

Meadow NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 21st OCTOBER 2021

COMMITTEE REPORT

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

3. 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 Committee 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

5. 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, unless they have received a dispensation.

7. Chairman's Announcements - For information and noting only. Recommendation: To note any announcements.

8. Update on Measures in place to control the spread of Coronavirus (COVID-19) at Council Owned Premises

In order to minimise the risk to staff, councillors, hirers and members of the public catching and /or spreading Coronavirus, we continue to keep various protocols and actions in place in parish council owned premises. These are in line with current government guidance and include, encouraging the use of facemasks in communal areas, sanitising hands on entering and leaving buildings and maintaining social distance when inside. Staff work to a high standard maintaining and sanitising the buildings between hires.

Risk Assessments and Terms and Conditions of Use are revised as circumstances and guidance changes.

The MUGAS are currently open for bookings for groups and private hires. Rooms in all three of the buildings are available for hire (with restricted numbers) although private

parties and large events are not permitted. Hirers must have their own public liability insurance and provide a COVID Risk Assessment.

This ties in with advice given during a COVID spot check by the Health and Safety Executive in August. The inspector asked for details of all the procedures, risk assessments etc. we had in place and was satisfied that we were doing all that we could to minimise risk.

In order to keep businesses viable and staff and users safe, the HSE is actively encouraging businesses to continue to maintain the controls that they had in place before 19th July, including not holding big events or hiring to private individuals for events such as parties.

A telephone check was also carried out by an officer from Horsham District Council in September, and they were satisfied with the preventive measures we had in place.

Unless circumstances change, it is hoped to review the situation regarding parties and large events towards the end of the year.

Recommendation: To note the measures in place for Parish Council Owned Premises to minimise the spread of Coronavirus (COVID-19).

9. Finance

See Appendix A

Recommendations:

- a) To note the Committee Budget to September 30th 2021
- b) To note the provisional figures put forward for the forecast for 2021/22, the budget for 2022/23 and suggested funds to be allocated to the Earmarked Reserves for specific projects.

10. Completed Works

Members are asked to note that the following works have been completed since the last update sent in July 2021:

- (a) **All buildings**
 - (i) Fire and Intruder alarms serviced
 - (ii) Legionella Water testing undertaken – no problems
- (b) **Roffey Millennium Hall**
 - (i) Fire Extinguishers serviced
 - (ii) Repairs to Partition Wall
 - (iii) Adjustments to air handling unit to allow a great proportion of fresh (rather than recycled) air
 - (iv) Air conditioning units serviced
- (c) **North Heath Hall and surrounding area**
 - (i) Fire extinguishers serviced
 - (ii) Loose extension wire in boiler room wired in
- (d) **Holbrook Tythe Barn and surrounding area**
 - (i) Various pieces of guttering replaced
 - (ii) Exterior decorated
- (e) **Play Areas**
 - (i) Birches Road – repairs to fence and Multiplay station
 - (ii) Holbrook Tythe Barn - repairs to tarmac/wet pour joints and Multiplay station

- (f) Earles Meadow**
 - (i) Grass cut in fenced area around the Oak Tree
 - (ii) Meadows cut (annual cut)
 - (iii) Fence to north of Earles Meadow replaced (50%/50% split between PC and developer)
 - (iv) Some minor repairs to bridges.
- (g) Multi-courts**
 - (i) Regular maintenance visit.

Recommendation: To note the completed works.

11. On-going Works

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

- (a) Roffey Millennium Hall**
 - (i) Alarm panel to be replaced
 - (ii) Partition wall to be serviced
- (b) Holbrook Tythe Barn and surrounding area**
 - (i) Some fire alarm points to be replaced – problems identified during service
 - (ii) New litter Bins (CiL) ordered awaiting delivery
- (c) North Heath Hall**
 - (i) Partition wall to be serviced
- (d) Multi-courts**
 - (i) Regular maintenance
 - (ii) Repainting white lines
- (e) Earles Meadow**
 - (i) Chicken wire on a bridge to be replaced with anti-slip tape
 - (ii) A further inspection to talk place to check if Drainforce still need to make good any problems they caused when carrying out remedial work to the culvert under the railway line. Previously, the Chairman of the Committee and the Facilities Officer met with a representative of the contractor, and agreed the work that needs to be carried out
- (f) Tree Work**
 - (i) Branch overhanging a property at Earles Meadow to be cut back – safety risk
- (g) Open Spaces**
 - (i) Missing bollard at Roffey Corner to be replaced
 - (ii) Broken fence at Downsview Road to be repaired
- (h) Benches at Gorrings Brook and North Heath Lane**
 - (i) Ordered, awaiting delivery. Likely to be installed in the spring.

Recommendation: To note on-going works.

12. Allotments at Amberley Close

See Appendix B - Amberley Close Allotment Site Report

Recommendations:

- (i) To no longer halve full sized plots however, if the allotments succumb to a high demand again in the future, full sized plots should be halved to satisfy demand**
- (ii) To add additional clauses to the Allotment Rules as outlined in the report.**

14. Update on Risk Assessments and Safety Checks since April 2021

(i) Health and Safety and COVID 19 Risk Assessments

These are updated regularly as circumstances change.

(ii) Fire Risk Assessments

An independent Fire Risk Assessment was undertaken at Roffey Millennium Hall in April

2021. The assessor concluded that the overall risk rating was tolerable, which is as low as reasonably practicable (ALARP) for the activities taking place within the building, and the number of fire hazards present. Remedial measures have been taken to manage the two minor risks identified.

An internal desk based assessment was undertaken for Holbrook Tythe Barn in August 2021 and risk of fire within the property remains **moderate** as assessed in the independent review in 2019 and the internal review in 2020.

(iii) Independent Legionella Risk Assessments and Water Assessments

Legionella Risk Assessments were undertaken at all venues in April 2021. No operational issues were raised, and no recommendations made.

Water Assessments, looking at water quality and hygiene standards, were carried out at all three buildings in August and the minor problems identified, have now been rectified.

(iv) Annual RoSPA inspection

All Parish Council owned play areas and play equipment were inspected in July and no high risk issues were found. Work is on-going to correct the medium and minor issues that were identified.

Recommendation:

To note and approve the current status of the following Risk Assessments and Safety Checks since April 2021:

(i) Health and Safety and COVID 19 Risk Assessments

(ii) Fire Risk Assessments

(iii) Legionella Risk Assessments and Water Assessments

(iv) RoSPA Annual Inspections of Play Areas.

14. Review of Winter Maintenance Plan

See Appendix C

Recommendation:

To note the Winter Maintenance Plan for 2021/2022.

