

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 6th DECEMBER 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.

- Thank you to Earles Meadow Residents Association for carrying out work to the beds either side of the play area at Earles Meadow.
- An email received recently from Horsham District Council (circulated to all councillors) highlighted a recent High Court case which centred on how often landowners are obliged to check their trees, for fear of 'missing' signs that a particular tree might have an increased likelihood of failure, thereby possibly causing injury.

We are advised that this has important ramifications for all parish councils who hold a land stock and so will be consulting with Horsham District Council and our insurers for relevant advice before drawing up a new Tree Inspection Policy to present to the Parish Council.

Recommendation:

To note the Chairman's Announcements.

6. Finance

See Appendix A.

Recommendation:

To note the Committee Budget to 30th November 2018.

7. Completed Works

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

(a) Roffey Millennium Hall

- (i) Lightning Conductor annual service and test (see agenda item 11)
- (ii) Partition wall annual service – no problems identified

(b) North Heath Hall

- (i) Partition wall - 6 monthly service

(c) Earles Meadow

- (i) Some boardwalks fixed

(d) Play Areas

- (i) Zip Wire at Holbrook Tythe Barn repaired

(e) Multi courts

- (i) Routine maintenance and lining redone

(f) Bus Shelters

- (i) Shelters at the junction of North Heath Lane and Blenheim Road and North Heath Lane and Heath Way have been repainted. Maintenance as required on other shelters.

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 (cost of £1,395 to come from Repair and Renewals EMR)
- (ii) Decorating North and South halls (over Christmas holiday)
- (iii) Ceiling tiles to be replaced where necessary

(b) North Heath Hall

- (i) Partition wall – awaiting part for non-urgent repair

(c) Earles Meadow

- (i) 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

(e) Earles Meadow-Amberley Road Watercourse/Culvert

- (i) Warning signs to alert users of the area about the ditch are to be installed at the site of the watercourse/culvert

(e) Bus Shelters

- (i) Broken pane of Perspex/glass at shelter at Manor Fields to be replaced.

Recommendation:

To note on-going works

9. Silent Silhouettes.



Silent Silhouettes were erected outside Roffey Millennium Hall and Holbrook Tythe Barn to mark the final year of the World War One centenary.

We have been asked when these are going to be taken down and what is going to happen to them afterwards.

A request has been made for us to donate one of the silhouettes to an individual who is interested in the Western Front, has made several trips the battlefields and would like to add the figure to his collection of memorabilia. In return he would be willing to make a financial contribution to the Royal British Legion or to the Parish Council.

Advice from the Royal British Legion is that it is the responsibility and decision of individual customers to decide what will happen after Remembrancetide (the period immediately preceding Remembrance Day which, this year, was 11th November) with the Silhouettes.

Recommendation:

To consider when the Silent Silhouettes outside Roffey Millennium Hall and Holbrook Tythe Barn should be removed and what to do with them afterwards.

10. Fencing along the Riverside Walk by St Mark's Lane

See Appendix B

The Parish Council own a small strip of land which runs alongside the Riverside Walk by Skylark Care Home in St Marks Lane. Some years ago, the Parish Council put up a fence to mark the edge of the river bank where there is a drop of approx. 2m. Part of the fence has fallen into disrepair and some of it has diapered completely. A resident has reported that the fence that remains is dangerous.

There are various options that could be considered:

- Remove all the fence, leaving no boundary
- Install 600mm high post and rail fence along the bank to mark the boundary
- Erect timber bollards with reflective tape similar to those at Roffey traffic lights. This would be cheaper than the fence and although it would not stop people going into the river it would mark the edge of the bank. It has been suggested that if NHPC supply the bollards (if put in every 2m, 12 will be required at a cost of approx. £600) Horsham Green Gym would kindly install them for a small donation of around £150 making the total cost in the region of £750.

Recommendation:

To consider replacing the broken fence along part of the Riverside Walk adjacent to Skylark Care Home.

