APPENDIX E

Billingshurst Parish Clerk

From: Greg.Charman <Greg.Charman@horsham.gov.uk>
Sent: 04 January 2021 13:11
To: Greg.Charman
Cc: Sharon.Cadman; Rob.Jarvis; Darren.Worsfold
Subject: Horsham District Public Space Protection Order Consultation

Dear Colleagues,

As you may know, there is currently a Public Spaces Protection Order (PSPO) in force across the Horsham District. This came into effect on 1 April 2018 with the aim of addressing anti-social behaviour and improving public spaces. Each PSPO lasts for three years and the current one expires on 31 March 2021.

Horsham District Council would like to renew the PSPO for a further three years (1 April 2021 - 31 March 2024) and also include new prohibitions.

What is in the current PSPO?

The Horsham District PSPO currently prohibits the following activities:

- Nuisance behaviour relating to alcohol
- Anti-social use of vehicles
- Not picking up dog fouling
- Lack of control of dogs
- Unauthorised access and nuisance behaviour - Horsham town only
- Racing of horse drawn vehicles on any dual carriageway, including the A24 and A264

Suggested additional prohibitions to be included:

District wide

No intoxication or possession of psychoactive substances

It is proposed to add a prohibition to the Order that states that no person shall drink, inhale, inject, or otherwise use or be in possession of any intoxicating substances, or "legal highs", or drug paraphernalia including nitrous oxide canisters.

Horsham Town Only

No unlicensed busking

Licensed buskers are required to meet certain conditions and to make available their badge for inspection by Horsham District Council Neighbourhood Wardens, Police, Environmental Health or Licencing officers. If added to the PSPO, failure to either produce their badge or to stick to the conditions would lead to a fixed penalty notice.

No selling of periodicals which include a prize competition dependent on skill

We have received complaints from the public about companies who purport to being charitable in status when in fact they are for profit, employing aggressive sales tactics and misleading information. Despite challenge, these companies continue to operate considering that they do not require a traders licence as they are running a prize competition based on skill. The tickets are categorised as 'periodicals' as the competition is drawn once a year. It is proposed to implement a prohibition to deal with this problem and to tackle the aggressive selling techniques, whilst not affecting legitimate selling such as the Big Issue.

No anti-social behaviour or nuisance behaviour in car parks and stairwells

There have been numerous complaints of anti-social behaviour within the car parks in the town centre, caused by young people consuming alcohol or drugs, causing damage and playing loud music. These activities have given rise to complaints to both the Council and the Police from residents and are causing nuisance, annoyance and distress to other members of the public wishing to use these public spaces.

No drinking of alcohol in The Causeway and Gardens of Remembrance

The Council and Police have received numerous complaints concerning individuals gathering on benches in the Causeway and the Gardens of Remembrance in Horsham town. Those gathering often do so to drink alcohol together and then to on to engage in anti-social behaviour such as public urination, using threatening and abusive language, and being drunk and disorderly. The behaviour from such individuals generally improves upon the arrival of Police or

Council staff making it difficult to effectively respond to the issue. It is therefore proposed that the drinking of alcohol within the restricted areas of The Causeway and Gardens of Remembrance is prohibited.

Consultation
Horsham District Council would like your views on the new prohibitions and whether we should extend the PSPO for a further three years. An online consultation is now live on the Council's website now: www.horsham.gov.uk/pspoconsultation until 31 January 2021.

Please feel free to promote the public consultation locally by adding the above copy to your websites and/or e-newsletters.

Kind regards

Greg

Greg Charman
Health & Wellbeing / Community Safety Manager

Telephone: 01403 215124
Email: Greg.Charman@horsham.gov.uk

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

Disclaimer

IMPORTANT NOTICE This e-mail might contain privileged and/or confidential information. If you have received this e-mail in error, please notify the sender and delete the e-mail immediately; you may not use or pass it to anyone else. Whilst every care has been taken to check this outgoing e-mail for viruses, it is your responsibility to carry out checks upon receipt. Horsham District Council does not accept liability for any damage caused. E-mail transmission cannot guarantee to be secure or error free. This e-mail does not create any legal relations, contractual or otherwise. Any views or opinions expressed are personal to the author and do not necessarily represent those of Horsham District Council. This Council does not accept liability for any unauthorised/unlawful statement made by an employee. Information in this e mail may be subject to public disclosure in accordance with the law. Horsham District Council cannot guarantee that it will not provide this e mail to a third party. The Council reserves the right to monitor e-mails in accordance with the law. If this e-mail message or any attachments are incomplete or unreadable, please telephone 01403 215100 or e-mail contact@horsham.gov.uk. Any reference to "e-mail" in this disclaimer includes any attachments.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**.

