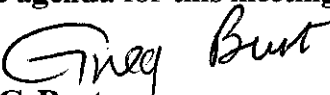


You are duly summoned to a meeting of the Property Committee to take place on Wednesday 19 June 2019 at the Billingshurst Centre commencing at **7.30pm**. Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

12 June 2019

AGENDA

1. Election of Chairman
2. Election of Vice Chairman
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 17 April 2019, previously circulated, to confirm and sign the minutes as a correct record.
6. Matters Arising – **not separate Agenda items**
7. Public Session
8. Lower Station Road Recreation Ground entranceway improvement scheme
 - a. To appointment contractor - Appendix A.
 - b. To ask F&GP Cttee to fund difference between total cost and S106 monies available. - Appendix B.
9. To consider request for additional / larger litter bins at Station Road Gardens and / or Sunday litter picks.
10. To receive property updates, for information only - Appendix C.
11. Any other matters for information only
12. Next Meeting: **18 September 2019**

Committee Members: BB, PB, GC, SD, DH, SK, RM.

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.

Billingshurst Parish Council

**ACCESS IMPROVEMENTS, RECREATION FIELD,
LOWER STATION ROAD, BILLINGSHURST**

Tender Assessment Report

R.G. Prior Consultancy Services Ltd
Basepoint Business Centre
Metcalf Way
Crawley
West Sussex
RH11 7XX

May 2019

**Access Improvements, Recreation Field, Lower Station Road, Billingshurst.
Tender Assessment Report, May 2019**

- 1.0 Invitation to tender letters were issued by email on Wednesday 20th March 2019 to the following contractors:-

Colas Ltd,
Dyer & Butler Ltd,
Edburton Contractors Ltd,
Landbuild Ltd,
C.J. Thorne & Company Ltd,
Thompson Civil Engineering Ltd.

- 2.0 Completed tenders were to be returned by 5pm on Wednesday 17th April 2019. Tenders were returned by the following contractors:-

Colas Ltd
Edburton Contractors Ltd
Landbuild Ltd
C.J. Thorne & Company Ltd,

- 3.0 Dyer & Butler Ltd and Thompson Civil Engineering Ltd did not return tender documentation by the specified time and date.

- 4.0 Arithmetic checks were undertaken on all completed tenders, the following errors were found:-

- 4.1 Colas Ltd
-Excavation items incorrectly summated, £25,849.32 and not £27,093.82.

- 4.2 Landbuild Ltd
- Preliminaries total increased from £10,204.48 to £10,205.48 (item 100.04 amount was £943.50 and not £942.50).

- 4.3 C.J. Thorne & Company Ltd
- Preliminaries total increased from £5,104.59 to £5,455.98 (item 100.04 included once instead of twice).
-Pavements total decreased from £41,348.40 to £38,583.96 (item 700.08 amount was £1996.54 and not £4,760.98).

- 4.3 Clarification were sought from tenderers who returned their tenders regarding Preliminaries item 100.02 - Servicing of Offices, Messes, Stores, Workshops for the Contractor and item 100.06 Maintain Traffic Management. Tenderers were asked to confirm if the rate submitted was a weekly rate or a total sum for the 8-week duration contract. All tenderers advised that these items had been priced as a sum for the eight weeks duration. Copies of correspondence can be found in Appendix A.

- 4.4 Edburton Contractors Ltd also submitted an alternative item and price for bill item 700.05 Grasscrete Type GC2. The alternative product is less expensive than Grasscrete Type GC2 however its suitability for use would need to be assessed.
- 5.0 None of the tenders returned were qualified.
- 6.0 A summary of the completed (and adjusted) Bill of Quantities is shown below:

	Colas Ltd	Edburton Contractors Ltd	Landbuild Ltd	C.J. Thorne & Co Ltd.
Preliminaries	£ 5,145.06	£3,749.04	£10,205.48	£5,455.98
Site Clearance	£5,422.15	£1,746.13	£983.32	£2,700.71
Fencing	£3,988.32	£5,554.71	£2,111.00	£3,363.30
Drainage & Service Ducts	£42,947.49	£64,870.02	£46,913.16	£54,109.15
Earthworks	£25,849.32	£19,309.15	£30,225.89	£35,012.22
Pavements	41,063.86	£30,188.08	£31,173.12	£38,583.96
Kerbs, Footways and Paved Areas	£8,581.29	£7,056.47	£12,250.31	£10,345.47
Road Markings and Traffic Signs	£577.34	£448.68	£594.66	£360.00
Accommodation works for Statutory Undertakers and Provisional Sums	£3,500.00	£3,500.00	£3,500.00	£3,500.00
Landscape and Ecology	£241.30	£97.85	£142.50	£74.10
Total	£137,316.13	£136,520.13	£138,099.44	£153,504.89

