

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 7th December 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 the Caretakers have both been fantastic the whole way through their hire period– this has been passed onto the Caretakers.

Feedback has also been received from a hirer at Roffey Millennium Hall (RMH) stating that the Caretaker was a really big help – this has been passed onto Neil who was on duty at the time.

Earles Meadow Updates

The Fire Brigade were called out to Earles Meadow at the beginning of September as piles of cuttings from the 'cut and collect' were smoldering and the Fire Brigade doused them with water. In future, the Earles Meadow Conservation Group (EMCG) will enlarge the area where the cuttings are placed to keep the height down.

Volunteers finished tidying up the verge by the armco barrier at the end of September.

The EMCG noted that it was the 10th anniversary of the inauguration of 'The Stone' on 16th November 2023.

The group planted approx. 57 hedge/tree whips and plants in the Outdoor Classroom (not the Forest School classroom). The mix is Hazel, Dogwood, Hawthorn, Crab Apple and Dog Rose. They have a few left that will be used should any not take or are destroyed.

S106 Funding Application for Indoor Sports Equipment at HTB

Horsham District Council awarded the Parish Council £3951.96 for purchase of the indoor sports equipment at HTB, which has all been ordered and received.

Defibrillators for North Heath Hall (NHH) & HTB

At the Council Meeting on 07.09.23, Members agreed to the recommendation from the CIL Working Party to install defibrillators at both Holbrook Tythe Barn and North Heath Hall (Min. FC/58/23 refers). As part of that decision, it was agreed that an application for funding from the Community Automated External Defibrillators Fund be submitted and funding from the CIL reserves only used if the applications were unsuccessful - in whole or in part.

Unfortunately, when the fund opened it became apparent that applications would only be accepted for units that were to be sited in the public domain, available to anyone at all times. Therefore, as the units at HTB and NHH would be inside the buildings, it was not possible to submit a bid. At the Full Council meeting held on 02.11.23, Members queried why the defibrillators were being sited inside and were advised that this was the decision made by the Property Committee, so if Members wish to reconsider this decision, the matter will need to be added to a future Property agenda.

However, at the same time contact was made by Cala Homes, a developer at Mowbray, offering to install a defibrillator within the Parish. It has therefore been agreed that Cala Homes will fund the installation of a unit at HTB.

As a result, only £775 of CIL funding will now be required for this project rather than the £1,610 originally envisaged.

Unauthorised Access to RMH Grounds

A group of teenagers forced the rear patio gates at RMH and were seen running up and down the emergency exit stairs, they caused damage by removing the anti-vandal spikes and harassed users of the building by throwing things at the windows. This has been reported online to the Police and our local PCSO. The spikes have been re-attached and the gates have been made more secure.

Martyn's Law

Members should be aware of Martyn's Law, which is a pending UK wide legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Clerk and Deputy Clerk have watched the attached link from SLCC and Members may wish to watch it also.

<https://www.youtube.com/watch?v=rSZ69AqsB1k>.

The Property Committee will need to look at this matter more carefully in the new year.

Decision: To note any announcements.

6. Finance

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

Decision: To note the Financial Report to 31st October 202

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) New radiator thermostat repaired
- (ii) Repositioned door gear on lift & door panel gaps adjusted & service
- (iii) Air conditioning service
- (iv) Light in corridor repaired
- (v) Blind cord & fittings refitted in Nth hall
- (vi) Partition wall serviced
- (vii) Silent soldier placed
- (viii) Back gates repaired to prevent being opened from car park side
- (ix) Ceiling tile replaced
- (x) Silicone added to light dome and clear roof drains
- (xi) Anti-vandal sign repaired

