



To All Councillors on the Property Committee,

You are summoned to a meeting of the **Property Committee** on **Wednesday 16 June 2021 at 7.30pm.**

All COVID guidelines must be adhered to:

Masks must be worn on entry and at all times unless seated or speaking; masks must be worn if not seated.

Please use the hand sanitiser on arrival.

Scan or sign in for Track and Trace.

Room to be used: **Council Chambers**

Maximum number of people (Cllrs + Officers + public) permitted in room: **16**

Please read the Council's Covid Risk Assessment which can be found here.

www.billingshurst.gov.uk under Council Documents.

Although the meeting is open to the public, we are limited on capacity, so residents are able to view the meeting livestreamed on the Council's Facebook page and YouTube, technology permitting.

If any member of the public plans to attend, it would be helpful (for the purpose of attendee management) to let the parish office know in advance. council@billingshurst.gov.uk / 01403 782555.


G.C. Burt
Clerk to the Council

9 June 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 17 February 2021, 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 receive an update on improvements to drainage at Jubilee Fields and approve additional works - Appendix A.
8. To reconsider householder request to plant hedge at Lower Station Road Recreation Ground following increase in ASB – Appendix B.

9. To receive an update on remediation works at skate park at LSRRG and consider appointing specialists to advise further - Appendix C.
10. To note the update from Fearless Ramps on the quotation for the replacement skate park at Jubilee Fields - Appendix D.
11. To receive property updates, for information only - Appendix E.
12. To consider a report on seating at Cleveland's Gardens prepared by Cllr Paul Berry - Appendix F.
13. To consider proposals for enhanced Christmas Lights in Village Centre – to follow.
14. Any other matters for information only
15. Next Meeting: **15 September 2021**

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

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.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 16 JUNE 2021

DRAINAGE WORKS ON TRIM TRAIL AT JUBILEE FIELDS
– UPDATE AND ADDITIONAL WORKS

REPORT BY CLERK

FOR DECISION

At the meeting of the Committee on 17 February 2021, Members accepted a tender to undertake improvements to the drainage which would reduce flooding of the Trim Trail at Jubilee Fields. (Min 10/21 refers). The Finance & General Purposes Committee subsequently approved the expenditure, plus professional fees, from General Reserves

A site meeting was recently held (prior to commencement of works) with the contractor, Cllr Barry Barnes, BSRA and officers to clarify what was being undertaken. As a result, some additional works were identified that were felt by all concerned to be necessary and desirable to undertake whilst contractors were on site, including restoration of the scoured Trim Trail surface. These are

- *Raise the pipe level at the existing head wall by approximately 220mm to form a trap at the headwall to help reduce silt and debris from entering the pipe. **£160.***
- *Demolish the existing North head wall and remove the arisings off site. Re-build the headwall using 140mm solid concrete blocks to a similar size and specification to the existing one **£520.***
- *Repair the water eroded damage to the trim trail adjacent to the works. Fill the sub base with limestone scalpings to match the existing. Carefully cover with the existing path gravel by local raking without compromising the existing surface. **£220.***
- *Supply and fit a bespoke mesh trash screen on site to help prevent build up **£175***

Total cost £1,075

As time was of the essence I had to authorise this work, following consultation with the Chairman of the Committee, Cllr Graeme Acraman.

The Committee is invited to:

- a) Ratify the additional works.
- b) Ask the F&GP Committee to approve the additional unbudgeted expenditure accordingly.

BILLINGSHURST PARISH COUNCIL**PROPERTY COMMITTEE****WEDNESDAY 16 JUNE 2021****REQUEST TO PLANT HEDGE AT LSRRG****REPORT BY CLERK****FOR DECISION**

At the February meeting of the Committee, Members resolved not to give permission for a householder to plant a hedge in a thin strip of land on the Council's side of the householder's fence. (Min 08/21 refers) The reason for the refusal was that Councillors considered the land insufficiently wide to plant a hedge without impeding upon the parallel pedestrian footway.

Since the completion of the new access to the site, the householder reports a significant increase in Anti-Social Behaviour (ASB) on the driveway.

