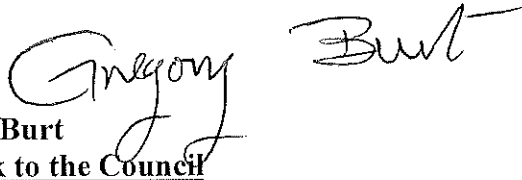


To All Councillors on the Property Committee,

You are hereby summoned to attend a Meeting of the Property Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 21 February 2023, 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

15 February 2024

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 October 2023, previously circulated, to confirm and sign the minutes as a correct record.
5. Clerk's Report
6. Public Session
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
7. To consider progress on Platinum Jubilee Trees and new hedge at Kingslea Farm - Appendix A.
8. To consider formalising the Bench Sponsorship Policy - Appendix B.
9. To consider the provision of an additional defibrillator at Adversane - Appendix C.
10. To consider formal proposal to install EV charging points at Jubilee Fields car park - Appendix D.
11. To consider commemorations for 80th Anniversary of D-Day - Appendix E.
12. To receive an update on proposed new path at SRCG - Appendix F.
13. To receive property updates, for information only - Appendix G.
14. Next Meeting: **10 April 2024**

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
21 FEBRUARY 2024

NEW TREES & HEDGES

REPORT BY CLERK

FOR INFORMATION

- a. In Autumn 2020, the Council utilised £5,000 from its own CIL allocation to fund the planting of 27 new trees by WSCC on highway land. This was in support of an ambition in the Neighbourhood Plan. These have largely taken and WSCC is committed to replace any dying or vandalised trees.

In continuance of this, the Council asked residents in 2021 to suggest additional sites for trees, in support of the HM The Queen's Green Tree Canopy (a Platinum Jubilee project), suggesting that if they donated £100 per tree, the Parish Council would match the other £100, each tree being approximately £200 each to supply and plant etc.

Four offers were made and funds received (totalling £400), two being site-specific.

This scheme has not been progressed for which apologies are given.

- b. Residents have reported that a few of the newly planted trees at Kingslea Farm have died and the Parish Council, now being responsible for the area, is obliged to replace them. Residents have also asked for an additional hedge to be planted to screen some play equipment from residents' windows. Our own grounds maintenance contractor has priced to supply and plant 20 metres of 3-4ft mixed hedging (20metres long) at £1,620.
- c. Officers are mindful that, whilst the Council maintains its own tree stock to a rigorous regime, seldom do we plant new trees on our sites. Some sites, for example Cleveland's Gardens, Jubilee Fields and Lower Station Road Recreation Ground particularly lend themselves to some modest planting of substantial young trees. No quantities or exact locations have yet been identified.

If members are minded to support these three planting programs, the Committee is invited to support the release of £5,000 from the sum that accompanied the transfer of Kingslea Farm to the Council (now in an earmarked reserve), to allow them to be undertaken in the autumn of 2024.

APPENDIX B

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 21 FEBRUARY 2024

BENCH SPONSORSHIP POLICY

FOR DECISION

REPORT BY CLERK

The Council has had an advice page on its website for sometime, to guide residents who wish to sponsor new benches.

Several enquiries are made each year, most of which do not materialise. Often residents wish to place additional seats at sites where it is considered there are sufficient seats already and many think they can just go and buy a seat from a local DIY shop for £99!

I would be grateful for Members' support in formalising this into a more robust policy, attached, to assist officers in dealing with such enquiries in the future.



BENCH SPONSORSHIP POLICY

The Council regularly receives enquiries about sponsoring seats in the public realm, often in memory of a relative or friend.

As seats need to be of a very robust construction so as to be as vandal proof and maintenance free as possible, only designs approved by the Council will be considered.

These usually must be made of recycled plastic and designed for municipal-type locations. The cost is currently in the region of £1,000 plus installation depending on locations.

As the Council is VAT registered and there is VAT on sponsorship, the Council is obliged to charge the sponsor VAT.

