MINUTES of the Meeting of THE ESTATES & FACILITIES MANAGEMENT Committee held at 7.30pm on Thursday 8 September 2022 at Village Centre, Trinity Road, Hurstpierpoint.

Members present:

Allan Brown (Chair)
Rodney Jackson (Vice Chair)
Malcolm Llewellyn
Claire Majsai
Helen Bedford
Duncan Ranger
John Lowman

Also present: Stephen Witchell, Estates and Facilities Manager.

EF22/23.015 Apologies for absence: Apologies for absence were received from Cllr Bob Sampson and Cllr David Evans and it was:

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

EF22/23.016 Declarations of interest: There were no declarations of interest.

EF22/23.017 Minutes of the previous meeting of the Estates & Facilities Management Committee: The minutes of 14th July 2022 were received and accepted and would be signed by the Chair. The Committee requested more visibility of Village Centre accounts and cost projection of budgets for the year, and it was:

RESOLVED: That the Committee AGREES the minutes of the previous meeting held on 14th July 2022.

EF22/23.018 Adjournment for questions from the public: There were no members of the public present.

EF22/23.019 Monthly Budget Monitoring: The Committee considered the budget monitoring report, and the following was noted:

- Cemetery – revenue down, but variable so too early to tell, utilities are up as expected.
- Recreation grounds – tree line more info required on this line. Is there any miscoding?
- Chantry Stables – no issues.
- Street lighting – no issues, exploring other maintenance contractors.
- Parish office – no issues.
- Public convenience – possible on-going items, utilities, electric and water, to be monitored. Estates and Facilities Manager to investigate changing lighting and other power saving items.
- Highways – no issues.
- Allotments – good position, wasp treatments (did they come out of 5410?) water usage in Summer high, will drop now.
- Street furniture – Seats purchased for memorials will be refunded on completion, gateway cleaning completed, sonic tomography survey was to come out of this line, to be confirmed.
- Hurst Meadows – Due to works being carried out at the moment we will have a better understanding of this at next meeting after works are invoiced. Possible coding issue (£710) millennium gardens, tree works should come out of there.
- Court Bushes – holding its head above water, utility situation, no other issues.
- Machinery – no issues, fuel costs increased.
- Services – drop in dog bag sales. New signs for dog fouling for Marchants Close will be ordered.
- Summary – In fairly good order at the moment, and it was:

RESOLVED: That the Committee NOTED the budget monitoring report.

EF22/23.020 Estate & Facilities Update: The Committee considered the update report and noted the contents. The Following updates were added by the Estates and Facilities Manager: -

- Drone photos taken and they will be very useful, with more planned to be carried out in the future.
- Bellows Nose perch bench materials ready for collection and the Monday Group will install shortly.
- Meeting with Andy Wright, helping us with grants and funding. Not really interested. Other options to be considered.
- Ladies Walk access at the twitten, still very overgrown, we want to keep an access path for the Parish Council maintenance. Gate at phone mast end and one at other end subject to cycle path. Brambles are thick in this area with laurel species, that will require removal in the future.
- Meeting held with lost wood project, agreement has now been signed, which gives our support to the Woodland Trust, and defines our responsibility and theirs to us.
- Tree works program – completed.
- Tree survey – due to be completed 2022.
- Court Bushes – 3 containers at CB now, unfortunately they are all different colours.
- Village Centre works now completed, lighting upgrades, and Conference Room and Club Suite Kitchen painted. Foyer and Main Kitchen still to be painted by the Maintenance Officer. The Estates and Facilities Manager is to obtain quotes for painting the Main Hall.
- Some safety matting in play area South Avenue Recreation Ground needs replacing.
- Electrical point on Pitt Lane Toilets to be installed on 16th Sept for Hurst Festival. War Memorial to follow.
- List of actions in play area for things to be repaired, surfaces, equipment faults etc. to be presented at the next meeting, and it was:

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

EF22/23.021 Review of the Parish Action Plan V2: The Committee considered the Action Plan V2 and agreed the following changes.

- 34A - completed to come off, Estates and Facilities Manager is to organise getting a lockable cabinet for controllers and cables.
- 34B - On going
- 36 - Ongoing
- 37 – Ongoing. Woodland Trust agreement signed. Volunteer management actions required.
- 38B - Reeds Lane drainage is ongoing.
- 38C – Ongoing.
- 40A - Car park CB – Ongoing. Applying for S106.
- 40B - One additional container with electric and lighting still to be installed, which will require planning application.
- 41 – Litter and Dog bins – Ongoing. First Audit completed.
- 42 - Power assistance Doors at CB –Ongoing.

