

**Notes from the Community Infrastructure Levy (CIL) Working Party Meeting  
held at Roffey Millennium Hall on Tuesday 22<sup>nd</sup> February 2022 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 Searle 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 23<sup>rd</sup> November 2021**

The Notes as previously circulated were accepted.

**4. Income and Expenditure - to receive an update including possible future receipts**

Members **NOTED** that, after all expenditure to date, CIL money remaining available was £32,054.04.

Potential future income of £9,828 from DC/20/103 (52 Shepherds Way) and DC/19/0892 (7 Yarrow Close) was also **NOTED** but that this funding should not be considered as guaranteed until it is received into the bank account which will be after 1<sup>st</sup> April 2022 at the earliest.

**5. Receive an update on projects already agreed**

Installation was now complete for the benches at Gorrings Brook/Pondtail Road and at North Heath Lane and that this was at the slightly lower than expected cost of £2,369.59. Members felt that the project had been completed extremely well and were pleased with the outcome.

A query was raised regarding the positioning of the benches towards one end of the paved area, and it was noted that this was to provide a space for a wheelchair or buggy to sit alongside those using the bench.

**6. Receive an update on projects under consideration**

**6.1 Fitness equipment at one of the Parish Council's open spaces**

Members **NOTED** the report from the Clerk which included examples and estimated costs for the provision of a 4-to-8-piece gym layout. The need, and therefore costs, for a suitable surface such as wetpour under the equipment was highlighted. The potential need for lighting to enable the equipment could be used all year round, if there was no nearby streetlighting, was also noted.

The potential wide usage of the equipment by different sections and ages in the community was **NOTED**.

The question of maintenance costs was raised, and it was suggested that contact be made with the relevant officer at HDC to enquire about the financial commitment for maintenance for the outdoor gym in Horsham Park

The Clerk suggested that as the minimum level of expenditure was in the region of £20,000 this would utilise 2/3rds of the available CIL funds. It was therefore **AGREED** to **RECOMMEND** to Council that a sum of £10,000 of CIL Funding be earmarked for this project and other funding opportunities/grants be investigated including investment from the Parish Council's own budget. It was anticipated that this would be a project for the 2023/24 financial year. Suggestions for funding streams in addition to the Parish Council included Biffa, Hall and Woodhouse, Sainsburys and Co-op.

Subsequently, after discussing the Real Time Passenger Information (RTPI) for the bus stops (see 6.4 Below) , it was **AGREED** to revise this **RECOMMENDATION** to a figure of £5,000 to free up other funds for more immediate projects but noting that should the potential income be received as anticipated (see 4 above), the earmarked sum be increased back to £10,000.

#### 6.2 Replacement fencing at Birches Play Area

The circulated details of costs from the three companies approached for quotes were **NOTED** with the full quotations also available for inspection. It was also **NOTED** that the quotes would be reviewed with the contractor to ensure there had been no change and any amendments reported to the Council Meeting in March.

It was **NOTED** that the fencing would replace and improve on the dilapidated wooden fencing around the play area, enhancing the experience of the users of the play area and the aesthetics for the local residents.

After consideration, Members **AGREED** to **RECOMMEND** to Council the quotation of £17,000 for the provision and installation (including ancillary costs) of anti-trap bow top fencing around the Birches Road play area which included a 25-year guarantee.

#### 6.3 2 no picnic benches at Birches Play Area

Having been agreed to investigate this project further, the PCSO was contacted regarding the potential for Anti-Social Behaviour (ASB) who advised that they did not currently have any ASB issues at the location. Furthermore, the PCSO was not sure if the benches would attract gatherings any more than the park already does and therefore did not have any concerns about them being installed.

Members **NOTED** (based on purchase and installation of a picnic bench at Holbrook Tythe Barn), that for two benches at the play area, an estimate approximate total cost would be £1,600 which would be confirmed with the supplier and installation contractor with any change reported to the Council Meeting in March.

Members were advised that the seating would enhance the area for the many users of the playground, especially parents and carers watching their children play.

After consideration, Members **AGREED** to **RECOMMEND** to Council expenditure up to £1,600 for the provision and installation of two picnic benches at Birches Road play area.

#### 6.4 Real Time Passenger Information (RTPI) on bus stops

The information obtained by the Clerk regarding the "Anton" display, similar to that installed at the end of Kings Road, was **NOTED**, including the cost of £4,585.38.

As there was only funding for one unit, the need for clarification of the choice of sites was highlighted and following discussion, Members **AGREED** that an ideal location would be the eastern side of Crawley Road, just south of the Norfolk Arms for two reasons. Firstly, the stop carried travellers into the Town and therefore provided an

alternative to car journeys into the Town Centre for shopping. Secondly, not only did two buses (no's 200 and 23) stop here, but should travellers be notified by the RTP1 of any delays to these services, a stop for an alternative route into Town (no 98) was only a short walk away in Church Road.

Members **NOTED** that, taking into account the recommendations made previously and as noted in 6.1-6.3, there would be insufficient funds to proceed with the installation of one unit. It was therefore **AGREED** (and as noted above) to reduce the earmarked amount for the outdoor gym equipment to £5,000.

Following discussion, Members **AGREED** to **RECOMMEND** to Council that a sum of £5,000 be allocated for the purchase and installation of an "Eden" style RTP1 unit at the bus stop south of the Norfolk Arms in Crawley Road.

**7. To receive a report on potential future projects**

The Deputy Clerk reported on the need for replacement and relocation of the goal posts at Amberley Close Open Space for two reasons as identified in the last RoSPA inspection (July 2021); firstly, the ground around the goal mouth had been badly eroded due to excessive use and as a result not only was the ground stony but the concrete bases for the posts themselves were now exposed which had the potential to cause injury. In addition, the RoSPA inspection had highlighted that the old square corner design of the posts posed a risk in themselves, and they should be replaced with a newer, curved design.

Members were advised that new goals posts would be used by a large element of especially younger members of the community as well as addressing a Health & Safety risk that currently existed.

Following discussion, Members **AGREED** to **RECOMMEND** to Council that a sum of £2,000 be allocated for the purchase and installation of new goalposts on the other side of the play area with detailed quotations obtained and any update reported to the Council Meeting in March.

**8. To make recommendation to Council of projects to be undertaken using available funds of £32,054**

In summary, the Working Party **AGREED** to **RECOMMEND** to Council the following :-

i.	Allocated for outdoor gym equipment project	£5,000
ii.	Replacement fencing at Birches Road Play Area	£17,000
iii.	2 no picnic benches at Birches Road Play Area	£1,600
iv.	1 no "Eden" type RTP1 unit at bus stop south of Norfolk Arms on Crawley Road	£5,000
v.	Replacement and relocation of goal posts at Amberley Close Open Space	£2,000
<b>Total</b>		<b>£30,600</b>

There being no other business the Meeting closed at 11.32am