

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE MEETING - TUESDAY 16th AUGUST 2018 (PAPERS TO ACCOMPANY AGENDA)

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NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 16th AUGUST 2018

COMMITTEE REPORT

Note the numbers below refer to the item number on the agenda:

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.

- A height barrier has now been installed at Holbrook Tythe Barn in order to prevent any further incursions onto parish council land.
- Agreement has been reached with the Manor Theatre Group about fitting temporary drapes along the back wall at North Heath Hall. The decision about this was delegated to Cllrs Knight and Searle at a previous meeting of the Property Committee.
- The insurance claim submitted for damage to the roof at Roffey Millennium Hall has been agreed and paid. A settlement payment of £713 has been received (this allows for £100 excess).
- The tree wardens have started monitoring two Ash trees along the Riverside Walk. One of the trees is on Parish Council owned land, ownership of the other tree is unclear.

6. Finance

See Appendix A.

Recommendation: To note the Committee Budget to 31st July 2018.

7. Completed Works

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

(a) All venues

- (i) Intruder and fire alarms serviced
- (ii) Legionella water testing

(a) Roffey Millennium Hall

- (i) Fire Extinguishers serviced
- (ii) Lift - insurance inspection and quarterly service carried out

(c) Holbrook Tythe Barn

- (i) Disabled rail fitted at front entrance
- (ii) Height Barrier installed

(d) Bus Shelters

- (i) Seat installed at bus shelter in Church Road
- (ii) Unstable Seat at Lambs Farm Road bus shelter opposite Greenfields Way fixed

(e) Play Areas

- (i) RoSPA inspection carried out in June

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) Lift repairs identified at insurance inspection
- (ii) Decorating North and South halls
- (iii) Roof to be repaired in September

(b) Holbrook Tythe Barn

- (i) Pipes in Barn end of building to be boxed in
- (ii) Decorating Barn

(c) North Heath Hall

- (i) Decorating rooms 1 and 4

(c) Earles Meadow

- (i) Boardwalks to be fixed

(d) Tree Works

- (i) Silver Birch located adjacent to Cherry Tree Walk- remedial health and safety work
- (ii) Contorted Willow located adjacent to Amberley Road - remedial health and safety work

Recommendation:

To note on-going works.

9. North Heath Hall – Noise Complaints

See Appendix B

Complaints have been received from some residents who live adjacent to North Heath Hall about ongoing issues with noise.

Recommendation: To consider if there are any ways in which noise can be reduced.

10. Fire Risk Assessment

See Appendix C

Full copies of the Fire Risk Assessments for all buildings will be available at the meeting.

Roffey Millennium Hall

Following agreement by the Property Committee meeting at their meeting in February a professional Fire Risk Assessment was carried out at Roffey Millennium Hall. The conclusion of their findings, the associated Action Plan and the remedial work carried out/to be carried out can be found in Appendix C.

Holbrook Tythe Barn

The Fire Risk Assessment agreed by the Parish Council in 2017 has been reviewed by officers (desk review and premises inspection) and no changes made. A professional assessment is due to be carried out in April 2019.

North Heath Hall

At the meeting in May the Property Committee noted the findings of the professional Fire Risk Assessment carried out in March 2018. This now needs to be recommended to the Parish Council for review.

Recommendation:

- a) **To note the results of the Fire Risk Assessment carried out at Roffey Millennium Hall on 29th May 2018 and the remedial actions undertaken.**
- b) **To note the current Fire Risk Assessment for Holbrook Tythe Barn.**
- c) **To recommend that the current Fire Risk Assessments for all buildings be presented to the Parish Council for review.**

11. RoSPA Reports for all Play Areas

A copy of the report for each play area will be available at the meeting.

The majority of the items inspected were low risk. No high risks issues were reported. Most of the medium risks identified relate to problems with surfacing cracking/shrinking etc. A list of the remedial work required will be prepared and where appropriate costs obtained.

Recommendation:

To note the results of the RoSPA inspections.

12. Mature Oak Tree located at Earles Meadow

The Parish Council commissioned a follow up visual tree assessment (original inspection May 2015) on the mature Oak tree at Earles Meadow. The report which contains tree management recommendations can be found in Appendix D.

The report recommends that within one year of the survey, 3-4 large sections of deadwood be removed. The quote to carry out this work is £300.

Recommendation:

To note the report and consider carrying out the recommended work.

13. Earles Meadow

a) Boardwalks

The Earles Meadow Conservation Group carried out an inspection of the boardwalks and identified that some of them need to be repaired professionally (some they can fix themselves).

Previous experience has shown that trying to find a contractor who can carry out this type of work is very difficult. We have approached the contractor we have used previously and who carries out similar work for HDC and have obtained the following quote:

Repair and strengthening of the various areas of boardwalk and bridges at the Earles meadow site. Loose boards will be fixed and areas with rotten posts will be strengthened.

Total cost £780 + VAT

Recommendation:

To agree to appoint a contractor to carry out the more complicated boardwalk repairs.

b) Clearance of a small area on the border of the open space between Earles Meadow and Amberley Road including clearing around part of the culvert

See Appendix E

A resident at Earles Meadow has requested that the overgrown area behind his house be cleared. It is extremely overgrown and prevents access to his back fence and covers part of a culvert in the area making it difficult to discern where the solid ground ends and the culvert bank falls away. Part of the culvert is on Parish Council land and in its current state is a health and safety risk.

The area is adjacent to the open space between Earles Meadow and Amberley Road and is close to the allotments. Ownership of this small area of land is unclear although the land surrounding it is owned by the Parish Council. The resident is aware of the query about land ownership but has requested that the Parish Council clears the land without admitting ownership or responsibility for ongoing maintenance.

A cost of £300 plus disposal has been obtained to clear a path through the Parish Council land to the back of the property in question and to clear the culvert. This will be shown in more detail on a map at the meeting.

Recommendation: To consider clearing the identified area.

14. Memorial Tree at Holbrook Tythe Barn

It has been proposed by the Chairman of the Council that a tree be planted in honour of Roger Wilton a former member and Chairman of North Horsham Parish Council.

The family has suggested that planting a lilac tree/bush at Holbrook Tythe Barn would be a fitting memorial. A commemorative plaque will be erected close to the tree. The tree and plaque will be financed from the Chairman's Allowance.

Recommendation: To agree to plant a lilac tree/bush at Holbrook Tythe Barn in honour of Roger Wilton, a former member and Chairman of North Horsham Parish Council. A commemorative plaque to be erected adjacent to the bush/tree.

15. Erection of Silent Soldiers

In March the Parish Council agreed to sponsor two 'Silent Soldiers' to be sited on parish council land outside Roffey Millennium Hall and at Holbrook Tythe Barn. The silhouettes are made of diabond and are quite flimsy. Planning permission is not required to erect them. They will be covered under the Parish Council's public liability insurance. The silhouettes have now arrived, and a decision is required as to exactly where and when they should be erected.

Recommendation: To agree when and where the Silent Soldiers should be erected.

16. Bus Shelter at Rusper Road

A request has been received from a resident to install a bus shelter at the bus stop at the junction of Brook Road and Rusper Road (see Appendix F). A request was made last year for shelters to be installed in several locations in North Horsham and, after taking into consideration the following information from WSCC, the Committee decided not to install any bus shelters due to the initial and on-going costs involved. As it is over six months since this decision was made it can be reviewed.

A fairly basic one would be in the region of £3-4k and can rise to around £10k. The shelter own would also need to consider maintenance and cleansing together with insurance for liability and damage. The shelter owner would also be responsible for carrying out public consultation for the installation of a shelter and would require permission from the Area Highway Manager if located on public highway.

The resident has mentioned financing this by using s106 money, but advice from HDC is that this would not be possible as installing bus shelters would not fulfil the criteria for mitigating the effect of new development.

Recommendation: To consider a request to install a bus shelter at the bus stop at the junction of Brook Road and Rusper Road.

17. Policy and Conditions of Hire in Relation to Council Owned Premises

There have been several incidences recently where ad hoc hirers have cancelled bookings just before the 14-day deadline for incurring any payment. Several of these slots could have been booked by other hirers meaning that the Parish Council has lost out on income. In order to try and deter this happening in the future it is recommended that the cancellation period be extended to 28 days.

Recommendations:

a) To approve changing the number of days required for cancelling a booking without charge from 14 to 28 days (clause 13).

b) To add the following clause:

HOLBROOK TYTHE BARN

There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council office.

18. Wrestling at Roffey Millennium Hall

A request has been received to hold a wrestling event at Roffey Millennium Hall.

