

# NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 8<sup>th</sup> August 2024

## COMMITTEE REPORT

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

**1. Public Forum**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

**3. To receive any Declarations of Interest from Members of the Committee**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

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

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

Earles Meadow Conservation Group (EMCG) Update

An update has been received from EMCG advising that the last remaining parts of the old boardwalk have now been removed and the wood chip path extended.

An Earles Meadow resident reported that the tree by the access way near the Crawley Road (adjacent to the dog waste bin) has a bough that has sheared, the bough collapsed across another bough which is now split and also needs urgent attention. The resident moved the sheared bough as it presented a danger to people walking underneath and a member of the EMCG kindly cut back the split branch as it had dropped and was impeding the access way.

Feedback from Hirer at Holbrook Tythe Barn (HTB)

A hirer recently advised the Parish Office that they were really pleased with their hire and the Caretaker was really helpful. The Caretaker has been advised.

## New Playground Equipment at Birches Road (BR) and Amberley Close (AC) Play Areas

The new equipment has been installed -see photos of some of the new equipment below. There are a couple of updates as follows:

The playhouse and tractor at AC were installed on newly laid turf, which needed watering on a regular basis. As there is no water supply nearby, Officers did struggle to water the turf and had to use the water supply at the allotments – this took Officers away from their duties for a long period. After looking at various options a water butt and fittings were purchased, to be able to water the areas more efficiently. The total expenditure for this equipment was approx. £60.00 + vat. The water butt and fittings will be used at HTB when they are no longer needed at the play area.

There was an incident with a child and one of the new interactive boards. The child did require some medical attention, but the Deputy Clerk has spoken with the parent who advised that the child is ok. A new part was needed for the equipment, and after checking the equipment, the part is fitted correctly and no further incidents should occur.



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

The last couple of year, parents from the local primary school have held an end of term 'gathering' for Year 6 children and parents. A request to hold the same gathering, to be held on 23rd July 2024 has been received. As there was no Property meeting before this date, this request could not be added to an agenda in time, so Officers discussed the request and agreed that the open space could be used subject to the following conditions:

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

**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 30<sup>th</sup> June 2024.**

## **7. Completed Works**

Members are asked to note the following works and ratify any detailed expenditure that has been completed since the last meeting in June 2024.

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

- (i) De-commissioned AHU
- (ii) Doorbell installed
- (iii) Required decorating
- (iv) Lift repairs, totalling £1275.96 + vat, to be funded from R&R EMR & lift service
- (v) Some ceiling tiles replaced
- (vi) Automatic front door system serviced
- (vii) Cable on floor machine repaired
- (viii) Lift Repairs, totalling £346.91 + vat, to be funded from R&R EMR & lift service

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

- (i) Partition wall repairs - £695.00 + vat to be funded from R&R EMR, booked for 17.07.24
- (ii) Annual stage lights check & PAT
- (iii) Dishwasher repaired

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

- (i) Hedge outside fire exit cut down – quote of £410.00 approved as part of grounds maintenance works, to be funded from the 'Open Spaces' budget

- (ii) Overhanging trees lopped
  - (iii) Car park post repaired
- (d) All buildings**
  - (i) Boiler service & legionella flushing
  - (ii) PAT
  - (iii) Fire & intruder alarms serviced
- (e) Play Areas**
  - (i) ROSPA Inspection
  - (ii) New playground equipment at Amberley Rd & Birches Rd play area installed
  - (iii) Finger entrapment on slide resolved
  - (iv) Wet pour repairs at Birches Rd play area
- (f) Multicourts**
  - (i) Additional shrouding added
- (g) Tree Work**
  - (i) 2 x Cherry trees at Earles Meadow cut back
- (h) Open Spaces**
  - (i) Earles Meadow - broken fencing around water drainage ditch to be replaced and extend along drop – quote of £779.00 approved as a health & safety risk, to be funded from the 'Open Spaces' budget
  - (ii) No vehicle signs installed at Birches Rd & Amberley Rd
- (i) Bus Shelters**
  - (i) 2 x bus shelters painted
- (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) Floor machine requires parts
  - (ii) **NEW** - Fire extinguisher inspection
- (b) North Heath Hall**
  - (i) Lighting in room 9 to be improved as very dark
  - (ii) Brighter outside lights (quote awaited)
  - (iii) Sanding stage & treating – approx. £1500.00 including hire of equipment - to be done October half term
  - (iv) **NEW** – wheel to be repaired on floor machine
  - (v) **NEW** – window locks for room 3 needed
  - (vi) **NEW** – Vents to be installed in room 15 cupboard, also damp coating & to be painted
  - (vii) **NEW** – Downstairs washroom refurb to be started on 24.07.24
- (c) Holbrook Tythe Barn and surrounding area**
  - (i) Leaking overflow to be repaired
  - (ii) **NEW** – Replacement shrub to be planted
- (d) Play Areas**
  - (i) **NEW** – Recommended ROSPA works
- (e) Multicourts**
  - (i) **NEW** - Change mechanical timers (quote awaited)



