

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 14th September 2023

COMMITTEE REPORT

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

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the 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.

Customer Feedback

The Parish Office has received positive feedback from a hirer at Holbrook Tythe Barn (HTB), stating that "Your Caretaker could not have been more helpful" – this has been passed onto Alan, the Caretaker who was on duty at that time.

Feedback was also received from New View Nursery at North Heath Hall (NHH):

Lovely to be back in our freshly decorated rooms this morning, it all looked so lovely and clean, Tom and his helpers have done a great job, please do thank him from us.

Mark has just done a fabulous job too, he has laid fake turf in our muddiest area on the patio, created a lovely little compost area and flower bed, what a wonderful surprise for us all. I will be sure to thank him but wanted you to know how grateful we are to him too.

Asbestos Surveys

Asbestos surveys have been carried out in all buildings, with a slightly more intrusive one at North Heath Hall (NHH), due to the proposed future works in the downstairs washrooms and no asbestos has been detected in any of the samples taken from each building.

Earles Meadow Update

Earles Meadow Conservation Group (EMCG) sent the following update:

Once again pleased with Ben's cut of the two meadows today.

Even more happy that the infill and grass seeded link between the two meadows stood up well to the passing over of the tractor and trailer. Indentation only around 0.5 cm tyre marks in dampest areas. We have regularly cut and rolled this section. I am suggesting that we keep the hazard warning tape in place over the Winter and if no deterioration of the site then open it up in the Spring 2024. We will in the meantime try additional seeding to the areas under the Oak trees. So I regard this project so far as 85% successful.

The cut referred to above, was left, as usual, in piles, ready for the EMCG to spread. Unfortunately, the grass ignited and the Fire Brigade were called out to put out the fire. The decaying process of the grass does generate heat and whilst it might smoulder, it doesn't usually ignite. The EMCG went and had a look on site and reported as follows:

The cuttings for the Lower Meadow are deposited at the North-east end of the meadow to the right (as you face it) of the "Britten Seat". For the Upper Meadow the deposit is at the South-eastern end alongside the boundary to the railway line.

The deposit that involved the Fire Brigade was in the Lower meadow. The top has been raked down and the pile wetted, I assume by the Brigade.

I have checked the Upper Meadow and there is no pile above 1.25m

From my inspection I do not believe there to be cause for concern and I will email you a further, more detailed report, shortly with photographs.

We have never previously had a problem but, following the cut, and as a precaution we do spread out the piles in the Upper Meadow in view of its proximity to the railway line.

In addition, all of these piles rot down in the course of a year to under 50 cm. and are used around the site.

Decision: To note any announcements.

6. Finance

See Appendix A, B, the detailed I & E report, room performance report & proposed hire charges circulated via email with the agenda.

Decision:

- (i) **To note the Financial Report to 31st July 2023.**
- (ii) **To recommend to the Finance & Administration Committee the proposed property budget, suggested funds to be allocated to the Earmarked Reserves and the proposed hire charges for 2024/25.**

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 August 2023.

- (a) **Roffey Millennium Hall (RMH) and surrounding area**
 - (i) 1 x front door repaired
 - (ii) Fire doors in halls & back gates repaired
 - (iii) Toilet seat replaced in ladies toilet
 - (iv) Corridor & outside lights replaced
 - (v) Tiles in ladies toilet re-attached
- (b) **North Heath Hall (NHH) and surrounding area**
 - (i) New dispensers installed
- (c) **Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) LED light upgrade
 - (ii) Dead plant taken out & Queen's Green Canopy tree replanted in its place
- (d) **All buildings**
 - (i) Fire & intruder alarms serviced
 - (ii) Workplace Environmental Assessments
- (e) **Play Areas**
 - (i) Birches - Padlock on field gate repaired
 - (ii) Birches – Field and entrance gate repaired
- (f) **Multi-Courts**
 - None
- (g) **Tree Work**
 - None
- (h) **Open Spaces**
 - None
- (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) Reposition door gear on lift & door panel gaps to be adjusted
 - (iv) **NEW** – Air conditioning service
 - (v) **NEW** – Light in corridor not working

