

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 17th August 2017

COMMITTEE REPORT

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier.

4. To receive any Declarations of Interest from Members of the Committee

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items.

If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements – for information and noting only

6. Finance - See Appendix A

Recommendation: To note the Committee Budget to 31st July 2017.

7. Completed Works

Members are asked to note that the following works have been completed:

(a) All venues

- (i) Heating and ventilation plants serviced
- (ii) PAT testing carried out
- (iii) 6 monthly Legionella Tests completed
- (iv) Fire and intruder alarms serviced

(b) Roffey Millennium Hall

- (i) Air Handling Unit repaired
- (ii) Air conditioning units serviced

(c) Holbrook Tythe Barn

- (i) New Goal post fitted
- (ii) Remedial work to fire alarm completed
- (iii) Periodic Electrical Inspection completed – only minor faults detected

- (d) **North Heath Hall**
 - (i) Patio in bottom garden completed
- (e) **Play / Recreation Areas**
 - (i) RoSPA inspection completed – report will be available to view
- (f) **Multi- Courts**
 - (i) Maintenance/service visit
- (g) **Tree Works**
 - (i) Tree work – Ash tree alongside Riverside Walk reduced and made safe

Recommendation: To note completed works.

8. On-going Works

Members are asked to note that the following works are on-going:

- (a) **Roffey Millennium Hall**
 - (i) Installation of CCTV
 - (ii) Lift repair
- (b) **Earles Meadow**
 - (i) Repairs to Boardwalks
 - (ii) Meadow Cut
- (c) **Play Areas**
 - (i) Minor repairs following RoSPA report
- (d) **Tree Work**
 - (i) Remedial work to the Ash tree adjacent to Earles Meadow Play area

Recommendation: To note on-going works.

9. Future Works for Consideration

Members are asked to consider the following works:

- (a) **Holbrook Tythe Barn**
 - (i) Landscaping of beds at the front of the car park
Last year the Property Committee agreed to the removal of all shrubs, ivy and brambles from the beds alongside the road at Holbrook Tythe Barn. It was recommended that the beds then be left for at least a season before undertaking any further work to ensure that all the ivy had been removed. Quotes are currently being obtained for landscaping/turfing the area. If received in time, the quotes will be presented at the meeting for consideration.

Recommendation: To consider future work to the beds at the front of the car park at Holbrook Tythe Barn.

10. To consider Tree Works at various locations:

- (i) Allotments at Amberley Close (see photo and plans on pages 6 - 8)
There has been a complaint from a resident in Earles Meadow that one of the Oak trees on the Amberley Close allotments is overhanging her property and obstructing light to her house. This tree overhangs one of the allotments to such an extent that it has not been possible to rent it out as it is not cultivatable. Some allotment holders have also commented that

other Oak trees on the site overshadow their allotments. The 6 Oak Trees on the site are covered by a blanket TPO and none have been identified as being a health and safety risk.

The following quotes for remedial work have been obtained:

- £680 - to reduce the Oak tree furthest from the entrance by 3 - 4 m
- £3,160 - to reduce all six Oaks Trees on site by 3 – 4 m

(ii) Riverside Walk

An officer from HDC identified that work needed to be undertaken on two Ash Trees adjacent to the Riverside Walk. As one of the trees was deemed to be dangerous, the work was agreed by the Chairman and Vice Chairman of the Property Committee at a cost of £680.

The other tree has a dead branch which needs to be removed. A quote of £120 has been obtained for carrying out this work.

Recommendation: To consider the quotations for the tree works described above.

11. Review the Policy and Conditions of Hire in Relation to Council Owned Premises

- Horsham District Council has recommended that all Parish and Town Councils add the following clause to their Terms and Conditions for all premises that they hire out:

The Council will not hire premises for purposes that conflict with its policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security and / or that are in breach of the Equality Act 2010, Children Act 2004, Care Act 2014 and the Counter Terrorism and Security Act 2015. This legislation will also be taken into account when considering whether to accept a booking. The Council also reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:

- *Eliminate unlawful discrimination, harassment and victimisation*
- *Prevent people being drawn into terrorism*
- *Advance equality of opportunity between different groups*
- *Foster good relations between different groups*

The Council will not hire premises for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Property Committee who will make a determination as to whether to hire the premises.

The Council will report individuals and / or organisations to the Police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises.

When hiring the premises, the Council expects the hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and

vulnerable adults. The hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.

- Recently there have been some occasions where hirers have left buildings earlier than intended, and have not waited for the caretaker to arrive to see them out. This has meant that the buildings have been left unlocked and unalarmed posing a security risk. It is proposed to add the following clause to the Conditions of Hire to try and prevent this happening in the future:

SECURITY – NORTH HEATH HALL AND HOLBROOK TYTHE BARN

The hirer (or their representative) must be present in the building at all times during the agreed hire period. At no time must the building be left empty and unlocked and unalarmed. At the end of the hire period, hirers must wait for the caretaker to arrive before vacating the building.

Recommendation: To approve amending the Policy and Conditions of Hire for Council Owned Premises to include the two clauses as stated above.

12. Allotments – see Appendix B

In order to conform with current legislation, the Allotment Rules and Tenancy Agreement have been updated. As an allotment holder has enquired about the possibility of keeping bees on the allotments it is recommended that a Bee Policy be adopted.

Recommendation: To recommend the following documents to the Parish Council for adoption: -

- **Allotment Tenancy Agreement**
- **Allotment Rules**
- **Bee Policy**

13. Winter Maintenance Plan – see Appendix C

The Parish Council needs to agree the Winter Maintenance Plan for 2017/18. As part of this an audit has been carried out on the four Parish Council grit bins and they have been found to be at least 75% full. WSCC will only top up bins that are less than 75% full.

Recommendation: To agree the 2017/18 Winter Maintenance Plan.

14. Infrastructure Delivery Plan – See Appendix D

The Briefing Note contains information regarding s106 and CIL.

The Parish Council has been asked to update their Infrastructure Schedule setting out the infrastructure required to support development in the area.

Members are asked to note the amounts of unallocated s106 funds relevant to the parish. These are detailed in the s106 report.

Recommendation: To identify any further projects to be included in the Infrastructure Delivery Plan and to note the unallocated s106 funds available.

