



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 9th September 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

2 September 2026

AGENDA

1. Chairman's Announcements
2. To elect a new Chairman following the resignation of Cllr Criag Gale.
3. To elect a new Vice Chairman if the Vice Chairman is elected Chairman.
4. Apologies for Absence.
5. To receive Declarations of Interest and notification of change to members' interests.
6. To receive a presentation from Jade Cation on *Investing in Wakoos Centre4Children: Securing Essential Early Years Infrastructure for Billingshurst*. Appendix A.
7. 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.
8. Approval of the Minutes of the Property Committee meeting held on 10th June 2026, previously circulated, to confirm and sign the minutes as a correct record.
9. Clerk's Report
10. To consider granting landlord's consent to WSCC to convert Room 004 (Store) at WAKOOS, Station Road to a children's WC - Appendix B.
11. To consider adopting the red BT telephone box in High Street, to enable Whistlestop Arts to deliver an interactive local history/arts project - Appendix C.
12. To consider request to mark the 1,550th Sussex Anniversary in 2027 - Appendix D.
13. To receive property updates, for information only - Appendix E.

14. Next Meeting: Wednesday 11 November

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

Investing in Wakoos Centre4Children: Securing Essential Early Years Infrastructure for Billingshurst

Wakoos Centre4Children – A Vital Community Asset

Wakoos Centre4Children is an independent local charity providing affordable, high-quality early years education and childcare for families in Billingshurst. Operating from a building owned by Horsham District Council and leased by the charity, Wakoos has become an essential part of the village's social and economic infrastructure.

Following the recent closure of two local nurseries, Wakoos is now **the only nursery provider in Billingshurst**. Its long-term sustainability is therefore critical, not only for local families but also for employers, the local economy and the successful delivery of future housing growth.

Billingshurst has experienced significant residential development in recent years, with further growth planned. Horsham District Council's Local Plan recognises that sustainable development depends on community infrastructure being delivered alongside new homes. Through the **Better Billingshurst** programme and the Billingshurst Neighbourhood Plan, the Council has acknowledged the need to ensure that community facilities keep pace with population growth.

Housing Growth and the Infrastructure Obligation

Over the last decade, Billingshurst has already seen an estimated **1,200–1,700 new homes** built, with a further **1,500–2,500 homes** expected over the next 10 years. In addition, the proposed **Kingswood new settlement at Adversane** would deliver around **3,200 homes** in total, with approximately **1,425** expected to be built by 2040. Taken together, this represents the potential for **4,700–7,400 new homes** across the wider Billingshurst and Adversane area over the coming years—equivalent to one of the largest concentrations of housing growth in West Sussex, with significant implications for local roads, healthcare, schools, public transport and other infrastructure. **Despite this scale of planned growth, there is currently no specific allocation for a new nursery school within the published development proposals, nor any identified Section 106 contribution specifically earmarked for the provision of new nursery school facilities.**

Horsham District Council, as the local planning authority, has a central responsibility for planning for the infrastructure needed to support housing growth and for using planning obligations and Community Infrastructure Levy receipts to help deliver that infrastructure.

This is especially relevant in Billingshurst, where continued housing growth has generated Community Infrastructure Levy (CIL) contributions that the Parish Council is responsible for directing towards local infrastructure priorities. With early years

childcare forming a fundamental part of the infrastructure required to support a growing community, investment in Wakoos would represent an appropriate and locally targeted use of CIL funding, ensuring that community facilities keep pace with residential development. However, no published CIL allocations have been made towards early years childcare provision in Billingshurst, despite the significant increase in housing and the corresponding growth in demand for nursery places. Investing in Wakoos would help address this gap and demonstrate that CIL funding is being used to support the full range of infrastructure needed by a growing community

This is also reflected in West Sussex County Council's statutory responsibilities. Under the **Childcare Act 2006**, the County Council has a legal duty to secure sufficient childcare for working parents and regularly assesses future demand through its Childcare Sufficiency Assessment. Its infrastructure planning recognises that additional housing creates demand for new nursery provision and that early years facilities should be delivered alongside growing communities.

Investment in Wakoos is therefore not simply support for a local charity—it is an investment in essential infrastructure that enables Billingshurst to grow successfully while delivering local and national policy objectives.

Without sufficient nursery places, parents are unable to return to work, local businesses struggle to recruit and retain staff, and children miss out on the high-quality early education that gives them the best possible start in life.

Why Investment is Needed Now

Demand for nursery places continues to grow. To meet this need and remain financially sustainable, Wakoos is expanding into an additional room within the building.

The charity has identified temporary measures that will allow this room to open in the short term. However, these arrangements are not suitable as a permanent solution. The room requires refurbishment and upgrading to provide a safe, modern and sustainable learning environment that will allow Wakoos to remain financially viable over the long term.

