



To All Councillors,

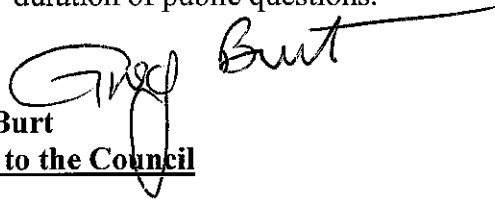
You are summoned to an **ONLINE** meeting of the **Finance & General Purposes Committee** (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) on **Wednesday 24 March 2021 at 7.30pm**. A link will be sent to you explaining how to join this meeting.

To Members of the Public,

This meeting will be streamed on the internet. Follow link from website or Facebook page. This will enable you to see and hear Councillors.

If you would like to ask a question,

- a. you can either submit it to the Clerk at least 24 hours prior, who will then read it out, or
- b. you can ask it directly, but you must still notify the Clerk at least 24 hours prior, so you can be sent a link that you will enable you to join the meeting for the duration of public questions.


G.C. Burt
Clerk to the Council

18 March 2021

AGENDA

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session.
5. Minutes of the meeting held on 24 February 2021, previously circulated; to confirm and sign as a correct record.
6. Matters Arising – not separate agenda items.
7. To approve payments and note any receipts for February 2021, Appendix A.

8. To note Current and Reserve bank reconciliations to 28 February 2021, Appendix **B**.
9. To note Bonus Saver Reserve bank reconciliations to 28 February 2021, Appendix **C**.
10. To consider any expenditure recommendations from other Committees over and above current budgetary provision.
11. To consider grant applications:
 - a. BEAT, Appendix **D**.
(Grant overview, Appendix **E**)
12. Highways
 - a. To consider any suggestions relating to the new spine road, to be passed onwards to WSCC. (Cty Cllrs Mrs Amanada Jupp will be in attendance for this item.)
 - b. To appoint *Wilbar* to devise a scheme to encourage sustainable transport in East and High St, Appendix **F**.
13. WSALC – to receive a verbal update
14. To consider making a response to *West Sussex County Council Early Help Service Redesign Consultation* – Appendix **G**.
15. To note that the Neighbourhood Plan will be going to referendum on 6 May 2021.
16. To note the quarterly report from SCYP – previously circulated.
17. Any other matters for information only.
18. Date of Next Meeting – **Wednesday 28 April 2021**
19. Exclusion of Press & Public (Property – contractual)
20. To approve SCYP's Business Plan and Heads of Terms for GF of 83a High St, Appendix **G**.

Committee Members: BB, GA, PB, RM, KP, EB, DH, CG

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.

Date: 05/03/2021

Billingshurst Parish Council Current Year

Page 1

Time: 14:23

Current Bank A/c

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Horsham DC	012817	495.90		Bin emptying - Jan
01/02/2021	Bright Cancer Care	BACS	50.00		Donation / Late Cliff Griffin
01/02/2021	Sussex Land Services	SO	2,328.11		GM / Jan 2021
02/02/2021	G Nye	012813	2,980.00		Various tree works
02/02/2021	WSCC	012814	19,990.19		Jan salaries
02/02/2021	Racehorse Sanct & Rehoming Cen	012815	100.00		Grant
02/02/2021	Surrey Hills Solicitors LLP	012816	330.00		Various legal advice
04/02/2021	Post Office	CARD	3.23		Recorded Del Postage
04/02/2021	Netcom IT Solutions	DD	518.52		IT support
05/02/2021	Saxon Wield Homes Ltd	DD	69.25		Garage rental
12/02/2021	Network One	DD	184.99		Phone charges
15/02/2021	Edburton Contractors Ltd	012818	1,004.00		Valuation 10 LSRRG imps.
15/02/2021	R G Prior	012819	765.00		Advice: LSRRG/Trim Trail/Sewer
15/02/2021	A272 Design	012820	490.20		March TWEET advert
15/02/2021	Sussex Clubs for Young People	012821	3,560.08		Youth pvn Q4
15/02/2021	Churches Fire Security Ltd	012822	84.18		Fire exting servicing
15/02/2021	CNG Energy Ltd	012823	10.17		Gas S/C 83a High St
15/02/2021	Moore	012824	1,920.00		Ext Audit 2019-20
15/02/2021	SSALC Ltd	012825	108.00		Training x3
15/02/2021	Restream Inc	DD	14.18		Mtg restreaming service
15/02/2021	Automated Systems Ltd	DD	167.26		Copier usage
16/02/2021	Pyzer Cleaning Services	012826	496.40		Toilet cleaning
17/02/2021	Tennant UK Cleaning Sol.	DD	156.72		Sweeper service
22/02/2021	BNP Paribus Leasing	DD	556.54		Phone lease
23/02/2021	EE & T Mobile	DD	11.53		Mobile Phone
26/02/2021	NatWest	BACS	12.60		Bank charges
Total Payments			36,407.05		

