



**To All Councillors on the Finance & General Purposes Committee,**

**You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 28 July 2021, at 7.30pm.**

**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**

**22 July 2021**

A handwritten signature in black ink that reads 'Greg Burt'. The signature is written in a cursive style with a large 'G' and 'B'.

## **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 23 June 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 June 2021, Appendix A.
8. To note Current and Reserve bank reconciliations to 30 June 2021, Appendix B.
9. To note Bonus Saver Reserve bank reconciliations to 30 June 2021, Appendix C.
10. To note the 1<sup>st</sup> quarter budget report, Appendix D. (If any Cllr has any questions on this, please let the Clerk know in advance if possible so he can have an answer at the meeting.)
11. To consider any expenditure recommendations from other Committees over and above current budgetary provision:

- a. Request from Property Committee of 23 June 2021 to approve funds for one new trial perch seat at Clevelands Gardens, (possibly using CIL.) £487 CIL overview attached Appendix E.
  - b. Request from Council of 14 July 2021 to fund audio equipment for streaming of meetings, Appendix F.
12. To consider level of public interest in joining Traffic Calming Working Party and determine way forward. Appendix G.
  13. To consider adopting Public Open Space on Kingslea Farm development, Appendix H.
  14. Operation Watershed / Flooding updates – Clerk to give verbal update.
  15. Neighbourhood Plan – to the note that the Neighbourhood Plan has now been formally adopted by HDC and now forms part of the development plan for Horsham and will be used to determine planning applications.
  16. To consider matters relating to Remembrance Sunday parade road closure – Chairman and Clerk to report.
  17. Any other matters for information only.
  18. Date of Next Meeting – **Wednesday 29 September 2021**

**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: 12/07/2021

## Billingshurst Parish Council Current Year

Page 1

Time: 14:33

## Current Bank A/c

## List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2021	Warm Touch Stores Ltd	CARD	43.50		Coffee pods
01/06/2021	Sui Generis	CARD	485.57		Anti slip strips Jubile bridge
01/06/2021	Colin Ellis / Timpson	012902	18.60		LW mileage + keys
01/06/2021	Sussex Land Services	<del>2328.11</del> DD	2,328.11		GM - May
02/06/2021	WSCC	012882	17,225.59		May salaries + s/light maint.
02/06/2021	Billingshurst Street Pastors	012884	500.00		Grant
02/06/2021	Colin Ellis / Toolstation Ltd	012885	11.96		Tools to repair play kit.
02/06/2021	JPIMedia Publishing Ltd	<del>851.76</del> 012886	851.76		Job advert
02/06/2021	Mulberry & Co	012887	42.00		Planning training
02/06/2021	Billingshurst CCC	012888	2,113.34		April furlough reimb
02/06/2021	CNG Energy Ltd	012889	18.28		Gas s/c
02/06/2021	St Catherine's Hospice	012890	200.00		Grant
02/06/2021	Ballpoint Office Supplies Ltd	012891	159.76		Stationery
02/06/2021	Keith Atherfold	012892	115.00		Stakes for no-mow signs
02/06/2021	A272 Design	012893	641.40		June TWEET/tennis club advert
02/06/2021	A272 Design	012894	490.20		May TWEET
02/06/2021	Surrey Hills Solicitors LLP	012895	360.00		Legal advice Tennis Club
03/06/2021	R Clark	012896	15.48		Litter Warden mileage
07/06/2021	Saxon Wield Homes Ltd	DD	70.29		Garage rental
09/06/2021	Netcom IT Solutions	DD	535.48		IT support
11/06/2021	Studmarc	CARD	206.21		Studs for LSRRG
11/06/2021	Business Stream	DD	165.31		Public toilet water/sewerage
14/06/2021	Restream Inc	CARD	13.85		Restream service
14/06/2021	Netcom IT Solutions	DD	240.50		Phone charges etc.
15/06/2021	A272 Design	SO	490.20		July TWEET
16/06/2021	Mole Valley Count Stores	CARD	60.45		PPE for new Litter Warden
16/06/2021	Studmarc	CARD	52.68		Resin etc for LSRRG studs
21/06/2021	Portal Plan Quest Ltd	CARD	145.00		Planning variation/83a High St
22/06/2021	Netcom IT Solutions	DD	117.00		IT support
23/06/2021	EE & T Mobile	DD	11.53		Mobile phone
25/06/2021	SSE	012897	198.64		Electric 83a High St
25/06/2021	Horsham DC	012898	462.40		Various bin emptying
25/06/2021	Wightman & Parrish Ltd	012899	33.81		Loo cleaning supplies
25/06/2021	Gary Steer Builders Ltd	012900	1,680.00		JF bridge repair+Natts Ln fenc
25/06/2021	Baskets in Bloom Ltd	012901	960.00		High St summer bedding display
25/06/2021	Roland Clark	012903	15.48		LW mileage
25/06/2021	G N Tree Surgery Specialists	012904	672.00		Tree works/ Cleveland
25/06/2021	Robin Nugent Architects	012905	1,473.60		83a H/St architects fees
25/06/2021	Sussex Land Services	012906	1,752.00		SRG play bark + fence repair
25/06/2021	CNG Energy Ltd	012907	16.27		CNG Energy Ltd
25/06/2021	Architectural Plants Ltd	012908	590.00		Works at SRG
25/06/2021	Billingshurst CCC	012909	383.58		Room hire
30/06/2021	NatWest	BACS	16.80		Bank charges
30/06/2021	Sussex Land Services	SO	2,328.11		GM - June
30/06/2021	Tennant UK Cleaning Sol.	DD	161.40		Sweeper service

