

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 5th FEBRUARY 2026

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.

Hirer at North Heath Hall

A hirer emailed to advised of issues with their hire. The Clerk has responded, in consultation with the Chairman and Vice Chairman of the Council, and the Personnel Committee have also been updated. A copy of the emails are available to Councillors on request.

7. Completed Works

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

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

(i) Six monthly service carried out to automatic door system

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

(i) Door curtains and blinds for windows installed

(ii) Annual stage light PAT & check

- (c) **Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Height barrier repaired totalling **£1560.00** + vat, to be funded from the 'R&R' EMR – authorised by the Clerk due to the risk to the delivery of Council services under delegated authority, as per clause 5.18 of the Financial Regulations and in liaison with the Chairman of the Council and Chairman of the Committee.
 - (ii) Dishwasher rack repaired
 - (iii) Error code on alarm rectified
 - (iv) Replacement boiler installed as the old boiler has been decommissioned, totalling **£3200.00** + vat to be funded from the 'R&R' EMR – authorised by the Clerk due to the risk to the delivery of Council services under delegated authority, as per clause 5.18 of the Financial Regulations and in liaison with the Chairman of the Council and Chairman of the Committee.
- (d) **All buildings**
 - (i) Gutters and drains cleared
 - (ii) Annual drain check
 - (iii) High level clean carried out at NHH & HTB
- (e) **Play Areas**
 - (i) Jet washed to remove mildew at HTB
- (f) **Multicourts**
 - None
- (g) **Tree Work**
 - (i) Reduction of tree over footpath in Cherry Tree Walk
- (h) **Open Spaces**
 - None
- (i) **Bus Shelters**
 - None
- (j) **Allotments**
 - None
- (k) **Streetlights**
 - None

Decision: To note the completed works and ratify any detailed expenditure including the works to the height barrier at HTB and installation of a new boiler at HTB, authorised by the Clerk under delegated authority, as per clause 5.18 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) Add spikes to AC unit now nesting pigeon gone
 - (ii) **NEW** - Cycle racks to be installed
 - (iii) **NEW** – Repairs to front door required
 - (iv) **NEW** – Surge protection remedial works required
- (b) **North Heath Hall**
 - (i) **NEW** – Stage curtains to be fire-proofed
- (c) **Holbrook Tythe Barn and surrounding area**
 - None
- (d) **Play Areas**
 - (i) HTB play area upgrade
 - (ii) **NEW** - Slabs & concrete repair at HTB

- (iii) **NEW** - Ball bearing in play panel missing or stuck at Amberley play park
- (iv) **NEW** – Tread loose on zipwire ramp at HTB
- (e) **Multicourts**
None
- (f) **Tree Work**
(i) Tree survey works – only 12 month one left to do
- (g) **Open Spaces**
None
- (h) **All Buildings**
(i) **NEW** – Water thermometer to be calibrated
- (i) **Bus shelters**
None
- (j) **Allotments**
None
- (k) **Streetlights**
None

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

9. Proposed Maintenance

- (i) During a routine service visit for the automatic front door system at RMH, it was noted that the right hand top arm assembly is loose.

A quotation for two Engineers to remove the door leaf and re-fix the top arm assembly and rehang the door has been received, totalling £520.00 + vat.

Member are asked to consider the quotation, which if agreed, would be funded from the 'General Maintenance' budget.

Decision: To consider works required to the front door at RMH, totalling £520.00 + vat to be funded from the 'General Maintenance' budget.

- (ii) Whilst Officers were looking into the replacement curtains and blinds at NHH, it was noted that the stage curtains had not been fireproofed during the last five years, as is the requirement. Therefore, a quotation has been received to carry out the fire-proofing to 2 curtains to comply with BS 5867 Part 2 Type B standards, totalling £391.00 + vat. Upon completion a certificate, valid for five years, will be issued.

Members are asked to consider this quotation, which if agreed, would be funded from the 'R&R' EMR.

