

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 15th OCTOBER 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

PR/039/15 PUBLIC FORUM

Mr Brown of the Earles Meadow Residents' Association (EMRA) commented that he was not complaining about the work by the grounds maintenance contractor on the lower and meadow meadows, but was more disappointed and upset. He commented that the group had spent thirty hours of their own time working in the area and concluded by saying that the Parish Council were paying the contractor for work they had not done

PR/040/15 APOLOGIES FOR ABSENCE

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

PR/041/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 30th July 2015 were agreed and signed by the Chairman as being a true record

PR/042/15 DECLARATIONS OF INTEREST

Councillor Searle declared a **Personal Interest** in agenda item 6 – Earles Meadow as he was a resident on the estate

PR/043/15 CHAIRMAN'S ANNOUNCEMENTS

(a) Planting at Roffey Corner

Members are asked to note that Horsham District Council (HDC) had advised that due to the 'weedy and unattractive site' that was the central reservation, there would be replanting the area this autumn with low grasses and Erica Carnea 'Myretoun Beauty' (heather) for colour.

(b) Horsham in Bloom

Members noted receipt of an email from Horsham in Bloom (HIB) thanking the Parish Council for their sponsorship of the Allotment Awards. It was noted that Councillor Turner attended the Awards Ceremony on behalf of the Council. Further that Earles Meadow had received the Gold Community Award from HIB; the South and South East in Bloom Silver Gilt Award; and an Outstanding Level in the RHS 'It's Your Neighbourhood' category.

(c) Westlake House

Members noted receipt of the Clerk's Report as to either North Heath Hall or Roffey Millennium Hall being used as a rest centre for the Care Home in the event of a catastrophic incident.

Councillor Searle commented on various health and safety issues and potential impact to staff being 'on call 24/7'. Councillor Torn queried whether the Care Home would be charged for the time that a Parish Council venue was used.

Members noted the comments made and following discussion

IT WAS RESOLVED

- (a) To note the Chairman's Announcements**
- (b) In respect of Westlake House, to approve the action of staff**

PR/044/15 EARLES MEADOW

Members noted receipt of the Clerk's Report.

(a) Flooding issues

Members noted that this issue was on-going, the matter having been passed to Southern Water by the original developer

(b) Pedestrian access point

Members noted that this issue was on-going

(c) Works to oak tree

Members noted that works to the tree were now complete and that fencing, as previously agreed by the Committee, would be completed in due course

- (d) **Tree works – end of Brushwood Road**
Members noted receipt of the Clerk's Report as to progress with these tree works. It was noted that some of the work had been completed but the outcome of the planning application in respect of an elder tree, was still awaited.
- (e) **'Lower and Upper Meadows'**
Members noted receipt of the Clerk's Report and noted that the regime of the grounds maintenance contract had not changed since the previous contractor. Members noted that an 'end of first year' meeting would be held with the contractors to discuss any issues raised, within the operation of the contract.

IT WAS RESOLVED

To note this section of the Clerk's Report

PR/044/15 COMMITTEE BUDGET MONITORING – at 30.9.2015 and COMMITTEE BUDGET - 2016/2017 (first draft)

Members noted receipt of the quarterly Committee Budget Monitoring information to 30.9.2015, together with the first draft of the 2016/2017 Committee Budget.

IT WAS RESOLVED

- (a) **To note the Budget Monitoring information**
- (b) **To approve the first draft of the Committee Budget – 2016/2017**

PR/045/15 GUTTERING AND FASCIA BOARDS – NORTH HEATH HALL

Members noted receipt of the Clerk's Report. Members noted that following a full investigation of all the guttering, at height, by the Premises Manager, considerable savings had been made. Members noted that the guttering runs themselves were in good order but that all joints, stop ends and brackets would be replaced at a cost of £219.99 inc. VAT. It was further noted that this work would be undertaken in due course.

IT WAS RESOLVED

- (a) **To note this section of the Clerk's Report**
- (b) **That the snow guard rails be retained**
- (c) **To record the Committee's thanks to the Premises Manager for his work in this regard**

PR/046/15 MULTI COURTS MAINTENANCE CONTRACT - RENEWAL

Members noted receipt of the Clerk's Report regarding the renewal of this annual Contract over six visits in the year. Members noted that there had not been an increase in the cost, remaining at £2,400 per annum. Following discussion

IT WAS RESOLVED

That the annual contract for the maintenance of the Courts surface be renewed for a further year, in the sum of £2,400

PR/047/15 ON GOING WORKS

Members noted receipt of the Clerk's Report as to the following works still being on-going –

- (a) Roffey Millennium Hall**
Re-design of the Parish Office
- (b) Multi Courts**
Minor groundworks at Courts entrance – to be undertaken at the appropriate seasonal time for such works
- (c) Other locations**
Members noted
 - (i) the four replacement notice boards had now been installed
 - (ii) that planning permission for tree works at Heath Way had now been granted and would be undertaken in due course

IT WAS RESOLVED

To note this section of the Report

PR/048/15 COMPLETED WORKS

Members noted completion of the following works

- (a) Holbrook Tythe Barn**
 - (i) New vinyl flooring – main Barn area)
 - (ii) Partial tarmacking of car park footpath
- (b) North Heath Hall**
 - (i) New vinyl flooring – various areas

(c) Roffey Millennium Hall

(i) Emergency Light replacement

Members noted receipt of the Clerk's Report that 49 emergency lights had failed the statutory three hour test in the building. Members noted that all of these had now been replaced, with the exception of the high level lights in the main Halls, which would be undertaken in due course.

IT WAS RESOLVED

(a) To note this section of the Report

(b) To record the Committee's thanks to the Premises Manager for his extensive work in regard to the emergency light replacement

**PR/049/15 DATE OF NEXT MEETING
Thursday 3rd December 2015**

There being no other business, the Chairman closed the meeting at 8.40pm

..... Chairman

. Dated