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

- (i) Yellow hatchings in car park re-painted – additional paint required, but labour charges less, so additional cost of £82.97 + vat, to be funded from the 'General Maintenance' budget for each building
- (ii) Partition wall serviced
- (iii) 2 x lights replaced in lobby
- (iv) Streetlight in car park repaired
- (v) Sink in boys toilet removed as came off the wall – alternative sink can be used
- (vi) Drains cleaned out & cctv drainage survey carried out
- (vii) Boys toilet door removed as keeps sticking, despite being shaved at bottom several times – door to the washroom area can be closed for privacy – not replacing as refurb in due course
- (viii) Parish Council noticeboard installed in lobby
- (ix) Boys toilet door shaved as sticking
- (x) Several lights replaced

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

- (i) Yellow hatchings in car park re-painted – additional paint required, but labour charges less, so additional cost of £82.97 + vat, to be funded from the 'General Maintenance' budget for each building
- (ii) Replacement tap in disabled toilets
- (iii) Hedge cut around play area & car park
- (iv) Silent soldier placed
- (v) Repairs to gents toilet
- (vi) New gaskets fitted to boiler
- (vii) Replacement lock for height barrier
- (viii) Disabled toilet door - fitted handles & taken top bar off
- (ix) Manhole cover repaired as loose

- (d) **All buildings**
None
- (e) **Play Areas**
 - (i) HTB – Aerial runway inspection – further works required, totalling £611.68 + vat, to be funded from the ‘Play Area & M Crts Maintenance’ budget.
 - (ii) Various – grab on slide replaced & climb rope turned
 - (iii) Birches – filled holes in grassed area
- (f) **Multi-Courts**
 - (i) New locking system installed – additional £150.00 + vat as additional shrouding needed to prevent unauthorised access, to be funded from the ‘Play Area & M Crts Maintenance’ budget
 - (ii) Maintenance visit
- (g) **Tree Work**
None
- (h) **Open Spaces**
 - (i) Annual cut & collect at Earles Meadow
 - (ii) Riverbank inspection
- (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) **NEW** – middle light on fire escape to be replaced
- (b) **North Heath Hall**
 - (i) **NEW** - Defibrillator to be installed
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) Birdmouth posts to be replaced/repaired
 - (ii) **NEW** – New controller needed for boiler
 - (iii) **NEW** – Repairs & washers to taps in toilets
 - (iv) **NEW** - Defibrillator to be installed
- (d) **Play Areas**
 - (i) Install rubber pads on gate at Amberley
 - (ii) Recommended ‘medium’ & ‘low’ ROSPA works – part way through-weather dependant
- (e) **Multi-Courts**
None
- (f) **Tree Work**
None
- (g) **Open Spaces**
 - (i) 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 in Nth & Sth Halls at Roffey Millennium Hall (RMH)

See solar panel information and quotation sent via email with the agenda.

At the last Property Committee meeting, min no. PR/044/23 refers, Members resolved to continue to proceed with the investigative works to the AHU at a cost of £1196.00 + vat, to be funded from the R&R EMR and wait for the outcome of the S106 application.

Members can now be advised that Horsham District Council awarded North Horsham Parish Council the full amount of £13,957.10 for infra-red heating in the halls at RMH. Members should note that the funds are only awarded for a period of 12 months from the date of the confirmation letter, which is 21st September 2024 and one section 106 fund has a deadline of August 2024.

The Deputy Clerk instructed our Heating Engineers to conduct the investigative works to the Air Handling Unit (AHU). Half of the investigative works have been carried out to the control system, but the investigative works to the air ducts still needs to be conducted, the Heating Engineers are not able to carry this work out until at least December as they are so busy.

In the meantime, Cllr. Torn sent an email to the Deputy Clerk advising that if the AHU proves to be very expensive to repair/replace or is otherwise undesirable due to noise or other practical issues, could the Committee consider the following universal fan convectors – see link https://www.plumbnation.co.uk/smiths-caspian-universal-fan-convector-uv-90-185-12341?utm_source=organic&utm_medium=shoppingfeed&utm_campaign=googlebase&qclid=EAlalQobChMIlrWt3-msgQMVspJoCR2cSAclEAQYESABEqKH1_D_BwE

The cost for 12 of these heaters to be supplied and installed is £25,000.00 + vat. The heating engineers advised the following on their quotation:

The existing heating pipework for this area is too small to accommodate the 12 no. heaters so a new heating flow & return would be required. These will need to be run back to the main plant room & connect into the existing low loss flow & return header. Also, a new pump for this circuit will need to be installed.

