



To All Councillors on the Property Committee,

You are hereby summoned to attend a Meeting of the Property Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 15 June 2022, at 7.30pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

10 June 2022

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 16 February 2022, previously circulated, to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate Agenda items**
6. To note that the scheduled meeting of 20 April 2022 was cancelled due to a lack of business.
7. Public Session
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
8. To receive an update on replacement of bollards at Adversane Green and agree further works, Appendix A.
9. To consider replacement of benches at Station Road Community Gardens, Appendix B.
10. To receive property updates, for information only, Appendix C.
11. Any other matters for information only.
12. Next Meeting: **14 September 2022**
13. Exclusion of Press & Public (contractual)
14. To review position on Jubilee Fields Skate Park replacement and agree way forward, Appendix D.

Committee Members: BB, PB, SD, DH, RM, CG, PD, ST

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 15 JUNE 2022

ADVERSANE GREEN BOLLARDS

REPORT BY CLERK

FOR DECISION

Last September, the Committee agreed to use the residue of an environmental budget (£4,689.10) to fund the first phase of a scheme to replace tatty and assorted bollards around Adversane Green.

Following a consultation with local residents about a preferred design, these were installed just in time for the recent Beacon lighting.

They have been very well received and residents have enquired about further phases.

The Committee is invited to ask the F&GP to release a further £7,000 of CIL funds to allow a further phase to be undertaken, which should allow for all the bollards to be replaced on the Blacksmiths Arms side.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 15 JUNE 2022

STATION ROAD COMMUNITY GARDENS BENCHES

REPORT BY CLERK

FOR DECISION

There are three traditional teak benches in Station Road Community Gardens, possibly installed when the gardens were first laid out.

Due to vandals kicking the slats at the back, they are now in a perilous state and cannot be repaired. Complaints have been received and they will require removing sooner rather than later.

The Committee is invited to ask the F&GP to release £3,000 of CIL funds to allow the three benches to be replaced with recycled plastic benches, used by the Council elsewhere, which are not only maintenance-free but are of a more robust design.

(Existing commemorative plaques will be transferred accordingly.)

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE

WEDNESDAY 15 JUNE 2022

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **ST. MARY'S CHURCHYARD**

- A reminder email was sent to Sussex Wildlife Trust asking for their assistance with weeding in the churchyard. Two lollipop signs were erected in the churchyard to help explain the reasons for leaving the two areas adjacent to the Church path unmown. Representatives of St. Mary's Church and Billigreen have asked the Council for its support with regards to developing sections of the churchyard into an environmental site that promotes wildlife and provides information and education. They are committed to working with the schools locally who are both keen on the environmental promotion of the churchyard and hopefully at some stage they will develop a visitors map to go on an information board. They confirm that St. Mary's Churchyard is now part of a pilot study being run by Sussex Wildlife Trust along with two other churchyards, St Mary's Pulborough and St Mary's Storrington, with the environment and ecology being promoted at each of these sites. They will be applying for a grant from Horsham District Council, currently working with Sussex Wildlife Trust on environmental projects, to improve the site. They have pledged to be mindful of the health and safety aspects of their project by producing risk assessments and keeping in mind the fact that the churchyard is a place of remembrance.
- Officers have assisted representatives of St. Mary's Church with advertising for its Transformation Project launch evening.

2. **LOWER STATION ROAD RECREATION GROUND**

- The Billingshurst Show is due to be held on the recreation ground on Sunday 26 June. At the time of writing, risk assessments etc are awaited.
- An email was received from the Chairman of the Billingshurst Scouts & Guides raising concerns with high water bills for both the Tennis Club and Scouts & Guides organisations. As the Council does not have its own water supply to the site and any supply is for the user groups on site, a response was sent advising the groups to contact Southern Water as the customer. This matter has been passed on to the project manager for the access road enhancement project for his comments.
- An update was received from the Concrete Specialist Company which the Council had employed on the advice of its insurers, ref. ongoing issues with the skate ramp. The comprehensive report made for very interesting reading and has been sent back to the Council's insurers for their advice on how next to proceed.
- A report was received about a gate which had dropped slightly on site; this was checked and fixed by the Council's Litter Wardens.
- A local resident has enquired about holding a football party for his son's birthday on 11 September. Permission has been given but the resident has been reminded that the

ground is suitable for an informal kick about and recreational games but that ground conditions (which may be uneven) are checked in advance of the event.