<b>Total Payments</b>	<b>38,473.14</b>
-----------------------	------------------

## Current Bank A/c

## Cash Received between 01/06/2021 and 30/06/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/06/2021	Billingshurst CCC	102539	BCCC May salary reimb.	4,335.90
01/06/2021	Dauxwood Pre-School	BACS	Gd rent 1/4ly	96.25
01/06/2021	Horsham DC	BACS	Allotment fence S106 + CIL	6,846.34
30/06/2021	NatWest	BACS	Bank interest	3.13
<b>Total Receipts</b>				<b>11,281.62</b>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2021	411	100.00
Business Reserve Account	30/06/2021	415	328,695.08
			<u>328,795.08</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
23/03/2021 012836 Aurac Sound & Vision Ltd		20.00	
11/05/2021 012865 Victim Support		75.00	
27/05/2021 DD SSE		40.08	
01/06/2021 012902 Colin Ellis / Timpson		18.60	
25/06/2021 012897 SSE		198.64	
25/06/2021 012898 Horsham DC		462.40	
25/06/2021 012899 Wightman & Parrish Ltd		33.81	
25/06/2021 012900 Gary Steer Builders Ltd		1,680.00	
25/06/2021 012901 Baskets in Bloom Ltd		960.00	
25/06/2021 012903 Roland Clark		15.48	
25/06/2021 012904 G N Tree Surgery Specialists		672.00	
25/06/2021 012905 Robin Nugent Architects		1,473.60	
25/06/2021 012906 Sussex Land Services		1,752.00	
25/06/2021 012907 CNG Energy Ltd		16.27	
25/06/2021 012908 Architectural Plants Ltd		590.00	
25/06/2021 012909 Billingshurst CCC		383.58	
			<u>8,391.46</u>
			320,403.62
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
18/05/2021 102539		4,335.90	
04/06/2021 102539		4,335.90	
			<u>8,671.80</u>
			329,075.42
		<b>Balance per Cash Book is :-</b>	<b>329,075.42</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 12/07/2021

Billingshurst Parish Council Current Year

Page 1

Time: 11:17

Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 3 - Bonus Saver Account

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver Account	30/06/2021	95	186,355.65
			<u>186,355.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186,355.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186,355.65
		<b>Balance per Cash Book is :-</b>	<b>186,355.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