There's a couple of issues that have been caused by the access road and first was the contractors have damaged the fence which was less than 12 months old when they started work, they have left screws sticking out and they have hit the fence with their digger numerous times and in one place as you could see the post has shifted over an inch.

Our fence was about 12 months old when works started and has been massively damage by the building works.

The new access road has started to cause us a lot of issues with anti-social behaviour including footballs being kicked against the fence and people trying to climb over into my garden. We have loads of balls in the garden and my kids don't like playing on the garden due to nearly being hit by one and the thudding noise at all hours.

The Neighbourhood Wardens are aware that the road has become a local hang out for older kids with their skateboards and balls and this comes with a lot of rubbish being thrown in our garden including pizza boxes and even a condom box.

As we discussed there is quite sufficient room between the fence and the pavement for a hedge row and this would solve our damaged fence issue by sheltering it from the wind and masking the other damage. This would also resolve the issues of the footballs which will then minimise the appeal to hang out in the area.

We would be grateful if the Council would reconsider the issue of the hedge.

The Neighbourhood Wardens have installed *Public Places Protection Order* signs on the two new lighting columns abutting the fence, but these were immediately vandalised and had to be refitted. The Wardens are also visiting the area more frequently.

We are also looking to fit stainless steel flanges on the kerbstones to deter skaters from *grinding* along the kerb edge.

Standing Order 7 restricts the Council from reconsidering issues that have been previously resolved within six months. However given the change in circumstances i.e. increase in ASB it is appropriate for the Council to consider the request to revisit its previous decision.

The Committee is invited to

- a. Suspend Standing Order 7
- b. Reconsider the request to plant a hedge.

NOTE

**THERE WILL BE A SITE MEETING TO
LOOK AT THE PROPOSED LOCATION OF
THE HEDGE, AT 6.45PM PRIOR TO THE
MEETING**

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 16 JUNE 2021

NATTS LANE SKATE PARK

REPORT BY CLERK

FOR DECISION

As previously reported to Members, significant cracks have arisen in the concrete base of the skate park at Natts Lane / LSSRG.

Our first recourse was to the original supplier HAGS/SMP who used the company Freeskate to carry out the supply and installation of the original concrete skate park. They visited site and liaised with external consultants who conducted their own investigation into the root cause of the issue. A copy of the report from HAGS/SMP is noted below for Councillors information

Site Visit

Following our own investigation and attendance to site. We believe that the FreeSkate Concrete elements and Freeskate steel components are intact and are not faulty.

However, we do agree that there are now various areas of misalignment where the ramps have seemingly 'moved'. There is also evidence of localised 'cracking' in the power-float concrete, again further suggesting that there has been some degree of ground movement since installation.

- *Ref: Appendix 2 – Site Photos 1-9*

Our professional view is that there has been significant movement in the ground, both in terms of expansion and contraction which would typically be the result of excessive rainfall and prolonged dry spells.

- *Ref: Appendix 1 – Billingshurst Rainfall*

Conclusion

- *The Skate elements are still within the warranty period (15 years) and these are deemed satisfactory and NOT defective. They show natural signs of wear and tear.*
- *The Steel elements are no longer within the warranty period (5 years), however these are deemed satisfactory. They show natural signs of wear and tear.*
- *The installation elements are no longer within the warranty period (1 year). However, there is significant evidence to suggest that remedial work will need to be considered to bring the Skate Park back to a useable standard.*

Our second recourse was to our insurer at the time the defects were first noticed. They have advised that in order to determine whether there is any claim to be made (against the main contractor) we need to commission a survey of the concrete base to ascertain whether the problems have been caused by faulty workmanship / poor design, or are related to unforeseen ground conditions / movement. They advise that the cost of this could be added to any eventual claim.

As such investigations are of a very specialised nature we have received the following quotation from Sandberg.

Dear Greg,

Further to our earlier conversation, I am pleased to present our proposal for investigating the issues experienced with the concrete bases to ramps at Billingshurst skate park.

As I outlined on the phone, I can investigate the concrete itself to determine whether the material or construction is the cause of the observed defects. If it later becomes apparent that the defects are likely to be caused by ground conditions, this would require the input of a geotechnical engineer.