Current Bank A/c

Cash Received between 01/02/2021 and 28/02/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/02/2021	HMRC	BACS	VAT Refund Q3	2,063.93
26/02/2021	NatWest	BACS	Bank interest	2.30
12/02/2021	WCC	BACS	Op Watershed grant for works	11,680.00
			Total Receipts	13,746.23

Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2021	400	100.00
Business Reserve Account	28/02/2021	316	276,017.45
			<u>276,117.45</u>
Unpresented Cheques (Minus)			Amount
25/01/2021 012795 SSALC Ltd			180.00
25/01/2021 012798 R G Prior			852.72
15/02/2021 012818 Edburton Contractors Ltd			1,004.00
15/02/2021 012819 R G Prior			765.00
15/02/2021 012821 Sussex Clubs for Young People			3,560.08
15/02/2021 012822 Churches Fire Security Ltd			84.18
15/02/2021 012824 Moore			1,920.00
15/02/2021 012825 SSALC Ltd			108.00
			<u>8,473.98</u>
			267,643.47
Receipts not Banked/Cleared (Plus)			
28/01/2021 102536			4,288.79
			<u>4,288.79</u>
			271,932.26
		Balance per Cash Book is :-	271,932.26
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 3 - Bonus Saver Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	28/02/2021	91	186,349.32
			<u>186,349.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/04/2020 BACS Current Bank A/c		100,000.00	
			<u>100,000.00</u>
			86,349.32
<u>Receipts not Banked/Cleared (Plus)</u>			
09/04/2020 BACS		100,000.00	
			<u>100,000.00</u>
			186,349.32
		Balance per Cash Book is :-	186,349.32
		Difference is :-	0.00

RB



APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

1.	Name of Organisation	Billingshurst Emergency Assistance Team
2.	Name, Address and Position of Contact in Organisation	Paul Berry, Charity Chair,
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity? If yes, Charity Number	Yes/ No 1119641
5.	Amount of grant requested	£ 198
6.	For what purpose or project is the grant requested?	To replace the battery on the public access defibrillator at the BCCC.
7.	What will be the total cost?	£198
8.	When will the money be spent?	ASAP
9.	Who will benefit from the project?	Anyone in the parish could benefit who suffers a cardiac arrest. By obtaining funding, BEAT is in a better position to increase the number of sites in the parish, in the future.
10.	Approximately how many of those who will benefit are Billingshurst parishioners?	Unknown

Please submit this form together with a covering letter giving any other information which you feel will support the application, together with recent certified accounts. In signing this form you agree to abide by any Terms & Conditions included within the policy.

Signed Date 19/2/21
 Name (In capitals) Mr P M Berry

19/2/21

Dear Greg,

I am writing to you as the Charity Chairman of the Billingshurst Emergency Assistance Team (BEAT).

A number of years ago, BEAT set up public access defibrillators at the Billingshurst Community and Conference Centre (BCCC) and the sports pavilion at Jubilee Fields, BEAT also helped the parish council set up its sites at Adversane and Five Oaks. BEAT regularly checks and maintains the sites and changes the defibrillator pads when required, each set of pads costing around £30 depending on the make and model of the defibrillator.

The battery at the BCCC site now needs replacing. Batteries generally last around 5 years but this one seems to have lasted a fair bit longer. BEAT can obtain a discount when ordering replacement batteries; they cost the team £198 each.

