



To All Councillors,

You are summoned to an **ONLINE** meeting of the **Property Committee** (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) on **Wednesday 17 February 2021 at 7.30pm**. A link will be sent to you explaining how to join this meeting.

To Members of the Public,

This meeting will be streamed on the internet. Follow link from website or Facebook page. This will enable you to see and hear Councillors.

If you would like to ask a question,

- a. you can either submit it to the Clerk at least 24 hours prior, who will then read it out, or
- b. you can ask it directly, but you must still notify the Clerk at least 24 hours prior, so you can be sent a link that you will enable you to join the meeting for the duration of public questions.

G.C. Burt
Clerk to the Council

10 February 2021

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To receive Declarations of Interest and notification of change to members' interests.
4. Approval of the Minutes of the Property Committee meeting held on 18 November 2020, previously circulated, to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate Agenda items**.
6. Public Session.
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To consider request for landlord's consent to allow construction of further Tennis Court at Billingshurst Tennis Club, Lower Station Road Recreation Ground – **Appendix A**. (Reps of BTC will be in attendance to answer questions.)

8. To confirm that the Council would be willing to take responsibility for a proposed new hedge to be planted on the north side of the LSRRG access road, by the adjoining householder - **Appendix B.**
9. To consider suggestion by Cllr Sandy Duck that HDC be requested to provide benches on the footpath running inside the bypass.
10. To consider tenders to undertake drainage works on Trim Trail at Jubilee Fields - **Appendix C.**
11. To consider request to leave some areas of grass on Council sites long to encourage wildlife - **Appendix D.**
12. To receive property updates, for information only - **Appendix E.**
13. Any other matters for information only.
14. Next Meeting: **21 April 2021,**

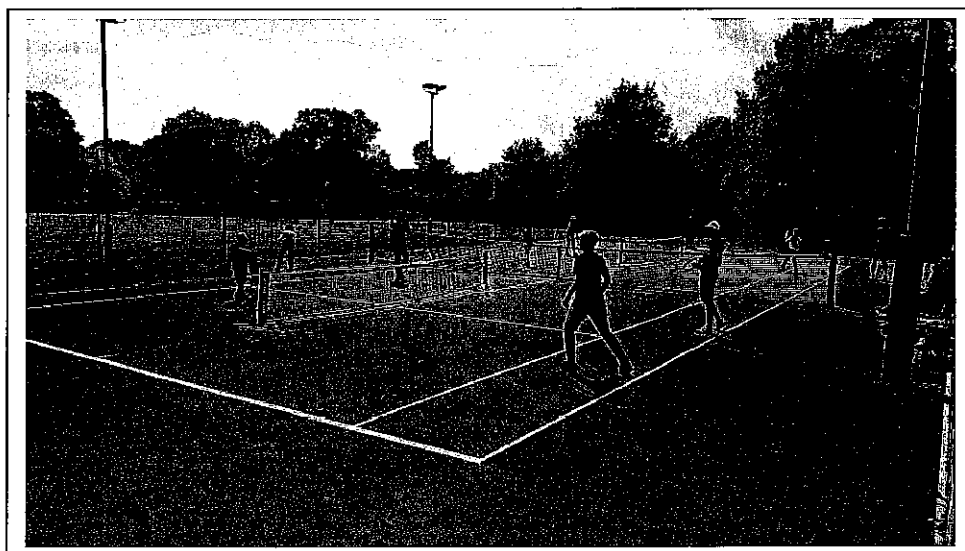
Committee Members: BB, PB, GC, SD, DH, RM, CG

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.



Equality - Inclusiveness - Tennis for Everyone!

Club Development Project: Proposal to Construct an Additional Tennis Court



CLUB OF THE YEAR 2019



1. Introduction.

Billingshurst tennis club is very much an inclusive community facility which actively promotes tennis through encouraging participation regardless of experience, ability or age. The club is equipped and provides access to its playing facilities for disabled players.

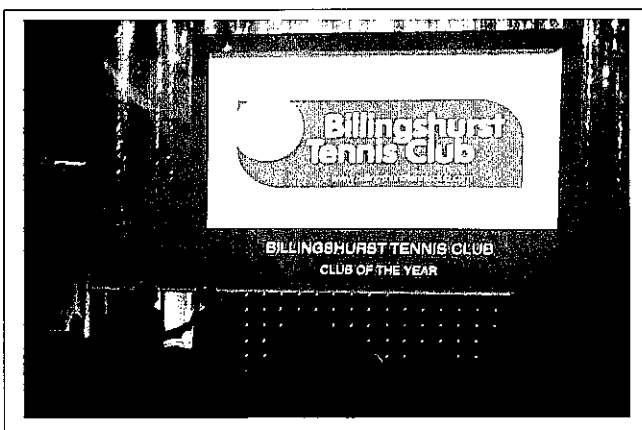
The club is extremely well managed by a voluntary committee of 7 members with strong governance in place to ensure safety and compliance to LTA guidelines. The committee has worked hard to significantly develop its social and playing facilities over the past 10 years. The club is financially stable and has developed and manages a 10-year financial plan to ensure maintenance is carried out when required and further improvements made when funds are available.

Billingshurst Tennis Club offers a full programme of tennis to its members at an extremely reasonable cost. The programme covers both social and competitive sessions for everyone throughout each week of the year. For those wishing to develop their tennis skills, a full coaching programme is run throughout the year for both adults and youngsters. The club has an active junior session with several performance juniors included within the Sussex county training squad/team.

You don't have to be a member to play tennis at Billingshurst tennis club. Beginners or returners to tennis can take advantage of regular group coaching sessions. These sessions help integrate players, build confidence resulting in good levels of player retention.

One of our courts is also available for public booking 365 days of the year. The cost is extremely reasonable, and the process of booking/payment and access could not be easier via the clubs on-line booking system.

As a result of all the hard work through development and success from the club's tennis programme, Billingshurst Tennis club was awarded the much-coveted Sussex Club of the year at the most recent awards. The club was nominated by its members and other users of the facility. The award was decided and made by Tennis Sussex in February 2020.



2. New Court Proposal.

Despite the challenges presented this year by covid 19 there is strong evidence that Billingshurst Tennis Club continues to flourish both in retaining and in attracting new participants. Membership continues to grow, and the tennis programme ensures that members are engaged by playing regularly. The coaching programme also continues to grow with additional sessions being added to meet demand.

