

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON TUESDAY 8th APRIL 2014 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors M. Brakes, Mrs K. Burgess*, R. Knight, G. Porter*, Mrs P. Rutherford*, D. Searle, M. Senior and R. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk

PR/075/14 PUBLIC FORUM

There were no members of the public present.

PR/076/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Burgess and Mrs P. Rutherford

PR/077/14 MINUTES OF THE PREVIOUS MEETING

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

PR/078/14 CHAIRMAN'S ANNOUNCEMENTS

(a) North Heath Hall - Fire Alarm Panel

Members noted that following an increasing amount of 'false alarms' a replacement alarm panel had been ordered by the Clerk. Members noted that this was, in fact, the original panel and had been in place for some 22 years.

(b) North Heath Hall – Accident

Members noted details of an accident had occurred involving a user who had fallen outside the building in the car park; and the follow up action taken by the Clerk

IT WAS RESOLVED

To note the Chairman's Announcements

PR/079/14 DECLARATIONS OF INTEREST

There were no Declarations of Interest made

PR/080/14 FENCING AT EARLES MEADOW

Members noted receipt of the Clerk's Report detailing that responsibility for the fence, adjacent to the Amberley Close Allotment site and the public footpath running from Earles Meadow to Amberley Close, had been accepted by the developers, Taylor-Wimpey (who had taken over Bryant Homes, the original developer).

IT WAS RESOLVED

To note this section of the Report

PR/081/14 COMMITTEE BUDGET MONITORING – to 31.3.2014

Members noted receipt of the Committee Budget Monitoring information to 31.3.2014. Members noted that the final figures were subject to virements and journal adjustments, prior to the final year end calculations.

IT WAS RESOLVED

To note the Budget Monitoring information

PR/082/14 COUNCIL ASSETS

(a) Disposal of Council Assets

Members noted that those assets mentioned at the previous Committee meeting (tennis and netball equipment and the mini disc recording equipment) were in the process of being disposed of

(b) Council Asset Register – March 2014

Members noted receipt of the draft Asset Register as at March 2014. Members noted that there were some adjustments still to be made and the final version would be available for the May Annual Meeting of Council

IT WAS RESOLVED

To note this section of the Report

(c) Council Insurance arrangements

Members noted receipt of the Clerk's Report as to the current insured value of the boardwalks at Earles Meadow, being £549. Following discussion

IT WAS RESOLVED

**RECOMMENDATION TO THE FINANCE AND
ADMINISTRATION COMMITTEE**

**To increase the insured value of the boardwalks at
Earles Meadow from £549 to £20,000.**

PR/083/14 PAVING WORKS – NORTH HEATH HALL

Members noted receipt of the Clerk's Report detailing issues at North Heath Hall on the two paved areas either side of the front entrance. Members noted that a number of complaints had been received regarding trip hazards. It was further noted that two quotations had been received in excess of £2,000 and a third at £1,000. Members noted that the latter quotation had been accepted (a) due to the urgent nature of the works and (b) that the works could be completed within the School holidays, therefore causing minimum disruption to Hall users

IT WAS RESOLVED

To approve the Clerk's action in accepting the quotation from Peter Narey Builders in the sum of £1000 for paving works at North Heath Hall

PR/84/14 HEATING ISSUES – ALL COMMUNITY VENUES

Members noted receipt of the Clerk's Report, detailing issues arising at all Halls. Members noted that heating bills at Roffey Millennium Hall were very high. Following discussion

IT WAS RESOLVED

That investigations be undertaken into replacing windows at Roffey Millennium Hall and into levels of insulation throughout the building; with a further Report to be prepared in due course.

PR/85/14 HOLBROOK TYTHE BARN

(a) Progress of Works

Members noted receipt of the Clerk's Report detailing the current situation regarding the internal works at the building, which were almost complete, subject to one or two final snagging issues.

