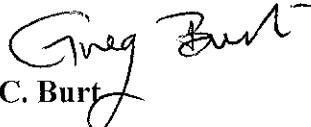




To All Councillors,

You are summoned to the Annual Meeting of Billingshurst Parish Council on **Wednesday 1 May 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

25 April 2024

AGENDA

1. Election of Chairman.
2. Chairman's Announcements.
3. To consider any applications for cooption caused by the resignations of Caroline Beresford Pratt and Roy Margetts (2 vacancies) - Appendix A. (Note: Not yet able to coopt to fill vacancy caused by resignation of Cllr Sarah Wilson.)
4. Election of Vice Chairman
5. Apologies for Absence.
6. To Receive Declarations of Interest and consider any requests for a dispensation.
7. Council Structure 2024-25
 - a. To Review Committee Structure – Appendix B. (No amendments suggested.)
 - b. To Review Committee Terms of Reference – Appendix C. (No amendments suggested.)
 - c. To Appoint *en bloc* Committees, Working Parties and representatives on outside organisations - Appendix D.
 - d. To Appoint Chairs & Vice Chairs to Committees. (The Chairman will invite only those members of each Cttee to vote for these.)
8. To review and readopt Standing Orders (In Members Handbook / on website)
9. To review and readopt Financial Regulations. (In Members Handbook / on website)
10. To refer *en bloc* the following to the Finance & General Purposes Committee:
 - a. Annual review of inventory of land and other assets including buildings and office equipment.
 - b. Confirmation of arrangements for insurance cover in respect of all insurable risks.
 - c. Review of the Council's and/or staff subscriptions to other bodies.

- d. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - e. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
11. To refer *en bloc* to the Working Practices Committee: Ongoing review of all of the Council's policies, including disciplinary, freedom of information and Data Protection etc.

Adjournment for

12. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
13. Reports from:
- a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.

Resume Meeting

14. Approval of the Minutes of the Meeting held on 6 March 2024. (Previously sent)
15. Clerk's Report.
16. To consider proposed change to speed limit in Marringdean Road - Appendix E. [Note: This would ordinarily go to F&GP but due to the deadline, it is coming to this meeting.]
17. To receive Minutes as approved by the following Committees:
- a) Planning & Environment 5 and 26 March 2024.
 - b) F&GP 28 February 2024.
 - c) Property 21 February 2024
 - d) Working Practices 15 November 2023
- (all previously circulated / on website.)
18. Neighbourhood Wardens - to receive Wardens' Reports for March – previously circulated / on website.
19. To receive the minutes of the 2024 Annual Parish Meeting of Electors and to consider any matters requiring the attention of the Council - previously circulated.
20. Date of Next Meeting – 3 July 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

