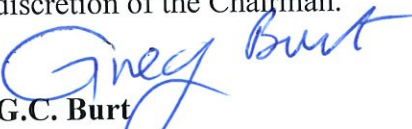




To All Councillors,

You are summoned to a meeting of Billingshurst Parish Council on **Wednesday 6 July 2022** at **7.30pm** at the Billingshurst Centre.

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


G.C. Burt
Clerk to the Council

30 June 2022

A G E N D A

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

Adjournment for

4. Presentation by Philip Williams, of Gillings Planning, reference development at Bridgewater Farm, Billingshurst - Appendix A.
5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
6. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

7. Approval of the Minutes of the Meeting held on 15 June 2022. (Previously sent)
8. Matters Arising – that are not separate agenda items
9. To consider report on seeking planning advice ref. Land West of Billingshurst - Appendix B.
10. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 5 May 2022
 - b) F&GP 28 April & 25 May 2022
 - c) Working Practices 16 March 2022(all previously circulated / on website.)

11. Neighbourhood Wardens - to receive Wardens' Reports for May and June – previously circulated / on website.
12. To receive a report on recent Platinum Jubilee events in the parish and costs incurred, - Appendix C.
13. Any other matters for information only.
14. Date of Next Meeting – 7 September 2022 at Adversane Hall.

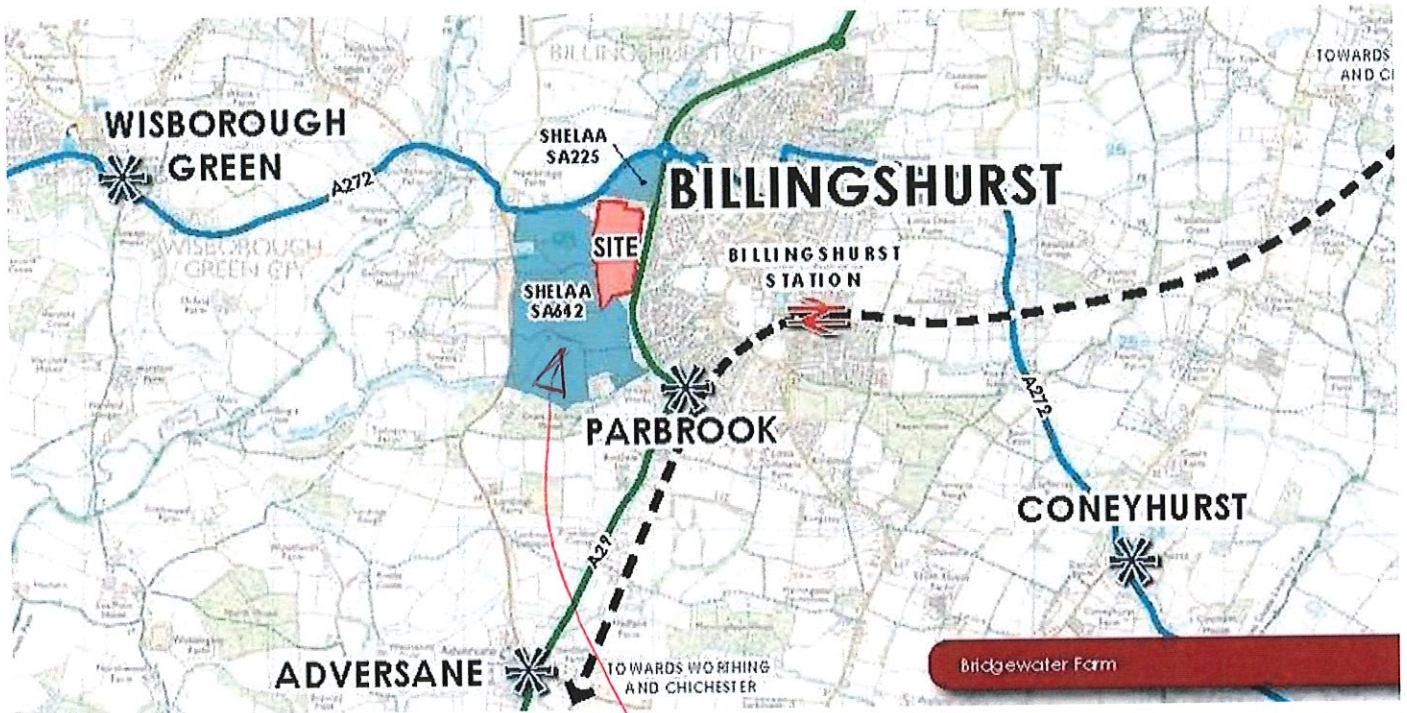
Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Billingshurst Parish Clerk

From: Philip Williams <philip@gillingsplanning.co.uk>
Sent: 25 May 2022 17:44
To: Council
Cc: Anna Gillings
Subject: Bridgewater Farm

Greg,

It was good to speak to you on the telephone. Please see a map of the site as requested.