BEAT will pay for and install the battery but as a registered charity the team could not have set up and looked after so many sites (now 30) without seeking financial contributions from elsewhere. As such, organisations such as Billingshurst Lions, Billingshurst Wednesday Club, St Mary's Church and a number of other local companies, community groups and councils have contributed over the years to BEATs public access sites. You will see in our accounts that we had quite a major spend in April 2020, when we spent £10,000 upgrading some of our older defibrillators. We are keen to build our reserves back up to enable us to continue maintaining our current equipment and set up additional public access sites when opportunities arise.

I was wondering if Billingshurst Parish Council could fund the cost of the replacement battery, especially as the site concerned is beneficial to the BCCC? When considering this matter, hopefully councillors will be able to take into account that the council did not need to contribute financially to the setting up of the sites at the BCCC, Jubilee Fields, Adversane and Five Oaks. It is of course possible that BEAT might approach the council again in the future when other batteries need replacing but I do not envisage that will be the case for some time and we tend to look at each situation individually and see what funds are available at the time.

I include a case study which highlights the importance of public access defibrillators and the benefits of partnership working. I would appreciate if councillors could consider if they are able to help. Please could this letter and the attachment form part of an agenda pack?

I would be grateful if this could be added to the agenda of the March F&GP Committee. I will of course myself play no part in the debate and decision-making process.

Best wishes

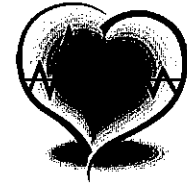
Paul



www.beatresponders.org.uk

Billingshurst Emergency Assistance Team

Registered Charity number – 1119641



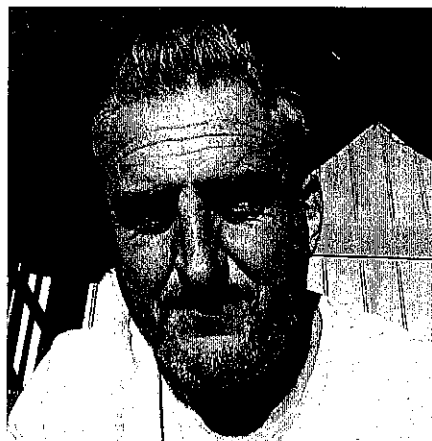
PUBLIC ACCESS DEFIBRILLATORS - CASE STUDY

In August 2015, a Sainsbury's Local store opened in Billingshurst High Street. Previously the store had been owned by Budgens and before Sainsbury's took over, they renovated the building. BEAT saw an opportunity whilst the work was taking place to try to set up a Public Access Defibrillator (PAD) site.

BEAT worked with Sainsbury's and their developer Williams Southern Limited, to get the site set up. Sainsbury's made BEAT their first charity of the year and throughout their first year of trading made various donations to the group. North West Sussex Seagulls (a Brighton and Hove Albion supporters group) made a donation to BEAT towards the cost of the defibrillator and Williams Southern made a donation to BEAT to fund the cabinet.

The site has since been activated a number of times, most notably perhaps in December 2019. A 48 year old local man, Marc, had driven back from Brighton and had popped into Sainsbury's prior to returning to his home in Billingshurst. Whilst in Sainsbury's, Marc suffered a sudden cardiac arrest. The defibrillator was retrieved and bystanders started CPR. The defibrillator delivered shocks to Marc's heart prior to the arrival of two BEAT members, various SECamb ambulance resources and the air ambulance. Marc was stabilised on scene, airlifted to St. George's Hospital and after treatment went on to make a full recovery.

A lot of people were involved in helping Marc, both when he collapsed and with his treatment in the days and weeks which followed. Marc's story helps highlight the importance of Community First Responder teams and the GoodSam app, it also helps to demonstrate the enormous skills of both SECamb and Kent, Surrey and Sussex Air Ambulance crews and the amazing team at St. Georges Hospital. However, perhaps some of the most important factors which contributed to Marc's survival were early bystander CPR and the delivery of shocks from a public access defibrillator.



BEAT is very grateful to all of the companies, organisations and local councils who have made it possible to set up over 20 public access sites in Billingshurst and the surrounding areas, Marc (pictured above) and his loved ones are grateful too. Many thanks to Marc for allowing us to share his story.

