

**Notes from the Community Infrastructure Levy (CIL) Working Party Meeting  
held online on Tuesday 23<sup>rd</sup> November 2021 at 10.30am**

**In attendance:-**

Cllr R Knight - representing the Property Committee  
Cllr D Searle - representing the Planning, Environment and Transport Committee  
Cllr J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Vivien Edwards

**1. Elect a Chairman**

Cllr Knight was elected the Chairman for the Meeting.

**2. Apologies**

There were no apologies.

**3. To receive and accept the Notes of the last meeting on 21<sup>st</sup> April 2021**

The Notes as previously circulated were accepted.

**4. To note the publication of the CIL Notices for the years ending 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021**

The publication on the Parish Council website of the Notices for years ending 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021 was **NOTED**.

**5. Income and Expenditure - to receive an update and to note that CIL money of £8,800 will potentially be paid from DC/20/1073**

Members **NOTED** the Community Infrastructure Levy Report as at October 2021, produced by HDC, which had been updated to include details of the amounts already received. It was also noted that development at 52 Shepherds Way in Horsham (DC/20/1073) had the potential to result in a further CIL payment to NHPC of £8,800.

Members also reviewed the summary of CIL Income and Expenditure as detailed below :-

**Income**

Financial year	Received	Date the payment covers	Planning applications	Amount
2019/20	April 2019	01.10.2018-31.03.2019	DC/18/0017	11,052.71
2020/21	Oct 2020	01.4.2020-30.9.2020	DC19/2030	2,394.55
2021/22	April 2021	01.10.2020-31.03.2021	DC/18/0390 DC/18/1059 DC/18/2241	1,822.14 4,131.83 1,205.71 7,159.68
	Oct 2021	01.04.2021-30.09.2021	DC/20/0946 DC/18/2241	17,797.36 1,205.72 19,003.08
<b>Total income</b>				<b>£39,610.02</b>

### Expenditure

Month of expenditure	Expenditure description	Amount
Dec 2019	Purchase and install Goal post for Holbrook Tythe Barn Open space	618.62
Jan 2021	Purchase of 2no benches and picnic table at Holbrook Tythe Barn (the latter includes fixings)	1,125.00
March 2021	Installation costs for benches and picnic table	758.39
Sept 2021	Purchase of 3no bins at HTB	1,442.88
	Installation of 3no bins at HTB	225.00
	Purchase of 2no benches for Gorrings Brook/Pondtail Road and North Heath Lane	1,016.50
<b>Total expenditure</b>		<b>£5,186.39</b>

### Committed Expenditure

Installation of 2no benches for Gorrings Brook/Pondtail Road and North Heath Lane	<b>£2,733.50</b>
<b>CIL money remaining available</b>	<b>£31,690.13</b>

Members were informed that the summary had been amended slightly to the version circulated with the Agenda as the installation costs (£225) of the bins at Holbrook Tythe Barn had not been taken into account and it was therefore noted that the amount of £31,690.13 remained to be utilised.

## 6. Receive an update on projects already agreed

### 6.1 Re-lining of the Multi Use Games Area (MUGA) Courts

As referred to on the Agenda, this project has now been brought in under a new contract as agreed by the Property Committee at their Meeting on 21<sup>st</sup> October 2021 and will be funded through the Revenue Budget. The Deputy Clerk confirmed that the re-lining had already taken place. Therefore, this would no longer be an item for CIL consideration.

### 6.2 Benches at Gorrings Brook/Pondtail Road and North Heath Lane

As was detailed in the Income and Expenditure summary, the benches had been purchased and delivery was awaited. Storage of the items whilst awaiting installation was queried and it was confirmed that the workshop at the Barn has been cleared to make space for this. It was also confirmed that the necessary licences have been obtained for them to be installed. Members were all aware that an additional £750 for the project had been agreed by Council (FC/637/21 refers).

## 7. Receive updates on projects under consideration

Feedback from Councils in West Sussex had been sought on outdoor adult gym equipment (circulated previously) and some good comments received. It was therefore **AGREED** to approach several companies, including Sovereign Play and Great Outdoor Gym Company as referred to in the feedback, and to seek advice about the different types of installations and costs.

Discussion turned to the location and the preferred location was felt to be Holbrook Tythe Barn as it would be appropriate close to the children's play area whilst also visible.

## 8. To consider any other projects that could be put forward for CIL money

### 8.1 Replacement fencing at Birches Play Area

Members considered the state of the current fencing as demonstrated by the circulated photos. The use of CIL funding to carry out repairs was questioned, and the Deputy Clerk confirmed that the guidance issued by HDC stated that it must be used to support the development of the area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure, and that this could include open spaces, sporting and other recreational facilities.

The issue of whether the Parish Council's own funding should be used for this type of project was discussed. The Clerk informed Members that the level of expenditure required would require a substantial increase in the Parish Precept. The Council was already earmarking sums for the replacement of the actual playground equipment in both Birches and Amberley Road playgrounds during 2024 and 2025, but with only £25,000 earmarked so far for an estimated expenditure in excess of £130,000, additional funding for a replacement fence would be difficult to identify.

It was therefore **AGREED** that further quotations be sought, and the matter referred back to the next Working Party Meeting.

### 8.2 2 no picnic benches at Birches Play Area

The Deputy Clerk reported that these would be a welcome addition to the area as there was nothing similar around the play area. Concern was expressed about the potential for Anti-Social Behaviour from the installation and it was therefore **AGREED** that the opinion of the PCSO be sought and the matter, including quotes for purchase and installation referred to the next meeting.

### 8.3 Electronic Bus Information Signs

Cllr Searle referred to previous discussions regarding the potential for the installation of electronic information signs at bus stops such as at the stop by the Norfolk Arms and in North Heath Lane. The question was made as to whether CIL funding could be used for this type of activity and the Clerk stated that she would refer to HDC for advice on this. It was noted that it would not be possible to install the signs at every stop and a priority list of locations would need to be agreed. Cllr. Searle suggested a smaller compact unit, similar to that which is outside of the Lidl in Kings Road. It was therefore **AGREED** that in addition to seeking advice on the suitability of the project from HDC, WSCC be approached for their input about these smaller units and prices obtained for purchase and installation.

There being no other business the Meeting closed at 11.02am