

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 30th JULY 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: Councillor R. Turner
Sue Kemp, Parish Clerk
Eamonn Flynn, Premises Manager

PR/022/15 PUBLIC FORUM

Four members of the Earles Meadow Residents' Association (EMRA). Mr Portnoi, on behalf of the group thanked the Committee for their prompt action when the issues with the oak tree were first identified. He went on to comment that the group had concerns about the recommendations in the 'Strutt Report' and that the group had made available to the Committee, the comments of another tree surgeon, Andrew Gale. He further commented that the group considered that the proposed fencing option was not appropriate.

PR/023/15 APOLOGIES FOR ABSENCE

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

PR/024/15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of 11th June 2015 were agreed and signed by the Chairman as being a true record

PR/025/15 DECLARATIONS OF INTEREST

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

PR/026/15 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements

PR/027/15 EARLES MEADOW

(a) Flooding issues

Members noted that this issue was on-going

(b) Pedestrian access point

Members noted that this issue was on-going

(c) Works to oak tree

Members noted receipt of the comments of a tree surgeon, Andrew Gale, as instructed by EMRA. Members further noted receipt of the Clerk's Report that the outcome of the planning application was still awaited.

(d) Tree works – end of Brushwood Road

Members noted receipt of the Clerk's Report that the outcome of the planning application was still awaited. It was noted, however, that some work had been undertaken on the large laurel bush.

IT WAS RESOLVED

To note this section of the Clerk's Report

PR/028/15 COMMITTEE BUDGET MONITORING – at 30.6.2015

Members noted receipt of the quarterly Committee Budget Monitoring information to 30.6.2015.

IT WAS RESOLVED

To note the Budget Monitoring information

PR/029/15 LAND AT HIGHDOWN WAY

Members noted the comments of the Clerk that, due to time constraints, alternative uses for the land had not been fully researched. Councillor Torn raised an earlier suggestion of use as a Pet Cemetery. Members commented on the expense to the Parish Council that would be incurred in clearing the area; and noted that Horsham District Council would not make any financial contribution, despite the fact that the former Play Area was their responsibility. Following discussion

IT WAS RESOLVED

That the taking over of the land by the Parish Council would not be proceeded with

PR/030/15 POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH OWNED PREMISES

Members noted receipt of the Clerk's Report. In respect of the new **Section 6(iii) – Booking Exclusions**, the Clerk explained the view of staff that they were not willing to change what had been in place for the last 15 years and work on Bank holidays. The Clerk confirmed that there would be no change to income levels. Following discussion

IT WAS RESOLVED

RECOMMENDATION TO COUNCIL

That the previously recommended wording of the new Section 6(iii) be approved, viz.

'Bookings are not taken at any of the Parish Council venues (including the Multi Courts on any Bank or Public holidays viz. New Year's Day, Good Friday, Easter Monday, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day; and any other Public Holiday that may be announced, from time to time'.

In respect of the new **Section 25(i) – Barbecues**, the Clerk commented that staff had advised that by not including Holbrook Tythe Barn in this section, there was a potential loss of income, as this was a highly popular venue for summer parties etc. Following discussion

IT WAS RESOLVED

RECOMMENDATION TO COUNCIL

That permission for barbecues to be held Holbrook Tythe Barn be included in the new Section 25(i)

PR/031/15 NEW FLOORING – NORTH HEATH HALL AND HOLBROOK TYTHE BARN

Members noted receipt of the Clerk's Report that, following the last Committee meeting, strenuous negotiations had taken place with the contractor and a cost offered of £9,000 for new flooring throughout North Heath Hall; and £6,000 for new flooring in the original part of Holbrook Tythe Barn. Members noted that the Chairman and Vice Chairman of Council; and the Chairmen of the Property and Finance and Administration Committees had been consulted on this and that the order had been placed for work to be carried out in both buildings during the School summer holidays.

Members noted the Report's reference to the VAT implications for this work and the comments of Councillor Torn. It was noted that other potential works planned for North Heath Hall – the installation of acoustic panels and the replacement of gutters and fascia boards would now be deferred for consideration in the next financial year. Following discussion

IT WAS RESOLVED

- (a) **That the quotation from European Flooring Solutions Ltd. in the total sum of £15,000 be accepted for new vinyl flooring at North Heath Hall and Holbrook Tythe Barn be accepted; and**
- (b) **That the expenditure be met from the Repairs and Renewals Reserve**

PR/032/15 TREE WORKS – HEATH WAY

Members noted receipt of the Clerk's Report regarding works on two ash trees and one plum tree subject to a Tree Preservation Order, at Heath Way. Following discussion

IT WAS RESOLVED

That the quotation for the work in the sum of £740 from Forest View Tree Surgery be accepted

PR/033/15 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) **North Heath Hall**
Members noted that the installation of acoustic panels and replacement gutters and fascias was now deferred to the next financial year
- (c) **Holbrook Tythe Barn**
 - (i) Partial re-tarmacing of footpath
 - (ii) Damage to knee-high fencing – now to be monitored
 - (iii) Tree Boundary – Park Farm Road – deferred to full Council on 3.9.2015
- (d) **Multi Courts**
Minor groundworks at Courts entrance – to be undertaken at the appropriate seasonal time for such works

- (e) **Other locations**
Replacement notice boards

IT WAS RESOLVED
To note this section of the Report

PR/034/15 COMPLETED WORKS

Members noted completion of the following works at Holbrook Tythe Barn –

- (a) Taps in WCs (concussive taps and pop up wastes)
(b) Re-instatement of external awning

IT WAS RESOLVED
To note this section of the Clerk's Report

PR/035/15 DAMAGE TO MANOR FIELDS BUS SHELTER

Members noted receipt of the Clerk's Report as to a recent act of vandalism, which had been reported to Police but would not be the subject of an insurance claim. Members further noted that the Bus Stop had now been moved to the actual Shelter

IT WAS RESOLVED
To note this section of the Clerk's Report

PR/036/15 DATE OF NEXT MEETING
Thursday 15th October 2015

PR/037/15 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/038/15 CHILDCARE PROVISION

Members noted receipt of the Confidential Report given by the Clerk as to financial matters relating to this agenda item.

IT WAS RESOLVED
To note the Clerk's Report

There being no other business, the Chairman closed the meeting at 8.10pm

..... Chairman

. Dated