



Registered Charity No. 227480

To All Councillors,

You are summoned to an **ONLINE** meeting of the **Billingshurst Centre 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 27 January 2021 at 7pm**. 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

Handwritten signature: G.C. Burt

21 January 2021

AGENDA

1. Chairman's Announcements
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 25 November 2020 previously circulated; to confirm and sign the minutes as a correct record.
5. To note that the December 2020 meeting was cancelled due to lack of business.
6. Matters Arising – **not separate agenda items.**
7. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
8. To approve payments for November 2020 - Appendix A.

9. To approve payments for December 2020 - Appendix **B**.
10. To approve Bank Reconciliations Current & Main Reserve Accounts to November 2020 - Appendix **C**.
11. To approve Bank Reconciliations Current & Main Reserve Accounts to December 2020 - Appendix **D**.
12. To approve Bank Reconciliation Second Reserve Account to October 2020 - Appendix **E**.
13. To receive an update on new garage and appoint contractor - Appendix **F**.
14. To receive Centre Manager's Report for January - Appendix **G**
15. Any other matters for information only.
16. Date of the Next Meeting – **Wednesday 27 February 2021**

MEMBERS: GA, KP, SW, SD, CG, RM

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: 19/01/2021

Billingshurst Community Centre Current Year

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Time: 11:49

Natwest Bank Accounts

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2020	Ballpoint Office Supplies Ltd	003736	41.93		Envelopes
04/11/2020	Billingshurst Parish Council	003737	4,224.77		Payroll recharge Oct 2020`
04/11/2020	Casual Staff	DD	794.77		Casual staff salaries Oct 2020
10/11/2020	Pyzer Cleaning Services	003739	249.60		Centre cleaning contract
11/11/2020	HMRC	DD	1,478.30		VAT to Sept 20
16/11/2020	Sussex Land Services	003740	228.00		Grounds maintenance Oct 20
19/11/2020	OPUS energy	1140791	521.45		Electricity to 03.11.20
23/11/2020	Southern Electric	03264641	516.67		Gas Oct 20
24/11/2020	Billingshurst Parish Council	003741	2,000.00		Centre Services agreement
25/11/2020	Casual Staff	DD	572.69		Casual Staff salaries Nov 2020
26/11/2020	Horsham District Council	0460680000	30.35		Refuse collections Oct 2020
Total Payments			10,658.53		

Date: 21/01/2021

Billingshurst Community Centre Current Year

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Time: 10:52

Natwest Bank Accounts

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Billingshurst Parish Council	003742	4,224.77		Payroll reimbursement Nov 2020
04/12/2020	Pyzer Cleaning Services	003743	144.00		Centre cleaning Nov 2020
08/12/2020	Petty Cash	Petty cash	20.00		Petty Cash Dec
08/12/2020	Zip Heaters UK Limited	003744	286.41		Water heater repair/ service
09/12/2020	Sussex Land Services	003745	228.00		Grounds Maintenance Nov 20
10/12/2020	APC	CARD	44.99		APC
21/12/2020	Southern Electric	DD	381.14		Gas November 2020
21/12/2020	Horsham District Council	Direct Deb	30.35		Refuse collections
21/12/2020	OPUS energy	D/D	435.83		Electricity Nov 2020
21/12/2020	Casual Staff	BACS	386.74		Staff Wages December 2020
Total Payments			<u>6,182.23</u>		

Bank Reconciliation Statement as at 08/12/2020
for Cashbook 1 - Natwest Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	30/11/2020	38	100.00
Business Reserve Account	30/11/2020	226	86,707.82
			0.00

86,807.82

Unpresented Cheques (Minus)

Amount

17/03/2020 003683 Nationwide	301.50
10/11/2020 003739 Pyzer Cleaning Services	249.60
16/11/2020 003740 Sussex Land Services	228.00
08/12/2020 Petty cash Petty Cash	20.00

799.10

86,008.72

Receipts not Banked/Cleared (Plus)

30/11/2020 BACS	1.58
30/11/2020 001716	11.00
07/12/2020 001716	168.68
08/12/2020 001716	13.95

195.21

86,203.93

Balance per Cash Book is :-

86,203.93

Difference is :-

0.00

Date: 20/01/2021

Billingshurst Community Centre Current Year

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Time: 13:01

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Natwest Bank Accounts**

User: DENISE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	31/12/2020	43	100.00
Business Reserve Account	31/12/2020	231	82,336.32
			0.00
			<u>82,436.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/12/2020 003745 Sussex Land Services		228.00	
			<u>228.00</u>
			82,208.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,208.32
		Balance per Cash Book is :-	82,208.32
		Difference is :-	0.00