We would welcome the opportunity to meet with Councillors to understand their views on development on this side of Billingshurst generally, and their aspirations. To this end I would appreciate your views as to the best mechanism to do this. For instance we would be prepared to attend a Parish Council meeting or a separate meeting with councillors.

Kind regards,

Philip Williams

Assistant Planner
Gillings Planning

Tel - 02382 358855 | Mob - 07549 025735

*Clerk's note:-
We received a presentation on the bottom half of this blue site in March.*

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Planning

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Hiring

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BILLINGSHURST PARISH COUNCIL

6 JULY 2022

LAND AT JUBILEE FIELDS - APPOINTMENT OF PLANNING ADVISOR.

REPORT BY CLERK TO THE COUNCIL

FOR DECISION

Following a request by the promoter of the *West of Billingshurst* strategic housing allocation, that the Council agree to proposed Draft Heads of Terms, at the Council meeting on 11 May 2022, Members **RESOLVED** *that the Draft Heads of Terms be agreed in principle, but that more information be sought, including what facilities might be delivered at Jubilee; protection for the Council etc. [Post meeting note: the Clerk would arrange a meeting between Members and the developer to go over the proposal in more detail.]*

Further to this, having sought advice from both our own solicitor and Horsham District Council, I contacted Navigus Planning who assisted with our Neighbourhood Plan, asking if they could recommend a planning advisor who could act on our behalf.

Cllr Craig Gale (BPC rep. on BSRA) and I subsequently met with Stuart Cooke from Urba and explained what advice the Council was seeking.

His fee proposal is attached.

I subsequently forwarded this to Martin Hawthorn at the Highwood Group seeking confirmation that they would meet this fee.

See attached e-mail exchange.

The Council is invited to:

- a. authorise me (accompanied by Cllr Gale or others) to meet with Martin Hawthorn to firm up what is required from this study;
- b. appoint Stuart Cooke from Urba accordingly, but only if the Highwood Group is willing to meet all costs.

Greg Burt
Clerk to the Council
Billingshurst Parish Council
Billingshurst Village Hall
Billingshurst
RH14 9QW

Stuart Cook
Director
Urbà
124 City Road
London
EC1V 2NJ
Tel: 0203 987 3121

Via email: clerk@billingshurst.gov.uk

Our ref: 220323_Urbà Viability Fee Letter
27 June 2022

Dear Greg,

Land West of Billingshurst - Fee Letter

It was good to meet both you and Cllr. Craig Gale on 16 June 2022 to discuss the promoted development known as Land West of Billingshurst. As discussed at the meeting, the site promoter is wishing the Parish Council to sign draft Heads of Terms (HoTs) in relation to the delivery of a community sports hub which will form part of the proposed development. But before signing the draft HoTs the Parish Council wish to have greater certainty and understanding of the proposal for the community sports hub, in particular, two important questions need to be answered:

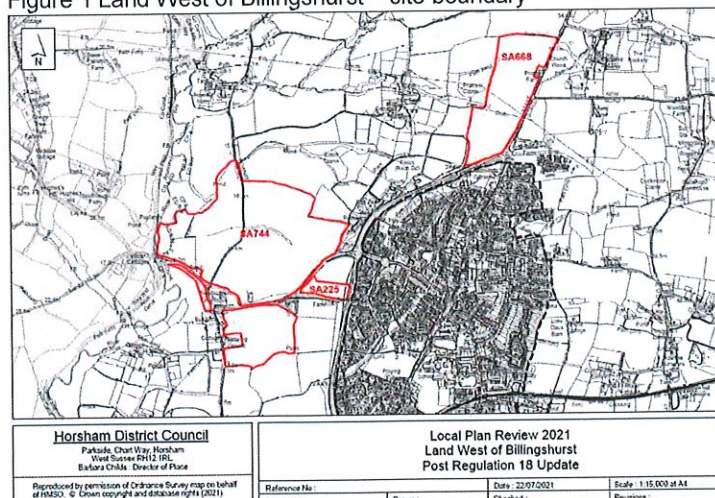
- Is the offer of the community sports hub in addition to what the developer would have to provide as part of their S106 obligations or is it included?
- What guarantees are being made to the delivery of the community sports hub?

