




To All Councillors,

You are summoned to a Meeting of Billingshurst Parish Council on **Tuesday 5 September 2023 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 August 2023

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. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
5. Reports from:
 - a. County and District Councillors
 - b. Council Representatives on Outside Bodies.*Resume Meeting*
6. Approval of the Minutes of the Meeting held on 12 July 2023. (Previously sent)
7. Matters Arising – that are not separate agenda items.
8. To consider calendar of meetings 2024 and appointments to committees etc. - Appendix A.
9. To consider an Emergency Plan for the Parish - Appendix B.
10. To consider draft response to proposed changes to railway timetable - Appendix C.
11. To receive Minutes as approved by the following Committees:

Planning & Environment	8 June, 6 & 26 July 2023.
F&GP	28 June 2023.

(all previously circulated / on website.)
12. Neighbourhood Wardens - to receive Wardens' Reports for May, June & July – previously circulated / on website.
13. Any other matters for information only.

14. Date of Next Meeting – 1 November 2023

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.

APPENDIX A

BILLINGSHURST PARISH COUNCIL

TUESDAY 5 SEPTEMBER 2023

CALENDAR OF MEETINGS 2024 AND APPOINTMENTS TO COMMITTEES ETC.

REPORT BY CLERK

FOR DECISION

Following a discussion with the Chairman, I recently messaged Councillors asking that they consider joining some additional Committees as some meetings had been barely quorate in recent months.

A discussion ensued and amongst a multitude of comments and suggestions were the following:

Cllrs already give time to those Cttee that interest them.

Could we have more back to back meetings so less evenings are taken up?

Could we start earlier so that one short meeting at 7.30pm hasn't taken out the entire evening?

Council and all Cttees used to meet monthly.

Council should meet quarterly instead of every other month.

Cllrs are busy on other days of the week.

Whilst Centre and Finance & General Purposes Committees meet on the same night, one following the other, producing two lots of agendas and reports for the same night can be quite stressful, so I would not wish to replicate this.

Officers would be delighted to start meetings earlier and are happy to suggest either 6.45pm or 7pm.

The Planning and Environment Committee wishes to move from Thursdays to Tuesdays, as sometimes the Assistant Clerk has to work a few hours on Fridays (a day she doesn't normally work) in order to meet deadlines for submitting comments.

The Council is invited to:

- a. Consider the attached meetings calendar for 2024 which reflects the change of day for the Planning and Environment Committee and also consider an earlier start time of 6.45pm or 7pm along with any other suggestions.
- b. Resolve the updated list of Committees, Working Parties and Representatives on Outside Bodies. (Offers from Cllrs to join, shown in red.)

CALENDAR OF MEETINGS

[illegible]

CALENDAR OF MEETINGS
2024

November				
5th	Tuesday	Planning and Environment Committee	7.30pm	
6th	Wednesday	Parish Council and Trustees	7.30pm	
13th	Wednesday	Property Committee	7.30pm	
December				
3rd	Tuesday	Planning and Environment Committee	7.30pm	
11th	Wednesday	Working Practices Committee	7.30pm	
18th	Wednesday	Billingshurst Centre Committee	7.00pm	
18th	Wednesday	Finance and General Purposes Committee	7.30pm	
Notes				
All meetings held in the Billingshurst Centre.				
All Committee meetings to be held in the Barns Room, Stanley Room or Council Chamber 1 or 2				
All Council Meetings to be held in Council Chambers 1 and 2				
				Updated 1/08/2023

BILLINGSHURST PARISH COUNCIL	
COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES	
2023-24	
(The Council has set the max. membership for Committees to 10 members.)	
COMMITTEES	
Planning & Environment	JM, DW , SW, DM, CBP , FA
Property	PB, SD, PD , RM, ST, EB, CG
Finance & General Purposes	PB, PD , RM, KP, EB, CG , ST
Working Practices	DW , SW, RM, ST , CG, KP
Billingshurst Centre	PB, SD, PD, SW , KP, EB , CG
Complaints (5 members Max)	PB, SD, RM, TL, CG
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	In abeyance
Emergency Planning	In abeyance
Internal Audit	PD, KP, RM
Traffic Calming (Central Area)	PB, JM, TL, ST, KP
Traffic Calming (Other)	PB, TL

