



Broadbridge Heath Parish Council

Supporting Documents for the Recreation & Environment Committee Meeting 31st Jan 2022

Index

Page 3	Asst Clerk Update
Page 4	Minutes of the Previous Meeting & Terms of Reference
Page 6	Policies
Page 7	Cricket Club Lease and Litter & Dog Fouling
Page 8	Dog Bag Dispensers & Mixed Recycling Bin
Page 9	Streetscene
Page 11	Events

Asst Clerk's Update

- Interpretation Board is ready however there has been an issue with delivery, but we hope for it to be delivered next week when I will seek a quote for installation.
- Quarterly Operation Play Inspections were carried out by company called Safeplay. There were no red issues to note. Some amber issues which I will be working through. Some included the Charrington Way Surfaces.
- Charrington Way Play Area – I met Russel Play and they have provided some provisional plans. I will look at these and associated budgets and bring ideas to the next meeting. There main concept was to not fence the play area in.
- Bramley Associates – The pond survey has been shared but noted was the lack of invertebrates. Work is underway to meet them with Cllr Knight to look at vegetation management which may allow more light onto the area to help increase invertebrate numbers.
- Defib – the Defib at St John's Church has new pads and a new battery. It is also registered on Circuit and new paperwork sent to Secamb. A weekly inspection will by carried out.
- Triangle Area – Work has continued this week after a hiatus over Xmas with the plants now planted at the bed at the tip of the area. The final part is the Wildflower area around the central tree. There has been no negative feedback just comments regarding improved visibility of the zebra crossing.
- Dog Fouling – We have received no correspondence regarding Litter in the village however 2 emails this last week regarding dog mess and bin provision around the back of the Solomons Seal estate and towards Sleets Road. I intend to update our bins assets on Parish Online and to bring to the next meeting for review.
- Dog Bags – I have been topping up the dog bags, and at times doesn't seem to be consistent in usage with some empty in 2 days. I have added this item to the agenda.
- Ash Die Back – Horsham tree Services have recommended an annual tree survey specifically on Ash trees preferably in the Summer because it's easier to spot Ash dieback with foliage on. I intend to obtain quotes for the next meeting.
- Cricket Club Lease – Draft has been completed and is on the Agenda.
- CW Tree – One of the trees at Charrington Way has died and I am liaising with Arundel Aboretum about a replacement.
- Picnic Bench – The picnic bench at Charrington Way was installed November last year, funded by S106.
- Village Centre Access – the crossover license applications is still with WSCC.
- Bulb Planting – Green Gym supported Bulb planting in clusters at the common. The planting license that was requested has still not been approved for the Shell garage area.

Title: MEETING MINUTES

Agenda Item 5

To approve the minutes of the last Recreation and Environment Committee Meeting held on Monday 27th April 2021.

[111122-Draft Minutes Recreation Committee Meeting 2021-04-27.pdf \(broadbridgeheath-pc.gov.uk\)](https://www.broadbridgeheath-pc.gov.uk/111122-Draft_Minutes_Recreation_Committee_Meeting_2021-04-27.pdf)

Title: Terms of Reference

Agenda Item 7

Recommendation: To review and agree Terms of Reference and delegation arrangements for the recreation Committee.

TOR noted below.



Broadbridge Heath Parish Council
Recreation and Environment Committee

TERMS OF REFERENCE

This committee, comprising of up to seven councillors will meet four or five times a year. Additional committee meetings to those already scheduled may be held to discuss specific projects or other urgent matters relating to the business of this committee. Additional committee meetings will be called at the discretion of the Chairman, but in consultation with the Clerk.

The Recreation Committee has delegated authority to authorise expenditure of up to £1,000 on recreational and environmental activity on Parish Council owned land (eg play equipment, maintenance of open spaces, trees, gates/fences, ponds etc.).

The Recreation Committee is subject to the governance of Standing Orders and must carry out its business accordingly.

