

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 3rd DECEMBER 2020

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, 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.

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

Recommendation: To note any announcements.

6. Finance

See Appendix A

Recommendation: To note the Committee Budget to 31st October 2020.

7. Completed Works

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

(a) Roffey Millennium Hall

- (i) Lift serviced – no issues
- (ii) Partition Serviced
- (iii) Partition repaired as agreed
- (iv) Annual check on roof (no issues) and cleaning of drains and gullies

(b) North Heath Hall

- (i) Partition serviced – no issues
- (ii) Fencing around lower garden repaired

- (iii) Guttering repaired and drains cleared
- (c) Holbrook Tythe Barn**
 - (i) Large splits in planking on the front exterior wall of the building made good.
See agenda item 9 for recommendation for work required to the rear wall of the building
 - (ii) Downpipe replaced – play area side
- (d) Play Areas**
 - (i) **Amberley Road**
Broken log in bridge replaced and chain link repaired
OXO panel game reinstated
Repairs to wet pour to prevent trip hazards
 - (ii) **Holbrook Tythe Barn**
Trip hazards between wet pour and paving slabs made good
- (e) Multi-courts**
 - (i) Regular maintenance visit
- (f) Earles Meadow**
 - (i) Footbridge between Earles Meadow and Amberley Open Space repaired and chicken wire replaced
 - (ii) Emergency work to Veteran Oak (see agenda item 11)

Recommendation: To note completed works.

8. On-going Works

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

- (a) Roffey Millennium Hall**
 - (i) Front door mechanism to be replaced
 - (ii) Lock on defib cabinet to be replaced
- (b) Holbrook Tythe Barn**
 - (i) Guttering on front of Barn to be replaced
- (c) Play Areas**
 - (i) Ongoing minor repairs at all play areas
- (d) Multi-courts**
 - (i) Permanent white lining to be put down
- (e) Tree Works**
 - (i) Interim tree management inspection to be undertaken as recommended in the Tree Assessment Report
 - (ii) Ongoing work to Veteran Oak tree at Earles Meadow (see agenda item 11)

Recommendation: To note on-going works.

9. Holbrook Tythe Barn

All Parish Council owned buildings are regularly inspected and any required routine maintenance is undertaken.

The latest inspection at Holbrook Tythe Barn revealed a further deterioration in the condition of the rear wall of the Barn with an increasing number of splits and places where the wood has become rotten and needs to be dug out and replaced.

Also, the shutter covering the kitchen window is falling apart and needs to be removed.



In order to prevent any further deterioration, it is recommended that the necessary remedial work be carried out as soon as possible.

A quote of £1,250 has been obtained for this work and will include cleaning out and replacing of gutters, where necessary.

Recommendation: To carry out the necessary remedial works to the exterior back wall of the Barn.

10. Update on the Measures taken at Parish Council Owned Premises due to Coronavirus COVID-19

At the last meeting of the Committee, members were informed of all the actions taken and protocols put in place to minimise the risk to staff, councillors, hirers and members of the public catching and /or spreading Coronavirus at parish council owned premises.

These are regularly reviewed subject to government guidance and since September the Risk Assessments and Terms and Condition of Hire have been updated as appropriate. Some additional hand sanitisers have been purchased and some new information posters and advisory signs have been put up.

There were a limited number of hires at all three halls until the latest lockdown. During the lockdown period the pre-school and nursery continued to operate at North Heath Hall and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall.

All regular health and safety checks were carried out during lockdown e.g. legionella testing, fire alarm testing and emergency exit lighting.

From 2nd December 2020, all the halls will be open again for limited hires in line with appropriate government guidelines (Tier 2). The MUGAs will also reopen.

Recommendation: To note the update.

11. Permanent Barrier around the Veteran Oak Tree at Earles Meadow

At the Extraordinary Parish Council meeting held on 24th November it was agreed to carry out emergency work to the Veteran Oak Tree at Earles Meadow as recommended by the tree surgeon who manages the tree and Mr W Jones, the Senior Arboricultural Officer at Horsham District Council who inspected the tree on 4th November 2020.

