

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 31 May 2023, at 6pm.

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

24 May 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 22 March 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 consider request to sell Council land to resident - Appendix A.
8. To receive an update on new skate park at Jubilee Fields plus consider funding options - Appendix B.
9. To receive property updates, for information only - Appendix C.
10. Any other matters for information only.
11. Next Meeting: **17 July 2023**
12. Exclusion of Press & Public (Contractual – land)
13. To consider terms of disposal of land, subject to decision in Item 7 above - Appendix D.

Committee Members: EB, PB, **PD**, SD, CG, RM, 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.**

## **APPENDIX A**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNSDAY 31 MAY 2023**

#### **PROPERTY AT COOMBE HILL**

#### **REPORT BY CLERK**

#### **FOR DECISION**

The Council owns a small piece of land at the junction of Coombe Hill and High Street, Billingshurst. The area comprises grass and hedging to the rear of the pavement, as amenity land.

The owner of 12 High Street, adjoining, has correctly advised that our property also includes a further strip to the rear of the amenity land. The Council has not maintained this, and to the passer by, it looks like it is part of the garden of 12 High Street.

The owner has asked the Council if it is willing to sell all the site to him, see attached correspondence and supporting information.

Whilst the Council has no policy in place regarding sale of council-owned land, traditionally, all requests when presented to Councillors have been refused, usually on the grounds that they would set a precedent.

However, part of this land-holding the council did not appreciate it owned anyway and for all intents and purposes was thought to be part of the householder's garden.

The Committee is invited to consider whether to

- a. Decline the request;
- b. Sell all the site to the householder;
- c. Just sell the rear part of the site to the householder, with the Council retaining the front part, in the interests of preserving the amenities of the area.

If the Committee is minded to sell all or part of the site to the householder, then it can discuss the price, terms and conditions in the confidential part of this meeting.

## Billingshurst Parish Clerk

---

**Subject:** FW: Land adjacent to 12 High Street, Billingshurst, West Sussex, RH149PH  
**Attachments:** attachment 1.pdf; attachment 1.pdf; attachment 1.pdf

---

**From:** Tom Witchell  
**Sent:** Monday, May 1, 2023 7:34 AM  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Subject:** Land adjacent to 12 High Street, Billingshurst, West Sussex, RH149PH

Dear Councillors,

I write in reference the land adjoining my property on High Street, Billingshurst.

Thank you to those of you that braved the rain and met with me on site on the 27th of March 2023, to take a look at the land in question.

Further to our site meeting, I write to you in respect of the land adjacent to my property 12 High Street, Billingshurst, West Sussex, RH149PH.

As discussed, I would like to acquire the land adjacent to me (title number WSX242388) currently under the ownership of Billingshurst Parish Council.

My reasoning for wanting to acquire it is to look after it and maintain it, without changing the street view or breaching the covenants placed on the land. The land in question was purchased by Billingshurst Parish Council off Horsham District Council on the 7th June 2000 for £1.00. I suspect this was because Horsham were trying to release ownership and therefore responsibility at that time.

The land in question, has been used by local residents as somewhat of a compost area, and it would appear that children have also used the area to make camps as well. It seems to attract foxes and youths in the evening too. As you will have seen it is somewhat of an eyesore from my garden. By taking ownership, it would allow me to tidy up the area without changing the street aspect. The trees are important to me and I worry they will be reduced in height or cleared completely. In addition, it will allow me to create a path from my garage to my garden which will be a great deal easier to access the property on a daily basis. Whilst I am aware that BPC do not generally sell land, I think it would be fair to say that you are unaware that it was within your ownership/responsibility and therefore hopefully you will not be adverse to releasing it.

If you are agreeable to disposing of the land to me, BPC will relinquish the responsibility of maintaining it and insuring it. This should hopefully be a cost saving to your maintenance expenditure. In addition, I will be able to create another parking space which will mean less pressure on the adjoining roads and the High Street.

By purchasing it I would also take on the restrictive covenants which were agreed and signed between HDC and BPC on the 11th of May 2000.

I have attached the title documentation and the transfer of part for your information.

Taking into consideration the amount of work that is required, and the restrictive covenants placed upon the land I would suggest the following proposal:

I would like to make a formal offer in the sum of XXXXX. In addition, I will also cover Billingshurst Parish Councils legal expenses for the transaction.

Thank you once again for your time and your consideration of this proposal. If you should have any further questions please do contact me. I understand that the Parish Council are meeting in May to discuss this matter among other property based matters.