20/07/2021

## Billingshurst Parish Council Current Year

Page 1

13:45 Detailed Income &amp; Expenditure by Budget Heading 01/07/2021

Month No: 4 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	0	204,390	408,779	204,390			50.0%	
1078 CIL Receipts	0	42,843	0	(42,843)			0.0%	42,843
1080 Bank Interest Received	0	88	450	362			19.5%	
1250 BCCC Management Fee Rcvd	0	0	2,000	2,000			0.0%	
<b>Income :- Income</b>	<b>0</b>	<b>247,321</b>	<b>411,229</b>	<b>163,908</b>			<b>60.1%</b>	<b>42,843</b>
<b>Net Income</b>	<b>0</b>	<b>247,321</b>	<b>411,229</b>	<b>163,908</b>				
6001 less Transfer to EMR	0	42,843						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>204,477</b>						
<u>210 Parks and Open Spaces</u>								
1100 Sponsorships	0	515	1,843	1,328			27.9%	
1225 Parks income	0	96	685	589			14.1%	
<b>Parks and Open Spaces :- Income</b>	<b>0</b>	<b>611</b>	<b>2,528</b>	<b>1,917</b>			<b>24.2%</b>	<b>0</b>
4110 Grass Cutting & Floral Display	0	7,168	30,000	22,832	22,832		23.9%	
4120 Trees	0	560	4,212	3,652	3,652		13.3%	
4130 Miscellaneous Repairs	38,341	55,953	4,212	(51,741)	(51,741)		1328.4%	54,348
4140 Churchyard Maintenance	0	0	800	800	800		0.0%	
4150 Skateboard Park/Ball Court	920	920	526	(394)	(394)		174.9%	
4160 Toilets	54	6,166	3,480	(2,686)	(2,686)		177.2%	
4170 Dog & Litter Bin Emptying	115	1,448	6,500	5,052	5,052		22.3%	
4180 Jubilee Fields-Grounds Maint.	0	405	2,040	1,635	1,635		19.8%	
4190 Jubilee Fields Pavilion	0	0	1,020	1,020	1,020		0.0%	
4200 Jubilee Fields Skate Park	0	4,600	2,040	(2,560)	(2,560)		225.5%	
4210 Play Equip-Inspect/Rep/Repair	0	1,830	1,579	(251)	(251)		115.9%	
4220 SRG Ongoing Maintenance	0	492	2,000	1,508	1,508		24.6%	
<b>Parks and Open Spaces :- Indirect Expenditure</b>	<b>39,429</b>	<b>79,541</b>	<b>58,409</b>	<b>(21,132)</b>	<b>0</b>	<b>(21,132)</b>	<b>136.2%</b>	<b>54,348</b>
<b>Net Income over Expenditure</b>	<b>(39,429)</b>	<b>(78,930)</b>	<b>(55,881)</b>	<b>23,049</b>				
6000 plus Transfer from EMR	37,271	54,348						
<b>Movement to/(from) Gen Reserve</b>	<b>(2,158)</b>	<b>(24,582)</b>						
<u>220 General Admin</u>								
1077 Grants	0	10,122	0	(10,122)			0.0%	12,325
1200 General Admin Income	0	0	8,264	8,264			0.0%	
1215 IT income	0	(14)	0	14			0.0%	
<b>General Admin :- Income</b>	<b>0</b>	<b>10,108</b>	<b>8,264</b>	<b>(1,844)</b>			<b>122.3%</b>	<b>12,325</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4781 Postage	0	240	0	(240)		(240)	0.0%	
General Admin :- Direct Expenditure	0	240	0	(240)	0	(240)		0
4310 Chairman's Allowance	0	0	200	200		200	0.0%	
4320 Solicitors	0	300	3,606	3,306		3,306	8.3%	
4330 Audit Fees	0	(98)	2,040	2,138		2,138	(4.8%)	
4340 Accountants Fees	0	0	510	510		510	0.0%	
4350 Bank Charges	0	63	264	201		201	23.7%	
4360 Insurance	0	0	5,700	5,700		5,700	0.0%	
4370 Subscriptions	0	2,127	3,000	873		873	70.9%	
4380 Office Expenses	0	1,493	4,000	2,507		2,507	37.3%	45
4381 Postage	0	132	700	568		568	18.9%	
4390 Telecomms	0	1,448	5,000	3,552		3,552	29.0%	
4400 Photocopying	0	276	1,500	1,224		1,224	18.4%	
4410 Youth Service-Staffing	0	3,596	14,525	10,929		10,929	24.8%	
4430 Training	35	875	1,000	125		125	87.5%	
4440 Council Comms	0	1,996	5,000	3,004		3,004	39.9%	
4450 Christmas Lights	0	0	12,000	12,000		12,000	0.0%	
4460 IT	240	2,610	6,500	3,890		3,890	40.2%	
4470 Room Hire	0	400	2,040	1,640		1,640	19.6%	
4500 BVH Utility Bills	0	0	3,060	3,060		3,060	0.0%	