It was also recommended by Mr Jones that fencing be put in place to extend to a distance of 21m from the trunk of the tree, east and west, and running along the side of the road to the south (which is 18.5m from the tree). The 'desire line' footpath running to the north of the tree should be fenced off as part of this. It was considered that a simple rope barrier, as already provided, would be sufficient provided that a notice is in place as well, however, there are safety and insurance concerns about this.

Costs for a 4' high fence have been obtained as follows:

Costs for 120m of fencing including a 10ft gate for access as per the spec in the email from Will Jones:

Option 1: Chestnut split rail fencing 4ft high

£4,327.40 including labour and materials



Option 2: Half round post and rail fencing 4ft high

£3205.40 including labour and materials



To attach wire mesh to either option to prevent dogs and small children getting in, would be £230 for the full 120m, including labour.

A cost for a rope fence has not been obtained but when the existing rope fence was installed in 2017 it cost £973. Due to wear the rope was replaced, at no charge, in 2018.

There is still further information to be obtained in order for councillors to make an informed decision about the most appropriate way forward. The final decision will be made by the Parish Council at their meeting on 14th January 2021.

At this stage, members of the Property Committee are invited to have a preliminary discussion about the type of barrier to be installed so that the relevant information can be prepared for the meeting in January.

Given that the area to be fenced off is so large it is suggested that councillors might like to visit the site if they can before the meeting.

A temporary barrier is currently in place.

Recommendation: To have a preliminary discussion about erecting a permanent barrier around the Veteran Oak tree at Earles Meadow so that the relevant information can be presented to the Parish Council who will make the final decision at their meeting on 14th January 2021.

12. Lights around the Overspill Car Park at Holbrook Tythe Barn

Several of the bollard style lights (similar to the picture) around the overspill car park at Holbrook Thythe Barn have been damaged by cars or vandalised in recent months. For safety the lamps have been removed from all the lights and the power disconnected.



Costs have been requested to repair the existing lights but as these are regularly being damaged a cost has also been requested to remove the existing lights and install a streetlight, as we in the main car park. Subject to the condition that no work or equipment exceeds 4m in height, the Parish Council would be able to install a streetlight as permitted development.

At the time of writing the report we are still awaiting costs. If received in sufficient time before the meeting they will be circulated, otherwise the matter will be deferred to the next meeting of the Committee.

Recommendation: To consider options for lighting the overspill carpark at Holbrook Tythe Barn.

15. Date of next meeting

Recommendation: To note the next scheduled meeting to be held will be on Thursday 18th February 2021.

Vivien Edwards - Deputy Clerk – 27th November 2020

North Horsham Parish Council

Property Committee Meeting –3rd December 2020

APPENDIX A
Agenda Item 6

Committee Budget to 31st October 2020

Finance Report to show income, expenditure and reserves to 31st October 2020

Period covering 1st April 2020 to 31st October 2020

Funding at 31st October 2020

Precept (full year)	335,194
Environmental Grant (half year).	10,234
Grant from HDC (Covid-19)	25,000
Community Infrastructure Levy (CiL) Payment	2,395
Total	372,823

Income to 31st October 2020

Cost Centre	Actual income	Annual Budget	Expected income at 31 st October 2020*
Admin	112	200	116
Allotments	928	875	875
North Heath Hall	13,473	65,625	38,281
Holbrook Tythe Barn	4,480	37,800	22,050
Multi Court Lettings	5,240	23,140	13,498
Roffey Millennium Hall	2,285	85,200	53,250
Total	26,518	212,840	128,070

Expenditure to 31st October 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31 st October 2020*
Admin	29,390	51,670	33,974
Grants	1,570	10,000	5,833
Burial	3,420	6,750	3,937
Personnel	161,888	311,250	181,562
Planning, Env, Trans	0	2,250	1,312
Allotments	981	1,575	918
Amenity, Recs and Open Spaces	16,653	52,085	30,383
North Heath Hall	6,836	27,854	16,248
Holbrook Tythe Barn	9,316	23,757	13,858
Roffey Millennium Hall	9,744	41,567	24,247
Total	239,798	528,758	312,272

Net expenditure	(213,280)	(315,918)	(184,202)
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*Annual budget divided by 12 multiplied by 7.