It is considered that there are already sufficient benches in Station Road Community Gardens so no additional seats at this site will be considered; replacement of existing wooden benches may be considered.

It is only in the Parish Council's gift to grant permission for seats on land under its control; it may also be able to place seats on highway land, subject to the permission of WSCC as highway authority, ditto land controlled by Horsham District Council.

If you wish to sponsor a seat, please send a sketch map showing the preferred location to the Council who will be happy to assist with your enquiry.



APPENDIX C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 21 FEBRUARY 2024

ADDITIONAL DEFIBRILLATOR AT ADVERSANE

FOR DECISION

REPORT BY CLERK

The Department of Health & Social Care have a Community Defibrillator Scheme running in which they are providing match funding for 1,900 community external defibrillators.

By taking advantage of this scheme, successful applicants will be able to obtain a new Fully Automatic Defibrillator & External Heated Cabinet with keypad lock (for installation on an external wall / cabinet requires a power supply) for £750.

BEAT (Billingshurst Emergency Assistance Team) who maintains defibrillators around the area, suggested to the Council that a device on the outside of Adversane Hall would be an ideal new location. (This would be in addition to the existing device in the hamlet on the bus shelter, which is on the other side of a major road.)

We successfully applied and to enable this project to progress, the Council will need to contribute the matching £750 + installation etc. possibly from the Council's CIL fund.

The Committee is invited to consider this proposal and make a recommendation to the Finance & General Purposes Committee accordingly.

APPENDIX D

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 21 FEBRUARY 2024

EV CHARGING POINTS AT JUBILEE FIELDS

FOR DECISION

REPORT BY CLERK

The Council has received a formal proposal for the provision of Electric Vehicle (EV) charging points at Jubilee Fields car park, which the Council owns.

See attached + e-mail thread.

The BSRA, who lease much of Jubilee Fields were asked for their views and responded thus:

.....neither of us can see a major problem except the usage of the car park at peak times, mainly Saturday mornings. People park anywhere so trying to keep designated bays clear for EV charging might prove difficult then.

[We have entered into a similar agreement for EV charging points at the Billingshurst Centre, with another provider, installation date chased and still awaited.]

The Committee is invited to consider this proposal.

Billingshurst Parish Clerk

Subject: FW: EV Chargepoints in Billingshurst
Attachments: Believ High Level Proposal for Billingshurst Parish Council.pdf

From: Allen, Charlie <Charlie.Allen@believ.com>
Sent: Monday, February 5, 2024 3:06 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: RE: EV Chargepoints in Billingshurst

Hi Greg,

Apologies for the delay.

After an initial feasibility study, we would recommend:

- 1x 50kW rapid chargepoint (2 bays)
- And 2x 7kW fast chargepoints (4 bays)

Believ would be happy to fully fund the installation and operation of these chargepoints, including maintenance over a 20-year contract term.

We are now waiting on the grid connection quote from UKPN, and then we will be able to share the rent that we would be able to pay for these bays.

Would a call be useful to discuss next steps?

Please let me know your thoughts on the above, and if you have any questions at this stage.

Many thanks
Charlie

Charlie Allen (she/her)
Senior Public Sector Partnerships Manager
M +44 7927 583335



From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: Tuesday, December 12, 2023 4:50 PM
To: Allen, Charlie <Charlie.Allen@believ.com>
Subject: RE: EV Chargepoints in Billingshurst

Hi Charlie,

Given visitors to this site are usually visiting to take part in or watch a sport, I guess a visit will last up to 2 hrs so will be guided by you.

Thanks and kind regards,

Greg

G C Burt
Clerk to the Council

From: Allen, Charlie <Charlie.Allen@believ.com>
Sent: Tuesday, December 12, 2023 4:25 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: RE: EV Chargepoints in Billingshurst

Hi Greg,

Thanks, I will be happy to review this site and understand what options could be feasible for us.

Would Billingshurst Parish Council be looking for a particular speed or number of chargepoints at this site? Believ currently have stock of fast and rapid chargepoints, so are happy to both or either option.