Risk Assessment
January 2021

Risk No.	Area	Risk	Level	Controls		Review Date	Separate Documentation
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.	Registration with HM Land Registry complete November 2008.	January annually	Fixed Asset Register
					Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	Ongoing	
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review every January prior to insurance renewal.	January annually	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every five years. Valued December 2018.	2023	Valuation dates on Fixed Asset Register
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Assistant Clerk maintains key safe and register.	Annual check of register made in January and outstanding keys requested.	January annually	Key Register
1.2	Assets	Maintenance of buildings etc	M	PAT Testing carried out three yearly, basic visual inspection annually.	Adversane Hall and BSRA (Jubilee Fields Sports Pavilion) responsible for own PAT testing. BCCC organise annual PAT testing	January annually	PAT Testing Certificates
				Weekly basic visual inspection of buildings for defects: public conveniences, Jubilee Fields Sports Pavilion, Adversane Hall, BCCC	Maintain written record of checks. BPC staff check public conveniences daily. BSRA check Jubilee Fields Sports Pavilion, Adversane Hall Trustees check Adversane Hall, Centre Manager to check BCCC quarterly		Risk Assessment records held by responsible authority.
				Detailed risk assessment of buildings (including bus shelters) annually for Health and Safety Risk Assessment in January. Copy of reports filed for future reference.	BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association Ensure do Adversane Hall. Ensure car parks are included in the annual inspection and risk assessment.	January annually	Risk Assessment records held by responsible authority.

APPENDIX F

				Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings: public conveniences, Jubilee Fields sports pavilion and Adversane Hall.	October annually	Reserves spreadsheet
				The Assistant Clerk requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested annually in January.	January annually	Contractors Liability Certificates file
				Fire Risk Assessments	Ensure all buildings have an annual Fire Risk Assessment carried out. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association Ensure do Adversane Hall. Clerk does BCCC.	January annually	Risk Assessment records held by responsible authority.
				Fire Extinguisher Training and annual checks	Training on Fire extinguishers to be carried out annually. Fire equipment checked at least annually. BSRA do Jubilee Fields Sports Pavilion, Adversane Residents Association do Adversane Hall. Centre Supervisor does BCCC		Risk Assessment records held by responsible authority.
				Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. BCCC has three yearly inspection.	BCCC due July 2018 Public Conveni ences May 2019 Jubilee Fields Sports Pavilion February 2020 (All currently being arranged)	Electrical Safety Inspection File

				Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a CORGI registered engineer. Done Jan 2018 for BCCC	Annually	Gas Safety Inspection File - only BCCC on gas
				Defibrillators	Regular visual checks are undertaken by Community First Responders to make sure that the equipment is maintained in good working order, any instructions for use remain in place, and any damage is repaired promptly, or the equipment removed until fixed.	Monthly	
1.4	Assets	Property Held on Charitable Trust	H	BCCC is held on charitable trust and managed by the Parish Council.	The Council should request a copy of the BCCC (including car park) Risk Assessment annually, confirmation of the quarterly inspection records and a copy of the Fire Risk Assessment and Fire Safety Policy.	January annually	Billingshurst Centre Risk Assessment File
1.5	Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by Litter Wardens. Defects reported immediately verbally to Parish Office and noted on weekly inspection sheet.			Open Spaces Inspection records
				Weekly detailed inspection of play areas by Litter Wardens. Written reports supplied to the Office and record maintained.			Open Spaces Inspection records
				Annual inspection of play areas by ROSPA approved inspector as mandatory part of insurance cover. Records maintained.		June annually	Open Spaces Inspection records
				New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		
				Annual / as apropriate inspection of trees by arboriculturalist.			Tree Survey records

1.6	Assets	Churchyards	H	Weekly inspection of churchyard by Parochial Church Council Inspector.	Insurers confirmed that the Parish Council do not need to see a copy of the PCC inspection reports.		Churchyard Inspection Records
				Monthly basic visual inspection by the Litter Wardens as a consquence of the Council accepting liability for maintenance of the closed churchyard			Inspection recorded on check sheet
				Above includes push test.	If memorial moves, try to locate the owner, and organise an inspection by a specialist contractor.		Hand test recorded on check sheet
				Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Apply for a faculty from the Diocese. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press, Council website and newsletter.		Churchyard File
1.7	Assets	Christmas Lighting	L	Use an accredited installer to install the lights, commission them, make repairs and removal		Annually	
			L	PAT Testing	Obtain copy of test certificate	Annually	
1.8		Allotments	L	Work in accordance with the Management Agreement agreed between BPC and the Allotments Society	Annual review of the Allotments Risk Assessment	January annually	Allotments Records

Risk Assessment
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
2	Finance	Petty Cash	H	All expenditure supported by a receipt. Petty cash book balanced regularly. Max amount reduced to £100 as recommended by Internal Auditor. Recipts put through main cashbook in order to assist VAT reclaim.			
2.2	Finance	Financial Controls	M	Bank Reconciliation done monthly against cashbook.			
				Presented to members at monthly F&GP, where a Cllr initials original bank statements.			
2.3	Finance	Internal Audit	M	Internal Auditor is appointed annually.			
				Internal Auditor reviewed every three years in accordance with Financial Regulations.			
				Two internal audits conducted annually: October (interim) and April (year-end)			
				Independent Inspection of BCCC annually to support Council signing trust funds handled satisfactorily on external audit annual return.			
				Internal Auditor report circulated to all Councillors and advice considered by the full Council. Appropriate action taken as considered necessary by Committee.			
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			

				Internal Auditor reports sent to External Auditor with Annual Return.			
2.4	Finance	Budgetary Controls	M	Spreadsheet of invoices issued maintained and record of payments received.			
				Monthly analysis of budget income and expenditure against actual income and expenditure. Significant variances brought to the attention of F&GP quarterly.			
				Quarterly budget report on income and expenditure taken to F&GP and posted on Council website.			
				Mid year reconciliation of budget income and expenditure against actual made to assist the Budget Workshop with preparation of revenue budget for next year.			
2.5	Finance	Financial Records	M	List of all payments since last meeting, plus any reciepts received, circulated in advance of F&GP and approved/noted accordingly and included in minutes.			
				Signing Cllrs initial cheque stub and corresponding invoice.			
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.			
				Details of s137 expenditure is maintained in the cashbook.			
				All DDs and SOs reported, reviewed and approved annually.			

