



Broadbridge Heath Parish Council

**Supporting Documents for Online Recreation Committee
Council Meeting
Tuesday 27th April 2021
7.30pm**

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Assistant Clerk Update including items from Environment Officer

- Solar Lights have now been installed at both ends of the Ducky Playpark.
- The Yellow Duck bin has been fixed and now is back in position at the Ducky play park.
- The small garden area within the Ducky playpark requires some maintenance if any Cllr can spare any time over the next few weeks.
- The Environment Survey for the Ducky pond has been booked for Weds 26th May, reliant on the weather (9th June is the reserve date).
- Top Common - logs from recent parish tree work have been used to edge the path. Unfortunately, some logs that were left for Insect piles have been chain sawed and removed. Despite the dry weather some Spring flowers are starting to emerge.
- Tree works from Surveys were completed in March.
- The final Dog Bin at the Common has now been moved alongside the path.
- The throwline for the Ducky pond has been ordered.
- Bench at Common – 2 quotes have been received to move it. Once a 3rd quote is received, I will progress with Authority from the Clerk and Cllr Knight.
- Mini-Athletics were delighted to be able to use the open space at the VC.
- Dog Theft Vigilant, stickers signs were purchased and have been put up at our dog areas and shared on Facebook (approved by delegated authority by Cllr Knight and Clerk).
- Interpretation Board- work continues to pick up the project from Autumn 2019 and to get a current draft proposal from previous items agreed.
- The “Thank You” Flag has been purchased and received.
- Hanging Baskets – SSE approval has been received for the Lampposts as per last year and to hold the additional baskets purchased.
- 4 additional hanging baskets were purchased as agreed and are now at Barnsfold nursery in preparation.
- Triangle works – WSCC have now given approval for the works. Due to Grasstex work load they are finalising the details, and to propose a works schedule that may commence Autumn 2021 if not before.
- Buddy bench – the previous idea at the One Stop raised some challenges due to land ownership. St John’s Church BBH have raised some ideas which the committee may like to consider supporting to incorporate the buddy bench idea.

Title: AGENDA AND MINUTES

Agenda Item: 3

Agenda for this meeting can be found here:

[111122-Agenda Recreation 2021-04-27.pdf \(broadbridgeheath-pc.gov.uk\)](#)

Minutes for approval are available on website using the below link:

[111121-Draft Minutes Recreation Committee Meeting 2021-02-22.pdf \(broadbridgeheath-pc.gov.uk\)](#)


Title: Dog Bag Dispenser

Agenda Item: 7.1

You are asked to: Note the information below and consider recommendations.

Information


Dog Bag Dispenser as Charrington Way in Red (same bags)



£91.56
excluding VAT
£109.87 inc. VAT
£5.95 + VAT delivery (orders under £100)*

Add to Basket
How can I pay?
How can I get a quote?
Quick Quote

Quantity:
Colour:
Ground Lock fixing tool:
Tamtorque power tool bit:
Fixing Options:
Banding Kit for Post Mounting:

 £5.95 + VAT delivery (orders under £100)*
*within mainland UK and Northern Ireland

Recommendations

1. To consider purchase of an additional dog bag dispenser or two.
2. Recommended to provide the facility at the Common with dispensers adjacent to the current dog bins.

Title: Great British Spring Clean (Village Tidy 12th June)

Agenda Item: 7.3

You are asked to: Note the information below and consider recommendations for approval.

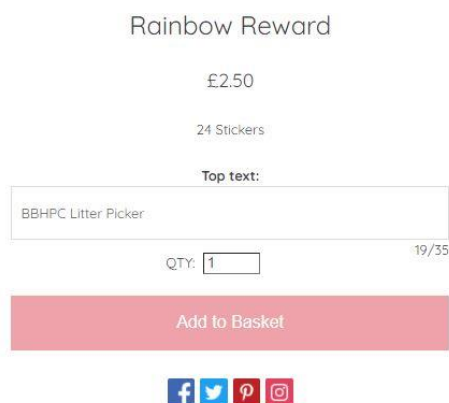
Information

- Great British Spring Clean 28th May – 13th June. Agreed to join and have our village Tidy for 12th June.
- HDC have confirmed we can borrow 15 sets of equipment.
- Current Guidelines from their website: *From the 29th March, we are happy to once again support litter picking activity in small groups of up to six volunteers, or two households.*

Recommendations to consider for approval

1. To pledge our support as BBHPC with the time agreed (eg 1hr) on the Great British Spring Clean Website as per noted on their website below – this then can be shared via Facebook. They are converting minutes to miles. www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean/pledge-to-pick
2. Approve timings – recommend 10am-11am for little pick commencing at The Parish Office garden /outdoor area
3. Share this event on Facebook, Website, and Notice Board
4. Asst Clerk to get agreement form Simon Cox if no update on Office
5. Asst Clerk to purchase some sweets, waters and stickers for children on return of the Litter pick with approved max budget of £50.00

- a. For example stickers similar to this



- b.

