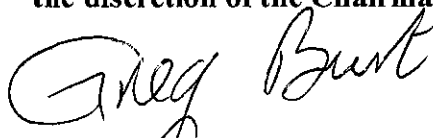




**To All Councillors,**

You are summoned to a meeting of Billingshurst Parish Council on **Wednesday 3 November 2021 at 7pm** at the Billingshurst Centre.

**Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.**

  
**G.C. Burt**  
**Clerk to the Council**

**27 October 2021**

## **A G E N D A**

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.

*Adjournment for*

4. Presentation on *Billingshurst Men's Shed* (Kevin Ridgeway, Viv Diggins, Keith Witt). (Presentation notes, Appendix A.)
5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
6. Reports from:
  - a. County Councillor
  - b. District Councillors
  - c. Council Representatives on Outside Bodies.

*Resume Meeting*

7. Local Plan Working Party
  - a. To receive the notes of the meeting held on 31 August 2021 - previously circulated / Cllrs only.
  - b. To receive the notes of the meeting held on 26 October 2021 – previously circulated / Cllrs only.
  - c. To consider the recommendations of the meeting held on 26 October 2021, with supporting notes, Appendix B.
8. To receive proposals for traffic calming measures in High Street and East Street and agree that they go to a public consultation prior to being forwarded to WSCC under its *Community Highways Scheme*. Appendix C.

9. To receive the External Audit Report for 2020-21, consider any issues and refer to F&GP Committee if appropriate - Appendix **D**.
10. Approval of the Minutes of the Meeting held on 1 September 2021. (Previously sent)
11. Matters Arising – that are not separate agenda items
12. To receive Minutes as approved by the following Committees:
  - a) Planning & Environment 12 August, 2 & 23 September 2021
  - b) F&GP 28 July and 29 September 2021
  - c) Property 16 June 2021(all previously circulated / on website.)
13. To review appointments to committees etc.– Appendix **E**
14. Neighbourhood Wardens - to receive Wardens' Reports for August, September and October – previously circulated / on website.
15. Any other matters for information only.
16. Date of Next Meeting – 5 January 2022

**Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.**

**THE BILLINGSHURST MEN'S SHED****A BILLINGSHURST LIONS INITIATIVE.****Objective**

To identify a suitable permanent premises or site for the 'Billingshurst Men's shed'.

**About the 'Men's sheds'.**

Men's Sheds are similar to garden sheds – a place to pursue practical interests at leisure, to practice skills and enjoy making and mending. The difference is that garden sheds and their activities are often solitary in nature while Men's Sheds are the opposite. They're about social connections and friendship building, sharing skills and knowledge, and of course a lot of laughter.

Sheds are whatever the members (or Sheddies as we call them) want them to be. Although labelled sheds, they often aren't sheds at all. They can be empty offices, portable cabin's, warehouses, garages, and in at least one case, a disused mortuary. Some Sheds are purpose built workshops, but they rarely start out that way. Many don't have premises at all in the beginning and instead form a group that meets regularly for the social connection, company and camaraderie until they can find somewhere to kit out with tools. Many Sheds get involved in community projects too – restoring village features, helping maintain parks and green spaces, and building things for schools, libraries and individuals in need.

Activities in Sheds vary greatly, but you can usually find woodworking, metalworking, repairing and restoring, electronics, model buildings or even car building in a typical Shed. Sheds typically attract older men, but many have younger members and women too. Whatever the activity, the essence of a Shed is not a building, but the connections and relationships between its members.

There are presently in excess of 350 men's sheds in the UK, under the umbrella of the 'men's shed association', the nearest being at Petworth, Shipley, Horsham, Cranleigh and Milford.

**The Billingshurst Men's Shed so far.**

The Billingshurst 'Men's shed' is a mental wellbeing project for everyone in the local community. They have 20+ members, men and women from all walks of life, who gather in the Billingshurst Unitarian church meeting room every Monday for a couple of hours, where they busy themselves with jobs for the Chapel and socialise while drinking tea and coffee, but are unable to practice their hobbies for fear of damaging furnishings and causing dust. They have been 'out on the road' to repair sheds for St Gabriels pre-school, and are making hedgehog signs for 'Billigreen', however, they are very restricted in what can be done in the present location. We have been actively seeking a dedicated workshop but as yet have had no success. Presently we have two log cabins in storage all ready to go! See attached photographs.

The Billingshurst men's shed is already a member of 'The men's shed association', have a constitution, officers and safety policies in place.

We have been in positive discussions with Billigreen to see if their proposed 'Repair shop' could be incorporated with the 'Men's shed', as it appears that the two organisations would dovetail perfectly.

**Search for suitable premises.**

We have now been looking for three month at both commercial premises and other sites, but none have been suitable for various reasons, however, we have now identified sites on council land that would be suitable with various caviats.

The preferred option is the allotment area at **Manor Fields**, being secure, with adequate parking , and has easy access to mains drainage and water, which makes providing WC facilities, which could be used by both 'sheddies' and allotment holders relatively easy. We would also be able to connect into the existing water service to not only provide an outside tap, but also water for the WC flush.

This would appear to be one of the more secure outside locations in Billingshurst, with a new 2m high wire fence and padlocked gates. For additional security it would be the intention to remove power hand tools when the shed isn't occupied.

There is an electrical sub-station not 30 metres away from where, eventually, we could have an electricity supply installed, once finance was available. However, in the meantime, we would intend to look into the use of solar panels. The lack of power would not be insurmountable, as it would only be required for lighting and boiling a kettle, since initially all the tools would be cordless hand tools.

Unfortunately we have received correspondence from the allotment Association who appear to be against this proposal, however, would it be acceptable to site the Men's shed outside the secure area on the waste ground adjacent to the South boundary, which would still give reasonably easy access to services?

Photographs of the site and the shed's proposed location are attached.

The second favourite option is in the North West corner of **Station Rd Gardens**, which was proposed by both Stuart Sexton and Keith Brown who lead 'The Friends of Station Rd Gardens' committee.

This site is readily accessible with ample parking in the leisure centre car park. Connection to services would be difficult and expensive, therefore, hopefully, in the early stages, WC facilities in the leisure centre could be used.

Possible future service connections have not been fully investigated, however, there appears to be a sewer in the road in front of the adjacent leisure centre, but without access to the plans of the local sewer system it hasn't been determined whether these are foul or service water. Water and electrical services may be accessible from either the nearby bowls club or the leisure centre but are no means certain. Above comments on solar panels apply.

In conclusion this site is not ideal, but would be a workable option. Photograph and location plan attached.

The third option is unused land behind the **tennis club**. This would have the same problems as option two, however, parking and access would be more problematical. Hopefully the services in the drive for the tennis club could be utilised, but this would be expensive and cause some disruption to the adjacent area. Photograph and location plan attached.

The fourth possibility would be **Jubilee fields**, however, a suitable area has not been identified.