11. Lightening Conductor at Roffey Millennium Hall

The lightening conductor is serviced and tested every year.

This year it failed the test due to very poor continuity on down tape E4, probably due to a faulty clamp that requires replacing.

Also, it was identified that an aerial/mast and one of the air-conditioning units on the roof require bonding into the system.

Our electrician has been on the roof to check out what is required and has suggested that the aerial/mast which is for CB radio and the attached TV aerial are removed. Removal would cost approximately £50.

Two quotes have been received for the remedial work:

Quote A: 765+VAT

Quote B: £395 + VAT.

Recommendations:

- (a) To agree to remove the CB radio mast and TV aerial on the roof of Roffey Millennium Hall**
- (b) To agree to the necessary remedial work to the lightening conductor.**

12. Geocaching at Earles Meadow

The following request has been received from a local resident:

I am a member of an organisation called the Geocaching Association of Great Britain (www.GAGB.org.uk). As you are probably aware, over the years, in conjunction with Horsham District Council Rangers, we have set up working parties at Owlbeech Woods (maintaining heartland and damming up wet areas and digging a small pond) and in March of this year we have been building and maintaining walkways at Warnham Nature Reserve.

Geocaching is a worldwide recreational pastime that involves hiding small containers called geocaches so other people using a GPS receiver can go and find them. Geocaches are listed on www.geocaching.com. People log in to the website and download the coordinates into their GPS receivers and go off and hunt for the cache. It's a great way of exploring the local area and wider outdoors. We have blanket agreements in place with organisations such as The National Trust, Woodland Trust, many Councils and Forestry Commission Regions.

I wanted to ensure that you don't have any issue with me placing 8 x geocaches at Earles Meadow Public Woodland where members of my family live. The geocache containers are 6 x 35mm plastic film canisters and 2 x small 12x6cm waterproof boxes which store a log sheet and pen. All Geocaches are hidden out of site of the public eye (never buried. There will be no visual sign or disturbance, caches are usually hidden behind a stone or piece of bark at the various eight points with listed GPS coordinates. Typically a site will receive about one visit every one to two weeks. Geocachers are environmentally minded people and are encouraged to follow the "Cache In, Trash Out" motto which has resulted in tons of rubbish being removed from around the world, thereby having a positive environmental impact of the activity.

It is understood that Horsham District Council allow geocaching on some of their land although they have no specific guidelines.

There is a voluntary Geocachers Code which states that geocaches will:

- Not endanger themselves or others.
- Observe all laws and rules of the area.
- Respect property rights and seek permission where appropriate.
- Avoid causing disruptions or public alarm.
- Minimize their and others' impact on the environment.

- Be considerate of others.
- Protect the integrity of the game piece.

Recommendation:

To consider a request from a member of the public to place 8 geocaches at Earles Meadow.

13. Earles Meadow

The Parish Council is extremely grateful for the work carried out by both the Earles Meadow Conservation Group (EMCG) and the Earles Meadow Residents Association (EMRA).

The leader of the EMCG has asked for the following to be noted:

At the time the Conservation Group was formed at the invitation of the Parish Council no one seemed to be aware that the TPO, that included the Veteran Oak, included other parts of the Open Space and, as far as the Group is concerned, this has only just come to light. References to the TPOs affecting the site have been added to the Action Plan and we can add the detail once we have further information.

Work that is to be carried out by the EMCG is noted in the Action Plan section of the Earles Meadow Management Plan which is presented to the Property Committee every year.

In order for the Parish Council to have a comprehensive overview on work that is being carried out on their land it has been suggested that the EMRA also submit an Action Plan to be presented to the Property Committee every year. A copy of the Plan for 2019 has been attached.

Recommendation:

(a) To note the EMCG Action Plan for 2019

(b) To note the EMRA Action Plan for 2019 and to agree to request that such a document is submitted every year.

14. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 7th February 2019.

