

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 5th DECEMBER 2024

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.

Amberley Play Area

The resident who requested a picnic table in the shaded area at Amberley Road play area emailed to say thank you to the Parish Council and said it was in the perfect spot for when the weather is warm again.

Decision: To note any announcements.

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 Oct 2024.

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

- (i) Air Conditioning Service
- (ii) Fire exit staircase inspected – no urgent works required.
- (iii) Various ceiling tiles replaced
- (iv) Replacement external fire doors painted
- (v) 2 x taps replaced
- (vi) Broken door latch replaced on front door

- (vii) Replacement toilet seat in men's toilet
- (viii) Partition wall serviced
- (ix) External fire escape treated and nosing's painted, totalling £378.50, to be funded from the 'General Maintenance' budget
- (x) Partition wall repairs, totalling £895.00 + vat, to be funded from the 'R&R' EMR – authorised by the Clerk due to H&S concerns under delegated authority, as per clause 5.17 of the Financial Regulations
- (b) North Heath Hall (NHH) and surrounding area**
 - (i) Stage sanded & treated, totalling £1730.86 including hire of equipment, to be funded from the 'Decorating' budget
 - (ii) Vents installed in room 15 cupboard, also damp coating & paint, totalling £735.72, to be funded part 'Decorating' budget & part 'General Maintenance' budget
 - (iii) Repair to ladies toilet
 - (iv) CCTV survey on blocked sewer drain
 - (v) Further survey on broken sewer pipe
 - (vi) Partition wall serviced
 - (vii) Boiler & water tank wiring investigated & report received
- (c) Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Leaking overflow repaired
 - (ii) Wallace end toilet repaired
 - (iii) Picnic tables replaced
 - (iv) Repairs to sinks & tap
- (d) All buildings**
None
- (e) Play Areas**
 - (i) Recommended ROSPA works
 - (ii) Installed new picnic table in Amberley play area
 - (iii) Earles Meadow play area jet washed
 - (iv) Egg timer repaired-under warranty
- (f) Multicourts**
 - (i) Lamps replaced and repairs carried out, including hire of hoist, totalling £1151.45 + vat, to be funded from the 'Play Area & MCourt Maintenance' budget
 - (ii) Maintenance visit
- (g) Tree Work**
None
- (h) Open Spaces**
 - (i) Cut & collect at Earles Meadow
 - (ii) Replacement plank to fill hole and remainder of wooden planks on Earles Meadow footbridge replaced as all rotten, totalling £475.00, to be funded from the 'Open Spaces' budget
- (i) Bus Shelters**
 - (i) 1 x bus shelter painted
- (j) Allotments**
None
- (k) Streetlights**
None

Decision: To note the completed works and ratify any detailed expenditure, including the works to the partition wall, authorised by the Clerk under delegated authority, as per clause 5.17 of the Financial Regulations

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) Litter bin at the side of building
- (ii) **NEW** – Immersion temperature sensor to be fitted to the boiler, totalling £366.00 + vat, to be funded from the 'Gas Boiler etc' budget
- (iii) **NEW** – Further partition wall repairs required after first repair visit, totalling £895.00 + vat, to be funded from the 'R&R' EMR – authorised by the Clerk due to H&S concerns under delegated authority, as per clause 5.17 of the Financial Regulations
- (iv) **NEW** - Hall floor splits to be looked at

(b) North Heath Hall

- (i) Lighting in room 9 to be improved as very dark
- (ii) Brighter outside lights
- (iii) Inset of front door mat to be repaired/replaced
- (v) **NEW** - Hedges to be cut back by washroom end
- (vi) **NEW** – Hall floor splits to be looked at
- (vii) **NEW** – New boiler required, totalling £3768.21 + vat, to be funded from the 'NHH Heating' EMR, authorised by the Clerk under delegated authority as per clause 5.17 of the Financial Regulations and also in liaison with the Property Chairman and Property Vice Chairman

(c) Holbrook Tythe Barn and surrounding area

- (i) **NEW** - Uneven patio to be investigated and solution sought

(d) Play Areas

None

(e) Multicourts

- (i) Change mechanical timers

(f) Tree Work

- (i) **NEW** – Recommended works to veteran oak tree
- (ii) **NEW** – Resident requests x 2

(g) Open Spaces

None

(h) All Buildings

- (i) Change mechanical timers
- (ii) Fire risk assessment recommendations – One action left to carry out – scheduled for Mar 2025

(i) Bus shelters

None

(j) Allotments

- (i) **NEW** – Overgrown brambles to be cut back

(k) Streetlights

None

Decision: To note the on-going work and ratify any detailed expenditure, including the works to the partition wall & boiler at NHH, authorised by the Clerk under delegated authority, as per clause 5.17 of the Financial Regulations

9. Veteran Oak Tree at Earles Meadow

See Appendix B

- (i) At the last Property Committee meeting, min no PR/041/24 refers, Members wanted proposals for signage as recommended by the Tree Surgeon, which stated:

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.

The Deputy Clerk liaised with the Earles Meadow Conservation Group (EMCG) and the Acting Chairman of the Earles Meadow Residents Association (EMRA) regarding the text of the sign and location. The proposal agreed with the EMRA Acting Chairman is shown in Appendix B. The EMCG sent in a different proposal for the location, and wanted to send an alternative proposal for the design and text, but nothing has been received in time before the agenda needed to be issued.

Members are asked to consider the proposal.

Decision: To consider the proposal for a sign and its location, to be funded from the 'Open Spaces' budget.

