



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 TUESDAY 20 May 2025, 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.

Please note that all supporting papers can be found on the Councils' website.

G.C. Burt
Clerk to the Council

12 May 2025

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 9 March 2025, 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 consider final phase of bollard replacement scheme at Adversane Green - Appendix A.
8. To consider request for landlord's consent for replacement fences (to improve security and reduce maintenance) at Dauxwood Pre-School - Appendix B.
9. To receive property updates, for information only - Appendix C.
10. Next Meeting: **9 July 2025**
11. Exclusion of Press & Public
12. To note outcome of insurance claim ref. Land at Willow Drive – **Confidential Report to follow.**

Committee Members: EB, PB, PD, SD, CG, ST, CJ, DW, DH

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

TUESDAY 20 MAY 2025

ADVERSANE GREEN BOLLARDS

REPORT BY CLERK

FOR DECISION

In 2022 the Council embarked upon the replacement of an unsightly collection of concrete bollards around Adversane Green, which is owned by the Council.

Several phases have now been undertaken, using a combination of a fund from the oil-exploration site at Broadford Bridge and CIL.

The project has greatly improved the appearance of the site and has received much positive comment.

A resident has enquired when the scheme will be completed, which would be those fronting Lordings Road.

The cost to purchase these (which will require reflectors) is £5,323.04 and install them is confirmed as £1,730.

The Committee is invited to support the undertaking of the final phase, of 34 bollards, at a total cost of £7,053.04 and invite the F&GP Committee to release CIL or other funds accordingly.

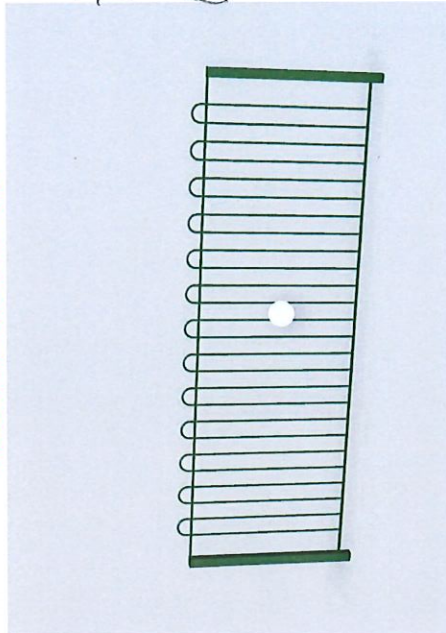
[Note, the replacement of 5 bollards demolished in a RTA in January last is being progressed with insurers.]

APPENDIX B

YELLOW FENCE LINE



RED FENCE LINE



APPENDIX C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

TUESDAY 20 MAY 2025

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. ENVIRONMENTAL OPERATIVES (EOs) & GARAGE

- There are still some works identified in the Annual Inspection of Council play equipment which took place last autumn and it is hoped that these should be finished shortly.
- The three EOs recently attended the LANTRA Tree Inspection course in March which should help them identify a tree which may require attention or further expert inspection.

2. MANOR FIELDS

- The fencing and beds project is now complete, and officers are in the process of invoicing HDC to draw down the s106 funds in the sum of £13,598.20. The Allotments Society is delighted with the works that have been carried out and have thanked officers for their endeavours on behalf of the society.

3. LOWER STATION ROAD RECREATION GROUND

- The Tennis Club has asked that the grass cuttings be collected around the courts to stop them blowing onto the playing surfaces. The Council's contractor has been asked to comply with this request.
- There have been further instances of antisocial behaviour on site and the Tennis Club has reported this to the Police and been in contact directly with the Neighbourhood Wardens who are keeping an eye on the area whilst on their patrols.
- Officers have assisted the Billingshurst Tennis Club by advertising their Open Day on 18th May on the Council website, *What's On* page and social media channels.

4. JUBILEE FIELDS

- As Members will be aware, last autumn, following the annual inspection of play equipment, it was necessary for officers to engage an inspector to carry out a report on the fishing lake pontoons. Some of the works were unable to be carried out as the wooden pontoons were so wet following winter weather. As the weather has improved and been more settled in recent weeks, EOs are making a start on the works required. The Council must be mindful of budgets to replace the remaining pontoons over the next 3+ years.
- The fishing pontoon weekly checklist is working extremely well and issues (if any) that occur, are actioned more swiftly.

- Further potholes have been filled in the driveway.

5. **STATION ROAD COMMUNITY GARDENS**

- Following the last meeting of this committee, the Clerk wrote to the Men's Shed and advised that their members should desist from parking on the access road near the pedestrian access.
- Representatives from the Men's Shed attended the very successful *Showcase* on Saturday 5th April and advised that a second shed is well on its way to being built and is likely in the short term to be used as a wood store for all the timber and excess wood stores which the group has on site. The Men's Shed is open on Saturdays between 9.30am & 12.30pm on the May 10th, June 7th and July 5th. Saturday morning openings for August and September onwards are yet to be arranged.
- WSCC is being asked for the difference to fund the new path to the rear of the gardens.

6. **PUBLIC TOILETS**

- Unfortunately, there has been some damage with the door locks at the premises but whether this has been caused by vandalism, or just people forcing the latch as they leave the cubicle it is difficult to tell. EOs are looking after the premises daily and carry out repairs or replace latches when required.

7. **CHERRY TREE CLOSE**

- Now that Council has approved the repairs, officers can place the order with Sutcliffe Play.

8. **BILLINGSHURST IN BLOOM**

Entries into the Council's 'Billingshurst in Bloom' local competition have started to come in.

9. **TREES**

- There are only a few outstanding areas where works identified in the 2024 Tree Survey have not been completed. All works are non-urgent and have been left as access to the sites was difficult due to weather conditions and so that works do not interfere with the bird nesting season.

10. **LONGHURST DRIVE**

- Grass cutting on site is now up to date and the new native hedging to screen the play equipment is growing well.

11. **CHRISTMAS LIGHTS**

- Officers are working on the application for an extension to the Christmas lighting display to include the southern end of the village. Once some paperwork has been received from *Light Angels*, the application can be sent off.
- The new Christmas Tree socket/pit has now been installed outside the Billingshurst Centre.

12. **EVENTS**

- EOs tidied the war memorial area in advance of the 80th anniversary of VE Day wreath laying. Officers across the Council and Centre organised a very enjoyable Afternoon Tea in the Centre the same afternoon, which was followed in the evening by the beacon

lighting at Adversane. (Plans are afoot to hold a modest event in SRCG to mark the 80th anniversary of VJ Day.)

- Plans are progressing for the Family Activity Day at Jubilee Fields on Saturday 9 August noon-4pm.

13.. **MISCELLANEOUS**

- Disappointingly, despite a chaser email being sent, there has still been no response from HDC with regards to funding lines which may be able to be applied for towards future tech/multi-media opportunities at the Billingshurst Centre.
- Officers continue to chase for a response from WSCC as to what the next steps are with the paving around the tree outside Park & Brown optometrists where the paving stones are extremely uneven.
- Some further streetlights which were not working correctly have been reported to Enerveo via the *Lights on* in West Sussex website.
- Several years after the Council agreed to take responsibility for new bus shelters installed in north High Street and East Street, with a commuted sum, this was due to be completed mid-May.
- Public consultations into a proposed new bus shelter at Forge Way and possible closure of a play area at Cranham Avenue have yet to be concluded.

The Committee is invited to note this report.