

## **NORTH HORSHAM PARISH COUNCIL**

**PROPERTY COMMITTEE  
THURSDAY 7<sup>th</sup> APRIL 2016**

### **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 – Urgent Matters**

##### **(a) Tree Work – Storm Damage**

Members are advised that following Storm Katie on 28<sup>th</sup> March 2016, severe damage has been caused to a fir tree on land at Holbrook Tythe Barn at the rear of the Multi Courts. There is a split in the trunk and further high winds could cause the tree to fall into 11, Fivens Place causing damage to that property.

Members are asked to note that the tree will be felled and all arisings cleared away next week at a cost of £260. The owners of 11, Fivens Place will be assisting with the work by allowing access through their property

##### **RECOMMENDATION**

**That the Clerk's action in authorising the work as described is approved in the sum of £260.**

##### **(b) Fencing at Downsview Road**

Members are advised that a number of requests have been received from Councillor Turner regarding cars parking on the verge at the end of Downsview Road leading on to Earles Meadow.

Members are advised that two quotations have been received, both in the sum of £1260, including labour, for Birdmouth Fencing to cover 90 metres.

##### **RECOMMENDATION**

**Members' views are sought**

**(c) Horsham in Bloom (HIB) Sponsorship**

Members are advised that HIB have again asked for sponsorship for this year's Allotment competition; and Members are asked to note the following –

- (i) The sponsorship relates to all Allotment sites within the HIB area – not just the two sites within the Parish
- (ii) There is no requirement from the Parish Council, other than the sponsorship money
- (iii) Judging this year will be by two members of the National Vegetable Association
- (iv) The amount of sponsorship money requested is £400, as in previous years
  
- (v) The breakdown of money is £350 for prize money (Gold, Silver, Bronze, Best New Entrant, Young Entrant of the Year and Commendations) and a moderate £50 to cover advertising, photocopying and postage.

Members are asked to note that this matter would generally be dealt with by the Finance and Administration Committee but is brought to the Property Committee due to the lateness of the request

**RECOMMENDATION**

**Members' views are sought as to the award of £400 sponsorship for the HIB Allotment Competition**

**CHAIRMAN'S ANNOUNCEMENTS - for information and noting only**

**(a) Tree work at Amberley Close**

Members are advised that a request has been received from the owner of 119, Farhalls Crescent regarding an overhanging oak tree on Amberley Close Open Space into the property. Members are asked to note that enquiries need to be made to check whether the tree is protected and also to obtain quotations.

**RECOMMENDATION**

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

**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. **BOILER SERVICING ARRANGEMENTS**

Members are advised that the current servicing agreement is due to expire. The following renewal options have been received –

	<b>ONE YEAR</b>	<b>THREE YEARS</b>	<b>FIVE YEARS</b>
Servicing (April)			
<b>Roffey Millennium Hall</b>	319.72	327.71	355.70
<b>North Heath Hall</b>	177.62	182.06	186.50
<b>Holbrook Tythe Barn</b>	177.62	182.06	286.50
Call Out – 1 <sup>st</sup> hour	69.55	71.28	73.02
Thereafter	39.00	39.97	40.95
Call Out – 1 <sup>st</sup> hour	69.55	71.28	73.02
Thereafter	78.01	79.96	81.91

### **RECOMMENDATION**

**That the Five Year Option is accepted**

## 7. **24/7 KEYHOLDER ARRANGEMENTS**

Members are asked to note that this item is included on the agenda to allow for discussion of the renewal of the existing contract for a further one, three or five years. At the time of writing the Report this information is still awaited.

### **RECOMMENDATION**

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

## 8. PROJECTS FOR 2016/2017

Members are advised that the Projects listed below have previously been discussed by the Committee -

### North Heath Hall

- (a) Conversion to mains water supply -  
Cost - £2324.00 plus VAT of £464.80  
Reason – more economical and health and safety issues
  
- (b) Replacement water heater (Room 15/16)  
Cost - £1462.25 plus VAT of £292.45  
Reason – more economical (original installation) and will be easier to control the temperature so as to prevent scalding risk

### Holbrook Tythe Barn

- (c) New Patio Doors and Surrounds  
Cost - £8771.67 plus VAT of £1228.03  
Reason - These are the original doors and over the years the wood has deteriorated beyond repair. There are also significant leaks in wet weather, which will, over time, impact on the new floor. The replacement doors will be aluminium frames, similar to those at North Heath Hall.

Members are asked to note that the quotation for consideration is from the same company who installed the doors and windows at North Heath Hall.

Members are invited to consider the replacement of the single window (the kitchen) so as to match. An additional quotation needs to be sought for this.

- (d) New Water Heater – disabled WC  
Cost - £648.00 plus VAT of £47.95  
Reason – the existing no longer works, which impacts on users and correct Legionella testing procedures

### Roffey Millennium Hall

- (e) Air Conditioning Unit – Members Room  
Cost - £998 plus VAT of £199.60  
Reason – this room has a window that cannot be opened as it looks out onto a Fire Escape. Further, hot water pipes servicing the building run through the room; and due to increased usage and a dedicated Members' use computer, the room is extremely uncomfortable to work in and use.