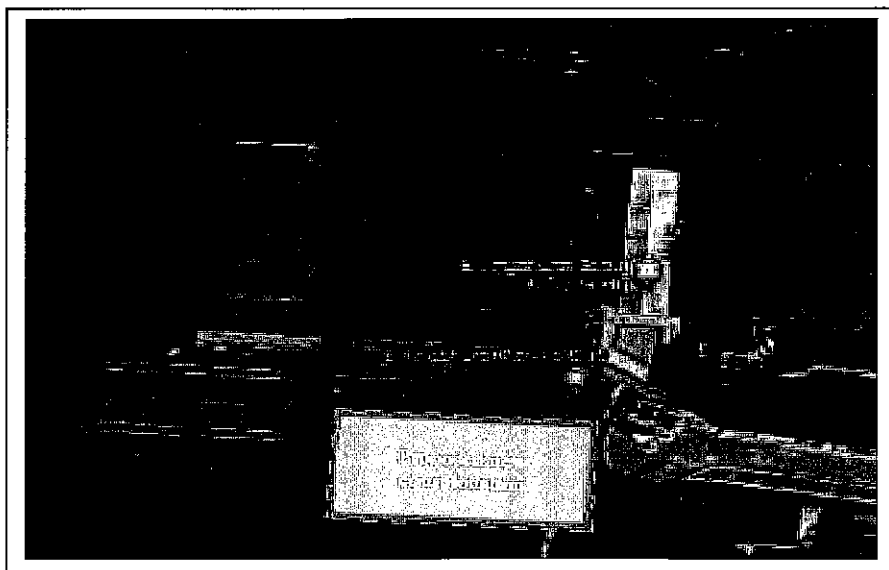
Public court bookings continue to rise. Between May and October over 200 hours of public court bookings were made. Public bookings are still being made well into the winter months.

In view of the club's success it is recognised that during peak playing times there is already high demand for access to the clubs 4 courts. The LTA recommend that the member per court ratio should be no more than 50 in total. Currently we have a membership of around 250 plus additional demand from public bookings. This situation is well managed via the clubs established tennis programme, however with a projected further increase in the Billingshurst parish population, the demand for court use-age will become unsustainable.

Benefits of an Additional Court.

1. To meet future demand from an increasing local population
2. To enable multiple club activities to occur simultaneously during peak playing times i.e. group coaching, team practice, social tennis and public booking.
3. To enable disabled wheelchair access for public court bookers. This currently cannot be achieved using the current public court.
4. To enable easy access from hard standing to public bookers. Public bookers currently only have access by walking across an unpathed recreation ground.
5. The court could be used for hard standing during the Billingshurst Show.

3. Suggested Location of the Additional Court.



The proposed location that might suit all concerned parties is to locate the court directly behind the clubhouse (see location Picture). We would propose to transfer public court booking to this court.

Reasons for this location:

1. Keeps the court close to other club facilities
2. Easy access to and from clubhouse
3. Does not encroach into the recreation ground as other locations would.
4. Provides easy access for public bookers including wheelchair users.
5. Maintains a good size footprint for the Billingshurst show and other park activities.
6. Easy access for court construction plant. Significantly reduces damage to recreation ground surface.
7. Easy access to utilities for future court maintenance. i.e. power, water etc



Proposed Location from side of turning circle

Court location showing best considered positioning which maximizes remaining recreation ground footprint.

Note. Access into the recreation ground can still be gained for large vehicles via the entrance road into the field at the back of the proposed court. The minimum access width behind the court would be approximately 10m.



4. Project Costs.

| Court Specification | Cost (Inc VAT) |
|--|----------------|
| Removal and disposal of excavated soil from site | 5k |
| Geo-textile membrane, 150mm depth of type 1 quarried limestone aggregate, court edgings, 40mm thickness of 20mm open textured base course macadam, Surface layer of 40mm macadam. Acrylic colour coated paint (purple & green) | 32k |
| 9ft weldmesh fence & box section posts | 5k |
| Sleeper retaining wall with slabbed viewing area to ½ one side of court | 3k |
| Total (GBP) | 45k |

Note:

All costs are subject to final site survey

Floodlighting will not be required for this court.

Additional Costs (to be paid by Billingshurst Tennis Club)

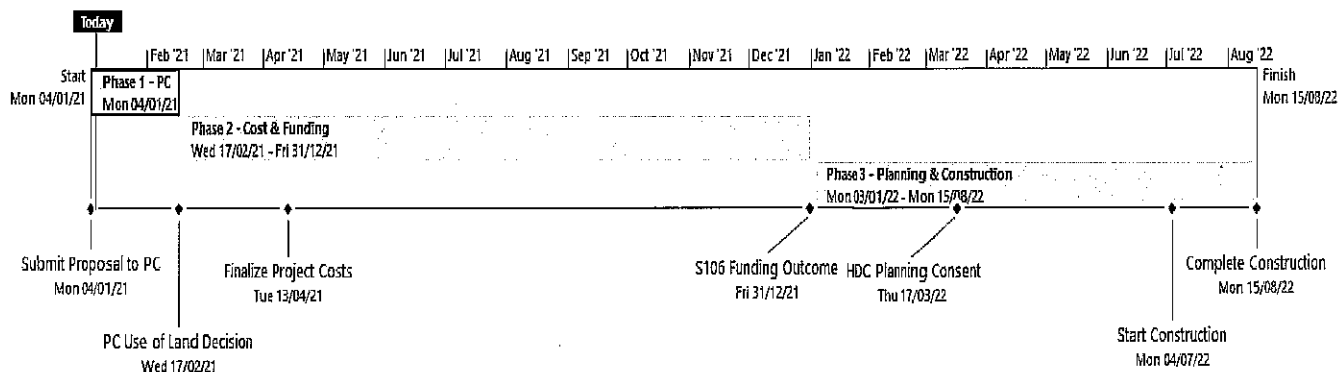
Planning application and consent (including drawings) 500 GBP

Breaking out of existing kerb stones and fitting drop kerbs 500 GBP

5. Proposed Project Funding.

| Source of Funds | Cost |
|----------------------------|------------|
| Main Funding Source (S106) | 30K |
| Existing Club Funds | 16k |
| Total (GBP) | 46K |

6. Project Timeline.



7. Project Compliance with CIL Regulations & S106 Funding Eligibility.

We intend to request for Section 106 funding towards approximately 50% of the project costs. Section 106 funding may provide capital funds towards general community and leisure facilities, to be used for the provision, extension, adaptation or enhancement of the facilities.

Our project will also need to comply with the Community Infrastructure Levy (CIL) regulations as follows.

| CIL Compliance Regulations | | |
|---|------------------|---|
| Area of Compliance | Compliant | Comments |
| The project must be directly related to the development | Yes | This is a community infrastructure project to ensure we have sufficient leisure facilities |
| The project is required to mitigate the impact of the development | Yes | This project is required to meet increased and future demand due to increasing local population |
| The project is reasonable in scale and in kind | TBC | Development officer to advise |

| S106 Eligibility | | |
|--|------------------|--|
| Area of Compliance | Compliant | Comments |
| Retrospective funding is not allowed | Yes | Future planned project |
| Organisation must be based in the Horsham district or provide activities that benefit district residents | Yes | Located in Billingshurst Parish |
| Applying organisation must be a voluntary not for profit organisation that is properly constituted with its own bank account | Yes | BLTC is voluntary not for profit club |
| Annual subscriptions, joining fees and session charges should be affordable to all | Yes | Our yearly charges being extremely reasonable and affordable. No joining fees. Lower cost compared to most other clubs |
| HDC will not support projects that promote political or religious views | Yes | |
| Organisations must have a safeguarding policy for children and vulnerable adults, equal opportunities, | Yes | Full safeguarding policies in place. BLTC also has a junior liaison officer. |

| | | |
|--|-----|--|
| insurance and health and safety policies in place where appropriate | | |
| Applications for building works must be made by owners of the land or building or formal permission must be provided | TBC | In the process of discussing land use with BPC |
| Applicants must establish if planning permission required before applying for S106 funds | Yes | Planning permission will be required, and all costs will be covered by BLTC |
| Applicants are also requested to submit 3 quotes for work | Yes | Budget quotes have been received and final site visits/survey's will be carried out. |
| Applicants must show a cash contribution from their own funds/fundraising. This should be around 10-20% | Yes | BLTC intend to cover between 40 to 50% of the project costs. |

