

**NORTH HORSHAM PARISH COUNCIL**  
**PROPERTY COMMITTEE – THURSDAY 18<sup>th</sup> OCTOBER 2018**  
**COMMITTEE REPORT**

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**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 branch that had snapped off of one of the Silver Birch trees at the front of Holbrook Tythe Barn was removed and urgent remedial work required to make the tree safe has been carried out.
- Representatives from the Forestry Commission recently inspected oak trees on Earles Meadow to check for any evidence of Oak Processionary Moths. These had been found nearby and the Forestry Commission were checking to see if there were any signs of spread. These moths can cause skin irritations and breathing problems in humans and animals. No evidence was found of the Oak Processionary Moth caterpillar in the North Horsham survey area. Our tree wardens have been signposted to information about the insects and asked to remain vigilant.

**6. Finance**

See Appendix A.

**Recommendations:**

- a) To note the Committee Budget to 30<sup>th</sup> September 2018
- b) To put forward a forecast for 2018/19 and budget for 2019/20
- c) To consider potential projects for 2019/20.

**7. Completed Works**

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

- (a) **Roffey Millennium Hall**
  - (i) Roof has been repaired
  - (ii) Lift has been serviced and remedial work identified
- (b) **Holbrook Tythe Barn**
  - (i) Pipes in Barn end of building have been boxed in
  - (ii) The Barn has been decorated and other areas in the building tidied up/made good
- (c) **North Heath Hall**
  - (i) Rooms 1 and 4 have been decorated
- (d) **Tree Works**
  - (i) Silver Birch located adjacent to Cherry Tree Walk- remedial health and safety work completed
  - (ii) Contorted Willow located adjacent to Amberley Road - remedial health and safety work completed
  - (iii) Silver Birch in front of Holbrook Tythe Barn – broken branch removed and remedial health and safety work completed

**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 and service (awaiting quote, will be in the region of £1,000 to come from Repair and Renewals EMR
  - (ii) Decorating North and South halls (over Christmas holiday)
  - (iii) Lightening Conductor to have annual service and test
  - (iv) Partition wall to be serviced
- (b) **North Heath Hall**
  - (i) Partition wall to be serviced and non-urgent repair carried out
- (c) **Earles Meadow**
  - (i) Boardwalks to be fixed
  - (ii) Removal of 3-4 large sections of deadwood from the Mature Oak tree
- (d) **Play Areas**
  - (i) Quotes are being obtained for the remedial work as recommended by RoSPA. This includes repair to some wet pour surfaces and repair of the Zip Wire at Holbrook Tythe Barn (see Agenda item 12).

**Recommendation:**

**To note on-going works.**

**9. Tree Work**

See Appendix B

a) **Trees along eastern border of Holbrook Tythe Barn**

Requests have been received from two residents whose properties border the eastern perimeter of land at Holbrook Tythe Barn to cut back trees and vegetation along the boundary.

A quote of £420 has been received to cut back all vegetation to the boundary line to reduce overhang at one of the properties. It is reasonable to assume that the cost for doing comparable work to the other property will be a similar amount. A ball park figure for cutting back vegetation along all the eastern boundary which borders onto houses has been requested. It is hoped to present this at the meeting.

b) Tree at Earles Meadow

A resident has reported what he considers to be a dangerous tree in front of his property at Earles Meadow.

A tree surgeon has inspected the tree and his conclusion is as follows:

*1 x willow tree (in front of XX & YY Earles Meadow). Due to a fair amount of squirrel damage and signs of die back in the tips of the crown I would recommend a 4m reduction back to the point previously reduced to. Though not immediately dangerous I feel the works would prevent further deterioration and due to it over hanging a footpath and possibility of branches snapping out. Quote - £360*

**Recommendation: To consider the quotations for the tree works listed above.**

## 10. Street Lights

See Appendix C

A lot of work has been done in recent months to correctly identify which street lights in North Horsham are owned by the Parish Council and the type of lamps that are currently operating. Anomalies had been found in the list which was being used which dated back to 2009. The finalised master list can be found in Appendix C.

The light that is in a drying area of Fiennes Court was originally on a footpath on Peary Road but was enclosed when the Court was built. The street light appears to serve no purpose and the lamp itself has been shot out at by an air rifle.

***The recommendation from the contractor is to either remove the entire column at a cost of £1,246 + VAT or fit a new lower lever LED lamp at a cost of £325 + VAT.***

The posts are all made of galvanised steel and are currently unpainted. In order to protect them it is recommend that they are painted, ideally in one colour (blue?) to make identification easier. They would all be re-numbered at the same time.

***The cost to have all the columns painted and renumbered would be £990 + VAT.***

It would be preferable to have the posts painted and renumbered in one go but this could be staggered over a number of years.

16 of the lights operate using a 35W Sox lamp. These were made obsolete last year and will no longer be available to order after early 2019. Given that most of our lanterns are approximately 40 years old it is recommended that the 35W Sox lamps are replaced with SL8 LED lanterns.

***The cost for this is £325 + VAT per lantern.***

Sox conversion lamps are available, but they have a high failure rate and given the age of our lamps it is not thought to be the best option. ***The cost for converting the lamps will be in the region of £125 + VAT per lantern but this will depend on what is required on an individual basis.***

More information about the above proposals can be found in Appendix C.

**Recommendation:**

- a) To agree the list of street lights owned by North Horsham Parish Council
- b) To consider what action to take regarding the street light in the drying area of Finnes Court
- c) To consider painting and renumbering all the street lights
- d) To consider converting the 16 existing 35W Sox lamps to SL8 LED lanterns

**11. Bus Shelters**

Several of the 9 bus shelters owned by the Parish Council are in need of general maintenance and repair.

It is suggested that a rolling programme of repainting the bus shelters is introduced on a basis of doing at least 2 per year.

The cost for the required maintenance and repainting two shelters at the junctions of North Heath Lane and Blenheim Road and North Heath Lane Heath and Way is £1,270 (including materials).

**Recommendation: To agree to carry out repairs on the bus shelters as required and repaint the shelters at the junction of North Heath Lane and Blenheim Road and North Heath Lane and Heath Way.**

**12. Holbrook Tythe Barn Play Area**

The matting underneath the Zip Wire has been torn for some time and with constant use is getting progressively worse.

This was identified as being a medium risk at the recent RoSPA inspection.

Two quotes have been received to undertake the repair work:

Quote 1 £928.29 +VAT  
Quote 2 £450

**Recommendation: To agree to the Zip Wire being repaired.**

**13. Earles Meadow – Amberley Road Watercourse/Culvert**

Concern had been raised previously by a resident about undergrowth covering part of the waterway which runs between Earles Meadow and Amberley Road. This was discussed at the previous committee meeting and a decision was deferred to see if further information could be obtained as it was thought that work had been carried out previously along the watercourse by Sothern Water.