- (f) **Tree Work**
  - (i) **NEW** – Recommended works for Veteran Oak
- (g) **Open Spaces**
  - None
- (h) **All Buildings**
  - (i) Change mechanical timers (quote awaited)
  - (ii) Fire risk assessment recommendations - Officers working through lists
  - (iii) **NEW** – Workplace Environmental Assessments
  - (iv) **NEW** – Calibrate water thermometer for legionella testing
- (i) **Bus shelters**
  - (i) **NEW** – 1 x bus shelter to be painted
- (j) **Allotments**
  - None
- (k) **Streetlights**
  - None

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

## 9. Fire Risk Assessments at all Buildings

See Fire Risk Assessment Reports emailed with the agenda and Appendix B.

Members are asked to note the Fire Risk Assessment reports for all buildings, emailed separately with the agenda.

Members are also asked to consider and approve the actions noted in the collated report as shown in Appendix B, and if agreed approve the costs to be funded as recommended in the report.

**Decision: To note the fire risk assessment reports, consider and approve the actions and agree costs to be funded as recommended in the collated report.**

## 10. ROSPA Inspection

See ROSPA Inspection Reports emailed with the agenda and Appendix C

Members are asked to note the inspection reports and recommendations, emailed separately with the agenda, and consider carrying out the works in the collated report as shown in Appendix C.

A quotation for the minor works has been obtained from our usual contractor, totalling £1903.00 and for the more specialised works from the contractor who installed the new playground equipment, totalling £7031.53 + vat.

Members should note that wetpour costs could be reduced if done in cooler weather as gaps are always worse in the Summer and some of the gaps may not need filling if the gaps expand back.

Members are asked to consider both quotations and if agreed, to be funded from the 'Playground Upgrade' EMR

**Decision: To note the inspection reports and recommendations and to consider carrying out the works in the collated report, totalling £8,934.53 (+ vat on £7031.53) to be funded from the 'Playground Upgrade' EMR.**

## **11. Multicourt Coded Locks**

As previously reported there has been issues with unauthorised users accessing the multicourt and causing damage. To recap, the Parish Council installed new coded locks on the multicourt gates last year, which have worked really well until unauthorised users were putting their hands through a gap and pulling up the handle from the other side. Therefore, additional shrouding was added to prevent hands being able to get through the gap.

However, recently a group of teenagers have been asking younger children to put their (small) hands through a smaller gap to get through. It was then noticed that the locking mechanism was catching on the metal shrouding because unauthorised users had used an object to bend the shrouding back, which meant the gates weren't locking properly or if they locked from the inside, hirers couldn't open the gates from the inside as the latch was stuck on the metal plate. The Welder then added additional bolts to flatten the plates, which also left no leverage for unauthorised users to do this again.

However, unauthorised users have now managed to use a thin object to pull the handle up and push down the latch bolt which jammed and so the gate wasn't opening. We managed to manipulate the latch bolt to open the gate again, but as we can't risk this happening each time, the gate is not being locked using the coded locks and we have reverted to padlocks again.

Members should note that the reason we wanted to stop using padlocks was because they were constantly being damaged or removed and needed replacing. It also meant that the Caretakers would have to make additional journeys to open and close the keyed padlocks (for additional security) with hirers using combination padlocks to get in. This means additional mileage to be paid for the Caretakers and logistical issues when Caretaker cover is required.

One of the padlocks that was on the gates has once again been damaged and a replacement was needed. In addition, a second new padlock has gone missing, and some-one re-set the code on the other padlock, so 3 x new padlocks have had to be purchased within a couple of weeks. It seems that no matter what locking system is used, unauthorised users seem to be determined to enter the courts (this has been reported to 101 and the local PCSO on numerous occasions. The local PCSO's are including the courts on their patrols).