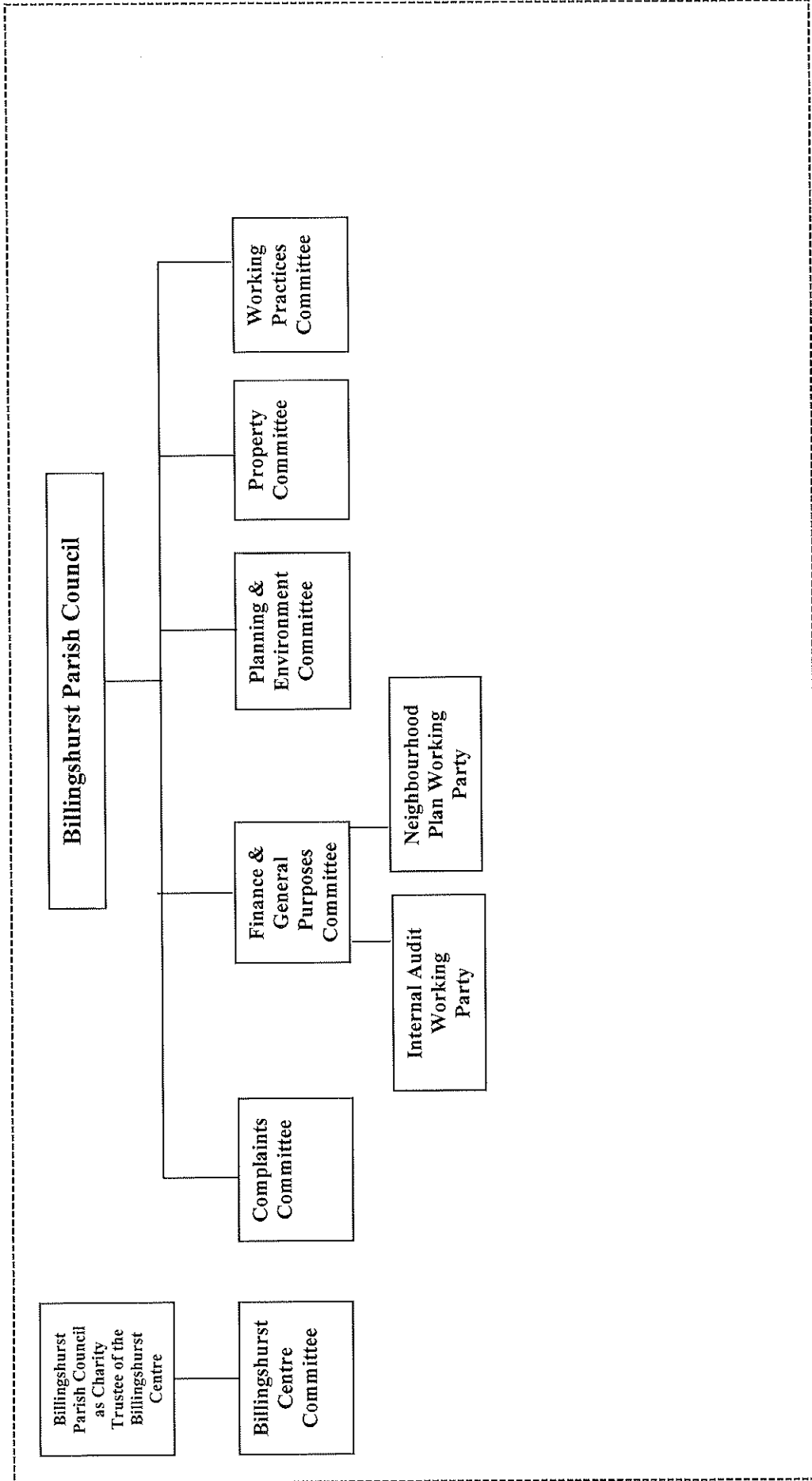
From JEREMY GORDON HARRIS

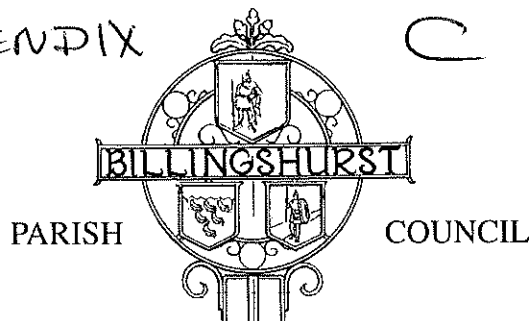
Please outline below why you would like to become a Parish Councillor and include 3 qualities or talents that you could bring to the organisation.

I have managed a local business for the past thirty five years so I feel I have a good understanding of the things people express a opinion about, and the way they put things over to me. I employ over 40 people in the local area and we deliver to a lot of local residents so we feel we have a understanding of the concerns and issues raised within the parish area. I feel because I hear this first hand and am best equipped to put these specific points over at general meetings and with my strengths of directness and fairness and organisation I feel I am the candidate for you.

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

Billingshurst Parish Council Structure May 2024





TERMS OF REFERENCE **FOR COMMITTEES**

MAY 2024

PREAMBLE

All Full Committees have delegated authority on all matters within their remit, except

- a) For those items where the law prescribes that such decisions are taken by Full Council (in which case a Committee may make recommendations to Council as appropriate.)
- b) Where a Committee consider that the matter should be resolved by all Councillors.

FINANCE & GENERAL PURPOSES COMMITTEE

Main Function:

The undertaking of all financial matters and other miscellaneous matters. The efficient and effective administration of the Council's affairs with specific attention to resource allocation and financial well-being.

Terms of References:

- (a) To approve monthly accounts for payment.
- (b) To review the monthly bank reconciliation
- (c) To prepare a budget for each year and to monitor the Parish Council's expenditure.
- (d) Dealing with matters specifically referred by the Council or any other Committee and with matters not specifically referred or delegated to any other Committee.
- (e) To consider all grant applications.