- (ii) Whilst liaising with the EMCG, further suggestions, in view of the new status of the veteran oak, have been put forward as follows:

1. There is at least one oak sapling in the enclosed area that could have come from an acorn from the veteran oak, the EMCG would like to put a protective tube around the sapling to prevent damage from deer etc or future strimming.
2. The EMCG would like to have bat boxes put on the veteran oak tree 4m above the ground, which they may be able to obtain. The Tree Surgeon thinks this is a good idea, but Members need to be aware that the legislation protecting bats needs to be considered should the Parish Council ever wish to do future works on the dead oak tree or fell the oak tree in the future. If this was the case, a climbing inspection may need to be carried out before any works are done.
3. This would be an ideal time to start monitoring and recording the oak through its initial stage of decline. The EMCG would like to seek permission to enter the fenced area to take certain measurements and take close up photographs of condition etc for the records. This would be entirely at their own risk.

Decision: To consider further suggestions from the EMCG.

11. Grounds Maintenance

- (i) As you come down the outside steps to the Nursery, the vegetation and hedge is extremely overgrown – this area is not currently part of the grounds maintenance contract. A quotation has been obtained, from our grounds maintenance contractor to have a reduction of the hedge to a height of 2 meters, trimming the vegetation away from the pathway, pruning and removing overgrown and dead branches from the trees at the entrance to the nursery, totalling £978.00 + vat.

The overgrown vegetation and hedge prevent any sun getting through this lower ground area, which may exacerbate the damp issues. It is possible that, if this work is carried out, it may help the damp issues that have occurred within that side of the building.

Members are asked to consider this quotation.

Decision: Vegetation cutting and hedge reduction at the rear of North Heath Hall (NHH), totalling £978.00 + vat, to be funded from the 'Open Spaces' budget.

- (ii) To prevent this vegetation and hedge overgrowing in future, this area could be added to the grounds maintenance schedule on an annual basis, at a cost of £82.00 + vat.

Decision: Consider adding yearly maintenance to the area described in point (i) to the grounds maintenance schedule, totalling £82.00 + vat, to be funded from the 'Open Spaces' budget.

- (iii) Residents in Earles Meadow have requested that the overgrown vegetation from the allotments is cut back as it has got so bad that is now beginning to make their fences lean into their gardens.

Officers tried to determine whether the land behind the fences in Earles Meadow is Parish Council land and whilst this is questionable as maps held at the Parish Office show boundaries before the houses were built, the Chairman of the Property Committee and the Facilities Officer did confirm that the vegetation was coming from the allotments. A quotation has been obtained from our grounds maintenance contractor to reduce the overgrown vegetation to ground level along the entire length of the fence line, totalling £439.80 + vat.

Members are asked to consider this quotation.

Decision: Reducing overgrown vegetation to ground level along the entire length of the fence line behind the allotment plots, totalling £439.80 + vat, to be funded from the 'Open Spaces' budget.

- (iv) To prevent this vegetation overgrowing in future, this area could be added to the grounds maintenance schedule on six monthly basis, at a cost of £98.60 + vat.

Decision: Adding twice yearly vegetation maintenance to the area described in point (iii) to the grounds maintenance schedule, totalling £98.60 + vat, to be funded from the 'Open Spaces' budget.

12. Playground Inspections

Currently playground inspections are carried out annually by ROSPA in June or July every year.

It has been found in previous years that with the inspections carried out at this time, the wet pour is always reported as splitting because of the heat and when the works are scheduled to repair the wet pour in the autumn time (scheduled because of the lead times of contractors), the splits have often closed up, because the weather is cooler and repairs are not required, but materials have still been purchased as per

the quotations.

Officers would therefore suggest that playground inspections are carried out in March/April each year, when it's cooler and less likely to show wet pour splits and works can then be scheduled for May/June time.

ROSPA were contacted to ask if their annual inspection could be changed to March/April and they advised that their standard costs would have to be applied as there is a reduced rate in our area in June/July. To change times, it would cost £605.00 + vat, the June/July rate is £321.00 + vat.

Other quotations were also obtained to compare the cost of carrying out the inspections in March/April as follows:

Company A: £350.00 + vat

Company B: £525.00 + vat

Company C: £720.00 + vat

Members are asked to consider if they wish to change the annual inspections to earlier in the year and if so, consider the quotations.

Decision: Consider changing the annual inspections to earlier in the year and if agreed, consider the quotations.

13. Lift Condition Survey at Roffey Millennium Hall (RMH)

See covering letter & report example, circulated via email with the agenda

The Parish Council has been earmarking funds should the lift at RMH need a replacement or refurbishment. If the budgets are agreed for 2025/26, there will be a total of £10,000 in the earmarked fund. However, Officers do not know exactly how much a replacement or refurbishment lift would cost.

The insurance company that inspects our lift have suggested that in order to find out costs, a lift condition survey is carried out – an example of a report has been circulated to Members via email with the agenda. The quotation to carry out the survey is £600.00 + vat.

Members are asked to consider this quotation.

Decision: To consider the quotation for a lift condition survey, totalling £600.00 + vat, to be funded from 'Repair & Renewals' EMR.

14. West Sussex County Council (WSSC) Display Panels in Bus Shelters

WSSC has received funding to install poster cases in bus shelters in our parish area.

The Poster cases will be used by bus companies for information about their bus routes, including maps (and timetables if there is no timetable case). Timetable cases are often for A4 sized paper.

WSSC would like permission from the Parish Council to install the display panels in Parish Council bus shelters (9 in total) and if space allows have an additional display panel for Parish Council information.

Display panels will be Double Royal size, for [posters up to 25 inches by 40 inches \(or 635mm by 1016mm\)](#).

