

To All Councillors on the Property Committee,

But

You are hereby summoned to attend a Meeting of the Property Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 15 September 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

9 September 2021

AGENDA

- 1. Chairman's Announcements
- 2. Apologies for Absence.
- 3. To receive Declarations of Interest and notification of change to members' interests.
- **4.** Approval of the Minutes of the Property Committee meeting held on 16 June 2021, previously circulated, to confirm and sign the minutes as a correct record.
- 5. Matters Arising not separate Agenda items
- **6.** Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman
- 7. To consider the quotation from Cambian Engineering Solutions for the replacement skate park at Jubilee Fields and agree a way forward Appendix A.
- 8. To consider proposals for enhanced Christmas Lights in Village Centre, Appendix B.
- **9.** To confirm the letting of a new lease to the Trustees of Adversare Village Hall for 7 years, Appendix **C.**
- 10. To approve phased replacement of existing bollards around Adversare Green, Appendix D.
- 11. To consider possible projects to be funded from the Welcome Back Fund, Appendix E.
- 12. To receive property updates, for information only, Appendix F.

- 13. Any other matters for information only
- 14. Next Meeting: 17 November 2021
- 15. Exclusion of Press & Public
- 16. To receive an update on BSRA lease, Appendix G.

Committee Members: BB, PB, SD, DH, RM, CG, GA

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.

PROPERTY COMMITTEE

WEDNESDAY 15 SEPTEMBER 2021

REPLACEMENT SKATE PARK – JUBILEE FIELDS

REPORT BY CLERK

FOR DECISION

Last autumn, the Council undertook an extensive public consultation on designs for a replacement skate park at Jubilee Fields. Several designs from different suppliers (based on concept suggestions from users) were shown and overwhelmingly, the response was in favour of a design from Cambian Engineering Solutions.

The Council resolved to ask Cambian Engineering Solutions to take on board any comments received during the consultation and price the design accordingly.

Following some chasing, Cambian Engineering Solutions subsequently quoted – attached, although the existing ramps have since been removed, being beyond economic repair.

Given the high cost, Cambian Engineering Solutions have suggested two phases.

Phase I

£142,457

Phase II

£147,072

The Council have budgeted £100,000 and anticipated receiving S106 (for the enhancement of open space etc) contributions via HDC towards the scheme.

HDC have since advised that as the Council have not followed a formal tender process for a project of this magnitude, they cannot release S106 funds on this occasion. E-mail correspondence attached. It is noted that HDC never confirmed what S106 might have been available.

The two options available are:

- 1. Restart the project along the lines suggested by HDC, which would incur considerable professional costs and prolong the wait for the new facility.
- 2. Continue with the project as originally envisaged, accepting the quote for Phase I, using the £100k budgeted, and meet the difference using a commuted sum anticipated on 1st April from the adoption of a tranche of Public Open Space <u>or</u> from the Council's CIL fund. (And ensure that the S106 sum not able to be claimed for this project, is claimed for another project.)

The Committee is invited to determine a way forward.



Project Proposal: Billingshurst Skatepark Redevelopment

> Produced By: Document No:

Piers MD Chapman CB017-002

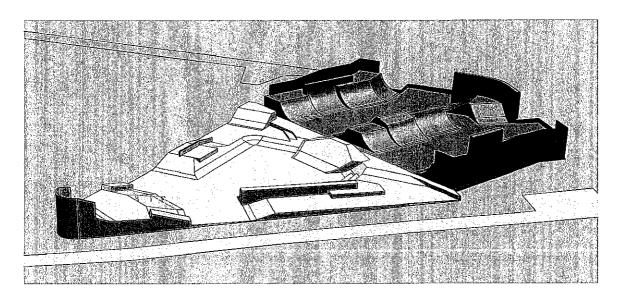
Date of Issue:

14th August 2021

Revision: A



Billingshurst Skatepark Redevelopment - Proposal Summary



Our proposal details the redevelopment of Billingshurst skatepark based on the Cambian design issued at consultation stage, and implemented using a combination of our unique hybrid design for all ramp areas, and reinforced concrete for parts of the street plaza features.

Working with Cambian on your project will deliver the following benefits:

- The best design scheme considered, implemented by its architects
- The most forward thinking and driven partner in the industry
- The ultimate user experience drawing on many years' experience
- Highest quality installation, manufactured in-house, in Sussex
- A unique system, delivering the most durable skatepark product on the market
- Exceptional value & service for the entire product lifecycle

The cost for implementation of our indicative design proposal, with options for phased execution of the two distinct areas is as follows:

Phase 1 - Ramp Park - £142,457

Phase 2 - Concrete Street Plaza - £147,072

Scheme total - £289,529 exVAT

A final design for the scheme will be developed based on the content of this proposal, and once the constraints for the project are better defined.

Additionally, final terms are subject to further discussion, primarily as a result of unprecedented raw material market conditions, affecting both price and availability.



Project Details

Project Title	Billingshurst Skatepark
Project Area	2021 Redevelopment
Project Code	CB017_002
Client Details	Billingshurst Parish Council, Billingshurst Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW Contact: Greg Burt (Clerk) Tel: 01403 782555 Email: clerk@billingshurst.gov.uk
Site Details	Jubilee Fields, Billingshurst Contact: TBA Tel: TBA Email: TBA

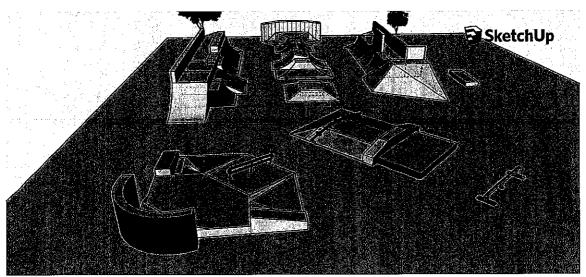


Project Background

For many years, the skatepark in Billingshurst had been an asset to the local community. However, the traditional methods of construction, whilst industry standard at the time of creation, were primitive and ultimately lead to the decay of the structure over a number of years. Whilst a maintenance programme had kept the ramp in service until 2021, its replacement was already overdue when the decision to remove the structure was taken.

A collective of local users have campaigned for the facilities replacement for some time, and as part of this had prepared some idealised designs. These designs were provided to contractors, for interpretation and submission of a design the site. Following a user consultation undertaken online, Cambian's design submission received an overwhelming majority of votes, and hence was selected by the parish to take forward to further costing and implementation.

It was noted at the time of submission that the original user's scheme was too large to implement on the site, and that the cost of implementation would likely exceed budgetary constraints. Additionally, levels on site, which fall by approx. 2m from NE to SW, would mean that an alternative design would need to be developed for practical implementation.

