



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 6 October 2022, at 6.30pm.**

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.


G.C. Burt
Clerk to the Council

29 September 2022

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 15 June 2022, previously circulated, to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate Agenda items**
6. Public Session
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
7. To consider renewal of Management Agreement with Billingshurst Allotment Society – Appendix A.
8. To consider installation of Electricity Supply for Men's Shed - Appendix B.
9. To consider replacement barrier at entrance to Jubilee Fields - Appendix C.
10. To receive the results from the South & South Est in Bloom competition - Appendix D.
11. To agree one off cont. to water costs for two local clubs due to water leak across Council land - Appendix E.
12. To receive property updates, for information only, Appendix F.
13. Any other matters for information only.

14. Next Meeting: 16 November 2022

Committee Members: BB, PB, SD, DH, RM, CG, PD, ST

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.

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE

THURSDAY 6 OCTOBER 2022

RENEWAL OF ALLOTMENT MANAGEMENT AGREEMENT

FOR DECISION

REPORT BY CLERK

Billingshurst Allotment Society provide allotments on Council-owned land at Manor Fields under an Allotment Management Agreement, which expires Spring 2023.

It is believed that this particular *vehicle* was chosen, rather than a lease, as the latter would be considered a disposal of open space and all that that entails.

The Society have asked if the agreement can be renewed.

The agreement works well, in that the Society manage all the lettings and ensure the site is kept well maintained.

In turn they pay a management fee to the Council.

The agreement was signed in 2013 and initially the rent increases were prescribed but since 2017, a base rent of £250 has been reviewed upwards annually following a formula which takes into account the Retail Price Index (RPIX).

For the current year, due to increasing inflation, it is £693.04 +VAT and in the current climate, future fees could spiral to unsustainable levels if the same formula was maintained.

The Society have agreed with me that this level is not quite what was originally envisaged for what is in effect a community letting rather than commercial.

They have suggested a new base rental of £500 and an annual increase of 3%, to be reviewed after 5 years.

The Committee is invited to

- a. support the renewal of the current management agreement
and
- b. consider the suggested fee proposal.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

THURSDAY 6 OCTOBER 2022

ELECTRICITY SUPPLY TO MEN'S SHED

FOR DECISION

REPORT BY CLERK

In giving approval to the siting of a Men's Shed in Station Rd Community Gardens, to the rear of the hard ball court, Min 55/21 17 November 2021 refers, Members intimated that would like to support the delivery of the project in some way, by possibly meeting the cost of installing an electricity supply.

[Originally it was thought that this could be part of a bigger scheme to install lighting at the ball court and a power box for events held in the gardens, but this now needs to be progressed separately, but still taking advantage of opportunity to lay ducting etc simultaneously if possible.]

Although the Council's Financial Regulations exclude the supply of utilities from the need to get quotes etc, I have in fact obtained two (net) quotations to install a supply to the new shed, once in place:

SSE	£5,387.31
Crown Energy	£7,057.12

The Committee is invited to consider if it wishes to support the project in this way, and if so, ask the F&GP Committee to allocate (possibly CIL) funds accordingly.

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE

THURSDAY 6 OCTOBER 2022

HEIGHT BARRIER - JUBILEE FIELDS

FOR DECISION

REPORT BY CLERK

Councillors have previously expressed concern about the unacceptable number of instances that the height barrier at the entrance to Jubilee Fields has been left open, although there have been fewer instances recently.

At the February meeting, Cllrs asked that officers look into a more user-friendly gate that users would be less inclined to leave open, Min 08/22 16 February 2022 refers.

[A suggestion that the barrier be moved to the other end of the drive, although having benefits, raises even more questions so it is advisable not to progress this at the present time.]

At present, the padlock is housed at a height of over 6'. It is thought that trying to lock and unlock a-difficult-to-get-at padlock, makes users *not be bothered* about locking and unlocking etc. The replacement gate that officers suggest, has the much roomier padlock housing at approximately 4' which is easier to reach. See pictures below.