In the first instance, I would carry out a review of relevant available information (refer to the attached list of information usually requested for review), and carry out an initial site visit to view the affected structures first hand. This may provide enough information for me to form an opinion on the likely cause of the cracking. However, I may recommend that we progress to further investigations, for example on site testing, sampling and laboratory examinations. At this stage I would advise of the further fees associated with these activities, and seek authorisation prior to proceeding.

Consultancy work of this nature is undertaken on a time fee and budget basis. My hourly rate is £175 ph, chargeable for all hours spent on the project including travel time. Disbursements are charged at cost plus 10% and mileage at £0.45 per mile. In terms of budgets, for the initial stages, you should allow:

<i>1. Project management and administration -</i>	<i>£700</i>
<i>2. Initial site visit (incl travel time) -</i>	<i>£1,400</i>
<i>3. Document review (allow up to 8 hours) -</i>	<i>£1,400</i>
<i>4. Reporting (assuming no further site visits or laboratory testing) -</i>	<i>£1,400</i>
<i>5. Disbursements -</i>	<i>£100</i>

<i>TOTAL (Budget excl VAT) =</i>	<i>£5,000</i>
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If our services are of interest, we will consider that any instructions on the project amounts to your acceptance of the contents of this proposal and the attached terms and conditions of engagement. If we are instructed under any terms other than our own, we reserve the right to review these prior to starting work.

Should our quotation result in a firm order, unless you advise us otherwise in advance of the Works commencing, we will assume that you will be responsible for the payment of our invoices. In the event of your acting as Agent for the Client, we shall require either a direct order from the Client, or a copy of any express authorisation that you have to make appointments on their behalf.

During this current period of uncertainty, we will endeavour to keep projects running. However, our work will be largely influenced by actions of the Government and as such projects instructed during the Coronavirus outbreak may be subject to cancellation or postponement due to matters out of our control.

We trust that the above addresses your current requirements. Please contact the undersigned if you would like to discuss anything in more detail, or require any additional information.

We look forward to receiving your further instruction.

Regards,

*Julie Dell MEng CEng MICE
Partner*

In the meantime officers are monitoring the facility to ensure it continues to be safe to use and we are currently trying to expedite a repair to the very loose grind rail where two ramps meet which has become loose due to the two parts of the ramp diverging due to movement in the base.

The Committee is invited to approve the appointment of Sandberg in order to progress this matter.

Billingshurst Parish Clerk

Subject: FW: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

From: Piers Chapman <>
Sent: 22 May 2021 16:54
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Subject: RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Good Afternoon Greg,

Firstly, my sincere apologies for the lack of communication.

I understand from your conversation with Luke earlier this week you are justifiably upset at the apparent lack of action. I am very sorry for the position this has put you in, answering of course to councillors and the public, and thank you for your enduring patience thus far.

I do not wish to make excuses, but the current conditions for trading have been so incredibly challenging that admittedly service in some areas has slipped.

After many months last year of almost no activity, around the start of this year it went quite the other way, with a lot of pent up demand being released all at once.

Despite this, we spent some considerable time working on designs for the scheme in Feb & March, including surveying the levels on site.

The main conclusion of this exercise, is that working with the levels and other constraints on site, the triangular section to the southern end of the site does not integrate well with the rest of the ramps proposed originally. As such, we are proposing a more limited extent to this area, which works a lot better with the levels and which we will present in due course.

However, along with all manufacturers in the UK, have recently also been facing some incredibly challenging commodity trading conditions, with prices rocketing by up 50% on all our raw materials.

As you'll appreciate, this is making costing projects very challenging, when prices are so volatile our suppliers will not guarantee prices for more than a week and availability is commonly proving a significant issue.

Unsurprisingly, this will feed through to higher project costs and prices accordingly, but we are working very hard to mitigate this as far as possible.

For the next week I am mostly out of the office, but will put forward our proposal the following week.

Thanks for you understand Greg, and once again, I can only apologise for what has doubtless been sub-optimal performance on our part thus far.

All the best,

Piers

Piers Chapman MSc BEng AMIMechE | Managing Director | Cambian Engineering Solutions Ltd.

