

Notes to Support the Recreation & Environment Meeting

Monday 26th February 7.45pm

Agenda Item 4 - Deputy Clerk Update

- Annual Maintenance at Top Common Nature Area was carried out on the 2nd February 2024. The area was swept beforehand to check for any overwintering hedgehogs etc. Overgrown vegetation and scrub was cut and cleared at the Top Common area and along the northern and eastern perimeter of the cricket ground by the tennis court path. This helps to re-establish the paths and increase light to areas.
- Liaison with Grasstex has commenced regarding some seeding and bulb planting for summer blooms at the Triangle area.
- Remedial works at the Common pathway were carried out w/c 5th February.
- Zip Wire service at the Ducky Play area is complete.
- Due to delays in arranging delivery and planting, and the optimum planting window being missed, the agreed purchase and planting of small plant whips at Weston Avenue will now be delayed until the Autumn.
- New Bin for Broadbridge Way: S115 notices were put up last year and the 28 days was met at the end of December. To date I am still waiting for a S115 license from West Sussex County Council to progress with the project (presuming there was no objection). I have also requested S115 notices for the Lighting Column for Broadbridge Way, and this was last followed up with WSCC on the 20th of February.
- For information, please note the following reports made to West Sussex County Council below:

DATE	FAULT	REPORTED	REFERENCE	COMMENTS/FOLLOW UP
14 th Dec 2023	Damaged bollards – B'bridge Way	14 th Dec 2023	3249074	8 th Jan – auto reply to say passed to contractor to repair
27 th Dec 2023	WSCC Tree – branches felled; fence damaged. Felled branches left.	4 th Jan 2024	3250510	Also emailed with photos due concerns. 5 th Feb – update received and confirmed the tree and fence is WSCC asset and passed to Arborist. Further photos sent as requested.
30 th Jan 2024	Fence down B'bridge Way at crossing	30 th Jan 2024	3254364	6 th Feb – update with: No budget to replace damaged fencing but job raised to remove and fill holes at base. 8 th Feb: Job closed; hole filled. <i>(23rd Feb: however, fence still left in situ)</i>

Agenda Item 5 – Finance

Recommendation: To Note the Income & Expenditure Report ([Appendix 1 – uploaded to website](#))

- Line 4490 - will be used for Top Common Maintenance to be paid and Broadbridge Way if required (agenda item 9.9) also ditch clearance at the Cricket Club
- Line 4491 – will be used for any March commencement of grass cutting.

Agenda Item 6 – The Ducky Pond

Recommendations:

1. **As per the action plan and within budget to progress with this annual maintenance proposal, to further enhance the work already done at the pond including the dipping platform.**
2. **To approve £2,000.00 for the maintenance proposal from next years budget line 4493 – Maintenance & Replacement (total budget for 2024/25 £5,000).**

Information

- ✓ As per the agreed Action Plan: Protections of Rural Environment, Including wildflower areas, tree protection and pond maintenance.
- ✓ Based on the action plan in consideration of the budget for 2024/25 I have received a Maintenance proposal for the Ducky Pond for the next financial year ahead.
- ✓ Prior to the proposal I met the expert at the Ducky site and was very positive about the pond, and instantly noted small changes that could be made to improve the pond. This included maintenance to increase light to the pond, removal of rubbish and silt movement to create more definitive banks.
- ✓ For information, Horsham District Council manage the pond in Horsham Park within house and their parks team and have advised they use external contractor for excavation if required.

The specialist proposal (shared with members via [Sharepoint](#)) is based on the following:

- A year's management comprising of 4 visits with the invoice being sent in October after initial visit, at a cost of £2,000.00.
- This will also provide recommendations that we can provide to our grass-contractor to help with small changes to cutting close to the pond to help improve the biodiversity in the area.
- Regular attendance across the year will help identify any larger issues or concerns at the pond, for example with water loss. This then can help with proposals for more detailed maintenance requirements for future budget or grant considerations, like coffer dams etc.

Agenda Item 7 – Allotments

Recommendation: To agree the following recommendations by the Allotment Sub-Committee regarding an Allotment Association for Weston Avenue Allotment Site:

1. To agree to set up a “working group” to progress the Allotment Association set-up.
2. Working group to report into the Recreation Committee
3. To agree Allotment Working Party Terms of Reference (**Appendix 2 – uploaded to website**)
4. To agree to invite Weston Avenue plot holders to join the working group
5. To set a first meeting date for the working group and to invite the National Allotment Association (NAS) Regional Representative.

Agenda Item 8 – Village Centre Recreation Field

8.1 In the absence of a signed S297 agreement and grass-cutting scheduled to commence in March, the Council are required to consider to continue maintenance responsibility in the absence of this agreement.