- NEW** - Blind cord & fittings to be refitted in Nth hall
- (b) North Heath Hall**
 - (i) Yellow hatchings in car park to be re-painted
- (c) Holbrook Tythe Barn and surrounding area**
 - (i) Yellow hatchings in car park to be re-painted
 - (ii) **NEW** - Replacement tap in disabled toilets required – on order
 - (iii) **NEW** - Birdmouth posts to be replaced
- (d) Play Areas**
 - (i) Install rubber pads on gate at Amberley
 - (ii) **NEW** – Recommended ‘medium’ & ‘low’ ROSPA works
- (e) Multi-Courts**
 - (i) **NEW** – New locking system to be installed
- (f) Tree Work**
 - None
- (g) Open Spaces**
 - (i) **NEW** – Annual cut & collect at Earles Meadow
 - (ii) **NEW** – Recommended works on Veteran Oak tree
- (h) All Buildings**
 - None
- (i) Bus shelters**
 - None
- (j) Allotments**
 - None
- (k) Streetlights**
 - None

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

9. Heating at Roffey Millennium Hall (RMH)

See revised infra-red quotation and running costs circulated by email with the agenda.

As Members will recall at the Property meeting held on 8th June, min no PR/012/23 refers, it was resolved to recommend to Full Council to apply for allocated S106 funds for an infra-red heating system in the two halls at RMH totalling, with notified increases, £16,067.90 + vat. This recommendation incorporated the Committee’s previous decision to not undertake investigative work on the Air Handling Unit (AHU), min no PR/118/23 refers. Subsequently, Full Council approved this recommendation and a S106 application has been submitted (outcome pending) and this decision cannot be reversed within six months without a suitable recommendation to Full Council as per Standing Order 7a.

However, as Members felt there was new information available at the last Property meeting, min no. PR/028/23 refers, Members agreed to revisit the previous decision regarding the investigative work, within 6 months of it being made, and instructed the Deputy Clerk to proceed with arranging the investigative works to the AHU.

Due to the short timescales between meetings, the Deputy Clerk did not have time to instruct the investigative works to proceed, and in the meantime, new information, including costings, regarding the heating provision at RMH has been received and sent to Members, as follows:

- The infra-red heating company realised that they had quoted a higher wattage heater, which is not needed for RMH, given it's age. They have therefore revised their quotation to £13,957.10 + vat a decrease of £2,239.20 + vat. A revised S106 application has been submitted to HDC.
- Members previously queried what the running costs of the infra-red system are, this information has now been sent to Members via email, with the agenda.
- When our Gas Safe Engineers were asked about the running costs for the AHU, compared to the infra-red heaters, they replied as follows:

No sorry I can't give you an answer for this there are a few things to consider to work it out.

But it does rely on a lot of things to run & the ongoing maintenance.

Electrical running costs:-

Motors within the AHU running.

Dampers within the AHU works (although only 24v)

The pump in the plant room to give it the hot water from the boilers

The boilers

The gas burnt to heat the water

You do need to bear in mind that 20% of the heat then produced will be extracted to atmosphere with the AHU to give the air changes within the hall.

Radiant HTR's (infra - red heaters) only need their electrical power supply & would be a more instant heat rather than bringing the AHU on earlier than occupancy to heat the space!

- Having been instructed to carry out the investigative works, as mentioned previously, the Deputy Clerk wanted to make sure that the boiler and controls that had been presented to Members at the previous Property Meeting, min no. PR/028/23 refers, would be sufficient if the AHU was heating the halls again. Our Gas Safe Engineers advised *"No, the quote was based on the AHU being de-commissioned, so you will need 2no. boilers, so we would have to re-quote for new boilers and a new controller"*.

Revised quotations, if the AHU was re-commissioned, have now been received. As there would be a need for two boilers and a different controller the quote now stands at £38,422.97 + vat, an increase of £6,410.71 + vat.

Members should note that the current energy efficiency rating for RMH, conducted in 2017, is 'F' and typically should be a 'D' for that type of building.

With this new information in mind, Members are asked to confirm if they still want the investigative works to the AHU to proceed, at a cost of £1,196.00 + vat to be funded from the R&R EMR.

Members should note that a separate agenda item will be added to a future Property meeting to consider a new boiler/s and controller, subject to the Committee's decision on the investigative work to the AHU and the outcome of the S106 application.