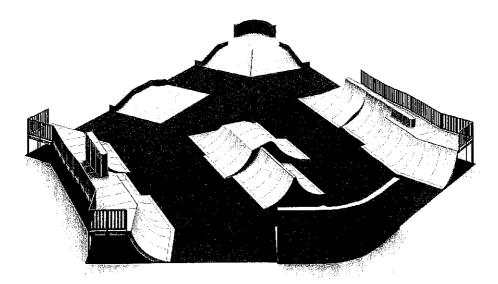


Consultation stage User's design proposal

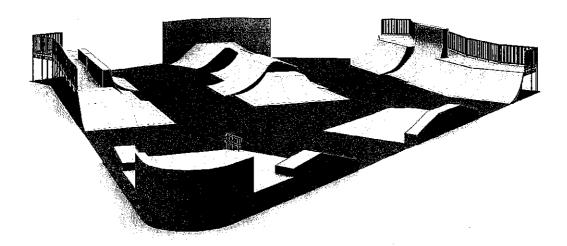


Consultation Stage Design Proposal

Cambian's submission at consultation stage was based on an interpretation of the user requirements, incorporating many of the features, although not all owing to the special limitations of the site. The design is shown in the following computer-generated images:



View facing South-East



View facing North-East

The proposal was well received, although as noted at the time, there remain some practical considerations and site constraints which require resolution in the development of a final scheme for the site. Additionally, consideration of a defined budget is likely to be necessary in order to be able to develop a final proposal which is economically viable. The following sections explore some aspects of these considerations, following which a potential scheme in principle is put forward, along with indicative costs for the implementation.

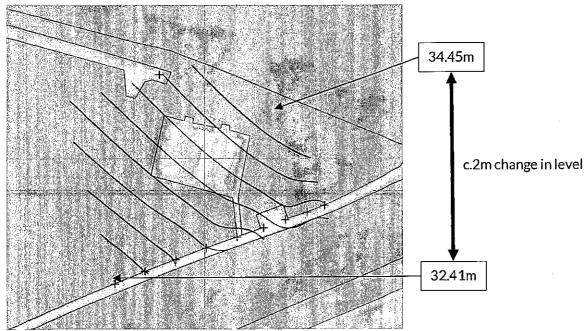


Design Considerations and Development

In order to progress the project, we have looked to prepare a revised concept design against which indicative costings are presented. Whilst this does not represent a fully optimised design, the intention that it assists further with dialogue and will subsequently enable definition of the requirements and constraints for the project, such that a final proposal can be developed. The following sections note various aspects which require consideration in the development of a final design.

Levels & Gradient of Site

A significant feature of the site is the change in level of c.1.75m falling from NE to SW corners. The pre-existing smaller facility resides on an area which had been graded to provide drainage with a fall of c.0.6m N to S. When considering a larger scheme based around a single level, such as that presented at consultation stage, a significant amount of ground works would be required in order to provide a suitable base, graded to allow drainage slope of 1 to 2%.

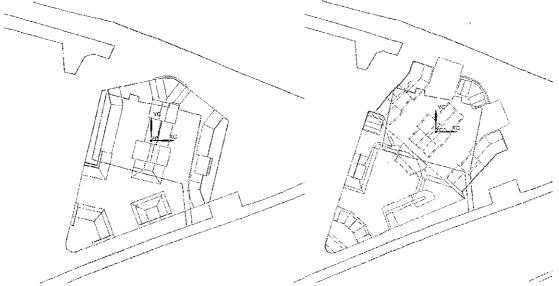


Levels above sea on site - Contour interval 0.2m

Orientation and Extent of Site

The extent and positioning of the skatepark within the site is critical to the broader context of the design. Our original proposal, whilst much larger than the pre-existing ramp, remains not large enough to achieve two discrete areas that can be positioned on different levels in order to mitigate the changes in level. As part of our development of the design for this indicative proposal we have re-orientated the ramp park, and expanded the lower-level street areas to the maximum extent of the site.





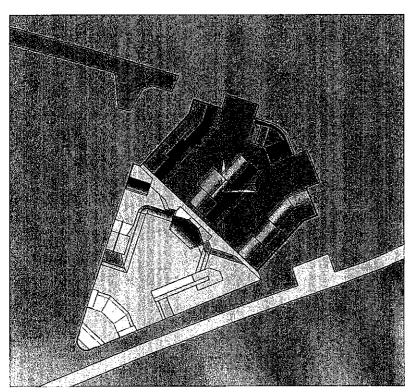
Positioning & Orientation - (L) Consultation Stage - (R) Indicative Proposal

Options for a Phased Implementation

It is anticipated that budgetary constraints will limit the final scheme design, this can be better understood once a budget is established and a final proposal can be developed with this in mind. However, the indicative proposal put forward, with separate ramp and street areas, may be implemented in two distinct phases:

Phase 1 - Initial groundworks & implementation of the ramp park (blue below)

Phase 2 – Construction of concrete street area on lower terrace (grey below)



Example phased implementation



Peripheral Users & Passive Segregation

Located within the outdoor community space of Jubilee fields, there are two significant groups of other users within the immediate vicinity of the skatepark site. The football fields to the West directly adjoin the boundary, which obvious issues of stray footballs to consider. To the South is the main pedestrian thorough fair, which is popular with dog walkers, who's dogs when not on leads also present a hazard to users of the skatepark, especially when using the higher speed areas of the ramps.

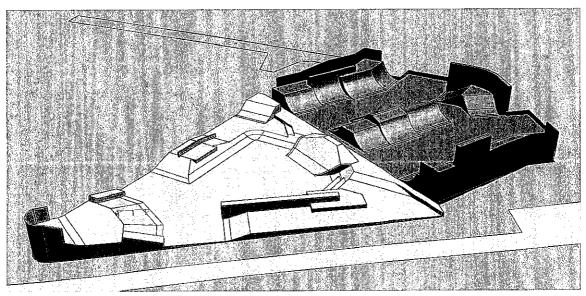
Access to the site for users

Access to the site through the fields is via the semi-mettled pathway has long proved to be an issue for the location of the skatepark. During wet periods, users get dirty wheels and shoes, which then transfers onto the ramps, making them slippery initially due to the mud and then dust as this dries out. We would strongly recommend the inclusion of improved and fully metalled access via at least one route to the new skatepark. It may be that this also provides an opportunity to provide plaza features within the access route, instead of within a separate area of the skatepark design as currently considered.