Despite conversations with various organisations (including Southern Water and the Environment Agency) it has not been possible to find out if any work has been done in the area. It would seem that the responsibility lies with the land owner who is the Parish Council. The Environment Agency has advised that they would only cut back vegetation along a watercourse where there is a health and safety risk to their staff when working.

Our insurers have advised that given the comments from the Environment Agency, it would be best to leave as is, but to take steps to minimise any risk by putting up warning signs along the watercourse and possibly a message on our website.

**Recommendation:**

**To consider if action should be taken to clear the undergrowth around the watercourse/culvert between Earles Meadow and Amberley Road.**

**14. Grounds Maintenance Contract**

The current contract for grounds maintenance work comes to an end on 31<sup>st</sup> October 2018 (subject to confirmation).

A revised specification for the work will be circulated to a minimum of three companies who will be asked to submit quotes for a 2 and 3 year contract starting on 1<sup>st</sup> March 2019.

It is suggested that any urgent work required between the end of October 2018 and the beginning of March 2019 is carried out on an as needed basis.

**Recommendation:**

- a) **To note that the current contract for grounds maintenance work comes to an end on 31<sup>st</sup> October 2018 (subject to confirmation)**
- b) **To agree that any ground maintenance work required between 31.10.18 and 28.02.19 will be carried out as required on an ad hoc basis.**

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

Following a decision related to hirers' insurance by the Parish Council the following clause needs to be added to the Terms and Conditions of Hire.

**Recommendation: To approve inserting the following sentence under clause 16: Small non-constituted groups that meet as a group of friends to enjoy activities of mutual interest will be covered by the Parish Council's Public Liability Insurance.**

**16. Policy and Conditions of Hire in Relation to Multi Courts**

The Policy and Conditions of Hire for the Multi Courts need to be brought into line, as appropriate, to the Policy and Condition of Hire in Relation to Council Owned Premises.

**Recommendation: To approve, where appropriate, bringing the document in line with that relating to Parish Council Owned Premises.**

**17. Metal Detecting**

A request has been received from a local resident for permission to carry out metal detecting on Parish Council owned land.

It would appear that most Parish and District Councils rarely permit metal detecting unless it is part of an organised archaeological dig. This is because of the necessity for accurate recording of information in order to enable historical remains to build up a larger picture of a specific area.

If a Parish or District Council does allow metal detecting, it requires for permits and written permission to be obtained which would involve the Parish Council in extra work and be very difficult to police.

**Recommendation:**

- a) **To consider a request from a member of the public to carry out metal detecting on land owned by the Parish Council.**
- b) **To approve amending the Open Spaces Policy to incorporate a clause about metal detecting.**

**18. Winter Maintenance Plan.**

**See Appendix D**

**Recommendation: To agree the 2018/19 Winter Maintenance Plan.**

**19. Date of next meeting**

**Recommendation: To note the next meeting to be held on Thursday 6<sup>th</sup> December 2018.**

**Vivien Edwards - Deputy Clerk to the Council  
12<sup>th</sup> October 2018**

## PROPERTY COMMITTEE - AGENDA ITEM 6

Finance Report to show expenditure to 30<sup>th</sup> September 2018Period covering 1<sup>st</sup> April 2018 to 30<sup>th</sup> September 2018Funding at 30<sup>th</sup> September 2018

|   |                |
|---|----------------|
| Precept (full year)                                   | 319,943        |
| Environmental Grant (six months instalment received). | 4,918          |
| <b>Total</b>  | <b>324,861</b> |

Income to 30<sup>th</sup> September 2018

| Cost Centre            | Actual Income  | Annual Budget  | Expected income from 1 <sup>st</sup> April 2018 – 30 <sup>th</sup> September 2018 ie budget divided by 2. |
|------------------------|----------------|----------------|---|
| Admin                  | -160           | 150            | 75  |
| Allotments             | 525            | 765            | 765*  |
| Bus shelter payment    | 150            | 0              | 0   |
| North Heath Hall       | 31,359         | 61,400         | 30,700  |
| Holbrook Tythe Barn    | 17,824         | 28,840         | 14,420  |
| Multi Court Lettings   | 8,642          | 17,510         | 8,755   |
| Roffey Millennium Hall | 43,413         | 74,700         | 37,350  |
| <b>Total</b>           | <b>101,753</b> | <b>183,365</b> | <b>92,065</b>   |

Expenditure to 30<sup>th</sup> September 2018

| Cost Centre                   | Actual Expenditure | Annual Budget  | Expected expenditure from 1 <sup>st</sup> April 2018 – 30 <sup>th</sup> September 2018 ie budget divided by 2. |
|-------------------------------|--------------------|----------------|--|
| Admin                         | 26,429             | 57,715         | 28,858   |
| Grants                        | 3,600              | 10,000         | 5,000  |
| Burial                        | 3,365              | 6,500          | 3,250  |
| Personnel                     | 141,897            | 285,793        | 142,897  |
| Planning, Env, Trans          | 0                  | 2,250          | 1,125  |
| Allotments                    | 267                | 1,350          | 675  |
| Amenity, Recs and Open Spaces | 13,702             | 51,507         | 25,753   |
| North Heath Hall              | 12,165             | 26,093         | 13,046   |
| Holbrook Tythe Barn           | 11,485             | 21,882         | 10,941   |
| Roffey Millennium Hall        | 15,521             | 37,731         | 18,865   |
| <b>Total</b>                  | <b>228,431</b>     | <b>500,821</b> | <b>250,410</b>   |

|                        |                  |                  |                  |
|------------------------|------------------|------------------|------------------|
| <b>Net expenditure</b> | <b>(126,678)</b> | <b>(317,456)</b> | <b>(158,345)</b> |
|------------------------|------------------|------------------|------------------|

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## Income

All buildings have exceeded the income that was expected even taking into account the reduction in hires in August for summer holidays. Bookings for the remainder of the year are at a constant level and bookings for the New Year are starting to come in.

The income from the multicourts is good bearing in mind that there is often a lull during the summer months. 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 1<sup>st</sup> 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.

## Expenditure

Expenditure for the six month period is £228, 431 against a budget of £500, 821. This is lower than anticipated. The reasons for the difference 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 is [paid in two instalments in September and March, so whilst expenditure appears lower than expected, it will even out over the year.

Burial charges are paid quarterly to HDC, two invoices have been received for this year so far. It is projected that the full cost for the year will be £6,730.

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 30<sup>th</sup> September 2018. Expenditure remains lower than expected, especially in light of only setting aside 1% rather than 2% for pay increases 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. However, decorating has been completed at Holbrook Tythe Barn and North Heath Hall. Roffey Millennium Hall will be decorated over the Christmas shut down.

