



To All Councillors on the Finance & General Purposes Committee,

You are hereby summoned to attend a Meeting of the Finance and General Purposes Committee to be held in the Billingshurst Centre, Roman Way, Billingshurst, on Wednesday 30 July 2025, 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. They must give their name.

Please note that all supporting papers can be found on the Councils' website.

G. C. Burt
Clerk to the Council

22 July 2025

AGENDA

1. Chairman's Announcements
2. Apologies for absence.
3. To Receive Declarations of Interest and notification of Changes to Members' Interests.
4. Public Session. 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 the meeting, at the discretion of the Chairman. They must give their name.
5. Minutes of the meeting held on 25 June 2025, previously circulated; to confirm and sign as a correct record.
6. Clerk's Report.
7. To approve payments and note any receipts for June 2025 - Appendix **A**.
8. To note Cashbook 1 bank reconciliation to 30 June 2025 - Appendix **B**.
9. To note Cashbook 3 bank reconciliation to 30 June 2025 - Appendix **C**.
10. To note aged debtors - Appendix **D**.
11. To note budget at end of Q1 - Appendix **E**.

To consider recommendation from April F&GP Committee that £7,053.04 be allocated from CIL or other funds to enable the project to be completed. (Minute 30/25 refers.)

13. To consider report on *The Depot*, 83a High Street and suggestion for increasing its usage, Appendix **F**.
14. To consider request for support for reduction of speed limit in Natts Lane - Appendix **G**.
15. Date of Next Meeting – **Wednesday 24 September 2025**

Committee Members: PB, EB, CG, **PD**, ST, CJ, JH

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.

Date: 15/07/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 17:05

Current Bank A/c

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Netcom IT Solutions	DD	385.98		IT etc
02/06/2025	Horsham DC	DD	154.88		Bin emptying
02/06/2025	Horsham DC	DD	14.08		Bin emptying
02/06/2025	AMAZON	CARD	27.56		Tools and signs
02/06/2025	Screwfix Direct Ltd	DD	28.98		Misc ironmongery
09/06/2025	BT	DD	61.76		The Depot - Broadband
10/06/2025	Parkfield Retail Ltd	DD	28.99	Misc ironmongery	Parkfield Retail Ltd
11/06/2025	Billingshurst Comm. & Conf. Ce	013657	768.84		Garage rent
11/06/2025	Greg Burt	013658	225.00		Reimb. 1st aid beacon lighting
11/06/2025	Laker Brickwork & Construction	013659	695.05		Brick up window 83a High St.
11/06/2025	West Sussex County Council	013660	26,400.08		May salaries
11/06/2025	Wightman & Parrish Ltd	013661	50.59		Pub toilets cleaner
11/06/2025	Tyco Fire & Integrated Solutio	013662	65,001.00		CCTV Installation Inv 1
11/06/2025	Ballpoint Office Supplies Ltd	013663	74.75		Stationery
11/06/2025	South & South East in Bloom	013664	295.00		In Bloom entry
11/06/2025	Geosphere Ltd	013665	180.00		Parish Online renewal
11/06/2025	J G GIBSON	013666	330.00		Magician etc Fam Act Day
11/06/2025	SLCC	013667	315.00		R. Plant / SLCC M'ship
11/06/2025	Sussex Land Services Ltd	013668	285.60		Repairs to bridge SRCG
11/06/2025	Wild Science Ltd	013669	421.72		Family Activity Day 09/08/25
11/06/2025	Leith Hill Plant Ltd	013670	924.00		Repairs to path at JPF
16/06/2025	Restream Inc.	CARD	14.44		Restream
16/06/2025	A272 Design	SO	618.00		Village TWEET advert
16/06/2025	Southern Water	DD	22.79		Water etc 83a High St
17/06/2025	Horsham DC	DD	88.75		Bin emptying
17/06/2025	Horsham DC	DD	142.00		Bin emptying
17/06/2025	Horsham DC	DD	185.50		Bin emptying
23/06/2025	EE & T Mobile	CARD	33.42		EE & T Mobile
23/06/2025	Mailchimp	CARD	11.68		mailchimp
23/06/2025	Engie Gas Ltd	DD	71.18		83a High St - gas
25/06/2025	ALE Bus Machines	DD	62.34		Copier charges
27/06/2025	SSE	DD	146.04		Public toilets electric
30/06/2025	NatWest	DD	167.87		Bank charges
30/06/2025	Sussex Land Services	SO	2,697.80		GM - June
30/06/2025	Netcom IT Solutions	DD	224.32		Phones etc
30/06/2025	SSE	DD	87.00		Electric - 83a High St
30/06/2025	SSE	DD	228.37		Street furniture electric
Total Payments			<u>101,470.36</u>		