Decision: To receive new information, including costings, regarding the heating provision at RMH and reconfirm, if necessary, the instruction given at the previous meeting to reverse the decision not to proceed investigative works to the AHU (min no PR/028/23) at a cost of £1196.00 + vat, to be funded from the R&R EMR.

10. Maintenance Works

The Birdmouth posts around the flowerbed area and overflow car park at HTB have been damaged – see photos.



A quotation for repair and replacement, from our usual contractor, has been received, totalling £776.41.

Members are asked to consider this quotation, which, if agreed, would be funded from the 'Open Spaces' budget.

Decision: To consider carrying out the birdmouth fence replacement and repairs at HTB, totalling £776.41, to be funded from the 'Open Spaces' budget.

11. ROSPA Inspection

See spreadsheet circulated by email with the agenda.

Members are requested to note the ROSPA Inspection remedial works identified from the ROSPA Inspection, emailed separately with the agenda (the full report can be emailed if requested) and to consider carrying out the works highlighted in yellow.

A quotation for the works, from our usual contractor, has been received, totalling £2122.00.

If agreed, these works will be funded from the 'Play Area & Multicourt Maintenance' budget.

Decision: To note the survey and recommendations and to consider carrying out the 'medium' and 'low' works required, totalling £2122.00 to be funded from the 'Play Area & Multicourt Maintenance' budget.

12. Review of Parish Council's Allotment Rules

See Allotment Rules Document circulated by email with the agenda.

Members are asked to review and, if acceptable, approve the Parish Council's Allotment Rules, 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 Allotment Rules.

15. Date of next Meeting.

Decision: To note the next meeting to be held on Thursday 7th December 2023.

**Lisa Underwood - Deputy Clerk
7th September 2023**

1. Finance Report to show income, expenditure and reserves to 31st July 2023

Funding at 31st July 2023

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

Income to 31st July 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st July*
Admin	7,211	200	67
Allotments**	982	995	995
North Heath Hall	22,541	71,000	23,667
Holbrook Tythe Barn	13,295	38,000	12,667
Multi Court Lettings	6,897	26,600	8,867
Roffey Millennium Hall	22,385	45,000	15,000
Total	73,311	181,795	61,263

Expenditure to 31st July 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st July*
Admin***	23,155	54,570	27,190
Grants	2,330	10,000	3,333
Burial****	1,865	7,460	2,487
Personnel	102,988	349,650	116,550
Planning, Env, Trans	0	1,500	500
Allotments	331	1,560	520
Amenity, Recs and Open Spaces	15,087	56,485	18,828
North Heath Hall	10,977	30,778	10,259
Holbrook Tythe Barn	8,100	28,095	9,365
Roffey Millennium Hall	12,500	42,840	14,280
Total	177,333	582,938	203,312

*Total cost centre budget for 2023/24 divided by 4/12th.

**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 4 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 20% - equivalent to the position at the end of month 3.

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 3. It should be noted that the Personnel Budget is £13,562 (just under 12%) less than would be expected at this time of year.

The reason for this is twofold; firstly, due to staff resignations resulting in periods of understaffing but also the annual pay award payable from 1st April 2023 has not yet been agreed and therefore not implemented.

Reserves

As at 31st July 2023 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £308,132.

In addition, there are additional Earmarked Reserves of £274,333 - a reduction of £1,525 from the balance at the end of month 3, due to expenditure of £895 for works arising from the inspection of the partition wall at RMH and £630 for architect drawings for the proposed washroom works at NHH.

Summary

As mentioned above, there is £12,049 more revenue income than budgeted for at the end of month 4 together with £19,291 less revenue expenditure than anticipated.