**Vivien Edwards - Deputy Clerk to the Council
30th November 2018**

PROPERTY COMMITTEE – Thursday 6th December 2018Finance Report to show expenditure to 30th October 2018Period covering 1st April 2018 to 30th October 2018Funding at 30th October 2018

Precept (full year)	319,943
Environmental Grant (full year).	9,836
Total	329,779

Income to 30th October 2018

Cost Centre	Actual Income	Annual Budget	Expected income from 1 st April 2018 – 30 th October 2018 i.e budget divided by 12, multiplied by 7.
Admin	68**	150	87
Allotments	525	765	765*
Bus shelter payment	150	0	150
North Heath Hall	36,975	61,400	35,816
Holbrook Tythe Barn	21,461	28,840	16,823
Multi Court Lettings	11,651	17,510	10,214
Roffey Millennium Hall	50,687	74,700	43,575
Total	121,517	183,365	107,430

Expenditure to 30th October 2018

Cost Centre	Actual Expenditure	Annual Budget	Expected income from 1 st April 2018 – 30 th October 2018 i.e budget divided by 12, multiplied by 7.
Admin	29,513	57,715	33,667
Grants	4,300	10,000	5,833
Burial	3,365	6,500	3,791
Personnel	165,956	285,793	166,712
Planning, Env, Trans	0	2,250	1,312
Allotments	488	1,350	787
Amenity, Recs and Open Spaces	15,994	51,507	30,045
North Heath Hall	14,124	26,093	15,209
Holbrook Tythe Barn	12,913	21,882	12,764
Roffey Millennium Hall	18,970	37,731	22,009
Total	265,623	500,821	292,129

Net expenditure	(144,106)	(317,456)	(184,699)
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Income

All buildings have exceeded the income that was expected. There tends to be a lull during the Christmas break and the beginning of January, but work is in hand to keep the level of bookings up. The lack of a caretaker at Holbrook Tythe is reducing the potential income from that venue as cover is difficult.

The income from the multicourts is also above target. Bookings 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.

** At the end of 2017/18 £237.89 interest was recorded twice. This was reversed out in 2018/19. The actual interest received from 1st April 2018 to 30th October 2018 from the Lloyds business account is £68.20. There will be additional interest from the Nationwide Building Society and Co-operative Bank accounts paid as a one off payment later in the financial year.

*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. Income is around £14,000 more than expected at this stage in the financial year.

Expenditure

Expenditure for the six month period is £265,623 against a budget of £500, 821. This is lower than the anticipated expenditure of £292,129.

The reasons for the difference are largely due to phasing, however there will be a saving of around £10,000 on grass cutting, as the contract ended in October 2018 and a new contract will start in March 2019. That is reflected in the Amenity, Recs and Open Spaces budget. There is a large amount of money in the Amenity, Recs and Open Spaces budget, but maintenance is planned later in the financial year.

Admin is likely to save around £4,000 as insurance costs were cheaper than budgeted as are telephone charges. However, professional charges are likely to be more than budgeted as there has been spending on GDPR, eviction charges, the financial package and personnel advice.

The Public Works Loan Board approved a loan of £250,000 for the construction of a new community hall within the parish (Roffey Millennium Hall) in 1999, repayable over 26 years. Payments are made on 6 March and 6 September every year. The principal amount of each instalment of is £4,807.70 and the interest rate is 5.125%. The last payment was made on 6th September 2018 and the amount currently outstanding is £67,307.40. There will be another payment within the 2018/19 financial 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 30th October 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.

