

# NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 3<sup>rd</sup> August 2023

## 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 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

### 3. 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, Disclosable Pecuniary or Other Registrable 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.

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.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

### 5. Chairman's Announcements - For information and noting only.

#### Updates from Previous Meetings

PR/093/23: Payment of the Community Climate Fund for the LED lighting upgrade has been approved and received, totalling £2076.10.

PR/119/23: Existing drawings and proposed plans have now been received for the NHH washroom refurb. Quotations from a Structural Engineer are now awaiting to continue the next phase of this project. These costs will be reported back to the Property Committee when available.

#### Earles Meadow - Update

The Earles Meadow Conservation Group (EMCG) have sent the following updates:

26.06.23:

*In case anyone contacts you regarding the kerbside undergrowth alongside the armco barrier at the entrance to the Earles Meadow Road, we will clear and tidy this up, back from the barrier in the next 2/3 weeks, but at the moment it contains several wildflowers. It does not cause any obstruction to sight lines. Better we do it than your contractors.*

*We have now planted 8 trees. I am advised that one of the problems with the newly grass seeded area is that it is in the shade and beneath two Oaks. It is, however, improving slowly but we are preparing a new and more suitable site for the hedging.*

28.06.23:

*Someone has already been roughly cutting back kerbside by the entrance so I have made a survey of what wildflowers are there and we hope to properly trim back the vegetation tomorrow, weather permitting.*

#### Events on Holbrook Tythe Barn (HTB) open space

Last year, parents from the local primary school held an end of term 'event', minute no. PR/048/22 refers, and the Property Committee asked if the school could advise parents that written permission was required for any future events. A parent got in touch with the Parish Office on 28<sup>th</sup> June 2023 to ask for permission for a similar 'event', to be held on 21<sup>st</sup> July 2023. As there was no Property meeting before this date, this request could not be added to an agenda in time, so Officers discussed the request and agreed that the open space could be used subject to the following conditions:

- *BBQ's are not permitted.*
- *The ice cream van must park on the corner of the overflow car park, nearest to the play park and their serving hatch must face onto the grassed area, so that no customers have to walk across the car park to purchase ice creams. The Caretaker will leave a traffic cone in the corner where the van is to be stationed.*
- *Parents to be advised to avoid parking in the barn car park as the excessive number of cars last year caused an issue for the hirers of the barn and if anyone does park there, parking on the grassed area is strictly prohibited.*
- *As there will be extra people than is usual in the area, the Caretaker will provide a couple of bin bags to clear up any rubbish, so as not to leave the bins overflowing. These can be disposed of in the large bins at the side of the barn. Please ensure that the area is left in a tidy condition.*

#### Insurance Update -Earles Meadow Oak Tree

Although this item is usually under confidential business, there is just a small update to report from NHPC's insurers, who have advised that they have still not heard from the claimant's insurers.

**Decision: To note any announcements.**

## 6. Finance

See Appendix A, & the detailed I & E report circulated via email with the agenda.

Members are asked to note that the stage lights at North Heath Hall were due an annual check and PAT test earlier this year and the total cost for this was £350.00 (a two man job and requires the tower). Having looked at the previous budget for 'Electrical Equipment Inspection' at NHH, it does not look like this annual check and PAT were previously included in the budget figures. Therefore, this budget is already overspent as at 30.06.23, with further expected expenditure due during the 23/24 financial year. Officers have made a note to include this when proposing the 24/25 budgets.

**Decision: To note the Financial Report to 30<sup>th</sup> June 2023.**

## 7. Completed Works

Members are asked to note the following works and ratify any detailed expenditure that has been completed since the last meeting in June 2023.