4510 H&S and HR Support	0	4,027	3,900	(127)		(127)	103.3%	
General Admin :- Indirect Expenditure	275	19,244	74,545	55,301	0	55,301	25.8%	45
<b>Net Income over Expenditure</b>	<b>(275)</b>	<b>(9,376)</b>	<b>(66,281)</b>	<b>(56,905)</b>				
6000 plus Transfer from EMR	0	45						
6001 less Transfer to EMR	0	12,325						
<b>Movement to/(from) Gen Reserve</b>	<b>(275)</b>	<b>(21,656)</b>						
<u>230 Salaries</u>								
1251 BCC Salary recharge	4,336	13,008	52,271	39,263			24.9%	
Salaries :- Income	4,336	13,008	52,271	39,263			24.9%	0
4000 Salaries	18,006	55,129	227,407	172,278		172,278	24.2%	
Salaries :- Indirect Expenditure	18,006	55,129	227,407	172,278	0	172,278	24.2%	0
<b>Net Income over Expenditure</b>	<b>(13,670)</b>	<b>(42,122)</b>	<b>(175,136)</b>	<b>(133,014)</b>				
<u>240 Village Hall</u>								
4550 BCCC Improvement Loan	0	10,129	20,257	10,128		10,128	50.0%	
Village Hall :- Indirect Expenditure	0	10,129	20,257	10,128	0	10,128	50.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(10,129)</b>	<b>(20,257)</b>	<b>(10,128)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 01/07/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Highways</u>								
1300 Highways Income	0	0	28,256	28,256			0.0%	
Highways :- Income	<u>0</u>	<u>0</u>	<u>28,256</u>	<u>28,256</u>			<u>0.0%</u>	<u>0</u>
4610 Suction Sweeper Maintenance	0	1,443	3,000	1,557		1,557	48.1%	
4620 Other Highway Costs	714	1,085	5,151	4,066		4,066	21.1%	685
Highways :- Indirect Expenditure	<u>714</u>	<u>2,528</u>	<u>8,151</u>	<u>5,623</u>	<u>0</u>	<u>5,623</u>	<u>31.0%</u>	<u>685</u>
<b>Net Income over Expenditure</b>	<u>(714)</u>	<u>(2,528)</u>	<u>20,105</u>	<u>22,633</u>				
6000 plus Transfer from EMR	685	685						
<b>Movement to/(from) Gen Reserve</b>	<u>(30)</u>	<u>(1,844)</u>						
<u>260 Lighting</u>								
4650 Electricity	96	179	500	321		321	35.9%	
4660 Maintenance	0	0	1,100	1,100		1,100	0.0%	
Lighting :- Indirect Expenditure	<u>96</u>	<u>179</u>	<u>1,600</u>	<u>1,421</u>	<u>0</u>	<u>1,421</u>	<u>11.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(96)</u>	<u>(179)</u>	<u>(1,600)</u>	<u>(1,421)</u>				
<u>270 Neighbourhood Wardens Support</u>								
4700 Neighbourhood Wardens Support	0	0	71,400	71,400		71,400	0.0%	
4701 N/Wardens' accommodation	0	1,010	1,020	10		10	99.0%	
Neighbourhood Wardens Support :- Indirect Expenditure	<u>0</u>	<u>1,010</u>	<u>72,420</u>	<u>71,410</u>	<u>0</u>	<u>71,410</u>	<u>1.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,010)</u>	<u>(72,420)</u>	<u>(71,410)</u>				
<u>280 Section 137</u>								
4750 Section 137 Donations	0	2,458	2,500	42		42	98.3%	
4760 Community Transport	0	0	2,000	2,000		2,000	0.0%	
4780 Luncheon Club Room S'Ship	0	0	618	618		618	0.0%	
4790 Billingshurst Centre	0	0	22,000	22,000		22,000	0.0%	
Section 137 :- Indirect Expenditure	<u>0</u>	<u>2,458</u>	<u>27,118</u>	<u>24,660</u>	<u>0</u>	<u>24,660</u>	<u>9.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(2,458)</u>	<u>(27,118)</u>	<u>(24,660)</u>				
<u>300 83a High Street</u>								
1255 83a High St flat net income	0	0	9,537	9,537			0.0%	
83a High Street :- Income	<u>0</u>	<u>0</u>	<u>9,537</u>	<u>9,537</u>			<u>0.0%</u>	<u>0</u>
4555 Purchase of 83a High St	6	12,554	0	(12,554)		(12,554)	0.0%	6
83a High Street :- Direct Expenditure	<u>6</u>	<u>12,554</u>	<u>0</u>	<u>(12,554)</u>	<u>0</u>	<u>(12,554)</u>		<u>6</u>