15/07/2025

Billingshurst Parish Council 2025-26

Page 1

17:05

Current Bank A/c

Cash Received between 01/06/2025 and 30/06/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/06/2025	Dauxwood Pre-School		Ground rent	96.25
09/06/2025	Fowlers Letting Ltd		83a Flat rent	812.01
16/06/2025	Sales Recpts Page 66		Sales Recpts Page 66	13,598.20
Total Receipts				14,506.46

Date: 15/07/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 15:16

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/06/2025		174,033.57
Treasury Reserve Deposit	30/06/2025		420,186.99
Unity Bank	30/06/2025		440.81
			<u>594,661.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
07/05/2025 013648 Rural Services Partnership Ltd		172.42	
07/05/2025 013651 GN Tree Surgery Specialists Lt		540.00	
11/06/2025 013657 Billingshurst Comm. & Conf. Ce		768.84	
11/06/2025 013659 Laker Brickwork & Construction		695.05	
11/06/2025 013662 Tyco Fire & Integrated Solutio		65,001.00	
11/06/2025 013664 South & South East in Bloom		295.00	
11/06/2025 013665 Geosphere Ltd		180.00	
11/06/2025 013667 SLCC		315.00	
			<u>67,967.31</u>
			526,694.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			526,694.06
		Balance per Cash Book is :-	526,694.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 15/07/2025

Billingshurst Parish Council 2025-26

Page 1

Time: 11:31

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Bonus Saver Account**

User: GREG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Bonus Saver Account	30/06/2025		192,936.23
			<u>192,936.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,936.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,936.23
		Balance per Cash Book is :-	192,936.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

APPENDIX D

21/07/2025

Billingshurst Parish Council 2025-26

Page 1

15:46

SALES LEDGER 1 UNPAID INVOICES BY DATE

User: GREG

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
30/05/2025	BPC99	BCCC	BCCC	5,419.60	1,083.92	6,503.52	6,503.52
30/06/2025	BPC100	BCCC	BCCC	5,419.60	1,083.92	6,503.52	6,503.52
TOTAL INVOICES				10,839.20	2,167.84	13,007.04	13,007.04

Billingshurst Parish Council 2025-26
Annual Budget - By Centre (Actual YTD Month 4)

21/07/2025
15:46

APPENDIX E.

APPENDIX E.