### (a) Roffey Millennium Hall (RMH) and surrounding area

- (i) Buzzing corridor light
- (ii) Courtyard lights not working
- (iii) Fire extinguisher inspection
- (iv) Lift service
- (v) Automatic door system serviced
- (vi) 3 x Hand dryers replaced with towel dispensers
- (vii) Repair to courtyard gates

### (b) North Heath Hall (NHH) and surrounding area

- (i) Additional plug socket in room 9
- (ii) Room 15 & 16 outside lights to be repaired
- (iii) Partition wall repairs
- (iv) Repair to water tank downstairs
- (v) Installation of centre feed dispensers in toilets & kitchen
- (vi) Repair to girl's toilet downstairs
- (vii) Repair to men's toilet door

### (c) Holbrook Tythe Barn (HTB) and surrounding area

- (i) Alarm sensor repaired
- (ii) Replacement panel to fence
- (iii) New goal post installed as other one bent (£342.94 + vat + set up cost (cost TBC) – agreed by email with Cllrs Knight & Davidson, to be funded from the 'Play Area & Multicourt Maintenance' budget)
- (iv) Works recommended from EICR (£330.00, to be funded from 'Electrical Maintenance' budget)

### (d) All buildings

- (i) Decorating as per schedule
- (ii) Asbestos surveys

### (e) Play Areas

- (i) Wet pour repairs
- (ii) Spur installed at Amberley to secure wooden trail
- (iii) 3 x Bolt covers installed on Burma bridge at Amberley

### (f) Multi-Courts

- (i) Maintenance visit

### (g) Tree Work

- (i) Veteran oak tree reviewed

### (h) Open Spaces

- (i) Shrubs & borders cut back

- (ii) Infill hole in ground at Birches open space
- (i) **Bus Shelters**  
None
- (j) **Allotments**  
None
- (k) **Streetlights**  
None

**Decision: To note the completed works and ratify any detailed expenditure.**

## 8. On-going and Planned Works

Members are asked to note that the following works are on-going and ratify any detailed expenditure: (**NEW** = since last meeting)

- (a) **Roffey Millennium Hall and surrounding area**
  - (i) 2 x gutter leak repairs – waiting until gutters cleaned in Jan 2024
  - (ii) New radiator thermostat to be looked at as not controlling temperature
  - (iii) **NEW** – 1 x front door to be repaired – booked in as urgent and long lead time (£800.00 + vat, to be funded from R&R EMR)
  - (iv) **NEW** – reposition door gear on lift & door panel gaps to be adjusted
  - (v) **NEW** – Fire exit door in north hall needs repair as bar bent (it does shut securely, but doesn't always shut properly)
- (b) **North Heath Hall**
  - (i) Yellow hatchings in car park to be re-painted
- (c) **Holbrook Tythe Barn and surrounding area**
  - (i) LED light upgrade – due to be done in August 2023
  - (ii) Yellow hatchings in car park to be re-painted
- (d) **Play Areas**
  - (i) **NEW** – Install rubber pads on gate at Amberley
- (e) **Multi-Courts**  
None
- (f) **Tree Work**  
None
- (g) **Open Spaces**  
None
- (h) **All Buildings**
  - (i) Fire & intruder alarms to be serviced
- (i) **Bus shelters**  
None
- (j) **Allotments**  
None
- (k) **Streetlights**  
None

**Decision: To note the on-going work and ratify any detailed expenditure.**

## 9. Recommended & Maintenance Works

See Appendix B & C (for iv)

- i. Following the quarterly service of the lift at RMH, the following works have been recommended:

*Door gear to be moved back to prevent skate scrapping toe guard/cills and door panel gaps to be adjusted to eliminate gaps.*

A quotation from the service company has been received, totalling £1096.15 + vat, which, if agreed, is to be funded from the 'Repair & Renewals' EMR.

- ii. A ROSPA inspection in all the Parish Council's play areas was carried out in June 23, but the report has not yet been sent. In order to avoid any urgent playground repairs, Members are asked to consider agreeing that the Deputy Clerk can immediately arrange any work identified as urgent in the forthcoming ROSPA Playground Inspection report and report back at the next available meeting.
- iii. During a building inspection, the Facilities Officer noted that a large plant at the side of HTB looks dead (see photo):



A quotation has been received from our usual contractor to dig out the plant and dispose of it, totalling approx. £200.00 (difficult to ascertain the length of time this will take). If Members agreed to remove this plant, Officers suggest that the Queens Green Canopy tree, that was planted last year, is moved and replanted in its place as the tree it is currently next to is in danger of encroaching that space. A quotation has been received from our usual contractor to replant this tree, totalling £50, which includes 2 x bags of chippings.

Members are asked to consider these quotations, which, if agreed, is to be funded from the 'Open Spaces' budget.