Pauline Whitehead 04.10.18

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Month No : 6

## Cost Centre Report

|            |  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------------|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <b>301</b> | <b>Allotments</b>                      |                        |                       |                          |                          |                    |
| 4012       | Water Rates                            | 30                     | 200                   | 170                      |                          | 170                |
| 4102       | Allotment Rent                         | -13                    | 300                   | 313                      |                          | 313                |
| 4200       | Grass cutting                          | 250                    | 750                   | 500                      |                          | 500                |
| 4259       | Allotment Maintenance                  | 0                      | 100                   | 100                      |                          | 100                |
|            | Allotments :- Expenditure              | <b>267</b>             | <b>1,350</b>          | <b>1,083</b>             | <b>0</b>                 | <b>1,083</b>       |
| 1050       | Allotment Rents                        | 525                    | 765                   | -240                     |                          | 0                  |
|            | Allotments :- Income                   | <b>525</b>             | <b>765</b>            | <b>-240</b>              |                          |                    |
|            | <b>Net Expenditure over Income</b>     | <b>-258</b>            | <b>585</b>            | <b>843</b>               |                          |                    |
| <b>302</b> | <b>Amenity, Recs &amp; Open Sp</b>     |                        |                       |                          |                          |                    |
| 4019       | Window Cleaning                        | 300                    | 2,346                 | 2,046                    |                          | 2,046              |
| 4200       | Grass cutting                          | 8,659                  | 19,417                | 10,758                   |                          | 10,758             |
| 4250       | Bus Shelter Repairs                    | 108                    | 2,000                 | 1,892                    |                          | 1,892              |
| 4251       | Play Area & M Crts Maint               | 778                    | 8,000                 | 7,222                    |                          | 7,222              |
| 4252       | Open Spaces                            | 1,111                  | 9,000                 | 7,889                    |                          | 7,889              |
| 4253       | Litter Warden/Clearance                | 0                      | 650                   | 650                      |                          | 650                |
| 4254       | Community Services - Dog Bins          | 1,178                  | 2,000                 | 822                      |                          | 822                |
| 4255       | Street Lighting - Maint/Supply         | 648                    | 4,500                 | 3,852                    |                          | 3,852              |
| 4258       | Multicourts Maintenance                | 830                    | 2,494                 | 1,664                    |                          | 1,664              |
| 4260       | Workshop                               | 0                      | 100                   | 100                      |                          | 100                |
| 4302       | Notice Board Maintenance               | 90                     | 1,000                 | 910                      |                          | 910                |
|            | Amenity, Recs & Open Sp :- Expenditure | <b>13,702</b>          | <b>51,507</b>         | <b>37,805</b>            | <b>0</b>                 | <b>37,805</b>      |
| 1008       | Miscellaneous Income                   | 150                    | 0                     | 150                      |                          | 0                  |
| 1100       | Grants Received                        | 4,918                  | 9,691                 | -4,773                   |                          | 0                  |
|            | Amenity, Recs & Open Sp :- Income      | <b>5,068</b>           | <b>9,691</b>          | <b>-4,623</b>            |                          |                    |
|            | <b>Net Expenditure over Income</b>     | <b>8,633</b>           | <b>41,816</b>         | <b>33,183</b>            |                          |                    |
| <b>401</b> | <b>North Heath Hall</b>                |                        |                       |                          |                          |                    |
| 4011       | NNDR                                   | 3,744                  | 6,234                 | 2,490                    |                          | 2,490              |
| 4012       | Water Rates                            | 312                    | 926                   | 614                      |                          | 614                |
| 4014       | Electricity                            | 1,215                  | 2,575                 | 1,360                    |                          | 1,360              |
| 4015       | Gas                                    | 459                    | 2,000                 | 1,541                    |                          | 1,541              |
| 4016       | Cleaning Materials                     | 452                    | 1,300                 | 848                      |                          | 848                |
| 4017       | Refuse Bin Clearance                   | 816                    | 832                   | 16                       |                          | 16                 |
| 4018       | Sanitary Waste                         | 105                    | 185                   | 80                       |                          | 80                 |
| 4019       | Window Cleaning                        | 160                    | 370                   | 210                      |                          | 210                |
| 4034       | Maintenance - Electrical               | 747                    | 2,000                 | 1,253                    |                          | 1,253              |

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Month No : 6

## Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4035 Maintenance - Elect Eqp Insp         | 0                      | 1,360                 | 1,360                    |                          | 1,360              |
| 4036 Maintenance - General                | 665                    | 2,000                 | 1,336                    |                          | 1,336              |
| 4037 Maintenance - Fire Alarm Syt         | 410                    | 750                   | 340                      |                          | 340                |
| 4039 Maint - Intruder Alarm               | 774                    | 950                   | 176                      |                          | 176                |
| 4041 Maintenance - Fire Extg Insp         | 0                      | 150                   | 150                      |                          | 150                |
| 4042 Maintenance - Gas Boiler etc         | 187                    | 650                   | 464                      |                          | 464                |
| 4044 Maintenance - Partition Wall         | 350                    | 700                   | 350                      |                          | 350                |
| 4061 Legionella Testing                   | 115                    | 360                   | 245                      |                          | 245                |
| 4063 Maintenance - Plumbing               | 80                     | 750                   | 670                      |                          | 670                |
| 4065 Fire Prevention Sundries             | 0                      | 75                    | 75                       |                          | 75                 |
| 4066 Keyholder Services                   | 75                     | 426                   | 351                      |                          | 351                |
| 4500 Internal Redecorations               | 1,500                  | 1,500                 | 0                        |                          | 0                  |
| North Heath Hall :- Expenditure           | <b>12,165</b>          | <b>26,093</b>         | <b>13,928</b>            | <b>0</b>                 | <b>13,928</b>      |
| 1000 Hall Lettings                        | 31,359                 | 61,400                | -30,041                  |                          | 0                  |
| North Heath Hall :- Income                | <b>31,359</b>          | <b>61,400</b>         | <b>-30,041</b>           |                          |                    |
| <b>Net Expenditure over Income</b>        | <b>-19,194</b>         | <b>-35,307</b>        | <b>-16,113</b>           |                          |                    |
| <b>402 Holbrook Recreation Centre</b>     |                        |                       |                          |                          |                    |
| 4011 NNDR                                 | 2,044                  | 3,405                 | 1,361                    |                          | 1,361              |
| 4012 Water Rates                          | 334                    | 1,500                 | 1,166                    |                          | 1,166              |
| 4014 Electricity                          | 1,335                  | 3,090                 | 1,755                    |                          | 1,755              |
| 4015 Gas                                  | 195                    | 1,286                 | 1,091                    |                          | 1,091              |
| 4016 Cleaning Materials                   | 635                    | 1,000                 | 365                      |                          | 365                |
| 4017 Refuse Bin Clearance                 | 816                    | 832                   | 16                       |                          | 16                 |
| 4018 Sanitary Waste                       | 95                     | 185                   | 90                       |                          | 90                 |
| 4019 Window Cleaning                      | 150                    | 312                   | 162                      |                          | 162                |
| 4034 Maintenance - Electrical             | 1,174                  | 2,000                 | 826                      |                          | 826                |
| 4035 Maintenance - Elect Eqp Insp         | 0                      | 530                   | 530                      |                          | 530                |
| 4036 Maintenance - General                | 1,158                  | 2,000                 | 843                      |                          | 843                |
| 4037 Maintenance - Fire Alarm Syt         | 410                    | 556                   | 146                      |                          | 146                |
| 4039 Maint - Intruder Alarm               | 774                    | 935                   | 161                      |                          | 161                |
| 4041 Maintenance - Fire Extg Insp         | 0                      | 150                   | 150                      |                          | 150                |
| 4042 Maintenance - Gas Boiler etc         | 187                    | 500                   | 314                      |                          | 314                |
| 4061 Legionella Testing                   | 100                    | 350                   | 250                      |                          | 250                |
| 4063 Maintenance - Plumbing               | 0                      | 750                   | 750                      |                          | 750                |
| 4065 Fire Prevention Sundries             | 0                      | 75                    | 75                       |                          | 75                 |
| 4066 Keyholder Services                   | 75                     | 426                   | 351                      |                          | 351                |
| 4500 Internal Redecorations               | 2,003                  | 2,000                 | -3                       |                          | -3                 |
| Holbrook Recreation Centre :- Expenditure | <b>11,485</b>          | <b>21,882</b>         | <b>10,397</b>            | <b>0</b>                 | <b>10,397</b>      |

