



You are duly summoned to a meeting of the Property Committee to take place on Wednesday 17 April 2019 at the Billingshurst Centre commencing at **7.30pm.**

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.

Gregory Burt
G.C. Burt
Clerk to the Council

10 April 2019

AGENDA

1. Apologies for Absence.
2. To receive Declarations of Interest and notification of change to members' interests.
3. Approval of the Minutes of the Property Committee meeting held on 20 February 2019, previously circulated, to confirm and sign the minutes as a correct record.
4. Matters Arising – **not separate Agenda items**
5. Public Session
6. To consider car parking proposal from Billingshurst Tennis Club – Appendix A.
(A similar proposal was considered in June 2012 – relevant minute attached for Members' information.)
7. To consider appointment of a Tree Surgeon for a fixed term - Appendix B.
8. To consider extension of Christmas Lighting Contract for one year – Appendix C.
9. To receive an update / consider a way forward on management of the community noticeboard fence in Library Car Park.
9. To receive property updates, for information only - Appendix D.
10. Any other matters for information only
11. Next Meeting: **19 June 2019**

Committee Members: BB, PB, GC, DH, SK, PL, RM, LW.

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.



9th April 2019

RE: Property Council Agenda Item

Dear Greg

Further to our recent correspondence, I would like to request that our car parking proposal as detailed below is included on the next property committee meeting agenda. Both myself and Richard Cordy (BLTC Chair) would like to attend the meeting on 17th April.

Yours Sincerely

Rob Falkner

42 Cranham Avenue
Billingshurst
West Sussex
RH149EN

Agenda Item.

A request from Billingshurst Tennis Club to grant permission for controlled car parking for its members at the entrance to the recreation ground.

Proposal

Due to several influencing factors we would like the council to consider our proposal for controlled parking for tennis club members. It has recently come to our attention that there are plans to regenerate the entrance area to the recreation ground in Lower Station road. We understand that these plans include an entrance track with turning circle, new entrance pathway, lighting and some provision for car parking.

Whilst the tennis club welcomes these much needed improvements we see a huge opportunity to help alleviate the parking situation in Lower Station road by allowing tennis club members access to park within the entrance area.

Our preliminary proposal would involve the tennis club making financial provision for an automated control barrier to restrict access only to tennis club members, key scout personnel and parish council personnel/sub-contractors. The tennis club would manage the barrier system using access codes which would be regularly updated and notified in advance to all concerned parties. The tennis club would take responsibility for keeping the barrier maintained as and when required.

Minute from meeting of Property Committee June 2012

046/12 Billingshurst Lawn Tennis Club.

i. To consider a suggestion from Billingshurst Tennis Club with regards to parking cars off the public highway in Lower Station Road. Cllr. Barnes, having declared an interest in this item, vacated the Chair. Cllr. Leaney took his place. Cllr. Leaney explained that the Tennis Club would like to be able to bring their cars into the entrance of the Recreation Ground. Cllr. Homer remembered that this request had been looked into in depth in the past and that the problems which existed then were still true now; namely, the matter of insurance if parked cars should be damaged or should cause damage to the properties on either side and the potential for unauthorised parking by commuters. He added that the area is a recreation ground and that current vehicular access is for loading and unloading only. Cllr. Wilding felt that allowing parking in this area would breach PPG17 which states that the Local Authority has a responsibility to maintain the character of open spaces. Cllr. Commins said that allowing parking would mean paying a private company to enforce parking regulations in order to stop commuters parking there all day, or that a fence would have to be installed and keys issued to users. Cllr. Homer said that the area concerned is not an access track but is part of the recreation ground itself. Cllr. Berry said that the matter was not as straight forward as moving a gate as there would have to be some added protection, i.e. crash barriers or bollards to protect fences on either side of the access track and this would probably create insurance problems. Cllr. Wilding proposed that the Committee thanks the Tennis Club for its interest but it sorry to have to decline for the reasons given above, was seconded by Cllr. Grantham and a vote taken: In Favour 6, Abstentions 2. AGREED. Cllr. Barnes asked if it could be mentioned that the Parish Council has looked into this in the past and have encountered the same problems each time.

BILLINGSHURST PARISH COUNCIL**PROPERTY COMMITTEE****WEDNESDAY 17 APRIL 2019****ARBORICULTURAL WORK****REPORT BY CLERK**

The Council undertakes via a specialist, periodic surveys of the Council's extensive tree stock. The frequency is dictated on a risk basis.

Financial Regulations dictate that the provision of certain specialist advice to the Council does not require tender or quotations etc. Thus the Council continues to use *Keen Consultants*, although prior to their initial appointment in 2009 estimates were sought.

Their reports details what work is required in a phased manner, e.g. immediate, within 6 months, within 1 year etc.

Officers then appoint a separate contractor (Tree Surgeon) to undertake the work, sometimes trying to get quotations if the work is not immediate.

We often use the same contractor, who is local, reliable, very responsive and knows the sites well.