				All Business/Debit Card purchases reported alongside all other payments for approval. Supporting documentation initialled by 2 Cllrs.			
				Publish all expenditure on Council website in accordance with the Code of Practice on Data Transparency		Monthly	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to West Sussex County Council for payment to employees. Checked by Office Manager			
				Annual review of salaries conducted by Working Practices Committee			
2.7	Finance	Precept	M	Ensure precept claim is submitted to HDC by 31 January annually.		January annually	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in cashbook.			
				Quarterly VAT return submitted electronically.			
				Advice sought from HMRC Helpline when unsure.			
2.9	Finance	Borrowing Approvals	L	Rigid proccedure for borrowing approvals followed.			
2.10	Finance	Charitable Funds	H	The Council is the Sole Managing Trustee of BCCC. The Council as charity trustee has agreed a Reserves Policy to cover the funds necessary to run the BCCC for six months.	Council to monitor Centre accounts quarterly to assess any likely deficit in income, and potential request to the Council for funds to support the BCCC.		
				Ensure charity accounts are subject to an independent examination annually.	Council is required to approve the Statement of Accounts.		

				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission.	January annually	
2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £250,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repaired, associated staffing costs and reconstitution of computer records.			Insurance schedule
				All deeds and original leases are held are kept in the firesafe at the Parish Office.			
2.12	Finance	Fidelity Guarantee	M	Level of Fidelity Guarantee cover £625,000 to cover both the Council's cashbook and the Centre.	Review Fidelity guarantee annually when insurance cover reviewed in January.	January annually	Insurance schedule
2.13	Finance	Procurement	L	Comply with the Public Contracts Regulations 2015	Update Financial Regulations and Standing Orders when NALC issue new model	Ongoing	Financial Regulations

Risk Assessment
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.1	Liability	Legal liability as consequence of asset ownership (especially closed churchyard, playgrounds and skateboard park)	H	Public Liability insurance cover up to £10 million in place.			Insurance schedule
3.2	Liability	Hirers Liability	M	Ask all hirers for a copy of their Public Liability Insurance, Risk Assesment and if appropriate, Event Safety Management Plan		January annually	Hirers Liability Certificates Records
			M	Check that BCCC is obtaining copy of hirers liability certificates	Annual check	January annually	Hirers Liability Certificates Records

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC DIS, LCR source of updates.		Quarterly	
				Clerk attends SSALC Clerk's Networking Day and Legal and Finance Day + others.		Annually	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook under constant review. On website, along with all other policy documents. Staff advised accordingly.			Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.	Staff Appraisals done January.	Annually	
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			
				Consider Training Strategy for staff.	Statement of Intent reviewed Autumn 2019.	Annually	Statement of Intent on Training
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure WSCC complete and submit a P35 Annual Return to HMRC before 19 May annually.		May annually	
				Ensure WSCC supply all employees with a P60 annually.		May annually	
				Check tax and national insurance calculations made by WSCC are correct.		May annually	
4.5	Employer Liability	Personal Accident	M	Personal accident insurance cover age 16 - 90 £50,000 capital benefit or £200 weekly.		TBC	
				The Council's insurers do not provide loss of income for personal accident for Councillors over the age of 85.	Review age of Councillors annually. Seek insurance cover for Councillors over the age of 85		

				Ensure Litter Wardens wear appropriate PPE and high visibility clothing at all times.	Review Litter Warden PPE and high visibility clothing annually and replace any worn or defective clothing.	January annually	
				Maintain supply of safety gloves and equipment.	Review Litter Warden protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	January annually	
				Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.	January annually	Training Records
				Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too.		COSHH Assessment records
4.6	Contractors Liability	Personal Accident	M	Ask for method statement of work and risk assessment			
				Ask for details of professional registration.			
				Request copy of public liability insurance			
				Request copy of Health and Safety Policy			

Note. Volunteers considered Employees for Insurance purposes.

