

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 6th DECEMBER 2014 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors Mrs K. Burgess, Grant*, Knight, Searle, Senior*, Torn,
Mrs B. Walters* and R. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk
Eamonn Flynn, Premises Manager
Brian Raynor

The Committee Chairman welcomed Brian Rayner, the new Premises Manager starting on 5th January 2015, to the meeting.

PR/041/14 PUBLIC FORUM

Mr Brown from the Earles Meadow Residents' Association (EMRA) commented (a) that he hoped EMRA would be involved in discussions regarding the siting of the commemorative seat; and (b) that the works to the entrance to Earles Meadow were a huge improvement but asked that further cutting back be undertaken to the right.

PR/042/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grant and Senior

PR/043/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 6th October 2014 were agreed and signed by the Chairman as being a correct record

PR/044/14 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/045/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PR/046/14 COMMITTEE BUDGET 2015-2016 – second draft

Members noted receipt of the Clerk's Report and the second draft of the Committee Budget. Members noted there had been some minor amendments to various Budget heads throughout the Budget but the expenditure and income figures remained the same. Following brief discussion

IT WAS RESOLVED

To approve the second draft of the Committee |Budget

PROJECTS FOR 2015/2016

Members noted receipt of the Clerk's Report and that from the list of potential Projects as prepared by staff – (a) that the clearing and re-organisation of the flower bed alongside the main path to North Heath Hall had been undertaken and funded from the current Open Spaces budget. Members noted that this should have been part of the grounds maintenance contract and would now be included in future contract specifications; (b) the levelling and re-seeding of the kick about area at Amberley Close Open Space would be subject to a later Report; (c) quotations were being sought as to replacement guttering and fascias, as required, at North Heath Hall and Holbrook Tythe Barn, to be funded from the Repairs and Renewals Reserve, would be the subject of a later Report; and (d) alterations to the Parish Office were to be discussed in Confidential Session

IT WAS RESOLVED

To note this section of the Report

PR/047/14 EARLES MEADOW

(a) Commemorative Seat

Members noted receipt of the Clerk's Report that staff were continuing to liaise with Alan Britten as to the ordering and installation of the seat.

(b) Safe Access to and from Earles Meadow

Members noted receipt of the Clerk's Report and noted that significant cutting back of vegetation had been undertaken, currently in the sum of £300. Members noted that staff were looking at how to incorporate this into the grounds maintenance contract.

IT WAS RESOLVED

To note this section of the Report

PR/048/14 BUS SHELTER – MANOR FIELDS

Members noted receipt of the Clerk's Report detailing a Recommendation from the Planning, Environment and Transport Committee meeting of 6th November 2014.

Members noted that the actual Bus Stop was located a short distance from the Bus Shelter and that, on occasions, buses failed to stop at the Shelter. Further that the Shelter offered little or no protection from the elements. Following discussion

IT WAS RESOLVED

- (a) **That, subject to Highways consent, the quarter end panels be replaced with full end panels, at a quoted cost of £1,532**
- (b) **That two Perch Seats be purchased and installed**

Councillor Searle commented that the Perch Seat in the Lambs Farm Road Bus Shelter was loose

PR/049/14 TREE WORKS

Members noted that the outcome of the planning application in respect of the hornbeam at Cherry Tree Walk was still awaited

IT WAS RESOLVED

To note this section of the Report

PR/050/14 IN-HOUSE STREET LIGHT MAINTENANCE

Members noted that works were continuing with the Council owned street lights and that light heads and time clocks were being replaced as appropriate. Members were pleased to note that the quick response time was being warmly received by local residents.

IT WAS RESOLVED

To note this section of the Report

**PR/051/14 COMMUNITY VENUES
ROFFEY MILLENNIUM HALL**

- (a) **Pressurisation of upstairs hot water system**
Members noted that work on this difficult issue was continuing

IT WAS RESOLVED

To note this section of the Report

(b) Purchase of additional Dishwasher

Members noted receipt of the Clerk's Report, that following agreement by the Committee Chairman and the Chairman of Council an additional dishwasher, in the sum of 179.99, had been purchased for upstairs

IT WAS RESOLVED

To approve the purchase of an additional dishwasher in the sum of £179.99

(c) LOLER Inspection of the lift

Members noted receipt of the Clerk's Report detailing the outcome of the visit for the annual LOLER inspection. Members noted that staff would raise the inoperative car door button and the missing guide rail support bracket with the lift maintenance company, when they next visited.

As to the provision of equipment, Members considered that this was for the lift maintenance company and LOLER inspector to provide

(d) Lightning Conductor

Members noted that the annual test had been conducted and there were no issues to report

(e) Partition Wall

Members noted that the annual service had been undertaken and there were no issues to report

IT WAS RESOLVED

To note sections (c) to (e) of the Report

NORTH HEATH HALL

(a) Roof window openings

Members noted receipt of the Clerk's Report and that two quotations had been obtained for the provision of window actuators and associated equipment. Following discussion

IT WAS RESOLVED

That the quotation in the total sum of £1,595.95, from Rocburn Ltd and Nick Simmonds Electrical be accepted

- (b) **Car Park White Lining**
Members noted that this work was now complete

IT WAS RESOLVED
To note this section of the Report

- (c) **Replacement Floor Buffing Machine**
Members noted receipt of the Clerk's Report regarding the replacement of the larger of the two machines, costing in the region of £850. Members noted that it was hoped to keep the machine working until the new financial year.

