



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 12 June 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. They must give their name.


G.C. Burt
Clerk to the Council

5 June 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 10 April 2024, previously circulated, to confirm and sign the minutes as a correct record.
5. Clerk's Report
6. Public Session. 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 the meeting, at the discretion of the Chairman. They must give their name.
7. To receive further information on Electric Vehicle (EV) charging points at Jubilee Fields car park - Appendix A.
8. To consider request to permit greenhouses at Billingshurst Allotments - Appendix B.
9. To receive property updates, for information only - Appendix C.
10. Next Meeting: **11 September 2024**

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.

Billingshurst Parish Clerk

Subject: FW: EV Chargepoints in Billingshurst

From: Allen, Charlie <Charlie.Allen@believ.com>
Sent: Monday, April 15, 2024 9:53 AM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: RE: EV Chargepoints in Billingshurst

Hi Greg,

Our typical approach is to remove the EV chargepoint hardware and leave the groundworks as-is, to minimise further disruption and allow you to get further chargepoints installed at the same place after the contract ends if you would like to.

Please see attached pictures of a site where we have removed the chargepoint but left the groundworks untouched.

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: Friday, April 12, 2024 3:37 PM
To: Allen, Charlie <Charlie.Allen@believ.com>
Subject: RE: EV Chargepoints in Billingshurst

Hi Charlie,

Further to this, members are unclear from the draft agreement as to the situation should the agreement not be renewed. Who is responsible to make good/restore the land to as it was prior to the installation?

Thanks and kind regards,

Greg

G C Burt
Clerk to the Council
Billingshurst Parish Council

APPENDIX B.

Billingshurst Parish Clerk

Subject: FW: Request for Restriction Review

From: Billingshurst Allotment Society BAS <BHAllotments@hotmail.co.uk>
Sent: Thursday, June 6, 2024 12:28 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: RE: Request for Restriction Review

Hi Greg

Yes, that's absolutely spot on!

Many thanks

Nick

From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: Thursday, June 6, 2024 10:53 AM
To: Billingshurst Allotment Society BAS <bhallotments@hotmail.co.uk>
Subject: RE: Request for Restriction Review

Hi Nick,

Good to see you the other day.

Just to clarify your request, are you requesting that greenhouses also be allowed but

- a. To be no bigger than the permitted size of shed, and
- b. To be non-glass?

Thanks and kind regards,

Greg

G C Burt
Clerk to the Council

From: Billingshurst Allotment Society BAS <bhallotments@hotmail.co.uk>
Sent: Thursday, May 16, 2024 12:51 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Liz Berry <liz@billingshurst.gov.uk>
Subject: Request for Restriction Review

Dear Greg

We have had a request from a member/committee member to have a review of the restrictions on greenhouses.

There are currently 2 restrictions 5.g and 5.m re:

5.g The use of glass, barbed wire, galvanised iron sheeting, carpet, tyres or any and all dangerous, hazardous or polluting materials or equipment on the land is not permitted under any circumstances.

5.m Not to place any objects with a height greater than 1 metre on the allotment. This will mean that items including but not limited to compost heaps and cold frames shall be allowed provided their height does not exceed 1 metre, however, for avoidance of doubt, items such as greenhouses and poly tunnels shall be prohibited. The Landlord hereby reserves the right to order, at its sole discretion, the removal of any items which are in breach of this clause.

The argument is that greenhouses can now be made of poly carbonate so that would avoid the glass issue in 5.g. They are being offered in sizes as small as 4ft x 6ft x 6ft high so the height restriction in 5.m would need to be changed from 1 metre to 2 metres.

The concern might be that there are other types of greenhouse of various materials and shapes and sizes so as with the current restrictions on shed size (which is 4ft x 6ft) this should probably apply to a greenhouse too. Also one only per plot and only plastic/polycarbonate.

This would give our members greater ability to complete the whole growing experience at the allotment.

I hope you will give this your kind consideration.

