

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 5th FEBRUARY 2015 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

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

* denotes absence

In attendance: Sue Kemp, Parish Clerk
Brian Raynor

PR/063/15 PUBLIC FORUM

There were five members of the public present.

Those present commented on their concerns regarding recent flooding in their rear gardens, which they thought was caused by some changes in the Amberley Close Allotment area. Following some discussion, the Chairman advised that the Parish Clerk's investigations would continue

PR/064/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R. Wilton

PR/065/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 4th December 2014 were agreed and signed by the Chairman as being a correct record

PR/066/15 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/067/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PR/068/15 COMMITTEE BUDGET 2015-2016 – second draft

Members noted receipt of the Committee Budget Monitoring information as at 31.12.2014. Following brief discussion

IT WAS RESOLVED

To note the Committee Budget Monitoring information as at 31st December 2014

PR/069/15 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) Flooding at Earles Meadow

Members noted receipt of the Clerk's Report and noted that enquiries, both of the developer of the estate and in-house, were continuing.

IT WAS RESOLVED

To note this section of the Report

PR/070/15 BUS SHELTER – MANOR FIELDS

Members noted receipt of the Clerk's Report. It was noted that consent had now been received from West Sussex County Council (WSSCC) to replace the two quarter end panels, with full end panels. It was further noted that the slope of the pavement precluded the installation of a seat fixed to the ground; but the supplying company had quoted for perch seats in the sum of £80 per metre, to be fitted at the same time as the end panels. Following discussion

IT WAS RESOLVED

(a) To confirm that the quarter end panels be replaced with full end panels, at a quoted cost of £1,532

(b) That one metre long Perch Seat be purchased and installed at the same time, at a cost of £80

Councillor Searle commented that the Perch Seat in the Lambs Farm Road Bus Shelter continued to be loose. Members noted that this would be rectified when the weather improved sufficiently to allow for the fixing to 'go off'.

PR/071/15 TREE WORKS – CHERRY TREE WALK

Members noted that planning permission had now been granted in respect of the hornbeam at Cherry Tree Walk, with the condition attached that the felled tree be replaced.

IT WAS RESOLVED

To note this section of the Report

PR/072/15 TREE WORK – HARWOOD ROAD ALLOTMENTS

Members noted receipt of the Clerk's Report regarding urgent tree works between the Allotment site and Leechpool Primary School, that had been authorised by the Parish Clerk as the trees concerned were considered to be 'dead, dying or dangerous' and posed a significant risk of harm to both the School and the allotment holders. It was noted that both parties had been formally written to, advising them of the risk. Members noted that the cost of these works was £300.

IT WAS RESOLVED

To approve the action of the Clerk in authorising the work

Members further noted that further trees in the screen that required attention but that there was a high likelihood of bats being present. Members noted that an inspection of the trees had been arranged with a Bat Inspector; and that dependant on the results, work could be undertaken to remove all deadwood or seek a resolution to the bats.

Members expressed concern regarding the cost of these works being borne solely by the Parish Council. The Clerk advised Members that under the terms of the lease with WSCC, the Parish Council was responsible for trees etc on the site. The Clerk was unable to assist with the history of the lease, its commencement pre-dating her tenure. Following discussion

IT WAS RESOLVED

- (a) To approve the action of the Clerk in authorising further work in respect of the possible presence of bats**
- (b) That a Report be prepared with regard to the Lease of the Allotment site and the current position of the allotment holders**

PR/073/15 LEGIONELLA TESTING – ALL VENUES

Members noted receipt of the Clerk's Report and an Improvements Schedule drawn from the Action Plans to the Risk Assessments. The Clerk advised Members that a number of the Improvements had been dealt with or were to be the subject of further discussions with the Assessor.

The Clerk drew Members' attention to two issues which were of Medium Risk and required a Committee decision – (a) the boarding out, provision of fixed ladders and the installation of lighting and (b) training for staff with regard to Legionella awareness.

Members noted that the costs for (a) above were –

- (i) £375 for boarding out and the provision of a loft ladder; and £105 for the installation of lighting at Holbrook Tythe Barn; with a total cost of £480
- (ii) £450 for boarding out, making a loft hatch and the provision of a loft ladder; with lighting to be installed at a later date at Roffey Millennium Hall
- (iii) unspecified cost of a ladder with ladder hooks (due to the limited loft space available); and £110 for the installation of lighting at North Heath Hall.

