

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 16th OCTOBER 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: Councillor Rickett
Sue Kemp, Parish Clerk

PR/023/14 PUBLIC FORUM

Mr Brown from the Earles Meadow Residents' Association (EMRA) commented on those items contained in agenda item 8, which was noted.

PR/024/14 APOLOGIES FOR ABSENCE

There were no apologies for absence

PR/025/14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 31st July 2014 were agreed and signed by the Chairman as being a correct record

PR/026/14 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/027/14 DECLARATIONS OF INTEREST

Councillor Searle declared a **Personal Interest** in agenda item 7(b) as his wife was an allotment holder; and agenda item 8 (Earles Meadow) as he was a resident of Earles Meadow.

PR/028/14 COMMITTEE BUDGET MONITORING – to 30.9.2014

Members noted receipt of the internal Budget Monitoring information as at 30.9.2014.

IT WAS RESOVED

To note the Budget Monitoring information to 30.9.2014

PR/029/14 COMMITTEE BUDGET 2015-2016 – first draft

(a) Committee Budget 2015/2016 – first draft

Members noted the first draft of the Committee Budget.

IT WAS RESOLVED

To approve the first draft of the Committee Budget

(b) Hall Hire and other related charges

Members considered the current hire charges and pricing structure. Following discussion

IT WAS RESOLVED

(a) That all hire charges be increased by 4%, rounded up or down to the nearest 5p

(b) That coffee and tea charges be increased to 83p per cup, plus VAT

(c) That the charge for a Flip Chart be increased to £5 per half day; and £10 per full day

(d) That the charge for a Data Projector be increased to £30 per half day; and £40 per full day

(c) Allotment Rents

Following discussion

IT WAS RESOLVED

That there be no increase in plot rents for either full or half plots

(d) Projects for 2015/2016

Members noted the list of potential Projects as prepared by staff. Following discussion

IT WAS RESOLVED

That the following Projects be researched –

(a) the clearing and re-organisation of the flower bed alongside the main path to the North Heath Hall entrance (Open Spaces Budget)

(b) the levelling and re-seeding of the kick about area at Amberley Close Open Space (Open Spaces budget)

(c) replacement guttering and fascia, as required, at Holbrook Tythe Barn (Repairs and Renewals Reserve)

(d) alterations to the Parish Office (Repairs and Renewals Reserve)

PR/030/14 EARLES MEADOW

(a) Seating at Earles Meadow

Members noted receipt of the Clerk's Report. Members noted that the Clerk had been unable to progress the commemorative seat, as requested by Alan Britten due to pressure of work but would be progressed in due course

IT WAS RESOLVED

To note this section of the Report

(b) Bulb Planting

Members noted receipt of the Clerk's Report and noted that replacement bulbs had been planted following works by lighting contractors; together with additional planting. Members noted that two sacks of daffodil bulbs had been purchased by the Parish Council, at a cost of £39.98; and that Mr Brown had purchased additional bulbs at a cost of £31.49

IT WAS RESOLVED

That Mr Brown be reimbursed in the sum of £31.49

(c) Shrub Areas at the Play Area

Members noted receipt of the Clerk's Report and that EMRA would be undertaking maintenance work on these two small areas

IT WAS RESOLVED

To note this section of the Report

PR/031/14 TREE WORKS

Members noted that the conifer at Amberley Close had now been felled; and that a planning application had been submitted in respect of the hornbeam at Cherry Tree Walk

IT WAS RESOLVED

To note this section of the Report

**PR/032/14 COMMUNITY VENUES
NORTH HEATH HALL**

(a) Completion of Roof works

Members noted that the re-roofing work was now complete

(b) Roof window openings

Members noted receipt of the Clerk's Report and that work was underway to find a solution to creating opening windows

IT WAS RESOLVED

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

(c) Car Park White Lining

Members noted receipt of the Clerk's Report regarding the need for the re-white lining of the car park. Following discussion

IT WAS RESOLVED

That the quotation from Central Linemarkings Ltd be accepted in the sum of £575 plus VAT

HOLBROOK TYTHE BARN

(a) Current situation on on-going works

Members noted receipt of the Clerk's Report. Members noted that the most serious issue was the grasscrete car park and that a significant amount of landscaping around the car park had not been undertaken. Members noted that a number of complaints had been received and receipt of an email from the Project's main contractor advising not to use the car park, as this would indicate satisfaction with the works. Following lengthy discussion

IT WAS RESOLVED

That the car park now be opened, subject to it being re-seeded at the appropriate time in April or May next year; and that the landscaping works would be completed

(b) Shrub Beds to the front and side of the building

Members noted receipt of the Clerk's Report and that a local contractor had been employed to undertake clearance and mulching of the beds, at a cost of £150 per day for three days.

IT WAS RESOLVED

To approve the action of the Clerk in arranging this work

Members noted receipt of the Clerk's Report seeking Members' view as to the provision of additional knee high fencing alongside the side shrub bed and from the edge of

the car park to the edge of the Play Area; and noted two quotations received. Following discussion

IT WAS RESOLVED

That the quotation from Double M Management Services in the sum of £700, plus VAT be accepted

(c) Patio Furniture

Members noted that this was now in place

IT WAS RESOLVED

To note this section of the Report

MULTI COURTS

(a) Maintenance of new Courts Surface

Members noted receipt of the Clerk's Report, that the maintenance contract had now been placed. Further that to complement the contract, a leaf blower had been purchased in the sum of £450, with this work being undertaken mainly by the Litter Warden

IT WAS RESOLVED

(a) To approve the purchase of a Leaf Blower in the sum of £450 and;

(b) To note this section of the Report

(b) Surrounding fencing

Members noted the Clerk's Report that unauthorised access was still being obtained to the Courts. Members noted that this was being assisted by climbing on to the two, almost rotten picnic tables. It was noted that these would be removed from the site.

IT WAS RESOLVED

To note this section of the Report

ROFFEY MILLENNIUM HALL

(a) Pressurisation of upstairs hot water system

Members noted that work on this difficult issue was continuing

IT WAS RESOLVED

To note this section of the Report

PR/033/14 LAYOUT OF PARISH OFFICE

Members noted receipt of the Report to the Personnel Committee on 9th October 2014 regarding possible changes to the layout of the Parish Office. Following brief discussion

IT WAS RESOLVED

That the Project be further researched

PR/034/14 DATE OF NEXT MEETING

Thursday 4th December 2014

PR/035/14 EXCLUSION OF THE PRESS AND PUBLIC

On the grounds that the following agenda items would involve the likely disclosure of exempt information

IT WAS RESOLVED

That under S.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public now be excluded from the meeting

PR/036/14 GROUNDS MAINTENANCE CONTRACT

Members noted receipt of the Clerk's Confidential Report and considered the issues raised in Closed Session

PR/037/14 INCIDENT OF PERSONAL INJURY

Members noted receipt of the Clerk's Confidential Report and considered the issues raised, including given legal advice, in Closed Session

There being no other business, the Chairman closed the meeting at 9.20pm

..... Chairman

. Dated