Nick Haslam
Chairman

APPENDIX C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 12 JUNE 2024

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. MANOR FIELDS

- The Office Manager after consultation with representatives of the Allotments Society will soon be submitting a s106 application to build 3 x disabled beds with hardstanding, and to complete the site fencing. There is a large sum of s106 money towards the project and it is hoped that this will fund the majority of works.
- Damage to a section of play equipment was reported so an order has been made for a replacement part; this is due to be received this month and will be fitted by staff.

2. LOWER STATION ROAD RECREATION GROUND

- Following the fairground visit on site earlier in the spring, it was found that there were some ruts and damage to the grass areas. Reparation works were carried out by Sussex Land Services and the costs reclaimed from the deposit held by the Council. Otherwise, the process of hire with this particular event was excellent, and all terms and conditions were met by the visiting fairground without fault.
- Officers have assisted the Tennis Club in advertising their Club Open Day, due to be held on Sunday 9th June.
- A resident whose property backs onto site has complained about some overgrown foliage on Council land. Sussex Land Services have been asked to go to site, check the situation and tidy up where required.

3. JUBILEE FIELDS

- The new height barrier was damaged overnight in early April. A local fabricator was able to attend site and make it operable pending a full repair. The Council's insurer has agreed to pay the £925 cost of the repair, less a £250 excess.
- Repairs/replacement of several fishing pontoons have taken place; there is now an extremely good guarantee in place for the products fitted and they should last for many years.
- Enquiries have been made with BSRA regarding whether a firework display is likely to be taking place.

- The wooden skate ramp is progressing. The BilliGreen Group has offered to maintain the bund which will be left on site after excavations have been carried out and wildflower seeds planted.
- We have given consent to Freshwater Habitats Trust (a freshwater conservation charity) to collect a water sample from the fishing lakes to test for the presence of Great Crested Newts. Newt DNA is shed from skin, eggs and faeces when animals are active in the water, and lab analysis can show us when they have been there, even if we have not seen the animal itself. We have asked that they share the results with us.

4. **STATION ROAD COMMUNITY GARDENS**

- The FOSRG is due to hold its Community Gardening Day on 9th June and officers have done their best to assist with advertising.
- A copy of the Minutes of the Directors of FOG was received towards the end of May. In the minutes it suggested that FOG volunteers may wish to pursue the idea of a bandstand on site, but the minutes were asking who might pay for drawings. Officers noted that before any further discussions on the subject, this request should come to the Parish Council first to seek landlord's consent for such a structure which is also likely to require planning permission.
- Graffiti was reported on the youth shelter on site; officers arranged for this to be removed the following day.
- Following members' agreement to proceed with a quotation from Jardiner for a pathway across the rear of the site, when time permits, officers will be looking into s106 funds which may be available towards the project.
- The FOSRG volunteers have been in touch with the Clerk to secure funding in the sum of £800 towards the costs of the Ford Prison volunteer and the cost of insurance for the FOG group; the Clerk is liaising with the group directly on this matter.
- Billingshurst Family Church has requested permission to hold their Community Picnic on site on 7th July. The Chairman of the FOSRG has been made aware out of courtesy and the BFC has provided all paperwork required.

5. **PUBLIC TOILETS**

- The facility continues to close at 4.00pm. It was noted by the Council's Environmental Operative (EO) that one of the locks of the toilet doors wasn't working correctly so now this has been fixed, this has lessened significantly the damage which was occurring typically after schools had finished in the afternoons.
- The Council is submitting its entry into the *Loo of the Year Award* for the seventh year in a row.

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

- Works to the garage are complete, the site container has been removed and all items put back in the garage. The Office Manager has created a check-sheet for the EOs to complete monthly to keep on top of housekeeping jobs.