6. To print some Maps of village to hand out and to plan some areas to cover prepared for the day

Title: RESIDENT ENQUIRY REGARDING FENCING AT CHARRINGTON WAY

Agenda Item: 9

Please review the information for consideration

Information

This enquiry was raised through the website and has been added to the agenda for discussion:

*I am enquiring regarding the Charrington Way recreation field and playground. We live at *** Charrington Way and our back garden backs onto the field. When we moved here in 2019 we replaced a fence panel that had been damaged and during the summers of 2019 and 2020 watched as football groups attended on a Thursday evening and Saturday morning and members of the public playing with heavy footballs, too. The football groups tend to set up along the back of ours and our neighbouring fences and witnessed a fair few times of footballs banging against the fences, and have had the odd ball in our back garden too. This has unfortunately resulted in damage to one of our panels which will need replacing at some point. The reason for my enquiry is to ask that if permission is to be granted for the field to be used for football tournaments, practices etc is there anything that can be done to protect the fences of the houses that back onto this field? The houses from Billingshurst Road whose gardens back onto the field at the far right of the field, past the playground, have concrete posts with what looks to be galvanised steel wire garden mesh fencing in front of their fence panels to protect them. Is this something that the Parish Council could implement along the row of fence directly backing onto the field? I would welcome your thoughts?*

Please find some photos below received of the resident's fence and the other fencing described





Title: NHS, SOCIAL CARE & FRONTLINE WORKERS DAY

Agenda Item: 10.1

Information

- Please see the below extract from the website
- Many other areas have already registered online
- Thank you flag as been purchased and received.
- Please consider any parts of the day the BBHPC would like to consider being involved in

TIPS ON TAKING PART

Here are some hints on how to make the most of your involvement in NHS, Social Care and Frontline Workers' Day on Monday July 5th 2021.

Register

You will be able to register for one or more event between January 2nd 2021 and July 1st 2021.

If it is a private event please tick the appropriate box during registration and your celebration will not be listed publicly. Public events will be listed and shared with the media so that they can contact you direct to arrange publicity.

Here's the day's schedule:

10am – Raising the NHS, Social Care & Frontline Workers' Day Flag

11am – Two-Minute Silence and Playing of the Last Post and Reveille

1pm – Nation's Toast to the Heroes of the NHS, Social Care & Frontline Workers and playing of the brand new Brass Band Anthem

1pm – Street, Garden and Village Green Parties

4pm – Afternoon Tea, including a competition for the most unusual location

8pm – Clapping & the Ringing of Church Bells

Recommendation

1. To raise the "Thank You" flag at 10am and share this via our Website and Facebook.
2. Include our plan in June's article for the BBH Magazine.
3. As suggested; Please use social media channels to promote your event using the hashtag #NHSDay. And a few weeks before the event, a press release template will be available from the [Downloads](#) page. Please localise it, updating it with information about your event(s) and your contact details so that you can send it to your local media.

Title: REVIEW FLAG POLICY

Agenda Item: 10.2

Recommendation

To include the following in the Flag policy:

The "Thank You" Flag will be flown on the NHS, Social Care and Workers Day and on any significant dates/occasions within the District/County at the Discretion of the Clerk/Chairman. (dates may vary each year).

Title: CHARRINGTON WAY

Agenda Item: 11.1

To consider purchasing and installing a Picnic Table at Charrington Way.

Information

Funds – £2229.74 Section 106 funding available specifically for Charrington Way recreation facilities.

Picnic Table quote as below (same as the Common bench)

- For a 1 off 1500mm wide table complete with wheel chair access to table side, would be £479.00. Price includes delivery and VAT

Recommendation

1. To agree to purchase a new picnic table
2. For installation quotes to be obtained and subsequently approved with delegated authority to Chairman and Clerk for progression on project
3. Mentioned Section 106 funding to be applied for once 3 installation quotes received.

Title: CHARRINGTON WAY

Agenda Item: 11.2

To Consider progression of upgrade to Charrington Way play are and associated surface areas.

Information

- It was previously agreed once the Ducky playpark and Village Centre parks had been progressed to consider improvements to Charrington Way play park.
- Village Centre access is progressing, and the park designed.
- There is possible funding potential from various Section 106 funds and the consideration to use some of the Park improvements budget for this year.
- Recent reports from the EO show some damage and lifting to surfaces on the path and the play park with photos shown below.



Recommendation

1. To avoid duplications of work due to surface areas requiring maintenance to consider agreeing to progress initial enquiries regarding the park improvements and commencing the improvement project.
2. If the opportunity allows, I recommend a visit to the area to have a look at the surfaces with the naked eye.

Title: PHONEBOX

Agenda Item: 12

Information

- The Phone Box is currently under consultation to remove the kiosk.
- The Scout's had previously agreed permission for the PC to adopt it.

Considerations

1. To pursue adoption of the Kiosk and it then become an asset to consider for future projects.
2. To allow the de-commission of the kiosk.

Title: TREE IN MEMORY OF THE DUKE OF EDINBURGH

Agenda Item: 13

To consider planting a tree in Memory of The Duke of Edinburgh.

Information

- Camelia Botnar and Arundel Aboretum both recommended a tree sized 8-10 feet.
- Camelia Botnar recommended a Sorbus Mountain Ash (white flower late spring, berries in autumn and a yellow autumn leaf) which are mid-range of £200-£400.
- They both voiced concerns regarding sourcing plants and trees due to Covid and Brexit and recommend pursuing asap for planting in Autumn.
- Camelia Botnar did not recommend an Oak tree because of recent concerns around caterpillars and moths.

Recommendation

- To seek approval to pursue the purchase and installation of a tree up to the agreed cost of £600.
- To consider location of Memorial tree.

Title: Fitness Equipment Maintenance Quote

Agenda Item: 6.1

- To consider and approve the Quote for Fitness Equipment Maintenance to be scheduled for September.
- Total £582.50

Title: Replacement Sleeve quote for chain on Zip Line

Agenda Item: 8.2

- To consider and approve the Quote for a replacement spare to replace the sleeve for the chain on the Zip line at the Ducky playpark.
- £171.00 including VAT