15. Caretaker Uniform

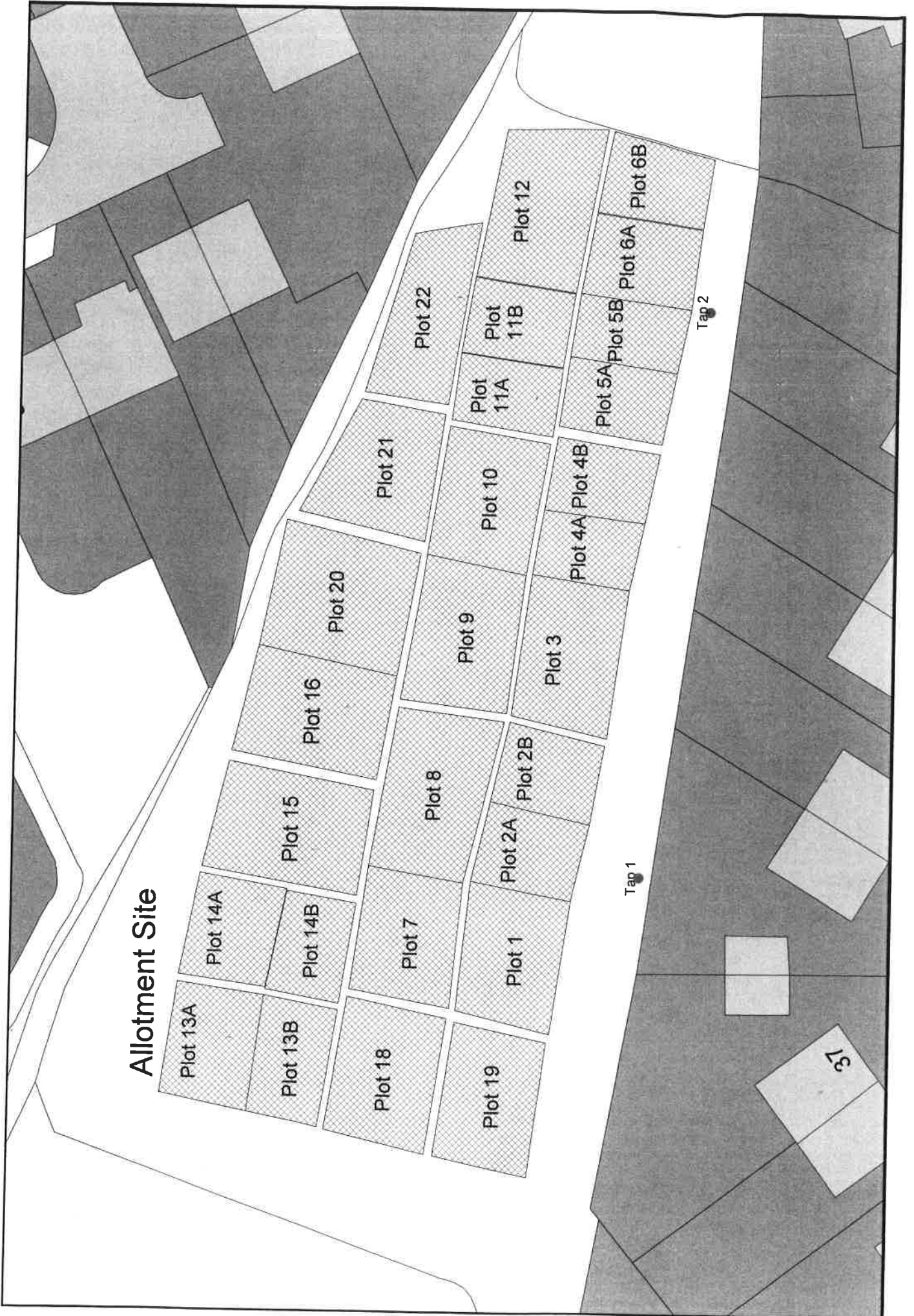
It has been suggested that the Parish Council provides polo and sweat shirts for the caretakers. The shirts would have the Parish council name and logo embroidered on them making it easy for hall users/members of the public to identify the caretakers. It is hoped that it would also give the caretakes a greater sense of belonging to the PC team.

An approximate cost of £350 has been obtained for providing two polo shirts and two sweat shirts per caretaker.

Recommendation: To provide polo shirts and sweat shirts for the caretakers with the Parish Council name and logo embroidered on them. Colours to be agreed.

16. Date of next meeting – Thursday 19th October 2017(scheduled).

**Vivien Edwards
Deputy Clerk to the Council
11th August 2017**



Allotments - Amberley Road



30 m



COMMITTEE REPORT
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Finance Report to 31st July 2017

Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
Total	152,323

Income

Cost Centre	Actual Income	Annual Budget
Admin	122	150
Allotments	765	765
North Heath Hall	20,270	60,200
Holbrook Tythe Barn	13,128	26,200
Multi Court Lettings	4,337	12,240
Roffey Millennium Hall	24,604	74,000
Total	63,226	173,555

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	23,015	*67,943
Grants	4,980	10,000
Burial	0	1,500
Personnel	92,966	277,325
Planning, Env, Trans	0	2,000
Allotments	17	1,318
Amenity, Recs and Open Spaces	12,269	50,889
North Heath Hall	6,901	24,380
Holbrook Tythe Barn	6,541	22,213
Roffey Millennium Hall	10,291	38,455
Total	156,980	496,023

Net expenditure	93,754	322,468
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income is higher than anticipated and expenditure lower. There has been no response to a letter sent to Horsham District Council regarding burial charges following the last Finance Meeting on 29th June 2017.

RECOMMENDATION:

Members are asked to note the Committee Budget to 31st July 2017.

Month No : 4

Committee Report 31st July 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & Administration</u>						
101	<u>Administration</u>					
4007	Councillors Training	27	287	750	463	463
4008	Councillors Expenses	0	1,268	5,850	4,582	4,582
4021	Telephone/Fax/Internet	30	973	5,500	4,527	4,527
4022	Postage	239	662	2,000	1,338	1,338
4023	Stationery and Printing	136	831	2,000	1,169	1,169
4024	Subscriptions	0	2,941	3,060	119	119
4025	Insurance	0	12,085	12,040	-45	-45
4026	Publications/Magazines	0	0	100	100	100
4028	IT Costs	423	990	2,133	1,143	1,143
4029	Website Maintenance	0	100	160	60	60
4031	Other Advertising	0	0	200	200	200
4032	Publicity/Marketing	0	0	1,000	1,000	1,000
4033	Newsletter	0	673	1,000	327	327
4038	Office Equipment Maint.	0	0	1,500	1,500	1,500
4051	Bank Charges	0	35	500	465	465
4053	PWLB Loan Charges	0	0	13,400	13,400	13,400
4057	External Audit Fees	1,000	-300	1,500	1,800	1,800
4058	Professional Services	221	818	3,000	2,182	2,182
4059	Internal Audit Fees	0	45	500	455	455
4100	Chairman's Allowance	0	94	400	306	306
4103	Parish Plan	0	0	10,000	10,000	10,000
4120	Roffey Hall Equipment	0	0	750	750	750
4122	Office Equipment	0	163	600	437	437
	Administration :- Expenditure	2,075	21,665	67,943	46,278	0
1008	Miscellaneous Income	20	115	0	115	0
1176	Precept	0	146,776	293,552	-146,776	0
1177	Council Tax Benefit Grant	0	701	1,401	-701	0
1196	Interest Received	2	7	150	-143	0
	Administration :- Income	22	147,599	295,103	-147,504	
	Net Expenditure over Income	2,053	-125,934	-227,160	-101,226	
103	<u>Grants</u>					
4155	Other Grants and Donations	2,000	4,980	10,000	5,020	5,020
	Grants :- Expenditure	2,000	4,980	10,000	5,020	0
	Net Expenditure over Income	2,000	4,980	10,000	5,020	

Month No : 4

Committee Report 31st July 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
104 Burial						
4101 Burial Charges	0	0	1,500	1,500		1,500
Burial :- Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>		
Finance & Administration :- Expenditure	<u>4,075</u>	<u>26,645</u>	<u>79,443</u>	<u>52,798</u>	<u>0</u>	<u>52,798</u>
Income	<u>22</u>	<u>147,599</u>	<u>295,103</u>	<u>-147,504</u>		
Net Expenditure over Income	<u>4,053</u>	<u>-120,954</u>	<u>-215,660</u>	<u>-94,706</u>		
<u>Planning Environment & Transpo</u>						
201 Planning, Env & Transport						
4305 Planning Consultant Fees	0	2,000	2,000	0		0
Planning, Env & Transport :- Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure over Income	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		
Planning Environment & Transpo :- Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Net Expenditure over Income	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		
<u>Property</u>						
301 Allotments						
4012 Water Rates	17	17	218	201		201
4102 Allotment Rent	0	0	250	250		250
4200 Grass cutting	0	0	750	750		750
4259 Allotment Maintenance	0	0	100	100		100
Allotments :- Expenditure	<u>17</u>	<u>17</u>	<u>1,318</u>	<u>1,301</u>	<u>0</u>	<u>1,301</u>
1050 Allotment Rents	26	765	765	0		0
Allotments :- Income	<u>26</u>	<u>765</u>	<u>765</u>	<u>0</u>		
Net Expenditure over Income	<u>-9</u>	<u>-748</u>	<u>553</u>	<u>1,301</u>		
302 Amenity, Recs & Open Sp						
4012 Water Rates	0	-46	0	46		46
4019 Window Cleaning	190	645	2,280	1,635		1,635
4200 Grass cutting	2,953	5,906	18,870	12,964		12,964
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000