Many thanks
Charlie

From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: Tuesday, December 12, 2023 4:20 PM
To: Allen, Charlie <Charlie.Allen@believ.com>
Subject: RE: EV Chargepoints in Billingshurst

H Charlie,

You would be most welcome to take a look!

Thanks and kind regards,

Greg

G C Burt
Clerk to the Council

From: Allen, Charlie <Charlie.Allen@believ.com>
Sent: Tuesday, December 12, 2023 4:17 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: RE: EV Chargepoints in Billingshurst

Hi Greg,

Thanks for your quick response.

If you would like an alternative proposal for the car park at Jubilee Fields, we would be happy to provide this for that site and any others.

Many thanks

Charlie

From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: Tuesday, December 12, 2023 4:14 PM
To: Allen, Charlie <Charlie.Allen@believ.com>
Subject: RE: EV Chargepoints in Billingshurst

Hi Charlie,

Thanks for that.

As you know we have already agreed to have EV charging points here at the Billingshurst Centre and are just awaiting installation.

We also showed the team the car park at Jubilee Fields in Newbridge Road and are awaiting a proposal.

Kind regards,

Greg

G C Burt
Clerk to the Council

From: Allen, Charlie <Charlie.Allen@believ.com>
Sent: Tuesday, December 12, 2023 3:25 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: EV Chargepoints in Billingshurst

Dear Mr Burt,

I have recently joined the EV chargepoint operator Believ (previously Liberty Charge) from West Sussex County Council and am now working in Believ's public sector partnerships team.

Believ's proposition to councils has expanded significantly, and we are now able to offer **fully funded EV chargepoint solutions across all speeds**, from standard 7kW chargepoints, all the way up to ultra-rapid chargepoints, both on-street and in car parks, to all councils, from county councils to parish and town councils.

Due to the expansion in what we can offer to local councils, I thought it might be useful to have a call or meeting with your council, either with yourself or another colleague, to discuss the potential of installing EV chargepoints on your land?

Please let me know if you are available for a call, or if you would prefer an in-person meeting, and I can arrange this.

I have attached our brochure to provide some further information.

Many thanks,
Charlie

Charlie Allen (she/her)
Senior Public Sector Partnerships Manager

M +44 7927 583335



High-Level Proposal

Billingshurst Parish Council

Believ is the trading name of Liberty Charge Limited incorporated in England and Wales with registered number 12231122 whose registered office is at Griffin House, 161 Hammersmith Road, London W6 8BS.



We believe in cleaner air for all.

Through deployment of the **right charger**, with the **right speed** at the **right location**; powered by **100% renewable energy**, we're providing **equitable, publicly accessible EV charging** across the UK.

Our **fully-funded turnkey solution** supports Local Authorities and Businesses to meet their **Net Zero** commitments.

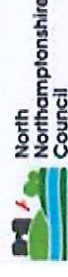
Believ is the trading name of Liberty Charge Limited incorporated in England and Wales with registered number 12231122 whose registered office is at Griffin House, 161 Hammersmith Road, London W6 8BS.

About Believ

- **Believ, is one of the UK's fastest growing charge point operators** (CPOs) with over 1200 charge points installed across the UK since entering the market in 2021.
- We work with you collaboratively; building partnerships and **investing for the long term**.
- Our investors include **Zouk Capital**, managers of HMRC's **Charging Infrastructure Investment Fund (CIIF)** and **Liberty Global**.
- We deliver **instant, fully-funded, smart** public EV charging networks.
- We offer **all charging speeds** ranging from slow 3kW to ultra rapid 350kW.
- We provide **on street, off street and e-mobility hubs**.
- We work with our sister company **Virgin Media O2** and **local electrical installers** to install our charge points.
- All our charge points use **100% renewable energy**



ZOUK



Our Offer

We fund the turnkey design, supply, installation and operation of on-street and car park Electric Vehicle Charge Points – **There's no requirement for Local Authority or grant funding.**