15. Exclusion of Press and Public

16a See Appendix D – Confidential Report

16b

17. Date of next meeting

Recommendation: To note the next scheduled meeting to be held will be on Thursday 3rd December 2021.

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.

Vivien Edwards - Deputy Clerk – 15th October 2021

North Horsham Parish Council
Property Committee Meeting – 21st October 2021

APPENDIX A

Agenda Item 9

(i) Committee Budget to September 30th 2021 and supporting papers

Finance Report to show income, expenditure and reserves to 30th September 2021

Period covering 1st April 2021 to 30th September 2021

Funding at 30th September 2021

Precept (full year)	338,600
Environmental Grant (full year).	5,178
Community Infrastructure Levy (CiL) Payment	7,160
Total	350,938

Income to 30th September 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 30 th September 2021*
Admin	19	100	50
Allotments**	933	875	875
North Heath Hall	22,056	50,000	25,000
Holbrook Tythe Barn	9,491	30,000	15,000
Multi Court Lettings	7,435	20,000	10,000
Roffey Millennium Hall	13,324	60,000	30,000
Total	53,258	160,975	80,925

Expenditure to 30th September 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 th September 2021*
Admin***	28,331	50,120	29,810
Grants	2,680	10,000	5,000
Burial	3,730	6,750	3,375
Personnel	122,015	315,450	157,725
Planning, Env, Trans	0	2,250	1,125
Allotments	516	1,575	788
Amenity, Recs and Open Spaces	18,474	52,995	26,498
North Heath Hall	6,360	28,421	14,211
Holbrook Tythe Barn	6,540	22,196	11,098
Roffey Millennium Hall	8,435	37,888	18,944
Total	197,099	527,645	268,574
Net expenditure	(143,841)	(366,670)	(187,649)

*Total cost centre budget for 2021/22 divided by 3/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

Supporting papers follow this report.

Income

Whilst government restrictions have eased in the second quarter of the year, with HSE advice to still exercise caution over hall hires in order stop the spread of Coronavirus, only specific activities continue to be been able to take place. This has resulted in around £25,000 less income than expected. However, the NHS vaccinations booking until into the New Year should assist with the income stream.

Expenditure

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary health and safety work is being carried out and ongoing necessary inspections and servicing is continuing.

Reserves

On 30th September 2021 the General Reserve stood at £411,838 and there were Ear Marked Reserves of £232,811. £5,000 has been transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler fund increasing it to £25,000. This is a contingency should the boiler need replacing.

Summary

There is approximately £27,000 less income than budgeted for in the first half of 2021/22, but this is offset by £71,000 less expenditure. The overall position is that the Council has spent about £44,000 less than anticipated at this time of the financial year. There is adequate reserves to cover 6 months running costs.

Recommendation: To note the Financial Report to 30th September 2021.

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1175 CIL Payment	0	7,160	0	(7,160)		
1176 Precept	169,300	338,600	338,600	0		
1196 Interest Received	3	19	100	81		
Administration :- Income	169,303	345,778	338,700	(7,078)		
4007 Councillors Training	32	326	1,000	674		674
4008 Councillors Expenses	0	3,430	7,000	3,570		3,570
4021 Telephone/Fax/Internet	0	782	3,500	2,718		2,718
4022 Postage	0	232	1,400	1,168		1,168
4023 Stationery and Printing	147	993	1,600	607		607
4024 Subscriptions	0	2,846	3,600	754		754
4025 Insurance	0	10,666	9,500	(1,166)		(1,166)
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	378	1,329	2,400	1,071		1,071
4029 Website Maintenance	0	0	150	150		150
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	64	378	800	422		422
4038 Office Equipment Maint.	0	364	1,000	636		636
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	5,916	5,916	11,500	5,584		5,584
4057 External Audit Fees	1,000	(300)	1,600	1,900		1,900
4058 Professional Services	55	824	1,500	676		676
4059 Internal Audit Fees	0	(180)	500	680		680
4100 Chairman's Allowance	0	31	400	369		369
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	89	693	1,000	307		307
Administration :- Indirect Expenditure	7,681	28,331	50,120	21,789	0	21,789
Net Income over Expenditure	161,622	317,448	288,580	(28,868)		
6001 less Transfer to EMR	0	7,160				
Movement to/(from) Gen Reserve	161,622	310,288				
103 Grants						
4155 Other Grants and Donations	0	2,680	10,000	7,320		7,320
Grants :- Indirect Expenditure	0	2,680	10,000	7,320	0	7,320
Net Expenditure	0	(2,680)	(10,000)	(7,320)		

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104 Burial</u>						
4101 Burial Charges	0	3,730	6,750	3,020		3,020
Burial :- Indirect Expenditure	<u>0</u>	<u>3,730</u>	<u>6,750</u>	<u>3,020</u>	<u>0</u>	<u>3,020</u>
Net Expenditure	<u>0</u>	<u>(3,730)</u>	<u>(6,750)</u>	<u>(3,020)</u>		
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions	20,048	118,836	310,000	191,164		191,164
4002 Childcare Vouchers	256	1,275	0	(1,275)		(1,275)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	47	1,435	2,500	1,065		1,065
4010 Staff Training	0	170	1,500	1,330		1,330
4030 Recruitment Advertising	0	300	250	(50)		(50)
4067 Protective Clothing	0	0	400	400		400
Personnel :- Indirect Expenditure	<u>20,351</u>	<u>122,015</u>	<u>315,450</u>	<u>193,435</u>	<u>0</u>	<u>193,435</u>
Net Expenditure	<u>(20,351)</u>	<u>(122,015)</u>	<u>(315,450)</u>	<u>(193,435)</u>		
<u>201 Planning, Env & Transport</u>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,250)</u>	<u>(2,250)</u>		
<u>301 Allotments</u>						
1050 Allotment Rents	30	933	875	(58)		
Allotments :- Income	<u>30</u>	<u>933</u>	<u>875</u>	<u>(58)</u>		
4012 Water Rates	0	18	150	132		132
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	498	750	252		252
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	<u>0</u>	<u>516</u>	<u>1,575</u>	<u>1,059</u>	<u>0</u>	<u>1,059</u>
Net Income over Expenditure	<u>30</u>	<u>417</u>	<u>(700)</u>	<u>(1,117)</u>		
<u>302 Amenity, Recs & Open Sp</u>						
1100 Grants Received	0	5,178	10,234	5,056		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>5,178</u>	<u>10,234</u>	<u>5,056</u>		
4019 Window Cleaning	0	300	925	625		625
4200 Grass cutting	1,727	9,034	20,910	11,876		11,876