When the Action Plan is updated, the review date is to be placed under the Heading as well as the new Version Number, and it was:

RESOLVED: That the Committee AGREED the above changes to the Action Plan V2.

EF22/23.022 Reeds Lane Hedging: The Committee AGREED to support this project but have decided to wait until a decision has been made on the S106 funding. If the application is not successful parish council budgets will be used, and it was:

RESOLVED: That the Committee AGREED to award Greenscene Landscapes the contract to plant the native hedge along the northern edge of Reeds Lane Recreation Ground at a cost of £5,940 + VAT once a decision has been made on the S106 application, and the watering at £220 + VAT per visit as required to be funded by the Parish Council.

EF22/23.023 Reeds Lane Fencing: The Committee have AGREED to award the fencing works at Reeds Lane Recreation Ground to secure the Southern ditch and site, to Greenscene Landscapes. A S106 Application is to be submitted to MSDC for this project, if unsuccessful this item will be revisited. The Estates and Facilities Manager has been instructed to remove all unsafe fencing around the junior play area, but to ensure that children can not run straight out onto the road by installing a spring on the roadside gate and installing temporary fencing if required, and it was:

RESOLVED: That the Committee AGREED to award the fencing works to Greenscene Landscapes to ensure the site is safe at a cost of £5,562 + VAT, depending on the outcome of the S106 application, and to review it if unsuccessful.

EF22/23.024 Reeds Lane Drainage Project: The Committee considered the progress of the Reeds Lane Drainage project and agreed to go with option 4. The Estates and Facilities Manager is to proceed with obtaining a design for both north and south drainage options, before obtaining quotes for the works to be carried out, and it was:

RESOLVED: That the Committee AGREED to procced with option 4 and the Ephemeral Pond on the north site and for the Estates and Facilities manager to proceed with obtaining a design for both sites and approaching contractors for quotes for the drainage works to be carried out.

EF22/23.025 Hurstpierpoint Society Funding: The Committee considered the Hurstpierpoint Society projects for funding and agreed to a perch bench in Bellows Nose which is in progress to be installed shortly.

The Committee agreed to plant the Lady Barnes memorial tree (Oak) in the avenue of trees running East to West, in the location where a tree was lost this year. Full costings for the purchase of the Oak tree, planting and watering are to be submitted to Hurstpierpoint society as soon as possible. The Committee agreed the Estates and Facilities Manager will create a project to purchase four additional trees, three to be planted in the Avenue and one to be in the play area. Frames or cages to be investigated to protect the saplings.

The Committee agreed that a full costing for purchase, planting and watering of 840 tree whips for Walnut Tree Field be submitted to Hurstpierpoint Society as soon as possible. The watering is to cover 3 visits per year for 3 years.

The Committee noted that the tree pack being supplied by The Woodland Trust will be used to thicken up Hovel field, the Southwest corner of Hovel Field South and Buckwilly to replace dead saplings, and it was:

RESOLVED: That the Committee:

i. **NOTED that the Perch Bench in Bellows Nose is on order and will be installed shortly**
ii. **AGREED to provide Hurstpierpoint Society with a costing to plant an Oak Sapling in the Avenue of trees in South Avenue Recreation Ground**
iii. **AGREED to provide Hurstpierpoint Society with a full costing for the purchase, planting, and watering of 840 tree whips in Walnut Tree Field**
iv. **AGREED to purchase 4 additional trees for South Avenue Recreation Ground.**

EF22/23.026 Memorial Bench installation request: The Committee considered the offer to install an additional memorial bench in South Avenue Recreation Ground, and it was:

RESOLVED: That the Committee AGREED to accept the offer to install an additional Memorial Bench in South Avenue Recreation Ground.

EF22/23.027 Hurst Rethink Jumble Trail: The Committee considered allowing Hurst Rethink to use the Village Garden for a small number of stalls for their Jumble Trail on 2nd and 9th October 2022 between 10am and 2pm. Concerns were raised over the ground conditions and this is to be reviewed depending on the possible damage caused to the grass after the event, and it was:

RESOLVED: That the Committee AGREED to allow Hurst Rethink to use the Village Garden for a small number of stalls for their Jumble trail on the 2nd and 9th October 2022 between 10am and 2pm.

EF22/23.028 Information Item, Correspondence received or Requests:

- The Committee would like to Pass on complements made about the planters on Village Garden to Greenscene Landscapes.

- Autumn mowing has taken place this week, but delayed with rain today, Buckwilly and the Orchard to be hopefully finished Friday, ready for a last raking on Friday 16th September 2022.

There being no other business, the Chair closed the meeting at 21.01.

Chairman

DRAFT