Installation will be during 2025.

The only responsibility for the parish council or owner of the shelter will be cleaning the poster cases (and updating our information, if we request a second poster case - the bus company will do theirs).

In case of damage or vandalism, WSCC will be asking the contractor to purchase additional spares so cases can be replaced.

If there are frequent problems with a poster case, then it can be removed.

Decision: To give permission to WSCC to install display panels in Parish Council bus shelters and if space allows have an additional display panel for Parish Council information.

17. Footpath Reconstruction from Amberley Close Open Space to Earles Meadow

See Appendix F

During the last CIL Working Party (WP) meeting, Cllr. Knight suggested that CIL funds could be looked at to reconstruct the pathways from Amberley Close open space to Earles Meadow. The previous pathways disintegrated and overtime they have disappeared. The pathways would make both areas accessible for all pedestrians, preventing the route getting muddy so pedestrians don't have to walk all the way around to get to each area.

It was noted at the CIL WP meeting that there would not be enough CIL funds to be able to fund this project, but it was recommended that this matter should be considered by the Property Committee.

A quotation has been obtained, shown in two parts with edging options, as detailed in Appendix F.

Members are asked to consider the quotations and options and if agreed identify funding.

Decision: To consider the options for footpath reconstruction from Amberley Close to Earles Meadow and if agreed identify funding.

18. Drains at NHH

See full report & plan, circulated via email with the agenda

(i) At the Property meeting in December 2023, minute no. PR/061/23 refers, Members agreed to review if the jetting out and clearing of underground drains at NHH should be added to the regular maintenance schedule every two years, which would cost approx. £885.00 + vat and would need to be budgeted for in the 2025/26 budget, for the work to be carried out in December 2025. At this time, the cost has not been included in the proposed 2025/26 budget.

The Facilities Officer has made a visual check of the drains and nothing is obviously blocking them, but previously the Drain Engineer recommended having them jetted out every two years to prevent any blockages.

Decision: Review the option of jetting out and clearing of the underground drains at NHH every two years, at a cost of approx. £885.00 + vat and if agreed identify funding for 2025/26.

(ii) Recently, one of the new toilets in the downstairs washroom at NHH was blocking. A drain contractor attended site and a CCTV survey of the sewer pipe was required and carried out. A copy of the full report and plan has been circulated, via email with the agenda.

The following observations were noted:

CCTV drainage survey carried out at commercial property. Investigations revealed a foul drainage system collecting services into manholes located at the rear of the property. Lateral 2 - Pipework noticed to be back falling underneath the building. This is causing water to sit in the pipe. Due to the pipe being internal we would recommend passing our report onto a builder who will be able to complete the excavation and reinstate the floor. Lateral 3 - Pipework was noted to have dropped causing a constant water level in the pipework. We recommend attending site and excavating and replacing the defective pipework with 100mm UPVC pipe laid to the correct invert level to ensure drains are free flowing. Please note we will need to hire a skip for waste disposal and have it in the car park.

The drain contractor is able to carry out the work to lateral 3 at a cost of £4,495.00 + vat.

For lateral 2, where they recommend passing on their report to a builder as the pipe is internal and a builder would need to complete an excavation and reinstate the floor, Officers asked the contractors if this was really necessary if works to lateral 3 were carried out, as this is the new flooring that has just been laid.

One action to avoid stagnant water sitting in lateral 2 is to flush the taps once a shift to allow the water to flush through the pipe. Also to make sure the Nursery are aware that no paper towels should be flushed down the toilet. With works to lateral 3, the situation can then be monitored for now carrying out the flushing every shift.

Members are asked to note the report and consider the recommended works.

Decision: To note the report regarding the sewer drain at NHH and consider the recommended works, totalling £4,495.00 + vat, to be funded from the 'Repair & Renewals' EMR.

19. Electrical Works

(i) There are 14 outside lights at RMH, 8 of which aren't working – 5 of those 8 are around the external fire escape. The outside lights need replacing quite frequently, so our usual Electrician has suggested that new LED downlights of similar design should be fitted instead.

A quotation has been obtained for all the outside lights to be replaced, totalling £1,694.00.

Members are asked to consider the quotation.

Decision: Consider replacing all outside lights with LED downlights of similar design, at RMH, totalling £1,694.00 + vat, to be funded from the 'Electrical Maintenance' budget.

- (ii) NHH & RMH (HTB already has a simplified timer) have very old Sangamo timers to change the settings for the outside lights, but these are very complicated to change and a lot of guess work is involved knowing if the times have been set correctly, sometimes resulting in multiple visits to the buildings by our Facilities Officer.

Officers would like to suggest a more 'basic' timer, which our usual Electrician can source and install at a cost of £70.00 per timer. If a more basic timer is installed, it is anticipated that the Caretakers at the building can alter them as required.

Members are asked to consider this suggestion.

Decision: Consider replacing the timers at RMH & NHH with new 'basic' mechanical timers, totalling £140.00 + vat, to be funded from the 'Electrical Maintenance' budget.

- (iii) Cllr. Smithurst mentioned at a previous Property meeting that hirers at NHH have stated that the lighting is not very bright, when it is dark, when coming out of the building.

A quotation has been obtained to remove all the existing floodlights on the car park side and front of the hall and replace with 50W LED floodlights (3 facing the car park, one above the main door and one either side of the entrance). These lights can either be triggered by separate PIR sensors or will allow for the sensors to be overridden and the lights turned on permanently, when timed to do so. The quotation totals £746.00 + vat.

Members are asked to consider this quotation.

Decision: Consider installing a new brighter lighting system outside NHH, totalling £746.00 + vat to be funded from the 'Electrical Maintenance' budget.

