

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 15th OCTOBER 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.

Boiler at North Heath Hall (NHH)

At the last Property meeting, Members were advised that the gas supply pipework was inadequately sized and a quotation was due to rectify the issue. The Clerk, in liason with Chairman and Vice-Chairman of the Council, Chairman of the Property Committee and Chairman of the Finance & Administration Committee authorised the works totalling £5,400.00, to be funded from the 'NHH Heating' EMR. This expenditure was ratified at the Full Council meeting on 03.09.26, minute no FC/64.2/26 refers.

In addition, during the works, it was found that the central heating system's water was heavily contaminated with magnetite, requiring a powerflush of the system before putting the boiler back into commission, totalling £800.00 + vat. So, authorisation was given to go ahead with this work. This amount is listed in the completed works section of this report, so Members can ratify this expenditure.

Boiler at Roffey Millennium Hall (RMH)

An updated lifespan estimation for the boiler at RMH has been obtained and the Heating Engineer advised the following:

Regarding the longevity of your current setup, while it is impossible to know exactly how long they will last, parts should reasonably be available for the next 5 to 7 years. Keeping them running for that long shouldn't be an issue.

Therefore, this matter will be reviewed again in 2030, unless any issues arise with the current system.

Caretaker Feedback

A hirer at RMH sent in feedback for the Caretaker, Philip, as follows:

I wanted to pass our appreciation to how Phillip helped us with the hire on Saturday.

From the moment we arrived he was very helpful and knowledgeable on everything we needed.

He had thought of things I had forgotten in amongst setting up for the party and offered his help with setting up.

He truly is a lovely man who enjoys helping others and prides himself on a job well done. In this day and age it's not often I feel the need to praise a service well done but Phillip stood out and went above and beyond our expectations.

We are very thankful for his help on Saturday and want to pass on thanks.

Philip has been advised.

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) Several non-working lights replaced

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

- (i) A new worktop installed in room 9
- (ii) Gates to be installed outside room 9 & kitchen
- (iii) New pipework for heating system
- (iv) Powerflush of system, totalling £800.00 + vat, to be funded from the 'NHH Heating' EMR
- (v) Front soffits painted
- (vi) Repair to kitchen cupboard door
- (vii) Remove ivy growing inside building
- (viii) Emergency light repairs

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

- (i) Works to prepare the end flowerbed
- (ii) Remedial electrical works
- (iii) New blind fitted – as this was a re-chargeable blind, an additional socket had to be installed, along with the purchase of 2 x plugs and 1 x cable, totalling £188.97, which was funded from the 'R&R' EMR

- (d) **All buildings**
 - (i) Decorating rolling programme
 - (ii) PAT carried out
 - (iii) Floor machine services at NHH & RMH
 - (iv) Boiler services
 - (v) Workplace Environmental Assessments
 - (vi) Fire & intruder alarms serviced and upgrade to intruder alarm at HTB & RMH
- (e) **Play Areas**
None
- (f) **Multicourts**
 - (i) New goal ordered as current one bent at cross bar – totalling £359.99 + vat + delivery, to be funded from '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
- (g) **Tree Work**
None
- (h) **Open Spaces**
 - (i) Repaired broken handrail in Earles Meadow
 - (ii) Repaired fence in Earles Meadow
- (i) **Bus Shelters**
None
- (j) **Allotments**
None
- (k) **Streetlights**
None

Decision: To note the completed works and ratify any detailed expenditure, including the new goal post, 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) **NEW** – Air conditioning units to be serviced. As the current contractor has retired, 3 quotations have been obtained, the lowest being £437.00 + vat, to be funded from the 'AC Maintenance' budget. This will take us slightly over budget by approx. £59.00.
 - (ii) **NEW** – Repaint outside electric cupboard door and replace kickboards
 - (iii) **NEW** – New lift call button required
 - (iv) **NEW** – bottom pivots to be replaced on front door
 - (v) **NEW** – Various extractor fans to be repaired
 - (vi) Flagpole to be repaired
 - (vii) Lift Inspection
- (b) **North Heath Hall**
 - (i) Front soffits to be painted
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) Works required to end flowerbed
 - (ii) **NEW** – Repair slabs and remove metal bars on patio
 - (iii) **NEW** – Repair fire door and push bar
 - (iv) **NEW** – Install new tap within patio area