A series of new copper pipework & fitting will be run through the ceiling void of the first floor that enter into the two halls. This will then run on the surface at high level & pick up the 12 no. new heaters in each hall.

The new pipework will need to be lagged within the ceiling void & within the plant room.

The new pump will be connected to come on when the main heating is required, to connect into the BMS (timed controller), which can be done, a further costing would be needed from EMC for the panel modifications and would suggest if this is needed then an additional £2,500.00 should be allowed.

Once the heaters & pipework are installed & the system filled & vented and all electrics completed by others the units can be set into operation.

Members should note the infra-red heating does not require being connected to the central heating system and will not require servicing as there are no moving parts.

The Deputy Clerk has been trying to obtain installation costs from an Electrician, but no-one has been able to conduct a site visit to be able to provide a quotation.

Members are asked to consider the following options for the heating in the Nth & Sth halls at RMH:

- (i) Infra-red heating, totalling £13,957.10, to be funded using the awarded S106 funding.
- (ii) Wait for the investigative works to be completed and obtain costs for recommissioning of the Air Handling Unit.
- (iii) Universal Fan Convactor Heaters totalling £25,000.00 + vat (+ £2,500.00 + vat for controller modifications if required + Electrician installation costs) and identify funding options.

During conversations about this matter with Cllr Davidson, he suggested that if there are concerns about the running costs for the heating in the halls, solar panels could be installed. The Deputy Clerk tried obtaining three quotations for solar panels; one company never replied, one company said they couldn't install on RMH's roof and the last company sent information and a quotation of £25,205.43 + vat, which Members received via email with the agenda.

Members should note that the Community Climate Fund could be applied for again after June 2024, for the sum of £5000.00 towards the cost of solar panels, but no further funding has been identified.

Decision: To consider the following options for the heating in Nth & Sth halls at RMH:

- (i) Infra-red heating, totalling £13,957.10, to be funded using the awarded S106 funding.**
- (ii) Wait for the investigative works to be completed and obtain costs for recommissioning of the Air Handling Unit.**
- (iii) Universal Fan Convactor Heaters totalling £25,000.00 + vat (+ £2,500.00 + vat for controller modifications if required + Electrician installation costs) and identify funding options.**

Decision: To further consider installing solar panels and identify funding.

10. Maintenance & Proposed Works

- (i) At the last Property Committee meeting, min no. PR/045/23 refers, Members resolved to remove the Birdmouth posts along the entire length of the flower bed area, keeping the edging board. However, when asking our usual Contractor to carry out this work, he advised that the edging board would not be secure without the Birdmouth posts, and could cause a potential trip hazard and the entire length of the flowerbed does not have an edging board (see photo). Therefore, he has requoted for this area only, including replacing 3 x Birdmouth posts that have broken and in addition membrane and mulch around the Queen's Canopy tree.



The requote totals £600.00 which, if agreed, would be funded from the 'Open Spaces' budget.

Alternatively, if Members do not wish the Birdmouth posts to be in place, our Contractor has suggested a sleeper dwarf wall – 1ft high to both beds. To remove the old fencing and install 14 x sleepers, the total cost will be £1130.00 which, if agreed, would be funded from the 'Open Spaces' budget.

Members are asked to consider both options.

- (ii) Also at the last Property Committee meeting, min no. PR/045/23 refers, Members resolved to remove the broken Birdmouth posts from the path area (see photo).