BILLINGSHURST PARISH COUNCIL**PROPERTY COMMITTEE****WEDNESDAY 16 JUNE 2021****PROPERTY UPDATES****FOR INFORMATION****REPORT BY OFFICE MANAGER****1. PUBLIC TOILETS**

- The in-house cleaning of the public toilets commenced on 1st April. This has been a challenging situation so far due to the difficulty in recruiting a third staff member. However, existing staff have coped admirably. New kit has been acquired to enable this new duty to be undertaken.
- Officers made arrangements to change the locks to the cleaning cupboard in early April.
- Officers have sent off the Council's entry into *Loo of the Year* Awards this year.

2. 83a HIGH STREET

- Currently being looked at by another committee.

3. LOWER STATION ROAD REC GROUND

- Skate Park – see separate agenda item.
- As members will remember, a request for a 5th Tennis Court on site was deferred to Council for consideration. Officers arranged for a large social media and website update to alert as many residents as possible to the suggestion and allow them to put forward their views whether in favour or against. A significant number of responses were received and passed on to Councillors in good time for the meeting. A redacted list of comments is also available on the NEWSFEED section of the Council's website. Further to the decision made at the May Council Meeting, a 'Disposal of Land' advertisement was placed in the local newspaper and the Village Tweet inviting residents to give their comments by 3rd June. A record of the responses is being collated and will be sent to councillors in time for the Council meeting in July.
- Councillors may remember that last summer, *Purely Sport* made contact asking for temporary use of Lower Station Road Recreation Ground to hold outdoor football sessions. Due to government guidelines on distancing and holding team sports, not many of the sessions were able to take place therefore sessions were delayed until April this year. Permission was given subject to the usual information that is required from hirers. An email of thanks was sent by the group once sessions had taken place.
- A small fairground operator (no adult rides, family friendly & including sanitizer stations) has been in contact wishing to hire the recreation ground for a weekend in mid June. Given the restrictions that have been in place for so

long, officers felt this was a good idea and permission has been granted subject to the usual terms and conditions. TBC

4. **JUBILEE FIELDS**

- As Councillors will be aware, damage was noted to the wooden skate ramp at in mid March. A contractor was asked to come and check the ramp and subsequently informed the Clerk that as significant damage had occurred, he didn't recommend continuing with the ramp unless the Council spent in the region of £5,000 on repairs. As members will remember, last autumn officers advised that they would make the necessary arrangements to remove the ramp at short notice basis if safety was in any way compromised. The Clerk contacted a local contractor who removed the damaged ramp over the course of the Easter weekend; this decision was made following consultation with the Chairman of the Property Committee.
- 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. See separate agenda item. Contact has been made with HDC with regards to reviewing and updating the previous Supplementary Planning Document (SPD) for the parish given the revised priorities (such as the new skate park) which are required going forward. Once we have an approved quotation, this will be passed on to HDC for consideration. Hopefully, this may result in the release of some funds towards the replacement ramp.
- The Billigreen Group had some sponsored bird boxes which they wanted to put up locally. Burnt Row Wood was suggested as one location.
- Litter Wardens are keeping a watching eye on the wooden Trim Trail equipment as some of the exercise stations are starting to show signs of deterioration; the Assault Wall equipment was removed in April and the warm-up bridge opposite the pavilion was repaired in late May. Litter Wardens ensured signage was put up to warn users of the site that access to and across the bridge would be prohibited whilst repairs take place.
- Litter Wardens noted an overhanging branch in Burnt Row Wood and this was reported to a tree surgeon to deal with in early spring.
- Contact was received from an historical theatre show wanting to bring their production to Billingshurst during the summer. Given the requirements that would be needed for the show, officers considered that Jubilee Fields was the only suitable site. Information was passed on to the BSRA who gave the matter due consideration but unfortunately it was not something they were able to accommodate. Contact has been made to advise the theatre company accordingly.
- The Council arranged for Sussex Land Services to place bark chippings at the rear of Burnt Row Wood in early March as an area around a stile was boggy.
- On a visit to Burnt Row Wood in April, officers found an abandoned HERAS fencing panel which had been moved from where it had been stored by person(s) unknown. BSRA made arrangements to move the panel back to the storage area again.
- Contact was received from another resident wanting to hold outdoor fitness classes at Jubilee Fields. The resident has since decided not to proceed with the idea at the current time.
- The current height barrier at Jubilee Fields has been problematic for some time and has been propped up and repaired on a number of occasions.

