** to defer this item to the Parish Council for all members to decide on this item.

#### **R031/20 CHARRINGTON WAY WILD FLOWER MAINTENANCE**

The Clerk reported that the wildflower bed at Charrington Way requires some maintenance works as below:

- Cut and Collect
- A small amount of perennial wildflower seed

The Clerk requested authorisation to spend up to £100 on this area's maintenance which was **APPROVED** by members.

- R031/20 TOP COMMON MAINTENANCE**  
A quote for £275 plus vat for works to cut and to cut and remove brambles and the dead vegetation from this season's plant growth to enable new growth next spring was received and **APPROVED**.  
A spend of £28 on Wildflower seeds was **APPROVED**.  
It was **AGREED** to arrange for Green Gym to visit the Top Common for an Autumn maintenance day (with confirmation that methods that will be employed to ensure social distancing/rule of 6).
- R032/20 DEAD TREE AT CHARRINGTON WAY**  
The Clerk informed members that one of the 5 trees planted in 2018 along the pathway at Charrington Way has not survived.  
It was **AGREED** for the Clerk to find out if this would be covered by a warranty. In the instance that it is not, it was **AGREED** to proceed with the purchase and planting of a replacement tree.
- R033/20 CABLE RUN MAINTENANCE AT THE DUCKY**  
It was **AGREED** to approve Hags' quote of £412.50 to complete a full inspection of the cableway unit including re-tensioning of the cable.
- R034/20 BENCH MAINTENANCE**  
Members were advised that the memorial bench at the Triangle requires further attention following recent treatment works. It was **AGREED** to obtain advice on suitable treatment and proceed accordingly.
- R035/20 FITNESS EQUIPMENT MAINTENANCE**  
Members **APPROVED** a quote of £485.52 +vat from Fresh Air Fitness to carry out the annual maintenance works on the fitness equipment at Charrington Way and The Village Centre.
- R036/20 ALLOTMENTS**  
The Clerk updated members on the progress at both sites. It was **AGREED** that, in order to be able to meet demand for plots, some larger plots could potentially be split but that parking availability would need to be considered. Further updates will be circulated on confirmation of completion of the works at each site.
- R037/20 CRICKET CLUB**  
A request was received from the Cricket Club for permission to install some chicken/vermin wire fencing to the perimeter of the pitch to assist with ongoing problems with rabbits digging holes in the pitch.  
It was **AGREED** to confirm permissions to proceed and to invite the Cricket Club to submit a grant request for assistance with the costing.

**R038/20 LITTER AND DOG FOULING**

It was **AGREED** for the Assistant Clerk to carry out a review of the current litter picking schedule and bin provision and share details of the review with members at the next meeting.

**R039/20 BUS SHELTER PLANTING**

It was **AGREED** to defer the item on the planting of lavender at the bus shelter opposite the Bellway development to the next meeting.

**R040/20 USE OF OPEN SPACES**

Members were updated on the requests from businesses wishing to request permissions to hold sessions on the open spaces in the village. Members discussed whether formal agreements should be in place and which organisations are already using the open spaces with regularity. Members **AGREED** it would be helpful to gather information on the days/times the community groups are currently using the open spaces as a starting point.

**R041/20 VILLAGE CENTRE ACCESS AND PLAY AREA**

The Clerk recommended that this project is given priority and to proceed with the vehicular access application as soon as possible. Members **AGREED** the recommendation.

**R042/20 DATE OF NEXT MEETING**

The date of the next Recreation and Environment Meeting Monday 14<sup>th</sup> December 2020.

**The meeting closed at 22:02.**