- (f) Giving consideration to, agreeing and making appropriate recommendations in respect of the Council's revenue estimates, including reimbursable expenditure.
- (g) To ensure the Council is meeting its obligations to HMRC.
- (h) To ensure that the Council has appropriate insurance policies and reviews annually the Council's Risk Assessment.
- (i) To review annually the Council's Fixed Asset Register and ensure that property valuations and insurance cover are adequate.
- (j) To maintain bi-annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (k) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (l) To consider all highway (excl. footpath/ROW) matters and public transport issues.
- (m) To consider matters relating to crime and disorder including the provision of CCTV.
- (n) The maximum membership of this Committee is 10.

Policy:

The Committee will:-

- (i) Look to provide the Council's services at the minimum cost, commensurate with full and effective fulfillment of the Council's operational role and policy aims.
- (ii) Seek to ensure the most profitable and efficient investment management policies.
- (iii) Recognise the need for good business management in operating its services, and will, as appropriate, undertake performance and systems reviews to ensure an economic, effective and efficient Council. Where beneficial, consider opportunities for the introduction of new technology within the Council's office systems.
- (iv) Recognise the need for, and benefits of, Member and staff training. Initiate and react to positive and appropriate opportunities within the context of overall budget resources.

PROPERTY COMMITTEE

Main Functions:

The management of all Council property including playing fields and open spaces, together with provision and maintenance of playground equipment. The upkeep and repair of Churchyard and provision and maintenance of parish street lighting.

Terms of Reference:

- (a) Dealing with the maintenance of the Adversane Hall, Public Conveniences, Jubilee Fields Sports Pavilion, Council-owned open spaces and play equipment within the Committee's approved budget and the making of recommendations annually to the Finance and General Purposes Committee to rents and charges.
- (b) Dealing with the provision of:-
 - i. Bus shelters
 - ii. War Memorial
 - iii. Public Notice Boards
 - iv. Public Seats
 - v. Christmas Lights
- (c) Dealing with the maintenance of the Churchyard.
- (d) Dealing with Parish footway lighting and all up-grading schemes.
- (e) Review the schedule of inspection of Council property and open spaces including five yearly electrical safety inspections.
- (f) Review the Risk Assessments for individual property, open spaces and working practices in relation to property matters.
- (g) The maximum membership of this Committee is 10.

Strategy:

The efficient and effective administration and maintenance of all Parish property.

Policy:

- (h) Seek to maintain and enhance the appearance of all its landholdings recognizing the significance and importance of such standards.

PLANNING AND ENVIRONMENT COMMITTEE

Main Functions:

The consideration of planning and licensing applications and other planning issues relating to the Parish.

Terms of Reference:

- (a) To consider all planning and licensing applications for the Parish.
- (b) The making of representations in respect of appeals against the refusal of planning permission.
- (c) To make recommendations regarding street naming.
- (d) To consider and monitor Parish development plans (Local Development Framework).
- (e) To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- (f) To bear in mind environmental aspects when considering planning applications.
- (g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- (h) To consider and respond to various environmental statutory documents.
- (i) Public Footpath and R.O.W. matters.
- (j) To co-ordinate the investigation of the incidences and cause of flooding in the parish.
 - i. To gather and document evidence of flooding.
 - ii. To work with stakeholders in a joined-up approach to investigate and seek to resolve parish flooding issues.
 - iii. To submit applications to Operation Watershed for funding for works to alleviate flooding.
- (k) The maximum membership of this Committee is 10.

Strategy

To seek to ensure high standards to planning for all new developmental activity within the Parish boundary with specific attention to all appropriate

local and statutory plan policies and to seek to ensure that any development is commensurate with the character of the Parish.

Policy:

- (i) To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- (ii) To monitor the Conservation Areas and ensure that the style of development and general decoration, including signage, shop fronts and street furniture, is in keeping with those Listed Buildings situated therein, in accordance with any Conservation Area documents.
- (iii) To monitor and review the success of the Parish Design Statement and Neighbourhood Plan in influencing local planning authority decisions.
- (iii) To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- (iv) To give due consideration, where possible, to sustainable development policies.
- (v) To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider details proposals whenever necessary.
- (vi) Work to retain public open space, including playing fields whenever possible.
- (vii) To seek at least a like-for-like replacement of TPO/Conservation Area trees where they are felled, on or off site, as appropriate.