Date: 01/12/2020

Billingshurst Community Centre Current Year

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Time: 11:30

Bank Reconciliation Statement as at 25/11/2020
for Cashbook 3 - Natwest 1042

User: DENISE

- 2 DEC 2020

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	30/10/2020	27	60,203.14
			<hr/> 60,203.14
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60,203.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60,203.14
		Balance per Cash Book is :-	60,203.14
		Difference is :-	0.00

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BILLINGSHURST PARISH COUNCIL
CENTRE COMMITTEE
WEDNESDAY 27 JANUARY 2021

NEW GARAGE FOR LITTER WARDENS
REPORT BY CLERK
FOR DECISION

The Council currently rents a garage in Coombe Hill to store the Sweeper and other kit. It has no water or electricity; staff are no longer able to park on the forecourt nor allowed to keep diesel fuel there for the sweeper; this has to be kept in the store at the public toilets.

At the Council's request, the Trustees of the Billingshurst Centre agreed to take forward a project to build a new double garage/store /workshop to the rear of the Centre, on the site of an unused brick bin store (since demolished – see Manager's Report.) This would centralise the Litter Wardens operations, allow for a bench etc for minor repairs, and also accommodate in due course a vehicle, possibly electric. At present staff use their own vehicles to clean bus shelters in outlying areas etc and to ferry kit. It had been the intention that the Centre would fund the project, thought to be initially about £30k, from its own reserves, and then charge the Council a commercial rent, giving the Centre another income stream. Planning permission and necessary building regulations are now all in place. Tenders were invited and the lowest received was £64,798. (Tender report attached.) Further professional fees on top of this would be £5,0170. bringing the total cost to £69,968.

Given that the reserves of the Centre are now required to provide a vital cushion for the Centre in these uncertain times, the Parish Council has agreed that it is appropriate for it to be funded from Community Infrastructure Levy (CIL), including a rebate from CIL of funds expended to date.

Once completed, the rent of the facility to the Council will give the Centre the income stream as originally envisaged.

The Committee is invited to

- a. Note that the Council will allow the Centre to use CIL funds to construct this facility.
- b. Accept the tender from Valley Builders accordingly, in the sum of £64,798.

BILLINGSHURST CENTRE
ROMAN WAY
BILLINGSHURST
RH14 9QW

**DEMOLITION OF EXISTING BIN STORE AND CONSTRUCTION OF EQUIPMENT
STORE/GARAGE**

TENDER REPORT

1. Tenders invited

Seven contractors were invited to submit a bona fide tender for the Works described in the Specification of Works dated May 2019 and the drawings listed therein.

Tenders were invited from:

- CBRE, of London
- Gary Steer, of Billingshurst
- Green Build UK, of Horsham
- SCG Commercial, of Burgess Hill
- Sherlock and Neal, of Rusper
- ST Construction, of Wallington
- Valley Builders Ltd, of East Grinstead

2. Tenders received

CBRE withdrew from the tender process on the 27th March 2020 following the announcement of the lockdown due to Covid-19.

Tenders were received from Green Build UK and ST Construction by the date for receiving tenders.

Due to technical difficulties as a result of the Covid-19 lockdown, Sherlock and Neal and Valley Builders Ltd submitted their tenders after the deadline.

No tender was received from SCG Commercial or Gary Steer.

The Tenders received were:	£	time of start	time on site
- Valley Builders Ltd	63,123.00	TBC	TBC
- Green Build UK	68,080.00	4 weeks	12 weeks
- ST Construction	73,006.37	2 weeks	8 weeks
- Sherlock and Neal	76,417.04	3-4 weeks	12-16 weeks

The sums are exclusive of VAT and Local Authority and Consultants' fees.



3. Tender documents

The Tender Documents consisted of:

1. The Specification of Works dated October 2019.
2. Our drawing nos. 19723/300BR, 310BR, 311BR, 320BR.
3. Construction Notes.
4. Planning Drawings and Decision Notice.
5. The Structural Engineer's drawing nos. 19-1976-01A, 19-1976-02A, 19-1976-03A, 19-1976-04A, 19-1976-05A, 19-1976-02-01-A.

4. Qualification and un-authorized amendments

Due to the current COVID19 situations the qualifying tenders were received and left unopened. After consultation with the Clerk the others were invited to submit their tenders. Upon receipt all tenders were open concurrently.

