

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 7th APRIL 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/064/16 PUBLIC FORUM

There were no members of the public present

PR/065/16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Britten

PR/066/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 4th February 2016 were agreed and signed by the Chairman as being a true record.

PR/067/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PR/068/16 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS

(a) Tree Work – Storm Damage

Members noted that following Storm Katie on 28th March 2016, severe damage had been caused to a fir tree on land at Holbrook Tythe Barn at the rear of the Multi Courts. It was noted that the trunk had split and further high winds could cause the tree to fall into 11, Fivens Place causing damage to that property.

Members noted that the Clerk had authorised expenditure of £260 to Forest View Tree Surgery for the felling of the tree and removal of arisings.

IT WAS RESOLVED

To approve the Clerk's action in authorising the work in the sum of £260.

(b) Fencing at Downsview Road

Members are advised that a number of requests have been received from Councillor Turner for the provision of fencing to prevent cars parking on the verge at the end of Downsview Road leading on to Earles Meadow.

Members noted that two quotations had been received, both in the sum of £1260, including labour, for Birdmouth Fencing to cover 90 metres.

IT WAS RESOLVED

To accept the quotation from Forest View Tree Surgery in the sum of £1,260 for the provision of Birdmouth Fencing

(c) Horsham in Bloom (HIB) Sponsorship

Members noted receipt of the Clerk's Report regarding a request from HIB for sponsorship for this year's Allotment competition. Following discussion

IT WAS RESOLVED

That sponsorship be awarded to HIB in the sum of £400

(d) Bollard at Roffey Corner

Members noted that one of the line of bollards had been damaged. Following discussion

IT WAS RESOLVED

That the Clerk be authorised to arrange for the replacement and installation of the bollard

(e) Damaged manhole cover – Earles Meadow

Members noted that the Clerk had authorised the immediate replacement of a broken manhole cover at in grass at Earles Meadow on health and safety grounds. Members noted the cost of the work was £70

IT WAS RESOLVED

To approve the Clerk's action in authorising the work in the sum of £70

CHAIRMAN'S ANNOUNCEMENTS - for information and noting only

(f) Tree work at Amberley Close

Members noted the Clerk's Report as to a request from the owner of 119, Farhalls Crescent regarding an overhanging oak tree on Amberley Close Open Space into the property. Members are asked to note that enquiries need to be made to check whether the tree is protected and also to obtain quotations.

IT WAS RESOLVED

To defer this agenda item for further enquiries to be made as to the status of the oak tree

PR/069/16 BOILER SERVICING ARRANGEMENTS – all venues

Members noted receipt of the Clerk's Report, detailing costs for the renewal of the existing contract, which was now due for renewal, over one, three and five years. Following discussion

IT WAS RESOLVED

That the existing Boiler Servicing contract with ServCom Services UK Ltd, for all Parish owned Community Venues be renewed for a five year term at a cost of £355.70 (Roffey Millennium Hall) and £186.50 (North Heath Hall and Holbrook Tythe Barn) per annum

PR/70/16 24/7 KEYHOLDER ARRANGEMENTS

Members noted receipt of the Clerk's Report, detailing costs for the renewal of the existing contract, which was now due for renewal, over one, three and five years. Following discussion

IT WAS RESOLVED

That the existing 24/7 Keyholder Contract with Fidelis Security be renewed for a five year term, for all Parish owned Community Venues at a cost of £3,510

Members further noted that part of the Contract would include emergency opening of Roffey Millennium Hall in the event of a major incident at Westlake House Care Home, as previously discussed

PR/071/16 PROJECTS FOR 2016/2017

Members noted receipt of the Clerk's Report detailing previously discussed projects and costs. Following discussion

IT WAS RESOLVED

That the following projects be undertaken –

- (a) North Heath Hall**
 - (i) Conversion to mains water supply – £2,324**
 - (ii) Replacement water heater (Room 15/16) - £1,462.25**
- (b) Holbrook Tythe Barn**
 - (i) New Patio Doors and surrounds - £8,771.67**
 - (ii) New rear window – cost to be approved by Chairman of Council and Committee Chairman**
 - (iii) New water heater – disabled WC - £648**
- (c) Roffey Millennium Hall**
 - (i) Air Conditioning Unit – Members' room - £998**

PR/072/16 SAFETY ISSUES – HOLBROOK TYTHE BARN CAR PARK

Members noted receipt of the Clerk's Report detailing concerns for users and members of the public at the point where vehicles cross the footpath between the two areas of car park. Following discussion

IT WAS RESOLVED

That a quotation be sought regarding line hatching on both the carpark and the tarmac footpath with approval being given for undertaking the work by the Chairman of Council and Committee Chairman

PR/073/16 FLOWER AND SHRUB BEDS AT HOLBROOK TYTHE BARN

Members noted receipt of the Clerk's Report and were pleased to note the landscaping work now being undertaken as part of the refurbishment of the Holbrook Tythe Barn complex. Members further noted suggestions put forward by the Clerk, following consultation with the landscaping contractor as to improvements to the Barn surrounds. Following discussion

IT WAS RESOLVED

- (a) To note the Clerk's Report**
- (b) To approve the Clerk's action in authorising the work to re-arrange, replant and mulch the side flower bed in the sum of £350.**

- (c) To accept the quotation from Girl Force Gardens in the sum of £2500 for the removal of all, shrubs, ivy and bramble from the bed alongside the road; which would be left for a season to ensure that all ivy had been removed
- (d) To accept the quotation from Girl Force Gardens in the sum of £60 per month, from March to November, for the ongoing maintenance of all hedges and shrub beds at Holbrook Tythe Barn; and that this item be removed from the existing grounds maintenance contract

PR/074/16 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 this item be deferred until late summer

PR/075/16 REPAIRS TO CONE CLIMBER – AMBERLEY CLOSE

Members noted that there had been some difficulty in resolving a repair to this item and that staff would now be dealing direct with the manufacturer

IT WAS RESOLVED

To note this section of the Report

PR/076/16 FIRE OFFICER'S REPORT – ROFFEY MILLENNIUM HALL

Members noted receipt of the Clerk's Report, detailing the points raised by the Fire Officer following an inspection on 25th February 2016. Following discussion

IT WAS RESOLVED

To note the Fire Officer's comments and the Clerk's Report

PR/077/16 COMPLETED WORKS

Members receipt of the Clerk's Report detailing the completion of the following works -

- (a) **Holbrook Tythe Barn**
 - (i) Outside Disabled WC

- (b) **North Heath Hall**
 - (i) Additional alarm key pad – Room 15/16
 - (ii) Replacement wooden gates on lower footpath
- (c) **Other locations**
 - (i) Hedge reduction – Amberley Close allotments

IT WAS RESOLVED
To note this section of the Report

PR/078/16 ON GOING WORKS

Members noted receipt of the Clerk’s Report as to the following works still being ongoing –

- (a) Minor groundworks at Multi Courts entrance – to be undertaken at the appropriate seasonal time for such works
- (b) Tree Works at end of Brushwood Road

IT WAS RESOLVED
To note this section of the Report

Following further discussion

IT WAS RESOLVED
That the following items be removed from the agenda -

- (a) **Re-design of the Parish Office**
- (b) **Flooding issues at Earles Meadow**
- (c) **Footpath between Earles Meadow and Amberley Close**

PR/079/16 DATE OF NEXT MEETING
Thursday 9th June 2016

There being no other business, the Chairman closed the meeting at 8.35pm

..... Chairman

. Dated