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u> <u>Income</u>									
1076 Precept	513,010	513,010	533,816	266,908	0	0	0	0	0
1078 CIL Receipts	0	6,471	0	0	0	0	0	0	0
1080 Bank Interest Received	9,030	16,136	8,000	1,706	0	0	0	0	0
1250 BCCC Management Fee Rcvd	2,000	2,000	2,000	0	0	0	0	0	0
1399 Miscellaneous Income	210	865	500	832	0	0	0	0	0
	<u>524,250</u>	<u>538,481</u>	<u>544,316</u>	<u>269,446</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001 less Transfer to EMR	0	6,661	0	0	0	0	0	0	0
	<u>524,250</u>	<u>531,821</u>	<u>544,316</u>	<u>269,446</u>	<u>0</u>				
<u>210</u> <u>Parks and Open Spaces</u>									
1100 Sponsorships	2,000	1,003	2,000	0	0	0	0	0	0
1225 Parks income	2,100	-842	2,205	96	0	0	0	0	0
	<u>4,100</u>	<u>161</u>	<u>4,205</u>	<u>96</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4110 Grass Cutting & Floral Display	31,710	36,760	33,296	8,575	0	0	0	0	0
4115 Kingslea Farm Gds Maint.	6,150	7,095	6,150	0	0	0	0	0	0
4120 Trees	7,350	12,117	8,000	450	0	0	0	0	0
4130 Miscellaneous Repairs	5,513	65,297	23,000	2,536	0	0	0	0	0
4140 Churchyard Maintenance	0	825	0	0	0	0	0	0	0
4150 Skateboard Park/Ball Court	0	140,000	0	0	0	0	0	0	0
4160 Toilets	5,250	3,664	4,000	1,418	0	0	0	0	0
4170 Dog & Litter Bin Emptying	6,300	5,798	6,000	1,417	0	0	0	0	0
4180 Jubilee Fields-Grounds Maint.	3,000	127	0	0	0	0	0	0	0
4200 Jubilee Fields Skate Park	0	40	500	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	5,000	3,248	5,000	217	0	0	0	0	0
4220	2,100	800	2,000	1,386	0	0	0	0	0
	72,373	275,770	87,946	15,999	0	0	0	0	0
	-68,273	-275,609	-83,741	-15,903	0	0	0	0	0
6000	0	25,244	0	695	0	0	0	0	0
	(68,273)	(250,365)	(83,741)	(15,208)	0				
220									
1077	0	158,275	0	13,598	0	0	0	0	0
1200	6,000	13,615	5,000	0	0	0	0	0	0
1205	1,500	1,500	1,500	0	0	0	0	0	0
1210	2,000	464	2,000	0	0	0	0	0	0
1215	1,200	1,876	2,000	0	0	0	0	0	0
	10,700	175,729	10,500	13,598	0	0	0	0	0
4423	0	0	3,201	4,055	0	0	0	0	0
4458	0	100	2,000	1,162	0	0	0	0	0
4459	0	0	2,500	0	0	0	0	0	0
	0	100	7,701	5,217	0	0	0	0	0
4310	200	0	200	50	0	0	0	0	0
4320	8,000	3,701	5,000	0	0	0	0	0	0
4330	2,625	1,889	2,756	304	0	0	0	0	0
4340	1,500	0	0	964	0	0	0	0	0
4350	306	320	321	288	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4360 Insurance	19,000	19,174	19,950	0	0	0	0	0	0
4370 Subscriptions	3,000	2,663	3,150	5,461	0	0	0	0	0
4380 Office Expenses	13,000	12,407	13,000	747	0	0	0	0	0
4381 Postage	800	1,013	500	0	0	0	0	0	0
4390 Telecomms	3,250	3,003	3,000	644	0	0	0	0	0
4400 Photocopying	1,575	1,182	1,500	239	0	0	0	0	0
4430 Training	1,000	1,605	1,000	1,270	0	0	0	0	0
4440 Council Comms	5,973	7,187	6,000	1,790	0	0	0	0	0
4450 Christmas Lights	20,822	17,810	21,863	1,320	0	0	0	0	0
4456 D-Day events	500	763	525	479	0	0	0	0	0
4457 Remembrance events	500	160	525	0	0	0	0	0	0
4460 IT	5,500	10,504	5,000	5,575	0	0	0	0	0
4470 Room Hire	2,000	1,944	2,100	255	0	0	0	0	0
4500 Parish Office Utility Bills	2,000	2,650	3,000	1,365	0	0	0	0	0
4510 H&S and HR Support	4,725	7,528	6,000	11,020	0	0	0	0	0
Overhead Expenditure	96,276	95,503	95,390	31,769	0	0	0	0	0
220 Net Income over Expenditure	-85,576	80,126	-92,591	-23,388	0	0	0	0	0
6000 plus Transfer from EMR	0	2,465	0	5,375	0	0	0	0	0
6001 less Transfer to EMR	0	2,175	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(85,576)	80,416	(92,591)	(18,013)	0	0	0	0	0
Salaries									
1251 BCC Salary recharge	59,406	55,715	67,828	16,259	0	0	0	0	0
Total Income	59,406	55,715	67,828	16,259	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Last Year			Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	288,206	263,938	295,156	81,982	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Last Year			Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	13,475	9,353	14,149	1,956	0	0	0	0	0
	0	0	0	229	0	0	0	0	0
	0	0	0	10,831	0	0	0	0	0
	7,200	2,991	7,560	1,013	0	0	0	0	0
	7,200	2,991	7,560	12,073	0	0	0	0	0
	1,500	322	1,575	0	0	0	0	0	0
	21,663	21,663	21,663	0	0	0	0	0	0
	23,163	21,985	23,238	0	0	0	0	0	0
	-16,888	-15,622	-16,649	-10,117	0	0	0	0	0
	0	0	0	152	0	0	0	0	0
	(16,888)	(15,622)	(16,649)	(9,965)	0		0		
	644,931	808,994	675,648	316,356	0	0	0	0	0
	644,931	813,315	677,648	215,467	0	0	0	0	0
	0	-4,320	-2,000	100,889	0	0	0	0	0
	0	39,560	0	60,389	0	0	0	0	0
	0	8,836	0	15,000	0	0	0	0	0
	0	26,404	(2,000)	146,277	0		0		

