

## **NORTH HORSHAM PARISH COUNCIL**

### **MEETING OF THE PROPERTY COMMITTEE THURSDAY 4<sup>th</sup> DECEMBER 2014 at 7.30pm**

#### **COMMITTEE REPORT**

**1. PUBLIC FORUM**

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

**4. CHAIRMAN'S ANNOUNCEMENTS – for information and noting only**

At the time of writing the Report, there are no Chairman's Announcements

**5. DECLARATIONS OF INTEREST**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

**6. COMMITTEE BUDGET – 2015/2016 – second draft**

Members will find enclosed the second draft of the Committee Budget. Members are asked to note that there are some minor changes to that circulated previously.

Members will no doubt recall that increases to Hall Hire Fees (4%) and ancillary charging costs were agreed at the last Committee meeting.

## **RECOMMENDATION**

**That the second draft of the Committee Budget 2015/2016 is approved**

### **Future Projects**

Members will no doubt recall that the following Projects were put forward by staff for undertaking in the 2015/2016 financial year, at the last Committee meeting –

**(a) Clearing and re-organisation of flower bed alongside main path to North Heath Hall (to be funded by an increase to the Open Spaces budget)**

Members are asked to note that following advice, the works to be undertaken are not as 'dramatic' as envisaged and all that is required is a rigorous cut back and general tidy of the area. Future work would then be incorporated into the maintenance arrangements for the North Heath Hall site.

The cost of this work would be taken from the Open Spaces Budget but with less of a financial impact.

**(b) Levelling and re-seeding of 'kick about' area at Amberley Close Open Space (to be funded by an increase to the Open Spaces budget)**

Members are asked to note that this will be the subject of a later Report

**(c) Replacement guttering and fascias, as required at North Heath Hall and Holbrook Tythe Barn (to be funded from the Repairs and Renewals Budget)**

Members are advised that currently one quotation has been obtained; and work is continuing to find two alternatives.

**(d) Alterations to Parish Office**

Members' attention is drawn to agenda item 18

## **RECOMMENDATION**

**Members are asked to note this section of the Report**

### **7. EARLES MEADOW**

**(a) Commemorative Seat**

Members are advised that staff are liaising with former Councillor Alan Britten for the installation of the requested seat. It is hoped that the seat will be installed before Christmas.

**(b) Vehicular access to and from Earles Meadow**

Members are asked to note that this issue was discussed by the Planning, Environment and Transport (PET) Committee. Members are advised that a significant amount of overgrown and overhanging vegetation has been cut back on either side of the entrance/exit to Earles Meadow, improving visibility sight lines greatly. The total cost of this work was £300 and has been taken from the Open Spaces Budget. Staff are now looking at how this can be incorporated into future maintenance schedules

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**8. MANOR FIELDS BUS SHETER**

Members are advised that this agenda item follows a Recommendation to the Property Committee, from the for the existing Bus Shelter to be replaced with one that provides seating as well as more substantial protection from the weather.

The Recommendation follows correspondence from a local resident who raised the above points and also the fact that the actual Bus Stop is located a short distance from the Bus Shelter.

The location of the Bus Shelter, when it was installed, was prescribed by West Sussex County Council (WSCC) as the Highway Authority. The Bus Shelter, therefore, is installed so that it was far enough from the carriageway edge, as well as not being an obstruction to visibility to vehicles using the nearby car park.

Members are asked to note that the existing Bus Shelter has a roof and a back, with quarter side panels (the highways visibility issue) and no seating (to prevent the gathering of youths who, at the time, were gathering in the small play area behind the Bus Shelter).

Members are asked to note the following –

- (a) In previous years, including the current financial year, have operated a 'Bus Shelter scheme', which gave grants for new Shelters. The Scheme was generally available from April to July in each financial year. It is not known whether, due to financial constraints, the Scheme will continue.
- (b) It is likely that the same highway constraints as before will apply

- (c) When the original Bus Shelter was installed, permission was refused to site it at the Bus Stop, again because of highway prohibitions
- (d) The Resolution of the PET Committee was that the relevant bus company be contacted to request that the bus stop signage is moved from its current location on a street light column and re-located closer to the Bus Shelter
- (e) The cost of a new Bus Shelter with full end panels (although this would be subject to highway restrictions) with polycarbonate glazing all round, seating and installation is £3,834; with glass is £3,538. The cost of replacement sides to full panels are quoted as £1,532. At the time of writing the Report, enquiries are being made of the Highway Authority, as to whether the existing quarter end sides can be replaced with full end panels.