- (d) **Play Areas**
 - (i) Recommended works from playground inspections
- (e) **Multicourts**
 - None
- (f) **Tree Work**
 - (i) Leaning Silver Birch between Earles Meadow & Whitehorse Rd to be reduced. (HDC delay on authorisation)
- (g) **Open Spaces**
 - None
- (h) **All Buildings**
 - (i) **NEW** – Partition wall to be serviced at RMH & NHH
- (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. End Flowerbed at HTB

Following on from the last Property meeting, minute no PR/025/26 refers, the flowerbed has now been prepared, damaged box hedging and the dead memorial tree removed and birdmouth posts installed.

Members wanted recommended options to replace the memorial tree and after liaising with Cllr. Sally Wilton, Members are asked to consider two options, as detailed:

- An evergreen Holly tree = £225.00 for a 28l pot



- A Rowan tree = £225.00 for a 28l pot



Decision: To decide on a replacement memorial tree, to be funded from the 'Open Spaces' budget.

10. Groundworks in Earles Meadow

- (i) At the last property meeting, under Chairman's announcements, minute no PR/022/26 refers, Members were advised of an overgrown vegetation issue around the culvert/drain at the end of the green strip that separates Earles Meadow from Amberley Road and up to the property boundaries.

Historically, it was ambiguous who this land belonged to, but, after investigation, it has come to light that the Parish Council are responsible for the culvert and surrounding area. Cllr Knight met with the Facilities Officer recently, so that he could report back on the issue.

A quotation has been received for a one-off vegetation clearance, with all arisings removed and disposed of, totalling £943.00 + vat. As this has not been budgeted for, this expenditure, if agreed, would be funded from the 'Open Spaces' budget. Members are asked to consider this quotation.

Decision: To consider a one-off vegetation clearance, as detailed in the Committee Report., totalling £943.00 + vat, to be funded from the 'Open Spaces' budget.

- (ii) To avoid any further issues or one-off clearances in the future, a quotation has been obtained to include this area in the annual maintenance contract for two maintenance visits per year, totalling £520.00 + vat per annum. If agreed, this expenditure would be added to the proposed 'Grass Cutting' budget for 2027/28.

Members are asked to consider this quotation.

Decision: To consider the same area to be included in the annual maintenance contract for two maintenance visits per year, totalling £520.00 + vat per annum, to be funded from the 'Grass Cutting' budget.

11. Flagpole at RMH

The rope has come out of the flagpole at RMH and so a quotation has been obtained to service the flagpole and to try and re-thread the rope, totalling £625.00 + vat (two operatives and a cherry picker required).

The contractor has advised that it is challenging to re-thread the rope on a winch system and so if the operatives cannot re-thread it, we would only be charged £325.00 + vat and the remaining credit would be put towards a new pole if needed.

Members are asked to consider this quotation.

Decision: To consider a quotation for servicing and repairing the flagpole at RMH, totalling £625.00 + vat to be funded from the 'R&R' EMR.

12. Street Lighting

Our street lighting maintenance company have advised that the 70W (and above) HID lamps are going to become obsolete due to the Restriction of Hazardous Substances (RoHS) regulations from February 2027. The inventory shows the Parish Council has 8 of these lamps.

They advised that although February may seem a long way off at the moment, there is currently a twelve-week lead time on most lanterns and there will be a rush of orders when everybody realises, and the lead time will extend. Therefore, they recommend placing any orders by 1 December 2026 at the latest to ensure that the manufacturers can deliver on time.

The Clerk has confirmed that there are no conservation areas in North Horsham, so the streetlights can be fitted with any LED equivalent, as recommended by the maintenance company, which would cost £2860.00 + vat and, if agreed, would be funded from the 'R&R' EMR.

