MINUTES of the Meeting of THE ESTATES & FACILITIES MANAGEMENT Committee held at 7.30pm on Tuesday 4th May 2021 via Teams Video Conferencing.

Members present:

Allan Brown (Chair)	Rodney Jackson
Malcolm Llewellyn	John Lowman
Claire Majsai	Bob Sampson

Also present: Sarah Groom, Clerk to the Council & Stephen Witchell, Estates and Facilities Manager. Two members of the public were present.

EF20/21.060 Apologies for absence: Apologies for absence were received from Cllr David Evans, and it was:

RESOLVED: That the Committee ACCEPTS the apologies for absence from Cllr David Evans.

EF20/21.061 Declarations of interest: Cllr Rodney Jackson declared a personal interest in the tree surveys which back on to his property.

EF20/21.062 Minutes of the previous meeting of the Estates & Facilities Management Committee: The minutes of 11th February 2021 committee meeting were received and accepted and would be signed by the Chair at the next available opportunity.

RESOLVED: That the Committee AGREES the minutes of the previous meeting held on 11th February 2021.

EF20/21.063 Adjournment for questions from the public: There were two members of the public who wished to speak and the Committee agreed to adjourned the meeting. Sussex Vale Rotary Members, David Hastings and Bernard O'Rouke (Assistant District Governor), spoke in relation to Minute EF20/21.069 below, to outline the tree planting proposal, to create new woodlands, that they had put to the Committee. The Chair thanked the representatives for attending the meeting and invited them to stay whilst the item was discussed.

EF20/21.064 Review of Action Plan: The Committee reviewed Version 15 of the Action Plan and made the following observations:

- Ref. 15 – The Heritage Trail advertising consent application has now been submitted to MSDC.
- Ref. 18 – the 2 February Hurst Meadow Advisory Group was postponed.
- Ref. 34 – Audio Visual Equipment for the Village Centre: The MSDC Covid 19 grant bid was approved with a grant of £5000 awarded. Quotes will be firmed up and presented to the Village Centre Trustees for agreement.
- Ref. 35 – The repair of potholes on South Lane and Pitt Road was reviewed. Consideration was given to a higher standard of surface with firm foundations on South Lane and with speed reduction being required to slow traffic. Pitt Road to have improved MOT surface.

RESOLVED: That the Committee AGREED that the Action Plan be updated and recommended to the Council on 27th May 2021 for adoption.

EF20/21.065 Monthly Budget Monitoring: The Committee considered the budget monitoring report and made the following observations:

201 – Cemetery: Overspend on tree budget code.
202 - Recreation Grounds: Slightly over due to repairs to swing seats, however there are no concerns.

203 - Chantry Stables: No change.
204 – Street Lighting: No Change.
205 – Parish Office: No Change.
206 - Public Conveniences: Rate rebate Act passed, reclaim will give us a small bonus. Slight over spend due to repairs on Pitt Road lights and distribution board and the flush in Ladies toilet on Trinity Road.
207 – Highways & Byeways: SID purchase, nothing else to add.
208 – Allotments: No change. New taps and tanks funded by grants
209 – Street Furniture: No change.
210 - Hurst Meadows: – Waste collection to be reviewed.
211 - Court Bushes: Due to lock-down there was less income but the reduction in costs gave a good result.
212 – Vehicles & Machinery: No change.
213 – Services: Dog waste bag sales down due to office closure during lockdown.

Following a discussion of the above items it was:

RESOLVED: That the Committee NOTED the budget monitoring report.

EF20/21.066 Estate & Facilities Update: The Committee considered the update report and noted the contents. Two new fences are being installed, one along the southern boundary of the Wilderness and one along the Reeds Lane Rec boundary with Kingsland Laines. The repairs to the damaged path on Hovel field Path have been completed, as have drainage improvement works, completed by Conservation & Access. The Court Bushes S106 decking project has been approved and is awaiting the Landlord (MSDC) permission to allow works to commence, and it was:

RESOLVED: That the Committee NOTED the contents of the update report.

