

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 11th JUNE 2015 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
Eamonn Flynn, Premises Manager

PR/001/15 ELECTION OF COMMITTEE CHAIRMAN

It was proposed by Councillor Loates and seconded by Councillor Mrs Burgess that Councillor Knight be appointed Chairman of the Committee

IT WAS RESOLVED

That Councillor Knight be elected as Committee Chairman for the forthcoming year

PR/002/15 ELECTION OF COMMITTEE VICE CHAIRMAN

It was proposed by Councillor R. Wilton and seconded by Councillor Mrs Burgess that Councillor Searle be appointed Chairman of the Committee

IT WAS RESOLVED

That Councillor Searle be elected as Committee Vice Chairman for the forthcoming year

PR/003/15 PUBLIC FORUM

Mr Brown from the Earles Meadow Residents' Association (EMRA) and others were present at the meeting. There were no comments.

PR/004/15 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Britten

PR/005/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 9th April 2015 were agreed and signed by the Chairman as being a correct record

PR/006/15 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/007/15 DECLARATIONS OF INTEREST

Councillor Searle declared a **Personal Interest** in agenda item 16(c) – tree works opposite 11, Earles Meadow as he was a nearby resident

PR/008/15 EARLES MEADOW

(a) Commemorative Seat

Members noted that the seat was now installed

(b) Flooding issues

Members noted that this issue was on-going

IT WAS RESOLVED

To note sections (a) and (b) of the Clerk's Report

(c) Pedestrian access point

Members noted receipt of the Clerk's Report as to the installation of a physical barrier at this pedestrian point.

Following discussion, it was proposed by Councillor R. Wilton and seconded by Councillor Mrs Burgess that two concrete posts be installed. Following a vote by way of show of hands with four voting for the proposal, two voting against and one abstention

IT WAS RESOLVED

That two concrete posts be installed at the pedestrian point to and from Earles Meadow

(d) Works to oak tree

Members noted receipt of the Clerk's Report. Lengthy discussion as to the type of exclusion zone barrier and whether that was, in fact, necessary; and the treatment of the soil at the base of the tree at the end of which the Clerk advised the Committee that the primary concern was that of health and safety and the risks associated with the tree in its present condition.

IT WAS RESOLVED

- (a) To note the Clerk's Report
- (b) To arrange for the installation of the exclusion zone of an oak or chestnut post with manilla rope as described, in the sum of £973, by Strutt Tree Care
- (c) That subject to planning permission being granted the initial stage of the works to the tree as described by the Council's advising arboriculturalist, Strutt Tree Care, together with David Kavanagh-Spall, be undertaken, to a maximum sum of £3,300

PR/009/15 COMMITTEE BUDGET MONITORING – at 31.3.2015

Members noted receipt of the final Committee Budget Monitoring information to 31.3.2015.

IT WAS RESOLVED

To note the Budget Monitoring information

PR/010/15 LAND AT HIGHDOWN WAY

Members noted receipt of the Clerk's Report. Members put forward the suggestion of a growing area for All Saints School and the residents of nearby flats by way of raised beds. Following discussion

IT WAS RESOLVED

To defer the issue pending consultation with local residents and other potential interested parties as to the use of the land

PR/011/15 REPLACEMENT NOTICE BOARDS

Members noted receipt of the Clerk's Report and the quotation received from a local company. It was noted that the boards to be replaced were those at Bartholomew Way and North Heath Lane (both having an 'up and over' opening mechanism and being dangerous); one at Church Road (now too small); and outside North Heath Hall (one new board to replace two smaller boards). Following discussion

IT WAS RESOLVED

- (a) That the quotation from BEL Signs in the sum of £2,272 for the replacement of four notice boards be accepted

- (b) That the expenditure be met from the Repairs and Renewals Reserve**

PR/012/15 ACOUSTIC PANELS – NORTH HEATH HALL

Members noted receipt of the Clerk's Report and the quotation received from a company who had previously undertaken work for the Parish Council. Members noted that a Reverberation Test had already been undertaken and the recommendation was that five panels be installed. It was noted that a further Reverberation Test would be undertaken, post installation, free of charge Following discussion

IT WAS RESOLVED

- (a) That the quotation from Custom Audio Designs in the sum of £2,272 for the supply and installation of five acoustic panels be accepted**
- (b) That the expenditure be met from the Repairs and Renewals Reserve**