Month No : 4

Committee Report 31st July 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4251 Play Area & M Crts Maint	415	945	8,000	7,055		7,055
4252 Open Spaces	141	2,311	9,000	6,689		6,689
4253 Litter Warden/Clearance	0	0	650	650		650
4254 Community Services - Dog Bins	162	809	1,853	1,044		1,044
4255 Street Lighting - Maint/Supply	110	663	4,500	3,837		3,837
4258 Multicourts Maintenance	0	852	2,424	1,572		1,572
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	185	1,212	1,027		1,027
Amenity, Recs & Open Sp :- Expenditure	3,970	12,269	50,889	38,620	0	38,620
1100 Grants Received	0	4,846	9,500	-4,654		0
Amenity, Recs & Open Sp :- Income	0	4,846	9,500	-4,654		
Net Expenditure over Income	3,970	7,424	41,389	33,965		
Property :- Expenditure	3,987	12,286	52,207	39,921	0	39,921
Income	26	5,611	10,265	-4,654		
Net Expenditure over Income	3,961	6,676	41,942	35,266		

Halls

401 North Heath Hall						
4011 NNDR	606	2,422	6,070	3,648		3,648
4012 Water Rates	0	35	1,020	985		985
4014 Electricity	0	650	3,000	2,350		2,350
4015 Gas	45	549	2,000	1,451		1,451
4016 Cleaning Materials	200	450	1,800	1,350		1,350
4017 Refuse Bin Clearance	0	398	808	410		410
4018 Sanitary Waste	0	44	152	108		108
4019 Window Cleaning	0	80	323	243		243
4034 Maintenance - Electrical	140	464	2,000	1,536		1,536
4035 Maintenance - Elect Eqp Insp	313	473	250	-223		-223
4036 Maintenance - General	55	721	2,000	1,279		1,279
4037 Maintenance - Fire Alarm Syt	0	0	500	500		500
4039 Maint - Intruder Alarm	0	0	909	909		909
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	200	200		200
4044 Maintenance - Partition Wall	0	350	700	350		350
4061 Legionella Testing	0	0	250	250		250
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	0	264	422	158		158

Month No : 4

Committee Report 31st July 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4500 Internal Redecorations	0	0	1,000	1,000		1,000
North Heath Hall :- Expenditure	1,359	6,901	24,379	17,478	0	17,478
1000 Hall Lettings	4,123	20,270	60,200	-39,930		0
North Heath Hall :- Income	4,123	20,270	60,200	-39,930		
Net Expenditure over Income	-2,764	-13,369	-35,821	-22,452		
402 Holbrook Recreation Centre						
4011 NNDR	331	1,323	3,315	1,992		1,992
4012 Water Rates	114	1,231	1,632	401		401
4014 Electricity	131	773	3,500	2,727		2,727
4015 Gas	15	163	1,500	1,337		1,337
4016 Cleaning Materials	200	859	1,000	141		141
4017 Refuse Bin Clearance	0	398	808	410		410
4018 Sanitary Waste	0	44	152	108		108
4019 Window Cleaning	0	60	300	240		240
4034 Maintenance - Electrical	0	379	2,000	1,621		1,621
4035 Maintenance - Elect Eqp Insp	404	484	1,750	1,266		1,266
4036 Maintenance - General	150	357	2,000	1,643		1,643
4037 Maintenance - Fire Alarm Syst	0	0	500	500		500
4039 Maint - Intruder Alarm	0	78	909	831		831
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	200	200		200
4061 Legionella Testing	0	0	250	250		250
4063 Maintenance - Plumbing	0	73	750	677		677
4065 Fire Prevention Sundries	0	4	75	71		71
4066 Keyholder Services	0	314	422	108		108
4500 Internal Redecorations	0	0	1,000	1,000		1,000
Holbrook Recreation Centre :- Expenditure	1,344	6,541	22,213	15,672	0	15,672
1000 Hall Lettings	3,038	13,128	26,200	-13,072		0
1010 Multi Court Lettings	816	4,337	12,240	-7,903		0
Holbrook Recreation Centre :- Income	3,854	17,466	38,440	-20,974		
Net Expenditure over Income	-2,509	-10,925	-16,227	-5,302		
403 Roffey Millennium Hall						
4011 NNDR	629	2,517	6,304	3,787		3,787
4012 Water Rates	217	234	1,632	1,398		1,398
4014 Electricity	0	1,054	5,000	3,946		3,946
4015 Gas	0	1,015	6,000	4,985		4,985

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
4016	Cleaning Materials	207	251	1,800	1,549	1,549	
4017	Refuse Bin Clearance	0	787	1,591	804	804	
4018	Sanitary Waste	0	44	303	259	259	
4019	Window Cleaning	75	150	606	456	456	
4020	Refreshment Sale Cost/Sundries	34	194	750	556	556	
4034	Maintenance - Electrical	0	190	2,000	1,810	1,810	
4035	Maintenance - Elect Eqp Insp	404	404	2,000	1,596	1,596	
4036	Maintenance - General	126	2,256	2,750	494	494	
4037	Maintenance - Fire Alarm Syt	0	0	500	500	500	
4039	Maint - Intruder Alarm	0	473	909	436	436	
4040	Maintenance - Elevator	0	121	909	788	788	
4041	Maintenance - Fire Extg Insp	67	67	150	84	84	
4042	Maintenance - Gas Boiler etc	0	0	500	500	500	
4044	Maintenance - Partition Wall	0	0	550	550	550	
4061	Legionella Testing	0	0	400	400	400	
4062	Air Conditionaing Maintenance	0	270	354	84	84	
4063	Maintenance - Plumbing	0	0	1,500	1,500	1,500	
4064	Lightning Conductor Works	0	0	275	275	275	
4065	Fire Prevention Sundries	0	0	250	250	250	
4066	Keyholder Services	0	264	422	158	158	
4500	Internal Redecorations	0	0	1,000	1,000	1,000	
	Roffey Millennium Hall :- Expenditure	1,758	10,291	38,455	28,164	0	28,164
1000	Hall Lettings	5,111	23,595	71,400	-47,805	0	0
1004	Equipment Sale/Sundry Income	10	470	600	-130	0	0
1006	Refreshment Sale Income	97	539	2,000	-1,461	0	0
	Roffey Millennium Hall :- Income	5,218	24,604	74,000	-49,396		
	Net Expenditure over Income	-3,460	-14,313	-35,545	-21,232		
	Halls :- Expenditure	4,461	23,733	85,047	61,314	0	61,314
	Income	13,194	62,340	172,640	-110,300		
	Net Expenditure over Income	-8,733	-38,607	-87,593	-48,986		

Personnel

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
106	Personnel						
4001	Salaries/NI/Pensions	23,130	69,045	272,565	203,520	203,520	
4003	Payroll Admin Charge	0	0	360	360	360	
4009	Staff Expenses/Mileage	0	1,207	2,500	1,293	1,293	
4010	Staff Training	0	538	1,500	963	963	
4030	Recruitment Advertising	0	0	400	400	400	
	Personnel :- Expenditure	23,130	70,790	277,325	206,535	0	206,535
	Net Expenditure over Income	23,130	70,790	277,325	206,535		

23,130

93,920

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Personnel :- Expenditure	23,130	70,790	277,325	206,535	0	206,535
Income	0	0	0	0		
Net Expenditure over Income	23,130	70,790	277,325	206,535		

Agenda Item 12

REPORT ON ALLOTMENTS

The Parish Council own 28 plots at Amberley Close allotments.

14 are half plot and 14 are full plots. One of these full plots is completely shaded by a large Oak tree and is not suitable for cultivation. It has become overgrown over the years and is causing problems for adjacent plot holders. The plan is to clear the plot and turn it back in to a grassed area.

The allotments are inspected quarterly using a checklist and remedial action taken in line with the allotment rules and Council Policies.

There are currently 7 people on the waiting list, none of which have been on there for more than 12 months. One specifically wants a full plot but currently has a half plot. It may be prudent to restrict the number of allotments being halved to 10 on the whole site. This means that three more full size plots should be halved as they become vacant and then then full ones allocated after that. It is recommended that the situation be reviewed after the third plot has been divided.