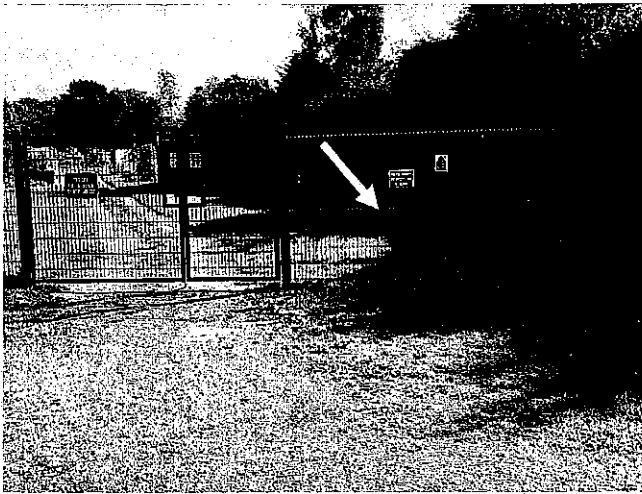
### **Petworth Men's shed.**

We have visited the Petworth 'Men's shed' situated in the community garden and allotments, which when set up had no toilets or electricity. It now has a bio toilet system and solar panels, is highly successful, and really enhances the area. This shed has 30 or so members, around 10 of whom attend at any one time, and opens once a week from 10:00am to 2:00pm. It is fully supported by both the Petworth Town and Chichester District council. We would like to model the Billingshurst Men's Shed on this very successful project.

### **In conclusion.**

This community mental wellbeing project has been extremely well supported to date, but it is feared that interest may wane if proper facilities to practice hobbies are not provided. From the 'Shed's' point of view, the Manor fields site is ideal, but if for any reason the Parish Council think this is not possible, then any other help with determining a suitable premises or site would be very much appreciated.

The Billingshurst Lions Club is supportive of this project both financially and administratively.



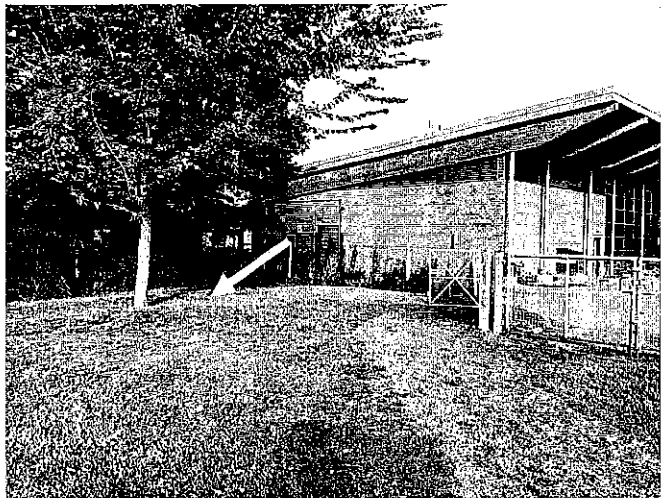
**PROPOSED LOCATION AT MANOR FIELDS in SECURE AREA**



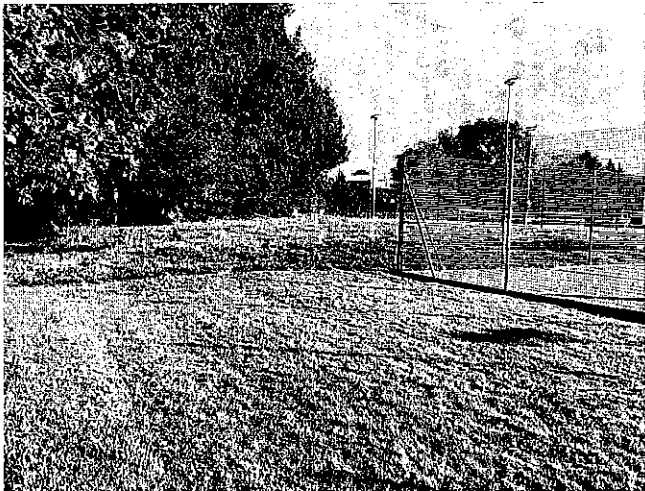
**CAR PARKING.**



**ALTERNATIVE MANOR FIELDS SITE**



**STATION GARDENS SITE**

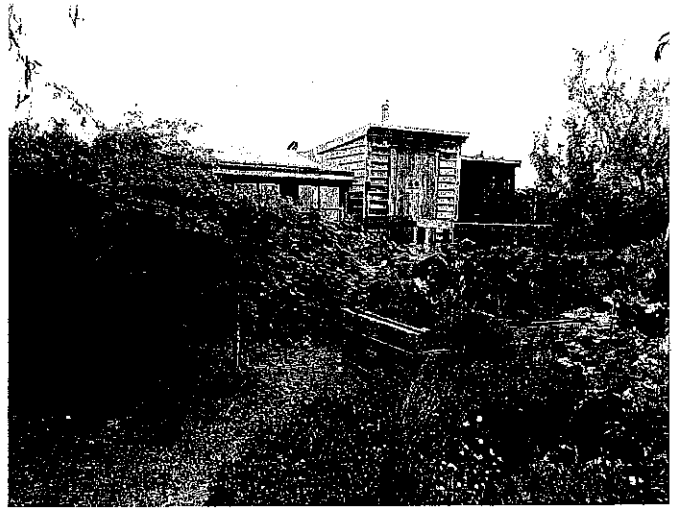


**TENNIS CLUB SITE**

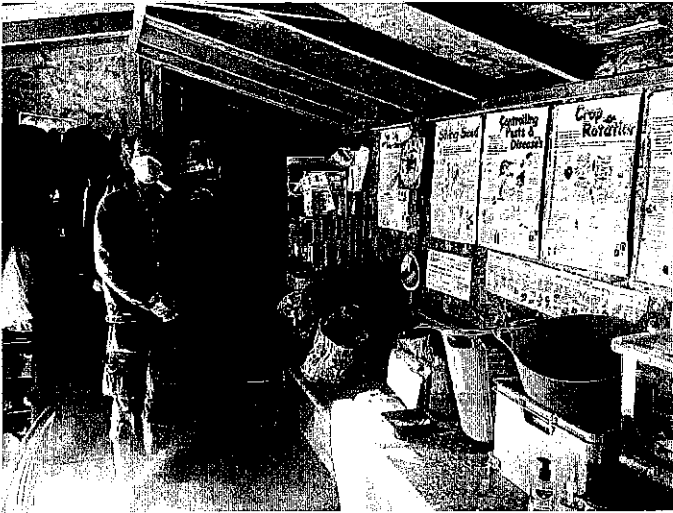
## PETWORTH MEN'S SHED



PETWORTH MEN'S SHED (SOLAR PANELS)