8. Project Summary

- Construct 1 tennis Court in Lower Station Rd
- Court would be tarmacadam surface and not floodlit
- Excavated soil to be removed from site
- Public and disabled access to new court
- Estimated project cost 46K
- 3rd party funding required 30K
- Preferred construction start July 2022

9. Project Contact

Project Manager: Rob Falkner

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BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 17 FEBRUARY 2021

REQUEST FOR COUNCIL TO MAINTAIN NEW HEDGE, LSRRG

REPORT BY CLERK

FOR DECISION

The householder to the north of the access road at Lower Station Road Recreation Ground, has asked if he can plant a hedge in the thin strip of land between the back of the footway and his fence. This would help protect his fence and be more attractive for visitors to the Council site.

I said that the Council would have no objection if he planted it and maintained it.

He has though asked if the Council would maintain it as it would be on the Council's side of his fence and the Council's contractor is more geared-up machinery-wise to cut hedges.

Officers consider that given the strip of land is so narrow and will require the hedge to be regularly cut so as not to impair the width of the footway, there may be some advantage to the Council maintaining it.

The Committee is invited to consider if it is willing to maintain this proposed hedge.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 17 FEBRUARY 2021

CONSIDERATION OF TENDERS FOR DRAINAGE WORKS ON TRIM TRAIL AT JUBILEE FIELDS

REPORT BY CLERK

FOR DECISION

At the meeting of the Committee on 16 Sept 2020, Members learnt that a company had been engaged to jet through and camera some of the culverts. [This had been prompted by surface water scouring the surface of the recently re-laid Trim Trail.] This had resolved some issues, but the contractor advised that some tree roots needed to be dealt with and Cllr Barnes had reiterated that the height of outlet pipes also needed adjusting to allow the water to move along. Cllrs stressed the need to get these issues resolved. Min 23/20 refers.

A further site meeting was held and as a result the Council's Consulting Surveyor prepared a specification (subsequently seen by the Committee Chairman and Vice Chairman) which was then circulated to several contractors.

The following quotations were received.

| | | |
|---|--------------------------|--------------|
| A | Leith Hill Plant Ltd | £5,545 (MAX) |
| B | Thorne Civil Engineers | £21,801.00 |
| C | Edburton Contractors Ltd | £5,739.33 |

The Committee is invited to:

1. Accept the quotation from Leith Hill Plant Ltd in the sum of £5,545 (Max)
2. As there is no specific budget, request the Finance & General Purposes Committee to apply funds accordingly, possibly from future CIL receipts.

Billingshurst Parish Clerk

Subject: FW: Request for lump sum price - Jubilee Fields - Land Drainage Works to Trim Trail

From: Tim O'Neill

Sent: 05 February 2021 11:54

To: Robert Prior <robert@rgpcsl.co.uk>

Subject: RE: Request for lump sum price - Jubilee Fields - Land Drainage Works to Trim Trail

Dear Robert, thank you for asking me to look at this project, I have been to site and viewed the site, it was particularly wet when I was there so could see the problems. I have given a lump sum cost for the work but also some alternatives to help save cost if you think they are appropriate.

I have assumed free access to the site and work to be done in the summer months to minimise disturbance to the park and trim trail. You may wish to clear the undergrowth before the bird nesting season, we can do this before March if you wish. A closure on the public footpath and a diversion of the trim trail may be needed but the work will only take one week to complete so this will be only temporary, however I have not allowed for any fees relating to a path closure from WSCC.

Please let me know if you need any more details or breakdown.

Kind regards, Tim O'Neill

Jubilee Fields, Billingshurst, replacement drainage.

Enabling works.

Clear undergrowth and remove arisings from site.

Carry out a level survey and report to engineer.

£565.00

Alternative cost as above but to leave arisings on site as wildlife piles in the adjacent woodland.

£495.00

Site works.

Set up appropriate barriers and signage on the path.

Excavate new ditch, approx. 15m long to suitable falls and batters.

Form new bag work headwall on south end as per engineers drawing.

Supply and fit new concrete pipes 300mm Ø approximately 7.0m

Retain and repair the existing north headwall.

Install a trash screen as specified.

Remove arisings from site.

Leave site clear and tidy.

£4980.00

Alternatively to leave arisings on site, spread sympathetically on adjacent scrubland.

£4670.00

All prices are exclusive of vat and assumes works to be carried out in the spring or summer of 2021 in one visit.

Leith Hill Plant Ltd,
Oakwood Mill Farm, Stane Street,
Ockley, Surrey RH5 5LX
T: 01306 628412
tim@lhpl.co.uk
www.lhpl.co.uk



Our Ref: CMT/BF/HF20210114

14th January 2021

R.G Prior Consultancy Services Ltd
Basepoint Business Centre
Crawley
Sussex
RH11 7XX

Dear Sirs,

JUBILEE FIELDS TRIM TRIAL CULVERT

Further to your enquiry in respect of the above, we are pleased to confirm our price for the supply of all necessary labour, plant and materials to deliver the scope of works items 1 to 7 as listed in your enquiry dated 7th December 2020.

All for the sum of £21,801.00 + VAT

We trust this quotation will be of interest and await your further instructions.

Yours faithfully,
For C J Thorne & Co. Ltd

R A Fowler
Contracts Director

Billingshurst Parish Clerk

From: Bertie Baxter <Bertie.Baxter@edburtoncontractors.com>
Sent: 15 January 2021 14:38
To: robert@rgpcsl.co.uk
Cc: Jonathan Storey
Subject: T4073 Jubilee Fields, Billingshurst Drainage works

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Robert,

Thank you for your invitation to tender for the Jubilee fields drainage works project. Our reference for this project quotation is T4073.

Preliminary works

To mobilise site and enclose area in heras fencing
Complete 2 x 2m level survey of the surrounding area,

Site clearance

To remove and dispose of miscellaneous small trees and shrubs,
To excavate and expose existing pipework, carefully hand excavating in the vicinity of the oak tree,
To remove and dispose of existing headwall and pipework,
Disposal of all surplus material from excavation away from site,

Groundworks

To excavate new ditch and grade slopes to match existing ditch 15m,
To supply and install new 300mm twin wall surface water drainage pipe with type Z bed and haunch 7m,
To backfill over pipe with excavated material,
To adapt existing blockwork headwall to suit new 300mm diameter pipework
To supply and install Althon Small Sloped Trash Screen 45 Degrees
To supply and construct new concrete bag headwall in accordance with WSCC detail.
To leave site clean and tidy.

Total £5,739.33 + VAT

Please note the following points that form part of our quotation.