We have been asked if hens can be kept on an allotment. The 1950 Allotments Act allows for the keeping of rabbits and hens (not cockerels) provided they are kept in a manner so as not to be prejudicial to health or cause a nuisance. If the Council wish to include hens and rabbits a suitable statement will need to be included in the Rules stating that hens and rabbits can be kept at the allotments in a suitably sized structure to make sure that they cannot escape and that it fits in with the appearance of the site. Also, that the welfare needs of the animals as stated in The Animal Welfare Act (2006) are met.

Work has been carried out to compare the rent of our allotments with others in the area. It would seem that our allotments are not a standard size which makes it difficult to make a valid comparison, but initial results suggest that the cost of renting an allotment in the Horsham area varies considerably.



NORTH HORSHAM PARISH COUNCIL
ALLOTMENT TENANCY AGREEMENT

PERSONAL DETAILS

YOUR FULL NAME.

YOUR ADDRESS.

POST CODE.

TELEPHONE NO:

YOUR AGREEMENT

1. I agree to rent plot No. at Amberley Close Allotment Site from North Horsham Parish Council.
2. I agree to pay rent at the prevailing rent each year.
3. I understand that the Council may increase the rent as stated in the Allotment Rules.
4. My rental will start on
5. This agreement is subject to the Council's Allotment Rules (and any future changes to them) and the relevant Allotment Legislation.
6. I have been given a copy of the Council's Allotment Rules.
7. I agree to abide by the Council's Allotment Rules.
8. I agree to notify the Parish Council of any change of address.

DECLARATION

Full Name.

Your Signature

Date.....

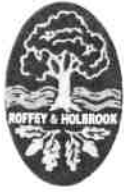
Witnessed By (signature)

.....

Witness Address

Signed for North Horsham Parish Council.

Date



NORTH HORSHAM PARISH COUNCIL

ALLOTMENT RULES

1. APPLICATION AND WAITING LIST

- 1.1** These rules are made under current legislation and apply to all allotment plots when a tenancy agreement is signed.
- 1.2** Anyone over the age of 18 and resident in the parish can apply for an allotment. The tenant must live in the parish during the tenancy. The Council maintains a waiting list for allotments at Amberley Close. The list includes the name, address, telephone number and e-mail address of the applicant and the date of application. The information will be held in line with the Parish Council's Data Protection Policy. The Council may decide to close the waiting list if it feels it has sufficient reason to do so. Available allotments are allocated to the person who has been on the waiting list the longest. In the event that the plot is declined, the plot will be offered to the next person on the list and so on. In the event of a plot being declined by any one person on two occasions, that person's name will be removed from the list. There may be an opportunity to re-join the list (if it is open) at the bottom. The tenancy agreement must be signed prior to the allotment being released by the Council.

2. OBSERVANCE OF RULES

- 2.1** Tenants must observe and comply with current rules, regulations, and policies and those which the council may make at any time in the future (e.g. statutory law changes or local restrictions – such as bonfire restrictions). These may be displayed either on notice boards, gates and/or sent with rent invoices, new tenancy agreements etc.
- 2.2** Tenants must comply with any reasonable or legitimate directions given by an authorised officer of the Parish Council in relation to an allotment.

3. ASSIGNMENT AND SUB-LETTING

- 3.1.** The tenancy of an allotment is personal to the tenant named in the tenancy agreement.
- 3.2.** The tenant may not assign, sub-let, or part with possession or control of all or any part of their allotment.

4. RENT

- 4.1.** The tenant must pay the invoiced rent within the due date shown on the invoice, usually 14 days.
- 4.2.** The rent year runs from 1st April to 31st March. Tenants taking up an allotment within the rent year will normally be invoiced for the remainder of the year at the full annual rate.
- 4.3.** A tenant may voluntarily relinquish their allotment garden at any time or have their tenancy terminated for breach of the tenancy agreement before year end but no rent rebate will be payable.
- 4.4.** The departing tenant shall remove all stored materials (see 5.3 below) from their plot before end of the tenancy. The council will dispose of any such material not removed by the tenant and the full cost may be charged to the outgoing tenant.
- 4.5.** Allotment rent is reviewed annually by the Council for the forthcoming financial year. Rent may be increased at any time, provided the council publishes the increase on noticeboards and on its website www.northhorsham-pc.gov.uk. Failure to give notice to any individual tenant will not invalidate the tenant's rent increase.

5. CULTIVATION AND USE

5.1. Personal use

Tenants must use their allotments for their own personal use and must not carry out any business or sell produce from it. Tenants may not use their allotment as a place of residence. Tenants must not sleep on their allotment overnight.

5.2. Permitted Use

The allotment is rented to the tenant for the purpose of the cultivation of fruit, vegetables and flowers for use and consumption by themselves and their family.

5.3. Storage of materials within the plot

Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.

5.4. Cultivation

Allotments must be kept clean and maintained in a good state of cultivation and fertility throughout the year.

5.5. Hedges and Trees

Tenants are responsible for maintaining any hedge on or abutting their plot. Such hedges should be kept to a maximum height of 2 metres (6'6") and the sides shall be trimmed at least once per year. The Council is responsible for site perimeter hedges.

Tenants must not, without the consent of an unauthorised officer, cut or prune trees outside of their own allotment. Tenants must not plant any trees which will exceed a height of 2 metres. Tenants must not allow self-seeded trees to grow on their allotment (especially any that are growing through a perimeter fence).

5.6. Weed Control

It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants. If on inspection by the Parish Council or as the result of complaints, a plot with weeds is identified, the tenant will be notified. A further inspection will be carried out no later than 6 weeks later and if there are no improvements in cultivation a notice of termination will be sent.

6. WATER, BONFIRES AND OTHER RESTRICTIONS

6.1 Water

A standpipe for watering facilities is available for use by tenants. The water supply will be turned off in winter to prevent frost damage. The use of sprinklers is prohibited, as is the use of hosepipes. Water butts may be kept on individual plots.

6.2 Bonfires

Bonfires on any plot are prohibited.

6.3 Rubbish and Recycling

Rubbish from external sources may not be deposited on the allotments or any other part of the site.

6.4 Recycling

Tenants are encouraged to recycle material by composting non-diseased vegetative matter for use on the allotment. Tenants must not deposit matter into the hedgerows or perimeter areas of the allotments. Diseased plants and perennial weeds should be removed from the site by the tenant, for disposal elsewhere.

6.5 Removal of soil and similar materials

Tenants may not remove any material, sand, gravel, earth, or clay from any allotment without written permission from an authorised officer.

6.6 Nuisance

Tenants must not cause or permit to be caused any nuisance or annoyance to other tenants or residents of properties adjoining the site.

North Horsham Parish Council has a commitment to eliminating unlawful or unfair discrimination and to achieving an environment free from harassment, bullying or intimidating behaviour. This extends to the conduct of allotment tenants.

6.7 Duty of Care (including chemicals, fuel and other hazardous materials)

Tenants, even when not on site, have a duty of care to everyone including visitors, trespassers and themselves. Particular care should be taken when using strimmers, rotovators and other mechanical or powered equipment.

Care should be taken to avoid creating hazards by the construction of features on the allotment. Ponds are not allowed for safety reasons.

Chemicals, fuels and hazardous materials must be stored in a locked container. Should herbicides and pesticides be used all safety instructions should be followed. Alternatives should be considered whenever possible.

Obstruction of paths and haulage ways is prohibited.

Tenants may not bring, use, or allow the use of barbed or razor wire on the allotment.

6.8 Illegal or immoral activity

The allotments and the site may not be used for illegal or anti-social purposes.

7. DOGS, ANIMALS AND BEES

7.1. Dogs must not be brought onto allotments or any part of the site unless they are kept on a short lead or otherwise restrained at all times.

