MINUTES of the Meeting of THE ESTATES & FACILITIES MANAGEMENT Committee held at 7.30pm on Thursday 10 September 2020 via Teams Video Conferencing.

Members present:

Allan Brown (Chair)	John Lowman
Stephen Hand	Claire Majsai
Malcolm Llewellyn	Rodney Jackson

Also present: Sarah Groom, Clerk to the Council.

EF20/21.014 Election of Vice-Chair: Since becoming Chairman of the Council in May, Cllr Llewellyn had previously indicated his wish to step down as Vice-Chair of the Committee. Members received one nomination for the Vice-Chair of the Committee, proposed by Cllr Brown and there being no other nomination, Cllr Stephen Hand was duly elected Vice-Chair of the Estates & Facilities Management Committee. The Chair of the Committee, Cllr Brown, extended his thanks to Cllr Llewellyn on behalf of the Committee for his hard work and dedication to the role.

RESOLVED: That the Committee ELECTS Cllr Hand as the Vice-Chair of the Estates & Facilities Management Committee.

EF20/21.015 Apologies for absence: Apologies for absence were received and accepted from Cllr David Evans and Cllr Bob Sampson.

EF20/21.016 Declarations of interest: There were no declarations of interest.

EF20/21.017 Minutes of the meeting of the Estates & Facilities Management Committee of 9 July 2020: The minutes were received and accepted and would be signed by the Chairman at the next available opportunity.

EF20/21.018 Adjournment for questions from the public: There being no members of the public present the committee was not required to adjourn the meeting in accordance with Standing Orders.

EF20/21.019 Review of Action Plan: Members noted the three actions assigned to the Committee (Actions No. 23, 24 and 25). Cllr Lowman proposed that the wording "Country Park" be removed from Item Ref: 23 as it no longer represented the plans for Hurst Meadows and comes with particular expectations such as parking, cafes and toilets. This was agreed, and it was:

RESOLVED: That the Committee NOTED progress against the Action Plan and AGREED to remove the words "Country Park" from the Action Plan Item Ref: 23.

EF20/21.020. Budget Monitoring: The Committee reviewed the August (month 5) budget monitoring report. Cllr Brown ran through each budget line and explained that as expected, revenue was down in some areas but some corresponding expenditure was also reduced. Cllr Lowman asked when the next rent reviews were due for the leases. Cllr Majsai reported that the Melting Pot café hoped to return to Court Bushes soon but the latest Government "Rule of Six" introduced from 14 September 2020 which forbids social gatherings of more than six people indoors and outdoors (with some exceptions) may end that aspiration. The Clerk confirmed the office had re-opened to the public between 09.30 – 13.30, Monday to Friday but it wasn't being announced formally whilst the situation remained uncertain. The maximum number of people permitted in the office is 3, to include staff and councillors. Cllr Llewellyn informed the Committee that the Finance & Governance Committee would be assessing the current year finances very carefully at its meeting next week and it was:

RESOLVED: That the Committee NOTED the budget monitoring report for the Estates and Facilities Management Committee.

EF20/21.021. Estate & Facilities Update: The Committee noted the Estates and Facilities Management briefing note and it was:

RESOLVED: That the Committee NOTED the Estate & Facilities update report.

EF20/21.022 Hurst Meadows Update: Cllr Brown introduced the draft minutes of the Hurst Meadows Advisory Group meeting held on 27 August 2020. Members also considered the following items:

EF20/21.022(i) Autumn Programme Works: Cllr Brown introduced the briefing note that set out the quotations received for the autumn works programme for Hurst Meadows and explained that due to the time sensitive nature of the cut, collection and disposal of arisings from Buckwilly and 15 Acre fields, that work had been awarded to Barcombe Landscapes as agreed between the Clerk and Chair of the Committee, based on price. Cllr Llewellyn confirmed that there were now four dead trees in Buckwilly not the two specified, and that the wrong type of alders planted in Hovel Field needed to be replaced with common alders. Members considered the quotes for the planting of trees and hedging in Buckwilly and Hovel fields; and the laying of new paths in Millennium Gardens and Bellows Nose. Members discussed the price versus the fact that the works undertaken had long term implications for the sustainability of Hurst Meadows and were therefore needed to be undertaken by trusted contractors whom the Parish Council had experience of and were confident of their work. Despite not being the lowest quotes the Committee agreed that in the case of the planting and path laying, the extra costs was justified due to the long term implications of the decision, and it was:

RESOLVED: That the Committee NOTES the cut and collect and disposal work was awarded to Barcombe Landscapes and AGREES to award the works as follows:

i. **The path works is awarded to Conservation & Access.**
ii. **The planting works is awarded to Greenscene Landscapes Ltd.**

EF20/21.022(ii) Lost Woods Project: Members received a verbal update from Cllr Brown on the Woodland Trust "Lost Woods" Project for Tilley's Copse and the Wilderness. A meeting will be held with the Woodland Trust on 16 September 2020 and further information will be provided after that meeting. Cllr Llewellyn explained that it was an exciting project which may bring some challenge but also opportunities to link into further funding sources, and it was:

RESOLVED: That the Committee NOTES the survey work undertaken to date to help develop a management plan for Tilley's Copse and the Wilderness, as part of the Lost Woods project.