Risk Assessment
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and most Committees meet bi/monthly. All meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record.			
				Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand.			
				Draft Minutes made available to press and public via the web site, library and Parish Council noticeboard.	Annual review of Council noticeboards, website and library records	January annually	
5.2	Legal Liability	Transparency	L	Comply with the Local Government Transparency Code 2014	Publish the following data on the Council website: Expenditure over £500 on Council Staff structure chart Staff pay multiple Local Authority Land data Inivitation to tender for contracts Details of contracts awarded Grants to community/voluntary sector organisations	Ongoing	Staff structure chart Staff pay mulitple Local Authority Land Donations
5.3	Legal Liability	Transparency	L	Comply with the Local Government Bodies Regulations 2014	Adoption of Reporting at Meetings Policy	Ongoing	Reporting at Meetings Policy

5.4	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 3 September 2014.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded. All Councillors to declare the Billingshurst Centre on their Register of Members interests form and complete a dispensation request form.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Horsham District Council. Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Upload update forms to Council website.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality.			Gifts and Hospitality Register
				Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	Gifts and Hospitality
6.4	Councillors	Members	L	The Members basic allowance is set	Maintain a record of payments of	May	Members

	Propriety	Allowances		at 9.4% of HDC Members Basic Allowance, £440 per annum.	Members Allowances and travel and subsistence payments. Upload notice to Council website every year in April.	annually	Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Parish office.	Supply all new members and staff with a copy of the protocol. A copy of the NALC publication 'Being a Good Employer' included in the Members Manual.		Councillor/Staff Protocol

6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.		Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.			Code of Practice for Hanlding Complaints
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual	Remind Members that all latest policies etc. are on website.		
6.9	Councillors Propriety	All Members	M	Reporting of Meetings.	Disclaimer on agendas to remind Councillors and members of the public that meetings may be recorded.		Reporting of Council Meetings Policy
6.11	Councillors Propriety	Developers	L	Handling of pre-application enquiries.	Council has adopted a Developer Protocol.	Ongoing	Developer Protocol
6.12	Councillors and Staff propriety	Public Relations	M	Adopt Press and Social Media Policy	Reviewed Autumn 2019		Press Policy Social Media Policy

Risk Assessment
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
7	Form and Function	Procedures	M	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.	Reviewed 2019.	Annually	Standing Orders
				Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.	Reviewed 2019.	Annually	Financial Regulations
				This Risk Assessment is reviewed annually in January by the F&GP Cttee, then presented to full Council for approval.		January annually	
				The insurance schedule is reviewed annually in January by the Clerk, then presented to the F&GP Cttee for approval.		January annually	Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS and .gov.uk for the latest changes in legislation.			
7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in Parish Office fire safe.			
				Copy of computer server (and all documents) is saved in a Cloud system.			
				All documents on computer			
				Prune Parish Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive. All in accordance with NALC's recommended document retention policy and the GDPR.		January annually	

				Data Protection Act 1998	Ensure the Council complies with the eight enforceable principles through good practice. Renew registration with the Information Commissioner annually. Ensure computer systems and documents containing sensitive information are password protected.	August annually	
				Freedom of Information Act 2000	Process requests for information under the requirements of the FOI Act 2000 with regard to the Data Protection Act 1998. Keep Publication Scheme under review.	Ongoing	
				GDPR	The Council has appointed an external DPO to assist with its GDPR complianace, including an annual review of its procesess and proceedures.		
7.3	Form and Function	Computer System	H	The Council's computer system includes a key method of communication between members of the public and the Council – e-mail. Maintain IT support contract to ensure this method of communication.			
				Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.	New anti-virus software spring 2020	Annually Dec/Jan	

7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data including: property portfolio to record who owns what property, who is responsible for maintaining which property and financial records including contributions towards insurance costs, village hall utility bills, split IT and telephone bills, etc…			
7.5	Form and Function	Staff	H	Stress in the workplace	Be vigilant for signs of stress in the workplace.		

Fixed Asset Register
As at 20/01/20
Land Buildings

Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
Adversane Mission Hall	£213,877.44	£206,026.78		June 2013	Firesafe	WSX320790	Conveyance 21.2.1980, title absolute
Jubilee Fields Sports Pavilion	£736,562.71	£775,348.16		June 2013	Firesafe		Built using Football Foundation grant
Portacabin	£3,918.96	£12,730.80		June 2013			
External Store	£32,882.34	£114,895.47		June 2013	Firesafe	Firesafe	
Tennis Club Pavilion	£0.00	£0.00		N/A			Pavilion belongs to BLTC until lease lapses
Public Conveniences	£0.00	£128,209.76		June 2013	Firesafe		
Station Road Gardens Shed	£3,000.00	£3,090.00		TBC			
83a High Street	£315,000.00	£315,000.00		21/10/2019	TBC	TBC	
		£1,240,300.97					
Open Spaces							
Jubilee Fields	£1.00	£1.00			Firesafe	WSX387283	Freehold T/F to PC now complete
Lower Station Road Recreation Ground	£1.00	£1.00			Firesafe	WSX320849	Conveyance dated 24/12/38, title possessory
Tennis Courts Lower Station Road	£1.00	£1.00			Firesafe	WSX320888	Conveyance dated 30.4.1962 + New Tennis lease, title qualified
Station Road Gardens - Cricket Field, Station Road	£1.00	£1.00			Firesafe	WSX320825	Conveyance dated 16.2.1950, title possessory
Station Road Gardens - Football Field, Station Road	£1.00	£1.00			Firesafe	SX23631	Conveyance dated 5.1.1956, Indenture 07.08.1868
Cherry Tree Close Playing Field	£1.00	£1.00			Firesafe	SX88873	dated 18.5.1967
Manor Fields Play Area and Allotments	£1.00	£1.00			Firesafe	WSX192124	dated 24.11 1997. Conveyance dated 14.1.1983. Land appropriated as allotments 04/04/12
Cranham Avenue Play Area & Open Space	£1.00	£1.00			Firesafe	WSX313009	dated 3.10.2007
Willow Drive Open Space	£1.00	£1.00			Firesafe	WSX64039	dated 24.8.1982
Carpenters Open Space	£1.00	£1.00			Firesafe	SX119494	dated 14.1.1970
Clevelands Gardens	£1.00	£1.00			Firesafe	WSX265845	dated 9.8.2002
Billingshurst Village Green reg no VG3	£1.00	£1.00			Firesafe	WSX320787	Conveyance dated 16.9.1949, Duke of Norfolk to BPC, title absolute
Alicks Hill	£1.00	£1.00			Firesafe	WSX320820	Registered common land no CL18 6.12.1979, title possessory
Coombe Hill Open Space	£1.00	£1.00			Firesafe	WSX242388	dated 7.6.2000
Adversane Green reg no VG2	£1.00	£1.00			Firesafe	WSX190295	dated 13.1.2003 Conveyance dated 18.4.1971, Duke of Norfolk to BPC
Total	**£1,305,256.45**	**£1,240,315.97**	**£0.00**				

