

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE THURSDAY 9th APRIL 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 31.3.2015

Members are advised that the internal spreadsheets detailing Committee Budget monitoring information up to 31st March 2015 will be available at the meeting. Members are asked to note the year end final figures will not be available until 16th April 2015.

RECOMMENDATION

That the Committee Budget monitoring information is noted

7. EARLES MEADOW

(a) Commemorative Seat

Members are advised that the commemorative bench has been delivered. It is hoped that the seat will be installed within the next two weeks.

(b) Flooding issues

Members are advised that the Clerk has been in contact with the developers who, in turn are making enquiries with their external consultant. It is hoped that a further Report will be available for the meeting.

RECOMMENDATION

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

(c) Vandalism at Earles Meadow

Members are advised that West Sussex Council (WSCC) recently contacted the Parish Office. They had been contacted by a local resident regarding a fence that had been damaged between Moorhead Cottages and Earles Meadow. It is understood that the fence in question had been erected across a 'path' (not a right of way) that had been created over time.

The Parish Office was told that the fence was originally broken and bins 'thrown' out of the way because of the bins blocking the use of the 'path' and the crossing of the fence to enable people to cross the road at that point. Members are asked to note that a small layby just beyond the fence in question was created for all residents of Moorhead Cottages to place their bins for refuse collections.

The fence was replaced (two posts concreted in; and a cross rail) by the Parish Council at a cost of £80. Sussex Police fixed a notice to the new fence warning of the consequences of anti-social behaviour. Unfortunately, almost immediately, the fence was destroyed again. In the week commencing 9th March, there was an incident when a football came out of the now open gap, closely followed by a small child.

It is unclear as to whether this is a 'neighbour dispute' and Members' views are sought as to the replacement of the fence, perhaps with something stronger.

RECOMMENDATION

Members' views are sought

(d) Inspection of iconic oak tree

Members may recall that the last inspection of this tree was undertaken in February 2013, with the recommendation that this particular tree is inspected annually.

Members are advised that the new grounds maintenance contractors own contractor will be inspecting the tree shortly and preparing a Report shortly. There will be no charge for this.

RECOMMENDATION

Members are asked to note this section of the Report

8. MANOR FIELDS BUS SHETER

Members are advised that the order has now been placed for the replacement end panels (full sides from quarter panels) and a one metre perch seat. It is hoped that the work will be completed in early April but a date is yet to be confirmed.

Members are further advised that the Committee Clerk is working to arrange for the Bus Stop itself to be moved, to the location of the Shelter.

RECOMMENDATION

Members are asked to note this section of the Report

9. TREE WORKS

Members are advised that planning permission has been granted for the felling of the hornbeam tree in Cherry Tree Walk. The permission is, however, subject to the condition that a replacement tree of a species and maturity and in a position approved by the Planning Authority, be planted. This work is being arranged with the Tree Surgeon concerned..

RECOMMENDATION

Members are asked to note this section of the Report

10. TREE WORKS – HARWOOD ROAD ALLOTMENT SITE

Members are advised that following the endoscopic examination of the tree suspected to house bats proved negative. Work was, therefore, able to be continued to remove all the dead wood; and work at the site is now concluded.

RECOMMENDATION

Members are asked to note this section of the Report

11. LEGIONELLA TESTING – ALL VENUES

(a) Boarding out and installation of ladders in roof spaces

Members are advised that this work has now been completed, together with the installation of lighting. The cost of this was as follows –

- (i) Roffey Millennium Hall**
Boarding out and ladder £450
(Note – lighting already installed)

- (ii) Holbrook Tythe Barn**
Boarding out and ladder £375
Lighting £105

- (iii) North Heath Hall**
Lighting £110
(Note – ladder still to be purchased)

(b) Actions from recent Risk Assessment

Members are advised that work on the various Actions identified across the three Community venues is almost complete.

RECOMMENDATION

Members are asked to note this section of the Report

12. BOILER MAINTENANCE – all three venues

Members are advised that the contractor who undertook the work on the hot water system at Roffey Millennium Hall was also invited to submit quotations for the annual maintenance of the boilers.

The quotations are £175 each for North Heath Hall and Holbrook Tythe Barn; and £315 for Roffey Millennium Hall – a total of £665. This compares favourably to the Council's previous arrangements - £100 each at North Heath Hall and Holbrook Tythe Barn; and £1,380 for Roffey Millennium Hall – a total of £1,580.

In view of the saving offered (£915) the new quotations have been accepted.

RECOMMENDATION

Members are asked to note the Report

13. EXTERNAL AWNING – HOLBROOK TYTHE BARN

As Members will no doubt recall, it was finally agreed by Westrock, the developers involved with Holbrook Tythe Barn, that the external awning would be refurbished (as opposed to replaced).