Section 6 d) of the Policy and Conditions of Hire state that:

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.

Recommendation:

To consider a request to hold a wrestling event at Roffey Millennium Hall.

19. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 18th October 2018.

**Vivien Edwards - Deputy Clerk to the Council
10th August 2018**

PROPERTY COMMITTEE MEETING – 16th AUGUST 2018

APPENDIX A – Agenda Item 6

Finance Report to show expenditure to 31st July 2018

Period covering 1st April 2018 to 31st July 2018

Funding at 31st July 2018

Precept (six months instalment)	159,972
Environmental Grant (six months instalment received).	4,918
Total	164,890

Income to 31st July 2018

Cost Centre	Actual Income	Annual Budget	Expected income from 1st April 2018 – 31st July 2018. ie budget divided by 12 multiplied by 4
Admin	-180	150	50
Allotments	525	765	765*
North Heath Hall	22,972	61,400	20,466
Holbrook Tythe Barn	13,182	28,840	9,613
Multi Court Lettings	5,666	17,510	5,836
Roffey Millennium Hall	28,375	74,700	24,900
Total	70,720	183,365	61,630

Expenditure to 31st July 2018

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure from 1st April 2018 – 31st July 2018. ie budget divided by 12 multiplied by 4
Admin	15,906	57,715	19,238
Grants	3,600	10,000	3,333
Burial	1,683	6,500	2,166
Personnel	93,252	285,793	95,264
Planning, Env, Trans	0	2,250	750
Allotments	250	1,350	450
Amenity, Recs and Open Spaces	8,499	51,507	17,169
North Heath Hall	6,485	26,093	8,697
Holbrook Tythe Barn	5,284	21,882	7,294
Roffey Millennium Hall	10,445	37,731	12,577
Total	145,404	500,821	166,938

Net expenditure	(74,684)	(317,456)	(105,308)
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Income

All buildings have exceeded the income that was expected however, this needs to be viewed as a bigger picture, as income from buildings reduces in August to reflect the summer holidays, so whilst there appears to be an additional £9,000 in income, this is likely to be less when evened out over the whole year and the lull over Christmas and New Year is factored in.

Whilst the multi courts are busy from April to June, July and August are less so. Bookings pick up in October and are generally consistent through to April the following year, but there is a lull over Christmas and New Year and when the weather is exceptionally bad.

*All allotment invoices are sent on 1st April; therefore, the full income is expected in one hit and has now been included for the year. There could be additional income from relinquished allotments that are re-let during the year. The re-charge for the lease of Harwood Road Allotments to the Harwood Road Allotment Society was billed twice in the 2017/18 period, so that has reduced the potential income for this year by £252.

At the year-end it would appear that the bank interest was accounted for twice during the year end procedure, which is why there is a negative showing in this year. This is under investigation.

Expenditure

Expenditure is lower than anticipated. Annual Budget - £500, 821

Actual Expenditure (1st April to 31st July) - £145,404

Pro rata expenditure for 4 months (1st April to 31st July) - £166,938*

Difference £21,534 (less than 13% of expected*)

The reasons for the difference are not straightforward and are largely due to phasing.

Admin includes one off payments such as insurance, subscriptions etc which are due at the start of the financial year. The Public Works Loan Board payment of £6,600 is expected in September, so whilst expenditure appears lower than expected, it will even out over the year.

Burial charges are paid quarterly to HDC, only one invoice has been received for this year so far. It is projected that the full cost for the year will be £6,732.

The grant budget is awarded on requests received and these are then awarded by the Finance and Administration Committee which meets every other month. There has been a steady flow of requests so far this year.

The Personnel expenditure includes all salaries and expenses to 31st July 2018. Expenditure remains lower than expected, especially in light of the additional 1% pay increase that was not included in the budget. This is due to a staff vacancy since May 2018, but the perceived reduction will catch up with actual expenditure as the year progresses.

Amenity, Rec and Open spaces is lower because some invoices have not been received and because a lot of the regular maintenance will not be carried out until later in the year when it is due.

All buildings expenditure is generally lower because the annual servicing of equipment, decorating etc is scheduled for later in the year.

Pauline Whitehead 08.08.18



Month No : 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Administration</u>					
Councillors Training	112	750	638		638
Councillors Expenses	1,227	5,100	3,873		3,873
Telephone/Fax/Internet	607	5,000	4,393		4,393
Postage	486	2,000	1,514		1,514
Stationery and Printing	469	2,000	1,531		1,531
Subscriptions	2,948	3,100	152		152
Insurance	8,567	12,205	3,638		3,638
Publications/Magazines	17	50	33		33
IT Costs	829	2,400	1,571		1,571
Website Maintenance	0	160	160		160
Other Advertising	0	200	200		200
Publicity/Marketing	12	1,000	988		988
Newsletter	681	1,200	519		519
Office Equipment Maint.	132	1,500	1,368		1,368
Bank Charges	0	200	200		200
PWLB Loan Charges	0	13,700	13,700		13,700
External Audit Fees	,361	1,500	2,861		2,861
Professional Services	900	3,000	2,100		2,100
Internal Audit Fees	-137	500	637		637
Chairman's Allowance	115	400	285		285
Parish Plan	300	0	-300		-300
Roffey Hall Equipment	0	750	750		750
Office Equipment	0	1,000	1,000		1,000
Administration :- Expenditure	15,906	57,715	41,809	0	41,809
Miscellaneous Income	20	0	20		0
Precept	159,972 /	319,943	-159,972		0
Interest Received	-200	150	-350		0
Administration :- Income	159,792	320,093	-160,301		
Net Expenditure over Income	-143,885	-262,378	-118,493		
<u>Grants</u>					
Other Grants and Donations	3,600	10,000	6,400		6,400
Grants :- Expenditure	3,600	10,000	6,400	0	6,400
Net Expenditure over Income	3,600	10,000	6,400		
<u>Burial</u>					
Burial Charges	1,683	6,500	4,817		4,817
Burial :- Expenditure	1,683	6,500	4,817	0	4,817
Net Expenditure over Income	1,683	6,500	4,817		

(9)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Personnel</u>					
Salaries/NI/Pensions	70,152	280,533	210,381		210,381
Payroll Admin Charge	0	360	360		360
Staff Expenses/Mileage	1,299	2,750	1,451		1,451
Staff Training	0	1,500	1,500		1,500
Recruitment Advertising	12	650	639		639
Personnel :- Expenditure	<u>71,462</u>	<u>285,793</u>	<u>214,331</u>	<u>0</u>	<u>214,331</u>
Net Expenditure over Income	<u>71,462</u>	<u>285,793</u>	<u>214,331</u>		
<u>Planning, Env & Transport</u>					
Planning Consultant Fees	0	2,250	2,250		2,250
Planning, Env & Transport :- Expenditure	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Net Expenditure over Income	<u>0</u>	<u>2,250</u>	<u>2,250</u>		
<u>Allotments</u>					
Water Rates	30	200	170		170
Allotment Rent	-13	300	313		313
Grass cutting	(Jnl) 250 1,476	750	-726		-726
Allotment Maintenance	0	100	100		100
Allotments :- Expenditure	<u>1,494</u>	<u>1,350</u>	<u>-144</u>	<u>0</u>	<u>-144</u>
Allotment Rents	525	765	-240		0
Allotments :- Income	<u>525</u>	<u>765</u>	<u>-240</u>		
Net Expenditure over Income	<u>968</u>	<u>585</u>	<u>-383</u>		
<u>Amenity, Recs & Open Sp</u>					
Window Cleaning	200	2,346	2,146		2,146
Grass cutting	+ 1226 5255 4,029	19,417	15,388		15,388
Bus Shelter Repairs	108	2,000	1,892		1,892
Play Area & M Crts Maint	343	8,000	7,657		7,657
Open Spaces	850	9,000	8,150		8,150
Litter Warden/Clearance	0	650	650		650
Community Services - Dog Bins	842	2,000	1,159		1,159
Street Lighting - Maint/Supply	426	4,500	4,074		4,074
Multicourts Maintenance	415	2,494	2,079		2,079
Workshop	0	100	100		100
Notice Board Maintenance	60	1,000	940		940
Amenity, Recs & Open Sp :- Expenditure	<u>7,273</u>	<u>51,507</u>	<u>44,234</u>	<u>0</u>	<u>44,234</u>
	+ 1226				
	<u>8,499</u>				