- **A full range of charging hardware**; carefully planned to meet the needs of the location and drivers
- **Profit Share** and **Bay Fee** model options available
- **Dedicated Town / Transport Planning managers** to work with you to help design your EVCP network
- **Full** proactive & reactive **maintenance service**
- **24h helpline** for customers



Your Area Proposal Detail



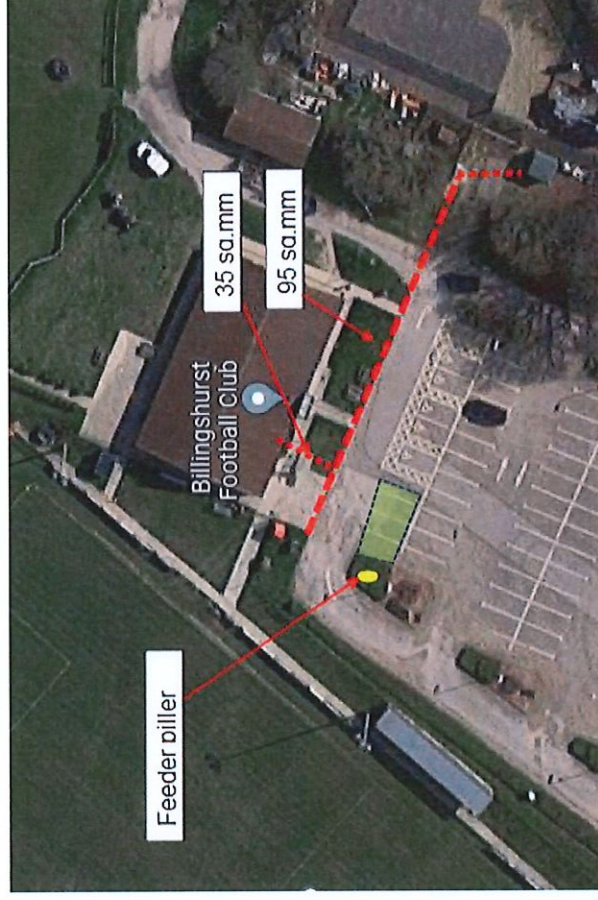
Billingshurst Jubilee Fields, RH14 9GP

Site Suitability

- Parking are owned by Parish Council
- Billingshurst Football Club (3 adult teams and U18s)
- Billingshurst Cricket Club also based here
- Good sized parking area

