

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 9<sup>th</sup> APRIL 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

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**PR/080/15 PUBLIC FORUM**

There were no members of the public present.

**PR/081/15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs K. Burgess and R. Wilton

**PR/082/15 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of 5<sup>th</sup> February 2015 were agreed and signed by the Chairman as being a correct record

**PR/083/15 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements

**PR/084/15 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made

**PR/085/15 COMMITTEE BUDGET MONITORING – at 31.3.2015**

Members noted the Clerk's request to defer this agenda item due to the proximity of year end work

**IT WAS RESOLVED**

**To defer this agenda item to the next Committee meeting in June 2015**

**PR/086/15 EARLES MEADOW**

**(a) Commemorative Seat**

Members noted receipt of the Clerk's Report and that the seat was awaiting installation.

**(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 sections (a) and (b) of the Report**

**(c) Vandalism at Earles Meadow**

Members noted receipt of the Clerk's Report regarding continued damage to a fence at the end of the houses on the Crawley Road and Earles Meadow. Following discussion

**IT WAS RESOLVED**

**That the fence not be re-instated but that the situation be monitored**

**(d) Inspection of iconic Oak Tree**

Members noted receipt of the Clerk's Report and noted that the tree had been inspected by one contractor. It was noted that quite severe remedial work was being recommended and that concerns had been expressed regarding safety issues. Members noted that a second contractor had provided a quotation for an 'Extended Visual Tree Inspection', which would include the provision of a comprehensive Report and Action Plan, as appropriate, in the sum of £620. Following discussion

**IT WAS RESOLVED**

**That the quotation from Strutt Tree Care in the sum of £620 for an Extended Visual Tree Inspection be accepted**

**PR/087/15 BUS SHELTER – MANOR FIELDS**

Members noted receipt of the Clerk's Report and that the matter was ongoing.

**IT WAS RESOLVED**

**To note the Report**

**PR/088/15 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/089/15 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. It was noted that following an endoscopic examination of the trees, there was no evidence of bats and work had continued on the trees.

**IT WAS RESOLVED**

**To note the Report**

**PR/090/15 LEGIONELLA TESTING – ALL VENUES**

**(a) Boarding out of and ladder installation in loft spaces**

Members noted receipt of the Clerk's Report that these works had been completed at all three Community venues (bar the provision of a ladder at North Heath Hall) at a total cost of £1,040, as previously approved by the Committee.

**(b) Actions from recent Risk Assessment**

Members noted receipt of the Clerk's Report that work on the Risk Assessment was almost complete

**IT WAS RESOLVED**

**To note sections (a) and (b) of the Report**

**PR/091/15 BOILER MAINTENANCE - ALL VENUES**

Members noted receipt of the Clerk's Report, detailing new arrangements for the annual maintenance of the boilers at all three Community venues. Members were pleased to note the substantial saving of £915 per annum that had been made.

**IT WAS RESOLVED**

**To note the Report**

**PR/092/15 EXTERNAL AWNING – HOLBROOK TYTHE BARN**

Members noted receipt of the Clerk's Report detailing how the arrangements for the repair and re-installation of the awning had not been adhered to by the developers and contractors involved in the refurbishment works at Holbrook Tythe Barn. Members noted that the amount outstanding to ensure the re-installation of the awning was £811.20 gross.

Members further noted that landscaping work had also not been completed around the grasscrete car park.

Following discussion

**IT WAS RESOLVED**

- (a) **That the outstanding costs for the repair and re-installation of the awning, in the sum of £811.20, be met by the Parish Council**
- (b) **That an attempt be made to recover monies expended and if this was not forthcoming, that legal proceedings be commenced**

**PR/093/15 PERIODIC ELECTRICAL INSPECTION – ROFFEY MILLENNIUM HALL**

Members noted receipt of the Clerk's Report regarding the test that took place earlier in the month. Members were pleased to note that no actions were required following the test.

**IT WAS RESOLVED**

**To note the Report**

**PR/094/15 RE-DESIGN OF THE PARISH OFFICE**

Members noted that staff had met with MacConvilles Surveyors who had provided a detailed Specification and an initial plan for the re-design. Members noted that the next stage was to discuss the Project with the Fire Officer, following identified concerns regarding any movement of the Fire Alarm panel and dimensions of the counter.

**IT WAS RESOLVED**

**To note the Report**

**PR/095/15 COMMUNITY VENUES**

**ROFFEY MILLENNIUM HALL**

**(a) Upstairs hot water system**

Members noted receipt of the Clerk's Report detailing that, following consultation with the Committee Chairman and the Chairman of the Finance and Administration Committee, an alternative quotation had been accepted in the sum of £2,268 had been accepted. Members noted that the proposed work offered a permanent solution to these long outstanding problems, rather than another temporary fix. Members noted that the works had been undertaken and that there was now hot water in the first floor facilities and improved water pressure.

**IT WAS RESOLVED**

**To note the Report**

**NORTH HEATH HALL**

**(a) Roof window openings**

Members noted that this work had now been undertaken. It was further noted that while the cherry picker was available, the stage lights were PAT tested and some of the high level replaced.

**IT WAS RESOLVED**

**To note the Report**

**(b) 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-tarmacing of footpath across the car park**

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

**(b) Acoustics – new wing**

Members noted receipt of the Clerk's Report that the acoustic panels would be installed on 11<sup>th</sup> May. It was further noted that on completion of the installation a further Reverberation Test would be undertaken, free of charge.

- (c) **Taps in WC's**  
Members noted that this work was now complete
- (d) **Replacement Matting – Front Porch**  
Members noted that this work was now complete
- (e) **Completion of Workshop**  
Members noted that this work was on-going

**IT WAS RESOLVED  
To note sections (a) to (e) of the Report**

- (f) **Damage to knee high fencing**  
Members noted receipt of the Clerk's Report. Following discussion

**IT WAS RESOLVED  
That the Committee Chairman and Premises Manager meet to discuss a way forward with this ongoing issue**

**PR/096/15 DATE OF NEXT MEETING**  
Thursday 11<sup>th</sup> June 2015

There being no other business, the Chairman closed the meeting at 8.30pm

..... Chairman

. ..... Dated