7.2. Animals or livestock must not be kept on allotments.

7.3. If a tenant wishes to keep bees on their allotment, permission must be obtained in writing from the Council. (See policy for keeping bees on allotment plots)

8. UNAUTHORISED PERSONS

8.1 Only the tenant or a person authorised or accompanied by the tenant is allowed on this site.

8.2. The authorised officer or other authorised persons may order any unauthorised person on site in the breach of these rules to leave immediately.

9. PATHS AND HEADLANDS

9.1. Paths within allotments must be kept free from flowering weeds and rank growth must not exceed 150mm (over 6" high).

9.2. Shared paths between two allotments must be maintained and kept cut and clipped up to the nearest half width by each adjoining tenant. Paths must

be kept clear of obstruction at all times.

9.3 Headlands must be maintained by the tenant.

10. STRUCTURES

10.1. Tenants wishing to erect a shed or greenhouse on an allotment must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority. Sheds and greenhouses must be anchored down but temporary structures, no larger than 6' x 6' x 6' and be removed at the end of the tenancy. Sheds and greenhouses must be positioned so as not to shade a neighbour's plot. The Council is not responsible for any items left in sheds or greenhouses. Greenhouses contain plastic glass for safety reasons.

10.2. Tenants wishing to erect a polytunnel must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority. Polytunnels must be temporary structures and of a height that does not cause nuisance to neighbouring plots. There should only be one polytunnel per plot and they must be removed at the end of a tenancy.

10.3. Any structure erected as above shall be maintained in safe order with a neat external appearance and condition. If the Council is not satisfied with the state of the structure, the tenant must either repair it to the Council's satisfaction or remove the structure within one month of instruction to do so. If the structure is not so removed, the Council may remove it and charge the tenant for the full cost of removal and disposal.

10.4. Any structure erected as above shall not be made from hazardous materials (e.g. asbestos) and the colour shall be in keeping with the natural environment.

10.5. Any structure erected as above must be adequately secured to the ground to prevent uplift.

10.6 Individual plots must not be fenced.

11. PLOT NUMBERS

The allotment number will be identified in such a manner as prescribed by the Council.

12. INSPECTION

Any allotment and any structure on it may be inspected by an authorised officer of the Council or the Police at any time and tenants must give whatever access required with or without notice.

13. TERMINATION

- 13.1.** The tenancy of the allotment may be terminated **by the Council** by serving on the tenant not less than twelve months' written notice to quit expiring at any time between 29th September to 6th April inclusive.
- 13.2** The Tenant shall on determination of this tenancy by the Council under 13.1 be entitled to compensation only to the extent prescribed by Section 2 of the Allotments Act 1922 and Section 3 of the Allotments Act 1950 but not further or otherwise.
- 13.3.** The tenancy may be terminated **by the Council** by service of one month's written notice on the tenant if: -
- (i) the rent is in arrears for more than 40 days (whether formally demanded or not).
 - (ii) the tenant is in breach of any of these rules or of their tenancy agreement
 - (iii) if the tenant becomes bankrupt. The termination does not prejudice the right of the Council to claim damages for any such breach or to recover any rent already due before the time that the termination was stated.
 - (iv) the tenant moves out of the parish.
 - (v) automatically after two months on the death of the named tenant.
- Contact must be made with the Authorised Officer as soon as possible. The tenancy may be passed to a close family member if they can evidence having worked on the allotment, at the discretion of the Clerk.
- 13.4.** Tenants may voluntarily terminate their agreement (see 4.3, 4.4 and 10.1 above).
- 13.5.** On the termination of the tenancy, the tenant shall remove any shed, greenhouse, or other building or structure erected on the allotment unless the Council agrees otherwise and confirms the agreement in writing.

14. THE COUNCIL'S RESPONSIBILITIES

14.1 Overheads

The Council shall pay all rates, taxes, dues, or other assessments which may at any time be levied or charged on the allotments.

14.2 Administration

To keep waiting lists, to let plots, to collect rent, to deal with terminations and to enforce the rules of the site.

14.3 Repairs and maintenance

The Council will undertake repairs to site perimeter fences, gates and water infrastructure, maintenance of haulage ways; vacant plot management; and hedge and tree management. All of which is subject to budget.

14.4. Plot Clearance

The Council reserves the right to clear overgrown plots that are currently tenanted and are causing a nuisance. The Council will only carry out this action once the tenant has been informed and a notice of termination sent to them. The tenant will be charged the full cost on each occasion that this occurs

14.5. Liability

The Council is not liable for loss by accident, fire, theft, or damage of any structures (including sheds), tools, plants, or contents on any allotment. Tenants are advised not to store any items of value on the allotment and to insure and mark any items kept at the allotment. Tenants are advised to report any incidents of theft and vandalism to an authorised officer and the police.

15. COMMUNICATION

15.1 Any written notice required by the tenancy shall be sufficiently served if sent by e-mail, post or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Clerk.

TERMS AND INTERPRETATION

Allotment	A plot of land that is let by the Council for the cultivation of herb, flower, fruit and vegetable crops and recreational gardening.
The Council	North Horsham Parish Council.
Site	The area of allotments grouped together at Amberley Close, Horsham.
Rent	The annual rent payable for the tenancy of an allotment.
Review Notice	Any notice of reviewed change.
Tenant	A person who holds an agreement for the tenancy of an allotment.
Tenancy Agreement	A legally binding written document which records the terms and conditions of letting of a particular allotment to an individual tenant.
Haulage Way	A common route within the site for vehicular and pedestrian access to allotments.
Headland	The area of land between an allotment plot and any haulage way or perimeter fence.
Authorised Officer	The Parish Clerk or Deputy Clerk to North Horsham Parish Council.
Cultivation	Keeping the plot in good productive order by the maintenance and improvement of soil, the control and prevention of flowering weeds and the planting and maintenance of ornamental plants and herb, flower, fruit and vegetable crops.
Paths	Dividing paths between allotments.



NORTH HORSHAM PARISH COUNCIL

POLICY FOR KEEPING BEES ON ALLOTMENT PLOTS

1. CONSENT

Bees shall not be kept on any allotment plot unless the plot holder has submitted a written request to and has received consent from, the Council. Plot holders do not have a statutory right to keep bees on allotments.

Only one hive is allowed per allotment plot.

2. CONSULTATION

Prior to consent being given, a notice must be prominently displayed on the plot, notifying other plot holders, that a request to keep bees has been made. Such notices should be displayed for a minimum period of 28 days prior to the decision making meeting in the growing season (April to October) and 56 days outside the growing season, indicating that a request has been made to the Council and that any representations should be made direct to the Council. (The tenant would need to liaise with the Parish Clerk for timing purposes)

Once consent has been granted, permanent notices must be displayed on the plot to advise other plot holders of bee keeping activity.

3 COMPETENCY AND INSURANCE

The beekeeper must be a member of the British Beekeepers' Association (BBKA) and must be covered by the Association's £5m public liability insurance cover. Membership and insurance cover must be maintained whilst keeping bees on the allotment. Evidence of membership and insurance should be given to the Council.

Beekeepers must ensure that they provide competent care and management and have the knowledge and skills to ensure the wellbeing of the bees. Management and manipulations must, as far as possible, be carried out at appropriate times in order to minimise disturbance to other plot holders. The BBKA operate a well-established, national system of assessments and examinations for beekeeping skills at a number of levels and it is expected that a beekeeper should, as a minimum, have passed the BBKA's Basic Assessment in Beekeeping.

4. DUTY OF CARE

The beekeeper has a duty of care to other allotment gardeners working nearby, and to all members of the public. Therefore, only gentle strains of bees must be kept and evidence given to the Council of this. Should the bees become aggressive or exhibit excessive 'following' tendency, the beekeeper shall arrange to re-queen the colony, or remove the colony altogether until its undesirable traits have been resolved.

5. LOCATION OF HIVES

Hives should be located towards the centre of the plot with the entrance facing away from nearby paths, and the entrance to the hives must be suitably screened to a height of 2 metres. If a beekeeper wishes to place a hive other than in the centre of the plot, a written request must be made giving reasoning why and the Council's consent obtained, before a hive is so placed.