8.2 The Parish Council has been invited to consider the future, long term maintenance of the Village Centre Recreation Ground, with a view to potential full management control. This would impact the Open Space budget and therefore is for consideration by the Recreation Committee.

Recommendation: To note and consider the below items, in terms of financial and staffing resource, and agree any additional points for recommendation to full council:

- Grounds access: this includes new access, old vehicular access off Broadbridge Way (green gates), 2 unofficial pedestrian accesses from the Bridlepath and 2 unofficial accesses from Thelton Avenue.
- Tree management.
- Hedgerow management.
- Ditch and drainage management.
- Football Use of the field/responsibilities.
- Further regular users impacting on the maintenance.
- Risk/Insurance considerations
- Assets and provision to include benches, bins and community needs.
- Storage on the field eg. Goal posts.
- Security.
- Play area and fitness risk management and repairs/maintenance.
- Events and future community provision.

8.3 Recommendations:

1. **To advise all councillors to attend site to review the management/maintenance requirements as identified**
2. **To request officers to provide an open space management report for the site, to include estimated financials, to aid council decision on accepting responsibility.**

Agenda Item 9 – Maintenance

9.1 Recommendation: To agree and note the grass maintenance schedule for 2024/25 with the agreed continuation of contracted services with Grasstex, as second year of previously agreed 2 year renewal.

- Maximum quote based on schedule is £15,940 (ex VAT)
- Grounds maintenance contract applicable budget lines: 4490 and 4491 – total budget £15,600
- This grass schedule includes Top-Up cuts to WSCC's cuts and also includes a schedule of 24 cuts for the recreational spaces as a maximum.
- For 2024/25 season, services will be reviewed against invoicing and reporting of the schedule presented back to committee for budget monitoring.

Please see Appendix 3 on website.

9.2 To note the following medium risks identified in the latest Operation Play Inspection reports carried out by Safeplay, and actions taken (see Appendix 4).

- Members are asked to note the continued medium risk of the Teenage Shelter at the Village Centre, and agree any action, in the absence of a current management agreement.

9.3 Play Inspections by Safeplay.

Safe play has been carrying out our Operational Inspections (quarterly) and Annual Inspection and are prepared to carry this on with the new play areas once adopted and as instructed.

Recommendation: To agree to continue this service with Safe play based on the quote as below:

Quarterly inspection x 3 at 4 sites = £612

Annual inspection at 4 sites (August 2024) = £440

9.10 Recommendation: to Note the following annual maintenance plan for Top Common and for the officers to progress with this plan within delegation and budget:

- 1 day Winter Maintenance approx. £300.00 plus Vat
- 2 Green Gym Visits – best autumn and early spring
- Asset maintenance: Interpretation Board, 2 footbridges and benches

Agenda Item 10 – Open Spaces

10.1 Recommendation: To receive and consider requests for the use of open spaces.

Information - 2 requests have been received, details of which have been shared with members via email:

1. Fun Village Fair
2. Outdoor Fitness Class request

10.2 Open Space Management

Deputy Clerk's recommendations:

- To recommend to Council to adopt an Open Space policy.
- To note regular use of open spaces by BBH Junior Football Club, and associated correspondence and to agree any officer action (as below).
- To not allow additional regular use until an Open Space Policy is agreed by Council.
- To continue to review annual, one-off requests on an individual basis.

Summer training schedule							
Day / Time Apr-Oct	BBHVC 1 5v5	BBHVC 2 7v7	BBHVC 3 7v7	Warnham	Duckie 1	Duckie 2	Charrington
Mon 1730-1900	U8	U8 Utd	U9 Utd	U15			
Thur 1730-1900	U9	U11	U10	U12 Athletic	U12 Utd	U12 Girls	U13
Winter training schedule							
Day / Time Nov-Mar	Tanbridge 3	Tythe Barn 1	Tythe Barn 2				
Mon 1730-1830		U8	U9 Utd				
Mon 1800-1900				U8 Utd			
Mon 1900-2000	U16						
Thur 1800-1900	U11						
Thur 1900-2000	U13						
Thur 2000-2100	U15 MSYFL						
Match day schedule							
Day / Time Aug-May	BBHVC 1 5v5	BBHVC 2 7v7	BBHVC 3 7v7	Duckie			
Sat 0900-1100	U8	U9	U10	U7 (training)			
Sat 1100-1300	U8 Utd	U9 Utd		U12 Utd or U12 Ath			
Sun 1000-1200			U12 Girls				

10.3 Open Space Use Policy

Sample open space policies have been shared with members on [SharePoint](#) for review and comment.