At the same time, other areas of the council-owned building are becoming increasingly outdated and are no longer fit for purpose. As a registered charity providing affordable childcare, Wakoos does not have the capital resources required to invest in a building that it does not own.

Without investment, there is a real risk that Billingshurst could lose its only remaining nursery provision, despite increasing demand for childcare.

Proposed Capital Investment

Project	Estimated Cost	Benefit
New pre-school room toilets	£14,500 plus WSCC legal costs	Expanding into a new room to cater for additional demand from local families. Imperative to expand in order to be financially viable.
Pre-school garden flooring replacement	£6,500	Re-laying the covering of the garden safety floor which has been patched as a temporary measure
Partition wall	£5,000	Addition of a new partition wall in the reception area enabling increased child capacity.
Air Conditioning	£20,000	Installation of air conditioning in all rooms to prevent nursery from having to close in adverse weather conditions. Nursery not able to conform to safety guidelines without and closing is causing significant financial impact.
Upgrading garden play equipment	£25,000	Replacing unusable play equipment that is currently cordoned off and upgrading worn apparatus
Redecoration	£23,000	Updating internal and external walls and fittings to increase standards and prevent further wear and tear
Replacing pre-school ceiling tiles	£TBC	Updating the ceiling tiles in the pre-school room which are worn and damaged
Insert a washing up station on the nursery floor, within the current toilets.	£TBC	To enable practitioners to effectively maintain hygiene standards as the setting expands
Total Investment Required	Approx £104,000	

Delivering Better Value for Billingshurst

Investment in Wakoos will:

- Safeguard Billingshurst's only nursery following the closure of two local providers.
- Create additional childcare places for a growing population.
- Support working families and enable parents to access employment.
- Help Horsham District Council and BPC deliver infrastructure alongside housing growth.
- Support West Sussex County Council in meeting its statutory childcare sufficiency duty.
- Protect and enhance a valuable council-owned community asset.
- Improve outcomes for children through high-quality early years education.
- Deliver long-term social and economic value for the whole community.

A Call to Action

This is an opportunity for Billingshurst Parish Council, Horsham District Council, West Sussex County Council and local MPs to invest in one of the community's most important pieces of social infrastructure.

By funding the refurbishment of the additional nursery room and addressing wider building improvements, partners can secure the future of Billingshurst's only nursery, support local families and employers, and ensure that infrastructure keeps pace with housing growth.

Investment in Wakoos is not simply an investment in a building; it is an investment in children, families, employment and the long-term sustainability of Billingshurst.

Billingshurst Parish Clerk

From: Jon Baker <Jon.Baker@westsussex.gov.uk>
Sent: Friday, August 28, 2026 3:59 PM
To: Billingshurst Parish Clerk
Subject: Request for permission - WC works - Billingshurst Nursery (former CFC)
Attachments: Billingshurst WC works.pdf; Floor and Site Plan - 01111.pdf

Good afternoon,

With reference to the lease between ourselves (details below) for the former CFC building, (now Wakoos Nursery) we have had a request from Wakoos to convert Room 004 (Store) to a children's WC.

I attach a floorplan, along with PDF detailing their proposed works.

Under Clause 17 of the head lease, we are required to ask your permission for any significant works. Are you able to grant this please?

If so, we are intending to issue a license for works to ensure these are carried out correctly with regard to all necessary H&S/compliance/building control etc.

Billingshurst Parish Council

Lease

Purpose/Demise : The Weald Children and Family Centre, Station Road, Billingshurst, West Sussex

Agreement date : 07/Feb/2011

Commencement date : 01/May/2008

Termination date : 30/Apr/2033

Term : 25yrs

Annual rent : £440.00

Thanks

Jon Baker | Project Manager, Asset Management and Estates | Property and Assets
Directorate, 2nd Floor Northleigh, Tower Street, Chichester, West Sussex, PO19 1RF
Mobile 07549 016502
Email: Jon.Baker@westsussex.gov.uk

LEGAL DISCLAIMER

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else

Dom-estique
Chalkpit Terrace
Dorking
RH4 1HX



Wakoos Centre4Children Ltd

Station Rd
Billingshurst
RH14 9RY

Thank you for this opportunity to estimate the conversion of a current storeroom into a children's toilet. Wakoos is a volunteer-committee-run charity that provides affordable, high-quality early years care and this ethos has been kept at the forefront of my mind during the pricing of these works. I have undertaken works in other nursery school and children's homes and have a good base knowledge of the requirements. The choice of materials have been chosen for the suitability of the and priced at cost.



Here's an AI generated image of what I'm proposing. Currently you'll have to lift the children into the left hand cubical, but I can assure you there will be a door. There will also be a door into the classroom.