Pauline Whitehead 05.11.18

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & Administration</u>						
<u>101</u>	<u>Administration</u>					
4007	Councillors Training	112	750	638		638
4008	Councillors Expenses + 1190	2,402	5,100	2,698		2,698
4021	Telephone/Fax/Internet	1,221	5,000	3,779		3,779
4022	Postage	694	2,000	1,306		1,306
4023	Stationery and Printing	861	2,000	1,139		1,139
4024	Subscriptions	2,947	3,100	153		153
4025	Insurance	8,567	12,205	3,638		3,638
4026	Publications/Magazines	17	50	33		33
4028	IT Costs	1,291	2,400	1,109		1,109
4029	Website Maintenance	84	160	76		76
4031	Other Advertising	0	200	200		200
4032	Publicity/Marketing	12	1,000	988		988
4033	Newsletter	681	1,200	519		519
4038	Office Equipment Maint.	437	1,500	1,063		1,063
4051	Bank Charges	64	200	136		136
4053	PWLB Loan Charges	6,656	13,700	7,044		7,044
4057	External Audit Fees	-1,361	1,500	2,861		2,861
4058	Professional Services	2,916	3,000	84		84
4059	Internal Audit Fees	-137	500	637		637
4100	Chairman's Allowance	85	400	315		315
4103	Parish Plan	300	0	-300		-300
4120	Roffey Hall Equipment	209	750	541		541
4122	Office Equipment	265	1,000	735		735
	Administration :- Expenditure + 1190*	<u>28,523</u>	<u>57,715</u>	<u>29,392</u>	<u>0</u>	<u>29,392</u>
1176	Precept	319,943	319,943	0		0
1196	Interest Received	-170	150	-320		0
	Administration :- Income	<u>319,773</u>	<u>320,093</u>	<u>-320</u>		
	Net Expenditure over Income	<u>-291,450</u>	<u>-262,378</u>	<u>29,072</u>		
<u>103</u>	<u>Grants</u>					
4155	Other Grants and Donations	4,300	10,000	5,700		5,700
	Grants :- Expenditure	<u>4,300</u>	<u>10,000</u>	<u>5,700</u>	<u>0</u>	<u>5,700</u>
	Net Expenditure over Income	<u>4,300</u>	<u>10,000</u>	<u>5,700</u>		

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104 Burial</u>					
4101 Burial Charges	3,365	6,500	3,135		3,135
Burial :- Expenditure	<u>3,365</u>	<u>6,500</u>	<u>3,135</u>	<u>0</u>	<u>3,135</u>
Net Expenditure over Income	<u>3,365</u>	<u>6,500</u>	<u>3,135</u>		
Finance & Administration :- Expenditure	35,988	74,215	38,227	0	38,227
Income	319,773	320,093	-320		
Net Expenditure over Income	<u>-283,785</u>	<u>-245,878</u>	<u>37,907</u>		
<u>Planning Environment & Transpo</u>					
<u>201 Planning, Env & Transport</u>					
4305 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>		
Planning Environment & Transpo :- Expenditure	0	2,250	2,250	0	2,250
Income	0	0	0		
Net Expenditure over Income	<u>0</u>	<u>2,250</u>	<u>2,250</u>		
<u>Property</u>					
<u>301 Allotments</u>					
4012 Water Rates	63	200	137		137
4102 Allotment Rent	-13	300	313		313
4200 Grass cutting	* 137 + 250	750	500		500
4259 Allotment Maintenance	0	100	100		100
Allotments :- Expenditure	<u>483</u> <u>301</u>	<u>1,350</u>	<u>1,049</u>	<u>0</u>	<u>1,049</u>
1050 Allotment Rents	525	765	-240		0
Allotments :- Income	<u>525</u>	<u>765</u>	<u>-240</u>		
Net Expenditure over Income	<u>-225</u>	<u>585</u>	<u>810</u>		
<u>302 Amenity, Recs & Open Sp</u>					
4019 Window Cleaning	300	2,346	2,046		2,046
4200 Grass cutting	* 137 - 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	826	8,000	7,174		7,174

