

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 12th JUNE 2014 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors Mrs K. Burgess, Grant*, Knight*, Searle, Senior, Torn,
Mrs B. Walters and R. Wilton

* denotes absence

In attendance: Sue Kemp, Parish Clerk

PR/001/14 ELECTION OF COMMITTEE CHAIRMAN

One nomination was put forward

IT WAS RESOLVED

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

PR/002/14 ELECTION OF COMMITTEE VICE CHAIRMAN

One nomination was put forward

IT WAS RESOLVED

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

PR/003/14 PUBLIC FORUM

Mr Brown from the Earles Meadow Residents' Association (EMRA) repeated the comments made in the Clerk's Report regarding the provision of seating at Earles Meadow.

PR/004/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Grant and Mrs B. Walters

PR/005/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 8th April 2014 were agreed and signed by the Chairman as being a correct record

PR/006/14 CHAIRMAN'S ANNOUNCEMENTS

(a) Outside Event – Earles Meadow

Members noted that permission had been granted, following a request from EMRA to hold a 21st Anniversary event at Earles Meadow. It was noted that from the information provided and requested, the Council's Open Spaces Policy was being complied with.

(b) Telephone Boxes in Roffey

Members noted that PC Jon Walker was seeking to adopt the telephone boxes in Littlehaven Lane and Church Road from BT and create a Community Feature from them.

(c) St Catherine's Hospice – Midnight Walk

Members noted that this Annual Event was being held on Saturday 28th June 2014 and that staff were again were assisting by allowing the use of the WCs at Holbrook Tythe Barn for the walkers.

(d) Westlake House, Pondtail Road

Members noted that staff were working with the Manager of Westlake House to assist with the first stage of their Emergency Evacuation Plan in the event of a catastrophic event. The building to be used would be Roffey Millennium Hall, as offering the most facilities and it was thought that a 'training event' might be arranged.

IT WAS RESOLVED

To note the Chairman's Announcements

PR/007/14 DECLARATIONS OF INTEREST

Councillor Searle declared a **Personal Interest** in agenda item 8(a) as he was a member of EMRA.

PR/008/14 OPEN SPACES AND PLAY AREAS

(a) Seating at Earles Meadow

Members noted receipt of the Clerk's Report detailing requests (i) from EMRA to make and install a rustic bench in the Upper Meadow and

- (ii) from Mr Alan Britten to install a formal seat to commemorate two members of his family, who had recently passed away, in the Lower Meadow, at his cost. Members noted that Mr Britten had been advised that the preferred material was recycled material, to which he had no objection. Councillor Searle commented that paving should be laid under the seat. Following discussion

IT WAS RESOLVED

That permission be granted for (a) a rustic seat to be installed in the Upper Meadow and (b) a recycled material bench to be installed in the Lower Meadow at the cost of Mr Alan Britten

(b) Conifer at Amberley Close Open Space

Members noted receipt of the Clerk's Report detailing quotations received from the Council's Tree Surgeon for the removal of or reduction in height of a large conifer tree. Following discussion

IT WAS RESOLVED

That a further quotation be obtained for the removal of the tree and a further report be prepared

(c) Hornbeam in Cherry Tree Walk

Members noted that a report from the Council's Tree Surgeon was still awaited and would be the subject of a further Report for the next Committee meeting

(d) Fencing at Earles Meadow

Members noted that the repairs to the fence were being undertaken by Taylor-Wimpey (who had taken over Bryant Homes, the original developer); and that the work was still outstanding

(e) Annual RoSPA inspection of the Play Areas

Members noted that the inspection would take place sometime in June and a further Report would be available to the Committee in due course.

IT WAS RESOLVED

To note sections (c) to (e) of the Report

**PR/009/14 COMMUNITY VENUES
NORTH HEATH HALL**

(a) Fire Alarm Panel

Members noted receipt of the Clerk's Report detailing a requirement to replace the existing smoke heads so as to be compatible with the alarm panel to be installed, as previously agreed.