Members noted that the costs for (b) above would be £400 for, currently, six members of staff.

IT WAS RESOLVED

- (a) **That the costs for boarding out, ladders and the installation of lighting be approved**
- (b) **That the cost for staff training be approved**

PR/074/15 MULTI COURTS SURFACE MAINTENANCE

Members noted receipt of the Clerk's Report. It was noted that the increased usage of the Courts was giving concern that the current arrangement of four visits per season by the surface maintenance company was inadequate. It was further noted that the Chairman of Council and the Committee Chairman had authorised that the number of visits per annum be increased to six. Following brief discussion

IT WAS RESOLVED

To approve the increase of maintenance visits from four to six per season

**PR/075/15 COMMUNITY VENUES
ROFFEY MILLENNIUM HALL**

- (a) **Pressurisation of upstairs hot water system**
Members noted that work on this difficult issue was continuing. It was noted that an alternative contractor had been identified who would be visiting to assess the situation. Following discussion

IT WAS RESOLVED

That the appropriate works be undertaken, if an when an alternative cost was established, after consultation with the Committee Chairman, the Chairman of the Finance and Administration Committee and the Chairman of Council

NORTH HEATH HALL

(a) Roof window openings

Members noted that this work would now be further deferred until the School Easter holidays due to an increase in Hall bookings.

(b) Replacement Floor Buffing Machine

Members noted receipt of the Clerk's Report detailing that the existing Buffing Machine had broken down again and the cost of the now major repair outweighed the cost of a new machine. Members noted the purchase of a new machine in the sum of £703

IT WAS RESOLVED

To note sections (a) and (b) above

(c) Gutters and fascia boards

Members noted receipt of the Clerk's Report and the request of the Clerk to defer this agenda item

IT WAS RESOLVED

That this agenda item be deferred

HOLBROOK TYTHE BARN

(a) Partial Re-tarmac of footpath across the car park

Members noted receipt of the Clerk's Report that this issue was still outstanding.

IT WAS RESOLVED

To note this section of the Report

(b) Acoustics – new wing

Members noted receipt of the Clerk's Report as to the availability of the Reverberation Test Report (also available for North Heath Hall). Members noted the cost for the recommended ten panels, including fitting and a further Reverberation Test post-installation was £3,047 plus VAT.

Members noted the possibility that this project could possibly be funded by S.106 monies. Following discussion, during which possible in-house alternatives were considered

IT WAS RESOLVED

That the quotation from Custom Audio Systems in the sum of £3,047 be accepted

(c) Taps in WC's

Members noted that this issue was still ongoing. Following discussion

IT WAS RESOLVED

That the appropriate works be undertaken, if and when an alternative cost was established, after consultation with the Committee Chairman, the Chairman of the Finance and Administration Committee and the Chairman of Council

(d) Replacement Matting – Front Porch

Members noted receipt of the Clerk's Report as to a quotation received in the sum of £250 for replacement matting of a better quality and a more practical colour. Members noted the Clerk's comment that this work would be undertaken when the weather improved. Following discussion

IT WAS RESOLVED

To accept the quotation from Euro-pean Flooring in the sum of £250

(e) Completion of Workshop

Members noted receipt of the Clerk's Report detailing that work had commenced on the boarding out etc of the workshop. It was further noted that a Report would be available in due course when the work was complete.

IT WAS RESOLVED

To note this section of the Report

**PR/076/15 DATE OF NEXT MEETING
Thursday 9th April 2015**

PR/077/15 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/078/15 GROUNDS MAINTENANCE CONTRACT

Members noted receipt of the Clerk's Confidential Report as to quotations obtained for a Grounds Maintenance Contract from March 2015 to October 2017. Following discussion

IT WAS RESOLVED

To award the Grounds Maintenance Contract for 2015/2017 to G. Burley and Sons Ltd. in the sum of £17,438 for 2015, with an inflationary increase for subsequent years

PR/079/15 LAYOUT OF PARISH OFFICE

Members noted that research into this Project was continuing

IT WAS RESOLVED

To note the Clerk's Report

There being no other business, the Chairman closed the meeting at 8.50pm

..... Chairman

. Dated