3. JUBILEE FIELDS

- A new net climber was fitted in early March following concerns raised about the equipment in the annual inspection of Council equipment last autumn.
- Earlier this month, a member of the BSRA confirmed that they had terminated their arrangement with ByBox and the key has been returned.
- In late May, officers assisted BSRA in gaining a better understanding of their licensing obligations which are applicable to the BSRA for the Jubilee Fields pavilion.
- Following on from a request from BSRA to potentially hold a farmers' market in the car park at Jubilee Fields, councillors were asked for their yes or no responses. Most councillors were in favour of the suggestion with a few pointers regarding clearing up on site and potential parking issues passed on to BSRA. It was also made clear that if for some reason the farmers' market were not to come to Jubilee Fields, that the organisers be made aware that there may be a desire for a more central location such as the Library or Six Bells car parks.
- WSCC has started on the long awaited replacement of fencing on either side of the wiggly path from the A29 footbridge down into Jubilee Fields.
- The designer of the preferred replacement Skate Ramps was advised of the Council's decision that due to their slowness in moving forward, the Council was minded to seek new tenders, based on their design, which the Council would be pleased to reimburse them for. No response has been received and a chaser has been sent. See separate report from the Clerk on this subject.
- Last month a hot air balloon landed on site early in the morning and as they were unable to get out of the site because of the height barrier, a telephone call was made to the Clerk who had to arrange a contractor to attend the site early in the morning.

4. BILLINGSHURST IN BLOOM & HIGH STREET

- Wildflower seeds purchased for distribution at Adversane Green have been planted and are being looked after by Billigreen group. It was necessary to strim the longer grass in late May to ensure this did not cause a fire hazard during the beacon lighting.
- The Council's plant contractor delivered the new summer hanging baskets in late May which, along with the Kings Head, include red, white and blue as a principal colour scheme for this Platinum Jubilee year.
- Officers widely advertised the local *In Bloom* competition and Billingshurst Horticultural Society judges have kindly agreed to be part of the scheme again this year and will commence judging entries in July. One of the Litter Wardens took part in the Jubilee Walking Parade on Saturday 4 June dressed up in a sandwich board advertising the competition and handed out some leaflets to residents on the way down to Station Road Community Gardens.
- Two of the previous High Street planter sponsors chose not to re-sponsor again this year but officers managed to immediately secure another sponsor Bay Electrical who has gone ahead with sponsorship of the two planters.
- A lovely 'hedgehog crossing' sign which was made by the local Men's Shed has been erected at the front of the Billingshurst Centre in late April.
- South & South East in Bloom judges will be judging Station Road Community Gardens and the village itself on Thurs 7 July.

5. **STATION ROAD COMMUNITY GARDENS**

- As Council representative on Station Road Community Gardens, Cllr. Sandy Duck arranged a very well supported Community Gardening Day on Saturday 23 April between 9.30am & 1.00pm.
- The Clerk met on site with a representative from SSE to discuss a suggestion of placing a feeder pillar on site to provide electricity for events on site, potentially a future CCTV project, lighting of the Youth Shelter, and power for the Men's Shed.
- Due diligence work following Council consent to site the Men's Shed in a corner of the Gardens, has shown that only half the site in question belongs to the Parish Council. The other half belongs to HDC, the exact boundary roughly bisecting the proposed location. HDC are willing to work with us on resolving this, and they have suggested transferring the freehold of a small parcel of land back to the Parish rather than have a tripartite agreement. At the time of writing, this matter is ongoing.
- An extra grass cut was actioned w/c 30 May in readiness for the Platinum Party in the Park.
- Litter Wardens carried out an audit of benches on site and 3 new benches are required – see separate agenda item.
- The Clerk arranged for some chequer plate steel tops for three picnic benches on site to deter vandalism.
- Staff carried out a clearance of the ditch at the rear of the site adjacent to the Bowling Club.
- A resident reported a concern with the cradle swing on site and this was checked and tightened up by one of the Litter Warden staff members.
- A local resident who has previously held exercise sessions on site has been in touch again and permission has been given for the sessions to continue. The correct up to date paperwork has been received and all is in order.

6. **TREES**

- In mid-February, a follow up report was carried out on some of the Council's tree stock; a report was received from Keen & Co and the relevant works have now been completed.
- A resident of Cleve Way contacted officers in late May as he had concerns with a tree in Cleveland's Gardens which overhangs his garden. A tree surgeon met with the residents and checked the tree which appears to be fine.

7. **LITTER WARDENS**

- Officers engaged a new Cleansing Operative, John, who commenced work in early April. He has settled in well and as part of his role, he will be keeping the planters and large village green bed well weeded. John has also undertaken and passed the training course for the Applied Sweeper machine.
- Two members of staff will be undertaking the Register of Play Inspectors (RPII) course at Southwater Parish Council offices in late July.
- A new post has been erected at 83a High Street ready for the sign to be hung in advance of the Grand Opening event on Saturday 11 June. Councillors are welcome to attend.
- The new Jubilee Beacon at Adversane has been added to the weekly timesheets of Litter Warden staff members to check for damage/stability.

8. **CRANHAM AVENUE**

- During stormy weather back in February, a small tree fell at the front of Cranham Avenue and this was dealt with the very same afternoon by the Council's Garden Contractor.

9. **PUBLIC TOILETS**

- The application for this year's Loo of the Year Award has been sent in.

