



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 10 June 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

4 June 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 11 February 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 funding issue of BSRA lease renewal legal fees - Appendix A.
8. To consider site and budget for adult gym equipment at Jubilee Fields - Appendix B.
9. To consider options for alternative Christmas lighting motifs this Christmas - Appendix C.
10. To receive property updates, for information only - Appendix D.
11. Next Meeting: **9 September 2026**

Committee Members: CG, 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.

APPENDIX A

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

10 JUNE 2026

BSRA LEASE

REPORT BY CLERK

FOR DECISION

At the October meeting of this Committee, Members considered a request to grant a new 25 year lease to BSRA to assist them to meet funding-criteria from potential grant-awards. This was to replace an existing lease with 16 years remaining. They also requested that a CIL allocation in respect of drainage be used to meet the cost. Members **RESOLVED** that BSRA be granted a new lease of 25 years but to **DEFER** the request to vire the funds held until the decision of the Better Billingshurst Panel was known. Min 52/25 refers.

In February this year, the Committee consented to a further request to extend the lease to 30 years. Min 07/26 refers.

BSRA have since advised that Horsham District Council (HDC) via the Better Billingshurst Panel are willing to support the drainage project subject to further quotes being received and it passing through a standard s106 funding process.

They have now advised that they had a meeting with the Football Foundation yesterday as they'll fund the majority of the 3G. He mentioned that the cost of getting the new lease prepared could be covered in the grant application and therefore refundable which is good news. He's getting back to me on this and I'll let you know, but in the meantime, we need to get the new lease agreed and signed.

Mindful of the need to progress this legal work, as a way forward the Committee is invited to seek agreement from the BSRA that it will reimburse the Council within 5 years.

APPENDIX B
BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE

10 JUNE 2026

ADULT GYM EQUIPMENT

REPORT BY CLERK

FOR DECISION

At the last meeting, the Committee agreed to discontinue replacing individual wooden Trim Trail fitness stations as they deteriorated, as the high cost seemed at variance with the reported usage. Members did agree to support their replacement with adult outdoor gym equipment, pending further information and public consultation. Min 09/26 refers.

I have since met with Michael Carter, a specialist advisor on outdoor play and sport equipment, who assisted with and managed the delivery of our new skate park at Jubilee Fields.

We walked the site and he explained why adult outdoor gym equipment tended to be grouped together, and suggested the displaced nature and remoteness of the existing Trim Trail stations, may have contributed to their lack of use, together with in some instances their uncomfortableness. He also advised that such facilities needed to be within reasonable distance from other facilities including car parks.

We identified the two sites as per below, which are shown within the context of the most recent plans showing new facilities that may be developed if the *West of Billingshurst* scheme comes to fruition.



Having had experience elsewhere of delivering such schemes, he suggests a budget of £50,000, much of which will be spent on hard surfacing. (It is envisaged that the whole cost can be met from s106 funds.)

The Committee is invited to support the two alternative sites for further discussion with the BSRA *et al*, and agree the suggested budget in order to progress the project, prior to returning to Committee.

APPENDIX C

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

10 JUNE 2026

CHRISTMAS LIGHTING MOTIFS

REPORT BY OFFICE MANAGER

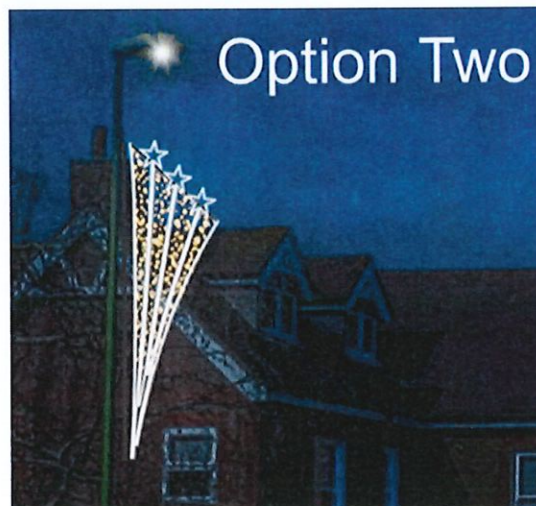
FOR DECISION

The Parish Council has used Light Angels for its Christmas display for several years. We always receive an excellent service, and the company is HERS accredited meaning that their operatives have the relevant permissions to work on highway lighting. We could not operate the scheme without this accreditation.