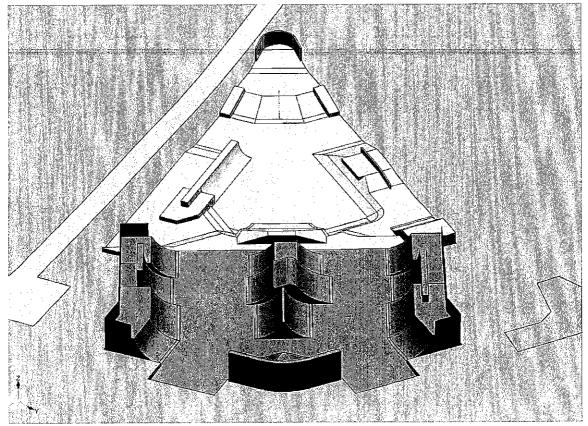


Indicative Design Proposal

The following images show our indicative design proposal derived from our consultation stage design and consideration of the above. This does not represent a final design, but is the basis of our indicative costs presented below and is intended as a tool to move the project forward to a final design.



Ariel view looking North East



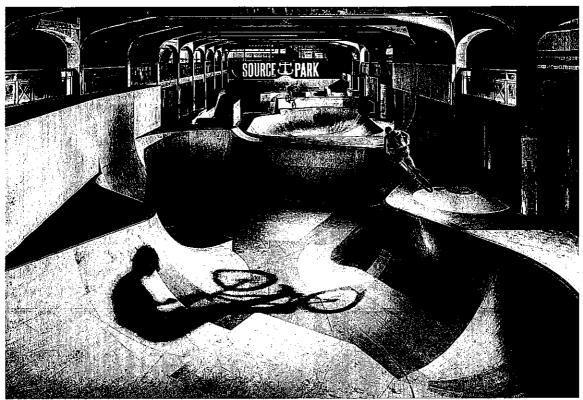
Ariel View to the South



Why Cambian?

For riders and skaters, By riders, skaters and Engineers

We believe this to be one of the most important aspects of our success; our team. We bring together a wealth of experience from with Engineering, Design, Architecture and Manufacturing, along with first-hand experience of riding and skating. Having designed, manufactured and installed countless world leading facilities, it can be assured that we understand the finer points of creating a high-quality user experience, for all disciplines.



Source Park, Hastings - Designed and Built by Cambian Action Sports

Exceptional quality - in design and delivery

Our facilities, indoors & out, receive universal seal of approval from riders and skaters alike. From the course for one of the world's best known BMX contests, to the world's first multistorey skatepark, we deliver sustained user interest and appreciation. But the devil is almost always in the detail, and we have got this covered too. Not just from a user's perspective; the perfect transition radius or coping setting, but also from an operational perspective; durability and service to back it up.

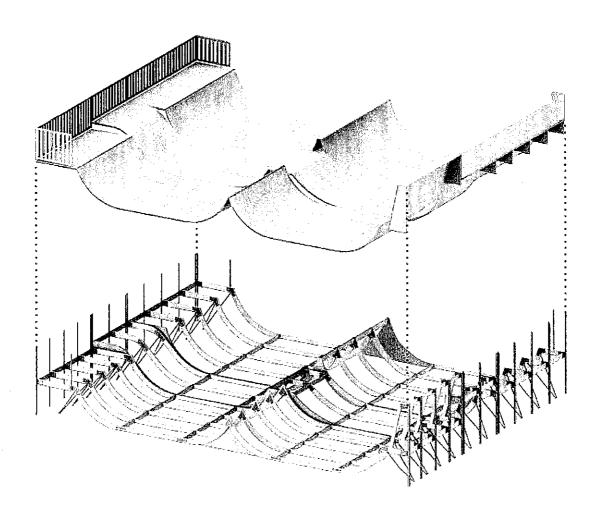
Solid foundations

Cambian Action Sports is a part of Cambian Engineering Solutions ltd. The business has been trading for over 10 years, and operates from its factory and offices near Billingshurst, West Sussex. Well established in the field of timber engineering, with in-house design, manufacturing and installation teams, we ensure quality is always at the forefront of our minds whilst delivering on behalf of some of the most advanced and demanding businesses out there.



Hybrid Skatepark System Overview

The following section provide an overview to Cambian's hybrid structure skateparks and ramps, along with the benefits that it will bring to all stakeholders of your facility. It represents a departure from the norm, which resolves the majority of issues that exist with other systems on the market. The product-based solution aims to offer the lowest full life-cycle cost of any solution on the market. It offers an ecologically sound solution, with minimal carbon footprint and easy re-cycling at end of life. It also provides a substantial reduction in capital cost when compared to concrete facilities, which we hope will widen the availability of quality rideable architecture in many communities.



Smooth transitions like no other

Unique to Cambian's Hybrid Skatepark system is the solid riding surface formed by lamination of multiple layers of material to form a single solid curved panel. Formed around CNC cut moulds, this forms near perfect curves, which makes for a ride smoother than could be produced by any other production method.

All joints between panels are maintained flush, throughout the seasons, as a result of the component thickness and robust connection details employed. Unlike all other wood or



composite faced ramps, which suffer from temperature and moisture fluctuations, which commonly causes neighbouring panels to warp and present a step, which is particularly noticeable to skateboard wheels.

Dry to use, more of the time

When dry, wood offers the perfect blend of stick and slip to the user. However, in UK climate, inevitably rain does get in the way. Our Hybrid system is designed to dry faster than any other wooden surface ramp on the market by a number of features.

Our laminated surface, unlike all other wood or composite surfaced ramps, does not trap water between the layers, so only the exterior has to dry and there no water is ejected from panel joints onto the otherwise dry surface in use. They are flat and well drained, which prevents water pooling. Where there is no functional benefit to the user, for example as a wall-ride, open slatted guard rail panels are always specified. These allow both sun and wind to pass through, which also significantly reduces drying time, particularly of deck areas.

Durability to outperform the best

Built on more than two decades of industry experience, Cambian's hybrid system has been developed to design out the failure modes of both steel and timber frame construction. A significant part of this is our unique laminated solid structural riding surface, but the technology goes well beyond this. Steel and timber are employed alongside each other, not to fight against each other, but to complement each other's strengths.

Unlike a traditional steel frame, Cambian's hybrid system only employs steel for connections, to isolate from ground water and for columns. This means there is not issues with differential thermal expansion, and from moisture content variation in the plywood riding surface. On ramps which employ steel frame only technology, a common problem is that whilst the frame might remain standing for many years, the plywood riding surface has long since gone as a result of these factors causing fixing failure.

Unlike a traditional timber frame ramp, plywood bulkheads that normally limit the life of the structure are replaced by engineered timber beams. These beams are solid timber, not plywood, and treated with modern wood preservatives to use class 3. These beams provide an extremely durable base for the riding surface, which can cater for many years of servicing without fixing issues.

