



**To All Councillors,**

You are summoned to a Meeting of Billingshurst Parish Council on **Wednesday 13 March 2024 at 7pm 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

6 March 2024

## AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To consider applications to fill one councillor vacancy by co-option. Those received to date - Appendix A. Any are received subsequently will be circulated.
4. To Receive Declarations of Interest and consider any requests for a dispensation.

*Adjournment for*

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 and District Councillors
  - b. Council Representatives on Outside Bodies.

*Resume Meeting*

7. Approval of the Minutes of the Meetings held on 10 January and 7 February 2024. (Previously sent)
8. Clerk's Report
9. To consider **RECOMMENDATION** from the F&GP Committee of 31 January 2024 that the Council's Corporate Risk Assessment be approved. (Minute 12/24 refers). [On website under Council Documents.]
10. To review Council *Wish List* – Appendix B.
11. To receive *en bloc* Minutes as approved by the following Committees:

Planning & Environment      7 December 2023, 9 January and 6 February 2024

F&GP                                      12 December 2023 and 31 January 2024

Property Committee              11 October 2023

(all previously circulated / on website.)

12. Neighbourhood Wardens - to receive Wardens' Reports for December, January & February - previously circulated / on website.
13. To review appointments to Committees, Working Parties and representatives on outside organisations - Appendix C.
14. Date of Next Meetings – 1 May 2024

**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

**Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.**

I have lived in Billingshurst since 2005 and I brought up my two boys here. I worked as a leader for Parbrook Scouts for many years giving me an insight into the needs of adolescent children (mainly boys) which helps me have some ideas on the sort of activities they enjoy doing. I am keen to see simple additions to Jubilee Fields such as a pump track, skating ramp (already in progress) and also on simple ideas to help teenage girls feel safer - for example ensuring that any particular public area is not enclosed in by just one entrance (idea courtesy of Sam Bateman) and explore other ways of improving what we offer young children and teenagers.

I am also the local councillor for HDC and I feel that being on both councils (as frequently happens) can be useful for both HDC and BPC. I am also actively engaging with Denise Campbell et al on the Billingshurst Community Partnership for similar reasons - I learned a lot about their reducing food waste project by volunteering for the evening. To be successful on all these bodies, it is essential to approach all issues with an open mind, to actively get informed of the details and to actively listen to other people's view points. And even if total agreement is not possible, to look for commonality in views and be willing to compromise in a way that serves the common good.

Very simply I want to become a member of the BPC as like you, I want to make this an even nicer town in which to live. I have the attitude, energy and desire to get stuck in and get things done.

From  
John Trollope

Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

I still care about the community  
+ hope my 12 years serving on  
Horsham District Council would  
prove useful to the Parish.

I am a very down to earth  
person with, I hope, a great  
deal of common sense.

From Kate Rowbottom

A copy of this page will be circulated with the Council agenda to all Councillors.

## **APPENDIX B**

### **BILLINGSHURST PARISH COUNCIL**

**WEDNESDAY 13 MARCH 2024**

#### **COUNCIL WISH LIST**

#### **FOR DECISION**

#### **REPORT BY CLERK**

The Council has been having regular meetings with Horsham District Council (HDC) and BSRA (Billingshurst Sport & Recreation Association) in an effort to progress improvements at Jubilee Fields utilising existing (primarily S106) funds held by HDC.

We are working together on a potential scoping report that will guide the use of these funds in a prioritised way and enable HDC to release funds accordingly.

However, HDC has intimated that it wishes to create a wider Billingshurst Infrastructure Fund that will include existing s106 and CIL funds, to which District Cllr Mark Baynham said it may add approximately another £1 million, to reflect the dearth in investment in the village, in spite of considerable house building in recent years.

HDC has asked what projects the Parish Council have in mind for the future, to assist the *conversation*. These are projects that the Parish Council can potentially assist in delivering either as land-owner or delivery partner etc.

I have compiled the attached list, which is made up of existing known items, together with a substantial list of cycle and footway projects largely drawn from the actions raised during preparation of the Neighbourhood Plan. (I attach for completeness the list of Non-Policy Actions from the NP.)

The Council is invited to review this list, adding and deleting etc as appropriate.