EF20/21.067 Tree Surveying Proposal: The Committee considered the proposal to repeat tree survey risk assessments every three years and seek quotes for the sites undertaken in May 2018, which included the allotments, cemetery, lower churchyard, village garden, village green (war memorial), South Avenue Rec and play area, St George's Green, The old telephone exchange and Reeds Lane Rec. The rest of Hurst Meadow, the Wilderness and Tilley's Copse will be subject to a separate schedule. All quotes to be broken down into the appropriate budget codes. In addition to these surveys, a procedure is to be created for the inspection of tree stock after severe weather, and it was:

RESOLVED: That the Committee AGREED the Tree Surveys will be broken into two packages:
i. Year one (2021) sites undertaken in May 2018 including the Millennium Garden;
ii. Year Two (2022) Hurst Meadow, The Wilderness and Tilley's Copse; and
A procedure is to be created for the inspection of tree stock after severe weather.

EF20/21.068 Review of Litter and Dog waste bins and collection services: The Committee considered the scope of a review of the provision of litter and dog waste bins and collection services provided by the Parish council and others, including how to encourage recycling in conjunction with the aims of the developing environmental policy. Cllr Sampson highlighted the lack of dog waste bins in Sayers Common and suggested the installation of a bin in the Langton Lane area, this was agreed as a good location to look into, however it was highlighted that other Parish Council's had issues arranging collections recently. Cllr Majsai highlighted that the Pupils at St Lawrence School were asked to produce a video of what they are keen to see and they have requested recycling bins in South Avenue Rec. It was proposed to carry out a recycling bin trial in South Avenue Rec, and it was:

RESOLVED: That the Committee AGREED to conduct a full audit of the litter and dog waste bins in the parish to establish how the bins are utilised and help determine the needs for additional or larger bins, or whether some can be relocated.

EF20/21.069 Sussex Vale Rotary: The Committee considered the proposal from David Hastings and Bernard O'Rourke (assistant District Governor) from Sussex Vale Rotary for the gifting of 500 sapling trees and planting. The committee will consider the ongoing maintenance of these saplings, species required and locations for them to be planted. Some sites were suggested including the replacement of dead trees on the B2118 in Sayers common and to increase the saplings in Hovel field. All saplings or whips will be sourced from the Woodland Trust for planting later in the year and the mix of species can be chosen to best suit the location. Cllr Majsai pointed out that the Parish Council was working with the Woodland Trust already on the Lost Woods project for the ancient woodland. The Chair thanked Sussex Vale Rotary for their generous offer and confirmed that the matter would be considered further and a formal response made at the appropriate time, and it was:

RESOLVED: That the Committee AGREED to consider the tree planting proposal further and respond to Sussex Vale Rotary at the appropriate time.

EF20/21.070 Defibrillators: The Committee considered taking on the responsibility for the unmanaged defibrillator outside Morley's Restaurant and the Hurstpierpoint Cricket Club defibrillator located at Fairfield Rec as agreed with the Club, and it was:

RESOLVED: That the Committee AGREED to take on responsibility for the defibrillator outside Morley's Restaurant and the Hurstpierpoint Cricket Club defibrillator located at Fairfield Rec.

EF20/21.071 Memorial Benches: The Committee considered granting permission for the following memorial benches:

I. Millennium Garden – The Committee agreed that a memorial bench could be located in location B in memory of the late Simon Hydes from Rustic wood company and would create a nice U shaped seating area. Location A was considered too close to surrounding properties and would place the bench within the wildflower area.
II. College Lane/Wickham Drive junction – The Committee agreed to allow one bench in location A (Red dot) to be purchased and installed. However it was decided not to permit the second bench and other options are to be relayed to the client (i.e. memorial tree).
III. South Avenue Cemetery – The Committee approved the memorial bench for the late Andrew Crane.

RESOLVED: That the Committee AGREED to grant permission for memorial benches:

i. In the Millennium Garden, in the memory of the late Simon Hydes;
ii. At the College Lane and Wickham Drive junction in memory of the late Miss Jane Dicks; and
iii. In South Avenue Cemetery in the memory of the late Andrew Crane.

EF20/21.072 Information items, correspondence received or requests:

EF20/21.072.1 The Committee noted that the Church Pew gifted from the Holy Trinity Church for the Village Centre has been delivered and is awaiting fixture to the wall.

There being no other business, the Chair closed the meeting at 9.13 pm.

Chairman