Arrangements are being made to investigate costs of a new barrier arm or a replacement barrier. An update will be brought back to a future meeting.

- An email was received from a local resident raising concerns about angling paraphernalia which had been left around the fishing lake. The comments were passed on to the Angling Society for their attention.
- One of the fishing lake pontoons ended up being broken off and thrown into the lake in early April; this was retrieved by Litter Wardens and reinstated by the Angling Society. The footbridge across to the island was found to be in a poor state of repair; repairs have subsequently been undertaken by the Angling Society. Following this damage, there was another spate of antisocial behaviour and this was emailed to the office for information. The Angling Society was asked to report this to the Police and provide the office with the relevant reference details. Arrangements are being made with a local contractor to replace some further damaged decking on the pontoons and the bridge handrails.
- The BSRA has formed a small sub-committee to proceed with funding applications and have recently secured a donation from Thakeham Homes. The BSRA will be developing a business plan/vision document which can be used in discussions with potential funding sources. They intend to share this with their committee so councillor representatives should have sight of the document in due course. The group has also met with HDC and received advice on how to proceed with getting involved with potential developments adjacent to Jubilee Fields.
- Trim Trail drainage – see separate agenda item.

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

- Following discussion between the Clerk and Office Manager, current sponsors of planters and the village green bed were offered preferential rates to continue with their sponsorship for the coming year; this offer was taken up by all sponsors. By doing this, the Council could seek to retain some financial income for the scheme whilst still supporting local businesses that have suffered over the past year.
- Two dead Cherry Trees in the High Street opposite the Kings Arms have been reported to WSCC.
- A representative of the new Pets Corner store in the High Street contacted the office to ask for permission to repaint the planters outside their premises. Permission was given and the paint type specified so that the planters continued to match the other High Street furniture.
- There was a stunning display of crocuses on the front bank of the Billingshurst Centre earlier this spring. These were planted a couple of autumns ago by members of the Billingshurst WI with assistance from the Litter Wardens.
- The Amelanchier tree (donated by Billingshurst WI in commemoration of their centenary), at the front of the Billingshurst Centre was showing signs of distress in late spring and arrangements are being made for it to be fed and watered more frequently.
- Following a discussion with the Council's planting contractor about colours and plant species for the village centre this year, the baskets and summer bedding in the Village Green bed and High Street planters were planted during the last week of May and are doing very well.
- Two new planters are to be placed on the High Street adjacent to Truffles on a section of land which falls within the demise of a local property rather than on

highway land. Advice was received from WSCC which stated that if the planters were put on a resident's property, there would be no requirement for a Highway Licence. These are being funded by CIL previously approved by Members. Their location can be adjusted once in place if required and should deter large vehicles constantly parking there.

6. **STATION ROAD GARDENS**

- The Litter Wardens have completed the replacement roof on the wooden train play equipment.
- Signage on all play areas at the site is being renewed
- There is nothing further to report on the *Rude Mechanicals* Theatre Company use of the gardens at this stage.
- There was some damage to the mesh fencing surrounding the children's play area in early spring and Sussex Land Services were actioned to make the necessary repairs.
- The Bowling Club wrote to request their usual renewal for access across the rear of the gardens and permission has been granted subject to the usual Terms & Conditions.
- Billingshurst Family Church will be using the gardens on Monday 12 July for a get together of the Rainbow Toddlers as they haven't been able to meet for over a year. This is a summer event before the group re-launches in September.
- Billingshurst Dramatic Society will be holding an event on Station Road Gardens on 4 September.
- A community gardening day has been arranged by Rotarian Sandy Duck to be held on Saturday 12 June with refreshments provided by Tescos.