Once the above questions have been satisfactory answered the Parish Council is also seeking advice on the draft HoTs.

Background

The District Council is looking to bring forward a new Local Plan¹, one of the purposes of the new Local Plan, once adopted, will help bring forward development which meets the need of the district. One of the development options proposed for the new Local Plan is for a development, named West of Billingshurst for circa. 1,000 homes, which will be delivered across two parcels north and south of Jubilee Fields Sports – see Figure 1.

Figure 1 Land West of Billingshurst – site boundary

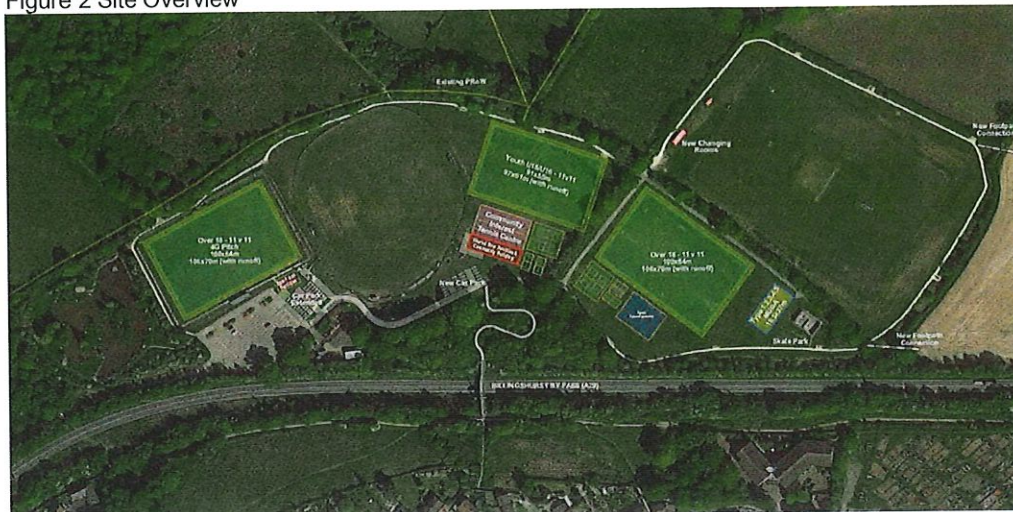


Source: Horsham District Council

¹ Its publication has been postponed due to changes to the NPPF

As part of the development proposals, the promoter is seeking to deliver a new community sports hub on land owned by the Parish Council – see site overview in Figure 2.

Figure 2 Site Overview



Source: Halton Sports Structures

Method

I have created the following methodology to ensure I can provide a robust and evidenced base response to the Parish Council.

Task 1 Meeting with Site Promoter

The purpose of the meeting will be to understand the site promoter's latest position on the scheme and their assumptions on development costs and values. At the meeting we will also seek answers to the following key questions:

- Is the delivery of the facility in addition to what they are required through planning policy?
 - What is the minimum S106 obligation package required by planning policy (existing and emerging)?
- What is the evidence of "need" for the facility?
- Given the economies of scale that a developer can generate, why are they not prepared to construct the facility?
- If the developer makes a capital contribution to the facility what measures are proposed should cost increase?
- What guarantees can be made in terms of delivery of the facility? Would the developer be prepared to have the delivery as part of the S106 and linked to Phase 1 of the development?

Task 2 Review of Site Promoter's Scheme Viability

As you know, whilst working for AspinallVerdi I reviewed the scheme viability as part of the draft Local Plan viability testing – this provides a helpful starting position, and it would be my intention to update this analysis based on the response provided by the site promoter. My approach to reviewing the promoter's assessment of scheme viability will be as follows:

- **Review of development values** – I will analyse sold values from published sources such as Land Registry and quoting prices of new build schemes from Rightmove and compare that proposed by the promoter.
- **Review of development costs:**
 - **Build costs** – the promoter's build costs will be benchmarked against the Building Cost Information Service (BCIS) index which is produced by the Royal Institution of Chartered

Surveyors and is considered an acceptable index to use to assess build costs for planning purposes.²

