

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 17th AUGUST AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors K. Burgess, R Ginn, R Knight, D Searle, A Smith*, S Torn and R Wilton*.

* denotes absence

In attendance: Vivien Edwards, Deputy Clerk

PR/015/17 PUBLIC FORUM

There were no members of the public present.

PR/016/17 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr A Smith and Cllr R Wilton.

PR/017/17 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 16th June 2017 were agreed and signed by the Chairman as being a true record.

PR/018/17 DECLARATIONS OF INTEREST

Cllr Searle declared a personal interest in agenda items relating to Amberley Close allotments as his wife is an allotment holder.

PR/019/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The Chairman informed the Committee that several communications had been received from Horsham District Council recently advising the Parish Council that there were travellers in the area. Staff had been warned to keep a watch on all PC land and buildings.

A tree adjacent to the Riverside Walk had been identified as being in a dangerous condition and the Chairman and Vice Chairman of the Committee had given permission for the removal of the tree.

PR/020/17 COMMITTEE BUDGET MONITORING

Members noted receipt of the financial report.

It was RESOLVED to note the Committee Budget Monitoring information to 31st July 2017.

PR/021/17 COMPLETED WORKS

(a) All venues

- (i) Heating and ventilation plants serviced
- (ii) PAT testing carried out
- (iii) 6 monthly Legionella Tests completed
- (iv) Fire and intruder alarms serviced

- (b) Roffey Millennium Hall**
 - (i) Air Handling Unit repaired
 - (ii) Air conditioning units serviced
- (c) Holbrook Tythe Barn**
 - (i) New Goal post fitted
 - (ii) Remedial work to fire alarm completed
 - (iii) Periodic Electrical Inspection completed
- (d) North Heath Hall**
 - (i) Patio in bottom garden completed
- (e) Play / Recreation Areas**
 - (i) RoSPA inspection completed (a copy of the report will be available to view at the meeting)
- (f) Multi- Courts**
 - (i) Maintenance/service visit
- (g) Tree Works**
 - (i) Tree work – Ash tree alongside Riverside Walk reduced (safety issue) – see PR/024/17.

It was RESOLVED to note the completed works.

PR/022/17 ON-GOING WORKS

- (a) Roffey Millennium Hall**
 - (i) Installation of CCTV
 - (ii) Lift repair
- (b) Earles Meadow**
 - (i) Repairs to Boardwalks
 - (ii) Meadow Cut
- (c) Play Areas**
 - (i) Minor repairs following RoSPA report
- (d) Tree Work**
 - (i) Remedial work to an Ash tree adjacent to Earles Meadow Play area

It was RESOLVED to note on-going works.

PR/023/17 FUTURE WORKS

- (a) Holbrook Tythe Barn**
 - (i) Landscaping of beds at the front of the car park
Last year the Property Committee agreed to the removal of all shrubs, ivy and brambles from the beds alongside the road at Holbrook Tythe Barn. It was recommended that the beds then be left for at least a season before undertaking any further work to ensure that all the ivy had been removed.
Quotes for landscaping / turfing the areas were presented to the Committee for consideration. Several alternatives were discussed but as the ideal time for carrying out landscaping work is in the autumn it was decided to defer this matter until the next meeting of the Property Committee.

It was **RESOLVED** to defer a decision about the beds at the front of Holbrook Tythe Barn until the next meeting of the Property Committee. In the meantime, regular cutting/trimming of the beds is to be incorporated into the land maintenance schedule for Tythe Barn.

PR/024/17 To consider Tree Works at various locations:

- (i) Allotments at Amberley Close
Following a complaint from a resident in Earles Meadow that branches from one of the Oak trees on the Amberley Close allotments overhangs her property, a quote had been obtained for cutting back the tree. A quote had also been obtained for reducing all six Oak trees on the allotment site as some allotments holders had commented that the trees overshadowed their plots. In the view of the tree surgeon none of the trees presented a health and safety risk.

It was **RESOLVED** not to undertake any work to the Oak trees on the allotment site given that no health and safety risks had been identified. There was no objection to residents cutting back branches overhanging their property.

