

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 9TH June 2016 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors A Britten, Mrs K. Burgess, R Knight, R Millington, D Searle, S Torn and R Wilton.

* denotes absence

In attendance: Pauline Whitehead Parish Clerk, Vivien Edwards Deputy Clerk, Debbie Lees Facilities Officer and 9 members of the public.

PR/001/16 APPOINTMENT OF COMMITTEE CHAIRMAN

Following nomination by Cllr K Burgess and being seconded by Cllr R Wilton

It was RESOLVED that Cllr R Knight be elected as the Committee Chairman for the forthcoming year.

PR/002/16 APPOINTMENT OF COMMITTEE VICE CHAIRMAN

Following nomination by Cllr R Knight and being seconded by Cllr K Burgess

It was RESOLVED that Cllr A Britten be elected as Committee Vice Chairman for the forthcoming year.

PR/003/16 PUBLIC FORUM

Several residents of Cherry Tree Walk presented their concerns about the Birdmouth fencing that had recently been erected at the end of Downsview Road leading onto Earles Meadow. They considered that this had reduced the area available for parking and were concerned that it could restrict access for emergency vehicles to their properties. As local residents they would like to have been consulted before any remedial action had been taken. Agenda Item 14.

PR/004/16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

PR/005/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 7th April 2016 were agreed and signed by the Chairman as being a true record.

PR/006/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PR/007/16 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The annual RoSPA play area reports had been received and the findings were in line with last year. The play areas at Tythe Barn, Amberley Close, and Birches Road were all rated as medium overall risk and the play area at Earles Meadow as a low overall risk. Remedial work will be progressed to address the issues that have been identified.

PR/008/16 COMMITTEE BUDGET MONITORING – as at 30.04.16

Members noted receipt of the final Committee Budget Monitoring information to 30.04.16.

It was RESOLVED to note the Budget Monitoring information.

PR/009/16 COMPLETED WORKS

Members noted completion of the following works :

- (a) Roffey Millennium Hall**
 - (i) Replacement Air Conditioning Unit – Members Room
- (b) Holbrook Tythe Barn**
 - (i) New Water Heater – Disabled WC
- (c) All Community Venues**
 - (i) Boiler Servicing Contract renewed for 5 years
 - (ii) 24/7 Keyholder Contract renewed for 5 years.
- (d) Amberley Close Paly Area**
 - (i) Cone Climber repaired
- (e) Other Locations**
 - (i) Birdmouth fencing installed – Downsview Road
 - (ii) Earles Meadow – damaged manhole cover replaced
- (f) Tree Works**
 - (i) Storm damaged Fir tree – Holbrook Tythe Barn
 - (ii) Amberley Close –overhanging tree, remedial work completed

It was RESOLVED to note this section of the Clerk’s Report.

PR/010/16 ON-GOING WORKS

Members noted the following on-going works :

- (a) Holbrook Tythe Barn**
 - (i) New Patio Doors and surrounds - to be fitted in summer holidays
 - (ii) New Kitchen Window to match Patio door - cost approved by the Council Chairman and Committee Chairman as agreed at the last committee meeting. Work to be undertaken in summer holidays
 - (iii) Flower and shrub bed work and ongoing maintenance
 - (iv) Safety Markings/Signs for Car Park – quotes being obtained
- (b) North Heath Hall**
 - (i) Conversion to mains water supply - work to be undertaken in the summer holidays
 - (ii) Replacement water heater (Room 15/16) - work to be undertaken in the summer holidays
- (c) Multi Courts**
 - (i) Minor groundworks at entrance to Multi Courts
- (d) Other Locations**
 - (i) Tree works at the end of Brushwood Road – scheduled for 27 June 2016.
 - (ii) Replacement bollard at Roffey Corner – awaiting delivery of new bollard. It will be fitted as soon as it arrives.

It was RESOLVED to note this section of the Clerk’s Report.

PR/011/16 FUTURE WORK AT HOLBROOK TYTHE BARN

Members noted receipt of the Clerk's Report and the quotation for replacement of the doors to the back of the hall and storage rooms so as to match the new patio doors and kitchen window. A quote for £1074 + VAT for each door has been obtained from the company carrying out the other work.

It was RESOLVED that the quote for £2148 + VAT be accepted to replace both doors.

PR/012/16 TREE WORK – VARIOUS LOCATIONS

Members noted receipt of the Clerk's Report detailing required tree works at the following locations:

- (i) Oaks Close – Earles Meadow
- (ii) Heather Close
- (iii) Whitehorse Road

It was RESLOVED that the quotation for £240 for reducing the tree at Oaks Close be accepted. Decisions on the other tree works were deferred until the next meeting as quotes had not yet been received.

PR/013/16 WORKS DEFERRED UNTIL POST 30TH JUNE 2016

Members noted that the following works have been deferred.

- (i) Provision of additional fencing at the Multi Courts
- (ii) Re-design of the Parish Office
- (iii) Flooding issues at Earles Meadow
- (iv) Footpath between Earles Meadow and Amberley Close

It was RESOLVED to note this section of the Clerk's Report.

PR/014/16 CONSIDER COMMENTS RECEIVED FROM RESIDENTS ABOUT THE FENCING AT DOWNSVIEW ROAD

Members noted receipt of the Clerk's Report together with letters, emails and personal representations from residents of Cherry Tree Close.

Following discussion, councillors were of the opinion that they had taken appropriate and considered action to overcome the problem of parking on the grass verge at Earles Meadow. This area is owned by the Parish Council who do not permit parking on their open spaces.

It was acknowledged that local residents could have been consulted before any action was taken and Cllr R Wilton, as Chairmen of the Parish Council, offered an apology that this had not been the case.

It was RESOLVED that the decision to erect the fence would not be reversed.

As the parking area is public highway, residents were advised to contact West Sussex County Council and their local County Councillor to see if there were any solutions that could be put in place to solve the

parking issues in the area.

PR/015/16

TO CONSIDER REPLACING THE PARISH COUNCIL VAN

Members noted receipt of the Clerk's Report, in particular the possible repercussions of members of staff using their private vehicles to travel between locations and to transport supplies and equipment.

Following discussion it was RESOLVED that :

- (a) **Further information be obtained regarding employees insurance cover when using their own vehicle for business and appropriate action be taken if required.**
- (b) **If staff are not covered to transport supplies and equipment various Councillors would help in the short term. If they are not available, a van should be hired.**
- (c) **Costings be obtained for purchasing / leasing an electric van and details presented to the Property Committee for consideration**

PR/016/16

DATE OF NEXT MEETING

Thursday 28th July 2016

There being no other business, the Chairman closed the meeting at 8.31 pm

..... Chairman

. Dated