



To All Councillors on the Property Committee,

You are hereby summoned to attend a Meeting of the Property Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 16 February 2022, 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 February 2022

## 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 17 November 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 ratify consent to detailed plans for *Billingshurst Men's Shed* at Station Road Community Gardens pursuant to Landlord's Consent given at November 2021 meeting, Appendix A.
8. To consider proposal from Cllrs Paul Berry and Dave Homer that the Council look at alternative ways of managing vehicular access to Jubilee Fields, Appendix B.
9. To consider proposal for Platinum Jubilee Beacon on Adversane Green, Appendix C.
10. To note e-mail correspondence relating to Jubilee Fields Skate Park replacement, Appendix D.
11. To receive property updates, for information only, Appendix E.
12. Any other matters for information only.

13. Next Meeting: 20 April 2022

**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.**

**BILLINGSHURST PARISH COUNCIL**

**PROPERTY COMMITTEE**

**WEDNESDAY 16 FEBRUARY 2022**

**MEN'S SHED**

**FOR DECISION**

**REPORT BY CLERK**

At the November meeting of the Property Committee, Members gave outline landlord's consent for the siting of a Men's Shed in Station Rd Community Gardens, to the rear of the hard ball court, subject to detailed plans being presented at the February meeting, Min 52/21 refers.

Men's Shed subsequently learnt that it would require planning permission. As they were keen to press on and apply for this permission in the New Year so they can hopefully start actual work in the Spring, they asked if the Council were happy with the details, (prior to a planning application being submitted), in advance of this meeting of the Property Committee.

I circulated the attached plans to Members on the 16 December 2021 asking Members to let me know if they were happy with them. All those Councillors who responded advised that they were content with what was planned and I advised Men's Shed accordingly.

The Committee is invited to ratify consent for the detailed plans as circulated and attached again.

[Note, the planning application was subsequently submitted ref DC/22/0115.]