- (ii) Riverside Walk
An officer from HDC had identified that work needed to be undertaken on two Ash Trees adjacent to the Riverside Walk. As one of the trees was deemed to be dangerous, the work was agreed by the Chairman and Vice Chairman of the Property Committee at a cost of £680.
The other tree has a dead branch which needs to be removed.

The decision taken by the Chairman and Vice Chairman regarding removal of the dangerous tree was noted. It was **RESOLVED** to go ahead with removing the dead branch from the other Ash tree at a cost of £120.

PR/025/17 Review the Policy and Conditions of Hire in Relation to Council Owned Premises

- Horsham District Council had recommended that all Parish and Town Councils add the following clause to their Terms and Conditions for all premises that they hire out:

The Council will not hire premises for purposes that conflict with its policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security and / or that are in breach of the Equality Act 2010, Children Act 2004, Care Act 2014 and the Counter Terrorism and Security Act 2015. This legislation will also be taken into account when considering whether to accept a booking. The Council also reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:

- *Eliminate unlawful discrimination, harassment and victimisation*
- *Prevent people being drawn into terrorism*
- *Advance equality of opportunity between different groups*

- Foster good relations between different groups

The Council will not hire premises for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Property Committee who will make a determination as to whether to hire the premises.

The Council will report individuals and / or organisations to the Police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises.

When hiring the premises, the Council expects the hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. The hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.

- Recently there have been occasions where hirers have left buildings earlier than intended, and have not waited for the caretaker to arrive to see them out. This has meant that the buildings have been left unlocked and unalarmed posing a security risk. It was proposed to add the following clause to the Conditions of Hire to try and prevent this happening in the future:

SECURITY – NORTH HEATH HALL AND HOLBROOK TYTHE BARN

The hirer (or their representative) must be present in the building at all times during the agreed hire period. At no time must the building be left empty and unlocked and unalarmed. At the end of the hire period, hirers must wait for the caretaker to arrive before vacating the building.

It was RESOLVED to approve inserting both of the above clauses to the Policy and Conditions of Hire in Relation to Council Owned Premises.

PR/026/17 Allotments

In order to conform with current legislation, the Allotment Rules and Tenancy Agreement had been updated and were presented to the Committee. Some minor amendments were made to the Allotment Agreement.

Councillor Searle left the room while decisions were made about this agenda item.

It was RESOLVED that allotment holders would not be allowed to keep rabbits, hens or bees on the allotments at Amberly Close.

It was **RESOLVED** to recommend to the Parish Council that the following documents be adopted:

- Allotment Tenancy Agreement
- Allotment Rules

PR/027/17 Winter Maintenance Plan

The proposed Winter Maintenance Plan for 2017/18 was presented to members. As part of this an audit had been carried out on the four Parish Council grit bins which were found to be at least 75% full. WSCC will only top up bins that are less than 75% full.

It was **RESOLVED** to agree the **2017/18 Winter Maintenance Plan**.

PR/028/17 Infrastructure Delivery Plan

The Parish Council had been asked to update their Infrastructure Schedule setting out the infrastructure required to support development in the area.

The schedule had been completed with projects previously agreed by the Parish Council. Members were asked to consider if there were any further projects that they would like included, bearing in mind the qualifying criteria identified by HDC.

Councillors noted the amounts of unallocated s106 funds relevant to the parish.

It was **RESOLVED** to recommend to the Parish Council that a variation to the s106 agreement for the Novartis site be requested in order that £24,371.00 allocated for improvements to Roffey Millennium Hall be swapped to North Heath Hall where a need for urgent remedial work has been identified.

No additional projects were added to the Infrastructure Delivery Plan

PR/029/17 Caretaker Uniform

Members discussed providing some items of uniform for the caretakers. These which would have the Parish Council name and logo embroidered on them making it easy for hall users/members of the public to identify the caretakers.

It was **RESOLVED** to provide two polo shirts and one fleece per caretaker at an approximate cost of £350. It was agreed that the garments be royal blue and have the Parish Council logo embroidered on them.

PR/030/17 Date of next meeting – Thursday 19th October 2017(scheduled).

There being no other business, the Chairman closed the meeting at 8.25 pm

..... Chairman

..... Dated