



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 10 April 2024, 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

3 April 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 21 February 2024, 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 request to site sponsored seat on highway - Appendix A.
8. To consider quotes to provide new path at SRCG - Appendix B.
9. To consider request by HDC for views on application by HDC to draw down S106 funds (held by HDC) to undertake Food Waste Collection Project Phase 1 - Appendix C. [Note. This would ordinarily go to F&GP but due to the deadline, which I have asked be extended, it is coming to this Cttee; there is no funding implications for this Council.]
10. To receive property updates, for information only - Appendix D.
11. Next Meeting: **12 June 2024**
12. Exclusion of Press & Public
13. Consideration of offer for siting Electric Vehicle (EV) charging points at Jubilee Fields car park - Appendix E.

Committee Members: EB, PB, PD, SD, CG, 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

WEDNESDAY 10 APRIL 2024

BENCH REQUEST

FOR DECISION

REPORT BY CLERK

At its meeting on 21 February 2024 the Committee agreed a Bench Sponsorship Policy, to assist officers manage requests from residents for seats on Council land, or other sites subject to land owner's consent. (Min 08/24 refers)

A resident has kindly offered to sponsor an additional seat between the Library Car Park and the top of Mill Lane for the benefit of pedestrians carrying heavy shopping up the hill.

We have surveyed the area and there is already a seat outside the Library and another at the junction of Coombe Hill, Mill Way and Frenches Mead. I suggested to the resident that there would already seem to be ample provision nearby, but he is keen that one is needed halfway up to assist those residents mentioned.

Given the resident's keenness and the view of officers, the Committee is invited to consider the request.

APPENDIX B

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

10 APRIL 2024

NEW PATH AT STATION ROAD COMMUNITY GARDENS

REPORT BY CLERK

FOR DECISION

There has been a long-standing wish 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.

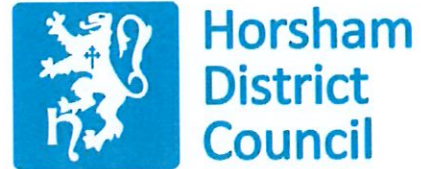
Hoping to secure funds from third parties, we have tried to seek 3 quotes.

We have now received the following:

Contractor	Quote
Arbour Landscapes	29,100
Jardiner Ltd	13,580
Leith Hill Plant Ltd	34,800

The Committee is invited to select a contractor accordingly and seek either S106 funds from HDC for the improvement of open spaces, or S106 funds from WSCC for active travel.

[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.]



APPLICATION FOR RELEASE OF SECTION 106 FUNDING
CONSULTATION

Project reference:	Food Waste Collection Project Phase 1
Applicant:	Recycling & Waste Team (HDC)
Project description:	To provide a weekly collection of foodwaste to all domestic properties and flats within Horsham District.
Funding sought from:	Various (as attached)
Amount of funding sought:	£22,665.60
Type of contribution:	Local Waste & Recycling
Date of consultation:	26 March 2024
Comments to be received by:	9 April 2024

Dear Councillor

Please be advised that Horsham District Council's Recycling and Waste Team has requested the release of Section 106 funding for use towards the above project.

A decision will be made by the Planning Compliance Team Leader, Head of Development and Building Control or Director of Place (as appropriate) however, should you have any comments, we would be grateful to receive these by the date above. Should we not receive any comments by this date, we will proceed on the basis that you have no comments.

I hope the above is of assistance, but please do contact me should you wish to discuss the application further.