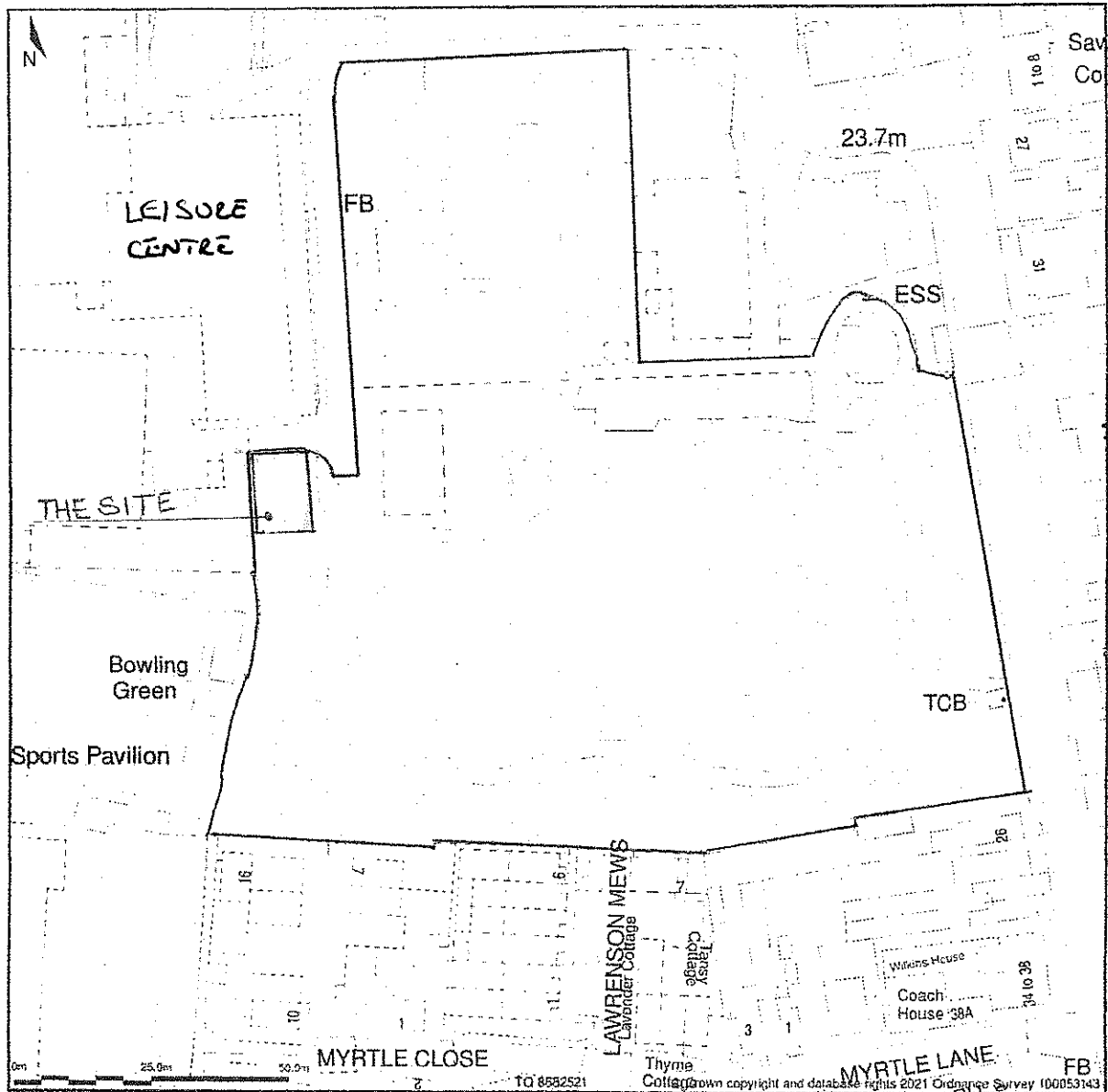


# Buy A Plan

UK's Fastest and Easiest Planning Site



## Billingshurst Mens Shed



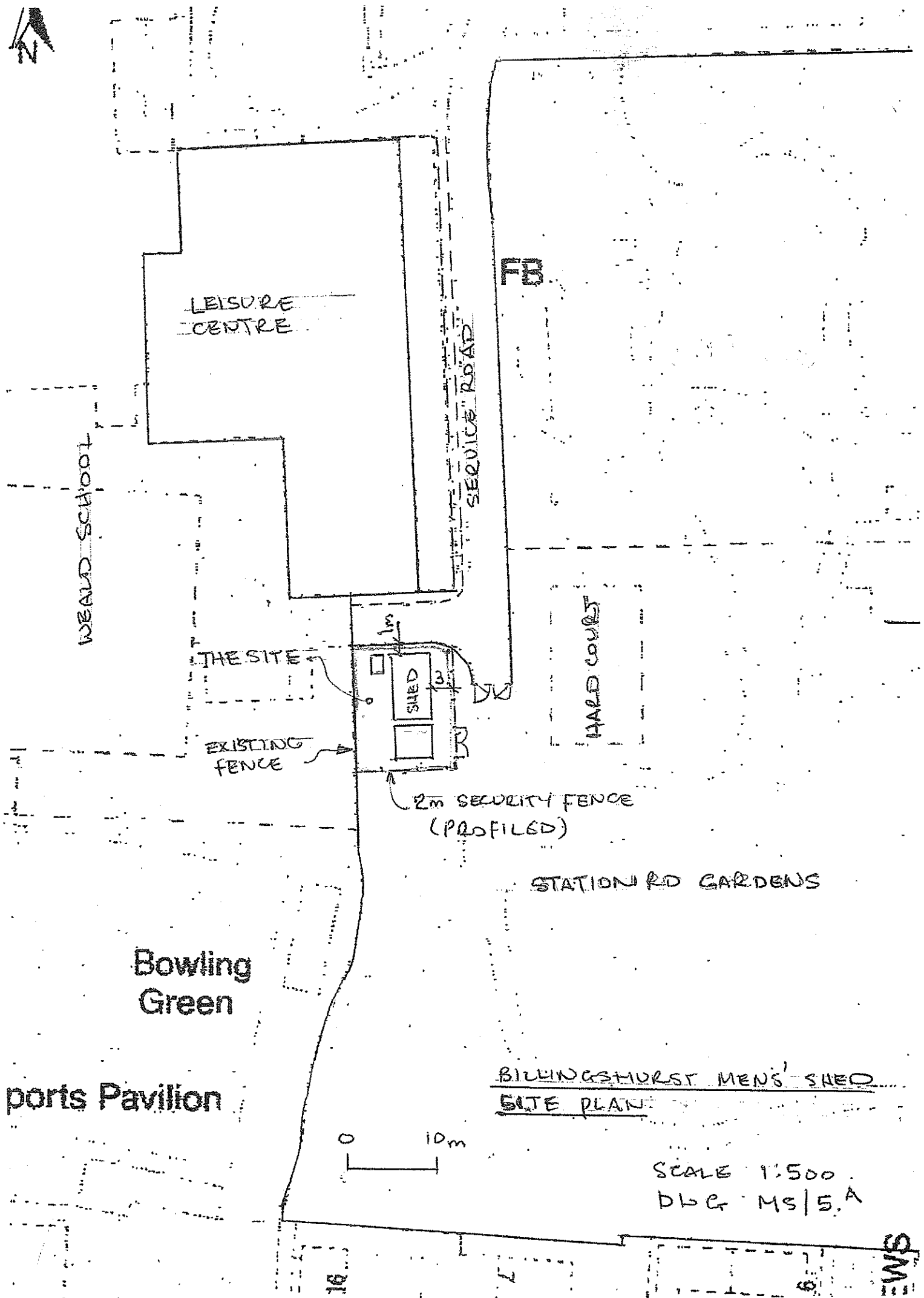
Site Plan shows area bounded by: 508584.38, 125110.55 508784.38, 125310.55 (at a scale of 1:1250). OSGridRef: TQ 8682521. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

Produced on 9th Dec 2021 from the Ordnance Survey National Geographic Database and incorporating surveyed revision available at this date. Reproduction in whole or part is prohibited without the prior permission of Ordnance Survey. © Crown copyright 2021. Supplied by [www.buyaplan.co.uk](http://www.buyaplan.co.uk) a licensed Ordnance Survey partner (100353143). Unique plan reference: #00691167-33CC47

Ordnance Survey and the OS Symbol are registered trademarks of Ordnance Survey, the national mapping agency of Great Britain. Buy A Plan logo, pdf design and the [www.buyaplan.co.uk](http://www.buyaplan.co.uk) website are Copyright © Pass Inc Ltd 2021

BILLINGSHURST MEN'S SHED  
STATION RD GARDENS

LOCATION PLAN  
SCALE 1:1250  
DWG. MS/4.



