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22 December 2022

To: **MEMBERS OF THE CUSTOMER SERVICES KEY AREA GROUP,
BURGESS HILL TOWN COUNCIL**

Robert Duggan, Joe Foster, Lee Gibbs, Kathleen Willis, Graham Allen, Mustak Miah

A **MEETING** of the **CUSTOMER SERVICES KEY AREA GROUP** will be held in the Council Chamber, 96 Church Walk, Burgess Hill, RH15 9AS **on 17 January 2023 at 19:00** hours, when your attendance is required.

Steve Cridland
Chief Executive Officer

****PLEASE NOTE THE START TIME OF THE MEETING****

Filming, recording of Council meetings and use of social media:

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

A G E N D A

1. [OPEN FORUM](#)
2. [APOLOGIES FOR ABSENCE](#)
3. [SUBSTITUTES](#)

4. DECLARATIONS OF INTEREST

5. NOTES OF PREVIOUS MEETING

To consider the Notes of the Meeting of the Customer Services Key Area Group held on 4 July 2022 (previously distributed).

6. TIERED PLANTERS CHURCH WALK

The plants in the stone garden were replaced with flowering annuals of a purple hue to fit in with the Queen's jubilee in 2022. These proved to be very popular with the public and will be replaced in 2023 with colourful plants that require less maintenance.

In addition, the idea has been mooted to place two 3 tier planters near the benches at the bandstand. This would brighten the area. The cost to hire 2 X 3 tier planters including plants and delivery is £500. It is suggested that this be agreed and if successful consideration be given to purchasing the planters and planting them out in-house in future. The cost of each planter is £378 plus plants. There is therefore not a great deal of difference between the prices and the advantage of hiring is that we do not need to store them.



RECOMMENDED:

That 2 X 3 tier flower planters with flowering plants be hired from Plantscape for summer 2023 to be suitably placed in Church Walk at a cost of £500 including delivery and removal. Funding to come from the Street Scene Reserve.

RISK IMPLICATION: Vandalism

7. UPGRADE TO TAR SPACE: MARLE PLACE PARK

The council has been approached by a former England International basketball player to provide a suitable area for basketball. At present recreational players practice using the space behind the skate park at St Johns park. This is not

large enough for a proper game.

There is a tarmac area in Marle Place Park which used to be used for sports. This site has fallen into disrepair but could be brought back into service and is identified in the Burgess Hill Neighbourhood Plan (policy LR3) as an area for improvement. It appears to be the most suitable site as there is no room at St Johns Park as the basketball area there cannot be expanded.

The site currently belongs to MSDC. A site meeting was held and the following email was received from MSDC:

- **Marle Place Park has a large hardstanding area that could accommodate several sports. The District Council are currently considering the surfacing here as part of our regular maintenance programme and we can review the possibility of adding lining to Marle Place Park.**

We've looked at a few options here, to accommodate all the options we spoke about at our meeting:

Full tarmac only (for use as a MUGA): £14,000

Lining for five-a-side and basketball/ netball: £1,000

Installation of suitable basketball/ netball hoops: TBC

In order to make the space multi-functional, we would try to provide lines for several sports, but hoops that can be used for both netball and basketball are specialist; this is why our indication on possible cost is taking a bit longer to determine.

- **St Johns Park can currently accommodate some basketball and this option should be fully investigated.**

As noted during our meeting, St Johns is unable to accommodate a suitably sized basketball court.

- **Our resident (the former England International), in particular, would like to explore the possibility of using the space at Marle Place for the work he does (which focusses on basketball in youth outreach) and we've agreed to look at how we may be able to accommodate that given the space is currently free to access and use and Marle Place Park is not a suitable environment for a caged court.**

The Council (MSDC) can offer Marle Place Park as a space for hire, this doesn't prevent those who have not paid from using the facility (as with any public open space) but it would mean that anyone on the MUGA when the area has been officially hired can be asked to move. We can erect some signs advising that it is a space for hire.