Historically many timber ramps have been installed in direct ground water contact, or with minimal damp-proofing or elevation. Cambian's system employs hot-dip galvanised elements for ground contact, the rest of the structure being clear for run-off to flow beneath. The structure is installed with a gradient to facilitate run-off (but not excessive to the user), the structure drained internally where required, and the solid surface panels very flat to prevent pooling.

Additionally, most steel frame ramps are been installed with the structure left open, yet traditionally timber ramps have been fully boxed-in. Ventilation of timber structures has been known for centuries to be key to their durability, and it is commonly the lack of ventilation



which has proved to be a pivotal factor in limiting the service life of wooden ramps in the past. In our hybrid design, the frame-work is intentionally not enclosed to ensure the maximum ventilation and in so doing, ensure maximum service life.

Quiet for the rest of the community

The stiffness and mass of the riding surface, along with the open structure, mean that vibrations and impacts are effectively damped and hence the sound deadened. The extra mass of our heavy-duty hybrid frame avoids common resonant clanging associated with some lightweight steel structures. Excellent connection design and attention to detail in installation also ensures that separate components do not rattle, creak or squeak. The natural damping properties of the wooden surface also result in lower noise levels from skateboard wheels.

Enduring Aesthetic Quality

At Cambian, we believe that by delivering a beautiful, well designed and well-made facility, that we can achieve buy in and ownership from the whole community, but it doesn't stop there. We have designed the structures to offer minimum opportunity for graffiti, using slatted guard rail panels and removing the vertical cladding faces where they perform no function. Where they are required, our selection of self-colour materials usually employed for facades of buildings are resistant to graffiti removal chemicals, mean that if the facility is defaced, clean-up is quick and efficient.

Passive anti-social behaviour deterrents

Skateparks are, of course, places where you people will gather, and so making it a safe environment for them and other members of the community is essential. A very significant factor in this is visibility; ensuring the structure does not provide comfy places to congregate which are out of site, or blind spots to conceal activities from general view. Cambian's Hybrid frame design employs passive measures to maintain visibility, such as the open structure and open slatted guard rails, so as much of the structure as possible does not provide a barrier to line of site. Confined areas under the structure are closed-out to prevent access, and the larger spaces under deck feature a diagonal bracing structure which also by design provides an obstruction to using the space for congregation.

Resistance to Arson

By design, Cambian's hybrid structure ramps & skateparks are naturally resistant to arson. Built on many years' experience, we have systematically designed out the locations where typically fires are started; where vertical plywood faces meet floors or decks, for example back-rail and cladding panels. The vertical columns are steel, which also removes these as locations for ignition. Where wood remains in the structure, it is engineered large sections, which are inherently more difficult to ignite; in a similar way to it being very challenging to start a fire without kindling. Furthermore, these durability of the structure means that this inherent passive resilience will remain over time.

Flexibility to adapt, expand and re-locate

Cambian's Hybrid system, being entirely factory made and modular in principle, allows a great deal of downstream versatility and flexibility. If a facility is to be relocated, or for any reason requires modification in the future, this can be easily achieved with our support in the future.



Preventative maintenance and factory spares support

To maximise the service life and user enjoyment of your facility, we are able to provide a preventative maintenance programme. A combination of regular inspections, and ensuring any damage detected is repaired ensures issues don't escalate. And in the unlikely event of any major damage, criminal damage etc., you can rely on our factory production of spare parts.

Construction Specification Overview

The project will be executed using Cambian's proprietary Hybrid Skatepark System. More details will be provided with our final drawings, but for information this system comprises the following elements, materials and finishes.

Structural Riding Surface

Material:

Laminated Panels with BB Birch Plywood to riding surface

Finish:

Exterior Preservative to UC3

Structural Timber Elements

Material:

Laminated softwood timber

Finish:

Exterior Preservative to UC3

Structural Steel Elements

Material:

Structural Steel Hollow Sections

Finish:

Hot-dip Galvanised

Guard Rail Panels & Close-outs

Material:

Self colour composite panels

Finish:

N/A

Service Life

Subject to correct maintenance, both planned preventative maintenance with Cambian, and day to day housekeeping by the Parish and Users, the service life of the structure will be at least 15 years. We do not warrant as such on a blanket basis, since there are many variables which can impact on this. If awarded the contract, however, we are happy to offer a fixed price service contract to ensure the facility is properly maintained to maximise its service life.

Compliance

All Cambian Engineering designed and built layouts and construction methods are fully compliant with BS EN 14974:2006 Facilities for users of roller sports equipment – Safety requirements and test methods.

All RoSPA recommendations are also met or exceeded.



Site Specific Considerations

Access & Making Good

Installation of the Cambian system is efficient, with minimal requirements for heavy plant or machinery. However, should installation be required within winter months, some making good to ground may be required, which is excluded here.

Indicative Durations

Timescales are subject to confirmation following completion of the final scope and terms, and subject to existing commitments at point of order. However, our indicative lead times are as follows:

- Final installation drawings 2 to 4 weeks
- Manufacturing 6 to 10 weeks
- Ground-works 4 to 6 weeks (weather permitting & concurrently with manufacturing)
- Installation 4 to 6 weeks

Payment Terms

The following interim payments shall apply to this project, however, should the scope of works change we may issue additional invoices. All invoices shall fall due immediately upon receipt, the final date for payment being 30 days thereafter, as specified in our terms of business. Each invoice will be subject to VAT at the prevailing standard rate.

Interim Payment 1 - 30%

- Due upon sign-off of final installation drawings

Interim Payment 2 - 40%

Due prior to delivery to site and commencement of on-site works

Final Account - 30%

- Due following our hand-over meeting with you on completion of installation

Price

Our indicative costs for the example phased implementation shown above are as follows:

Phase 1 – Ramp Park - £142,457

Phase 2 - Concrete Street Plaza - £147,072

Scheme total - £289,529 exVAT

And subject to limitations, qualifications and conditions noted elsewhere in this proposal and our terms of trade.

Validity



It should be noted that due to the high value of material required embodies in this project, and current volatility of raw material market conditions, owing to combined factors of Brexit & COVID-19, pricing validity is limited. Furthermore, timely delivery of the proposal may be impacted by the availability of suitable materials within the UK market and on commercially viable basis. Conditions currently are such that forwards confidence in our costs as a business is limited to days, as a maximum, many raw materials having already increased in cost by more than 100% over recent months. Therefore, the client should be aware that our indicative price has been based on exchange rates and market conditions as of 1st April 2021. This date is selected since it pre-dates the majority of recent volatility, and therefore is representative of more normal market conditions. It is hoped that in coming months some normality may return, however, it remains unknown and as such, costs will need to be reviewed and validated at such time as an order is to be placed.