- Works are based on a fixed price lump sum basis
- We assume access via the existing footpaths/roads is deemed acceptable
- We have priced for works as detailed within your scope of works document.
- We assume no TPO's are present on any surrounding trees.
- We have made no allowance for completing as built drawings
- Our price is based on one mobilisation of site.
- This quotation is valid for 3 months from the date of submission.
- We assume payment terms are 28 day
- Our price is solely based on the documentation provided by yourselves, any variation will result in a requote
- All prices are exclusive of VAT

If you have any queries please do not hesitate to contact me.

Kind regards

Bertie

Bertie Baxter
Edburton Contractors Ltd

Tel: +44 01903813665
Email: Bertie.Baxter@edburtoncontractors.com
Web: www.edburtoncontractors.com

♻ Please consider the environment - do you really need to print this email?



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Reg No. 771790 England
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BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 17 FEBRUARY 2021

REQUEST FOR REDUCED GRASS CUTTING REGIME

REPORT BY CLERK

FOR DECISION

Local environment group, BilliGreen approached the Council last year to ask if some areas of grass under its control could be left uncut during the summer to encourage wildlife / meet other desirable environmental objectives.

Officers provided maps of Council sites to BilliGreen, asking them to identify areas they suggest benefit from reduced mowing.

Billigreen have submitted the maps with a covering letter, attached.

Our Grounds Maintenance Contractor confirms that the cost to remove late season grass cuttings will still outweigh any saving in not cutting areas during the cutting season.

For Members to go through these maps in an online ZOOM meeting would be somewhat cumbersome, therefore I suggest that if the Committee are agreeable in principal to a reduced cutting regime in some areas, they delegate the issue to Officers in consultation with the Grounds Maintenance Contractor; if any Cllr would like to be involved in this they would be most welcome.

The Committee is invited to

1. Consider the request to reduce grass cutting in some areas to promote biodiversity etc. and if so
2. Delegate to Officers in conjunction with the Grounds Maintenance Contractor, which areas it is appropriate to do so and implement accordingly.
3. Confirm which if any Cllr would like to be involved.



Dear Greg

A proposal for Billingshurst's own 'Nature Recovery Network'

BilliGreen (local environmental group) are proposing a 'rewilding scheme' on selected areas of Parish Council managed land. This would be in conjunction with a similar scheme on HDC-managed land.

Following our meeting last August with yourself and the HDC representative our volunteers* have visited all the Parish Council green spaces and marked up suggested areas for a reduced mowing policy on maps. We have supplied these annotated maps for the attention of the Parish Council.

The proposal is that, on selected areas, a reduced mowing policy is implemented: a traditional meadow regime of twice-yearly mowing, with grass cuttings being removed from these areas to ensure soil nutrients are kept low to favour wildflowers.

Our proposed areas for this policy are on the fringes of the green spaces and do not interfere with public amenity. We wish to use signage which highlights these areas as 'rewilding zones'. This will manage the expectations of the public.

The benefits to the village are as follows:

- Encouraging pollinators: bees and other insects which are vital to our ecology and agriculture
- Encouraging birds, butterflies and other wildlife
- Reducing flood risks by creating more plant cover to absorb water
- Reducing pollution and acting as a carbon sink
- Raising local awareness of the value of nature to our lives and wellbeing.

Nature Recovery Networks are a major policy commitment in the Government's 25-year Environmental Plan. Some areas, such as the South Downs National Park Authority with its People and Nature Network, have already initiated such a recovery network.

The BilliGreen scheme is our home-grown version of this. We believe that having enclaves of wild space retained throughout the village will become increasingly important as the village grows in size, to benefit both nature and residents' health and wellbeing.

I hope you will consider our proposal.

Yours sincerely

Mela Davidson and Melanie Holliker

*Our volunteers on this project are a keen amateur naturalist, a professional gardener and a former farmer with rewilding experience. They have used guidance from Plantlife and Sussex Wildlife Trust.

KEY TO AREAS

- 1 **CARPENTERS OPEN SPACE**
- 2 **CHERRY TREE CLOSE PLAY AREA**
- 3 **CLEVELANDS GARDENS**
- 4 **CRANHAM AVENUE**
- 5 **BILLINGSHURST HIGH STREET – VILL**
- 6 **JUBILEE FIELDS**
- 7 **LOWER STATION ROAD RECREATION**
- 8 **MANOR FIELDS ALLOTMENTS SITE**
- 9 **ST. MARY'S CHURCHYARD**
- 10 **STATION ROAD GARDENS**
- 11 **ADVERSANE VILLAGE GREEN**

CARPENTERS OPEN SPACE

make well kept decision
hedge.



Make
tree
hedge line

Give a step along of your hand fast?

Right to the 4th grade mathematics (1982)

1) Study the 4th grade mathematics (1982)

2) Study the 4th grade mathematics (1982)

3) Study the 4th grade mathematics (1982)

4) Study the 4th grade mathematics (1982)

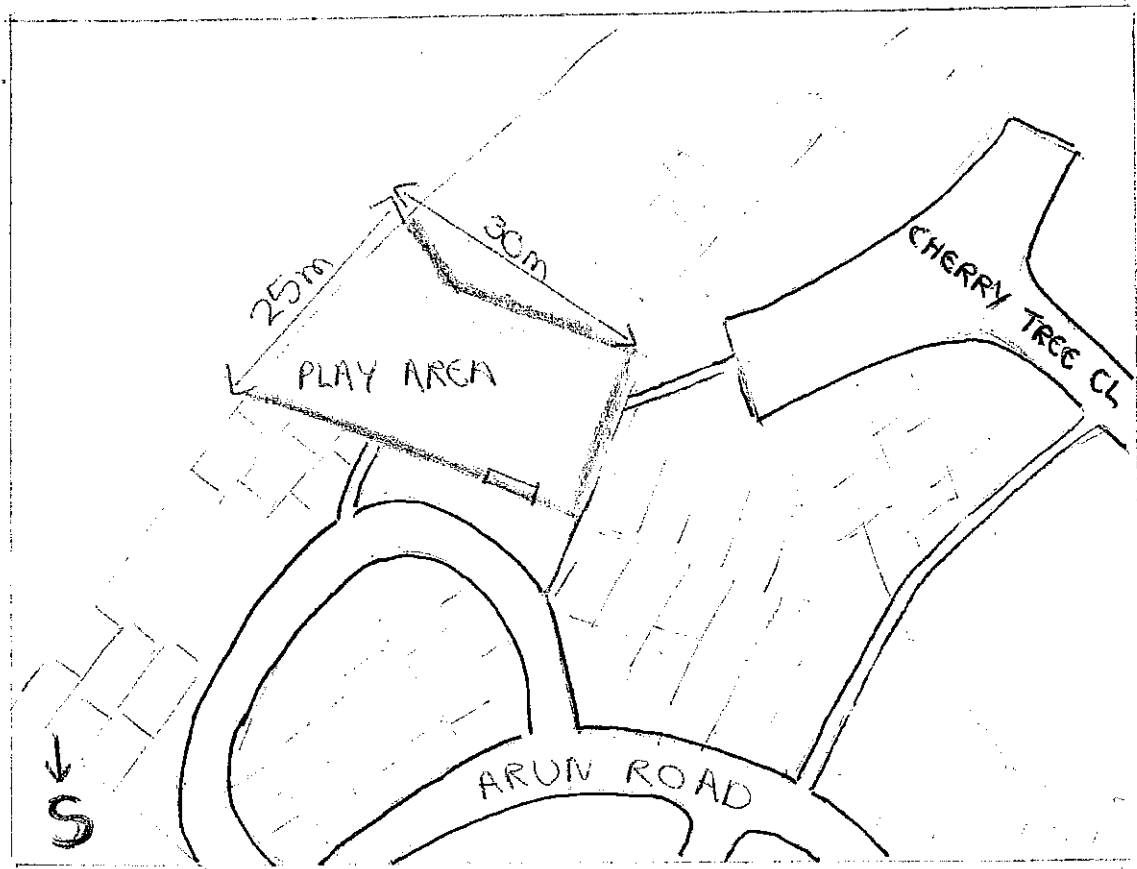
5) Study the 4th grade mathematics (1982)