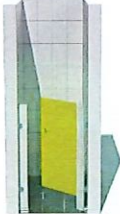
The addition of toilets and adaption of drainage is subject to building control and the costs included. The drainage adaptations will mean the margin on the south wall of the building from the staffroom kitchen across to the new toilets will be excavated – this includes the removal of some of the bushes and the small strip of astro turf. I've priced to back fill with topsoil but some guidance is needed for maybe something more suitable.

A new soil pipe will run externally up the wall to vent and internally across the new toilets to pick up 2 toilets and a trough basin. Water pipes will be in copper pipe, lagged and brass connections to comply with legionella requirements. All pipework will be boxed as far as possible. A new door installed between classroom and toilets to match existing. A new mechanical fan will replace the current vent.

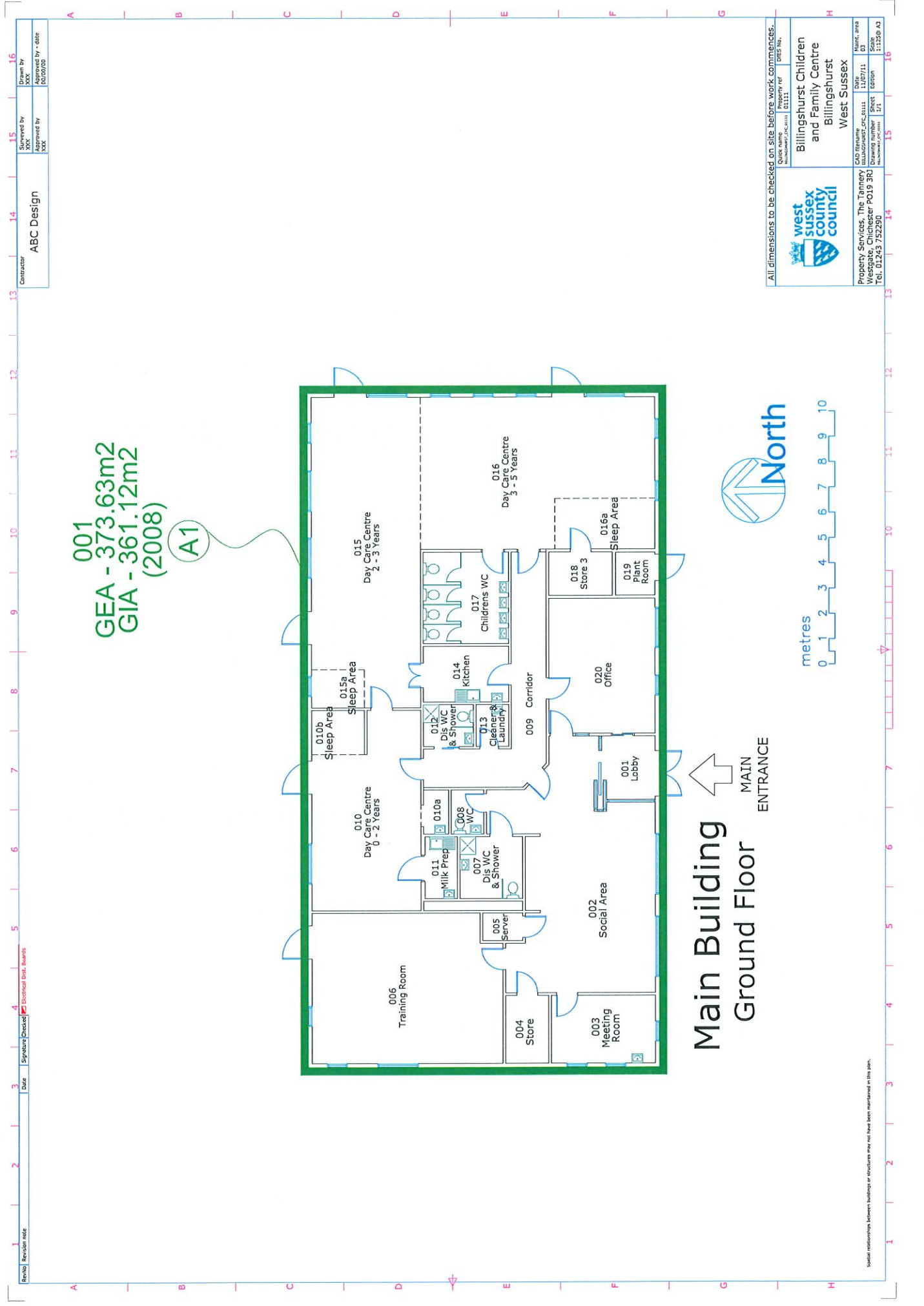
Flooring is a cap and cove non slip vinyl with a choice of colour. Wall coverings are hygienic wall covering sheets. I've given 2 prices – white with white trim, or colour with white trims. I'm happy to provide a colour with colour trim price but the cost doubles as your limited to certain brands.