- 7.0 Dayworks rates, if used, are to be in accordance with CECA Schedule of Dayworks carried out incidental to Contract Work, August 2011, typically:-

Labour: wages+148%
 Plant: CECA hire rates+12.5%
 Materials: Cost+12.5%

8.0 Health and safety information was provided by all tenders in response to the questionnaire included in the tender documentation. An assessment of the responses is provided below:-

	Project Specific Information: Written Statements	Non-Project Specific Items	Company Accident Record 2016/7/8	Acceptable Questionnaire Response (Yes/No)
Colas Ltd	Yes	Yes	Yes, significantly less than industry average	Yes
Edburton Contractors Ltd	Yes	Yes	Yes, less than industry average	Yes
Landbuild	Yes	Yes	Yes, less than industry average	Yes
C.J. Thorne & Co Ltd	Yes	Yes	Yes, less than industry average	Yes

Recommendation

- 10.0 It is recommended that the contract be awarded to Edburton Contractors Ltd.
- 10.1 In accordance with the Construction Design & Management Regulations 2015, it is recommended that the Client also review the health and safety information returned as there are duties imposed by the Regulations that include the following:-
- To check that all appointees have the necessary skills, knowledge, experience and organisational capability;
 - To appoint a Principal Contractor if there will be more than one contractor working on the project;
 - To allow sufficient time and resources for the project;
 - To ensure that construction does not start unless there are suitable welfare facilities and an adequate Construction Phase Plan is in place.

LSRRG Entrance Improvements

Expenditure

04/07/2017	Jabrik	Landscape Sketch. Imps. @ LSRR	525.00	PAID
27/02/2018	R G Prior	Prof services	715.80	
18/07/2018	Sitechmics Ltd	Topographical survey	1,100.00	
15/08/2018	R G Prior	Prof services	3,442.50	
16/08/2018	R G Prior	Prof services	860.42	
11/09/2018	R G Prior	Prof services	680.00	
03/10/2018	Southern Testing Lab Ltd	Soil testing	2,716.00	
14/11/2018	Env. Agency	Licence to discharge into Parbrook	170.00	
21/11/2018	R G Prior	Prof services	935.00	
	Env. Agency	Licence to discharge into Parbrook	276.00	
19/03/2019	R G Prior	Prof services	1,190.00	
14/05/2019	R G Prior	Prof services	722.50	
			13,333.22	

	SGN	Move gas main	37,723.74	ESTIMATED
	SSE	LV mains electricity diversion	6,543.58	
	Edburton Ltd	Main Contract	136,520.13	
	R G Prior	Further Project Management etc.	13,000	
			193,787.45	

TOTAL LIKELY COST 207,120.67

Income

S106 funds available from HDC - confirmed	161,801.71
Parish Council required contribution	45,318.96 ←
207,120.67	

BILLINGSHURST PARISH COUNCIL
PROPERTY COMMITTEE
WEDNESDAY 19 JUNE 2019

UPDATES FOR INFORMATION

1. **Station Road Gardens.**

- a) Litter Wardens reported that more bark was needed for underneath the swing and Sussex Land Services have now provided this.
- b) Regrettably, there has been a marked increase in littering, vandalism and anti-social behaviour in recent weeks. All incidents have been reported as appropriate. On some occasions, our Litter Wardens have been advised to refrain from entering the gardens when they feel uncomfortable about doing so.
- c) Following on from a request from the FOG, Sussex Land Services have been carrying out regular strimming of the wildflower meadow at the front of site. They have a diary note to complete and clear the strimming along the front fence in time for the South & South East in Bloom visit.

