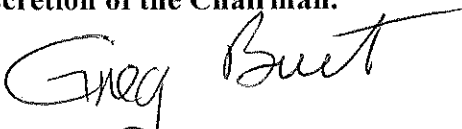




To All Councillors on the Property Committee,

You are hereby summoned to attend a Meeting of the Property Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 11 January 2023, 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

4 January 2023

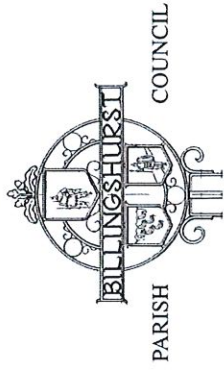
## AGENDA

1. To Elect a Chairman of the Committee for the remainder of the Municipal Year (following the resignation of Cllr Sandy Duck, who remains on the Committee.)
2. Chairman's Announcements
3. Apologies for Absence.
4. To receive Declarations of Interest and notification of change to members' interests.
5. Approval of the Minutes of the Property Committee meeting held on 16 November 2022, previously circulated, to confirm and sign the minutes as a correct record.
6. Matters Arising – **not separate Agenda items.**
7. Public Session  
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman)
8. To consider tenders received for the provision of seasonal bedding services from April 2023 onwards – Appendix A.
9. To consider quotes to replace water pipe at Lower Station Road Recreation Ground and ongoing maintenance - Appendix B.
10. To consider further drainage works at Jubilee Fields - Appendix C
11. To receive an update on replacement of bollards at Adversane Green and agree further works - Appendix D.
12. To approve the tender document for the replacement skate park at Jubilee Fields - Appendix E.

13. To receive property updates, for information only - Appendix F.
14. Any other matters for information only.
15. Next Meeting: **15 March 2023**

**Committee Members:** BB, PB, SD, DH, RM, CG, PD, ST

**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.**



## Breakdown of 5-year Planting Contract

Officers collated a list of contractors who had previously asked to be kept on our list for future business and included our current garden contractor too. Arrangements were then made for invitations to quote letters to be emailed out. The invitation to quote was also advertised on the Council's website for at least 6 weeks and the Clerk included the information on the My Tenders website which fulfils tender obligations. Two contractors responded and their price breakdowns are noted below:-

Contractor	Annual Cost to Council	Total 5-year cost to Council
David Johnson Baskets in Bloom	£3,140 *	£15,700.00
Josh Flynn Gardening Services	£3,192.80 **	£15,964.00

\* Contractor advised that F1 hybrid planting is used instead of standard seed mix

\*\* Contractor had priced for annual increments but when the total was divided by 5 years (contract length) then the figure of £3,192.80 above was calculated

## **APPENDIX B**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNESDAY 11 JANUARY 2023**

### **REPLACEMENT OF WATER PIPE + ONGOING MAINTENANCE AT LSRRG**

#### **FOR DECISION**

#### **REPORT BY CLERK**

Billingshurst Tennis Club and 1<sup>st</sup> Billingshurst Scouts occupy sites at Lower Station Road Recreation Ground. They have rights of access across the Recreation Ground.

In 2019-20 the entrance way to LSRRG from Lower Station Road was remodelled at significant cost, with much of the design accommodating the requirements of tenants. (Full costs to be reported in due course to Members following completion of still outstanding snagging items.)

Back in the Spring of last year, the two tenants contacted the Council reporting high water bills.

Investigation by tenants found nothing wrong with the water meters (located by the turning circle) or pipes between the meters and the users.

Although the water meters and inspection pits were moved during the works, the main incoming pipe was not. This remains in a grassed area to the LHS of the driveway. Observations of green grass during the recent drought seemed to indicate where a possible leak may be.

I tried to ascertain how the recent works may have impacted upon the water pipe, but sadly the Consulting Engineer who oversaw the works on behalf of the Council I believe retired due to ill health and is not contactable. Also, the Site Foreman for the contractor has sadly died.

The contractor had been due to return to site for some time and rectify one remaining item; I asked them to also investigate this issue.

He advised that....

*The chaps have undertaken several trial holes in all the possible locations to find a leak, there was no sign of any waterlogged areas or of the pipe leaking, even in the green area your photo showed. They attempted to squeeze off the various pipes into the boxes to isolate that as a possibility too but they still weren't able to find any leaks.*

This investigation work cost the Council £750.