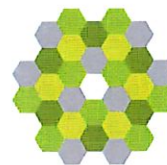
Kind regards

Tom Witchell

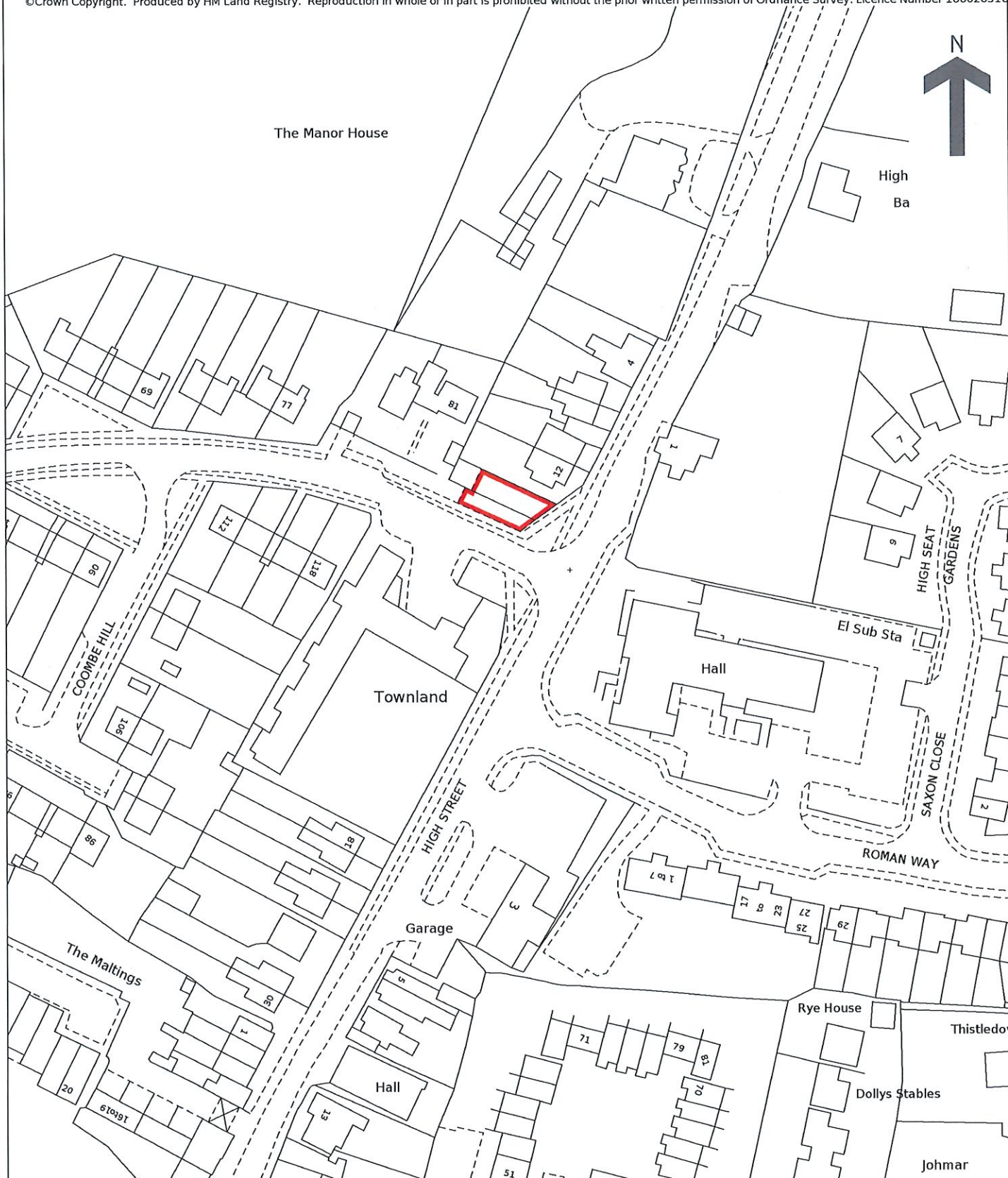
# HM Land Registry

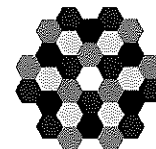
## Official copy of title plan

Title number **WSX242388**  
Ordnance Survey map reference **TQ0826SE**  
Scale **1:1250**  
Administrative area **West Sussex : Horsham**



©Crown Copyright. Produced by HM Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316





# Official copy of register of title

Title number WSX242388 Edition date 07.06.2000

- This official copy shows the entries on the register of title on 21 MAR 2023 at 15:52:22.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 21 Mar 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Durham Office.