- (iv) The lighting in room 9 at NHH is very dark and the lights are different colours, so a quotation has been obtained to remove the existing lighting, install new tri-colour bulkheads in place of the existing bulkheads and install two new 5' LED battens in place of the central spotlight to have the same colour output as the bulkheads. These fittings will be switched separately from the bulkheads. The quotation totals £516.00 + vat.

Members are asked to consider this quotation.

Decision: Consider replacing the existing lighting in room 9 at NHH with LED lights, totalling £516.00 +vat, to be funded from the 'Electrical Maintenance' budget.

- (v) The timer for the multicourt floodlights is very difficult to alter and has limited capability in that the lights can only be timed to come on every weekday evening at a certain time, for the whole evening. If the timer was replaced with a simple digital timer, multiple times can be set, making the use of the floodlights more energy efficient so they are only on when the courts are in use. This would also prevent unauthorised users using the courts when not in use, but the floodlights are still on.

It also has a built-in Real-Time Clock, so will automatically change the time in March and October, which the current timers don't do.

A quotation for a new digital timer has been obtained, totalling £70.00. Members are asked to consider this quotation.

Decision: Consider replacing the timer for the multicourt floodlights, totalling £70.00 + vat, to be funded from the 'Play Area & MCrt Maintenance' budget.

20. Results from Investigation into the Boiler and Water Heater Wiring at NHH

Members approved the investigation works into the boiler and water heater wiring at the last Property meeting, min no. PR/046/24 refers and a report has now been received as follows:

I have been in tonight to diagnose the issue with the boiler room.

What we plan on doing is to install a new circuit to control the hot water only. This will separate the control from the boiler circuit so that you can have the hot water running without having to keep the boiler on constantly and this will save energy and drastically reduce the gas usage and also prolong the life of the boiler and pump.

The hot water circuit will be RCD protected.

We will reprogramme the programmer controlling the central heating to an agreed suitable time frame so that the boiler isn't running 24/7 as it is and will only run when the building is occupied.

We will rewire and replace the cupboard light so that it will work automatically by motion on a PIR sensor to fix the issue of the light being on constantly if the boiler is on.

A quotation to carry out the works described, has been received, totalling £670.00 + vat, which if agreed would be funded from the 'Gas Boiler etc Maintenance' budget, but Members should note this would leave a balance of £9.00 in this budget.

Members are asked to consider this quotation.

Decision: Consider carrying out the recommendations from the investigation, totalling £670.00 + vat, to be funded from the 'Gas Boiler etc Maintenance' budget.

21. Trees in Amberley Close Allotments

A resident in Earles Meadow has sent the following correspondence to the Parish Office:

On two occasions within the past few years, we have physically approached the North Horsham Parish Council to express our concerns about the size & stability of three top heavy trees that are growing on your land near to the end of our garden. Additionally, we also advised you that their size & foliar density is causing us to suffer year-round loss of both internal & external natural light & severe shading, especially at this time of year when the sun is low. On both occasions you have stated that whilst they are without doubt your responsibility, a lack of funding prevents you from maintaining them.

The three trees concerned are growing on the boundary of your Amberley Road allotments site and have the What-Three-Words addresses of “refuse.analogy.transit”, “duck.free.chill” & “throw.stands.other” respectively.

The current passing of Storm Bert and its high winds has again caused us to be very concerned about both their stability and urgent need for maintenance/foliar reduction and the damage that our property may incur as a result of one, more or part of them failing.

Our concerns and mental health well-being are now such that we feel your previous responses to our approaches are no longer acceptable and we would request that you re-visit the question yet again with a view to a more positive response, prior to our pursuing alternative ways to settle this matter.

We look forward to you acknowledging receipt of this letter and also you subsequently contacting us with a view to progressing this matter forward on a cordial basis.

Our usual Tree Surgeon has been asked to assess the trees and provide any recommendations. Unfortunately, he was not able to send in any details before the agenda was issued.

Members are reminded of the Parish Council’s Tree Works Policy, which states ‘only undertake work required for health and safety reasons to trees on their land’. Members are also reminded that for recent tree work requests, which presented no health and safety reasons, Members agreed to carry out the works if the resident paid half of the costs.

Members should note that the only budget any works could be funded from is the ‘Open Spaces’ budget and if all the aforementioned works are approved, this would leave a balance of £1609.20, up to 31st March 2025.

Members are asked to consider the resident request and agree how they wish to proceed, noting the following options:

- Reject without waiting for the Tree Surgeon’s recommendations.
- Agree to delegate the decision to the Chairman and Vice Chairman of the Committee, in liaison with the Clerk.

- Await recommendations and quotations and refer to a future meeting, if Members choose this option; they need to decide if they wish to wait until the February meeting or hold a daytime Extraordinary meeting.

Decision: Consider resident request

**Lisa Underwood - Deputy Clerk
28th November 2024**

1. Finance Report to show income, expenditure and reserves to 31st October 2024

Funding at 31st October 2024

Precept (half year)	380,247
Environment Cleansing Grant (HDC)	12,274
Total	392,521

Income to 31st October 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st October*
Admin	17,201	20,000	11,667
Allotments**	1,055	982	982
North Heath Hall	42,444	66,000	38,500
Holbrook Tythe Barn	23,814	44,000	25,667
Multi Court Lettings	13,871	26,000	15,167
Roffey Millennium Hall	42,811	73,000	42,583
Total	141,196	229,982	134,565

Expenditure to 31st October 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st October*
Admin***	45,115	64,820	43,437
Grants	4,891	10,000	5,833
Burial****	3,730	7,850	4,579
Personnel	198,214	362,150	211,254
Allotments	800	1,695	989
Amenity, Recs and Open Spaces	28,609	62,350	36,371
North Heath Hall	13,901	35,185	20,525
Holbrook Tythe Barn	10,100	24,845	14,493
Roffey Millennium Hall	25,523	44,166	25,764
Total	330,883	613,061	363,244

* Total cost centre budget for 2024/25 divided by 7/12th.