6) Study the 4th grade mathematics (1982)

7) Study the 4th grade mathematics (1982)

2

2. CHERRY TREE CLOSE PLAY AREA



create a 2m wildflower border along both south and west facing sides

CLEVERLANDS GARDENS

(3)



THE GARDENS
WAS OPENED
ON THE 15TH
OF MAY 1900
BY THE
MAYOR OF
THE CITY

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WAS OPENED
ON THE 15TH
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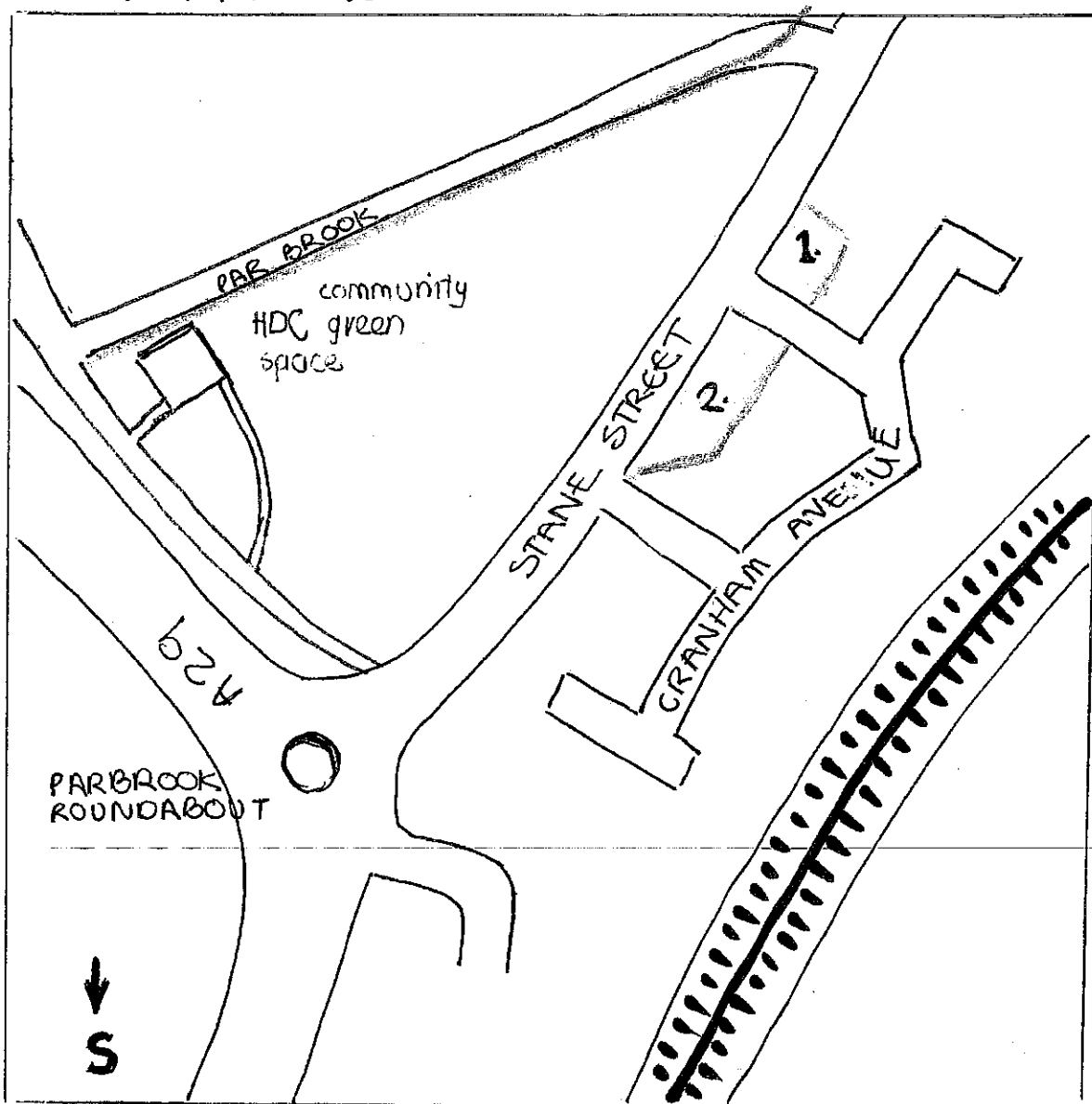
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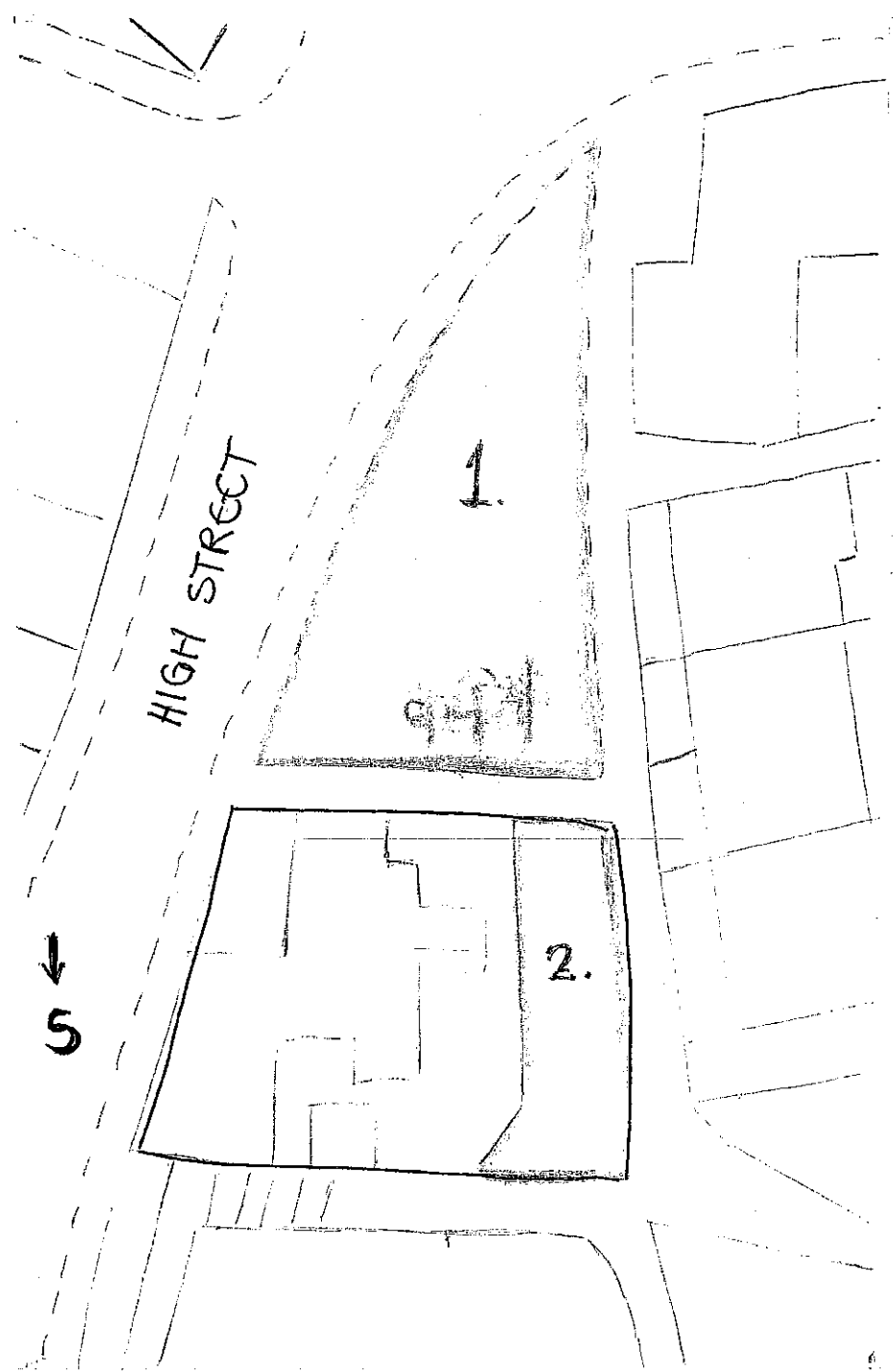
4. CRANHAM AVENUE