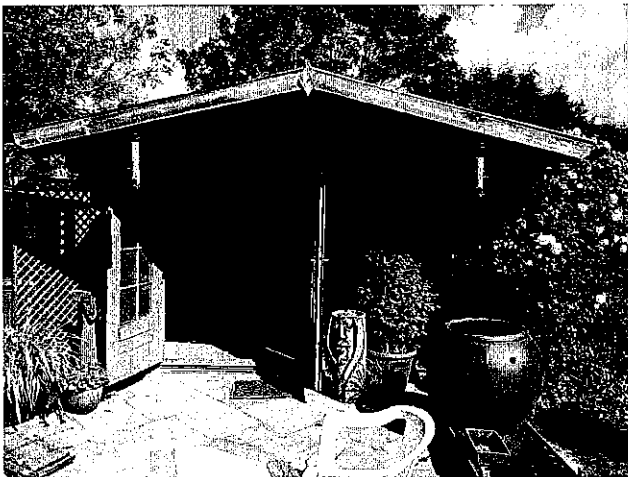
BIO-TOILET GARDEN AND SHED



SHED INTERIOR

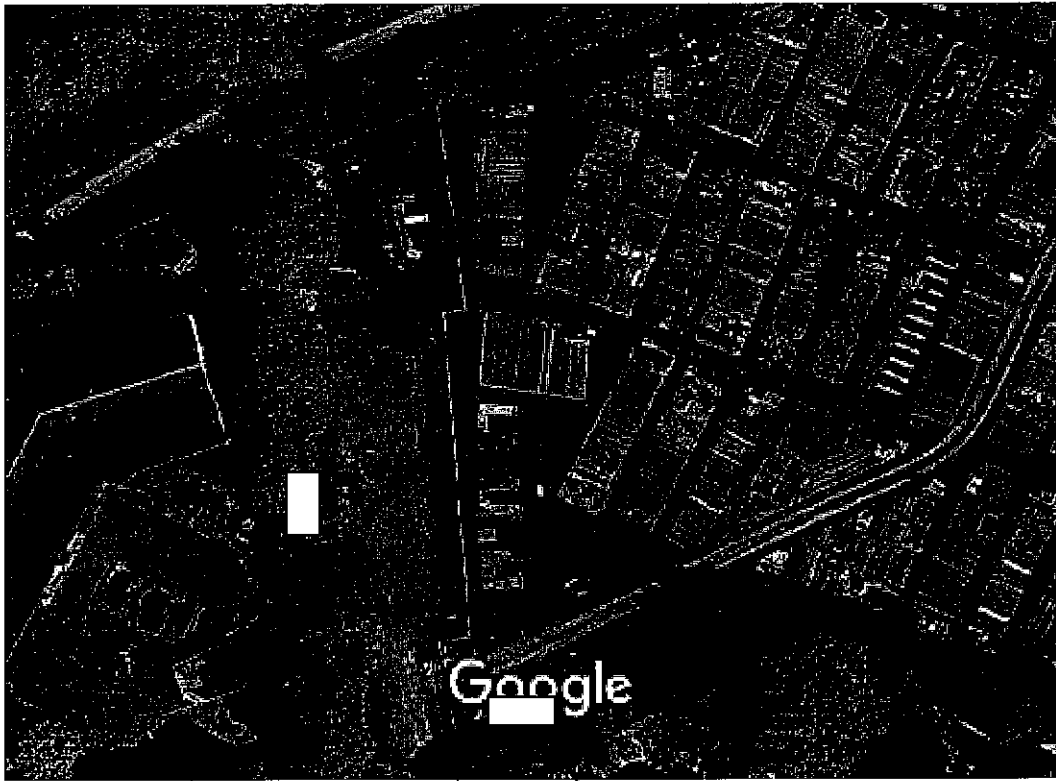


GARDEN AND MEETING AREA



SHEDS THAT ARE IN STORAGE

# Google Maps



Imagery ©2021 Bluesky, Map data ©2021 10 m

Sub Station

Preferred Location

Alternative

Sewer connection

Manor Fields Site

# Google Maps



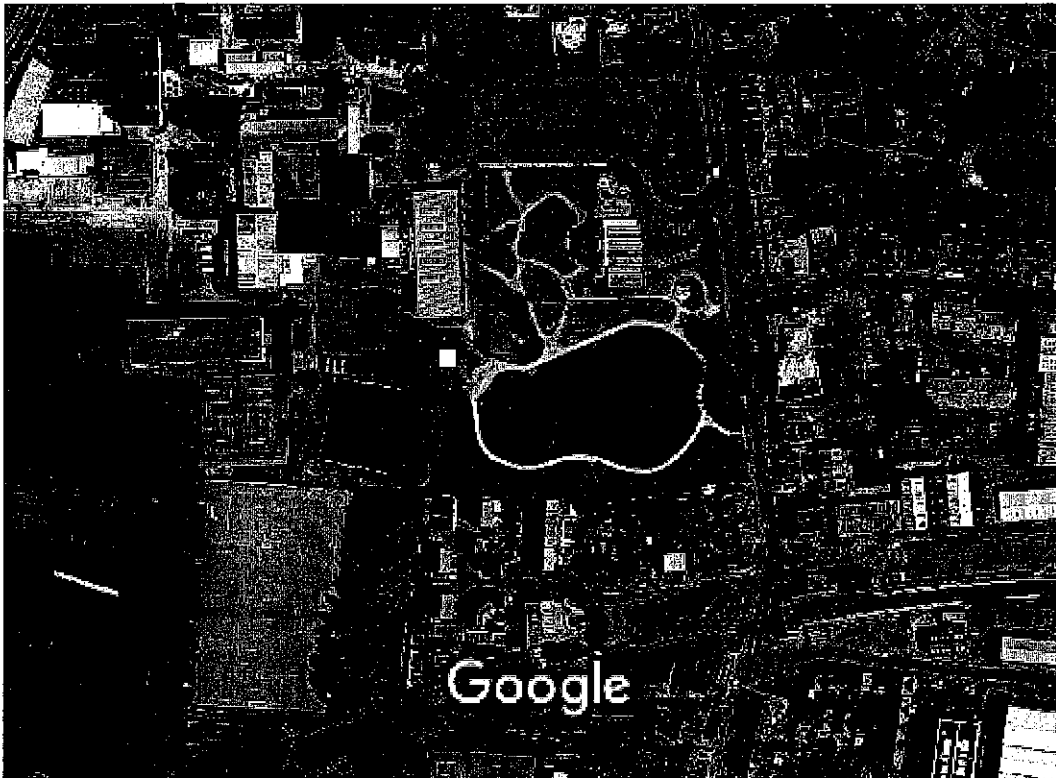
Imagery ©2021 Bluesky, Getmapping plc, 20 m  
Infoterra Ltd & Bluesky, Maxar Technologies,  
Map data ©2021

Shed location

Tennis Club Site



# Google Maps



Imagery ©2021 Bluesky, Getmapping plc, Infoterra Ltd & 20 m  
Bluesky, Maxar Technologies, Map data ©2021

Shed location

Station Road Gardens Site

**BILLINGSHURST PARISH COUNCIL**

**3 NOVEMBER 2021**

**LOCAL PLAN WORKING PARTY RECOMMENDATIONS**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

In Spring 2020, having taken professional planning advice, the Parish Council resolved to object to three strategic sites proposed by land owners and developers in or affecting the parish at:

Land to the East of Billingshurst.

Land to the West of Billingshurst.

Land South of Adversane.

These were being promoted to Horsham District Council (HDC) in the hope that they would be chosen and allocated by HDC as Strategic Sites in its new Local Plan.

The Council considered that the parish had taken more than its fair share of new housing in the past, often with little by way of benefit to the area in terms of new infrastructure and services etc.

Earlier this year, HDC announced its preference for new Strategic Site allocations and only included Land to the East of Billingshurst, within the parish, albeit with the parcel to the south of the railway line excluded for landscape reasons, which was a point that the Parish Council had previously argued.

The Council re-engaged its professional planning advisor, and the Local Plan Working Party met on 31st August 2021. It invited representatives of the three original proponents of the strategic sites to give an update on their respective schemes. Only the proposers of land to the East of Billingshurst and land to the West of Billingshurst took up the opportunity.

Members had a very robust discussion about the sites and whether the Parish should sustain its previous position of objecting to all sites, or possibly support some development after all. The Working Party was unable to reach any conclusion, and instead asked its Planning Advisor to prepare a report on whether indeed the Parish Council should continue to object to all sites or possibly accept one (or two) and the pros and cons of the two sites that presented.

This report was circulated to all Councillors and the Working Party reconvened on 26 October 2021, minutes circulated separately.

In summary, Councillors considered that whilst they recognised that as a whole residents didn't want to see any new large scale development, HDC was under immense pressure to deliver large numbers of new housing, and whether we liked it or not, land to the East of Billingshurst would be selected, as it was in planning terms, the most sustainable site, being closest and most accessible to the services and facilities in Billingshurst.