5. INSPECTION.

The beekeeper shall inspect the hives weekly from April to July in accordance with BBKA guidelines.

The plot and hive will be inspected by the Parish Council for adherence to the Bee Keeping Policy and Allotment Rules.

6. STAND BY ARRANGEMENTS

The beekeeper must provide the Council with contact details (name, address and telephone numbers) of a person of sufficient competence to deal with emergencies such as swarming during any such period that the beekeeper is absent or unavailable. These details must also be prominently displayed by the beekeeper at or near the entrance to the allotment at all times.

7. COMPLAINTS AND WITHDRAWAL OF CONSENT

The Council may issue a notice requiring the removal of the hives within 14 days if:

- A beekeeper contravenes any of the conditions stated in this policy;
- A complaint that the bees have caused nuisance or danger to other plot holders or members of the public is upheld; or
- Substantive information is received that requires a review of the arrangements.

To be considered by the Property Committee in August 2017 for recommendation to full Council in September 2017

To be reviewed September 2019

Agenda Item 13 – Property Committee Meeting

**NORTH HORSHAM PARISH COUNCIL****WINTER MAINTENANCE PLAN – 2017/18****PURPOSE OF THE PLAN**

- To identify the services to be provided by West Sussex County Council (WSCC) and North Horsham Parish Council (NHPC) when snow and ice cause danger or disruption.
- For NHPC to provide, where possible, supplemental services to those provided by WSCC.
- To encourage an ethos of self-help amongst residents of the Parish and an awareness of problems that others may be experiencing at such times – see Self-Help Preparation Guidelines at **Appendix 1**.

WEST SUSSEX COUNTY COUNCIL

As the Highway Authority, WSCC is the responsible authority for snow and ice clearance.

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via @WSHighways.
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads. Typically this happens 42 times per year.
- Purchase and store at our three depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 23 gritters (bulk spreaders) between October and April.

- Issue a pre-snow event statement by e-mail to all those who have been established as the Community Local Winter Maintenance Plan point of contact, to advise when to start implementing the plan and to indicate the likelihood of a prolonged snow event.

NORTH HORSHAM PARISH COUNCIL

- Covers an area of some 11 square kilometres, with a population of 21,981 (source 2011 Census). The Parish is predominantly residential covering some 300 roads.
- Has limited equipment, financial and human resources available to deal with periods of prolonged snow and ice disruption.

REVIEW OF THE PLAN

The Winter Maintenance Plan will next be reviewed in June 2018 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

COMMUNICATIONS

The Parish Council will receive, via email, information regarding a pre-snow event and advising when the Local Plan should be implemented and an indication given as to the likelihood of a prolonged snow event.

A daily decision about gritting will be issued by WSCC on Twitter between 1st October and 31st April via **@WSHighways**

WSCC Main Contact through active.communities@westsussex.gov.uk

NHPC Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

01403 750786

Community Local Winter Maintenance Plan Points of Contact

Local resources co-ordinator during adverse weather:

Debbie Lees
07874 662388/01403 750786
facilities.officer@northhorsham-pc.gov.uk

Daily decision updates co-ordinators:

Pauline Whitehead/Vivien Edwards
01403 750786
parish.clerk@northhorsham-pc.gov.uk
deputy.clerk@northhorsham-pc.gov.uk

Residents can sign up to receive regular tweets or view the daily decision updates via **@WSHighways**

Other information on the winter service can be found on the County Council's website:

www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service/winter-service-plan/

GRITTING AND SALTING

- WSCC will provide salting and gritting services at the following areas within the Parish area:

Priority 1 Routes - A264

Priority 2 Routes - Harwood Road, Crawley Road, Rusper Road, Giblets Way, Pondtail Road and North Heath Lane

Priority 3 Routes - Lambs Farm Road, Manor Fields, Church Road, South Holmes Road, Forest Road, Millthorpe Road, Parsonage Road, Coltsfoot Drive, Jackdaw Lane, Brook Road, Lemmington Way, Bartholomew Way and Tylden Way

Priority 1 Routes make up the main A and B road network; Priority 2 Routes is the remainder of the A and B road network not treated as Priority 1; and Priority 3 Routes are all other roads not making up the Precautionary Salting Network (consisting of the County Strategic Network, as defined in the Local Transport Plan for West Sussex).

- The routes are identified on the map attached at **Appendix 2**
- NHPC, on a local level, has currently identified the following **additional areas** for inclusion in the Local Winter Maintenance Plan, for WSCC to include in their service in the event of a prolonged period of snow and ice -

Steep Hills/inclines	Exit from Gorringes Brook on to Pondtail Road
	Exit from Beaver Close on to Brook Road
	Exit from Chaffinch Close on to Pondtail Drive

- NHPC has ownership of three locked salt bins at:

Godwin Way Car Park (400 litres).

Grit from this is available to clear the Godwin Way Car Park (owned by Horsham District Council); the pavement outside the shops in Fitzalan Road; and the pavement surrounding Roffey Millennium Hall.

Holbrook Tythe Barn, Pondtail Road (400 litres).

Grit from this is available to clear pedestrian access to the complex and the car park.

St Marks Lane (corner of) (400 litres). Grit from this is available to clear the access to North Heath Hall and the car park, all of which are on a steep incline.

There are three other salt bins, within the Parish, all of which are located on the **Earles Meadow estate**. These were provided by WSCC and have, historically, been replenished by them.

- All Salt Bins are identified on the map attached at **Appendix 3**

VOLUNTEERS

The contact details of any volunteers to assist in the implementation of this Winter Maintenance Plan, will be added as they come forward.

SCHOOL FACILITIES

Due to the number of Schools within the Parish and the limited equipment, financial and human resources available, NHPC is unable to provide any assistance to Schools within this Winter Maintenance Plan.

ADVICE & GUIDANCE FOR COPING WITH HEAVY SNOW & ICE

Clearing Snow & the Snow Code

You should not be put off clearing paths yourself because you're afraid someone will get injured. There's no law stopping you from clearing snow and ice on the pavement outside your home and it's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Remember, people walking on snow and ice have responsibility to be careful themselves.

The Snow Code

- Clear the snow or ice early in the day - it's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it.
- Move the snow onto porous surface such as a grass verge or garden or along the kerb away from the drains.
- Do not move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk.
- Cover the cleared path with salt before nightfall to stop it refreezing overnight.
- Use salt or sand - not water - you can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work.

Useful equipment required for the task of snow clearance

- A snow shovel or snow pusher (or a hard edged shovel for compacted ice).
- Suitable footwear (use ice studs or crampons for extra grip).
- Wear hi visibility clothing if working along roadsides.
- A bucket to collect, store and move grit.
- Salt, sand or grit (to stop the surfaces from refreezing)

At Home In An Emergency

If you are at home and an emergency happens, try to gather together:

- A list of useful phone numbers, e.g. for your doctor and close relatives
- House and car keys
- Toiletries, sanitary supplies and any regularly prescribed medication
- A battery or wind-up radio, with spare batteries

- A first aid kit
- Your mobile phone and charger
- Cash and credit cards
- Spare clothes and blankets
- Bottled water, ready-to-eat food (e.g. tinned food) and a bottle/tin opener, in case you have to remain in your home for several days.
- Also, check on neighbours and vulnerable people in your community where it is safe to do so.

