

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 4th FEBRUARY 2016 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors Britten*, Mrs K. Burgess, Knight, Loates*, Searle, Torn, and R. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk

PR/050/16 PUBLIC FORUM

Mrs Grover spoke on behalf of two other residents, Mrs Brooks and Ms Foreman, all of Earles Meadow. In respect of agenda item 7, Mrs Grover thanked the former Premises Manager and the contractor for attending at the site. Further that the residents concerned were happy to allow access to their properties. She expressed some concern that the details in the quotation were slightly wrong. In respect of agenda item 9, Mrs Grover commented that perhaps this should be left until the drainage problem was resolved.

PR/051/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Loates

PR/052/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 15th October 2015 were agreed and signed by the Chairman as being a true record.

Members noted that the meeting of 3rd December 2015 was not held as being inquorate

PR/053/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PR/054/16 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/055/16 FLOODING ISSUES AT EARLES MEADOW

Members noted receipt of the Clerk's Report, detailing emails with the original developer and site visits etc. since the first complaint was received. Members noted the detailed quotation from the external drainage contractor in the sum of £9,935 plus VAT. Members expressed concerns that investigations should take place, so as to establish whose liability this was. Following discussion

IT WAS RESOLVED

- (a) That, subject to a reasonable quotation, the ditch to the rear of the affected properties be cleared**
- (b) That Land Registry searches be obtained in relation to the properties concerned; and similarly, drainage maps**

PR/056/16 FOOTPATH BETWEEN EARLES MEADOW AND AMBERLEY CLOSE

Members noted receipt of the Clerk's Report giving details of a complaint received regarding the excessively muddy condition of the path between Earles Meadow and Amberley Close Open Space. Following discussion

IT WAS RESOLVED

That quotations be obtained for remedial action at the location

PR/057/16 REDUCTION OF HEDGE – AMBERLEY CLOSE ALLOTMENTS

Members noted receipt of the Clerk's Report and Mrs Grover's comments. Following discussion

IT WAS RESOLVED

That this item be consolidated with the clearance of the ditch work, as outlined above; and that the residents pay for their element of the work, as appropriate

PR/058/16 FINANCIAL MATTERS

- (a) COMMITTEE BUDGET MONITORING – at 31.12.2015**
Members noted receipt of the quarterly Committee Budget Monitoring information to 31.12.2015.

IT WAS RESOLVED

To note the Budget Monitoring information

(b) CURRENT VAT POSITION

Members noted receipt of the Clerk's Report and that the latest available figure was that the Council was £1,284.64 below the *de minimis* limit of £7,500.

IT WAS RESOLVED

To note this section of the Report

(c) PROJECTS FOR 2016/2017

Members noted receipt of the Clerk's Report and noted that the total figure for the 2016/2017 projects that would impact on the VAT situation was £2,033.23. Councillor Torn advised that not taking the projects forward was an acceptable risk to the overall VAT position both in the current and the next financial years.

IT WAS RESOLVED

That the identified 2016/2017 projects not be brought forward to the current financial year

PR/059/16 NORTH HEATH HALL CAR PARK

Members noted receipt of the Clerk's Report detailing a meeting between the Property Committee Chairman and the Clerk with representatives from Castleoak Group. Members noted the proposals put forward. Following discussion

IT WAS RESOLVED

- (a) That permission be granted to Castleoak for the parking of up to ten motor vehicles (with vans of any size being precluded) in the top section of the North Heath Hall car park**
- (b) That there be liaison with Castleoak to ensure that this arrangement does not impact on Hall user requirements**
- (c) That subject to the undertaking from Castleoak for reparation in the event of damage, permission be granted to allow the turning of articulated vehicles, in extreme circumstances**

PR/060/16 MULTI COURTS FENCING

Members noted receipt of the Clerk's Report regarding a request from the Bowling Club for the Parish Council to install an additional two metres in height of protective netting to prevent footballs going over on to the Bowls Green. Following discussion

IT WAS RESOLVED

That quotations be sought for the provision of additional fencing or netting to the height of two metres to the side of the Multi Courts alongside the Bows Green

PR/061/16 ON GOING WORKS

Members noted receipt of the Clerk's Report as to the following works still being on-going –

- (a) **Roffey Millennium Hall**
Re-design of the Parish Office

IT WAS RESOLVED

That this Project be re-visited by the new Parish Clerk, when appointed

- (b) **Multi Courts**
Minor groundworks at Courts entrance – to be undertaken at the appropriate seasonal time for such works

- (c) **Other locations**
Members noted
- (i) the four replacement notice boards had now been installed
 - (ii) that planning permission for tree works at Heath Way had now been granted and would be undertaken in due course

IT WAS RESOLVED

To note sections (b) and (c) of the Report

PR/062/16 COMPLETED WORKS

Members noted completion of the following works

- (a) **Holbrook Tythe Barn**
- (i) New vinyl flooring – main Barn area
 - (ii) Partial tarmacing of car park footpath

- (b) North Heath Hall**
 - (i) New vinyl flooring – various areas
 - (ii) Guttering work – joints, brackets etc.

- (c) Roffey Millennium Hall**
 - (i) **Emergency Light replacement - remainder**

- (d) Other locations**
 - (i) Tree Works in Heath Way
 - (ii) Pedestrian access point –Earles Meadow
 - (iii) Rope fencing of oak tree – Earles Meadow

IT WAS RESOLVED
To note this section of the Report

PR/063/16 DATE OF NEXT MEETING
Thursday 7th April 2016

There being no other business, the Chairman closed the meeting at 9.10pm

..... Chairman

. Dated