



To All Councillors,

You are summoned to the Meeting of Billingshurst Parish Council on **Wednesday 12 March 2025 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. They must give their name.

G.C. Burt

Clerk to the Council

A handwritten signature in blue ink that reads 'Greg Burt' is written over the printed name and title.

6 March 2025

AGENDA

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and consider any requests for a dispensation.
4. To receive a presentation from the Leader and Chief Executive of Horsham District Council, Martin Boffey and Jane Eaton on possible transfer of some non-statutory assets to existing or new parish and town councils, prior to or in conjunction with, any future local government reorganisation.

Adjournment for

5. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman). They must give their name.

Resume Meeting

6. Reports from:
 - a. County Councillor
 - b. District Councillors
 - c. Council Representatives on Outside Bodies.
7. Approval of the Minutes of the Meeting held on 8 January 2025. (Previously sent)
8. Clerk's Report.
9. To consider **RECOMMENDATIONS**
 - a) from the F&GP Committee of 29 January 2025 that the Council's Corporate Risk Assessment be approved. (Minute 15/25 refers). [On website under Council Documents.]
 - b) from the F&GP Committee of 26 February 2025 that the Council undertakes steps to having Mission and Vision Statements accordingly. (Minute 29/25 refers).

10. To consider responding to consultation on proposal for a Mayoral Combined Authority for Sussex and Brighton - Appendix A.
11. To consider provision of public realm CCTV in Billingshurst - Appendix B.
12. To receive Minutes as approved by the following Committees:
 - a) Planning & Environment 7 & 29 January and 4 February 2025.
 - b) F&GP 18 December 2024 and 29 January 2025.
 - c) Property Committee 13 November 2024
 - d) Working Practices 23 October 2024(all previously circulated / on website.)
13. Neighbourhood Wardens - to receive Wardens' Reports for December, January and February – previously circulated / on website.
14. Date of Next Meeting – **7 May 2025**

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 Clerk

From: Martin.Boffey <Martin.Boffey@horsham.gov.uk>
Sent: 20 February 2025 16:58
To: Martin.Boffey
Subject: Sussex and Brighton Devolution - Government Consultation

To: All Parish and Neighbourhood Councils

A consultation on proposals for a Mayoral Combined Authority for Sussex and Brighton is now open and everyone across the county is invited to have their say.

The Government is running the consultation, which is specific to the Sussex and Brighton region, until the end of the day on **Sunday 13 April**.

All interested parties are welcome to have their say, including organisations, as well as individuals who live and work in the region.

The consultation specifically asks about:

- The proposed geography
- Governance arrangements
- Supporting the economy
- Improving social outcomes
- Local government services
- Improving the local natural environment
- Supporting the needs of local communities and reflect local identity

Horsham District Council and its neighbouring Districts and Boroughs will put in a response, as will the upper tier authorities of West Sussex County Council, East Sussex County Council and Brighton & Hove City Council.

We encourage you to consider your responses and appreciate your support in encouraging others within your own networks and communities to take part.

Full details of the consultation can be found on the gov.uk website here:
[Sussex and Brighton devolution - GOV.UK](#)

Further information is available in the Government press notice here:
[Devolution Priority Programme consultations launch - GOV.UK](#)

The Sussex upper tier Councils' bid to be on the Government's Devolution Priority Programme is a positive opportunity to draw down more powers and funding for our areas from Central Government.

Ministers have agreed that a strategic authority for Sussex and Brighton will be made up of an elected mayor, and two members each from East Sussex, West Sussex and Brighton & Hove Councils. This offers the chance to give the people who live here more control and influence over the issues that affect them, from transport and housing to skills and employment, as well as a stronger voice in how national decisions affect them.

The decision whether or not to proceed with the proposal will be one for the Government to take based on its assessment of the consultation responses. The upper tier councils are not able to put in place any formal steps towards setting up a combined authority for Sussex until that decision is made.

Separate to this process, authorities across our region are discussing plans for Local Government Reorganisation, with a proposal to Government due to be submitted soon. We will update on this shortly.

Please forward this email onto your Chairman and other members of your Parish Council.
We also encourage you to forward this onto any other stakeholders you are aware of in the Horsham District for their information.

Kind regards

Martin Boffey

Councillor for Trafalgar Ward
Leader of the Council

Telephone:

Email: Martin.Boffey@horsham.gov.uk



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Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

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APPENDIX B

BILLINGSHURST PARISH COUNCIL

WEDNESDAY 12 MARCH 2025

CCTV

REPORT BY CLERK

FOR DECISION

The Council has been progressing the provision of public realm CCTV.

SWG was appointed to provide necessary technical assistance last year and they devised a specification which was approved by members.