** 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

Overall, income continues to be overbudget by approx. 5% - a widening of the gap from the 2% at the end of September. With regard to the halls, North Heath Hall continues to be over budget for its income and whilst the other buildings and multicourts continue to be underbudget, the situation has improved slightly over the last month.

Expenditure

Expenditure continues to be lower than expected at 8.9% - almost exactly the same as the end of September.

Reserves

As at 31st October 2024 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £416,474.

In addition, there are Earmarked Reserves of £255,342, a reduction from the balance of £267,200 at the end of Month 6 due to expenditure from the Playground EMR of £8,737 works arising from the ROSPA inspections together with expenditure from the R&R EMR of £2,501 for the picnic benches at HTB and £620 for the replacement fire doors on the exterior electricity cupboard at RMH.

Summary

As mentioned above, there is £6,631 more income than budgeted for at the end of month 6 together with £32,361 less expenditure than anticipated.

Proposed text with logo to the top left on white background with blue text:

This veteran oak tree has stood at Earles Meadow for many years, and sadly has reached the end of its life.

Oak trees are decay resistant, so can remain standing for many more years allowing them to provide prolonged ecosystem benefits to the area. The Parish Council will leave this stunning tree standing as it is and will manage it as a habitat for Earles Meadow.

The tree will be monitored by experienced professionals on a regular basis.

In the interests of health and safety, this site should not be accessed by members of the public.

For further information, please contact the Parish Clerk at: parish.clerk@northhorsham-pc.gov.uk

Cost for A3 sign 297mm x 420mm on a 1 metre pole visible = £188.00 + vat.

Cost for A3 sign 297mm x 420mm gate sign, fixed to existing wooden post = £90.00 + vat.

We did ask for the cost for a slanted sign, but was advised this would be very expensive, so not pursued.



Parish Office suggestions for location:

Either:

On the fence ●

or

on a pole at the side ●

EMCG Proposed Location of Sign – the EMCG have been asked to send a proposal for a sign, but nothing has been received in time before the agenda needed to be issued





Earles Meadow Residents' Association

Small play park areas

Action plan 2025

Work to date

The EMRA Committee trimmed the shrubs and trimmed back the hedge adjacent to the area. Grass has been cleared, the branches of the feature tree have been coppiced and the areas have been generally tidied-up. EMRA and NHPC contractors 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 2025

For 2025 we will continue to carry out any necessary work required from the winter period to the two areas either side of the play area in the spring and carry out any necessary maintenance, particularly to the areas of grass adjacent to the footpath. 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 or their action by their contactors. 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

Property Committee Meeting - 05.12.24
Agenda Item 15 - Appendix D

Amberley Close Allotment Site Report – 22nd November 2024

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 three people on the waiting list, one of whom is a new current tenant, who is waiting for another plot to be offered to them to go with the one they have, and the other two are new perspective tenants that have been added to the list since August 2024.

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 2024 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



NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – 2024/25

Winter Maintenance Plan

Appendix 1	Useful Contact Numbers
Appendix 2	Useful Information Pack
Appendix 3	Winter Service Network Winter Resilient Network
Appendix 4	Location of Salt Bins
Appendix 5	WSSC – Winter Maintenance FAQ's 2024/25

WINTER MAINTENANCE PLAN – 2024/25

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 2**.

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:**
Sarah Norman/Lisa Underwood - 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 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 December 2025 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

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

General Information and Guidance

- **Spread rates**

The amount of salt applied to a surface varies depending on the forecasted temperature and conditions.

Typically

- 10 grams of salt is applied to each metre square of road surface as a precautionary treatment when surface temperatures are forecast to fall between 0°C and -2 °C and ice or hoar frost is anticipated.
- 20 grams of salt is applied to each metre square of road surface as a precautionary treatment when surface temperatures are forecast to fall below -2 °C and ice or hoar frost is anticipated.
- 40 grams of salt is applied to each metre square of road surface as a precautionary treatment when snow is anticipated.

- **De-icing road salt**

Salt is the preferred material used for treating the Precautionary Salting Network. When the salt is spread on road surfaces it combines with moisture on the surface or air to form a brine solution, which freezes at a lower temperature than rainwater.

- **Grit**

Grit, sharp sand or marine washed aggregates are sometimes used as an alternative to salt. Although they can provide traction when spread on top of compacted snow and ice, they have no melting capabilities.

- **Precautionary / reactive treatments**

As the name suggests precautionary treatments take place before the predicted event to allow time for salt to turn into brine.

Reactive treatments such as snow ploughing can only take place once snow has accumulated.

- **Daily Decision**

The Daily Decision is made by the Duty Manager each day between 1st Oct and 31st April based on all available information and states which parts of the Precautionary network is to be treated and when.

Information on the decision is available by signing up for WSCC gritting on twitter **@WSHighways**

NOTE: @WSCCGritting has now been retired.

- **Preparing for and dealing with severe weather**

Get ready for winter: further information and suggestions for the simple things you can do to help you and your family keep warm, healthy and safe through the cold weather – as well as saving money.

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/dealing-with-extreme-weather/dealing-with-heavy-snow-and-ice/>

www.metoffice.gov.uk/weatherready

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.