Members should also note that the costs already spent for the coded locks, shrouding & installation total £1496.70 + vat - the shrouding being the most expensive item.

Officers have sought advice from a recommended locksmith, who have expertise in multicourts and they have advised that a keypad on both sides would prevent unauthorised users from using the handles to gain entry. The quoted keypads feature an over-ride key, which will allow key access and also has a deadbolt function – this will be useful for Caretakers to lock the courts at weekends and holidays, when no bookings are made, in order to stop hirers with codes using the courts when they are not booked in, which possibly has happened in the past.

It should also be noted that some unauthorised users have had one member of their group climb over the court and then use the handle to let the others into the court. The double-sided system would prevent this from happening as they would need to know the code from the inside. Of course, all of the group could climb over, although unlikely, but there is little that can be done to prevent this.

A quotation to replace the single sided keypads on both courts with keypads on both sides, with the over-ride key feature, has been obtained totalling £612.40 + vat.

If this was approved, one of the single sided keypads could be used on the side gate outside HTB, as recommended in the current fire risk assessment (pg. 22), so further use could be made for one of the existing keypads.

Members are asked to consider installing a keypad on both sides, to be funded from the 'Play Area & Multicourt Maintenance' budget.

**Decision: To note the current issues and consider installing a keypad on both sides, totalling £612.40 + vat, to be funded from the 'Play Area & Multicourt Maintenance' budget.**

## **12. S106 Funds for Roffey Millennium Hall (RMH)**

At the last Property Meeting, min no. PR/011/24 refers, Members asked if enquiries could be made with HDC to ascertain whether, due to the impending deadline, the defined use can be relaxed or the deadline extended. HDC replied as follows:

*The sums from DC/14/1624 are subject to an obligation requiring them to be spent or committed contractually or by some other legal obligation by 30 August 2024. Unfortunately, the Council is not able to extend this time period, as this is an obligation set out within the section 106 agreement itself. A deed of variation would therefore be required, which will need the agreement of all parties to the original agreement and this is unfortunately unlikely to be completed before the spending/commitment deadline. The funds set out above therefore need to be committed contractually, or by some other legal obligation, by 30 August 2024.*

*Although the section 106 agreement does not make provision for such an arrangement and it would therefore be an informal approach, the Parish Council may wish to contact the developer directly and ask if they would be willing to agree by way of written correspondence that the funds can be used by a later agreed date. However, I must also advise that this is not without risk as the developer may wish to have the funds returned to them instead if they cannot be spent by the deadline, and if we are unable to satisfy the requirements of the legal agreement, the District Council would need to comply with its obligations in this regard.*

Members are asked to consider if the developer (details have been provided by HDC) should be contacted to extend the S106 deadline on DC/14/1624.

**Decision: To note the response from Horsham District Council (HDC) and consider if the developer should be contacted to extend the S106 deadline on DC/14/1624.**

### 13. Veteran Oak Tree at Earles Meadow

Members are asked to note the Tree Surgeon's reports and recommendations, see below and consider carrying out the recommended works. A quotation for points 1 & 3 was requested from the Tree Surgeon, but this has not been received in time for when the agenda and report needs to be sent.

Email from Tree Surgeon dated 11.07.24:

*I attended site on Tuesday to assess the physiological health of the Earle's Meadow Oak and I was sad to see that as you suggested on the phone, the tree has died. In the immediate short term the risk posed by the tree is low as the area around it is fenced off.*

*In the longer term it would be advisable to manage it as habitat for Earle's Meadow. Oak trees are decay resistant trees which can remain standing for many years after they die, allowing them to provide prolonged ecosystem benefits to the area.*

*I have discussed the tree with Alex Livingstone of Arborweald and his recommendations are below:*

*Whilst the tree has sadly died it is still an incredibly important ecological asset for Earles Meadow.*

*1) The tree should be reduced to a height where it cannot reach the road or the edge of the fence if it were to fail (this can be assessed by measuring the shortest distance from the base of the tree to the fence line and reducing the height to 3m below that distance.) These works should ideally be carried out within the next 6 months to 1 year. The bracing can be left in situ.*

