



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 11 February 2026, 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

5 February 2026

## 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 December 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 request from Billingshurst Sport & Recreation Association (BSRA) for new 30 year lease - Appendix A
8. To consider replacement of further fishing pontoons at Jubilee Fields - Appendix B.
9. To consider future of Trim Trail at Jubilee Fields - Appendix C.
10. To receive property updates, for information only - Appendix D.
11. Next Meeting: **8 April 2026**

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

**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

11 FEBRUARY 2026

#### **BSRA LEASE**

#### **REPORT BY CLERK**

#### **FOR DECISION**

At the 8 October 2025 meeting the Committee agreed to a request from Billingshurst Sport & Recreation Association (BSRA) to grant a new lease for land at Jubilee Fields, comprising sports pitches, fishing lake and sports pavilion in order to satisfy criteria of sport governing bodies etc who may be able make significant grants towards improvements to the site. (Min 82 /25 refers).

The BSRA have now advised:

*I've had discussions with HDC regarding our grant applications and to move it forwards, we need AT LEAST a 25year lease, so would it be possible to put it to councillors and suggest 30 years to cover us?*

*If we get the 3G, the Football Foundation will want to see 25 years at a minimum as they would be giving the majority share towards it. If the total came to £1.2 million, they fund £700 to £750 thousand of it.*

The Committee is invited to consider the awarding of a new 30year lease (rather than a 25year) to the BSRA accordingly.

**APPENDIX B**  
**BILLINGSHURST PARISH COUNCIL**  
**PROPERTY COMMITTEE**  
**11 FEBRUARY 2026**

**TRIM TRAIL**

**REPORT BY CLERK**

**FOR DECISION**

The path incl. various bridges around the perimeter of Jubilee Fields is referred to as the Trim Trail as it features 15 exercise stations. These were installed when the site was first laid out. All made of timber, they all started to fail simultaneously and we have replaced 6 to date.

Recent play equipment inspections, weekly and annual, have advised that a further 6 exercise stations require replacement. We have received a quotation from our specialist contractor in the sum of £12,900.

Officers have been pondering whether the exercise stations are used sufficiently to warrant such expenditure, mindful that this facility is the proverbial Forth Bridge.!

To assist, we asked the views of a local Fitness Instructor (Paul Snowhill) who runs outdoor fitness classes at the site and he responded thus:

*I would say they get zero use in the winter months as they get too slippery. People just use the track for dog walking. Money would be better spent on improving the actual path around it. Or maybe use the money to invest in a small kids playground or obstacles. I don't really think adults use it. I never see any adults on them even in the summer; I see more children trying to use them so ones focused towards them would be more beneficial. That would be my opinion.*

Officers are aware that many local authorities have installed outdoor gym equipment on open spaces, similar to below. We think that this might be a more attractive offering and as it would be a new facility, we are confident that we could successfully apply to draw down s106 funds.

The Committee is invited to support the suggestion of not replacing existing wooden fitness stations as they reach the end of their life, and instead replace them with the equipment suggested accordingly.



## APPENDIX C

### BILLINGSHURST PARISH COUNCIL

#### PROPERTY COMMITTEE

WEDNESDAY 11 FEBRUARY 2024

#### FISHING PONTOONS AT JUBILLE FIELDS

#### FOR DECISION

#### REPORT BY CLERK

The Council is responsible for 15 wooden fishing pontoons at the fishing lake at Jubilee Fields, constructed when the site was laid out circa 2000. Made of wood, they are all starting to fail near simultaneously.

Two were replaced in September 2023 and six were replaced in September 2024. One was removed 2025.

Recent play equipment inspections, weekly and annual, have advised that the remaining 6 original structures are now all in need of replacement.

We have asked the Billingshurst Sport & Recreation Association, (BSRA) on whose leasehold land the pontoons sit, and who oversee the fishing activity whether all were still required. Kevin Tilley has responded thus:

*Apologies for the delay but I have spoken to the rest of the BAS committee. The consensus of opinion is that we would like all the fishing platforms re-instated as they are all used at various times.*

Ordinarily we would seek quotes for work of this magnitude in line with Financial Regulations. However, as per previous occasions, Playground Services Ltd who the Council have used to replace other wooden structures including pontoons, are the only local contractor able to undertake this specialised work. Efforts to obtain quotes from other contractors for this type of work have in the past been unsuccessful.