LEISURE CENTRE

WEALD SCHOOL

SERVICE ROAD

FB

THE SITE

SHED

EXISTING FENCE

2m SECURITY FENCE (PROFILED)

HARD COURT

STATION RD GARDENS

Bowling Green

ports Pavilion

BILLINGSHURST MENS' SHED  
SITE PLAN

0 10m

SCALE 1:500  
DWG MS/5.A

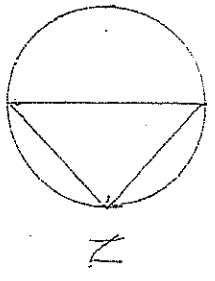
16

7

6

WS

CULVERT  
 POSSIBLE FUTURE  
 EXPANSION WITH  
 COUNCIL AGREEMENT

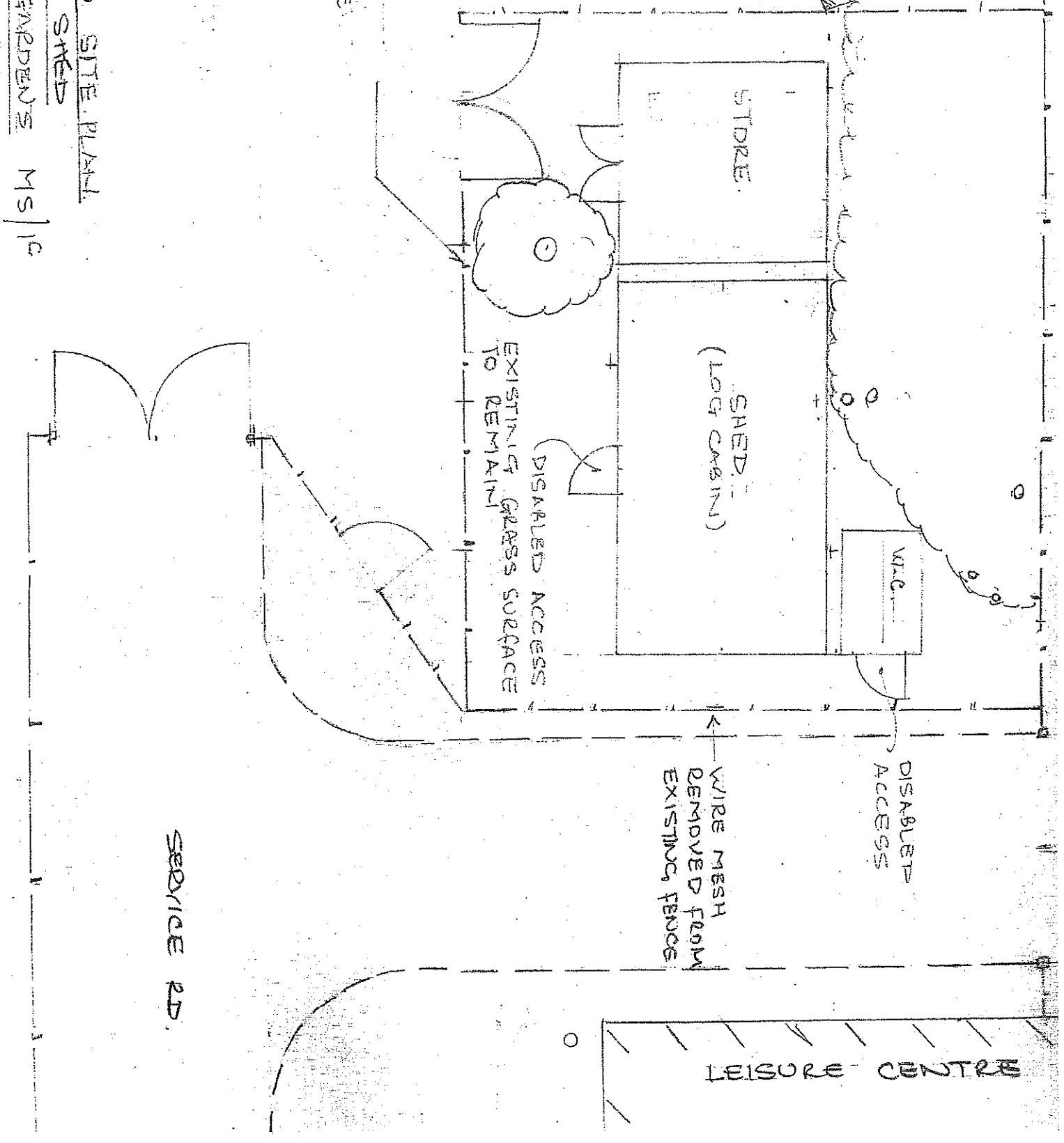


2m PROFILE MESH  
 SECURITY FENCE

0 1 2 3 4 5

SCALE 1:100

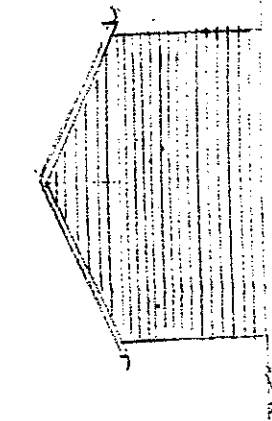
PROPOSED SITE PLAN  
 MEN'S SHED  
 STATION RD GARDENS MS 10



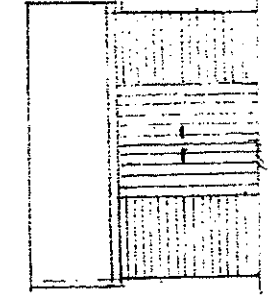
SERVICE RD.