APPENDIX G

Fixed Asset Register
As at 20/01/20
Office Contents

	Asset Value	Insurance Valuation	Renewal	Date of Valuation	Location of Deeds
Parish Office Contents					
Server					
PC's x 5					
Printers:					
HP Officejet Pro 8100					
Xerox Phaser 3320					
Laminator Fusion 3100L					
Laminator Fusion 3000L					
Toshiba Laptop Satellite Pro					
Toshiba Laptop ?					
Toshiba estudio 2505 A/C copier					
Filing cabinets x 3 half height					
Filing cabinets x 7 full height					
Firesafe					
Fridge					
Henry Hoover					
5 workstations					
Shredder GBC2122					
Boardroom table					
4 bookcases					
Entryphone					
Lockable Storage Units x 2					
Table top display boards					
Table top display boards					
Gazebo					
	£27,055.00	**£32,096.00**			

Fixed Asset Register
As at 20/01/20
General Contents

Asset No.		Asset Value	Insurance Valuation	Renewal	Date of Valuation	Location of Deeds	
GC01	Billingshurst Centre Limited Edition Prints	£318.27	£370.98				Donated to the PC by Sothebys
GC02	Billingshurst Centre Clock	£3,713.15	£4,328.06				Donated to the PC by BH Beauman
GC03	Road Sweeper	£12,500	£17,560		2018		Was on a separate Motor Policy; now part of main policy. Replacement value given Feb 2018
GC04	Litter Barrows x 2	£1,273	£1,483.86		December 2009		
GC05	Grandfather clock	£1,300	£1,300.00				Valuation undertaken Oct 2016
	Total	**£19,104**	**£25,043**				

Fixed Asset Register as at 20/01/20
Street Furniture

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Bus Shelters:							
	Adversane Common	£3,012.75	£3,511.70		2009	Bank/firesafe		Lease from the brewery for the land dated 21.1.1957
	Billingshurst High Street	£3,012.75	£3,511.70					Brick bus shelter opposite Six Bells
	Natts Lane	£2,780.62	£3,241.12		2009			Arun Cantilever two bay bus shelter from Queensbury
	Forge Way 3 bay	£3,750.00	£4,371.04		2011			Shellutions
	Forge Way 2 bay	£3,750.00	£4,371.04		2011			Shellutions
	Station Road	£3,300.00	£3,846.52		2011			Shellutions
	Five Oaks	£2,580.00	£3,007.28		2011			Shellutions
			£0.00					
	Dog Bins:		£0.00					
	Clevelands x 1		£0.00		2009			
	Lower Station Road x 2		£0.00		2009			
	Manor Fields x 1		£0.00		2009			
	Jubilee Fields x 3		£0.00		2009			
	SRG x 1		£0.00					
		£2,227.89	£2,596.86					
			£0.00					
	Noticeboards:		£0.00					
	Jengers Mead		£0.00		2010			Made by W. R. Braun & Son
	Billingshurst Village Green		£0.00		2006			
	Five Oaks		£0.00		2006			
	Adversane		£0.00		2006			
	Library Car Park	£800.00	£800.00		2018			
		£4,816.49	£5,614.16					
			0					
	Litter Bins:		£0.00					
	Billingshurst Village Green	£721.00	£840.41		2009			
	Manchester Litter Bins x 6	£6,107.60	£7,119.09		2009			High Street Enhancements
			£0.00					
	Benches: (Not part of play areas)		£0.00					
	High Street Bench Frame Type x 2	£1,531.94	£1,785.65					High Street Enhancements
	High Street Seat Frame x 4	£3,298.37	£3,844.62					High Street Enhancements
	High Street Circular Bench	£2,143.02	£2,497.93					High Street Enhancements
	Adversane Green Bench x 1	£954.81	£1,112.94		2009			Neptune Outdoor Furniture Ltd
	Mill Way x1	£392.54	£457.55					
	Alicks Hill x 2	£1,485.26	£1,731.24		2009			