At a subsequent meeting with representatives of both clubs and Southern Water it was proven that there must be a leak in the original grass strip down the LHS of the drive after all. This pipe was not replaced during the works to the driveway.

In the meantime, both clubs are having to meet water bills of hundreds of pounds and asked the Council if they can assist. The F&GP Committee of 14 December 2022 agreed to give each club a one-off, without prejudice payment of £1,000 to help with this. The Scouts & Guides have accepted the payment, but the Tennis Club have declined it at the present time.

Quotes to replace the pipe have now been kindly arranged by the clubs:

<b>Contractor</b>	<b>Net price</b>
Flowserve	5,250
Sussex Water Main	1,497
Langham Groundworks	4,220

The Tennis Club commented:

*Sussex Water Mains Services were by far the most professional when on site, and were the only ones who proposed using a mole device. The other two proposed digging the whole trench by hand, which probably reflects the higher prices in the quotes.*

As previously commented, this is rather a difficult issue as the Council hosts across its land a water pipe in which it, itself, has no interest as a user, but nevertheless could be seen as responsible for. The two tenants make no contribution towards the upkeep of the accessway which they use and under which their utilities are located.

A way forward would be for the Council

- a. to fund the replacement pipe, in which case the F&GP Committee could be asked to release CIL funds accordingly, and
- b. to assume ongoing responsibility for the pipe, and charge each club say £100 per year, to be increased by £1 per year thereafter.

The Committee is invited to consider this suggested way forward.

## **APPENDIX C**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNESDAY 11 JANUARY 2023**

#### **TRIM TRAIL DRAINAGE AT JUBILEE FIELDS**

#### **REPORT BY CLERK**

#### **FOR DECISION**

Members will be aware that Jubilee Fields suffers from continued poor drainage, by virtue of soil type and location etc.

Approximately two years ago, following severe erosion of a recently-repaired trim trail surface, drainage works were undertaken on the northern path, costing approximately £2,000. Three quotes were received for this work, which has since greatly improved the situation in the area.

A further area requiring attention has since been identified by the BSRA, who lease the sports pitches etc in the centre of the site.

This is the area to the south of the site, approximately where the so-called wiggly path leads to the bridge over the A29.

Given the small-scale of the project, I contacted Leith Hill Plant Ltd, who undertook the previous work, who met the BSRA rep. and I on site.

He suggests the following works:

*Clear out the existing ditches on the east side of the track just beyond the cricket nets, as viewed on site.*

*Arisings to be spread nearby, neatly.*

**£740.00**

*Dig out a short section of piped ditch and leave as an open ditch. Soft arisings to be spread neatly in the adjoining waste ground.*

*Any pipes or hardcore to be removed from site.*

**£480.00**

*Re-grade the existing track to prevent surface water from running down the track.*

*Form grips as required to allow surface water to enter the ditches.*

**£430.00**

*Supply and lay 20 tonnes of road plantings or crushed asphalt to fill the large puddle just behind the cricket nets.*

*Blend into the existing surface and roll well.*

**£1,180.00**

***Works total: £2,830.00***

The Committee is invited to support the proposed works, and ask the F&GP Committee to release CIL funds accordingly.

**APPENDIX D**

**BILLINGSHURST PARISH COUNCIL**

**PROPERTY COMMITTEE**

**WEDNESDAY 11 JANUARY 2023**

**ADVERSANE GREEN BOLLARDS**

**REPORT BY CLERK**

**FOR DECISION**

Last summer the Council embarked upon the replacement of an unsightly collection of concrete bollards around Adversane Green, which is owned by the Council.

Two phases have now been undertaken, using a combination of a fund from the oil-exploration site at Broadford Bridge and CIL.

The project has greatly improved the appearance of the site and has received much positive comment.

The Committee is invited to support the undertaking of a third phase nearest to the entrance to Newstead Hall, of 30 bollards, at a cost of £6,048 and invite the F&GP Committee to release CIL funds accordingly.

(A fourth and final phase would be to replace the bollards fronting Lordings Road which will require reflectors given their closeness to the carriageway.)





# Billingshurst Parish Council

## Main Tender Document

### *Provision to design and install a new Wheeled Sports Facility: Jubilee Fields Sports Ground*

To be submitted no later than 3<sup>rd</sup> March 2023.

Late submissions will be disregarded.