Members are asked to consider this quotation.

Decision: To consider replacing the Parish Council's streetlamps, as recommended, totalling £2860.00 + vat, to be funded from the 'R&R' EMR.

13. Drainage Works on Amberley Close

A surveyor company has contacted the Parish Office requesting consent to access and form a site compound to carry out some drainage repairs and new connections in relation to a proposed extension at a property in Amberley Close. Appendix B shows the details.

The Surveyor has advised that they do not have a Contractor on board for the works at this time and the Clerk has advised that Members will consider this request, but the Parish Council would want assurances about how the compound will be secured and also guarantees with regard to reinstatement of the surfaces, i.e re-turfed, seeded etc.

Members should also note that there are covenants in the land registry documentation which requires the Parish Council to give access to organisations such as Southern Water and Network Rail.

Members are asked to consider this request.

Decision: Decision: To consider giving consent to access and form a site compound on Amberley Road open space, as shown in the Committee Report, to carry out drainage repairs and new connections in relation to a proposed extension at a property in Amberley Close.

14. **Tree Works – Resident Request**

A resident has contacted the Parish Office regarding various trees adjacent to Cherry Tree Walk stating the following:

I have been given your email from HDC with regards to Horsham parish being responsible for the trees on the land adjacent to Cherry Tree Walk RH12 4UJ predominantly the beech tree opposite number 5/6 and the ash tree to the side of number 7.

Could an arrangement be made for the trees to be assessed for removing some of the lower branches the beech one the branches are now blocking the pathway.

The Ash Tree has grown in the eight years I have lived in the walk it now shades the majority of my south facing garden and it is becoming tedious in sweeping up the leaves that fall continuously through summer and autumn.

Our Tree Surgeon has been to assess the trees and has stated the following:

I have been and had a look at Cherry tree Walk. The Beech tree does need crown raising. The Silver Birch we have reduced before, and it has got big again-there doesn't appear to be anything wrong with the tree. It's entirely up to the parish council if you want to go ahead and have this one reduced. Obviously, it will keep on growing and the householder will probably ask again. To do these two would be £660.

Members are asked to consider this request and quotation, which, if agreed, would be funded from the 'Open Spaces' budget.

Decision: To consider the resident request and recommendations from the Tree Surgeon, totalling £660.00 to be funded from the 'Open Spaces' budget.

**Lisa Underwood - Deputy Clerk
8th October 2026**

1. Finance Report to show income, expenditure and reserves to 31st August 2026

Funding at 31st August 2026

Precept (half year)	208,395
Environmental Grant	6,618
CIL Funding	8,347
Total	223,360

Income to 31st August 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 31st August*
Admin	8,934	20,000	8,333
Allotments**	1,134	1150	1,150
North Heath Hall	30,560	88,000	36,667
Holbrook Tythe Barn	17,570	44,000	18,333
Multi Court Lettings	8,348	26,000	10,833
Roffey Millennium Hall	29,958	78,000	32,500
Total	96,504	257,150	107,817

Expenditure to 31st August 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st August*
Admin	21,411	63,890	26,621
Grants	4,650	12,000	5,000
Burial***	3,730	7,900	3,292
Personnel	150,906	389,200	162,167
Allotments	883	2,005	835
Amenity, Recs and Open Spaces	24,961	71,913	29,964
North Heath Hall	11,976	43,210	18,004
Holbrook Tythe Barn	10,360	32,286	13,453
Roffey Millennium Hall	19,064	57,968	24,153
Total	247,941	680,372	283,488

*Total cost centre budget for 2026/27 divided by 5/12th.

**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 10% lower than is budgeted at the end of Month 5 of the 2026/27 year, a greater difference than at the end of the previous month, but very similar to the same point in 2025/26.

Expenditure

Whilst expenditure is almost identical to this point in 2025/26, at the end of month 5 of the current year it is around 12.5% lower than would be expected, a reduction in the difference when compared to the end of July when the difference was 16% below budget.

