



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 22 March 2023, 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

15 March 2023

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 11 January 2023, 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 ratify landlord's consent to carry out minor internal alterations to changing rooms at Jubilee Fields pavilion, leased to BSRA - Appendix A.
8. To consider applying for renewal of Public Conveniences as an Asset of Community Value. Appendix B.
9. To consider tender report on provision of new skatepark at Jubilee Fields and appoint contractor accordingly - Appendix C.
10. To receive property updates, for information only - Appendix D.
11. Any other matters for information only.
12. Next Meeting: **17 May 2023**

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

Council Office: Billingshurst Community & Conference Centre,
Roman Way, Billingshurst, West Sussex RH14 9QW
Tel: 01403 782555 Email: council@billingshurst.gov.uk

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 Clerk

Subject: FW: Jubilee Fields

On Thu, 9 Feb 2023, 11:37 Billingshurst Parish Clerk, <clerk@billingshurst.gov.uk> wrote:

Hi Jon,

Sorry, it slipped my mind to let you know.

Yes all very happy so pls crack on.

Thanks and kind regards,

Greg

G C Burt

Clerk to the Council

Billingshurst Parish Council

01403 782555

clerk@billingshurst.gov.uk

www.billingshurst.gov.uk

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From: Billingshurst Cricket Club <billingshurstcc@gmail.com>

Sent: 09 February 2023 07:49

To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>

Cc: Craig Gale <craig.gale@billingshurst.gov.uk>

Subject: Re: Jubilee Fields

Morning Greg,

Any thoughts since your conversations?

Many thanks,

Jon

On Thu, 2 Feb 2023, 10:18 Billingshurst Parish Clerk, <clerk@billingshurst.gov.uk> wrote:

Hi Jon,

As time is of the essence, I will ask Property Committee members in advance and then they can ratify any decision on the 15th March.

I will let you know their decision next Monday.

Thanks and kind regards,

Greg

G C Burt

Clerk to the Council

Billingshurst Parish Council

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On 31 Jan 2023, at 14:54, Billingshurst Cricket Club <billingshurstcc@gmail.com> wrote:

Afternoon Greg,

Trust all good with you.

We have been exploring the possibility of altering one or two of the dressing rooms at Jubilee Fields, to fit in with requirements for the Womens and girls cricket regulations 2023 for changing rooms.

At the moment this would only effect the dressing rooms at the back of the building and have internal changes only as attached on the example drawing.

We would be able to apply for a grant to complete the work but obviously needed your approval and sign off for any changes.

Please do not hesitate to contact me with any queries and let me know the Parish Council view as soon as is possible.