The land to the West of Billingshurst is very attractive on many fronts, although Councillors noted that the offering is over and above what the developer is obliged to provide and might be difficult to secure should there be a change of developer or if market conditions deteriorate. Also, due to its remoteness from the village being to the east of the bypass meant, despite its many positive features, it is unsustainable in planning terms.

Councillors were persuaded that choosing West of Billingshurst over East of Billingshurst was not an option, as East of Billingshurst would be given the green light come what may by HDC and any Planning Inspector, in which case the parish could end up with both sites being allocated.

Whilst the current East of Billingshurst offering left a lot to be desired, Members were persuaded that by accepting the site's allocation sooner rather than later, the Parish Council would be in a stronger position to secure a better scheme, including reductions in net dwelling density, enhanced open space provision, delivery of a new Primary School and improvements to local medical services.

Thus, the Working Party makes the following recommendations accordingly which the Council is invited to determine:-

1. *With reservations, the Parish Council accepts the principle of a housing allocation on land to the East of Billingshurst should this be allocated in the emerging Local Plan; and*
2. *The Parish Council should meet with infrastructure providers and seek to influence any allocation on land to the East of Billingshurst in relation to the preferred number of dwellings and on- and off-site infrastructure provision through the plan-making process; and*
3. *The Parish Council maintains its objection to any proposed housing development on land West of Billingshurst and in Adversane should either of these be allocated in the emerging Local Plan.*

**BILLINGSHURST PARISH COUNCIL**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**3 NOVEMBER 2021**

**HIGH STREET AND EAST STREET TRAFFIC CALMING**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

Following a considerable number of requests and comments from residents asking for action to reduce and slow traffic in the East Street and High Street areas, following the completion of the Spine Road, the Council appointed Wilbar Associates to look at what could be physically done within existing constraints.

The £11,788 cost of this work was met by S106 contributions released by WSCC, destined for highway improvements.

Wilbar's initial report is reattached for information.

Their first draft proposals were informally presented to Councillors on 1 September 2021. Members were broadly supportive but raised various queries; Wilbar's response to these is set out and their revised proposal also attached.

Whilst the Council has powers to support and fund traffic calming initiatives, WSCC, as highway authority, advise that a scheme such as this needs to be formally submitted under its Community Highways Scheme. It will then determine if it can be supported and taken forward, funds permitting.

However, support from the community for such submissions is essential.

The Council is invited to

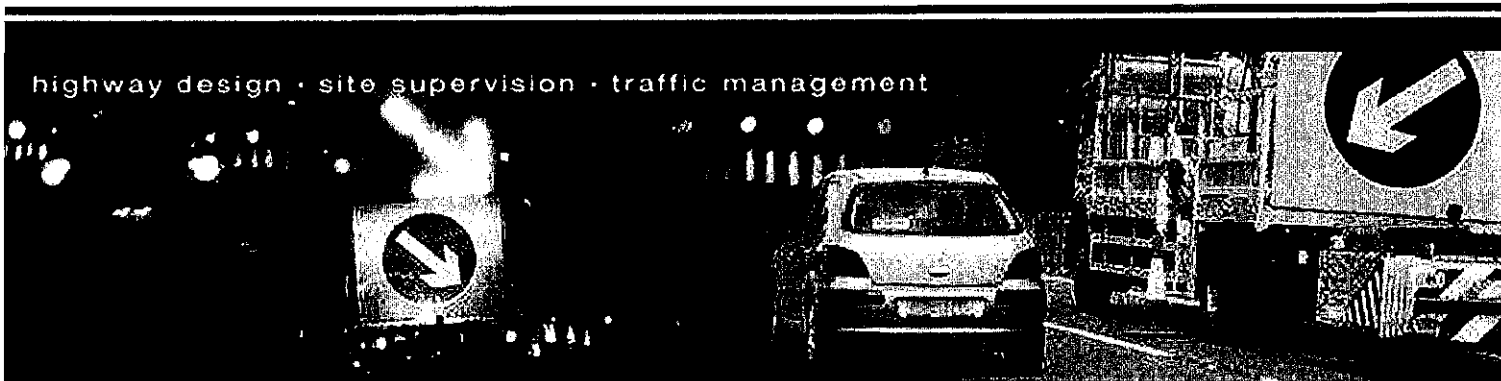
- a. Support the scheme in principal;
- b. Widely publicise the proposals inviting support, possibly including an exhibition at the Billingshurst Centre.
- c. Submit the scheme to WSCC under its Community Highways Scheme.

[Note. If WSCC wishes to implement the proposal, it would have to undertake a formal consultation itself.]



wilbar associates ltd  
HIGHWAY CONSULTANTS

highway design • site supervision • traffic management



## **Billingshurst Traffic Management Study Stage 2 – Preliminary design and report.**

**Billingshurst Village Centre – High Street / East  
Street**

**August 2021**

CONTACT: Duncan Driver [Duncan@wilbarassociates.co.uk](mailto:Duncan@wilbarassociates.co.uk)

Woodbrooke Farm, Toat Lane, Pulborough, West Sussex, RH20 1BX

Tel/Fax: 01798 874653

#### DOCUMENT CONTROL:

Report Ref	Issue	Description	Originator	Checked
J1392-S2	01	Draft report	Phil Henty 29/07/21	Duncan Driver 29/07/21
J1392-S2	02	Issued report	Phil Henty 06/08/21	Duncan Driver 06/08/21

Wilbar Associates Limited has prepared this document in accordance with the instructions from Billingshurst Parish Council. Wilbar Associates Limited shall not be liable for the use of any information contained herein for any purpose other than the sole and specific use for which it was prepared.

#### Contents

1. INTRODUCTION .....	2
2. STAGE 2 – Background .....	3
3. STAGE 2 – Project Brief.....	3
4. WORKS COST .....	4
5. DISCUSSION WITH PARISH COUNCIL.....	5
Appendix A: Project Brief 2021 .....	5
Appendix B: Speed / Flow Data .....	6
Appendix C: Report Related Drawings.....	7

#### 1. INTRODUCTION

- 1.1. Following the residential housing development to the east of the village and the construction of a relief road, linking the A272 to the east with the A29 to the north, Billingshurst Parish Council (BPC) commissioned Wilbar Associates Ltd (WBA) to undertake a traffic study to identify potential measures to encourage safe and sustainable use of the roads within the village centre.
- 1.2. In February 2019 BPC outlined a project brief which formed the basis of a task proposal by WBA in March 2019 and in March 2021 BPC invited WBA to update the task proposal. WBA submitted **J1392 Billingshurst Traffic Study – Task Proposal V3** in late March to BPC and in May BPC

instructed WBA to proceed. The revised project brief from March 2021 is listed in Appendix A.

1.3. The study is divided into three main outputs as follows,

- Stage 1 Background Data – Completed 26<sup>th</sup> July 2021
- Stage 2 Preliminary design and report -
- Stage 3 Discussions with Parish Council and final proposals -

This report outlines the findings of Stage 2 Preliminary design and report.

## 2. STAGE 2 – Background

- 2.1. An initial site visit was undertaken by WBA on Tuesday 1<sup>st</sup> June with the proposed extents of the study area and locations for traffic speeds and flow surveys submitted to BPC on the 10<sup>th</sup> of June for approval. Details of the existing on-street parking restrictions within the study area were also sent to BPC.
- 2.2. The proposed study area identified by WBA, and agreed by BPC on the 23<sup>rd</sup> June, is High Street from the junction with West Street north to the junction with the A29 and East Street from the junction with High Street east to the new roundabout at Hilland Road A272.
- 2.3. Road collision data for the study area has been obtained from Sussex Safer Roads Partnership and current Ordnance Survey mapping has also been obtained for the study area.
- 2.4. Speed and flow traffic counts were undertaken in mid-July at four locations within the study area and the results of these surveys together with information at a permanent WSCC traffic counter site near Luggs Close are shown in Appendix B.