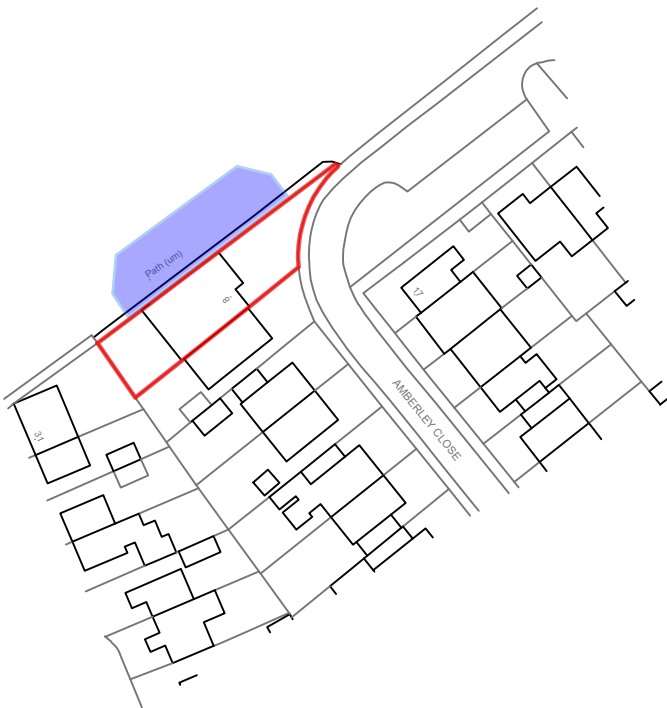
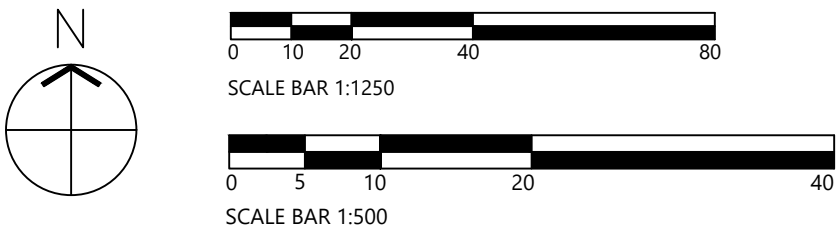
Reserves

As at 31st August 2026 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £328,198.

