



To All Councillors,

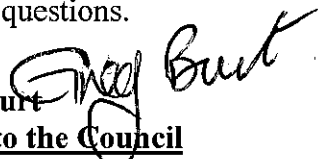
You are summoned to an **ONLINE** meeting of the **Property Committee** (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) on **Wednesday 16 September 2020 at 7.30pm**. A link will be sent to you explaining how to join this meeting.

To Members of the Public,

This meeting will be streamed on the internet. Follow link from website or Facebook page. This will enable you to see and hear Councillors.

If you would like to ask a question,

- a. you can either submit it to the Clerk at least 24 hours prior, who will then read it out, or
- b. you can ask it directly, but you must still notify the Clerk at least 24 hours prior, so you can be sent a link that you will enable you to join the meeting for the duration of public questions.

G.C. Burt

Clerk to the Council

10 September 2020

AGENDA

1. Chairman's Announcements
2. Apologies for Absence.
3. Election of Vice Chairman
4. To receive Declarations of Interest and notification of change to members' interests.
5. Approval of the Minutes of the Property Committee meeting held on 19 February 2020, previously circulated, to confirm and sign the minutes as a correct record.
6. Matters Arising – **not separate Agenda items**
7. Public Session
8. To approve installation of fence at Manor Fields Allotments – Appendix A.
9. To consider request to provide a *Pump Track* - Appendix B.

10. To receive an update from Cllr Barry Barnes and Clerk on works undertaken to date / further action required on drainage in so far as it affect Trim Trail at Jubilee Fields.
11. To receive property updates, for information only - Appendix C.
12. Any other matters for information only
13. Next Meeting: **18 November 2020**

Committee Members: BB, PB, GC, SD, DH, RM, CG

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

WEDNESDAY 16 SEPTEMBER 2020

ALLOTMENT FENCE

REPORT BY CLERK

FOR DECISION

The Council is the freeholder of Manor Field, of which the Billingshurst Allotment Society has a licence to occupy part.

In November 2019 we received the following request from the Secretary of the Society:

We have recently had concerns over the wooden fence and gates between the allotments and the play park at Manor Field.

During the summer some of the posts have become noticeably wobbly and the gates are sagging and as you are aware there have been incidences of minor vandalism in the allotments by youngsters including fence rails being broken which we have had to repair.

With this in mind we were wondering if the Parish Council could look into the possibility of replacing the fence and gates with a more robust structure with a view of making the site more secure?

Following further incidents of vandalism over the course of this summer, I met representatives of the Society on site to discuss what sort of new fence would be appropriate. We agreed that a 2 metre high green mesh-weld fence (similar to that fronting The Weald School on Stane Street) would be appropriate. It would include two adjoining gates, one 3 metre wide and one 900 mm. These would remain locked at all times. To save money the fence would be one continuous straight run rather than the two odd *dog-legs*.

I have received quotations from contractors to supply and install:

A = £5,986

B = 4,538.74

C = £4,950

Horsham District Council initially said that Section 106 monies held were for

Improvements to facilities at the Manor Fields Allotments including installation of composting toilet, improvements to surfacing to allow for disabled access and installation of three raised beds for disabled allotment holders.

We advised them that there was either no demand for or plans to provide these, but the fence was more pressing and that surely *including* did not mean to the exclusion of other projects!?

When we asked if the S106 agreement could be varied we were advised it was complex and could incur costs, suggesting that the developer of the scheme which generated the S106 money might be happy to agree *offline* to a variation. This the Office Manger did and the developer, not unsurprisingly was only too happy to agree.

The Committee is invited to

1. Support the replacement of the existing wooden fence with a steel mesh-weld fence and gates as described.
2. Accept quote B = £4,538.74
3. Utilise S106 monies for Allotment improvements for the works accordingly.

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 16 SEPTEMBER 2020

PROVISION OF PUMP TRACK

REPORT BY CLERK

FOR DECISION

In March the Council received the following request from a local resident

I understand there is a working group looking into replacing the skateramps at Jubilee Fields.

I wondered if I may be added to this group please, and if there would be provision to also include a bike Pump Track, like the one in Broadbridge Heath.

My son, along with many many other kids thoroughly enjoys using the Broadbridge Heath one, and I feel it would be a huge asset to our community. My son is only 6, but with support and guidance from the older lads, his skills and confidence have soared. I've seen kids as young as 4 use it, through to a 50(ish) year old, so it really would be something so many would get benefit from.

It's also (from what I understand) very low maintenance, and can be used in pretty much all weathers (yes we've even been there in the rain as it's not slippery) meaning plenty of fresh air and exercise all year round.

I replied, suggesting that it would help if she was able to demonstrate community support.