MAIN FUNCTION

- The efficient and effective management of all Parish Council owned and managed open space/recreational/streetscene matters
- To seek high standards of health and safety (through inspections, repair and maintenance) in connection with Parish Council land and any equipment or buildings on it

- To work with the community, sports associations, local authority and contractors in relation to open spaces and facilities set aside for leisure, recreation and amenity
- To approve work required (up to £1,000) with regard to open spaces and review quotes >£1,000 making a recommendation to the Parish Council for approval
- To consider documents relating to open space/recreation/trees to include lease arrangements and make recommendations to Parish Council

OTHER

- Put forward a budget proposal for related expenditure
- To represent the Parish Council at relevant meetings
- To explore sources of fund raising

The Terms of Reference for this committee will be considered annually.

Agenda Items 9

9.1

Recommendation: to review a draft Volunteering policy for recommendation to full council.

The Draft Policy can be found on the Shared Drive.

- We have had interest regarding volunteering and supporting at Top Common.
- If approved the policy can support agenda item 12.1, the Great British Spring Clean, and with currently no EO role it may support and encourage litter picking volunteers already in the community.

9.2

Recommendation: to review a draft Open Spaces Policy for recommendation to full council.

The Draft Policy and draft form can be found on the Shared Drive.

Policy Considerations:

1. Conditions of Hire - would members like to include a Disclaimer regarding people regularly using without permission?
2. Would members like the Officers to use their discretion with requests or all queries to Full Council?
3. Fees – do council members wish to keep regular use free of charge?
4. I've highlighted areas that may be of further discussion in red on the draft copy.

9.3 Flag Policy

Recommendation: to approve to add the Platinum Jubilee Flag into the policy.

The flag purchase is currently under Consultation 105 – photo below (purple flag)



Official Platinum Jubilee Purple
£169.95 each + VAT

Platinum Jubilee Flags are the perfect way to celebrate and remember a proud and historic day for Great Britain. Our flags are manufactured using MOD standard materials & state of the art printing machinery. Flags are available in 5x3" size and come finished with hemming and two eyelets as standard.

Place your order before the 28th February to receive a 10% off early order discount!

Quantity:	<input type="text" value="1"/>
Type:	<input type="text" value="Sewn"/>
Shape:	<input type="text" value="Rectangle"/>
Size:	<input type="text" value="2 yard"/>
Finishing:	<input type="text" value="Rope and Toggle"/>
Antifray Netting:	<input type="text" value="Yes (+£7.00)"/>
<input type="button" value="Add to Cart - £203.94 (each inc. VAT)"/>	

Title: Cricket Club Lease

Agenda Item 10

The Cricket Club Lease has been re-drafted by Hampshire Legal Services with fees approved up to now. This includes Land registry address changes.

A map drawing is required because the previous sketch is inadequate. Estimate costs for further work to take the Lease to completion has been received.

Recommended next steps:

1. Once Draft reviewed by members, and amendments complete if required, I propose to share with the Cricket Club, once a map drawing is complete.
2. Invite the Cricket Club to the March meeting to share an update with members.

Title: Litter and Dog Fouling

Agenda Item 12

12.1 Great British Spring Clean

Recommendation: to approve a date for community litter picking.

Recommendations:



1. To promote the purchased Litter A-Frame. Frame to be used from outside the office.
2. The Great British Spring Clean (Keep Britain Tidy) 25th March – 10th April (planned to be working from office).

- Propose to advertise the equipment can be borrowed from the office - promotes community engagement from the office and promotes the initiative. Times tbc and promoted from w/c 28th March and w/c 4th April
- Purchase: to agree a budget of £300 to purchase 6 litter pickers, hoops and branded 25, High Viz Jackets with Logo & Volunteer wording as guided by below.