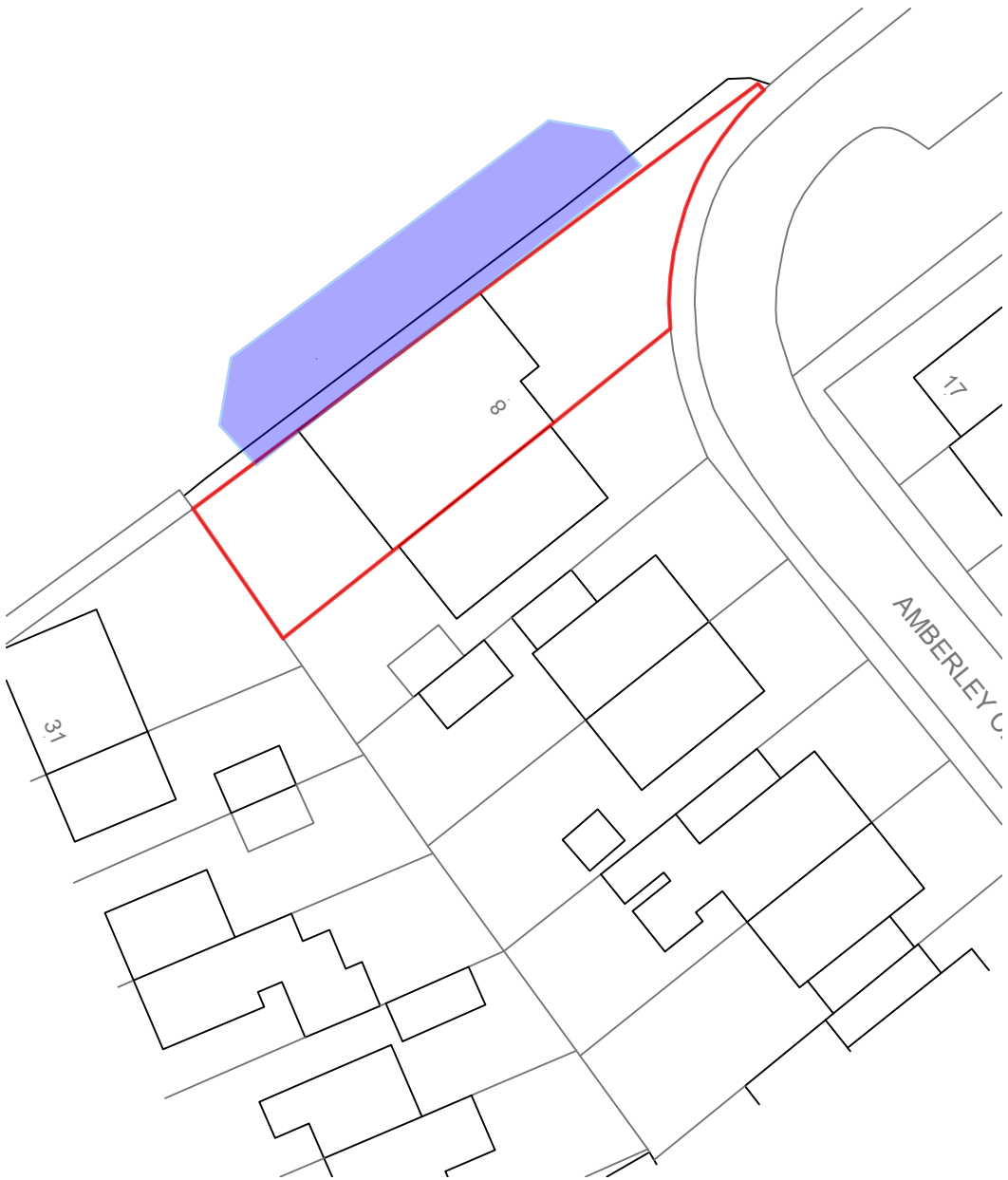
In addition, there are Earmarked Reserves of £260,298 a reduction of £2,665 at the end of the previous month due to expenditure of £823 for automatic blinds at NHH, £597 for the upgrade to the intruder/fire alarm system at RMH and £1,245 for the replacement gates at NHH.

Summary

As mentioned above, there is £11,313 less income than budgeted for at the end of month 5 but this is more than offset by expenditure being £35,547 less than anticipated.



Proposed Site Location Plan
Scale 1:1250



Proposed Block Plan
Scale 1:500

For Construction: Do not scale from this drawing.
Figured dimensions only to be taken. Check all
dimensions prior to setting out. Report all
discrepancies to the Architect.

Revisions

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Client.
Mr P Truman
Project.
8 Amberley Close, Horsham, RH12
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Drawing Title.
Proposed Site Location and Block
Plan