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Month No : 6

## Cost Centre Report

|      |                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|------|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 1000 | Hall Lettings                         | 17,824                 | 28,840                | -11,016                  |                          | 0                  |
| 1010 | Multi Court Lettings                  | 8,642                  | 17,510                | -8,868                   |                          | 0                  |
|      | Holbrook Recreation Centre :- Income  | <b>26,465</b>          | <b>46,350</b>         | <b>-19,885</b>           |                          |                    |
|      | <b>Net Expenditure over Income</b>    | <b>-14,981</b>         | <b>-24,468</b>        | <b>-9,487</b>            |                          |                    |
| 403  | <u>Roffey Millennium Hall</u>         |                        |                       |                          |                          |                    |
| 4011 | NNDR                                  | 3,888                  | 6,473                 | 2,585                    |                          | 2,585              |
| 4012 | Water Rates                           | 523                    | 1,235                 | 712                      |                          | 712                |
| 4014 | Electricity                           | 1,247                  | 5,000                 | 3,753                    |                          | 3,753              |
| 4015 | Gas                                   | 1,834                  | 6,000                 | 4,166                    |                          | 4,166              |
| 4016 | Cleaning Materials                    | 764                    | 1,390                 | 626                      |                          | 626                |
| 4017 | Refuse Bin Clearance                  | 1,622                  | 1,621                 | -1                       |                          | -1                 |
| 4018 | Sanitary Waste                        | 205                    | 185                   | -20                      |                          | -20                |
| 4019 | Window Cleaning                       | 365                    | 700                   | 335                      |                          | 335                |
| 4020 | Refreshment Sale Cost/Sundries        | 283                    | 500                   | 217                      |                          | 217                |
| 4034 | Maintenance - Electrical              | 787                    | 2,000                 | 1,213                    |                          | 1,213              |
| 4035 | Maintenance - Elect Eqp Insp          | 0                      | 750                   | 750                      |                          | 750                |
| 4036 | Maintenance - General                 | 756                    | 3,000                 | 2,244                    |                          | 2,244              |
| 4037 | Maintenance - Fire Alarm Syst         | 410                    | 515                   | 105                      |                          | 105                |
| 4039 | Maint - Intruder Alarm                | 774                    | 1,500                 | 726                      |                          | 726                |
| 4040 | Maintenance - Elevator                | 251                    | 750                   | 499                      |                          | 499                |
| 4041 | Maintenance - Fire Extg Insp          | 115                    | 150                   | 35                       |                          | 35                 |
| 4042 | Maintenance - Gas Boiler etc          | 886                    | 1,000                 | 114                      |                          | 114                |
| 4044 | Maintenance - Partition Wall          | 0                      | 500                   | 500                      |                          | 500                |
| 4061 | Legionella Testing                    | 120                    | 400                   | 280                      |                          | 280                |
| 4062 | Air Conditioning Maintenance          | 270                    | 309                   | 39                       |                          | 39                 |
| 4063 | Maintenance - Plumbing                | 345                    | 1,500                 | 1,155                    |                          | 1,155              |
| 4064 | Lightning Conductor Works             | 0                      | 227                   | 227                      |                          | 227                |
| 4065 | Fire Prevention Sundries              | 0                      | 100                   | 100                      |                          | 100                |
| 4066 | Keyholder Services                    | 75                     | 426                   | 351                      |                          | 351                |
| 4500 | Internal Redecorations                | 0                      | 1,500                 | 1,500                    |                          | 1,500              |
|      | Roffey Millennium Hall :- Expenditure | <b>15,521</b>          | <b>37,731</b>         | <b>22,210</b>            | <b>0</b>                 | <b>22,210</b>      |
| 1000 | Hall Lettings                         | 41,102                 | 72,100                | -30,998                  |                          | 0                  |
| 1004 | Equipment Sale/Sundry Income          | 775                    | 600                   | 175                      |                          | 0                  |
| 1006 | Refreshment Sale Income               | 823                    | 2,000                 | -1,177                   |                          | 0                  |
| 1008 | Miscellaneous Income                  | 713                    | 0                     | 713                      |                          | 0                  |
|      | Roffey Millennium Hall :- Income      | <b>43,413</b>          | <b>74,700</b>         | <b>-31,287</b>           |                          |                    |
|      | <b>Net Expenditure over Income</b>    | <b>-27,892</b>         | <b>-36,969</b>        | <b>-9,077</b>            |                          |                    |