*2) A sign should be placed on the fence explaining to residents the importance of the unique habitat that the dead tree provides and explaining that they should not access the site for health and safety reasons.*

*3) A quick annual inspection of the tree should be made each year to check the level of decay in the stem. This would be to ensure that if the tree becomes severely unstable it can be managed safely and quickly.*

**Decision: To note the updated report from the Tree Surgeon and consider the recommendations.**

### 14. Proposed Expenditure

A resident has contacted the Parish Office, with the following request:

*I have just visited the Amberley Road playground with my 2-year-old grandson. I use it regularly with him and his 5-year-old sister.*

*I would like to say how great the improvements are. The interactive boards are really good and we look forward to using the train and the little house. They are both good for children's to interact.*

*I would just like to make a couple of comments which I hope will be useful. It would be lovely to have a bench in the shade near the little children's house, especially useful in the heat of the summer for grannies like me!*



Members should note that there is 1 x picnic bench on one side near the junior interactive boards and 1 x 3-seater bench near the junior play equipment, but nothing in the shaded area by the toddler play equipment.

Quotations have been obtained as follows:

2-seater bench, fixings & installation = £931.31 + vat on materials.

3-seater bench, fixings & installation = £1038.79 + vat on materials.

Picnic bench, fixings & installation = £1069.49 + vat on materials.

Members are asked to consider this request and if approved, this could be funded from the 'Playground Upgrade EMR' as there is still a balance of £47,048.00 (minus ROSPA repairs if agreed) after the new equipment has been installed at both playgrounds.

**Decision: To consider installing a bench or picnic table in the shaded area of Amberley play area, to be funded from the 'Playground Upgrade EMR.'**

There is always a lot of litter at the side of RMH, where the bricked flowerbed is and Officers would like to suggest that a weighted free standing litter bin is placed at the side of the building, near the flower bed area. This could be funded from CIL funding and the Parish Council's Litter Wardens would add the bin to their bin collection round.

The cost of a weighted free standing litter bin - the same type as the Parish Council owned bins located alongside the shops in Fitzalan Road - is £195.11 + vat and having checked with Horsham District Council, who own the paved area at the side of RMH, no permission is needed.

Members are asked to consider this and if agreed recommend to the CIL Working Party for CIL funding.

**Decision: To consider installing a litter bin at the side of RMH, totalling £195.11 + vat and recommend to the CIL Working Party for CIL funding.**

Recently, Caretaker cover was required for a Caretaker at HTB and the other Caretakers were not able to provide cover. Therefore, members of staff at the Parish Office had to cover the Caretaker duties, which took them away from their own duties. Some regular hirers have keys to the building and were asked to open and close the building themselves to help with this situation.

Officers then reviewed which regular hirers have keys and noted that a further 10 keys at HTB and 10 keys at NHH could be issued to regular hirers for future times when cover is difficult to find.

Members should note that these are 'Master' keys and cannot be cut by a regular high street provider. Quotations were obtained for the additional keys, totalling £204.00 + vat for HTB and £86.49 + vat for NHH. Both quotations were going to be added to this Property agenda for consideration.

However, most recently a Caretaker at HTB has advised of a scheduled long-term absence from August 2024 – October 2024 and at NHH a Caretaker will be leaving, so in consultation with the Chairman & Vice-Chairman of the Property Committee, the Deputy Clerk has ordered the keys for HTB and NHH as these are needed more urgently to help with these forthcoming situations.

Members are requested to ratify the total cost of £204.00 + vat for 10 x keys for regular hirers at HTB, to be funded from the 'General Maintenance' budget and ratify the total cost of £86.49 + vat for 10 x keys for regular hirers at NHH, to be funded from the 'General Maintenance' budget.

**Decision: To ratify the total cost of £204.00 + vat for 10 x keys for regular hirers at HTB, to be funded from the 'General Maintenance' budget and ratify the total cost of £86.49 + vat for 10 x keys for regular hirers at NHH, to be funded from the 'General Maintenance' budget.**

#### **15. Grounds Maintenance Agreement**

The current grounds maintenance agreement started in 2022 and is due to end in 2025. The contractors do a great job and are very accommodating and flexible when they are asked to do additional works, which they usually include as part of our agreement.

When contacting Contractors in 2021 to finalise an agreement, it was very problematic as not many Contractors responded or could not accommodate the Parish Council works. For those Contractors that did respond, site visits had to be made, which was very time consuming.