0 1 2 3 4 5m

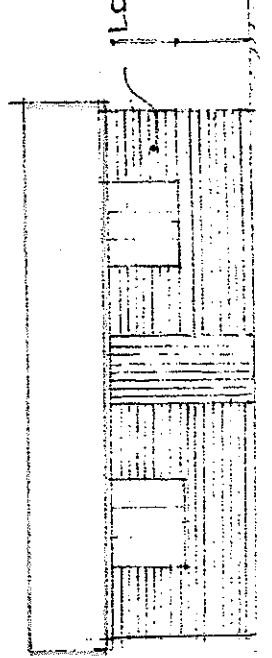
SCALE



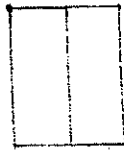
SOUTH ELEVATION



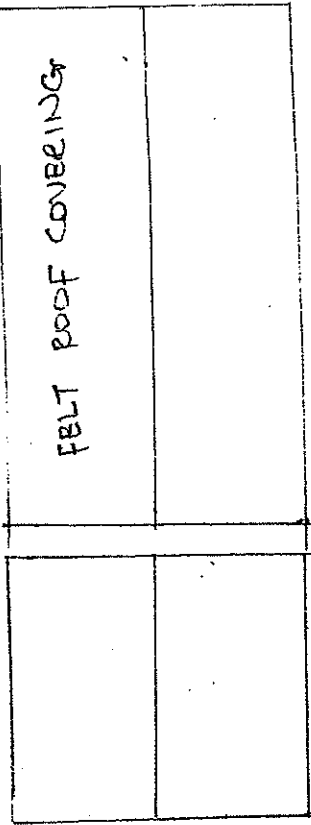
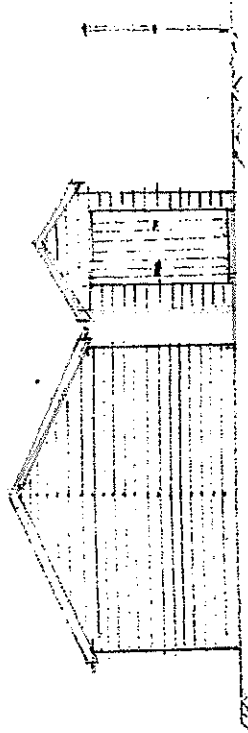
NORTH ELEVATION



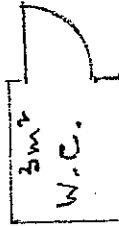
EAST ELEVATION



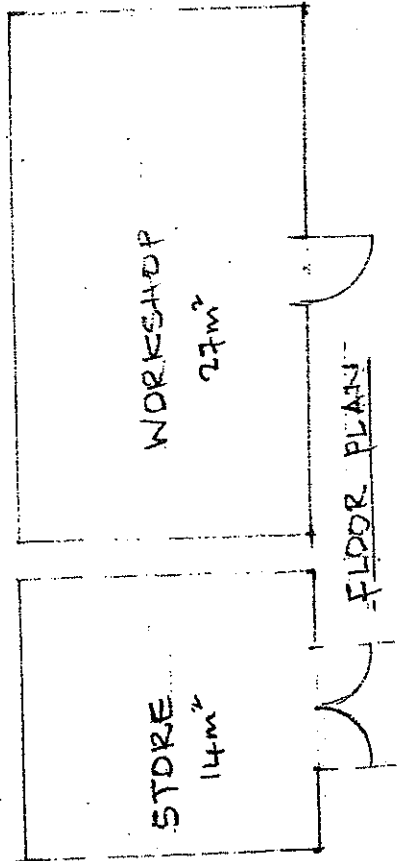
LOG. CABIN.



ROOF PLAN



3m<sup>2</sup>  
W.C.



FLOOR PLAN

BILLINGSHURST MENS' SHED  
ELEVATIONS

SCALE 1:100. DWG. MS/3A.

**BILLINGSHURST PARISH COUNCIL**  
**PROPERTY COMMITTEE**

**WEDNESDAY 16 FEBRUARY 2022**

**HEIGHT BARRIER - JUBILEE FIELDS**

**FOR INFORMATION**

**REPORT BY CLERK**

At the entrance to the driveway at Jubilee Fields, there is a manual height barrier secured by a padlock. This is in place primarily to deter unauthorised incursions by travellers etc

Keys are held by the tenant (BSRA) and other approved holders such as contractors who regularly service the site, emptying bins or maintaining the landscape etc.

Sadly, the gate is often left open/unlocked and the Office Manager is near continually reminding all known keyholders about the importance of locking the gate every time they pass through it.

There were a number of instances of the height barrier being left open over the Christmas period. A member of the public witnessed an HDC lorry go through the barrier and exit the site leaving the barrier open and swinging. This has been passed on to HDC and they are carrying out an investigation

Recently, it was thought that the gate had been left open by a careless person, but it transpired that a *blue light* vehicle had cropped the lock as their IT system giving details of key-holders could not be accessed.

Two Councillors asked for this matter to be placed on this agenda hence this background report.