Many thanks,

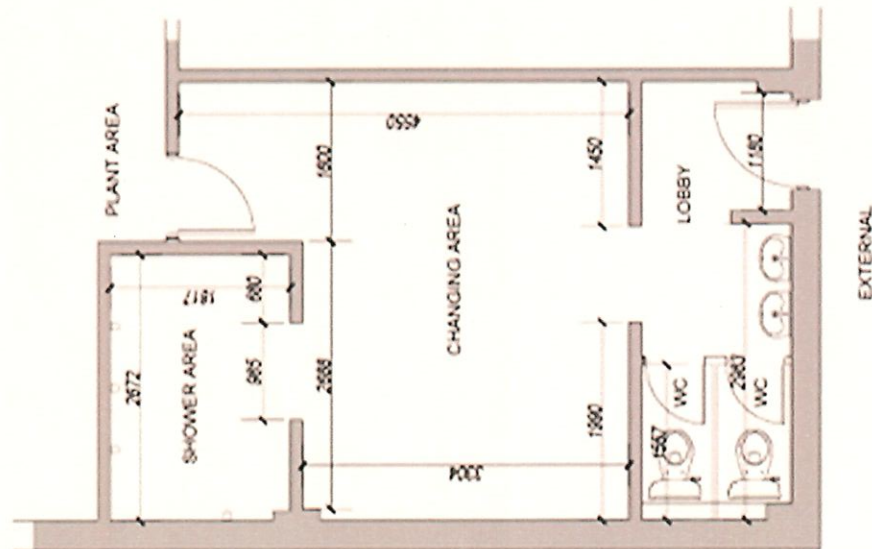
Jon Alexander

Chairman

BCC

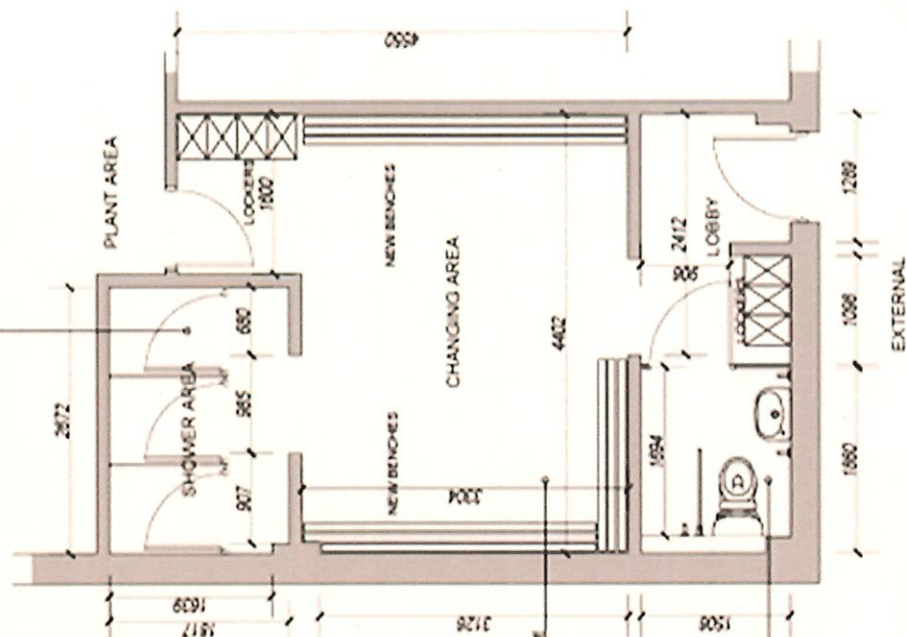


Scale Bar 1:50



EXISTING FLOOR PLAN
SCALE 1:50

EXISTING SHOWER AREA TO BE REFURNISHED AND RETILED TO WALLS AND FLOORS. NEW CURBULE PARTITIONS TO BE INSTALLED (GRAB) AND PLUMBING AND SHOWER EQUIPMENT MODIFIED AND UPGRADED WITH WATER SAVING CONTROLS ETC.



PROPOSED FLOOR PLAN
SCALE 1:50

EXISTING FLOOR AREAS TO BE INSPECTED FOR USE AND REFURNISHED IF POSSIBLE.

EXISTING WC AREA TO BE REFURNISHED AND SINGLE WC WITH DISABLED FACILITIES INSTALLED TO ALLOW WHEELCHAIR ACCESS WITH GRAB RAILS AND SUPPORT FACILITIES. NEW HANDSIN WITH LEVER TAPS AND WATER SAVING CONTROLS. RETILED TO WALLS AND FLOOR REFURNISHED. NEW CURBULE PARTITIONS TO BE INSTALLED WITH ACCESS DOOR.

DMABUILDING DESIGNS

UNIT 48 ROLANDS BROWNS (UNNED) ST
ROLANDS BROWNS WEST SUSSEX BN41 3JH
TEL: 01243 822222 Email: info@dmabuildingdesigns.co.uk

No works to commence without either full plans building control approval or a building notice issued with the local authority.

The dimensions indicated are approximate and subject to site survey. The contractor shall be responsible for any additional work required to complete the project. The contractor shall be responsible for any additional work required to complete the project. The contractor shall be responsible for any additional work required to complete the project.

