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## **Broadbridge Heath Parish Council**

### **Supporting Documents for the** **Recreation & Environment Committee Meeting** **12<sup>th</sup> September 2022**

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## **Deputy Clerk's Update**

- Play Areas – the Annual Inspections have been carried out. Remedial works at the Ducky Play Park have been carried out by Eibe and the Zip Line Annual Check has been ordered (authorised by Cllr Knight -£450.00). Further identified points in the inspections will be managed for the other play areas over the coming weeks. A further operational inspection is planned for November by Safeplay. Further inspection plans to be reviewed after October.
- Hanging Baskets – those baskets that have failed to survive will be removed and no longer watered. The remainder will be removed by the end of the month and the baskets will be stored at the office this winter. Further details to be discussed on the agenda.
- Ducky Pond maintenance and improvements were completed. The 3 deep water signs have been installed.
- Cricket Club Lease – the draft has been shared by Hampshire Legal Services to the Cricket Club and they are awaiting a response (8/9/22).
- The 2 benches for the shared footpath were installed.
- A Flagpole maintenance check was carried out and the rope changed with no other issues reported. The next check will be required in 2024.
- Charrington Way surface remedial works are scheduled for w/c 19<sup>th</sup> September.
- The Vehicle Cross Over Licence has now been approved. Liaison has commenced with the S106 funds team at HDC and will be pursued by the Officers over the coming weeks. Once the update is received from HDC, the next steps will be to source quotes for access, and to engage with Kompan for an update on project costings. Due to the Monster Park project the Community Officer will now take the lead of the Charrington Way play area project, and next steps are to engage with other play companies, with an update to be given in December.
- Street Poppies – the additional 100 street poppies have now been delivered.
- The new Duck bin has been installed with the new voice box, and the eye replaced on the other duck bin.
- 1000 bulbs have been ordered from Barnsfold Nurseries for the Shell garage village entrance. Once the bulbs have been delivered, we intend to liaise with Green Gym for planting. This was agreed with delegated authority and payment will be ratified on the next payments list.

**Title:** MEETING MINUTES

### **Agenda Item 4**

To approve the minutes of the last Recreation and Environment Committee Meeting held on Thursday 7<sup>th</sup> July 2022.

[138721-Draft Minutes Recreation Committee 2022-07-07.pdf \(broadbridgeheath-pc.gov.uk\)](#)

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**Agenda Item 6**

06/09/2022

**Broadbridge Heath Parish Council**

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Detailed Income & Expenditure by Budget Heading 06/09/2022

**Cost Centre Report**

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>140 Open Spaces</u></b>							
4185 Parish Office Facilities	148	0	(148)		(148)	0.0%	
4410 Street Light	0	95	95		95	0.0%	
4430 Repairs to Parish Assets	14	1,051	1,037		1,037	1.4%	
4440 Community Facilities	7,000	0	(7,000)		(7,000)	0.0%	7,000
4460 Street Scene	3,286	5,253	1,967		1,967	62.5%	
4470 Dog bins	413	691	278		278	59.8%	
4480 Refuse	206	1,347	1,141		1,141	15.3%	
4490 environmental maintenance	589	2,273	1,684		1,684	25.9%	
4491 grass cutting	4,055	8,405	4,350		4,350	48.2%	
4492 Playground inspection reports	600	578	(22)		(22)	103.8%	
4493 Maintenance	631	2,229	1,598		1,598	28.3%	
4494 Paths hedgerow drainage	0	591	591		591	0.0%	
4496 Tree Survey and Maintenance	1,315	5,150	3,835		3,835	25.5%	
Open Spaces :- Indirect Expenditure	<b>18,257</b>	<b>27,663</b>	<b>9,406</b>	<b>0</b>	<b>9,406</b>	<b>66.0%</b>	<b>7,000</b>
<b>Net Expenditure</b>	<b>(18,257)</b>	<b>(27,663)</b>	<b>(9,406)</b>				
6000 plus Transfer from EMR	7,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,257)</b>						
<b>Grand Totals:- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>18,257</b>	<b>27,663</b>	<b>9,406</b>	<b>0</b>	<b>9,406</b>	<b>66.0%</b>	
<b>Net Income over Expenditure</b>	<b>(18,257)</b>	<b>(27,663)</b>	<b>(9,406)</b>				
plus Transfer from EMR	7,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,257)</b>						

Please note the following:

- Community Facilities £7000.00 was not budgeted for but will be re-imbursed through 106 funds for the Ducky Pond works.
- Streetscene budget was used for Platinum Jubilee costs and the 2 benches.
- I recommend paying the Hanging Basket Maintenance and daffodil bulbs from the Environmental Maintenance budget.

