

NORTH HORSHAM PARISH COUNCIL
PROPERTY COMMITTEE – 8th APRIL 2014
COMMITTEE REPORT

1. PUBLIC FORUM

Members of the public are invited to put questions or draw relevant matters to the Committee'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

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. FENCING AT EARLES MEADOW

Members are advised that it has now been established that responsibility for the fence in Earles Meadow, adjacent to the Amberley Close Allotment site and the public footpath running from Earles Meadow to Amberley Close is, in fact, the responsibility of Taylor-Wimpey (who took over Bryant Homes, the original developer.

Assistance has been offered to Taylor Wimpey by making available the quotations obtained for the replacement of the entire length of fence, which are using local contractors and suppliers.

RECOMMENDATION

Members are asked to note this section of the Report

7. COMMITTEE BUDGET MONITORING – to 31.3.2014

Members are advised that Budget Monitoring information in relation to the Committee, to 31.3.2014, will be circulated at the meeting. Members are asked to note that the figures shown are provisional only, at this stage and are subject to the various year end adjustments and virements.

RECOMMENDATION

Members are asked to note the Report

8. COUNCIL ASSETS

(a) Disposal of Council Assets

Members will recall from the previous meeting that it was resolved that various items of sports equipment, which are 'surplus to requirements' (tennis and netball equipment); and the mini disc recording equipment, be disposed of.

Members are asked to note that an update will be given at the meeting with regard to the disposals.

(b) Asset Register at March 2014

Members are asked to note that they will be circulated with, prior to the meeting, a copy of the Asset Register, as at March 2014.

RECOMMENDATION

Members are asked to note (a) and (b) of this section of the Report

(c) Council Insurance arrangements

Members are advised that the current insured value (up to 1st June 2014) of the boardwalks at Earles Meadow is £549. Members are invited to consider that the recent replacement of a section only of the complete trail cost £8,118. The biggest risk to the boardwalk is obviously damage by fire.

Members are invited to consider a Recommendation to the Finance and Administration Committee, who is responsible for the Council's insurance arrangements, to increase the insured value to £20,000.

RECOMMENDATION

That a Recommendation to the Finance and Administration Committee is formulated to increase the insured value of the Earles Meadow Boardwalks from £549 to £20,000

9. PAVING WORK AT NORTH HEATH HALL

Members are advised that this agenda item has arisen following a number of complaints from Holbrook Community Pre-School who use the two small paved areas, at the front of the building (one outside Room 9 and the other outside the kitchen) for their Nursery operation. The paved area outside the kitchen is also used by other Hall users. In both areas many of the slabs have sunk and there are numerous trip hazards.

Whilst it is hoped that more information will be available at the meeting, at the time of writing the Report no firm quotations have been received but Members are asked to consider that this is urgent work and to delegate authorisation for the work to be carried out to the Parish Clerk, the Chairman of the Property Committee and the Chairman of Council.

RECOMMENDATION

Members' views are sought

10. HEATING ISSUES AT COMMUNITY VENUES

Members are advised that this agenda item relates to particularly to North Heath Hall and in some measure, to Roffey Millennium Hall.

North Heath Hall is heated by way of underfloor heating and it is extremely difficult to accommodate all of the people all of the time, despite changes to the thermostat. A number of problem areas have been identified –

- (a) Those users who do 'physical activities' such as keep fit and Zumba become 'too hot' during their classes and have taken to propping open the fire door at the side of the building.
This in turn, apart from the inordinate waste of heat and, therefore, cost, causes problems with local residents, who complain of the noise
- (b) Holbrook Community Pre-School like to keep the door open to Room 9, so as to enable the children to wander in and out of that section of the Nursery. Whilst this does not cause noise there is, again an inordinate waste of heat and, therefore, cost.
- (c) Private parties, again, after an hour or so, particularly if there are a lot of attendees, become too hot and again prop open the fire door, generating heat loss and complaints from the neighbours.

In the good weather of the last week or so, the heating was turned off and this generated much complaint from those not previously discussed.

Similar problems arise at Roffey Millennium Hall, but this is generally confined to use of the two main Halls, which are heated by blow heaters in the ceiling space. The groups that like to have the doors open are those that do 'physical activities' and again, if this done when the heating is in 'winter mode' there is an inordinate level of heat loss.

Despite repeated attempts by staff to discourage the propping open of doors, the problem persists; to say nothing of rising energy costs.