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	200	2,244	8,000	5,756		5,756
4252 Open Spaces	764	2,884	10,500	7,616		7,616
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	172	1,205	2,060	855		855
4255 Street Lighting - Maint/Supply	90	1,486	4,000	2,514		2,514
4258 Multicourts Maintenance	415	1,245	2,600	1,355		1,355
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	75	1,000	925		925
Amenity, Recs & Open Sp :- Indirect Expenditure	3,368	18,474	52,995	34,521	0	34,521
Net Income over Expenditure	(3,368)	(13,296)	(42,761)	(29,465)		
401 North Heath Hall						
1000 Hall Lettings	5,337	22,056	50,000	27,944		
North Heath Hall :- Income	5,337	22,056	50,000	27,944		
4011 NNDR	207	414	7,000	6,586		6,586
4012 Water Rates	156	434	900	466		466
4014 Electricity	103	721	2,640	1,919		1,919
4015 Gas	0	849	2,562	1,713		1,713
4016 Cleaning Materials	0	103	1,500	1,397		1,397
4017 Refuse Bin Clearance	66	344	832	488		488
4018 Sanitary Waste	28	146	220	74		74
4019 Window Cleaning	0	160	738	578		578
4034 Maintenance - Electrical	40	216	2,000	1,784		1,784
4035 Maintenance - Elect Eqp Insp	0	280	1,400	1,120		1,120
4036 Maintenance - General	0	627	2,000	1,373		1,373
4037 Maintenance - Fire Alarm Syt	0	410	570	160		160
4039 Maint - Intruder Alarm	0	774	794	20		20
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	199	650	451		451
4044 Maintenance - Partition Wall	0	475	700	225		225
4061 Legionella Testing	118	118	260	142		142
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	90	180	90		90
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	732	6,360	28,421	22,061	0	22,061
Net Income over Expenditure	4,605	15,696	21,579	5,883		

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 Holbrook Recreation Centre						
1000 Hall Lettings	2,493	9,491	30,000	20,509		
1010 Multi Court Lettings	1,326	7,435	20,000	12,565		
Holbrook Recreation Centre :- Income	3,820	16,926	50,000	33,074		
4011 NNDR	295	1,773	4,000	2,227		2,227
4012 Water Rates	0	312	1,500	1,188		1,188
4014 Electricity	205	933	3,250	2,317		2,317
4015 Gas	0	354	1,500	1,146		1,146
4016 Cleaning Materials	0	0	1,575	1,575		1,575
4017 Refuse Bin Clearance	66	344	832	488		488
4018 Sanitary Waste	28	121	220	99		99
4019 Window Cleaning	0	70	450	380		380
4034 Maintenance - Electrical	126	344	1,000	656		656
4035 Maintenance - Elect Eqp Insp	0	280	590	310		310
4036 Maintenance - General	22	152	2,000	1,848		1,848
4037 Maintenance - Fire Alarm Syt	0	410	570	160		160
4039 Maint - Intruder Alarm	0	774	794	20		20
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	464	500	36		36
4061 Legionella Testing	118	118	235	117		117
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	600	600		600
4066 Keyholder Services	15	90	180	90		90
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	874	6,540	22,196	15,656	0	15,656
Net Income over Expenditure	2,946	10,386	27,804	17,418		
403 Roffey Millennium Hall						
1000 Hall Lettings	5,527	13,213	60,000	46,787		
1004 Equipment Sale/Sundry Income	10	50	0	(50)		
1006 Refreshment Sale Income	53	61	0	(61)		
Roffey Millennium Hall :- Income	5,590	13,324	60,000	46,676		
4011 NNDR	215	429	7,300	6,871		6,871
4012 Water Rates	0	271	1,235	964		964
4014 Electricity	358	1,649	5,125	3,476		3,476
4015 Gas	108	846	6,075	5,229		5,229
4016 Cleaning Materials	0	232	1,425	1,193		1,193
4017 Refuse Bin Clearance	163	717	1,664	947		947
4018 Sanitary Waste	0	18	220	202		202

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	0	220	990	770		770
4020 Refreshment Sale Cost/Sundries	34	45	200	155		155
4034 Maintenance - Electrical	40	186	2,000	1,814		1,814
4035 Maintenance - Elect Eqp Insp	0	280	550	270		270
4036 Maintenance - General	30	847	3,250	2,403		2,403
4037 Maintenance - Fire Alarm Syt	0	410	570	160		160
4039 Maint - Intruder Alarm	0	774	794	20		20
4040 Maintenance - Elevator	0	289	750	461		461
4041 Maintenance - Fire Extg Insp	0	139	150	11		11
4042 Maintenance - Gas Boiler etc	0	358	1,000	642		642
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	121	158	260	102		102
4062 Air Conditionaig Maintenance	0	0	300	300		300
4063 Maintenance - Plumbing	0	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	495	230	(265)		(265)
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	90	180	90		90
4500 Internal Redecorations	0	0	1,000	1,000		1,000
Roffey Millennium Hall :- Indirect Expenditure	<u>1,083</u>	<u>8,453</u>	<u>37,888</u>	<u>29,435</u>	<u>0</u>	<u>29,435</u>
Net Income over Expenditure	<u>4,507</u>	<u>4,872</u>	<u>22,112</u>	<u>17,240</u>		
901 Earmarked Reserves						
4900 Repairs & Renewals Reserve	2,638	6,376	0	(6,376)		(6,376)
Earmarked Reserves :- Indirect Expenditure	<u>2,638</u>	<u>6,376</u>	<u>0</u>	<u>(6,376)</u>	<u>0</u>	<u>(6,376)</u>
Net Expenditure	<u>(2,638)</u>	<u>(6,376)</u>	<u>0</u>	<u>6,376</u>		
6000 plus Transfer from EMR	2,638	6,376				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>				
Grand Totals:- Income	184,080	404,196	509,809	105,613		
Expenditure	36,727	203,476	527,645	324,169	0	324,169
Net Income over Expenditure	<u>147,352</u>	<u>200,720</u>	<u>(17,836)</u>	<u>(218,556)</u>		
plus Transfer from EMR	2,638	6,376				
less Transfer to EMR	0	7,160				
Movement to/(from) Gen Reserve	<u>149,990</u>	<u>199,937</u>				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 30th September 2021