1. The works shown have been done for information to the local authority and are not intended to be used for any other purpose. No works and construction and planning approval has been given by the local authority.

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REV	DESCRIPTION	DATE
01	ISSUED TO CLIENT	11/10/2022
02	EXISTING AND PROPOSED FLOOR PLAN	11/10/2022
03	JUBILEE FIELD STAFF STREET	11/10/2022
04	BILLINGSBURST RM4 3GP	11/10/2022
05	EXISTING CHANGING ROOM REFURNISHMENT	11/10/2022

DRAFT ISSUE 1

APPENDIX B

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 22 MARCH 2023

ASSETS OF COMMUNITY VALUE – PUBLIC TOILETS

REPORT BY CLERK

FOR DECISION

The Council owns leasehold, from Horsham District Council, the public toilets in Mill Lane; this expires in 2038.

Some years ago, the Parish Council successfully asked HDC to have the toilets registered as an Asset of Community Value (ACV). This lasts for five years and was renewed in 2017.

HDC has asked if the Parish Council wishes to renew the designation and the Committee is invited to consider accordingly.

(See attached correspondence and information about ACV.)

Billingshurst Parish Clerk

From: Community Assets <Community.Assets@horsham.gov.uk>
Sent: 14 March 2023 11:34
To: Billingshurst Parish Clerk
Cc: Community Assets
Subject: 5 year anniversary of ACV Nomination CA18/04 BILLINGSHURST PUBLIC CONVENIENCES, MILL WAY, BILLINGSHURST, WEST SUSSEX, RH14 9DU.

Good morning,

LOCALISM ACT 2011 S91 (2)

ASSET OF COMMUNITY VALUE NOMINATION DECISION – CA18/04

LAND/PROPERTY: BILLINGSHURST PUBLIC CONVENIENCES, MILL WAY BILLINGSHURST, WEST SUSSEX, RH14 9DU.

NOMINATING BODY: BILLINGSHURST PARISH COUNCIL.

I am writing to inform you that the registration of the above land/property as an Asset of Community Value is coming to an end on the 19th June 2023 (the fifth anniversary of the decision).

If you wish this registration to be reconsidered for listing, you will need to submit a new nomination form and include details of and evidence of current use. Please follow link for nomination form and guidance on completing <https://www.horsham.gov.uk/community/assets-of-community-value/nominate-an-asset-of-community-value>

Please address your new nomination to community.assets@horsham.gov.uk.

If you do not wish this registration to continue, please let us know.

Kind regards

Jordana Salmons
On Behalf of Community Assets.

Jordana Salmons
Performance Management Assistant

Telephone: 01403 215127
Email: Jordana.Salmons@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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Cost of living support

Assets of community value

In this section

1. [What is an asset of community value?](#)
2. [Nominate an asset of community value](#)
3. [Community Right to Bid](#)
4. [View current assets of community value](#)

What is an asset of community value?

An asset of community value is a building or piece of land that is used to further the social wellbeing or interests of the local community. Examples of community assets include:

- village shops
- pubs
- community centres
- children's centres
- allotments
- libraries

What are the criteria required to be given this status?

To be listed as an asset of community value, a piece of land or building must be nominated by an organisation with a local connection, and meet certain legal criteria.

A building or piece of land is deemed to have community value if:

- The use of the land or building currently, or in the recent past, furthers the social wellbeing or social interests of the local community. This includes cultural, recreational or sporting interests
- The use of the building or land will continue to further the social wellbeing or interests of the local community
- Meeting the interests of the community must be the principle purpose of the land or building

Residential properties, their gardens, outbuildings and other associated land cannot be listed as community assets.

[Next](#) >

[Nominate an asset of community value](#)

Related pages

[Listed buildings](#)

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[Sport and leisure](#)

APPENDIX D

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 22 MARCH 2023

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **CHERRY TREE CLOSE PLAY AREA**

- Equipment fully repaired by Council staff and put back into use in February 2023.