WORKING PRACTICES COMMITTEE

Main Function:

The consideration of all employment-related matters and Council policy and procedure documents.

Terms of Reference:

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation.

To review Council policy documents in accordance with statutory advice: Standing Orders, Financial Regulations, Code of Conduct, Scheme of Members Allowances, Discipline and Grievance Procedure.

To ensure there are policies to maintain good working relationship with Councillors, staff and the general public including Dignity at Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation.

Adopt positive staffing policies and ensure compliance with national conditions of service, welfare and health and safety at work legislation, and any other legal requirements.

The maximum membership of this Committee is 10.

Billingshurst Parish Council as Trustee

Accounts

- To review the twice yearly internal audit report.
- To set the budget annually.
- To review the year-end accounts and Trustees report.
- To review the submission of the annual return to the Charity Commission.

Health and Safety

- To review the Centre's insurance.

Marketing

- To approve the Business Plan and market the Centre and its facilities.

Hiring

- To approve the annual review of the schedule of hire charges.
- To approve the review terms and conditions of hire.

Licensing

- To approve the licensing policy.

Billingshurst Centre Committee

Committee Size: Maximum 10 Councillors

Terms of Reference

Management

- To consider queries relating to the day to day operation of the Centre raised by the Clerk.

Accounting

- To approve monthly accounts for payment.
- To review the monthly bank reconciliation, profit and loss account and balance sheet.

- To make a recommendation to the Council as Trustee:
 - To review the twice yearly internal audit report.
 - To set the budget annually.
 - To review the year-end accounts and Trustees report.
 - To review the submission of the annual return to the Charity Commission.

Health and Safety

- Annual risk assessment for the Centre.
- Annual Health and Safety check.
- Fire risk assessment and compliance.
- To make a recommendation to the Council as Trustee on insurance.
- Food Hygiene.

Maintenance

- To review the Fixed Asset Register for the Centre.
- To create and operate a program of maintenance.
- To consider maintenance issues as they arise.

IT/Audio

- To review and update IT facilities at the Centre.
- To review and update stage facilities at the Centre.

Marketing

- To create a Business Plan for the approval of the Council as Trustee and market the Centre and its facilities.
-

Hiring

- To formulate and review annually the schedule of hire charges and make a recommendation to the Council as Trustee for approval.
- To produce and review hiring agreements.
- To produce and review terms and conditions of hire and make a recommendation to Council as Trustee for approval.
- To review debtor list.
- To consider hirers' complaints, that cannot be dealt with by the Manager or Clerk.

Licensing

- To ensure the Centre meets the Licensing Act requirements.
- To formulate policy for licensing and make a recommendation to the Council as Trustee for approval.

NEIGHBOURHOOD PLAN WORKING PARTY

Main Function:

Consultation with the community and stakeholders for the creation of a Neighbourhood Plan for Billingshurst.

Membership:

6 Councillors (max), plus non-Councillor members and District and County Councillors as appropriate.

Terms of Reference:

- To define a timetable for the preparation of the Neighbourhood Plan.
- To produce a statement of community and stakeholder engagement.
- To implement the statement of community and stakeholder engagement at the earliest opportunity and throughout the process.
- To apply for grant funding for the Neighbourhood Plan process.
- To prepare a brief to seek quotations for specialist help in the creation of the Neighbourhood Plan.
- To prepare a brief detailing quotation obtained for specialist help to prepare the Neighbourhood Plan and recommendation of selection of specialist for approval and appointment by the Council.
- To work with the specialists and the community to develop a vision for the parish for approval by the Parish Council.
- To appoint focus groups to develop further the different aspects of the vision for the parish.
- To build an evidence base to support the Neighbourhood Plan.
- To develop policy, guidance and proposals for the Neighbourhood Plan.
- To call for site allocations.
- To present the pre-submission consultation Neighbourhood Plan to the Council for approval.
- To present the submission Neighbourhood Plan and consultation statement to the Council for approval.
- To consider any modifications recommended by the Independent Examiner and make a recommendation to the Council.

Secretariat

Billingshurst Parish Council to provide full secretariat support to the Working Party in accordance with Standing Orders. The Neighbourhood Plan agendas, minutes, consultations and updates can be added to the Council's website.

