



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 16 November 2022, at **7pm.**

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

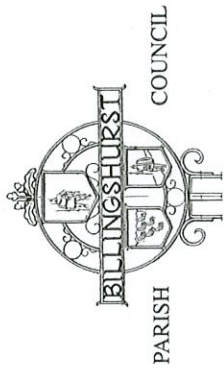
10 November 2022

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 6 October 2022, 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 tenders received for the provision of grounds maintenance and seasonal bedding services from 2023 onwards – Appendix A.
8. To receive property updates, for information only - Appendix B.
9. Any other matters for information only.
10. Next Meeting: **11 January 2023**

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.



Breakdown of 5-year Planting Contract

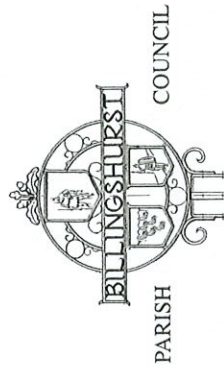
Officers collated a list of contractors who had previously asked to be kept on our list for future business and included our current garden contractor too. Arrangements were then made for invitations to quote letters to be emailed out. The invitation to quote was also advertised on the Council's website for at least 6 weeks and the Clerk included the information on the My Tenders website which fulfils tender obligations. Two contractors responded and their price breakdowns are noted below:-

Contractor	6 x Hanging Baskets Once annually	Village Green Long bed Twice annually	6 x Wooden Planters Twice annually	2 x Truffles Planters Twice annually	1 x Barclays Planter Twice annually	Annual Cost to Council	Total 5-year cost to Council
David Johnson Baskets in Bloom	£180	£300	£900	£200	£30	£3,140 *	£15,700.00
Josh Flynn Gardening Services	£270	£260	£2,200	Included in the cost of £2,200 ←	£100	£3,192.80 **	£15,964.03

* Contractor advised that F1 hybrid planting is used instead of standard seed mix

** Contractor had priced for annual increments but when the total was divided by 5 years (contract length) then the figure of £3,192.80 above was calculated

APPENDIX A



Breakdown of 5-year Grounds Maintenance Contract

Officers collated a list of contractors who had previously asked to be kept on our list for future business and included our current garden contractor too. Arrangements were then made for invitations to quote letters to be emailed to a number of contractors. The notification to invite contractors to quote was also advertised on the Council's website for at least 6 weeks and the Clerk included the information on the My Tenders website which fulfils tender obligations. As a result, two quotations were received. On Thursday 3rd November, the Chair & Vice-Chair of the Property Committee were invited to attend and witness the opening of tender documentation. Following this, the breakdown of prices below was created, figures are exclusive of VAT:-

Contractor	Price per year	Price for 5 years
Sussex Land Services	£26,978	£134,890
Josh Flynn Gardening Services	£36,892.14 *	£184,460.70

* The contractor provided a list of incremental price changes each year but when added together and broken down, the figures average to the figure of £36,892.14 annually for the 5-year term of the contract

Out of interest, the current Grounds Maintenance contract was priced as £23,281 + VAT per annum

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 16 NOVEMBER 2022

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **CHERRY TREE CLOSE PLAY AREA**

- Replacement parts including wooden legs and swing chain covers on play equipment at Cherry Tree Close is still awaited. In the meantime, the basket swing on site has been taken out of use.
- Officers were sent pictures of a piece of broken fence on site and arrangements were made to repair.

2. **LOWER STATION ROAD RECREATION GROUND**

- Contact has been made with HAGS/SMP to order some replacement fixings for the Farmyard Search equipment which sadly was damaged over the summer holidays. Staff have chased the contractor for the replacement fixings.
- A replacement manhole cover was installed by Litter Wardens near to the Dauxwood Pre-School.
- The Neighbourhood Wardens requested some 'Shut the Gate' signage for site and these were ordered and have now been fitted by Litter Wardens.
- The Clerk attended a meeting with site tenants and Southern Water to further consider the possibility of a water leak. This now seems to be confirmed and a price to replace the water pipe sought.

