

BURSTOW PARISH COUNCIL

Minutes of the Properties & Projects Committee meeting of Tuesday 24th October 2023 held at the Centenary Hall, Smallfield

OPEN FORUM: No residents attended

Attendance: Committee Chairman Cllr Gilbert, Council Chairman Cllr Locke, Cllrs Bush, Hale, Herwig.

- 1 Apologies received from Cllr for reasons accepted by Council.
- 2 Declarations of interest – either personal or prejudicial on any agenda item: None
- 3 Dispensation: None required
- 4 The minutes of Tuesday 25th July 2023 were signed as a true record of the meeting
- 5 Matters arising from the minutes - None
- 6 Playground Working Party update – Cllrs Gilbert and Hale reported they have been struggling to get design plans from the various companies they have met with. One company has agreed to a virtual meeting to try progressing the project. Councillors will report back at the next meeting. Cllr Hale said that the District Councillor, Sue Farr, has informed her that TDC are appointing someone to review the playgrounds in the district. Cllr Hale has also reported, including a photo, of the Plough Road roundabout, to TDC asking that it be repaired or replaced as soon as possible.
- 7 Royal Oak Tree – Cllr Locke both cherry trees have now been delivered to the Hall and he is liaising with Heatherlands Tree Care with a view to having them planted as soon as possible. The Clerk is to arrange for the soil from the raise bed to be moved to its new location.
- 8 Proposal by Cllr Morris that BPC run a ‘reverse advent calendar in support of the Horley Food Bank.
Cllr Morris was unable to attend the meeting and so Cllr Gilbert explained to the Committee how this would work. In principal Council is happy to support the project. Ideally the local shops can be brought on board as well and the Clerk/Cllr Morris will be asked to reach out to them.
- 9 Redehall Car Park update – The Clerk circulated the meeting notes to all in advance of the meeting. The project is continuing and it looks as though it will complete on schedule.
- 10 Community Service Team – Cllr Bush reported he has been in contact with the officials running the scheme and they are happy to proceed with the pavement clearing along Plough Road. He has received a number of documents including a 15-page memorandum of understanding; which he will complete and return. Once a work date is confirmed the Clerk will be asked to book a skip. The Committee also agreed to fund a skip to assist with the clearance work along the emergency access to Meadow View.
- 11 Burstow Men’s Shed – Cllr Gilbert reminded the Committee that there had been some previous mentions regarding creating a men’s shed for the parish. Now that the car park project is nearing completion, he plans to look into some schemes nearby and revert to Committee with some ideas on how one can be created.

- 12** Update from Councillor areas of responsibility
Cllr Locke – C Hall drainage. Cllr Hale mentioned that the soffits/facings need repainting/replacing. The Clerk will be asked to look into this. The car park lights have been unreliable and the report from the Clerk is that the electrician has ordered a new led fitting to replace the broken one. Once this is done there will hopefully be no further issues. Cllr Locke reported that the Clerk is booking TDC to carry out a clean of the petrol interceptor at the hall. This will be done every other year to help keep the car park draining well.
Cllr Herwig – She has recently completed her training/safety briefing with the Caretaker and has been supplied with ppe (ear and eye defenders plus gloves) so will be able to use the new shredder to create mulch and reduce the amount of garden waste to be disposed of through the green bin scheme. An external socket has been installed to the rear of the building, with a cut off switch inside. One of the stolen Jubilee rose plants has been replaced but she is still trying to source a replacement for the second. Discussions are still ongoing regarding potential locations for water butts. Heatherlands Tree Care have carried out their annual visit to cut back the trees and shrubs in the grounds.
Dowlands Lane field – Cllr Dodman reported the ditch has recently been cleared by the tenant and all is well.
Cllr Bush – Litter Angels held their second session since resuming post-covid. Twelve bags of rubbish were collected and the next date is Sunday 19th November. Posters are out advertising the session.
New equipment – the Clerk reported the shredder has arrived along with PPE for Cllrs Hale and Herwig. Before they can use the equipment, they will have a safety demonstration with the Caretaker. When the electrician carried out the annual checks, he will install an outside socket to the rear of the building.
- 13** Items of an urgent nature brought to Committee’s attention
Cllr Bolton – Letters to residents with overgrown hedges are still pending. The Clerk will be asked to proceed on her return.
Cllr Locke advised Committee that the final payment for the nursery equipment has been received. The new owner has been asked how he intends to pay the deferred annual rent which has been deferred until June 2024. It has been suggested that he consider starting to pay down some of it from now, given he has finished paying for the equipment.

There being no further business, the meeting closed at 7.35pm. The next scheduled meeting is Tuesday 28th November 2023.

Signed Dated