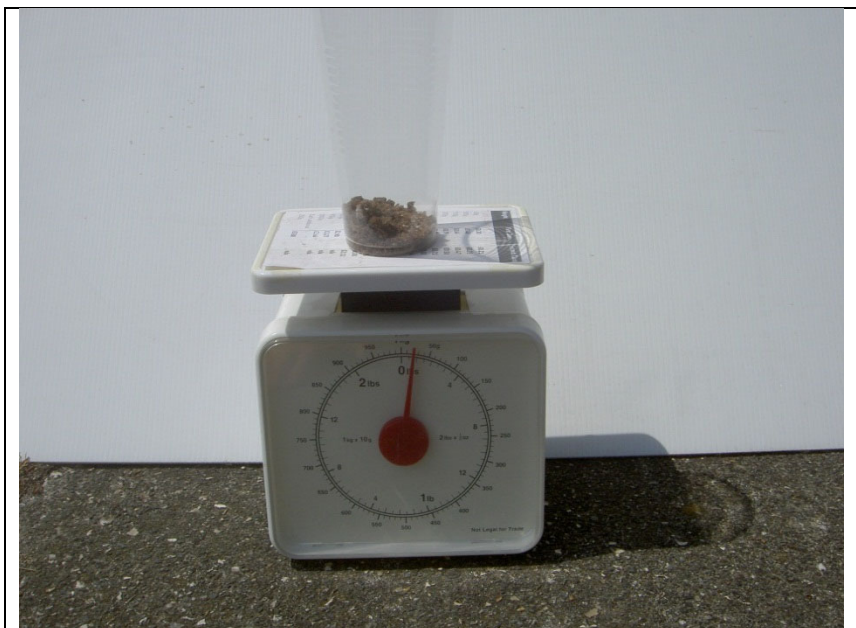


Bulk Bags

One ton bags of salt / grit mix delivered to agreed locations as a response to a prolonged snow event for use on the **public highway** as a form of self-help. This material is not for use on private land.



WSSC recommends a spread rate of **approximately 20 grams of salt / grit per metres square** when hand salting. Although salt / grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices as shown above can be used to cover larger areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource.

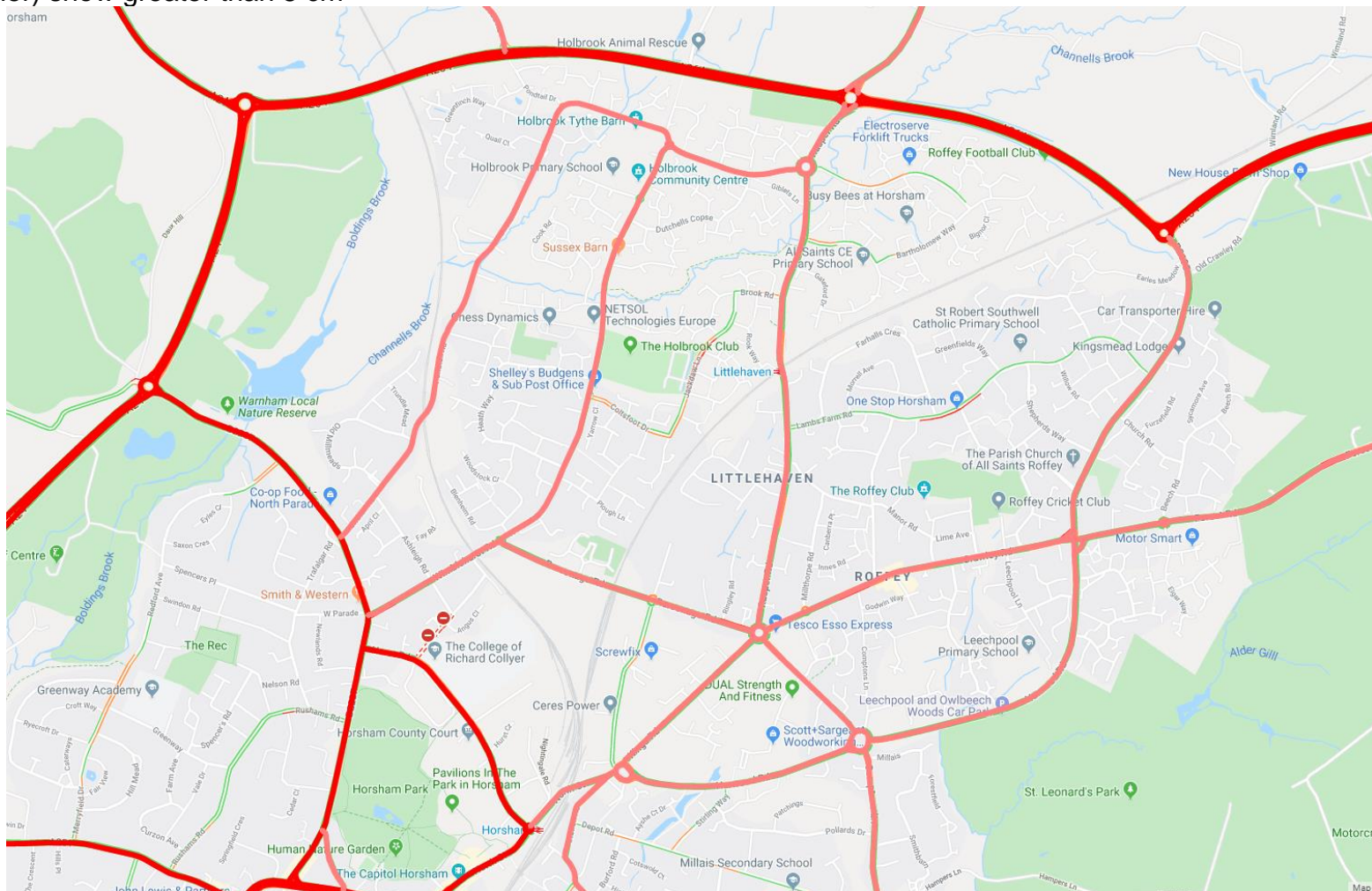


The white board in the above photo is one metre square and has 20 grams of salt / grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