Whilst we appreciate the difficulty this causes in procuring a project of this nature, we can only be transparent with the unprecedented conditions presented at this time. We would hope that all other reputable suppliers will have also brought this to the Parish's attention, and that a collaborative approach to achieving best value for the Parish will be considered the only sensible approach to progress. Equally, where fixed budgetary constraints may be in place, we are happy to review the proposal for opportunities to value engineer or adjust the design to suit.



Terms & Conditions

This proposal is subject to Cambian Engineering Solutions Ltd Design and Build Contract Terms and Conditions.

Confidentiality

This proposal has been prepared by Cambian Engineering Solutions Ltd. who are the holders of all associated intellectual property rights. The contents of this document and any accompanying documentation, including design drawings and specifications, are supplied for use solely by the customer. Distribution of any supplied documentation outside of this organisation is only permitted with prior written permission of Cambian Engineering Solutions Ltd.

Revisions

Rev.	Date	Description of Change	Author
Α	14/08/21	Issued for Information	PMDC

Variation Schedule

Date	Ref	Description of Change		Value (exVAT)
N/A				£N/A
			Revised Project Total	fN/A

Billingshurst Parish Clerk

Subject:

FW: RE, SKATE RAMP FOR BILLINGSHURST PARISH

From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>

Sent: 23 August 2021 09:25

To: Clive.Burley <Clive.Burley@horsham.gov.uk>

Cc: Liz Berry < liz@billingshurst.gov.uk>; Charlotte.Grant < Charlotte.Grant@horsham.gov.uk>; Barbara.Childs

<Barbara.Childs@horsham.gov.uk>; Chris.Brown <Chris.Brown@horsham.gov.uk>; Nigel.Jupp

<Nigel.Jupp@horsham.gov.uk>; Kate.Rowbottom <Kate.Rowbottom@horsham.gov.uk>; Suzanne.Shaw

<Suzanne.Shaw@horsham.gov.uk>

Subject: RE: RE. SKATE RAMP FOR BILLINGSHURST PARISH

Dear Clive,

Many thanks for this.

Sadly, although the Council has been planning for a new facility for some time, the old facility had to be removed at my short notice. This meant that there is now no facility at this site, which is putting a strain on the other smaller facility at Natts Lane. (I understand that the lack of a facility in your own Horsham Park is also contributing to this strain.)

Since being told their design was the most popular, Fearless have only just submitted this quotation. To restart the process now would add to a further unacceptable delay.

I would also suggest that to undertake a process along the lines you suggest, would have been something that most Parish Councils would not have the resources to undertake, without the use of very expensive external consultants.

I will revert to my own Councillors in the meantime so they can determine how they wish to proceed.

I have though noted your tendering requirement for high value schemes for future reference.

Kind regards,

Greg

G C Burt Clerk to the Council Billingshurst Parish Council 01403 782555 clerk@billingshurst.gov.uk www.billingshurst.gov.uk

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From: Clive.Burley <Clive.Burley@horsham.gov.uk>

Sent: 20 August 2021 18:38

To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>

Cc: Liz Berry < liz@billingshurst.gov.uk>; Charlotte.Grant < Charlotte.Grant@horsham.gov.uk>; Barbara.Childs

<Barbara.Childs@horsham.gov.uk>; Chris.Brown <Chris.Brown@horsham.gov.uk>; Nigel.Jupp

<Nigel.Jupp@horsham.gov.uk>; Kate.Rowbottom <Kate.Rowbottom@horsham.gov.uk>; Suzanne.Shaw

<Suzanne.Shaw@horsham.gov.uk>

Subject: RE: RE. SKATE RAMP FOR BILLINGSHURST PARISH

Dear Greg,

Following consultation with Barbara Childs, Director of Place, I have to confirm that as things stand at the moment the Council will be unable to consider funding towards the skate park unless there has been a compliant procurement process undertaken and we have received a minimum of three tenders in line with the S106 Application Guidance.

Section 106 funds are public money for which we are accountable. The S106 Guidance requirements are in line with our own Procurement Code as attached. For clarity the S106 Guidance advises:

RETROSPECTIVE FUNDING WILL NOT BE ALLOWED AND CONTRACTS MUST NOT BE AWARDED BEFORE A PANEL DECISION.

Financial Viability

the application will be subject to:

- An appraisal to establish that the costs are realistic. Applicants must submit at least three written quotations
 or, where the estimated contract price exceeds £50,000, three written tenders, in order that value for money
 is demonstrated.
- Assessment as to whether anticipated funding from other sources is sufficient and likely to be forthcoming.

Assessment of ongoing financial viability.

Given the guidance it would have been helpful to discuss your approach to the project in the first instance if you were applying for funding without seeking to undertake a tender procurement exercise. Despite the small market for experienced skate park providers it would still appear appropriate to commission a design first and then invite tenders. The procurement process could be tailored to reflect both price and quality elements to ensure you were contracting with an experienced company.

Our procurement code with respect to 'Exemptions' advises that in circumstances where:

The specification for goods and services is of a particularly specialised nature which only a very limited number of suppliers can meet. Tenders/quotes will be invited from all suitable suppliers.

e effect of your approach is an inherent assumption that the Council can side step any accountability and effectively write a blank cheque to underwrite the difference in cost above the Parish's budget.

As I have stated it would be useful to have a meeting to discuss this response, the project and the prospect of funding support. Please let me know how you wish to proceed,

Regards Clive

Clive Burley

Corporate Project Manager

Telephone: 01403 215236 | Mobile: 07403 439117

Email: Clive.Burley@horsham.gov.uk





Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

From: Billingshurst Parish Clerk < clerk@billingshurst.gov.uk>

Sent: 20 August 2021 10:30

To: Clive.Burley < Clive.Burley@horsham.gov.uk>

Cc: Liz Berry < liz@billingshurst.gov.uk >; Charlotte.Grant < Charlotte.Grant@horsham.gov.uk >; Barbara.Childs

<Barbara.Childs@horsham.gov.uk>; Chris.Brown < Chris.Brown@horsham.gov.uk>; Nigel.Jupp

< Nigel.Jupp@horsham.gov.uk >; Kate.Rowbottom < Kate.Rowbottom@horsham.gov.uk >; Billingshurst Clerk

<clerk@billingshurst.gov.uk>; Suzanne.Shaw <<u>Suzanne.Shaw@horsham.gov.uk</u>>

Subject: FW: RE. SKATE RAMP FOR BILLINGSHURST PARISH

Dear Clive,

Further to previous e-mails, I can confirm the following:

- 1. The Parish Council budgeted £100k towards this project. It had no idea what the cost of a project based on users requirements would be.
- It is planning to do this in two phases, very probably the £142,457 option first. Due to budgetary constraints, the second phase will have to go to the back of a very long queue of other projects calling upon the Council's resources.
- 3. On this occasion, the Council does not consider a competitive tendering exercise appropriate. Skatepark building is very specialised work. No doubt we could have got someone to design something, and got tenders to build it. However, the industry is littered with playground builders who have branched out into skateparks, but as the users will tell us, they are not skatepark builders.
- 4. Given that this (local) company selected have already invested heavily in this design, to then go and get someone else to quote really would be a slap in the face, not just to them but to the users. It would be like showing them an M&S Colin the Caterpillar cake and buying them the ALDI version!
- 5. The Parish Council has adopted the model Financial Regulations for local councils (the NALC model) which includes the following provision.
 - d) When applications are made to waive financial regulations relating to contracts to enal a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

The Council will be likely to rely on this provision. Presumably HDDC has a similar provision that it relies upon at times?