EF20/21.022(iii) Forest Schools: Members received a verbal update from Cllr Majsai on the discussions held to agree locations for holding forest schools in Hurst Meadows. The task group had met on site and discussed the advantages and disadvantages of each location. The notes of the meeting will be circulated. It was agreed that for now the Millennium Gardens and St George's Green would be used by St Lawrence School and Cottis School, although a more private space may be desirable in future. Use of Tilleys Copse has also been requested but it was felt that this may conflict with the management plan being developed for the woods. It was noted that the temporary rope swing in Millennium Gardens should be removed urgently. The Clerk will formalise permission for Cottis School and St Lawrence School to use Millennium Gardens and St George's Green for their forest schools until 31 December 2020 and it was:

RESOLVED: That the Committee AGREES to give Cottis School and St Lawrence School permission to use Millennium Gardens and St George's Green for their forest schools until 31 December 2020.

EF20/21.022(iv) Naming the Apple Varieties in the Orchard: Cllr Brown introduced the briefing note explaining the background to the suggestions for naming unknown apple varieties for the Hurst Meadows orchard and it was:

RESOLVED: That the Committee RECOMMENDS to Council, the apples names as follows:

i. **Red Apple to be named Amanda Geel.**
ii. **Green/Red Apple to be named Hurstpierpoint Pippin.**
iii. **Green Apple to be named Newtimber Pippin.**
iv. **Yellow Apple to be named Martin Sadler.**

EF20/21.023. Signage on Green Circle: Members considered the principle of installing a Parish Council sign on the Burgess Hill Green Circle where the footpath/cyclepath enters the Parish Council boundary, with permission from the land owner, Mid Sussex District Council, when funding allows. Cllr Llewellyn spoke in support of the proposal to site a sign that informs people they are crossing into and out of the parish. Current signage, as shown in Cllr Llewellyn's photo provided with the agenda, shows the logos of MSDC and BHTC but not HPP&SC. If the cycleway is to be upgraded, Cllr Hand wondered if WSCC could pay for the signs. Cllr Evans had also submitted a written statement in support of the proposal and it was:

RESOLVED: That the Committee AGREES to erect signage on the Green Circle foot/cycle way, where it enters the parish, with permission from the land owner MSDC, when funding allows.

EF20/21.024. MSDC Dog Waste Collection Service: Members noted a letter dated 12 August 2020 from Mid Sussex District Council's Waste Services Team regarding the new prices from 1 July 2020, for the collection of dog waste from 22 bins across the parish. Despite being disappointed if this was the first correspondence received on the matter, Members noted there was little choice but to pay these costs until alternative arrangements could be investigated. In noting the increase in the cost of dog waste collection the Committee agreed to take the opportunity, when time permits, to review options for the delivery of this service within the Parish. The Clerk will enquire whether previous notice of these increases had been notified before our budget setting last Winter.

RESOLVED: That the Committee NOTES the new fees charged by Mid Sussex District Council for its dog waste collection service.

F20/21.025 To note any further information items, correspondence received or requests:

F20/21.025(i) Dog Waste Campaign: Cllr Majsai gave an update on the "There's no such thing as a dog poo fairy" campaign. Volunteers are asked to place mobile signs where there is a particular problem and hopefully this will highlight the issue and help resolve the problem.

F20/21.025(ii) Bramble Park: Cllr Brown explained that the access from Bramble Park into Hovel Field is now open to the public and that Bovis are tidying up and finishing in that area. Our next steps are to plant the new hedge and Cllr Llewellyn asked that we consider a gap in the hedge where the Iden Hurst road ends half way along Hovel Field, as the Bovis post and rail fence shows a gap in that location for a path.

F20/21.025(iii) Sayers Meadows: Cllr Llewellyn had met with a representative of the Sayers Common Village Society at Reeds Lane to discuss the complaints arising from the Linden Homes development of Sayers Meadows. Cllr Llewellyn supported the comments being made and agreed the Clerk would write to MSDC in support of the Village Society. The former access to the site via the old Kingsland Laines driveway has now been resolved. It was being used for temporary parking by the demolition company, rather than access. The demolition company also extracted their plant through that gateway at the completion of works as they were unable to do so through the main entrance due to ground dumped building materials. This trackway may be intended for use as a footpath from the development in future and the covenant will confirm whether that was the case or not. Cllr Hand confirmed the Parish Council objected to all plans showing any access at that point to the development. The gate and padlock key are currently controlled by Linden Homes and they are not abusing it at present. This may be a matter to refer back to our Solicitors if required in future.

There being no other business the Chairman closed the meeting at 8.55pm.

Chairman