

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 16th APRIL 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.

Earles Meadow Residents Association (EMRA)

Usually, the EMRA sends their annual action plan for Members information, however, having chased the new Chairperson several times, nothing has still been received. The Deputy Clerk will not continue to chased for this plan.

Surge Protection Works at Roffey Millennium Hall (RMH)

At the last Property meeting, Members requested that another quotation was obtained, min no PR/055/26 refers. The Deputy Clerk contacted our regular Electrician who advised that they do fit SPD's, but they normally come as part of a new consumer unit. They advised that if it is to be installed to work alongside the lightening protection system, it would be best to let the original company go ahead and do the works. So, in liaison with the Chairman of the Property Committee, the Deputy Clerk arranged for the original company to proceed with the works.

Earles Meadow

A resident reported that a section of grass has been dug up and some wood placed along one side to make a bank for, most likely, mountain bikes. The resident has since reported that the grassed area has now been repaired, by persons unknown.

Planning Application DC/26/0203 - Surgery to 2x Oak trees in Amberley Close Allotments

A nearby resident to the allotments has submitted a planning application for surgery to 2 x oak trees in the allotments. The PET Committee submitted the following comments to Horsham District Council:

No objection to the tree surgery, subject to the comments of HDC's Tree Officer. However, due to the trees being on the Allotment site provided by North Horsham Parish Council (NHPC), Members request that if the application is approved, the applicant is instructed to make contact with NHPC if any access is required, due to the site only being accessible for NHPC Allotment Tenants and agreed Contractors.

Resident Bordering Holbrook Tythe Barn (HTB) Recreation Ground

A resident bordering HTB recreation ground has contacted the Parish Office to advise that for the past two winters their back lawn has been continually flooded. The resident has recently had their own underground drain checked and had confirmation that it is clear.

The resident wanted the Parish Council to check the land drains on the recreation ground. Cllr. Knight went to the site to assess the area and agreed that the ground was very saturated, however there are no land drains on the recreation ground, so there is no drainage to check. The only explanation is that the last two winters have been the wettest on record for a long time. The resident was advised of this.

The resident then asked if we could check the drainage of the multi-courts and bowling green. The resident was advised that the multi-court drainage gulleys had been recently checked and were working as they should and the bowling green did not belong to the Parish Council. It was also confirmed to the resident that the Parish Council's other recreation grounds were equally saturated.

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) Spikes added to AC unit now nesting pigeon gone
- (ii) Cycle racks installed
- (iii) Repairs to front door
- (iv) Surge protection remedial works
- (v) Insurance lift inspection
- (vi) Loose tiles replaced in gents toilets

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

- (i) Stage curtains fire-proofed
- (ii) Light element replaced
- (iii) Curtain hooks installed for doorway curtains

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

- (i) Fire door closure repaired
- (ii) Broken fire alarm call box repaired
- (iii) Birdmouth posts and surface repairs in overflow car park

(d) All buildings

- (i) Workplace Environmental Assessments
- (ii) Fire and intruder alarms serviced
- (iii) PASMA Training carried out for 4 x Caretakers & 2 x Contractors
- (iv) HTB & NHH – Fire extinguisher inspection

- (e) **Play Areas**
 - (i) HTB play area upgraded
 - (ii) Slabs & concrete repaired at HTB
 - (iii) 3 x play panels at Amberley Close repaired (under warranty)
 - (iv) Tread re-attached on zipwire ramp at HTB
 - (v) Wet pour patches repaired at Birches Road
- (f) **Multicourts**
None
- (g) **Tree Work**
None
- (h) **Open Spaces**
None
- (i) **Bus Shelters**
 - (i) Overgrown vegetation cut back to enable shelter to be cleaned
- (j) **Allotments**
None
- (k) **Streetlights**
None

Decision: To note the completed works and ratify any detailed expenditure.

8. On-going and Planned Works

Members are asked to note that the following works are on-going and ratify any detailed expenditure: (**NEW** = since last meeting)

- (a) **Roffey Millennium Hall and surrounding area**
 - (i) **NEW** – Several non-working lights to be replaced
 - (ii) **NEW** – New plug required for TV screen
- (b) **North Heath Hall**
None
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** – Overgrown vegetation to be cut back over stream
- (d) **Play Areas**
None
- (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) Water thermometer sent out 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) The vegetation along and over the stream, adjacent to HTB's recreation ground, is very overground – see photos below. A quotation has been obtained to cut back and clear from the bridge to the tree by the fencing and clear over-hanging brambles and some branches over the stream. This will enable access to the watercourse and make any future maintenance easier. This was last carried out in March 2019.