7. **TREES**

- The plum tree in St. Mary's Churchyard was removed and arrangements will be made to replace this with a flowering species in the autumn.
- Officers were contacted by a resident of Lower Station Road asking when works were due to be carried out to a tree adjacent to his property. A response was sent advising works were due in late summer as per the recommended timescale from the Keen & Company following the 2018 tree survey.
- Officers were contacted on a number of occasions by a resident of Carpenters asking for works to be carried out to a tree along the Church Path. It was explained that works had previously been carried out and at the current stage no further works are due. The resident was also advised that a revised survey was being carried out this summer and any actions deemed necessary would be carried out in accordance with the timescales recommended by the Council's Tree Consultant.
- Last month, officers received a number of emails from a resident who lives adjacent to Church Path asking for works to be carried out on a specific tree. It was explained that works are carried out in accordance with the timescales recommended by the Council's Tree Consultant.
- As reported last autumn, the Council's Tree Consultants are due to carry out further surveys this month. These surveys will check high risk areas and trees which may be affected by ash dieback. An update will be brought to a future meeting. Works to action annual and year 3 works as a result of the 2018 Tree Survey have also been given the go ahead to take place late summer so as not to interfere with the bird nesting season.

- In late March bird boxes made by the Men's Shed project in Shipley were erected in a number of areas owned by the Council.
- The Council was contacted by a property risk inspection company with regards to a tree on Council land. There seems to be no further information that the company were able to give as to why they were making enquiries. If and when officers hear further on the subject, an update will be passed on.
- Two residents whose properties back on to Cleveland's Gardens contacted the office in early June reporting concerns which have now been actioned.
- Contact information for Taylor Woodrow was obtained from the HDC department to assist residents in Berrall Way who wished to make contact with the owners of a very overgrown tree.

8. **CLEVELAND'S GARDENS**

- Nothing further has been heard from local residents on the subject of the removal of a bench at Cleveland's Gardens. See separate agenda item.
- Last year the Council applied for permission to fell tree no. 2071 on Cleveland's Gardens. It had been hoped that the Council could fell the tree to a certain height and have an owl sculpture at the top. Having taken advice from a company which provides a sculpture service, it seems that the tree has to be in excellent condition for a sculpture to work correctly. Given the condition of the tree in question, a sculpture is not recommended. The order has been given for the tree to be felled to 10ft in height in late summer which is as per the planning permission received from HDC. This will allow the bark to remain in place for burrowing creatures and to perhaps attach a bird box or two.

9. **ALLOTMENTS**

- The new metal fencing has now been installed and officers made sure that the children's play equipment was shut off whilst contractors were on site. Contact is being made with HDC to draw down the required funding. Officers had considered using the old wooden fencing for another project but other than a few posts which were made available to a local resident who had asked if they could have a few posts for a gardening project, disappointingly the remaining posts were removed from site.
- Contact was made with Billingshurst Allotments Society to establish whether or not there are any available allotments and to see whether there was anything that the Council could do to help them advertise for new members. The Allotment Society confirmed that the waiting list has had to be closed as there are so many people who wanted to join. They have suggested another site will be needed in due course and perhaps this could be something for developers to incorporate into their plans going forward. The Asst. Clerk was copied into this correspondence for the future reference of the Planning Committee.
- The Allotments Society has mentioned the driveway into the site being in poor repair. Officers will bear this in mind in case there are funds available from developers to assist with improving the site.

10. **LITTER WARDENS**

- The vacancy for a third new Litter Warden has continued to be advertised, sadly with little interest. Avenues used included a West Sussex County Council jobs portal, advertising on the Career Transition Partnership (for those leaving the Armed Forces) and on the Forces Families job portal. This would also be shared with the Armed Forces Champion for Job Centre Plus locally.

The Council also funded an advertisement in the *County Times*. At the time of writing one application has been received and they are being interviewed on 10 June.

- Arrangements were made in April to fix a potential fuel leak on the Applied Sweeper and a routine service took place in early June.
- The Clerk obtained at no cost, a bank of four metal staff lockers for use in the new garage.
- New timesheets are being worked on taking into account the change to working hours for the Litter Wardens. Both Litter Wardens have arranged their shifts to cover the various bank holidays over the course of the spring, for which we are grateful.

12. **Insurance Claim Updates**

Jubilee Stile – a person has made a claim against the Council, alleging they were injured climbing a stile in 2019 which gave way. We have spent considerable time providing information to the Council's insurer in order to refute the claim.