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4660 Maintenance	0	145	515	370		370	28.2%	
5000 PWLB Repayment	0	0	21,663	21,663		21,663	0.0%	
83a High Street :- Indirect Expenditure	<u>0</u>	<u>145</u>	<u>22,178</u>	<u>22,033</u>	<u>0</u>	<u>22,033</u>	<u>0.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6)</u>	<u>(12,699)</u>	<u>(12,641)</u>	<u>58</u>				
6000 plus Transfer from EMR	6	6						
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(12,693)</u>						
<b>Grand Totals:- Income</b>	<b>4,336</b>	<b>271,048</b>	<b>512,085</b>	<b>241,037</b>			<b>52.9%</b>	
<b>Expenditure</b>	<b>58,527</b>	<b>183,158</b>	<b>512,085</b>	<b>328,927</b>	<b>0</b>	<b>328,927</b>	<b>35.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>(54,191)</b></u>	<u><b>87,890</b></u>	<u><b>0</b></u>	<u><b>(87,890)</b></u>				
plus Transfer from EMR	37,961	55,083						
less Transfer to EMR	0	55,168						
<b>Movement to/(from) Gen Reserve</b>	<u><b>(16,230)</b></u>	<u><b>87,805</b></u>						

Billingshurst Parish Council		Community Infrastructure Levy (CIL)		Spent on:....	Amount spent	Balance
Year received	Amount received					
2018-19 (1 April 2018 - 30 Sept 2018)	2,964.79	Resolving surface water drainage issue to rear of Billingshurst Centre.		1,575.00		
2018-19 (1st Oct 2018 - 31 March 2019)	5,157.92	Perch seat at Manor Fields Play Area		380		
		Install above		98		
		Community Notice Board in Library Car Park		880		
		Sign for above		15		
2019-20 (1st April 2019-30 Sept 2019)	42,483.59	New kitchen at Women's Hall		11,695.24		
		New kitchen at Women's Hall (remaining amount)		1,304.76		
		Two new planters in High St		684.5		
		Xmas Lights power supply		2,760.53		
		New trees on highway		4,050.00		
		Living roof on bus shelter		608.97		
		Cont. to new play area at Dauxwood Pre-School		5,000.00		
2019-20 (1st October 2019-31 March 2020)	23,287.31					
		Water bowser		559		
2020-21 (1st April 2020-30 Sept 2020)	£35,997.11					
		New Litter Wardens base r/o BCCC (Pre-works prof. fees)		8,664.24		
		New Litter Wardens base r/o BCCC		66,600.20		
		Improvements to FP Lordings Road		2,150.00		

The Parish Council is obliged to publish details of any CIL monies received in each financial year, and what it has been spent on.



**BILLINGSHURST PARISH COUNCIL**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**WEDNESDAY 28 JULY 2021**

**FUNDING OF AUDIO EQUIPMENT (FOR BROADCASTING OF MEETINGS)**

**REPORT BY CLERK**

**FOR DECISION**

At the Council meeting on 14<sup>th</sup> July, Members discussed the need for additional equipment to improve the sound quality of meetings being broadcast over the internet.

It was resolved that *the Council continues to stream meetings whenever possible, and the Finance & General Purposes Committee be charged with allocating funds accordingly. (Min 72/21 refers).*

(Officers are reassured that additional equipment set-up tasks will be minimal.)