Cubicles are Single Toilet Cubicle - In-Between Walls - Tippy Toes Range with a choice of 8 colours, Overall Height: 1150mm (child: height system). These are a set width pack to keep costs down, the remaining wall to wall distance will be built full height. Toilets are Armitage Shanks Contour 21 Schools 305mm. I've chosen a Corian box trough that is made to measure, cost comparison between this and 2 separate basins plus worktop makes minimal difference and makes the best of the space available. I've give a choice of hand driers or paper towel dispensers and an ideal of costs on toilet roll holders, soap dispensers and mirrors.

Labour and material price includes: all materials to complete the job other that what is listed. All rubbish removed from site.

Item	Cost	Total
	Building Control	£780
	Cubical doors @ £320ea	£640
	Twyford Sola Close Coupled Rimless School Toilet (300mm high) @ £300 ea	£600
	White Satin BUDGET PVC 8 x 4 x 2.5mm – 2440 x 1220 x 2.5mm Wall Cladding Sheet with trims	£550
	Cap and cove flooring including prep and trims.	£815
	Coloured Wall covering with white trim.	£750
	Customise Bespoke Corian Box Wash Trough	£960

	Tap x 2 @ £88	£176	
	Soap dispenser	£22	
	Toilet Roll dispenser x2 @ £18	£36	
	Paper Towel Dispenser x2 @ £28	£54	
	Extract fan fitted and certified	£300	
	Mirror	£97	
	Labour and Materials	£8250	£14,028



001
GEA - 373.63m²
GIA - 361.12m²
(2008)

A1

Main Building
Ground Floor



MAIN
ENTRANCE



metres
0 1 2 3 4 5 6 7 8 9 10

Rev No	Revision note	Date	Signature	Checked	Electrical Dist. Boards	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
																			ABC Design	Drawn by XXX	Approved by - date XXX 05/09/08

All dimensions to be checked on site before work commences.		Drawing No. 03111		Drawing Ref. 03111	
West Sussex County Council		Billingshurst Children and Family Centre Billingshurst West Sussex			
Property Services, The Tannery Westgate, Chichester PO19 3RQ Tel. 01243 752290		CAO Name Billingshurst_CFC_03111 M. J. J. J.		Date 11/07/11 10:00h	
		Mant. area 11256 A2			

Spatial relationships between buildings or structures may not have been maintained in this plan.

APPENDIX

C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 9 SEPTEMBER 2026

**ADOPTION OF PHONE BOX FOR COMMUNITY HISTORY & ARTS INSTALLATION.
FOR DECISION**

REPORT BY OFFICE MANAGER

The Council has been contacted by Whistlestop Arts (WA) who hope to install a community storytelling portal in the High Street, which captures people's stories about the parish of Billingshurst. Using QR codes, visitors would be able to listen to local people's voices sharing their memories, experiences and reflections about Billingshurst. The display could include images of the contributors, a short introduction to each story, an overview of the project and information on how people can comment on the project and add their own stories.

The project looks to involve residents of all ages, helping to connect long-standing residents with those who are newer to the village especially given the amount of recent housing growth in Billingshurst. They hope the project would support community cohesion, while also offering visitors a meaningful way to learn more about the village and feel a stronger sense of place and community. It is highly likely that funding can be obtained for the project and would include the restoration costs of the telephone box. Similar projects elsewhere included the BT box being kept locked to help prevent vandalism, with vinyl displays installed on the inside of the windows so that the information can still be viewed externally.