** Includes full estimated amount for insurance paid in one lump sum in June 2020.

Income

Over the first seven months of the year income is £101,552 lower than expected. Hires at all buildings and multi courts increased during October.

Community Infrastructure Levy money of £2,395 was received during October. This will be discussed as a separate agenda item at the Finance and Administration Committee meeting.

Expenditure

Actual expenditure is £72,474 less than anticipated. This is due to only essential health and safety work being carried out on the buildings and grounds and reduced salary costs as some staff were on furlough.

Summary

The net result of the loss of income and lower expenditure is that the Parish Council has spent £29,078 more than had been budgeted for at 31st October 2020. However, net expenditure of £213,280 is still well within the funding of £372,823 received for the year ending 31st March 2021. (The CiL payment of £2,395 has to be spent according to specific criteria and will be allocated to an Ear Marked Reserve)

Reserves

After the first seven months of the 2020/21 financial year, there is £205,855 in Ear Marked Reserves and a General Reserve of £387,204.

The allocation of reserves in the budget 2020/21 (£25,000 towards playground upgrades and £10,00 towards the boiler at Roffey Millennium Hall) to be allocated in November 2020 will increase the Ear Marked Reserves and reduce the General Reserve.

Recommendation:-

To note the Financial Report to 31st October 2020.

Pauline Whitehead 19.11.2020

North Horsham Parish Council

Property Committee Meeting –3rd December 2020

APPENDIX B
Agenda Item 13

Winter Maintenance Plan 2020



NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – 2020/21

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

WINTER MAINTENANCE PLAN – 2020/21

PURPOSE OF THE PLAN

- To identify the services to be provided by West Sussex County Council (WSCC) 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 WSCC 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, WSCC is the responsible authority for snow and ice clearance.

WSCC 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:**
Pauline Whitehead/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 new for 2019.20 and is similar to the previous priority one and two networks. 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 Gorrings 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 June 2020 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

