

## NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 10<sup>th</sup> OCTOBER 2019

### 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.**

The leader of the Earles Meadow Conversation Group is stepping down as from the end of October. Thanks have been expressed to him for all his hard work. A predecessor has not yet been appointed/come forward.

The Earles Meadow Conservation Group won a Gold Award in the 2019 South and South East in Bloom competition. A copy of the feedback from the judges has been circulated to the Committee. Grant funding for the improvements suggested by the judges may be available from outside sources.

On Thursday 8<sup>th</sup> August, Councillor Knight conducted a tour of the parish council assets for new councillors. Notes about the tour were circulated to all councillors. The suggestion of the Parish Council providing an annual allotment cup will be discussed at a later meeting.

**Recommendation: To note any announcements.**

**6. Finance**

See Appendix A

**Recommendations:**

- a) To note the provisional Committee Budget to 30<sup>th</sup> September 2019**

- b) To put forward a forecast for 2019/20 and budget for 2020/21 and suggested funds to be allocated to Earmarked Reserves
- c) To consider potential projects for 2020/21.

## 7. Completed Works

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

- (a) **Roffey Millennium Hall**
  - (i) Roof repaired
  - (ii) Legionella water testing completed
  - (iii) Lift prop delivered and fitted.
  - (iv) Lift serviced
- (b) **North Heath Hall and surrounding area**
  - (ii) Legionella water testing completed
- (c) **Holbrook Tythe Barn**
  - (i) Independent Fire Risk assessment carried out
  - (ii) Wallace room, main kitchen, foyer and some cloakrooms painted (in line with decorating schedule)
  - (iii) Legionella water testing completed
- (d) **Streetlights**
  - (i) The lantern on the lighting column adjacent to Yarrow Close (Column 2 on the inventory) was converted to an LED fitting after it had failed.
- (e) **Earles Meadow**
  - (i) Upper and Lower Meadows cut
  - (ii) First stage of boardwalk renovation completed
  - (iii) Fallen bough from veteran Oak tree removed (safety reasons)
- (f) **Play Areas**
  - (i) Some minor repairs at all play areas as identified in the RoSPA Inspection Report have been completed.
- (g) **Allotments**
  - (i) Underground water leak by meter repaired (cost slightly lower than estimate)
- (h) **Tree work**
  - (i) 2 x White Poplar and 1 x deteriorating Grey Willow at Amberley Open Space - felled and stacked neatly in eco habitat piles
  - (ii) Oak tree on riverside walk – deadwood removed

***All of above identified as urgent work in Tree Assessment Report.***
- (i) **Bus shelters**
  - (i) Bus shelter at Bartholomew Way has been painted and refurbished (on-going maintenance schedule)
  - (ii) Glass panel has been replaced in shelter at Manor Fields.

**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) Partition wall to be serviced at the end of October 2019.
  - (ii) Lightening conductor to be serviced
  - (iii) Accessibility Audit carried out (as part of training exercise) awaiting results.
- (b) **North Heath Hall**
  - (i) Partition wall to be serviced at end of October 2019.
- (c) **Allotments**
  - (i) Following a complaint from a resident whose house backs onto the allotments at Amberley Road, the area along the back-fence line which had

become extremely overgrown is to be cleared.

**(d) Play Areas**

- (i) Ongoing minor repairs at all play areas, some identified as part of the ROSPA inspection report.
- (ii) Since the report, the casing of the chain attaching the seat to the zip wire has broken. The replacement cost is £400 plus VAT. A replacement is required in order for the piece of equipment to be used. The manufacturer advises against RoSPA's recommendation to dismantle and check the zip wire carriage which was raised in the annual inspection report.

**Recommendation: To note on-going works.**

**9. Tree Work**

Following the last committee meeting members were provided with a full copy of the Arboricultural Survey. The Tree Wardens have also been sent a copy.

The work that was urgent has been carried out and quotes are being obtained for the remainder of the work. Due to budget constraints some of the less urgent work may have to be carried out after 31<sup>st</sup> March 2020 but this will still fall within the time frame recommended for the work to be completed.

**Recommendation: To note the Arboricultural Survey and the ongoing work.**

**10. Holbrook Tythe Barn – Accessible Toilet**

A local resident has requested that the external toilet be designated an accessible toilet and be available at all times by using a RADAR key to open it.

Currently, it should be open when we have bookings on the multi-courts. Leaving it open for longer hours has resulted in the toilets being vandalised on more than one occasion although equipment inside the toilet is supposed to be vandal proof.

An accessibility consultant has advised that although the toilet is currently suitable for wheelchair users, they recommend that other changes be made in order for it to be fully accessible. This would incur costs.

However, the main problem is that the alarm pull cord only activates an external flashing orange light when it is pulled, and this is not considered sufficient to alert others that there is a problem. Ideally, it should be linked to an office /call centre etc. which is not practical.

In the circumstances, they have recommended that the pull cord is removed, and the toilet not designated as accessible.

The toilet could be opened for longer hours, but this would incur additional staff time (for opening, closing and cleaning) and more supplies would need to be provided. This will impact on cost.

**Recommendations:**

- a) **To remove the pull cord from the external toilet at Holbrook Tythe Barn and not designate it as an accessible toilet**
- b) **To consider opening the toilet for longer hours.**

**11. Allotments**

See Appendix B

a) **Recommendation: To recommend the following documents to the Parish Council for adoption:**

- **Allotment Tenancy Agreement**
- **Allotment Rules**

**12. Terms and Conditions of Hire in Relation to Parish Council owned Premises**

As part of the fire risk assessment for Holbrook Tythe Barn the assessor looked through the relevant clauses in the Terms and Conditions of Hire and recommended that clause 25 be changed.