Cllr Craig Gale has taken an interest in the project and has received the following update from the resident:

*Thank you for your email and I'm so sorry for the delay in getting back to you. My son (aged 7) is very excited that you have got in contact as he, and his friends, are *desperate* to have their own pump track in the village!*

The petition gathered a lot of support from the local community over a very short space of time - the Primary School and the Weald were more than happy to circulate it amongst their students/families and the County Times also ran an article. Unfortunately, just after all of those successes, Covid hit, and whilst people were dealing with everything that came along with that I didn't feel it was right to keep pushing forwards with this. I am still getting new likes to the facebook page, and signatures on the petition, but understandably it has slowed right down.

As it currently stands, it's up to 388 signatures, with lots of supporting comments from local residents.

This link should take you through to it: <http://chnng.it/zJTvNy7mcB>

Now life is returning to some kind of "normal" I would absolutely love to get this going again, and any support you are able to give this project would be amazing. What would be our next

steps? Is there any more information you need from me now? Or anything you would like me to look into? It would be great to be able to give an update on the Facebook page and get this going"

Officers have considered if there are any sites withing the Council's landholdings that might be suitable for such a site, but cannot identify any spare land suited for such a purpose.

The Committee is invited to

1. Supporting in principal the provision of a Pump Track;
2. Notes that it has no sites withing its current portfolio that are suitable;
3. Ask HDC to provide a Pump Track in the Parish, or make some land available to the Parish Council for the said purpose.

Note

A **pump track** is a circuit of rollers, banked turns and features designed to be ridden completely by riders "pumping"—generating momentum by up and down body movements, instead of pedaling or pushing.^[1] It was originally designed for the mountain bike and BMX scene, and now, due to concrete constructions, is also used by skateboard and scooter riders, and accessible to wheelchairs. Pump tracks are relatively simple to use and cheap to construct and cater to a wide variety of rider skill levels. (Souce: Wikepedia)



Hawkenbury Pump Track

BILLINGSHURST PARISH COUNCIL

PROPERTY COMMITTEE

WEDNESDAY 16 SEPTEMBER 2020

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. LITTER WARDEN STAFF & PLAY AREAS

- a) As lockdown started, the Clerk arranged with the Council's Litter Wardens to come in and carry out essential duties only, play areas and skate parks were closed off and signage put up to reflect this. The Neighbourhood Wardens and Litter Wardens were provided with extra signage by the office so that they could replace when these were taken down. On the whole in the initial stages of lockdown it was rare to see young people on the equipment but as the weeks went on, the rules were soon broken so it was necessary to reinforce the closure of equipment with further signage and repeated social media posts. Play Areas and Skate Parks reopened in line with government guidelines with carefully worded Covid-19 related signage and Litter Wardens were asked to start working to their timesheets from the beginning of June.
- b) At the request of the Neighbourhood Wardens and concerns from Members about litter, additional 'Don't be a Tossler' signage was ordered and put up in and around play areas and open spaces.
- c) There was unfortunately graffiti daubed on the wildlife mural in the High Street during lockdown, this was overpainted by Colin the Litter Warden. Following the HDC decision to permit Planning Permission for Mary How Trust use of the 47-55 High Street location, the Clerk reiterated the Council's request that when work starts, the Council would like first refusal on the mural for possible relocation elsewhere.

2. PUBLIC TOILETS

- a) Throughout the last few months, the Public Toilets continued to be open and cleaned on a daily basis. Over the course of lockdown, there was a blockage in the toilets and the Clerk instructed the drainage contractor to set the toilets up on a three month jet-wash programme so as to ensure that blockages had less likelihood of building up again.
- b) There was also damage to one door when the fire brigade needed to gain access urgently. The door has since been repaired.
- c) In order that the Council was following best practice, a stainless steel hand sanitizer was installed outside the public toilets.
- d) The information outside the public toilets was altered to include an out of hours number in case of emergencies.

3. BILLINGSHURST CENTRE

Tenders have now been received for the new garage to the rear of the Billingshurst Centre to house the Litter Warden Team and a report will be presented to Members in due course

4. 83a HIGH STREET

Planning permission for minor works at 83a High Street was lodged and granted over the course of lockdown. Structural Engineer have now completed their calculations and tenders are being sought.

5. IMPROVEMENTS TO ACCESS AT LOWER STATION ROAD REC GROUND

Works understandably came to a stop over the course of lockdown but have restarted now and it is hoped completion will take place by the end of September. Once works are complete, a full report on costs etc. will be presented to Members.