The price to supply this is £1,729.26 and a further £2,065.50 to fit. Total price £3,794.76

The Committee is invited to consider the suggested design, and if it agrees that it is suitable, ask that the F&GP approve the release of CIL funds accordingly.





BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

THURSDAY 6 OCTOBER 2022

SOUTH & SOUTH EAST / BILLINGSHURST IN BLOOM

REPORT BY CLERK TO THE COUNCIL

FOR INFORMATION

Billingshurst was represented at Farnham Maltings on 23 September for the annual South & South East in Bloom Awards.

This was the first time since 2019 that Billingshurst had entered.

Representing the Parish Council were Property Committee Chairman Cllr Sandy Duck and Parish Clerk Greg Burt; representing the Friends of Station Road Gardens was its former Chairman Keith Brown.

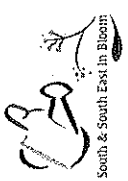
Both Station Road Community Gardens and the village itself managed to maintain their previous standings of Silver Gilt and Silver respectively. (Marking sheets attached.) Billingshurst's very own Bee Man, Kevin Tuffs was awarded with the region's Biodiversity Award.

Noting that the village is only 4 points off a Silver Gilt, we will be looking at seeing where we can generate these extra points in 2023. The judge's positive comments about the village were most welcome.

Thanks to all Council staff, contractors and volunteers, particularly those from Billigreen, who helped make the village and Station Road Community Gardens look so good over this challenging summer and for their hard work all year round.

Entrants in the Billingshurst in Bloom competition received their awards from the Chairman of the Parish Council, Cllr Paul Berry at the Billingshurst Centre on 28 September. Residents and businesses received certificates in a number of categories, which had been judged by eminent gardeners from Billingshurst Horticultural Society. Once again, the Judges commented that whilst judging they passed many excellent gardens which hadn't entered. Thanks again to all those who entered.

The Committee is invited to note this report.

		Name of Entry: Billingshurst in Bloom									
		Judges: Vince Gradwell									
		Date of Assessment: 07/07/2022									
Standard Marking Sheet											
Category: Village / Large Village / Small Town / Large Town / Small City / City / Small Coastal / Large Coastal (Indicate appropriate)											
MAXIMUM OF 10 POINTS PER SUB SECTION											
A Horticulture 40%	A1	8	A2	7	A3	7	A4	7	Total Marks in Sections A, B & C		Medal Level in Sections A, B & C
B Environment 30%	B1	6	B2	8	B3	8					
C Community 30%	C1	7	C2	7	C3	6					
Total Score out of 100:		71		Overall Medal Awarded:						Silver	
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.											

Introduction and Overall Impression:

The route followed on judging day was very representative of the various areas of the town. However it was not clear if the various community representatives were coordinated in any way and appeared to be working in isolation from each other it is hoped that the Parish Council allows for and ensures that the individual projects work together. The village looks to be a great place to live and is a credit to the parish council to ensure a vibrant and living village which already has a good centre with many shops, particularly independent ones. Many take pride in their appearance and were looking colourful. The Community Gardens, Friends Group needs urgent revamping to allow for it's future planning.

Judges Feedback Section A – Horticulture:

"Dauxwood" pre school have developed a garden area to grow vegetables and flowers. Sunflower seeds were also given out to encourage children to grow at home. It is suggested that to fit in with term times quick growing veg should be grown carrots and peas in large pots mixed with sweet peas to show the relationship of these plants. Strawberries would also do well mixed with marigolds instead of just pansies. There was some concern with the well established pear tree which appeared to be overtopped by the rootstock which will ultimately overtop the variety advice should be sought perhaps from the local agricultural college. Station Road Community Gardens are a great asset to the village with a great variety of unusual trees, there is an urgent need to utilise large quantities of organic mulch and the composting area needs to be better organised. Perhaps encourage the horticultural contractor to use the area to compost his green waste in a well ordered manner. Mention was made of seasonal bedding normally planted in a few beds, this should be phased out in preference to herbaceous perennials or ornamental grasses. The recently planted fruit trees need extreme weed growth removing from their bases and a thick mulch of wood chip or compost added to prevent weed growth. The unmown margins of the Community garden need management or the existing shrubs will die out. Too many brambles are now growing and will take over before long.