APPENDIX 1

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

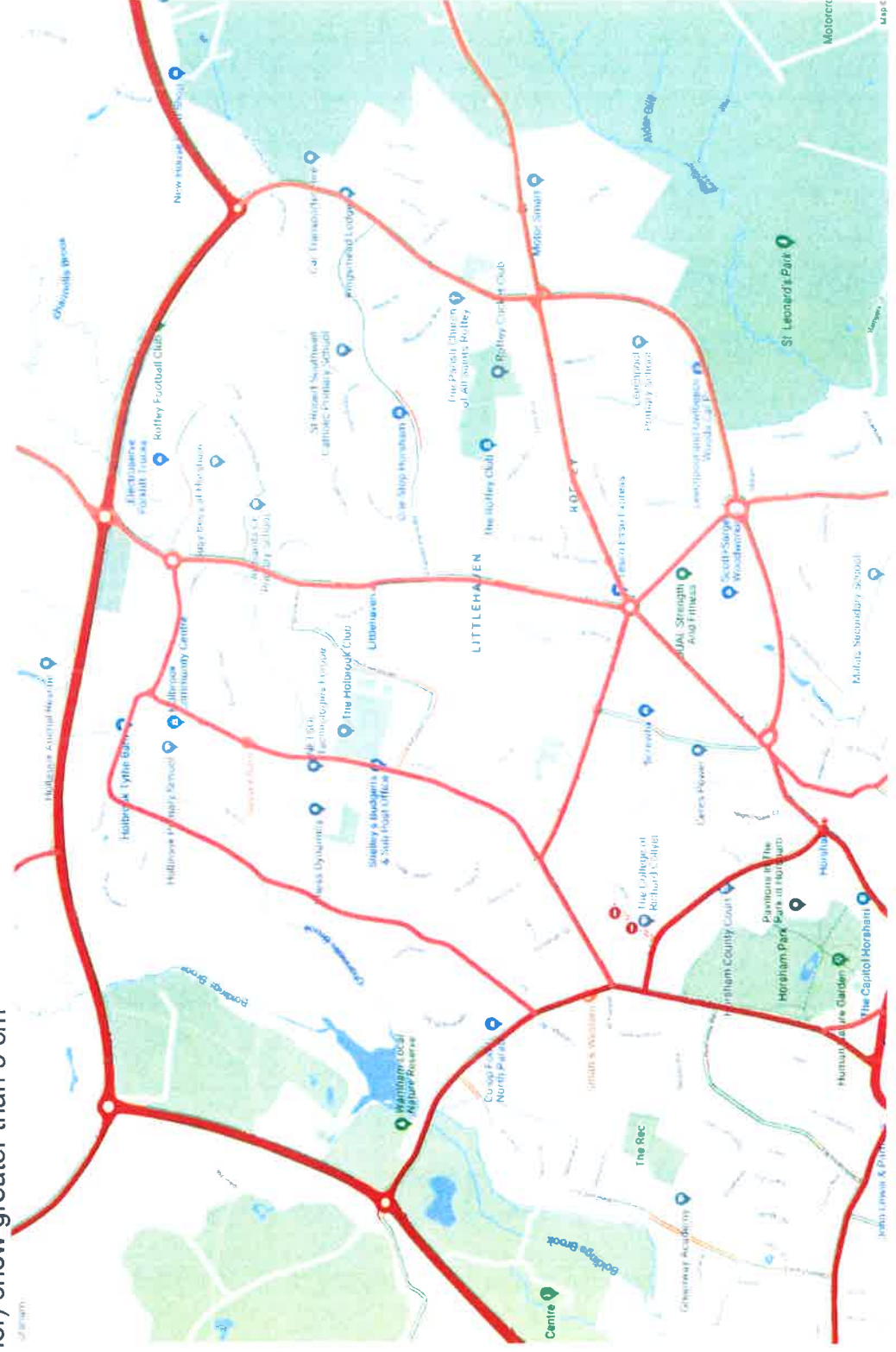
Several organisations are available to assist you or your neighbours in the event of severe weather. Each offer specific advice & guidance regarding severe weather:

- 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>.