High Level Proposal – Initial Feasibility Assessment

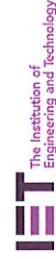
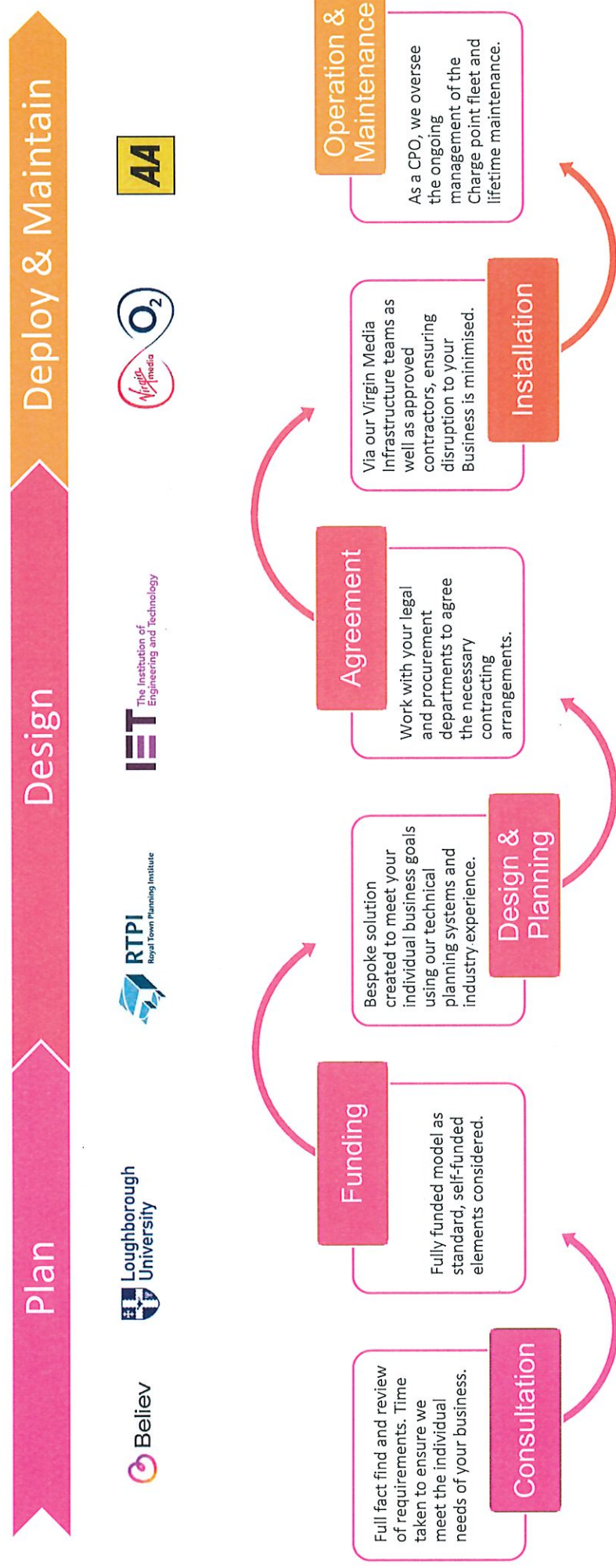
- Six chargepoints bays from two dual chargepoints
 - 1x 50kW rapid chargepoint (2 bays)
 - 2x 7kW fast chargepoints (4 bays)



Delivery



Journey to EV Chargepoint Deployment



Hardware Choices

Believ is hardware agnostic, but deploys the following units as standard

ALFEN EVE Pro-Line

- Twin Socket (Type 2)
- 7kW-22kW AC charging speeds available
- 7" integrated display screen
- App & RFID based authentication
- MID Certified
- Residual Current Device (RCD) onboard



Tritium Rapid and Ultra-Rapid

- CCS and CHAdeMO inbuilt cables
 - 50kW DC charging speed
 - Integrated display screen with clear usage instructions
- Contactless payment reader
 - App based authentication via Believ or PAUA apps
 - Liquid cooling & quiet mode, to reduce noise





Thank you & Questions

Charlie Allen

Senior Public Sector Partnerships Manager

Charlie.Allen@believ.com

M +44 7927 583335

Believ is the trading name of Liberty Charge Limited incorporated in England and Wales with registered number 12231122 whose registered office is at Griffin House, 161 Hammersmith Road, London W6 8BS.

APPENDIX E

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 21 FEBRUARY 2024

80th ANNIVERSARY OF D-DAY

FOR DECISION

REPORT BY CLERK

The 80th anniversary of the D-Day landings in 1944 is being marked this year on Thursday 6th June.

Communities are encouraged to light beacons nationwide at 9.15pm and we have arranged for the beacon at Adversane to be prepared accordingly and for a bagpiper to attend.

At the last two beacon lightings, we have thought that perhaps more could be provided to attract or occupy the crowd, and make good use of the long summer evening prior to the lighting.

The local branch of the Royal British Legion is keen to work with us on this occasion and they will bring a promotional stand and hope to host the local RBL Band.

Another local resident has offered to display some military memorabilia and vehicle.

Efforts are also being made to book some other appropriate stalls and modest catering.

£500 has already been included in the 2024-25 budget.

The Committee is invited to support this event accordingly.

APPENDIX F

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

21 FEBRUARY 2024

NEW PATH AT STATION ROAD COMMUNITY GARDENS

REPORT BY CLERK

FOR INFORMATION

At the last meeting, Members received a report on the long-standing project to create a new more direct path across the back of Station Road Community Gardens joining the gate to the Weald School and the path leading to Myrtle and Natts Lanes.