Scale.
1:1250 and 1:500 @ A3

Date.
Jan 26

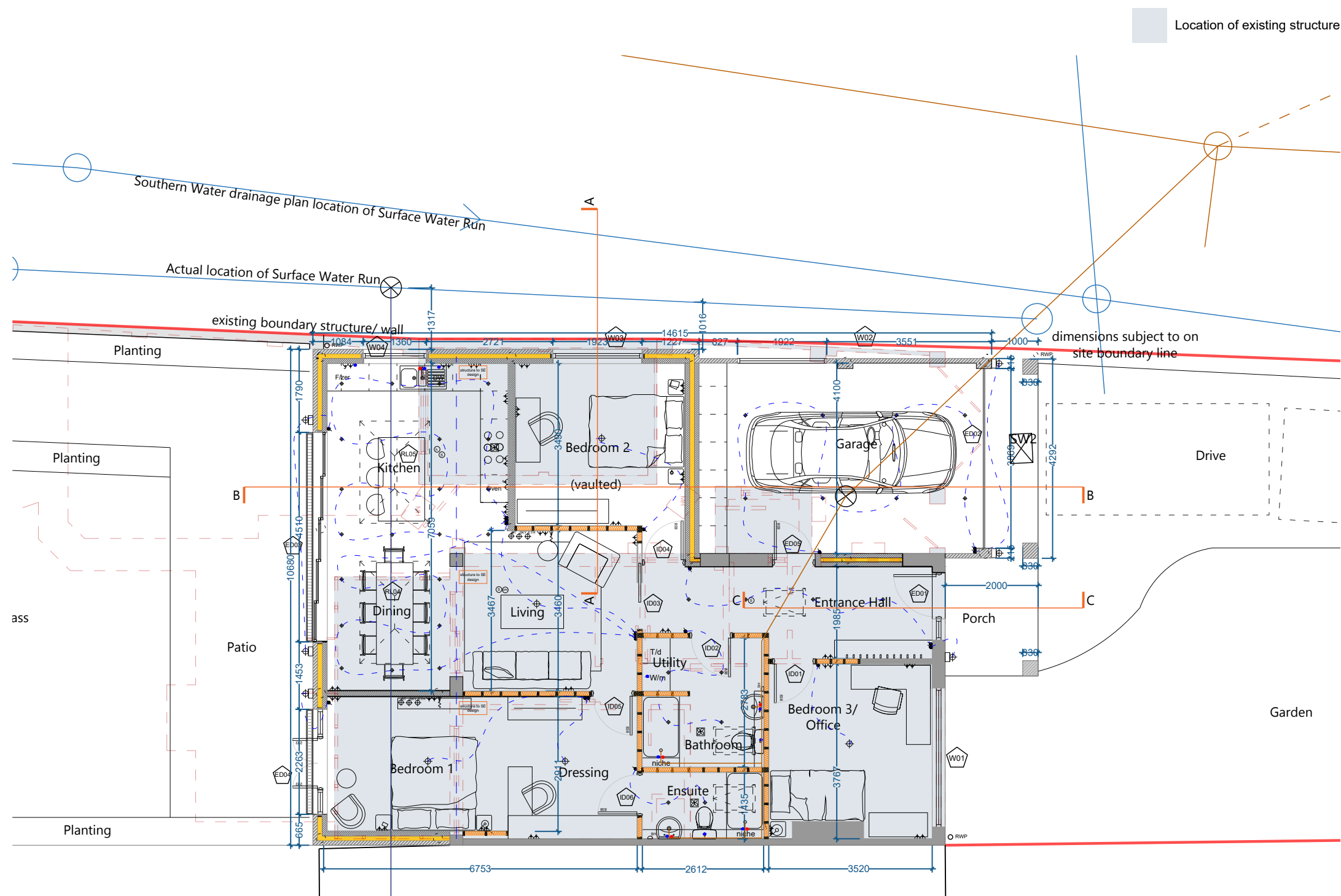
Drawing No.
25038/200

Revision:
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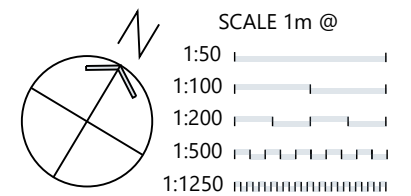


Proposed Ground Floor Plan
Scale 1:100

For Construction purposes only: Do not scale from this drawing. Figured dimensions only to be taken. Check all dimensions prior to setting out. Report all discrepancies to the Architect.

Revisions
A updated following drainage survey 15.07.26 CB

Build Over Agreement



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Client.
Mr P Truman

Project.
8 Amberley Close, Horsham, RH12 4LL

Drawing Title.
Floor Plan - Build Over Agreement - Southern Water

Scale.
1:100 @ A3

Date.
May 26

Drawing No.
25038/410

Revision:
A

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