2. **Lower Station Road Recreation Ground.**

- a) The refurbishment to the bench along the railway embankment was completed in late February; the ground underneath now needs raising and Sussex Land Services will be completing this over the course of the summer months.
- b) A *Farmyard Search* panel has been installed to replace the *frog panel* equipment which was badly vandalised earlier this year.
- c) Entrance improvements – see separate agenda item.
- d) Legal costs incurred in a boundary dispute totalled £3,570; we have now been reimbursed £2,277 by the Land Registry, whose initial error led to the dispute.
- e) Damage occurred to slats on the bridge spanning the Parbrook and these were immediately replaced by Sussex Land Services.

3. **Jubilee Fields.**

- a) Further damage has been noted at the Skate Ramp and works have been actioned for repair.
- b) Litter Wardens have reported a number of damaged fencing rails along the wiggly path and these have been reported to WSCC.
- c) Designs promised by skatepark designers are being chased so that an exhibition of possible layouts can be displayed later in the year. (So far we have received designs from two companies.)

4. **Trees.**

- a) Works required within one year of the Tree Survey (which was carried out last summer) have now been completed. This included two planning applications being submitted for trees which were located within a Conservation Area and/or that were subject to a TPO; both of these applications were permitted by HDC.

5. **Billingshurst in Bloom.**

- a) A sponsor of two of the High Street planters did not wish to renew again this year so the office advertised for new sponsors and received a large number of enquiries. Two new sponsors were chosen on a first come first served basis and new signage has been installed. All other sponsors renewed and again we have a waiting list. We have simultaneously launched a similar sponsorship scheme for hanging baskets, which has received a 100% take-up. The Litter Wardens repainted the wooden planters in the High Street prior to the installation of summer planting by our new contractor, *Baskets in Bloom*.
- b) Officers made contact with the Horticultural Society and received confirmation that they would be happy to judge the Council's local In Bloom competition again this year. Posters were displayed at the *Billingshurst Showcase* event and the application form has been advertised in the Village Tweet and on our website as well. Please consider entering your own front gardens into the local competition and/or encouraging your neighbours to do the same. The closing date is June 30th.
- c) The owners of the former Barclays Bank building have given consent for a temporary planter to be placed in front of the building. The plants were donated by *Baskets in Bloom*, and are due to be planted by a nearby after-school club on 13 June. S&SE in Bloom judges last year commented on the need to make empty shops and premises look more attractive.
- d) The street artist returned on the 11th June to finish the mural on 45-47 High Street, but a further visit is still required. The Council has received nothing but positive comments about the flora and fauna themed creation. Litter Wardens applied the original base coat and will apply an anti-graffiti film when it is complete.

6. **Litter Wardens.**

- a) Litter Warden staff have undertaken Fire Extinguisher Training and Roland took part in an interim defibrillator training course in early April.

7. **Christmas Lighting.**

- a) As members may remember, WSCC/SSE decided not to permit electricity supplies to be taken from the lighting columns in 2018 for festive lighting on nearby frontages. Following the decision taken by members at the last meeting, arrangements are being made with Light Angels to continue with the very popular scheme again this upcoming Christmas season.

8. **Manor Fields.**

- a) It will be more of pulling a rabbit out of a hat, than ribbon-cutting, when new play equipment at Manor Fields in Billingshurst is officially opened on Monday 29th July. Popular children's entertainer Nick Clark will be enthralling youngsters with a free show of mirth and magic from 3-4pm at the site off Coombe Hill. T&Ms Ice Cream will also be in attendance to help make for a great afternoon. The play equipment at Manor Fields includes a new multi-unit, dish spinner and springy plus new seats on the swings. It would be great if some Councillors could come along on the day.

9. **Cherry Tree Close.**

- a) Litter Wardens reported some damage to the fencing in the play area/open space and Sussex Land Services have actioned some interim repairs. It is likely that more permanent works will be needed later this year.

10. **General.**

- a) The bench located opposite the Primary School on WSCC Land (but noted on the Parish Council's Asset Register) has also been refurbished. The office received a request for a commemorative plaque for Mrs Sylvia Welch (former lollipop lady) which is being actioned.
- c) The post and rail fence at the front of Cranham Avenue fell into poor repair and replacement works are ongoing at the current time.
- d) Litter Wardens erected the Silent Soldier silhouettes by the War Memorial for the D-Day anniversary on the 6 June.
- e) Paperwork relating to various upcoming community events in the village over the course of the summer has been submitted to the office for checking.

The Committee is invited to note this report.