This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

## RESPONSIBLE PARTIES

### The Employer

Billingshurst Parish Council

### Procurement Contact

Sports and Play Consulting Limited

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## 1. General Requirements

### 1.1 Overview

Billingshurst Parish Council (The Employer) is seeking a suitably qualified company to design and install a new Wheeled Sports Facility at Jubilee Fields. The project centres around the replacement of the previous facility, which has been removed due to the ongoing maintenance challenges and had largely reached the end of life in terms of the state of the materials.

The Council has set aside a specific budget for the project and conducted some local user engagement to validate what is being requested in terms of design and materials.

The site address is: **off the A272, Billingshurst RH14 9GP.**



A previous tender process had been undertaken, however due to delays and procurement requirements from the Local Authority, a new process is required however the objectives and design requirements remain the same. A consultation will take place to score on the submitted designs, along with other criteria to evaluate the submissions in their entirety.



## 1.2 Budget and Costings

- The council has set aside a maximum budget of **£140,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project, any changes made to the final budget as variations or revisions will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.
- No payments or deposits will be made in advance of the *Works* to the selected Contractor under any circumstances.

## 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not able to provide all the information required by the council to make a full evaluation.





Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

**Note: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market. Additionally, if the quotations are above the available Employers budget or prices of the preferred Contractor increase after the tender submission prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.**

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, materials and associated works for a new **Wheeled Sports Facility** which should comply with the appropriate British or European Standards, mainly BS EN 14974:2019.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.



## 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor should be able to provide evidence of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**
- Contractors (All Works) Insurance of no less than: **Project Value**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction





### 3. Scope of Works

#### 3.1 Objectives for Wheeled Sports Facility.

Jubilee Fields is made up of a number of sports facilities and the site is accessible by two pathways which lead back to the main car park. The potential footprint is shown below which is approx. 30m x 25m (Blue outline), considering the football markings to the left, and the surrounding pathways and trees.



*Blue outline showing proposed footprint. Phase two may extend to the southern side.*

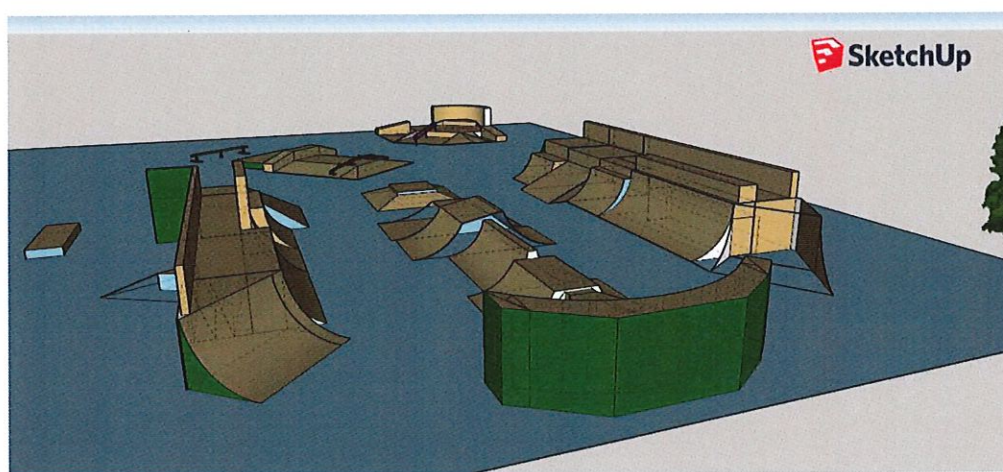
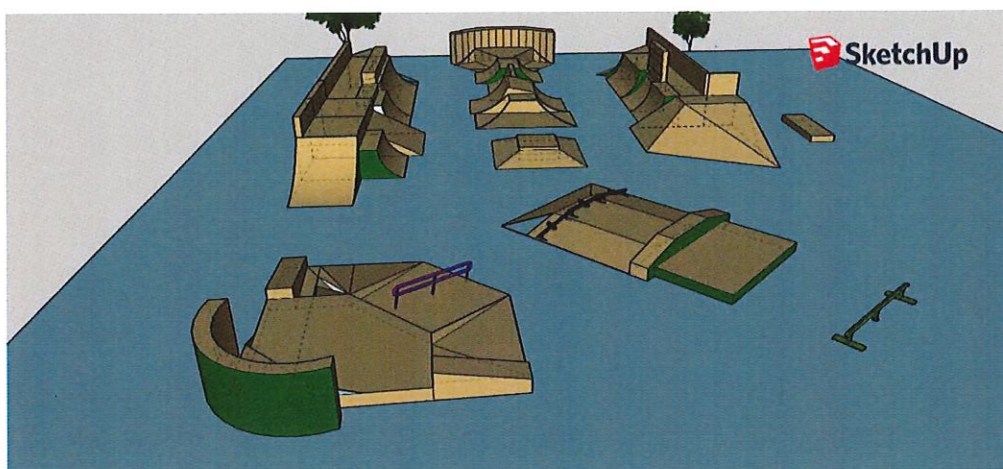
The previous facility, which was recently removed from site, had been used for over 10 years with considerable popularity. Due to the requirement to replace and potentially enlarge the area with a new facility, the Council is supporting the delivery to meet the needs of the local users.