Financial

Billingshurst Parish Council to retain full responsibility for the administration of the finances of the Neighbourhood Plan in accordance with Financial Regulations.

Focus Groups

- The Neighbourhood Plan Working Party may appoint Focus Groups to investigate specific Neighbourhood Plan issues.
- These Focus Groups may be comprised of all non-Councillor members.
- Their role will be to investigate and make a report to the Steering Committee.
- Members will have no voting rights, as they are an advisory group only.

Footnote

As a Working Party, it has no delegated powers as per an ordinary Committee, thus, all significant decisions must be made in the form of a recommendation to the parent committee, F&GP.

Approved 10/05/2023

APPENDIX D

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 1 MAY 2024

APPOINTMENT OF COMMITTEES ETC

REPORT BY CLERK

FOR DECISION

At the Annual Meeting of the Council, the Council reviews the membership of all committees, working parties and appointments to outside bodies etc.

All Councillors were invited to inform the office of their intentions regarding these positions and the attached sets out members' preferences. Cllrs are asked to check that it is accurate and inform the meeting of any corrections or further offers to fill vacancies, when invited to do so by the Chairman.

I am concerned that some Committees are lacking members and would greatly appreciate some offers to join these, particularly Working Practices and Planning & Environment.

The Council is invited to appoint committees, working parties and representatives to outside bodies etc. accordingly.

[Where there are more offers than there are vacancies for a particular role, member may need to vote on those.]

BILLINGSHURST PARISH COUNCIL

COMMITTEES, WORKING PARTIES AND REPRESENTATIVES ON OUTSIDE BODIES

2024-25

(The Council has set the max. membership for Committees to 10 members.)

COMMITTEES	
Planning & Environment	JM, DW, FA, KR
Property	PB, SD, PD, ST, EB, CG
Finance & General Purposes	PB, PD, KP, EB, CG, ST
Working Practices	DW, ST, CG, KP
Billingshurst Centre	PB, SD, PD, KP, EB, CG
Complaints (5 members Max)	PB, SD, TL, CG
Complaints Chairman	SD
WORKING PARTIES	
Neighbourhood Plan	In abeyance
Internal Audit	PD, KP
Traffic Calming	PB, JM, TL, ST, KP
Centre Heating	PD, CG, FA

Bold indicates Chairman/Vice Chairman

REPRESENTATIVES ON OUTSIDE BODIES	
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
Supplementary Planning Document (SPD) W/Group + S106 meetings	CG, SD
Sussex Police & Crime Commissioner - Focus Groups x1	TL (Reserve: ST) + Clerk
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	CG

Updated 23/04/2024

Billingshurst Parish Clerk

Subject: FW: proposed permanent Traffic Order Marringdean Road Billingshurst - TRO/HOR2309/RC

From: Rebecca Caney <rebecca.caney@westsussex.gov.uk>

Sent: Wednesday, April 10, 2024 11:17 AM

Subject: proposed permanent Traffic Order Marringdean Road Billingshurst - TRO/HOR2309/RC

WEST SUSSEX COUNTY COUNCIL
(BILLINGSHURST: MARRINGDEAN ROAD)
(30MPH SPEED LIMIT) ORDER 202*

NOTICE is hereby given that West Sussex County Council proposes to introduce a permanent Order under the provisions of the Road Traffic Regulation Act 1984, the effect of which will be to extend the 30mph speed limit on Marringdean Road south of Billingshurst village to the B2133 Adversane Lane.

As part of the legal process West Sussex County Council is required under the Road Traffic Regulation Act to undertake a formal consultation with you. I am pleased to attach a weblink. This will enable you to view:

- Plans showing the proposed length of road to be subject to the new 30mph speed limit
- Statement of Reasons for proposing to make the Order
- Public Notice outlining the proposal that will be advertised in the Chichester Observer
- Draft Order

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/horsham-live-tro-consultations/>

if you have any problems accessing the consultation documents via the link please contact me immediately.

In the usual way if you wish to express support or raise an objection about any part of the proposal please e-mail tro.consultation@westsussex.gov.uk, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference **TRO/HOR2309/RC**

Please note the statutory consultation period ends on 2 May 2024 and any comments you wish us to take into consideration should be received before this date.

Kind Regards

Becky Caney