- iv. The hatchings and disabled bays in NHH & HTB car parks are very faded, so Officers would like to recommend that they are repainted – there are 2 hatchings and 3 disabled bays at NHH & 3 hatchings and 2 disabled bays at HTB. (See Appendix B & C) There are two options as detailed below:
  - 3 x 'Rocol' 'Easyline' fast drying, hard wearing satin finish aerosol line marking paint, 1 x handheld paint applicator and 1 x disabled parking bay road painting stencil, for £302.30 + vat + £400.00 for our usual

contractor to apply, totalling £702.30 + vat on materials, to be funded from the 'General Maintenance' budget for each building.

- To use the same company HDC use with hot, thermoplastic line marking, totalling £2650 + vat, to be funded from the R&R EMR.

Members are asked to consider both options.

**Decision: To consider carrying out the following:**

- i. **Recommended works to the lift at Roffey Millennium Hall (RMH), totalling £1096.15 + vat, to be funded from the 'Repair & Renewals' EMR.**
- ii. **To agree that the Deputy Clerk can immediately arrange any work identified as urgent in the forthcoming ROSPA Playground Inspection report and report back at the next available meeting.**
- iii. **To remove a plant, considered dead, from the side of Holbrook Tythe Barn (HTB), totalling approx. £200.00 and replant the Queen's Green canopy tree in it's place, totalling £50.00, to be funded from the 'Open Spaces' budget.**
- iv. **To repaint the hatchings and disabled bays in North Heath Hall (NHH) & HTB car parks, either with aerosol line marking paint, totalling £702.30 + vat on materials, to be funded from the 'General Maintenance' budget for each building or hot thermoplastic line marking totalling £2650 + vat, to be funded from the R&R EMR.**

**10. New Boiler at RMH**

See quotations circulated by email with the agenda.

At the last Property meeting, minute no. PR/012/23 refers, Members wanted to recommend to Council to use the balance of the S106 funds, allocated to improvements to RMH, for a new boiler at RMH, noting that the deadline for use is August 2024.

Members have been sent a quotation from our heating engineers for a new boiler and their contact to remove the existing York controller and install a new one, totalling £32,012.26 + vat.

When appraising the current boiler system, the heating engineer advised that it probably has 3-5 years use left, but Members need to bear in mind if they wish to use S106 funds, the deadline for use is August 2024. They advised that having one new boiler instead of the two existing ones would be more cost effective. The Deputy Clerk queried whether a new controller was required and was advised that the current York controller controls the whole plant and not just the air handling unit (AHU), it would still function if the AHU was decommissioned. They did comment that the York controller is very dated and as mentioned previously, this controller is now obsolete.

Members are asked to consider if a new boiler and controller should be installed at RMH, totalling £32,012.26 + vat, with a recommendation to Council to apply for the remaining allocated S106 funds (after applying for the new heaters in the halls, £11,028.86 remaining) and the balance to be funded from the 'Boiler EMR' (current earmarked reserves are £35,000).

Council will then need to consider what the remaining 'Boiler EMR' funds will be earmarked for (£14,016.60). Officers would like to suggest that the money is earmarked for a new water tank at NHH. Recently the water tank was not heating the water heater downstairs as there was a build-up of limescale in the pipes. The Engineer got the water tank working again, but reported that this water tank is 30 years old and should only really last about 20 years and so he recommended it is replaced soon.

**Decision: To consider a new boiler and controller to be installed at RMH, totalling £32,012.26 + vat, with a recommendation to Council to apply for the remaining allocated S106 funds and the balance to be funded from the 'Boiler EMR' and for Council to consider what the remaining 'Boiler EMR' funds will be earmarked for, with an Officer suggestion of using the remaining balance for a new water tank at NHH.**

#### **11. Veteran Oak Tree at Earles Meadow**

See report circulated by email with the agenda.

Members have been sent a recommended physiological tree assessment for the veteran oak tree at Earles Meadow.

Members are asked to note the report and consider the recommendations in the report. A quotation has been received for recommendations 1 & 2, totalling approx. £250.00, to be funded from the 'Open Spaces' budget. Recommendation 3 has been diarised to request a further physiological tree assessment.