BSRA, who are the primary leaseholder of much of the site, have been asked for their views on how the existing system can be made more robust and in the meantime, asked to provide a list of names along with contact details for all BSRA members who hold a key for the height barrier.

The Committee is invited to note this report



**BILLINGSHURST PARISH COUNCIL**

**PROPERTY COMMITTEE**

**WEDNESDAY 16 FEBRUARY 2022**

**PLATINUM JUBILEE EVENTS**

**FOR DECISION**

**REPORT BY CLERK**

At the Council meeting last November, Members agreed to set up a Working Party to try to pull together a program of activities over the June Bank Holiday to mark HM The Queen's Platinum Jubilee.

The group has met several times, and a modest program is coming together, with each element being led by a local community group and largely self-funding.

The program will be promoted in the centre pages of the May TWEET and a page has been created on the Council's website accordingly to post all local Jubilee events.

Two events that the Council seems best-poised to deliver are a Walking Parade and a Beacon on Adversane Green.

The Walking Parade will start at the Billingshurst Centre and conclude at Station Road Community Gardens where a Platinum Jubilee party will then commence. The Royal British Legion is happy to work with the Council on the Parade, similar to the arrangement on Remembrance Sunday last year. However it will be nice, if possible, to have band or equivalent lead the parade and

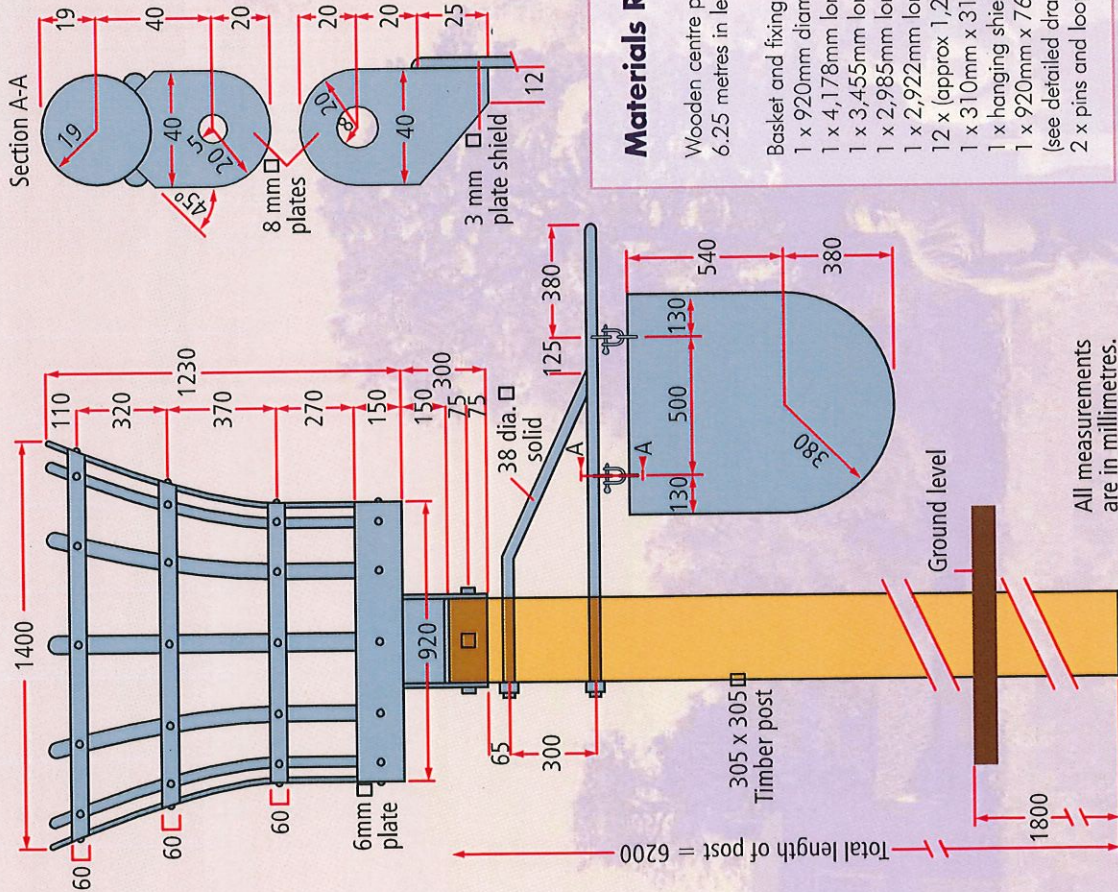
**The Committee is invited to ask the F&GP for permission to spend up to £500 on a band.**

A national chain of beacons will be lit at 9.15pm on Thurs 2 June. For some time there has been a long-standing intention to provide a Village Sign on Adversane Green but it has not progressed past some initial design ideas. The proposal is to have a beacon in the centre of the green permanently, as a lasting reminder of the occasion and to add to the character of the area and reinforce the hamlet's identity. The design would follow the national recommended design, attached. I have received a quote from nearby Blaker Specialist Welding Repairs Ltd, also attached. The structure will be likely to require planning permission, and I have canvassed local residents views via the Residents Association whose Chairman advised. 14 For and 4 Against.

**The Committee is invited to ask the F&GP for permission to spend up to £3,000 on a beacon on Adversane Green.**



# The Queen's Platinum Jubilee Beacon Brazier



## Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



## Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.

All measurements are in millimetres.



