



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 8 October 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

1 October 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 16 July 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 suggestion for amending boundary of Cranham Avenue Play Area with adjoining property - Appendix A.
8. To consider request to extend (new) lease for BSRA - Appendix B.
9. To receive property updates, for information only - Appendix C.
10. Next Meeting: **10 December 2025**

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
8 OCTOBER 2025

CRANHAM AVENUE PLAY AREA

REPORT BY CLERK

FOR DECISION

At the July meeting of the Committee, Members considered a request from an adjoining resident to acquire all or in part, the play area at Cranham Avenue. Having consulted all residents in Avenue the Council **RESOLVED** *to retain the play area and not offer it for sale. It was however decided that access across the site should be made available to no.27 and as such, the office would investigate and report to a future meeting the options available to insert a gate into the rear fence to facilitate access. Min 42/25 refers.*

The adjoining resident has subsequently suggested the following proposal:

To return the strip at the rear of the play area, currently held under licence from the Council, in exchange for a slightly smaller strip to the east of the site, which would give the resident access to her rear garden from the front of the property. See attached plan.

All new fencing to be at resident's expense. (Note fence at rear of site is in desperate need of replacement.)

The Committee is invited to consider this proposal.

Cranham Avenue

Playa Area

Billingshurst

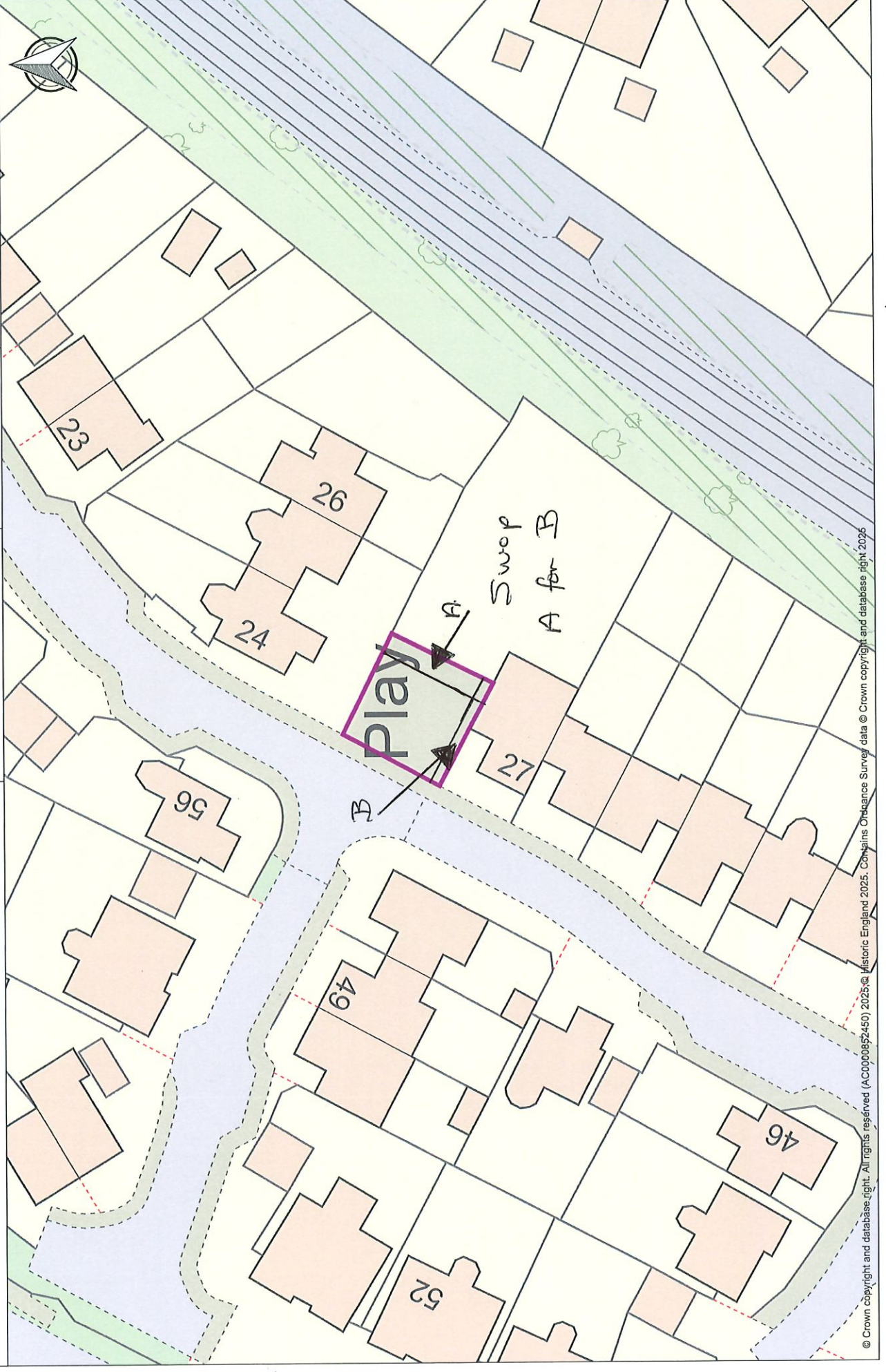
Author: R. Plant

Date: 01/10/2025

PARISH
ONLINE



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APPENDIX B
BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE
8 OCTOBER 2025

BSRA LEASE

REPORT BY CLERK

FOR DECISION

The Billingshurst Sport & Recreation Association (BSRA) hold a lease from the Council for land at Jubilee Fields, comprising sports pitches, fishing lake and sports pavilion. [The residue remains with the Council.]

The lease was executed in 2016 and was for 25 years, expiring in 2041.

On that occasion, the Council met the tenant's legal fees.

In addition to work in progressing the release of s106 funds *et al* via the Better Billingshurst Investment Fund to realise the BSRA's ambitions by way of improvements to drainage, pitches etc, they have identified significant other potential grants from sport governing bodies etc.

As is usual practice, such awarding bodies require the applicants to have a minimum leasehold interest of 25 years.

The BSRA have asked if the Council would be willing to grant a new lease of 25 years accordingly in order to satisfy that criterion.