BUDGET 2024/25 PROPERTY COMMITTEE		BUDGET 2023/24	ESTIMATED TO* 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
EXPENDITURE - REVENUE						
403	ROFFEY MILLENNIUM HALL					
	4011	7,700	7,700	5% increase + rounding	8,085	5% increase + rounding
	4012	1,260	1,578	5% increase + rounding	1,660	5% increase on estimated to fig + rounding
	4014	5,385	5,916	5% increase + rounding	5,916	Est to fig is based on overspend last year (£1003) & usage so far in 23/24. Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.
	4015	6,300	6,300	5% increase + rounding	6,300	Contract fixed to Aug 25, so no inflation increase required.
	4016	1,445	1,445	5% increase + rounding	1,520	5% increase + rounding
	4017	1,750	1,750	5% increase + rounding	2,040	Now includes recycling collection (estimated £200) + 5% increase + rounding
	4018	245	245	5% increase + rounding	260	5% increase + rounding
	4019	1,040	1,040	5% increase + rounding	1,095	5% increase + rounding
	4020	315	465	5% increase + rounding	485	5% increase on estimated to fig + rounding
	4034	2,100	2,100	5% increase + rounding	2,555	Now includes automatic door servicing (estimated £350) + 5% increase + rounding
	4035	2,730	2,730	5% increase + rounding & PET due March 24	610	Next PET due Mar 27, so minus PET costs + 5% increase + rounding
	4036	3,460	3,460	5% increase + rounding & allow for front gutters to be	3,635	5% increase + rounding
	4037	580	580	5% increase + rounding	610	5% increase + rounding
	4039	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
	4040	790	962	5% increase + rounding	830	Unexpected repairs in estimated to fig. 5% increase on budget amount + rounding
	4041	170	242	5% increase + rounding	255	5% increase on estimated to fig + rounding
	4042	945	1,063	5% increase + rounding. Also additional £5k to EMR required	1,120	5% increase on estimated to fig + rounding. Proposed 5k to EMR.
	4044	630	630	5% increase + rounding	665	5% increase + rounding
	4061	395	395	5% increase + rounding & risk assessment due Apr 23	285	Next RA due Apr 25, so minus RA costs + 5% increase + rounding
	4062	315	315	5% increase + rounding	335	5% increase + rounding
	4063	1,365	1,365	5% increase + rounding	1,435	5% increase + rounding
	4064	315	315	5% increase + rounding	335	5% increase + rounding
	4065	105	105	5% increase + rounding	790	Independent Fire Risk Assessment due April 24 (est £675) + 5% increase + rounding
	4066	200	200	5% increase + rounding	210	5% increase + rounding
	4500	2,300	1,950	For Entrance Hall (**est £430.00), Upstairs corridor & Stairwell (**est 900.00), Bramber & 3 kitchens + ladies toilet x 2 (**est £965.00)	2,000	For rolling decorating schedule
		42,840	43,851		44,081	

LU - Aug 23

*Estimated to cost based on actual spend to date compared to budget

Estimated quotes are based on previous quotations + 5%

**BUDGET 2024/25
PROPERTY COMMITTEE**

		BUDGET 2023/24	ESTIMATED TO* 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
EXPENDITURE - REVENUE						
401	NORTH HEATH HALL					
	4011 NNDR (Business Rates)	7,350	7,350	5% increase + rounding	7,720	5% increase + rounding
	4012 Water Rates	975	975	5% increase + rounding	1,025	5% increase + rounding
	4014 Electricity	2,900	2,900	5% increase + rounding	2,900	Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.
	4015 Gas	2,690	5,980	5% increase + rounding	5,980	Est to fig is based on overspend last year £2512 & usage so far in 23/24. Contract fixed to Aug 25, so no inflation increase required.
	4016 Cleaning Materials	1,470	1,470	5% increase + rounding	1,545	5% increase + rounding
	4017 Refuse Clearance (HDC)	882	882	5% increase + rounding	930	5% increase + rounding
	4018 Sanitary Disposals	336	336	5% increase + rounding	355	5% increase + rounding
	4019 Window Cleaning	735	735	5% increase + rounding	775	5% increase + rounding
	4034 Maintenance - electrical	1,575	1,575	5% increase + rounding	1,660	5% increase + rounding
	4035 Maintenance - electrical insp.	580	930	5% increase + rounding	2,025	Stage lights PAT test not budgeted previously, so this budget will be overspent at the end of 23/24. To be included in 24/25 budget+ 5% increase +rounding. Also PET (est £1045) due on all lights Feb 25
	4036 Maintenance - general	2,100	2,360	5% increase + rounding	2,480	5% increase on estimated to fig + rounding. Est to fig is based on overspend last year £245 & costs so far in 23/24
	4037 Maintenance - fire alarm	615	615	5% increase + rounding	650	5% increase + rounding
	4039 Maintenance - intruder alarm	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
	4041 Maintenance - fire extinguishers	170	170	5% increase + rounding	180	5% increase + rounding
	4042 Maintenance - gas boiler	685	885	5% increase + rounding	930	5% increase on estimated to fig + rounding. Consider earmarking for new heating given age of current system.
	4044 Maintenance - partition wall	840	910	5% increase + rounding	955	5% increase on estimated to fig + rounding
	4061 Legionella Testing	385	385	5% increase + rounding & risk assessment due Apr 23	275	Next RA due Apr 25, so minus RA costs + 5% increase + rounding
	4063 Maintenance - plumbing	685	685	5% increase + rounding	720	5% increase + rounding
	4065 Fire Prevention Sundries	105	105	5% increase + rounding	785	Independent Fire Risk Assesment due April 24 (est £675) + 5% increase + rounding
	4066 Keyholder Services	200	200	5% increase + rounding	210	5% increase + rounding
	4500 Internal decoration	4,500	2,095	For Ladies & Gents toilets, kitchen, corridor, pipework (skylift hire required) (**est £750), rooms 1 & 4 (**est £2050) downstairs (**est £1700). Will have money from 22/23 budget, so could earmark £2500	2,000	For rolling decorating schedule
		30,778	32,543		35,150	