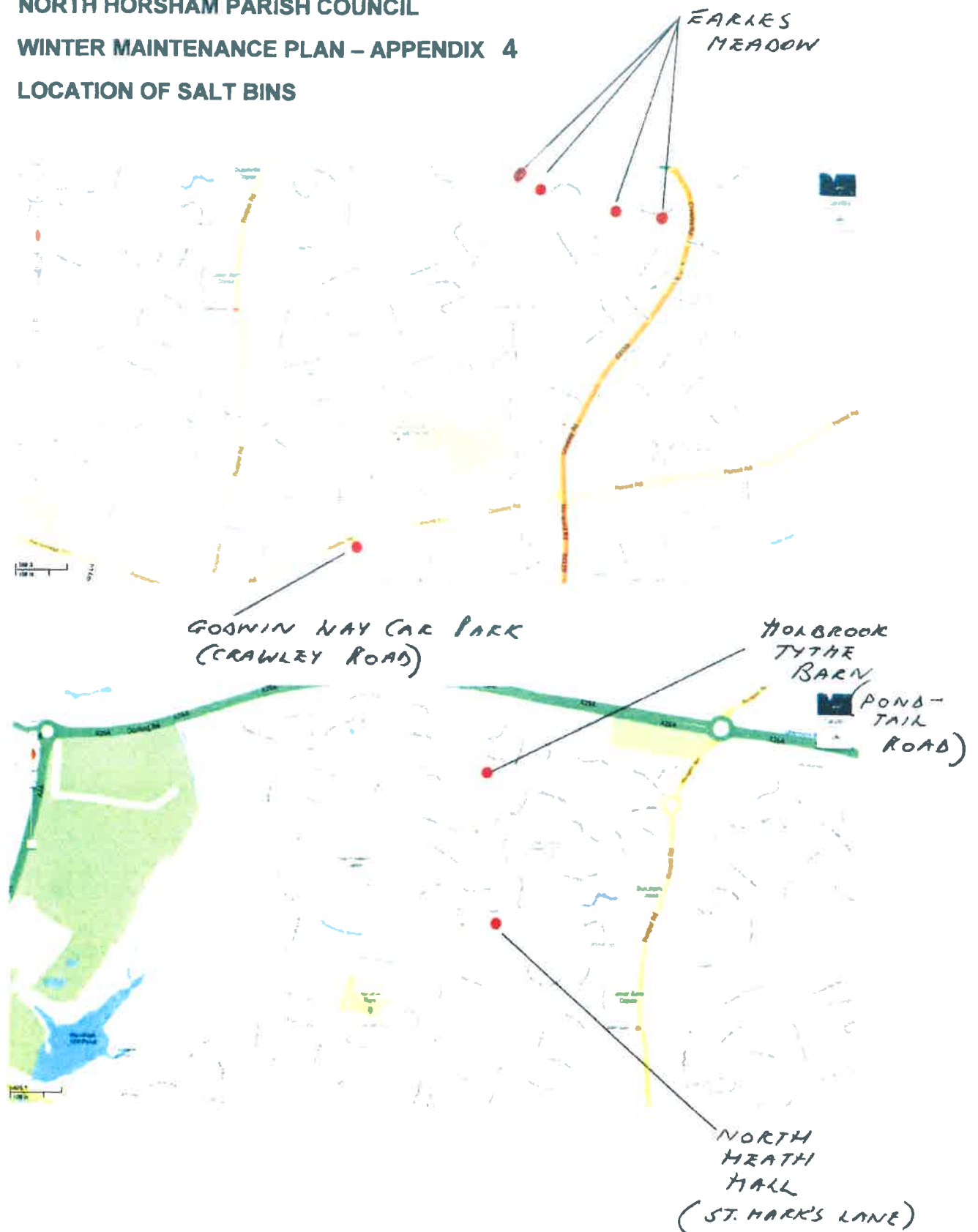
WINTER MAINTENANCE PLAN - APPENDIX 3

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



North Horsham Parish Council

Property Committee Meeting –3rd December 2020

APPENDIX C

Agenda Item 14

(i) Earles Meadow Conservation Group

Action Plan 2021

(ii) Earles Meadow Residents' Association

Action Plan 2021 for the Small Play Park Areas

Earles Meadow Conservation Group - Management Action Plan for 2021

Action	When	Priority	Who	Completion
Thin young trees by houses and coppice leggy shrubs future work subject to terms of Tree Preservation Order 0580	Winter	Medium	EMCG or contractor	Carried out in stages as far as able. No further thinning has been carried out. Programme for further Coppicing and re-coppicing scheduled for 2019/20. Evidence of Ash dieback in one copse. Need for a NHPC Policy for dealing. Bring forward need for NHPC Policy
Cut majority of remaining saplings on Upper Meadow and treat with herbicide	Prior to cutting	High	EMCG or contractor	Completed. Further control carried out by Annual mowing regime Which continues.
Consider use of pedestrian flail to remove thatch and excess vegetation from meadows, to prepare for sowing with yellow rattle; rake off cuttings and sow with yellow rattle seed in first year (September) followed by wildflower seed mix or green hay in second year	August/September	Medium	Contractor and EMCG	Some sowing of Yellow Rattle to Lower Meadow Second season of sowing Yellow Rattle in section of Lwr Meadow undertaken and the programme will continue. Further sowing of YR seed harvested from 2019 crop.
Explore possibility of Local Nature Reserve designation with Horsham District Council/Natural England (Appendix 1)	Not time-specific		NHPC	Not explored Formally. This should be brought forward for consideration