Given that we hope to secure S106 monies from HDC to fund this, it is important to try to seek 3 quotes.

Cllr Sandy Duck managed to secure a second quotation, and a contractor has been to site and promised me a third quote within the next week.

I therefore hope to be able to present 3 quotes to the April meeting.

[The issue of the unadopted footpath leading from the Gardens to Myrtle Lane, which becomes impassable in heavy rain and is within the landholding of the school, continues to see little interest by those responsible, despite frequent chasing by this Council.]

The Committee is invited to note this update.

APPENDIX G

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 21 FEBRUARY 2024

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **MANOR FIELDS**

- Overgrown branches were removed from around the swings.
- Vandalised fencing panels have been replaced.

2. **LOWER STATION ROAD RECREATION GROUND**

- Works to replace a v-shaped section of the concrete skate ramp took place in January. This had been held up repeatedly due to ongoing rainy conditions. Arrangements are being made for the RPII Inspector to inspect the works to ensure their soundness.
- Damage to a gate on site was reported in November and was fixed by staff.

3. **JUBILEE FIELDS**

- Notice was received in November 2023, advising that planning permission had been granted for the Wheeled Skate Facility at Jubilee Fields. Work is due to commence in March 2024. Written confirmation has been received from HDC confirming that funding in the sum of £155,000 has been secured for the entire cost of the project.
- Works to replace the *Heave Beam* on the Trim Trail have now been completed.
- The replacement legs for a signpost on the Trim Trail were carried out in early January.
- Holes in the verge at the edge of the access road will be addressed once ground conditions improve; the contractor has suggested concrete grass-crete as a more cost-effective solution to these areas.
- Hedge-cutting on site, including both sides of the access road into site have been completed.
- Potential for driveway widening project to be put to the SPD working group.

4. **STATION ROAD COMMUNITY GARDENS**

- Men's Shed representatives attended the Christmas Fayre at the Billingshurst Centre on 9th December, and officers have tried to help with advertising the scheme widely. Sadly there has been more vandalism on site and this has been reported to the police.
- The railway-themed play equipment had deteriorated significantly over the past year, so work to replace the wooden elements of the kit was completed in mid-January and looks brilliant. This should ensure the life of the equipment for several more years.
- The metal fencing fronting Station Road, which used to go around the telephone box was, has been realigned accordingly.

5. **PUBLIC TOILETS**

- The facility continues to be closed at 4.00pm on weekdays due to ongoing vandalism.
- The new *Platinum Plus* grading for the *Loo of the Year* Award was displayed in December.
- There were two minor incidents of arson in the w/c 12 February.

6. **ENVIRONMENTAL OPERATIVES & GARAGE**

- A quote has been accepted to *tank* the garage as an added line of defence to reduce future flooding. In addition, the gully in front of the doors is to be replaced with a wider version, given the amount of car park surface draining towards the doors.
- The annual inspection of play equipment took place during early November; detailed reports have finally been received and are being actioned.
- The new sweeper from Tennant under a lease option has now arrived and staff training taken place. Sadly they were not able to fulfil their obligation to remove the old model, but fortunately local company Charles Muddle kindly removed it f.o.c.
- The new Electric Vehicle arrived on 7th February and a charging point fitted. The vehicle is now in use and the Council has two very happy Environmental Operatives. A press release was issued and was included in this week's County Times and three other parish councils have since enquired about it!!!

7. **BILLINGSHURST IN BLOOM**

- Sadly the 'No Mow' signs installed at some council-owned sites keep being removed by persons unknown. A couple of them have disappeared completely but the others are continually reinstated by staff or contractors.
- Arrangements are being made with Dauxwood Pre-School and Billingshurst Primary School for their children to enter a special Sunflower Growing Competition which is to be judged as part of the Council's South & Southeast in Bloom entry for 2024.
- Officers are looking into different categories for the local In Bloom competition; details of this will be advertised in the next month or two. Please consider entering your front garden and encourage your neighbours to do the same.
- A quote is awaited from David Johnson of Baskets in Bloom for a planting scheme to refresh the raised bed to the rear of the War Memorial.