Yours faithfully,

Suzanne Shaw
Planning Obligations Officer
(01403) 215075

REQUEST FOR THE RELEASE OF SECTION 106 FUNDS

Applicant details:

Name of Organisation	HDC
Main Contact Name	Laura Parker
Position Held	Head of Recycling and Waste
Email	Laura.parker@horsham.gov.uk
Telephone	07799459364
Address	Hop Oast Depot

Project details:

Project reference (if known)	Food waste for domestic properties
Location/address of project	Whole District
Description of project (continue on separate sheet if necessary)	To provide a weekly collection of foodwaste to all domestic properties and flats within Horsham District.
Quote to be pursued/ Supplier Name	No yet known
Reasons for choice of supplier	NA
Total cost of project	Not yet known
Amount of Section 106 funding being sought	£22,665.60
Other sources of funding secured, if any.	DEFRA £1,486,271
Does the applicant own the land? If not, please provide details of the owner and evidence of their consent.	No
Is planning permission required or other form of consent required? Please provide details / evidence	No
Who will be responsible for maintenance of the project on completion?	W&R department

- Copies of any contracts/agreements entered into regarding the project. Including evidence of consent or approval to demonstrate that you have permission, consent, approval including landowner's or landlord's consent i.e. Planning Permission, Building Regulations Approval, Highway Authority Approval, Landlords Consent, Owner's Consent.

Your application will be delegated to the Director of Place, Head of Development and Building Control or Planning Compliance Team Leader as appropriate and will be subject to internal and external consultation. The application will be assessed with reference to Section 106 funding guidelines and the Community Infrastructure Levy regulations 2010 (as amended).

PLEASE EMAIL THE COMPLETED FORM TO planning@horsham.gov.uk for the attention of Suzanne Shaw, Planning Obligations Officer.

App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Balance	For Project
DC/13/2379	Land Adjoining Blackthorne Barn, Marringdean Road, Billingshurst	Billingshurst PC	Local Recycling Facilities - HDC:91006	15/10/2014	2	10 YEAR COMMITMENT/SPENDING DEADLINE FROM FINAL INSTALMENT (Spent or committed (contractually) within 10 years of receipt) To be used towards the provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development	4,299.69	22/04/2015	22/04/2025	4,299.69	4,299.69
DC/13/1171	14 - 16 Market Square, Horsham	Denne NC	Local Recycling Facilities - HDC:91006	16/12/2013	4	SPENDING DEADLINE OF 3RD JULY 2024 (Spend within 10 years of receipt or have a contract/ legally binding obligation to spend) To be used towards the provision or improvement of refuse and recycling facilities or services in the District of Horsham.	1,092.03	03/07/2014	03/07/2024	1,092.03	1,092.03
DC/11/2136	60A Queen Street, Horsham, West Sussex, RH13 5AD	Forest NC	Local Recycling Facilities - HDC:91006	28/11/2013	5	SPENDING DEADLINE 11TH APRIL 2024. (Spend or have entered a contract or other legally binding obligation to spend within 10 years of receipt) To be used towards the provision or improvement of refuse and recycling facilities or services in the district of Horsham	1,691.06	11/04/2014	11/04/2024	1,691.06	1,691.06
DC/11/2585	Old Doomsday, Hammerpond Road, Horsham, West Sussex	Forest NC	Local Recycling Facilities - HDC:91006	30/07/2012	4	SPENDING DEADLINE 8TH OCTOBER 2024. (Spend or have entered a contract or other legally binding obligation to spend within 10 years of receipt) The provision or improvement of refuse and recycling facilities or services in the District of Horsham to be specifically identified.	712.04	08/10/2014	08/10/2024	712.04	712.04
DC/14/0725	Harwood House, Kings Road, Horsham West Sussex, RH13 5PS	Forest NC	Local Recycling Facilities - HDC:91006	01/08/2014	1	SPENDING DEADLINE 22ND DEC 2024 (Spent or committed (contractually) within 10 years of receipt) Towards the cost of provision of local recycling facilities required to accommodate the extra demands for local recycling facilities that would be generated by the Proposed Development.	2,715.43	22/12/2014	22/12/2024	2,715.43	2,715.43
DC/09/0237	The Plough Inn, Leechpond Hill, Lower Beeding, RH13 6LT	Lower Beeding PC	Local Recycling Facilities - HDC:91006	14/07/2010	3	COMMITMENT DEADLINE 6TH JAN 2024 (Spend within 10 years of receipt or have a contract/ legally binding obligation to spend) Provision or improvement of refuse and recycling facilities or services in the district of Horsham.	6,578.12	06/01/2014	06/01/2024	6,578.12	6,578.12
DC/13/1980	Land South of Flivensgreen House, North Heath Lane, Horsham, West Sussex	North Horsham PC	Local Recycling Facilities - HDC:91006	16/01/2015	5	10 YEAR SPENDING DEADLINE (Spend within 10 years of payment or have a contract/ legally binding obligation to spend) Towards the provision or improvement of refuse and recycling facilities or services in the District of Horsham	1,246.50	29/04/2015	29/04/2025	1,246.50	1,246.50
DC/13/1890	Land North of 23 and 28 Ringley Road, Horsham, West Sussex	North Horsham PC	Local Recycling Facilities - HDC:91006	20/10/2014	2	10 YEAR SPENDING DEADLINE (Spend within 10 years of payment or have a contract/ legally binding obligation to spend) To be used towards the provision or improvement of refuse and recycling facilities or services in the district of Horsham	5,492.58	14/01/2016	14/01/2026	5,492.58	842.28