31st March 2021		30th September 2021
	Income Summary	
335,194	Precept	338,600
1,206	Interest Received	19
<u>336,400</u>	Sub Total	<u>338,619</u>
	Operating Income	
27,475	Administration	7,160
16,466	Personnel	0
928	Allotments	933
10,234	Amenity, Recs & Open Sp	5,178
27,749	North Heath Hall	22,056
13,519	Holbrook Recreation Centre	16,926
3,613	Roffey Millennium Hall	13,324
<u>436,382</u>	Total Income	<u>404,196</u> ✓
	Running Costs	
45,171	Administration	28,331
4,585	Grants	2,680
7,150	Burial	3,730
276,322	Personnel	122,015
1,376	Allotments	516
27,464	Amenity, Recs & Open Sp	18,474
14,245	North Heath Hall	6,360
15,869	Holbrook Recreation Centre	6,540
19,962	Roffey Millennium Hall	8,453
19,903	Earmarked Reserves	6,376
<u>432,046</u>	Total Expenditure	<u>203,476</u> ✓
	General Fund Analysis	
230,057	Opening Balance	216,901
436,382	Plus : Income for Year	404,196
<u>666,439</u>		<u>621,097</u>
432,046	Less : Expenditure for Year	203,476
<u>234,393</u>		<u>417,621</u>
17,492	Transfers TO / FROM Reserves	(13,536)
<u>216,901</u>	Closing Balance	<u>431,157</u>

North Horsham Parish Council
Property Committee Meeting – 21st October 2021

APPENDIX A

Agenda Item 9

(ii) Provisional figures put forward for the forecast for 2021/22, the budget for 2022/23 and suggested funds to be allocated to the Earmarked Reserves.

BUDGET 2022/23
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2021/22	ESTIMATED TO 31.03.2022	NOTES 2021/22	BUDGET 2022/23	NOTES 2022/23
403	ROFFEY MILLENNIUM HALL					
4011	NNDR (Business Rates)	7,300	1,720	In light of additional spending it is probable that there will be increases. 4.5% allowed.	7,300	
4012	Water Rates	1,235	1,235		1,235	
4014	Electricity	5,125	5,125		5,125	
4015	Gas	6,075	6,075		6,075	
4016	Cleaning Materials	1,425	1,500		1,500	
4017	Refuse Clearance (HDC)	1,664	1,664		1,700	
4018	Sanitary Disposals	220	220		250	
4019	Window Cleaning	990	500		990	
4020	Refreshment Sale Costs	200	200		300	
4034	Maintenance - electrical	2,000	2,000		2,000	
4035	Maintenance - electrical insp.	550	550	No PET.	550	
4036	Maintenance - general	3,250	2,750		3,250	
4037	Maintenance - fire alarm	570	570		600	
4039	Maintenance - intruder alarm	794	794		800	
4040	Maintenance - lift	750	750	550 service + repairs	750	
4041	Maintenance - fire extinguishers	150	150		160	
4042	Maintenance - gas boiler	1,000	1,000		1,000	£Sk to EMR
4044	Maintenance - partition wall	500	600		600	
4061	Legionella Testing	260	370	Water testing £128 x 2 + RA in April 2021 £113	260	Water testing only. No RA
4062	Maintenance - air conditioning	280	300		300	
4063	Maintenance - plumbing	1,500	1,500		1,500	
4064	Maintenance - lightning conductor	230	495		300	
4065	Fire Prevention Sundries	620	75	Fire risk assessment 04/21	100	
4066	Keyholder Services	180	180	NS	190	
4500	Internal decorations	1,000	1,000		1,000	Increase if possible at precept
		37,868	31,323		37,835	

BUDGET 2022/23
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2021/22	ESTIMATED TO 31.3.2022	NOTES 2021/22	BUDGET 2022/23	NOTES 2022/23
401	NORTH HEATH HALL					
4011	NNDR (Business Rates)	7,000	1,660	In light of additional spending it is probable that there will be increases. 4.5% allowed.	7,000	
4012	Water Rates	900	900		1,000	
4014	Electricity	2,640	2,640		2,750	
4015	Gas	2,562	2,562		2,562	
4016	Cleaning Materials	1,500	1,500		1,500	
4017	Refuse Clearance (HDC)	832	832		850	
4018	Sanitary Disposals	220	300		330	
4019	Window Cleaning	738	350		738	
4034	Maintenance - electrical	2,000	1,500		1,500	
4035	Maintenance - electrical insp.	1,400	1,400	Periodic testing required 02/2022(apprx £920)	550	
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	570	570		600	
4039	Maintenance - intruder alarm	794	794		800	
4041	Maintenance - fire extinguishers	150	150		160	
4042	Maintenance - gas boiler	650	650		650	
4044	Maintenance - partition wall	700	800		800	
4061	Legionella Testing	260	360	Water testing £123 x 2 + RA in April 2021 £113	250	
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	75	75	No Fire RA	100	
4066	Keyholder Services	180	180		190	
4500	Internal decoration	2,500	2,500	Room 1 and 4	2,500	
		28,421	22,473		27,580	

BUDGET 2022/23
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2021/22	ESTIMATED TO 31.3.2022	NOTES 2021/22	BUDGET 2022/23	NOTES 2022/23
402	HOLBROOK TYTHE BARN					
4011	NNDR (Business Rates)	4,000	3,545	In light of additional spending it is probable that there will be increases. 4.5% allowed.	4,000	
4012	Water Rates	1,500	1,000		1,250	
4014	Electricity	3,250	3,250		3,250	
4015	Gas	1,500	1,500		1,500	
4016	Cleaning Materials	1,575	1,500		1,500	
4017	Refuse Clearance (HDC)	832	832		850	
4018	Sanitary Disposals	220	220		250	
4019	Window Cleaning	450	200		450	
4034	Maintenance - electrical	1,000	1,000		1,100	
4035	Maintenance - electrical insp.	590	590	No PET.	590	PET due May 2023. Apprx £1375
4036	Maintenance - general	2,000	1,500		2,000	
4037	Maintenance - fire alarm	570	570		600	
4039	Maintenance - intruder alarm	794	794		800	
4041	Maintenance - fire extinguishers	150	150		160	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	235	350	Water testing £108 x 2 + RA in April 2021 £113	235	
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	600	75	No Fire RA	625	RA due 08/2022 - 525
4066	Keyholder Services	180	180		190	
4500	Internal decoration	1,500	1,500		1,500	
		22,196	20,006		22,100	

**BUDGET 2022/23
PROPERTY COMMITTEE**

EXPENDITURE - REVENUE		BUDGET 2021/22	ESTIMATED TO 31.03.2022	NOTES 2021/22	BUDGET 2022/23	NOTES 2022/23
AMENITIES - ALLOTMENTS						
301	4012	150	150		150	
	4102	275	275		275	
	4200	750	750	Grass hedge cutting . 2% increase	765	
	4259	400	400	Brambles, rubbish etc	410	
		1,575	1,575			

OTHER AMENITIES						
302	4019	925	925		975	
	4200	20,910	20,910	2% increase	21,500	
	4250	2,000	2,000	Glass replaced. Some need painting.	2,000	
	4251	8,000	8,000		8,000	
	4252	10,500	10,500		10,500	
	4253	900	900		900	
	4254	2,060	2,200	Allows for inflation and odd extra empty.	2,500	
	4255	4,000	4,000	Most replacements have been done. PET due June 2021	2,500	
	4258	2,600	2,600	2% increase	2,700	
	4260	100	100		600	
	4302	1,000	1,000		1,000	
		52,995	53,135		53,175	

*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. £25,000 has been set aside in an Earmarked Reserve for 2020/21 , It is recommended that a similar amount is put aside in the 2021/22 and 2022/23 budget. Work to be 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.