Judges Feedback Section B – Environment:

There is an extremely active environmental cause living in the village with many community members helping to improve the environment. The very interesting project of improving the plight of swifts was great to see, centred on the Parish church and also the environmental maintenance being adopted within the churchyard. Perhaps the most impressive projects were the rewilding of the High Street, where a little bit of the countryside has been brought into the village centre. Clive Cobie was extremely enthusiastic and has worked wonders to develop an area previously with only and overgrown shrubbery but is now a "natural" bedding display with perhaps 20 species of native plants, I am sure this will develop greatly over the next few years. The final project shown was an amazing display of colourful plants at the rear of the "Rocking Horse" shop and overseen and developed by Kevin, known as the Bee Man. He has recorded and provides suitable "homes" for 30 species of bees. Billagreen has also in conjunction with the Parish Council suggested margins of previously mown areas to be unmown. Notices are displayed to educate the public on the reasons for not mowing. Perhaps the most successful area was that area outside the "Dauxwood" pre school premises. It was suggested that at the no mow areas at Cleveland Gardens could have suitable species e.g., Foxglove, seed scattered now to encourage diversity.

Judges Feedback Section C – Community:

There is obviously a great amount of community effort to make Billingshurst a great place to live. It is important the Parish Council take the lead in pulling it all together which at the moment does not appear to be the case, I may be wrong. There is a need to highlight the project overall objectives and to provide suitable funding to ensure it happens in the future. The individuals met on judging day are all enthusiastic but there is a need to demonstrate the size and scale of the community effort. Although the allotment was not shown this year perhaps the green waste generated could be developed into a community green waste recycling project as has been developed elsewhere for use on projects and the Community Gardens.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2022

Billingshurst in Bloom - Station Road Community Gardens

SECTION A – Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	13
Signage and visitor information		15	10
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	16
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	0
Control of dog fouling		10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	16
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	16
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	8
Control of litter, graffiti & vandalism		10	8
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	0
SECTION H–Conservation		Max Points	Actual Points

SECTION I – Community Involvement	Max Points	Actual Points
Volunteering & promotion of the park as a community resource	20	14

Maximum Points Available	200
Total Points Awarded	143
Award Nomination	Silver-Gilt

Assessors General Comments & Award Justification

A First time entered since the pandemic. The Recreation Ground was looking tidy. Paths are level and access good, gates in place at main access points and an information board is in place at the main entrance. The path layout encourages visitors to use the full extent of the park. B. The park was originally designed and developed with extensive planting of large trees in great variety and interest, it is a shame that their condition was not great and the dry season was having an impact on growth. The major part of maintenance is carried out by a local contractor who is quick to react to minor emergencies should they be required. C. There is no full time staff presence, there is a part time presence by a worker on community service, supervised on site by the "Friends Group" there are a number of volunteers but there is not an established active group, and for the greater period of time the area is unmanned. There is provision of dog waste bins but some evidence of dog fouling was seen. No signs telling dog walkers to be aware of other uses and to keep the park clean. D. It is a large area with many individual planted areas. The herb garden was looking really good and was a credit to the "Friends Group" The play area looked well used but only seemed to cater for older children. The soft bark surfacing looked as if maintenance was needed. E. Horticultural expertise seems to be limited and is dependent upon the good will of the Friends Group led by Keith, consideration needs to be given towards the future when Keith will no longer be able to guide the volunteers. Many unusual trees have been planted on site and it is good to see such a variety. The main entrance looked great with a wonderful display of Hollyhocks. Seasonal planting was mentioned but none had been planted this year due to weather conditions. I do not think that seasonal bedding should be provided in this area due to problems of staffing, lack of water and soil conditions. F. Benches were generally in good condition a number of litter bins provided on site and there was little evidence of litter, graffiti or vandalism, apart from it being mentioned that the fruit from the apple trees get thrown around. I wonder therefore why new fruit trees have been planted? G. Planting schemes not applicable. H. Recently margins of several grass areas have remained unmown to encourage wildlife. There is a need to "manage " these areas as they are in danger of becoming difficult to manage. I. The volunteers do a great job of keeping the area, neat and tidy but a lot more is needed either in the Grounds Maintenance contract or formalising a rota for work within the Friends Group. The area is used for events, so I was told but there was no regular programme provided, difficult it is appreciated over the last two years.