## **RECOMMENDATION**

**Members are asked to approve the commencement of the works listed above**

### **9. SAFETY ISSUES AT HOLBROOK TYTHE BARN CAR PARK**

Members are advised that staff have noted a potential safety issue, particularly at School dropping off and picking up times; and when the Multi Courts are in use. The issue is that cars are seemingly unaware of the footpath running across the car park, separating the tarmac and grasscrete areas. Whilst the staggered fencing goes some way to slowing down running children, smaller children can simply run underneath it and cars have been seen to exercise no caution whatsoever in the vicinity of the footpath.

There are potentially a number of safety issues that could be utilised.

## **RECOMMENDATION**

**Members' views are sought**

### **10. FLOWER AND SHRUB BEDS AT HOLBROOK TYTHE BARN**

- (a) Member are advised that a contractor arrived unexpectedly to complete the landscaping works following the sale of land and refurbishment of Holbrook Tythe Barn; both at the Bowls Club and the Barn.

Hedging and two trees have now been planted at the road side of the grasscrete car parking area. This work is in accordance with the original landscaping plans

- (b) Following conversations with the contractor, the Clerk authorised the re-arrangement, re-planting, weeding and mulching of the small flower bed at the side the Barn at a cost of £350, plus VAT.
- (c) The contractor has also provided a quotation in the sum of £2500 plus VAT for the removal of all the shrubs and ivy from the bed on the roadside of the tarmac carpark. The area to be left for the season to ensure that all the ivy is removed before any replanting takes place.
- (d) A further quotation has been received for the ongoing maintenance of all hedges and shrub beds at the Barn in the sum of £60 per month (March to November). If this item was progressed this would be removed from the grounds maintenance contract.

Members are advised that the grounds maintenance contractors have their own 'style' of shrub pruning and similar work, which is not in keeping with the surrounds of the Barn.

**RECOMMENDATION**

- (a) **Members are asked to note section (a) above**
- (b) **Members are asked to note the work authorised by the Clerk at section (b) above**
- (b) **Members' views are sought as to items (c) and (d) above**

**11. MULTI COURTS – ADDITIONAL FENCING**

Members are advised that it has not been possible to progress this agenda item and will be passed to the new Clerk

**RECOMMENDATION**

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

**12. REPAIRS TO CONE CLIMBER – AMBERLEY CLOSE**

Members are advised that work is continuing on this issue to provide a satisfactory outcome and will be passed to the new Clerk

**RECOMMENDATION**

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

**13. FIRE OFFICER'S REPORT – ROFFEY MILLENNIUM HALL**

Members are advised that the Fire Officer requested a visit to Roffey Millennium Hall on 25<sup>th</sup> February 2016, with one day's notice. Overall the Fire Officer was pleased with arrangements and very impressed with the Fire Risk Assessment documentation. The following issues were, however, identified -

- (a) Review the Fire Risk Assessment annually  
Note – the Clerk will make every effort to ensure this is completed before she leaves
- (b) Devise an emergency plan giving consideration to your disabled users  
Note – (i) Questions are asked of users as to whether anyone in their group requires a Personal Evacuation Plan (PEP) and every effort is made that anyone who is in a wheelchair or has other mobility issues is in a room on the ground floor; (ii) the Council's own Risk Assessment procedures and Terms and Conditions of Hire places the onus on the user regarding PEPs;

- (iii) the Fire Officer accepts that a room may be being used where escape is not possible due to the seat of the fire and that in such cases all doors are one hour fire rated and Emergency Services would be notified immediately of persons being in the building; and
  - (iv) the Fire Officer is looking into the provision of Evacuation Sleds for the first floor
- (c) Carry out Evacuation Fire Drills (ideally twice per year)  
Note – this generate considerable discussion between staff and the Fire Officer
  - (d) Number all Call Points and test sequentially  
Note – this arose due to there being two Call Points numbered 6. This will be rectified
  - (e) Record staff training separately from personal files  
Note – all staff training records are kept in the individual staff files

## **RECOMMENDATION**

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

### **14. COMPLETED WORKS –**

#### **(a) Holbrook Tythe Barn**

- (i) Outside Disabled Toilet  
Note – anti vandal fittings have now been fitted (toilet roll holder, paper towel and soap dispensers and toilet brush holder) and the WC should be opened at the times the Multi Courts are in use

#### **(b) North Heath Hall**

- (i) Additional Alarm Key Pad  
Note – this was installed at Room 15/16 for the following reasons - (i) to increase security of the building when there are no users upstairs and the building would be unalarmed; and (ii) to assist with staffing issues
- (ii) Replacement wooden gates on lower footpath  
Note – the gates were replaced as the posts were rotten and safety hazards were presented to the Nursery

#### **(c) Other locations**

- (i) Hedge reduction – Amberley Close Allotments

**15. To note on-going works –**

**(a) Roffey Millennium Hall**

- (i) Re-design of the Parish Office  
Note – to be progressed by the new Clerk

**(b) Multi Courts**

- (i) Minor groundworks at Courts entrance  
Note – to be undertaken later in the season

**(c) Other locations**

- (i) Tree works – end of Brushwood Road  
Note – planning permission still awaited
- (ii) Flooding issues - Earles Meadow  
Note – to be progressed by the new Clerk
- (iii) Footpath between Earles Meadow and Amberley Close  
Open Space  
Note – to be progressed by the new Clerk

**16. Date of next meeting –  
Thursday 9<sup>th</sup> June 2016 (scheduled)**

Sue Kemp – Parish Clerk  
5<sup>th</sup> April 2016