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
Billigreen & Climate Change liaison	PD, JM, TL
Parish and Neighbourhood Climate Action Network	PD
Allotments Society	EB
B'hurst Sports & Recn. Assn. (BSRA)	CG
Friends of Station Road Gardens x1	SD
HALC (H'ham Assn Local Ccls)	PD, SD
N'hood Warden Steering Group x2	PB, SD, PD
Public Art Steering Group	Clerk
Special Planning Document W/Group	DM, CBP
Trustee of Adversane Hall x1	SD
Trustee of Dauxwood Pre-School x1	SD
Sussex Police & Crime Commissioner - Focus Groups x1	CBP (Reserves: RM, ST, TL)
West Sussex Association Local Councils (WSALC) AGM x2	PD, SD
Youth Council	In abeyance
Youth liasion - all matters	SW, CG
B'hurst Flood Action Group	EB
Rural Market Towns Group (RMTG)	
CPRE	

Updated 29/08/2023

APPENDIX B

BILLINGSHURST PARISH COUNCIL

TUESDAY 5 SEPTEMBER 2023

EMERGENCY PLAN

REPORT BY CLERK

FOR DECISION

The issue of an Emergency Plan for the parish has often been raised at meetings and I reported last year that West Sussex Association of Local Councils (WSALC) was working to produce a template that parishes could adopt accordingly. A service has since been offered, at cost, by WSALC.

I therefore asked Horsham District Council (HDC) if this is something they could assist with. [HDC along with WSCC as principal councils are category one responders under the Civil Contingencies Act 2004.]

Their lead officer responded as per the attached (plus a template they suggest parishes adopt.)

I took this matter to F&GP Committee of 21 February 2023 and the resulting minute is as follows:

26/23 To consider taking forward an Emergency Plan (EP).

Councillors had previously indicated a keenness on have an Emergency Plan for the parish. Horsham District Council (HDC) had kindly shared a template that other parishes had used, which complimented their own EP. It was agreed to DEFER consideration until after the local elections in May, by which time the Clerk would investigate whether other parishes in the district who had decided to have an EP had considered it beneficial. Minute 26/23 refers.

I attach some responses I have received from other parishes.

The Council is invited to consider whether it wishes to take forward an Emergency Plan.

Notes

1. The Billingshurst Centre is already included with HDC's own Emergency Plan as a potential evacuation centre and they hold up to date contact details accordingly.
2. The Council has for many years had a Winter Resilience Plan (WRP). This aims to help those who have identified themselves as requiring assistance, with those offering assistance, in times of severe cold, ice snow etc. This could be shopping trips to get food or medicines. Sadly, post COVID, last autumn when previous beneficiaries and volunteers were contacted to see if they were still requiring or offering assistance, 5 said they wanted help and 5 said they could offer help, 2 of which said their help was limited to offering a spare bedroom. Thus the WRP is in effect in abeyance.

Billingshurst Parish Clerk

Subject: FW: Emergency Planning
Attachments: Town Parish EP Plan revised 2015.doc

From: Tony.Skelding <Tony.Skelding@horsham.gov.uk>
Sent: Wednesday, February 1, 2023 2:28 PM
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Cc: Jane Eaton <Jane.Eaton@horsham.gov.uk>
Subject: RE: Emergency Planning

Good afternoon Greg,

There are several parishes who currently have a parish emergency plan in place. Most of them have used the attached template and altered it to suit their local needs, resources and locality. Ideally it's advised that each parish council review and update their plan annually and submit a copy to me to review and hold on file so it dovetails in with our own emergency plans/rest centre operations and ensures that the council contacts you hold are also up to date and accurate.

For information purposes please see this link for more details on what should be included in your emergency plan:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552869/community_emergency_plan_toolkit.pdf.