## Billingshurst Parish Clerk

---

**Subject:** FW: Old Lamppost  
**Attachments:** cris.png

---

**From:** Simon Rawlins <Simon@blaker.co.uk>  
**Sent:** 03 February 2022 16:26  
**To:** Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>  
**Subject:** RE: Old Lamppost

Afternoon Greg

I've just put a list of prices together for the materials for the beacon for the Green. I've got price for an oak post and a steel one.

Oak post 305mm x 305mm x 6.2 metres long £975.00  
or  
Steel post 300mm x 300mm x 6.2 metres long £1,400.00

Material for beacon including bracket for sign £680.00

I haven't put any labour time down as I'm not sure how long it will take to make.  
I also haven't allowed for putting it up on the green but I'm sure we could come up with a happy solution for this.

Chris has designed this sign just off the top of his head we have no price as yet but I just thought I would show you what we can make.

I hope this looks good for you

Simon

Kind Regards,

**Simon Rawlins**  
Operations Manager, Engineer.

**Blaker Specialist Welding Repairs Ltd**  
Unit 1 The Yard  
Adversane Lane  
Billingshurst  
West Sussex  
RH14 9EG

T: 01403 783634  
E: [info@blaker.co.uk](mailto:info@blaker.co.uk)  
[www.blaker.co.uk](http://www.blaker.co.uk)



ADVERSANE

THE QUEEN'S PLATINUM JUBILEE 2022

**Billingshurst Parish Clerk**

---

**Subject:** FW: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

---

**From:** Billingshurst Parish Clerk  
**Sent:** 04 February 2022 12:00  
**To:** Piers Chapman <[piers@cambian-engineering.com](mailto:piers@cambian-engineering.com)>  
**Subject:** RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Hi Piers,

Pricing aside, please can you confirm that the design for Phase I is pretty much finalised, as I want to put it out there in a final appeal for thoughts, before we give you the go-ahead?

We did tell users we'd give them a final look.

Thanks and kind regards,

Greg

---

**From:** Piers Chapman <[piers@cambian-engineering.com](mailto:piers@cambian-engineering.com)>  
**Sent:** 22 December 2021 18:22  
**To:** Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)>  
**Subject:** RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Hi Greg,

We will need to conduct a review of current costs in order to confirm the status.

As I think I have mentioned previously, commodity pricing is so volatile currently that from many of our suppliers we are unable to obtain pricing with validity exceeding 7 days.

Unfortunately, as the festive season is here, we are not likely to be able to advise definitively until January.

Have a great Christmas and I will be in touch in the new year.

All the best,

Piers

**Piers Chapman** MSc BEng AMIMechE | Managing Director | Cambian Engineering Solutions Ltd.

---

**From:** Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)>  
**Sent:** 21 December 2021 11:21  
**To:** Piers Chapman <[piers@cambian-engineering.com](mailto:piers@cambian-engineering.com)>  
**Subject:** RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Hi Piers,

Many thanks for this.

Yes, let us work on the basis that the budget for phase 1 is £142k.

Can you deliver Phase 1 of the most recent design you submitted for that price? I'm just now mindful that we did promise skaters etc one final look at the design before work starts, and it would be nice to put it out there in the next day or so for them to study over Christmas etc?

Kind regards,

Greg

---

**From:** Piers Chapman <[piers@cambian-engineering.com](mailto:piers@cambian-engineering.com)>  
**Sent:** 20 December 2021 20:13  
**To:** Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)>  
**Subject:** RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Hi Greg,

Sorry for the once again protracted reply.

Following the budget meeting, was the budget for phase 1 confirmed at £142k ?

It remains feasible for a Spring installation of phase 1.

In terms of designing the scheme as a whole at this time, we can consider this alongside finalisation of the phase 1 once the budget is confirmed.

We would also need confirmation of the target budget for this phase 2 (although would have to work with current costs of course).

Once both the above are confirmed, we can provide a current costing or the scheme submitted at original competition stage and/or look to adapt the design to work within a current budget and costs.

Thanks,

All the best,

Piers

**Piers Chapman** MSc BEng AMIMechE | Managing Director | Cambian Engineering Solutions Ltd.

---

**From:** Billingshurst Parish Clerk <[clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)>  
**Sent:** 10 December 2021 11:40  
**To:** Piers Chapman <[piers@cambian-engineering.com](mailto:piers@cambian-engineering.com)>  
**Subject:** RE: New ramps, Jubilee Fields, Billingshurst. RH14 9HZ

Hi Piers,

How far have you got please?

Thanks and kind regards,

Greg

**BILLINGSHURST PARISH COUNCIL**  
**PROPERTY COMMITTEE**

**WEDNESDAY 16 FEBRUARY 2022**

**PROPERTY UPDATES**

**FOR INFORMATION**

**REPORT BY OFFICE MANAGER**

1. **ST. MARY'S CHURCHYARD**

- As per the update at the last meeting, Sussex Land Services have been asked to leave the sections of grass area adjacent to the main pathway through the churchyard to leave growing for wildlife. Sussex Wildlife Trust have agreed to look into ways in which they can engage some volunteers to carry out more wildlife-friendly weeding by hand instead of herbicides being applied.