**Decision: To note the report and consider recommendations in the report, with costs totalling approx. £250.00, to be funded from the 'Open Spaces' budget.**

#### **12. Recycling at RMH**

Sussex Green Living recently presented to the Friendship Group about recycling and it was noted by the Deputy Clerk that RMH has no recycling bin collection despite many items in the refuse collections being recyclable.

As has been sent in previous correspondence to Council Members, one of the aims in HDC's Climate Action Strategy is to get the recycling rate, in the Horsham District, above 55%. Members may wish to support this initiative, so the Deputy Clerk has obtained costs from HDC for recycling for Members to consider, as follows.

The bin is provided free of charge and after discussion with the Facilities Officer, it is suggested that a 360L wheeled bin would be suitable at RMH and could be kept in the courtyard in between fortnightly 'mixed dry' collections. The annual cost for a fortnightly tier 1 collection (0-75kg) would be £189.80, which if agreed would be funded from the 'Refuse Bin Clearance' budget. Members should note that as this cost has not been budgeted for, there would be a small overspend for the 23/24 budget, which would be funded from general reserves, but these figures would be included in the 24/25 budget.

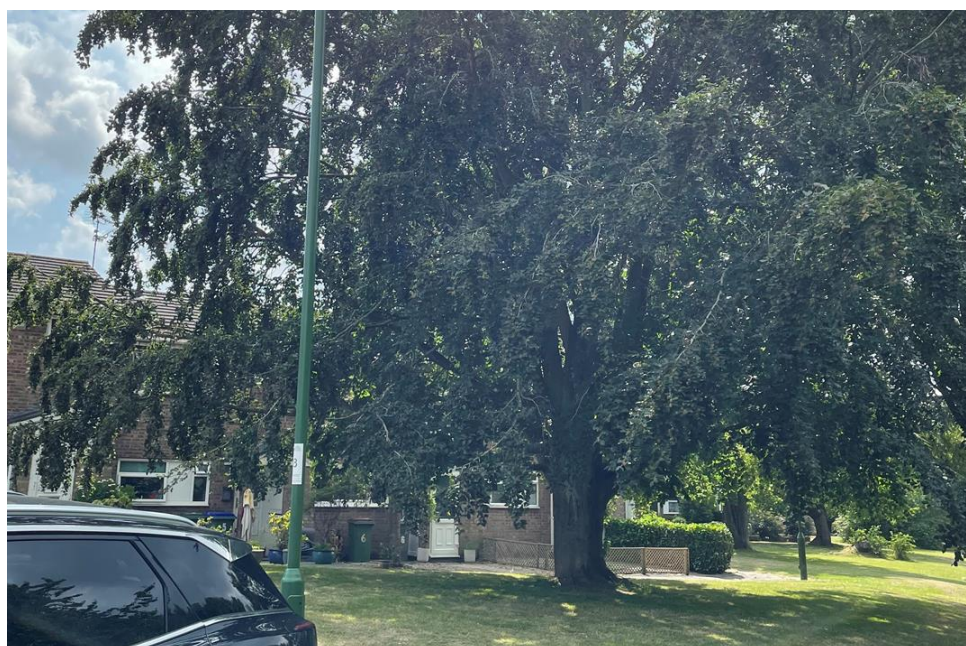
**Decision: To consider having a recycling bin at RMH with fortnightly 'mixed dry' collections, totalling £189.80/year, to be funded from the 'Refuse Bin Clearance' budget.**

### 13. Tree Work Request

A resident in Cherrytree Walk has sent the following request regarding a Parish Council owned Beech tree:

*I live in Cherrytree walk, Horsham, RH12 4UJ and have a grassed area in front of the house. Which is amazing but I am slightly getting concerned over the size of a large tree that is outside of my house and neighbours. Whilst we are very lucky to have this here it does appear to be growing and getting nearer to our houses and the last storm really made me think about the tree and what if something happened! A tree on the next row of houses had come down in a storm last year and had to be removed. Whilst I do not wish to temper with nature, I do feel this tree needs a little trim to keep everyone safe.*

(Photos of tree)



Our usual Tree Surgeon was asked to go and assess the tree and he reported as follows:

*I went and looked at the Beech Tree. It is a lovely shape, a perfectly healthy tree, nothing wrong with it at all.*



*We could crown raise it to let more light through for the neighbouring property. Honestly, from the tree's perspective, there is nothing wrong with it. There are a couple of branches growing towards the property, which if I reduce these would make it a lovely shape. To crown rise and reduce the branches would be £260.*

Members are asked to consider this request. If Members agree to this request, the £260.00 would be funded from the 'Open Spaces' budget.