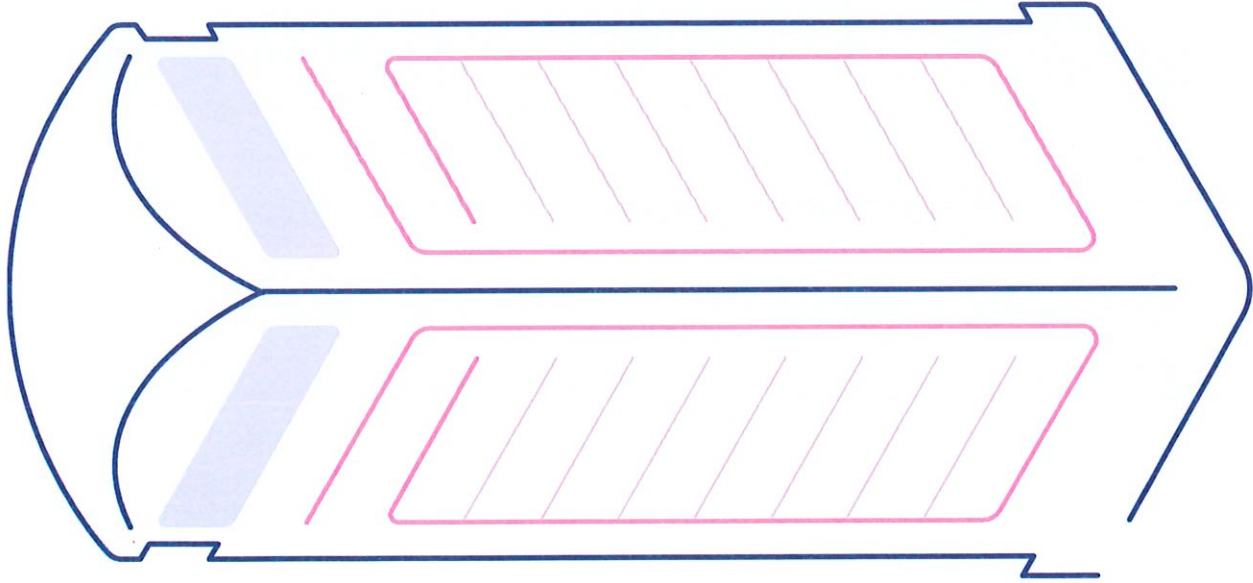
WA hope to be able to use the old BT Telephone Box adjacent to the Sorting Office; the box is not in use as the payphone mechanism was removed in 2025. BT has confirmed that as the box is a listed structure, it cannot be removed so BT continues to be responsible for the maintenance and upkeep of the kiosk. BT policy states that the adoption scheme is only available to councils and registered charities. Individuals, community interest companies (C.I.C) and businesses are not eligible. WA have been in contact with a restoration company to discuss their ideas and if the phone box can be adopted, and funding obtained, they would like to start the restoration in spring/summer of 2027. Once restored the Council would be responsible for the ongoing maintenance of the structure.

The Committee is invited to support the adoption of the phone box to host a community history & arts installation, delivered by Whistlestop Arts using s106 funds as outlined above.



Adopt a Kiosk





Welcome to the Adopt a Kiosk scheme

Since 2008, almost 4,000 communities and charitable bodies have adopted more than 5,800 iconic red kiosks and around 800 of our more modern glass boxes. People have come up with fantastic ideas on how to repurpose them such as using them to house defibrillators and art exhibitions.

Costing just £1, our adoption scheme is open to:

- Local authority district or borough councils
- Parish, community and town councils or their equivalents
- Registered charities
- People with a kiosk on their land.

It's a way of retaining and rejuvenating an historic part of British culture in your community and making it an eye-catching asset that local people can enjoy.

The Adopt a Kiosk scheme is not available to other individuals, commercial organisations, community interest companies or community groups such as residents' associations.

The Adopt a Kiosk scheme



Doing something wonderful with an iconic asset

Red phone kiosks have been part and parcel of British villages, towns and cities for many years. Placed in the heart of our communities, some may be underused but they're certainly not unloved. They no longer have the key role they played in bringing communities together, but with our Adopt a Kiosk scheme they can once more be a fantastic focal point for the local area.

With thousands of kiosks being used for an array of creative and civic-minded ideas, we are delighted to be able to give more communities the chance to develop inspiring uses for this icon of British design and heritage. We're also offering some more modern glass units for the sole purpose of making lifesaving defibrillators available to more people.

We still have around 4,000 red phone kiosks available to adopt for the princely sum of a pound each. This brochure will help you see how they can become practical, cultural, inspiring additions to the community, and allow you to do something wonderful with an iconic asset.

Adopting a kiosk – all you need to know is right here

We've made it as simple as possible for you to adopt your local kiosk. Here's the key information you need to know:

Who can apply?

Any recognised local authority, parish / community / town council or registered charity in the UK can apply to adopt their local kiosk.

How much does it cost?

To comply with legal requirements, authorities need to buy the kiosk from BT for £1.

Which planning regulations apply?

Adopters of boxes should check with their local authority to see if any planning consents are required.

What happens to the power connection?

Option 1:

BT Payphones will continue to be responsible for the electrical supply and any associated payments to electricity companies. We reserve the right to disconnect the electricity supply at any point in the future, however we will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

We will only be responsible for the electricity supply up to the fuse box. Any faults beyond this point will be the responsibility of the kiosk owner.

Option 2:

Customers taking responsibility for the electricity supply will need to apply for a Meter Point Administration Number (MPAN) from their electricity company. This is a reference number used to identify the electricity supply point.