**Recommendation: To amend the first paragraph in clause 25 to read:  
*Any electrical equipment brought to the premises for use by a Hirer should have an up to date PAT certificate.***

Previously the words - *It is recommended that* - preceded this sentence but the advice of the Fire Risk Assessor is that this should be removed.

A full copy of the Terms and Conditions can be found on the Parish Council website.

**13. Fire Risk Assessment – Holbrook Tythe Barn**

See Appendix C – Action Plan for Holbrook Tythe Barn

An independent Fire Risk assessment has recently been carried out at Holbrook Tythe Barn. The advised Action Plan is attached.

Internal Fire Risk assessments for Roffey Millennium Hall and North Heath Hall were completed earlier this year.

Full copies of the current Fire Risk assessments for all venues will be available at the meeting. Most of the actions reported have been addressed. Quotations have been received for the remaining items.

The Property Committee has delegated powers to review and agree all Fire Risk Assessments and Health and Safety Risk Assessments without bringing them to Council (Standing Order 28.2)

**Recommendations:**

- a) **To note the results of the independent Fire Risk Assessment carried out at Holbrook Tythe Barn on 21st August 2019, together with the remedial actions.**
- b) **To note the current internal Fire Risk Assessments for Roffey Millennium Hall and North Heath Hall.**

**14. Date of next meeting**

**Recommendation: To note the next meeting to be held on Thursday 5<sup>th</sup> December 2019.**

**Vivien Edwards - Deputy Clerk – 4<sup>th</sup> October 2019**

Finance Report to show provisional income and expenditure to 30<sup>th</sup> September 2019Period covering 1<sup>st</sup> April 2019 to 30<sup>th</sup> September 2019Funding at 30<sup>th</sup> September 2019

Precept (full year)	327,769
CiL Payment	11,053
Environmental Grant (full year).	9,984
<b>Total</b>	<b>348,806</b>

Income to 30<sup>th</sup> September 2019

Cost Centre	Actual Income- doesn't include September invoices.	Annual Budget	Expected income to September 2019*
Admin	315	100	50
Allotments	541	775	387
North Heath Hall	25,502	64,873	32,436
Holbrook Tythe Barn	16,518	34,110	17,055
Multi Court Lettings	7,430	22,035	11,017
Roffey Millennium Hall	34,959	83,463	41,731
<b>Total</b>	<b>85,265</b>	<b>205,356</b>	<b>102,676</b>

Expenditure to 30<sup>th</sup> September 2019

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure to September 2019*
Admin	26,487	55,720	27,860
Grants	1,030	10,000	5,000
Burial	3,365	6,750	3,375
Personnel	148,816	302,450	151,225
Planning, Env, Trans	278	2,250	1,125
Allotments	289	1,200	600
Amenity, Recs and Open Spaces	18,094	50,000	25,000
North Heath Hall	10,239	26,399	13,199
Holbrook Tythe Barn	8,832	23,001	11,500
Roffey Millennium Hall	15,263	37,829	18,914
<b>Total</b>	<b>232,693</b>	<b>515,599</b>	<b>257,798</b>

<b>Net expenditure</b>	<b>(147,428)</b>	<b>(310,243)</b>	<b>(155,122)</b>
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\*The proportion of income or expenditure expected to the end of September 2019 has been calculated by dividing the total budget by 12 and multiplying by 6.

## Income

The figures do not show any invoices sent in respect of August 2019 which is why the income is much lower than expected. The month end will be carried out after 10<sup>th</sup> October

2019 when the staff member responsible for it returns from annual leave. A more detailed report will be given at the Finance and Administration Committee on 24<sup>th</sup> October 2019.

### **Expenditure**

Expenditure is less than the proportioned costs for the first six months of the year.

### **Conclusion**

Net expenditure is still less than the proportioned costs for the first six months of the year. Anticipated expenditure items are included in the budget and at this stage there is no indication that routine expenditure will be more than has been budgeted for. The Repairs and Renewals Ear Marked Reserve covers unexpected larger items such as the leaking pipe at the Amberley Road allotments. The finances continue to be closely monitored by all involved.

### **Earmarked Reserves**

Earmarked reserves to 31<sup>st</sup> August are shown on Reserves spreadsheet at the end of the detailed figures and circulated with the report.

The Parish Council set aside £17,520 in the Repairs and Renewals Ear Marked Reserve for 2019/20 work to the Boardwalks at Earles Meadow. The work was completed in August at a cost of £17,120.

An upgrade to streetlights has been undertaken at a cost of £5,200. The Parish Council set aside £6,000 in the 2019/20 budget.

An unexpected water leak at Amberley Road allotments resulted in an invoice of £968 which was taken from the Repairs and Renewals Ear Marked Reserve with the agreement of the Property Committee.

£1,750 of the £6,000 set aside for Tree Management in 2019/20 has been spent on a Tree assessment report. High priority work will be undertaken as advised.

