



Broadbridge Heath Parish Council

Supporting Documents for the **Recreation & Environment Committee Meeting** **24th November 2022**

Deputy Clerk's Update

- Play Areas – the Annual Inspections have been carried out and have been shared on SharePoint. 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) and is scheduled for w/c 28th November.
- There has been some flooding to the Village Centre drainage ditch. Some hazard tape was put up to highlight the issue. The Trust Deed has been reviewed by us and we understand our responsibility to start 2m away from the ditch onto the field and this has been shared with Trustees.
- Hanging Baskets – the Hanging Baskets were removed by ID Verde and the empty baskets are now stored at the office.
- 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 in communication with the Cricket Club Solicitor to finalise the details.
- 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 were completed 21st September.
- The Vehicle Cross Over Licence has been approved. The S106 application for the access works funding has been made. Due to the Monster Park project the Community Officer will now take the lead of the Charrington Way play area project. Claire has met with 3 play companies and further details will be shared at the February meeting.
- Street Poppies – the additional 100 street poppies were received. All poppies were put up and removed by 24th November 2022. (Thank you to Cllrs Oliver, Chandler, Knight and Lambert).
- Chairman Oliver attended the War Memorial and laid a wreath at the Remembrance Service.
- The new Duck bin was installed with the new voice box, and the eye replaced on the other duck bin. The new voice box and bin was vandalised (reported). The door has now been replaced but not the voice box. We have one voice box but will review installing in the Spring.
- 1000 bulbs were ordered from Barnsfold Nurseries for the Shell garage village entrance. They were planted by Green Gym in October.
- A “Quercus Robur” tree has been given by Horsham District Council for the Queens Green Canopy initiative and been planted at SL1a (near Heydon Way) in Wickhurst Green area of the village.
- Ben Flitney is scheduled to do 1 days Winter Maintenance at Top Common (authorised by Cllr Knight).
- A rocker at the Ducky was vandalised and is an Agenda item.
- Christmas Tree has been purchased and put up in the office. A real tree from Furze Firs is due to be delivered w/c 28th November for outside the office.

Title: MEETING MINUTES

Agenda Item 4

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

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

Title: RECREATION BUDGET

Agenda Item 6

6.1 Please note the following update on Income and Expenditure for Open Spaces:

- Community Facilities £7,000.00 was not budgeted for but has been reimbursed through 106 funds for the Ducky Pond works, therefore actual expenditure to 01/11/2022 is £21,054.
- Street scene budget was used for Platinum Jubilee costs and the 2 benches.

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>140 Open Spaces</u>						
1350 WA Allotments Maintenance S106	50,500	0	(50,500)			0.0%
1400 S106 Payment	7,000	0	(7,000)			0.0%
Open Spaces :- Income	57,500	0	(57,500)			
4185 Parish Office Facilities	148	0	(148)		(148)	0.0%
4410 Street Light	0	95	95		95	0.0%
4430 Repairs to Parish Assets	33	1,051	1,018		1,018	3.1%
4440 Community Facilities	7,000	0	(7,000)		(7,000)	0.0%
4460 Street Scene	5,816	5,253	(563)		(563)	110.7%
4470 Dog bins	551	691	140		140	79.8%
4480 Refuse	1,308	1,347	39		39	97.1%
4490 environmental maintenance	1,934	2,273	339		339	85.1%
4491 grass cutting	5,223	8,405	3,182		3,182	62.1%
4492 Playground inspection reports	600	578	(22)		(22)	103.8%
4493 Maintenance	4,126	2,229	(1,897)		(1,897)	185.1%
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	28,054	27,663	(391)	0	(391)	101.4%

6.2 2023/24 Budget

On Monday 14th November the Finance and Establishment Committee reviewed and approved a budget for 2023/24 for recommendation to full council. This will be received on Monday 5th December for consideration.

Please note the below budget lines relating to the Open Spaces budget:

		FORECAST 2024
140	Open Spaces	
4185	Parish Office Facilities	£0.00
4410	Street Light	-£100.00
4420	Village Centre Enhancement	
4430	Repairs to Parish Assets	-£3,000.00
	WHG Repairs to Parish Assets	
4440	Community Facilities	-£3,000.00
4460	Street Scene	-£5,286.00
	WHG Streetscene	
4470	Dog bins	-£1,090.32
	WHG Dog bins	
4480	Refuse	-£1,876.60
	WHG Refuse	
4490	environmental maintenance	-£3,000.00
4491	grass cutting	-£12,000.00
	WHG Grasscutting	
4492	Playground inspection reports	-£1,584.00
	WHG Play inspections	
4493	Maintenance & Replacement	-£2,554.20
	WHG Maintenance	
4494	Paths hedgerow drainage	
4496	Tree Survey and Maintenance	-£5,665.00
	WHG Tree Survey and Maintenance	
4498	Allotments WA	-£2,250.00
	Allotments WHG	
	Vehicle lease - WHG	
140	Open Spaces	-£41,406.12

Title: THE DUCKY

Agenda Item 7

The Ducky Pond Report has been shared with Councillors.

Recommendation: to consider a of quote of £1800 for additional proposed works as detailed in the report, summarised below.

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

Recommendations So my main recommendation would be to spend a little bit of time on the outflow dam to heighten the lower drop area on the wall this is for flood reasons, and you have enough area of wall if you get a flash flood to take water. I would recommend do some tree root removal and repuddling of clay around the dam to try and help seal it. This would be about two days of work for my team. Seeing the pond as low as it got during summer it would be good to remove more silt to give great space for saving more water, water levels require to be as low as possible to remove silt so not best to do this project in winter high water level. The pond now has new plants so be good to see how they now grow and add more over time to help increase biodiversity and balance. There was some litter and other rubbish within pond so some going management could be put in place to address this and keep clear where possible.