Given that the current contractors do a great job, would Members consider another 3 year agreement with the same Contractor, with a guide increase of between 3-5%.

**Decision: To consider another 3-year agreement with the current grounds maintenance contractor with a guide increase of between 3-5% when the contract ends in 2025.**

#### **16. Parish Council Documents**

See documents listed below, emailed with the agenda.

Members are asked to review and, if acceptable, approve the Open Spaces Policy (only review date updated) and recommend to Council and the Terms & Conditions of Hire for Halls & Multicourts (circulated separately by email) with any proposed amendments in red.

**Decision: To review and approve the following documents:**

- **Open Spaces Policy (for recommendation to Council)**
- **Terms & Conditions of Hire for Halls & Multicourts**

Members are asked to note the Health & Safety Risk Assessment (circulated separately by email) as approved by Council on 4<sup>th</sup> July 2024.

**Decision: To note the Health & Safety Risk Assessment as approved by Council on 4<sup>th</sup> July 2024.**

## 17. Allotment Plot Fee

There is a half-size allotment plot available and no one currently on the waiting list. The plot is not in a very good condition and needs a lot of work doing to it (rubbish removal, clearance, weeding and digging over) before it is ready to plant on. An existing plot holder has advised that he would be interested in taking the plot on but given the amount of work needed to get it ready, has asked for a discount or waiver on the first annual fee of £18.00.

Members should note that the annual fee is from 1<sup>st</sup> April to 31<sup>st</sup> March and not usually pro-rated if a plot holder takes a plot on mid-way through the year.

Members are asked to consider this request.

**Decision: To consider a plot holder request to reduce or waiver the first annual rental for an additional plot.**

## 18. North Heath Hall (NHH) Washroom Refurb – Damp Investigation Works

During the washroom refurb, the contractor agreed to carry out the three advisory notes from the damp report, but this did not include any repair costs should any issues be found.

Having conducted the advisory damp investigation works, the contractor reported the following:

*Following our investigation, we found a large poodle of water around the boxed soil stack in the washroom. The water seemed to be flowing from the direction of the existing cistern.*

*Upon uncovering the boxing around the existing cisterns, we found the fill valve of both cisterns to have failed, the over flow pipes seem to be blocked up which means it was not doing its job and the water in the cistern was filling above the spill over level.*

*This potentially could have been going on for years, all of this water would have been trapped on the concrete hence resulting in all of the walls to be wet and resulting into the damp.*

*For us to ascertain that is the cause, we have drilled holes from the inside of the washroom to the outside wall facing the car park and it is all dry which indicates we have no problem of water coming through the outside wall but we will also keep an eye on this during our course of working in the washroom.*

**TO FIX**

*We have hired a dehumidifier to take as much moisture out of the room and we will be leaving this in the room for a few days to help dry out all the moisture not only in the washroom but also in all of the hallway and large room.*

*We have continuously used WetVac to take as much water out of the floor as possible and the flow of water is beginning to slow down.*

*A damp rod will be installed all around the external walls and a couple of partition walls in the washroom that have been affected by the damp to prevent any future rising.*

*A skim of all the walls to finish off this process and we should be back on the initial job.*

In order to carry out these works, the total cost will be as follows:

Labour - £1040  
Materials - £ 300  
Tool hire - £350  
Plastering - £120

TOTAL - £1,845 + VAT

As per 5.17 of the Financial Regulations, in cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure, in liaison with the Chair. The Clerk liaised with Cllr. Davidson, as Chairman of the Council and Cllr Knight, as Chairman of the Property Committee and they both agreed that the Clerk could advise the contractor to proceed with these works.

Members should note that there is a balance of £9163.00 in the 'NHH Washroom Refurbishment EMR'.

Members are requested to ratify the additional cost of £1845.00 + vat for damp investigation works during the washroom refurb, to be funded from the 'NHH Washroom Refurbishment' EMR.