App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Balance	For Project
DC/13/2052	Land South of Pond Farmhouse, Worthing Road, Southwater	Southwater PC	Local Recycling Facilities - HDC:91006	12/05/2014	6	10 YEAR SPENDING DEADLINE (Spent or committed (contractually) within 10 years of receipt) Towards the provision or improvement of refuse and recycling facilities or services in the district of Horsham.	642.44	05/11/2015	26/05/2025	642.44	642.44
DC/13/1474	Oakview and Land Rear of Tree Little Twynham and Tenure House, Worthing Road, Southwater	Southwater PC	Local Recycling Facilities - HDC:91006	05/03/2014	5	SPENDING DEADLINES 9TH JULY AND 21ST AUGUST 2025 (Spend within 10 years of payment or have a contract/ legally binding obligation to spend) To be used towards the provision or improvement of refuse and recycling facilities or services in the district of Horsham.	1,473.28	25/08/2015	09/07/2025	1,473.28	1,473.28
DC/14/1606	Ellington House, Worthing Road, Horsham, RH13 9AT	Southwater PC	Local Recycling Facilities - HDC:91006	07/11/2014	8	TEN YEAR SPENDING DEADLINE (Spent or committed (contractually) within 10 years of receipt) Provision or improvement of refuse and recycling facilities or services in the district of Horsham.	1,372.73	25/08/2015	21/08/2025	1,372.73	1,372.73
										27,315.90	22,665.60

APPENDIX D

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 10 APRIL 2024

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **MANOR FIELDS**

- Officers are assisting the Allotments Society with raised beds suitable for disabled gardeners; an update will be brought to a future meeting.
- Horsham District Council is carrying out some clearance works along the bypass footpath, the majority of which involves removing dead willows and alders. See Miscellaneous (section 10) as well for a more detailed update on tree works.
- Signs approved by members regarding ball games in the play area have been delivered and have/are due to be fitted.

2. **LOWER STATION ROAD RECREATION GROUND**

- The RPII Inspector is due to inspect the works at the concrete skatepark in early April.
- Following contact from Hebborns Fairgrounds, officers agreed for their fairground to be at Lower Station Road for a 10-day period from late March onwards in time for the Easter weekend. The company worked closely with officers to ensure that terms and conditions were followed, and a substantial deposit was paid to ensure that the Council was covered should any damage occur on site.
- The Billingshurst Show has booked the site for Sunday 30 June. Officers have received the signed paperwork and arrangements are being made to ensure the required final documentation is submitted in good time.

3. **JUBILEE FIELDS**

- Work is due to commence in early April on the new wooden skate ramp.
- The Chairman of BSRA has reported some issues with one of the fishing pontoons and a map of the pontoons along with numbers have been sent to Playsafe to prepare a quotation to action repairs/replacements as required.
- 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.
- The driveway widening project has been included in the projects being covered by the SPD working group.
- In the middle of February, BSRA members reported that the steel container had been set alight at the top end of Jubilee Fields. This necessitated the fire brigade being called and the padlocks needing replacement at the height barrier and pavilion gates. This was reported to the police by BSRA.