5

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 30th September 2018

|                                | BALANCE<br>31.3.2016 | RESERVES<br>TRANSFER<br>31.3.2016 | BALANCE<br>1.4.2016 | EXPENDITURE<br>ACTUAL<br>01.04.2017 | INCOME<br>ACTUAL<br>31.03.2017 | BALANCE<br>31.03.2017 | TRANSFER<br>01.04.2017 | EXPENDITURE<br>ACTUAL<br>31.03.2018 | INCOME<br>ACTUAL<br>31.03.2018 | BALANCE<br>31.03.18 | EXPENDITURE<br>ACTUAL<br>30.09.18 | INCOME<br>ACTUAL<br>30.09.18 | BALANCE<br>30.09.18 | NOTE |
|--------------------------------|----------------------|-----------------------------------|---------------------|-------------------------------------|--------------------------------|-----------------------|------------------------|-------------------------------------|--------------------------------|---------------------|-----------------------------------|------------------------------|---------------------|------|
| 3100 GENERAL RESERVES          | 101744               | -24100                            | 77644               | 470391                              | 478024                         | 85277                 | -10000                 | 468953                              | 500189                         | 106513              | 204993                            | 426614                       | 328134              |      |
| <b> earmarked reserves</b>     |                      |                                   |                     |                                     |                                |                       |                        |                                     |                                |                     |                                   |                              |                     |      |
| 3200 REVENUE - VAT Contingency | 7955                 | 0                                 | 7955                | 0                                   | 0                              | 7955                  | 0                      | 0                                   | 0                              | 7955                | 0                                 | 0                            | 7955                |      |
| 3210 REPAIRS & RENEWALS        | 140666               | 20100                             | 160766              | 23736                               | 0                              | 137030                | 8000                   | 3144                                | 0                              | 139886              | 8646                              | 0                            | 131240              |      |
| 3220 ELECTION                  | 19950                | 0                                 | 19950               | 0                                   | 0                              | 19950                 | 0                      | 0                                   | 0                              | 19950               | 0                                 | 0                            | 19950               |      |
| 3250 DAMAGE                    | 4000                 | 0                                 | 4000                | 0                                   | 0                              | 4000                  | -4000                  | 0                                   | 0                              | 0                   | 0                                 | 0                            | 0                   | 3    |
| 3260 YOUTH PROVISION           | 0                    | 0                                 | 0                   | 0                                   | 0                              | 0                     | 0                      | 0                                   | 0                              | 0                   | 0                                 | 0                            | 0                   |      |
| 3270 ROFFEY YOUTH CLUB         | 5621                 | 0                                 | 5621                | 0                                   | 0                              | 5621                  | 0                      | 0                                   | 0                              | 5621                | 0                                 | 0                            | 5621                | 1    |
| 3280 PLANNING                  | 8000                 | 4000                              | 12000               | 3750                                | 0                              | 8250                  | 0                      | 215                                 | 0                              | 8035                | 0                                 | 0                            | 8035                |      |
| 3300 CAPITAL PROJECTS          | 4000                 | 0                                 | 4000                | 0                                   | 0                              | 4000                  | -4000                  | 0                                   | 0                              | 0                   | 0                                 | 0                            | 0                   | 3    |
| 3310 NEIGHBOURHOOD PLAN        | 0                    | 0                                 | 0                   | 0                                   | 0                              | 0                     | 10000                  | 0                                   | 0                              | 10000               | 0                                 | 0                            | 10000               | 4    |
| 3350 CAPITAL RECEIPT           | 25000                | 0                                 | 25000               | 0                                   | 0                              | 25000                 | 0                      | 0                                   | 0                              | 25000               | 0                                 | 0                            | 25000               | 2    |
|                                | 316936               | 0                                 | 316936              | 497877                              | 478024                         | 297083                | 0                      | 474312                              | 500189                         | 322960              | 213638                            | 426614                       | 535935              |      |

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

BUDGET 2019/20  
PROPERTY COMMITTEE

| EXPENDITURE - REVENUE |                                   | BUDGET 2018/19 | ESTIMATED TO 31.03.2019 | BUDGET 2019/20 |
|-----------------------|-----------------------------------|----------------|-------------------------|----------------|
| <b>HALLS SUMMARY</b>  |                                   |                |                         |                |
| 4011                  | NDR (Business Rates)              | 16,112         | 16,128                  | 16531          |
| 4012                  | Water Rates                       | 3,661          | 3,635                   | 3635           |
| 4014                  | Electricity                       | 10,665         | 10,825                  | 11015          |
| 4015                  | Gas                               | 9,286          | 9,786                   | 10212          |
| 4016                  | Cleaning Materials                | 3,690          | 4,190                   | 4332           |
| 4017                  | Refuse Clearance (HDC)            | 3,285          | 3,254                   | 3335           |
| 4018                  | Sanitary Disposals                | 555            | 600                     | 615            |
| 4019                  | Window Cleaning                   | 1,382          | 2,025                   | 2076           |
| 4020                  | Refreshment Sale Costs            | 500            | 600                     | 500            |
| 4034                  | Maintenance - electrical          | 6,000          | 6,000                   | 6,000          |
| 4035                  | Maintenance - electrical insp.    | 2,640          | 2,515                   | 1,680          |
| 4036                  | Maintenance - general             | 7,000          | 7,250                   | 7,000          |
| 4037                  | Maintenance - fire alarm          | 1,821          | 1,821                   | 1,835          |
| 4039                  | Maintenance - intruder alarm      | 3,385          | 2,322                   | 2,382          |
| 4040                  | Maintenance - lift                | 750            | 750                     | 750            |
| 4041                  | Maintenance - fire extinguishers  | 450            | 450                     | 450            |
| 4042                  | Maintenance - gas boiler          | 2,150          | 2,150                   | 2,150          |
| 4044                  | Maintenance - partition wall      | 1,200          | 1,500                   | 1,200          |
| 4061                  | Legionella Testing                | 1,110          | 1,090                   | 691            |
| 4062                  | Maintenance - air conditioning    | 309            | 300                     | 308            |
| 4063                  | Maintenance - plumbing            | 3,000          | 3,000                   | 3,000          |
| 4064                  | Maintenance - lightning conductor | 227            | 220                     | 227            |
| 4065                  | Fire Prevention Sundries          | 250            | 500                     | 750            |
| 4066                  | Keyholder Services                | 1,278          | 540                     | 555            |
| 4500                  | Re-decoration                     | 5,000          | 5,503                   | 6,000          |
|                       |                                   | <b>85,706</b>  | <b>86,954</b>           | <b>87,229</b>  |