Cllr Craig Gale has revised the likely cost to take into account the need for an additional (boundary) microphone, for when meetings are being broadcast from Committee Room 2.

The total cost is confirmed as £1,505.

There is no readily available budget for this. The existing IT budget is already under pressure due to the transition from server to cloud document hosting.

Most other Earmarked Reserves were reduced last year due to the need to make provision for the replacement skate park and works at 83a High St.

Using CIL may not be appropriate.

General Reserves are already slightly below what they ought to be, as highlighted in the most recent Internal Audit Report.

The Billingshurst Centre does hold significant reserves, which have been a useful cushion in recent years when expenditure had exceeded income. However, it is under no obligation to hold minimum reserves, unlike the Council. It could purchase the equipment, and then charge an appropriate hire fee per booking. This would give additional income to the Centre, and over time, the Centre's outlay would be recouped.

The Committee is invited to confirm how it wishes to fund this audio equipment.

**BILLINGSHURST PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE**

**28 APRIL 2021**

**TRAFFIC CALMING WORKING PARTY**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

Min 64/21 of the Committee on 28<sup>th</sup> April last:

*To consider a proposal for managing requests for traffic calming.*

*As a result of the Clerk seeking a steer on how to respond to continuing requests from residents across the parish for traffic calming, Cllr Paul Berry suggested that the Council consider setting up a Working Party of local residents and Cllrs, to consider, prioritise and take forward traffic calming schemes. It was agreed that in the interim, via an article in the TWEET etc., residents would be invited to contact the Council if they were interested in serving on such a group. If there was a significant level of interest, the Council could then determine how the group might operate.*

I am pleased to report that the Council has received 11 expressions of interest to join such a Working Party.

Cllr Paul Berry has kindly offered

*to take the lead and arrange, initially, a public meeting. I would like to invite reps from WSCC highways, Community Speedwatch, Neighbourhood Wardens, Sussex Police as well as our district and county councillors.*

The Committee is invited to consider Cllr Berry's offer.

[Note, the remit of the Working Party to exclude East Street and High Street which consultants are currently studying with a view to preparing a design for suitable measures, expected later this year.]

**BILLINGSHURST PARISH COUNCIL**

**FINANCE & GENERAL PURPOSES COMMITTEE**

**28 JULY 2021**

**PUBLIC OPEN SPACE (POS) ADOPTION, KINGSLEA FARM**

**REPORT BY CLERK TO THE COUNCIL**

**FOR DECISION**

The Council has received the following from Horsham District Council (HDC):

*RE: S106/19/0010 Kingslea Farm Marringdean Road Billingshurst*

*As part of the S106 obligations secured for the above development contributions are required from the developer towards the following:*

*Natural Areas of Play - £27,158.40 index linked to be used by the District Council towards Management and Maintenance of the Natural Areas of Play if it's transferred to the DC or Nominee pursuant to Schedule 2 part 3 of the legal agreement.*

*Open Space (shown shaded green on Plan 3) - £279,554.60 Index linked to be used by the District Council towards Management and Maintenance of the Natural Areas of Play if it's transferred to the DC or Nominee pursuant to Schedule 2 part 3 of the legal agreement.*

*Please can you advise whether Billingshurst Parish Council would as a Nominee be interested in taking on the Management and Maintenance of the open space and play area responsibilities.*

*The Council's Landscape Officer is going out in site this Thursday to confirm that the site is acceptable to transfer as necessary. If Billingshurst Parish Council do not wish to take on the maintenance and management, then a third party will be appointed by the land owners to take the responsibility.*

A map showing the area of adoptable POS is attached.

The Parish Council has in the past adopted public open space for example, Cherry Tree Close, Jubilee Fields and Cranham Avenue. The Council is not obliged to adopt such spaces; ordinarily, the main consideration is *does the Council have the capacity to look after such spaces.*

The sums that are received along with such transfers are known as commuted sums

The legal definition for the term 'commuted sum' in relation to the adoption of new infrastructure is:

A payment of a capital sum by an individual, authority or company to the highway authority, local authority or other body, as a contribution towards the future maintenance of the asset to be adopted or transferred.