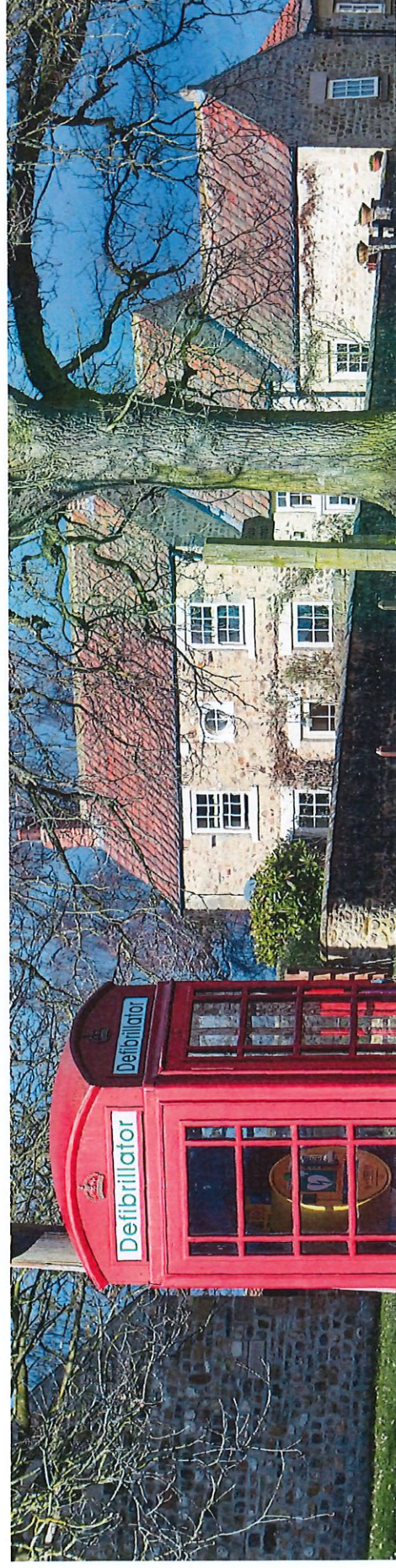
When the customer owns the power connection, we will need to know this number to transfer the billing for the kiosk's power supply. Your local power company will be able to give you your MPAN, but please contact us for more information on how to apply for an unmetered MPAN.

What if the power supply has already been disconnected?

If the power to the kiosk has been disconnected, BT will not refund any payments made or reconnect the supply.

What is the annual electricity cost for a kiosk?

Costs to supply power to kiosks will vary depending on your electricity company. We don't have any control over what they may charge.



The next steps to adoption

Below are the steps you will need to take to adopt your kiosk.

There's more information at www.bt.com/adopt and we are happy to answer any questions you have.



CONDITIONS OF TRANSFER

The following conditions let you know what to do to when adopting your kiosk. You will also need to carefully review the agreement we send you.

1. The adopting body must apply to the relevant authorities for any of the necessary consents to retain a kiosk. This may involve planning consent, depending on the local authority.
2. The kiosk will be disconnected from our telephone network and we'll remove the payphone equipment.
3. Where the kiosk is powered, the adopters will have the option for us to supply power free of charge or to take ownership of the supply. Please contact us if you want to own the power connection.
4. To comply with legal requirements, adopters need to purchase the kiosk from BT for £1.
5. The kiosk will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. Adopters will be responsible for all support and maintenance of the kiosk and for any liability resulting from the kiosk or its use following transfer of ownership.

What happens when you apply to adopt?

Once an application has been submitted, BT will handle the rest. It's that simple!

1. It is imperative that all the legal conditions contained within the "agreement for the sale and purchase of telephone kiosk(s)" are met.
Please only submit an online application when the agreement can be signed and returned to BT.
2. Upon receipt of the online application BT will consider whether to approve the adoption. If approved, BT will send an agreement for signature and return.
3. Upon return BT will countersign the agreement and provide a copy. At this stage the transfer process will start automatically.
4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting body.
Ownership of the phone box will be automatically transferred within 5 days.
5. The phone box(es) will then be the property of the adopting body.
6. Some applications will require the permission of the local authority to remove the telephone service. BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed.
In the event an application isn't approved BT will contact the interested party directly.



APPENDIX **D**

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 9 SEPTEMBER 2026

1550th ANNIVERSARY OF SUSSEX

FOR DECISION

REPORT BY CLERK

The 1550th anniversary of Sussex is being marked in 2027 and we have been asked to light the beacon in June and arrange other activities, see attached e-mail.

The Neighbourhood Wardens are keen to organise a community picnic next summer in Station Road Community Gardens and this would seem to be a perfect weekend to hold it.

The Committee is invited to support a program of activities to include the beacon lighting and community picnic, and suggest to the forthcoming Budget Workshop that suitable funding be made available.

Billingshurst Parish Clerk

From: Sussex1550 <info@sussex1550.com>
Sent: Tuesday, August 11, 2026 9:24 PM
To: info
Subject: Sussex 1550 - Celebrating the 1550th Anniversary of Sussex

Good Morning,

Introducing...