I'm not sure what value a meeting would add to this discussion but happy to meet if needed.

In the meantime I hope this helps.

Thanks and kind regards,

Greg

G C Burt Clerk to the Council Billingshurst Parish Council 01403 782555 clerk@billingshurst.gov.uk www.billingshurst.gov.uk This email and any files transmitted with it are confidential and are intended solely for the use of the intended recipient(s) and any other use is prohibited. Any opinions expressed are those of the author and are not necessarily endorsed by Billingshurst Parish Council. If you are not the intended recipient, you must not copy, distribute or take any action based on this communication. It may contain confidential information. If you received this email in error, please contact the sender by return email and delete this email and any copies of it. Billingshurst Parish Council may monitor email traffic and also the email content for the purposes of security and to minimise the risk of viruses. Billingshurst Parish Council does not accept responsibility for any error or omissions that are present in this message, or any attachment, that have arisen as a result of email transmissions. Billingshurst Centre, Roman Way, Billingshurst, West Sussex RH14 9QW.

From: Clive.Burley < Clive.Burley@horsham.gov.uk >

Sent: 18 August 2021 12:08

To: Liz Berry < liz@billingshurst.gov.uk >; Charlotte.Grant < Charlotte.Grant@horsham.gov.uk >; Barbara.Childs

<Barbara.Childs@horsham.gov.uk>

Cc: Chris.Brown < Chris.Brown@horsham.gov.uk; Nigel.Jupp < Nigel.Jupp@horsham.gov.uk; Kate.Rowbottom@horsham.gov.uk; Billingshurst Parish Clerk < Clerk@billingshurst.gov.uk; Suzanne.Shaw

<Suzanne.Shaw@horsham.gov.uk>

Subject: RE: RE. SKATE RAMP FOR BILLINGSHURST PARISH

Hi Liz,

espite the confirmations of approval in principle from members I am concerned that we may need to resolve the following issues.

As I understand the situation a number of companies were asked to come up with designs which were then consulted on and a favourite chosen. You originally indicated that the cost would be in the order of £100k based on the fact the original skate ramp cost was £55k. It appears the chosen skate park provider has been further engaged to develop the design and specification where they are recommending a two stage process with estimated costs being £142,457 and £147,072 totalling £289,529 for which you are now seeking funding. This represents a very significant increase on the original estimate.

The S106 funding guidance for schemes in excess of £50k requires that a minimum of three written tenders are submitted to ensure value for money.

As it stands it appears you may have chosen a provider based on design preference alone where it should have been following a competitive tendering exercise to establish value for money based on an agreed design and an acceptable provisional budget cost. Will you be carrying out a formal tender process?

Given the apparent circumstances it would be helpful if we can set up a meeting as soon as possible to clarify the current position and the best way forward. Please give me a call to discuss in the meantime if I have misconstrued sything.

Regards Clive

Clive Burley

Corporate Project Manager

Mobile: 07403 439117

Email: Clive.Burley@horsham.gov.uk



Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

From: Liz Berry < liz@billingshurst.gov.uk >

Sent: 17 August 2021 12:23

To: Clive.Burley < Clive.Burley@horsham.gov.uk >; Charlotte.Grant < Charlotte.Grant@horsham.gov.uk >

Cc: Chris.Brown < Chris.Brown@horsham.gov.uk >; Nigel.Jupp@horsham.gov.uk >; Kate.Rowbottom

<Kate.Rowbottom@horsham.gov.uk>; Billingshurst Clerk <clerk@billingshurst.gov.uk>

Subject: RE. SKATE RAMP FOR BILLINGSHURST PARISH

Dear Clive, Charlotte & Councillors

Further to our previous discussions on the subject of available s106 funds which could be put towards projects in Billingshurst, I was tasked with finding out a figure for the new skate ramp at Jubilee Fields.

Exact specifications are ongoing but so that we know what we are looking at, we asked the skate park provider (chosen following a large online Facebook consultation last autumn), to come up with a 'thereabouts' price so we could investigate funding opportunities.

We have now heard back from the provider and he suggests that the project is undertaken in 2 phases, the prices for which appear below. All prices are subject to VAT.

Phase 1 - Ramp Park - £142,457

Phase 2 - Concrete Street Plaza - £147,072

Our local Billingshurst members Chris, Nigel & Kate have been copied into this email too and I would be very rateful if these members could give the Parish Council their written support towards any funding application _specially given the urgent need for the facility locally.

Now we have the figures above Clive, could you please now let me have an indication of the funding sum available towards these project costs and how/when this might be drawn down?

I look forward to hearing from you all soon (3)



Best wishes

Liz Berry Office Manager BILLINGSHURST PARISH COUNCIL

*** Please note that I do not work on Mondays ***

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PROPERTY COMMITTEE

WEDNSDAY 15 SEPTEMBER 2021

CHRISTMAS LIGHTING 2021

REPORT BY CLERK

FOR DECISION

Light Angels were reappointed in February 2020 by the Council to provide Christmas Lighting in the village for 2020, 2021 and 2022. Minute 08/20 refers. It had been the intention to improve the lighting last Christmas but for obvious reasons this was not enacted.

Whilst the cost of significantly extending the area the scheme covered would be considerable, it is felt that the motifs on the columns in the High Street, which we have enjoyed for several years and are we are advised becoming unreliable, could be changed to help *freshen* the display.

These are the motifs from previous years.



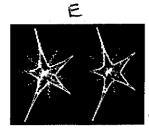
These are the suggested new motifs:



Either. Total cost of display with this motif = £13,242.67



Either. Total cost of display with this motif = £13,381.71



Total cost of display with this motif = £12,417.71

The overall colour for the village remains white, but these motifs could allow for the introduction of some other colour if desired.

The budget for this year's display is £12,000.

However, we are confident that a sponsor for the Village Green Christmas Tree will be forthcoming, so the effective budget will be £13,500.