As we have had the same motifs for several years, officers asked Light Angels for some different options to refresh the scheme for the 2026/2027 season. A decision is needed on the new motifs, options below, ASAP as the application to erect Christmas Lighting on the highway needs to be submitted by the end of August. (The motifs on lighting columns in High St. were extended to Chapel Corner/West St. last Christmas.)

The prices are all similar to what we are paying for the existing displays. (We lease all our decorations.)

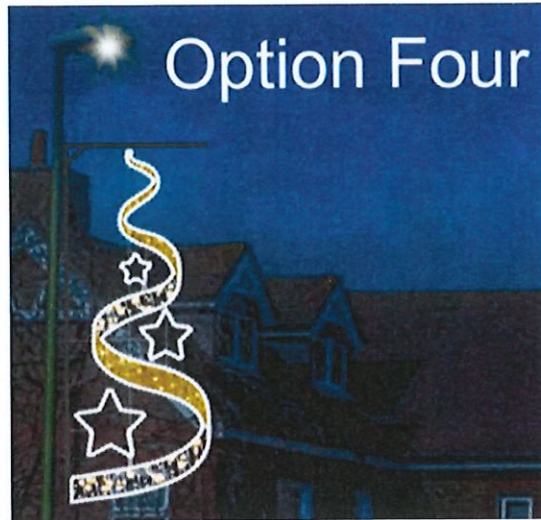
Members are invited to consider the options below, perhaps selecting a first and second choice just in case there are any supply problems etc.



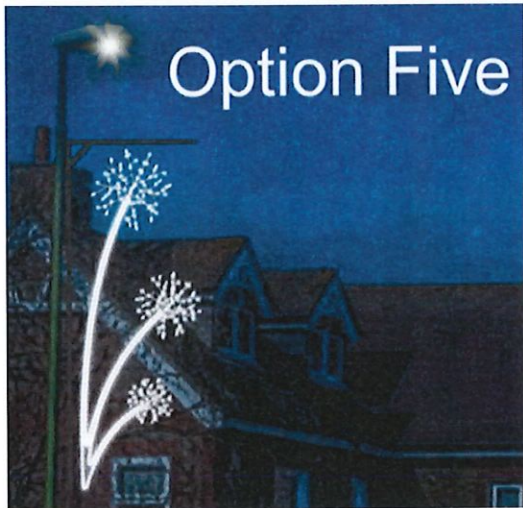
Option Three



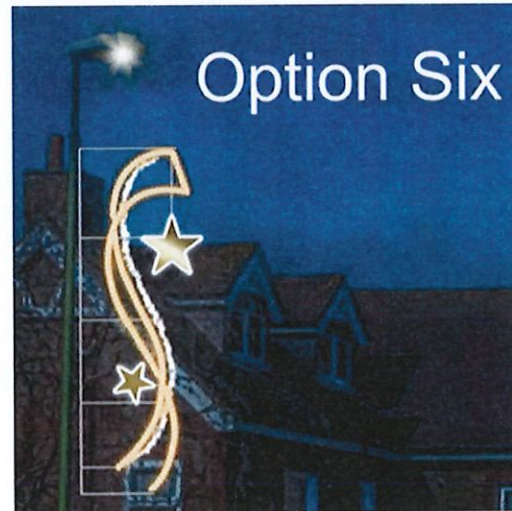
Option Four



Option Five



Option Six



BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 10th JUNE 2026

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

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

- EOs have been extremely busy finishing off some long outstanding work items; they are a very dynamic team who work together extremely well.
- Staff have recently repaired a broken part of the seat at the brick bus shelter in the High Street.
- A project to thoroughly clean the railings through St. Mary's churchyard is in the process of being completed. This is being saved for damper conditions as it makes the cleaning much easier.
- Staff regularly report areas of graffiti or fly tipping at Jengers Mead which officers then pass on to the management committee for the site.
- Staff have been regularly clearing the junction of the Church Path and the twitten leading through to Dell Lane. In late spring the drains were all cleared and jet washed and officers have checked that the drains have been added to a regular list for attention to save the same pooling of water happening again. Thanks to former County Councillor Amanda Jupp for all her assistance in getting this job completed.

2. **MANOR FIELDS**

- The new swing seats have been fitted on site by the Council's Inspector of Play Equipment.
- To improve safety on site, in late April officers arranged for new safety matting to be installed around the multi-unit.
- The project to improve the drainage and surfacing of the link between Manor Fields and the bypass pass is now complete. Jointly funded by Billingshurst Parish and Horsham District Councils who own the respective sites, the work follows requests from residents to improve the well-used but muddy link.