Month No : 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grants Received	4,918 ✓	9,691	-4,773		0
Amenity, Recs & Open Sp :- Income	4,918	9,691	-4,773		
Net Expenditure over Income	2,354	41,816	39,462		
<u>North Heath Hall</u>					
NNDR	2,496	6,234	3,738		3,738
Water Rates	312	926	614		614
Electricity	879	2,575	1,696		1,696
Gas	401	2,000	1,599		1,599
Cleaning Materials	263	1,300	1,037		1,037
Refuse Bin Clearance	408	832	424		424
Sanitary Waste	55	185	130		130
Window Cleaning	80	370	290		290
Maintenance - Electrical	667	2,000	1,333		1,333
Maintenance - Elect Eqp Insp	0	1,360	1,360		1,360
Maintenance - General	110	2,000	1,891		1,891
Maintenance - Fire Alarm Syst	0	750	750		750
Maint - Intruder Alarm	234	950	716		716
Maintenance - Fire Extg Insp	0	150	150		150
Maintenance - Gas Boiler etc	187	650	464		464
Maintenance - Partition Wall	350	700	350		350
Legionella Testing	0	360	360		360
Maintenance - Plumbing	0	750	750		750
Fire Prevention Sundries	0	75	75		75
Keyholder Services	45	426	381		381
Internal Redecorations	0	1,500	1,500		1,500
North Heath Hall :- Expenditure	6,485	26,093	19,608	0	19,608
Hall Lettings	22,972	61,400	-38,428		0
North Heath Hall :- Income	22,972	61,400	-38,428		
Net Expenditure over Income	-16,487	-35,307	-18,820		
<u>Holbrook Recreation Centre</u>					
NNDR	1,362	3,405	2,043		2,043
Water Rates	0	1,500	1,500		1,500
Electricity	951	3,090	2,139		2,139
Gas	129	1,286	1,157		1,157
Cleaning Materials	307	1,000	693		693
Refuse Bin Clearance	408	832	424		424

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Month No : 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Sanitary Waste	50	185	135		135
Window Cleaning	115	312	197		197
Maintenance - Electrical	1,094	2,000	906		906
Maintenance - Elect Eqp Insp	0	530	530		530
Maintenance - General	402	2,000	1,599		1,599
Maintenance - Fire Alarm Syt	0	556	556		556
Maint - Intruder Alarm	234	935	701		701
Maintenance - Fire Extg Insp	0	150	150		150
Maintenance - Gas Boiler etc	187	500	314		314
Legionella Testing	0	350	350		350
Maintenance - Plumbing	0	750	750		750
Fire Prevention Sundries	0	75	75		75
Keyholder Services	45	426	381		381
Internal Redecorations	0	2,000	2,000		2,000
Holbrook Recreation Centre :- Expenditure	5,284	21,882	16,598	0	16,598
Hall Lettings	13,182	28,840	-15,658		0
Multi Court Lettings	5,666	17,510	-11,844		0
Holbrook Recreation Centre :- Income	18,847	46,350	-27,503		
Net Expenditure over Income	-13,564	-24,468	-10,904		
<u>Roffey Millennium Hall</u>					
NNDR	2,592	6,473	3,881		3,881
Water Rates	523	1,235	712		712
Electricity	1,486	5,000	3,514		3,514
Gas	1,359	6,000	4,641		4,641
Cleaning Materials	284	1,390	1,106		1,106
Refuse Bin Clearance	811	1,621	810		810
Sanitary Waste	55	185	130		130
Window Cleaning	255	700	445		445
Refreshment Sale Cost/Sundries	19	500	481		481
Maintenance - Electrical	707	2,000	1,293		1,293
Maintenance - Elect Eqp Insp	0	750	750		750
Maintenance - General	680	3,000	2,320		2,320
Maintenance - Fire Alarm Syt	0	515	515		515
Maint - Intruder Alarm	234	1,500	1,266		1,266
Maintenance - Elevator	125	750	625		625
Maintenance - Fire Extg Insp	115	150	35		35
Maintenance - Gas Boiler etc	886	1,000	114		114
Maintenance - Partition Wall	0	500	500		500

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Month No : 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Legionella Testing	0	400	400		400
Air Conditionaig Maintenance	270	309	39		39
Maintenance - Plumbing	0	1,500	1,500		1,500
Lightning Conductor Works	0	227	227		227
Fire Prevention Sundries	0	100	100		100
Keyholder Services	45	426	381		381
Internal Redecorations	0	1,500	1,500		1,500
Roffey Millennium Hall :- Expenditure	10,445	37,731	27,286	0	27,286
Hall Lettings	27,020	72,100	-45,080		0
Equipment Sale/Sundry Income	335	600	-265		0
Refreshment Sale Income	307	2,000	-1,693		0
Miscellaneous Income	713	0	713		0
Roffey Millennium Hall :- Income	28,375	74,700	-46,325		
Net Expenditure over Income	-17,929	-36,969	-19,040		
<u>Earmarked Reserves</u>					
Repairs & Renewals Reserve	2,036	0	-2,036		-2,036
Earmarked Reserves :- Expenditure	2,036	0	-2,036	0	-2,036
Net Expenditure over Income	2,036	0	-2,036		

North Horsham Parish Council Current Yr

Income and Expenditure Account for Year Ended 31st March 2019

July 31st 2018

31st March 2018		31st March 2019
	Income Summary	
293,551	Precept	159,972
520	Interest Received	-200
<u>294,071</u>	Sub Total	<u>159,772</u>
	Operating Income	
1,762	Administration	20
1,015	Allotments	525
9,691	Amenity, Recs & Open Sp	4,918
62,013	North Heath Hall	22,972
57,416	Holbrook Recreation Centre	18,847
74,222	Roffey Millennium Hall	28,375
<u>500,189</u>	Total Income	<u>235,430</u> ✓
	Running Costs	
52,327	Administration	15,906
0	Section 137	0
8,800	Grants	3,600
9,183	Burial	1,683
275,643	Personnel	71,462
2,000	Planning, Env & Transport	0
1,009	Allotments	1,494
42,712	Amenity, Recs & Open Sp	7,273
23,303	North Heath Hall	6,485
20,777	Holbrook Recreation Centre	5,284
33,200	Roffey Millennium Hall	10,445
5,359	Earmarked Reserves	2,036
<u>474,312</u>	Total Expenditure	<u>125,668</u> ✓
	General Fund Analysis	
85,277	Opening Balance	106,513
500,189	Plus : Income for Year	235,430
<u>585,466</u>		<u>341,943</u>
474,312	Less : Expenditure for Year	125,668
<u>111,154</u>		<u>216,275</u>
-3,386	Transfers TO / FROM Reserves	-2,036
<u>114,540</u>	Closing Balance	<u>218,311</u> ✓

31st March 2018

31st March 2019

31st March 2018		31st March 2019	
Current Assets			
21,554	Debtors	17,149	
1,095	Vat Refunds	-1,521	
3,018	Prepayments	0	
161,487	Lloyds Bank Accounts	250,832	
85,000	Co-op Community Directplus A/c	85,000	
84,038	Nationwide	84,038	
150	Petty Cash	150	
<u>356,341</u>		<u>435,649</u>	
356,341	Total Assets	435,649	
Current Liabilities			
30,095	Creditors	2,927	
3,286	Accruals	0	
<u>33,381</u>		<u>2,927</u>	
322,960	Total Assets Less Current Liabilities	432,721	
Represented By			
106,513	General Reserve	218,311	
7,955	Earmarked Reserves - VAT Con	7,955	
139,886	Earmarked Reserves - R&R Fund	137,850	
19,950	Earmarked Reserves - Election	19,950	
5,621	Ear Marked Res-Yth Charity Bal	5,621	
8,035	Ear marked Reserve Planning	8,035	
10,000	Earmarked Reserve - NP	10,000	
25,000	Ear Marked Res Capital Receipt	25,000	
<u>322,960</u>		<u>432,721</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2019 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st July 2018