Green Build UK and ST Construction submitted their Form of Tender duly completed with their tender price and a priced copy of the Specification of Works in support of their Tender and in accordance with the tender procedures set out in the Specification.

Sherlock and Neal, due to the lockdown for COVID19 were unable to provide the priced copy of the Specification by the date and time specified, although they did provide their own tender summary by the 22nd April 2020.

Valley Builders Ltd, due to the lockdown for COVID19 were unable to provide the priced copy of the Specification by the date and time specified, although they did provide this on the 29th April 2020.

5. Examination of the tenders

The Tendering procedure was conducted in accordance with the Code of Procedure for Selective Tendering and contractors were to be given the opportunity of correcting genuine errors in pricing or arithmetic or withdrawing the offer.

The Tender received from ST Construction was found to contain an arithmetic error. The Tenderer was notified and asked if they would like to correct their figure in accordance with the Code of Procedure. They agreed to honour their submitted sum shown above in item 2 of this report.

Valley Builders Ltd included an additional sum for the Goxhill roof tiles and cast aluminium which was added to their submitted tender in order to provide a like-for-like cost comparison with the other submitted tenders. This increased their tender value by £1,675.00.

The Tenders were examined and all items were either found to be priced or indicated as noted. Where no such note was included in the priced copy of the Specification of Works the Tenderers confirmed that they were noted and the item was included.

The following qualifications were included:

Green Build UK

None.

Sherlock and Neal

1. Provisional sum of £800.00 for item 7.2 Joinery
2. Provisional sum of £5,000.00 for item 8.0 Doors and Ironmongery
3. Provisional sum of £2,500.00 for item 9.0 Wired Services
4. No allowance made for Building Control Fees
5. No allowance made for Asbestos Survey or removing of toxic materials

ST Construction

None.

Valley Builders

1. Not included separate insurance for the adjoining property as we would need to discuss the access available to carry out the works up to and over the boundary before our insurers could quantify this item
2. Have assumed that for tender purposes we would only be working close to but not over the boundary and that a suitable method of working can be agreed so that no damage/works are required to the neighbouring property fence/trees.
3. Excluded for now the cost of potentially diverting the gas supply as this would need co-ordinating with Southern Gas networks. They would need authorisation from the client to engage with ourselves over this matter.
4. Assumed for tender purposes that no other services are present under/above ground and that if any are found when scanning the site these will be subject to a variation to be set against a Provisional Sum.
5. Included a Provisional Sum of £750 for getting the electrical supply from the main building into the new building, including any Trenching/BWIC as access into the main building is prohibited at present due to Covid-19 measures.
6. Allowed for the foundations up to max 1m below grd level
7. Allowed for facing bricks PC £600/1000
8. Allowed for Marley Acme double camber plain clay machine made roof tiles which match the ones on the main building. The Goxhill ones would be an additional £1,322.00 + vat if required.
9. Allowed for brown deepflow upvc guttering to match the main building.
10. Allowed for the Euroll roller garage doors as specified but subject to confirmation of details, we have allowed for Garador Personnel Carlton side door in white
11. The drawing refers to painting hatching on block paving but this is not mentioned in spec or allowed
12. Not included for the workbench pending further details of specification required.



Specification Cost Breakdown

BILLINGSHURST GARAGE

No.	Item	Green Build UK	Sherlock and Neal	ST Construction	Valley Builders	
	Preliminaries		£ 9,967.44	included	£ 12,410.00	
1.0	General	£ 300.00	-	included		
2.0	Limitations	-	-	included		
3.0	Temp Works	£ 850.00	£ 950.00	included		
4.0	Demolition, Prep and Excavation	£ 950.00	£ 24,409.60	included		see qualifications
5.0	Dismantling Structures	£ 900.00		included		see qualifications
6.0	The Works					
6.1	Bin store	£ 1,550.00	-	£ 2,241.98	£ 1,306.00	
6.2	Retaining Wall	£ 2,825.00	£ 3,781.00	£ 571.63	included	
	Groundworks			£ -	£ 14,533.00	
6.3	Brickwork	£ 40,245.00	£ 22,069.00	£ 32,384.27	£ 10,780.00	PS
	Roof works			£ 18,616.22	£ 8,202.00	Add
					£ 1,322.00	Goxhill
6.4	Drainage	£ 2,635.00	£ 1,460.00	£ 2,415.27	£ 2,939.00	
					£ 353.00	cast aluminium
7.0	Finishes and Joinery					
7.1	Floor finishes	£ 450.00	-	£ 872.41	£ 360.00	
7.2	Joinery	£ 600.00	£ 800.00 PS	£ 376.25	excluded	
8.0	Doors		£ 5,000.00 PS			
8.1	Doors	£ 5,660.00	-	£ 5,917.50	£ 3,850.00	
8.2	Ironmongery	£ 200.00	-	£ 200.00	included above	
9.0	Wired Services		£ 2,500.00 PS			
9.1	Electrical installation	£ 1,365.00	-	£ 1,587.50	£ 1,950.00	PS
9.2	Lights		-	£ 682.13	included	
9.3	Power	£ 850.00	-	£ 962.50	included	
9.4	Test	£ 150.00	-	£ 281.25	included	
10.0	Decoration	£ 950.00	£ 480.00	included	£ 430.00	
11.0	Landscaping Works	£ 1,400.00	-	£ 500.00	£ 1,363.00	
12.0	Completion	£ 1,200.00	-	£ 437.50	included	
13.0	Prov/Contin					
13.1	Additional ground excavation	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
13.2	Retaining wall	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
13.4	Contingency	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	
Total		£68,080.00	£76,417.04	£73,046.41	£ 64,798.00	

