

**MINUTES of the Meeting of THE ESTATES & FACILITIES MANAGEMENT Committee** held at 7.30pm on Thursday 9<sup>th</sup> September 2021 at Court Bushes Community Centre.

**Members present:**

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

**Also present:** Stephen Witchell, Estates and Facilities Manager and Dr Georgina Judd.

**EF21/22.015 Apologies for absence:** Apologies for absence were received from Cllr Duncan Ranger, and it was:  
**RESOLVED: That the Committee ACCEPTS the apologies for absence from Cllr Duncan Ranger.**

**EF21/22.016 Declarations of interest:** There were no declarations of interest.

**EF21/22.017 Minutes of the previous meeting of the Estates & Facilities Management Committee:** One item was raised by Cllr Lowman in relation to the missing dog waste bin at South Avenue Recreation Ground, which has not been replaced by MSDC for several months and the Maintenance Officer is having to collect the waste bags left on the floor next to it. It was agreed that the Parish Office would contact MSDC to try and get this resolved. The minutes of 8<sup>th</sup> July 2021 committee meeting were received and accepted and would be signed by the Chair at the next available opportunity, and it was:

**RESOLVED: That the Committee AGREES the minutes of the previous meeting held on 8<sup>th</sup> July 2021 and AGREED that the Parish Office will follow up on the missing dog bin at South Avenue with MSDC.**

**EF21/22.018 Adjournment for questions from the public:** There were no questions raised by the public.

**EF21/22.019 Community Verge and Butterfly Monitoring Project:** The Committee received a verbal report from Dr Georgina Judd. The Parish office will send the report to all Councillors following this meeting. Dr Georgina Judd was thanked for all her assistance and expertise.

**EF21/22.020 Review of Parish Action Plan:** The Committee reviewed Version 17 of the Action Plan and made the following observations:

- Item 34 Audio/Visual System for the Village Centre – The quote came in rather high and further investigation is required for a large screen which is boxed in and a smart device which will allow a user to tap into it and get control.
- Bovis/Vistry are required to clear the East Ditch adjacent to Tilley's Copse, a meeting is to be held with them to insure this is completed, and it was:

**RESOLVED: That the Committee AGREED that the Action Plan be updated and recommended to the Council on 23<sup>rd</sup> September 2021 for adoption.**

**EF21/22.021 Monthly Budget Monitoring:** The Committee considered the budget monitoring report and made the following observations:

The Document provided only covered until the end of July 2021.  
It was Noted that:

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- The Hirers at both sites are starting to increase.
- There have been several Plumbing issues at Court Bushes, it was agreed that all issues will be logged to identify trends and to inspect the roof over the winter period as some of the tiles were reused and may have heat damage.
- The Chapel and Public toilet surveys have been received and will be discussed further at a future meeting and a phased plan would be created to refurbish fixtures and fixings, and it was:

**RESOLVED: That the Committee NOTED the budget monitoring report.**

**EF21/22.022 Estate & Facilities Update:** The Committee considered the update report and noted the contents.

- Joint ditch clearance at Fairfield Rec/Tilley's copse is due to be completed in September 2021, MSDC are to confirm the costing and the 50/50 funding. Once this is agreed the Chair is happy to authorise the payment. The additional works have been agreed for Id Verde to carry out the works and to spread the green waste with Tilley's copse at a cost of £265.60.
- Barcombe Landscapes are to be chased for a start date for the cutting of the public right of way in Hurst Meadow.
- Kingsland Laine development, Sayers Common update, the developer has confirmed that a post and rail fence will be installed along the northern length of Reeds Lane Recreation Ground, south of the development site as agreed and that the old gates will be removed. A native hedge will also be planted the whole length. They will also be looking into the drainage on the eastern side of the development to see if it can be connected to the Reeds Lane ditch.
- The Maintenance Officer was commended on his efforts to remove all the weeds from the Courtyard outside the Charity shop.
- All the Village Gateways have now been cleaned by Greenscene.
- The new van has now arrived and a plan for sign writing is in progress, it was noted that this needs to be correct and approved before progressing.
- There has been no further movement on Ladies Walk but the Hurst Society has said that they are keen to move forward, and it was:

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

**EF21/22.023 Reeds Lane Play Area:** The Committee considered the briefing paper and agreed to recommend to Council due to the costs involved, the appointment of Sovereign to install the new play equipment at a cost of £18,573.24, using S106 funding. Cllr Claire Majsai noted that she would like to do some publicity for the new play area, stating that this is the first stage of improvements to the site, and it was:

**RESOLVED: That the committee AGREED to recommend the appointment of Sovereign to Council due to the costs involved, to install the Play equipment at Reeds Lane Recreation Grounds at a cost of £18,573.24, once S106 funds have been made available to cover these costs.**

**EF21/22.024 High Street Festive Light Improvements:** The Committee considered the briefing paper. The improvement was agreed in principle, but as these improvements will be funded by the Community Engagement Committee it was agreed that the approval should rest with that Committee, and it was:

**RESOLVED: That the Committee AGREED in principle to the improvements to the High Street Festive Lighting boxes but the matter be referred to the Community Engagement Committee for its approval.**

**EF21/22.025 High Street Festive String Light Extension:** The Committee considered the briefing paper and AGREED the following:

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- A draft letter/email to be drafted to the Landlords to see if the additional strings lights would be a possibility.
- That no string lights should be run west from the existing string lights.
- The Committee members are to have a closer look this Festive Season, to see where the lights may be required.
- Once the lights are up for 2021, the Estates and Facilities Manager is to Speak to Merlin Lighting to discuss options for 2022, and it was:

**RESOLVED: That the Committee AGREED to review the Festive String Lights this year and contact Landlords to establish if they would be a possibility in future.**

**EF21/22.026 Parish Tree Planting Proposal:** The Committee noted that the Parish Council has had three offers of trees to be planted in the Parish. They are firstly from the Sussex Vale Rotary for the supply of 500 saplings, secondly from the Hurstpierpoint Society for trees in South Avenue Recreation Ground and other locations, and thirdly from MSDC as part of the proposal to plant trees to mark HM the Queens Platinum Jubilee. The Parish council have identified some areas for planting and thickening and are keen to give feedback to these organisations. Thinking about tree planting is moving on to regeneration. One possibly better option for these groups is urban planting (Streets, Gardens and Urban Areas), it was noted that other Organisations for example, Hurst Rethink, MSDC and WSCC may be able to offer other sites for planting.

It was AGREED to bring this to the next Hurst Meadow Advisory Group for further discussion and that a plan for tree planting at the Hurst Meadow, Cemetery and South Avenue should be created, plus tree planting costing should be established including aftercare, and it was:

**RESOLVED: That the Committee AGREED that tree planting should be discussed further at the next Hurst Meadows Advisory group meeting and that a tree planting plan for Parish Council sites should be created.**

**EF21/22.027 Hurst Meadow Signs and Notices:** The Committee considered the installation of signs and notices within Hurst Meadows, which would include, site information, history, maps of the meadows and information about the apples in the Orchard. The possibility of community boards with updates on events in the Meadows would be a good option. It was agreed that this should be discussed further at the next Hurst Meadow Advisory Meeting, and it was:

**RESOLVED: That the Committee AGREED that this should be discussed further at the next Hurst Meadow Advisory Group meeting.**

**EF21/22.028 Information items, correspondence received or requests:**

- Grants and Funding to be investigated for Hurst Meadows.

There being no other business, the Chair closed the meeting at 9.30 pm.

Chairman

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