Pauline Whitehead/ Vivien Edwards 3<sup>rd</sup> October 2019

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>Finance &amp; Administration</u></b>					
<b><u>101 Administration</u></b>					
4007	Councillors Training	490	1,500	1,010	1,010
4008	Councillors Expenses	2,585	9,050	6,465	6,465
4021	Telephone/Fax/Internet	1,190	3,750	2,560	2,560
4022	Postage	434	1,500	1,066	1,066
4023	Stationery and Printing	771	1,750	979	979
4024	Subscriptions	3,465	3,500	35	35
4025	Insurance	8,822	9,200	378	378
4026	Publications/Magazines	17	20	3	3
4028	IT Costs	1,005	2,400	1,395	1,395
4029	Website Maintenance	0	300	300	300
4032	Publicity/Marketing	0	1,000	1,000	1,000
4033	Newsletter	783	700	-83	-83
4038	Office Equipment Maint.	305	1,000	695	695
4051	Bank Charges	25	100	75	75
4053	PWLB Loan Charges	6,409	12,700	6,291	6,291
4057	External Audit Fees	-1,870	1,500	3,370	3,370
4058	Professional Services	1,255	3,000	1,745	1,745
4059	Internal Audit Fees	146	600	454	454
4100	Chairman's Allowance	144	400	256	256
4120	Roffey Hall Equipment	256	750	494	494
4122	Office Equipment	254	1,000	746	746
	Administration :- Expenditure	<b>26,487</b>	<b>55,720</b>	<b>29,233</b>	<b>0</b>
1008	Miscellaneous Income	252	0	252	0
1175	CIL Payment	11,053	0	11,053	0
1176	Precept	327,769	327,769	0	0
1196	Interest Received	63	100	-37	0
	Administration :- Income	<b>339,137</b>	<b>327,869</b>	<b>11,268</b>	
	<b>Net Expenditure over Income</b>	<b>-312,650</b>	<b>-272,149</b>	<b>40,501</b>	
<b><u>103 Grants</u></b>					
4155	Other Grants and Donations	1,030	10,000	8,970	8,970
	Grants :- Expenditure	<b>1,030</b>	<b>10,000</b>	<b>8,970</b>	<b>0</b>
	<b>Net Expenditure over Income</b>	<b>1,030</b>	<b>10,000</b>	<b>8,970</b>	

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u> Burial					
4101 Burial Charges	3,365	6,750	3,385		3,385
Burial :- Expenditure	<u>3,365</u>	<u>6,750</u>	<u>3,385</u>	<u>0</u>	<u>3,385</u>
<b>Net Expenditure over Income</b>	<u>3,365</u>	<u>6,750</u>	<u>3,385</u>		
Finance & Administration :- Expenditure	<u>30,882</u>	<u>72,470</u>	<u>41,588</u>	<u>0</u>	<u>41,588</u>
Income	<u>339,137</u>	<u>327,869</u>	<u>11,268</u>		
<b>Net Expenditure over Income</b>	<u>-308,254</u>	<u>-255,399</u>	<u>52,855</u>		
<b><u>Planning Environment &amp; Transpo</u></b>					
<u>201</u> Planning, Env & Transport					
4305 Planning Consultant Fees	278	2,250	1,972		1,972
Planning, Env & Transport :- Expenditure	<u>278</u>	<u>2,250</u>	<u>1,972</u>	<u>0</u>	<u>1,972</u>
<b>Net Expenditure over Income</b>	<u>278</u>	<u>2,250</u>	<u>1,972</u>		
Planning Environment & Transpo :- Expenditure	<u>278</u>	<u>2,250</u>	<u>1,972</u>	<u>0</u>	<u>1,972</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Net Expenditure over Income</b>	<u>278</u>	<u>2,250</u>	<u>1,972</u>		
<b><u>Property</u></b>					
<u>301</u> Allotments					
4012 Water Rates	-4	100	104		104
4102 Allotment Rent	0	250	250		250
4200 Grass cutting	250	750	500		500
4259 Allotment Maintenance	43	100	57		57
Allotments :- Expenditure	<u>289</u>	<u>1,200</u>	<u>911</u>	<u>0</u>	<u>911</u>
1050 Allotment Rents	541	775	-234		0
Allotments :- Income	<u>541</u>	<u>775</u>	<u>-234</u>		
<b>Net Expenditure over Income</b>	<u>-253</u>	<u>425</u>	<u>678</u>		
<u>302</u> Amenity, Recs & Open Sp					
4019 Window Cleaning	300	925	625		625
4200 Grass cutting	9,153	20,000	10,847		10,847
4250 Bus Shelter Repairs	1,261	2,000	739		739
4251 Play Area & M Crts Maint	2,144	8,000	5,856		5,856

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4252 Open Spaces	1,887	9,000	7,113		7,113
4253 Litter Warden/Clearance	69	850	781		781
4254 Community Services - Dog Bins	1,178	2,069	891		891
4255 Street Lighting - Maint/Supply	1,120	3,500	2,380		2,380
4258 Multicourts Maintenance	892	2,556	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>18,094</b>	<b>50,000</b>	<b>31,906</b>	<b>0</b>	<b>31,906</b>
1100 Grants Received	9,984	9,836	148		0
Amenity, Recs & Open Sp :- Income	<b>9,984</b>	<b>9,836</b>	<b>148</b>		
<b>Net Expenditure over Income</b>	<b>8,110</b>	<b>40,164</b>	<b>32,054</b>		
Property :- Expenditure	<b>18,383</b>	<b>51,200</b>	<b>32,817</b>	<b>0</b>	<b>32,817</b>
Income	<b>10,525</b>	<b>10,611</b>	<b>-86</b>		
<b>Net Expenditure over Income</b>	<b>7,858</b>	<b>40,589</b>	<b>32,731</b>		