BUDGET 2019/20  
PROPERTY COMMITTEE

| EXPENDITURE - REVENUE |                                   | BUDGET 2018/19 | ESTIMATED TO 31.03.2019 | NOTES ON 2018/19                        | BUDGET 2019/20 | NOTES ON 2019/20                                     |
|-----------------------|-----------------------------------|----------------|-------------------------|---|----------------|--|
| 403                   | ROFFEY MILLENNIUM HALL            |                |                         |   |                |  |
| 4011                  | NNDR (Business Rates)             | 6,473          | 6,480                   | 2.9% inflation                          | 6642           | 2.5% increase  |
| 4012                  | Water Rates                       | 1,235          | 1,235                   | 2.9% inflation                          | 1235           |  |
| 4014                  | Electricity                       | 5,000          | 5,000                   |   | 5125           | 2.5% increase  |
| 4015                  | Gas                               | 6,000          | 6,000                   |   | 6150           | 2.5% increase  |
| 4016                  | Cleaning Materials                | 1,390          | 1,390                   |   | 1425           | 2.5% increase  |
| 4017                  | Refuse Clearance (HDC)            | 1,621          | 1,622                   | 2.9% inflation                          | 1663           | 2.5% increase  |
| 4018                  | Sanitary Disposals                | 185            | 200                     | 2.9% inflation                          | 205            | 2.5% increase  |
| 4019                  | Window Cleaning                   | 700            | 990                     | 2.9% inflation                          | 1015           | 2.5% increase  |
| 4020                  | Refreshment Sale Costs            | 500            | 600                     | New crockery required                   | 500            |  |
| 4034                  | Maintenance - electrical          | 2,000          | 2,000                   |   | 2000           |  |
| 4035                  | Maintenance - electrical insp.    | 750            | 580                     | PAT Tests + electrical inspections + EL | 590            |  |
| 4036                  | Maintenance - general             | 3,000          | 3,000                   |   | 3000           |  |
| 4037                  | Maintenance - fire alarm          | 515            | 515                     | 2.9% inflation                          | 515            |  |
| 4039                  | Maintenance - intruder alarm      | 1,500          | 774                     | Maintenance + 2.9% inflation            | 794            | 2.5% increase  |
| 4040                  | Maintenance - lift                | 750            | 750                     | Service visits                          | 750            |  |
| 4041                  | Maintenance - fire extinguishers  | 150            | 150                     | To allow for remedial work              | 150            |  |
| 4042                  | Maintenance - gas boiler          | 1,000          | 1,000                   | To allow for remedial work              | 1000           |  |
| 4044                  | Maintenance - partition wall      | 500            | 500                     | Annual service                          | 500            |  |
| 4061                  | Legionella Testing                | 400            | 400                     | Testing + risk assessment               | 250            | No risk assessment required. 2 x water testing only. |
| 4062                  | Maintenance - air conditioning    | 309            | 300                     | 2.9% inflation                          | 308            | 2.5% increase  |
| 4063                  | Maintenance - plumbing            | 1,500          | 1,500                   |   | 1500           |  |
| 4064                  | Maintenance - lightning conductor | 227            | 220                     | 2.9% inflation                          | 227            | 2.5% increase  |
| 4065                  | Fire Prevention Sundries          | 100            | 200                     | New fire notices required               | 100            |  |
| 4066                  | Keyholder Services                | 426            | 180                     | 2.9% inflation                          | 185            | 2.5% increase  |
| 4500                  | Internal decorations              | 1,500          | 2,000                   | Corridors and halls                     | 2000           |  |
|                       |                                   | <b>37,731</b>  | <b>37,586</b>           |   | <b>37,829</b>  |  |

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BUDGET 2019/20  
PROPERTY COMMITTEE

| EXPENDITURE - REVENUE |                                  | BUDGET 2018/19 | ESTIMATED TO 31.3.2019 | NOTES 2018/19                      | BUDGET 2019/20 | NOTES 2019/20  |
|-----------------------|----------------------------------|----------------|------------------------|------------------------------------|----------------|--|
| 401                   | <b>NORTH HEATH HALL</b>          |                |                        |                                    |                |  |
| 4011                  | NDR (Business Rates)             | 6,234          | 6,240                  | 2.9% inflation                     | 6,396          | 2.5% increase  |
| 4012                  | Water Rates                      | 926            | 900                    | 2.9% inflation                     | 900            |  |
| 4014                  | Electricity                      | 2,575          | 2,575                  | 2.9% inflation                     | 2,640          | 2.5 increase   |
| 4015                  | Gas                              | 2,000          | 2,500                  |                                    | 2,562          | 2.5% increase  |
| 4016                  | Cleaning Materials               | 1,300          | 1,300                  | Cost efficiencies                  | 1,332          | 2.5% increase  |
| 4017                  | Refuse Clearance (HDC)           | 832            | 816                    | 2.9% inflation                     | 836            | 2.5% increase  |
| 4018                  | Sanitary Disposals               | 185            | 200                    | 2.9% inflation                     | 205            | 2.5% increase  |
| 4019                  | Window Cleaning                  | 370            | 720                    | 2.9% inflation                     | 738            | 2.5% increase  |
| 4034                  | Maintenance - electrical         | 2,000          | 2,000                  |                                    | 2,000          |  |
| 4035                  | Maintenance - electrical insp.   | 1,360          | 1,360                  | PAT Tests + EL                     | 500            | No periodic testing                                  |
| 4036                  | Maintenance - general            | 2,000          | 2,000                  | Periodic test due 2019             | 2,000          |  |
| 4037                  | Maintenance - fire alarm         | 750            | 750                    | Call panel update                  | 750            |  |
| 4039                  | Maintenance - intruder alarm     | 950            | 774                    | Maintenance + 2.9% inflation       | 794            | 2.5% increase  |
| 4041                  | Maintenance - fire extinguishers | 150            | 150                    |                                    | 150            |  |
| 4042                  | Maintenance - gas boiler         | 650            | 650                    |                                    | 650            |  |
| 4044                  | Maintenance - partition wall     | 700            | 1,000                  | Service plus new metal plate       | 700            |  |
| 4061                  | Legionella Testing               | 360            | 340                    | Water testing plus risk assessment | 236            | No risk assessment required. 2 x water testing only. |
| 4063                  | Maintenance - plumbing           | 750            | 750                    |                                    | 750            |  |
| 4065                  | Fire Prevention Sundries         | 75             | 150                    | New fire notices required          | 75             |  |
| 4066                  | Keyholder Services               | 426            | 180                    |                                    | 185            | 2.5% increase  |
| 4500                  | Internal decoration              | 1,500          | 1,500                  | Hall and kitchens                  | 2,000          |  |
|                       |                                  | <b>26,093</b>  | <b>26,855</b>          |                                    | <b>26,399</b>  |  |