2. **MANOR FIELDS ALLOTMENTS**

- Unfortunately, there have been a number of break-ins at the allotment sheds; these have been reported to the police. Officers and Neighbourhood Wardens have been in close contact with the Allotments Society and a Sussex Police Officer also visited the site and has given plot holders some good advice and details of funding pots available to assist with extra security measures for the site.
- Officers submitted a s106 application towards further secure fencing along the northern boundary of the site to replace the existing fencing. The funding application of just over £3,000 was successful and the order for works has just been placed and works should hopefully be taking place soon. The installation of this further fencing should assist deter trespass onto site.
- Officers are working with the Allotments Society looking to obtain quotes for the replacement of x3 disabled beds and suitable surfacing up to a maximum £2,750 budget for which funding should be available. Once quotations have been received, a s106 application will be submitted.

3. **LOWER STATION ROAD RECREATION GROUND**

- Sadly, the Council has been let down badly by Playground Supplier HAGS/SMP who, despite numerous chasings, have failed to respond to requests for replacement fixings for a Farmyard Search panel on site. As a result, staff have now arranged to fix this themselves.
- Investigations are still ongoing with the cracks to the concrete skate ramp. After a number of checks were carried out by a concrete specialist, the Council has instructed Alun Blow of ABMH Structures Ltd to carry out a site visit/survey and structural assessment report.

4. **JUBILEE FIELDS**

- Skate ramp – see separate agenda item.
- Replacement signage has been arranged for the fishing lake pontoons on site, reminding people that there is no swimming/dogs permitted in the lake.
- HDC reported that one of the bins at Jubilee Fields had a broken lock. The bin was checked by Council staff and a satisfactory repair made.

- A site meeting has been held with a representative of BSRA and the providers of Electric Vehicle Charging (EVC) points with a view to installing 6 points in front of the pavilion clubhouse. This will necessitate the slight reprovisioning of some disabled spaces. Design to follow. (These are the same providers as those for the Billingshurst Centre.)
- Drainage improvement works have now been completed in the vicinity of the entranceway to the bypass footbridge. It all looks very neat and tidy and seems to be working – fingers crossed. Simultaneously road plannings have vastly improved the surface of the trim trail

5. **STATION ROAD COMMUNITY GARDENS**

- It is believed that the footpath which regularly floods leading from the gardens towards Myrtle Lane is the responsibility of WSCC.
- The Chairman of the FOG Group has been contacted and asked to provide a copy of the risk assessment for the gardens site which covers the work carried out by volunteers. A copy is expected soon.
- Work on the Men's Shed has started and the order placed for the electricity supply. The Men's Shed members were delighted to receive a substantial donation of tools and equipment from a resident of Billingshurst who has recently passed away.
- A large amount of bark chippings have been ordered for the play area on site; these should be put in place shortly.

6. **TREES**

- Councillors may remember that as part of the celebrations of Her Majesty's Platinum Jubilee last year, people were invited to help create a lasting legacy by planting trees for the Queen's Green Canopy. In support of this, Horsham District Council donated a tree to each of the District's Parishes and Neighbourhood Councils to be planted in a suitable location on either District or Parish Council land. Following suggestions put forward by members, Cleveland Gardens was chosen as the most appropriate location and the Council received a well-established young Oak, which was planted last autumn.
- The Year 3 and annual works order for trees that fall within the Council's remit have been placed with the Council's Tree Surgeon. These works will take place in the late summer after the bird nesting season has passed.

7. **CRANHAM AVENUE**

- Earlier this year, the surfaces of the play equipment were pressure washed to remove a build-up of algae.
- The recent play inspection report has identified an issue in the play area. Arrangements are being made to rectify this accordingly.

8. **PUBLIC TOILETS**

- New straps for the baby change units were fitted after these were removed by persons unknown.
- There have unfortunately been a number of vandalism issues which have occurred since earlier this year; these have been reported to Sussex Police and a decision was taken to close the facility at 4.00pm on weekdays as the majority of occurrences of vandalism occurred after school.