Billingshurst Emergency Assistance Team (BEAT)

Registered Charity 1119641

Profit and Loss Account

1st February 2020 to 31st January 2021

Date	Description	Outgoings	Income	Balance
01/02/2020	Cash & Funds as at 31/1/2020			20086.00
03/02/2020	Direct Debit Donations		4.95	20090.95
03/03/2020	Direct Debit Donations		4.95	20095.90
16/03/2020	Disposal of redundant equipment		200.00	20295.90
01/04/2020	Defibrillators (Extraordinary Expenditure)	10000.00		10295.90
03/04/2020	Direct Debit Donations		4.95	10300.85
22/04/2020	Donation		600.00	10900.85
30/04/2020	Grant Payment		1000.00	11900.85
04/05/2020	Direct Debit Donations		4.95	11905.80
03/06/2020	Direct Debit Donations		4.95	11910.75
19/06/2020	Donation		1000.00	12910.75
24/06/2020	Grant Payment		600.00	13510.75
24/06/2020	Donations (Facebook Campaign)		870.00	14380.75
17/08/2020	Bank Fees	5.00		14375.75
15/09/2020	Bank Fees	5.00		14370.75
30/09/2020	Donation		50.00	14420.75
09/10/2020	Bank Fees	0.01		14420.74
13/10/2020	Direct Debit Donations		4.94	14425.68
15/10/2020	Bank Fees	5.00		14420.68
04/11/2020	Direct Debit Donations		103.74	14524.42
16/11/2020	Bank Fees	5.00		14519.42
16/11/2020	Insurance	445.48		14073.94
23/11/2020	Expenses Reimbursement (Defib Cabinets x3, Storage, Training Venue Rental, Repairs & Servicing Defibrillators, Uniforms etc)	3245.87		10828.07
02/12/2020	Defibrillator Cabinets (x2)	1163.94		9664.13
03/12/2020	Direct Debit Donations		4.94	9669.07
08/12/2020	Donation		1705.00	11374.07
15/12/2020	Bank Fees	5.00		11369.07
18/12/2020	Defibrillator Batteries (x3)	594.00		10775.07
15/01/2021	Bank Fees	8.00		10767.07
21/01/2021	Trade Park PAD site sign	22.10		10744.97
	TOTALS	15504.40	6163.37	
31/01/2021	Cash & Funds as at 31/1/2020			10744.97

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

24 MARCH 2021

EAST ST & WEST ST TRAFFIC CALMING

REPORT BY CLERK TO THE COUNCIL

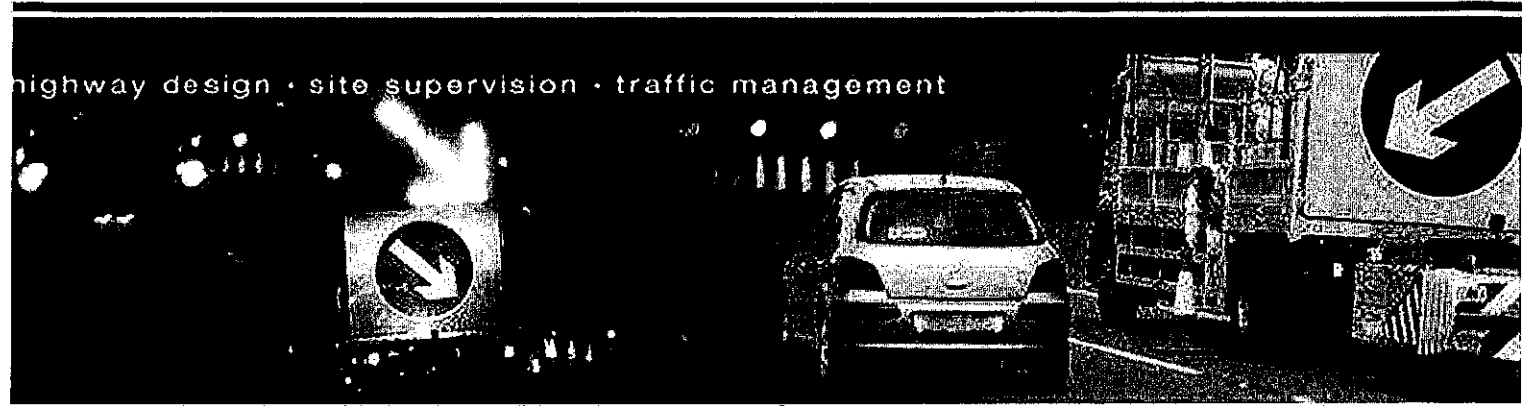
FOR DECISION

As previously advised, WSCC has agreed the release of S106 monies to fund design work for a package of works to reduce rat-running and encourage sustainable transport in the High St and East St areas *et al.* They had originally asked for three quotes, but having received one quote (from Wilbar), another company then had declined to quote as they couldn't come *anywhere near* the first quote.