Billingshurst Parish Council	
Possible projects	
Project	Approx. cost
<b>FOOTPATHS &amp; CYCLEWAYS</b>	
Footpath 1335: improve the surface from the bypass path to Rowan Drive and allow for cycling	
Footpath 1335: replace the loop from the bypass bridge into Jubilee Fields with a ramp and allow for cycling	
New path: create a walking and cycling link from Newbridge Road West to Lordings Road	
New path: create a walking and cycling link from Billingshurst to Five Oaks parallel to the A29	
New path: create a walking and cycling link from Billingshurst to Coneyhurst	
Footpaths 1322 and 1323: upgrade status and surface for cycling	
Footpaths 1932 and 1934: improve the surface south from Daux Road and then west to Lower Station Road to a year-round useable surface	
Footpath 1937: upgrade from Natts Lane to Myrtle Lane in width and status for cycling + lighting	
Footpath 1941: lay a sealed surface to WSCC spec through Bowling Alley woods, funding being additional to that provided by Devine Homes which is only required (at time of writing) to lay a compacted stone surface	
Footpath 1941: upgrade from Little East Street to High Street in width and status for cycling	
Footpath 1941: upgrade from the new spine road to Wooddale Lane in width and status for cycling	
<b>MISCELLANEOUS</b>	
CCTV - Public realm etc.	£100,000
Complete new bollards around Adversane Green	
Electricity feeder pillar for events at SRG	
New community noticeboard east of Billingshurst	
New path to r/o SRCG	
Community Centre - ongoing improvements	
Garden of Remembrance (for ashes)	
Pump Track	
Replace Skate Park @ Natts Lane	
Additional Allotments	
<b>JUBILEE FIELDS</b>	
3G Pitch	
Improved / new Clubhouse	
Additional car parking	
Wider driveway	
Improved drainage	
Connect sewer to mains	
<b>TRAFFIC CALMING VARIOUS</b>	
Detailed elsewhere	

Updated 04/03/2024

# NON-POLICY ACTIONS

## NON-POLICY ACTIONS

Table 11.1 below identifies a series of actions that have arisen through the community engagement in preparing the Neighbourhood Plan. These were considered by the community to be important matters but do not necessarily require planning permission. As such, they are not the subject of planning policies in the Neighbourhood Plan. These non-policy actions will be reviewed in line with the rest of the Neighbourhood Plan as part of the Local Plan Review, to take account of changing circumstances and community aspirations.

No.	Issue	Possible actions	Lead agencies and partner (see key)
<b>Character and Environment</b>			
6	There is a desire locally to explore opportunities for community energy scheme	Engage with partners to explore options for the development of a community energy scheme, which may be further detailed in the early review of the Neighbourhood Plan.	PC, local residents, HDC, landowners
7	The ambition to enhance the range and quality of public art	Identify key locations where public art would enhance the public realm and engage with the community about the type of installation that would be appropriate.	PC
<b>Transport and Movement</b>			
8	There is insufficient car parking at the station	Discuss options for provision of additional parking with key partners, exploring data available to back up need.	PC, Network Rail, Southern Rail, Arun Valley Rail Users
9	Lack of short stay parking spaces in the High Street	Work with partners to identify potential new short stay spaces.	PC, Local businesses, HDC, WSCC
10	Parking problems around Tesco/ pharmacy	Work with WSCC Highways to explore parking solutions.	PCC, WSCC
11	Lack of street cleaning in areas causing road markings to be obscured	Liaise with HDC to explore ways to improve frequency of targeted street cleaning.	PC, HDC

No.	Issue	Possible actions	Lead agencies and partner (see key)
<b>Community Infrastructure</b>			
1	There is a lack of youth facilities in the parish	There is planning permission for a new youth facility – The Eye Project for which funding is being amassed. This can be used to inform discussions with developers bringing forward developments and CIL expenditure/ funding applications	BCP, PC, HDC, WSCC, developers, local youth groups
2	There is a lack of provision of playgrounds (for all age groups) and the quality of some existing ones needs upgrading	Undertake an audit of the quality of existing playgrounds in the parish, based on standards set out in HDC's Sport, Open Space and Recreation Assessment, 2014.	PC, HDC
3	There will be a need to modernise the Jubilee Fields Pavilion during the lifespan of the Plan.	Consider potential future uses and sources of income to enable the modernisation of the facility.	PC, BSRA
4	Lack of adequate medical provision	Work with the Coastal West Sussex Clinical Commissioning Group to secure adequate health provision and capacity in Billingshurst.	PC, CCG, WSCC
5	Lack of school provision	Work with West Sussex County Council to secure improved education and capacity in Billingshurst.	PC, WSCC