In respect of public open space, the sum typically represents 20 years maintenance. HDC confirm that the POS would only be transferred once all outstanding works are finished. (Some items - seats and play equipment are incomplete.)

Officers have visited the site and consider the location and nature of the spaces make it fairly low maintenance:

- a. Most of the trees are young with several mature trees at the periphery but the site would be added to the Council's tree maintenance regime.
- b. The Litter Wardens advise that one visit per site per week should be sufficient to pick up litter and inspect the minimal pieces of play equipment. The total number of Litter Wardens hours was increased by 31 hours on 1<sup>st</sup> April this year and this additional duty could easily be accommodated. There are no litter bins.
- c. I have asked the Council's Grounds Maintenance Contractor, to price adding the site to the existing contract. I have asked HDC if there is a Management Plan for the site defining how each area is to be maintained, but in the absence of that, and given that the whole site is currently meadow-like, we could assume a meadow-type cutting regime, i.e. all areas cut once each autumn, and a low-cut grass path through the whole site at all times.

Ordinarily, any Council would be mindful of taking on additional responsibilities. However, whilst commuted sums are given to reflect so many future year's maintenance costs, councils are not obliged to ring-fence the original sum for the purpose for which it is given, unless the agreement states that it should. This particular agreement states that it should be ring-fenced, however we could insist that this obligation be waived as a condition of the Parish Council taking it on, which would be more practical for us, as trying to separate out the cost of grounds maintenance, litter picking and tree management from larger contracts so they could be recharged to a specific ring-fenced reserve would be cumbersome.

Members will be mindful that the most recent Internal Audit Report commented that the Council's General Reserves are on the low side. In addition, the Council has an ambitious capital program which is under some pressure. Notably, but not exclusively:

- a. We have earmarked £100,000 towards a replacement skate facility at Jubilee Fields, and even with some S106 funds that will hopefully be secured via HDC, it will be insufficient.
- b. The Litter Wardens currently use their own vehicles to travel around the parish, often carrying tools and litter; this is not ideal and the Council should be looking to purchase its own vehicle, which it could house in the new garage which is due to be started this year. There is no budget for this currently.



- c. The mechanical sweeper is becoming increasingly costly to maintain and will need replacing in the future. There is no budget for this currently.
- d. Existing maintenance budgets have had to burden replacement of many of the wooden play/trim trail/ bridges etc at Jubilee Fields which, having all been constructed at the same time, have all started to fail at the same time.
- e. Members have expressed a willingness to support financially the BSRA in some way to deliver various improvement across Jubilee Fields including drainage.
- f. The railings on Alicks Hill are in need of replacement.

Although the Council is starting to benefit from Community Infrastructure Levy (CIL), rising from 15 to 25% with an adopted Neighbourhood Plan (NP), this too is already being put to good use but is unlikely to be sufficient to meet an ambitious capital program.