The Deputy Clerk did not realise that the previous quotation for the replacement posts for the flowerbed and path area also included 3 x posts that need replacing in the overflow car park. So, to clarify, our usual Contractor has separated the quotation to remove the post from the path area and replace 3 x posts in the overflow car park, which totals £270.00. Members are asked to consider this quotation, which if agreed, would be funded from the 'Open Spaces' budget.

- (iii) The noticeboard in Church Road is situated behind a wooden post and to remove and add notices, you have to stand on an incline (see photo). Over the years, and very recently, staff members have suffered injuries because of the post and incline and so Officers would like to recommend that this notice board is moved to Parish Council land on the edge of Birches Road open spaces – see photo.



Members are asked to consider this recommendation, which would cost £160.00, from our usual Contractor to be funded from the 'Notice Board Maintenance' budget.

- (iv) The play areas at Amberley Close, Birches Road and Holbrook Tythe Barn all have moss/algae on their surfaces, equipment, gates and fences and Members are asked to consider a quotation from our grounds maintenance contractor to clean the play areas with adjustable pressure hoses, totalling £362.95 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget and adding this work to the yearly maintenance schedule as it needs to be done each year.
- (v) The indoor sports equipment that was purchased using the S106 funding, for use at HTB, needs to be stored in the cupboards, however the cupboards at HTB have no shelving in them. So, in order to store the equipment safely, along with the games tables and standard tables and chairs, Officers recommend that heavy duty shelving is fitted into the recesses of the cupboards.

A quotation has been obtained from our usual contractor for the materials and labour, totalling £180.00, which, if agreed, would be funded from the 'General Maintenance' budget. Members are asked to consider this quotation.

Decision:

- (i) To reconsider the options for repairing/replacing the bird mouth fence around the flower bed at Holbrook Tythe Barn (HTB), totalling either £600.00 or £1130.00, to be funded from the 'Open Spaces' budget.**
- (ii) To consider the total quotation for removing one broken post from the pathway and replacing 3 x posts in the overflow car park, totalling £270.00, to be funded from the 'Open Spaces' budget.**
- (iii) To consider moving the Church Rd noticeboard to Birches open space, totalling £160.00, to be funded from the 'Notice Board Maintenance' budget.**
- (iv) To consider cleaning all the playground surfaces, equipment, gates and fences using adjustable pressure hoses at Amberley Close, Birches Road and Holbrook Tythe Barn totalling £362.95 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget and adding to the yearly maintenance schedule.**
- (v) To consider installing heavy duty shelving in the cupboards at HTB, totalling £180.00, to be funded from the 'General Maintenance' budget.**

11. Damp at NHH

See damp report, CCTV drainage report with drain site map and quotation for recommended drainage works, circulated by email with the agenda.

As Members were made aware, a significant problem with damp has been identified in the nursery toilets at North Heath Hall. A damp survey was undertaken as a matter of urgency at a cost of £400 plus VAT, authorised under the Clerk's delegated powers as per FR 4.5 and funded by the R&R Earmarked Reserves. Members have received this report.

The first recommendation from the damp survey was to jet out and clear the underground drains in the area and carry out a CCTV inspection to confirm the condition of the drains. Quotations for this work was obtained and in liaison with the Chairman of the Property Committee, the work was arranged to be carried out with costs totalling £885.00 + vat.

Members have also received the cctv drainage report and are asked to consider the recommendations from this report, with a quotation totalling £1295.00 + vat along with recommendations 2-4 of the damp survey and agree on the next steps and to confirm that any expenditure is to be funded from the R&R EMR.

Members should note that a non-intrusive damp reader has been purchased, so that the Facilities Officer can check if the damp readings are lower after any recommended works are carried out.

Officers recommend that the jet out and clearing of the underground drains in the area is added to the regular maintenance schedule to be carried out every two years, which would be approx £885.00 + vat, to be budgeted for in the 2025/26 budget. Members are asked to consider this recommendation.