Manor Fields – insurers acting for a resident suffering subsidence to their Coombe Hill property, asked the Council to remove an Oak tree in its hedge between the rear of their property and the allotments, to assist the situation. As the tree, which turned out not to be an Oak, had little landscape merit, we raised no objection as long as they arranged the removal at their own cost, which they subsequently undertook.

Jubilee Pavilion – the pavilion has been hit on the northwest corner by, we believe, a vehicle, details unknown. This has resulted in hairline cracks inside and out. This has been visited by our insurer and is proceeding accordingly.

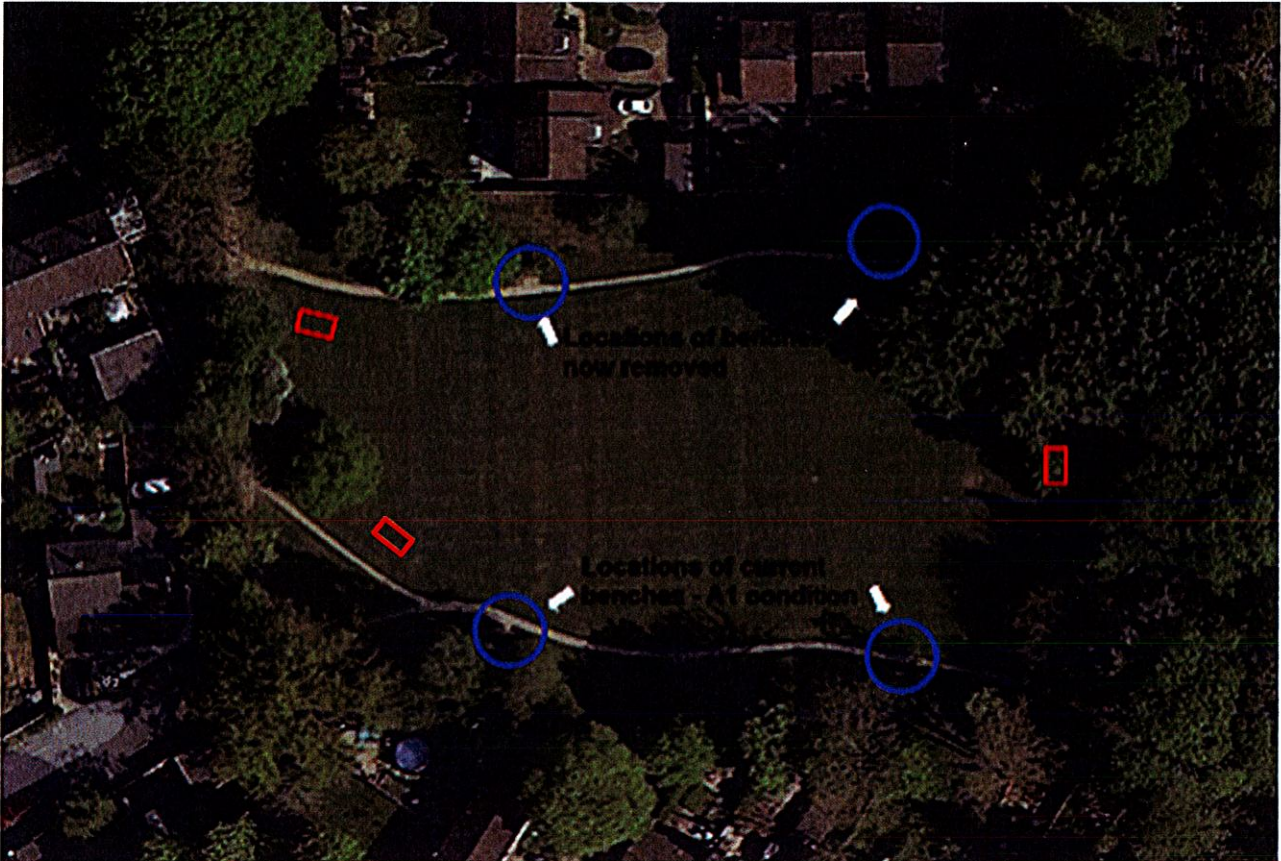
Natts Lane Skate Park – see separate agenda item.