Additionally, having spoken with the team, we've confirmed the view we all had at our site meeting- fencing the area in wouldn't be in keeping with the environment at Marle Place Park. Fencing would also add a further £15,000 to the costs of refurbishment.

- **We have the old floodlights in situ and I wasn't sure why they were no longer in use. I have committed to understand that a bit more on this to see if this is an opportunity or not.**

The floodlights were likely disconnected pre-2007 and no power has been left leading to the lights following the installation of newer pathways. On this basis, the Council doesn't consider the installation of new floodlights to be logistically or financially viable given the amount of groundworks that would likely be involved.

- **Funding for any works would be a challenge (and all of the above outlined considerations need to be costed) and it was agreed that the resident and the Town Council would explore what potential there is for funding that the District Council may not be able to access to.**

There may be a small sum of s.106 funds available to assist with the costs outlined at point one, and we recognise that the hard standing at Marle Place Park needs resurfacing. However the costs are in excess of the amount of s.106 and it would be useful to understand if there are sources of funding that the Town Council or the resident can access that we might not be. This will help us to understand how feasible the line painting/ hoop options are.

- **Any potential works at Marle Place Park would need to be subject to consultation with park users, stakeholders and local residents and planning (which I'll check on).**

If we are resurfacing and relining we won't need planning permission, and given we are looking at resurfacing an existing space (and not fencing or floodlighting) no resident consultation would be required but might be advisable.

From the estimates provided it appears that to upgrade the area would cost approximately £20,000. There is a small amount of section 106 funding available and an application can be submitted to Sport England for part funding. In addition there may be some funding available from the Basketball sports body.

RECOMMENDED:

1. That £20,000 be made available on the 2023/24 budget to upgrade the existing tarmac area at Marle Place Park for basketball and five a side football.
2. That before commencing with the project application be made to Sport England, Basketball UK for part funding as well as accessing any section 106 funds which may be available.
3. Consideration be given to including this is an application for a PWLB loan.

RISK IMPLICATION: This is the cheapest site as it only needs upgrading. There is, however, no toilet facility nearby apart from the Park Centre and St John's Park.

8. CHURCH CLOCK REFURBISHMENT

The clock faces at St Johns Church are in need of painting/ enamelling. This becomes apparent when the sun shines on the clock face. The town council is responsible for maintaining the clock.

The CEO has approached a panel beater in town to see whether they could paint it, however the clock faces would need to be removed and taken to a booth in order to do this. It requires a specialist.

A quote has been obtained and along with scaffolding the estimated cost is £25,000

The Church has asked the council to consider this.

RECOMMENDED:

That the council consider providing the sum of £25,000 on the 2023/24 budget to resurface the 4 faces of the clock at St John's church.

RISK IMPLICATION: If maintenance is not carried out the condition of the clock faces will deteriorate.

9. REWILDING PROJECT

Following a successful trial of rewilding several verges around the town, an article was placed in the About Town magazine asking residents if there were verges they would like to suggest for rewilding. A good response was received as follows:

- Sussex Way outside The Woolpack
(this area is currently maintained by the pub and their views would need to be sought)
- Sussex Way near Jane Murray Way roundabout
(there is potential on eastern verge nearest the roundabout)
- Howard Avenue
(a long road with mainly narrow verges which may not be suitable for rewilding. A site visit should be carried out to identify suitable areas)
- Meadow Lane either side of Grovelands Close
(good sites)
- Outside 21 Priory Road
(there is already one area in Priory Road so this site could be easily added)
- Long grass verge opposite Park Close
(this area is not WSCC highway land and is owned by Mid Sussex District Council)
- Petworth Drive green spaces adjacent to Leylands Road
(These are very large areas. If we take on rewilding even a small section we would have to maintain the whole verge)
- Eastdale Road corner of Manor Road by the garages
(cars currently park on this verge and there is a risk that wild flowers will not deter this activity)
- Eastdale Road verge outside 17-39
(the verge outside 23-39 is wider and is a suitable site)
- Manor Road opposite Eastdale Road
(this site is not owned by WSCC or MSDC)

There are already 10 sites around town which the Town Council maintains and any additional sites will have an impact on resources.

