

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 4th JUNE 2026

COMMITTEE REPORT

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

3. 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

5. 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.

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

Playground Inspections

The annual playground inspections were carried out in April and a report has now been received. All items were rated 'Low Risk' or 'Very Low Risk'.

A list of recommendations have been collated and some are being assessed and some require quotations, which will be obtained in due course. The quotations and report will be added to the August Property agenda for consideration.

Complaint - Hire of Holbrook Tythe Barn (HTB)

All Members have been sent an email from the Parish Clerk regarding the complaint.

8. Finance

See Appendix A and the detailed I & E report circulated via email with the agenda.

Members should note that the decorating rolling programme is slightly over budget for North Heath Hall by £64.00. This is because multiple areas were of equal priority. The other two buildings are both under budget for the decorating required.

Decision: To note the Financial Report to 30th April 2026 and ratify any detailed overspend.

9. 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) New plug fitted for TV screen
 - (ii) Lift serviced
- (b) North Heath Hall (NHH) and surrounding area**
 - (i) Partition wall serviced
- (c) Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Overgrown vegetation cut back over stream
 - (ii) Replacement light in foyer
- (d) All buildings**
 - (i) Water thermometer calibrated
 - (ii) Fire Risk Assessment – Desk Review
- (e) Play Areas**
 - (i) Annual playground inspection
 - (ii) Moss removed from playground surfaces
- (f) Multicourts**
 - None
- (g) Tree Work**
 - (i) Tree survey works
- (h) Open Spaces**
 - (i) Handrail in Earles Meadow replaced
- (i) Bus Shelters**
 - (i) North Heath Lane opp Blenheim Rd – new metal panels installed as part of the 25/26 bus shelter maintenance programme
- (j) Allotments**
 - None
- (k) Streetlights**
 - None

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

10. 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) Several non-working lights to be replaced
- (b) North Heath Hall**
 - (i) **NEW** – A new worktop to be supplied and installed in room 9 as the existing one is damaged and scratched. This will be done at the same time as painting the ‘kitchen’ cupboards and doors. Total cost is £350.00, to be funded from the ‘General Maintenance’ budget.
 - (ii) **NEW** – Front soffits to be painted
- (c) Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** – Periodic Electrical Testing (EICR) to be carried out in June 2026
 - (ii) **NEW** – Works required to end flowerbed
- (d) Play Areas**
 - (i) **NEW** – Recommended works from playground inspections

- (ii) **NEW** – Install slabs near gate entrance
- (e) **Multicourts**
None
- (f) **Tree Work**
 - (i) **NEW** -Silver Birch between Earles Meadow & Whitehorse Rd to be reduced
- (g) **Open Spaces**
None
- (h) **All Buildings**
 - (i) **NEW** - Decorating rolling programme
- (i) **Bus shelters**
 - (i) 2 x bus shelters to be painted as part of the 26/27 bus shelter maintenance programme
 - (ii) 1 x bus shelter to have new metal panels installed as part of the 26/27 bus shelter maintenance programme
- (j) **Allotments**
None
- (k) **Streetlights**
None

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

11. End Flowerbed at HTB

The end flowerbed at the side of HTB is not in a very good condition. The lilac tree, that was planted in memory of Cllr Roger Wilton has died, a shrub is dying and part of the box hedging has also died. See photos:

End Flowerbed





Dead Lilac Tree



Dying Shrub

The box hedging has been treated in the past, to prevent invasive insects killing it, but only part of the hedging seems to have recovered (on this side border as well as the front of the building). See photos:

Box Hedging Middle & End



Box Hedging at Front



It is unknown what the issue is within that part of the flowerbed as the middle and front side flowerbed seems fine, but it could be to do with bad drainage and bad light, but these are only ideas.

Members are asked to decide what they would like to do with this end flowerbed; alternative planting or an alternative use?

Decision: To note the current condition of the end flower bed at HTB and decide on future planting or an alternative use.

12. Commercial Food Waste Bin at HTB

Horsham District Council (HDC) have contacted the Parish Office to ask if the Parish Council would be willing to install a commercial food waste bin at HTB, sited with the current commercial waste bin. This would enable the Parish Council and certain neighbouring organisations to use this service.

They have stated the following:

This service will support the government's waste legislation - <https://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england> for those that currently are required to segregate their food waste from their refuse, and in the future (March 2027), when the legislation requires all organisations, charities and businesses to comply.