No.	Issue	Possible actions	Lead agencies and partner (see key)
12	Current foot/cycle path and road network requires improvements including infrastructure.	<p>Work with partners, including neighbouring parishes and schools, to identify where foot and cycle path improvements can be made and seek to address these. Potential projects include:</p> <ul style="list-style-type: none"> <li>• Broomfield Drive to Brookers</li> <li>• Road to railway station: creation of a cycle track.</li> <li>• Coombe Hill into Jengers Mead: a feasibility study could be undertaken on installing lighting for users' convenience and safety.</li> <li>• Little East Street to High Street: creation of a cycle track.</li> <li>• Hilland roundabout to Parbrook roundabout ('running track'): upgrade surface.</li> <li>• Natts Lane to Myrtle Lane ('Cinder Path'): creation of a cycle track.</li> <li>• Rowan Drive to Jubilee Fields: creation of a cycle track.</li> <li>• Widening footpaths near to schools</li> <li>• Station Road - parked cars on station Road present obstructions. Potential to add yellow lines to cause cars to use Myrtle Lane car park.</li> <li>• Lorries present a threat to the safety of young children as drivers cannot see children close to their vehicles. Opening Marringdean Road to lorries would help to alleviate this problem.</li> <li>• The warning signs of close school proximity are insufficient. Signs to show a school is very close would alert drivers.</li> </ul>	PC, local footpath groups, neighbouring parishes, WSSC PRoW team, WSSC Highways, local schools

No.	Issue	Possible actions	Lead agencies and partner (see key)
13	Current foot/cycle path network requires extensions.	<ul style="list-style-type: none"> <li>• Speed signs on the High Street - the 20 mph zone could be extended to include the High Street where the children use the zebra crossing and more 30mph signs needed on this top part of High Street / Alicks Hill where many pupils cross.</li> <li>• Top of the High Street / Alicks Hill - the addition of traffic calming as on the lower part of Alicks Hill as it connects to the 'By-pass' would discourage speeding.</li> </ul> <p>Identify areas of the PRoW network where extensions would help to connect the parish to settlements and features beyond, in particular:</p> <ul style="list-style-type: none"> <li>• Route to Wisborough Green</li> <li>• Route to The Downs Link bridleway</li> <li>• Route to the South Downs</li> <li>• Route to the Wey South footpath</li> </ul> <p>Consider provision of a new footpath on the east side of Alicks Hill, from the top of Station Road to the Weald Secondary School.</p>	PC, local footpath groups, neighbouring parishes, WSSC PRoW team
14	Enforcement of drainage management agreements	<p>Work with relevant partners to ensure that drainage management agreements are monitored and enforced.</p>	PC, landowners, local schools, WSSC PRoW team

No.	Issue	Possible actions	Lead agencies and partner (see key)
15	Need to consider implications of Local Plan review on the parish, particularly in relation to housing need.	<p><b>Housing</b></p> <p>Undertake an early review of the Neighbourhood Plan once the review of the Horsham District Planning Framework 2015 has established a new spatial strategy for the district. This will take into account the future housing requirements across Horsham district and will set out a strategy for delivering Billingshurst's contribution towards this housing requirement.</p>	PC, HDC
<b>Economy</b>			
16	Need for a Billingshurst-focussed group within the wider Chamber of Commerce, exploring local economic issues.	Chamber of Commerce – to create a new sub-committee focussing just on Billingshurst.	PC, local businesses, Chamber of Commerce
17	The High Street is traffic-heavy	Explore opportunities to pedestrianise Billingshurst High Street. Explore the possibility to pedestrianise parts of the High Street to encourage greater footfall and a safer pedestrian environment. Encourage other forms of transport into the village centre.	PC, local businesses, HDC, WSCC
18	HGVs and other large vehicles regularly using residential streets and High Street for access	Explore options to identify alternative commercial land that could assist in the eventual relocation of existing commercial businesses away from inner village locations.	PC, HDC, local businesses, landowners

No.	Issue	Possible actions	Lead agencies and partner (see key)
18	HGVs and other large vehicles regularly using residential streets and High Street for access	Explore options to identify alternative commercial land that could assist in the eventual relocation of existing commercial businesses away from inner village locations.	PC, HDC, local businesses, landowners
19	Need for additional flexible office/business space	Identify existing vacant premises, particularly in Billingshurst Village Centre, and explore the potential for their re-use – either on a permanent or temporary basis – as co-working/start-up commercial business space.	PC, Chamber of Commerce, local agents, local businesses
20	Opportunity to promote Billingshurst as a visitor destination	Explore options to develop a tourism website for Billingshurst (and associated material as necessary). This might include identifying a local space, in the High Street for instance, for use as a visitor information point (at the very least static information display).	PC, local businesses, Tourism South East, West Sussex Tourism Partnership

Table 11.1: Non-policy actions

**Key**

BSRA: Billingshurst Sports &amp; Recreation

Association

BCP: Billingshurst Community Partnership

CCG: Clinical Commissioning Group

HDC: Horsham District Council

PC: Parish Council

PRow: Public Rights of Way

WSCC: West Sussex County Council

# APPENDIX C

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

*Bold indicates Chairman/Vice Chairman*

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

Updated 04/03/2024