10. **CLEVELANDS GARDENS & CHURCH PATH**

- A resident in Dell Lane contacted the office in late February to advise he intended to replace his fence and asked for permission to cut back hard an area of scrubland adjacent to the fence; permission was given, and garden contractors informed out of courtesy.
- Following on from the responses received regarding a specimen tree for the parish of Billingshurst, the chosen area was Cleveland's Gardens and officers discussed and agreed on an English Oak. HDC has confirmed that delivery of trees will take place in the autumn and once officers have further details, arrangements will be made for the tree to be planted soon after.
- A section of fencing from the Cleve Way Estate had fallen on Parish Council land. The matter has been repeatedly reported to Hyde Housing Association and a response has finally been received where they advise the fence will be re-erected on 28 June.

11. **ADVERSANE HALL**

- Following what the Trustees thought might be some dry rot, the Council agreed to fund a survey (£92) to ascertain the extent of the problem. He believes it is old wet rot, definitely not dry rot and anticipates no further deterioration. To be on the safe side the contractor suggests spraying with Cuprinol Complete Wood Treatment with a further inspection in say 4/5 years. The Trustees will carry this out.
- The proposed renewal of the lease has been complicated by the results of the necessary Energy Performance Certificate (EPC). The rating was so low that it may not be possible to grant a new lease. At the time of writing, this matter is ongoing.
- In early May, updated risk assessment forms were provided by Adversane Trustees.

12. **FIXED WIRING TESTS**

- A Fixed Wiring Test of the Public Toilets has been undertaken and no works were identified as being required.
- The BSRA have confirmed that they are to commission a Fixed Wiring Test of the pavilion at Jubilee Fields.

12. **MISCELLANEOUS UPDATES**

- The noticeboard at Jengers Mead was forced open over the weekend of 19/20 February and all notices were removed! Thankfully no permanent damage was done.
- Missing bus stop flags at bus stops in Forge Way were reported.
- Officers noted a post on a local social media platform regarding flytipping in New Road and a report was sent to HDC accordingly.
- A resident of Amblehurst Green reported some issues with footpath drainage and the information was reported to the property management company which looks after the area concerned, asking them to take the appropriate actions to rectify. A chaser has been sent as the works have not yet taken place.
- A resident raised concerns with the cleanliness of the new bus stop shelters at the top of the High Street. Litter Wardens were asked to clear the site of rubbish and the Clerk contacted the developers asking for them to clean the shelters and ask for an

update on when the bus shelters were due to be handed over to the Parish Council. At the time of writing, an update is still awaited.

- Planning Permission was secured for the erection of a Jubilee Beacon on Adversane Green to mark HM Queen's Platinum Jubilee. The Council's Contractor Sussex Land Services filled the beacon with combustible material on Thursday 2 June and the Chairman of the Council lit the beacon at 9.45pm at the same time as over 3,000 other beacons across the United Kingdom, Channel Islands, Isle of Man, the Commonwealth and UK Overseas Territories. Particular thanks go to Blaker Specialist Welding Repairs in Adversane for not only manufacturing the commemorative beacon but sponsoring the labour and to Highwood Group for sponsoring the materials and installation. All who attended agreed that it was a lovely community atmosphere on the night and the Council has received numerous positive comments. Over the 4 day Platinum Jubilee Celebrations, residents of the parish witnessed several community events that were a real joy to attend, and which should provide many lasting happy memories of a once in a lifetime occasion. Full report to July Council meeting.
- An email was received from WSCC earlier this year with regards to their routine inspection checks of the Public Rights of Way network in early spring. Councillors were invited to pass on to WSCC any routes which they felt should be checked.
- One local resident renewed their metal detecting licence agreement with the Council, and another has not returned their signed paperwork for this year.
- Further damage occurred to the listed BT Telephone box in Billingshurst High Street during April, this was reported to BT directly online and arrangements are being made for the repairs to be carried out.
- Annual Business waste forms were completed and returned to HDC in late May.
- Following a report from a local resident, officers reported some hazardous waste to HDC which was in one of their play areas.
- Damage occurred to a light and sign in Jengers Mead and officers reported this to the managing agents accordingly.
- Excess rubbish/flytipping over and above that which can be cleared under the contract for Jengers Mead was reported to the managing agents for the site for clearance.
- The Neighbourhood Wardens are arranging some summer sports sessions and have now provided a poster which is being advertised far and wide.
- Officers found out quite by chance in mid-May that WSCC had been permitting bunting on lampposts for a fortnight to commemorate the Platinum Jubilee. Unfortunately, by the time officers found out about this and a reply was received, it was too late to action anything which was a real shame.
- A report was received in the office about a loose pole on the swing unit at Manor Fields, the Clerk attended site and found the pole slightly loose so a Litter Warden was asked to attend site to tighten this up.

The Committee is invited to note this report.