6. JUBILEE FIELDS & BSRA

- a) The Dilapidations Report for BSRA/Jubilee was received and a copy sent to the Chairman of the BSRA. Cllr Sandy Duck reported at the Main Council meeting on 2 September, that the BSRA is working its way through the matters raised.
- b) In late spring, a contractor was sent to the Jubilee Fields site to jet and CCTV the culverts, reporting that he had *'Carried out high pressure jetting to culvert, cleared large amounts of debris but unable to CCTV due to high level of water. Suspected root damage at Oak tree. Recommend ditches to be cleared to allow greater flow of water. Cleared blockage in pipework at interceptor. Recommend ditches to be cleared to allow greater flow of water.* As a result of this, the BSRA agreed to organise some of the ditch clearances which were recommended and the Council will take over the issues that falls within its demise.

7. BILLINGSHURST IN BLOOM & HIGH STREET

- a) In late spring the Clerk and Office Manager discussed whether it would be appropriate to ask local business sponsors if they wished to re-sponsor planters again this year given that so many had been forced to close due to lockdown. It was agreed to give the current sponsors one year of free advertising so as not to add to financial difficulties that businesses would inevitably be facing.
- b) Following consultation with the Chairman of F&GP, a push-along water bowser was purchased using CIL funds in the sum of £559.00. This piece of equipment was to be used by the Litter Wardens to water High Street floral displays. (The previous arrangement with a contractor wasn't considered satisfactory.) The water bowser took some time to arrive so this meant the summer bedding was put up much later than normal.

8. BUS SHELTERS IN THE PARISH

- a) The Council previously agreed to take ownership of 4 new Bus Shelters installed as part of the East Billingshurst development. Each shelter will come with £4k. Seeing that 5 have been erected the Clerk agreed that the Council

would take over the ownership of the fifth shelter but secured a further £4,000 in funding to look after this extra shelter.

- b) A green living roof was installed on the brick bus shelter in the High Street during the summer and seems to be thriving.

9. JUBILEE FIELDS SKATE PARK

Due to the age and deteriorating condition of the wooden skate ramp, it was unfortunately necessary to carry out a large number of repairs during the last few months. The Clerk is working with a company who will provide a largely online consultation showing the various new designs for a replacement wooden skate park.

10. STATION ROAD GARDENS

Due to a number of complaints and concerns about excessive litter at the weekends, the Clerk secured the services of a member of Centre staff to carry out litter picking on Sunday mornings, primarily at Jubilee Fields and Station Road Gardens. The Litter Wardens noticed that litter was considerably better in these two locations on Monday mornings.

11. TREES

- a) The office received a number of communications from residents about trees over the course of the last few months. Where relevant, advice was given as per the last tree survey carried out in 2018, and on a couple of other occasions it was necessary to ask a tree surgeon to carry out urgent works and/or make safe.
- b) Given recent insurance advice about ensuring that trees within the Council's remit are being inspected within an adequate timeframe, the Office Manager has arranged for Keen & Company to carry out two surveys next summer. One will be to ensure that trees in high risk areas are inspected more frequently and at the same time, increase the frequency for inspections for dieback in ash trees.
- c) Following various articles online and in the Village Tweet publication, over 30 locations for the Highways Tree Project were submitted to WSCC. We had an excellent response with WSCC agreeing 27 of the locations which were submitted. Planting is due to take place between Nov 2020 – March 2021 and it is anticipated that it will take around 3-4 days to plant all the trees. A map of the locations and species of trees has been received and can be viewed on the NEWSFEED section of the Parish Council's website.

12. OUTDOOR FITNESS CLASSES

- a) The Council received a number of requests for fitness classes to be held outdoors. One was referred to BSRA, another has set up at Cleveland's Gardens (see below) and another who hoped to set up at Lower Station Road Recreation Ground has never responded further.
- b) A club who have young children who will eventually progress up to join the youth football team in Billingshurst asked for permission to use LSSRG on Saturday mornings over the course of the next few months. They were asked to check the ground to ensure it was suitable for their purposes and officers are awaiting risk assessments etc before finalising the permission.

13. CLEVELANDS GARDENS

- a) Officers arranged for the removal of a damaged bench in Cleveland's Gardens which was frequently being used as a meeting place for drug-taking teenagers. Residents were encouraged to keep reporting instances of anti-social behaviour and suspected drug taking and our Neighbourhood Wardens became involved agreeing with the removal of the bench. A further bench at the area had also been damaged but not as badly, this has now been rebuilt by Colin and we received an email of delight from a lovely local resident!
- b) As per the paragraph above, one young resident applied to set up outdoor exercise classes; initial permission was given for hire a three-month basis at no charge with the understanding that this could be reviewed later in the year. Suitable risk assessments were requested and submitted along with the relevant insurance information.

The Committee is invited to note this report.