The Committee is invited to consider new motif displays for the 8 lamp columns in the High Street, and approve a design, subject to a sponsor being confirmed for the tree which would cover the additional cost.

PROPERTY COMMITTEE

WEDNESDAY 15 SEPTEMBER 2021

ADVERSANE HALL - NEW LEASE

REPORT BY CLERK

FOR DECISION

Adversane Hall is owned by the Council and let by way of a full-repairing lease to the Trustees of Adversane Hall. The Council has a representative on the Management Committee.

A seven year lease is due to expire this October, and the Trustees have requested a renewal. Given the legal costs involved, I did suggest to them that they might prefer a 15 year lease, but the Trustees say that because of their ages, they would prefer to continue with seven years.

The Council charges a peppercorn rent of £95 per annum.

The Committee is invited to confirm that the Council is willing to renew the lease for seven years, on similar terms, with landlord and tenant sharing any legal costs.

PROPERTY COMMITTEE

WEDNSDAY 15 SEPTEMBER 2021

ADVERSANE GREEN BOLLARDS

REPORT BY CLERK

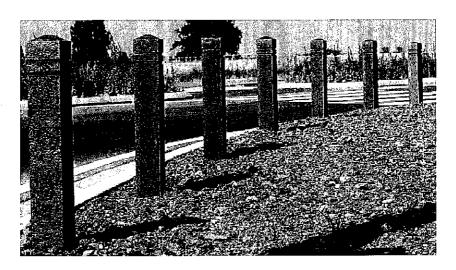
FOR DECISION

Adversane Green is owned by the Council and is not only Common Land but also at the heart of a Conservation Area.

Our ownership is denoted by bollards that have been infilled over time with different styles designed to deter unauthorised access. This has resulted in an unsightly hotchpotch of different designs, many now all leaning, which is uncomplimentary to the otherwise attractive open space.

In 2017, the Council received a contribution of £4,000 to the local community from an exploratory mineral well at nearby Broadford Bridge. The Council determined that it would double this for general parish environmental improvements. Some of this was spent on hanging basket and Cherry trees in Billingshurst High Street and £4,689.10 remains.

We have looked at several designs of new bollard that would be more fitting for the setting and to do the whole site in one go would greatly exceed the budget available.



However, it would be nice to start this project with the funds available (and complete it in the future, funds permitting), with something along the lines shown, using wood-looking recycled plastic that would require no maintenance.

The Committee is invited to commence the replacement of bollards using the budget available.

PROPERTY COMMITTEE

WEDNSDAY 15 SEPTEMBER 2021

WELCOME BACK FUND PROJECTS

REPORT BY CLERK

FOR DECISION

Horsham District Council has been successful in its bid for Welcome Back Funding from the EU via the Government. Part of the allocation is for Community Led Projects.

The two allocations for community-led projects are:

- 1. Rewilding High Streets this project can be developed in each local area (Henfield, Southwater, Billingshurst, Horsham, Pulborough, Storrington and Steyning). Each area will have an allocation of up to £5,000 for this project and proposals will need to be ready to deliver from Autumn this year to end March 2022. The project must have an element of encouraging people to visit local businesses as well as nature/sustainability. You may spend on revenue items but no capital purchases can be made (i.e. no large, permanent fixtures). Planting, meadow grass, services such as clearing/cleaning are allowed as revenue.
- 2. Welcome back activity this can be an event or series of activities that provide a welcome back to the High Streets (all 7). Some towns already have ideas in place but unfortunately, we cannot retrospectively fund anything that has happened already. You can spend up to £2,000 and the same rules apply in terms of timing, capital/revenue and business involvement.

Officers have been looking at possible projects in conjunction with other groups in the parish and would like Members to consider the following two projects which we believe would be desirable and meet the grant criteria:

- 1. The shrubs on the south side of the village green, abutting 71 High Street, despite being pruned each year, appear to be progressively encroaching on the grassed area. It is suggested they be cut back hard and the soil suitably cultivated and sown with successive-flowering wild flowers. Our grounds maintenance contractor has quoted £318.
- 2. Traders in other parts of the Village Centre have often asked for the Christmas lighting display to be extended to outside their premises. Budgetary constraints usually prevent this. However, we have received a quotation from our Christmas lighting contractor, to hang illuminated motifs in the Oak Tree abutting Whispers in the Library car park over the festive period, similar to that in the tree at the entrance to Jengers Mead. *Whispers* have kindly agreed to provide a power supply. Our contractor has quoted £1,952. [Note the Council would itself have to find this amount the following year as it would be part of the hire arrangement.]

The Committee is invited to consider these projects, and any others, for possible consideration by HDC.

PROPERTY COMMITTEE

WEDNESDAY 15 SEPTEMBER 2021

PROPERTY UPDATES

FOR INFORMATION

REPORT BY OFFICE MANAGER

1. **PUBLIC TOILETS**

- New regime of Litter Wardens checking and cleaning the toilets is working well
- The Council is waiting to hear about its entry in the Loo of the Year Award.

2. LOWER STATION ROAD REC GROUND

- Concrete Skate Park a company attended site in late July to apply a
 Thixotropic 2 part injectable resin to two copings on the concrete skate ramp
 and the concrete survey took place in July. A significant amount of
 information was pulled together and further requests for information has been
 sent to HAGS/SMP but they are unfortunately very slow in responding. Once
 the required information has been received, this will be passed on to the
 concrete survey company.
- It was agreed at a meeting earlier this year that some areas open space would be left to grow wild for pollinators. The Tennis Club made contact with the Clerk advising that the grass alongside the courts was encroaching through their fencing so arrangements were made for a strip to be cut along the side of the courts to assist.
- Contact was received from a representative of the Scouts & Guides who
 advised that a local company had arranged a booking for a first aid course to
 be held at the Scout Hut in July and they requested that parking be permitted
 on the access road. The Clerk responded advising that given the short notice
 the request would be granted, but if the Tennis Club/Scouts & Guides made
 arrangements to hire out their facilities to third parties then parking
 arrangements should be made off site.
- One of the toddler swing seats was replaced in late August.
- Some of the play safety surfacing on site has deteriorated and arrangements are being made for this to be replaced.
- The children's multiplay equipment has been damaged so arrangements are being made to replace the platform boards. The play equipment has been taped off whilst works are awaited.
- An email was received from a local resident who asked why anti-skate
 measures had been put in place on the new entrance road into site. The Clerk
 responded advising that an adjoining neighbour had experienced antisocial
 behaviour and this was a measure taken to try to prevent congregations of
 young people in that area.