- A new wooden electricity pylon, left at the entrance to the site last summer for use on the site, was finally removed last week, following considerable chasing by the office.

4. **STATION ROAD COMMUNITY GARDENS**

- Officers and Councillors attending the SPD Meetings have been advised that the land transfer from Horsham District Council is to be advertised in the local County Times for 2 weeks as part of the process of transferring a piece of land from HDC to BPC. Once this is complete, BPC will then be able to lease the site to the Men's Shed, which is going from strength to strength.
- There is some damage to benches on site and repairs are due to take place soon.
- Dates for your diaries: Community Gardening Days are planned for Saturday 27 April and Sunday 9 June. Officers are helping promote the events and it would be helpful if Councillors could also share the information and help out at the events as well if they can.

5. **PUBLIC TOILETS**

- The facility continues to be closed at 4.00pm on weekdays due to ongoing vandalism.

6. **ENVIRONMENTAL OPERATIVES (EOs) & GARAGE**

- Works to *tank* the garage as an added line of defence to reduce future flooding is ongoing. The gully in front of the doors has been replaced with a wider version, given the amount of car park surface draining towards the doors. It has been noted that the sink in the garage isn't draining properly so this may have accounted for some of the damp in one corner. Our EOs have been made aware of this and actions will be taken to repair. A full report will be presented to Members in due course.
- Works identified in the annual inspection of play equipment are in the process of being actioned by EOs.
- First Aid kits for EO staff were checked and refilled at their End of Year Reviews which were carried out last month.
- EOs carried out some works to repair an area around a drain cover at Cleveland's Gardens.
- The new sweeper provided by Tennant sadly proved not to be a suitable machine for the Council after all, despite it being made clear at the beginning by officers what was required from the replacement vehicle. As a result, arrangements are being made to replace the electric sweeper with another model. A further update will be brought to a future meeting.
- The new Electric Vehicle has proved to be an excellent piece of kit for our EOs who are delighted with it. Enquiries are ongoing with First Defense Fire about whether a fire extinguisher should be placed in the vehicle and an update is awaited.
- The Office Manager noticed a metal protrusion alongside the pathway in Cleveland's Gardens which was removed by our EOs.

7. **BILLINGSHURST IN BLOOM**

- Sunflower seeds have been delivered to both Dauxwood Pre-School and Billingshurst Primary School ready for the South & South East in Bloom entry being arranged by the Clerk. Both establishments will be included in the judging route with prizes being awarded for the tallest sunflower(s).

- Primary School children have been invited to choose a name for the Council's new Electric Vehicle! This initiative is being arranged by our Environmental Operatives.
- Officers are in the process of liaising with sponsors for the planters and the Village Green bed in the High Street.
- Three members of the Billingshurst Horticultural Society have kindly agreed to judge the local In Bloom gardens in July. The Council sends its grateful thanks to Mrs Daphne Drabble and Mrs Beryl Barraclough who have been part of the judging team since the scheme began but who are now stepping aside.
- Advertising has started for residents to enter their front gardens into the Council's local In Bloom competition, entry forms can be found in the Village Tweet and posts have been put on the Council's social media pages and website. Please consider entering your own front garden and encourage your neighbours to do the same.