**Decision: To ratify the additional cost of £1845.00 + vat for damp investigation works during the washroom refurb, to be funded from the 'NHH Washroom Refurbishment' EMR.**

**19. Date of next Meeting.**

**Decision: To note the next meeting to be held on Thursday 12th September 2024**

**Lisa Underwood - Deputy Clerk  
1<sup>st</sup> August 2024**



## 1. Finance Report to show income, expenditure and reserves to 30<sup>th</sup> June 2024

Period covering 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

### Funding at 30<sup>th</sup> June 2024

Precept (half year)	190,124
Environment Cleansing Grant (HDC)	6,137
<b>Total</b>	<b>196,261</b>

### Income to 30<sup>th</sup> June 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 30 <sup>th</sup> June*
Admin	7,634	20,000	5,000
Allotments**	1,037	982	982
North Heath Hall	20,221	66,000	16,500
Holbrook Tythe Barn	11,205	44,000	11,000
Multi Court Lettings	4,860	26,000	6,500
Roffey Millennium Hall	16,040	73,000	18,250
<b>Total</b>	<b>60,997</b>	<b>229,982</b>	<b>58,232</b>

### Expenditure to 30<sup>th</sup> June 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 <sup>th</sup> June*
Admin***	23,382	64,820	26,330
Grants	1,200	10,000	2,500
Burial****	1,865	7,850	1,963
Personnel	85,116	362,150	90,538
Allotments	399	1,695	424
Amenity, Recs and Open Spaces	12,659	62,350	15,588
North Heath Hall	6,980	35,185	8,796
Holbrook Tythe Barn	4,354	24,845	6,211
Roffey Millennium Hall	9,153	44,166	11,042
<b>Total</b>	<b>145,108</b>	<b>613,061</b>	<b>163,390</b>

\* Total cost centre budget for 2024/25 divided by 3/12th.

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

\*\*\* Includes in Actual Expenditure Annual Insurance Premium of £14,737 paid May 2024 and includes in Estimated Expenditure Full Year Budget for Insurance of £13,500

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

### Income

The combined income from the three halls continues to be on budget. Overall income is approx. 5% higher than anticipated - a small increase from the 4% at the end of month 2.

### Expenditure

Expenditure is now more than 11% lower than budgeted for at the end of month 2 - a further improvement on the 5% at the end of last month. This is partly explained by the salary increases that will be effective from 1<sup>st</sup> April (backdated) that have been budgeted for but not yet paid as there is no national agreement as yet.

**Reserves**

As at 30<sup>th</sup> June 2024 remaining funds, including the 1<sup>st</sup> half year precept payment received together with General Reserves, stood at £325,750.

In addition, there are Earmarked Reserves of £280,303, a reduction from the balance of £307,575 at the end of Month 2 due to expenditure of £26,476 for playground refurbishment, £115 for an additional light at NHH and £680 for tree work at Earles Meadow.

**Summary**

As mentioned above, there is £2,210 more income than budgeted for at the end of month 3 together with £18,282 less expenditure than anticipated.