APPENDIX F
BILLINGSHURST PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
WEDNESDAY 30 JULY 2025

DEPOT UPDATE AND PROVISION OF YOUTH SERVICES

REPORT BY ASSISTANT CLERK

FOR DECISION

Depot Update

Since the last report, The Depot is now being used on a regular basis. This has included the Neighbourhood Wardens boardgame café and SEN Journey support group, local breastfeeding support group, and a wargaming club, as well as additional use by the Surgery Patient Participation Group for support in using the NHS App, and Billingshurst Community Partnership's Open Gardens Day stewarding team briefing. Following their brief use of The Depot, the Community Larder have returned to the Weald School where they have their own fridge and freezer storage, however The Depot remains a back-up option for them.

We continue to receive enquiries and drive forward our own events alongside the Neighbourhood Wardens. Future planned events include a regular Dungeons and Dragons night (in cooperation with the Billingshurst Lions) and a Lego Club for the younger school ages. These are to launch after the school holidays.

The Billingshurst Scouts/Guides leadership group having toured the facility, are looking to use The Depot as a neutral venue for operational meetings and for potential breakout sessions for members.

A full fire risk assessment of The Depot has been completed in collaboration with WorkNest who visited recently. We are currently waiting on the report and will action any points when the report is received to meet the same standards we hold at the Centre.

We have continued to reach out to youth providers through Horsham District Council and Neighbourhood Wardens since the departure of SCYP to find replacement provision for the service.

Replacement Provision of Youth Services

The Depot was purchased by Billingshurst Parish Council in October 2019. Planning permission was sought to change the GF use of the building to a youth centre which was approved in May 2020.

Following delays to the building works due to the COVID pandemic, The Depot officially opened on 11 June 2022 and a youth provision was operated by Sussex Clubs for Young People Ltd (SCYP) from this date.

SCYP subsequently went into administration, appointing liquidators in August 2023.

Since this time, there have been no secular youth activities in the parish, except for the Boxing Sessions held after school at The Weald, also funded by the Council.

Following meetings with Horsham District Council and 4TheYouth, a new service offer has been proposed to fill this void and support the Billingshurst community.

4TheYouth is an independent charity providing support and positive experiences for young people aged 8-18 in the Horsham District and surrounding areas. It currently operates successful youth clubs at Broadbridge Heath, Cowfold, Slinfold, and three locations in Horsham.

