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Village Centre
Trinity Road
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Briefing Note

Estates & Facilities Update

17th October 2024

Introduction

This briefing note updates Members on the management of the Parish Council's estates and facilities August to October 2024.

Hurst Meadows

Completed: -

- The HMWG met with the new owner of Marchant's Pond to hear their plans to preserve the pond for future generations.
- The HMWG have agreed the rough pattern cutting in Fifteen Acre for this year.
- Hurst Meadow Cut & Collect has been completed by Greenscene Landscapes.
- Hovelfield South has been cut & collected.
- A meeting has been held with Batchelor Monkhouse to confirm our steps forward to secure grants for use in Hurst Meadows. They have advised that our first step should be to register with the Rural Payment Agency, which is free but will require us to provide the bank account details for grants to be paid into. We are unable to apply for grants without registering first.
- The PROW has received it's September cut.
- The Monday Group have marked out the location for the 4 new benches (funded by WSCC) in Hurst Meadows and will commence works on Monday 14th October 2024.
- The Forest Schools at Cotis and Preschool have viewed the newly cut Fat Pony Field and are happy to commence using the site asap.
- It has been noted that a dog waste bag was found in the forest school area, a padlock will be added to the gate.

Upcoming: -

- *Hovelfield North Path is to have the edges cleared and vegetation cut back to bring the path back to its full width.*
- *Materials have been purchased for the 4 new benches in Hurst Meadows, the Monday group are building the benches at this time and will inform us when they are ready to be installed.*
- *WSCC are to plant the native hedge along the boundary of the new cycleway and reinstate the stock fence at the Brown twins end of the cycleway.*
- *The Management plan is to be updated to include, who is responsible for Hedges, ditches, trees and boundaries.*

Tree Works

Completed: -

- PJC have completed the tree survey for this year.
- A tree works package has been created and quotes have been requested from 3 contractors.
- 2 quotes have been received for the tree works 2024/25.

Upcoming: -

- *Awaiting approval to proceed with tree works for 2024/25.*

Court Bushes

Completed: -

- Kidde capers have now started hiring the Club lounge and as agreed have remove the bar rail, which has been stored in the new container temporarily.
- The taps in the nursery toilets and urinal in the gent's toilet have now been repaired by Ian Parkin.
- The 6 new cages for the ISO Container have been received and will be constructed shortly.
- 2 x wasp nests have been treated in the grassed area to the north of the building.
- The electrics installation to the ISO containers has now been completed and S106 fund requested.
- MSDC will be providing the Parish Council with 2 additional height barrier keys under licence.
- The Club Lounge toilet flush has been temporarily repaired; a new flush handle is required.
- The fire retainers have been installed; the floor pads require a heavy drill to install them. This will be completed once a time slot is available between hirers.
- A new baby changing table has been purchased and installed in the Nursery, due to the previous table becoming faulty.
- Hallmark have completed the installation of the new CCTV cameras, which was delayed due to the loss of Internet.

Upcoming: -

- 2 x emergency lights have failed the recent inspection and quote has been requested to repair them from MVG electrical.
- Ansell's are still repairing the Southern wall in the Function room, brick laying to be started on the 11th September.
- Metal banding has been purchased to repair the bike rack shelter and will be installed shortly.
- The Brick laying has been completed and the windows and plastering should be completed by the W/c 14th October.

Village Centre

Completed: -

- 8 new toilet cubicle locks have been purchased, following the breaking of one in the Club Suite and will be installed shortly.
- The new floor scrubber has been ordered.
- Sussex flooring have confirmed their quote for next year's maintenance and will be added to next year's budget.
- The Main Hall Gents urinal cistern has been repaired.
- IDM have completed their fire safety inspection on the Village Centre, one emergency light in the Club Suite Ladies requires attention. MVG is booked in to repair.
- A faulty Residual Current Device (RCD) has been replaced by MVG Electrical.
- Greenscene have commenced the grounds maintenance of the Village Centre as part of their new Grounds Maintenance contract.
- 6 x fire retainers have been installed and are working. The remaining retainer will be installed when there is a time slot available around the hirers.

Upcoming: -

- *More investigation is required for a replacement Velux controller.*

Reeds Lane Recreation Ground

Completed: -

- The ROPSA report for 2024 has been received a works package is being created for repairs needed.
- S106 funding of £3,633 has been secured to install fencing around the new ephemeral ponds, awaiting sign off at committee before proceeding.
- A new dog bin has been installed on the Eastern boundary of Reeds Lane Rec.