In the event that highway restrictions preclude any adaptation, a simple perch seat (the same as recently purchased for the Bus Shelter in Lambs Farm Road) could be purchased for approximately £90.

In the event that the existing Bus Shelter can be changed to having full end sides (subject to agreement by Highways) but cannot be adapted, the Shelter will become redundant. The Shelter, however, could be used to replace one of the two very old Shelters (Church Road or Lambs Farm Road) or disposed of, as the Shelter from Southdown Close, was.

**RECOMMENDATION**  
**Members' views are sought**

**9. TREE WORKS**

Members are advised that the outcome of a planning application submitted in respect of work to the hornbeam tree in Cherry Tree Walk, is awaited.

**RECOMMENDATION**  
**Members are asked to note this section of the Report**

## 10. COMMUNITY VENUES

### (a) Roffey Millennium Hall

#### (i) Upstairs hot water system

As Members are aware there has been a long standing issue with regard to the supply of hot water to all the WC's on the first floor.

A survey has been undertaken and the works required are as follows –

- (a) To supply and fit one Ariston 30 litre Europrisma complete with unvented expansion kit and safety discharge valve in tank room loft space
- (b) To supply and run 22mm copper pipe for discharge through loft space across offices and terminating on outside on roof by AHU
- (c) Supply and install all necessary pipework and insulation in roof space
- (d) Alterations to pipework in disabled and ladies WCs.

The quotation received for this work is in the sum of £1,936, plus VAT. Members are advised that despite the best efforts of staff, no alternative quotes can be obtained.

#### **RECOMMENDATION**

**That the quotation in the sum of £1,936, plus VAT, is accepted.**

#### (ii) Additional dishwasher

Members are advised that following consultation with the Committee Chairman and Chairman of Council, a second dishwasher has been purchased for Roffey Millennium Hall, in the sum of £179.99.

This is in response to the increase in the number of teas and coffees that are provided during the day with bookings; and additional time spent in washing up by hand

#### **RECOMMENDATION**

**That the purchase of the additional dishwasher is approved**

**(iii) Lift**

Members are advised that the lift is subject to quarterly maintenance inspection visits and an annual inspection arranged through the Parish Council's insurers under the LOLER Regulations (Lifting Operations and Lifting Equipment Regulations 1998)

The last LOLER inspection was in October 2014 and the results are as follows –

- (a) The car door button is inoperative and should be re-instated.  
This defect requires corrective action as soon as reasonably practicable; and will, therefore, be raised with the lift maintenance company

The following items are observations -

- (b) Items not associated with the lift should not be stored in the motor room  
This issue has been attended to
- (c) A suitable landing barrier be provided for use when maintenance and inspection work is carried out
- (d) A pit access ladder should be provided
- (e) One of the guide rail support brackets has been removed

Items (c) and (d) have been raised in the past by both the lift maintenance company and the LOLER inspector; with the previous view being that it is for the visiting company to provide this equipment.

Item (e) will be raised with the lift maintenance company

**RECOMMENDATION**  
**Members' views are sought**

**(iv) Lightning Conductor**

Members are advised that the annual test has been carried out and there are no issues to report

**(v) Partition Wall**

Members are advised that the annual service has been carried out and there are no issues to report

**RECOMMENDATION**  
**Members are asked to note sections (iv) and (v) above**

**(b) North Heath Hall**

**(i) Roof window openings**

As Members are aware the recent roofing works, whilst including new roof windows, did not include the fact that the windows could be remotely opened, as this was 'cost prohibitive'. Investigations as to how this might be addressed are as follows –

- (a) a quotation has been obtained in the sum of £2,436.94, plus VAT for the supply and installation of new cable/feeds from the fuse board; the supply and installation of eight electrical Actuators; access equipment; and two electricians working at night to reduce disruption to users.
- (b) the cost of eight Actuators and associated equipment at £865.95, plus VAT; the Council's electrician to install at £560 (no VAT); and the hire of a cherry picker for two days at £170. Total cost - £1,595.95

**RECOMMENDATION**

**That the second option above, in the sum of £1,595.95 is accepted**

**(ii) Car Park**

Members are advised that the re-lining of the car park is now complete.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**(iii) Replacement Floor Buffing Machine**

Members are advised that there are two floor buffing machines at North Heath Hall, one smaller than the other and used for different areas of the building. The larger of the two was bought, second hand, 14 years ago and the smaller one was bought new at about the same time. Both machines are used on a daily basis and are well maintained.