8. **TREES**

- Officers have been contacted on two separate occasions by committee members of Dauxwood Pre-School. As this was proving to be both repetitive and time consuming, agreement was reached with the Manager of the Pre-School that contact should from now on come via her rather than multiple committee members.
- A map showing TPO Trees in Billingshurst Village has been sent to G. Nye, the Council's Tree Surgeon for his information.
- Following a further request from a local resident, another request has been made to WSCC for an update on the uneven paving slabs and the overgrown plane tree outside Park & Brown Opticians in the village. This had been classed as a high priority last autumn, with works anticipated to have taken place by early spring. Cllr Jupp continues to follow this up and keep in touch.
- EOs have been tasked with inspecting the 27 highway trees (which were planted in late 2020), to check they are all in good health. Officers are aware of one of the trees which was vandalised a couple of years ago but it would be helpful to know if any others are in a poor state. These were all funded by the Council.
- Following on from Section 1 of this report, an Arboricultural Officer from HDC has been in touch advising that there are two pieces of upcoming work planned for HDC land in Billingshurst. They intend to remove some dead elm trees along the High Street near the roundabout on the A272, this will be planned to minimise disruption, but it is likely that a lane will need to be closed whilst works are ongoing. Sadly, these trees appear to have succumbed to Dutch Elm disease. There are also going to be some dead and dying ash trees removed alongside the bypass footpath and these appear to have been an area planted or (more likely) self-seeded from the nearby mature ash trees perhaps ten to fifteen years ago and is comprised mostly of very tightly spaced ash trees and some willows. The ash trees are suffering up to 90% mortality from ash die back and these will be cut back at least one tree's length from the fence in order to protect users of the footpath. HDC has taken advice from their forestry commission woodland officer, and it has been agreed that no felling licence is required for this task. This may look quite dramatic initially and is likely to open up residents of Manor Close to viewing the footpath and being viewed from the footpath. The officer advises that while it is generally better to allow trees to naturally regenerate in an open space they will consider re-planting in this area as an opportunity to increase the amenity and ecological value

of this part of Billingshurst. The plan is to have the ash works completed by the end of summer and replanting in the autumn. Signs will be placed around the area to keep residents informed once plans are confirmed.

- A third party's insurance company has contacted the Council, seeking removal of a TPO tree on Council land, for which planning consent has now been given to fell and replace. This matter which dates back several years, has been referred to the Council's own insurers.

9. **LONGHURST DRIVE**

- The order has been placed to plant the native hedgerow on site between some properties and one of the play areas. It is hoped that the hedging will be planted soon; local residents have promised to keep an eye on the hedging and keep it watered in the summer months.

10. **MISCELLANEOUS**

- The pressure washing works at various Council sites were carried out in early March and an excellent job was done. Officers intend for this to be a two-yearly project.
- There is no further update at the moment on the situation with a retaining wall at St. Mary's Churchyard. As soon as there is something to report, this will be brought to a future meeting.
- Councillors agreed at the last F&GP Meeting to match the funding which has been obtained to enable a defibrillator to be placed at Adversane Hall. Officers will get on with ordering this item and arranging fitting ASAP.
- The remaining bus shelters installed by developers of Amblehurst Green have been badly vandalised by BB guns/slingshots. As the East of Billingshurst Consortium are still responsible for these, details were passed on to them by the Clerk with the request that Perspex or acrylic is used to replace the panels instead. These issues were reported to Sussex Police, and it was noted at a recent police meeting attended by the Clerk, that this is also a problem in other parishes locally. The subject was also mentioned at the recent Annual Parish Meeting attended by Police & Crime Commissioner Mrs Katy Bourne OBE.
- Damage was noted to a road sign in Adversane, and this was reported to WSCC Highways.
- A number of reports have been made on behalf of residents to the West Sussex County Council and Horsham District Council online reporting sites. These include overgrown hedges, potholes, graffiti issues and faded white lining at road junctions.
- Annual Risk Assessments of Council property will be completed over the course of the next month.
- A resident new to the parish has enquired about using a metal detector on council land; the appropriate response will be sent shortly.
- A resident has raised concerns with overgrown hedging along a footpath in Frenches Mead. Clarification is being sought as to the exact location before further investigation.
- The hedgehog sign at the front of the Centre is in poor repair. This had been arranged by members of the Billigreen Group and they are making contact with Men's Shed in Shipley to arrange for the sign to be repaired and made weatherproof.

- It looks like one of the birdboxes previously supplied by the Shipley Men's Shed project is currently being used as a home for some blue tits!
- The Chairman of the Royal British Legion (Billingshurst) Branch has organised a stonemason from Freeman Brothers to carry out a condition survey of the War Memorial and some of the war graves in the churchyard over the next month or so.
- The new Council noticeboard to face the Centre Car Park has now been delivered, to be fitted shortly.

The Committee is invited to note this report.