We'd like to invite you to partake and celebrate Sussex 1550 - marking the 1550th anniversary since our beloved Sussex was traditionally founded, in the year 477 - which we believe this is worthy of great rejoicing and festivities - together!

Let's celebrate the wonderful County of Sussex and its cherished customs, traditions, and heritage. We have so much to be proud of, and our unique ways deserve to be observed in a large fashion and as an act of union and togetherness.

The '*Anglo-Saxon Chronicle*', a set of annals compiled in the late 9th Century, states Sussex was established, as an independent Kingdom, in the year 477 by King Ælle and his three sons, Cymen, Wlencing and Cissa, who arrived on the coast in three ships at a place called 'Cymenshore'.

These celebrations are to take place on the week of *Sussex Day*, Wednesday 16th June 2027, inclusive of the weekends either side - Saturday 12th until Sunday 20th June 2027.

💧 Co-ordinated Beacon / Bonfire Lightings at 9pm on 16th June

📍 Street Parties

🏡 Village Fetes

🎪 + Any other Sussex related events and activities

Your full information pack to Sussex 1550 can be found here...



SUSSEX 1550 BEACONS & BONFIRES @9PM - 16TH JUNE 2026

As part of the celebrations, we would like to formally invite you to partake in the centrepiece of events - a coordinated county-wide Beacon and Bonfire Lighting at 9pm on Sussex Day, Wednesday 16th June 2027, uniting every corner of Sussex at the same moment.

We are now accepting registrations for commemorative Sussex 1550 beacons and bonfires Register online at www.sussex1550.com , or email beacons@sussex1550.com

A full lighting guide for Sussex 1550 Beacon and Bonfires can be found here...



To keep fully up-to-date on Sussex 1550 activities, progress, and events, please follow our facebook page: www.facebook.com/SussexFlag

Let's give existing Sussex Day celebrations a real boost in this special anniversary year!

We Wunt be Druv

Many thanks for your time,

Brady Brooks-Ells

Sussex 1550

www.sussex1550.com



APPENDIX

E.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 9 SEPTEMBER 2026

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **LOWER STATION ROAD RECREATION GROUND**

- A new toddler swing was ordered for the play equipment on site and was fitted in June.
- Officers arranged for a section of hedgerow along Natts Lane near the Pre-School to be cut back as it was so overgrown, it was causing people to have to step in the road to get past.
- Dauxwood Pre-School held its Summer Activity Day and requested permission to obtain a key to the large gate on site, to enable the Fire Brigade to gain access and allow the children to view the vehicle and equipment.
- The handrails and uprights on the Parbrook bridge have now been replaced.
- The very successful Billingshurst Show was once again held on site at the end of June. There were huge numbers of visitors enjoying the spectacular weather and the fly-past which had been arranged. All the paperwork and documentation required by the Council was supplied in good time.
- There has been a change of keyholder for the Scouts and Guides. Officers wish to express thanks to Allan Brown, formerly of the Billingshurst Group, for the assistance he has provided to the Council over many years while undertaking this role.

2. **JUBILEE FIELDS**

- Another very successful Family Activity Day was held on Saturday 8th August. The Clerk & Assistant Clerk provided help and assistance on the day ensuring everything ran as smoothly as possible.
- There were several issues with the fishing lake during the summer resulting in a huge loss of fish. We understand that this was primarily due to the excessive heat and a lack of oxygen. Thankfully the lake was opened again in time for the Activity Day, and several young people had a brilliant time learning skills from members of the Angling Society.
- The access road continues to be patched as required. However following the Office Manager identifying significant s106 funding, Wilbars have been asked to prepare a specification for its permanent repair, which could include improved drainage and possibly widening as space permits to enable additional car parking.
- Details of the representatives for BSRA were sent across to the Sports Association reps. A meeting was held on Monday 10th August and was attended by Cllr. Sandy Duck and the Asst. Clerk.

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

- Several instances of significant vandalism and antisocial behaviour have occurred on site, including damage to trees and benches. These incidents are completely demoralising for Council staff (who visit the site twice daily), and the volunteers who work hard to help improve the gardens. The vandalism has been reported to the Police. The Clerk arranged for the Neighbourhood Wardens to adjust their shift times to ensure they visited the site at some of the key times.
- As a result of vandals constantly destroying the compost area, contractors reduced the amount to compost left on site to reduce vandalism.
- Billingshurst Family Church held their Church in the Park event in July which was very successful.

4. **PUBLIC TOILETS**

- Vandalism damage occurred to the baby change unit which was replaced in late August.
- Further damage occurred to one of the doors and this was fixed by EOs.
- Once again, the Council has entered the Loo of the Year Award and hopes that the judges visit did not take place at a time when vandalism had occurred as this may affect the Council retaining its Platinum Award.
- We have been made aware of a water leak on our land in Mill Lane and are taking action accordingly.
- New shelving is being installed in the storage room, making full use of the available height. This will enable staff to keep the barrows in there when occasionally required and also enable the service area to the rear of the toilets to be kept clutter-free, so services are totally accessible to contractors.
- A leak is being repaired, with the plumber suggesting that people standing on the pan being the cause.