They have quoted the sum of £12,900. This is for longer lasting wood, Robinia, with a 20-year guarantee and it includes removal and disposal of existing pontoons to an approved waste disposal site.

The Council has recently made provision for an enhanced Earmarked Reserve for such *big ticket* miscellaneous repairs so this can easily be accommodated.

The Committee is invited to

- a. Support the suspension of the relevant Financial Regulation to seek more than one tender/quote given the specialised nature of the work.
- b. Approve the works being undertaken with funds from Earmarked Reserves accordingly.

## APPENDIX D

### BILLINGSHURST PARISH COUNCIL

#### PROPERTY COMMITTEE

WEDNESDAY 11 FEBRUARY 2026

#### PROPERTY UPDATES

#### FOR INFORMATION

#### REPORT BY OFFICE MANAGER

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

- The Council has employed David Harris as a second full time member to the Environmental Operative team. David started earlier this month and so far, all seems to be going well.
- During January, a Councillor mentioned an issue where the church path meets the twitten through to Dell Lane, which was blocked and had caused a large, flooded area, cutting off the entrance to the twitten through to Dell Lane unless residents cut across the sodden grass area. EO John went to site on consecutive days to clear the blockage and make the area passable again. Thanks were passed on to John accordingly.
- Insurance and road tax has recently been renewed for the Council's Electric Vehicle.
- The service of the Council's vehicle has been requested for mid-February and a response is awaited.

##### **2. MANOR FIELDS**

- The new swings have now arrived and will be fitted in due course by the Council's Inspector of Play Equipment.
- A section of the safety matting under the swings on site was replaced at the end of January.
- Officers were made aware in early February that there had been another break in at the Allotments. The intruders had cut the padlock and broken into the sheds taking a hedge cutter, strimmer and fuel. Four other sheds had their locks broken and food/drink was also taken! The BAS members have reported the matter to the police and they are concerned that they may not be covered by insurance as they have previously claimed for break ins on site.
- Pending drainage improvements to the link between the site and the bypass path, we arranged for wood chippings to be placed as interim measure, following a request from residents during the very wet weather.

##### **3. LOWER STATION ROAD RECREATION GROUND**

- The replacement set of chains and basket swing have arrived and will be fitted in due course by the Council's Inspector of Play Equipment.
- The Council's garden contractor has been asked to provide a quotation for replacement handrails on the Parbrook bridge. An update will be brought to a future meeting.
- The new lease for the Tennis Club has now been signed accordingly

4. **JUBILEE FIELDS**

- Officers are concerned about several fishing pontoons and trim trail equipment which require replacement/repair - covered elsewhere on the agenda.
- The Council was contacted late last autumn and asked to consider the suggestion of a weekly Parkrun at the Jubilee Fields. Following several email exchanges, the enquirer and BSRA are now in touch to see if this suggestion could work realistically for all users of the site.
- EO's will be carrying out a clearance of litter around the entrance of Jubilee Fields leading towards the height barrier. Although technically the area falls within the remit of WSCC, there is significant litter in this area, so officers felt that a good clear up was necessary and a good use of staff time.
- The Council's garden contractor still has to complete hedge cutting on site, but ground conditions have prevented this so far. The contractor has been asked to ensure that this is completed by early Spring, in time for bird nesting season.

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

- The replacement basket swing has now been delivered and installed on site by the original installer.

6. **PUBLIC TOILETS**

- Vandalism and damage to one of the door handles was cleared up and dealt with by EO John in January.
- The facility continues to be shut at 5.00pm. The Council may have to reconsider this in the spring/summer months in case vandalism increases when the evenings are lighter.

7. **CHERRY TREE CLOSE**

- The new litter bin has now been replaced on site.
- Quotes were sought to replace the rickety fence to the rear of the goal mouth; one quote was received in the sum of £1,232.24 and accepted accordingly.