- **External works and abnormals** - the promoter's external works and abnormal will be benchmarked against comparable schemes and published data.
 - **Professional fees** –these will be based on the rates used in the draft Local Plan testing unless any evidence is provided to the promoter to justify a deviation.
 - **Contingency** –these will be based on the rates used in the draft Local Plan testing unless any evidence is provided to the promoter to justify a deviation.
 - **Interest** –these will be based on the rates used in the draft Local Plan testing unless any evidence is provided to the promoter to justify a deviation.
 - **Planning policy contributions** – I will assess the district Council's proposed planning policies to establish the S106 package the scheme would need to provide – this will establish whether the offer of the community sports hub is additionality.
 - **Marketing costs** – these will be based on the rates used in the draft Local Plan testing unless any evidence is provided to the promoter to justify a deviation.
 - **Agent and legal fees** –these will be based on the rates used in the draft Local Plan testing unless any evidence is provided to the promoter to justify a deviation.
 - **Developer's profit** - the PPG on viability³ refers to a profit of between 15 – 20% of GDV. I will review the development risk and establish a suitable profit based on the range set out in the PPG.
- **Benchmark Land Value** – the PPG on viability provides a single method to determine the land value (Benchmark Land Value) to use in viability assessments for planning purposes. The PPG on viability prescribes the Existing Use Value (EUV) plus Premium method. Given the greenfield nature of the site, the EUV should be based on agricultural land values with the premium, as prescribed by PPG, should provide a reasonable incentive for a landowner to bring forward land for development while allowing a sufficient contribution to fully comply with policy requirements.⁴ I will review the promoter's assessment to ensure it meets the requirements of the PPG on viability and if not, I will make appropriate adjustments.
 - **Development appraisal** - once I have reviewed the promoter's inputs and assumptions, I will run a development appraisal using MS Excel. The appraisal inputs will be based on the promoter's, where I deem them to be reasonable, and my own where they are deemed not to be reasonable. The residual appraisal works on the basis of the following formula:

Gross Development Value
(Value of the completed development)

Residual Land Value

Equals

Minus

Gross Development Cost
(Construction costs, all fees, profit, and interest)

In my assessment of the viability, I will compare the residual land value generated from the appraisal against the benchmark land value, if the residual land value is equal or above the benchmark land value the scheme would be deemed viable. As part of the viability, I can adjust the timing of the delivery of the community sports hub and assess the impact this has on the scheme's viability.

Task 3 Report

I will provide you with a report of my findings, which will set out:

² PPG on viability, Paragraph: 012 Reference ID: 10-012-20180724, Revision date: 24 07 2018

³ PPG on viability, Paragraph: 018 Reference ID: 10-018-20190509 Revision date: 09 05 2019

⁴ PPG on viability, Paragraph: 016 Reference ID: 10-016-20190509 Revision date: 09 05 2019

- Whether the community sports hub is an additional S106 contribution that is required by existing and proposed planning policy.
- The promoter's rationale on why they don't want to construct the community sports hub, and my opinion on whether that is reasonable given the Parish Council's own resources to be able to deliver it.
- The promoter's evidence of need.
- My opinion on how best to secure the delivery of the community sports hub.
- The parameters for the Parish Council to negotiate acceptable draft HoTs.

Task 4 Draft HoTs advice

Following the issue of my report, should the Parish Council wish to proceed with signing draft HoTs, I will work with the Parish Council's legal team on acceptable terms.

Fees

The total fee for the above-described tasks is **£7,650 (Seven Thousand, Six Hundred and Fifty Pounds)** plus VAT a breakdown of the fee is provided in the table below. A copy of our Terms and Conditions is enclosed.

Table 1 Urbà's proposed fee

Task	Day rate	No. of days	Total
Task 1 Meeting with Site Promoter	£900	0.5	£450
Task 2 Review of Site Promoter's Scheme Viability	£900	4.5	£4,050
Task 3 Report	£900	1.5	£1,350
Task 4 Draft HoTs advice	£900	2	£1,800
Total			£7,650

The fee assumes:

- Single meeting with the Site Promoter. If additional meetings are required these will be charged separately.
- No multiple iterations of viability appraisal.
- Task 4 – is an estimate on likely time, should not all the time be required I will only charge a partial amount. Conversely, if additional time is required I will seek additional fees, to be agreed beforehand.
- Out of pocket such as travel to be charged separately.