2. **LOWER STATION ROAD RECREATION GROUND**

- The required information about the Skate Ramps was finally received from HAGS/SMP after many months of chasing. This was subsequently passed on to the company employed by the Council to look into the material specification used in the construction of the concrete skate ramp on site. Further surveys and inspections are due to be carried out this month and an update will be given to the committee in due course.
- Information relating to funding opportunities with the Community Climate Fund Grant has been passed on to a member of the Scouts & Guides following the success of the 2<sup>nd</sup> Horsham Scouts in obtaining funding towards LED Lighting, water butts and a hot composter. Information was also posted on the Council's social media pages to assist other local groups and organisations as well.

3. **JUBILEE FIELDS**

- Officers asked Sussex Land Services to ensure that the outstanding hedge cutting took place at Jubilee Fields during January prior to the nesting season commencing.
- A sponsored memorial bench in memory of long term Billingshurst resident Mrs Iris Cooksley and her guide dog Taylor was installed at the top area of the site in November.
- The repair works are now complete on the Log Stack equipment.
- Following on from the Annual Inspection of play/leisure equipment carried out last autumn, works to replace the Net Climber on site have been actioned as this was in a poor state of repair. Officers specified that heavy duty steel feet should be part of the works to ensure that the equipment lasted as long as possible. The current equipment on site has been taped off in the meantime for safety reasons.
- The terms and conditions specified by the Council for the use of the car park at Jubilee Fields by a coach hire company were passed on to the BSRA. The required information is still awaited so no licence has been issued at the current time.
- There were a number of further issues with the height barrier on site being left open over the Christmas period. A member of the public witnessed an HDC lorry go through the barrier and exit the site leaving the barrier open and swinging. This has

been passed on to HDC and they are carrying out an investigation. On the same subject, BSRA has been asked to provide a list of names along with contact details for all BSRA members who hold a key for the height barrier.

- The Chairman of the BSRA is currently getting copies of Public Liability Certificates for all member organisations who use the site.
- The Council will be looking at further consultation regarding the design for the new skate park at Jubilee Fields to take place as soon as possible.
- Officers are liaising with the Cricket Club on a commemorative bench and tree in memory of the late Jim Burroughs.
- Height Barrier – see separate report.

#### 4. **BILLINGSHURST IN BLOOM & HIGH STREET**

- The Amelanchier tree (donated by Billingshurst WI in commemoration of their centenary), seems to be improving and new buds are coming through. This will be carefully monitored this year.
- Winter hanging baskets were put up in the High Street in late November and other than one instance of vandalism during December, seem to be doing well. It was even necessary to water the hanging baskets in January as it was such a dry month!
- At the request of a local resident, Sussex Land Services has been asked to leave a small strip at the edge of the pathway at Adversane Green to enable pollinators to get to the previously agreed 'no mow' area on site. Wildflower seeds will be sown along the strips to encourage pollinators to the site and these will be sown by the Billigreen volunteers.
- Two donations have been received from local residents towards the Council's efforts to support HM Queen's Green Canopy initiative.
- A replacement battery was ordered for the water bowser as the previous battery kept losing its charge.

#### 5. **STATION ROAD COMMUNITY GARDENS**

- Unfortunately when the play equipment was originally placed on site, there was no proper safety surfacing put in place and bark chippings were used instead. Over the years this proved to be ineffective and very expensive to keep replacing. Officers sought a quotation for proper safety surfacing which would not only be more effective for those using the equipment, but should be better cost-wise in the long term. The new surfacing was fitted during December.
- The Fitness Instructor who had been carrying out sessions on site advises that take up has been slow over the winter months so she intends to try and get further sessions arranged for the spring.
- Officers were made aware of a post on Facebook from someone who was suggesting setting up puppy training sessions on site but as no permission had been sought for these sessions from the Council, the Clerk made contact with the person concerned. Residents had also contacted the Council and commented online raising concerns that these sessions might interfere with other users on site. The person concerned responded to the Clerk advising that she was not holding sessions at Station Road Gardens after all and was looking into an alternative site instead.
- Officers are attempting to set up a site meeting with a representative of SSE Contracting, to discuss the possibility of placing a feeder pillar on site for events, together with lighting and a supply for the new Men's Shed.. A number of emails have been sent but sadly there has been no response.



- Officers made contact with Caloo, the company who originally installed the youth shelter on site to discuss some possible alterations, but so far have been unsuccessful in getting a response.

6. **TREES**

- Urgent and year one works from the tree survey carried out last summer have been completed.
- The High Street cherry tree that died last year, will be replaced in the autumn of 2022, WSCC has now confirmed.
- Officers became aware of grants from the Tree Council which enabled schools and community groups to apply for funding to plant trees, hedges and orchards. Grants between £300 and £1,500 were available and the projects had to involve young people up to the age of 21. Information on this was sent to local schools and the Billigreen Group.

7. **MANOR FIELDS & ALLOTMENTS**

- Unfortunately Sussex Clubs for Young People was unable to help with the painting of the bin on site after all, so Officers will instead arrange for this to be carried out by staff in the spring.
- The Council's garden contractor is liaising directly with the Allotments Society to sort out some overgrown trees on site.

8. **LITTER WARDENS**

- The new garage to the rear of the Billingshurst Centre were completed in early January and a meeting was held to go through general snagging items. The move across to the new garage occurred during mid-January and the tenancy for the Coombe Hill garage was terminated as of the end of January 2022.
- Litter Wardens carried out some pressure washing of the areas around the Billingshurst Centre over the course of November.