A list of all sites was compiled with input from members, officers and the Neighbourhood Wardens (NW). It was deemed sensible to seek quotes for all sites, with a view that the list could always be pruned accordingly if funding was limited or for some sites CCTV could not be justified.

A formal tender process was initiated in accordance with the Council's Financial Regulations last autumn.

Four contractors expressed an interest and were shown the sites in December last. Regrettably, only one contractor, TYCO, submitted a tender, in the sum of £156,358.

A breakdown of their offering is attached, **V**.

SWG/AESG's comments on the tender is attached, **W**.

In case members did not wish to fund CCTV at every location, I asked for a breakdown of the civils (column and power) at each site as where there is no existing infrastructure upon which to mount equipment, this is a significant cost. See attached **X**.

List of sites included attached **Y**.

Officers have no view on the desirability or otherwise of installing equipment at any site, but suggest dropping the play area at Cranham Avenue, as the site is so small, hardly used and Members may be reviewing its future in due course.

To date, the Council has spent £7,350 on developing this project using its own CIL funds.

We have asked HDC if any s106 funds might be applied to the project and an answer is still awaited.

Some of the sites are not Parish Council-owned or publicly maintained highway, so would require consent from third parties.

When the Council acquired public open space at Kingslea Farm (Longhurst Drive), our logic in accepting £419,785.02 from the developer was that the Council's reserves were too low, and it had aspirations to undertake certain projects e.g. buy an electric vehicle and install CCTV across the parish. The site was low maintenance and it would otherwise take the Council many years to save up such a cash sum. Of this sum, £397,428 remains.

The recording and monitoring equipment will be sited in the Neighbourhood Wardens' Office. The Assistant Clerk has had previous experienced in using CCTV in the public domain and the NW will also be trained accordingly.

The Council is invited to consider:

- a) The tender from TYCO.
- b) Which sites it wishes to include.
- c) Meeting the cost from the remaining funds pertaining to Land at Kingslea Farm.

(Note. The full tender documents are available upon request to the Clerk.)

PRICE SUMMARY

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DESCRIPTION	TOTAL CONTRACTED COSTS		
Collection to form of Tender			
CCTV Cameras	£46,035.13		
VMS & Workstations	£29,877.34		
Column and Power	£58,775.59		
Prelims	£21,669.52		
Maintenance cost excluded from total	TOTAL CONTRACTED COSTS		
Maintenance cost Year 1	3,552.00		
Maintenance cost Year 2	3,552.00		
Maintenance cost Year 3	3,552.00		
Total Cost to Supply, Install and commission the security systems Excluding 4G Airtime	£156,357.58		
4 G retail costs Exculded from total Client to decide on retrnafl length			
All costs associated with a 12 month 4/5G data package to provide a fully operational CCTV system in compliance with the tender specification		8791.64	8,791.64
All costs associated with a 36 month 4/5G data package to provide a fully operational CCTV system in compliance with the tender specification		17921.31	17,921.31
All costs associated with a 60 month 4/5G data package to provide a fully operational CCTV system in compliance with the tender specification		35222.66	35,222.66



Billingshurst Parish Clerk

Subject: FW: Billingshurst CCTV tender Tyco Response

From: Andrew Worbey <a.worbey@aesg.com>
Sent: 13 January 2025 13:16
To: Billingshurst Parish Clerk <clerk@billingshurst.gov.uk>
Subject: Billingshurst CCTV tender Tyco Response

Greg,

Please find below the Tyco tender return download link. Due to the size of the tender response, it has been compressed into three Zip files. I have evaluated the tender response and my notes are:

1. The returned Tyco costing Matrix had a cell count error. The camera tab-Lines 24,25,26 pulled through to the main costs, these lines are Opex costs offering 4G yearly rental, I have separated out these lines in the Copy of Pricing Matrix-SGW Evaluation. Billingshurst Parish Council can then determine the Opex cost and agree on an Airtime rental duration.
2. Items listed within the assumptions and Caveat register are not excessive but should be monitored during the installation process.
3. The Civil works costs are high, this is mainly due to the trench works for power cables and the current high costs of steel columns. The costs are comparable with other project costs we are currently working on with other installers, this indicates that Tyco has not excessively marked up the costs for this project.
4. The programme of works provided by Tyco indicated the completion of the installation works to be 08/07/25 with final completion and training to be 14/07/25 assuming a contract award on Fri 28/03/25. I believe this programme of work can be accelerated and condensed if required.
5. Tyco have provided the opinions for a three-year maintenance on the CCTV system, these figures do not pull through to the total cost cell. These prices can be applied should Billingshurst Parish Council wish to take out the maintenance contract at the end of the installation process.