Results

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE

THURSDAY 6 OCTOBER 2022

CONTRIBUTION TO TENANTS WATER COSTS AT LSRRG

FOR DECISION

REPORT BY CLERK

Billingshurst Tennis Club and 1st Billingshurst Scouts occupy sites at Lower Station Road Recreation Ground. They have rights of access across the Recreation Ground.

In 2019-20 the entrance way to LSRRG from Lower Station Road was remodelled at significant cost, with much of the design accommodating the requirements of tenants. (Full costs to be reported in due course to Members following completion of still outstanding snagging items.)

Back in the Spring of this year, the two tenants contacted the Council reporting high water bills.

Investigation by tenants found nothing wrong with the water meters (located by the turning circle) or pipes between the meters and the users.

Although the water meters and inspection pits were moved during the works, the pipe was not. This remains in a grassed area to the LHS of the driveway. Observations of green grass during the recent drought seemed to indicate where a possible leak may be.

I have tried to ascertain how the recent works may have impacted upon the water pipe, but sadly the Consulting Engineer who oversaw the works on behalf of the Council I believe retired due to ill health and is not contactable. Also, the Site Foreman for the contractor has sadly died.

The contractor has been due to return to site for some time and rectify one remaining item; I asked them to also investigate this issue.

He now has now advised that....

The chaps have undertaken several trial holes in all the possible locations to find a leak, there was no sign of any waterlogged areas or of the pipe leaking, even in the green area your photo showed. They attempted to squeeze off the various pipes into the boxes to isolate that as a possibility too but they still weren't able to find any leaks.

This investigation work has cost the Council £750.

I am due to meet representatives of both clubs again shortly to agree a way forward.

In the meantime, both clubs are having to meet water bills of hundreds of pounds and have asked the Council if they can assist.

This is rather a difficult issue as the Council hosts across its land a water pipe in which it, itself, has no interest as a user, but nevertheless could be seen as responsible for. The two tenants make no contribution towards the upkeep of the accessway which they use and under which their utilities are located.

I suggest that the easiest way forward is for the Council to

- a. Meet the cost of any repair, if required, if it is found to be on the Council's land.
- b. Make a donation of £1,000 each to the Billingshurst Tennis Club and 1st Billingshurst Scouts to assist with recent water costs.
- c. Take on future responsibility for utility infrastructure to the two clubs under the driveway as required.
- d. Charge the two clubs each £100 p.a. to reflect that the Council has taken on the above responsibility.

The Committee is invited to consider these suggestions.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

THURSDAY 6 SEPTEMBER 2022

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **MANOR FIELDS PLAY AREA & ALLOTMENTS**

- Sadly in early August the Allotments were targeted by thieves. 7 sheds were broken into with the doors were smashed in; a neighbour reported the thieves making a lot of noise: 2 rotovators were stolen and the incident highlighted how easy it has been for people to access the site from the Bypass Path. The Clerk arranged some HERAS fencing to be placed in the weak spots and funding of new fence along that boundary in the future is being looked into.
- The Allotments Society has been in touch to say that they need more land to provide additional plots. The Assistant Clerk has suggested that the request could be passed to Highwood for them to keep under consideration if/when development on *West of Billingshurst* is being considered.

2. **LOWER STATION ROAD RECREATION GROUND**

- The Billingshurst Show was held in late June and the event went off very well and was very well attended with no mishaps or problems occurring.
- The Neighbourhood Wardens arranged some sports sessions which took place over the summer holdings. These sessions proved to be very popular, and a number of young people attended.
- In late July there was a report of offensive graffiti on site, and this was cleared by HDC.
- Contact has been made with HACS/SMP to order some replacement fixings for the Farmyard Search equipment which sadly was damaged over the summer holidays.