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)** – 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



Winter Maintenance FAQ's 2024/25

Information regarding the Council's Winter Service Plan and Gritting Routes can be found here:-

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/winter-service/winter-service-plan/>

Question	Response
1)What will the Winter Maintenance Plan include?	<p>The Winter Maintenance Plan sets out how we respond to icy and snowy weather during the winter period.</p> <p>The Plans includes details of the 'Winter Service Network'. 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.</p> <p>It is important that we focus our efforts on treating these roads during cold weather to reduce the potential for ice forming.</p> <p>Under the new plan, we would continue to keep watch on the winter weather forecasts, ready to deploy gritter's on a priority basis, to keep main routes open and passable with care.</p>
2) What is the Winter Service Network and how does it differ from the Winter Resilient Network	<p>The Winter Service Network is the network we treat as a precaution to help prevent ice forming. It is a larger network than the Winter Resilient Network. It comprises 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.</p> <p>The Winter Resilient Network is a smaller network which is focussed on key roads in periods of severe weather.</p> <p>Further information is available via the link at the start of this document.</p>
3) What is the Winter Resilient Network?	<p>The Winter Resilient Network This is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads.</p>

	<p>The Winter Resilient Network is based on the Resilient Network has regard to:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities.
4) During a significant snow event how does the Winter Resilient Network differ to the Winter Service Network	<p>See Q3 - The Winter Resilient Network is similar to the Winter Service Network and so customers will not experience a major change in service during significant snow events. The focus of the resilient network is to keep major roads and important links open during a significant snowfall event. (emergency service/hospitals etc). Further information can be found in the Winter Service Plan via the link at the start of this document.</p>
5) What is considered when deciding gritting routes?	<p>We have taken into consideration the requirements of the National Code of Practice. A Winter Resilient Network has been developed to ensure that it provides:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities. <p>We have;</p> <ul style="list-style-type: none"> • Focused on A & B road network (The M23, A27 and A23 Trunk Roads are the responsibility of Highways England)

	<ul style="list-style-type: none"> • Invested in upgrading weather stations – for more accurate forecasting • More active community support – over 155 Parish & Town Councils supporting their communities. 850 Grit bins. At least 50 farmers/volunteers supporting
6)Why grit the main roads when drivers can't get out of local residential roads?	<p>The National Code of Practice, Well Managed Highway Infrastructure, requires, in conjunction with legislation that, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. The Code of Practice further states that, "Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:</p> <ul style="list-style-type: none"> • Provide the service on all parts of the network; and • Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on treated parts of the network." <p>It is, therefore, really important that motorists drive according to the conditions of the road and with extreme caution, regardless of whether the roads have been salted or not.</p>
7)Why is the road to my school not gritted as it will be dangerous for teachers and children to get to school?	<p>Priority is given to major and other important roads giving connectivity between significant communities, links to the strategic network, links to transport interchanges and access to emergency services and hospitals. Consideration is also given to critical infrastructure such as power stations and water treatment works. It is recognised that it is not possible to treat all parts of the highway network or all bus routes.</p> <p>Those who drive on public highways should do so in a manner and at a speed that is safe having regard to such matters as the nature of the road, the weather conditions and the traffic conditions. Drivers are first and foremost themselves responsible for their own safety.</p>
8)Is there provision for the Parish/Town Council to pay WSCC highways gritting contractor for roads to be gritted using precept funds?	<p>This facility isn't currently available</p> <p>A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans.</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk/ based in Balcombe • Sussex Gritting Services https://www.sussexgrittingservices.com/contact-us/ based in East Grinstead Sussex Manures https://sussexmanures.com/gritting_and_winter_services.php based in Findon

Winter Management Offer 2024/25 Frequently Asked Question's

Question	Answer
9)Can the existing Winter Plan roll over to this winter?	<p>All existing plans and agreements with local farmers/contractors need to be reviewed annually in case there are changes and resubmitted to WSCC.</p> <p>You will need to review and highlight any changes including:</p> <ul style="list-style-type: none"> • Contact Details of nominated persons. • Gritting and Snow Clearing routes identified in the plans. • Locations of salt bins/bags and highlighting any additional bins or bins that have been removed. • Check with your local farmer/contractor is still happy to support your winter plan. <p>If the plan is as it was for the previous year, please indicate this by responding to this email.</p>
10)What is the pre-arranged financial contribution towards local farmers and contractors?	<p>To be able eligible you must have submitted the following information by Friday 10th November 2023:</p> <ul style="list-style-type: none"> • WSCC will contact by email Parish & Town councils who have signed up to the existing scheme to confirm the following information. • A plan showing the roads that Farmer / Contractor will be gritting or snow ploughing which is agreed by the local Area Highway Manager • Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor. • Farmer / Contractor details and contact information • A valid Public Liability Insurance (covering November 2024 to April 2025) document for the Farmer / Contractor • If your Parish & Town Council is new the scheme and has agreed to work with a local farmer/contractor to clear your local roads please contact active.communities@westsussex.gov.uk <p>WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.</p>