The Council had engaged with local consultees who have put together a concept design (shown below) which should be used as a guide for any submissions, representing a cross section of users, with endless lines and more progressive.





## Concept Design



**Note: Suggested dimensions for the above concept can be emailed on request showing HxL (in feet) for each element using various views.**

The main goals for the Council include:

- Create a facility that caters for a range of users and abilities.
- Ensure the facility is low maintenance in terms of vandalism and the longevity of materials.
- Consideration of drainage, and practicality of the site such as pathways and seating.
- Potential to increase the footprint in the future as part of a second phase.



*Suppliers should consider an allowance for any existing slope on site (approx. 2 metre drop), drainage requirements and the surrounding features such as the pathways and sports pitches.*

### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1, 5.1.2 and 5.1.3.

Item	Requirement
<b>Suggested Elements</b>	<b>Mainly Ramps with some street elements:</b> Quarter pipes/Extensions Hips Spine Jump box Vert wall





	Multiple pads, street section Wall ride with pyramid style flatbank leading into it Rails
<b>Primary Users</b>	BMX, Scooters, Skateboard
<b>Primary Materials</b>	Wood, Steel, Composite Material Tarmac base with suitable subbase and PCC edging.
<b>BS EN</b>	14974:2019
<b>Drainage</b>	Include any necessary drainage system and details of such a system to reduce excess water such as a soakaway for piped drain to the ditch on the south side.
<b>Removals and Disposal</b>	Any spoil can be removed and either used as bunding around the new facility using topsoil and seed (without it effecting the surrounding football pitch or pathways or using hazardous waste) or removed off site to a suitable waste depot.
<b>Pathways</b>	Design in connecting pathways from existing pathways on both sides of the facility. <i>Ensure they are accessible in terms of width and preferably tarmac surface with suitable edging and stone base</i>
<b>Seating Area</b>	None: however, two existing steel benches can be relocated onto a new hard standing around the new facility. (location to be confirmed)
<b>Bins</b>	None – however two existing barrels used for waste can be relocated.
<b>Sports Sign</b>	Yes: A2 sign on a steel post to be installed (artwork to be advised)
<b>Heras Fencing</b>	Yes: Double clipped heras fencing with construction signage to be erected from the start to the completion of the work.
<b>RPII/ROSPA Inspection</b>	Yes: Qualified Wheeled Sports Facility Inspector.
<b>Re-Instatement</b>	Yes: any damage to existing materials and turf must be re-instated to original condition.
<b>Welfare Required</b>	Yes: please include any fresh water and toilet facilities.



## 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	16 <sup>th</sup> January 2023
Site meeting for interested contractors (30-minute slots):	1 <sup>st</sup> February 2023 (TBC)
Notification of your intention to provide a response and deadline for questions about the tender:	10 <sup>th</sup> February 2023
<b>Tender Submissions Due:</b>	<b><u>3<sup>rd</sup> March 2023 at 16:00 hours.</u></b>
Decision on Preferred Supplier:	April 2023
Works to Begin ( <i>Guide Only</i> subject to lead times and consultation stage):	September 2023

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Public Consultation</b>	A public consultation either online and/or with a focus group displaying the designs submitted and an appropriate scoring and feedback mechanism to determine the preferred design. <i>Any attempt to manipulate this process unlawfully or otherwise deemed as inappropriate will result in a disqualification of the supplier's tender.</i>	<b>50%</b>