In addition, here is the local community risk register which provides further information on risks across Sussex:
<https://www.sussex.police.uk/SysSiteAssets/media/downloads/sussex/about-us/sussex-resilience-forum/srf-community-information-on-risks-in-sussex.pdf>

Hopefully this information should suffice and provide a good foundation to start from but if you require any further assistance with the formation of the plan or have any other questions please feel free to get in touch.

Kind regards,

Tony Skelding
Emergency Planning Officer

I asked the three parish councils who had taken up the HDC Emergency Plan template and I received one response:

Our EP template was already in place when I joined so I can't tell you how long it took to create but when I reviewed it last year it took approx. 6 hours to update (it was quite out of date). It's a hefty document!

It was created by The Clerk and went to Council for comment / final review.

The Council wanted a West Chilt specific document and actually yes, that probably is better if you have the time to research the contacts, obtain their permission to be included etc.

APPENDIX C

To:

Martin Darby
Stakeholder Manager
Govia Thameslink Railway (GTR)
Mobile: 07815 016800
martin.darby@gtrailway.com

Re: Start of engagement on potential changes to Southern's West Coastway

Dear Mr Darby

With respect to the West Coastway Timetable Proposed changes Summer 2023 please find enclosed a number of points for your consideration from Billingshurst Parish Council on behalf of the Billingshurst community:

1. On the face of it there don't seem to be significant changes proposed to either to direct destinations available from Billingshurst or timings/frequency of service.
2. This would seem to be a missed opportunity to revisit the needs of a community which has doubled in size since the last major timetable changes in 2007, detailed in the attached letter from the Arun Valley Rail Users Association
3. Services from Billingshurst have had an appalling record on punctuality in recent years with many trains cancelled altogether due to operational difficulties including signal failures, staff shortages, industrial action and occasional poor weather.
4. The main 2007 change affecting Billingshurst was that the splitting/joining of trains destined for Bognor Regis and Portsmouth/Southampton would take place in Horsham rather than Barnham as previously. The rationale for the change was to Southern want to speed up the journey time from Chichester in a bid to attract more passengers onto the line as many passengers from the Chichester area were using the alternative faster SouthWestern services from Havant.
5. Splitting/joining at Horsham has:
 - a) added 5-10 minutes to most journeys from Billingshurst to/from London
 - b) added considerably 30-60 minutes or longer to those journeys when things go wrong, which has happened many many times in recent years because the "fast" portion of the train is prioritised and the "slow" Bognor Regis portion is delayed or often cancelled altogether
 - c) taken away the option of a direct connection to Portsmouth or Southampton

- d) created twice as much traffic up and down the Horsham-Barnham section of the line as there was previously because there are now both "fast" non stopping and "slow" stopping services causing serious congestions at stopping points including the busy level crossing in Billingshurst
 - e) doubled the risk of accidents and fatalities of which there have sadly ben a number in recent years
6. For the above reasons Billingshurst strongly favours reintroduction of slitting/joining in Barnham instead of Horsham, given that any passengers from Chichester and beyond who may have benefitted from the 2007 arrangement already have a faster alternative available to them via SouthWestern Railway.
 7. Billingshurst also favours reintroduction of the twice daily peak hour Billingshurst-London Bridge and back services which were withdrawn during COVID. The many commuters to the city of London now face a much longer journey either by having to change trains en route or by taking London Transport from Victoria.
 8. Destination choices from Billingshurst would be enhanced by running Horsham-Dorking line services South as far as Barnham as happened in the more distant past and similarly by extending Thameslink to Barnham. This would also enhance reliability providing alternative options when the main service is delayed or cancelled.
 9. The 2235 service from Victoria is far too early for a last service to a population the size of Billingshurst making a London night out such as to the Theatre unworkable. We propose a later service departing Victoria no earlier than 2330.
 10. The hourly Sunday services from Billingshurst are inadequate and we would propose these should be increased to every 30 minutes as on weekdays.

Thank you for inviting us to this consultation exercise and we look forward to your favourable consideration of the above comments and proposals.

Yours sincerely

Greg Burt

On behalf of Billingshurst Parish Council