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4252 Open Spaces	2,341	9,000	6,659		6,659
4253 Litter Warden/Clearance	0	650	650		650
4254 Community Services - Dog Bins	1,346	2,000	654		654
4255 Street Lighting - Maint/Supply	1,267	4,500	3,233		3,233
4258 Multicourts Maintenance	1,245	2,494	1,249		1,249
4260 Workshop	0	100	100		100
4302 Notice Board Maintenance	90	1,000	910		910
	15994				
Amenity, Recs & Open Sp :- Expenditure	<u>16,181</u>	<u>51,507</u>	<u>35,326</u>	<u>0</u>	<u>35,326</u>
1008 Miscellaneous Income	150	0	150		0
1100 Grants Received	9,836	9,691	145		0
Amenity, Recs & Open Sp :- Income	<u>9,986</u>	<u>9,691</u>	<u>295</u>		
Net Expenditure over Income	<u>6,195</u>	<u>41,816</u>	<u>35,621</u>		
Property :- Expenditure	<u>16,482</u>	<u>52,857</u>	<u>36,375</u>	<u>0</u>	<u>36,375</u>
Income	<u>10,512</u>	<u>10,456</u>	<u>56</u>		
Net Expenditure over Income	<u>5,970</u>	<u>42,401</u>	<u>36,431</u>		

Halls

401 North Heath Hall					
4011	NNDR	4,992	6,234	1,242	1,242
4012	Water Rates	312	926	614	614
4014	Electricity	1,379	2,575	1,196	1,196
4015	Gas	496	2,000	1,504	1,504
4016	Cleaning Materials	702	1,300	598	598
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	787	2,000	1,213	1,213
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	285	750	465	465
4065	Fire Prevention Sundries	0	75	75	75
4066	Keyholder Services	90	426	336	336

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4500 Internal Redecorations	1,500	1,500	0		0
North Heath Hall :- Expenditure	14,124	26,093	11,969	0	11,969
1000 Hall Lettings	36,975	61,400	-24,425		0
North Heath Hall :- Income	36,975	61,400	-24,425		
Net Expenditure over Income	-22,851	-35,307	-12,456		
<u>402</u> <u>Holbrook Recreation Centre</u>					
4011 NNDR	2,726	3,405	679		679
4012 Water Rates	334	1,500	1,166		1,166
4014 Electricity	1,673	3,090	1,417		1,417
4015 Gas	195	1,286	1,091		1,091
4016 Cleaning Materials	835	1,000	165		165
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	1,214	2,000	786		786
4035 Maintenance - Elect Eqp Insp	0	530	530		530
4036 Maintenance - General	1,238	2,000	763		763
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	260	500	240		240
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	90	426	336		336
4500 Internal Redecorations	2,003	2,000	-3		-3
Holbrook Recreation Centre :- Expenditure	12,913	21,882	8,969	0	8,969
1000 Hall Lettings	21,461	28,840	-7,379		0
1010 Multi Court Lettings	11,651	17,510	-5,859		0
Holbrook Recreation Centre :- Income	33,111	46,350	-13,239		
Net Expenditure over Income	-20,199	-24,468	-4,269		
<u>403</u> <u>Roffey Millennium Hall</u>					
4011 NNDR	5,184	6,473	1,289		1,289
4012 Water Rates	813	1,235	422		422
4014 Electricity	2,400	5,000	2,600		2,600
4015 Gas	1,834	6,000	4,166		4,166



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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4016	Cleaning Materials	1,097	1,390	293	293
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	350	500	150	150
4034	Maintenance - Electrical	827	2,000	1,173	1,173
4035	Maintenance - Elect Eqp Insp	0	750	750	750
4036	Maintenance - General	1,011	3,000	1,989	1,989
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 Conditionaig 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	90	426	336	336
4500	Internal Redecorations	0	1,500	1,500	1,500
	Roffey Millennium Hall :- Expenditure	18,970	37,731	18,761	0
1000	Hall Lettings	48,089	72,100	-24,011	0
1004	Equipment Sale/Sundry Income	925	600	325	0
1006	Refreshment Sale Income	960	2,000	-1,040	0
1008	Miscellaneous Income	713	0	713	0
	Roffey Millennium Hall :- Income	50,687	74,700	-24,013	
	Net Expenditure over Income	-31,717	-36,969	-5,252	
	Halls :- Expenditure	46,006	85,706	39,700	0
	Income	120,773	182,450	-61,677	
	Net Expenditure over Income	-74,767	-96,744	-21,977	