It is recommended, where possible, that any new sites do not have borders around the edges to prevent the need for grass cutting during the growing season.

Costs involved in this project would include the hire of a turf lifter, wild flower seed and signage to identify the site as a wild flower verge.

RECOMMENDED:

That the town council add the following sites to its rewilding project and review the remainder next year:

- Sussex Way near Jane Murray Way roundabout
- Meadow Lane either side of Grovelands Close
- Outside 21 Priory Road
- Eastdale Road verge outside 17-39
- Parts of Howard Ave if identified

RISK IMPLICATION: Now that some sites are established it is possible to add to these sites gradually. New sites can take more time to maintain particularly if the weather is dry.

10. BATCHELORS FARM COMMUNITY ORCHARD

The Management Plan for Batchelors Farm recommends that a new community orchard be created in the field nearest the water tower. It is proposed that this orchard be created during 2023 as it coincides with the 30th Anniversary of the Town Council's ownership of the land.

The approximate costing for creating the orchard is as follows:

Fencing	£450 + VAT
80 x various fruit trees (this could be reduced if smaller trees are purchased)	£8000 + VAT
Signage	£1000 + VAT

RECOMMENDED:

That £9,500 be made available over the coming 2 financial years to create the orchard and plant ½ the trees each financial year.

RISK IMPLICATION: None

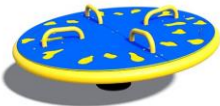
11. FOLDERS MEADOW REPLACEMENT EQUIPMENT

During a recent insurance inspection of equipment on site it was highlighted that one of the pieces of equipment needed to be repaired or replaced. Having spoken to Wicksteed, who provided the equipment 10 years ago, this item cannot be repaired as parts are no longer available due to its age.

Here is a picture of the item that needs replacing.



The following are possible replacements



Dizzy Roundabout £3035 + VAT



Whizzy £2097 + VAT



Teacup Twister £2946 + VAT

In addition, there would be a carriage charge of £485 + VAT and installation approximate £600 + VAT.

Alternatively the piece of equipment could be replaced by an inclusive piece of equipment. The suggestion is a wheelchair accessible merry go round. This would cost £5,600 plus delivery of £560 and installation of approximately £1200. More research is being done in this regard and an amendment to this item will be issued if necessary.



There is £4579 available on section 106 funding for inclusive play. This would leave approximately £2700 for the council to finance.

RECOMMENDED:

That application be made to MSDC for section 106 funds be made available to replace the faulty piece of equipment at Folders Meadow and a decision be made on which item of equipment is most favourable.

RISK IMPLICATION: None

12. [ILLUMINATING A PATH FROM YORK ROAD TO SKYLARK WAY, NEXT TO KIDDI CARU DAY NURSERY AND PRESCHOOL](#)

A request to install lighting has been received from a resident that uses this footpath on a regular basis, as do their work colleagues, as it is quite dangerous during the winter when it gets dark earlier in the evening.

The first 76 meters from York Road heading towards Skylark Way is a Public Right of Way which runs over private land. The remaining 46 meters is not PROW and also private land. In order to install street lights, we would first have to establish the land owner to gain their permission.

The cost to install 1 street light is approx. £1000 and the annual fee for maintenance and energy is approx. £50 per annum per light.

There is an alternative route using York Road, Robin Road and Woodpecker Crescent which has street lighting and this is only approx. 270 meters further.

RECOMMENDED:

That the request be considered

RISK IMPLICATION: A precedent could be created. Council should decide whether this is truly necessary in light of a nearby alternative illuminated route.