3. LOWER STATION ROAD RECREATION GROUND

- The replacement basket swing has now been fitted on site. Unfortunately, the adjacent toddler swing has fallen into disrepair and also needs replacing, so an order has been placed for that too.
- All the relevant paperwork has been sent in for the Billingshurst Show which is due to be held on site on Sunday 28th June. The Parish Council receives a free page in the programme for the day in return for giving free use of the land for the weekend.
- Pressure washing was completed in the play area on site in late March. The Council's garden contractor should be carrying out the replacement rotten oak uprights, rails and handrails on the bridge spanning the Parbrook very soon.
- A new guardrail has been erected around one of the culverts closest to the skate ramp, as it was highlighted in a playground inspection as a possible risk.



4. JUBILEE FIELDS

- The Council's garden contractor placed some bark chippings around the fishing lake to help improve the slippery and muddy surfaces, not helped by people riding bikes around the site.
- The log stack trim trail station has been removed after falling into disrepair. This has not been replaced as per Minute No. 09/26 from the February 2026 meeting of this committee.
- Bark chippings were also placed on either side of the stiles bordering the site as the ground was very waterlogged during the winter and early spring.
- There was a damaged post on the fishing lake bridge which has now been repaired.
- Remaining fishing pontoons have now all been replaced. This work was completed in mid-May and will be perfect for use on the Family Activity Day on 8th August.
- There was an issue in late May where the Fishing Lake Water Bailiff received a mouthful of abuse from someone who had allowed his dogs to enter the Fishing Lake. Officers have created some more signage and our EOs are in the process of putting these up around the lake to try to prevent a similar occurrence in the future. Reminders have also been put on the Council's website and social media pages.
- The height barrier continues to be hit regularly, often by vehicles leaving the site! Whilst currently bent and twisted (!) it is still operable pending repair. We are thinking of having another cross bar made to put in place whilst the other is being repaired.
- The Neighbourhood Wardens were made aware of some discarded rubbish and broken glass at the rear of the wood and they attended the same day and removed this.
- The hawk box has now been installed at Jubilee Fields. This was kindly installed by the Council's tree surgeon.



- Amazingly, the 9th June, marked the 20th year anniversary of Jubilee Fields being handed over to the Sports Association/Parish Council celebrating the opening of the new pavilion on site. The BSRA and Parish Council have, especially in the most recent years, worked very closely with each other and have created a wonderful facility. Given the recent success for the Billingshurst Football Club, and the 20th year anniversary, officers are considering wording for a website and social media post on the subject.
- During the last week, officers arranged for an old piece of metal fencing to be removed from site.

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

- Council staff are now assisting with regular weeding on site.
- A significant amount of play bark has now been placed in the play area.
- The Council's garden contractor repaired a slope into site from the pavement on Station Road.
- Officers submitted a s106 application for a self-closing gate to the wooden train area, but sadly despite it being an obvious improvement to the site, the application was turned down.
- The Neighbourhood Wardens have been making the point of carrying out regular litter clearances on site which has been a great help to Council EO staff and the volunteers.
- The Family Church will be holding their Church in the Park event on Sunday 12th July. The Friends of the Gardens have been informed out of courtesy.
- The Up & Outdoor Fitness club asked to hold ad-hoc training sessions on site over the course of the summer months. Permission was given subject to the usual T&Cs being signed and the relevant paperwork supplied. Once again out of courtesy, the Friends of the Gardens have also been informed.
- A resident reported a blocked ditch and possible dead rat at Station Road Gardens which was checked by EOs.

6. **PUBLIC TOILETS**

- Closing the facility at 4.00pm again appears to have reduced the instances of antisocial behaviour again which is good news.
- The baby change unit in one of the toilets was damaged and a quotation for a new one is awaited.

- Officers are still considering sprucing up the paintwork on the front doors on the public toilets.

7. **CHERRY TREE CLOSE**

- The order has been placed to replace the fencing to the rear of the goal net.

8. **CRANHAM AVENUE**

- Pressure washing was completed on site in late March. Prior to this, the Council EO staff dealt with a large amount of moss build up on the play surfacing.
- Following a replacement fence being fitted on site, the Council's garden contractor has been asked to include the new grass bank at the rear of the play area on his schedule from now on.
- The fencing to the rear of the grass fronting Stane Street has now been replaced.
- A new sign has been installed at the entrance giving the Council's contact details.