## 3. STAGE 2 – Project Brief

- 3.1. The study submission included notes from a BPC meeting on the 20<sup>th</sup> February 2019, Appendix A, which formed the basis of the study brief. The following notes outline concept and options suggested by WBA to achieve the study brief. This report should be read in conjunction with plans J1392-05-01 to 05 Concept A and J1392-06-01 to 04 Concept B.
- 3.2. **Reduction in speed on East Street** – Provide an entrance gateway west of the new roundabout and a raised table for the existing controlled crossing point. Add a raised table at the existing crossing point near Randall Way and speed cushions at appropriate points from the controlled crossing through to Silver Lane. Consider the provision of vehicle activated signs near to Silver Lane.
- 3.3. **Priority working using buildouts/signage** – WBA do not feel that such measures would be a practicable option due to the road alignment and other features that have recently been installed. Priority buildouts work best where traffic flow is consistent and the prospect of giving way is regularly encountered. The recorded traffic flows outside of peak times suggests that the need to give way will be low and therefore speeds would remain relatively unchanged.

**3.4. Improvements to the High St / East St junction** – Concept A is based around the signalisation of the junction. The STOP line westbound on East Street would be set back from the High Street allowing for the footway on the north side of East St to be widened. An assessment by a specialist Traffic Signal Engineer approved by WSCC on the feasibility of this concept would be required. Should the signals concept be deemed feasible the two existing signal crossings on the High St would be removed and controlled pedestrian crossing facilities included at the junction.

**3.5. Extension to the 20mph Zone** – The plans show potential extensions to the existing zone. However, the existing speeds and 'look and feel' of the northern section of the High Street suggest it would be unlikely that an extension of the 20mph zone to the A29 roundabout would be acceptable to WSCC.

**3.6. Speed reduction** – The plans show proposals for speed cushions and speed tables it is also proposed to introduce on-street parking replacing double yellow lines on the High St. Such parking where introduced can also reduce speeds by creating informal chicanes. Vehicle activated signs are also an option and an appropriate mix of measures would likely provide the best speed reduction results.

**3.7. General improvements** – Whilst a small amount of carriageway narrowing is proposed there are issues with existing kerbs being almost flush with the carriageway. Initial inspection suggests that raising the kerbs and footway may lead to drainage issues adjacent to properties in some areas. Changing the footway width without raising the kerbs or providing other over-run deterrent may result in vehicles parking on the footway.

**3.8. The Alders** - The plans show the removal of the verge on the west side of the High St to enable the widening of the carriageway and the installation of a pedestrian refuge island which would aid the crossing of the road by pedestrians.

**3.9. Rewilding Grant** – Since the commencement of this report WBA have been made aware of a local group approaching BPC in connection with post Covid-19 related grants to help stimulate economic growth. One proposal is for the part pedestrianisation of the High St north of the East St junction and making a section one way northbound. WBA have not had an opportunity to fully assess this proposal however one issue would be that southbound bus services would need to be re-routed. Without an alternative route within the village the Billingshurst Centre and Surgery could be 'cut off' to visitors approaching from the north by public transport. In addition, one way working can result in higher speeds as drivers become accustomed to not meeting vehicles in the opposite direction.

#### 4. WORKS COST

**4.1.** No potential works budget has been indicated by BPC. A very rough cost estimate on Concept A including the signalisation of High St / East St is £350k. Concept B, without junction signals would be in the region of £265k.



## 5. DISCUSSION WITH PARISH COUNCIL

- 5.1. WBA suggest that BPC review the proposals set out in this report, and attachments, making any initial observations back to WBA for review. Subsequently a meeting between representatives of BPC and WBA would be arranged. It is felt that due to the complexity of the proposals a face-to-face meeting would be preferable to on-line and therefore relevant Covid-19 protocols would need to be agreed and observed.
- 5.2. Following meeting(s) with BPC the outputs from this Stage 2 report will be refined to produce the Stage 3 report and final proposals.

## Appendix A: Project Brief 2021

### Background

This brief is based on a meeting with representatives of Billingshurst Parish Council (BPC) and Laurie Shaw on the 20<sup>th</sup> February 2019.

BPC are seeking a Highways Consultant to develop proposals for the existing A272 between the new roundabout east of the High Street through the village centre and the existing High Street to encourage walking and cycling so that through traffic will use what will be the new A272 to the north on the village to join up to the A29. The PC advised that the WSCC could provide funding as long as the works are not 'anti car' but are sustainable and cycle/pedestrian friendly.

BPC wished the commission to cover the following: -

1. Reduction of speed on the existing A272 between the new roundabout at the Amblehurst Green development and the High Street and the possible introduction of a 20mph Zone between Silver Lane and the High Street.
2. The possible use of Priority Working using buildouts/signage etc
3. The A272 works should include possible works to provide improvements to the narrow section just east of the High Street possibly including signals.
4. The extension of the existing 20mph Zone on the High Street from Jenger's Mead north to at least as far as Roman Way but to include an option to extend it to the A29 roundabout.
5. Reduction of speed on the High Street from the mini-roundabout at Sainsbury's southwards. Possible extension of the 20mph Zone, narrowing the carriageway/widening the footway and more parking (on the new wider footway!).

6. General improvements to the High Street including removal of guardrail, possible priority working, further carriageway narrowing in the existing 20mph zone.

7. Pedestrian crossing facility High St adjacent to The Alders (item added 29/03/21).

The commission should include preliminary design report with initial thoughts on items 1 – 7 above prior to agreeing final designs.

## Appendix B: Speed / Flow Data

### 7 Day Average

Site 13921001 High St nr Womens Hall 27/07/21			
	Average Speed	85% ile	Flow
Northbound	25.6	30.3	3542
Southbound	27.2	32.5	4554
Both Directions	26.5	31.1	8096

Site 13921002 High St nr Jengers Mead 27/07/21			
	Average Speed	85% ile	Flow
Northbound	24.8	29.4	-
Southbound	23	27.5	3167
Both Directions	23.4	28.1	-

Site 13921003 High St nr The Alders 17/07/21			
	Average Speed	85% ile	Flow
Northbound	29.5	34.6	3452
Southbound	29.3	34.4	3552
Both Directions	29.4	34.5	7005

WSCC Site 00005959 East St nr Luggs Cl 11/07/21			
	Average Speed	85% ile	Flow
Eastbound	29.3	36.9	2564
Westbound	27.0	33.9	2840
Both Directions	28.1	35.0	5404

Site 13921004 East St nr Randall Way 17/07/21			
	Average Speed	85% ile	Flow
Eastbound	32.3	37.5	2345
Westbound	31.3	36.5	2660
Both Directions	31.8	37	5009

Note: Site 13921002. When we downloaded and reviewed the data for this site the northbound flow data looked suspect, so we have not included it. We are confident that the speed data is correct, and don't think the flow data is critical at this stage but we may repeat this survey if needed.