(4)



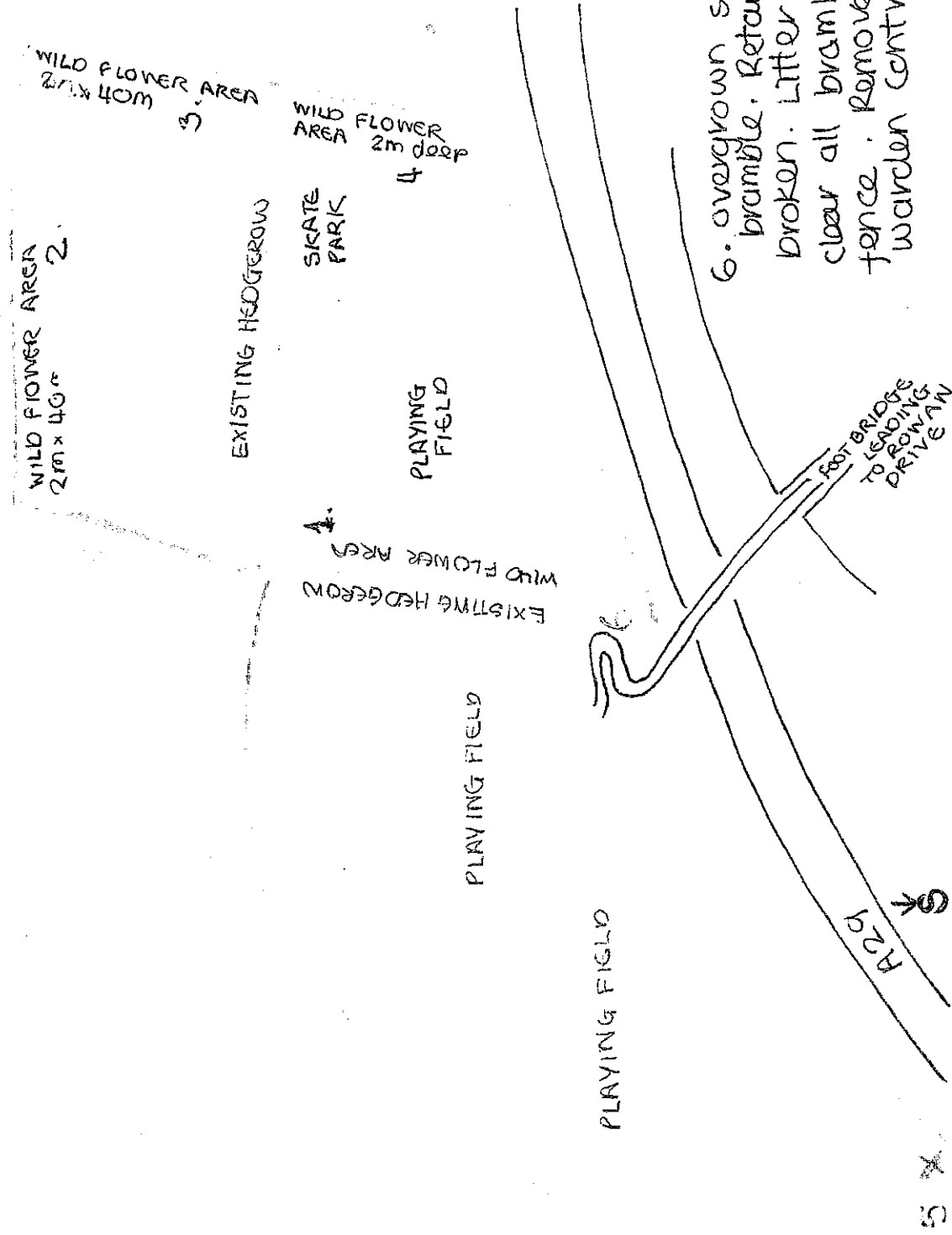
1. Fenced Green space approx 4m x 3m bordered by shrubs. West facing.
Autumn 2020 or (Spring 2021)
cut grass remove cuttings, scarify, sow
yellow rattle and wildflower seed mix
available from Plantlife. Use fox glove plugs
in shaded area. Or Buddleja.
2. Fenced Green space approx 6m x 3m with
trees and shrubs. The green has clover,
hawkbit and dandelions.
There is space here for more trees; hawthorn
or Rowan, or Birch. with understory of
snowdrops ~~or~~ and crocus.

5. BILLINGSHURST HIGH STREET VILLAGE GREEN



1. Small green space with tree & shrubs in southern corner. Cut 1/2 meter border up to four times per year. Allow centre to grow encourage wild flowers : oxeye daisy cornflower
2. Shaded green space : plant fox glove, astrantia Cranes bill or Buddlejia

6. JUBILEE FIELDS



6. overgrown shrubs + bramble. Retaining fence broken. Litter problem; clear all bramble, repair fence. Remove litter. warden control.

1-4. create 4 wild flower border or leave grass to grow for one year NO MOW

5. Existing wild flower meadow is now overgrown with trees and shrubs. It has not been maintained. Coppice, re establish wild flowers and maintain volunteers?