IT WAS RESOLVED

- (i) That the required smoke detectors (12) and heat detector (1) be replaced at a cost of £1226.97, plus the previously agreed expenditure of £377 for the new Fire Alarm Panel be approved**
- (ii) That expenditure on this items be taken from the Repairs and Renewals Fund**

(b) Tiling work in WCs

Members noted that all the original tiled splash backs had been retiled

(c) Additional Partition Wall maintenance visit

Members noted that an additional maintenance visit in the year had been arranged on (i) health and safety grounds and (ii) due to the constant use of the wall. Members noted that this represented an additional cost of £350 per annum

(d) Patio Paving works

Members noted that this work had been completed

(e) Roofing works

Members noted that the re-roofing of North Heath Hall, including the installation of new windows would now take place during the School summer holidays

IT WAS RESOLVED

To note sections (b) to (e) of the Report

ROFFEY MILLENNIUM HALL

(a) Over door heating unit – North Hall

Members noted that a serious leak had occurred from this unit, which had to be dealt with immediately; and for which the invoice had not yet been received

(b) Removal of kitchen access hatches

Members noted receipt of the Clerk's Report as to the removal of the hatches in both the downstairs and upstairs kitchens

(c) Vinyl flooring – kitchens and WCs

Members noted receipt of the Clerk's Report that all previous issued had been resolved and that the work was now complete.

(d) Pressurisation of upstairs hot water system

Members noted that this item would be deferred to a future Committee meeting

IT WAS RESOLVED

To note sections (a) to (d) of the Report

HOLBROOK TYTHE BARN

(a) Fitting out of new wing

Members noted that the new wing had been fitted out with tables and chairs; and kitchen and WC items at a total cost of £3,882.52

IT WAS RESOLVED

RECOMMENDATION TO THE FINANCE AND ADMINISTRATION COMMITTEE

**That this expenditure be met from the
Capital Reserve**

(b) Current situation on on-going works

Members noted that whilst there were still a number of issues, work was on-going. Further that contact was being maintained with the developers.

- (c) **Current situation on on-going works at Multi Courts**
Members noted that following an unseen Report by an independent consultant to the developers/contractors the surface to be laid on the Courts was Mega Turf, a synthetic materials, rather than the preferred polymeric surface. It was noted that a further Report would be made in due course.

IT WAS RESOLVED

To note sections (a) to (c) of the Report

PR/010/14 INTERNAL DECORATING – ALL COMMUNITY VENUES

Members noted receipt of the Clerk's Report as to the current situation regarding internal decorating at Roffey Millennium Hall; and the advice of staff as to internal decorating at North Heath Hall and Holbrook Tythe Barn. Following discussion

IT WAS RESOLVED

To approve the expenditure of £9,000 from the Repairs and Renewals Fund to complete the internal decorating at Roffey Millennium Hall; decorating all upstairs areas of North Heath Hall; and the original part of Holbrook Tythe Barn; to include decorating materials

PR/011/14 CEILING MODIFICATIONS – NORTH HEATH HALL

Members noted receipt of the Clerk's Report regarding the installation of suspended ceilings in the upstairs WCs, kitchen and Room 9, with a view to savings on energy costs and the appearance of these rooms. It was noted that the total cost, including labour was £2,800. Following discussion

IT WAS RESOLVED

That expenditure of £2,800 for the installation of suspended ceilings in the upstairs kitchen and WCs and Room 9, be approved from the Repairs and Renewals Fund.

PR/012/14 FINANCIAL MATTERS

(a) Committee Budget Monitoring – to 31.3.2014

Members noted receipt of the final Committee Budget Monitoring information to 31.3.2014.

IT WAS RESOLVED

To note the Budget Monitoring information

(b) Council Asset Register – March 2014

Members noted receipt of the definitive Asset Register as at May 2014.

IT WAS RESOLVED

To note this section of the Report

(c) Disposal of Council Assets

Members noted the disposal of the following assets –

- (i) tennis and netball equipment and old tables from the original Holbrook Tythe Barn building – disposed of
- (ii) mini disc recording equipment – sold for £75 and donated to Age UK Horsham

**PR/013/14 DATE OF NEXT MEETING
Thursday 31st July 2014**

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

..... Chairman

. Dated