## Appendix C: Report Related Drawings

J1392-05-01 Billingshurst Concept A to and including J1392-05-05 Billingshurst Concept A

J1392-06-01 Billingshurst Concept B to and including J1392-06-04 Billingshurst Concept B

## Billingshurst Parish Clerk

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**Subject:** FW: J1392 Billingshurst - Traffic Management Study  
**Attachments:** J1392-05-01-A Billingshurst Concept A.pdf; J1392-05-02-A Billingshurst Concept A.pdf; J1392-05-03-A Billingshurst Concept A.pdf; J1392-05-04-A Billingshurst Concept A.pdf; J1392-05-05 Billingshurst Concept A.pdf; J1392-06-01-A Billingshurst Concept B.pdf; J1392-06-02-A Billingshurst Concept B.pdf; J1392-06-03-A Billingshurst Concept B.pdf; J1392-06-04-A Billingshurst Concept B.pdf

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**From:** Design - Wilbar Associates Limited <design@wilbarassociates.co.uk>  
**Sent:** 30 September 2021 14:47  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Cc:** Duncan Paul Driver - Wilbar Associates Limited <duncan@wilbarassociates.co.uk>  
**Subject:** RE: J1392 Billingshurst - Traffic Management Study

Hi Greg, further to my email of the 6<sup>th</sup> September I have added some comments to the issues raised at the PC meeting and I have also attached revised plans. Can I suggest that when the PC have had a chance to review the notes below and the revised plans that contact is made with WSCC to seek their thoughts. I would be happy to come to Billingshurst to discuss the points below and as I believe the majority of Cllrs are happy with the proposals in principle such discussions may be best with a small working group. I would also be happy to be involved with a WSCC meeting if required.

We have touched on works costs briefly but are not sure if the PC have a budget in mind. Adding the amendments we would estimate a budget estimate of £600k for the works outlined on Concept A.

Notes following PC meeting;

***Concern over the removal of limited waiting outside of the Women's Club and replacing with DYL,***

The existing single yellow line restriction prohibits parking between 8am - 6pm any day and the existing grass bank adjacent to the carriageway impedes the movement of pedestrians alighting vehicles on the carriageway and reaching the existing footway, approx. 500mm higher. The continued or extended hours of permitted parking at this location would undoubtedly be picked up in the Road Safety Audit due to the change in level and unsafe pedestrian access to / from the footway. A likely recommendation to improve safety would be the removal of the grass bank and the provision of revised pedestrian facilities to overcome the changes in level between the carriageway and footway.

***Removal of sections of DYL and replacing with unrestricted parking,***

The current proposals indicate the removal of existing double yellow line to permit on-street parking. Depending on the location of the suggested restriction removal i.e. adjacent to shops or outside of residential properties, the permitted parking could be either unrestricted or limited waiting such as 1 hour between specified times and days of the week.

***Existing footway width outside the cottages north of Coombe Hill,***

The existing footway width between the pedestrian barrier and property boundary walls is approximately 950mm over a length of 12m. Potentially over such a length pedestrians could 'give and take' where required. Alternatively the footway could be widened by building out into the carriageway to form a priority system for vehicles which would add to the speed reduction measures. However, with the footway widening on the west side the potential give way would be for northbound vehicles minimising the speed reduction for the southbound, into the village, movement. Therefore buildouts would need to be constructed on both sides of the road with the configuration that n/bound vehicles had priority and s/bound vehicles would be required to give way.

***Position of proposed northbound signal head and stop line adjacent to Mill Lane,***

Plan J1392-05-05 shows an indicative layout for a potential signalised junction layout at High St / East St and widening of the footway on the northern side of East Street which many of the Parish Cllrs agreed in principle. As indicated in item 3.4 of the study brief traffic modelling and an assessment of the indicative signal layout and would need to be undertaken by specialist engineers at additional cost. Such investigation would determine technical compliance with current signal design regulations and guidance and an assessment would also review the placement of the signal heads and other equipment.

***Kerb realignment at goods entrance to Sainsburys,***

The proposal for signalising the High St / East St junction shows the realignment of the High St kerb line on the NW side of the junction. Part of the signal layout assessment would include any potential kerb realignment and particular note will be made on access by delivery vehicles to Sainsbury's.

***Proposed refuge island near the Alders and pedestrian access from the new estate,***

I misread the request to review pedestrian crossing facilities adjacent to The Alders as being primarily related to pedestrians coming from The Alders. We have reviewed the proposals now in relation to pedestrians going to and from the new estate footway, which is now open, and have amended the proposals accordingly. A raised table crossing point is now proposed just south of the roundabout at the dropped kerb position adjacent to the shared use foot / cycle path running around the west of the village. We noted when visiting the site today that the new estate design has a continuity gap between the new shared path on the east side and the existing shared path to the west. We propose a widening of the existing east path to 'join up' the two shared paths.

***Cyclists and proposed speed tables / cushions,***

The proposed speed tables / cushions would be designed in accordance within prevailing regulations and guidance. The tables which go from kerb to kerb would be flat topped and with approach ramps which tests have proven as having minimal impact on cyclists. The cushions are two raised tables side by side with gaps to the kerbs and between the cushions providing cyclists an opportunity to ride between the cushion and the kerb. The detailed design following on from the current study would ensure appropriate standards / practice are included in any detailed design.

***Extent of 20mph zone on each approach,***

WSCC consider requests for new and adjusted speed zones / limits against national regulations and guidance adapted to suit local conditions and policy. In broad terms any extended 20mph speed zone would only be approved where existing average speeds are below 24mph or additional measures are provided to ensure the implementation speed criteria would be met. The national guidance also indicates that the 'look and feel' of the road should indicate to drivers such a limit is appropriate. Drivers tend to travel at a speed they feel comfortable taking into account the surrounding conditions and introducing an unrealistic limit, from a drivers perspective, is unlikely to result in high compliance. An unrealistic speed limit will fall short of local expectation and would be unlikely to receive enforcement above that generally undertaken on all roads. It is extremely unlikely that speed camera enforcement would be approved within what is felt as an unrealistic speed limit. The extension to the 20mph zone shown on the plans we feel is the most likely to meet with WSCC approval.

***Silver Lane rat run,***

We believe the issues with Silver Lane are long standing and a 7.5T weight restriction was introduced on Silver Lane some time ago presumably to deter through access by HGV's to / from the industrial areas off Station Road and Lower Station Road. Drivers, particularly those with local knowledge, will use routes they feel provide best access to / from their destination and all roads are open to all vehicles unless otherwise restricted. Restricting use by private motor vehicles would require some form of physical deterrent to prevent through movement and such deterrent may present more issues that it solves. We would suggest a survey be undertaken to gauge the extent of through use i.e. a number plate survey at either end to confirm the number of vehicles going end to end without intermediate stop, this would evidence the current situation now that the new relief road is open. Wilbar Associates would be happy to supply a quotation for such a survey following discussions with BPC to agree methodology and outputs.