Officers are mindful that largely using the same contractor for what can be expensive works, without formally getting quotes etc., is against the Council's Financial Regulations.

However, getting quotes every time work is required to a tree for which the Council is responsible (and are thought to number thousands), would be incredibly time consuming both for officers and could lead to unwelcome delays.

The Office Manager and I consider that a way forward would be for the Council to appoint a Tree Surgeon for 5 years for all the Council's tree work in the same way that we appoint a Grounds Maintenance Contractor to undertake regular maintenance at all the Council sites. We would seek tenders possibly on the basis of day rates for tree surgery, tree removal, and stump grinding etc. We consider this would allow the Councils' Financial Regulation to be followed in a pragmatic way.

The Committee is invited to support the proposal to invite tenders for general tree surgery at all Council sites for a 5 year term accordingly.

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE
WEDNESDAY 17 APRIL 2019

CHRISTMAS LIGHTING 2019

REPORT BY CLERK

The Council appointed *Light Angels* to provide Christmas Lighting in the Village Centre for 3 years: 2016-2018.

Sponsorship was secured to reintroduce a Christmas Tree upon the village green for the last 2 years.

In late 2018, WSCC/SSE advised that it would no longer be possible to take supplies from lighting columns, to service displays on nearby trees and buildings, although they could still power displays on the columns themselves. This led to considerable additional work and expense, (totalling £1,607) as private supplies had to be arranged from shops and businesses, leading to a total cost for the 2018 display of £6,616.

We would ordinarily be now looking to seek proposals from seasonal lighting contractors for Christmas Lights for 2019-2021.

However, the Office Manager and I are concerned that if we go out and get new proposals, especially as Members have intimated that they may like to see the scheme extended to cover the southern end of the High Street etc., the existing budget of £7,665 for 2019 may be insufficient. In addition, it is something that the new Council may like to take time over, and even if funds were not an issue, it may not be possible to deliver a brand new scheme for Christmas 2019.

Officers consider that it would be advisable to extend the existing contract to cover Christmas 2019, at a total cost of £8,353, (see quote below) whilst work can continue during this year on looking at new displays for 2020 onwards, for which budgetary provision can then be made accordingly.

The Committee is invited to support the suggestion of appointing *Light Angels* to provide Christmas Lighting for the 2019 season.

[NB If a new dedicated supply is required in the area of *Morgan*, the additional cost can be met from then Earmarked Reserve for Christmas Lights.]

Light Angels

Quotation for Christmas lighting as supplied 2016 - 2018 to include:

To supply hired icicle lights for the High Street (which includes Sainsbury's the Post Office sorting office and what was the Nat West Bank)

To supply hired icicle lights for Jengers Mead shopping area

To supply hired snowflake motifs for large tree on junction of the High Street and Jengers Mead

To supply hired snowflake motifs for the High Street lamp post columns

To supply a hired free standing lit 12' Christmas tree and fence at the Billingshurst Centre

To supply hired icicle lights on Billingshurst Community Centre

Installation and removal of decorations as above and disposal of 12' Christmas tree

1 year price: £6,480.00

To supply hired icicle lights on Fowlers Estate Agents, News Box, Mansell McTaggart and Global Financial in the High Street. Installation and removal of decorations as above

1 year price: £318.80

It will be necessary to get an electricity feeder pillar installed on the Morgans side of the High Street as part of the new scheme insisted upon by WSCC/SSE. Therefore if the Committee wishes, it can add on the section below to include lighting across the 47/55 High Street (currently empty) premises.

Installation and removal of decorations for 47/55 High Street

1 year price: £235.60

Quotation for 18' Christmas tree as supplied in 2017 to 2018:

To supply, install, remove and dispose of 18' lit Christmas tree and fence on the village Green. In 2017 and extra tree was added to the Christmas lighting display. A 12' Christmas tree on the village Green which was sponsored by a local company. When the 12' tree was not accepted we changed it for an 18' Christmas tree without increasing the price as a gesture of good will. An 18' Christmas tree costs considerably more than the smaller 12' tree and requires the hire a Hi-ab crane to safely install this heavy tree (this alone a cost of £335) plus many more lights. The Christmas tree on this busy crossroads offers your residents and visitors a bright and festive entrance to the village at Christmas time.

1 year price: £1,318.50

If the committee chooses to go ahead with the scheme that we had last year, and include the 47/55 shops, the

TOTAL FOR 2019/2020 FESTIVE SEASON £ 8,352.90

*Quoted prices to be installed and removed on the same installation date and left switched on.

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE
WEDNESDAY 17 APRIL 2019

UPDATES FOR INFORMATION

1. **Station Road Gardens.**

- a) Unfortunately there have been a couple of instances where damage/vandalism has occurred in the Gardens, a smashed-up bench and damage to the gate leading to the train sandpit. Both of these incidents were reported to the Police and the gate repaired by our Litter Wardens.
- b) Litter Wardens have reported that more bark is needed for underneath the swing and Sussex Land Services have been asked to provide and deliver this to site ASAP.