6. Tender Assessment

Three tenderers included the periods to the commencement of the Works and the construction of the Works, Valley Builders' periods are to be confirmed. Periods submitted differed between the three tenders received ranging from the lowest from ST Construction of eight weeks on site and the highest from Sherlock and Neal of 12-16 weeks on site.

The Tender Sums provided by all four Contractors were of comparable figures.

7. Contractor's appointment and programme

Although Valley Builders Ltd were late in submitting their tenders due to the COVID19 uncertainties, they submitted a priced specification and clearly identified the qualification. They have considerable experience from similar projects. Having submitted the lowest price their Tender should be considered for acceptance for the construction of the Works.

Horsham District Council have granted Planning Consent for the Works, all Conditions must be adhered to.

Quadrant have been appointed as the independent Building Control and a Building Regulations application for the Works has been submitted through them. Items raised as outstanding in their full plans assessment must be addressed and adhered to.

The CDM Regulations 2015 will apply, a Principal Designer has been appointed and the tenderer will act as the Principal Contractor in order to comply with the Regulation.

You should check other items require resolution before commencement on site in particular but not exclusively; presence of the gas kiosk and supply pipe may require moving, enquiries should be made to Southern Gas Network as soon as possible and any relocation should be undertaken prior to Works commencing on site if required. Costs associated with this have not been included within the tenders.

Chelsey Carter
Ba(Hons)

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CC/gen/17680
04 May 2020

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE**CENTRE COMMITTEE****27 JANUARY 2021****MANAGER'S REPORT FOR INFORMATION**

Ordinarily in the past as we move into a new year I would have started by wishing you all so, but as the situation lies it's been anything but that so far, 2021 sadly at this time looks not too dissimilar to 2020. As I write my report we are currently enduring our 3rd lockdown the only difference this time is the hope that once vaccinations are rolled out and it's established that the country is on top of COVID-19 we may look to a more positive future, fingers crossed that is on the horizon.

On the subject of vaccination, I have not been approached by WSCC since the first initial email back in November; having chased them before the Centre closed for Christmas it was left that they would contact us if the facilities met with their requirement. I am assuming at this point, due to lack of trained staff, shortages of the vaccine and keeping it more in-house we may not be used. I do have a regular hirer who would like to book the Council Chambers once lockdown has been lifted so there will need to be a review of how long I can realistically keep the room available for the NHS.

Despite the lockdown Hidden Hearing have been able to continue their clinics with us as they are deemed an essential service, but sadly apart from that booking all others have been suspended until restrictions lift again.

Due to the loss of bookings caused by lockdown, I decided to furlough Denise and Lesley until further notice; until anything drastically changes there seemed very little point in us all being here, I am able to keep on top of the accounts and monitor emails for now.

Colin and Roland have been removing the wall in the rear car park in preparation for the garage as there have also been reports of drug-taking place there as it offered privacy so taking it away has eliminated any anti-social behaviour.

Some time ago, the Council put forward the Centre Car Park (and Jubilee Fields) as suitable locations for Electric Vehicle (EV) charging points to WSCC who were looking to award a County-wide contract to a suitable infrastructure provider. The Clerk has sought an update from WSCC who advise this has been delayed due to tendering complications and of course the current national situation. They hope to make progress this year and have assured us that we're still on the list! (The idea is that by taking a county-wide approach, contractors will be encouraged to provide charging points in less-profitable locations, in exchange for being allowed to provide the same in the more lucrative areas.)

The Committee is invited to note this report.