Members noted that work on the new entrance, the Multi Courts and the additional car parking area had commenced the previous day. It was further noted that the car park and path to Holbrook School was closed to parents and children for approximately five weeks for health and safety reasons. There was limited use of the Open Space and the Play Area remained open.

Members noted the Clerk's comments as to savings that may be made on works on the original room at the Barn. Following discussion

IT WAS RESOLVED

- (i) To note this section of the Report**
- (ii) That the equipping of the new Hall be delegated to the Clerk, the Chairman of the Property Committee and the Chairman of Council**
- (iii) That new tables also be purchased to service the original part of the building**

(b) Opening Event arrangements

Members noted receipt of the Clerk's Report as to a small Opening Event when the works for the Parish Council had been completed; by which time also, work on the Bowls Club Clubhouse would also be near to completion. Members noted that the 'longest serving user' had agreed to perform the ceremony.

IT WAS RESOLVED

That an Opening Ceremony be organized by staff, on a date to be arranged

(c) Naming of the New Hall

Members noted receipt of the Clerk's Report as to the Chairman's request to the Clerk to speak with the Premises Manager with a view to his naming the new Hall, with a name that was personal to him. This being in recognition of his service to the Parish Council and his work on the Holbrook Tythe Barn Project. The name put forward by the Premises Manager was 'The Wallace Room' and the personal connection to him was noted.

IT WAS RESOLVED

That the new Hall be named 'The Wallace Room'

PR/086/14 REQUEST FOR SIGNAGE – NORTH HEATH HALL

Members noted receipt of the Clerk's Report detailing a request from New View Nursery at North Heath Hall for signage to advertise the Nursery. The signs requested were (a) a post mounted aluminium sign at the end of the path at the Riverside Walk side of the building; (b) a wall-mounted outdoor hanging sign outside the entrance to Room 15/16; and a wall-mounted enclosed notice board outside Room 15/16. Members noted that North Heath Hall was in an Area of Special Control of Advertisements and as such, a planning application would need to be made. Members were concerned that allowing such signage could lead to other groups wishing to have signs and could lead to a precedent being set. Following discussion

IT WAS RESOLVED

That permission is not granted for any signs or noticeboards to be erected by New View Nursery at North Heath Hall

PR/087/14 ANNUAL CUSTOMER SATISFACTION SURVEY

Members noted receipt of the analysis by the Committee Clerk showing the result of the annual Customer Satisfaction Survey. Members were pleased with the continuing positive comments.

IT WAS RESOLVED

To note this section of the Report

PR/088/14 AMENDMENT TO THE COUNCIL'S POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES

Members noted receipt of the Clerk's Report detailing a minor amendment to Section 11 of the Policy in respect of Cancellations. The amendment would give clarity regarding the use of all the Community venues as Polling Stations.

IT WAS RESOLVED

RECOMMENDATION TO COUNCIL

That the Policy and Conditions of Hire in Relation to Parish Council owned Premises is amended as follows –

- (i) New sentence after the first sentence of the third paragraph to read –**

All of the Community venues owned by the Parish Council are registered Polling Stations and as such, certain areas of North Heath Hall, Roffey Millennium Hall and Holbrook Tythe Barn will be closed on those days when European, Parliamentary and/or local elections are held”.

- (ii) The new final paragraph of the section to commence ‘Notification of the cancellation

PR/089/13 DATE OF NEXT MEETING
Thursday 12th June 2014

PR/090/14 EXCLUSION OF THE PRESS AND PUBLIC
On the grounds that the discussion of the next agenda item would involve the likely disclosure of exempt information, the press and the public were excluded from the meeting.

PR/091/14 ROOF AT NORTH HEATH HALL
Members noted the Clerk’s update to the Report made in Confidential session. Following discussion

IT WAS RESOLVED
To seek advice and assistance from the Council’s legal advisor as to the implementation of the agreed works

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

..... Chairman

. Dated