Members are asked to consider the following –

- (a) that changes are made to the heating systems at both North Heath Hall and Roffey Millennium Hall to allow for thermostats to be installed in every room to allow for greater control of the heating by individual users (which would require investigation and a further Report).
- (b) that the current market for gas and electricity supplies is investigated to compare the available prices (which would, again, require investigation and a further Report)
- (c) that identified groups are charged a 'heating surcharge during the winter months

RECOMMENDATION

Members' views are sought

11. HOLBROOK TYTHE BARN and NORTH HEATH HALL

(a) Progress of work – Holbrook Tythe Barn

Members are advised that the internal works at Holbrook Tythe Barn are, at the time of writing the Report, almost complete. The contractors have undertaken their final snagging; with staff undertaking their own independent inspection. An update on this aspect will be given at the meeting.

Again, the invitation to visit the site is extended to any Member wishing to do so. Arrangements can be made to do this by contacting the Premises Manager or the Parish Office.

A definite date for the works on the new entrance still needs to be established but an alternative entrance to the building has been created, for when that work takes place

Work on the refurbishment of the Multi Courts will commence on 7th April; and together with the moving of the soil to 'level out' the additional car parking area, will take approximately five weeks. The work was put back one week to allow for the road closure at Fivensgreen and to accommodate Holbrook Primary School.

The work will still be going on when the schools return after the Easter break but, for health and safety reasons, access to Holbrook School via the footpath will not be available and the use of the car park will be limited to users of the Barn only. There will also be limited access to the actual Open Space and, obviously, the Multi Courts themselves will be closed.

RECOMMENDATION

Members are asked to note this section of the Report

(b) Opening Event

Members are invited to consider the holding of a small Opening Event for the new Hall, involving Councillors, staff and users, probably to be held on a Saturday. The timing would be after the refurbishment of the Multi Courts and the installation of the new car parking area; and would allow those attending to have a good look around the new facilities.

To this end, the Clerk has spoken to the longest user of Holbrook Tythe Barn, Linda Edwards, with a view to her performing the ceremony; and she has agreed to do so, if Councillors are minded to approve this.

RECOMMENDATION

Members' views are sought

(c) Naming of the new Hall

The Chairman of Council, following the Premises Manager's recent appraisal and his on-going involvement with the project, asked the Clerk to approach the Premises Manager with a view to naming the new Hall, with a connection that is close to Eamonn. This has been done and he has put forward 'The Wallace Room'.

The original Hall will continue to be called Holbrook Tythe Barn.

RECOMMENDATION

Members' views are sought

(d) North Heath Hall roof

With regard to the roof at North Heath Hall, Members are advised that the entire building will be scaffolded out commencing 7th April. This during the School break and both Nurseries have been advised of the work and told that when the scaffolding work is complete they may attend the site and undertake their own Risk Assessments, if they wish.

RECOMMENDATION

Members are asked to note this section of the Report

12. NEW VIEW NURSERY – REQUEST FOR SIGNAGE

Members are advised that a request has been received from New View Nursery at North Heath Hall for the following –

- (a) a post mounted aluminium sign advertising the nursery beside the gate entrance to the rear garden on the Church side of the building
- (b) a wall mounted sign case outside the entrance door to Room 15/16
- (c) an outdoor hanging sign with brackets to complement (a) above

In all cases, the signs would be installed on land owned by the Parish Council. Members are advised that (a) and (c) would be subject to a planning application, as North Heath Hall is in an 'Area of Special Control of Advertisements'. Members may also wish to consider that other users of North Heath Hall may wish to follow suit which, could, potentially create 'a sign jungle' of different sizes, colours etc.

RECOMMENDATION

Members' views are sought

13. ANNUAL CUSTOMER SATISFACTION SURVEY

Members will find enclosed an analysis of the annual Customer Satisfaction Survey, as compiled by the Committee Clerk

RECOMMENDATION

Members are asked to note this section of the Report

14. POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES

Members are asked to approve a minor amendment to the above Policy at Section 11 – Cancellation Policy and a copy of the relevant page is enclosed for Members' information.

The amendment is by way of the insertion of a section after the first sentence of the third paragraph to read –

All of the Community venues owned by the Parish Council are registered Polling Stations and as such, certain areas of North Heath Hall, Roffey Millennium Hall and Holbrook Tythe Barn will be closed on those days when European, Parliamentary and/or local elections are held.

The new final paragraph of the section will now commence 'Notification of the cancellation

RECOMMENDATION

That a Recommendation to Council is formulated to amend the Policy and Conditions of Hire in relation to Parish Council owned Premises in the manner described above

- 15. DATE OF NEXT MEETING**
Thursday 12th June 2014 (scheduled)

Sue Kemp – Parish Clerk
27th April 2014