- Staff will be carrying out clearance of weeds around the benches, bins and bike racks in the High Street.
- A member of staff at the Centre received a communication from a resident concerned about overgrown foliage along a pathway to the rear of the Library Car Park cutting through to Coombe Hill, which was sticking into people as they walked past. Our staff visited the relevant site and did a light trim back to prevent this occurring.
- During the summer months, staff will be carrying out relining works in the car park at the Billingshurst Centre.

7. BILLINGSHURST IN BLOOM

- The number of entries into the local In Bloom competition has reduced this year, so officers may consider whether it is worth continuing with this initiative in 2025. The judges from the Billingshurst Horticultural Society are ready to go to view the entrants' properties once entries have been finalised in late June.
- The new summer bedding has been planted in council planters and baskets and all but one sponsor has renewed their sponsorship. One planter is in poor repair and works are being carried out by our EOs to get it back to a good state.
- Baskets in Bloom, the Council's planting contractor will soon be carrying out some replanting around the War Memorial.

8. TREES

- A resident made contact to raise a concern about a row of trees on Station Road Gardens. Pruning works were already on the schedule to take place once the nesting season comes to an end; the resident has been informed.

9. LONGHURST DRIVE

- Following the last meeting where members approved planting a native hedgerow, the hedgerow has now been planted and residents have kindly agreed to water the plants until they establish.
- A resident asked for assistance in finding out who is responsible for the hedgerow adjacent to the highway at the front of the site as it was overgrown and preventing safe exit. The Office Manager made contact with First Port who are in contact with the management company of the site as it is either the management company or First Port who is responsible for that area.

10. MISCELLANEOUS

- A litter bin owned by the Council right outside a takeaway in the High Street, has been moved further away from the premises at the request of the business. Officers agreed that the rather grubby bin was to the detriment of the business.
- A resident of Dell Lane contacted the Clerk some weeks ago to ask for assistance regarding replacing a fence in her garden and its proximity to a tree in St. Mary's

Churchyard. Our EOs visited the lady at her home address and arrangements are being made to assist.

- Sadly, by the time the process for agreeing to match fund the application for a defibrillator had gone to F&GP, the Office Manager was advised that the initiative had been shelved as the maximum number of defibs had been allocated to organisations locally.
- Officers arranged for a D-Day 80th Anniversary flag to be purchased and this was flown from late May in commemoration of the young men who lost their lives in this conflict.
- Officers also arranged for a D-Day Wreath from the Billingshurst Branch of the Royal British Legion and made the necessary arrangements for the Chairman of the Council Cllr. Ken Peters to lay a wreath on behalf of residents at the War Memorial on the early morning of Thursday 6th June.
- Julie & Barry, Billingshurst Neighbourhood Wardens are starting a Coffee Morning at Adversane Hall which will start off being held once monthly.
- Contact was received from a resident wishing to carry out Metal Detecting on Council land; a response was sent advising the process that needed to be followed, but nothing further has been heard.
- The Council continues to support the Billigreen Group by ordering some further 'No Mow' signage, advertising details about swifts and giving suggestions where an oak sapling might be planted.
- A resident contacted the Council via social media with a photograph of damaged railings at Natts Lane/Lower Station Road/Marringdean Road junction and the registration plate of a lorry which had apparently caused the damage. The information was passed on to West Sussex Highways for them to follow up as appropriate.
- Last winter, some local residents who kindly propagated plants for sale at the Chestnut Tree Hospice shop in the High Street asked if they could have the canna lilies which had been in High Street planters last year. Officers are delighted to say that Baskets in Bloom propagated the canna lilies and gave them to the residents for sale at the Hospice shop where it is hoped that they will raise much needed funds.
- The wooden 'hedgehog crossing' sign (which had been at the front of the Billingshurst Centre), had fallen into poor repair, and has been removed by a member of the Men's Shed team for repairs to be carried out.
- The Office Manager has been liaising with an Arboricultural Officer at HDC with regards to tree safety works which took place in early May in the High Street near the roundabout with the A272. The works included removal of some dead elms and traffic management.

The Committee is invited to note this report.