Works Required	Action	Quote details	Risk Level and Action Time	Officer Recommendations	Funded From Recommendation	Date completed	Invoice amount excl VAT
NHH							
New View Storage Cupboard - Move items away from pipes	Sharon moved items away from pipes		Medium - Action by 16.08.24			10.06.24	
Remove Flammable Substances from Caretaker Cupboard/or store in COSHH cabinet big enough to store COSHH sheets	DL to check chemicals and find best solution either remove or store safe. To obtain flammable box - Debbie to measure.	£119.00 + vat	Medium - Action by 16.08.24		'General Maintenance' budget		
Relocate Fire Extinguishers in New View kitchen so accessible from kitchen gate	DL to see if she can do		Medium - Action by 16.08.24				
Fire Exit Keep Clear sign on Fire Exit boiler room	Screw on one needed	£3.58 + vat	Medium - Action by 16.08.24		'Fire Prevention Sundries' budget		
Directional Fire Escape sign from kitchen to foyer	Stick on one needed	£3.40 + vat	Medium - Action by 16.08.24		'Fire Prevention Sundries' budget		
Fire Door keep shut/locked signs on all internal fire doors/internal cupboard (9 &10)	Screw on one needed	£28.73 + vat for all + htb	Low - Action by 16.11.24		'Fire Prevention Sundries' budget		
Replace powder extinguisher with CO2 in Electrical area	DL to contact Paul Horrox to replace when next serviced in Mar 25	approx £30.00 + vat	Low - Action by 16.11.24		'General Maintenance' budget		
HTB							
Replace Electric Heater with Lower Risk oil Filled	SL to bring back to RMH and make fan one available if needed		Low - Action by 16.11.24			19.06.24	
Fire Exit Keep Clear signs on patio doors	Put signs (same size) as push bar signs and stick other side.	£5.49 + vat	Medium - Action by 16.08.24		'Fire Prevention Sundries' budget		
Review evac route off patio (4)	Email hirers and ask what hirers want and put instruction on activity sheet. Then update fire instructions at building with code. Some hirers still to advise - DL to chase.		Medium - Action by 16.08.24			Jun-24	
Reinstate the exit in the hallway leading to the bathrooms as a fire door. Fire Exit Signage in Wallace corridor (5) and key in break glass box	Turn lock fitted, now to put turn lock sign and directional signage.	£3.80 + vat	Medium - Action by 16.08.24		'Fire Prevention Sundries' budget		
Fire Exit Signage in Barn washroom corridor(6)		Incl in £5.49 above	Medium - Action by 16.08.24		'Fire Prevention Sundries' budget		
Fire Door keep shut on all internal cupboard doors	Screw on one needed	see nhh	Low - Action by 16.11.24		'Fire Prevention Sundries' budget		
Fire Door keep locked signs on internal doors	DL checkedt regs on locked or closed signs & obtained price on what's needed	see nhh	Low - Action by 16.11.24		'Fire Prevention Sundries' budget	15/07/2024	
Site Specific Fire Info on Fire Action notices	DL to see what info missing		Low - Action by 16.11.24			15/07/2024	
Directional Signage above patio doors	DL checked what we have there already		Low - Action by 16.11.24	What we have is adequate			
RMH							
Remove combustible materials/waste being stored in the boiler room and external electrical distribution cupbaords	To ask Nick to dispose of all light fittings. Remove ceiling tiles in July. Keep trolley & litter cart tucked in corner as nowhere else to store.		Medium - Action by 16.08.24				

Works Required	Action	Quote details	Risk Level and Action Time	Officer Recommendations	Funded From Recommendation	Date completed	Invoice amount excl VAT
Remove the portable heater from the Caretaker's store			Low - Action by 16.11.24	There is nowhere else to store the heaters, so leaving them in cupboard. The risk has been included in the PC's risk assessment stating these are only used if absolutely necessary and not around children. Hirers will be made aware of the heaters risk if used.		Jun-24	
Grab Pack - (3)	Already in place - to add where COSHH cupboard is located and streamline paperwork		Medium - Action by 16.08.24				
Remove door wedges on all fire doors (including action plan 6)	Obtain costs for Dorgard's (6 ) - as used at HTB	£693 + vat + Install of approx £200.00	Medium - Action by 16.08.24		'General Maintenance' budget		
Lift Room Foam replace with proper fire wall	LU contacted ARC Thermal Products 12.06.24		Low - Action by 16.11.24			Jun-24	
5 yearly structural condition check on external fire case		£460.00 + vat	Low - Action by 16.11.24	How old is it - ever had a structural survey? Get quotes & take to Property. Debbie checks it weekly	'General Maintenance' budget		
Upgrading doors to fire doors on external electric cupboard		£620.00 + vat	Low - Action by 16.11.24	Get quotes & take to Property	Repair & Renewals EMR		
All Buildings							
Fire Evac- new detailed report	DL produced		Low - Action by 16.11.24			16.05.24	
Hot Work Permit System -copy for all buildings	DL produced		Low - Action by 16.11.24			16.05.24	
<b>Total Cost (some approx)</b>		<b>£2,167.00</b>					