Personnel106 Personnel

4001	Salaries/NI/Pensions - 1190*	163,777	280,533	116,756	116,756
4002	Childcare Vouchers	508	0	-508	-508
4003	Payroll Admin Charge	535	360	-175	-175
4009	Staff Expenses/Mileage	2,024	2,750	726	726

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Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4010 Staff Training	288	1,500	1,212		1,212
4030 Recruitment Advertising	15	250	236		236
4067 Protective Clothing	0	400	400		400
	Jnl * 165956				
Personnel :- Expenditure	<u>167,146</u>	<u>285,793</u>	<u>118,647</u>	<u>0</u>	<u>118,647</u>
Net Expenditure over Income	<u>167,146</u>	<u>285,793</u>	<u>118,647</u>		
Personnel :- Expenditure	167,146	285,793	118,647	0	118,647
Income	0	0	0		
Net Expenditure over Income	<u>167,146</u>	<u>285,793</u>	<u>118,647</u>		
<u>Earmarked Reserves</u>					
901 Earmarked Reserves					
4900 Repairs & Renewals Reserve	8,646	0	-8,646		-8,646
Earmarked Reserves :- Expenditure	<u>8,646</u>	<u>0</u>	<u>-8,646</u>	<u>0</u>	<u>-8,646</u>
Net Expenditure over Income	<u>8,646</u>	<u>0</u>	<u>-8,646</u>		
Earmarked Reserves :- Expenditure	8,646	0	-8,646	0	-8,646
Income	0	0	0		
Net Expenditure over Income	<u>8,646</u>	<u>0</u>	<u>-8,646</u>		

* Jnl.

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PROPERTY COMMITTEE – Thursday 6th December 2018

Fencing along the Riverside Walk by St Mark's Lane





PROPERTY COMMITTEE – Thursday 6th December 2018

Earles Meadow Management Action Plan

Action	When	Priority	Who	Completion
Thin young trees by houses and coppice leggy shrubs future work subject to terms of Tree Preservation Order 0580	Winter	Medium	Conservation Group or contractor	Carried out in stages as far as able. No further thinning has been carried out. Programme for further Coppicing and re-coppicing scheduled for 2019
Cut majority of remaining saplings on Upper Meadow and treat with herbicide	Prior to cutting	High	Conservation Group or contractor	Completed
Consider use of pedestrian flail to remove thatch and excess vegetation from meadows, to prepare for sowing with yellow rattle; rake off cuttings and sow with yellow rattle seed in first year (September) followed by wildflower seed mix or green hay in second year	August/September	Medium	Contractor	Some sowing of Yellow Rattle to Lower Meadow Second season of sowing Yellow Rattle in section of Lwr Meadow undertaken and the programme will continue.
Explore possibility of Local Nature Reserve designation with Horsham District Council/Natural England (Appendix 1)	Not time-specific		NHPC	Not explored formally
Plan nature trail leaflet for visitors (to upload on website and make available on-site) and guided walks	Not time-specific	Medium	Conservation Group with GGP support	Not yet pursued. Financial implications EMCG launched its own website in 2018. emcgconservationhorsham.org.uk
Ongoing				
Maintain path network. Cut/ trim a 1 metre strip on either side of the path circuit to ensure the	April - September	High	NHPC Contractor	Carried out regularly Maintained by EMCG

