

## **NORTH HORSHAM PARISH COUNCIL**

### **PROPERTY COMMITTEE THURSDAY 5<sup>th</sup> FEBRUARY 2015**

#### **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 MONITORING – to 31.12.2014**

Members will find enclosed the internal spreadsheets detailing Committee Budget monitoring information up to 31<sup>st</sup> December 2014.

#### **RECOMMENDATION**

**That the Committee Budget monitoring information is noted**

**7. EARLES MEADOW**

**(a) Commemorative Seat**

Members are advised that regrettably this matter is still on-going due to the production/payment of the proforma invoice to the supplier. Again, it is hoped that the matter will be concluded by the next meeting.

**(b) Flooding issues**

Members are asked to note that concerns have been expressed by residents at 38 and 39, Earles Meadow. Photographs will be available at the meeting in respect of no. 38.

Members are advised that staff are currently making enquiries both of the developer and in-house; and a further Report will be available in due course

**RECOMMENDATION**

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

**8. MANOR FIELDS BUS SHETER**

Members are advised that an email has been received from the Principal Community Officer (North Horsham CLC Area) of West Sussex County Council (WSSCC) stating that the Bus Infrastructure Project Officer has said that 'no permission is needed ... for this as it is just an alteration and the contractor would just be working within the footprint of the original shelter'.

The Principal Community Officer goes on to say that a check should be made with Horsham District Council (HDC) to see if they have any objection (this is **not** applicable, as HDC is not a Highway Authority; and the Bus Shelter is within the ownership of the Parish Council); and confirm that there is no advertising that may be subject to planning constraints (again this is not applicable as there is no advertising on the shelter)

Members are further asked to note that due to the incline of the pavement, it will not be possible to install the same perch seats as in Lambs Farm Road. A further quotation for the seating will be available at the meeting.

The previous Resolution of the Committee, on 4<sup>th</sup> December 2014, in respect of this issue was that (a) subject to Highways consent, the quarter end panels be replaced with full end panels, at a quoted cost of £1,532; and (b) that two Perch Seats be purchased and installed

**RECOMMENDATION**

**Members are asked to confirm the Resolution made in respect of this issue on 4<sup>th</sup> December 2014**

**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 still awaited.

**RECOMMENDATION**

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

**10. TREE WORKS – HARWOOD ROAD ALLOTMENT SITE**

Members are asked to note that the Parish Council has been contacted by the Head Teacher of Leechpool School regarding concerns about the trees on the Allotment side of the boundary which, under the terms of the lease with WSCC, are the responsibility of the Parish Council.

Members are advised that work has already been undertaken on the School side (obviously being paid for by WSCC); and the Tree Surgeon who undertook that work has been invited to look at the issues on the Allotment site side, which is also considerably overgrown. There are no Tree Preservation Orders in place in respect of any of these trees.

Members are advised that due to the fact that there three trees which have been identified as ‘dead, dying or dangerous’ and there is a significant risk of injurious harm to people (children on the School side and people on the Allotment site side; together with a significant amount of dead wood and hazardous limbs; permission was been given for the following works to be undertaken on Sunday 18<sup>th</sup> January 2015 ,

- (a) Fell medium oak along allotment border due to poor health and risk of failure (considered to be ‘dead dying and dangerous’)
- (b) Remove dead wood in medium oak next to (a)
- (c) Fell leaning Cherry on bank within Allotment site due to risk of failure (considered to be ‘dead, dying and dangerous’); and remove snapped Cherry next to it
- (d) Fell small damaged Cherry stem (considered to be ‘dead, dying and dangerous’)
- (e) Remove dead hanging limb from oak
- (f) Remove any other hazardous limbs/trees that are discovered during the works
- (g) Prepare a Report for any future works and inspections; together with a proposal for possible re-planting

All of the above works were undertaken at a cost of £300.

**RECOMMENDATION**

**That the action of the Parish Clerk is approved**

Members are further advised that in the same line of trees, there is a large oak which extends over onto the School field, which has a substantial amount of dead wood in it and overhangs both the School field and Allotment site. It is considered, however, that there is a high likelihood of Bats roosting in this one tree.

The advice of the Tree Surgeon is that 'trees of this size have plenty of holes for bats to get inside and roost and are large enough to create a suitable micro-climate for them to hibernate without getting too cold. Also bats like to roost in trees that grow in a line, as they use the corridors along the edge of the trees for flying in and out and catching insects. Damage to bats and their habitats is a criminal offence and before any work is undertaken on the tree, it must be established whether there are bats present'.

The proposed work is that –

- (a) there is an endoscopic examination of the tree for evidence of bat hibernation
- (b) there is a climbing inspection at the same time to check over the health of the tree
- (c) if there is no evidence of bat hibernation, to remove all dead wood
- (d) if there is evidence of bat hibernation, a further Report will be available in due course

The cost of the endoscopic examination (to be undertaken by an appropriately qualified Bat Inspector) and the climbing inspection is £140, and will be undertaken during the first week of February. The Clerk has authorised that this work also be undertaken.

In the meantime, whilst the School itself has 'cordoned off' the area under the oak tree, the Clerk has formally written to the Head Teacher requesting that this is done until such time as the hazard is removed.