8. **CRANHAM AVENUE**

- Replacement fencing has now been installed to the rear of the site, which has been brought forward as agreed by the Council, in exchange for a strip to the RHS to allow a householder access to their back garden, also now fenced.
- A resident has raised concern about the dilapidated state of fencing to the rear of the grass fronting Stane Street. This will be replaced in due course.

9. **BILLINGSHURST IN BLOOM**

- The Clerk has contacted Billigreen and has asked for a spring tidy up of the wildlife bed on the village green as this is looking a bit unkempt.
- Officers will soon be inviting residents to take part in the annual front garden competition which members of Billingshurst Horticultural Society have been invited to judge. Please encourage residents and neighbours to enter this just for fun competition.
- The Office Manager is working with the Open Gardens team in helping to advertise the open back gardens event in early June. Councillors with social media accounts are asked to help advertise the event and share details wherever possible. Even better, perhaps Councillors might like to join in with the event by opening their own back gardens or encourage green fingered neighbours to do the same!

10. **TREES**

- Works identified in the 2025 Annual Inspection of trees have been passed to the Council's tree surgeon for action. The works (where ground conditions permit), are due to be carried out by early Spring in time for the bird nesting season.

11. **CHRISTMAS LIGHTS**

- Christmas shop windows were judged anonymously in mid-December, and certificates were awarded to L'Olivier who were awarded 1<sup>st</sup> place, Morgans Hair who were awarded 2<sup>nd</sup> place and Rocking Horse who secured 3<sup>rd</sup> place. A highly commended certificate was also awarded to Rhodes & Sons whose front window was also thought worthy of a special mention.
- The festive lighting scheme was very good last season, and once again, Officers received several complimentary comments. In a couple of places, the icicle lights were a bit dim, and the lighting contractor has been asked to replace these and also prepare some different design schemes to consider for Christmas 2026. Credit notes were received for areas where it was not possible to install lights due to scaffolding or no power supply.

12. **CEDARS FARM**

- As reported at the last meeting, we met HDC on site just before Xmas. It was agreed that HDC would get a quote to dredge the pond etc. and use that cost as basis for a future discussion on any transfer sum. We were quite taken aback last week to be told by HDC that works would take place and that residents had been notified. We replied that that was not what had been agreed, and suggested meeting on site once work was completed. We are quite shocked at the extent of the works carried out and also to learn from residents that they were not notified after all.

13. **MISCELLANEOUS**

- When time permits, Officers still hope to meet with representatives of HDC to see if the reasoning for the repeated rejection of s106 funding applications can be explained.
- The Annual Inspection of Play Equipment was carried out in early December and the Council's Inspector of Play Equipment is currently working his way through the various identified comments.
- An extremely deep pothole and poor road lining in the Library Car Park has been reported to HDC for urgent action. The pothole was originally reported to WSCC, but they confirmed the area fell under the remit of the District Council instead.
- Contractors, occupants and users of Council land have all had their Public Liability Insurance Certificates checked.
- The review of the Risk Assessments of Council areas, equipment and open spaces was completed prior to Christmas.
- The Billingshurst Showcase is due to be held again at the Centre on Saturday 11<sup>th</sup> April. Local clubs, groups and organisations are invited to book a space to help spread the word locally about what they do.
- Pressure washing of various areas (including Five Oaks bus shelter, Cranham Avenue Play Area and Lower Station Road Play Areas), are due to be arranged shortly.
- Following the Council's decision to sell Adversane Hall, officers have commenced advertising the agent's details on the Council website and social media accounts. An e-

newsletter email has been sent to residents who are signed up. [We were advised by the selling agent on 5 February that there had been a sudden flurry of interest!]

- There have been several vandal attacks on the new wooden bus shelters at the top of the High Street which have been reported to the police. The Asst. Clerk and Neighbourhood Wardens joined forces and cleared the area of broken glass. A quote has been received to replace, but it is not pragmatic to claim on the insurance policy on this occasion.

The Committee is invited to note this report.