The larger machine is beginning to break down with increasing frequency and is in need of replacing. The cost of a new buffer will be in the region of £850. It is hoped that the machine can be kept working until the new financial year, when it is advised that the machine will have to be replaced.

**RECOMMENDATION**  
**Members' views are sought**

**(iv) Appliance Repairs**

Members are advised that repairs have had to be effected to the cooker, when a fault with the grill elements kept making the oven itself short out. The dishwasher also had to be repaired, with a faulty door interlock. The total cost of these repairs was £160 and was paid for by a staff member, as card payments only were acceptable.

**(v) Partition Wall Service**

Members are advised that the six monthly service of the Partition Wall has been carried out. Minor repairs to bolts at the bottom of some of the panels were carried out within the service. Members are advised that the Wall is safe and the bolts become loose over time, due to the heavy usage.

**RECOMMENDATION**  
**Members are asked to note sections (iv) and (v) above**

**(c) Holbrook Tythe Barn**

**(i) Shrub Beds**

Members will recall from the previous Committee meeting details of work undertaken on the beds at the front and side of the building. This work has now been completed, with the removal of persistent ground cover and further bark being applied.

**(ii) Knee High fencing**

Members will again recall discussions regarding the installation of a knee high fence along the edge of the side border to keep pedestrians etc. off the bark; and also to follow on from the fencing of the car park to prevent children slipping down the slope between the car park and the Play Area, a total of 27 metres; which was approved. Members are advised that this work has now been done

- (iii) **Footpath from Pondtail Road – partial re-tarmac**  
Members are advised that the original tarmac ‘sunk’ following installation of fence posts, as part of the works at the building and thus creating a trip hazard.

A quotation was received in the sum of £1137.50, which was considered far too high. Arrangements have been made with workmen currently on site at the Bowls Club to deal with the problem. Confirmation of cost will be given at the Committee meeting

**RECOMMENDATION**

**Members are asked to note sections (i), (ii) and (ii) of the Report**

- (iii) **Acoustics**  
Members are advised that now bookings are increasing in the new section of the Barn, a number of complaints have been received regarding sound reverberation and sound quality.

One quotation has been received for the supply and installation of eleven acoustic panels, in the sum of £4050. This quotation, however, is not supported by the benefit of a professional reverberation time test and acoustic report, which cannot be undertaken in house.

The cost of such a Report is £465, plus VAT. If, however, North Heath Hall was included in the Report (of which there have also been comments), the total cost would be £795, plus VAT

**RECOMMENDATION**

**That a Reverberation Time Test and Acoustic Report is commissioned for both the new wing at Holbrook Tythe Barn; and at North Heath Hall, in the sum of £795 plus VAT**

- (iv) **Taps in WCs (original section)**  
Members are advised that this has been a long outstanding issue and involves replacement concussive taps and pop up wastes.

The cost of all parts is £265.70, inc. VAT and it is anticipated that the work will be carried out by Darren Robb. In the event that he cannot, an alternative quotation is being sought, which, it is hoped, will be available for the Committee meeting

**RECOMMENDATION**

**Members' views are sought**

**(v) Shelving in store cupboard**

Members are, no doubt, aware that cleaning materials are now ordered twice yearly, which represents a considerable saving to the Council. All cleaning materials are stored at Holbrook Tythe Barn and staff are at the stage where the storage area needs to be racked out.

This work will be undertaken in house n due course, with an approximate cost of £250 for materials.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**(vi) Replacement Matting – Front Porch**

Members are advised that this material was laid as part of the works at the Barn with no reference to the Council as to quality or colour etc. The colour of the existing matting is a light beige and of a thin quality; and is already showing signs of staining and wear.

It is anticipated that a more detailed Report will be given at the Committee meeting

**(vii) Assistance Ramp**

Members are advised that, following a number of complaints from users (particularly in wheelchairs) regarding difficulty in getting across the main door threshold into and out of the building, a threshold ramp has been purchased at a cost of £292.10, inc. carriage.