- The ground has been checked after the recent rain and the new drainage appears to be working well and capturing the surface water in the ephemeral ponds.

Upcoming: -

- *Phase 2 planning of new play equipment to be continued.*
- *ROSPA works package to be completed and quotes received.*
- *Grasstex is to return to complete minor ground repairs following the drainage works.*

South Avenue Recreation Ground

Completed: -

- Addition Bins have been agreed, briefing note to follow once pricing and funding confirmed.
- The 2 x new general waste bins have been installed in South Avenue Rec as agreed.

Upcoming: -

- *ROSPA works package to be completed and quotes received.*
- *The Lime Tree Avenue has been booked in with Greenscene Landscapes and will be planted in the Autumn.*

Speed Indicator Device (SID) update.

- The SID was placed on Wickham Hill, Hurstpierpoint from 5th August to 27th August 2024.
- 54,540 vehicles recorded.
- 33,750 vehicles travelling under or on the speed limit.
- 20,785 vehicles travelling over the speed limit (38.1% speeding).
- 2277 vehicles were travelling over 10 mph over the speed limit (4.2% excessively speeding).
- 76.5mph was the top speed recorded.
- The SID will be placed on Cuckfield Road, at some point in October 2024.

Other Facilities

Completed: -

- The Hurst Meadow Litter bin is to be installed opposite Bullfinch Lane shortly as agreed in the Bin Audit.
- The new Dog bin on order will be installed on Langton Lane by the PROW was delivered.
- The Chantry Stables remaining works are to be started on 23rd September 2024. The Charity shop have been advised.
- An Allotment inspection is to be carried out by one Allotment association committee member and the Estates and Facilities Manager on 16th September 2024.
- The Festive lighting application will be submitted shortly for this year's festive lights in Sayers Common and Hurstpierpoint.
- S106 funding has been approved for the repair of 2 x Fingerposts and the carpenter has been booked to carry out the works.
- The broken streetlight outside 47 Willow Way has been repaired and the replacement part from the streetlight outside 57 is on order and should be repaired in October, earlier if the order arrives sooner.
- The MOT has been completed on the Work Van on 5th September and it passed.
- Costings for purchasing and installing removable bollards by the war memorial have been received. The E&F Manager is to measure the site to confirm the plan locations for the bollards are within the correct land parcel.
- The Lease on the work van has been extended by 1 year as agreed.
- WSCC have confirmed that no permission or licences are required to install dog waste bins on Highway land.
- The Bus stop by the War memorial has been damaged by a delivery van, quotes have been requested by 2 x roofing companies to repair.
- Dyno rod have unblocked the toilets at Trinity Road Public toilets.
- The Bellows Nose Dog bin has been relocated by the PROW route on Langton Lane.
- The Bellows Nose General Waste Bin has been relocated opposite Bullfinch Lane, on Albourne Road, Hurstpierpoint.
- The Chantry Stables repair works are nearing completion and should be completed by the time of this meeting.
- This year's festive lighting application for Sayers Common and Hurstpierpoint high street has been submitted. We are awaiting the final documents from Merling lighting before this can be completed.
- An independent Health & Safety inspection has been carried out by Anthony Birch.

- Clive Voller is booked in to inspect the Chapel roof.
- A second allotment inspection has been carried out on 8th October 2024, to inspect plots that had shown no sign of work in September 2024.
- An inspection hatch has been in the Cemetery for the land drains, due to the size of the covering slab a quote has been requested to install a removable metal access cover and for the drains to be cleaned ahead of the culverts being surveyed.
- RED 5 have been booked in for the window cleaning at the Village Centre and Court Bushes.
- A health & Safety inspection has been carried out by Anthony Birch at the Village Centre, Court Bushes, 2 x Bus Stops, the public toilets and the Chapel/Workshop. Some minor changes will be highlighted in the report to follow, otherwise we were given a positive outcome.

Ongoing: -

- The Village Garden Flagpole servicing and structurally testing is being investigated.
- The possibility of having a Christmas tree decoration on London Road in Sayers Common is being investigated. Awaiting dimensions from Merlin lighting to see if it will be possible to have it in the prefer location.
- The Bay Tree reduction and new fencing in the Village Garden will be started on the 18th October 2024.

RECOMMENDATION: The Committee is asked to NOTE the update report.