**Decision: To consider the resident request.**

**14. Outdoor Fitness Classes at HTB Open Space**

A hirer of HTB has sent in the following request:

*I am an existing hirer of tythe barn (You and Roo Fitness on Fridays). I would like to run some outdoor pregnancy fitness classes over the summer once a week on Wednesdays from 6pm-6.45pm, I just wanted to check if I need permission to do this on the grass area next to Tythe Barn Play Area?*

*I will bring my own equipment such as exercise mats and resistance bands. This will be a very small group, at the moment I have 3 people interested and it will only be over the summer. We will be respectful of other park users.*

The user also requires the use of the outside toilet and has confirmed it will be a 6 week course from end August-September.

Members are asked to consider this request.

**Decision: To consider the request for the use of HTB open space.**

**15. Review of Parish Council's Health & Safety Risk Assessment Document**

Members are asked to review and, if acceptable, approve the Health & Safety Risk Assessment document (to be circulated separately by email) with any proposed amendments in red and recommend to Council.

**Decision: To review, approve and recommend to Full Council the updated Health & Safety Risk Assessment Document**

**16. Date of next Meeting.**

**Decision: To note the next meeting to be held on Thursday 14<sup>th</sup> September 2023.**

**Lisa Underwood - Deputy Clerk  
27<sup>th</sup> July 2023**

## 1. Finance Report to show income, expenditure and reserves to 30<sup>th</sup> June 2023

### Funding at 30<sup>th</sup> June 2023

Precept (half year)	182,673
Environmental Grant	5,873
Climate Change Grant	2,076
<b>Total</b>	<b>190,622</b>

### Income to 30<sup>th</sup> June 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 30 <sup>th</sup> June*
Admin	5,215	200	50
Allotments**	965	995	995
North Heath Hall	17,016	71,000	17,750
Holbrook Tythe Barn	10,193	38,000	9,500
Multi Court Lettings	5,359	26,600	6,650
Roffey Millennium Hall	16,751	45,000	11,250
<b>Total</b>	<b>55,499</b>	<b>181,795</b>	<b>46,195</b>

### Expenditure to 30<sup>th</sup> June 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 <sup>th</sup> June*
Admin***	22,303	54,570	23,768
Grants	2,330	10,000	2,500
Burial****	1,865	7,460	1,865
Personnel	77,898	349,650	87,413
Planning, Env, Trans	0	1,500	375
Allotments	65	1,560	390
Amenity, Recs and Open Spaces	8,123	56,485	14,121
North Heath Hall	7,405	30,778	7,695
Holbrook Tythe Barn	6,788	28,095	7,024
Roffey Millennium Hall	9,792	42,840	10,710
<b>Total</b>	<b>136,569</b>	<b>582,938</b>	<b>155,860</b>

\*Total cost centre budget for 2023/24 divided by 3/12th.

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

\*\*\* Includes in Actual Expenditure Annual Insurance Premium of £13,884 paid May 2023 and includes in Estimated Expenditure Full Year Budget for Insurance of £13,500

\*\*\*\* Paid quarterly in Months 2,5,8 & 11

### Income

At the end of Month 3 of the 2023/24-year, revenue income continues to be higher than the anticipated by approx. 20% - an increase of the 16% at the end of month 2.

### Expenditure

Overall, expenditure remains at approx. 13% lower than would be expected at the end of the month, as it was at the end of month 2.