12.2 Village Fete - Recommendation: To agree a lead Councillor for the event to:

- Work with officers on stall content and activities
- Assist officers with preparation for the stand
- Make arrangements for stall setup/manning/close-down

12.3 Gala Association Picnic – Recommendations:

1. To note:
 - Date : Saturday 15th June – 12pm to 2pm
 - Location: Village Centre Recreation Ground
2. To consider any involvement by the Parish Council

12.4 D-Day 80th Anniversary

Recommendation: To consider a suitable way to commemorate the event.

Suggested budget line for any purchase: 4460 – Streetscene.

See Appendix 5

13.1 Feedback from Community Consultation on Charrington Way

- To note the consultation responses (to be shared at meeting)

13.2 NB: Resident's Feedback/Drop-in session – Tuesday 5th March 4:30pm-6:30pm.

APPENDIX 2

Weston Avenue Allotments Working Party - Terms of Reference

These Terms of Reference were approved by the Recreation Committee at a meeting held on Monday 26th February 2024

1. General

The Weston Avenue Working Party is a working party of the Recreation Committee, appointed to act as requested and where appropriate make recommendations to the Recreation Committee on matters related to the establishment of a Weston Avenue Allotments Association.

2. Review

These Terms of Reference may be reviewed at any time by the Recreation Committee to ensure they remain appropriate for the requirements of the Parish Council.

3. Scope of Activities

The Working Party's prime function is to establish and to follow the necessary steps form an Allotments Association for the Weston Avenue Allotments site.

4. Membership

- a) The working party will comprise of a minimum of 5 members.
- b) Membership may be formed of Weston Avenue Allotment holders, residents and Parish Councillors, appointed and ratified by the Recreation Committee.
- c) The membership may be reviewed at any time by the Recreation Committee.
- d) The Working Party must consist of at least 1 Councillor.
- e) Members of the Working Party acting as a representative of the Party must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. Chair of the Working Party

Working Party members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair for the Working Party for the following year.

6. Powers/Authority

The Working Party is established as a Working Party of the Recreation Committee. It may inform, advise and make recommendations to the committee but has no delegated powers.

7. Meetings

- a. Working party meetings are not public meetings.
- b. All Members of Council are to be informed of any meetings of the Working Party and are able to attend and ask for any relevant Working Party documentation.
- c. Quorate: Minimum of 3 members at each meeting.
- d. Representatives from relevant outside agencies may be invited to attend meetings of the working party as appropriate.
- e. Meetings to be called at the discretion of officers/Chair of the Working Party.

APPENDIX 4

MEDIUM RISKS FINDINGS FROM FEBRUARY 2024 INSPECTIONS

Village Centre / Monster Play Area - Unfenced

Location / Item	Medium Risk Findings	Action
VC – Unfenced Area Exercise Double Cross Country Skier	Rubber Handgrips are missing	Ordered – Awaiting Delivery
Teenager Shelter	Missing panel / Replace	On hold Council to review

Village Centre / Monster Play Area – Fenced

Location / Item	Medium Risk Findings	Action
No medium risks identified		

Charrington Road Play Area

Location / Item	Medium Risk Findings / Recommendations	Action
Spring Rocker	Plastic clamp is worn / Replace	Clamp replaced in January 2024 – Clarification requested from inspector on findings

Ducky Play Area

Location / Item	Medium Risk Findings	Action
o medium risks identified		

Singleton Road Play Area

Location / Item	Medium Risk Findings	Action
Bench	Damaged Slat	A contractor has attended the site, and we are awaiting quote for repairs
Seesaw	Surface subsiding (wet pour)	Met with 1 contractor – awaiting details of wet pour specialist / to seek alternative contractor

APPENDIX 5



D-DAY FLAGS

D-DAY 80 FLAG (DESIGN 1)







D-DAY FLAGS

D-DAY 80 FLAG (DESIGN 2)



D-DAY FLAGS

D-DAY 80 FLAG (DESIGN 3)

	PRODUCT	PRICE	QUANTITY	SUBTOTAL	BASKET TOTALS	
	 D-Day 80 Flag (Design 1) Material: Printed (£15.51) Size: 2 Yard (183cm x 91cm) (£30.00) Shape: Rectangular Finishing: Rope and Toggle Add anti-fray netting?: No	£50.50	<input type="text" value="1"/>	£50.50	Subtotal	£50.50
					VAT	£10.10
					Total	£60.60
					PROCEED TO CHECKOUT	
						

Please see links to lights and further information:

[LampLight — D-DAY 80 BEACONS](#)

https://www.amazon.co.uk/dp/B08YJP25HD?ref=cm_sw_r_mwn_dp_NCEC392F4301MRX92SH3&language=en-GB