

Notes to Support the Recreation & Environment Meeting

Monday 10th February 2025 - 7.45pm

Agenda Item 3 – Minutes

[175261-Draft Minutes Recreation Committee 2024-09-23.pdf](#)

Agenda Item 5 - Deputy Clerk Update

- Annual maintenance works carried out at Top Common. Unfortunately, some damage was noted to the path there made by motorcycle/moped etc. Some feedback was received by a resident and was passed to our PCSO.
- Moles reported at the Common to the area by the picnic bench (right area as you approach the play area from the top path). Advice was sought from pest control and any future considerations may be considered by the committee if they are seen to move to the left of the path.
- A successful planting of the whips at the Weston Avenue Allotment Site supported by Green Gym – thank you. Brambles and grass were cut back to reveal survival of some original whips planted and this meant most of the northern and eastern boundary were double planted (Thanks Cllr Chandler & Clark). Consideration when maintaining will be passed our grounds maintenance contractor.
- Green Gym – 1 day to be scheduled for Top Common (spring) and another day of works to be identified.
- The lifting of the tree canopy at Charrington Way was carried out early December and is recommended reviewed on a 4/5-year cycle.

Agenda Item 6 – Finance

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

Notes to accompany Income and Expenditure

4493 - Maintenance

- Numerous maintenance tasks carried out by contractor (not from staffing budget)
- Cable run at Ducky –
 - 2 x annual maintenance/service within this financial year due to old invoice
 - Surfacing issues – unforeseen/not budgeted
- Fitness equipment –
 - Annual service – budgeted
 - Rower removal at VC

4490 Environmental Maintenance/ 4430 Repairs to parish assets

- See nominal ledger

N.B Expenditure on the above budget lines were considered when setting the budget for 2025/26 and the overall open space budget increase from £37k to £48k.

Agenda Item 6.2 – Allotment expenditure

To agree to recommend to the full council to for expenditure for 2024/25 grounds maintenance for Weston Avenue to be deducted from 4498 via a journal.

Agenda Item 7 – Charrington Way – See in pack - [APPENDIX 2](#)

1. Update – an update on received bids will be given at the meeting
2. Project timeline/next steps – to agree the timeline and delegation proposals
3. Communications – to receive a recommendation

Agenda Item 8 – Ducky Pond

8.1 To note the contractors report for the Ducky Pond – previously shared to SharePoint.

Agenda Item 9 – Trees

	A	B	C
Quote (ex VAT)	£4800 - Walkover survey	£5050.00	£980.00

Agenda Item 10 – Maintenance

10.1 Grass-cutting and grounds maintenance schedule for 2025/26 has been shared with members to SharePoint for review.

10.2 Damaged fence Broadbridge Way

Please see the below correspondence from WSCC Highways manager:

On the 19th Sept 2024 I had a Highway Steward inspect the fencing at Broadbridge Way, Broadbridge Heath. After his inspection he deemed the fence as NOT a safety issue to the Highway and provides no safety enhancements to the Highway.

As per the WSCC Highways Policy, WSCC would not replace or maintain this type of fencing.

Although this sounds frustrating as it provides no safety enhancements to the Highway, WSCC will allow Broadbridge Parish council to either maintain or remove the fence at their own expense.

Our recommendations would be to maintain the fence not to allow the public using it as further parking or any other use of the land.

Committee are asked to consider whether to:

- a) Approve a quote to repair the fencing (£266) – use of nominal 4460 – Streetscene.
- b) Consider fence removal

10.3 – Play area quarterly inspection – continuation of provision – per approved budget.

INSPECTION	DESCRIPTION	REMEDIAL ACTION	No. SITES	COST PER SITE	FREQUENCY/ No. INSP	TOTAL
Operational Inspections - 3 inspections, to take place in February 25, May 25 and November 25	Full health and safety check including Risk Assessment on every item within the play area to ensure compliance with BS EN1176.	Safeplay will carry out a detailed inspection of the play area and play equipment and provide you with access to view the inspection report online using our bespoke inspection system. We will also provide an obligation free quote for any remedial actions identified during the inspection. - All data is held for 21 years in case of litigation. - All Inspectors are RP11 Approved and DBS checked.	4	£52.50	3	£630.00
Independent Annual Inspection - 1 inspection per year, to take place in August 25	Full health and safety check including Risk Assessment on every item within the play area to ensure compliance with BS EN1176.	Safeplay will arrange for an independent Annual inspection of the full play area which includes checks to ensure it complies with the relevant Standards. - Long term view of structural problems - Identifies changes in standard compliances - Provides a quality control check	4	£125.00	1	£500.00
SITE TOTAL						£1,130.00
GRAND TOTAL						£1,130.00
*ALL PRICES EXCLUSIVE OF VAT						E&OE

10.6 Parish Council open space maintenance and management plans

The schedules for Weston Avenue Allotments, Top Common, The Common and Broadbridge Way have been uploaded to SharePoint for approval.

Additional schedules for remaining areas to be discussed/agreed.

Agenda Item 12 – Community Initiatives Update

12.1 Please see the proposed amended schedule on SharePoint.

Consideration for the Recreation Committee in Green and include the following:

- Spring Litter pick – date and Councillor engagement/attendance
- VE Day 80 (Thurs 8th May 2025) – purchase of 2 flags and WI proposal
- Village fete – Councillor attendance/engagement

12.2 – Proposal details from the Women’s Institute to display poppies at the War Memorial can be found on SharePoint.

APPENDIX 2

Agenda Item 7 – Charrington Way

1. Project timeline/next steps – to agree the timeline and delegation proposals

Milestone	Date	Committee considerations
Date ITT available on Contracts	13 January 2025	Complete
Last date for raising clarification	1700:25 January 2024	Complete
Last date for clarification response	26 January 2024	Complete
Deadline to return ITT	1300 10 February 2025	Update will be given at meeting
Evaluation of ITT	11-24 February 2025	Delegate to officers to initial review Committee invited for informal review of received bids Thurs 13.02.25 - 10am (prior to scheduled session). If contract to be awarded, full council meeting to appoint is Monday 3 rd March
Preferred supplier notified	06 March 2025	
Award of Contract	17 March 2025, subject to successfully obtaining grant funding.	
Project completion by	6 July 2025	

2. Communications – to agree the trigger for, and format of community communications.