Decision:

- (i) To note the damp report and CCTV drainage report, conducted at NHH, and ratify all associated costs already paid, totalling. £1285.00 + vat, to be funded from the R&R EMR.**
- (ii) To consider both reports and recommendations, agree on next steps and to confirm that any expenditure is to be funded from the R&R EMR.**
- (iii) To consider adding the jet out and clearing of the underground drains to the regular maintenance schedule every two years, which would be approx £885.00 + vat, to be budgeted for in the 2025/26 budget.**

12. Trees at Earles Meadow

Members may recall that during the Chairman's announcements at the last Property meeting, min no. PR/040/23 refers, Cllr Searle had reported that a dustcart had got caught in Parish Council owned trees opposite his house and Members wanted a quotation to cut these trees back added to the December Property agenda. Members should note that when Horsham District Council were contacted about this incident, they had not received such a report.

A quotation was obtained, from our usual Tree Surgeon, to reduce 2 x Cherry trees by 4m overall and have their crowns raised, totalling £680.00, which, if agreed, would be funded from the 'Open Spaces' budget.

Members are asked to consider this quotation.

Decision: To consider reducing 2 x cherry trees at Earles Meadow by 4m overall and have their crowns raised, totalling £680.00, to be funded from the 'Open Spaces' budget.

13. Request from Neighbouring Property at NHH

See photos circulated by email with the agenda.

A neighbouring property at NHH has been in contact with the Parish Office to ask if an encroaching dead tree and bramble brush can be removed. A quotation has been received from our grounds maintenance contractor, totalling £375.90 + vat, which if agreed, would be funded from the 'Open Spaces' budget.

Members are asked to consider this request.

Decision: To consider the request from a neighbouring property at NHH to remove an encroaching dead tree and bramble brush, totalling £375.90 + vat, to be funded from the 'Open Spaces' budget.

14. Winter Maintenance Plan (WMP) 2023/24

See WMP 23/24 circulated by email with the agenda.

- (i) Members are requested to review and approve the Winter Maintenance Plan 2023/24. The only changes are the year has been updated.
- (ii) District Councillor Emery has been in contact with the Clerk to see whether it would be possible for new grit bins to be installed within the parish. He said these would ideally be filled by WSCC or HDC or by NHP. He would like to see if bins could be installed in: Wagtail Close, Greenfinch Way and Gorrings Brooke. He would also like Councillors to provide details of roads that would benefit from having a grit bin.

The Clerk responded to advise his request will be put forward for the Winter Plan review in December but nothing will be done for this winter as WSCC have already organised the distribution of salt for this coming winter and they only do the one annual distribution.

The Clerk pointed out that the biggest issue with the siting of any bins is the permissions - WSCC for anything to be sited on the public highway and any other landowner (i.e. HDC) for places not on the public highway. Having a quick look at Google maps there could be some scope for bins at the entrance to Gorrings Brooke, but we're not sure who owns that land – maybe HDC and also along Greenfinch Way but at Wagtail Close there is limited space.

The Clerk also pointed out that the cost is an issue. Each bin is a minimum of £200 to supply and install.

Members are asked to consider these requests and, if agreed, consider where the purchase of the bin/s would be funded from.

Decision:

- (i) To review and approve the Winter Maintenance Plan for 2023/2024.**
- (ii) To respond to District Councillor Emery's requests and, if agreed, consider where the purchase of the bin/s would be funded from.**

18. Heating at Holbrook Tythe Barn (HTB)

The boiler at HTB was not working when the heating was turned back on for the Winter and new gaskets were needed. Whilst on site the Heating Engineer commented that there was a fault with the PCB board as the boiler keeps needing to be re-set. A quotation was obtained from our usual heating engineers for a new PCB board, totalling £419.42 + vat, which if agreed, would be funded from the R&R EMR.

The heating engineer also stated on his report that this boiler is 15-16 years old and a more efficient boiler may be more cost effective, so a quotation was sent for a new boiler, totalling £2500.00 + vat, which if agreed, would be funded from the R&R EMR.