Any additional work will be based on the day rate set out in Table 1.

Team

The work will be undertaken by myself Stuart Cook, Director of Urbà. I am a Chartered Surveyor and RICS Registered Valuer with over 17 years post qualification experience in development viability, feasibility and delivery. I have a detailed understanding of market dynamics across all sectors (with a particular specialism in the residential and employment markets) and how this impacts development delivery. I regularly undertake viability assessments for local plan making and site specific S106 purposes. I also act as an expert witness at planning appeals and local plan inquiries. Examples of my specific projects include:

- **Local Plan Viability Study (Horsham District Council)** – I was the lead director on this plan viability study. The Local Plan is currently at Reg.19 stage. I led on the formulating of generic typologies across residential, elderly, build to rent (BTR), retail and employment. I led on the

engagement with strategic site promoters. In total 9 strategic sites were assessed (including West of Billingshurst), with the promoters' inputs and assumptions reviewed and moderated. Based on the assessment, I advised on the viability of proposed policies, including affordable housing and carbon reduction measures.

- **Viability Assessment of Proposed Garden Communities (Maidstone Borough Council)** – I was the lead director advising the council on the viability and deliverability of proposals for garden communities. Proposals for four locations were assessed ranging between 2,000 and 4,000 dwellings, along with employment and supporting uses. Co-consultants Stantec advised on planning, infrastructure, and site constraints. I led the engagement with the site promoters and moderated their viability inputs and assumptions. Following moderation, I advised on whether there was sufficient viability to fund infrastructure and potential policy costs.
- **Chilton Woods, Sudbury (Babergh District Council)** - the Chilton Woods development is a strategic site of up to 1,150 dwellings, 61,670 sqm of B1, B2 & B8, hotel and a local centre of 1,000 sqm. I led on the engagement with the strategic landowner, to ensure their assumptions and inputs on viability were reasonable. I undertook a market assessment to inform the capital value of the scheme and land values. I worked with the quantity surveyor to assess the development costs assumptions. I ran various development appraisals to ensure policy contributions were optimised.

Conflict of interest

I am not aware of any conflict of interest in undertaking the proposed commission.

If you have any questions relating to the above, please feel free to contact me. I look forward to hearing from you in due course following consideration of my proposal.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Stuart Cook".

Stuart Cook, BSc (Hons) MRICS
RICS Registered Valuer
Director

Enc. Urbà Terms & Conditions

Billingshurst Parish Clerk

Subject: FW: West of Billingshurst developer. S106 and landowner agreement

From: Martin Hawthorne <m.hawthorne@highwoodgroup.co.uk>
Sent: 30 June 2022 10:14
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Jon Bray <j.bray@highwoodgroup.co.uk>
Subject: RE: West of Billingshurst developer. S106 and landowner agreement

Greg,

He is basically quoting for redoing the exercise that he previously did for HDC when he was at Aspinall Verdi. This has been done for HDC and they are content that our scheme is viable and deliverable.

What I had offered was to pay your legal fees to ensure that the Heads of Terms and subsequent contract protected your interests. I remain happy to do this.

The other point he does raise which is legitimate is the actual delivery of the sporting facilities and the question of what happens if the money was insufficient to cover the cost. This is a fair point. We had suggested money as it would give you greater flexibility. However, to provide the certainty we would be happy to change the terms to having to deliver the finished facilities. This would then provide the security you seek.

The other piece of work is the reassurance that we are at least providing the level of contributions we would have to under HDC's policies. Firstly, we would not get planning permission from them if we weren't. Secondly, you only need a very cursory knowledge of planning to know that we are offering way more than the norm. We did it fact clarify this is in work we did for working party. But we can update and provide again. Happy for Stuart to check this work.

As I offered previously I think the best way forward is to have the initial meeting and for him then to have a subsequent meeting with you to clarify the extent of what is actually required. I am happy to cover say £1500 for this work and to allow for his preparation. What is not required is the full blown viability work he suggests.

Hope that all makes sense?

Regards.

Martin

MARTIN HAWTHORNE
PLANNING DIRECTOR



HIGHWOOD
THE HAY BARN, UPPER ASHFIELD FARM, HOE LANE
ROMSEY, HAMPSHIRE SO51 9NJ

TELEPHONE: 023 8074 8900 | MOBILE: 07973332380
WEBSITE: HIGHWOODGROUP.CO.UK



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From: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Sent: 29 June 2022 19:00
To: Martin Hawthorne <m.hawthorne@highwoodgroup.co.uk>
Cc: Jon Bray <j.bray@highwoodgroup.co.uk>
Subject: RE: West of Billingshurst developer. S106 and landowner agreement

Hi Martin,

Hear what you say, but suggest that you put down in writing what you feel needs amending and am then happy to look at that; I need that by tomorrow lunchtime pls.

