



**Minutes of the Meeting of the Property Committee  
Wednesday 11 January 2023 at 7.30pm**

**Present**

Cllrs Craig Gale (Chairman), Paul Berry, Phillip Day, Sandy Duck and Steve Thomas.

**In Attendance**

G Burt, Clerk to the Council

**01/23 To Elect a Chairman of the Committee for the remainder of the Municipal Year (following the resignation of Cllr Sandy Duck, who remains on the Committee).**

On the proposal of Cllr Paul Berry, seconded by Cllr Phillip Day, **RESOLVED** that Cllr Craig Gale be elected Chairman of the Committee for the remainder of the Municipal Year

On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas, **RESOLVED** that Cllr Phillip Day be elected Vice Chairman of the Committee for the remainder of the Municipal Year.

**02/23 Chairman's Announcements.**

The Chairman

- a. Advised that the meeting was being streamed to the internet.
- b. Asked Members to raise their hands if they wished to speak and speak clearly.

**03/23 Apologies.**

Apologies for absence had been received from Cllrs Dave Homer and Roy Margetts - prior engagements. On the proposal of Cllr Craig Gale, seconded by Cllr Steve Thomas, **RESOLVED** that the apologies and reasons given be accepted.

**04/23 Declarations of Interest and Notification of Changes to Members' Interests.**

Cllr Sandy Duck declared an interest in Min 09/23 being the Treasurer of one of the groups cited.

**05/23 Minutes.**

On the proposal of Cllr Phillip Day, seconded by Cllr Steve Thomas, **RESOLVED** that the minutes of the meeting held on 16 November 2022, previously circulated, be accepted and signed as a true record by the Chairman of the meeting.

**06/23 Matters Arising.**

None.

**07/23 Public Session.**

None.

**08/23 To consider tenders received for the provision of seasonal bedding services from April 2023 onwards.**

The Council had invited tenders for the provision of seasonal bedding services from 2023 onwards; the decision had been previously made to extend the contracts period from 3 to 5 years. Two tenders had been received for each contract and had been opened in the presence of the Chairman and Vice Chair of the Committee.

For the grounds maintenance contract, the tenders were as follows.

|                                  |            |
|----------------------------------|------------|
| David Johnson / Baskets in Bloom | £3,140 p/a |
| Josh Flynn Gardening Services    | £3,193 p/a |

Both tenders were detailed and comprehensive. On the proposal of Cllr Paul Berry, seconded by Cllr Phillip Day, **RESOLVED** that David Johnson / Baskets in Bloom be appointed to undertake seasonal bedding services from April 2023 for five years accordingly.

*Cllr Sandy Duck left the Chamber.*

**09/23 To consider quotes to replace water pipe at Lower Station Road Recreation Ground and ongoing maintenance.**

The Committee considered the following quotations received for the replacement of a water pipe at Lower Station Road Recreation Ground (LSRRG). This was currently leaking and incurring significant costs to the two clubs whom it supplied. Ownership was unclear.

| Contractor          | Net price |
|---------------------|-----------|
| Flowserve           | 5,250     |
| Sussex Water Main   | 1,497     |
| Langham Groundworks | 4,220     |

On the proposal of Cllr Paul Berry, seconded by Cllr Steve Thomas, **RESOLVED** to accept the quotation from Sussex Water Main and **RECOMMEND** to the F&GP Committee that £1,497 be allocated from the CIL fund accordingly.

Members agreed to **DEFER** consideration of whether the Council shall be responsible for the pipe thereafter, pending legal advice and/or further investigations into the ownership of the original pipe.

*Cllr Sandy Duck re-joined the Chamber*

**10/23 To consider further drainage works at Jubilee Fields.**

Some further drainage works had been suggested by the Billingshurst Sports and Recreation Association (BSRA) for the Trim Trail at Jubilee Fields; this would bring about improvements for all who used the site. The contractor who had undertaken the works on the other side, following a tender exercise, was asked to quote. On the proposal of Cllr Sandy Duck, seconded by Cllr Steve Thomas, **RESOLVED** that the quote from Leith Hill Plant Ltd

be accepted and **RECOMMEND** to the F&GP Committee that £2,830.00 be allocated from the CIL fund accordingly.

**11/23 To receive an update on replacement of bollards at Adversane Green and agree further works.**

A second phase of this project had been completed last autumn. On the proposal of Cllr Phillip Day seconded by Cllr Sandy Duck, **RECOMMEND** to the F&GP Committee that £6,048 be allocated from the CIL fund to enable a third phase to be undertaken.

**12/23 To approve the tender document for the replacement skate park at Jubilee Fields.**

A consultant had been appointed to take forward the procurement of a replacement skate facility at Jubilee Fields and Members were pleased to see progress on this project. On the proposal of Cllr Craig Gale, seconded by Cllr Paul Berry, **RESOLVED** that the tender document be approved. However, they wished to see included a reference to the contractors' commitment to the environment. Also, they were unsure about whether the possible available budget should be included. The Clerk attempted to answer this but it was agreed that the consultant's advice would be sought and circulated accordingly, but not so as to prejudice the release of the tender document.

**13/23 To receive property updates for information only.**

NOTED. The Committee's usual thanks to officers for their endeavours were noted. A Cllr asked if the new electronic bus timetables would be solar-powered? Officers would ask West Sussex County Council (WSCC).

**14/23 Any other matters for information only.**

None.

**15/23 Date of Next Meeting: 15 March 2023.**

*The meeting finished at 8.15pm.*

Chairman

Date