8. **TREES**

- From January 2024, staff have taken on weekly inspections of trees in areas owned/maintained by the Council. This is as a result of advice given by the Council's Tree Consultants Keen & Co. If issues are noted, then this will be reported to the Parish Office and G. Nye, the Council's Tree Surgeon will be asked to check the tree(s) in question.
- Keen & Co, the Council's Arboricultural Consultants carried out a full survey and inspection of Council's tree stock. A report on the findings is appended to this report.
- The Manager at Dauxwood Pre-School contacted the office to report a concern with a tree adjacent to the pre-school. This was passed to Keen & Co to investigate and to report back. Contact was made and some removal of deadwood works were completed on an urgent basis by the Council's Tree Surgeon G. Nye.

- Following concerns raised by staff and a local resident, officers contacted WSCC to report a tree in the High Street whose roots are pushing up paving slabs and causing a trip hazard; the tree is also overgrown. WSCC carried out an inspection and a job has been raised to carry out crown lifting to 6 metres and to reduce any necessary branches from the adjacent building to leave 2 meters clearance. This has been classed as a high priority, so it is anticipated that works should be undertaken within 3–4 months. A further inspection of the paving was undertaken with County Cllr. Amanda Jupp in attendance. With regards to the paving, Cllr Jupp reported that the problem appears to be caused by the heave of the tree roots so there is a little more to it than originally thought. Photos and checks continue to be carried out by our staff and where relevant, photos are sent on to WSCC. Cllr Jupp agreed to follow this up and keep in touch.

9. **LONGHURST DRIVE**

- Officers dealt with an enquiry from a resident of Longhurst Drive with regards to grass cutting. Officers ensured that Council contractors completed the works required on site but some of the areas in the original enquiry appear to be the responsibility of First Port, the management company for Longhurst Drive. Contact has been made with First Port and a map has been sent over. Further attention will be given to this in due course.
- Residents of Longhurst Drive have been in touch raising concerns about a tree (part of the original planting scheme), which had died off, also asking the Council to consider some hedging between their properties and one of the play areas. There is a separate agenda item to consider funding an additional hawthorn hedge.

10. **MISCELLANEOUS**

- Sadly, our previous sponsor decided against sponsoring the Christmas tree on the Village Green, so Highwood Group was approached instead. They agreed and contributed £1,500 for which their name was displayed on boards around the tree.
- On Remembrance Sunday, Cllr. Peters represented the Council and laid the wreath at the War Memorial. Arrangements were made in advance to ensure that the pathway leading down from the Causeway to the High Street was shut off as there was an uneven edge to one of the steps. Staff also cleaned and swept the area and arrangements were made to cut back the bushes to enable members of the procession to see the service over the top. A loose step was also made safe by Sussex Land Services, who were also responsible for distributing and collecting road closure equipment along the route necessary for the parade.
- A resident made contact towards the end of last year reporting broken branches from a tree at the entrance to Cleveland Gardens; Sussex Land Services were dispatched to sort this out.
- In the early New Year, Public Liability Insurance Certificates were requested and received from all regular Council contractors.
- Officers arranged for a company to visit council sites to quote for pressure-washing play and other areas. The quote has been accepted and works are due to take place in early March.
- The situation with a retaining wall at St. Mary's Churchyard is still ongoing. An update will be brought to a future meeting.
- Offensive graffiti was reported on green telecom cabinets in East Street. This was reported online to Open Reach and the graffiti removed.