The updated quote from Wilbar is attached.

As it has been difficult to obtain more than one quote, the Committee is invited to

1. Confirm that the specification meets the Council's requirements;
2. Appoint Wilbar to undertake the project at cost of £11,788.



Billingshurst Traffic Management Study

Task Proposal

March 2021

DOCUMENT CONTROL

Wilbar Associates Limited has prepared this submission 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.

Report Reference	Issue	Description	Originator	Checked	Authorised
	01	Tender	Roger Harper 20/03/21	Duncan Driver 20/03/21	Duncan Driver 20/03/21
J1392-TMS	02	Project brief / tender revision	Phil Henty 16/03/21	Duncan Driver	Duncan Driver

CONTACT:

Duncan Driver

E: Duncan@wilbarassociates.co.uk

Woodbrooke Farm,
Toat Lane, Pulborough,
West Sussex, RH20 1BX
Tel/Fax: 01798 874653

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Appendices:

- Appendix 1 Billingshurst Parish Council Brief –
Summary of Meeting 20th February 2019**
- Appendix 2 Fee breakdown - March 2021**

1.0 Introduction

- 1.1 This fee submission has been prepared in accordance with discussions based on meeting 20th February 2019, which has been copied in Appendix 1.
- 1.2 Wilbar Associates are a local consultancy that has been serving primarily Local Authorities in the South East and Sussex since 1991. Our core business is in training highway operatives and we are the national approved trainer in traffic management. Our client base now includes numerous companies across the UK. Our strength has been in working flexibly with clients and in staff secondment. This flexibility and close working ensures an understanding of the current standards required to achieve affordable project designs.

2.0 Background

- 2.1 The objective of the study is to develop traffic management measures for Billingshurst. The brief is attached in Appendix 1.
- 2.2 Where applicable the design will follow guidance from the following sources:

'DMRB' Design Manual for Roads and Bridges which can be found online at: <http://www.standardsforhighways.co.uk/>.

Manual for Streets (MfS) which can be found on line at: <https://www.gov.uk/government/publications/manual-for-streets>

Department for Transport (DfT) 'Traffic Signs Manual (TSM)' which can be found on line at: <https://www.gov.uk/government/publications/traffic-signs-manual> or Traffic Signs Regulations and General Directions 2016 (TSR&GD16).

Local Transport Notes (LTN) which can be found on line at: <https://www.gov.uk/government/collections/local-transport-notes>.

Traffic Advisory Leaflets (TAL) which can be found on line at: <https://www.gov.uk/government/collections/traffic-advisory-leaflets>.

Tactile paving standards which can be found on line at: <https://www.gov.uk/government/publications/guidance-on-the-use-of-tactile-paving-surfaces>

3.0 Methodology

3.1 Stage 1: Background data

3.1.1 The output to be provided for stage 1 are as follows:

- A site visit,
- Agree study scope area,
- An initial background drawing will be prepared based on Ordnance Survey data to show the relevant existing features such as road markings within the study area,
- Traffic counts, recording speed and flow to be undertaken at 2 locations in the village to assess suitability for extending the 20mph speed limit,
- Procurement of latest 5 years of crash data.

3.1.2 An estimate has been submitted for using Ordnance Survey Mapping under Ordnance Survey PSGA (<https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/public-sector-mapping-agreement.html>). Additional charge/reduction may be necessary depending on the licence arrangements. This will be discussed with the Client if this situation arises.

3.2 Stage 2: Preliminary design and report

3.2.1 Based on the data from Stage 1 a preliminary design report on concept and options will be produced which will include:

- Initial plan showing a potential extension to the existing 20mph zone,
- East Street – Options for speed reduction measures,
- High Street (North of Jengers Mead) – Options for speed reduction measures,
- High Street (South of East Street) – Options for speed reduction measures and landscaping improvements,
- Concept drawing of possible traffic signal option for High Street/ East Street Junction,
- Preliminary Design Report.