Members should note that due to recent unavoidable expenditure, the de minimis limit for VAT for 2025/26, will be close to the limit, so if agreed, these works at NHH will be carried out after April 2026. The limit will be monitored regularly by the Parish Clerk, who will keep the Finance & Administration Committee informed.

Decision: To consider fireproofing the stage curtains at NHH in April 2026, totalling £391.00 + vat, to be funded from the 'R&R' EMR.

(iii) During a routine service visit for the lightning protection system at RMH, an additional recommendation was noted as follows:

BS EN IEC 62305:2024 requires surge protection to be installed for all services coming into the building, we believe the system installed was installed to an earlier standard and therefore wasn't a requirement at the time of the installation, however, we would recommend the installation of a type 1 device to the main incoming supply as an additional protection measure.

A quotation has been received for these works, to be compliant with BSEN62305 (protection against lightning and BS7671 (requirements for electrical installations) to protect against over voltage, totalling £1380.00 + vat, which if agreed would be funded from the 'R&R' EMR.

Decision: To consider the recommended surge protection remedial works at RMH, totalling £1380.00 + vat, to be funded from the 'R&R' EMR.

11. Dead Veteran Oak Tree in Earles Meadow

Members are asked to note the Arboricultural Tree Safety Report, circulated separately by email.

Members are also asked to note that following the report, the Tree Surgeon who originally reduced the tree will reduce it further, at no additional cost, as it is not as low as the original specification and there will be one more brief walkover in early Autumn (September/October) before being added to the tree list for the next Tree Survey in April 2028.

12. Terms & Conditions of Hire for Hall & Multi-Courts

Members are asked to review and, if acceptable, approve the Terms & Conditions of Hire for Halls & Multi-courts (circulated separately by email) with any proposed amendments in red.

Decision: To review and approve the Terms & Conditions of Hire for Halls & Multi-Courts

Lisa Underwood - Deputy Clerk
29th January 2026

1. Finance Report to show income, expenditure and reserves to 31st December 2025

Funding at 31st December 2025

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
CIL Funding	90
Total	415,306

Income to 31st December 2025

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st December*
Admin	18,322	20,000	15,000
Allotments**	1,111	1000	1,000
North Heath Hall	59,857	73,000	54,750
Holbrook Tythe Barn	30,838	46,000	34,500
Multi Court Lettings	19,119	28,000	21,000
Roffey Millennium Hall	55,561	78,000	58,500
Total	184,808	246,000	184,750

Expenditure to 31st December 2025

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st December*
Admin	40,225	59,810	44,858
Grants	5,494	10,000	7,500
Burial***	5,596	7,900	5,925
Personnel	276,940	390,150	292,613
Allotments	1,070	1,940	1,455
Amenity, Recs and Open Spaces	46,629	68,100	51,075
North Heath Hall	21,958	35,980	26,985
Holbrook Tythe Barn	15,633	25,880	19,410
Roffey Millennium Hall	34,549	51,270	38,453
Total	448,094	651,030	488,273

*Total cost centre budget for 2025/26 divided by 9/12th.

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

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

Income

Overall, the anticipated income is on target. The income from the halls is approx. 2% below the anticipated level at the end of month 9, down on the 0.5% above budget at the end of month 8. This is partly due to a drop off in bookings because of the festive break.

Expenditure

There has been a slight increase in the underspend which is 8.2% at the end of the month, compared to approx. 6.6% lower than anticipated at the end of month 8.

Reserves

As at 31st December 2025 remaining funds, including the full year precept payment received, together with General Reserves, stood at £392,823.

In addition, there continues to be Earmarked Reserves of £223,890 a reduction of £13,451 from the end of month 8, due to Election costs of £11,776 from the Election EMR, installations costs of the replacement blinds and curtains at North Heath Hall of £780 from R&R EMR and £895 for repairs to the partition wall at RMH from R&R EMR.

Summary

Both income and expenditure are broadly in line with the anticipated levels at the end of month 9, and it is hoped that the income situation will continue to improve over the winter months.