Plan nature trail leaflet for visitors (to upload on website and make available on-site) and guided walks	By 2021	High	EMCG with GGP support	Not yet pursued. Financial implications EMCG launched its own website in 2018. emcgconservationhorsham.org.uk Web-site should be continued subject to availability of finance. Production of combined site plan and information leaflet should be given a higher priority . EMCG Website renewed for 2020/21. Leaflet to be investigated in 2021 by EMCG
Ongoing				
Maintain path networks. Cut/trim and maintain a one metre wide path clear of brambles around the perimeter of the Upper and Lower Meadows. Maintain created pathways alongside the streams, as far as the protection of the flora and ground conditions allows.	April - October	High	EMCG	Carried out regularly Maintained by EMCG Continues
Monitor tree safety on paths and take remedial action as required	Ongoing	High	NHPC	Carried out with NHPC Continued to be carried out jointly with EMCG Full tree survey commissioned and completed in 2019 on trees of a certain size. EMCG continues to monitor with NHPC
Coppice selected areas of willow scrub in rotation to benefit scrub species such as nightingale, and cut nettle beds in rotation to benefit invertebrates	Winter	Low	EMCG	Carried out regularly Coppicing of Hazel, Holly, Hawthorn and Blackthorn carried out by EMCG Continuing. Nettle and bramble cut back in rotation Hazel coppicing continuing 2020/21.

Monitor condition of boardwalks and carry out repairs as required. Replace chicken wire with heavy duty square mesh wire or non-slip fibreglass strips designed specifically to prevent slipping	Annual	High	NHPC/ EMCG	<p>Carried out with NHPC no wire replacement</p> <p>Significant amount of repairs carried out by NHPC & EMCG. General condition significantly deteriorating. Chicken wire continues to be used because of cost implications 2019 two of the longest boardwalks re-newed, steps replaced by hard surfaced slopes fibre glass non slip strips fitted. Bridge to rear of Oak Tree renewed and second bridge in Lower Meadow removed temporarily 2020. Only one section of boardwalk, in poor condition, with netting remains</p>
Cut meadows annually, varying time of cut between July and September, removing cuttings and depositing on site on selected areas. Control encroachment of surrounding bramble and bracken on to the meadows	Summer	High	NHPC contract or/ EMCG	<p>Bramble control</p> <p>Annual cut and removal of cuttings maintained. EMCG control encroachment of bramble Annual cut carried out by NHPC Contractor Rob Jochimsen on a date recommended by EMCG. Bramble control outgoing by Annual cut and bramble cut Continues 2020 & 2021</p>
Remove tree guards from planted trees on wooded slope. Consider coppicing small areas	Winter	Medium	EMCG	<p>Commenced this year. EMCG removal of tree-guards completed. Access track opened up at base of slope beside the stream. Unsure of ownership of trees on wooded slope leading to highway</p>

Clear on a biennial rotation areas of bramble and bracken in woodland. Annually cut back bramble to edges of Meadows to prevent vigorous and invasive growth and allowing re-growth for wild habitats	Ongoing	High	EMCG	Work regularly carried out and continuing.
Brash from clearance use to create dead hedges as valuable habitats for small mammals etc.	Ongoing	High	EMCG	Work regularly carried out and continues
Leave a selection of dead wood, fallen and standing, to provide habitat for deadwood invertebrates, bats and hole-nesting birds	Ongoing	High	EMCG	Done regularly Dead wood left wherever practical Continues
Monitor the stream. Create a variety of bankside and aquatic habitats in the stream by leaving a selection of woody debris to vary the flow rate and create micro-habitats within the stream. This will also encourage some flooding which will enhance the rare wet woodland habitat. Consider clearing small sections of the bank to create sunny and shaded areas, again creating habitat variety	Ongoing	Low	EMCG	Streams monitored and kept free running by EMCG Continues including clearing accumulated trapped debris from egress of flow to culvert under railway line
Carry out annual wildlife surveys of key groups including flowering plants, birds, butterflies. Consider registering on iRecord as a repository for all site records	Annual	High	EMCG	Carried out annually by EMCG work requires extending but cost implications . Surveys of wildflowers and butterflies carried out each year. Notes of other fauna kept. Records commencing 2020 will be placed on SWT database. RSPB annual bird count carried out by EMCG Juniors.