Fixed Asset Register as at 20/01/20
Street Furniture

		Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Bus Shelters:							
	Adversane Common	£3,012.75	£3,511.70		2009	Bank/firesafe		Lease from the brewery for the land dated 21.1.1957
	Billingshurst High Street	£3,012.75	£3,511.70					Brick bus shelter opposite Six Bells
	Natts Lane	£2,780.62	£3,241.12		2009			Arun Cantilever two bay bus shelter from Queensbury
	Forge Way 3 bay	£3,750.00	£4,371.04		2011			Shellutions
	Forge Way 2 bay	£3,750.00	£4,371.04		2011			Shellutions
	Station Road	£3,300.00	£3,846.52		2011			Shellutions
	Five Oaks	£2,580.00	£3,007.28		2011			Shellutions
			£0.00					
	Dog Bins:		£0.00					
	Clevelands x 1		£0.00		2009			
	Lower Station Road x 2		£0.00		2009			
	Manor Fields x 1		£0.00		2009			
	Jubilee Fields x 3		£0.00		2009			
	SRG x 1		£0.00					
		£2,227.89	£2,596.86					
			£0.00					
	Noticeboards:		£0.00					
	Jengers Mead		£0.00		2010			Made by W. R. Braun & Son
	Billingshurst Village Green		£0.00		2006			
	Five Oaks		£0.00		2006			
	Adversane		£0.00		2006			
	Library Car Park	£800.00	£800.00		2018			
		£4,816.49	£5,614.16					
			0					
	Litter Bins:		£0.00					
	Billingshurst Village Green	£721.00	£840.41		2009			
	Manchester Litter Bins x 6	£6,107.60	£7,119.09		2009			High Street Enhancements
			£0.00					
	Benches: (Not part of play areas)		£0.00					
	High Street Bench Frame Type x 2	£1,531.94	£1,785.65					High Street Enhancements
	High Street Seat Frame x 4	£3,298.37	£3,844.62					High Street Enhancements
	High Street Circular Bench	£2,143.02	£2,497.93					High Street Enhancements
	Adversane Green Bench x 1	£954.81	£1,112.94		2009			Neptune Outdoor Furniture Ltd
	Mill Way x1	£392.54	£457.55					
	Alicks Hill x 2	£1,485.26	£1,731.24		2009			

Fixed Asset Register as at 20/01/20
Street Furniture

	Clevelands Gardens x 2	£0.00	£0.00					
	Carpenters (fronting Station Road)	£0.00	£0.00					
	Library x 1	£500.00	£500.00					
	Silver Lane / East St.	£720.09	£720.09		2020			Presented by Wednesday Group
			£0.00					
	Various High Street		£0.00					
	CCTV Ducting	£4,235.36	£4,936.60					High Street Enhancements
	Timber planters in High Street x 6	£3,149.81	£3,671.46					High Street Enhancements
	Cycle racks in High Street x 6	£1,156.38	£1,347.89					High Street Enhancements
	Banner brackets on light columns x 2	£535.76	£624.49					High Street Enhancements
			0					
	Street lights x 31	£1.03	£1.20					Was £38,275, but now covered by WSCC PFI, check number of lights on list April 2011
	Centurions x 6	£18,217.77	£21,234.85					Sign of the Times
	Finial and post for Centurions	£2,826.24	£3,294.30					Sign of the Times
	Centenary Post	£3,116.92	£3,633.12					
	Centenary Plaque	£1,060.90	£1,236.60		2009			
	Electronic Sign	£4,821.79	£5,620.34					Polycomp
	Queens Diamond Jubilee Flagpole	£686.00	£799.61	£823.60	2012			Harrisons Flagpoles
	Finger Posts x5	£5,979.00	£5,979.00					Grants obtained by BCP; ownership & responsibility passed to BPC Oct 2017
	Hanging Basket brackets	263	263		2018			Jul-18
	Hanging Baskets	177.35	177.35		2018			Jul-18
	Trough	£251.60	£251.60		2018			Aug-18
	Fences and Gates							
	Station Road Gardens Park style railings	£8,593.29	£10,016.43		2009			Burroughs Fencing
	Gates to rear of Centre car park	560.00	560.00		01/01/2018			
	Other							
	Water tank	£800.00	£874.18		June 2013			
	BBQ Stand	£2,380.00	£2,524.94		April 2014			
	Defibrillators x 2	£0.00	£3,925.33		Dec 2013			Billingshurst Centre, Jubilee Fields pavilion
	Defibrillators x 2	£0.00	£4,000.00		May 2016			Adversane bus shelter, Five Oaks at Watsons car sales
	Mowers & Machinery	£0	£515					SRG shed contents
	Speed Indicator Device (SID) @ Five Oaks	3,195.00	3,195.00					Installed Jan 2019
	Five Oaks Gateway features	4,302	4,302					Spring 2018