- Further offensive graffiti on the Natts Lane bridge was reported to Network Rail and graffiti in Forge Way to HDC. Both have now been removed.
- Last autumn, the Clerk noticed that HDC had incorrect information on their website relating to parks in Billingshurst parish. An email was sent earlier in the summer to get this altered; nothing was received by early September, so a further chaser email was sent. As of November, there had still been no response so the Clerk made contact with the HDC Chief Executive asking for her assistance. HDC has now altered the misleading information.
- Officers arranged for judging of the Christmas Window competition; this was carried out w/c 4th December and Austen's Home Hardware chosen as the winning entry, with R. Rhodes & Son taking second place and *In Clover* Florist taking third. Certificates and the shield were presented to winners by the Clerk in December.
- Towards the end of last year, there were repeated instances of graffiti being sprayed on the signposts on the bypass entrances to the village. Neighbourhood Warden Julie has been on the case and reported the graffiti to HDC for removal.
- Officers have applied and been successful in obtaining 50% funding to enable a defibrillator to be placed at Adversane Hall. There is an item on this agenda for members to consider the remaining contribution .
- A replacement Centenary Post has been installed outside the front of the Billingshurst Centre fronting the High Street, as the original wooden post was showing signs of rot.
- The Council has helped the managing agents of Jengers Mead shopping area to hopefully source a new contractor for the lighting in the area. Their previous contractor had disappeared and only two of the 15 columns were working, leading to complaints.
- Three new bus shelters to the north of the High Street were badly vandalised by BB guns. The East of Billingshurst Consortium are still responsible for these, although they are planned to be passed to the Council in due course with a commuted sum. The consortium is arranging replacement panels and we have suggested that Perspex or acrylic is used instead.

The Committee is invited to note this report.

Tree Management Report (Section 8)

Keen & Co, the Parish Council's Arboricultural Consultants has prepared a plan for Tree Risk Management for the Council's tree stock which states the responsibilities for occupiers of land and the duty of care to workers, visitors and even trespassers!

The Council is keen to ensure that it looks after its tree stock, a significant number of which are located in areas of high public access but whilst also seeking a balanced approach. We are lucky to have a good relationship with Tree Officers at Horsham District Council, (HDC) the authority to whom applications are submitted if required; those officers have provided a lot of help and advice when approached by Parish Council Officers.

The process the Council follows is noted below:-

- Given the significant number of trees, (including ash trees needing extra checks due to Ash Dieback), within the Council's portfolio, from 2023, Officers have arranged for Keen & Co carry out a full tree survey in the late autumn months on an annual basis. This time of year, enables the inspector to note any decay fungi which are more likely to be fruiting, and leaf loss affords a better inspection of the trees. The Arboricultural Inspector looks at each individual tree and checks its condition and a full report is prepared and sent to the Parish Council. From there, officers arrange for the relevant works (where required) to be carried out according to the urgency stated in the report and if relevant, once checks have been made with HDC to check for constraints ie: TPOs or Billingshurst Conservation Area etc. Using the same Arboricultural Consultants and Tree Surgeon annually gives us an extra level of security knowing that the people who will be visiting the sites have prior, regular knowledge and experience of the various areas and also individual trees.
- As of February 2024, as a result of advice received from Keen & Co and also because of the more extreme weather conditions experienced in more recent years, officers have arranged for weekly visual inspections to be carried out by Environmental Operatives as they go about their usual duties of litter clearance in and around Council sites. Tree Maps have been prepared for each staff member, along with a checklist which accompanies the weekly timesheets where staff can note (and photograph) anything (dead branches, broken branches, unusual appearance), of concern and report ASAP to the Parish Office for the matter to be escalated to a further check by a Tree Surgeon with relevant action being taken if required. In reality, this is the sort of thing that happens already, but as of now, it is being regularised and monitored with weekly check sheets being completed.
- Officers will also be arranging for Environmental Operatives to attend a LANTRA Basic Tree Inspection Course this spring/summer. One of the Operatives has already completed this course so the attendance will serve as a refresher; the other staff member will be attending for the first time. If we have managed to employ a third staff member by the time the LANTRA course is held, we will ensure they are also included and receive the training. This course is then recommended for refresher every 5 years.

By increasing our checks on our tree stock in this way, our revised incident response procedure ensures that our stock is better monitored and managed than it has ever been in the past.