	BALANCE 31.3.2016		RESERVES TRANSFER 31.3.2016		BALANCE 1.4.2016	EXPENDITURE ACTUAL 01.04.2017	INCOME ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	EXPENDITURE ACTUAL 31.03.2018	INCOME ACTUAL 31.03.2018	BALANCE 31.03.2018	EXPENDITURE ACTUAL 31.03.2019	INCOME ACTUAL 31.03.2019	BALANCE 31.03.2019	NOTE	
	310/0	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	123632	235430	216311			
EARMARKED RESERVES																	
320/0	7955	0	7955	0	7955	0	0	7955	0	7955	0	7955	0	0	7955	7955	
321/0	140666	20100	160766	23736	0	137030	8000	5144	0	139886	2036	137850	0	0	137850	137850	
322/0	19950	0	19950	0	0	19950	0	0	0	19950	0	19950	0	0	19950	19950	
325/0	4000	0	4000	0	0	4000	-4000	0	0	0	0	0	0	0	0	0	3
326/0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
327/0	5621	0	5621	0	0	5621	0	0	0	5621	0	5621	0	0	5621	5621	1
328/0	8000	4000	12000	3750	0	8250	0	215	0	8035	0	8035	0	0	8035	8035	
330/0	4000	0	4000	0	0	4000	-4000	0	0	0	0	0	0	0	0	0	3
331/0	0	0	0	0	0	0	10000	0	0	10000	0	10000	0	0	10000	10000	4
335/0	25000	0	25000	0	0	25000	0	0	0	25000	0	25000	0	0	25000	25000	2
	316936	0	316936	497877	478024	297083	0	474312	500189	322960	125668	235430	432722				

1 Roffey Youth Club Monies held following the closure of Roffey Youth Club

2 Capital Receipt Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only

3 Damage/ Capital projects Reserves moved to 321 Repairs and Renewals agreed by F&A.

4 Neighbourhood Plan Fund created for the NP

Complaints received about noise at North Heath Hall

Complaint One

Im writing to you to complain about the constant noise we get when there are people have a function in the hall oposite our property.

I understand that your policy and conditions of hire do state that the doors must remain shut at all time to avoid any nusence to us residents, well the doors are ALWAYS open when there is a function and even the lady doing keep fit on a monday morning uses a microphone and this is very loud and she also has the doors wide open.

If for any reason people get hot in the hall why have you not got air conditioning this wouls solve alot of problems.

There was a function on friday 13th that was full of screaming kids running around outside and in our carpark the DJ was so LOUD we could hear him even with all our doors closed this is very unreasonable and DISREPECTFUL to us residents.

Complaint Two (from same person as complaint one)

Yet again there is another function on in the hall this evening which is very loud indeed uts a man on a microphone sounds like a competition? Our front door in opposite the doors that are open in the carpark area. The doors are wude open so us residents get no peace there are alit of elderly abd disabled people here on st marks lane that like an early night. At tge moment our windiws have to be open dye to the hot weather.

Please can you look into this matter as its very disrespectful and unfair to us residents.

Complaint Three

Yet another noisy time in St Marks Lane.

Last Friday and Saturday and this Friday. Doors open disco blaring and yet again my husband had to go over and ask them to shut the doors,

With keep fit Monday and Thursday. It's very trying.

Couldn't you ask for a deposit when they hire the hall and they lose it if they don't abide by the contract. Also air con would help.

Complaint Four (PTO)

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DEAR SIR/MADAM

I AM WRITING TO YOU AS I HAVE JUST MOVED TO ST MARKS LANE SINCE 14TH MAY 2018. I LIVED AT A VERY NOISEY PROPERTY BEFORE MOVING TO WHERE I AM NOW. THE CRITERIA FOR ME, BEING DISABLED AND SICK WAS TO LIVE IN A QUIETER AREA. WE WERE UNFORTUNATELY THAT IS NOT THE CASE WITH ALL THE NOISE COMING FROM A HALL OR CLUB BEHIND ST MARK'S CHURCH. THE FUNCTIONS/NOISES/MUSIC THAT BLARES MOSTLY FROM FRIDAY EVENINGS RIGHT THROUGH TO LATE SUNDAY EVENINGS IS QUITE UNACCEPTABLE ACTUALLY, AS I HAVE TO PAY RENT TO A HOUSING ASSOCIATION, WE AS TENANTS ARE ENTITLED TO PEACE AND QUIET, I THINK AIR CONDITIONING NEEDS TO BE PUT IN THE BUILDING SO WE DON'T HEAR ALL THE NOISE. ALL 7 BUNGALOWS FACE THE HALL/CLUB & ST MARK'S

CHURCH. THIS IS MY LAST MOVE
NOW AS I AM NOT WELL AND AM
NOT MOVING AGAIN, IT WAS ALL TOO
MUCH FOR ME THIS MOVE. PLEASE COULD
THIS MATTER BE LOOKED INTO SERIOUSLY,
AS I NEED TO REST/SLEEP IN THE
AFTERNOONS FOR MY HEALTH PROBLEMS.
THE NOISE IS REALLY LOUD AND BEEN
ONGOING SINCE MOVING HERE
ON 16TH MAY 2018.

I WOULD REALLY APPRECIATE SOME
ADVISE/ACTION DONE ON THIS
MATTER AS IT AFFECTS ALL SEVEN
BUNGALOWS ACTUALLY. COULD I
HAVE A RESPONSE FROM YOU TOO
RE MY LETTER SENT TO YOU SIR/MAMAM.

APPENDIX C – Agenda Item 10

Fire Risk Assessment for Roffey Millennium Hall

- **Assessment Conclusions**
- **Action Plan and Remedial Work**
-

Fire Assessment Documents for all buildings will be available at the meeting

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North Horsham Parish Council

**Roffey Millennium Hall, Crawley Road,
Horsham, RH12 4DT**



Fire Risk Assessment

Issue date: 20/06/2018 v2

Re'd 24/7/18

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ISO 9001 FS 24510
ISO 14001 EMS 34530
BS OHSAS 18001 OHS 590676

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w assurityconsulting.co.uk

Registered in England and Wales Reg No 2227268
Corporate Member of BIFM

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Assessment conclusions

I was asked to carry out a Fire risk assessment for Roffey Millennium Hall which is a modern building with two large halls and several meeting rooms of various sizes for use by local businesses and community activities. I found the general standards of fire safety to be good with no significant fire hazards.

I found the fire extinguishers in the two halls are large in size and may be too unwieldy for some of the older persons who use the halls to be able to safely pick up and use. As these extinguishers are in place solely to aid with escape, a smaller extinguisher may be a consideration. I also found in the fire escape door from the rear hall was stiff and may be difficult to open for some of the older users of the hall, which could impede their escape in the event of fire. The reception fire extinguisher was missing it's anti tamper tag.


There are a number of fire doors that were seen to be wedged open. This will have the effect of compromising the fire compartment that the doors are designed to create. Fire doors were previously inspected on a monthly basis but this appears to have stopped in March 2018.

I was advised that there have been no fire drills in the last 12 months. It is important these are carried out at least annually to ensure those responsible for evacuating the building have practiced their role. There is also currently no system of implementing personal emergency evacuation plans for known disabled persons.


SEE ACTION PLAN TO SEE HOW
THE ABOVE ISSUES HAVE BEEN /
ARE GOING TO BE RESOLVED.

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Action plan

<p>1.</p>	<p>Remove the coat rack situated over a wall heater on the ground floor. Putting combustible items over a heat source will increase the risk of fire starting in this area.</p> <p>Please refer to: Step 1 - Identify the hazards</p>
<p>Priority rating: Medium - Action within 3 months</p>	 <p>Coat rack over heater.</p>
<p>Task assigned to (name/company): <i>VE</i></p>	
<p>Date assigned: <i>25 / 7 / 18</i></p>	
<p>Target completion date: <i>31 / 7 / 18</i></p>	
<p>Date completed: <i>25 / 7 / 18</i></p>	
<p>Action completed on Assurity Plus (please tick)</p>	
<p>Sign off signature: <i>[Signature]</i></p>	<p>Company: <i>NHPC</i></p>
<p>Comments: <i>Email to all staff. Note to caretakers and discussions with both. All to be vigilant and if problem continues racks will be removed.</i></p>	

Action plan

2.	Remove the combustible items left in the electrical intake room. This could result in an electrical malfunction igniting this material and fuelling a building fire. Please refer to: Step 1 - Identify the hazards	
Priority rating: Medium - Action within 3 months		 <p>Cardboard boxes in electrical distribution cupboard.</p>
Task assigned to (name/company): <i>DL - all materials to be removed.</i>		
Date assigned: <i>26 / 7 / 18</i>		
Target completion date: <i>10 / 8 / 18</i>		
Date completed: <i>01 / 8 / 18</i>		
Action completed on Assurity Plus (please tick) <input type="checkbox"/>		
Sign off signature: <i>[Signature]</i>		Company: <i>NHPC</i>
Comments:		