2. **Lower Station Road Recreation Ground**

- a) A resident has moved a new fence to a revised location, following a process agreed by both parties. The Council has paid £50 to the resident to compensate for the loss of a tree, to enable the fence to be moved accordingly. Later this year the hedgerow will be replaced by the Council.
- b) The refurbishment to the bench along the railway embankment was completed in late February. The office received a request for a commemorative plaque for this area which is being actioned.
- c) The Scouts & Guides secured funds to commence their project to improve disabled access and an extension at the rear of their building. The project is expected to last up to 12 weeks but is scheduled to be completed in time for the Billingshurst Show at the end of June. The updated terms and conditions for the Billingshurst Show have been signed and returned.
- d) The Neighbourhood Wardens have arranged Sports Sessions for the Easter Holidays.
- e) The *frog panel* equipment has been badly vandalised and a replacement has been ordered.

3. **Jubilee Fields**

- a) Further damage has been noted at the Skate Ramp and works have been actioned for repair.
- b) Cllr B. Barnes has arranged for a valve to control water in a ditch / drainage channel to be serviced and will fit it when it is returned.
- c) Litter Wardens have reported a number of damaged fencing rails along the wiggly path and these have been reported to WSCC.

4. **Trees**

- a) At the last meeting, Cllr Mrs L Wilding chased-up the stump grinding of a tree on Church Path and asked for written confirmation as to when works were being carried out in order that she could pass this on to her local residents association. The Office Manager advised her that these works were already well in hand.
- b) Works have now been actioned on the trees which required action within one year of the tree survey; these works required two planning applications being submitted for trees which located within a Conservation Area or that were subject to a TPO; both of these were permitted. Given that the survey was carried out in mid-summer, and this was in the middle of the nesting season, works were actioned early so as to interfere with this as little as possible.

5. **Billingshurst in Bloom**

- a) A sponsor of two of the High Street planters did not wish to renew again this year so the office advertised for new sponsors and received a large number of enquiries. Two new sponsors were chosen on a first come first served basis and signage is in the process of being prepared. All other sponsors renewed and again we have a waiting list; officers are therefore considering a possible scheme for sponsorship of the hanging baskets. The planters will be repainted by the end of this month in readiness for the new sponsorship term which is due to commence on 1 May.
- b) Officers made contact with the Horticultural Society and received confirmation that they would be happy to judge the Council's local In Bloom competition again this year. Posters were displayed at the Billingshurst Showcase Event and the application form has been advertised in the Village Tweet and on our website as well.
- c) The owners of the former Barclays Bank building have given consent for a temporary planter to be placed in front of the building. We hope to get the plants donated, and planted by a nearby after-school club. S&SE in Bloom judges last year commented on the need to make empty shops/premises look more attractive.

6. **Litter Wardens**

- a) Litter Warden staff are undertaking Fire Extinguisher Training later this month and Roland took part in an interim defibrillator training course in early April.

7. **Christmas Lighting**

- a) As members may remember, WSCC/SSE decided not to permit electricity supplies to be taken from the lighting columns in 2018 for festive lighting on nearby frontages. Arrangements were made with High Street and Jengers Mead businesses to install power sockets in order that the Council could continue with its festive display. Confirmation of costs was received from Light Angels in order that officers could arrange to reimburse businesses.

8. **Street Lighting**

- a) The street light in Little East Street installed towards the end of last year has now been painted green. The office has received a number of positive comments from

local residents about how the streetlight has improved the feeling of safety and security during the evenings.

9. **Manor Fields**

- a) The order has been placed for the replacement equipment at Manor Fields; this is scheduled to be in place by late spring/early summer. The large conifer trees have been removed and stumps ground out which should assist with improving the general security of the site and providing a more open aspect with less likelihood for people being able to hang around. Bollards will be installed at either entrance to limit/slow accessibility by cars and motor cycles.
- b) There has been vandalism to the safety matting under the swings at Manor Fields; this has been reported to the Police.

9. **General**

- a) On a number of occasions it has been necessary for officers to report fly-tipping and litter accumulations at the lay-by in Adversane Lane so contact was made with HDC. They have agreed to get the lay-by added to a regular litter picking schedule so that rubbish does not build up there and any incidences of flytipping would be seen more readily.
- b) The bench located opposite the Primary School on WSCC Land (but noted on the Parish Council's Asset Register) has also been refurbished. The office received a request for a commemorative plaque for Mrs Sylvia Welch (former lollipop lady) which is being actioned.
- c) The post and rail fence at the front of Cranham Avenue fell into poor repair and works have been actioned for its replacement.
- d) Clearance works adjacent to the boundary with Jubilee Court have taken place along the Church Path. The works were not actioned by the Council so discussions are taking place with a representative of Jubilee Court to try and establish the correct boundary.
- e) A local resident has provided the Office Manager with updated membership details to allow him to continue to carry out metal detecting on Council land.
- f) Litter Wardens have also reported areas in Billingshurst which would benefit from a visit from the road sweeper. The requests have been submitted online by officers.

The Committee is invited to note this report.