Members are asked to consider the quotation, totalling £620.00, which if approved, would be funded from the 'Open Spaces' budget.

Decision: To consider cutting back overgrown vegetation over the stream at Holbrook Tythe Barn (HTB), totalling £620.00 to be funded from the 'Open Spaces' budget.

- (ii) The earth on the playground entrance at HTB has eroded around the slabs. A quotation has been obtained to fully slab the area (4x 6ft) in front of the gate, 'digging out sand, cementing in slabs and disposing of all waste', at a cost of £475.00. Fully slabbing the area would prevent this issue from recurring.

Members are asked to consider this quotation, which if approved, would be funded from the 'Play Area & M Crts Maintenance' budget.

Decision: To consider repairing the playground entrance surface at HTB, totalling £475.00 to be funded from the 'Play Area & M Crts Maintenance' budget.

10. Review of Parish Council's Health & Safety Risk Assessment Document

Members are asked to review and, if acceptable, approve the Health & Safety Risk Assessment document (to be circulated separately by email) with any proposed amendments in red and recommend to Council.

Decision: To review, approve and recommend to Full Council the updated Health & Safety Risk Assessment Document.

11. Playground Inspection Works

- (i) The next playground inspection is due in April 2026 (no date given) and a report will be produced with recommendations for required works soon after, but not in time to consider at this meeting.

In order to avoid a delay for any urgent works required, due to health & safety, Members are asked to agree that if any urgent works are required, the Clerk will authorise them under delegated authority.

Decision: Members to agree that if any urgent works from the playground inspection are required, due to health and safety, the Clerk will authorise under delegated authority.

- (ii) Noting previous playground inspections, there are sometimes works required to the wet pour surfaces. Should any wet pour work be required, it would be beneficial to get these carried out asap to avoid doing the works during the Summer in the hot weather.

Members are, therefore, requested to agree that the Clerk will authorise, under delated authority, to carry out any necessary wet pour repairs, before the Summer.

Decision: Members to agree that the Clerk will authorise to carry out any necessary wet pour repairs, under delated authority.

Any expenditure will be ratified at the next appropriate meeting.

**Lisa Underwood - Deputy Clerk
9th April 2026**

1. Finance Report to show income, expenditure and reserves to 28th February 2026

Funding at 28th February 2026

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

Income to 28th February 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 28 th February*
Admin	22,111	20,000	18,333
Allotments**	1,111	1000	1,000
North Heath Hall	72,889	73,000	66,917
Holbrook Tythe Barn	37,686	46,000	42,167
Multi Court Lettings	24,529	28,000	25,667
Roffey Millennium Hall	69,571	78,000	71,500
Total	227,897	246,000	225,584

Expenditure to 28th February 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 28 th February*
Admin	46,413	59,810	54,826
Grants	8,344	10,000	9,167
Burial***	7,461	7,900	7,242
Personnel	337,169	390,150	357,638
Allotments	1,312	1,940	1,778
Amenity, Recs and Open Spaces	49,740	68,100	62,425
North Heath Hall	26,685	35,980	32,982
Holbrook Tythe Barn	19,335	25,880	23,723
Roffey Millennium Hall	43,388	51,270	46,998
Total	539,847	651,030	596,779

*Total cost centre budget for 2025/26 divided by 11/12th.

**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 - just 1% over the target overall. The income from the halls is approx. 0.8% below the anticipated level at the end of month 11, a minimal increase from the 0.7% below budget at the end of month 10.

Expenditure

There has been a very slight further increase in the underspend which is 9.5% at the end of the month, compared to approx. 9.2% lower than anticipated at the end of month 10.

Reserves

As at 28th February 2026 remaining funds, including the full year precept payment received, together with General Reserves, stood at £344,160.

In addition, there continues to be Earmarked Reserves of £197,847 a reduction of £23,644 from the end of month 10, due to spending from the R&R EMR of £3,200 for a replacement boiler at Holbrook Tythe Barn together with £20,444 from the Playground Refurb EMR following improvements to the HTB play area.

Summary

Both income and expenditure are broadly in line with the anticipated levels at the end of month 11 and are in line with both income and expenditure at this point last year.