Action plan

3.	Keep the curtains in the north hall clear of the over door heater when in use. This may involve the removal of the curtains or putting signage in place to advise those using the heater to keep the curtain out of the way. Having the curtains so close to a heat source is a potential fire risk. Please refer to: Step 1 - Identify the hazards
Priority rating: Medium - Action within 3 months	 <p>Curtains near over head heater.</p>
Task assigned to (name/company): <i>VE</i>	
Date assigned: <i>25 / 7 / 18</i>	
Target completion date: <i>01 / 8 / 18</i>	
Date completed:	
Action completed on Assurity Plus (please tick)	
Sign off signature: <i>[Signature]</i>	Company: <i>NAC</i>
Comments: <i>Memo sent to all staff. Note for caretakers + discussion. Notices put up in both halls.</i>	

(28)

Action plan

4.	Undertake fire evacuation drills on an annual basis as a minimum. No planned or unplanned evacuation drills have occurred in the last 12 month period for this building. Practicing the emergency evacuation helps to remind occupants of the procedures and identify any gaps to help improve future evacuations. Please refer to: Step 2 - Decide who might be harmed and how	
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company): <i>DL</i>		
Date assigned: <i>27 /7 /18</i>	Target completion date: <i>13 /8 /18</i>	
Date completed:	Action completed on Assurity Plus (please tick)	<input type="checkbox"/>
Sign off signature:	Company:	
Comments:		

We have had a fire evacuation in the hall in the last 12 months - did not realise this did not count as a drill.

Action plan

5.	*	Put together a personal emergency evacuation plan (PEEP) template for any future member of staff and visitors that may require assistance in evacuating the building. Please refer to: Step 2 - Decide who might be harmed and how
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick)
Sign off signature:		Company:
Comments:		

* To be queried with Assurity. Hirers are responsible for putting together their own PEP's. This is in the TrCs they sign.

NTPC will draw up a plan for staff if appropriate.

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Action plan


6.	Implement a hot work permit system to ensure appropriate health and safety and fire safety controls are in place for contractors undertaking hot works within the building. Please refer to: Step 2 - Decide who might be harmed and how		
Priority rating: Low - Action within 6 months			
Task assigned to (name/company): <i>VE</i>			
Date assigned: <i>25/7/18</i>		Target completion date: <i>25/7/18</i>	
Date completed: <i>25/7/18</i>		Action completed on Assurity Plus (please tick)	
Sign off signature: <i>[Signature]</i>		Company: <i>NHPC</i>	
Comments: <i>Permit system already in place. Not known at time of inspection.</i>			

(31)

Action plan


7.	Carry out a review of the fire safety policy to ensure it is up to date with current procedures and fire risk. This was overdue its annual review which was due in March 2018.	
	Please refer to: Step 2 - Decide who might be harmed and how	
Priority rating: Low - Action within 6 months		
Task assigned to (name/company): <i>VR / PW</i>		
Date assigned: <i>Actioned before report received.</i>		Target completion date: <i>N/A.</i>
Date completed: <i>5/7/18</i>	Action completed on Assurity Plus (please tick) <input type="checkbox"/>	
Sign off signature: <i>B.</i>	Company: <i>NAPC.</i>	
Comments:		

Action plan

8.	Reinststate the monthly fire door checks that stopped in March 2018. I found a number of doors wedged open. * * * Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Medium - Action within 3 months		 <p>North kitchen door wedged open.</p>
Task assigned to (name/company): * DL * * All staff		
Date assigned: 26/7/18		
Target completion date: ASAP 10/8/18.		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments: * Part of weekly fire alarm check * * Memo to & discussions with all staff		


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Action plan

9.	Adjust the self closing mechanism on the rear fire escape door from the south hall. The effort required to open the door may make it difficult for some of the elderly users of this facility to be able to open the door in the event of fire. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company): <i>DL to organise</i>		
Date assigned: <i>26 / 7 / 18</i>		
Target completion date: <i>31 / 8 / 18</i>		
Date completed: <i>27 / 7 / 18</i>		
South hall door requires considerable effort to open.		
Action completed on Assurity Plus (please tick) <input type="checkbox"/>		
Sign off signature: <i>S.</i>		Company: <i>NTPC</i>
Comments: <i>Door adjusted as far as it can be. Height of door seems to be the issue.</i>		


(34)

Action plan


10.	Replace the faded fire exit keep clear sign in the rear fire escape area. This will help to make sure the signs are legible and adhered to. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Low - Action within 6 months		
Task assigned to (name/company): <i>JC - asked to check all signs.</i>		
Date assigned: <i>26/7/18</i>		
Target completion date: <i>31/8/18</i>		
Date completed:		
Fire exit keep clear sign by rear exit is faded.		
Action completed on Assurity Plus (please tick)		<input type="checkbox"/>
Sign off signature:		Company:
Comments:		

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Action plan

11.	<p>Consider replacing the large fire extinguishers used in the two halls with smaller ones which will be easier for users of the hall to pick up and use in the event of fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>
<p>Priority rating: Low - Action within 6 months</p>	 <p>Large sized extinguisher in north hall.</p>
<p>Task assigned to (name/company): <i>VE</i></p>	
<p>Date assigned: <i>Actioned before report received.</i></p>	
<p>Target completion date: <i>NA.</i></p>	
<p>Date completed: <i>14/6/18</i></p>	
<p>Action completed on Assurity Plus (please tick) <input type="checkbox"/></p>	
<p>Sign off signature:</p>	<p>Company:</p>
<p>Comments: <i>Xts changed to 6d consistors (were 9L) when serviced.</i></p>	

Action plan

12.	Replace the missing anti tamper tag on the reception fire extinguisher. This will ensure it has not been used by an unauthorised person. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Low - Action within 6 months		 <p>Reception extinguisher missing tag.</p>
Task assigned to (name/company): VE		
Date assigned: <i>Actioned before report received.</i>		
Target completion date: N/A.		
Date completed: 14/6/18		
Action completed on Assurity Plus (please tick) <input type="checkbox"/>		
Sign off signature:		Company:
Comments: <i>Actioned when serviced on 14/6/18. Memo to staff asking them to be vigilant about missing tags.</i>		

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PROPERTY COMMITTEE MEETING – 16th August 2018

APPENDIX D - Agenda Item 12

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Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.



Tree Survey for North Horsham Parish Council

**Visual Tree Assessment & Management Recommendations for Oak located at
Earles Meadow, North Horsham, West Sussex, May 2018.**

To be read in conjunction with the original tree inspection and report from May 2015
ref: DKS/248.

Inspector and Report Author: D K-Spall FDS_C (Arb.), MArborA, BSc (Hons) Ecol.

Written by: Jacob Strutt Cert Arb L4 (ABC); Principal Arborist of Strutt Tree Care.



Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

Contents

Introduction	2
Legal Considerations/Risk Assessment	2
Tree Survey Findings.....	3
T1 English Oak (<i>Quercus robur</i>).....	3
Condition inc target areas	Error! Bookmark not defined.
Management Recommendations	5
Second phase prune specification.....	5
Conclusion	6
Appendix 1: Adapted Beaufort Scale	7

Introduction

Strutt Tree Care has been commissioned by North Horsham Parish Council to carry out a follow up visual tree assessment (VTA) and provide tree management recommendations in conjunction with the original inspection report from May 2015. The tree was assessed from ground level with the aid of binoculars, a probe, a knife, a sounding hammer, drag tape, diameter tape and a clinometer. No specialist high technology devices were utilised such as ultrasound decay mapping machines.

Assessment is based upon the findings of the parent report (DKS248) and professional qualifications and knowledge and published professional guidance/recommendations and legislation. The survey was carried out on the 9th May 2018 when the weather conditions were good and therefore did not impede the inspection. The tree detailed in this document was required to have a written report recording findings and recommendations.

Legal Considerations/Risk Assessment

Although the potential risk to someone passing beneath a tree when the tree or part of it fails is relatively remote, the risk is present. This increases significantly in areas of consistent and regular usage on a year-round basis, such as pedestrian and vehicular highways and amenity areas. Where static structures exist or property is present in an area for a period of time e.g. car park, the risks become constant and



Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

an assessment is made as to whether complete or partial failure of a tree could cause damage to such structures. Roads and drainage constructed without taking into account the location of nearby trees and other woody plants may be damaged through root pressure and ground movement, the trees (above and below ground) can also be significantly damaged by pipe laying and construction activities. Within the scope of any tree survey it is a fact that not all risks of stem or crown failure can be covered, particularly in relation to freak occurrences of weather when even trees of a sound condition can be the subject of structural failure. Trees also have the rare propensity to drop limbs that appear to be in an acceptable condition (this may be a genetic condition). These rare occasions have been known to occur in spring and summer on calm days. Although rare, trees shedding limbs should be acknowledged as a risk that cannot be entirely mitigated. The law requires that properties are retained safely for residents, visitors and neighbours (Occupiers Liability Act, 1957/84, Defective Premises Act, 1972 and as Common Law Duty of Care) this includes the reasonable care of trees. The Government's Health and Safety Executive expect that trees should be regularly and systematically assessed by a competent person where there is the potential that should structural failure occur such failure could be the cause of harm to persons or property.