9. **CHRISTMAS LIGHTING SCHEME**

- The display worked very well again and Officers were grateful for the prompt actions of Light Angels after a vandalism attack in the High Street. The Council received a number of positive comments about the new motifs on lampposts.
- Contributions have been arranged for local businesses who assisted the Council by providing electricity.
- Some old displays found in a cupboard were sold on the internet.

10. **CRANHAM AVENUE**

- A section of fencing was replaced during January and a cutback of the hedgerow took place at the same time. An email of thanks was received from the resident whose property is adjacent thanking the Council for its assistance.
- A lot of moss had built up on the paving and safety surfacing at Cranham Avenue, and officers arranged for the surfaces to be pressure washed.

11. **PUBLIC TOILETS**

- Loo of the Year posters were displayed at the Public Conveniences in early January.

- HDC advised us of further Government 'Welcome Back' funding for High Streets, this time aimed at making Public Toilets more welcoming. Each grant was worth up to £2,000 and we submitted a bid totalling £1,781.50 for an additional two Baby-Change units, plus a new planter. (Position yet to be determined so as not to hinder necessary maintenance vehicles.) We are delighted that this bid has been approved.

## 12. **FIXED WIRING TESTS**

Fixed Wiring Tests of commercial property every five years is a recommendation not a legal requirement. However, surveys have been commissioned of the Public Toilets and the BSRA have been reminded of their responsibility in respect of the Pavilion at Jubilee Fields. 83a High Street was inspected upon completion, and an inspection at Adversane Hall will be required before a new lease is signed.

## 13. **MISCELLANEOUS UPDATES**

- Neighbourhood Warden Julie and representatives of Billigreen went into Billingshurst Primary School in November to speak to the Eco-Group. Children from years 2 to 6 were present and they spoke about the wildlife posters and the research they had done about how litter affected local areas and how it got into the sea. The school agreed that the children would make a video about the issue which could be shared online. Julie reported that it was a brilliant interactive discussion with young children who showed a great understanding of how to look after our environment and what needs doing to protect it.
- The Council has been contacted by the West Sussex Youth Offending Service who support young people giving back to local communities. This service is a free service, all that is required is for Councils to pay for the materials required to do the task at hand. They have been working closely over the years with Rustington and Felpham Parish Council's and completed tasks such as fencing, allotment clearing, clearing waterways, clearing alleyways, painting fencing, fixing sheds, digging foundations and painting local buildings. They are looking to move into different areas and would be interested to see if this Council has any projects which could do with their support. Members are invited to send their suggestions into the office.
- Alicks Hill railings have been re-welded but the contractor advises that this is a temporary repair as they all need replacing.
- The Annual Inspection of play equipment was carried out in early October and a number of works were identified. These are being worked through at the current time.
- Officers arranged for Sussex Land Services to place a load of bark chippings at the bottom of a stile at Jubilee Fields and at Lower Station Road Recreation Ground to ensure safe passage for users of these sites during the winter months.
- The annual request for Public Liability Insurance Certificates was actioned in early January to ask all suppliers, contractors and organisations involved with the Council to provide the required details.
- Sussex Land Services carried out a fuller cut of the laurel hedge at the front of the Centre to improve visibility when coming out of Roman Way.
- Horsham District Council reported that some of their operatives had been subjected to being filmed whilst going about their work and subjected to verbal abuse by a resident in the High Street so are no longer able to carry out leaf blowing duties at certain times of the week.
- An ex-Councillor kindly donated a large bag of daffodil bulbs towards the end of 2021 and the Litter Wardens planted these outside the Fire Station in West Street.

- A member of the public asked for permission to carry out Metal Detecting on Council land and a licence is being prepared. Two further Licences have come up for renewal and invitation to renew emails have been sent to the residents concerned.
- Officers sent a chaser email to WSCC asking them for an update on the situation with the Real Time Bus info which is still outstanding. This was meant to be being delivered in one phase during 2021/2022 but nothing had been heard since. Following an email requesting an update, WSCC has confirmed that they had not been able to progress as they are a team member down in their offices. There is sufficient funding to carry out a review of all bus stop infrastructure in the Billingshurst area which will result in general bus stop improvements in addition to the RTPI displays. This will hopefully provide area wide improvements rather than just the provision of RTPI displays. A company called *Externiture* will be carrying out a full review of the bus stops in April/May 2022. They will then make recommendations for improvements based on their findings. Once the report is in, it will be discussed with the Parish Council and agreed improvements implemented in the 2022/23 or 2023/24 years accordingly.
- At the Council meeting in January, District Councillor Nigel Jupp commented that the Parish Council could have been more active (as per other parishes), when it came to getting variations on S106 opportunities arose. The Chairman and Clerk gave examples at the meeting which showed that the Parish Council had tried to be active on this subject. Following the meeting, officers also sent Cllr. Nigel Jupp a thread of email discussions relating to the Billingshurst Allotment site showing how proactive officers had been in trying to ensure S106 money was not lost and could be used towards projects at the allotment site. Officers made the point to District Councillor Jupp that it would help for wording of agreements to be more general towards the projects they were supposed to assist instead of being too specific which risked the money needing to be sent back to developers.
- The Council received confirmation that the management company of Amblehurst Green would be providing some dog bins in the areas that fall within their responsibility. This news will be warmly welcomed by the many residents who have, for some time, complained about the lack of dog bins around the new pathways.
- We have been assured that the Centurion village entrance signs will be re-erected by the end of w/c 14 February 2022.

The Committee is invited to note this report.