IT WAS RESOLVED
That approval be given for the replacement of the floor buffing machine in due course

- (d) **Appliance Repairs**
Members noted that repairs were recently made to the dishwasher and grill elements of the cooker, in the sum of £160

- (e) **Partition Wall**
Members noted that the bi-annual service had been undertaken and there were no issues to report

IT WAS RESOLVED
To note sections ((d) and (e) of the Report

HOLBROOK TYTHE BARN

- (a) **Shrub Beds to the front and side of the building**
Members noted receipt of the Clerk's Report and that this work had now been completed, including the removal of persistent ground cover and the application of a thick layer of bark

- (b) **Additional Knee High Fencing**
Members noted that this work was now complete

IT WAS RESOLVED
To note sections (a) and (b) of the Report

Councillor Burgess commented that the lights around the new car park were on all night. Staff undertook to inspect and alter the time clocks, as appropriate

(c) Re-tarmac of footpath across the car park

Members noted receipt of the Clerk's Report as to the sinking of an area of tarmac following the installation of fence posts as part of the works at the building; and thus creating a trip hazard. Members noted that a quotation had been received from a local company in the sum of £600 for remedial repairs

IT WAS RESOLVED

To accept the quotation from Kenward Groundworks in the sum of £600

(d) Acoustics – new wing

Members noted receipt of the Clerk's Report as to issues with the sound in the new wing. Members noted that a Reverberation Test was available prior to any purchase of acoustic panels. Following discussion

IT WAS RESOLVED

That a Reverberation Time Test and Acoustic Test be commissioned from Custom Audio Design at both Holbrook Tythe Barn and North Heath Hall, in the total sum of £795, plus VAT

(e) Taps in WC's

Members noted receipt of the Clerk's Report as to the replacement of concusive taps and pop up wastes; and that an alternative quotation was being sought.

(f) Shelving in store cupboard

Members noted receipt of the Clerk's Report as to the raking out of the cleaning materials store cupboard. Members noted that this work would be undertaken in-house at an approximate cost of £250 for materials.

(g) Replacement Matting – Front Porch

Members noted receipt of the Clerk's Report that the newly made matting was a light colour and poor quality and was already showing signs of wear and staining. Members noted that quotations for a replacement were in the process of being sought.

(h) Assistance Ramp

Members noted receipt of the Clerk's Report as to the purchase of an assistance ramp to enable wheelchair users easily accessing the front door threshold. Members noted the cost of £292.10.

IT WAS RESOLVED

To note sections (e) to (h) of the Report

(i) Provision of flip charts etc.

Members noted receipt of the Clerk's Report outlining requirements for the new wing of the Barn so as to provide additional services, if required.

IT WAS RESOLVED

To prepare costings for a flip chart stand, paper, pens, wall mounted projector screen, hot water flasks, two coffee percolators and a supply of tea and coffee etc.

PR/052/14 PLAY AREA WORKS

Members noted receipt of the Clerk's Report detailing outstanding works at Amberley Close, Birches Road and Holbrook Tythe Barn Play Areas. Members noted that costings would be available for the next Committee meeting with a view to the works being undertaken in the next financial year

IT WAS RESOLVED

To note this section of the Report

PR/053/14 ELECTRICAL CHARGING POINT AND MAINTENANCE VEHICLE

Members noted receipt of the Clerk's Report and the presentation made to Council on 13th November. Following discussion

IT WAS RESOLVED

That the Committee not proceed with this issue at the current time

- PR/054/14 EMERGENCY DRAINAGE WORKS – HOLBROOK TYTHE BARN**
Members noted receipt of the Clerk's Report detailing works to four surface water gullies and a jet service to all storm drains. Members noted that work was still outstanding at North Heath Hall. The total cost of the works was £650 and will be paid on completion of the works.

IT WAS RESOLVED

To note this section of the Report

- PR/055/14 LEGIONELLA TESTING – ALL VENUES**
Members noted receipt of the Clerk's Report; and noted that the final Report was still awaited

IT WAS RESOLVED

To note this section of the Report

- PR/056/14 SANITARY WASTE – ALL VENUES**
Members noted receipt of the Clerk's Report as to a new Sanitary Waste contract, following the cessation of business of the previous contractor

IT WAS RESOLVED

To note this section of the Report

- PR/057/14 CONTRACTORS' REGISTER**
Members noted receipt of the Clerk's Report as the compilation of the Contractors' Register as part of the Parish Council's Risk Management process.

IT WAS RESOLVED

To note this section of the Report

- PR/058/14 DATE OF NEXT MEETING**
Thursday 5th February 2015

PR/059/14 EXCLUSION OF THE PRESS AND PUBIC

On the grounds that the following agenda items would involve the likely disclosure of exempt information

IT WAS RESOLVED

That under S.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public now be excluded from the meeting

PR/060/14 GROUNDS MAINTENANCE CONTRACT

Members noted receipt of the Clerk's Confidential Report as to matters following the termination of the current Grounds Maintenance Contract

IT WAS RESOLVED

To note the Confidential Report

PR/061/14 LAYOUT OF PARISH OFFICE

Members noted receipt of the Clerk's Confidential Report regarding possible changes to the layout of the Parish Office. Following brief discussion

IT WAS RESOLVED

That research into the Project continue

PR/062/14 CLEANING OF ROOM 15/16 – NORTH HEATH HALL

Members noted receipt of the Clerk's Confidential Report as to the current situation relating to staff shortages. Following discussion

IT WAS RESOLVED

That the current arrangements continue for the time being, with a further review at the next Committee meeting.

There being no other business, the Chairman closed the meeting at 9.20pm

..... Chairman

. Dated