**Halls**

401 North Heath Hall					
4011 NNDR	3,831	6,396	2,565		2,565
4012 Water Rates	647	900	253		253
4014 Electricity	958	2,640	1,682		1,682
4015 Gas	479	2,562	2,083		2,083
4016 Cleaning Materials	434	1,332	898		898
4017 Refuse Bin Clearance	272	836	564		564
4018 Sanitary Waste	131	205	74		74
4019 Window Cleaning	240	738	498		498
4034 Maintenance - Electrical	375	2,000	1,625		1,625
4035 Maintenance - Elect Eqp Insp	80	500	420		420
4036 Maintenance - General	1,201	2,000	799		799
4037 Maintenance - Fire Alarm Syt	410	750	340		340
4039 Maint - Intruder Alarm	774	794	20		20
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	187	650	464		464
4044 Maintenance - Partition Wall	0	700	700		700
4061 Legionella Testing	131	236	105		105
4063 Maintenance - Plumbing	0	750	750		750
4065 Fire Prevention Sundries	0	75	75		75
4066 Keyholder Services	90	185	95		95
4500 Internal Redecorations	0	2,000	2,000		2,000
North Heath Hall :- Expenditure	<b>10,239</b>	<b>26,399</b>	<b>16,160</b>	<b>0</b>	<b>16,160</b>

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## Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1000	Hall Lettings	25,502	64,873	-39,371		0
	North Heath Hall :- Income	<b>25,502</b>	<b>64,873</b>	<b>-39,371</b>		
	<b>Net Expenditure over Income</b>	<b>-15,262</b>	<b>-38,474</b>	<b>-23,212</b>		
<u>402</u>	<u>Holbrook Recreation Centre</u>					
4011	NNDR	2,090	3,493	1,403		1,403
4012	Water Rates	0	1,500	1,500		1,500
4014	Electricity	1,249	3,250	2,001		2,001
4015	Gas	194	1,500	1,306		1,306
4016	Cleaning Materials	474	1,575	1,101		1,101
4017	Refuse Bin Clearance	204	836	632		632
4018	Sanitary Waste	100	205	105		105
4019	Window Cleaning	105	323	218		218
4034	Maintenance - Electrical	619	2,000	1,381		1,381
4035	Maintenance - Elect Eqp Insp	80	590	510		510
4036	Maintenance - General	230	2,000	1,770		1,770
4037	Maintenance - Fire Alarm Syst	410	570	160		160
4039	Maint - Intruder Alarm	774	794	20		20
4041	Maintenance - Fire Extg Insp	0	150	150		150
4042	Maintenance - Gas Boiler etc	187	500	314		314
4061	Legionella Testing	116	205	89		89
4063	Maintenance - Plumbing	0	750	750		750
4065	Fire Prevention Sundries	500	575	75		75
4066	Keyholder Services	90	185	95		95
4500	Internal Redecorations	1,411	2,000	589		589
	Holbrook Recreation Centre :- Expenditure	<b>8,832</b>	<b>23,001</b>	<b>14,169</b>	<b>0</b>	<b>14,169</b>
1000	Hall Lettings	16,518	34,110	-17,592		0
1010	Multi Court Lettings	7,430	22,035	-14,605		0
	Holbrook Recreation Centre :- Income	<b>23,948</b>	<b>56,145</b>	<b>-32,197</b>		
	<b>Net Expenditure over Income</b>	<b>-15,116</b>	<b>-33,144</b>	<b>-18,028</b>		
<u>403</u>	<u>Roffey Millennium Hall</u>					
4011	NNDR	3,977	6,642	2,666		2,666
4012	Water Rates	779	1,235	456		456
4014	Electricity	2,090	5,125	3,035		3,035
4015	Gas	1,431	6,150	4,719		4,719
4016	Cleaning Materials	953	1,425	472		472
4017	Refuse Bin Clearance	608	1,663	1,055		1,055

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4018 Sanitary Waste	-90	205	295		295
4019 Window Cleaning	330	1,015	685		685
4020 Refreshment Sale Cost/Sundries	253	500	247		247
4034 Maintenance - Electrical	415	2,000	1,585		1,585
4035 Maintenance - Elect Eqp Insp	223	590	367		367
4036 Maintenance - General	585	3,000	2,415		2,415
4037 Maintenance - Fire Alarm Syt	410	515	105		105
4039 Maint - Intruder Alarm	774	794	20		20
4040 Maintenance - Elevator	1,195	750	-445		-445
4041 Maintenance - Fire Extg Insp	134	150	16		16
4042 Maintenance - Gas Boiler etc	345	1,000	655		655
4044 Maintenance - Partition Wall	0	500	500		500
4061 Legionella Testing	136	250	114		114
4062 Air Conditionaing Maintenance	270	308	38		38
4063 Maintenance - Plumbing	355	1,500	1,145		1,145
4064 Lightning Conductor Works	0	227	227		227
4065 Fire Prevention Sundries	0	100	100		100
4066 Keyholder Services	90	185	95		95
4500 Internal Redecorations	0	2,000	2,000		2,000
Roffey Millennium Hall :- Expenditure	<b>15,263</b>	<b>37,829</b>	<b>22,566</b>	<b>0</b>	<b>22,566</b>
1000 Hall Lettings	33,749	81,263	-47,514		0
1004 Equipment Sale/Sundry Income	560	200	360		0
1006 Refreshment Sale Income	650	2,000	-1,350		0
Roffey Millennium Hall :- Income	<b>34,959</b>	<b>83,463</b>	<b>-48,504</b>		
<b>Net Expenditure over Income</b>	<b>-19,696</b>	<b>-45,634</b>	<b>-25,938</b>		
Halls :- Expenditure	<b>34,334</b>	<b>87,229</b>	<b>52,895</b>	<b>0</b>	<b>52,895</b>
Income	<b>84,409</b>	<b>204,481</b>	<b>-120,072</b>		
<b>Net Expenditure over Income</b>	<b>-50,075</b>	<b>-117,252</b>	<b>-67,177</b>		