3. **JUBILEE FIELDS**

- The Council has received confirmation from the BSRA that Billingshurst Fireworks is due to be held on Saturday 22nd October. Neighbourhood Warden cover is also being arranged for that evening and the BSRA are busily liaising with other parties and preparing the relevant paperwork to support the event.
- The BSRA has confirmed that the new flooring has been laid at the pavilion clubhouse and it looks very good. There is also a new Bar Supervisor who has taken over and as she has a lot of experience in this field, and is proving to be very popular and effective.
- As entrance hedgerows are no longer cut back from the Viridor site and despite trying to make contact with them on various occasions (there has been no response) the Litter Wardens cleared a section of hedgerow adjacent to the height barrier to make the entrances into site more accessible.
- The parallel bars trim trail equipment was damaged in August and a quotation has been sought in order to replace the missing bar.

- Officers have contacted Sussex Land Services and have asked them to ensure hedges are cut at the correct month as per the current garden contract; it had been necessary to chase this work last year.
- We have asked HDC's advice on how they procured their new skate facility, due to be built in Horsham Park, in order that we can draw down S106 funds for ours.

4. **BILLINGSHURST IN BLOOM & HIGH STREET**

- On the 7 July, the Clerk welcomed South & South East in Bloom Judge Vincent Gradwell to look at the village and Station Road Community Gardens. Having not entered for the last two years, it was a joy to take him on a tour of the best bits, starting at Dauxwood Pre-School, and finishing at the Rocking Horse garden in the High Street. Thanks to all those who helped make the route look good and also those who gave up their time to meet us and tell us all about their area, interest or passion.
- The Council's local *In Bloom* competition had a good number of entries; the judges from Billingshurst Horticultural Society visited the entries in early July and an Awards Evening was held last week. See separate Agenda item.
- A new charging unit was ordered for the water bowser in August.
- Two of the wooden planters in the High Street were showing signs of disrepair and have been repaired by Litter Wardens.
- The Clerk replanted the bedding on the Village Green mid-summer, following the demise of the bedding which shrivelled despite being watered.
- A local resident continues to occasionally trim the Jasmine around the High St. brick bus shelter, as required.

5. **STATION ROAD COMMUNITY GARDENS**

- The proposal to light the Ball Court / Youth Shelter area is on hold pending the project to provide a new path to the rear of the site, for which quotes are awaited.
- The Family Church arranged to hold an event on site on 31 July for the local Ukrainian families and hosts. All necessary paperwork was received for the event.
- An abandoned noticeboard for youth in the gardens facing Station Road has been handed over to Sussex Clubs for Young People to help them promote the activities they run at The Depot & The Women's Hall plus anything else relating to young people. Neighbourhood Wardens are also aware.
- The wooden fencing surrounding the wooden train play equipment needed to be moved outwards following health and safety advice.
- A vandalised bench on site was speedily repaired in August by Litter Wardens.
- Wakoos held a children's event at Station Road Gardens in August.
- The replacement benches for site have arrived and are due to be fitted this autumn; existing commemorative plaques have been included.
- The Men's Shed has finally received planning permission for their new shed – see separate Agenda item.

6. **TREES**

- A row of trees was inspected at Lower Station Road Recreation Ground in late June after concerns were raised about their condition. Other than a few dead branches which the Council's Tree Surgeon will be removing shortly, all was found to be fine.
- Year 2 works and annual works were actioned in late June with the proviso that works should not take place until after the nesting season had passed.

- As part of the Tree Survey carried out in June 2021, the Council was advised to consider a management plan for Cleveland's Gardens as the trees in the woodland area towards the rear of site are very close together. In the current state, management of the species of trees is tricky so officers have contacted Keen & Co (the Council's Arboricultural Consultants) and a quotation was obtained to inspect the site and provide an appropriate future management plan. An update will be brought back to a future meeting of the Property Committee.
- Officers are preparing a checklist which will be put in place to check trees under the Council's ownership/responsibility after a severe weather event i.e. a named storm.
- A resident made contact in late June raising concerns about a horse chestnut tree which partly overhung her garden. A tree surgeon was despatched to check, and some works were identified. Officers submitted a Tree Preservation Order (TPO) application to HDC in July to carry out surgery to a Horse Chestnut tree. If permission is granted, works will be arranged accordingly.