To utilise this service we just ask that you purchase our clear food waste sacks and we will provide you with an internal caddy free of charge, to keep your sacks of food waste in.

The provision of the 'central bin' will be at no charge to you but will enable us to provide a food waste service to all the services/ organisations using the Tythe Barn and neighbouring commercial properties. It aids our collection process to ensure, for health and safety reasons, our operatives can safely collect the waste.

How the commercial caddy food waste collection service works:

- *The price of the food waste sacks is £35.00 per pack. To reorder sacks – you can email or call us commercialwaste@horsham.gov.uk 01403 739391, and we'll get the sacks delivered to you.*
- *We will provide an internal caddy with your initial purchase of our rolls of food waste sacks (minimum order is two rolls). There are 20 sacks in a pack.*
- *You can decant the food caddy waste, weekly, or as required, into the central external food waste bin.*
- *We will service the food waste bin weekly.*

Having checked with HDC, they have confirmed that the bin will have the 'standard bin locking mechanism', with an additional coded lock, supplied by HDC, to ensure only the Parish Council and named neighbouring businesses can access the bin.

Members should note that when the weekly food collection for micro-businesses, which includes the Parish Council, comes into force in March 2027, the current collection cost will be £9.50 per week, which we would have to pay, so paying for food waste sacks only at £35.00 per pack maybe more cost effective, as it is not anticipated that we would generate much food waste from HTB.

Members are asked to consider this request.

Decision: To consider Horsham District Council's request to locate a commercial food waste bin at HTB.

13. Parish Council Documents

See documents detailed below, emailed separately with the agenda.

- (i) Members are asked to review and, if acceptable, approve the Open Spaces Policy, with amendments shown in red, and recommend to Full Council.

Decision: To review, approve and recommend to Full Council the updated Open Spaces policy.

- (ii) A hirer enquiry came in regarding PAT on electrical equipment brought into the buildings. Subsequently, this required a change to the terms and conditions of hire for halls to point 25.

Point 47 regarding interim changes has also been amended.

Members are asked to ratify these changes.

Decision: To ratify the amendments made to the Terms and Conditions of Hire for Halls.

14. Earles Meadow Conservation Group (EMCG)

- (i) EMCG recently advised that there have been some issues within Earles Meadow open space, as follows:

- Two of the three posts that deter vehicles entering the meadows were removed, replacements were purchased urgently, and then, a few days later, the missing posts were found. They had been used to build a camp in the copse on the south side of the Earles Meadow Road.
- A section of handrail on a part of the boardwalk has been removed, along with a board that was used for supporting the banks of the stream.
- A group were found blocking part of a stream with pieces of wood, this has happened several times.
- A bench in the upper meadows had been pushed over and broken.

The EMCG has rectified everything. These issues have also been reported to the PCSO.

Decision: To note the recent issues at Earles Meadow.

- (ii) The EMCG wanted to replace the two missing posts urgently because of site security and so purchased the replacements themselves at a cost of £38.00 + vat.

Members are asked to consider agreeing to reimburse the EMCG.

Decision: To agree reimbursement to the EMCG of £38.00 + vat for replacement posts and sundries.

- (iii) Should any future incidents occur as mentioned in 14 (ii) above, it would be prudent for Members to consider authorising the Clerk to be able to reimburse or purchase items for any future unexpected expenditure, up to £100.00 to/for the EMCG.

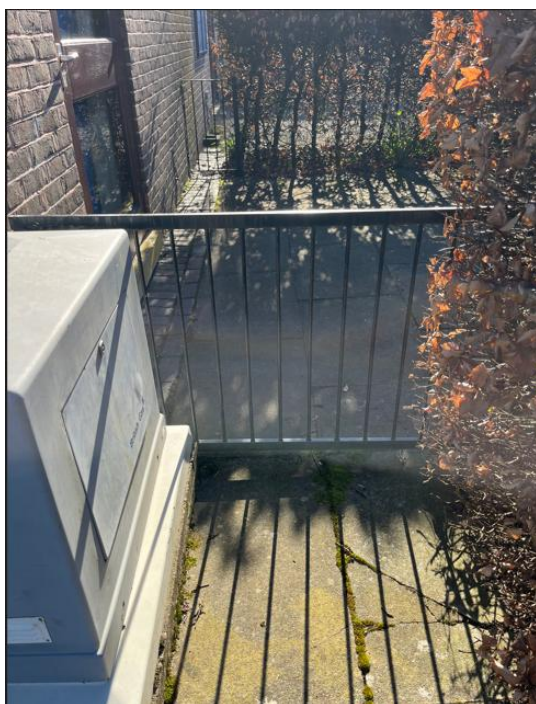
Decision: To authorise the Clerk to be able to reimburse any future unexpected expenditure, up to £100.00, to the EMCG.

