

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 28th JULY 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: Vivien Edwards Deputy Clerk, Debbie Lees Facilities Officer and 1 member of the public.

PR/017/16 PUBLIC FORUM

The Group Leader of the Earles Meadow Conservation Group (EMCG) explained his concerns about the work carried out last year by the grounds maintenance contractor on the Lower and Upper Meadows. He also explained the background to the Draft Earles Meadow Management Plan – August 2015 which members were being asked to consider later in the meeting.

PR/018/16 APOLOGIES FOR ABSENCE

Apologies and reasons for absence were noted from Cllr K Burgess and Cllr R Knight.

PR/019/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 9th June 2016 were agreed and signed by the Chairman as being a true record.

PR/020/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PR/021/16 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

There were no announcements.

PR/022/16 COMMITTEE BUDGET MONITORING – as at 30.06.16

Members noted receipt of the final Committee Budget Monitoring information to 30.06.16.

It was RESOLVED to note the Budget Monitoring information.

PR/023/16 RENEWAL OF THE CURRENT MULTI COURTS MAINTENANCE CONTRACT

The company currently undertaking the surface cleaning and maintenance of the Muiti Courts has agreed to extend the contract for a further 12 months with no increase in charge.

The Committee RESOLVED to extend the contract for a further 12 months at a cost of £2,400 for six visits per annum.

PR/024/16 RoSPA TRAINING

Currently members of staff are inspecting play areas/equipment owned by the Parish Council, but have had no formal training to carry out this task. The most cost effective way of providing appropriate training would be for RoSPA to conduct a one day in house course and to reduce the cost by inviting representatives from neighbouring Parish Councils to attend.

Members RESOLVED that in house training on Routine Playground Inspection be provided by RoSPA for relevant members of staff at a maximum cost of £1175.

PR/025/16 DBS CHECKS

It has been identified that none of the members of staff who come into contact with children or vulnerable adults have been subject to a DBS check by the Parish Council.

It was RESOLVED that current and future staff who are likely to come into contact with children or vulnerable adults be DBS checked and that the relevant policies be drawn up and presented to the Parish Council for approval at their meeting on 1st September 2016.

PR/026/16 INSTALLATION OF A DEFIBRILLATOR ON THE FRONT WALL OF THE MILLENNIUM HALL

Members considered the proposal submitted by Horsham Community Responders to place a Public Access Defibrillator (PAD) on the exterior wall of the Millennium Hall for users of the Hall and other local buildings (including the shops) and members of the community.

Members RESOLVED to approve the purchase, installation and ongoing maintenance of a Public Access Defibrillator on the Millennium Hall.

PR/027/16 ISSUES RELATING TO EARLES MEADOW

(a) Annual Meadows Cut

Members considered the problems encountered with the cutting of the meadows in the previous year as outlined by the Group Leader of the Earles Meadow Conservation Group (EMCG) at the start of the meeting.

It was RESOLVED to remove the Annual Meadows Cut from the current Ground Maintenance Contract and instruct a specialist contractor, as approved by the EMCG, to undertake the work for a cost of £500. The deficit of £276 to be funded by the Parish Council.

(b) Earles Meadow Management Plan – August 2015

The latest version of the Management Plan had been circulated to members.

The Committee RESOLVED to note the Plan.

PR/028/16 COMPLETED WORKS

Members noted the following completed works:

(a) Roffey Millennium Hall

- (i) The lift has been serviced. The maintenance company are experiencing problems re-programming the emergency phone. The lift is operational as long as a member of staff is aware that it is being used.
- (ii) The partition wall has been serviced. The turning mechanism in one section is not working and needs to be replaced.

(b) All Buildings

- (i) All fire extinguishers and fire blankets have been serviced.

(c) Play Areas

- (i) Minor remedial works as identified by RoSPA have been completed.
- (ii) The basketball hoop and backboard have been replaced at Amberley Close.

(d) Other Locations

- (i) Tree works at Oak Close - scheduled for 22nd July 2016.
- (ii) Replacement bollard at Roffey Corner - scheduled for 22nd July 2016.

It was RESOLVED to note this section of the Committee Report.