6. **BILLINGSHURST IN BLOOM**

- There was an issue with the water bowser where a pre-existing repair had failed. The EOs have now made some more repairs which are much more adequate.
- Eos worked diligently in preparation for South & Southeast in Bloom (SSEiB), with one member of staff adjusting their shift to accommodate the judges' visit.
- Arrangements have been made to hold the In Bloom Awards Evening on Wednesday, 7th October, commencing at 6:00 pm at the Billingshurst Centre, immediately preceding the scheduled Budget Workshop. Invitations have been extended to all entrants and their guests, and Councillors are welcome to attend.
- Officers arranged for the damaged wooden planter outside the front of Sainsbury's Local in the High Street to be replaced by one manufactured from recycled plastic. Some of the other planters are starting to deteriorate so similar arrangements will be made to replace these when required.

7. **TREES**

- A complaint was received from residents regarding ash trees overhanging the Church path and the rear gardens of the Jubilee Court. The works are due to take place in the first couple of weeks of September.

- A resident of Silver Lane raised concerns with a tree on Cleveland's Gardens which he says is overhanging his boundary. The Council's tree surgeon will be checking this whilst on site in early September.
- It has been necessary to put in an application to fell a TPO tree on the Church Path due to the tree deteriorating and becoming a possible hazard. A response to the application is awaited. The Asst Clerk has also been made aware to report to the Planning & Environment Committee.
- A tree branch fell on the windscreen of a car parked in a layby in Station Road under the trees. This is being dealt with by the Council's insurer.
- With regards to the bat survey on the trees in Willow Drive, a Ground Level Assessment was carried out earlier in the summer and evidence showed that it was likely that bats were roosting in the trees. A fuller survey has been commissioned, the results of which should be received shortly.
- The Council owns the bench around the large tree o/s Park & Brown in the High Street. As Members will be aware that the block paving around the tree is significantly lifting caused by the tree's roots. As a result, WSCC plans to remove the blocks and replace them with tarmac. They have advised that the seat will have to be removed accordingly; we are thinking of other places it could go.

8. **MISCELLANEOUS**

- Officers met with the Billingshurst Bowling Club (BBC) in the early summer and were really impressed with their plans for a new clubhouse on site. The BBC confirmed that they have raised funds in the sum of £6,000, plus the club has been awarded £40,000 as part of the Better Billingshurst funding; despite this, there is a shortfall of around £7,000 in enabling their project to go ahead. Club representatives asked whether there was scope for financial assistance from the Council. It was noted by officers that the BBC now used the Billingshurst Centre for its AGM and Annual Quiz Night in the Spring but frequently, a significant portion of any funds raised by the Quiz Night are used towards the room hire costs. Officers noted that it had been many years since the BBC had approached the Parish Council for any grant funding and they had never requested funding from CIL Funds. Therefore, the club intends to put in an application for CIL funding next month to help cover some costs towards room hire for the next year and also to help fund the shortfall in the funding to complete their new clubhouse project.
- Officers are pleased to report that, in recent months, they have secured £9,041.98 in S106 funding for improvements to Billingshurst Centre. The funding will support projects including a multimedia television, 30 new easy-to-manoeuvre tables, a new PA system, backstage showers, a cold-water dispenser and several new urns. These improvements will benefit large gatherings and help equip the Centre, which is registered with HDC as an Emergency Evacuation Centre, strengthening its long-term capacity, resilience and community use.
- Officers have advised Light Angels of Councillors' decision re. choice of motif following the last meeting of this Committee. Structural testing of all lighting columns in the High Street have been carried out and all 17 columns have passed the tests. The Festive Lighting application was submitted on a very warm and dry day in late August and a response is awaited.

- Officers have reported the faded lines on the pathway leading down towards the Billingshurst Leisure Centre and Weald School to HDC. The lines are to be repainted by early autumn.
- Officers have continued their efforts to empty Adversane Hall. As reported elsewhere, some useful items including a fridge-freezer have come to the Billingshurst Centre. The Women's Hall and United Reformed Church have also benefited along with the Bat & Ball public house. Some groups we contacted didn't even reply. Poynings Parish Council took the chairs and the last of the crockery.
- We have been presented with two new sponsored seats. One will replace a missing seat at Station Road Community Gardens. The other will go at a new location at the very top of Jubilee Fields. Two other seats are nearing the end of their lives in Station Road Community Gardens, under the large Horse Chestnut trees and will be replaced using CIL funds when available, subject to Members' approval.

The Committee is invited to note this report.