path is kept clear of brambles. Put on contract to be done 3/4 times a year	Annual	High	NHPC	Carried out with NHPC Continued to be jointly carried out with EMCG
Monitor tree safety on paths and take remedial action as required	Annual	High	NHPC/Conservation Group	Carried out with NHPC no wire replacement Significant amount of repairs carried out by NHPC & EMCG. General condition significantly deteriorating. Chicken wire continues to be used because of cost implications
Cut meadows annually, varying time of cut between July and September, removing cuttings. Control encroachment of surrounding bramble and bracken on to the meadows	Summer	High	NHPC contractor	Bramble control Annual cut and removal of cuttings maintained. EMCG control encroachment of bramble
Coppice selected areas of willow scrub in rotation to benefit scrub species such as nightingale, and cut nettle beds in rotation to benefit invertebrates	Winter	Low	Conservation Group	Carried out regularly Coppicing of Hazel, Holly, Hawthorn and Blackthorn carried out by EMCG
Remove tree guards from planted trees on wooded slope. Consider coppicing small areas	Winter	Medium	Conservation Group	Commenced this year. EMCG removal of tree-guards completed. Access track opened up at base of slope.
Leave a selection of dead wood, fallen and standing, to provide habitat for deadwood invertebrates, bats and hole-nesting birds	Ongoing	High	Conservation Group	Done regularly Dead wood left wherever practical
Monitor the stream. Create a variety of bankside and aquatic habitats in the stream by leaving a selection of woody debris to vary the flow rate and create micro-habitats within the stream. This will also encourage some flooding which will enhance the rare wet woodland habitat. Consider clearing small sections of the bank to create	Annual	Low	Conservation Group	Streams monitored and kept free running by EMCG

sunny and shaded areas, again creating habitat variety					
Carry out annual wildlife surveys of key groups including flowering plants, birds, butterflies. Consider registering on iRecord as a repository for all site records	Annual	High	Conservation Group and other volunteers	Carried out annually by EMCG work requires extending but cost implications	
Monitor anti-social behaviour and report immediately to the Neighbourhood Watch warden and NHPC. Collect litter. Encourage dog owners to clean up their dog waste	Ongoing	High	All site users	Carried out regularly The limited instances of anti-social behaviour reported by EMCG to NHPC. Litter removed by EMCG. Dog fouling has increased with the greater use of the site and caused by a small minority of users.	
Management of bramble and scrub to provide additional wildlife habitats					
Lifting the crowns of trees to: improve sight lines towards the entrance to Earles Meadow; improve the health of young trees; for the safety of users				Future work will be subject to any TPO constraints.	
Formation of a small "scrape" in the Lower Meadow to provide standing water for part of the year to improve the biodiversity of the site including the introduction of additional native meadow plants.					
Rotational clearance of an area to the Eastern end of the Upper Meadow to North-east of the site (Gorse Hill) where there is an opportunity to improve on the, existing evidence of flora and fauna.					

EMCG brief comments in red 2017
EMCG brief comments in blue 2018

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Small play park areas



Action plan 2019

Work to date

Following Robert MacKinnon McCartney's renovation of the planted areas on either side of the Small Play Park Area our aim of achieving a sustainable amenity has been achieved. Rob himself carried out some follow-up maintenance during 2017. The EMRA Committee members have also carried out light maintenance consisting of replacement of bark chippings and minimal weeding as required. The only issue at present with the right-hand side garden is that a couple of the bushes, notably the rhododendrons, suffered from the severe drought this summer and one has been replaced. Rosemary and Lavender bushes, being more drought resistant, and two Cornus bushes (one yellow, one red stems) have been purchased for this purpose. Undergrowth surrounding the grit box located in front of one of the areas has been cut back to allow access to WSCC Highways to refill it for the winter. Below are recent photographs taken by Les Coate, which indicate both areas are in a presentable condition and should last through to the Spring with minimum maintenance.



Planned work for 2019

For 2019, we will continue to monitor the state of both areas and carry out light maintenance as appropriate. This will include tidying both areas, weeding and topping up the bark chippings. Any maintenance of a heavier nature deemed to be required will be referred to property committee of North Horsham Parish Council for their action.