I have advised that should the Council be so minded, the BSRA would have to meet not only their own but also the Council's legal costs, (estimate of £1,950) as per an identical request from the Tennis Club some years ago, still to be finalised.

The BSRA have asked simultaneously if the £2,395 the Council previously awarded to them for their drainage improvements could be used to meet these costs.

The Committee is invited to

- a. Consider the awarding of a new 25 year lease to the BSRA and if so,
- b. Whether the existing funds retained by the Council could be used to meet both parties' legal fees accordingly.

APPENDIX C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 8th OCTOBER 2025

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

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

- Two EOs attended a play equipment inspection course in Southwater in July which gives them refresher training.
- A contractor (Trevor Cox) has now been employed to carry out weekly inspections of play equipment on behalf of the Council.
- EO Colin Ellis has regrettably tendered his resignation; he will be greatly missed and we wish him well for the future.

2. **MANOR FIELDS**

- S106 funding for the 3 raised beds for the disabled and the final fencing phase has now been reimbursed by Horsham District Council and this latest funding application means total funding in the sum of £21,454.47 has now been drawn down for projects on the allotments site.

3. **LOWER STATION ROAD RECREATION GROUND**

- Billingshurst Neighbourhood Wardens made use of the site on a few occasions over the summer holidays, to provide some fun activities for families on Fridays.
- A local company requested use of the site for a team building event but in the end, this did not go ahead.

4. **JUBILEE FIELDS**

- It is hoped that over the course of the autumn, there will be an owl box and a hawk box erected on mature trees near Burnt Row Wood. The Council will ask its tree surgeon G. Nye to assist with putting the boxes up.
- Billingshurst Fireworks is due to be held on Friday 31st October; advertising is in place and tickets are now on sale; officers are helping with advertising the event and Neighbourhood Wardens will be on duty that evening as well.
- An additional litter bin has been installed by the entrance to the footpath over the bypass, following comments from residents.

5. **STATION ROAD COMMUNITY GARDENS (SRCG)**

- The long-awaited Safer Routes to School pathway is underway and it is hoped that works will be completed by mid-October.
- A broken bench on site was identified in August and was immediately repaired by our EOs.

- Sussex Land Services has cleared the ditch at the rear of the Station Road Gardens adjacent to the Bowling Club to assist in the case of excess rain over winter months. It was agreed that the ditch to the rear of the site adjacent to the swimming pool would also be cleared over the autumn.