**BUDGET 2022/23
INCOME**

		BUDGET 2021/22	ESTIMATED TO 31.3.2022	NOTES 2021/22	BUDGET 2022/23	NOTES 2022/23
	INCOME					
401	1000	50,000	40,000		45,000	
402	1000	30,000	15,000		25,000	
	1010	20,000	15,000		20,000	
403	1000	60,000	40,000		40,000	
	1004	0	0		0	
	1006	0	0		0	
101	1196	100	100		100	
301	1050	875	930		900	
		160,975	111,030		131,000	

PROPERTY COMMITTEE MEETING – 21st October 2021

AGENDA ITEM 9 (ii)

Suggested Amounts to be Allocated to Earmarked Reserves

Tree Management Work

A full inspection of all trees on parish council owned land is due in May 2022 and the Veteran Oak tree at Earles meadow is also scheduled to have a comprehensive inspection in 2022.

£5,000

Boiler at Roffey Millennium Hall

Will need to be replaced in next few years.

£5,000

Playground Upgrade

See notes on budget sheets.

£25,000

Proposed Projects for 2022/23

INFORMATION TO FOLLOW

North Horsham Parish Council
Property Committee Meeting – 21st October 2021

APPENDIX B Agenda Item 12

Amberley Close Allotment Site Report



North Horsham Parish Council

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

Email: parish.clerk@northhorsham-pc.gov.uk

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Website: www.northhorsham-pc.gov.uk

Amberley Close Allotment Site Report – 13th October 2021

Currently 32 plots out of the 33 plots at the site are occupied. Since April 2020, 3 full sized plots have been halved and 9 new tenants have been acquired. There are 9 full sized plots and 24 half sized plots. There is 1 half sized plot which is currently unoccupied.

Plot 22 has been rented out at half the price of a full-size plot to a tenant that already had a half-sized plot. The reduction in price was due to plot 22 being under the large oak tree, rendering the site undesired in previous years and difficult to use for cultivation. The plot often became overgrown and encroached the neighbouring property in Earles Meadow, requiring constant attention and maintenance. Now a tenant occupies the plot it allows the site to be constantly maintained throughout the year.

At the initial Allotment Report on 23rd April 2021 there were 9 people on the waiting list. This has since been reduced to 0 people on the waiting list. As noted in the Amberley Close allotment report in May 2019, there is also a secondary waiting list for people that already rent half-sized allotment plots at the site and are requesting to have a full-size plot. There is a total of 4 people on this secondary waiting list. These tenants will only acquire a full-sized plot when the primary waiting list is exhausted or if everyone on the primary waiting list has rejected the first plot offer. Tenants on the secondary waiting list are currently being offered the available half sized plot.

Allotment inspections are carried out once a month with exceptions of December and February where tenant's activity on the site is reduced. An inspection is carried out in January to ensure upkeep of the site and for there not to be a significant gap between inspections. Since March 2020, due Covid-19, inspections have been carried out less frequently. Inspection sheets are filled out and pictures of any plots/surroundings that need monitoring or are cause for concern are recorded for future referencing. Tenant's plots that do not comply with the Tenants Agreement and North Horsham Parish Council's Allotment Rules are contacted for remedial action. The Oak tree (T7) (north-east corner of the site) is also inspected once a year to make sure soil and similar material isn't piled up against the tree by allotment users.

It was agreed by delegated power to halve full sized plots that became available at Amberley Road to satisfy demand. This decision was ratified at the Full Council meeting on 6th May 2021.

Recommendation:-

- 1. To no longer halve full sized plots however, if the allotments succumb to a high demand again in the future, full sized plots should be halved to satisfy demand.**

Review of Allotment Rules

There are two clauses that would be beneficial to the Allotment Rules. The Allotment Rules do not currently contain a clause stating, tenants cannot extend the perimeter of their plots. Adding the clause would clarify that plots cannot be extended, and the size and location of plots are managed solely by the Parish Council. Secondly, although clause 13.3 (iv) specifies that tenancies may be terminated by the Council if a tenant moves out of the Parish, there is not a clause stating the tenant must notify the Parish Council if they move out of the Parish or change address. This allows the Council to take better control of tenant records and uphold clause 1.2 of the Allotment Rules 'The tenant must normally live in the Parish during the tenancy'. (see clause 13 of the Allotment Rules for more information on tenancy termination).

Recommendation:- To add additional clauses to the Allotment Rules as outlined in the report.

Ross McCartney – Committee Clerk

North Horsham Parish Council
Property Committee Meeting – 21st October 2021

APPENDIX C
Agenda Item 14

Winter Maintenance Plan



NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – 2021/2

Winter Maintenance Plan

Appendix 1	Useful Contact Numbers
Appendix 2	Advice & Guidance for Coping with Heavy Snow and Ice
Appendix 3	Winter Service Network Winter Resilient Network
Appendix 4	Location of Salt Bins
Appendix 5	WSSC - Winter Maintenance FAQ's 2021/22

WINTER MAINTENANCE PLAN – 2021/22

PURPOSE OF THE PLAN

- To identify the services to be provided by West Sussex County Council (WSSCC) and North Horsham Parish Council (NHPC) when snow and ice cause danger or disruption. Additional help maybe provided by Horsham District Council (HDC).
- For NHPC to provide, where possible, supplemental services to those provided by WSSCC and HDC.
- To encourage an ethos of self-help amongst residents of the Parish and an awareness of problems that others may be experiencing at such times – see Advice and Guidance for Coping with Heavy Snow and Ice **Appendix 1**.

WEST SUSSEX COUNTY COUNCIL

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

WSSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via @WSHighways.
- Treat the Winter Service Network – approximately 1,283 km of the county's roads. Typically, this happens 42 times per year.
- Purchase and store at our five depots de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger e-mail in the event of a significant weather event.
- Will refill Parish Council owned salt/grit bins which are less than 75% full as identified by the local audit carried out in the summer*, free of charge.