BUDGET 2019/20  
PROPERTY COMMITTEE

| EXPENDITURE - REVENUE |                                  | BUDGET 2018/19 | ESTIMATED TO 31.3.2019 | NOTES 2018/19  | BUDGET 2019/20 | NOTES 2019/20  |
|-----------------------|----------------------------------|----------------|------------------------|--|----------------|--|
| 402                   | HOLBROOK TYTHE BARN              |                |                        |  |                |  |
| 4011                  | NNDR (Business Rates)            | 3,405          | 3,408                  | Actual amount  | 3,493          | 2.5% increase  |
| 4012                  | Water Rates                      | 1,500          | 1,500                  | Normal consumption not known                           | 1,500          |  |
| 4014                  | Electricity                      | 3,090          | 3,250                  | increased usage  | 3,250          | Increase as greater use                              |
| 4015                  | Gas                              | 1,286          | 1,286                  | increased usage  | 1,500          | Increased usage                                      |
| 4016                  | Cleaning Materials               | 1,000          | 1,500                  | Cleaner cover due to lack of caretaker.                | 1,575          | 2.5% increase  |
| 4017                  | Refuse Clearance (HDC)           | 832            | 816                    | 2.9% inflation   | 836            | 2.5% increase  |
| 4018                  | Sanitary Disposals               | 185            | 200                    | Increased collection H&S                               | 205            | 2.5% increase  |
| 4019                  | Window Cleaning                  | 312            | 315                    | 2.9% inflation   | 323            | 2.5% increase  |
| 4034                  | Maintenance - electrical         | 2,000          | 2,000                  |  | 2,000          | General electrical maintenance                       |
| 4035                  | Maintenance - electrical insp.   | 530            | 575                    | PAT Tests + electrical inspections + EL                | 590            | PAT Tests and emergency light inspections            |
| 4036                  | Maintenance - general            | 2,000          | 2,250                  |  | 2,000          |  |
| 4037                  | Maintenance - fire alarm         | 556            | 556                    |  | 570            | 2.5% increase  |
| 4039                  | Maintenance - intruder alarm     | 935            | 774                    | Maintenance + 2.9% inflation                           | 794            | 2.5% increase  |
| 4041                  | Maintenance - fire extinguishers | 150            | 150                    | Due March 2019   | 150            |  |
| 4042                  | Maintenance - gas boiler         | 500            | 500                    | Temporary repair undertaken - could need further work. | 500            |  |
| 4061                  | Legionella Testing               | 350            | 350                    | Water testing +risk assessment                         | 205            | No risk assessment required. 2 x water testing only. |
| 4063                  | Maintenance - plumbing           | 750            | 750                    |  | 750            |  |
| 4065                  | Fire Prevention Sundries         | 75             | 150                    | New fire notices required                              | 575            | Fire risk assessment £500 April 2019                 |
| 4066                  | Keyholder Services               | 426            | 180                    |  | 185            | 2.5% increase  |
| 4500                  | Internal decoration              | 2,000          | 2,003                  | Barn and Wallace Room                                  | 2,000          | Wallace Room and touch up other areas.               |
|                       |                                  | <b>21,882</b>  | <b>22,513</b>          |  | <b>23,001</b>  |  |

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BUDGET 2019/20  
PROPERTY COMMITTEE

| EXPENDITURE - REVENUE         |      | BUDGET 2018/19 | ESTIMATED TO 31.03.2019 | NOTES ON 2018/19  | BUDGET 2019/20 | NOTES ON 2019/20   |
|-------------------------------|------|----------------|-------------------------|---|----------------|--|
| <b>AMENITIES - ALLOTMENTS</b> |      |                |                         |   |                |  |
| 301                           | 4012 | 200            | 100                     | Based on invoices   | 100            |  |
|                               | 4102 | 300            | 250                     | Renew contract  | 250            | Contract due for renewal Feb 2019.                             |
|                               | 4200 | 750            | 750                     | Grass and hedge cutting   | 750            |  |
|                               | 4259 | 100            | 100                     | Small maintenance   | 100            | Small maintenance.   |
|                               |      | <b>1,350</b>   | <b>1,200</b>            |   | <b>1,200</b>   |  |
| <b>OTHER AMENITIES</b>        |      |                |                         |   |                |  |
| 302                           | 4200 | 19,417         | 19,417                  | 2.9% inflation  | 20,000         | New contractor - more areas covered.                           |
|                               | 4019 | 2,346          | 900                     | Bus shelters  | 925            | 2.5% increase  |
|                               | 4250 | 2,000          | 2,000                   | Rolling programme of maintenance  | 2,000          | Rolling programme of maintenance                               |
|                               | 4251 | 8,000          | 8,000                   | Areas of wet pour and repairs   | 8,000          | Wet pour repairs and equipment repair.                         |
|                               | 4252 | 9,000          | 9,000                   | Includes tree work  | 9,000          | Includes H&S tree work   |
|                               |      |                |                         | The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again. |                |  |
|                               | 4253 | 650            | 650                     |   | 850            | New trolley with litter segregation capability.                |
|                               | 4254 | 2,000          | 2,019                   | 2.9% inflation  | 2,069          | 2.5% inflation   |
|                               | 4255 | 4,500          | 3,500                   | Contract to save money  | 3,500          | Includes maintenance and some painting                         |
|                               | 4258 | 2,494          | 2,494                   | 2.9% inflation  | 2,556          | 2.5% inflation   |
|                               | 4260 | 100            | 100                     | Security  | 100            | 2.5% inflation   |
|                               | 4302 | 1,000          | 1,000                   |   | 1,000          | Some notice boards are small. Larger ones would be of benefit. |
|                               |      | <b>51,507</b>  | <b>49,080</b>           |   | <b>50,000</b>  |  |

(=)

BUDGET 2019/20  
INCOME

|               |      | BUDGET 2018/19 | ESTIMATED TO 31.3.2019 | NOTES 2018/19   | BUDGET 2019/20 | NOTES 2019/20  |
|---------------|------|----------------|------------------------|---|----------------|--|
| <b>INCOME</b> |      |                |                        |   |                |  |
| 401           | 1000 | 61,400         | 61,400                 | NHH - 3% except nurseries 1.5%                                | 62,873         | Increase 3% except nurseries 1.5%                              |
| 402           | 1000 | 28,840         | 30,000                 | HTB - 10%   | 31,110         | 10% for ad hoc parties at the weekend. 3% for all other hires. |
|               | 1010 | 17,510         | 17,510                 | HTB MC - 3%   | 18,035         | HTB MC increase 3%   |
| 403           | 1000 | 72,100         | 72,100                 | RMH - 3%  | 74,263         | RMH increase 3%  |
|               |      |                |                        | Fewer photocopies as digital methods are more cost effective. |                |  |
|               | 1004 | 600            | 200                    |   | 200            |  |
|               | 1006 | 2,000          | 2,000                  | Keep as previously  | 2,000          |  |
| 101           | 1196 | 150            | 100                    | Interest rates are very low                                   | 100            | Assuming low interest rates.                                   |
| 301           | 1050 | 765            | 775                    | 3%  | 775            | Increase 3%  |
|               |      | <b>183,365</b> | <b>184,085</b>         |   | <b>189,356</b> |  |