LU - Aug 23

*Estimated to cost based on actual spend to date compared to budget

Estimated quotes are based on previous quotations + 5%

BUDGET 2024/25 PROPERTY COMMITTEE		BUDGET 2023/24	ESTIMATED TO* 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
EXPENDITURE - REVENUE						
402	HOLBROOK TYTHE BARN					
4011	NNDR (Business Rates)	4,200	4,200	5% increase + rounding	4,410	5% increase + rounding
4012	Water Rates	1,315	1,400	5% increase + rounding	1,470	5% increase on estimated to fig + rounding
4014	Electricity	3,415	3,985	5% increase + rounding	3,985	Est to fig is based on overspend last year £542 & usage so far in 23/24. Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.
4015	Gas	1,575	1,600	5% increase + rounding	1,680	Contract fixed to Aug 25, so no inflation increase required on estimated to figure.
4016	Cleaning Materials	1,470	1,470	5% increase + rounding	1,545	5% increase + rounding
4017	Refuse Clearance (HDC)	885	885	5% increase + rounding	930	5% increase + rounding
4018	Sanitary Disposals	255	255	5% increase + rounding	345	Additional nappy bin required as hirers using general waste bin (Estimated cost £75 per annum for supply & disposal) + 5% increase + rounding
4019	Window Cleaning	475	475	5% increase + rounding	500	5% increase + rounding
4034	Maintenance - electrical	5,155	3,079	5% increase + rounding & risk assessment due Apr 23 & suggested project of replacement LED lights (**est £4000.00)	1,215	Minus LED upgrade + 5% increase + rounding
4035	Maintenance - electrical insp.	2,065	2,065	5% increase + rounding PET due May 2023. (**est 1445.00)	650	Next PET due May 26, so minus PET costs + 5% increase + rounding
4036	Maintenance - general	1,995	1,995	5% increase + rounding	2,095	5% increase + rounding
4037	Maintenance - fire alarm	630	630	5% increase + rounding	665	5% increase + rounding
4039	Maintenance - intruder alarm	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
4041	Maintenance - fire extinguishers	170	170	5% increase + rounding	180	5% increase + rounding
4042	Maintenance - gas boiler	525	525	5% increase + rounding	550	5% increase + rounding
4061	Legionella Testing	370	370	5% increase + rounding & risk assessment due Apr 23	260	Next RA due Apr 25, so minus RA costs + 5% increase + rounding
4063	Maintenance - plumbing	765	765	5% increase + rounding	810	5% increase + rounding
4065	Fire Prevention Sundries	630	630	5% increase + rounding	775	Independent Fire Risk Assesment due April 24 (est £675) + £100 as last year budget not needed as no RA
4066	Keyholder Services	200	200	5% increase + rounding	210	5% increase + rounding
4500	Internal decoration	1,000	1,000	For barn end (**est £1000)	1,500	For rolling decorating schedule
		28,095	26,699		24,825	