Tree Survey Findings

This report is relevant to the one tree visually inspected:

- An over mature English oak in the centre of the main field at Earles Meadow in Horsham.

Assessment findings: T1 English oak (*Quercus robur*)

The tree is an aged, large sized tree (>31 metres[m] height) which presents indicators of structural vulnerabilities that could result in catastrophic structural failure and potential harm to persons or property if the tree's management programme is not maintained. The tree is a large (table 1) aged tree of notable status; given its age (over mature) and its good vitality this is indicative of a tree that will reach the ancient phase. Trees that reach the ancient phase are of significant cultural and ecological importance as they are genetically pre-determined to live longer than the average age range for their species. The ancient phase is the longest phase in a tree's life. A large proportion of veteran trees fall into demise before they reach the ancient phase of veterancy.



Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

Table 1: Tree Size Summary

Tree No.	Species	Height (m)	Diameter @ Breast Height (cm)	Branch Spread Cardinal Points N, E, S & W (m)	Age	Condition
T1	Oak: <i>Quercus robur</i> or <i>x-rosacea</i>	31	1700	8, 14, 12 & 14	Aged	Physiological: Average-good. Structural: Poor

Condition

Management history: For the last 3 years the tree has been under the Strutt Tree Care management plan as outlined under the report: DKS/248 May 2015

Initial observations: The initial management prune has allowed more light into the crown which appears to have stimulated reiteration and increase in epicormic growth on the inner crown creating good retrenchment reduction points. The halo pruning (halo pruning, *Lonsdale*, 2013) and the root protection zone keeping an undisturbed rooting medium appear to have stimulated vitality in the tree with increase in foliage density from the previous inspection.

Roots and basal trunk area

The rooting medium is now at a normal level of compaction within the roped off 8m radial non-disturbance zone with sufficient rooting medium across the top. The improved foliage density in the crown is potentially due to the protected non-disturbed rooting medium. Outside of the 8m radial roped area there is still evidence of compaction. On the base of the stem and the roots no fruiting bodies are visible between the buttress roots or on the lower stem. There is very minor necrosis between the buttress roots but with no insipient decay present.

Stem and crown

Both the stem and crown contain a number of dynamic cobra braces which were installed in August 2015 to replace the original cable braces. The only original braces which weren't removed and replaced were the original steel braces which



Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

were left in situ. Epicormic growth on the stem and crown has increased with the development of minor epicormic growth on the stem and major epicormic in the crown which is excellent for veteran retrenchment growth. The stem and scaffold limbs on the southern side, crack remains open with no increase in size. Remains open on North side with no increase. Squirrels and nesting birds are present within the stem and crown of the tree. This is a superb tree for wildlife habitat and ecological diversity.

Trunk and stem

The trunk has one stem cavity visible at 2.5m/3m on eastern side less than 10cm in diameter which contains a squirrel dray. Acoustic hammer testing revealed no significant increase in hollowing of stem around the cavity. On the East/southeast side of the tree the radial crack extending down to 1.5m above ground level from the major supporting limb junction and extending down to between buttresses close to ground level on west/north west side. On this side the crack goes down to ground level from major limb junction and is open for the first 0.75m. Whilst appearing fused above this there is some open element to the crack at 1.25m above ground level. There is also minor bark necrosis on stem.

Crown area

The crown has good foliage density and condition with normal leaf size. Some deadwood is present but only 3 – 4 significant pieces are visible from the ground.

Target

The main target areas if failure was to occur would be the footpath, the road and the pavement. These would only be targets if catastrophic tree collapse were to occur which due to management plan and species of tree is highly unlikely. Usage is frequent with moderate occupancy but regular occupancy at certain times of day.

Management Recommendations

Secondary prune specification (phase 2)

Now that the original pruning specification has been carried out and that the trees response to the newly protected rooting medium and to halo pruning (halo pruning,



Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

Lonsdale, 2013) has been examined, the second phase of pruning is specified below:

- 1) **Immediate works:** Within 1 year of survey reduce 3-4 large sections of deadwood visible from the ground to less than 4m in length where <15cm diameter and to less than 2m in length where >15cm diameter.
- 2) **Phase 2 prune:** To be carried out in 2020 mid-late summer/ late winter before leaf fall. Reduce tree height by at least 4m and radial crown spread on the tree's eastern and western sides by at least 2m and the tree's northern side by 1m and on the southern side by 1.5. Primarily through drop-crotching longer branches back to junctions with smaller length strong branches or where this is not possible cutting back to strong growth points.
 - **Height reduction:** 4m
 - **Lateral reduction:** N: 1m S: 1.5m W: 2m E: 2m
- 3) **Next survey:** 2021, spring summer 1yr after phase 2 prune.
- 4) **Additional Suggestions:** Register the tree with the Ancient tree forum and the woodland tree register. It could be publicised as a Local tree of interest; produce leaflets; a good demonstration that the council is conserving and enhancing biodiversity. It may also be worth looking into whether funding may be possible for future management under any of the above groups. This is also a good example of the council meeting ecological requirements.

Conclusion

Continued management of the tree and the surrounding root medium area in accordance with this survey report and the original inspection report ref: DKS/248 is recommended to retain the tree safely and in the best physiological condition possible. The tree is a significant amenity feature of the area and with the right management can remain so for hundreds of years to come.



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**Tree Safety and Condition Inspection of English oak,
Earles Meadow, North Horsham, West Sussex**

May 2015

Surveyor & Report Author: DK-Spall FDS Sc (Arb.), MArborA, BSc (Hons) Ecol.

DKS/248

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1.0. Introduction

Strutt Tree Care has been commissioned by North Horsham Parish Council to carry out an inspection of an English oak located to the north of the Earles Meadow access road and south of the scrub and meadow area. A location plan with the tree plotted on it is provided at Appendix 1. Names and dates in brackets refer to peer reviewed published material with author names, dates and titles provided in the 'References' section.

Inspection was aided by hand lens, binoculars, diameter tape, drag tape, laser range finder, clinometer, compass, knife, probe, high powered torch, acoustic hammer, pick axe, spade and trowel. A limited aerial inspection was also carried out to areas where morphological features indicative of structural vulnerabilities required close-up investigation. No specialist high technology devices were utilised such as ultrasound decay mapping machines. Assessment is based upon professional qualifications and knowledge, and published professional guidance/recommendations and legislation. The survey was carried out on 30 April 2015; weather conditions were good and therefore did not impede the survey.

1.1. Risk Assessment/Health and Safety Legislation

Although the potential risk to someone passing beneath a tree when the tree or part of it fails is relatively remote, the risk is present. This increases significantly in areas of consistent and regular usage on a year round basis, such as pedestrian and vehicular highways and amenity areas. Where static structures exist, the risks become constant and an assessment should be made as to whether complete or partial failure of a tree could cause damage to such structures. Buildings and drainage constructed without taking into account the location of nearby trees and other woody plants may also be damaged through root pressure and ground movement, roots can also be significantly damaged by construction activities potentially detrimentally impacting on a significant portion of the tree. Frequent use of areas including by foot traffic and ground maintenance machinery can cause sufficient ground compaction to detrimentally affect root function and accordingly general tree condition. Within the scope of any tree survey it is a fact that not all risks of stem or crown failure can be covered, particularly in relation to freak occurrences of weather when even trees of a sound condition can be the subject of structural failure. Trees also have the rare propensity to drop limbs that appear to be in an acceptable condition. These rare occasions have been known to occur in spring and summer on calm days. Although rare, trees shedding limbs should be acknowledged as a risk that cannot be entirely mitigated. The law requires that properties are retained safely for residents, visitors and neighbours (Occupiers Liability Act, 1957/84, Defective Premises Act, 1972 and as Common Law Duty of Care) this includes the reasonable care of trees.