Please see the attached proposed agreement by 4TheYouth, to replace the service vacated by SCYP. The cost quoted for the service is £8,872.50. This equates to £227.50 per week for the 39-week programme to employ two youth workers, to run a Wednesday night youth club and offer additional out of term trips and events.

In contrast, previously agreed services with SCYP were £14,240.32 p/a (Min 144/19 refers) and £13,543.21 p/a before the service ceased.

Unspent S106 monies have been identified for youth services within the parish to cover this cost, however we are still awaiting confirmation from HDC. These funds would cover the first year, which would allow its success to be gauged, after which time to Council could consider budgeting its continuation accordingly.

If approved at this meeting, 4TheYouth will immediately look to recruit staff for this location so that the service may start on the proposed start date of Wednesday 17th September in line with the academic year.

The Committee is invited to consider the appointment of the youth service provider accordingly.



Billingshurst Youth Services Agreement

1 Requirement

4TheYouth to provide one Youth Worker In Charge for 4 hours a week and one Youth Support worker for 2.5 hours a week during term time only (39 weeks in a year) to run youth club sessions/Outreach support in Billingshurst:

1) September 2025 - July 2026 - To be invoiced 30 days prior to commencement, amount £8872.50

This is based on staff hours only and includes all planning and administration hours. All costs associated with resources etc would be covered by fees charged at the youth club session/s

Whilst the clubs will run term time only, once a week on the preferred day and times of the young people, 4TheYouth also provides a programme of school holiday trips and events available to all members of 4TheYouth at an additional cost, (often subsidised through additional funding) designed with the needs and wishes of the young people in mind.

2 Services to be delivered

Services will include the delivery of a youth club session or outreach session to run for 2 hours once a week during term time (39 sessions in a school year September - July). The session will run for the agreed age group and on a day and time that suits the young people.

4TheYouth staff will provide session logs and termly reports for each period. 4TheYouth will have regular discussions with Billingshurst Parish Council on progress to create a document of evidence to support funding applications working with young people and partners to raise funds for future delivery.

4TheYouth will create positive informal, educational and recreational activities chosen by and developed with young people rooted in their community that are safe, fun, welcoming and engaging.

4TheYouth staff will consult young people to identify local needs, new service requirements and interest in opportunities such as positive activities, volunteering/social action and training/employment programmes. 4TheYouth will support young people to have a voice in the community by helping them to influence and shape the service and decisions, which affect them locally. Staff will record their views on the termly reports and session logs.

3 Roles and Responsibilities

Billingshurst Parish Council shall be responsible for:

1. Provide a building for the youth club to meet and paying any associated cost.
2. Funding or fundraising to support the purchase of capital resources and equipment to complement the delivery of any youth sessions.
3. Promoting opportunities for volunteering with 4TheYouth at club sessions.
4. Ensuring that photographs of young people are NOT published online or through social media without parental consent for those aged under 16 years old.
5. Ensuring where publicising the project in the media it will be referred as run by 4TheYouth and funded by Billingshurst Parish Council.
6. Nominating a representative to meet termly with the Lead Youth Worker and another representative from 4TheYouth to plan for and review the sessions delivered under this agreement

In respect of buildings 4TheYouth shall be responsible for:

1. Providing indemnity for the use of the building by the youth club, staff and volunteers and insurance as applicable.
2. Ensuring that any buildings are left in a clean and tidy state after sessions and in good order and that complies with any requirements for the hire of the building for example - fire doors closed, bins taken out etc.
3. Reviewing and maintaining the use of appropriate venues for delivery of club sessions: whilst it is not anticipated the service areas will change during the allocated periods a flexible approach will be adopted in order to be responsive to need and demand of the service.
4. Ensuring the safe storage and provision of equipment required for the delivery of any youth sessions maintaining an appropriate inventory; this will include identifying any health and safety issues with damaged items

4TheYouth shall also be responsible for:

1. Creating positive informal, educational and recreational activities chosen by and developed with young people rooted in their community that are safe, fun, welcoming and engaging.
2. Ensuring that all project outcomes are met and that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.
3. Managing any support workers, adult and young volunteers, liaising with the local community and others to develop a responsive, effective and high-quality service.
4. Consulting with the young people, volunteers and 4TheYouth staff to develop a code of conduct that embraces confidentiality, well-being, safety, reasonable behaviour, due diligence and determine an acceptable protocol for non-compliance and consequences.