LU - Aug 23

*Estimated to cost based on actual spend to date compared to budget

**BUDGET 2024/25
PROPERTY COMMITTEE**

			BUDGET 2023/24	ESTIMATED TO* 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	100	200	5% increase + rounding	210	5% increase on estimated to fig + rounding
	4102	Rent to WSCC - Harwood Rd	275	275	Agreed Amount	275	Agreement expires Mar 24
	4200	Grounds Maintenance (grass)	765	765	As per fixed contract	765	As per fixed contract expiring 2025
	4259	Allotment Maintenance	420	420	5% increase + rounding	420	No increase required
			1,560	1,660		1,670	

OTHER AMENITIES							
302	4019	Bus shelter cleaning	1,000	1,000	5% increase + rounding	1,050	5% increase + rounding
	4200	Grounds Maintenance	21,250	21,250	Fixed Term 3 year contract	21,250	Fixed Term 3 year contract expiring 2025
	4250	Bus Shelter Maintenance	1,850	1,850	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)	1,945	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)
	4251	Play Area Maintenance*	7,875	7,875	5% increase + rounding & additional £25k earmarked for playground upgrade required	8,645	Now includes annual jet washing of all play equipment & surfaces (mold) (estimated £375)+ 5% increase + rounding. Proposed £25k earmarked for playground upgrade required
	4252	Open Space Maintenance**	10,500	10,500	5% increase + rounding + additional £2k-5k earmarked for future tree inspections required	11,005	5% increase + rounding. Proposed £4k earmarked for future tree inspection 2025
	4253	Litter Warden Equipment	945	945	5% increase + rounding	995	5% increase + rounding
	4254	Dog Bin Emptying - HDC	2,415	2,415	5% increase + rounding	2,535	5% increase + rounding
	4255	Street Lighting Maint/Supply	5,500	5,500	Exceeded budget 21/22 - £4.5k supply (min) & £1k contract	5,775	5% increase + rounding
	4258	Multi Courts Maintenance	3,750	3,750	As per fixed contract	3,750	As per fixed contract
	4260	Workshop	500	500	No increase required	500	No increase required
	4302	Notice Board Maintenance	900	900	No increase required	900	No increase required
			56,485	56,485		58,350	

*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 2022/23 and 2023/24 budget. Work to be undertaken in 2023/24 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. **An audit of ALL play areas has been conducted and proposals are awaited**

LU - Aug 23

*Estimated to cost based on actual spend to date compared to budget

Estimated quotes are based on previous quotations + 5%

Future Projects to Consider for EMR – 2024/2025

Lift at Roffey Millennium Hall

It was mentioned at the Property meeting on 03.08.23 that it may be sensible to start earmarking for a new lift in the future. No costs obtained, but start with £5000.

Heating at North Heath Hall

Given the age of the heating system and the recent issues that have occurred, it may be prudent to start earmarking for a new heating system. No costs obtained, but start with £5000.

Ongoing EMR Already Agreed in Previous Financial Years

Amenities

£25,000 for playground upgrade.

£4000 for future tree inspections required.

RMH

£5000 for new boiler when required.

Earmarked Reserves	Amount As at 31.07.23	Proposed Amount 24/25	NOTES	Suggested Priority
REPAIRS & RENEWALS (R&R)	£64,140.00	To be reviewed	It has been noted at previous meetings that the balance needs to be reviewed as part of the budget process and further reserves need to be considered for future use.	1
TREE MANAGEMENT WORK	£4,105.00	£4,000.00		2
EMR - GRANT FOR LED LIGHTS	£2,076.00			
EMR - MARCH 2023	£21.00			
RMH BOILER	£35,000.00	£5,000.00	If one boiler can be replaced if the AHU is de-commissioned and S106 funding can be obtained, then the proposed £5000.00 may not be needed.	3
RMH LIFT		£5,000.00		4
NHH HEATING		£5,000.00		5
PLAYGROUND UPGRADE	£75,000.00	£25,000.00	An audit of ALL play areas has been conducted and proposals are awaited.	6
NHH WASHROOM REFURBISHMENT	£13,788.00	£8,000.00	The current amount EMR does not include building reg fee and Structural Engineer totalling £1707.00. To be reviewed as structural engineer, building regulation fee and drawings not taken into consideration when initial costs estimated. A medium materials range ballpark figure of £20,000 for plumber/building work costs has been received. Assume a ballpark figure of £15,000 for low range materials.	7

£52,000.00
+ to be reviewed