**Reserves**

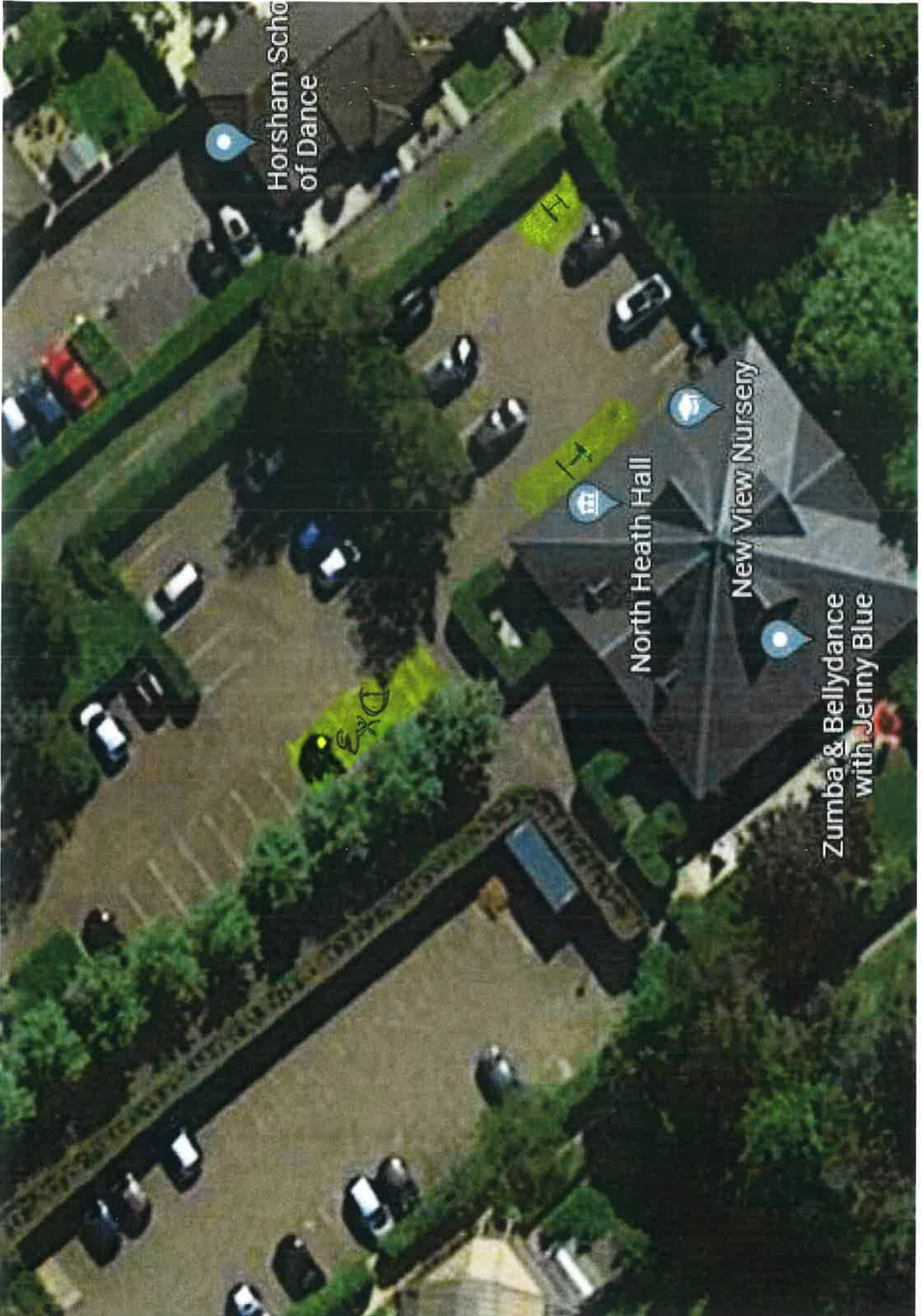
As at 30<sup>th</sup> June 2023 remaining funds, including the 1<sup>st</sup> half year precept payment received and General Reserves, stood at £331,087.

In addition, there are additional Earmarked Reserves of £275,858 - an increase of £1,086 from the balance at the end of month 2, due to expenditure of £755 for works related to the heating repair at NHH and £255 for playground maintenance arising from the 2022 ROSPA inspection that could not be completed before the 31<sup>st</sup> March 2023 and was therefore earmarked. This is offset by a Climate Change grant of £2076 that has been received for replacement LED lighting at HTB which has been earmarked until the works are carried out.

**Summary**

As mentioned above, there is £9,304 more revenue income than budgeted for at the end of month 3 together with £19,291 less revenue expenditure than anticipated.

D = Disabled  
H - Hazard Hatchings



D = Disabled H = Hazardous Materials