7.2 Information Board Ideas – received from Pete the Pond

Recommendation – to agree content areas for the Officers to progress with Shelley Signs.



Nature Pond

What is a pond?

A pond is an area of still, fresh water. A well-designed and maintained pond is a haven for all sorts of plants, birds and animals. A pond provides essential drinking and bathing water for birds and mammals.

How do ponds help improve biodiversity?

Ponds are an essential area for urban wildlife. Ponds can be extremely diverse habitats containing even more invertebrates than rivers. Many countryside ponds are now badly damaged by pollution, and evidence shows that pond wildlife is declining across the UK. Making small, new ponds, with plenty of aquatic vegetation, is one of the simplest and most effective ways to encourage wildlife, especially within the urban environment.

What might you find in this pond?



Frogs are amphibians; they live on land but return to water to breed and are often seen in ponds.



Toads The common toad has warty-looking skin and shorter back legs than the common frog.



Plants In a clear pond you might see up to 40 different species of water plants. Some of these plants grow with their leaves floating on the water, some grow at the edges of the pond and some grow under the water.



Insects Some of the larger insects you may see taking this pond as summer are Common Bluet Damselfly, Large Red Damselfly, Broad-winged Cuckoo and Common Cuckoo.

What else (like ponds)? Hedgehogs, bats and birds - that's, shallow ponds are great because there are lots of very shallow areas where these animals like to feed on insects like slugs, beetles and other insects.

How do ponds help protect against the impact of climate change?

Ponds reflect carbon as algae and plants take carbon dioxide out of the air as they grow and the carbon is captured in the pond when the plants die.

Pond Wildlife

Lots of plants and animals are specially adapted to live in ponds. Many of the things that live in ponds are really small and you might even need a magnifying glass to see some of them. There are many different animals without a backbone and include beetles, dragonflies, snails and even the water crowfoot. A good pond might have over 100 invertebrate species in it. One of the most exciting things you can do is to get down on your knees with a net and see what is living in there!

SAFETY: NEVER WALK ON AN ICED UP POND. NO HAZARD OR SWIMMING.

You must take care around water.

Children: never go pond surveying on your own and make sure you have a parent or guardian to help you.

Parents and Guardians: make sure that children are supervised around the pond at all times. Always remember to wipe your shoes after pond dipping, especially before eating.

Kid's Corner

What animal would you not find in this pond?

all hand
all four feet
12 legs

my promise to the environment

Commit to be an environmentally aware and responsible citizen.



Remember to collect your letter.



Title: TREES

Agenda Item 9.1

A tree at Charrington Way recreation field has reportedly died.

Arundel Arboretum have had a change in ownership, but they have currently reserved the following:

Sorbus Aria Lutescen Tree - approx. 11ft.

Cost £185.00

Planting £30.00

Stake £7.50

Ties £2.00 each

= £226

(We have a water tube we purchased for the QGC tree that wasn't needed)

Agenda Item 9.2

QGC Tree donated by HDC and planted at SL1a

Recommendation – to purchase a plaque to mark the tree. The following link is from the RBL.

[Royal British Legion Industries Shop | The Queen's Green Canopy Plaque \(rbli.shop\)](https://rbli.shop/)

Title: EVENTS

Agenda Item 11

11.1 The King's Coronation – Saturday 6th May 2023. Bank Holiday is Monday 8th May 2023.

Recommendation: using the community forum to propose a collaborative approach that the PC could help support.

Any thoughts?

11.2 – A date proposed to tie in with the Great British Spring Clean with Keep Britain Tidy is 17th March – 2nd April 2023.

Recommended date: Saturday 18th March from 10am.

Title: MAINTENANCE

Agenda Item 12

12.1 To approve the next steps for the Wildflower corridors maintenance.

September – area cut and collected

Late Winter/Early Spring – Previously approved for Grastex to strip turf and power harrow 2 areas near to the benches. (Earliest Feb)

Spring – Seed to be sown. Seed approved and will be sourced by David Bridges. (Mar/Apr)

12.2 - To approve a further cut and collect for early 2023 by Grastex.

Recommendations:

1. on liaison with David Bridges to continue with a further Cut & Collect if recommended. Some funds still available in EMR Streetscene.
2. To agree to include Wildflower Corridor maintenance within our Annual Maintenance Plan.

12.9 Damaged Rocker

Recommendation: To approve to proceed with replacement at £491.05 using the same materials.

12.10 Access Bollards at the Common.

Recommendation: To approve a quote received by our approved contractor:

Dig out and replace the two damaged sockets with new 100mm X 100mm mild steel sockets fabricated to receive existing bollards and padlock locking system.

£380.00 Inclusive of all materials, labour and disposal of rubbish.

Further to our conversation previously I recommend putting a maintenance program in place where I maintain the three removable bollards on this site with visits every two months to maintain the easy removal of these bollards.

The cost for this would be £40.00 per visit.

Title: STREETSCENE

Agenda Item 14 - Village Entries and Hanging Basket Provision for 2023.

For information expenditure on hanging baskets for 2021 and 2022 seasons:

	2021 season	2022 season
Additional basket purchase	£191	£384
Planting	£582	£840
Watering/maintenance	£1,430	£2150
Total	£2,203	£3,374

- 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, which could pose a problem when making application through SSE and add to overall expenditure.

Questions for consideration:

- As discussed by the Finance Committee, it is suggested to not proceed with hanging baskets for the next season and to potentially consider other options brought forward to the committee?
- It has been deferred to the Committee from the Highways Working Group, to consider village entries. Is this something the committee would like to receive a project proposal on for 2023/24, for project delivery after the 2 new play areas are complete?