## A: Property Register

This register describes the land and estate comprised in the title.

WEST SUSSEX : HORSHAM

- 1 (07.06.2000) The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being Land adjoining 12 High Street, Billingshurst.
- 2 (07.06.2000) The Transfer dated 11 May 2000 referred to in the Charges Register contains a provision as to light or air.

## B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

### Title absolute

- 1 (07.06.2000) PROPRIETOR: BILLINGSHURST PARISH COUNCIL of The Billingshurst Village Hall, Roman Way, Billingshurst, W Sussex, RH14 9QW.

## C: Charges Register

This register contains any charges and other matters that affect the land.

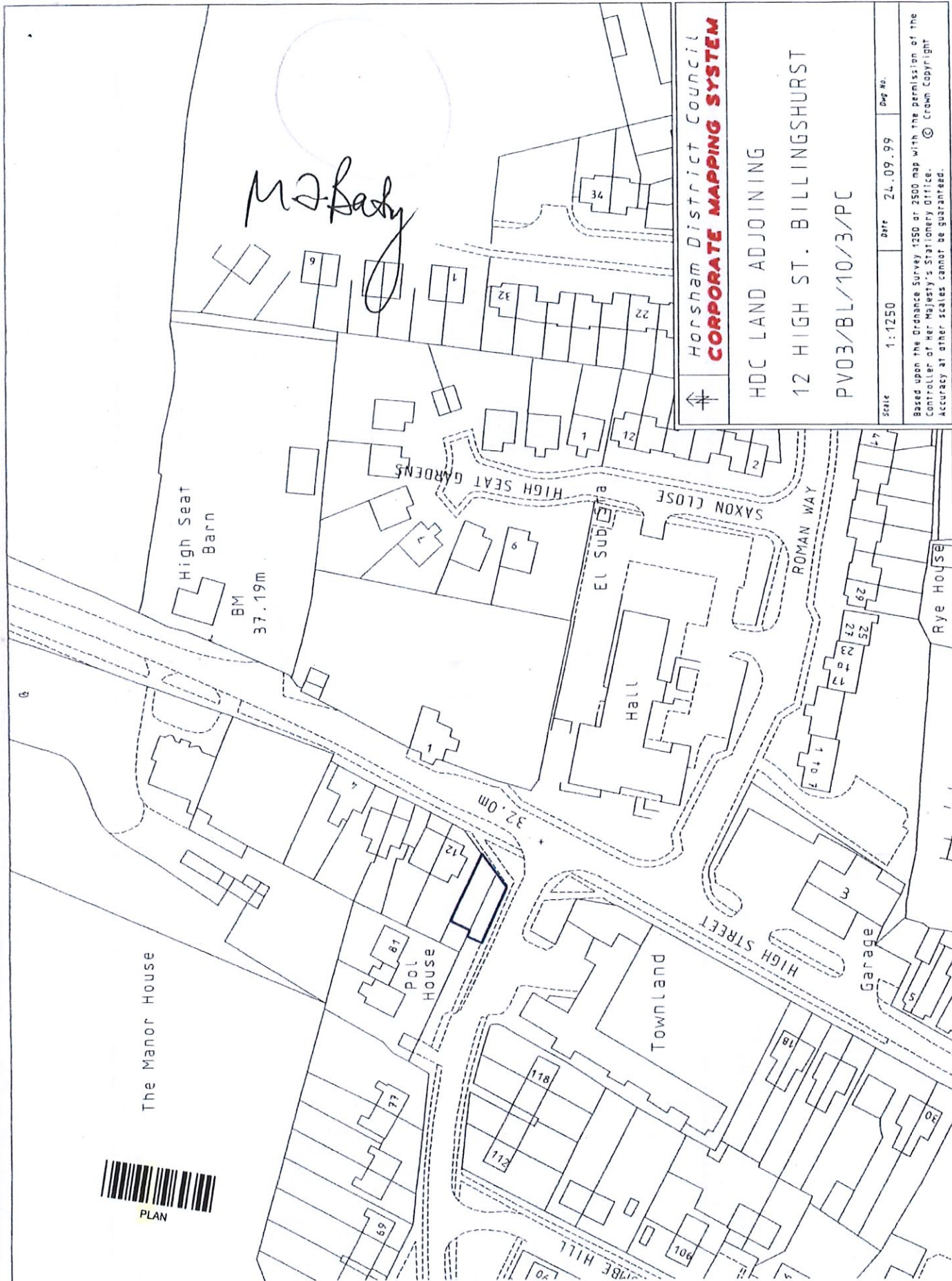
- 1 (07.06.2000) A Transfer of the land in this title dated 11 May 2000 made between (1) Horsham District Council and (2) Billingshurst Parish Council contains restrictive covenants.