PR/029/16 ON-GOING WORKS

Members noted the following on-going works:

(a) Holbrook Tythe Barn

- (i) New Patio Doors and surrounds, new kitchen window and new external doors – work to be undertaken 11th and 12th August.
- (ii) Fence off and clear beds of ivy and shrubs at the front of the car park - work to be undertaken in the summer holidays.
- (iii) Guttering to be repaired.

(b) North Heath Hall

- (i) Conversion to mains water supply - work to be undertaken 25th to 28th July.
- (ii) Painting soffit and fascia boards. Wash and paint stone border.
- (iii) Paint contrasting coloured line along edge of concrete steps leading to outside areas. Health and safety request.

(c) All Buildings

- (i) Intruder and fire alarms to be serviced – scheduled.

(d) Play Areas

- (i) Missing or broken parts on various pieces of equipment as identified by RoSPA are due to be replaced/are on order.
- (ii) Wet pour at Birches Road playground to be replaced – quotes are being obtained.

It was RESOLVED to note this section of the Committee Report.

PR/030/16 TREE WORK – VARIOUS LOCATIONS

Members noted receipt of the Committee Report detailing required tree works at the following locations:

- (i) Whitehorse Road
- (ii) Rowlands Road

It was RESOLVED to:

- (i) **Accept the quotation for £380 for reducing the trees at Whitehorse Road subject to checking if a TPO is required.**
- (ii) **Accept the quotation for £360 to carry out work to a weakened tree at Rowlands Road.**

PR/031/16 FUTURE WORKS

North Heath Hall – Urgent Drainage Works

Members noted receipt of the Committee Report detailing on-going problems with blocked drains at North Heath Hall. A CCTV inspection of the pipes has identified considerable root ingress, multiple displaced joints and a heavy build-up of waste.

It was RESOLVED that the quote for £1480 be accepted to carry out urgent corrective work to the drainage system.

Holbrook Tythe Barn – Safety Issues

Members noted comments in the Committee Report detailing the following safety concerns:

- (i) The potential risk to members of the public at the point where vehicles cross the footpath between the two areas of the car park.
- (ii) Despite hatching on the ground, cars are still parking in front of the workshop door blocking access to the workshop and preventing use of the adjacent Fire Exit door.

Members agreed that measures should be put in place to minimise the above risks.

It was RESOLVED to:

- (i) **Accept the quotation to install a 5 MPH speed bump between the two car parks at a cost of £351.**
- (ii) **Accept the quotation to install 2 x hand fold down posts in front of the workshop door at a cost of £191.**
- (iii) **Contact the school adjacent to Holbrook Tythe Barn and ask them to advise parents of the safety issues and remedial actions taken.**

Open Spaces

Members noted comments in the Committee Report detailing concerns about cars accessing houses in Cherry Tree Walk by driving across the grass at the end of Spinney Close. As this is part of Earles Meadow Open Space this is in direct contravention of the Parish Council's Open Space Policy.

It was RESLOVED that the Committee Clerk would write to residents of Cherry Tree Walk and advise them that the Parish Council will be monitoring the situation and will take remedial action if vehicles are found to be driving across the Open Space.

Bus Shelter – Rusper Road

Members noted that a request had been received from a resident to install a bus shelter at the bus stop on the Rusper Road (Brook Road side).

After consideration, members RESOLVED not to pursue this request due to the large capital outlay and the significant ongoing costs involved.

PR/032/16 NATURALISED PLANTING AT RIVERSIDE WALK ADJACENT TO NORTH HEATH HALL

Members were asked to consider a request from the Horsham Town Community Partnership Riverside Walk Project Team to approve naturalised planting along the Riverside Walk where the site's boundary abuts the Walk (not on the side of the Walk next to the River).

Members RESOLVED to support and approve the scheme to provide naturalised planting at Riverside Walk.

PR/033/16 REPLACEMENT VAN FOR THE PARISH COUNCIL

Members noted the costs of purchasing or leasing an electrical van and the practical and logistical considerations of doing so as pointed out in the Committee Report.

It was RESLOVED not to acquire a replacement van for the Parish Council at the present time, but to monitor the situation and reconsider if necessary.

PR/034/16 DATE OF NEXT MEETING

Thursday 13th October 2016

There being no other business, the Chairman closed the meeting at 8.54 pm

..... Chairman

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