HORSHAM DISTRICT COUNCIL

- There is a Parish & Neighbourhood Council Liaison Officer at HDC who will keep parish councils updated during the event, inform them of offers of assistance and deal with enquiries and problems if necessary.

NORTH HORSHAM PARISH COUNCIL

- Covers an area of some 11 square kilometres, with a population of 21,981 (source 2011 Census). The Parish is predominantly residential covering some 300 roads.
- Will ensure grit/salt bins that they own are refilled and audit completed annually*.
- Will endeavour to clear snow and ice around their buildings. Caretakers at all three parish council buildings have access to suitable material and equipment for spreading salt/ice. In addition, there is a salt/grit spreading machine at Roffey Millennium Hall.

COMMUNICATIONS

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

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

Community Local Winter Maintenance Plan Points of Contact for the Parish Council:

- **Local resources co-ordinator during adverse weather:**
Debbie Lees - 07874 662388/01403 750786
facilities.officer@northhorsham-pc.gov.uk
- **Daily decision updates co-ordinators:**
Sarah Norman/Vivien Edwards - 01403 750786
parish.clerk@northhorsham-pc.gov.uk
deputy.clerk@northhorsham-pc.gov.uk

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

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

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

GRITTING AND SALTING

WSCC now have two 2 winter networks:

- **Winter Service Network**
(Shown as Dark and Light Red routes on map in Appendix 3)

This is the whole treatable network that WSCC will grit as a precaution for the prevention of the formation of ice, so far as is reasonably practical.

This network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue Stations, hospitals and routes to large industrial establishments.

- **Winter Resilient Network**
(Shown as Dark Red routes only on map in Appendix 3)

In the event of heavy snowfall, 5cm or greater, this is the reduced network that will be treated /ploughed. It includes access routes to A&E hospitals and Blue Light services.

NHPC, on a local level, has currently identified the following **additional areas** for inclusion in the Local Winter Maintenance Plan, for WSCC to include in their service in the event of a prolonged period of snow and ice:

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

In the event of a prolonged or several extreme weather events, WSCC have said that although priority will remain with the precautionary salting network they would have to consider whether any salt/grit would be available more widely at that point in which case NHPC would request that consideration be given to the above areas.

- NHPC has ownership of three locked (keys with caretakers) salt bins at:

Godwin Way Car Park (400 litres).

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

Holbrook Tythe Barn, Pondtail Road (400 litres).

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

St Marks Lane (corner of) (400 litres).

Grit from this is available to clear the access to North Heath Hall and the car park, all of which are on a steep incline.

There are four other salt bins, within the Parish, all of which are located on the **Earles Meadow estate**. 3 these were provided by WSCC and have, historically, been replenished by them. The fourth bin was provided by the Earles Meadow Residents Association.

- All Salt Bins are identified on the map attached at **Appendix 4**
- If supplies of grit/salt become low, NHPC will first contact WSCC to see if they are able to provide further supplies.
Contact: active.communities@westsussex.gov.uk

If WSCC are unable to help, HDC may be able to assist through their Salt Distribution Co-ordinator.

SCHOOL FACILITIES

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

CALLS FOR ASSISTANCE

If NHPC cannot help with requests for clearance, transportation, medicine, heating, lighting, food, water etc they will sign post callers to the Community Safety Team at HDC.

VOLUNTEERS

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

REVIEW OF THE PLAN

The Winter Maintenance Plan will next be reviewed in November 2022 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

USEFUL CONTACT DETAILS

NHPC Roffey Millennium Hall, Crawley Road, Horsham RH12 4DT	Main Tel no: Email:	01403 750786 parish.clerk@northhorsham-pc.gov.uk
WSCC	Main Tel No: Email:	01243 777100 active.communities@westsussex.gov.uk
	To report safety issues with roads Tel:	01243 642105
	To report safety concerns relating to highway trees Tel:	01243 642105
HDC	Main Tel No: Email:	01403 21500 communitysafety@horsham.gov.uk
UK Power Network -	For power cuts or problems with power lines Tel: Website: If power lines are down and causing significant risk Tel:	0800 31 63 105 or 105 www.ukpowernetworks.co.uk/power-cut 999
Southern Water	For problems with water supply or burst water mains Tel: Website: For flooding Tel:	0800 820 999 www.southernwater.co.uk/help-advice/what-to-do-in-an-emergency 0330 30300368
British Gas	For gas leaks and emergencies Tel: Website:	0800 111 999 www.britishgas.co.uk/business/help-and-support/emergencies/gas-emergency

ADVICE & GUIDANCE FOR COPING WITH HEAVY SNOW & ICE

Clearing Snow & the Snow Code

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

The Snow Code

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

Useful equipment required for the task of snow clearance

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

Neighbourliness

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

- Be even more vigilant during the period of severe weather, and to keep an eye out for people who may be vulnerable





- Try to call in regularly on friends, neighbours and relatives to see if they need help staying warm or getting provisions.
- Offer to clear your neighbours' paths & check that any elderly or disabled neighbours are alright in the cold weather.
- Stuck at home due to the snow? Ask your boss if you can use the day to volunteer locally.
- Plumber? Tree surgeon? First-aider? Your skills are really valuable - why not offer to help and register with your local parish council.
- Be alert - help keep people off frozen streams and ponds.

