

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 19TH OCTOBER 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 and Debbie Lees, Facilities Officer and one member of the public.

PR/031/17 PUBLIC FORUM

The group leader of the Earles Meadow Conservation Group spoke in support of the request from the 1st Harwood Guides to hold a festive bonfire at Earles Meadow.

PR/032/17 APOLOGIES FOR ABSENCE

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

PR/033/17 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 17th August 2017 were agreed and signed by the Chairman as being a true record.

PR/034/17 DECLARATIONS OF INTEREST

Cllr Searle declared a personal interest in agenda items relating to Earles Meadow as he lives there.

PR/035/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The Chairman congratulated the Earles Meadow Conservation Group who had been awarded a Silver-Gilt Award at the South and South East in Bloom Award's ceremony, in the Conservation area of the Year category.

The tree wardens have identified that a number of Ash trees along the Riverside Walk may have Ash dieback disease – this is still to be confirmed by HDC. There are no remedial measures that we can take to halt the progression of the disease, only monitor the condition of affected trees to ensure that they don't become a Health and Safety concern. As long as the affected trees aren't presenting a risk to persons or property, they are potentially providing a valuable standing deadwood habitat.

It has been reported that the rope around the Oak tree at Earles Meadow has broken in 2 places. We are looking into why this has happened and what remedial work is required.

PR/036/17 COMMITTEE BUDGET MONITORING

The Committee considered documents circulated with the agenda.

It was **RESOLVED** to:

1. **Note the Financial Report and Committee Budget to 30th September 2017**
2. **Put forward to the Finance Committee the forecast figures as circulated for the Property Committee for 2017/18**
3. **Put forward to the Finance Committee the budget figures as circulated for the Property Committee for 2018/19**
4. **To note some potential projects for 2018/19 for possible consideration at a later date.**

PR/037/17 COMPLETED WORKS

- (a) Roffey Millennium Hall**
 - (i) Lightening Conductor serviced – certificate received
- (b) Holbrook Tythe Barn**
 - (i) Notice board repaired
 - (ii) Knee high fencing repaired
 - (iii) Fence at front (facing road) repaired
- (c) North Heath Hall**
 - (i) Fire alarm repaired
 - (ii) Fencing adjacent to Riverside Walk repaired
- (d) Play / Recreation Areas**
 - (i) Fence at Birches Road recreation area repaired
- (e) Tree Works**
 - (i) Dead branch removed from Ash tree at Riverside walk
- (f) Earles Meadow**
 - (i) Boardwalks repaired
 - (ii) Two stems removed from Ash tree next to Earles Meadow Play area
- (g) Allotments**
 - (i) Brambles removed from side of path

It was **RESOLVED** to note the completed works.

PR/038/17 ON-GOING WORKS

- (a) Roffey Millennium Hall**
 - (i) Installation of CCTV – wc 23rd October
 - (ii) Lift to be serviced
 - (iii) Partition wall to be serviced
- (b) North Heath Hall**
 - (i) Partition wall to be serviced and repaired
- (c) Holbrook Tythe Barn**
 - (i) Installation of rail at front entrance (new quotes required)
- (d) Play Areas**
 - (i) Minor wet pour repairs
- (e) Multi- Courts**
 - (i) Maintenance/service visit

It was **RESOLVED** to note on-going works.

PR/039/17 Holbrook Tythe Barn - Landscaping of beds at the front of the car park

In 2016 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. At the last meeting of the Property Committee it was agreed to defer a decision about the future of the beds until the October meeting.

Photographs of the area as it is currently were presented to the Committee and the security aspect, with the building and car park being visible from the road, was discussed.

It was RESOLVED to leave the beds as they are and incorporate regular cutting/trimming of the area into the land maintenance schedule for Tythe Barn.

PR/040/17 Review the Open Spaces Policy

This item on the agenda was deferred until the next meeting.

PR/041/17 Bus Shelters in North Horsham

A letter had been received from a local resident who was concerned about the lack of bus shelters / seats along the route of the 98 Metrobus.

All of the bus shelters but one (Church Road), where it has been requested that seating is upgraded, had been identified as being the responsibility of West Sussex County Council and the resident had been advised to contact them. The bus shelter at Church Road, which is owned by the Parish Council, has no seat and enquiries have determined that permission would be required from WSCC to install one. The cost of purchase and installation cost would be in the order of £400.

In several places along this route there are only bus stops no shelters. Members considered the potential issues and costs associated with installing shelters in some of these locations and agreed that it would not be viable to take this project forward.

It was RESOLVED to:

- 1. Install a seat at the bus shelter at Church Road**
- 2. Not to install any bus shelters at stops in North Horsham where there are currently none.**

PR/042/17 Earles Meadow

(a) Leaf Blower

Following the repair of the boardwalks the contractor had advised that it would prolong their life if in the autumn and winter the damp leaves could be blown off the boardwalks on a regular basis. The Earles Meadow Conservation Group (EMCG) are happy to do this if the Parish Council provide the equipment. When not in use by the EMCG the equipment would be used at North Heath Hall to clear leaves in the car park.

It was RESOLVED to purchase a battery operated Leaf Blower at an approximate cost of £300 for use at North Heath Hall and Earles Meadow.

(b) Camp Fire – Request for Dispensation

A request had been received from the leader of the EMCG to allow 1st Harwood Guides to hold a festive camp fire at Earles Meadow. Details were given of the safety measures that would be put in place and the level of adult supervision that would be provided. A copy of the Guides Certificate of Liability Insurance will be provided. A similar event had been held in 2015 and caused no problems.

It was RESOLVED to give dispensation to the 1st Harwood Guides to hold a festive camp fire in December providing that the following conditions are adhered to:

- 1. The Guides deliver a letter to all houses on the Earles Meadow estate informing householders of the event and explaining that a special dispensation has been granted. Also, to remind householders that fires of any description are not permitted on Parish Council owned land, as per the Open Spaces Policy.**
- 2. The Fire Brigade and Sussex Police are informed about the event.**

PR/043/17 Caretaker Uniform

At the previous meeting of the Property Committee it had been agreed to provide two polo shirts and a fleece for each caretaker.

These have now been purchased but some of the caretakers have asked that 2 additional polo shirts be provided so that they can be sure to have a clean one for every day of their four-day shift pattern.

It was RESOLVED to provide two additional polo shirts for each caretaker at an approximate cost of £83.

PR/044/17 Results of Customer Satisfaction Survey

Results of the customer survey completed by regular hirers of the three venues owned by the Parish Council were presented to the Committee.

The results showed a high level of satisfaction with the services we deliver to hirers and the excellent level of customer service provided by the staff clearly came across in the figures and comments.

It was RESOLVED to note the results of the survey and councilors asked that the Deputy Clerk pass on their thanks to all members of staff and commend them for their hard work and commitment.

PR/045/17 Date of next meeting – Thursday 7th December 2017 (scheduled).

There being no other business, the Chairman closed the meeting at 8.20 pm

..... Chairman Date