Bag Hoop Litter Waste Sack
Stock Code: CA040
£7.83 (£9.40 inc vat)
✓ In Stock for despatch
Quantity:
[Add to Basket](#)
[Add to Quote](#)



Long Arm Mechanical Gripper
Stock Code: CA021
£13.09 (£15.71 inc vat)
✓ In Stock for despatch
Quantity:
[Add to Basket](#)
[Add to Quote](#)



Q **PRO RTX Hi-Vis Waistcoat**
SKU: RX700PRO RTX Hi-Vis Waistcoat

[FAST QUOTE REQUEST](#)

[REQUEST A FREE VISUAL](#)

Branding Options
1 Colour 1 Side

Quantities and Pricing

25	£5.86
50	£4.37

£
TOTAL PRICE PROMISE
Unlike many suppliers, we are proud to offer one ALL inclusive unit cost with

12.2 Dog Bag Dispensers

Recommendation: to approve for Officers to carry out a short survey on usage and opinion.

- In the absence of the EO role I have been topping up the dispensers however I have noted there is often inconsistent use, however they are frequently being empty sometimes in 2 days (approx. 75 bags).
- Therefore, I would recommend engaging with the community on the usage of the dispensers proposing the following;
Dog Owners, do they use the bags, how often regularly and/or emergency.
- The specific survey question's to be delegated to the Officers and the Recreation Chair.

12.3 Mixed recycling Bin

Recommendation: to consider to purchase a mixed recycling unit to be located at the parish Office Site.

- Broxap Derby E Double Recycling bin BX45G 2550-D-RC-E
- This bin is priced at approx. £700.00.
- The cost to empty is the same cost as normal bins (£2.65) and the recycling free.

- The bin would be sought to be purchased with S106 office funds and act as a trial for future bin considerations.



Title: Streetscene

Agenda Item 13

13.1 Hanging Baskets and Planters

- Last Year we filled 24 ½ (12 full) Hanging Baskets through Billingshurst Road.
- They were filled by Barnsfold nurseries.
- They were watered and now stored with ID Verde.

Costs 2021

New Baskets	£191.80
Plants	£582.00
Maintenance	£1430.00

The Draft Action Plan mentions Village Entries and improvements.

Would the Committee like me to look into Planters instead, and/or both Planters and Hanging Baskets for 2022 for the next meeting.

13.2 Wildflower Area

2020 saw the areas seeded, and 2021 maintenance was a 1M border maintained around the edges and a winding path through the larger section.

The 1m border at the Swan Neck was extended due to visibility concerns.

At the height of the bloom it attracted some positive comments.

A hard Cut & collect was done last Autumn.

No extra seed was sown in the Autumn. The hope is many perennial flowers will come up again without reseeding required.

Future maintenance is fluid dependent on the Weather/Winter.

A spring cut (between April and May) may be recommended to reduce fertility and ensure the grasses don't take hold.

Recommendations:

1. To not sow any more seed and review what re-grows this year. (Annuals would need to be sewn onto rotavated ground which may disturb perennials from last years sewing!). Also, a dry April could inhibit germination.

2. A) To monitor the swan neck and get the growth "topped off" if required

Or

- B) To keep the swan neck area, maintained short and cut regularly.

3. To consider obtaining a quote from Ground Maintenance to include the area opposite the Neighbour Hood Centre in our schedule, subject to approval to pursue WSCC adoption.

Title: Events

Agenda Item 14

4.1 Queens Platinum Jubilee

Consultation 105 has been shared to all members.

There is lots of coverage now online and on various sources.

[The Queen's Platinum Jubilee 2022](#)

[The Queen's Platinum Jubilee 2022 \(queensplatinumjubilee.co.uk\)](#)

<https://www.nalc.gov.uk/news/entry/1976-celebrate-her-majesty-the-queen%E2%80%99s-platinum-jubilee>

14.2 Gala Summer Fete

The Fete is planned for Saturday 2nd July (times tbc).

Recommendation:

1. To host a stand supported by Councillors (as per 2019).
2. To consider delegating to the Officers a budget of £250.00 to support the event with ideas for the stand to be brought to the next meeting.