4. **JUBILEE FIELDS**

- Further repairs were needed to the bridge at the fishing lake, these were completed towards the end of June.
- The bridge opposite the pavilion has been refurbished and anti-slip slats have been placed on the surface.
- Works took place to improve the drainage at Jubilee Fields last month and a site visit is being arranged to ensure all aspects of the works have been completed.
- The Council was saddened to hear of the death of Jim Burroughs who had shown great support to the Council and its representatives over the years. Sincere condolences had been passed to Jim's family on behalf of the Council. Jim's funeral took place in early September and representatives of the Council were in attendance.
- Officers are in touch with Sussex Land Services to ensure that hedge cutting takes place at Jubilee Fields in October as some areas were only cut back lightly last year.
- Cllr Barnes met with Sussex Land Services earlier this week to arrange clearance of a section of ditch adjacent to the fishing lake.
- Officers had a request for a memorial seat and suggested the top end of Jubilee Fields as there are no seats in that area.

5. BILLINGSHURST IN BLOOM & HIGH STREET

- The Amelanchier tree (donated by Billingshurst WI in commemoration of their centenary), at the front of the Billingshurst Centre was showing signs of distress in late spring and continues to deteriorate. Thought is being given to planting a rambling rose alongside to make use of its branches if it dies.
- Two new planters were placed on the High Street just up slightly from Truffles within the demise of a local property rather than on highway land. It is hoped at some point to be able to move these planters down further to try and prevent antisocial parking in this area.
- Pets Corner asked for permission to paint the 2 planters outside their premises during the summer months. Permission was given subject to the paint colour remaining as it was.

6. STATION ROAD COMMUNITY GARDENS

- User signage was renewed including the play and train areas.
- More bark chippings have been placed under the basket swing as these either keep being trampled down or removed. A more permanent solution will be investigated over the course of the autumn.
- The Rude Mechanicals Theatre Company brought a show to the gardens site on Friday 27 August. On the whole the show went well but there were a couple of issues which may need looking into in due course. Station Road Gardens is ideal as the group think it is a site which the community think of as their own, but they may need to consider other locations too in due course. They write as follows:- 'The really important thing is that the audience seemed to have a good time. Whether this is the best place for us to go in the village is something we need to think about'.
- The Billingshurst Dramatic Society held an event on Station Road Gardens on 4 September which went very well.
- A community gardening day was held in June having been arranged by Rotarian Sandy Duck. Another is planned for Saturday 18 September between 9.30am 1.00pm if any Councillors would like to lend a hand.

- A significant number of nitrous oxide canisters were found on site in August and another report was sent to Sussex Police asking them to increase their patrols in the area.
- Contact has been received from a lady who wishes to hold PT sessions at Station Road Gardens. Her sessions are due to run on Sunday mornings and are subject to the usual terms and conditions of hire etc. The use of the land for these sessions has been permitted for 3 months at no charge after which the term of hire will be reviewed and a charge considered.

7. TREES

- The Council's Tree Consultants carried out a further survey of Council trees in June 2021 with urgent and year one works due to be completed this autumn. The Consultants also forwarded a report to the Council as to how to deal with ash dieback. The Office Manager is currently in the process of working through the survey and actioning urgent and year one works. A further update will be brought to a future meeting.
- The Office Manager has responded to a significant number of queries from residents regarding trees along the Church Path, on Clevelands Gardens, Station Road Gardens and on Lower Station Road Recreation Ground. Some enquiries were able to be dealt with easily but more have involved timeconsuming research and email exchanges with action being taken where necessary.

9. MANOR FIELDS & ALLOTMENTS

- The Clerk sourced an oil drum which has been placed on site at Manor Fields as the previous litter bin on site wasn't sufficient in capacity. The Council is awaiting representatives of Sussex Clubs for Young People and Billigreen to attend site and paint the bin with an environmental design.
- A representative at the Allotments Society mentioned the driveway into the site as being in poor repair. Officers will bear this in mind in case there are funds available from developers to assist with improving the site.
- The Allotments Society contacted asking for some trees further down on site to be checked and cut back. The Council's garden contractor will be checking the next time he is on site.
- The Allotment Society have/are arranging at their own cost, to extend the new fence by one panel (leftover from the original job) to close a gap between the end of the new fence and the hedge, where trespassers were gaining access.

10. LITTER WARDENS

- The vacancy for a third Litter Warden has now been filled and a new staff member commenced work in mid-June.
- The Clerk obtained at no cost, a bank of four metal staff lockers for use in the new garage works on which it is hoped will have commenced by the middle of September.
- New timesheets are being worked on taking into account the change to working hours for the Litter Wardens. Litter Wardens arranged their shifts to cover the various bank holidays over the course of the spring, for which we were grateful.
- The sweeper required a new water pump and this was fitted in late August.

11. <u>INSURANCE CLAIM UPDATES</u>

- Jubilee Stile further enquiries were made and emails responded to accordingly.
- Manor Fields insurers acting for a resident suffering subsidence to their Coombe Hill property, asked the Council to remove an Oak tree in its hedge between the rear of their property and the allotments, to assist the situation. As the tree, which turned out not to be an Oak, had little landscape merit, we raised no objection as long as they arranged the removal at their own cost, which they subsequently undertook.
- Jubilee Pavilion the pavilion has been hit on the northwest corner by, we believe, a vehicle, details unknown. This has resulted in hairline cracks inside and out. This has been visited by our insurer and is proceeding accordingly. The latest information we have is that the insurers are arranging quotes.

12. MISCELLANEOUS UPDATES

- It is hoped that the Neighbourhood Wardens and representatives of Billigreen will be able to go into local schools this September to speak to young children about the concept of damage that can be inflicted upon wildlife when litter is not collected and disposed of correctly.
- A couple of spindle uprights are missing on a section of railings at Alicks Hill. A quotation to replace these uprights is awaited.
- Due to repeated requests for bench sponsorship on council land, a page has been added to the Council's website where residents can be directed if enquiries are made on the subject.
- Officers received contact from residents asking about an area of land which was advertised for sale on the corner of Forge Way and backing onto properties in Freemans Close. Enquiries were made with WSCC Highways and their response has been fashioned into an article for the Tweet publication due to be distributed in early October.
- The Annual Inspection of play equipment is due to take place this month. Any works identified will be actioned according to the inspector's recommendation.
- The Billigreen Group are arranging for some hedgehog signage to be erected on the front verge at the Billingshurst Centre warning drivers to look out for wildlife crossing the road.
- A councillor mentioned the poor state of the electricity box at the entrance of Jengers Mead which is used to power the Christmas lighting. Officers contacted the managing agents at Jengers Mead and the box lid has since been repaired.
- The telephone box in the High Street has been damaged yet again, photos were taken and the damage reported to BT earlier this month.

The Committee is invited to note this report.