<p>11)How much is the pre-arranged financial contribution towards local farmers and contractors?</p>	<p style="text-align: center;">Financial Contribution consists of:</p> <p><u>Financial Contribution can only be claimed for once a Trigger Email has been sent from WSCC Highways advising of a forecasted significant snow event and to put the Winter Maintenance Plan into Action.</u></p> <p>In line with national agreed standards with the NFU and other neighbouring authorities WSCC will:</p> <ul style="list-style-type: none"> • Provide £35 per hr towards farmers/local contractor to carry out precautionary salting to local roads identified in the agreed Local Community Winter Maintenance Plans as a result of a WSCC notification in advance of a significant snow event. • Provide £35 per hr towards farmers/local contractor to clear snow as a result of a significant snow event, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism <p>In order to take part in the “Local Farmers and Contractors Agreement” the contractor must be covered by their own Public Liability Insurance at the date they carry out the work.</p>
<p>12)What is the Trigger Mechanism to activate Winter Maintenance Plans and Farmers/Contractors?</p>	<p>The Winter Management Plan is intended as a response to significant weather events ONLY.</p> <p>WSCC Highways will issue an email directed at the particular areas forecasted to experience significant weather event.</p> <p>Example Email: (<i>Insert Appropriate Location Name</i>) is forecasted to have a significant snow event in the next 3 to 4 days’ time please put your Winter Maintenance Plans into Action.</p> <ul style="list-style-type: none"> • Precautionary Salting: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors to move bulk bags, undertake precautionary salting. • Snow Clearance: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractor’s snow clearance is 2” (50mm) of accumulated snow. <p>WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.</p>
<p>13)How do we pay the local farmer/contractor</p>	<p>WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated.</p>

for any work relating to our winter plan?	<p>If the trigger is activated the payment from WSCC will be made directly the local Farmer/Contractor.</p> <p>This will only happen where there is an agreement in place.</p>
14)What are the arrangements to fill the bin this winter?	<ul style="list-style-type: none"> • Salt/Grit held locally: If you have salt/grit stored at a local farmer this needs to be used to fill up the salt/grit bins before requesting further supplies from WSCC. • No salt/grit held locally: WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the end of August 2024 No bins will be filled after October 2024
15)The Parish or Town Council or Community group would like some new bins is this possible?	<p>WSCC will not be supplying any new bins.</p> <p>You will need to obtain agreement to place a salt/grit bin on the highway from the Highway Manager for the area before obtaining a new bin.</p>
16)Existing Hippo bags – Removed or Moved	<p>WSCC will not remove or move Hippo Bags once they have been delivered.</p> <p>If communities wish to move existing hippo bags they can utilise any local agreements with Farmers/Contractors at their own cost.</p>
17)Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.	<p>Salt/Grit mix is still usable if salt has risen to the top or gone clumpy and can be mixed by a stick or shovel/spade to break up.</p> <p>If salt/grit mix has become very wet this should be left to dry and then can be used. Place the hippo bag on a wooden pallet and cover with tarpaulin</p>
18)How will Daily Decisions by Highways are communicated?	<p>Daily forecast will be monitored between October and April and appropriate action taken. Issue a Daily Decision to all interested parties via @WSHighways sign up here</p>
19)Salt/grit supplies in the event of either a prolonged or several extreme winter weather events	<p>In the event of a prolonged or several extreme weather events, priorities will be to the Winter Service Network for gritting and the Winter Resilient Network for snow clearance. We would have to consider the position of whether any salt/grit would be available more widely at that point on a need's basis e.g the areas that have had snow will get priority.</p>

[REDACTED]

Our Ref: OL/4029

For the attention of:

Debbie Lees
North Horsham PC
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

8th November 2024

Dear Mrs Lees

Re: Amberley Open Space, Horsham – Footpath Reconstruction

With reference to your recent enquiry and our subsequent site meeting we have pleasure submitting our quotation for the works as described below.

Quotation

The works concern constructing two footpaths as described below –

Path 1 – From Amberley Close to Footbridge
88.0m x 1.2m

Path 2 – From Amberley Close along fence line to meet existing path
51.0m x 1.2m

The works would include the following items -

- 1) Excavate areas to construction depth.
- 2) Cart away all arisings to an authorised tip.
- 3) To both sides of path supply & place 100x22mm pressure treated timber edging secured at 1m intervals with 500x50x50mm pressure treated timber pegs.
- 4) To excavated areas, supply and place geotextile soil stabilisation matting.
- 5) Supply & lay D.O.T Type 1 granular sub-base to a compacted depth of 150mm.
- 6) Blind surface with 0-4mm limestone dust.
- 7) Make good at edges of paths.

Our prices for the above works are -

Path 1 - **£13,850.00 plus VAT.**

Path 2 - **£8,865.00 plus VAT**

Civil Engineering Contractors

[REDACTED]

Additional cost to install 150mm x 50mm concrete edging kerbs instead of Timber Edging.

Path 1 - **£9,280.00 plus VAT**

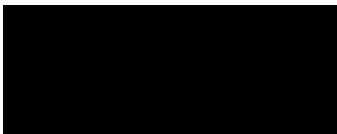
Path 2 - **£6,840.00 plus VAT**

- Timber edging is a more cost-effective way to support the footpath, however this will rot over time.
- Concrete kerbs will cost more initially, but will stay in place for many years.

Please read our quotation and attached Terms and Conditions carefully to ensure we have covered all the work required.

We thank you for your enquiry, if you require any further information or clarification please do not hesitate to contact us.

Yours sincerely,

A solid black rectangular box used to redact a signature.

Director