Voluntary Organisations & Further Information

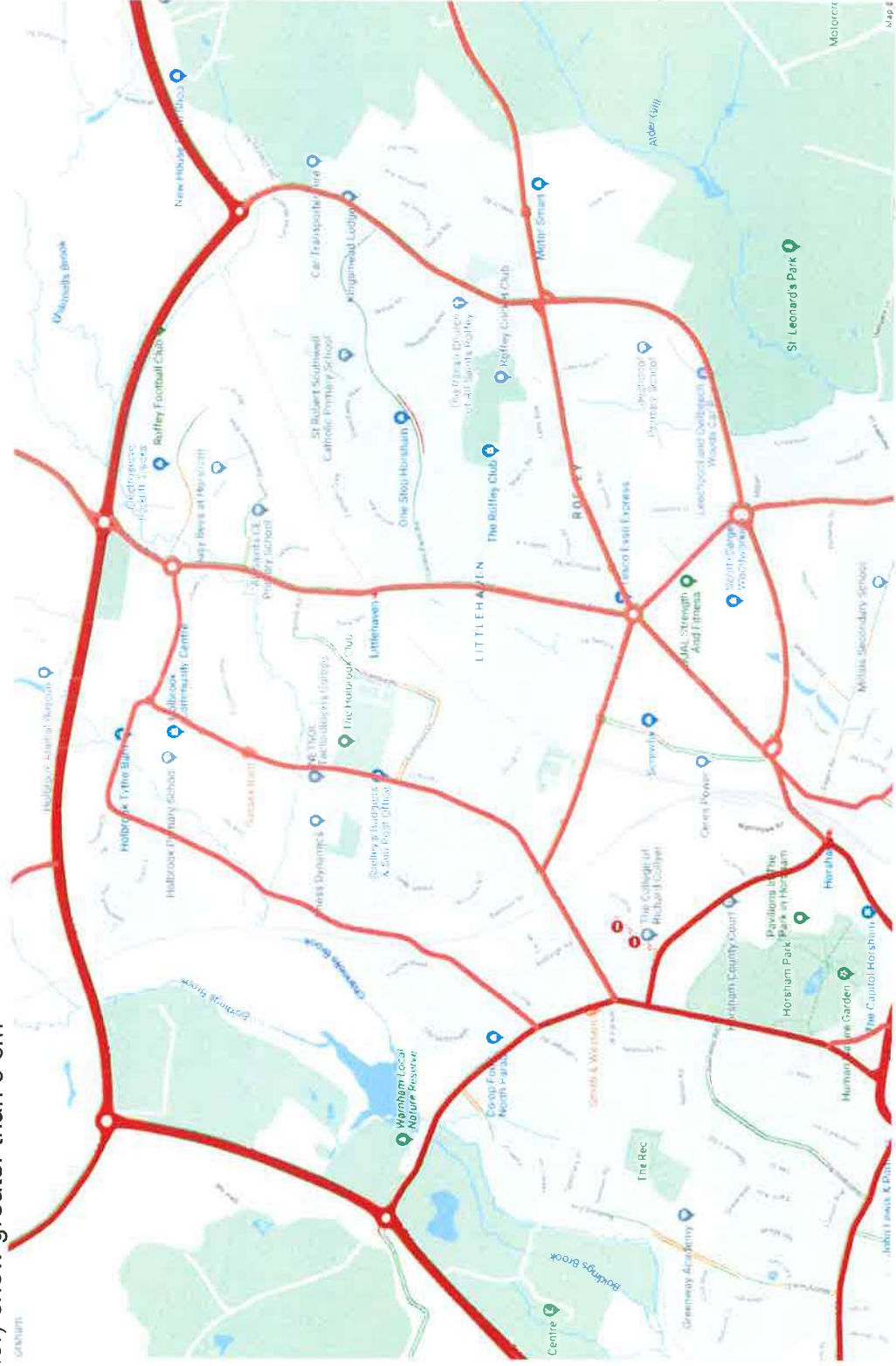
Several organisations are available to assist you or your neighbours in the event of severe weather. Each offer specific advice & guidance regarding severe weather:

- The Red Cross provide advice on how to cope with hypothermia, frostbite and falls and tumbles on their website. Visit <http://www.redcross.org.uk/news.asp?id=102022> for more information and guidance.
- Keep warm, keep well - advice from the NHS on the best ways of keeping yourself well during the winter. Visit <http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx> or; http://england.shelter.org.uk/_data/assets/pdf_file/0003/237423/KeepWarmKeepWell.pdf.
- Volunteering - how to get involved. Visit <http://www.do-it.org.uk/>.
- Anyone concerned about older neighbours should call the Age Concern helpline on 0800 00 99 66, or visit <http://www.ageuk.org.uk/home-and-care/home-safety-and-security/preparing-for-bad-weather/>.
- If travelling in severe weather visit the Highways Agency for up to date information and advice. See <http://www.highways.gov.uk/knowledge/33228.aspx#before>.

WINTER MAINTENANCE PLAN - APPENDIX 3

WEST SUSSEX COUNTY COUNCIL - WINTER NETWORKS

- **Winter Service Network (Shown as Dark and Light Red routes)** - this is the whole treatable network which WSCC will grit as a precaution for the prevention of the formation of ice, so far as is reasonably practical.
- **Winter Resilient Network (Shown as Dark Red routes only)** – the this is the reduced network to be treated/ploughed in the event of (severe weather) snow greater than 5 cm



**NORTH HORSHAM PARISH COUNCIL
WINTER MAINTENANCE PLAN – APPENDIX 4
LOCATION OF SALT BINS**



Winter Maintenance FAQ's 2021/22

Information regarding the Council's Winter Service Plan and Gritting Routes can be found here:-

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/winter-service/winter-service-plan/>

Question	Response
<p>1) What will the Winter Maintenance Plan include?</p>	<p>The Winter Maintenance Plan sets out how we respond to icy and snowy weather during the winter period.</p> <p>The Plans includes details of the 'Winter Service Network'. This network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>It is important that we focus our efforts on treating these roads during cold weather to reduce the potential for ice forming.</p> <p>Under the new plan, we would continue to keep watch on the winter weather forecasts, ready to deploy gritter's on a priority basis, to keep main routes open and passable with care.</p> <p>The Winter Service Network is the network we treat as a precaution to help prevent ice forming. It is a larger network than the Resilient Winter Network. It comprises areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>The Resilient Winter Network is a smaller network which is focussed on key roads in periods of severe weather.</p> <p>Further information is available via the link at the start of this document.</p>
<p>2) What is the Winter Service Network and how does it differ from the Resilient Winter Network</p>	<p>The Resilient Winter Network This is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads.</p>
<p>3) What is the Resilient Winter Network?</p>	<p>The Resilient Winter Network This is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads.</p>

	<p>The Resilient Winter Network is based on the Resilient Network has regard to:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities.
<p>4) During a significant snow event how does the Resilient Winter Network differ to the Winter Service Network</p>	<p>See Q3 - The Resilient Winter Network is similar to the Winter Service Network so customers will not experience a major change in service during Significant Snow events. The focus of the resilient network is to keep major roads and important links open during a significant snowfall event. (emergency service/hospitals etc). Further information can be found in the Winter Service Plan via the link at the start of this document.</p>
<p>5) What is considered when deciding gritting routes?</p>	<p>We have taken into consideration the requirements of the National Code of Practice. A Winter Resilient Network has been developed to ensure that it provides:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities. <p>We have;</p> <ul style="list-style-type: none"> • Focused on A & B road network (The M23, A27 and A23 Trunk Roads are the responsibility of Highways England) • Invested in upgrading weather stations – for more accurate forecasting