PR/013/15 MINOR GROUNDWORKS – MULTI COURTS ENTRANCE

Members noted receipt of the Clerk's Report and the quotation received in the sum of £400 for the levelling and re-seeding of the ground around the entrance to the Multi Courts. Members noted that this was outstanding from when the new Courts were installed. Following brief discussion

IT WAS RESOLVED

That the quotation from G. Burley and Sons Ltd in the sum of £400 be accepted

PR/014/15 USE OF NORTH HEATH HALL REAR GARDEN

Members noted receipt of the Clerk's Report detailing a request for the use of the rear garden at North Heath Hall for (a) an outdoor production by Manor Theatre Group and (b) a private function, also hosted by the Theatre Group. Following discussion

IT WAS RESOLVED

That the use of the rear garden be permitted for both occasions as per the terms outlined in the Clerk's Report; and any other terms deemed necessary as arrangements progressed

PR/015/15 NEW FLOORING – NORTH HEATH HALL

Members noted receipt of the Clerk's Report and the quotation received from a local company who had previously undertaken work for the Parish Council for replacement vinyl flooring in the entrance hall, kitchen, WCs and Room 9 at North Heath Hall. Members noted that these areas were the original from 1988. Following discussion during which Members expressed the view that the entire building should be re-floored.

IT WAS RESOLVED

- (a) That staff make every effort to re-negotiate the cost of re-flooring the entire building**
- (b) That the expenditure be met from the Repairs and Renewals Reserve**

PR/016/15 TREE WORKS

Councillor Searle reiterated his **Personal Interest** in section (c) of this item, as he was a nearby resident

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

- (a) Earles Meadow (at end of Brushwood Road)
- (b) Holbrook Tythe Barn (Park Farm Road boundary)
- (c) Earles Meadow (opposite No. 11)

Members noted that only the proposed works at the end of Brushwood Road required planning permission. Following discussion

IT WAS RESOLVED

- (a) That the quotation for Earles Meadow (Brushwood Road) from Strutt Tree Care in the sum of £350 be accepted**
- (b) That the quotation for Holbrook Tythe Barn from Forest View Tree Surgery be accepted in respect of the two poplar trees only**
- (c) That work on the tree boundary to Park Farm Close be deferred**
- (d) That the quotation for Earles Meadow (opposite no. 11) from Forest View Tree Surgery in the sum of £120 be accepted**

PR/017/15 ON GOING WORKS

Members noted that the following works were on-going -

Roffey Millennium Hall

- (a) Re-design of Parish Office

North Heath Hall

- (a) Gutters and fascia boards

Holbrook Tythe Barn

- (a) Partial re-tarmacing of footpath across carpark
- (b) Taps and pop up wastes in WC's
Members noted that the taps will not be replaced with monobloc concussive taps, as these are too expensive. For the time being, all washers and pop up wastes will be replaced and the situation will be monitored
- (c) Damage to knee high fencing

IT WAS RESOLVED

- (a) **To note this section of the Clerk's Report**
- (b) **To authorise expenditure up to £800 with regard to the partial re-tarmacing of the footpath across the car park at Holbrook Tythe Barn**

PR/018/15 COMPLETED WORKS

Members noted completion of the following works –

- (a) Seating in Manor Fields Bus Shelter
- (b) Acoustic Panels at Holbrook Tythe Barn (Wallace Room)
- (c) Roof window openings at North Heath Hall
- (d) Workshop at Holbrook Tythe Barn
- (e) Replacement of felled hornbeam tree at Cherry Tree Walk
- (f) Re-instatement of external awning

Members noted that the area of the car park outside of the workshop had been hatched off so as to preserve access to the building. Members noted the cost at £125

Members noted that a letter of thanks had been received regarding the improvements to the Bus Shelter in Manor Fields (the provision of a perch seat and longer end panels) but that there was a leak; and that work to move the Bus Stop was on-going

IT WAS RESOLVED

- (a) **To note this section of the Clerk's Report**
- (b) **To approve the expenditure of £125 on car park 'hatching' at Holbrook Tythe Barn**

PR/019/15 DATE OF NEXT MEETING
Thursday 30th July 2015

PR/020/15 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

IT WAS RESOLVED
That the press and the public be excluded from the meeting.

PR/021/15 CHILDCARE PROVISION
Members noted that this item would be deferred to the next Committee meeting.

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

..... Chairman

. Dated