2.0. Inspection Findings

The tree has been historically generally managed through light pruning including an operation within the last 10 years. Sensitive management carried out thus far has helped to ensure that the tree has maintained good vitality. However due to age and progressive structural vulnerabilities crown growth is becoming over extended to the east, south and west. Also the tree's height is putting significant lever arm stress on failing junctions. The development of poor secondary branch to primary branch/limb and poor branch/limb junction form known as aspect ratio (Gilman, 2011) is resulting in a crown vulnerable to structural failure. Bracing (>half a dozen braces) in conjunction with pruning has ensured the prevention of structural failure however the safe life expectancy of the braces in place, including 2 steel braces may be exceeded and excessive crown size/weight and poor structural form means bracing can now not be relied upon. Foot traffic and grounds maintenance within the tree's rooting medium is causing compaction to the ground and could lead to root death and poor general condition however the tree currently retains good vitality. Improvements to the tree's surrounding rooting medium would help to provide an environment which helps support the tree's safe and sustainable long term retention. Removal of the nearby mature (approximately 20m height with small compact crown) English oak would allow more light and improve photosynthesis capability physiologically benefitting the tree (halo effect, *Lonsdale, 2013*).

Any potential hazards from the tree could present a risk to useable areas within a 30 metre (m) radius. Regular management of the crown and improving rooting medium conditions can help retain the tree safely and in good physiological condition. The tree has veteran status meaning it is reaching its final life phase but perhaps it's longest; trees that reach the veteran phase are genetically predisposed to live longer than the species average age and appropriately managed can live for many hundreds of years. The tree provides significant amenity and it should be possible to manage the tree safely for many years to come. Table 1 provides a summary of tree size and condition.

Table 1: Tree Size and Condition

Species	Height (m)	Tree Trunk Diameter (mm)	Branch Spread Cardinal Points (m)	Age	Condition
English oak (<i>Quercus robur</i>)	34	1700	N:5 E:11 S:12 W:12	Veteran	Physiological: Average - good; Structural: Poor

2.1. Roots and Basal Trunk Area

Surface roots close to the trunk show evidence of mower/strimmer damage however incipient decay is not present. The tree's good bud/foilage density and lack of die-back is also indicative of roots that are not significantly colonised by decay damaging

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fungi or other pathogens which could have resulted from physical root damage. An optimal rooting medium area for critical root function should extend radially from the tree's centre in all directions by at least 15m (fig 1) providing an undisturbed rooting medium of 707m², currently soil within this area supports closely mown grass and is subject to a level of ground compaction. Ground amelioration (Appendix 2) would help significantly in improving root function and accordingly sustainable tree physiological condition. The basal trunk area was well buttressed, indicative of age and the laying of structural reaction wood. Sinuses between buttresses contained sound wood with no frictional damage or decay. No pathogenic colonisation was visible within the rooting medium, surface roots or basal trunk area e.g. fungal fruiting bodies or significant pathogenic decay.

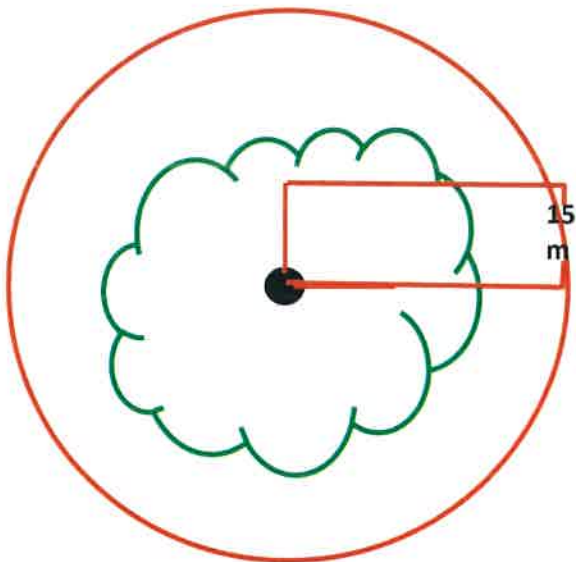


Fig 1: Optimal root medium area

2.2. Trunk/stem area

The stem has developed some fluting up from the buttress roots which however do not connect to the crown break junctions of the larger crown supporting limbs; these areas can be vulnerable to radial cracking potentially extending into the crown break junction above and sinuses between buttresses below. Significant cracking has developed at the crown break junctions and there are morphological indicators (ribbing and indentations) that radial cracking extends downward into the trunk; down to 1.5m above ground level on east/south east side and extending down to between buttresses close to ground level on west/north west side. A small crack extends slightly into the trunk from an old wound on the tree's southern side and a hollow has developed behind a woodpecker hole (currently containing a squirrel dray) with decay extending downwards in typical fashion where it becomes narrower the further away it is from the original wound. The woodpecker hole is located on the tree's eastern side on the trunk just below the crown break, probing and hammer testing revealed sound wood around the cavity area limiting the spread of decay with a relatively strong limb junction above the woodpecker hole. Acoustic hammer testing

revealed a good depth of sound wood in the residual trunk wall around the cavity. There is also a small cavity just below the crown break on the northern side.

Rippling present on the trunk is indicative of limited structural failure known as fibre buckling. Low level epicormic shoot/branch growth on the stem is indicative of structural stress with delamination and cracking breaking the dormancy of buds imbedded within the bark but also typical of veteran trees retrenching into a smaller crown where light permits dormant bud burst (Lonsdale, 2013).

There are a number of features indicating that the trunk is vulnerable to structural failure requiring appropriate management to prevent failure occurring. No pathological colonisation was visible.

2.3. Crown Area

There is evidence of the tree's crown being regularly pruned, estimated to have been carried out within the last 10 years. The pruning has been sensitive ensuring the retention of high levels of resources and through the reduction of branch/limb lever arm pressure in conjunction with the bracing present, has prevented catastrophic structural failure. Epicormic growth within the crown is indicative of stress but also indicative of veteran tree crown retrenchment, increases in light through the crown would further benefit further epicormic development. The trunk breaks into 3 main crown supporting limbs at approximately 3m above ground level (agl), the most southerly becomes multi limbed at 5m agl, the most easterly becomes co-dominant at 5m agl and the central limb becomes co-dominant at 8m agl. There is poor branch to limb and limb junction aspect ratio throughout the crown particularly at the crown break junctions. Below optimal branch/limb junction aspect ratios and lever arm pressure has resulted in significant cracking at the crown break junctions; significant crack extending into the trunk on the west/north west side, with a nearby limb junction crack just above and significant crack on the east/south east side also extending into the trunk and close to the woodpecker hole and cavity. Junction of the lowest limb extending out to the north east of the northern side of the tree is showing morphological signs of radial cracking (ribbing). All of the major cracks are braced but many of the branches and limbs showing potential indicators of failure are not. Whilst bracing has contributed to prevent catastrophic structural failure, it has in part not stopped cracking as it has concentrated directional limb movement causing torsional cracking. There are also a small number of crossing branches in the crown where continued pressure and rubbing has resulted in sub-optimal growth form resulting in structural vulnerability at notch stress points.

Bud density was good, leaf condition and size throughout the year will provide a fuller indicator of tree vitality. Approximately 5% of the crown contains deadwood, the vast majority to the north and some internally linking branch death to the lack of light from competing branches and the adjacent mature oak to the north.

No pathological colonisation was visible.

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3.0. Recommendations

The tree has good vitality presently but as with all trees at this life stage there is a large amount of static mass (wood) with a relatively small amount of dynamic mass (absorptive roots, buds, foliage and sap wood). The tree is structurally vulnerable but heavy pruning would result in the loss of too much dynamic mass (*tree's pension system*) potentially resulting in a mortality spiral. Retaining the tree at its current size is also not sustainable due to the extent of cracking and lever arm pressure meaning bracing should not be relied upon to retain the tree's structural integrity. However bracing in combination with a veteran tree management programme is appropriate to manage the tree in a safe and sustainable way in the long term, with the amount of bracing reduced as the tree's size is sensitively reduced over a long period of time. Improving the tree's rooting medium will also help to maintain/improve the tree's physiological condition.

3.1. Above Ground Management

The tree should be cyclically pruned to reduce the crown size based on lessening lever arm pressure and epicormic branch growth generation. Sensitive cyclical pruning it is estimated will reduce the tree height size down to less than 20m with a radial branch spread from the centre of the tree to less than 8m over a period of 30 – 40 years. Tree size should be directed by radial crack occlusion and the developing retrenching crown size. Pruning should ordinarily be carried out towards the end of winter and before spring growth however due to the tree's structural vulnerabilities it is recommended that pruning and bracing work takes place no later than late summer. The initial pruning recommendation is:

Reduce tree height by at least 3m and radial crown spread on the tree's eastern, southern and western sides by at least 3m. Primarily through drop-crotching longer branches back to junctions with smaller length strong branches or where this is not possible cutting back to strong growth points.