Arrangements were made between the contractors, HR Projects and the suppliers of the awning, Saddlers Blinds. Saddlers Blinds insisted on 'stage payments' – (1) for the removal of the awning, (2) for the repair of the awning and (3) for the re-installation and commissioning of the awning. The contractors paid the first invoice and the awning was subsequently repaired. Despite repeated requests for payment of (2) and (3) above to HR Projects, however, payment has not been forthcoming and the awning will not be released until paid for.

The amount outstanding is £811.20 including VAT.

It is doubtful that the Parish Council will be able, at this stage, to either obtain this money on Saddler's Blinds behalf or even less, recoup the money.

RECOMMENDATION

That the sum of £811.20 is paid to Saddlers Blind for the repair and installation of the awning

14. PERIODIC ELECTRICAL INSPECTION – ROFFEY MILLENNIUM HALL

Members are advised that this cyclical test took place earlier this month.

A full periodical test and inspection involved an initial visual inspection of the switches, sockets etc on each circuit to be tested and these are inspected against a pre-ordained check list. The sample can be increased if the inspector believes it necessary, should problems arise on the initial sample.

Once the inspection has taken place, a number of electrical tests are undertaken (the number and type depend on the circuit and type of protection it has). The tests are designed to check that –

- (a) where required, there is a continuous earth path
- (b) that if the circuit has been wired as a 'ring', the 'ring' is continuous
- (c) the insulation has not deteriorated enough to cause a safety issue
- (d) that the circuit has been terminated correctly
- (e) that in the event of a fault, the resistance of the path to earth is not too high as to cause a delay in a fuse blowing
- (f) that where fitted the Residual Current Device (RCD) will cut out within the times stipulated by the IEE Wiring Regulations (BS 7671)

All of the tests are carried out using calibrated test instruments and the results compared to tables laid out within BS7671, to ensure they are satisfactory. Upon completion, an Electrical Installation Condition Report is prepared, which includes details of the installation, observations made during the test and copies of the inspection schedule and test results.

There is one Observation to the Report – ‘Not all circuits have RCDs for additional protection. As this is partly due to the age of the installation and as the Hall is managed by a Premises Manager, this is not an absolute requirement of the IEE Wiring Regulations (BS7671) and so no further action is required.’

The completed Report is available, should any Member wish to look at it.

RECOMMENDATION

Members are asked to note the Report

15. RE-DESIGN OF THE PARISH OFFICE

Members are asked to note that staff will be meeting with a representative of McConvilles, Surveyors to discuss initial plans and a specification on 23rd March. A further Report will be given at the meeting.

RECOMMENDATION

Members are asked to note the Report

16. COMMUNITY VENUES

(a) ROFFEY MILLENNIUM HALL

(i) Upstairs hot water system

Members are advised that following consultation with the Committee Chairman and the Chairman of the Finance and Administration Committee an alternative quotation was accepted, from the one considered at the last Committee meeting.

The new quotation offered a permanent solution to the problem, rather than add another potential element to this ongoing issue.

The new quotation was in the sum of £2,268.08, plus VAT. Members are advised that the work has now been completed and commissioned and there is now hot water from all outlets upstairs and improved water pressure, as all taps and WC's are now direct fed.

RECOMMENDATION

Members are asked to note this section of the Report

(b) NORTH HEATH HALL

(i) Roof window openings

Members are advised that this work will be undertaken between 7th and 9th April 2015. Members are asked to note that whilst the user of a cherry picker is available, the stage lights will be PAT tested and some of the high level lights will be replaced.

RECOMMENDATION

Members are asked to note this section of the Report

(ii) Gutters and fascia and soffit boards

Members are asked to defer this agenda item to the next Committee meeting.

RECOMMENDATION

Members are asked to defer this agenda item to the next Committee meeting

(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 will recall being advised that the cost would be £600. Staff are in the process of seeking an alternative contractor

(ii) Acoustic Panels

Members are advised that the order has now been placed and will be installed on 11th May. Members are asked to note that on completion of the installation a further Reverberation Test (free of charge) is carried out as part of the commissioning process

(iii) Taps in WCs (original section)

Members are advised that this long outstanding issue is still outstanding. Staff have now found a plumber who is currently seeking prices for the replacement taps.

(iv) Replacement Matting – Front Porch

Members are advised that this work is now complete.

(v) Workshop

Members are advised that work has commenced on the boarding out etc of the workshop at Holbrook Tythe Barn, with the insulation being fitted. A further 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

(vi) Damage to knee-high fencing

Members re advised that a section of the knee high fencing between the new grasscrete car park and the footpath has been damaged – this time to such an extent that the concrete has been lifted. On this occasion the fence has not yet been repaired. Members' views are sought as to the provision of a more substantial fence in this area.

RECOMMENDATION

Members' views are sought

17. DATE OF NEXT MEETING
Thursday 11th June 2015 (scheduled)

Sue Kemp – Parish Clerk
20th March 2015