			Foster Landscapes		
			TC Maintenance		
EARLES MEADOW					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	Quotation
Fence	Low	Fence timber decaying loose in ground	Secure , replace, repair as necessary	Tom - Replace worn slats and paint - materials & labour	£300.00
General Surface	Low	Cracked surface - tree root expansion.	Monitor	DL to monitor	
Multiplay Toddler Surface	Medium	Shrinkage / Seperation	Monitor/ Repair	Tom to quote for wetpour repairs	£30.00
Swings	Low	Chain wear on swings	MONITOR	DL to monitor	
Swings Surface	Medium	Trip Hazards	Repair	Tom - Dig out and tarmac	£120.00
Planting	Low	Encroaching playground		Email Lukas/grasstek about cutting back	
					£450.00
HOLBROOK TYTHE BARN					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	Quotation
Gateway	Low	Closing mechanism	Adjust	Foster - Supply & install new service kit on self closing gate	£665.00
Fencing -	Low	Bolts - missing or loose	Replace Missing - Tighten Loose	Tom - Replace missing bolts & tighten all	£53.00
Paved surface and Field Gate entrance	Low	Trip points on surface, build up earth levels at gate and level	Seek Advice	Foster - Top up soil and seed around gate threshold - TO CHECK RE WATERING	£172.50
LOG STOCKADE (BEHIND BENCH	Low	Timber rotting	Monitor - replace or remove	DL TO MONITOR	
ZIP WIRE - CARRIAGE	MEDIUM	Annual dismantle & inspect equipment according to manufacturers instructions	Inspect & dismantle	Scheduled for quote in October	
Multiplay Junior	MEDIUM	Chain wear erosion on rope bridge	Seek Advice	Foster - replace 2 ropes	£384.97
SLIDE ATTACHMENT	MEDIUM	WELDS ARE CRACKED	Seek advice for repair	Foster - Re-weld parts	£600.00
SURFACE	MEDIUM	Shrinkage and seperation /Hole between surface and fence ankle trap	Seek Advice	Foster - cut back edges, dispose, fill gaps with wetpour	£595.00
Multiplay toddler	MEDIUM	Surface Cracks	Reglue and Fill - Seek Advice	Foster - cut back edges, dispose, fill gaps with wetpour	£1,320.00
SURFACE	MEDIUM	Shrinkage	Seek Advice	Foster - cut back edges, dispose, fill gaps with wetpour	
JUNIOR SWING BAY	MEDIUM	CHAIN WEAR	Seek Advice	DL to monitor	
SURFACE	MEDIUM	TRIP HAZARDS	Seek Advice	Foster - cut back edges, dispose, fill gaps with wetpour	
Toddler Swing Bay surface	MEDIUM	Seperation	Seek Advice	Foster - cut back edges, dispose, fill gaps with wetpour	
Rotator Pole	MEDIUM	Bearings	Seek Advice for replacing	Foster - replace bearings	£341.68
Football Posts	MEDIUM	Paint work poor condition	De - scale back to base and paint with lead free paint	Tom - Clean up, parts needing to sand and Rustoleum	£250.00
Football pitch	Low	Worn Ground	Level up ground and seed	Tom - level up ground and seed	£125.00
					£4,507.15
BIRCHES ROAD					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	Quotation
Signage	Low	Loose in ground	Re concrete	Tom - digout, concrete in	£50.00
MULTIPLAY JUNIOR	Low	Wet Pour splits / Trip Hazard	Fill	Tom - Edgings & splits	£300.00
Multiplay toddler surface	LOW	Wet Pour shrinkage/seperation	Repair		
Swing Mixed Bay	LOW	Chains corrosion	Monitor	Monitor - and replace before 40% wear	
					£350.00
AMBERLEY CLOSE					
Equipment /Area	Risk level	Fault	Recommended Action	Action to be taken/taken	Quotation
Gates	MEDIUM	Closing mechanisms failing	Seek Advice	Foster - replace self closing gate	£1,517.38
Water chamber at rear gate	LOW	Hazard Paint has disappeared	Repaint	Tom - Paint with yellow line paint. 2 x coat - materials & labour	£250.00
Swings Junior	MEDIUM	SHRINKAGE AND SEPERATION/Trip points	Seek advice	Foster - cut back edges and fill gaps with wetpour	£1,170.00
Swing Toddler	LOW	Surface shrinkage/separarting/Trip points	Seek advice	Foster - cut back edges and fill gaps with wetpour	
Multiplay-Toddler Surface	MEDIUM	Shrinkage and seperation	Seek Advice	Foster - cut back edges and fill gaps with wetpour	
Basketball Post	LOW	New Net	Replace	Foster - replace various caps around park and baseball net. Cut down protruding bolts on backboard	£265.00
	MEDIUM	Protruding Bolt	Remove	Foster - replace various caps around park and baseball net. Cut down protruding bolts on backboard	
Web Climber	Low	Exposed Rope	Replace - seek advice	Not quoted as looks fine	
5 - a - side goal	Low	Paintwork Poor	Paint	Tom - Whole thing - prep and paint with Rustoleum	£350.00
Additional found when quoting - loose bench		Loose in ground		Tom - concrete in	£75.00
					£3,627.38
Total Cost					£8,934.53