Decision:

- (i) To consider a replacement PCB board, totalling £419.42 + vat, to be funded from the R&R EMR.**
- (ii) To consider a replacement boiler, totalling £2500.00 + vat, to be funded from the R&R EMR.**

21. Date of next Meeting.

Decision: To note the next meeting to be held on Thursday 8th February 2024.

**Lisa Underwood - Deputy Clerk
30th November 2023**

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

Funding at 31st October 2023

Precept (full year)	365,346
S106 Funding	3,952
Environmental Grant	11,745
Climate Change Grant	2,076
Total	383,119

Income to 31st October 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31st October*
Admin	14,062	200	117
Allotments**	982	995	995
North Heath Hall	37,463	71,000	41,417
Holbrook Tythe Barn	22,908	38,000	22,167
Multi Court Lettings	13,190	26,600	15,517
Roffey Millennium Hall	40,407	45,000	26,250
Total	129,012	181,795	106,462

Expenditure to 31st October 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st October*
Admin***	39,516	54,570	37,458
Grants	3,821	10,000	5,833
Burial****	3,730	7,460	4,352
Personnel	181,872	349,650	203,963
Planning, Env, Trans	0	1,500	875
Allotments	563	1,560	910
Amenity, Recs and Open Spaces	28,518	56,485	32,950
North Heath Hall	16,885	30,778	17,954
Holbrook Tythe Barn	15,247	28,095	16,389
Roffey Millennium Hall	21,458	42,840	24,990
Total	311,610	582,938	345,672

*Total cost centre budget for 2023/24 divided by 7/12th.

**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 7 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 21% - an increase of 3% to the position at the end of month 6.

Expenditure

Overall, expenditure is approx. 10% lower than would be expected at the end of the month, the same as at the end of month 6. It should be noted that the Personnel Budget continues to be around 11% less than would be expected at this time of year for the reasons reported previously.

Reserves

As at 31st October 2023 remaining funds, including the full year precept payment received and General Reserves, stood at £422,054.

In addition, there are additional Earmarked Reserves of £262,936 - a reduction of £6,175 from the balance at the end of month 6, due to expenditure of £400 from the R&R EMR for the damp survey at NHH, the use of a total of £775 from the CIL 2021/22 EMR for a defibrillator at NHH and £5,000 from the Roffey Youth Club EMR as a contribution to youth work by 4TheYouth.

Summary

As mentioned above, there is £22,550 more revenue income than budgeted for at the end of month 7 together with £34,062 less revenue expenditure than anticipated.

Earles Meadow Residents' Association



Small play park areas

Action plan 2024

Work to date

The EMRA Committee members have carried out light maintenance and continued with regular checks as per the 2023 Action Plan. The bark chippings were topped up as required and shrubs trimmed back. Grass has been cleared, the branches of the feature tree have been coppiced and the areas have been generally tidied-up. EMRA and NHPC continue to maintain the area to the left so that both areas continue to look presentable and complement the high standard to which the play area is maintained by NHPC.



Planned work for 2024

For 2024 we will carry out any necessary work required from the winter period to the two areas either side of the play area and again top up the bark chippings in the spring and carry out any necessary maintenance. As previously agreed, any maintenance of a heavier nature deemed to be required will be referred to the property committee of North Horsham Parish Council for their action. EMRA has RHS Third Party Public Liability insurance.



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 – 21st November 2023

Currently all 33 plots at the site are occupied. Since April 2020, 3 full sized plots have been halved and 11 new tenants have been acquired. There are 9 full sized plots and 24 half sized plots.

At the time of this report, there are 5 people on the waiting list, one of whom is a current tenant, who is waiting for a half sized plot, and the other four are new perspective tenants that have been added to the list since August 2023.

It was agreed by the Property Committee in October 2021 that we would 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.

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 will have been carried out towards the end of November 2023 to ensure upkeep of the site and for there not to be a significant gap between inspections. 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.

Kirsty Tickner – Committee Clerk