Fixed Asset Register as at 20/01/20
Street Furniture

	Bowser for watering planters	£559	£559					Jun-20
	War Memorial	£0.00	£42,436.00		June 2013			HM Land Registry would not allow PC to claim ownership 2008 as they appear to have viewed it as the property of the people of Billingshurst.
	Silent Soldier Silhouettes x3	600.00	600.00		2019			
	Total	**£114,753.33**	**£181,460.21**					

Fixed Asset Register as at 20/01/20
Playing Fields Equipment

	Asset Value	Insurance Value	Renewal	Cost to Install	Date of Valuation	Supplier
Jubilee Fields						
Trim Trail Equipment 15 x exercise points	£9,211.29	£10,736.79		included	December 2005	Playsafe Playgrounds
Original trim trail	£31,415.00	£36,617.70		included	December 2005	Playsafe Playgrounds
Trim Trail Footpath	£8,471.75	£9,874.78		included	July 2007	Playsafe Playgrounds
2 x Fitness Trail Bridge	£824.00	£960.46		included	December 2005	Playsafe Playgrounds
Picnic benches x 4	£3,296.00	£3,841.85			December 2009	
Entrance obelisk	£3,090.00	£3,601.74			December 2009	
Noticeboards	£2,060.00	£2,401.16			December 2009	
4 x Bins	£1,988.93	£2,318.32			October 2007	Glasdon UK Ltd
Skate Park	£45,000.00	£52,452.54		included	September 2011	3B Ramps
		£0.00				
Lower Station Road Recreation Ground		£0.00				
Skate Park	£24,734.00	£25,476.02			January 2015	Freeskate
Play area consisting of:		£0.00			January 2015	HAGS SMP
2 seat swing	£3,112.50	£3,205.88			January 2015	HAGS SMP
Basket swing	£3,612.30	£3,720.67			January 2015	HAGS SMP
Ossion Play Unit	£4,118.32	£4,241.87			January 2015	HAGS SMP
Tile Slide Frog Panel	£534.28	£550.31			January 2015	HAGS SMP
Ecosurface	£9,728.00	£10,019.84			January 2015	HAGS SMP
Vippy See-saw	£1,374.84	£1,416.09			January 2015	HAGS SMP
Roty Inclusive Roundabout	£1,633.48	£1,682.48			January 2015	HAGS SMP
Bin	£444.40	£457.73			January 2015	HAGS SMP
Two Essentials Benches	£674.40	£694.63			January 2015	HAGS SMP
Byelaw Sign	£310.00	£319.30			January 2015	HAGS SMP
Yellow gate						
2 Goal Units & basketball hoop	£9,648.89	£11,246.86			June 2008	Monster Play Systems Ltd
Tennis Courts		£0.00				Insured by Tennis Club
Benches x 3	£2,163.00	£2,521.22			December 09	
Litter Bins x 3	£1,545.00	£1,800.87			October 2008	Glasdon UK Ltd
		£0.00				
Station Road Gardens		£0.00				
Benches x 26 (?)	£1,442.00	£1,680.81			December 2009	
Kirsty Hicks Memorial Bench	£0.00	£0.00			September 2010	Codec Facilities
Jeffery James Rainner Memorial Bench	£0.00	£0.00			January 2011	Codec Facilities
Pam Spencer Memorial Bench	£0.00	£888.15			March 2012	Codec Facilities
Ball Court/Youth Shelter/2 Litter Bins	£41,200.00	£48,023.21			April 2010	Monster Play Systems Ltd
Noticeboard		£0.00			Summer 2010	
Train and Sand Pit	£6,890.00	£6,890.00			January 2014	Insured by FoG

Fixed Asset Register as at 20/01/20
Playing Fields Equipment

	Climbing Net					March 2014	Monster Play Systems Ltd			
	Climbing Frame					March 2014	Monster Play Systems Ltd			
	Swing	£32,857.25	£34,858.26			March 2014	Monster Play Systems Ltd	Minus install costs of £3,204		
	Wall	£1.03	£1.20							
	Cherry Tree Close Playing Field									
	Play equipment consisting of:									
	Orchard swing with 2 pod seats	£1,848.00	£1,903.44			January 2015	Sutcliffe Play			
	Inclusive dish roundabout	£1,332.00	£1,371.96			January 2015	Sutcliffe Play			
	Orchard baby mammoth	£7,064.00	£7,275.92			January 2015	Sutcliffe Play			
	Ropewalk tangle	£2,870.00	£2,956.10			January 2015	Sutcliffe Play			
	Orchard 2.4m nest swing	£3,181.00	£3,276.43			January 2015	Sutcliffe Play			
	5-A-Side Football Goal	£1,570.00	£1,617.10			January 2015	Sutcliffe Play			
	Bench	£1,636.00	£1,685.08			January 2015	Sutcliffe Play			
	Bin	£661.00	£680.83							
	Groundworks	£6,743.00	£6,945.29			January 2015	Sutcliffe Play			
	Surfacing	£7,352.00	£7,572.56			January 2015	Sutcliffe Play			
	Ancillaries - sign	£1,274.00	£1,312.22			January 2015	Sutcliffe Play			
			£0.00							
	Manor Fields Playing Field		£0.00							
	Play equipment consisting of:	£10,205.21	£11,895.32							
	Swing with 2 x slash proof seats		£0.00			October 2002				
	Safety Surfacing		0			October 2002 Replaced Autumn 2017	Miracle / Sovereign Surfacing Replaced Autumn 2017 - Supplied by Matta Products			
	Perch seat	380	380			2019				
			£0.00							
	Cranham Avenue Play Area		£0.00							
	Play equipment consisting of:	£10,300.00	£12,005.80			December 09				
	Swings		£0.00							
	Climbing tower		£0.00							
	Rocking animal		£0.00							
	Safety Surfacing		£0.00							
	Benches x 1	£721.00	£840.41			December 09				
	Bin	£412.00	£480.23			December 09				
	Fencing	£1,195.24	£1,393.18			December 09				
			£0.00							