***'All through traffic' signs at Hilland (Hammonds) roundabout.***

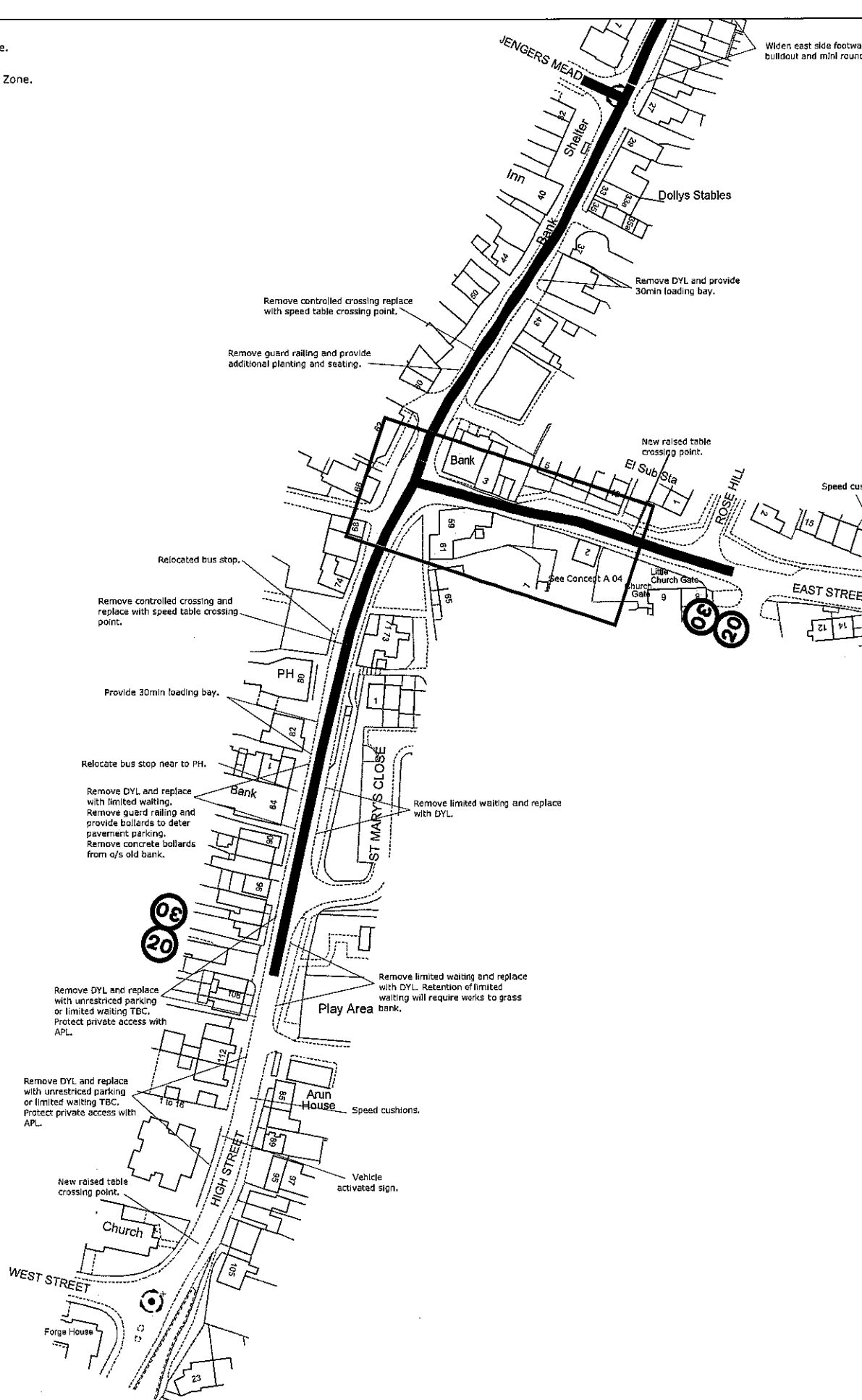
WSCC would have been consulted and provided signing strategy for the new road signing and they may agree to temporary 'All through traffic' signs westbound on the A272 Hammonds roundabout. We have added a potential sign design to the plans but it would be for WSCC to agree to such a sign.

Kind Regards

**Phil Henty**

**Wilbar Associates Ltd / 610 Traffic Management**

- Existing 20 Zone.
- Extension to 20 Zone.



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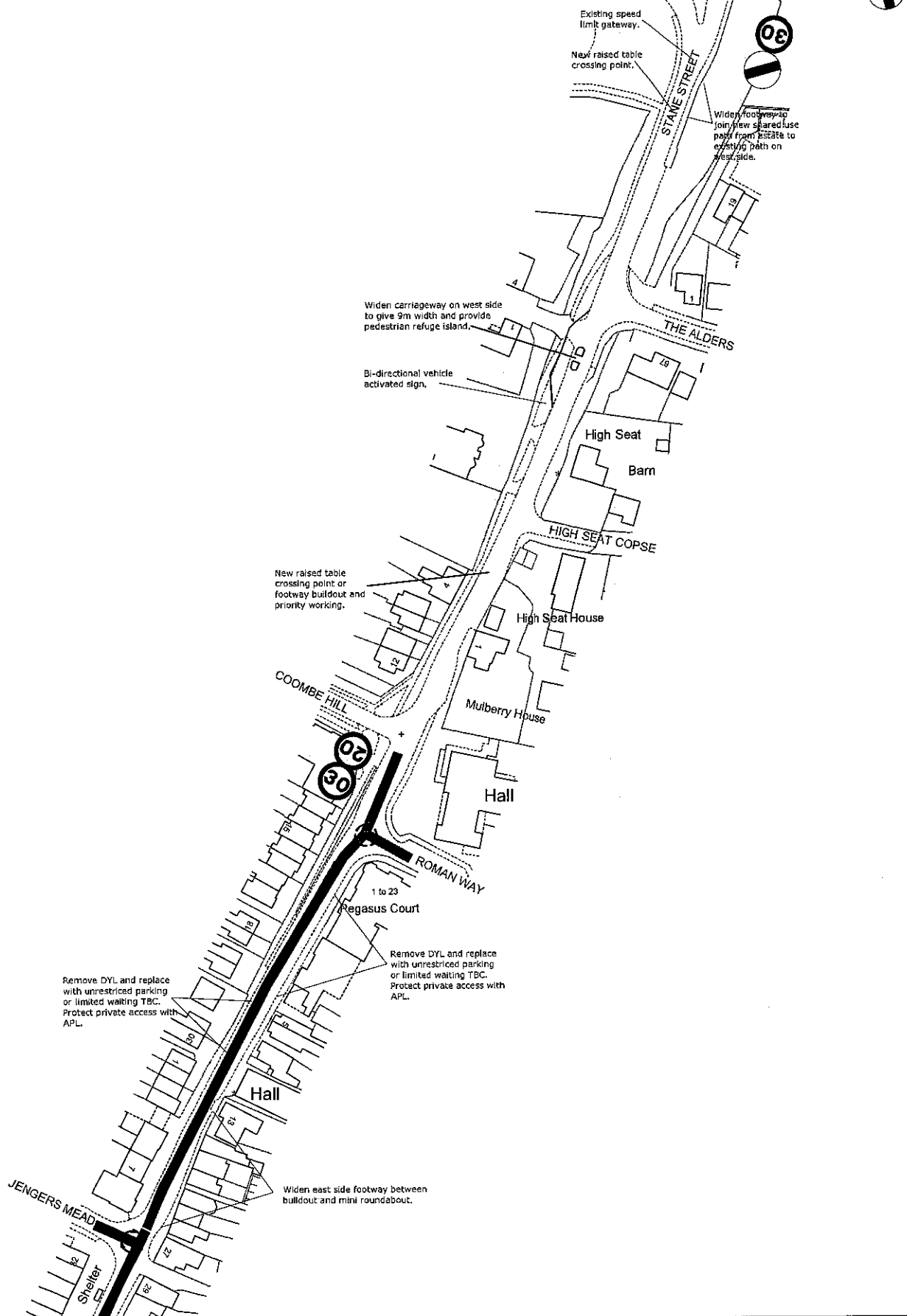
Drawing Title:  
**Concept Plan A 01**

**Billingshurst Traffic Study**  
**High Street - East Street**

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Drawn: PJH	Scale NTS
Chkd: RD	Print at A3
	As constructed
Drawing No. J1392-05-01 A	
A	Amendments following PC meeting.
	Original release
Rev1	Revision details
PJH	DPD
DPD	DPD
Chkd	Appd
	Date

- Existing 20 Zone.
- Extension to 20 Zone.