9. **ADVERSANE**

- The Council has decided to light the beacon on the Green, on Friday 5 May, 8.30pm to mark the Coronation of HM King Charles III. Arrangements are being made.

- A number of overgrown saplings around the bus shelter have been cut back.

10. **LITTER WARDENS**

- New staff member Linval commenced working for the Council in early January and has already become a popular member of the team. Timesheets have been updated to reflect duties and as we are back up to a full complement of staff, some of the outstanding tasks are starting to be ticked off lists. Some of Linval's duties will include a regular session of weeding at Station Road Gardens.
- Litter Wardens identified some damage to the front window of the former Barclays Bank building in the village. A temporary repair has now been made.
- Linval has now received training on the Applied Sweeper machine.
- Arrangements are being made for Litter Wardens to attend a Basic Tree Inspection course to assist the Council in highlighting if there is a concern with one of the trees which come within the Council's remit.
- In mid-January a councillor contacted the office to raise concerns about an area of Church Path which had become slippery. A staff member was dispatched to have a look and did an excellent job of clearing the slippery leaves and silt which had accumulated as a result of the heavy rains.
- The jobs identified as part of the annual inspection of council equipment are being worked through as appropriate.

11. **LITTER WARDENS GARAGE**

- Minor snagging items have been rectified by the builder, although some chasing has been necessary. Sadly, a more serious problem has come to light during recent bouts of heavy rainfall, in that the garage is flooding at the north end, where the wall abuts higher land. Despite the design accommodating this, it was clearly not sufficient. The architects and builders are looking at this with a view to rectifying it under warranty.
- Some works to the sweeper have been identified as part of a recent service; the order for works has been placed.

12. **MISCELLANEOUS**

- Following a question raised by a councillor at the last meeting, more information was sought from West Sussex County Council on the type of Real Time Bus Info (RTPI) batteries. The following response was received: -

'The LCD displays are powered solely by lithium batteries (on a single charge) with a 3-year guarantee; there is no requirement for external power or solar power. All components are capable of being recycled, including the batteries, and the housing is built from recyclable plastics and stainless steel. The displays utilise low energy signals, meaning bus stops with poor mobile data coverage could still be equipped with displays due to the embedded roaming SIM card which enable any network. Only very small packets of data are sent back and forth to the displays and doesn't require the bandwidth of a traditional display'.

- A resident contacted the council in early January asking for permission to carry out Metal Detecting on some areas of Council land. The relevant paperwork has been completed and returned.
- Risk Assessments for Council property have been carried out this month.

- The Neighbourhood Wardens have arranged 6 sports sessions for the summer holidays. More information will be advertised in due course.
- The Warm Hub initiative at the Billingshurst Centre has proved to be very popular and there are plans to continue this scheme after the 31 March deadline and refashion it as a Coffee Morning for interested residents.
- The arm on a teak seat in the High Street outside The Women's Hall, ownership unknown, has been repaired by the Litter Wardens.
- As reported to the F&GP Committee, ownership of Public Open Space (POS) at Kingslea Farm / Longhurst Drive, off Marringdean Road was transferred to the Council on 14 February 2023. Insurers have been notified and a site meeting was held on the 1st March 2023 with contractors, Litter Wardens and officers to confirm responsibilities.
- Public Liability Insurance Certificates have been collected from Council Contractors as part of the annual new year checking process.
- Officers have reported to WSCC a section of paving adjacent to St. Mary's Vicarage as this was uneven.
- Sponsors have been contacted to see if they wish to continue with the High Street planter sponsorship for 2023/2024.
- A resident contacted the office to request a dog bin in an area of land which does not fall under the responsibility of the Parish Council. The resident has been referred to HDC accordingly.
- The Council has been successful in a grant for £200 from HDC towards Coronation Events it is involved with in the parish. A further grant application has been submitted from Lottery Awards for All and a response is awaited.

The Committee is invited to note this report.