*NOTE: Copy in Certificate.*

- 2 (07.06.2000) The land is subject to the rights reserved by the Conveyance dated 11 May 2000 referred to above.

## End of register





Horsham District Council  
**CORPORATE MAPPING SYSTEM**  
 HDC LAND ADJOINING  
 12 HIGH ST. BILLINGSHURST  
 PV03/BL/10/3/PC  
 Scale 1:1250 Date 24.09.99  
 Based upon the Ordnance Survey 1:2500 map with the permission of the  
 Controller of Her Majesty's Stationery Office. © Crown Copyright  
 Accuracy at other scales cannot be guaranteed.

Allen Baker  
 Solicitor for Transforce

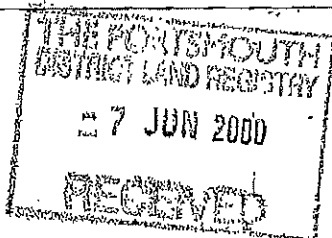


**Transfer of part  
of registered title(s)**

**H M Land Registry**

**TP1**

1. Stamp Duty



It is certified that the transaction effected does not form part of a larger transaction or of a series of transactions in respect of which the amount or value or the aggregate amount or value of the consideration exceeds the sum of £60,000

2. Title number(s) out of which the Property is transferred

3. Other title number(s) against which matters contained in this transfer are to be registered

4. Property transferred

**Land adjoining 12 High Street Billingshurst West Sussex**

The Property is defined on the attached plan and shown edged blue

5. Date *11<sup>th</sup> May 2000*

6. Transferor **HORSHAM DISTRICT COUNCIL**

7. Transferee for entry on the register

**BILLINGSHURST PARISH COUNCIL**



8. Transferee's intended address(es) for service in the UK for entry on the register

**The Billingshurst Village Hall Roman Way Billingshurst West Sussex RH14 9QW**

9. **The Transferor transfers the Property to the Transferee**

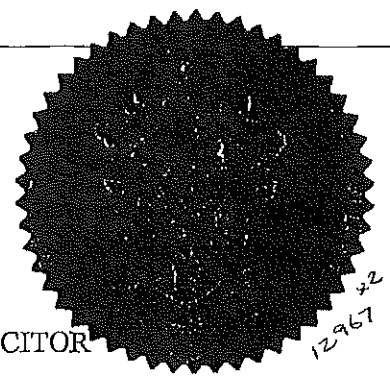
2. The Transferee's covenants are made pursuant to section 33 of the Local Government (Miscellaneous Provisions) Act 1982
4. The Property is transferred together with the rights granted by but subject to the exceptions Reservations and covenants contained or referred to in the Conveyance
4. The Transferor acknowledges the right of the Transferee to production of the Conveyance and to delivery of copies of it
5. The Transferee shall not be entitled to any right to light or air over the Transferor's Retained Land
6. The Property is transferred by the Transferor as estate owner only and not in any other capacity and no consent to the use or development of the Property is given or implied by this Transfer

14.

THE COMMON SEAL OF HORSHAM )  
DISTRICT COUNCIL WAS AFFIXED TO )  
THIS DEED IN THE PRESENCE OF )

*M. J. Baby*

DIRECTOR OF LAW AND ECONOMIC DEVELOPMENT/CHIEF SOLICITOR



SIGNED AND DELIVERED BY

~~THE COMMON SEAL OF BILLINGSHURST)~~  
PARISH COUNCIL WAS AFFIXED TO )  
THIS DEED IN THE PRESENCE OF )

DAVID JAMES SHERLOCK  
KENNETH BASIL LONGHURST  
MRS. IRENE MARSHALL  
CLERK OF THE COUNCIL  
8 SAVILLE GARDENS  
BILLINGSHURST  
WEST SUSSEX  
RH14 9RR.