5

LOWER STATION ROAD RECREATION GROUND



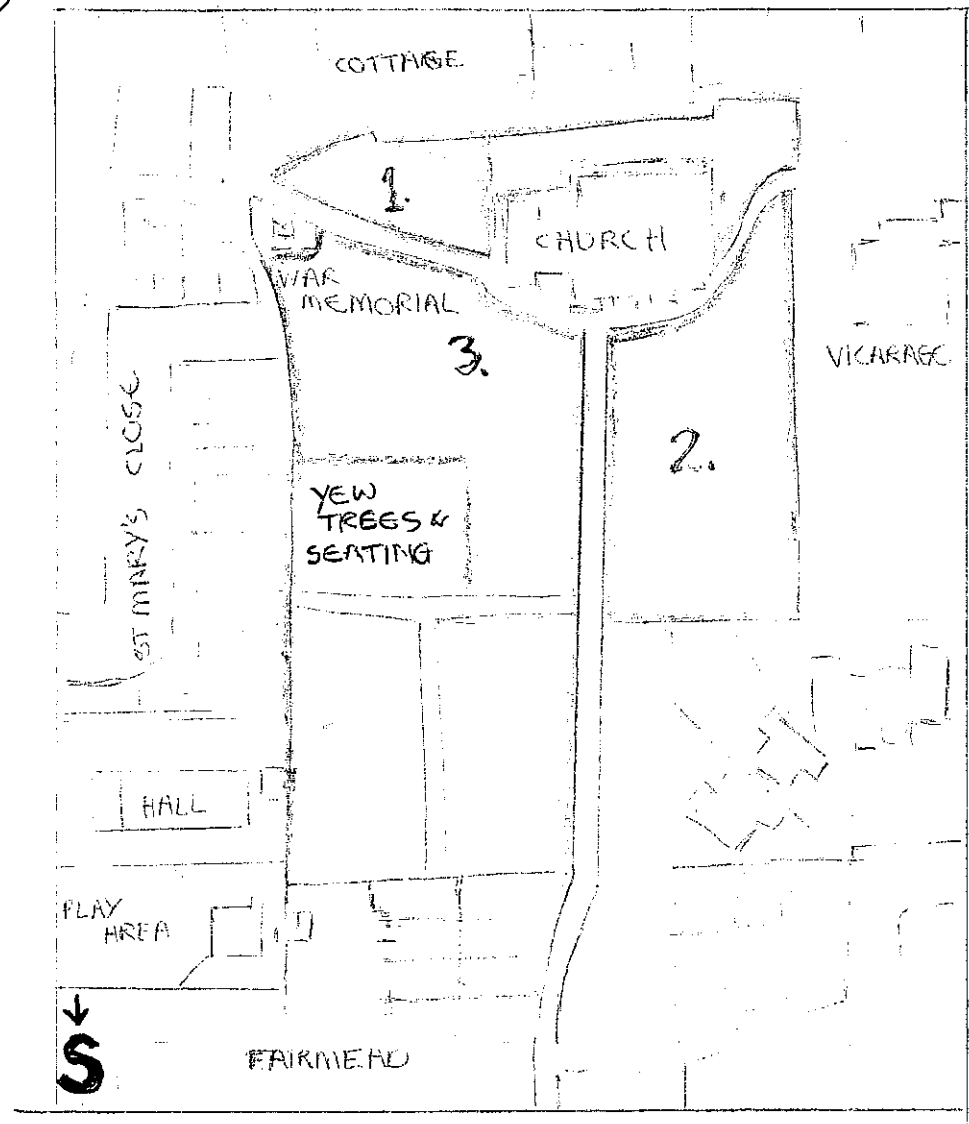
MANOR FIELDS
ALLOTMENTS SITE

8

ALLOTMENTS
SITE

STANDARD FENCE TO PLAY AREA ONLY

9. ST MARY'S CHURCHYARD



1. Do Not cut / cut & clear once per year October
could add trefail
2. cut & clear once per year
June or October. could Add Buddlejia foxglove
cranes bill Agrimony
3. Do Not cut /
cut & clear once per year October
could add snow drop / crocus

AND VERNANT VILLAGE GREEN

1. 1000 ft. 1000 ft.

1. 1000 ft. 1000 ft.

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AND VERNANT VILLAGE GREEN

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BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 17 FEBRUARY 2021

PROPERTY UPDATES - FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **PUBLIC TOILETS**

- The new toilet roll holders and vandal proof coat hooks were fitted towards the end of November last year.
- Notice has been given to Pyzer Cleaning Services that the Council will be terminating its contract with them on 31 March 2021.
- The Officer Manager has sought some COSHH information for the attention of the Council's Litter Wardens.
- Towards the end of 2020, confirmation was received that the Council had retained its platinum level in the Loo of the Year Awards.

2. **83a HIGH STREET**

- Currently being looked at by another committee.

3. **LOWER STATION ROAD REC GROUND**

- There has been an extremely disappointing response from HAGS/SMP with regards to the damage which has occurred to the concrete ramp they installed for the Council. As a result, the Council is seeking the advice of its legal representatives.
- The replacement fence and gate were installed on site during late November last year.
- The Clerk attended a site meeting with Mr Prior, the Council's Consultant Engineer for the enhancement project and he confirmed that the contract with Edburton did not include an extended warranty but did include a 'Defects Correction Period' which would be effective for a period of 12 months from the date of Substantial Completion.
- Regrettably, but understandably, the Billingshurst Show Committee have advised that it will be impossible to organise the show again this year due to restrictions currently in place, and not knowing how the situation may change as the year progresses. They comment as follows:- *'Once we finally emerge from COVID-19, I would imagine that there may be interest within the village for some form of celebration, and in that case we'd like to let you know that we would be interested in taking a leading role in organising any such celebrations'*.
- The damaged signage adjacent to the skate park has now been replaced.

4. **JUBILEE FIELDS**

- A response has been received from HDC with regards to funding being sought by the Parish Council towards the costs of a brand new wooden skate ramp on site. They confirm that they have discussed the previous decisions taken by the Billingshurst Working Group and recognise that there are major schemes (including the new skate ramp) which need to be brought forward in time to support Billingshurst arising from current and proposed development so advise that the Council should continue to develop its bid for consideration. Bids should establish detailed costs and design together with match funding wherever possible and the rationale for supporting them. Finally, HDC confirm that they will be reviewing the overall Delivery Schedule later this year and will set up a meeting with the Parish to review aims and aspirations.
- The designer of the preferred design for a replacement Skate Park met on site with members of the Working Party, to confirm the footprint of the replacement facility. He has also been supplied with comments from the public consultation and is currently working on a quotation.
- Trim trail surfacing works – see separate agenda item.
- The BSRA report that the ByBox operation is working well.
- Litter Wardens are keeping a watching eye on the wooden Trim Trail equipment as some of the wooden exercise stations are starting to show signs of deterioration.