**Personnel**

106 Personnel					
4001 Salaries/NI/Pensions	146,097	296,500	150,403		150,403
4002 Childcare Vouchers	1,524	0	-1,524		-1,524
4003 Payroll Admin Charge	0	800	800		800
4009 Staff Expenses/Mileage	1,059	3,000	1,941		1,941
4010 Staff Training	95	1,500	1,405		1,405
4030 Recruitment Advertising	0	250	250		250
4067 Protective Clothing	41	400	359		359
Personnel :- Expenditure	<b>148,816</b>	<b>302,450</b>	<b>153,634</b>	<b>0</b>	<b>153,634</b>
<b>Net Expenditure over Income</b>	<b>148,816</b>	<b>302,450</b>	<b>153,634</b>		

7

Month No : 6

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Personnel :- Expenditure	148,816	302,450	153,634	0	153,634
Income	0	0	0		
<b>Net Expenditure over Income</b>	<b>148,816</b>	<b>302,450</b>	<b>153,634</b>		
<b><u>Earmarked Reserves</u></b>					
901 <u>Earmarked Reserves</u>					
4900 Repairs & Renewals Reserve	23,288	0	-23,288		-23,288
4909 Tree Management	1,750	0	-1,750		-1,750
Earmarked Reserves :- Expenditure	25,038	0	-25,038	0	-25,038
<b>Net Expenditure over Income</b>	<b>25,038</b>	<b>0</b>	<b>-25,038</b>		
Earmarked Reserves :- Expenditure	25,038	0	-25,038	0	-25,038
Income	0	0	0		
<b>Net Expenditure over Income</b>	<b>25,038</b>	<b>0</b>	<b>-25,038</b>		



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BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
401	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	6,396	6,383	Based on invoices	6,700	5% increase
4012	Water Rates	900	900		900	
4014	Electricity	2,640	2,640		2,640	Savings are always trying to be made.
4015	Gas	2,562	2,562		2,562	Savings are always trying to be made.
4016	Cleaning Materials	1,332	1,332		1,332	
4017	Refuse Clearance (HDC)	836	820	Based on invoices	832	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	738	738		738	
4034	Maintenance - electrical	2,000	2,000	Electrical repairs	2,000	Stage lighting requires moving.
4035	Maintenance - electrical insp.	500	500	No periodic test required. Light testing monthly	500	No periodic testing required. Lights tested monthly.
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	750	750		750	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	650	650		650	
4044	Maintenance - partition wall	700	700		700	
4061	Legionella Testing	236	251	Environmental assessment and thermomometer calibration.	371	Risk assessment required along with environmental assessment and thermomometer calibration.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	75	75	New fire notices required	585	Fire risk assessment required in 2020.
4066	Keyholder Services	185	180		180	
4500	Internal decoration	2,000	2,000	Hall and kitchens	2,500	
		<b>26,399</b>	<b>26,380</b>		<b>27,854</b>	

BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
402	<b>HOLBROOK TYTHE BARN</b>					
4011	NNDR (Business Rates)	3,493	3,486	Actual amount	3,660	5% increase
4012	Water Rates	1,500	1,500		1,500	
4014	Electricity	3,250	3,250		3,250	
4015	Gas	1,500	1,500		1,500	
4016	Cleaning Materials	1,575	1,575		1,575	
4017	Refuse Clearance (HDC)	836	820		832	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	323	320		450	Misquoted in 2019
4034	Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
4035	Maintenance - electrical insp.	590	590	PAT Tests + electrical inspections + EL	1,900	Drain test and periodic electrical test.
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	570	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	205	221	Water testing +risk assessment	351	Risk assessment required . And thermometer calibration.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	575	575	Fire risk assessment £500 April 2019	75	
4066	Keyholder Services	185	180		180	
4500	Internal decoration	2,000	2,000		1,500	
		<b>23,001</b>	<b>22,986</b>		<b>23,757</b>	



BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
403	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	6,642	6,628		6,959	5% increase
4012	Water Rates	1,235	1,235		1,235	
4014	Electricity	5,125	5,125		5,125	
4015	Gas	6,150	6,150		6,150	
4016	Cleaning Materials	1,425	1,425		1,425	
4017	Refuse Clearance (HDC)	1,663	1,640		1,664	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	1,015	990		990	
4020	Refreshment Sale Costs	500	500		500	
4034	Maintenance - electrical	2,000	2,000		2,000	
4035	Maintenance - electrical insp.	590	590	PAT Tests + electrical inspections + EL	1202	Periodic test required + PAT tests and electrical inspections.
4036	Maintenance - general	3,000	3,000		3,250	Defibrillator pads required
4037	Maintenance - fire alarm	515	570		570	
4039	Maintenance - intruder alarm	794	794		794	
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	1,000	
4044	Maintenance - partition wall	500	500	Annual service	500	
4061	Legionella Testing	250	250	Water testing only.	380	Risk assessment and water testing
4062	Maintenance - air conditioning	308	270		300	
4063	Maintenance - plumbing	1,500	1,500		1,500	
4064	Maintenance - lightning conductor	227	230		230	
4065	Fire Prevention Sundries	100	100		620	Fire risk assessment required.
4066	Keyholder Services	185	180		180	
4500	Internal decorations	2,000	2,000		2,500	Upstairs rooms
		<b>37,829</b>	<b>37,782</b>		<b>40,194</b>	

BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
<b>AMENITIES - ALLOTMENTS</b>						
301	4012 Water Rates	100	150	Water leak in 2019	150	More in line with previous bills.
	4102 Rent to WSCC - Harwood Rd	250	275	Actual cost for 2019/20	275	Whilst an increase has been suggested, the figure has been kept at 275 whilst negotiations are in place.
	4200 Grounds Maintenance	750	750	Grass and hedge cutting	750	Grass and hedge cutting
	4259 Allotment Maintenance	100	400	Necessary bramble clearing.	400	Necessary bramble clearing and cutting.
		<b>1,200</b>	<b>1,575</b>		<b>1,575</b>	
<b>OTHER AMENITIES</b>						
302	4019 Bus shelter cleaning	925	925	Regular cleaning of bus shelters.	925	Regular cleaning of bus shelters.
	4200 Grounds Maintenance	20,000	20,500	Some remedial work is required in areas that had been cut back previously.	20,500	Grass maintenance contract and some ad hoc work.
	4250 Bus Shelter Maintenance	2,000	2,000	Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields	2,000	Rolling programme of maintenance
	4251 Play Area Maintenance*	8,000	8,000	Some play equipment requires replacement parts.	8,000	Repairs to equipment and wet pour anti-cipacted.
	4252 Open Space Maintenance**	9,000	9,000	Includes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces.	9,000	Includes H&S tree work
	4253 Litter Warden Equipment	850	200	The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year.	900	New trolley with litter segregation capability.
	4254 Dog Bin Emptying - HDC	2,069	2,020		2,060	2% inflation
	4255 Street Lighting Maint/Supply	3,500	3,500	Maintenance contract enables work to be undertaken as necessary with known costings	3,500	Includes maintenance and some painting
	4258 Multi Courts Maintenance	2,556	2,556		2,600	Permanent lining being undertaken through CIL money should reduce costs in the longer term.
	4260 Workshop	100	100	Security	100	For security, small items.
	4302 Notice Board Maintenance	1,000	1,000	This mainly covers cleaning and small repairs.	1,000	A notice board review is scheduled for 2020/21.
		<b>50,000</b>	<b>49,801</b>		<b>50,585</b>	

\*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 respectively.

The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberley Road Playground at £72,560.

In order to have sufficient funds to enable replacement it is recommended that £25,000 is set aside in an Earmarked Reserve for 2020/21, 2021/22

and 2022/23 and that work is undertaken in 2022/23 to ascertain more exact costings including what equipment in each playground could be retained so that

more exact funding can be allocated in 2023/24 to enable the programme of replacement to proceed.

\*\*Damage to the bridges on the boardwalks at Earles Meadow has been identified. The cost for repair is £7,260. It is recommended that sufficient money is allocated to the Repairs and Renewals Earmarked Reserve to cover the work being done in 2020/21.

Recommendation:- To include £25,000 in an Earmarked Reserve for 2020/21, 2021/22 and 2022/23 for replacement play equipment and refurbishment at Birches Road and Amberley Playgrounds. To undertake work in 2022/23 to ascertain more accurate costings to enable a final amount to be allocated and work to proceed.

Recommendation:- To set aside £7,260 in Repairs and Renewals for repairs to the Earles Meadow boardwalks in 2020/21.

BUDGET 2020/21  
INCOME

		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
	<b>INCOME</b>					
401	1000 Hall Lettings	64,873	62,500	Income inflated above the calculated rate.	65,625	Increase of 5%
402	1000 Hall Lettings	34,110	36,000		37,800	5% increase
	1010 Multi Court Income	22,035	22,035		23,140	5% increase
403	1000 Hall Lettings	81,263	81,263		83,700	3% to try to equalise the cost of the hires across the halls.
	1004 Miscellaneous Income	200	500		500	
	1006 Sale of Beverages	2,000	1,000	Fewer hires require refreshments	1,000	Potential for higher interest .
101	1196 Interest Received	100	100	Interest rates are very low	200	
301	1050 Allotment Rents	775	803	More work is required at the allotments and the current rents do not cover it.	875	Increase full allotment from £27.05 per annum to £30 and half allotment from 13.55 per annum to £15. (11% increase). To work towards covering the cost of providing the allotments.
		205,356	204,201		212,840	

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NORTH HORSHAM PARISH COUNCIL  
ALLOTMENT TENANCY AGREEMENT

**PERSONAL DETAILS**

YOUR FULL NAME:

YOUR ADDRESS:

POST CODE:

TELEPHONE NO:

**YOUR AGREEMENT**

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

**DECLARATION**

Full Name:

Your Signature.....

Date.....

Witnessed By (signature).....

Witness Address:

Signed for  
North Horsham Parish Council.....

Date .....

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## NORTH HORSHAM PARISH COUNCIL

### ALLOTMENT RULES

#### 1. APPLICATION AND WAITING LIST

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

#### 2. OBSERVANCE OF RULES

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

#### 3. ASSIGNMENT AND SUB-LETTING

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

#### 4. RENT

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

## **5. CULTIVATION AND USE**

### **5.1. Personal use**

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

### **5.2. Permitted Use**

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

### **5.3. Storage of materials within the plot**

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

### **5.4. Cultivation**

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

### **5.5. Hedges and Trees**

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

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



## **5.6. Weed Control**

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

## **6. WATER, BONFIRES AND OTHER RESTRICTIONS**

### **6.1 Water**

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

### **6.2 Bonfires**

Bonfires on any plot are prohibited.

### **6.3 Rubbish and Recycling**

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

### **6.4 Recycling**

Tenants are encouraged to recycle material by composting non-diseased vegetative matter for use on the allotment. Tenants must not deposit matter into the hedgerows or perimeter areas of the allotments.

Diseased plants and perennial weeds should be removed from the site by the tenant, for disposal elsewhere.