Crossing branches with obvious notch stress points should be reduced back to below the contact point, where growth points are available or if not back to the parent branch/limb where the diameter cut is less than 100mm. Where neither of these options is available the size of the branches should be reduced back to available growth points.

Deadwood should be retained where possible (important ecological resource) however all retained deadwood should be less than 4m in length where <15cm diameter and less than 2m in length where >15cm diameter. Deadwood should be made safe where it falls outside of these parameters.

Fell to ground level (halo pruning, *Lonsdale, 2013*) the mature oak adjacent and to the north.

Current cable bracing should be replaced by a new dynamic polypropylene (or similar industry approved material) bracing system for diameter branch sizes up to 40 centimetre (cm) and 40 – 60cm dependent upon where they are placed in the tree. Steel cables should be left in situ and old material cable braces carefully removed. Placement should be similar to current placement of cable braces but where possible higher in the crown; ideally higher than half the length of the limbs the braces are to be attached to. The smaller crack above the major crack on the west/north west side of the tree requires an extra brace (up to 40cm diameter size) to prevent further cracking and aid occlusion of the crack. Bracing should be colour coded with the colour linked to the year of implementation in order that safe useful life expectancy of braces can be recorded. The exact positioning of cables and cable type will be decided by guidance of this document and during operational assessment

The initial prune will reduce lever arm pressure but also increase light into the internal crown area and northern crown area (felling of adjacent tree) increasing overall photosynthetic crown spread potential, stimulating epicormic growth and benefitting natural crown retrenchment. The use of a dynamic cable brace system in conjunction with cyclical 5 – 7 yearly pruning will help retain the tree safely whilst providing enough movement for reaction wood and wound wood to develop strengthening structure and occluding cracks. Tree work must accord with the relevant British Standard 'BS3998, *Tree Work Recommendations (2010)*'.

3.2. Rooting Medium Management

The critical root medium around the tree has become compacted and eventually is likely to impact on good root functioning. Compacted soil could be ameliorated through simple hand de-compaction methods which avoid root damage which occurs through more invasive methods. A specification for ground amelioration is at Appendix 2.

A number of options are available to prevent future ground compaction of the critical root medium area in conjunction with the soil being de-compacted:

- Remove the majority of grass in sections over a 4 year period (north followed by east, then south and then west) and mulch areas with composted bark mulch to a depth of 150mm to retain ground moisture, prevent other vegetative growth and minimise ground compaction;
- Remove the majority of grass in sections over a 4 year period (north followed by east, then south and then west) and sow each area with native wild flower seed mix of species indicative of the area. The area may still be subject to foot traffic and grounds maintenance but less than is currently under a closely mown grass management regime.
- Let scrub vegetation succeed around the tree protecting the ground from foot traffic and once scrub has established manage annually to prevent it becoming too unkempt

Grass removal specification can be found at Appendix 2. Utilising any of the 3 above options can facilitate the development of ground biotic relationships with the trees rooting system of great benefit to the tree's physiological condition and according sustainable retention. An information plaque could perhaps be erected at the edge of the rooting medium area with the tree's approximate age on it and why it is best to leave the rooting medium area left undisturbed.

3.3 On-going Surveys

This report has recorded the findings of a detailed inspection and provided detailed long term management recommendations. The tree will still need to be regularly surveyed but with the exception of freak occurrences of weather and/or accident to a lesser degree of detail. Future surveys can be of a more basic visual assessment utilising this survey as a point of reference.

Due to the current structural condition of the tree it is recommended that the tree is surveyed mid – late summer 2016 to assess the impact of any work recommendations implemented and to survey for pathogenic colonisations.

Dependent upon the findings of this survey, it is likely that surveying can then revert back to a quinquennial (5 yearly) survey which should be of a visual assessment nature and providing recommendations for the progressive crown retrenchment and brace reduction management.

4.0. Conclusion

Management of the tree and the surrounding root medium area in accordance with this report is recommended to retain the tree safely and in the best physiological condition possible. The tree is a significant amenity feature of the area and with the right management can remain so for 100s of years to come.

Appendix 1 Tree Plan



<p>Title Tree Inspection of English oak @ Earles Meadow</p> <p>Client North Horsham Parish Council</p> <p>Drawn by David Kavanagh-Spall</p> <p>Date 11 May 2015</p> <p>Reference DKS/248</p>	 <p>STRUTT Tree Care</p> <p>Tree surgery • Hedging • Fencing</p>
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Appendix 2 Ground Amelioration

De-compaction of Compacted Ground

Insert a garden fork into the ground every 2 metres width and length wise in an area at least 15m radially distant from the centre of the tree's stem starting from a distance 4m from the centre of the tree's stem in order to avoid damaging structural roots. The fork should then be levered back and forth to loosen the soil but no digging or turning over of the soil should take place.

Grass Removal by Hand

Lightly drag a toothed digger bucket (light weight tracked digger; <3 ton) over the grass starting from a distance of 4m from the tree trunk and extending out radially 15m and then remove grass by hand and spade. In removing grass by spade the spade should only be inserted up to a maximum depth of 50mm, then laid horizontally and turf loosened and removed. It is important to carry out work sensitively and to remove the majority of the grass in sections, removing the majority of the grass over a four year period so as to have the minimum impact on roots as possible. Where grass is being removed, de-compaction should take place post grass removal.

References

British Standard Institute. (2010). British Standard 3998 Tree Work Recommendations, British Standard Institute

Lonsdale, D. (2013). Ancient and other veteran trees: further guidance and management, The Tree Council

Gilman, E. F. (2011). An Illustrated Guide to Pruning, Delmar

Strutt Tree Care

Visual Tree Assessment (VTA) of English oak @ Earles Meadow North Horsham, May 2018.
To be read in conjunction with the original tree inspection and report from May 2015 Ref: DKS/248.

Appendix 1: Adapted Beaufort Scale

Beaufort Force	Description	Specification	Speed		
			Knots	kmph	mph
0	Calm	Smoke rises vertically.	Less than 1.	Less than 1.	Less than 1.
1	Very light	Direction of wind shown by smoke drifts but not wind vanes.	1 - 3	1 - 5	1 - 3
2	Light breeze	Wind felt on face, leaves rustle, wind vane moved by wind.	4 - 6	6 - 11	4 - 7
3	Gentle breeze	Leaves and small twigs in constant motion, flags unfurl.	7 - 10	12 - 19	8 - 12
4	Moderate breeze	Wind raises dust and loose paper, small branches move.	11 - 16	20 - 29	13 - 18
5	Fresh breeze	Small trees in leaf start to sway.	17 - 21	30 - 39	19 - 24
6	Strong breeze	Large branches in motion, whistling in telegraph wires, umbrellas used with difficulty.	22 - 27	40 - 50	25 - 31
7	Near gale	Whole trees in motion, inconvenient to walk against wind.	28 - 33	51 - 61	32 - 38
8	Gale	Twigs break from trees, difficult to walk.	34 - 40	62 - 74	39 - 46
9	Strong gale	Slight structural damage occurs, chimney pots and slates removed, and branches break from trees.	41 - 47	75 - 87	47 - 54
10	Storm	Widespread damage.	48 - 55	88 - 101	55 - 63
11	Violent storm	Widespread damage.	56 - 63	102 - 107	64 - 73



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PROPERTY COMMITTEE MEETING – 16th August 2018

APPENDIX E – Agenda Item 13b

A map and photographs will be circulated at the meeting.

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Subject: Bus Shelter request, Rusper Road (Holbrook East).

Dear Chairman (Property Committee),

I am writing to ask the Committee to consider a request for a bus shelter on Rusper Road, near the junction with Brook Road at the 200-bus stop going north along Rusper Road on its route back into Horsham town centre.

The need is not just mine, it is a community need as I and others have in turn either melted in the heat or been soaked by pouring rain waiting for a bus that has of late become highly irregular in its timings.

Lately Holbrook East has been required to suffer a housing development of 58 dwellings on land off of Jackdaw Lane, this development as you will already know is in exchange for Holbrook not having to suffer Horsham Football Club's new ground.

As to the matter of funding/financing of this requested bus shelter, one would hope that some Section 106 monies could be found from this or other housing developments in North Horsham.

I and the community off of Rusper Rd thank you in advance for considering this matter, we look forward to what we hope is a positive decision in the very near future.