<p>6) Why grit the main roads when drivers can't get out of local residential roads?</p>	<ul style="list-style-type: none"> • More active community support – over 155 Parish & Town Councils supporting their communities. 850 Grit bins. At least 50 farmers/volunteers supporting <p>The National Code of Practice, Well Managed Highway Infrastructure, requires, in conjunction with legislation that, a highway authority are under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. The Code of Practice further states that, "Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:</p> <ul style="list-style-type: none"> • Provide the service on all parts of the network; and • Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on treated parts of the network." <p>It is, therefore, really important that motorists drive according to the conditions of the road and with extreme caution, regardless of whether the roads have been salted or not.</p>
<p>7) Why is the road to my school not gritted as it will be dangerous for teachers and children to get to school?</p>	<p>Priority is given to major and other important roads giving connectivity between significant communities, links to the strategic network, links to transport interchanges and access to emergency services and hospitals. Consideration also has to be given to critical infrastructure such as power stations and water treatment works. It is recognised that it is not possible to treat all parts of the highway network or all bus routes.</p> <p>Those who drive on public highways should do so in a manner and at a speed that is safe having regard to such matters as the nature of the road, the weather conditions and the traffic conditions. Drivers are first and foremost themselves responsible for their own safety.</p> <p>This facility isn't currently available</p> <p>A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans.</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk/ based in Balcombe • Sussex Gritting Services https://www.sussexgrittingservices.com/contact-us/ based in East Grinstead • Sussex Manures https://sussexmanures.com/gritting_and_winter_services.php based in Findon.
<p>8) Is there provision for the Parish/Town Council to pay WSCC highways gritting contractor for roads to be gritted using precept funds?</p>	<p>This facility isn't currently available</p> <p>A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans.</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk/ based in Balcombe • Sussex Gritting Services https://www.sussexgrittingservices.com/contact-us/ based in East Grinstead • Sussex Manures https://sussexmanures.com/gritting_and_winter_services.php based in Findon.

Winter Management Offer 2021 / 22 Frequently Asked Question's

Question	Answer
<p>9) Can the existing Winter Plan roll over to this winter?</p>	<p>All existing plans and agreements with local farmers/contractors need to be reviewed annually in case there are changes and resubmitted to WSCC.</p> <p>You will need to review and highlight any changes including:</p> <ul style="list-style-type: none"> • Contact Details of nominated persons. • Gritting and Snow Clearing routes identified in the plans. • Locations of salt bins/bags and highlighting any additional bins or bins that have been removed. • Check with your local farmer/contractor is still happy to support your winter plan.]
<p>10) What is the pre-arranged financial contribution towards local farmers and contractors?</p>	<p>To be able eligible you must have submitted following information by the 11th October 2021:</p> <ul style="list-style-type: none"> • A plan showing the roads that Farmer / Contractor will be gritting or snow ploughing which is agreed by the local Area Highway Manager • Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor. • Farmer / Contractor details and contact information • A valid Public Liability Insurance (covering Winter 2021/22) document for the Farmer / Contractor <p>WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.</p>
<p>11) How much is the pre-arranged financial contribution towards local farmers and contractors?</p>	<p>Financial Contribution consists of:</p> <p><u>Financial Contribution can only be claimed for once a Trigger Email has been sent from WSCC Highways advising of a forecasted significant snow event and to put the Winter Maintenance Plan into Action.</u></p>

	<p>In line with national agreed standards with the NFU and other neighbouring authorities WSCC will:</p> <ul style="list-style-type: none"> • Provide £35 per hr towards farmers/local contractor to carry out precautionary salting to local roads identified in the agreed Local Community Winter Maintenance Plans as a result of a WSCC notification in advance of a significant snow event. • Provide £35 per hr towards farmers/local contractor to clear snow as a result of a significant snow event, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism In order to take part in the “Local Farmers and Contractors Agreement” the contractor must be covered by their own Public Liability Insurance at the date they carry out the work.
<p>12)What is the Trigger Mechanism to activate Winter Maintenance Plans and Farmers/Contractors?</p>	<p>The Winter Management Plan is intended as a response to significant weather events ONLY.</p> <p>WSCC Highways will issue an email directed at the particular areas forecasted to experience significant weather event.</p> <p>Example Email: (<i>Insert Appropriate Location Name</i>) is forecasted to have a significant snow event in the next 3 to 4 days’ time please put your Winter Maintenance Plans into Action.</p> <ul style="list-style-type: none"> • Precautionary Salting: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors to move bulk bags, undertake precautionary salting. • Snow Clearance: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractor’s snow clearance is 2” (50mm) of accumulated snow. <p>WSCC have no objections to local councils/ community groups using the salt provided at their discretion and cost.</p>
<p>13)How do we pay the local farmer/contractor for any work relating to our winter plan?</p>	<p>WSCC with only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated.</p> <p>If the trigger is activated the payment from WSCC will be made directly the local Farmer/Contractor.</p> <p>This will only happen where there is an agreement in place.</p>

<p>14)What are the arrangements to fill the bin this winter?</p>	<ul style="list-style-type: none"> • Salt/Grit held locally: If you have salt/grit stored at a local farmer this needs to be used to fill up the salt/grit bins before requesting further supplies from WSCC. • No salt/grit held locally: WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the end of August 2021 No bins will be filled after 1st October 2021.
<p>15)The Parish or Town Council or Community group would like some new bins is this possible?</p>	<p>WSCC will not be supplying any new bins. You will need to obtain agreement to place a salt/grit bin on the highway from the Highway Manager for the area before obtaining a new bin.</p>
<p>16)Existing Hippo bags – Removed or Moved</p>	<p>WSCC will not remove or move Hippo Bags once they have been delivered. If communities wish to move existing hippo bags they can utilise any local agreements with Farmers/Contractors at their own cost.</p>
<p>17)Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.</p>	<p>Salt/Grit mix is still usable if salt has risen to the top or gone clumpy and can be mixed by a stick or shovel/spade to break up. If salt/grit mix has become very wet this should be left to dry and then can be used. Place the hippo bag on a wooden pallet and cover with tarpaulin</p>
<p>18)How will Daily Decisions by Highways are communicated?</p>	<p>Daily forecast will be monitored between October and April and appropriate action taken. Issue a Daily Decision to all interested parties via @WSHighways <u>sign up here</u></p>
<p>19)Salt/grit supplies in the event of either a prolonged or several extreme winter weather events</p>	<p>In the event of a prolonged or several extreme weather events, priorities will be to the Winter Service Network for gritting and the Winter Resilient Network for snow clearance. We would have to consider the position of whether any salt/grit would be available more widely at that point on a need's basis e.g the areas that have had snow will get priority.</p>