### **6.5 Removal of soil and similar materials**

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

### **6.6 Nuisance**

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

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

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

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

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

Chemicals, fuels and hazardous materials must be stored in a locked container.

Should herbicides and pesticides be used all safety instructions should be followed. Alternatives should be considered whenever possible.

Obstruction of paths and haulage ways is prohibited.

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

#### **6.8 Illegal or immoral activity**

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

### **7. DOGS, ANIMALS AND BEES**

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

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

### **8. UNAUTHORISED PERSONS**

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

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

### **9. PATHS AND HEADLANDS**

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

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

9.3 Headlands must be maintained by the tenant.

### **10. STRUCTURES**

10.1. Tenants wishing to erect a shed or greenhouse on an allotment must have the permission of the Authorised Officer in writing and it is incumbent on the tenant to ascertain if planning permission is required from the Local Authority and obtain it if necessary. Sheds and greenhouses must be anchored down, be temporary structures, no larger than 6' x 6' x 6' (1.83m x 1.83m x 1.83m) and be removed at the end of the tenancy. Sheds and greenhouses must be positioned so as not to shade a neighbour's plot. The Council is not responsible for any items left in sheds or greenhouses. Greenhouses and sheds must not contain any glass for safety reasons.

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

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

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

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

**10.6** Individual plots must not be fenced.

## **11. PLOT NUMBERS**

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

## **12. INSPECTION**

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

## **13. TERMINATION**

**13.1.** The tenancy of the allotment may be terminated **by the Council** by serving on the tenant not less than twelve months' written notice to quit expiring at any time between 29<sup>th</sup> September to 6<sup>th</sup> April inclusive.

**13.2** The Tenant shall on determination of this tenancy by the Council under 13.1 be entitled to compensation only to the extent prescribed by Section 2 of the Allotments Act 1922 and Section 3 of the Allotments Act 1950 but not further or otherwise.

**13.3.** The tenancy may be terminated **by the Council** by service of one month's written notice on the tenant if: -

- (i) the rent is in arrears for more than 40 days (whether formally demanded or not)
- (ii) the tenant is in breach of any of these rules or of their tenancy agreement
- (iii) if the tenant becomes bankrupt. The termination does not prejudice the right of the Council to claim damages for any such breach or to recover any rent already due before the time that the termination was stated
- (iv) the tenant moves out of the parish (subject to review of situation – see 1.2).
- (v) automatically after two months on the death of the named tenant. Contact must be made with the Authorised Officer as soon as possible. The tenancy may be passed to a close family member if they can evidence having worked on the allotment, at the discretion of the Clerk.

- 13.4. Tenants may voluntarily terminate their agreement (see 4.3 and 4.4).
- 13.5. On the termination of the tenancy, the tenant shall remove any shed, greenhouse, or other building or structure erected on the allotment unless the Council agrees otherwise and confirms the agreement in writing (see 10.1 and 10.2).

#### 14. RESPONSIBILITIES OF THE COUNCIL

##### 14.1 Overheads

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

##### 14.2 Administration

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

##### 14.3 Repairs and maintenance

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

##### 14.4 Plot Clearance

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

##### 14.5 Liability

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

#### 15. COMMUNICATION

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

#### 16. REVIEW

- 16.1 Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Allotment Rules will be reviewed every 2 years. The next review will be in October 2021.

## TERMS AND INTERPRETATION

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

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**Action plan**

1.	Lock the external bins to prevent arsonist igniting the rubbish contained inside.  Please refer to: Step 1 - Identify the hazards	
Priority rating: <b>Medium</b> - Action within 3 months		
Task assigned to (name/company):		
Date assigned:	Target completion date:	
Date completed:	Action completed on Assurity Plus (please tick)	<input type="checkbox"/>
Sign off signature:	Company:	
Comments: COMPLETED / ALL LOCATIONS CARTAKERS ADVISED		

**Action plan**

2.	<p>Provide fire safety instructions to all contractors to site to ensure that they are made aware of the fire safety arrangements for the building on their arrival. This should include the location of fire exits, the assembly point, how to raise the alarm and what to do on hearing the fire alarm etc. This can either be on the back of a visitors pass, or on a laminated sheet which they are asked to read.</p> <p>Please refer to: Step 2 - Decide who might be harmed and how</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		<p>Target completion date:</p>
<p>Date completed:</p>		<p>Action completed on Assurity Plus (please tick)</p>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p> <p style="text-align: center;"><i>INSTRUCTIONS PROVIDED AT ALL LOCATIONS</i></p>		

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**Action plan**


3.	<p>Consider making it mandatory for the people hiring the venue to have portable appliances testing done on all electrical items.</p> <p>This will ensure that all items used on site are safe and unlikely to cause a fire.</p> <p>Please refer to: Step 2 - Decide who might be harmed and how</p>	
Priority rating: <b>Low</b> - Action within 6 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick)
Sign off signature:		Company:
<p>Comments:</p> <p style="text-align: center;"><i>SEE AGENDA - 12.</i></p>		

**Action plan**


4.	Place thumb key signage above thumb keys on the fire doors in the kitchen exit, to alert occupants about the key and prevent delay/panic in an emergency evacuation.  Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: <b>Medium</b> - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Install thumb lock signs.		
Action completed on Assurity Plus (please tick)		<input type="checkbox"/>
Sign off signature:		Company:
Comments: <p style="text-align: center;"><i>COMPLETED AT ALL VENUES</i></p>		