3.3 Stage 3: Discussion with Parish Council

3.3.1 The initial findings and draft report will be submitted & discussed with the Parish Council prior to finalising and agreeing the proposed measures. This stage will include amending the

3.4 The designs above will not include any traffic flow modelling, specifically of suggested traffic signals at High Street / East Street junction which may incur additional fees.

4.0 Programme

- 4.1 Stage 1 four to six weeks dependant on securing the data.
Stage 2 four weeks.
Stage 3 two to three weeks.
Following commission, a programme plan will be agreed with the Parish Council.

5.0 Staff

- 5.1 The proposed core team members for the design will be:
- Duncan Driver, Director/ Project Manager
 - Len Holloway, Lead Engineer
 - Phil Henty, Senior Engineer & Design / CAD support
- 5.2 Additional staff may be engaged to assist as appropriate.
- 5.3 Agreed works additional to Section 3 and 6.1 will be charged on an hourly basis at the rates shown in 6.2. No additional works shall be undertaken until the scope and estimated costs have been agreed by both parties.

6.0 Fee Breakdown

6.1 Wilbar Associates fixed fee costs (excluding VAT) are shown in Table 1.

Table 1: Summary of Fees for Study

Stage	FEE (Inclusive of expenses & disbursements, exclusive of VAT)	Proposed Staff Days Allocated
Stage 1: Background as outlined in Section 3.1	3,350.00	5
Stage 2: Design & Initial Report outlined in Section 3.2	5,400.00	17.5
Stage 3: Discussion with Parish Council as outlined in Section 3.3 – includes scheme PM costs.	3,037.50	8.5
Total	11,787.50	

6.2 A detailed breakdown of the fees is attached in Appendix 2. For any additional work requested the following time charge rates will apply:

	TIME CHARGE	
	£ Per Hour	£ Per Day
Director	50.00	375.00
Lead Engineer	45.00	337.50
Other:		
Senior Engineer	45.00	337.50
Principal Designer (CDM)	55.00	412.50
Lighting Engineer	45.00	337.50
Senior CAD Technician	35.00	262.50
Junior Technician	15.00	112.50

6.3 These fees are inclusive of travel and subsistence.

7.0 Conditions

- 7.1 Payments for services are to be sought against completion of each stage as outlined in Table 1.
- 7.2 To ensure effective management of the costs on this project no work will be carried out over and above these sums. Any further charges will be subject to prior agreement with the Parish Council.
- 7.3 The fees outlined in section 6.0 exclude VAT. Invoices submitted will include VAT.

Appendix 1: Project Brief

Background

This brief is based on a meeting with representatives of Billingshurst Parish Council (BPC) and Laurie Shaw on the 20th 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.

The commission should include preliminary design report with initial thoughts on items 1 – 6 above prior to agreeing final designs.