6. **PUBLIC TOILETS**

- EOs are regularly repairing locks which continue to be regularly damaged through misuse.
- The Council's application to enter the Loo of the Year Awards was sent in early summer. Results should be available by the end of November, and the Council hopes to retain its Platinum Grade Award.
- A visitor to Billingshurst in late August wrote to thank the Parish Council for its sterling work in keeping the public toilets in good repair and clean and tidy. It is gratifying to receive praise of this nature, and this was passed straight onto our EOs who do such a good job.

7. **CHERRY TREE CLOSE**

- Works to refurbish the play area on site took place in late August and were checked by the Clerk soon after to confirm works had been carried out as expected. A Project Completion Form was then returned to the supplier and installer and the invoice settled.
- The antiquated litter bin is being replaced and should be in place by the time of this meeting.
- Quotes are now being sought to replace the rickety fence to the rear of the goal mouth.

8. **BILLINGSHURST IN BLOOM**

- The local In Bloom Awards Ceremony took place in the Council Chambers on Wednesday 1 October and certificates were handed out by the Chairman of the Council. This year, for the first time, a 'Best in Show' certificate was awarded to one entrant for her front garden which the judges classed as outstanding. The resident was awarded a gift voucher to spend in Austens Home Hardware in the village.
- The finials on the posts on the village green flower bed had been damaged and were replaced by EOs.
- The organisers of South & South East In Bloom had to postpone the usual September Awards Ceremony which will now be held later in October. A delegation from Billingshurst will be attending.

9. **TREES**

- All works identified in the 2024 tree survey have now been completed, a few (non-urgent) areas had been left until the end of this summer as access to the sites were difficult during the winter months.
- The 2025 Tree Survey has been booked to take place this month.
- Earlier in the summer, the Manager at Jubilee Court raised concerns with a tree on church path; the Council's tree surgeon G. Nye went to site and prepared a quotation for works. This was checked and agreed by the Arboricultural Officer at HDC and works completed in August.

- Sussex Land Services has lightly trimmed back overgrown branches at the rear car park of the Billingshurst Centre.
- Officers put up posts on social media and on the Council website encouraging residents to help water trees on verges outside their properties to help the specimens which were planted last autumn. Location maps and tree species are also noted on the NEWSFEED page of the Council's website.

10. **CHRISTMAS LIGHTS**

- Two Christmas lighting applications were submitted to Enerveo, one for the northern (usual) end of the High Street and another for the southern (new) end of the High Street and officers were delighted that these were approved in good time for Christmas season arrangements to be finalised. The Clerk is in contact with Enerveo who will be fitting the infrastructure onto columns along the southern section of the village meaning this area will be lit up for the first time.

11. **EVENTS**

- Horsham Royal British Legion Band played in Station Road Community Gardens on Friday 15th August marking the 80th anniversary of VJ Day. It was a lovely sunny summer evening attended by some Councillors and staff. Rev David Beal of St. Mary's Church conducted a short drum head ceremony with members of the Billingshurst branch of the Royal British Legion, and quite a few residents attended, along with the very popular Outpost Catering who have become a regular attendee of Council events.
- Another extremely successful Family Activity Day was held at Jubilee Fields on Saturday 9 August. There were hundreds of visitors and activities ranged from archery, bushcraft, climbing wall, fishing, bouncy castle, face painting, axe throwing and activities at the skatepark. The day was primarily organised by the Parish Council with support from the BSRA and Neighbourhood Wardens. The aim of the day had been to give families a chance to try some physical activities and one of the more unusual attractions was the Wild Science Classroom experience, showing eager youngsters scorpions, snakes and other creepy crawlies. Feedback has been excellent, and a date is in the process of being considered for 2026.

13. **MISCELLANEOUS**

- Following contact with HDC, the Council has been advised that any funding application towards future furniture/tech/multi-media opportunities at the Billingshurst Centre would not be supported. Officers are hoping to meet with representatives of HDC to see if the reasoning for the repeated rejection of applications can be explained.
- The Clerk has submitted the Road Closure application for Remembrance Sunday on 9th November, and this has been acknowledged.
- Cranham Avenue play area – see separate agenda item.
- Over the summer months, there was unfortunately more damage to the telephone box in the High Street next to the Sorting Office. This has been reported to BT Online, and a job has been created for the repair.
- Fire Extinguisher Training for staff took place on Tuesday 30th September and was very successful as all passed the examination!

The Committee is invited to note this report.