<b>5.1.2 Design Rationale:</b>	Specifically scoring will be based on: 1. <i>Design Rationale</i> in terms of the layout and how you have utilised the space to cater for various users, abilities and the concept design. 2. <i>Consideration of Phase 2</i> in terms of the Council potentially extending the footprint should funding become available and a strong need to undertake this stage.	<b>10%</b>
<b>5.1.3 Experience and Warranties (Appendix 2):</b>	Specifically scoring will be based on: 1. Detail the company experience you have in building these types of facilities, including staff experience, and reference sites. 2. Materials and Warranties: the robustness of the materials against both arson and the natural elements and the relevant warranties.	<b>30%</b>
<b>5.1.4 Presentation and Quotation:</b>	Suppliers are to provide: 1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size or similar. 3. An itemised quotation.	<b>10%</b>

## 5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion (except the public consultation):

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to
------	----------	--



		meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

In the event that the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, starting the process over. Alternatively, if the brief has or is close to being met, the Employer



may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with either the consultant or a member of the council to clarify any questions on the specific date detailed in Section 4. However, this is not mandatory, and suppliers should still visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.





## 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

## 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier presentations to the Council;
- Council visits to reference sites;
- Additional consultation within the Council or external parties;

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

## 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation as part of the scoring criteria. Guidance on how the consultation will be conducted and what information should be collected will be discussed





between The Employer and any relevant third parties to ensure that it is fair and transparent.

#### 6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief.

#### 6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee or Group, &/or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

#### 6.8 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer



which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1, 5.1.2 and 5.1.3:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i> <i>SupplierName5.1.3</i>
4. <u>Response to 5.1.4:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>



## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size with details showing all the measurements/dimensions
- Include any number references to specific items or elements in the design
- No Videos are to be provided

## 8.3 Submission Instructions

Both electronic and hard copies required by the due date and time.

### **Email to be sent to:**

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

### **Hard copies to be sent to:**

Billingshurst Parish Council  
Billingshurst Centre, Roman Way  
Billingshurst RH14 9QW.

Attention: Greg Burt

'Tender – Billingshurst Parish Council Wheeled Sports Project'

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).**

## **APPENDIX F**

### **BILLINGSHURST PARISH COUNCIL**

#### **PROPERTY COMMITTEE**

**WEDNESDAY 11 JANUARY 2023**

#### **PROPERTY UPDATES**

#### **FOR INFORMATION**

#### **REPORT BY OFFICE MANAGER**

1. **CHERRY TREE CLOSE PLAY AREA**

- The replacement parts arrived as scheduled in early December and are due to be fitted this month.

2. **LOWER STATION ROAD RECREATION GROUND**

- Despite repeatedly chasing up HACS/SMP to ask them to supply replacement fixings, no response has been received. Staff will now investigate if they can find the recommended fixings elsewhere.
- The Council was saddened to hear of the passing of Paul Starkey and Pauline Lowe in recent weeks, both of whom were pivotal members of the Billingshurst Show team over the years.
- Unfortunately, the skate ramp and play equipment in the area were attacked by graffiti vandals, this was reported to HDC for the graffiti to be removed.

3. **JUBILEE FIELDS**

- Officers received confirmation from Sussex Land Services in early December that all hedge works on the Garden Contract had been completed.
- The new height barrier has been put in place on the access road into site and the old barrier removed. It is proving much easier to manoeuvre than its predecessor!
- A s106 meeting to discuss potential funding for a replacement wooden skate ramp on site is due to be held this month. A report will follow once the meeting has taken place.

4. **STATION ROAD COMMUNITY GARDENS**

- The proposal to light the Ball Court / Youth Shelter area is on hold pending the project to provide a new path to the rear of the site, for which quotes are awaited. In the meantime, we believe the footpath from Myrtle Lane to the Gardens, which heavily floods may be owned by WSCC/Weald School, having ruled out other bodies responsible.
- A resident has been in contact on a couple of occasions to report flooding towards the rear of the site and contractors have been actioned to carry out clearance of the ditch on site and remove any leaves build up which may be preventing water flow.
- A *Licence to Occupy* was granted to the Men's Shed, pending the granting of a lease which itself is dependent on HDC transferring a small triangle of land back to the Parish Council. They hope to start groundwork soon and are investigating costs for a concrete pad being laid.