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Drawing Title:  
**Concept Plan A 02**

**Billingshurst Traffic Study**  
**High Street - East Street**

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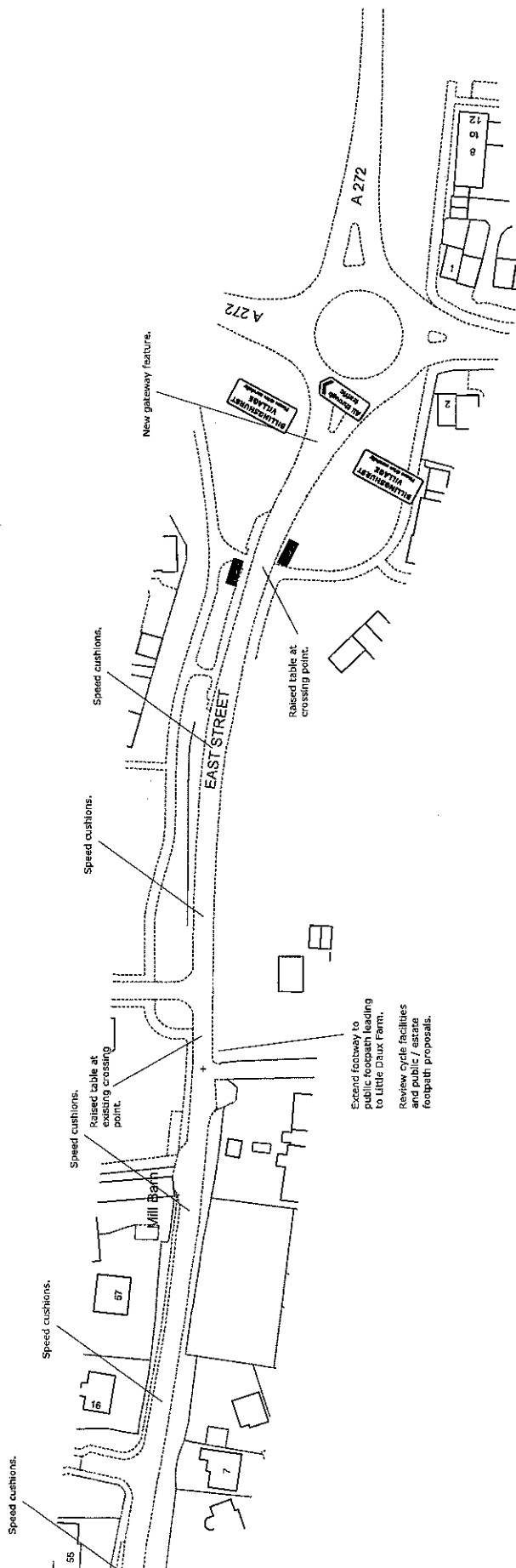
Drawn: PJH	Scale NTS
Chkd: RD	Print at A3
	Aa constructed
Drawing No. J1392-05-02 A	
A	Amendments following PC meeting. Original release
Rev	Revision details
PJH	DPD
DPD	30 09 2021
Chkd	DPD
Appd	28 09 2021
Date	





Existing 20 Zone.

Extension to 20 Zone.



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	As constructed
Drawing No. J1392-05-04 A	

Amendments following P.J.H.		DPD 30.09.2021	
Rev	Revision details	P.J.H.	Date
A	Original release	P.J.H.	26.06.2021

Drawing Title:

## Concept Plan A 04

Billingshurst Traffic Study - High Street - East Street

Client-



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web: www.wilbarassociates.co.uk

Drawing produced by  
HB2 Design, Brighton

Conceptual layout only.

Detailed land survey  
and signal design  
assessment required.

Kerb re-alignment.

Kerb re-alignment  
to provide min 1.2m  
footway width.

Bank

New uncontrolled  
crossing point.

El Sub Sta

ROSE HILL

Little  
Church Gate

8

9

59

61

65

09

62

66

68

74

Client:-



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HB2 Design, Brighton

Drawing Title:

Concept Plan A 05 Junction Signals

Billingshurst Traffic Study - High Street - East Street

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Drawn: P.J.H.  
Checked: R.D.

Scale: NTS  
Print at: A3

As constructed

Drawing No. J1892-05-05

Rev	Revision details	PUH	DPD	Date

## Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Billingshurst Parish Council**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2020/21

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The public rights period given started on 13 May and concluded on 14 July. Section 14(1) of the Accounts and Audit Regulations requires the public rights period to be a single period of 30 working days. Although the period given is greater than 30 days, as this is mandated to be a specific duration, this is therefore a breach of the regulations in place despite it not being detrimental to the electors. The council should therefore consider this when completing assertion 4 on the 2021-22 return.

As part of our review, we look to understand the year on year variances of each box in Section 2 of the return. The generally accepted 'tolerable' variance is 15%, therefore we look for explanations for any variances greater than this. The information provided by the Council in relation to this the variance in box 3 did not bring us to within the required range. Further information/explanations have not been provided to enable us to be fully satisfied with the remaining variance however in our opinion, the amount is not so significant as to require further investigation at this time.

The Council restated the comparative figures in Section 2 of the return for the year however this restatement was only identified in Box 4. As the total in Box 7 was also adjusted this should also have been identified as restated in accordance with paragraph 2.9 of the Practitioners' Guide. Alternatively, the council should have marked 'restated' above the comparative column. We do not anticipate this impacting on the 2021-22 return.

As this restatement relates to significant costs from January 2020 that were not properly accrued for in the 2020 return which was prepared and approved during the 2021 financial year we would have anticipated the Council to answer 'No' to Box 1 of Section 1 of the current year's return.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note the Internal Auditor has answered 'No' to Box N of the Annual Internal Audit Report due to the Conclusion of the 2020 audit not being able to take place until February 2021 (after the completion deadline of 30 November 2020). This response also should reflect whether or not the correct procedures have been followed for notifying the public should it not be possible to publish the notice of conclusion of audit by the deadline. It is not clear from the Internal Auditor's response whether these procedures have been correctly followed.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

 **MOORE**

External Auditor Signature



Date

28/09/2021

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2021-22	
(The Council has set the max. membership for Committees to 10 members.)	
<b>COMMITTEES</b>	
Planning & Environment	EB, GC, <b>DH</b> , JM, CBP, SW, <b>DW</b>
Property	<b>GA</b> , BB, PB, <b>SD</b> , DH, RM, CG
Finance & General Purposes	GA, BB, EB, PB, DH, RM, <b>KP</b> , <b>CG</b> , PD
Working Practices	PB, DH, RM, <b>DW</b> , SW, <b>CG</b>
Billingshurst Centre	GA, <b>KP</b> , <b>SW</b> , SD, CG, RM
Complaints (5 members Max)	PB, SD, RM
Complaints Chairman	<b>SD</b>
<b>WORKING PARTIES</b>	
Neighbourhood Plan	GA, SD
Emergency Planning	GA, EB, SD
Internal Audit	GA, DH, RM, PD
East St Traffic Calming	PB, GA
Youth Liaison	RM, SW, CG
Jubilee Skatepark WP	BB, PB, DH, CG
Local Plan	DH, BB, GA, DW
Traffic Calming	

**Bold** indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Allotments Society	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
Friends of Station Road Gardens x1	BB, SD
HALC (H'ham Assn Local Ccls)	GA + SD
N'hood Warden Steering Group x2	GA, SD, PB, Clerk
Public Art Steering Group	Clerk
SPD Working Group	SD + Clerk
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
West Sussex Association Local Councils (WSALC) AGM x2	SD, GA
Youth Council	
B'hurst Flood Action Group	GA

Updated 26/10/2021