Fixed Asset Register as at 20/01/20
Playing Fields Equipment

			£0.00							
	Clevelands Gardens		£0.00							
	Benches x 2 (listed elsewhere)	£2,884.00	£3,361.62			December 09				
			£0.00							
	Coombe Hill Green		0							
	Wall	1.03	1.16							
	Total	**£313,010.14**	**£349,455.37**							

Fixed Asset Register
Totals
As at 20/01/20

	Asset Values	Insurance Values
Land & Buildings	£1,305,256.45	£1,240,300.97
Office contents	**£27,055.00**	**£32,096.00**
General contents	£19,104.42	£25,042.90
Street Furniture	£114,753.33	£181,460.21
Playground Equip	£313,010.14	£349,455.37
	£1,779,179.34	**£1,828,355.45**

Note
Red text indicates change since previous year

Fixed Asset Register as at 22/01/20
Billingshurst CCC

Asset No.	Buildings	Asset Value	Insurance Value	Renewal	Date of Valuation	Location of Deeds	Title No	Details
	Billingshurst Centre	£0.00	£2,997,042.50		June 2013	Firesafe	WSX1617	Held on charitable trust dated 14.3.1991
	Billingshurst Centre Car Park	1.00						
	Billingshurst Centre Office Contents	£0.00	£3,404.00					
	Billingshurst Centre Contents	£0.00	£112,407.00					
	Billingshurst Centre Stage Lighting/Audio	£0.00	£42,146.57					
	CCTV	£0.00	£2,168.00					
	Garden to north of Village Centre	1.00	1.00					Subject of Adverse Possession 2017
		£2.00	**£3,157,169.07**					

APPENDIX H

Billingshurst Parish Clerk

From: Rebecca Caney <rebecca.caney@westsussex.gov.uk>
Sent: 20 January 2021 13:29
Subject: proposed permanent Traffic Order High Street Billingshurst - TRO/HON9026/RC

WEST SUSSEX COUNTY COUNCIL
((HORSHAM DISTRICT) (PARKING PLACES AND TRAFFIC REGULATION)
(CONSOLIDATION NO. 2) ORDER 2006)
(HIGH STREET AMENDMENT) ORDER 2021

Permission has been granted to advertise a proposed traffic Order the effect of which will be to introduce a prohibition of waiting at any time (double yellow lines) on sections of both sides of High Street Billingshurst on the western side between High Seat Copse and Coombe Hill and on the eastern side a 15 metre length south of High Seat Copse.

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 waiting restrictions
- Statement of Reasons for proposing to make the Order
- Public Notice outlining the proposal that will be advertised in the West Sussex County Times
- Draft Order

http://www.westsussex.gov.uk/living/roads_and_transport/roads_and_footways/traffic_management/traffic_regulation_orders/live_consultations_for_tro.aspx

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.team@westsussex.gov.uk, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference **TRO/HON9026/RC**

Please note the statutory consultation period ends on 18 February 2021 and any comments you wish us to take into consideration should be received before this date.

Kind Regards

Becky Caney

Rebecca Caney
FCILeX Legal Officer Chichester, Crawley & Horsham TRO Team
Place Services
Highways, Transport & Planning
West Sussex County Council

CALL IM EMAIL
Location: First Floor Northleigh Chichester, West Sussex, PO19 1RH
Contact: **Internal:** 26345 | **External:** +44 (0)330 222 6345 | **E-mail:** Rebecca.caney@westsussex.gov.uk

Report a problem with a road or pavement or raise a highways related enquiry

APPENDIX I

BILLINGSHURST PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

THURSDAY 27 JANUARY 2021

83A HIGH ST

REPORT BY CLERK

FOR DECISION

At the last meeting, the Cttee agreed to fund work totalling £42,439.80 necessary to make the flat at 83a High Street fit to let. (Min 74/20 refers.)

Last week I meet Sussex Clubs for Young People (SCYP) for a project update. They reported that HDC have advised them to include **all** works needed to this property when they apply to use the S106 funds currently held for a youth facility for the village, currently approximately £98k.

This is because they view the renting out of the flat (which helps service the original purchase loan) as an essential part of the overall project

This would mean that the £42,439.80 budgeted for by the Council was no longer required for the capital works.

However, SCYP have asked whether the Council, mindful of the current national situation, would instead commit to giving them the funds over the first three years to support the project. After which the facility should by then be better able to be self-supporting.

The Committee is invited to consider this request.

(A representative of SCYP will be available to join the meeting to answer any questions.)