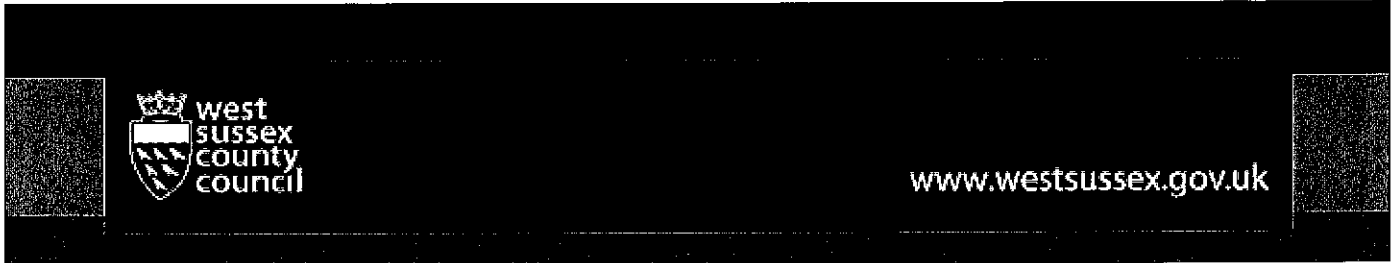
Appendix 2


Fee Breakdown

Task No	Billinghurst Parish Traffic Study	Time Cost Distribution/Allocation (Days)							Disbursement	Total	Stage	
		PM/Director	Engineer 1	Engineer 2	H & S Advisor	Technician 1	Technician 2					
1	Project Management	1.00								£ 375.00		
	Stage 1: Background										£ 3,350.00	
2	Traffic Surveys (including speed) @ 2 locations (Includes 7 day data collection)	0.50						1400.00		£ 1,587.50		
3	5 year Crash Data			1.00						£ 337.50		
4	Site Visit		1.00	1.00						£ 725.00		
5	Background Mapping (OS Maps)	0.50				1.00		300.00		£ 700.00		
	Stage 2: Study Report & Initial Designs										£ 5,400.00	
6	Initial Plan showing options (s) proposed extended 20mph Zone		1.00							£ 600.00		
7	East Street - Proposed options for speed reduction measures		1.00							£ 600.00		
8	High St (Nth Jengers Mead) - Proposed options for speed reduction measures		1.00							£ 600.00		
9	High St (Sth East St) - Proposed options for speed reduction measures & landscaping improvements		1.00							£ 600.00		
10	Drawing of possible traffic signal option for High St/ East St Junction		1.00							£ 600.00		
11	Check & Review Proposals		1.00	1.00						£ 937.50		
12	Prepare Preliminary Study Report	0.50	2.00	1.00						£ 1,462.50		
	Stage 3: Discussion with Parish Council										£ 3,037.50	
13	Submit Draft Findings & Meeting (Print plans & report)		1.00	1.00				150.00		£ 825.00		
14	Amend Report Following Feedback	0.50	1.00	1.00						£ 1,125.00		
15	Submit Final Report	1.00	1.00							£ 712.50		
Job No :	Tender	Issue:	3	Total Time	4.00	12.00	6.00	0.00	9.00	0.00	£ 11,787.50	£ 11,787.50
Prepared P Henty	Checked: DD	Rate/Day	£375.00	£337.50	£337.50	£412.50	£262.50	£112.50	£262.50	£0	£1,850	item
Date: 17 Mar 21	Date: 17 Mar 21	Cost	£1,500	£4,050	£2,025	£0	£2,363	£0	£2,363	£0	£1,850	£1,850
		Total										£11,788
Staff & Rates:												
Project Manager	Duncan Driver	£50.00 per hour										£375.00 per day
Engineer 1	Laurie Shaw	£45.00 per hour										£337.50 per day
Engineer 2	Phil Henty	£45.00 per hour										£337.50 per day
H&S Advisor	Phil Henty	£55.00 per hour										£412.50 per day
Technician 1:	Phil Henty	£35.00 per hour										£262.50 per day
Technician 2:		£15.00 per hour										£112.50 per day

Billingshurst Parish Clerk

From: West Sussex County Council <westsussex@public.govdelivery.com>
Sent: 08 March 2021 17:36
To: Council
Subject: West Sussex County Council Early Help Service Redesign Consultation



 SHARE

West Sussex County Council is seeking views from stakeholders and residents as part of a formal consultation to redesign the Early Help service.

The Early Help service provides support to children and families who are facing any number of challenging circumstances, working to ensure every child has a safe environment in which to thrive.

The series of changes being proposed are designed to:

- Maintain Early Help services from 11 of our 43 Children & Family Centre buildings; at least one centre in each district and borough of West Sussex
- Increase the support and focused response to vulnerable children
- Ensure families have access to the most appropriate support, including closer working with schools
- Protect a full-time drop-in service for young people in each district and borough by merging our 12 Find It Out (youth) Centres with our 11 Children and Family Centre's
- Stop providing group work: For example stay and play groups where parents can engage in play sessions with their children, focusing our attention where we know we make the biggest difference; going out to support the most vulnerable children and families in the community

The consultation will be open from 8 March 2021 until midnight on Monday 17 May 2021.

More information on the proposals, including video explanations and details of how people can take part in the consultation can be found on the Early Help Redesign project webpage www.westsussex.gov.uk/earlyhelpredesign.

If you would like to hear further information about the proposals from our Department Leadership Team, we would encourage you to join one of our virtual consultation events which take place on the following dates and times.

- Saturday 13 March 2021, 10.30am to 12.30pm
- Wednesday 17 March 2021, 3pm to 5pm
- Monday 22 March 2021, 6pm to 8pm
- Thursday 1 April 2021, 12noon to 2pm