Monitor anti-social behaviour and report immediately to the Neighbourhood Watch warden and NHPC. Collect litter. Encourage dog owners to clean up their dog waste	Ongoing	High	All site users	<p>Carried out regularly The limited instances of anti-social behaviour reported by EMCG to NHPC. Litter removed by EMCG. Dog fouling has increased with the greater use of the site and caused by a small minority of users. Increase in litter collection in 2020 arising from increase in use of facility due to Covid pandemic</p> <p>Continuing Continues</p>
Management of bramble and scrub to provide additional wildlife habitats	Ongoing	High	EMCG	
Lift the crowns of trees to: improve sight lines towards the entrance to Earles Meadow; improve the health of young trees; for the safety of users. Future work will be subject to any TPO constraints.	Ongoing	High	EMCG	<p>Last carried out in 2017. Continues to be monitored. Continues to be monitored</p>
Form a small “scrape” in the Lower Meadow to provide standing water for part of the year to improve the biodiversity of the site including the introduction of additional native meadow plants.	Ongoing	Medium	EMCG	<p>This is a developing project. Project continues with planting and maintenance</p>
Clear on rotation an area to the Eastern end of the Upper Meadow to North-east of the site (Gorse Hill) where there is an opportunity to improve on the, existing flora and fauna	Ongoing	High	EMCG	<p>Partial clearance carried out 2019 Further clearance of poor quality Blackthorn carried out 2020. Continuing project</p>

Replace mature fallen or felled trees wherever possible on the site with native trees in order to maintain the area of canopy and to prevent a net loss	Ongoing	High	NHPC/ EMCG	This has cost implications 2020 has seen an exceptional amount of shedding of branches from small/medium Oaks. Removed EMCG if interfering with created paths.
Construct a target of two additional timber benches in the meadows (currently one seat and one bench).	2020	High	EMCG	These can be similar to the bench in the Upper Meadow constructed by EMCG using on-site materials. Project for 2021
To clean the Earles Meadow stone by carefully lifting off the moss and then cleaning the stone with water and, if necessary, a scrubbing brush. No chemicals are to be used.	Annual	Medium	EMCG	Carried out successfully in 2020. Will continue
Revision of Earles Meadow Management Plan required in 2020 (last revision 2015). This is essential to maintain an up to date document and to correct errors or omissions.	Every 5 five years	High	NHPC EMCG	EMCG to investigate cost implications of professional assistance in the preparation
EMCG brief comments in red 2017 EMCG brief comments in blue 2018 EMCG brief comments in purple 2019 *Added after Property Meeting 05.12.19 EMCG brief comments in green 2020				
			*As noted by the Property Committee at their meeting on 05.12.19	



Earles Meadow Residents' Association



Small play park areas

Action plan 2021

Work to date

Due to the COVID-19 restrictions and as requested by NHPC, the EMRA Committee members have not carried out light maintenance as originally planned. However, regular checks have been made to ensure that the areas have not deteriorated during the periods of lockdown. The work carried out during 2019 and up to the first lockdown has kept the areas tidy and indicate both areas remain in a presentable condition and have not suffered during the recent changeable weather conditions. Once permitted to resume work, we will carry out any necessary minimum maintenance to keep both areas in good condition until the spring.



Planned work for 2021

For 2021, we will incorporate work planned for 2020 in addition to continuing to monitor the state of both areas and carry out light maintenance as appropriate. This will include tidying both areas, weeding and topping up the bark chippings in the spring, subject to weather. Any maintenance of a heavier nature deemed to be required will as in previous occasions be referred to the property committee of North Horsham Parish Council for their action. EMRA has RHS Third Party Public Liability insurance.