**6.2**

Please note column 2 and the Current Annual Budget for consideration of proposed projects in advance of the Finance & Establishment Meeting.

**Title: THE DUCKY**

**Agenda Item 7**

The Ducky Pond Report has been shared with Councillors.

**Recommendation:** to receive and consider the quotation for additional proposed works as detailed in the report, and to consider funding.

To consider seeking further S106 funds to support this, if agreed.

**Title: LITTER & DOG FOULING**

**Agenda Item 8**

**Recommendation:** to change the bin in the play area to an enclosed standard green bin.

Cost – £220.00 to be ordered and installed by HDC.

To authorise the old bin to be removed by our Contractor at a potential 3 hours work (HDC not contracted to remove old bin).

To note, the bin could be moved when the new playpark is installed.

## **Agenda Item 9**

### **9.1 Remembrance Sunday and Armistice Day**

It is proposed to proceed with ordering the Parish Council wreath from the British Legion as in previous years. It is proposed that the Chairman attends the memorial to lay the wreath on behalf of the Parish Council.

### **9.2 & 9.3 Lamp post poppies**

- a) It is proposed to apply for the required permissions to add poppies to the same lamp posts as per 2022, as below:

#### **Application to SSE**

- LC40-47 Five Oaks Road
- LC1-18, 12G, 13G Old Guildford Road
- LC1-20 Billingshurst Road
- LC1-3 Warnham Road

#### **Application to CPPLC**

- Pelling Way
- Sargent Way
- Buck Way

- b) It is proposed to put the poppies up week commencing 31<sup>st</sup> October and to remove them week commencing 28<sup>th</sup> November.
- c) It is proposed to invite volunteers via our website and Facebook to contact the Clerks to help to support putting the Poppies up in the village. If Cllrs were available to support, it would be appreciated.

### **9.4 Flag**

It is proposed to fly the Union Flag throughout November.

**Agenda Item 10**

**10.1 & 10.2 Christmas Tree at Office**

- To consider and approve budget of up to £250 for tree and stand for outside of the office.
- To consider and approve budget of up to £250 for led pre-lit tree and wreath for office.

**10.4 Scarecrow Trail**

The Gala Association have planned the Community Scarecrow Trail for 8<sup>th</sup> & 9<sup>th</sup> October. Theme is Best of British.

**Recommendation:** to have a scarecrow located at the Parish Office, with an agreed budget of £50.00 for materials.

**Suggestions of Scarecrow:**

- 1) Frankenstein – link in idea to Mary Shelley and Monster Park and hopefully include some information on the project.



- 2) Beefeater or/
- 3) Guardsmen – we could use a Platinum Jubilee Flag and union Jack bunting as a backdrop.



### **10.5 Shaylers Funfair**

To approve dates for Shaylers Fun Fair - 26<sup>th</sup> September – 3<sup>rd</sup> October 2022.



**Title: WILDLIFE CORRIDORS**

**Agenda Item 11**

Wildflower Maintenance

To consider sowing seed in some smaller areas near to the newly installed benches.

Seed = on basis of 4g seed per square metre and it will be around £45 per kg

**Recommendation:**

- 1) to agree size of area for possible seeds to be sown (m2)
- 2) to consider and approve a quote for ground preparation from our Ground Maintenance Contractor
- 3) To agree to purchase seeds

**Title: PROJECTS**

**Agenda Item 12**

**12.2 Village Entries and Hanging Basket Provision for 2023.**

For information:

Hanging Baskets 2022

24 units = 12 lampposts

Planting = £639.00

Maintenance = £1840.00

**TOTAL = £2479.00**

- 1 basket was missed and re-planted by the maintenance contractor.
- 1 basket was removed early August because it had died
- The dry weather and heat impacted the baskets.
- The maintenance contractor has suggested possible different compost options however this makes the baskets heavier.

**Questions for consideration:**

- Are members mindful to continue with Hanging Baskets for 2023 or would the committee like other options brought forward to the committee?
- What do members wish to consider for Village entries because this has been deferred to the Committee from the Highways Working Group?