5. **TREES**

- There is no further update at this stage about the management plan received from Keen & Co. The report has arrived, this will be gone through in detail and recommendations actioned in due course.
- A Carpenters resident made contact about a tree concern, and following a successful TPO application to HDC, works took place in late November.

6. **CRANHAM AVENUE**

- The Clerk has chased up the contractor due to carry out pressure washing of the surfaces on site.

7. **PUBLIC TOILETS**

- The Council has retained its Platinum 'Loo of the Year' Award.
- The Council had been badly let down by its current toilet roll supplier and officers contacted Citrus Cleaning Supplies who provided an efficient next day service at better prices.
- Some straps for the baby changing units are awaited from Healthmatic and will be fitted once they arrive.
- The public toilet has unfortunately been subjected to a spate of vandalism in recent weeks. This is being reported to Sussex Police to ask them to carry out extra patrols; Neighbourhood Wardens are aware.

8. **ADVERSANE**

- The Council is awaiting clarification as to whether beacons will be lit in May 2023 to mark the Coronation of HM King Charles III
- Bollard replacements – see separate agenda item.

9. **MISCELLANEOUS**

- An update has been received regarding the Real Time Bus Info (RTPI) displays for bus stops around the parish. A location map has been provided with details of each of the bus stops which will have the displays. The proposal is to use battery operated RTPI displays – either mounted in existing bus shelters or on new posts. The displays were ordered in December with the lead times for manufacture approximately 12 – 16 weeks; once there is a further update, this will be reported to the committee.
- The annual inspection of play equipment/trim trail equipment took place during October and the report has only just been received following a delay due to ill health of the inspector. Staff will be actioning any works identified in the timescale recommended by the inspector.
- Officers were delighted to have been able to secure in excess of £145,000 s106/CIL funding towards projects specifically to upgrade and improve the Billingshurst Centre. Arrangements are being made to draw down this funding as soon as possible.
- A councillor wrote to say that he had been contacted by a number of people about leaves outside the front of Park & Brown. A response was sent advising that these leaves are picked up on frequent occasions but as not all leaves fall at the same time, this would be an ongoing issue until trees were bare of foliage.
- An urgent report about uneven paving in the High Street was sent to West Sussex County Council as Highway Authority and also copied to our County Councillor Amanda Jupp for her information.

- A local resident near Alicks Hill contacted the office to report burst sandbags which had been in the gutter for a long time. Officers sent a Litter Warden to site to clear up the detritus.
- A local resident has been in contact with the Council requesting to carry out metal detecting on council land. A response will be sent shortly.
- Due to staff shortages last autumn, Litter Wardens were unable to complete certain duties, and this included the painting of Council noticeboards with wood preservative. This is a job that will be saved for springtime.
- The Council had three firm applications for the Cleansing Operative/Gardener vacancy with another application which didn't progress. Officers interviewed Linval Thomas in December and as reported directly to councillors, he is due to start work this month.
- The Christmas lighting display in the village and at the Billingshurst Centre proved to be a huge hit again with local residents. Light Angels have once again given the Council an excellent service.
- A tree supplied by HDC as part of the late HM Queen's Green Canopy campaign was planted in early December in Cleveland's Gardens; officers arranged for a tree guard to be erected to help protect the tree.
- Mindful that many residents are worried about keeping warm this winter, Billingshurst Centre and Parish Council are welcoming anyone to the Centre's Stanley Room every Friday from 20 January to 31 March 10am-Noon for a free hot drink and a sit down. Neighbourhood Wardens Julie and Barry will be on hand, and the plan is to have a different jigsaw each week, a stack of magazines, the local newspaper and Radio 2! Councillors are asked to help advertise this where they can.
- The Parks Department of HDC reported last summer that a programme of improvement works would be carried out along the Billingshurst Bypass Recreational Trail. The works started last autumn and included cutting back vegetation and crown lifting of trees to help reduce encroachment of the footpath. There would be significant path resurfacing and drainage improvement carried out along the section to the north of Platts roundabout which regularly floods. This led to some temporary closures of the footpath which leads across the bypass. The path improvement works were largely funded by s106 transport contributions held by HDC on behalf of WSCC. The next phase of path improvements are being reviewed over the course of this winter (to identify any further wet spots) and implemented by Spring 2023. If councillors have concerns about any specific area of the Bypass Recreational Trail, they are welcome to contact the Parks Department at HDC directly providing photos and a sketch map of the area they are concerned about.

The Committee is invited to note this report.