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

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From: Martin Hawthorne <m.hawthorne@highwoodgroup.co.uk>
Sent: 29 June 2022 18:53
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Jon Bray <j.bray@highwoodgroup.co.uk>
Subject: RE: West of Billingshurst developer. S106 and landowner agreement

Greg,

Thank you for sending that through. However, the scope of work as Stuart has set out is not in line with what I was suggesting or indeed I believe you require. Can I suggest that we have the initial meeting for which I happy to

confirm we will cover the cost of and then hopefully to look at a revised proposal which in principle we would be happy to cover.

Regards.

Martin

MARTIN HAWTHORNE

PLANNING DIRECTOR



HIGHWOOD

THE HAY BARN, UPPER ASHFIELD FARM, HOE LANE
ROMSEY, HAMPSHIRE SO51 9NJ

TELEPHONE: 023 8074 8900 | MOBILE: 07973332380

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

Sent: 29 June 2022 11:16

To: Martin Hawthorne <m.hawthorne@highwoodgroup.co.uk>

Subject: FW: West of Billingshurst developer. S106 and landowner agreement

Dear Martin,

As promised here is the fee proposals from Stuart Cooke.

Please confirm that Highwood is willing to meet this cost.

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

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BILLINGSHURST PARISH COUNCIL

WEDNESDAY 6 JULY 2022

PLATINUM JUBILEE CELEBRATIONS

REPORT BY CLERK

FOR INFORMATION

Last September, the Council **RESOLVED** *that the Council host a meeting of interested parties keen to deliver a program over the Jubilee weekend, with an emphasis that those coming forward must be willing to be actively involved. Cllr Barry Barnes would furnish the office with contacts from previous celebrations. 76/21 refers.*

A Platinum Jubilee Working Party met almost monthly until the events itself last month and the F&GP Committee agreed to underwrite the cost of the Beacon (£3,000) and a band to lead the procession (£500).

Subsequently, a commercial donation of £3,000 was secured towards the beacon, and a grant of £200 was obtained from Horsham District Council. Details of the costs of the events are attached.

Whilst overall the weekend was a great success, and all the events benefitted from good weather and were well supported, officers wish to draw to members' attention the considerable burden which fell on the Council, as a result of a very low level of community involvement in the planning and execution of events. Cllr Barry Barnes and Mrs Barnes, together with the Administrative Assistant and myself often made up half of those attending the meetings. Others that did attend and were active throughout numbered no more than 5. This is all despite numerous requests and reminders via usual channels for residents to come to meetings etc. In addition to leading on the Beacon and processional events, the Council also arranged for the program to go in the Village TWEET and also a dedicated page on the Council's website; despite this, the Council still received complaints that it had not done enough to publicise the events.

Officers consider that, wonderful weekend aside, it was a useful exercise, should the Council wish to mark national celebrations in the future. Another Parish Council in the district decided to allocate a budget and invite other groups and societies to bid for funds to run their own events.

The Council is invited to note:

- a. The success of all the events held over the Platinum Jubilee weekend;
- b. The net cost to the Council of the activities;
- c. That future local celebrations of national events can have a considerable impact upon the Council.

Billingshurst Platinum Jubilee Weekend		
Jun-22		
Beacon		
Architect's fee to submit planning application	340.00	
Planning Application fee	259.00	
Materials and installation	2,969.00	
Labour to make beacon	Donated	
Filling with wood etc.	90.00	
Commemorative plaque	156.55	
		3,814.55
Parade		
Road closure equipment (Delivery and collection only charged.)	96.44	
Hire of the above	Charge waived	
Put out and collect on day.	35.00	
Webiste amendment to allow online form submission	150.00	
Trophies	Donated	
	281.44	281.44
Party		
Hire of generator	593.93	
Hire of marquees (also used / on stand-by for Open Air Service of Thanksgiving.)	200	793.93
Total expenditure		4,889.92

Less income:		
Beacon donation from Highwood Group	3,000.00	
Horsham DC donation	200.00	
		3,200.00

Net cost to BPC

1,689.92