5. **BILLINGSHURST IN BLOOM & HIGH STREET**

- At the Budget Workshop in November, the Council agreed the inclusion of autumn/winter baskets in the Budget for 2021/22 and a price has been obtained.
- Taking into account current restrictions, the Clerk and Office Manager are considering what advertising can be done to promote the Council's local in Bloom competition in the upcoming spring/summer seasons

6. **STATION ROAD GARDENS**

- The updated Public Liability Insurance Certificate for the FOG Group has been received.
- Thanks were put on council social media channels late last year to the Wakoos in the Woods Forest School for carrying out voluntary litter picks on site with the children.
- More bark chippings have been put in place at Station Road Gardens around the play equipment.
- Litter Wardens have now ordered the materials required to mend the roof of the train play equipment. Work should be commencing on this soon.
- *Rude Mechanicals* have been back in touch with the Council suggesting some changes to arrangements for their show which was extremely successful back in 2019. Everything relies upon what social distancing measures may need to still be in place by the summer and given this eventuality, a later date of 27 August has been suggested. Further updates will be brought to the committee in due course.

7. **TREES**

- The trees identified in the Council's Highway Tree Project have all been planted and officers continue to receive positive comments from residents.

The Billigreen group are being asked to keep a general eye on the trees and water them when necessary. Following on from a comment made by a local resident on the Council's Twitter page, the tree locations will also be uploaded on to a Countryfile list of trees.

- HDCs Arboricultural Officer Will Jones retired at the end of last month. Will has always been on the end of the phone to give help, advice and support to Officers over the course of the past 20 years, and his knowledge and expertise will be much missed. A card was sent to Will on behalf of the Parish Council.
- The works identified as requiring works on an annual and 2-year basis have now been completed.
- Following planning permission submitted last year, in the next few weeks, a tree will be removed in St. Mary's Churchyard and soon after replaced with a flowering species such as '*Amelanchier*'

8. **CLEVELANDS GARDENS**

- There has been nothing further heard from local residents on the subject of the removal of a bench at Cleveland's Gardens

9. **ALLOTMENTS**

- Materials are on order for the replacement allotment fencing project. Contact is being made with HDC to draw down the required funding.

10. **LITTER WARDENS**

- Over the course of the Christmas season, Officers were contacted by a local resident who passed on her thanks for the efforts of the Council's Litter Team. The resident ended by saying '*It matters so much especially during these Covid days that we have a village and parks that are clean and looked after for us all to relax in*'. The Litter Wardens were very touched to receive these comments.
- At the time of writing, an advert to recruit a third member to the Litter Warden team is being prepared. It is hoped that if recruitment is successful, the new member of staff will be in a position to start on 1 April or very soon after.

11. **PUMP TRACK**

Investigations are continuing into possible sites. A virtual meeting was held between Cllr Gale, the Clerk and HDC's Parks & Countryside Manager to discuss possible sites, suppliers, designers and other maintenance matters. The Clerk, via a *Clerk Chatroom*, has obtained details of Pump Track designers etc.

12. **MISCELLANEOUS UPDATES**

- Earlier this year, an email was received from a resident of Penfold Grange commenting that dog ownership had reached saturation point in Billingshurst and suggesting ways in which dog owners in the parish might be charged over and above other residents for extra dog waste bin emptying. The resident further suggested that residents in newly built properties should be banned from keeping dogs and cats and that dog ownership should be limited to one

per household. Officers responded suggesting that the resident should address her comments to HDC Waste Department.

- A complaint was received from a resident who raised concerns about wheelie bins being left on the sides of the road for many days causing obstructions, and issues for disabled. An article has been written for the Council's website and social media pages and will also be included in the next Village Tweet page for the Council. Officers contacted HDC who commented on the Council's Facebook page that they would also make bin operatives aware of residents' comments regarding bins not being put back in a safe manner once emptied.
- There have been several occasions where officers have received online website reports from Sussex Police about dead animals littering the side of the road. Officers have previously told Sussex Police call-taking staff that this is a matter for HDC but still the reports come through. A request has been sent to Sussex Police for them to alter their database to include the correct information, rather than just reporting online to a council local to the area.
- There has been one contact from residents who believed that a gate from their property accessed Parish Council land; the Clerk has replied to advise that the land does not actually belong to the Parish Council in this case.
- 'Pets Corner' opened in the village in the middle of December and seems to be well used so far. The sections of the wildlife mural which had adorned the front of the empty building have been removed into storage pending a new home.
- The new bollard has now been installed on the village green.
- The Christmas lighting display was excellent again this year and there was a very large tree on the village green. There was an issue with two of the lighting columns which had been disconnected, presumably by Scottish and Southern Electricity. Unfortunately, the Parish Council had not been made aware of this prior to the disconnection, therefore motifs were unable to be erected on these lighting columns. The bill the invoice from Light Angels has been adjusted accordingly. Dunmoore, (the property investment and development company responsible for the new commercial hub Trade Park at the top of the village) sponsored the Christmas Tree on the village green, for £1,500.
- There has been no further update from Hyde Housing Association on the removal of uneven paving slabs from Cleeve Way estate onto the church path.
- The Council's sweeper machine required various replacement parts and these were fitted prior to Christmas.
- Some replacement parts were required for the children's swing at Cranham Avenue and these have been fitted by the Council's Litter Wardens.
- Towards the end of last year, officers were contacted by a resident of Broomfield Drive who enquired how the Council might react if approached by someone wishing to develop the stretch of land in Willow Drive. Officers

responded advising that the Council has been approached on a number of occasions in the past by residents asking to purchase small stretches of land that fell within the Council's remit, but the Council had always refused. Officers did make it clear however that they could not guarantee that a different Council at some point in the future would not have a change of policy.

- The BilliGreen group continues to grow in popularity and they are emptying their recycling bins which are located in the Unitarian Chapel car park just off Lakers Meadow on a frequent basis. The group have been in regular contact with officers and have liaised with the Clerk regarding making an application to the F&GP Committee for funding assistance. One of the lead members of the group liaised with a Council Litter Warden to get his opinion on a poster which is being targeted at young people not dropping litter. The BilliGreen Group are now working with the Community Partnership and BilliGreen are now considering potential locations for a 'woodland theatre' area for tree planting; more details to follow on this suggestion in due course.
- A request has been received from a local resident wishing to carry out metal detecting on Parish Council land and a licence has been arranged accordingly.
- Towards the end of last year, the Clerk received an email from Richard Elliott, Managing Director of Affinity Homes who raised a query about the light which is located at the entrance to the former Wadey's Yard in Parbrook. SSE confirmed that the light belongs to the Parish Council but with the pole falling under the remit of SSE. Mr Elliott commented that with the upcoming building work in that area, the fact that the pole leans and only serves one streetlight, he asked whether this could be removed completely. The Clerk made a point of visiting the area at an appropriate time of day and advised that the Council would prefer to retain the light as it was the only light in and around that vicinity. The Clerk suggested that the Council would not have an issue with the light being relocated in the immediate vicinity on the understanding that all costs for this were borne by Affinity Homes. Mr Elliott has since replied advising that this way forward is acceptable to him, and that he will liaise directly with SSE.
- As nothing has been heard since early 2020, an update has been requested from West Sussex County Council about the Real Time Bus info for the various shelters the Council put forward in 2019.
- A copy of Public Liability Insurance Certificates has been requested from regular contractors for the Council, and all have been received successfully.
- Judging took place in mid-December for the High Street Christmas window competition. 1st place was awarded to Master Fryer, 2nd place to R. Rhodes & Son and 3rd place to Morgan Hair Design.

The Committee is invited to note this report.