9. **BILLINGSHURST IN BLOOM**

- The Council's centre page spread in the Village Tweet magazine invited residents to take part in the annual front garden competition which members of Billingshurst Horticultural Society have agreed to judge this month. We had several entries this year and all entrants will be invited to the Awards Evening at the Billingshurst Centre in the early autumn.
- The Open Gardens Afternoon had a lot of interest and doubled the amounts of entries that they had last year.
- The wooden planters in the High Street are well past their economic lifespan but have been kept going by being patched with sheets of marine ply. However, the uprights are now starting to rot meaning some planters are leaning. We have been looking for some time at alternatives made from recycled plastic but have had no luck in finding a blue one to match existing. A black planter has now been placed in front of Sainsbury's in the sum of £635.00. The changeover of seasonal bedding will be taking place very shortly, and officers will see how it goes with a view to a rolling replacement programme for the other planters.
- The summer hanging baskets have recently been put up on lighting columns in the main section of the High Street and are being watered daily by Environmental Operatives.
- There are several new additions to the route of the South & South East in Bloom this year including the involvement of the Billingshurst Primary Academy, Women's Hall and United Reformed Church Gardens Project. There are also new hanging baskets on the front of The Depot.

10. **TREES**

- Works identified in the 2025 Annual Inspection of trees are mostly complete now other than those where ground conditions are unsuitable for heavy vehicles. These works will be carried out with the bird nesting season in mind, and as soon as conditions permit.
- A resident contacted the office to raise a concern with a broken off branch backing on to his property in Dell Lane. A tree surgeon was sent to site to deal with the matter and check the condition of the trees.

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 Council was sad to hear of the death of Colin Banks who passed away at the end of February. Colin has been a great friend and supporter of the Council on countless occasions over the years, specifically with regards to Remembrance Sunday events and will be truly missed by all who had close connections with him. Officers sent a sympathy card to Colin's family.
- Officers contacted Devine Homes who arranged for the blocked drain on the corner of Little East Street at the junction with the High Street (opposite Park & Brown Opticians) to be cleared.
- Whistlestop Arts are potentially looking to get funding towards a project at the BT box on the corner of the High Street and the Sorting Office. The payphone mechanism was removed in July 2025 and as it is a listed structure, BT continues to be responsible for the maintenance and upkeep of the kiosk. It is unfortunate that this box is regularly targeted by vandals, who smash the glass panels; a report has recently been made by officers about smashed glass panels and have also requested a repaint of the box, especially given its listed status. BT has confirmed that the box is due to be painted this summer, although they have added that this may be delayed. BT policy states that the adoption scheme is only available to councils and registered charities and Whistlestop Arts (WA) have asked whether the Council might consider adopting the box (if they WA can get the funding for their project. At the current time it has been left that WA will contact the District Councillors to meet and discuss their idea further and if this is positive meeting, and suitable funding can be arranged, then the Council is likely to be approached to consider potentially adopting the kiosk.
- A Bat Survey is due to be carried out at Willow Drive this month.
- The Billingshurst Showcase held on Saturday 11th April was once again very popular. It has now been decided that next year's event will be a Spring Fayre, similar to the Christmas Fayre.
- Officers arranged for the Roman Centurion signage at the entrances into Billingshurst village along with the Five Oaks gateway signs to be thoroughly cleaned and pressure washed last month.
- Pressure washing of various areas took place in late March, and along with several play areas, also included the bus shelters in Five Oaks, Natts Lane, Station Road and 2 in Forge Way.
- Officers have sought quotations to replace the tumbledown wooden bus shelter at Adversane and will soon be applying to HDC & WSCC for funding out of the Sustainable Transport s106 funding.
- Officers were made aware of comments online with regards to the HDC Library and the small section of Jengers Mead car parks and how poor the lighting is in these locations. Contact was made with HDC and the lighting in the library car park should be rectified soon. District Cllr. Sam Bateman confirmed that she shares concerns raised about the HDC Jengers Mead car park and thinks it is well below satisfactory levels and agrees that the space does not feel safe to use after dark.
- Following a concern raised by a resident about faded cycle lines leading towards the Leisure Centre and Weald School, a report was made to HDC. These lines are due to

be painted back in during the summer months soon after the lining in the Library Car Park is also painted.

- The final phase of replacing the bollards around Adversane Green has now been undertaken, meaning this project which was started in 2021 is now complete.



The Committee is invited to note this report.