APPENDIX A

PROPERTY COMMITTEE MEETING - AGENDA ITEM 6

PROPOSED PROJECTS

TO BE CIRCULATED AT THE MEETING (AWAITING COSTS)



PROPERTY COMMITTEE – AGENDA ITEM 9A





## PROPERTY COMMITTEE MEETING - AGENDA ITEM 10

## North Horsham Parish Council - FINAL

| Col. Road | Location          | Gear    | Colour | Material   | Height | Period | Type         | Lamp      | Wattage | Cell | Feed    | Lantern          |
|-----------|-------------------|---------|--------|------------|--------|--------|--------------|-----------|---------|------|---------|------------------|
| 1         | Bluebell Close    | Column  | n/a    | Galvanised | 5m R&L | 821    | Post top     | Son E / I | 70      | SS6  | Live    | Siemens PTCHSRES |
| 2         | Yarrow Close      | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Son T     | 70      | SS6  | Live    | Opalo            |
| 3         | Heather Close     | Lantern | n/a    | Galvanised | 5m     | 821    | Post top     | Son T     | 70      | SS6  | Live    | SRL              |
| 4         | Cottingham Avenue | Lantern | n/a    | Galvanised | 5m     | 722    | Pole bracket | Sox       | 35      | SS9  | Live    | Philips MI26GO   |
| 5         | Amundson Road     | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | SS3  | Live    | Philips MI26GO   |
| 6         | Amundson Road     | Column  | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | T/Sw | Live    | GEC              |
| 7         | Amundson Road     | Lantern | n/a    | Galvanised | 5m R&L | 722    | Post top     | Son T     | 70      | SS9  | Live    | SRL              |
| 8         | Amundson Road     | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 9         | Amundson Road     | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 10        | Amundson Road     | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | T/Sw | Live    | GEC              |
| 11        | Cook Road         | Column  | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 12        | Peary Close       | Lantern | n/a    | Galvanised | 5m R&L | 722    | Post top     | Sox       | 35      | T/Sw | Live    | GEC              |
| 13        | Peary Close       | Column  | n/a    | Galvanised | 5m R&L | 722    | Post top     | Son T     | 70      | SS9  | Live    | SRL              |
| 14        | Peary Close       | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Son T     | 250     | P12  | Live    | Tamilite         |
| 15        | Cook Road         | Column  | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | T/Sw | Live    | GEC              |
| 16        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 17        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 18        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 19        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Son T     | 50      | SS6  | Live    | SRL              |
| 20        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 21        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 22        | Cook Road         | Column  | n/a    | Galvanised | 5m R&L | 722    | Post top     | Sox       | 35      | SS59 | Live    | GEC              |
| 23        | Cook Road         | Lantern | n/a    | Galvanised | 5m R&L | 821    | Post top     | Sox       | 35      | P5   | Live    | Tamilite         |
| 24        | St Marks Lane     | Lantern | n/a    | Galvanised | 5m R&L | 722    | Post top     | Sox       | 35      | SS9  | Live    | Philips MI26GO   |
| 25        | St Marks Lane     | Lantern | Blue   | Steel      | 5m     |        | Post top     | Son I     | 70      | n/a  | Private | odd Windsor      |
| 26        | St Marks Lane     | Lantern | Blue   | Steel      | 5m     |        | Post top     | Son I     | 70      | n/a  | Private | odd Windsor      |
| 27        | St Marks Lane     | Lantern | Blue   | Steel      | 5m     | 722    | Post top     | Son I     | 70      | SS59 | Private | Phosco P111      |
|           |                   | Lantern | Blue   | Steel      | 5m     | 722    | Post top     | Son I     | 70      | SS59 | Private | Phosco P111      |

Columns 24 - 27 are fed from an unknown control point, assumed to be in the hall.

02/10/2018

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PROPERTY COMMITTEE MEETING - AGENDA ITEM 10

The lantern I would recommend for you would be the SL8 LED lantern (image below).

It is a very versatile lantern and has four adjustable output settings, so the lights can be dimmed or made brighter as the need dictates.

There are also a range of shields available (at a small extra cost) so you can usually please the most difficult of parishioners.

We can currently supply and install these lights for £325 + Vat. each.

For budget purposes, conversion would normally be about £125 + Vat.

As the existing lanterns are quite old, the PC would need to consider how long it would be before they needed replacing anyway and whether the outlay for the conversion was economically the best choice.





**PROPERTY COMMITTEE MEETING - AGENDA ITEM 10****Notes from the contractor about the street lights:**

I can confirm that once the Sox lanterns are replaced, you will technically be 'out of danger' in regard to any lights going out.

The replacement of the lanterns will automatically remove the remaining time-switches and reduce your MPAN's by one, which will in turn reduce your energy costs.

Any LED's installed will reduce the load consumed by about 65%.

There are also some other things that I should point out now, just so that the Councillors have the whole story.

LED's are so cheap to run that it is not a problem to leave them on from Dusk to Dawn. This is done by fitting 821 photocells and these are the current majority of what you already have.

There are however some random 722 photocells that switch the light off between Midnight and 05.30 am and you will have another MPAN just for these.

**Considerations for future years:**

After the Sox lanterns have been replaced there will be just two remaining (Col. 7 Amundsen Road and Col. 13 Peary Close) so my advice would be to replace these photocells with 821's and remove another MPAN.

It will cost £113 + Vat. to replace the two photocells and this will pay for itself in under a year.

I have also noted that you have a 250w SON floodlight on column 14 (Peary Road footpath) which consumes over ten times more than a LED lantern. In terms of energy saving, I would recommend that this is replaced with an SL8 LED lantern (£325 + Vat.) and this will pay for itself within 18 months.

To complete the picture and looking to the future, I would expect that your 70w internal ignitor lamps (Son-E/I and Son-I) will be the next target by the authorities. We know this as they have already made the 90w and 150w lamps obsolete.



## PROPERTY COMMITTEE MEETING - AGENDA ITEM 18



## NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – 2018/19

## PURPOSE OF THE PLAN

- To identify the services to be provided by West Sussex County Council (WSSC) 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 WSSC.
- 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, WSSC is the responsible authority for snow and ice clearance.

WSSC 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 1<sup>st</sup> October and 31<sup>st</sup> April via [@WSHighways](#)

**WSCC** Main Contact through [active\\_communities@westsussex.gov.uk](mailto: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](mailto:facilities.officer@northhorsham-pc.gov.uk)

**Daily decision updates co-ordinators:**

Pauline Whitehead/Vivien Edwards  
01403 750786  
[parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)  
[deputy.clerk@northhorsham-pc.gov.uk](mailto: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/](http://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 Gorrings 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

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**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**