*1752*  
*K. B. Longhurst*  
*I. Marshall*

Crown copyright LR/FU/1717 10/99

## **APPENDIX B**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNESDAY 31 MAY 2023**

#### **JUBILEE FIELDS SKATE PARK**

#### **REPORT BY CLERK**

#### **FOR DECISION**

At the March meeting Members awarded the contract to construct a replacement skate park at Jubilee Fields to Fearless Ramps, following a formal tendering exercise. (Min 28/23 refers) The budget accompanying the specification was £140,000.

In order to refine the design, an online discussion was held between the contractor, consultant, and some local users; the Cttee Chairman and I were also in attendance. A site meeting was then held and revised designs are currently with local users, prior to a final public consultation. Hopefully all consultations will be complete by mid-June. The Committee will be invited in due course to sign-off the final agreed design.

The Council currently has no budget allocated to this project, which remains costed at £140,000.

An application has been submitted to Horsham District Council (HDC) to draw down S106 funds towards the project.

In the meantime, the Committee is invited to RECOMMEND to the F&GP Committee that funding is allocated accordingly, to make up any difference between what S106 funds can be secured and the total cost.

## **APPENDIX C**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNESDAY 31 MAY 2023**

#### **PROPERTY UPDATES**

#### **FOR INFORMATION**

#### **REPORT BY OFFICE MANAGER**

1. **MANOR FIELDS**

- It is hoped that the fencing alongside the bypass path boundary will be replaced by the end of the month. The delay has been caused by issues with supply of the fencing.
- A specification is still awaited for the replacement disabled beds and surfacing; a chaser has been sent.
- A local resident reported smashed glass at the play area on site which was cleared by a community-minded person and the details passed on to the Neighbourhood Wardens.

2. **LOWER STATION ROAD RECREATION GROUND**

- Alun Blow of ABMH Structures Ltd carried out a site visit/survey and structural assessment report on the concrete skate ramp at the end of March. The report has just been received and is in the process of being checked over by officers. An update will be brought to a future meeting.
- A request has been received from one of the Scout Leaders to carry out 'axe throwing' on site. Officers are minded to ask that the pursuits be held further into site so as not to damage the 'no mow' areas on site and also not to interfere with the Tennis Courts on site. Appropriate risk assessments and insurances have also been requested.

3. **JUBILEE FIELDS**

- Replacement wooden skate ramp – separate agenda item.
- A resident contacted the Council offices after not receiving a response regarding the booking of Jubilee Pavilion. Contact was made with the BSRA representative, and they will be contacting the resident accordingly.
- Replacement signage was arranged for the fishing lake pontoons on site, reminding people that no swimming/dogs is permitted in the lake. This signage has also been added to staff timesheets to clean/check once a week.
- The Group Scout Leader of 1<sup>st</sup> Billingshurst & Wisborough Green Scouts arranged for the Cubs to use the pathways around the Jubilee Fields site for their cycling badges. Onsite Cycles will also be setting up in the car park to show the cubs how to maintain their bikes.

4. **STATION ROAD COMMUNITY GARDENS**

- There were two very successful events held on site over the Coronation weekend. On the Sunday, the Community Picnic was held; the Clerk arranged for a children's entertainer and a musician. The 1st Billingshurst Scouts served refreshments and over 200 residents had a lovely afternoon. A second event was held the following day under the national *Big Help Out* banner to encourage volunteering; over 30 people turned up to spruce up the gardens.

- A resident contacted the Council to ask to hold a children's birthday party earlier this month on site. The required paperwork was obtained in advance of the party and all was in order.
- Sussex Clubs for Young People have asked to take the Purple Bus on site in the summer holidays in August. Arrangements are being made for a poster to be drawn up which the Council can use to help publicise the visit.
- Officers provided a copy of the Council's detailed Risk Assessments to assist the Chairman of the FOG Group to enable him to put together a risk assessment to cover the work of volunteers in the gardens.
- Work on the Men's Shed is continuing with the insulation and roof work now complete. The Chairman advised us *'Just to let you know that SSE have finished their cabling in Station Road Gardens. They have covered the trench with fresh topsoil and grass seed, so it should recover fairly quickly. On behalf of the Men's Shed, I would like to thank the Parish Council for the provision of the electricity connection. Once we have the meter in and a socket connected, it will make a great difference to our members, as not only will we be able to use power tools, we will also be able to use a kettle.'* They should soon be in a position to meet at the site rather than at the Scout Hut.