Neighbourliness

The cold weather can affect different members of the community in different ways, some are more vulnerable to the elements than others, especially the elderly who are prone to hypothermia and pneumonia in cold weather. To support older people during periods of heavy snow and ice please consider the following:

- Be even more vigilant during the period of severe weather, and to keep an eye out for people who may be vulnerable.
 - Try to call in regularly on friends, neighbours and relatives to see if they need help staying warm or getting provisions.
 - Offer to clear your neighbours' paths & check that any elderly or disabled neighbours are alright in the cold weather.
 - Stuck at home due to the snow? Ask your boss if you can use the day to volunteer locally.
-
- Be alert - help keep people off frozen streams and ponds

NORTH HORSHAM PARISH COUNCIL

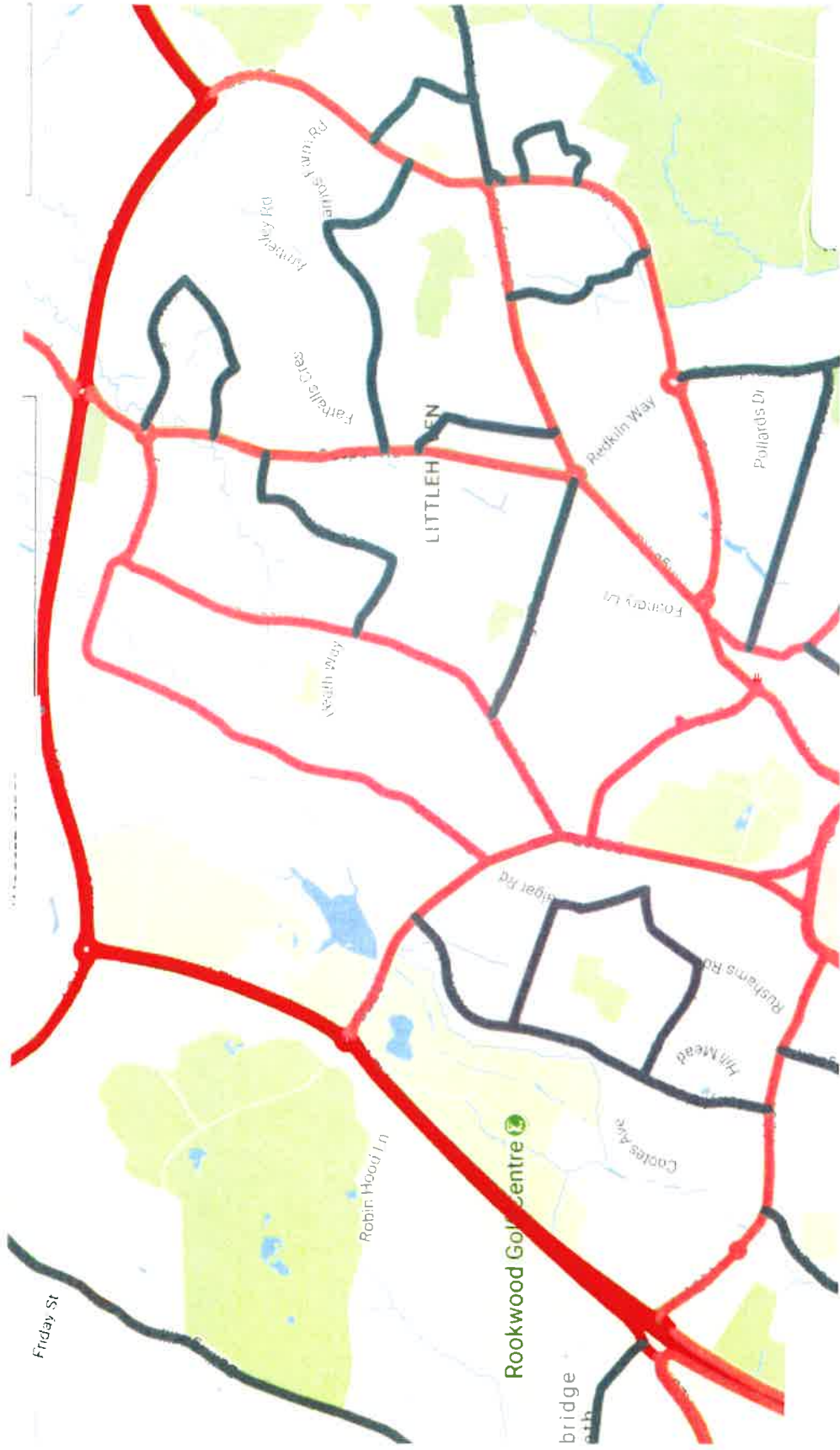
WINTER MAINTENANCE PLAN – APPENDIX 2

WEST SUSSEX COUNTY COUNCIL GRITTING ROUTES

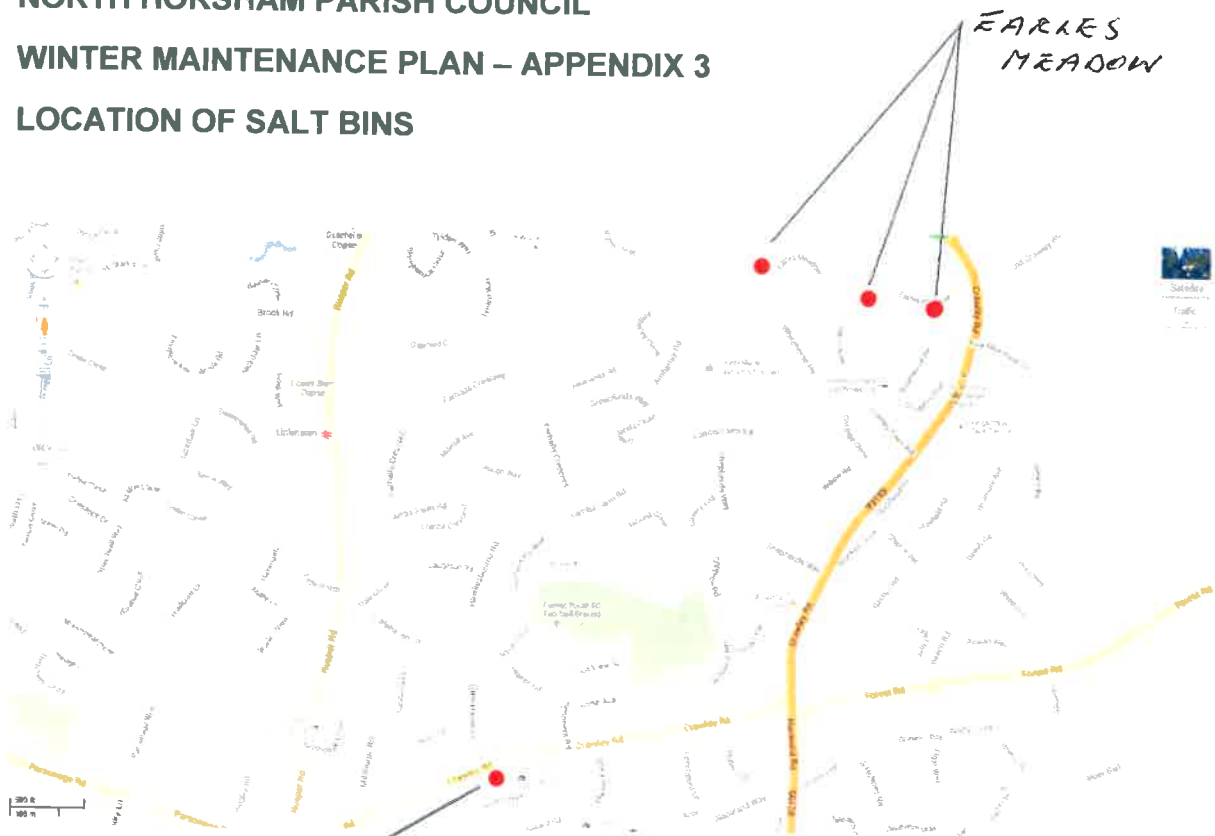
RED - PRIORITY 1

ORANGE – PRIORITY 2

GREY – PRIORITY 3



**NORTH HORSHAM PARISH COUNCIL
WINTER MAINTENANCE PLAN – APPENDIX 3
LOCATION OF SALT BINS**



**GOSWIN WAY CAR PARK
(CRAWLEY ROAD)**



**NORTH MEATH HALL
(ST. MARK'S LANE)**

Agenda Item 14

Section 106 briefing – August 2017

Briefing following a meeting between Cllr Roland Knight; Vivien Edwards; Pauline Whitehead and Horsham District Council's Grants and Funding Officer and Planning Obligations Officer, 7th August 2017 10am at Roffey Millennium Hall.