5. Encouraging young people to keep noise and unruly behaviour under control to ensure that residents in the locality are not unduly disturbed.
6. Providing a risk assessment for youth sessions and discussing contents with all staff and volunteers.
7. Providing information, advice and guidance to young people using appropriate reference materials online or with available literature that would support their personal development, health and well-being.
8. Encouraging young people to participate in training and positive activities provided by 4TheYouth.
9. Maintain registers, registration, and media consent forms and any accompanying evidence producing required session activity logs, half-termly reports, case studies and monitoring reports at regular intervals.
10. Managing and recording all income and expenditure from subs and / or tuck during club sessions working with young people to use this and other funding to further promote and develop activities for young people. Subs income shall be ring fenced to be spent on activities and resources for members of the club, under direction from young people and the parish council and be available to spend on resources.
11. Gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
12. Carrying out termly fire drills for club sessions.
13. Reporting any safeguarding concerns to their Safeguarding Officer with appropriate referrals to the local authorities and agencies and notify any concerns to the Billingshurst Parish Council representative.
14. Providing regular supervision visits to site locations, administrative support, and staff cover if possible.
15. Ensuring volunteers are supported in accordance with their volunteer framework and are inducted into the Safeguarding and Health and Safety requirements, under supervision of the Lead Youth Worker.
16. Ensuring no lone work will be undertaken and it must be recognised that if the Lead Youth Worker is ill or not available, sessions may not be run. Any change in Lead Youth Worker or sessions missed to be notified to Billingshurst Parish Council at the earliest opportunity. Where possible sessions should not be cancelled due to sickness, as 'other' staff should be available to cover any sickness absence.
17. Attending review and planning meetings during the projects duration where deemed necessary, particularly in relation to any health and safety or safeguarding concerns.
18. Advising Billingshurst Parish Council of any issues or concerns with regards to delivery of the programme or health and safety as soon as possible to ensure the success of the project.

19. Ensuring that when publicising the project in the media it will be referred to as run by 4TheYouth and funded by Billingshurst Parish Council.

Any variation of Services to be delivered must be agreed in writing by Billingshurst Parish Council.

4 Management

The daily contact and Billingshurst representative is: Maria Colenso -

Maria.Colenso@horsham.gov.uk

The day to day Contract Manager for 4TheYouth is Dean Sweet, 4TheYouth, The Forest School, Comptons Lane, Horsham, RH13 5NT. email dean.sweet@horshamyouth.org.uk

5 Performance Monitoring

One review / planning meeting will occur on site within the first four weeks of the project. Other meetings will occur during the project's duration where deemed necessary, particularly in relation to any health and safety or safeguarding concerns.

4TheYouth will complete and return the termly reports after every half-term and details of income/expenditure of subs and tuck for clubs.

A final review meeting between 4TheYouth and Billingshurst Parish Council will occur no later than four weeks after the end of the project.

6 Health and Safety

A copy of 4TheYouth Health and Safety Statement shall be provided to Billingshurst Parish Council prior to the commencement of the project along with a copy of any appropriate Risk Assessments and a Safeguarding Policy.

Total annual cost of £8872.50 - 39 sessions based on term time only to include staffing, administration and management support and basic materials and sundries costs.

Payments to be made by BACS transfer payment within 14 days of receipt of a valid invoice from 4THEYOUTH.

Payments as detailed below will be made in advance of each of the following

Periods:

1) September 2025 - February 2026 - To be invoiced 30 days prior to commencement, amount £4436.25

2) March 2026 - July 2026- To be invoiced 30 days prior to commencement, amount £4436.25

Annually, there will be an increase in line with the published January CPI inflation rate.