7. **LITTER WARDENS**

- Litter Wardens Colin & John attended a course on playground inspections on 27 July at Southwater.
- Litter Wardens Colin & John attended a course to erect the scaffold tower in the Main Hall at the Centre on 24 August.
- This autumn, the Litter Wardens will be undertaking the painting of Council noticeboards with wood preservative.
- The flowerbed outside the front of 83a High Street has been added to Litter Wardens weekly timesheets.

8. **CRANHAM AVENUE**

- A local resident complained about the long grass at the front sections of Cranham Avenue which had been left to grow wild. The Clerk explained the Council's agreement with Billigreen to help promote biodiversity on a number of Council owned sites.

9. **PUBLIC TOILETS**

- Graffiti in late June was cleared by Litter Wardens.
- Officers are arranging for extra toilet roll holders to be fitted at the 3 toilet units.
- Vandals removed the buckle straps on the recently fitted children's changing units, so officers are arranging replacements.
- Emergency Lighting tests at the public toilets have been added to the Litter Wardens weekly timesheets.

10. **CLEVELANDS GARDENS & CHURCH PATH**

- After officers chasing for in excess of 6 months, the fencing panels which had fallen from the Hyde Martlett estate at Cleve Way were finally re-erected! Thanks are extended to Cllr. Sarah Wilson for checking the area on a regular basis.

11. **ADVERSANE**

- The defibrillator sign on the bus shelter at Adversane was damaged and officers arranged replacement signage, now fitted.
- Following a number of enquiries from residents, officers contacted WSCC via their Love West Sussex website to report overgrown and sagging undergrowth affecting the

highway along the A29 which made walking along the pavements impossible. WSCC contacted adjacent landowners and arranged for works to be completed accordingly.

- Officers continue to seek the removal of abandoned road closure equipment left on the green; this something that officers are having to do more frequently across the parish.
- The painting of the new beacon is due to take place early autumn.
- The remaining bollards around the green are due to be fitted this autumn.

13. **MISCELLANEOUS**

- Neighbourhood Wardens continue to have a number of young people turn up to the fully funded Boxing Sessions at the Billingshurst Centre. Neighbourhood Warden Julie has confirmed that the sessions are to be extended due to their popularity.
- On Saturday 11 June, Cllr Berry, along with the Chairman of Sussex Clubs for Young People (SCYP) officially opened The Depot at 83a High Street. Cllrs Thomas & Commins were also in attendance.
- New signage has been erected outside 83a High Street
- Officers were alerted to a couple of issues relating to Amblehurst Green development and these were reported to the Property Management Company responsible for grounds and property maintenance.
- A resident living near Alicks Hill wrote to complain about antisocial behaviour that she said was occurring late into the evening. The Neighbourhood Wardens were alerted, and the resident was advised to report instances of ASB to Sussex Police.
- New bus shelters will be passed to the Council once real time bus information panels have been fitted.
- Litter Wardens have noted deterioration of a wooden leg and swing chain covers on play equipment at Cherry Tree Close and replacement parts have been ordered from the supplier.
- A resident made contact asking the Council to write an article about where wheelie bins are left, for the Village Tweet magazine, but after checking, HDC advised this was not a good idea. The suggestion was shelved, and the resident advised accordingly.
- Officers were contacted earlier in the summer by HDC Parks Dept who advised that they planned to access and collect meadow clippings from an area of their land off the bypass path. Permission was requested (if required) to access a section of Parish Council land; permission was given but was not required in the end.
- The hot weather over the course of the summer meant that a number of grass cuts weren't required, so officers contacted Sussex Land Services to ask them to concentrate on carrying out some clearance of foliage around road signage locally.
- Officers applied for a free water butt offer from Southern Water and this arrived during the summer months and a suitable location at the Billingshurst Centre is being looked into.
- Annual inspections of play equipment are being arranged for the autumn.

The Committee is invited to note this report.