13. **MISCELLANEOUS UPDATES**

- As there has been no further update from Hyde Housing Association on the removal of uneven paving slabs from Cleve Way estate onto the church path, this matter will now be filed. Hyde Housing has been advised that the Council will refer any future enquirers to them directly.
- West Sussex County Council confirms that it is their intention to deliver the Real Time Bus Information project in one phase over the course of the 2021/2022 financial year. (Electronic signs in bus shelters.)
- The Clerk is sourcing two oil drums which will be painted up by representatives of Sussex Clubs for Young People and Billigreen and placed in the play areas at Manor Fields and Cherry Tree Close to replace smaller and inadequate receptacles.
- A large pothole which had appeared in the Library car park was reported to HDC and was subsequently repaired.
- Contact was made with Dauxwood Pre-School & Adversane Hall to advise them that their new Council representative is Cllr. Sandy Duck.
- A resident contacted the office to raise concerns with a new section of pathway from one of the new developments. The resident was given the contact details for Devine Homes in order to raise her concern directly.

- The Council was contacted by the clerk of Northchapel Parish Council asking for a reference for Sussex Land Services. This reference was passed on in early March.
- The Council was contacted by the Development Manager at Pegasus Court asking for assistance in locating the owner of a nearby property.
- The Council was contacted by local resident asking whether a plaque could be placed on a bench in the High Street in memory of a resident who had died earlier this year. The enquirer was advised that rather than adding a plaque to an item of council furniture, they could perhaps consider funding a bench for the top end of Jubilee Fields such as happened when the Wednesday Group placed a bench at East Street/Silver Lane junction. No further contact has been received.
- Following the Council meeting in March, photographs of the poor drainage issues affecting the bypass path were sent to Councillor Amanda Jupp who had agreed to look into whether funding was available to improve the pathway.
- The Neighbourhood Wardens are liaising with members of the BilliGreen Group to contact local schools to see when they can go in to speak to young children about the concept of damage that can be inflicted upon wildlife when litter is not collected and disposed of correctly. An update will be brought back to a future meeting.
- Following on from the decision at the last meeting, Cllr Barnes, the Clerk & Office Manager met via Zoom with Sussex Land Services to discuss the areas of Council land where 'no mow' policies could be introduced. Various areas were agreed and these were passed back to the BilliGreen Group. Arrangements are in the process of being made to signpost areas so that local residents know why some areas are being left unmown.
- A resident was dividing up a large phormium in their garden and was offering roots. Five roots were acquired at no cost and Litter Wardens planted these in the brick planters in Jengers Mead shopping area.
- A local resident was seen dumping mixed rubbish and recycling at the Billingshurst Centre and the act was caught on CCTV. As this is not the first time that the resident has done this, he was contacted by the Neighbourhood Wardens and asked to desist from doing this again as his actions amounted to fly-tipping.
- Christmas lights – see separate agenda item.
- Another request was received from a local resident wishing to carry out metal detecting on Parish Council land and a licence has been arranged accordingly.
- WSCC confirm that design work is progressing for a replacement fence either side of the footbridge over the A29, between Jubilee Fields and Pine Close. We have said that we would probably prefer a wooden/rustic fence given the semi-rural location. We and others have been pressing for some time for action to replace this derelict and dangerous fence.

The Committee is invited to note this report.



There were previously 4 benches at Cleveland's Gardens, there are currently 2. I would not be in favour of reducing this number further as it seems unfair to people who need or choose to use them for their intended purposes. I would suggest better locations for benches at Cleveland's Gardens would be as marked by the red boxes. These are slightly further away from the boundaries of neighbouring properties and as the locations are more open, people may be less inclined to get up to no good if there is more chance they will be seen.

I would suggest that at these new locations, there should be perch seating like that used at Manor Fields (see below). Such benches are cheaper to purchase and install I assume, more difficult to vandalise and because they are possibly not as comfortable as other bench designs, people might be less inclined to hang around on them for long periods of time. However, people who want or need to use them for a few minutes rest and recuperation should find them perfectly usable. Perch seating also has the advantage that it can be used facing either direction. The existing 2 benches seem to be in good condition. Could these be used to replace benches in poorer condition elsewhere? Could CIL money or money from open space reserves be used to fund the work?