3. **JUBILEE FIELDS**

- The relevant paperwork to support the Fireworks was received in good time and the event went well on a dry October evening with no issues reported.
- The parallel bars trim trail equipment is being replaced this week.
- Officers have contacted Sussex Land Services and have asked them to ensure hedges are cut at the correct month as per the current garden contract; it had been necessary to chase this work last year. An update is expected by the end of this week.
- The order for the new height barrier has been placed.
- Michael Carter of Sports and Play Consulting Limited has been appointed to review all work done to date on progressing a replacement skate facility at Jubilee Fields. A site meeting has been held, and he is due to touch base with some of the users who informed the original brief. He is aiming to produce a new specification and invite tenders by close of year or early in the New Year. This new approach should satisfy HDC's requirements for the release of any S106 funds available. In the interim, officers have asked HDC to convene a meeting to review the SDP so that any current allocations of S106 funds can be reviewed.

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

- A well-attended awards evening was held in October for the local *In Bloom* competition.

5. **STATION ROAD COMMUNITY GARDENS**

- The proposal to light the Ball Court / Youth Shelter area is on hold pending the project to provide a new path to the rear of the site, for which quotes are awaited.
- The replacement benches were fitted this autumn and existing commemorative plaques have been included.
- Fencing surrounding the train (check) has been moved at the recommendation of the Council's ROSPA inspector.
- A *Licence to Occupy* has been granted to the Men's Shed, pending the granting of a lease which itself is dependant on HDC transferring a small triangle of land back to the Parish Council. They hope to start ground work soon.

6. **TREES**

- A report has now been received from Keen & Co. containing advice for a management plan for Clevelands Gardens. As reported last month, a number of trees in the woodland area towards the rear of site are very close together meaning management of the species of trees is tricky. Now that the report has arrived, this will be gone through in detail and the detailed recommendations will be actioned in due course.
- A severe weather checklist has been prepared and discussions have taken place with staff to ensure these checks are implemented after a severe weather event, specifically a named storm.
- Following contact from a resident in Carpenters earlier this year, a TPO application was made to HDC to carry out recommended works. The application was successful, and works are due to take place this month.

8. **CRANHAM AVENUE**

The play area is due to be jet-washed.

9. **PUBLIC TOILETS**

- Officers are arranging for extra toilet roll holders to be fitted at the 3 toilet units.
- Vandals removed the buckle straps on the recently fitted children's changing units, so officers are arranging replacements.
- Emergency Lighting tests at the public toilets have been added to the Litter Wardens weekly timesheets.

10. **ADVERSANE**

- The painting of the new beacon took place in September shortly after the death of HM Queen Elizabeth.[We have yet to be advised if beacons will be lit in 2023 to mark the Coronation of HM The King.]
- A further phase of bollard replacement around the green is underway.

11. **MISCELLANEOUS**

- Neighbourhood Wardens continue to have a number of young people turn up to the fully funded Boxing Sessions at the Billingshurst Centre.

- Neighbourhood Wardens organised a Bushcraft activity session at Burnet Row Wood in the autumn half term which was well attended. This was run by a local professional and was funded from a grant secured some years ago from the Sussex PCCC.
- On Sunday 13 November, Cllr Berry is due to attend the Remembrance Service for Billingshurst at St. Mary's Church and will lay a wreath on behalf of the Parish Council and parishioners. Once again, the Parish Council applied for the Parade Road Closure. Poppies and Silent Soldiers have also 'decorated' the centre of the village.
- There is no further update on the transfer of the new bus shelters to the Parish Council at this time.
- The annual inspection of play equipment/trim trail equipment took place during October and the report is awaited.
- This autumn, the Litter Wardens will be undertaking the painting of Council noticeboards with wood preservative.
- To date we have had 2 people interested in the Litter Warden vacancy.
- Christmas Lights have started to be installed in the village centre; shop windows will also be judged for seasonal displays.

The Committee is invited to note this report.