**RECOMMENDATION**

**Members are asked to note sections (vi) and (vii) of the Report**

**(viii) Provision of Flip Chart etc and refreshments**

Members are advised that with the steady increase in bookings at all venues, it would be helpful to have the ability to be able to have the new section of the Barn used for meetings, seminars etc.; and there have already been a few enquiries as to the facilities that are available at Roffey Millennium Hall.

To begin, it is envisaged that a flip chart stand, paper, pens and projector screen (preferably wall mounted); together with two hot water flasks and two coffee percolators are purchased.

**RECOMMENDATION**  
**Members' views are sought**

**12. PLAY AREA WORKS**

Members are advised that following the RoSPA inspection, the following items are outstanding –

**(a) Amberley Close**

- (i) Repainting of the two entrance gates. This is so as to make points of 'escape' visible. This work will be undertaken in-house.
- (ii) Replacement basketball hoop backboard. Staff are currently seeking prices for a robust and durable replacement
- (iii) Cone Climber. This item of play equipment is still causing maintenance problems and is now no longer within guarantee. The item will be kept in service for as long as possible but it may be that it will need to either be replaced like for like; or with a cheaper item of equipment

**(b) Birches Road**

Matting (similar to grasscrete) needs to be laid under the Adventure Trail, as the ground is becoming extremely worn and rutted. Enquiries are made as to the cost of materials and it is thought that this work can be undertaken in-house, in the next financial year

**(c) Holbrook Tythe Barn**

One of the two self-closing entrance gates, does not close properly is very stiff and, therefore, not fully self-closing. Staff have looked at this previously and it is thought that advice needs to be sought as to a professional repair and some means of protecting the mechanism

All items raised above, will be subject to further Reports in due course.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**13. ELECTRICAL CHARGING POINT AND MAINTENANCE VEHICLE**

Members are advised that this agenda item arises, following the Council meeting on 13<sup>th</sup> November 2014 and the presentation by a representative of Elektromotive. The suggestion was made that rather than three charging points, one at each venue, only one was required.

From a practical point of view, members may consider Holbrook Tythe Barn as the obvious choice. Difficulties may arise with Roffey Millennium Hall as the land is owned either by WSCC or the District Council; and North Heath Hall is too isolated.

Should Members wish to progress this a full and detailed Report will be requested from Elektromotive as to the way forward.

**RECOMMENDATION**

**Members' views are sought**

The Chairman of Council will address Committee members with regard to the Maintenance Vehicle

**14. EMERGENCY DRAINAGE WORKS – HOLBROOK TYTHE BARN**

Members are advised that, in consultation with the Committee Chairman and Chairman of Council, emergency drainage works were undertaken at Holbrook Tythe Barn to clear mud and other debris from four surface water gullies and a sump; and carry out a high pressure water jet service clean on all storm drains.

Whilst this work has been completed, there are still two drains at North Heath Hall to be cleared. On completion of this, the invoice in the sum of £650, plus VAT, will be paid. This cost was more favourable than the alternative quotation received in the sum of £1,600.

**RECOMMENDATION**

**That the undertaking of the emergency drainage work is approved**

**15. LEGIONELLA TESTING**

Members are advised that the annual Legionella tests and Risk Assessment updates have recently been undertaken by the Council's external provider.

It is understood that a small number of minor items will be identified in the Risk Assessments. It is hoped that a Report will be available for the Committee meeting.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**16. SANITARY WASTE – ALL VENUES**

Members are advised that following the cessation of business of the previous long term contractor, a new Contract has been entered into; at approximately half the cost.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**17. CONTRACTOR'S REGISTER**

Members are advised that, as part of the Council's Risk Management processes, work to compile this Register. It is proposed that the on-going maintenance of the Register will be undertaken by the Administration Officer and the new Premises Manager.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**18. DATE OF NEXT MEETING**

**Thursday 5<sup>th</sup> February 2015 (scheduled)**

**15. EXCLUSION OF THE PRESS AND PUBLIC**

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

**RECOMMENDATION**

**That the Press and Public are excluded from the meeting**

Sue Kemp – Parish Clerk  
26<sup>th</sup> November 2014