IN WITNESS this Agreement has been signed on behalf of the parties

.....

Authorised Officer for and on behalf of The Billingshurst Parish Council

.....

Authorised Officer for and on behalf of 4 The Youth Ltd

From: Vanessa Jones -
Sent: 18 July 2025 10:16
To: Council
Subject: Request for reduction from a 30 mph speed limit to a 20 mph speed limit in Natts Lane, Billingshurst
Attachments: Dauxwood support letter (2).docx; Statement for introduction of 20 mph limit in Nats Lane.docx

Good Moring Greg

As discussed I have 84 signatures from residents who live in Natts Lane or the roads off the Lane, supporting the above request for a 20 mph speed limit in the lane.

I attach a letter from Dauxwood Pre-School explaining how worried they are about the speed the vehicles travel on the Lane.

Also attached is a description of the difficulties of walking safely in the Lane.

We would be pleased if the Parish Council members would consider supporting this request.

I look forward to hearing from you shortly.

Kind regards.

Vanessa Jones

Billingshurst
West Sussex.



Dauxwood Pre-School Group

Natts Lane, Billingshurst, West Sussex, RH14 9EY

Telephone: (01403) 785212

Email: manager@dauxwood.co.uk

www.dauxwood.co.uk

To Whom It May Concern,

We, the staff and committee of Dauxwood Pre-School, are writing to express our full support for the proposal to reduce the speed limit on Natts Lane and part of Marringdean Road from 30 mph to 20 mph.

As a Pre-School situated directly on Natts Lane, the safety of our children, parents, and staff is our highest priority. We have witnessed several dangerous incidents involving speeding vehicles, and we strongly believe that a lower speed limit, along with the addition of a safe pedestrian crossing, is essential to protect everyone who uses this route daily.

We fully endorse this proposal and urge local authorities to take swift action.

Yours sincerely,

Lauren Ashby
On behalf of the Staff and Committee
Dauxwood Pre-School

Registered as a Charitable Incorporated Organisation No.
1158619

Member of the Pre-School Learning Alliance

We are looking for the speed limit to be reduced from 30 mph to 20mph in Natts Lane, Billingshurst and part of Marringdean Road Billingshurst.

There is a Pre-School in Natts Lane, along with a children's playground and community field next door. There is also a bus stop outside the children's play area. There is then no other pavement on that side of the road. Traffic comes downhill from Marringdean Road (30 mph) round a blind bend into Natts Lane. Anyone wanting to walk up or down Natts Lane must cross the road for the pavement at this point. There is then a wide entrance to Gillman's Industrial Estate which must be crossed. Further along there is a bus stop and then Groomsland Drive which must be crossed. Opposite the bus stop there is an entrance to the playing field through a hedge. It is a proper entrance with a gate and railing to stop children running into the road. However, it is difficult to cross the road there. The pavement then narrows to 75 cm width under a low railway bridge. The pavement widens to 112 cm.

Walking on you reach Kenilworth Place. A road that must be crossed. Walking on again you come to a mini roundabout onto Stane Street.

On the other side as you enter Natts Lane from the roundabout is Hurstlands (road). There is no pavement on this side of the road.

Several new estates have been built in Marringdean Road, Natts Lane and Stane Street, which have increased the traffic in Natts Lane.

The road in Natts Lane is narrow in places (under the bridge) and there is vegetation and potholes that drivers try and avoid. The only pavement is used by parents walking their children to Pre-School and school, commuters walking to the train station, Industrial Estate, shoppers, runners, dog walkers and people walking to work or for visiting roads further afield. As the pavement is narrow under the bridge people often must walk in the road. People with a double buggy would have to.

There is also a footpath that goes round the secondary school site and can be accessed by crossing the road before the bridge. This is used as a short cut to the Primary and Secondary schools, to the station and shops, particularly the chemist.

We are aware of two accidents in recent years where on one occasion a car driver crashed into the railings outside the pre-School and another incident involved a lorry taking out some of the safety railings. Further down the road there was also a car crash.