15. Gates at NHH

There is often evidence of groups congregating within the patio areas outside room 9 and the kitchen, with glass bottles, broken glass and drug paraphernalia left behind. There has also been fly-tipping in the area outside the kitchen,

Currently, the pre-school let the children play outside room 9 and place a padlock on a low metal bar fence. There is no security at all for the patio area outside the kitchen – see photos:

Outside room 9



Outside kitchen



Officers would like to suggest installing two gates at the perimeter of each area, to prevent unauthorised people entering the two patio areas and to be able to allow a safer environment for the pre-school children to play outside.

A quotation to supply and install 2 x high quality wooden gates, 3”6 x 6ft, using 4x4x9ft posts x 4, heavy duty hinges and double bolts has been obtained, totalling £1245.06, which if agreed would be funded from the ‘R&R’ EMR.

Decision: To consider installing 2 x gates at NHH, totalling £1245.06, to be funded from ‘R&R’EMR.

16. Intruder Alarm Control Panel at Roffey Millennium Hall (RMH) and HTB

When the intruder alarm was serviced, the Engineer advised that the control panels at RMH & HTB have an issue with maintaining the back-up battery and they are also draining the batteries quicker than they should. This indicates that the panel will need upgrading soon. The panels are now 16 years old.

A quotation to upgrade the panels with a like for like panel has been obtained,

totalling £597.00 + vat each. The security company have offered to upgrade to a different control panel and keypad with app control for the same price, which would make the operation of the intruder system much easier.

Members are requested to consider this quotation, which if approved, would be funded from the R&R EMR.

Decision: To consider upgrading the alarm control panels at RMH & HTB, totalling £1194.00 + vat, to be funded from 'R&R'EMR.

**Lisa Underwood - Deputy Clerk
28th May 2026**

1. Finance Report to show income, expenditure and reserves to 30th April 2026

Funding at 30th April 2026

Precept (half year)	208,395
CIL Funding	8,347
Total	216,742

Income to 30th April 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 30th April*
Admin	1,563	20,000	1,667
Allotments**	1,134	1,150	1,150
North Heath Hall	6,190	88,000	7,333
Holbrook Tythe Barn	2,852	44,000	3,667
Multi Court Lettings	1,726	26,000	2,167
Roffey Millennium Hall	6,392	78,000	6,500
Total	19,857	257,150	22,484

Expenditure to 30th April 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30th April*
Admin	5,464	63,890	5,324
Grants	850	12,000	1,000
Burial***	0	7,900	658
Personnel	31,095	389,200	32,433
Allotments	300	2,005	167
Amenity, Recs and Open Spaces	1,926	71,913	5,993
North Heath Hall	2,174	43,210	3,601
Holbrook Tythe Barn	3,616	32,286	2,691
Roffey Millennium Hall	4,822	57,968	4,831
Total	50,247	680,372	56,698

*Total cost centre budget for 2026/27 divided by 1/12th.

**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

The income is currently 12% lower than is budgeted at the end of Month 1 of the 2026/27 year, which is slightly worse on the position at this point last year when it was 7% below budget.

Expenditure

Expenditure is more than 11% lower than would be expected at the end of month 1 which is partly explained by the Burial charges only being invoiced in months 2,5 8 and 11. However, this is a greater difference than in April 2025 when the gap was only 7%.

Reserves

As previously agreed, from the General Reserves of £324,624 at 31st March 2026, £6,000 has been Earmarked for Elections, £5,000 for NHH Heating, £5,000 for the RMH lift and £29,000 to replenish the Repairs and Renewals EMR, £5,000 for VAT Contingency and £10,000 for the Mowbray Community Facility. Therefore, as at 30th April 2026 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £442,628.

In addition, there are Earmarked Reserves of £263,711.

Summary

As mentioned above, there is £2,626 less income than budgeted for at the end of month 1 but this is more than offset by expenditure being £6,451 less than anticipated.