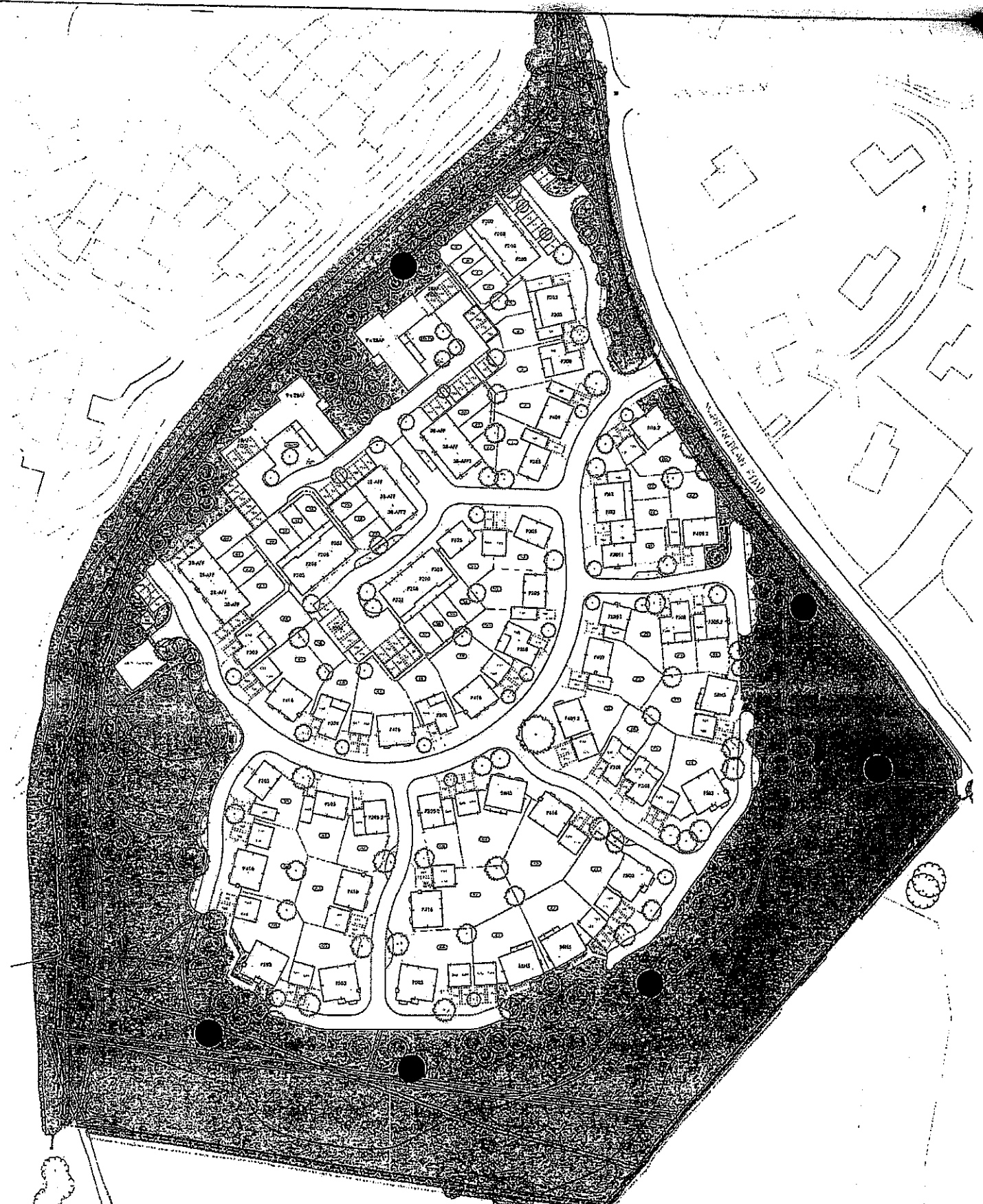
Whilst the Council would need to raise budgets slightly next year to meet the additional costs of adopting this POS (I doubt the transfer would take place this side of 1<sup>st</sup> April 2022 given outstanding works and legal process) I consider that such an adoption would be a unique opportunity for the Council to acquire a significant capital sum to which it could use to bolster its general reserves / meet the cost of forthcoming/future projects for which the Council is unlikely to be able to fund through Council Tax, S106, CIL or other funding streams and largely relate to open space in the parish.

The Committee is invited to consider adopting POS at Kingslea Farm and if agreeable, subject to the following conditions:

- a. That the site is completed to the District and Parish Councils' satisfaction;
- b. That the trees have been inspected and any works carried out;
- c. That the Council is not obliged to ring-fence the commuted sum.

Notes.

- 1. This would ordinarily have gone to the Property Committee first, but as it is largely financial and HDC need a response ASAP, it has come to this Committee directly.]
- 2. The estate is all Longhurst Drive, named after a former prominent Parish Cllr.



● - NATURAL PLAY EQUIPMENT

HEAD OF LEGAL &  
DEMOCRATIC SERVICES

PLAN 4



**COUNTRYSIDE**  
Partnership  
**OMEGA**  
PARTNERSHIP  
Omega Partnerships Limited, Architects and Urban Designers  
Glenaven House, 35 Carrigan Road, Clayside, Burrell, KT20 0W  
T: 03372 470319 W: www.omegapartnership.co.uk

COUNTRYSIDE PROPERTIES LIMITED  
MARRINGDEAN ROAD, BILLINGSHURST  
OPEN SPACE PROVISION

1:1000 @ A3 JANUARY 2016  
PLANNING  
2414-A-1015-W