#### **RECOMMENDATION**

**That the action of the Parish Clerk is approved**

#### **11. LEGIONELLA TESTING – ALL VENUES**

Members are advised that the two-yearly Risk Assessment was presented to staff on 9<sup>th</sup> January 2015; and is the second received since the external provider was appointed.

The Risk Assessment has been presented in three separate files (one for each of the venues) and the concerns are such that a meeting is being arranged with the new Assessor (which in itself is frustrating) and, hopefully, a senior manager of the contracted company, to achieve a more understandable approach for the future; and a further Report will be available in due course.

In the meantime, Members will find enclosed the Improvements schedule for each of the three Halls, based on the Action Plans attached to the Risk Assessments but in the Parish Council's own format.

### **RECOMMENDATION**

**That Members note this section of the Report**

## **12. MAINTENANCE OF THE MULTI COURTS' SURFACES**

As Members will no doubt recall, the previous Resolution of the Committee on 31<sup>st</sup> July 2014 (PR/021/14 refers) that a maintenance contract for four visits per annum from SSP Ltd be entered into in the sum of £1,800; and that this be reviewed after one year.

Members are advised that the Court usage has almost doubled on last season. This is partly due to the introduction of the new surface and also due to the fact that users of the pitches at Broadbridge Heath Leisure Centre are turned away in wet weather.

Due to this increased usage, staff were concerned that the pressure on the surface could be detrimental and would need a higher level of maintenance than the four visits. Following consultation with the Committee Chairman and the Chairman of Council, the maintenance contract has been increased to six per annum – January (end), February (end), May (beginning), August (beginning), November and December in each year.

The cost of the annual contract is now, therefore, £2,400 (an increase of £600)

### **RECOMMENDATION**

**Members are asked to approve the increase in maintenance visits and increase in associated costs]**

### 13. COMMUNITY VENUES

#### (a) ROFFEY MILLENNIUM HALL

##### (i) Upstairs hot water system

The following is extracted from the Report for the previous Committee meeting –

‘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 continued best efforts of staff, no alternative quotes can be obtained. Further that this an issue raised in the Legionella Risk Assessment as there is no hot water in the first floor WCs.

The Clerk was able to negotiate a small reduction to the cost, down to £1895.

#### **RECOMMENDATION**

**That the quotation in the sum of £1,895, plus VAT, is accepted.**

#### (b) NORTH HEATH HALL

##### (i) Roof window openings

Members are advised that all materials have been purchased and it is anticipated that the work will take place during the School half term

#### **RECOMMENDATION**

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

##### (ii) Replacement Floor Buffing Machine

Members are advised that following the servicing of all floor washing machines, the engineer was asked to look at the larger of the two floor buffing machines at North Heath Hall, which broke down again shortly after the meeting.

The cost of the major repair would have exceeded the cost of a new machine.

In line with the previous Committee meeting Report, a new floor buffing machine has been purchased in the sum of £703, plus VAT

**(iii) Gutters and fascia panels**

Members are advised that following the installation of the new roof, there is considerable loosening of guttering joints and some damage to gutters, downpipes and fascias. Members may recall that the Parish Council made the request of Westrock to include replacement guttering and fascias in the cost of replacement roof, which was refused as 'being too expensive'.

Members are advised that where the gutters are leaking, a hazard is caused to people in icy weather. Further that one of the leaks is causing damp damage to the lower room. Staff are in the process of obtaining quotations for the replacement of all guttering and fascias, rather than repairs.

**RECOMMENDATION**

**Members are asked to note sections (i) to (iii) of the Report**

**(c) HOLBROOK TYTHE BARN**

**(i) Footpath from Pondtail Road – partial re-tarmacing**

Members are advised that the remedial works to the sunken tarmac on the footpath is still awaited. Members are advised that the cost of this will be £600.

**(ii) Acoustics**

Members are advised that the Reverberation Test Reports for the new section of Holbrook Tythe Barn; and also at North Heath Hall.

The findings of the Tests are that ten Acoustic Panels are required for Holbrook Tythe Barn; and five for North Heath Hall are required. The cost of the Panels (which will be the same as those at Roffey Millennium Hall) are £3047 plus VAT for supply and installation.

This compares favourably to a previous quotation of £4040 from a different contractor. Members are further asked to note that the Clerk is looking at S106 funding for this Project; and that a further update will be available at the meeting.

**(iii) Taps in WCs (original section)**

Members are advised that this long outstanding issue is still outstanding but staff are working to find a reputable and reliable plumber to undertake this, and other works.

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

Following on from the previous Committee meeting, Members are advised that the cost of supplying and fitting replacement matting has been quoted as £250 from a contractor who has worked previously for the Parish Council

**(v) Workshop**

Members are advised that work has commenced on the boarding out etc of the workshop at Holbrook Tythe Barn, which is being done in-house (with the exception of electrical and alarm system works. A detailed Report will be available in due course, when the work is complete

**RECOMMENDATION**

**Members are asked to note sections (i) to (v) of the Report**

**14. DATE OF NEXT MEETING**

**Thursday 9<sup>th</sup> April 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**

16.

Sue Kemp – Parish Clerk

29<sup>th</sup> January 2015