5. **CRANHAM AVENUE**

- An issue in the play area cited in the most recent play inspection report was rectified in the middle of April by staff.

6. **PUBLIC TOILETS**

- Further straps have had to be ordered for the baby change units as the replacements have also been stolen.
- There was an issue with liquid being thrown up onto the ceiling of one cubicle. This was cleaned off and painted by one of our Litter Wardens.
- The facility continues to be closed at 4.00pm on weekdays as this has had a positive effect on instances of vandalism.

7. **ADVERSANE**

- The Council went ahead with arrangements to light the beacon on Friday 5<sup>th</sup> May, on the eve of the Coronation of King Charles III. The evening was very well attended, and a bagpiper was booked to compliment the occasion.
- A further two British Legion for 'Lest We Forget' Tommy's have been ordered to stand by the beacon during Remembrance month (late October – mid November).

8. **LITTER WARDENS GARAGE**

- The issue of the flooding in the ne garage has been partly addressed, but a quote is awaited to *tank* the garage as an added line of defence.

9. **BILLINGSHURST IN BLOOM**

- South & South East in Bloom (SSEiB) judging is due to take place on 30<sup>th</sup> June. Staff have been given a copy of the route and arrangements are being made for special attention to be paid to the areas along the route in the week leading up to the visit.
- A Coronation Crown of marigolds to on the Village Green in Billingshurst has now been planted. These should easily be in flower by the time of the SSEiB visit.
- The Council advertised its local *In Bloom* front garden competition and following on from a meeting with members of Billigreen, Cllr. Day & the Office Manager earlier this

year, an extra category has been included for this year. This is for the *Best Pollinator Garden* and already, entries are coming in with this category chosen for entry.

- Members of Billingshurst Horticultural Society have kindly agreed to carry out judging of the local In Bloom entries again this summer.
- The Clerk received the agreement of the Management Company at the Maltings for a long-forgotten planter to be cleared out and replanted outside Truffles. This was carried out by a member of Billigreen with the Council reimbursing the cost of plants and compost.
- The summer hanging baskets are due to be hung in the High Street imminently.
- Some of the planters in the High Street will require a repaint in the summer months.
- The Council has funded plants and seeds and signposts for Billigreen to plant pollinator-friendly species on Council-owned sites which are being left as part of the agreed *No Mow* scheme. Further 'no mow' signage has also been ordered and is due to be delivered shortly. It will be installed by Litter Wardens once it arrives.
- All sponsors confirmed that they were happy to continue with their High Street planter sponsorship for 2023/2024 and invoices have been sent out.

10. **PUBLIC TOILETS**

Very disappointingly, our application to have the toilets' designation as an Asset of Community Value, was rejected by Horsham District Council (HDC), despite being renewed only 5 years ago. [HDC advised that only one of our three then district councillors responded to officer's request for a response.] We have appealed the decision.

11. **MISCELLANEOUS**

- The Neighbourhood Wardens have arranged 6 sports sessions for the summer holidays. Posters have now been received and these are in the process of being advertised locally.
- Arrangements were made with Billingshurst Primary School for children to take part in a Coronation Poster Competition. Entries were judged earlier this month and arrangements are in the process of being made for the book tokens and certificates to be presented to the winning entries.
- Local environmental group Billigreen are no longer in a position to have the recycling bins for crisp packets and plastics etc in the chapel car park just off Lakers Meadow. It is hoped that this may be reintroduced in the future and the Council can help advertise at that time.
- The Warm Hub initiative at the Billingshurst Centre was so popular, that it has been replaced by Coffee Mornings instead. There are a number of regular attendees.
- Sadly, the grant application submitted to Lottery Awards for All towards funding for Coronation events was unsuccessful. This was disappointing given how much the Council had agreed to support various community events. Officers have learned from fellow Clerks that disappointingly a significant number of similar applications were turned down. Officers were however successful in gaining a £200 grant contribution from Horsham District Council towards events locally.
- A resident contacted the office to report overflowing dog bins on some of the new pathways in the village. The contact details on the HDC website were sent on to him for his information.



- The Trustees of Adversane Hall provided the Council with their updated risk assessments for the Hall.
- A local resident contacted the office to report a blocked drain on the Church Path near its junction with Station Road. This has been reported again to WSCC Highways.
- Two areas of concern on the A29 have been reported to WSCC Highways on their new reporting website. These are an extremely overgrown hedge and a broken drain cover.

The Committee is invited to note this report.