<https://sgwsands.box.com/s/fuwwd7d4kdjbsj0rek23wkhmsjgwbq7>

I would recommend that Billingshurst Parish Council, conduct their own evaluation of the tender to compare its findings to the findings of SGW. A decision can then be reached on the next steps.

Any questions please feel free to contact me.

Kind regards,

Andrew Worbey
Senior Consulting Engineer

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Subject: FW: Billingshurst - CCTV Tender Submission

From: Sean Quinn <sean.1.quinn@jci.com>
Sent: 21 January 2025 14:36
To: Andrew Worbey <a.worbey@aesg.com>
Subject: RE: Billingshurst - CCTV Tender Submission

Hi Andrew,

Please see below break down in **green** of civil works required and associated costs for each camera location.

Pricing Schedule Columns & Power			
DESCRIPTION	QTY	UNIT	TOTAL
	LOT	0	0.
Supply, install a suitable column to support the installation of the new camera at Manor Field Play Area, including column base, delivery and placement of the column, appropriate column earth bonding etc. <ul style="list-style-type: none"> • Excavate & cast 6m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, including reinstating around the base. • Verge dig(mtr) - 1 x 63mm – Qty 10 • Break into existing chamber • Statutory plans – 100m • Licensed waste removal - Included as separate cost in any other items – columns & power 	LOT	5520.85	5,520.
Supply, install a suitable column to support the installation of the new camera at Cranham Avenue Play Area , including column base, delivery and placement of the column, appropriate column earth bonding etc. <ul style="list-style-type: none"> • Excavate & cast 4m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, including reinstating around the base. • Footway dig(mtr) - 1 x 63mm – Qty 3 • Statutory plans – 100m • Licensed waste removal – Included as separate cost in any other items – columns & power 	LOT	5727.71	5,727.
Supply, install a suitable column to support the installation of the new camera at Station Road Community Gardens Area , including column base, delivery and placement of the column, appropriate column earth bonding etc. <ul style="list-style-type: none"> • Excavate & cast 5m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, manually by means of 3.5T flatbed van + 360 excavator, including reinstating around the base. • Verge dig(mtr) - 1 x 63mm – Qty 3 • Statutory plans – 100m • Licensed waste removal – Included as separate cost in any other items – columns & power 	LOT	5419.03	5,419.

<p>Supply, install a suitable column to support the installation of the new camera at Cherry Tree Close Play Area , including column base, delivery and placement of the column, appropriate column earth bonding etc.</p> <ul style="list-style-type: none"> • Excavate & cast 5m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, including reinstating around the base. • Un-made dig(mtr) - 1 x63mm – Qty 15 • Statutory plans – 100m • Licensed waste removal – Included as separate cost in any other items – columns & power 	LOT	5875.64	5,875.
<p>Supply, install a suitable column to support the installation of the new camera at Jubilee Fields New Wooden Skatepark Area, including column base, delivery and placement of the column, appropriate column earth bonding .</p> <ul style="list-style-type: none"> • Excavate & cast 5m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, manually by means of 3.5T flatbed van + 360 excavator, including reinstating around the base. • Footway Chamber – 450 x 450mm – Qty 6 • Verge dig(mtr) - 1 x 110mm – Qty 280 • Statutory plans – 300m • Licensed waste removal – Included as separate cost in any other items – columns & power 	LOT	21675.87	21,675.
<p>Supply, install a suitable column to support the installation of the new camera at The Alders Play Area including column base, delivery and placement of the column, appropriate column earth bonding .</p> <ul style="list-style-type: none"> • Excavate & cast 5m CCTV column foundation in C35 concrete to suit client supplied Altron columns. • Engineers to attend site to take delivery, place & level column, manually by means of 3.5T flatbed van + 360 excavator, including reinstating around the base. • Verge dig(mtr) - 1 x 63mm – Qty 5 • Statutory plans – 100m • Licensed waste removal – Included as separate cost in any other items – columns & power 	LOT	5456.17	5,456.



Sites included in tender.

1. Jubilee Fields - car park
2. Jubilee Fields – entrance
3. Jubilee Fields – skate park

4. Lower Station Road Rec. Ground – play area
5. Lower Station Road Rec. Ground – Scouts/Tennis

6. Amblehurst Green - main play area
7. Amblehurst Green - play area adjacent Hilland Roundabout / The Alders

8. Cherry Tree Close play area
9. Manor Fields play area
10. Station Road Community Gardens
11. Cranham Avenue play area
12. Clevelands Gardens

13. High Street
14. Library Car Park
15. Jengers Mead
16. Railway Station