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**Action plan**


5.	<p>Remove the external bin partially blocking the exit from the kitchen area. It is vitally important that exits remain clear at all times to aid with the timely escape of occupants within the building to the place of safety (assembly point).</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		 <p>External bin partially blocking exit from kitchen area fire escape.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
<p>Action completed on Assurity Plus (please tick) <input type="checkbox"/></p>		
Sign off signature:		Company:
<p>Comments:</p> <p style="font-family: cursive;">MOVED IMMEDIATELY. (INSTRUCTIONS GIVEN TO CARETAKERS TO KEEP AWAY FROM EXITS)</p>		

**Action plan**


6.	<p>Complete remedial works on the fire door to the kitchen area as the door catches on the frame. This will help to ensure that the doors prevent the spread of flames and smoke in a building fire and protect the escape routes in order to prolong the safe evacuation time.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Adjust fire door to kitchenette area so it slams closed.</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments: <i>AWAITING QUOTE</i></p>		

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**Action plan**


7.	<p>Determine if both styles of fire action notices are required and if so complete the site-specific fire information on the fire action notice present in the kitchen area and gas boiler room. Fire action notices provide quick and easy to read instructions for those unfamiliar with the building in what to do and where to go in the event of a building fire. Fire action notices are normally displayed next to red break glass call points.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		 <p>Boiler room incomplete fire action notice.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
<p>Action completed on Assurity Plus (please tick) <input type="checkbox"/></p>		
Sign off signature:		Company:
<p>Comments: <i>SITE SPECIFIC INFORMATION COMPLETED</i></p>		

**Action plan**

8.	Install mandatory 'fire exit – keep clear' signs on the external side of the Wallace room final exit door. This is to warn people not to obstruct these doors inadvertently and hinder the safe and timely escape of occupants in the event of a building evacuation.  Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: <b>Medium</b> - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
		Place fire exit keep clear on external side of Wallace room fire escape.
Action completed on Assurity Plus (please tick)		<input type="checkbox"/>
Sign off signature:	Company:	
Comments: <p style="text-align: center; font-size: 1.2em;"><i>COMPLETED</i></p>		

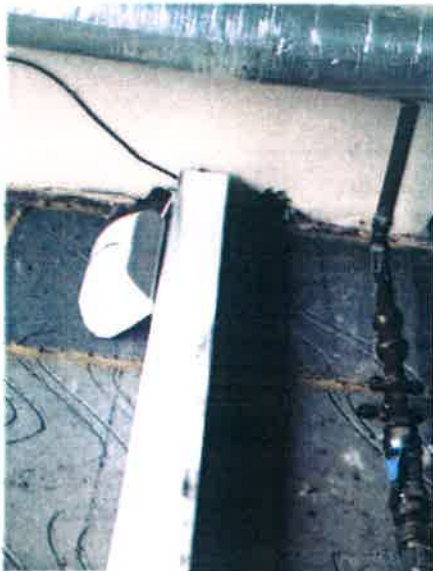
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**Action plan**

9.	<p>Remove the obstructions blocking visibility and easy access to the fire extinguishers in the workshop. It is important extinguishers remain visible and easy to access so trained members of staff discovers a fire in the building can tackle the fire (only if company policy to do so).</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>
Priority rating: <b>Medium</b> - Action within 3 months	
Task assigned to (name/company):	
Date assigned:	
Target completion date:	
Date completed:	
<p style="text-align: center;">Remove obstruction to extinguisher in workshop.</p>	
<p>Action completed on Assurity Plus (please tick) <input type="checkbox"/></p>	
Sign off signature:	Company:
<p>Comments:</p> <p style="text-align: center; font-family: cursive;">CLEARED - PUT UP KEEP CLEAR NOTICE</p>	

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**Action plan**

10.	Install fire stopping to ensure compartmentalisation remains unbreached in the gas boiler room. Fire stopping is an important part of passive fire protection to ensure smoke and fire is prevented from spreading from one fire compartment to another, which could impact on the safe escape from the building in the event of the fire.  Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: <b>Medium</b> - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Improve fire stopping in gas boiler room.		
Action completed on Assurity Plus (please tick)		<input type="checkbox"/>
Sign off signature:		Company:
Comments: <i>AWAITING QUOTE</i>		




**Action plan**

11.	<p>Set up a contract to ensure all emergency lights undergo at least an annual full discharge test. This test ensures the battery is allowed to operate for its full duration (normally 3 hours) and if not, replacement of the battery or other components is required.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		<p>Target completion date:</p>
<p>Date completed:</p>		<p>Action completed on Assurity Plus (please tick)</p>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments: <i>IS UNDERTAKEN BY TURNERS - NEED TO OBTAIN MORE SPECIFIC PAPERWORK</i></p>		


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**Action plan**


12.	<p>Confirm the water heater located in the kitchen is being serviced as no records were made available at the time of this assessment.</p> <p>This will ensure that the heater works correctly and it is safe to use and not at risk of causing a fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Portable water heater no service history.</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p> <p style="text-align: center;"><i>CONFIRMED THAT IS INCLUDED IN SERVICE PLAN</i></p>		

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**Action plan**

13.	<p>Repair the cold smoke seal on the fire doors in the Barn leading to the kitchenette.</p> <p>This will help prevent the spread of smoke in the event of a fire and protect the escape routes, thus giving occupants more time to escape.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: <b>Medium</b> - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
		<p>Rubber seal missing on part of the fire door to rear area containing kitchen and toilet.</p>
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments: <i>AWAITING QUOTE</i></p>		

**Action plan**

14.	Install cold smoke seals on the doors from the lobby to the main rooms as currently there are gaps between the doors which would allow for smoke to easily travel throughout the building.  Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: <b>Medium</b> - Action within 3 months		 <p>Gap in doors from lobby.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments: <i>AWAITING QUOTE</i>		

*HO*