1. What is a section 106 agreement?

Section 106 of the Town and Country Planning Act 1990 allows a local planning authority, to enter into a legally-binding agreement or planning obligation with a landowner as part of the granting of planning permission. The obligation is termed a Section 106 agreement.

These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They can be used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.

Developers are charged depending on the size and number of dwellings being built. This money is used to develop facilities to support the additional residents living in the community.

2. The process

REQUESTING UNALLOCATED SECTION 106 FUNDS:

Community Facilities and Open Space, Sport and Recreation Contributions:

Section 106 funds may only be spent if the development has commenced.

Section 106 funds allocation must:

- be for capital expenditure, (not maintenance or repair);
- accord with the specific use/purpose set out in the legal agreement;
- comply with the Community Infrastructure Levy regulations e.g. be directly related to the development, be required to mitigate the impact of the development, be reasonable in scale and in kind etc.; and
- accord with any other relevant criteria.

THE PROCESS:

Funding for projects listed in a legal agreement:

Section 106 funding for a project specifically listed in a legal agreement, (e.g. "new play equipment at X"), can be dealt with under delegated powers.

An online application can be made to the District Council, accompanied by at least three quotes for the proposal and any other relevant information. If successful, the funds would be paid on presentation of an invoice for the works. The release of funds can be phased if necessary, depending on the nature of the project.

Funding for projects using general Section 106 funds:

For Section 106 funds which have a general purpose, (e.g. "For Community Facilities in the parish/neighbourhood council area of X"), and which exceed £2,500, are considered by the Planning Obligations Panel which meets every two months.

An online application can be made to the District Council, accompanied by at least three quotes for the proposal and any other relevant information. If successful, the funds would be paid on presentation of an invoice for the works. The release of funds can be phased if necessary, depending on the nature of the project.

The online application form can be accessed using the following link:
http://ebusiness.horsham.gov.uk/outreach/LEI_s106GrantApplication.ofml

3. Reporting

Quarterly reports are issued from HDC listing 106 funds. The spreadsheet shows the site from which the funding originated, what it is for, the potential amount and whether it has been allocated or not among other headings.

4. Current unallocated amounts

Community Facilities General Funds - £433.36
Community Facilities Named project - £3960 (Millennium Hall) Plus the £24,371 from Novartis.

Other projects are happening in North Horsham where money has already been allocated e.g. the upgrading of Manor Fields Recreation Ground and Roffey Recreation Ground.

5. Moving forward.

From late 2017 there will be a move to Community Infrastructure Levy (Community Infrastructure Levy (Amendment) Regulations 2014) where the Parish Council will receive 15% of the funds collected. The money will be allocated on a quarterly basis. The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (59C). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure. For example, the pot could be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area.

If a parish, town or community council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority (59E).

Infrastructure Delivery Plan (IDP) - Horsham District Council Consultation August 2017

Infrastructure Schedule

North Horsham Parish Council

E-mail Parish.clerk@northhorsham-pc.gov.uk Telephone 01403 750786

Purpose:- To identify the infrastructure or services that are required to support the delivery of the Council's Horsham District Planning Framework specifically in North Horsham. This could include infrastructure required to cope with capacity issues, co-location of services or upgrades to existing facilities. HDC encourages the Parish Council to engage with community groups in the area.

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Transport	To improve non-vehicular access across the A264 to link the development north of the A264 and beyond with the existing residential areas of North Horsham and Horsham town	A264	Report from Phil Jones Associates (to be attached) HDPF objective 3.12 "Opportunities for non car based transport...will be supported" Objective 11.4 – "Transport access and ease of movement is a key factor in the performance of the local economy" Policy SD9 'Transport Infrastructure development north of Horsham'.	West Sussex County Council	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Provision of a youth facility for those in Roffey – possibly using the WSCC Family Centre on Godwin Way.	Roffey	Area of deprivation. No existing facility. New development on Parsonage Road within walking distance of Roffey. Higher density, lower cost, housing. HDPF policy 42 "Positive measures which help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long term needs will be encouraged and supported. Particular account will be given to....The co-ordination of services to fulfil the needs of young people"	Possibly Parish Council in partnership with WSCC/ HDC?	?	?	2018

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Opportunities to access internet facilities. To promote science, technology, engineering and mathematics and the growing digital creative industry.	North Horsham	HDC is running a Digital Inclusion programme. There is a greater need to access the internet in order to engage with services.	WSCC/ HDC/ Age UK/ Horsham Matters	?	?	Now and ongoing
Infrastructure	Upgrade to Roffey Centre	Fitzalan Road/ Crawley Road	There is potential for Roffey to provide a larger number of facilities. Could link with the growing digital creative industry in providing space for business that wish to move into the district also creating employment opportunities. HDPF Policy 7 3 “...encouraging provision of small units through development proposals.”	WSCC/HDC/ Parish Council	?	?	2027

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Transport	Review traffic calming measures on Crawley Road	Crawley Road	The traffic calming measures do not work properly. Cars park within the traffic calming and as there is room for two cars to pass, it is largely ignored unless there is a large bus or lorry.	WSCC	?	?	2020
Heritage	To provide an exhibition area to promote local heritage and a sense of place.	North Horsham	No existing facility. Could be an outreach of Horsham Museum to enable young people to engage with local heritage.	HDC/ Parish Council	?	?	2027
Transport	To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane.	North Horsham / Horsham Town	Poor public transport links in Holbrook.	WSCC	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Open spaces	Roffey Recreation Ground	Roffey Recreation Ground	Lack of security. Reduced public use because of existing sport.	HDC	?	?	2020
Open spaces	Manor Fields Recreation Ground	Manor Fields Recreation Ground	Existing facility old and in need of refurbishment	HDC	?	?	2017
Open spaces	Oak Tree Way Playground	Redkiln Way	Existing facility overgrown and in need of refurbishment	HDC	?	?	2017
Transport	Electric car charging points	Godwin Way Car Park	Increase in the production of and promotion of using electric cars. HDPF 10 – Policy 40. 4 “Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions.”	WSCC/HDC	?	?	2020
Transport	Improve parking for Littlehaven Rail Station.	Littlehaven Lane	Cars parked in nearby residential roads	WSCC	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Accessible health facilities	North Horsham	There will be a need for increased access to health facilities as the population increases and ages. HDPF Policy 42 Inclusive Communities.	WSSC/ GPs	?	?	2020
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Amberley Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Birches Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	Provide a new bench	Amberley Road open space	To enhance existing facilities for the elderly or those who have physical limitations. HDPF Policy 42 Inclusive Communities.	HDC/PC	£800	None	2018

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Open Space, Sport & Recreation	Enhance and extend boardwalks	Earles Meadow	To improve and extend the boardwalks so that they are more accessible and safer for users of all ages and those with physical limitations. Members of the public come from all over Horsham to use the facilities. HDPF Policy 42 Inclusive Communities.	HDC/PC	£13,000	None	2020
Community Halls and Buildings	Enhance and extend the toilet facilities	North Heath Hall	The venue is used by two Nursery Schools who have identified that the toilets and washrooms provided are not really suitable for young children particularly those with disabilities. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this. HDPF Policy 42 Inclusive Communities.	HDC/PC	£20,000	None	2019

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community Halls and Buildings	Enhance the kitchen facilities in rooms 15 and 16	North Heath Hall	These rooms are used almost exclusively by a nursery school who have identified that the kitchen facilities provided are minimal and cause safety concerns. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this.	HDC/PC	£5,000 - £8,000	None	2019
Community Halls and Buildings (Money specifically for improvement of Roffey Millennium Hall)	Provision of air conditioning units in some rooms	Roffey Millennium Hall	There is additional need for facilities suitable for hire for the elderly and those with health issues. Some of our rooms which are hired out to Friendship Groups (60+) , NCT, Bariatric exercise classes etc would benefit from having air conditioning. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,000	None	2018

To be returned to Horsham District Council by 8th September 2017

E-mail: cil@horsham.gov.uk