

NORTH HORSHAM PARISH COUNCIL
PROPERTY COMMITTEE – 12th JUNE 2014
COMMITTEE REPORT

3. 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

6. CHAIRMAN'S ANNOUNCEMENTS

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

7. 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.

8. OPEN SPACES AND PLAY AREAS

(a) Seating at Earles Meadow

Members are advised that a request has been received from the Earles Meadow Resident's Association (EMRA) for the installation of two seats. The first is a 'rustic bench' to be made from timber sourced from the site and placed in the Upper Meadow. It will be a timber seat fitted to two supports let into the ground and will be installed by EMRA.

EMRA has also asked for a more formal seat in a particular location in the Lower Meadow. At the same time, however, the former Chairman of Councillor Alan Britten has asked for permission to install a commemorative seat in honour of two members of his family, who recently passed away. He does not wish to have a plaque on the seat and is willing to fund the seat and its installation. Mr Britten has been advised that the Council's preferred material for seats is recycled material that is virtually vandal proof.

RECOMMENDATION

Members' views are sought

(b) Conifer on Amberley Close Open Space

Members are advised that a further complaint from the owner of 17, Rowland Road has been received regarding the height (c. 35 feet and c. 18 feet diameter) and integrity of the cypress tree at the end of the garden. Some minor work was recently done to the garden side of the tree, to prevent birds affecting the resident's washing. More extreme work was, at the time, resisted. Following this latest complaint, the Council's preferred Tree Surgeon has visited the site and provided a quotation as follows -

- (i) To fell to near ground level and remove all debris from site - £1,950; or
- (ii) To reduce in height by 50% - £725

Members are advised that the Tree Surgeon has commented that there is no real need to fell the tree at the present time.

RECOMMENDATION

That the height of the tree is reduced by 50% at a cost of £725

(c) Hornbeam in Cherry Tree Walk

Members are advised that tree work was undertaken in the vicinity of 7, Cherry Tree Walk some 3-4 years ago, including the reduction of a hornbeam tree, the branches of which were touching the property. Over time, the tree has naturally grown again and further complaints received. The tree is being inspected by the Council's preferred Tree Surgeon and it is anticipated that a Report will be available for the meeting.

RECOMMENDATION

Members are asked to note this section of the Report

(d) Fencing at Earles Meadow

The replacement of the fence is in the hands of Taylor Wimpey, who have assumed responsibility for the repairs. The matter is still outstanding

RECOMMENDATION

Members are asked to note this section of the Report

(e) Annual RoSPA inspection of all Play Areas

Members are asked to note that the annual inspection is due sometime in June and it is anticipated, that dependant on annual leave, that the Premises Manager will be accompanying the Inspector.

RECOMMENDATION

Members are asked to note this section of the Report

**9. COMMUNITY VENUES –
NORTH HEATH HALL**

(i) Fire Alarm Panel

Members are advised that when the replacement fire alarm panel was ordered, it came to light that the existing smoke heads were not compatible, meaning that the Panel cannot be replaced until the smoke heads are changed. The cost of this is £1,266.97 (12 smoke detectors and 1 heat detector); plus £377 for the new fire alarm panel

RECOMMENDATION

Members' views are sought

(ii) Tiling work in all WCs

Members are advised that all the original tiled splash backs to all the sinks (which were in an extremely poor condition) have now been retiled and many complimentary comments have been received.

(iii) Partition Wall

Members are advised that the moveable Partition Wall at North Heath Hall is in constant use and from time to time issues arise which have led to call out visits from the contractor. It is considered that from a health and safety point of view, it is necessary for an additional maintenance visit during the year to take place and this has been put in place in the maintenance programme at an additional cost of £350 per annum

(iv) Patio paving works

Members are asked to note that the relaying of the slabs on the patios outside Room 9 and the kitchen has been undertaken and again, many complimentary comments have been received.

(v) Roofing works

Members are advised that it is likely that this work (the re-roofing of the entire roof and the replacement of the triangular roof windows will now take place in the School summer holidays

RECOMMENDATION

Members are asked to note sections (ii) to (v) above

ROFFEY MILLENNIUM HALL

(i) Over door heating unit – North Hall

Members are advised that a serious leak has occurred from this unit, which had to be repaired immediately. At the time of writing the Report, the cost of the repair is not known.

(ii) Removal of kitchen access hatches

Members are asked to note that the hatches between the two downstairs kitchens and the upstairs kitchen and Chichester room have now been removed. Both were rather dilapidated and the appearance of the kitchens and the privacy of users will be improved.

(iii) Vinyl flooring – WCs and kitchens

Members are advised that all previous issues have now been resolved and this work is now complete; with the final invoice being awaited.

(iv) Upstairs Water System

Members are asked to note that a Report on this issue will be available at the meeting

RECOMMENDATION

Members are asked to note sections (i) to (iv) above

HOLBROOK TYTHE BARN

(i) Fitting out of new wing

Members are advised that the new wing is now fitted out (new tables (20), chairs (48); together with kitchen and WC equipment at a total cost of £3882.52. Following discussion with the Committee Chairman, the Chairman of Council and the Chairman of the Finance and Administration (F&A) Committee, this expenditure has been taken from the Capital Project Reserve (£4,000), with a view to possible re-instatement in the next Budget.

RECOMMENDATION

- (a) Members are asked to note this section of the Report and,**
- (b) To recommend to the Finance and Administration Committee approval for the use of the Capital Reserve for the expenditure**

(ii) On going works

Members are advised that there are still a number of outstanding issues that need to be addressed both internally and on the immediate surrounds of the building. The next meeting with the contractors/developers is scheduled for 13th June 2014 but contact is being maintained with the developers.

(iii) On going works – Multi Courts

Members are advised that following a Report from an independent consultant, which was commissioned by the developers, the surface to be laid on the Courts is Mega Turf – a synthetic material. At the time of writing the Report, it is not known when this work will be carried out

RECOMMENDATION

Members are asked to note (ii) and (iii) of this section of the Report

10. INTERNAL DECORATING – ALL COMMUNITY VENUES

As previously reported, Members are aware that a number of areas in Roffey Millennium Hall have been redecorated – all kitchens, WCs and the lower corridor. Further work to be done includes, the upper corridor; and Chichester and Amberley rooms. The work is being undertaken by an external contractor, who is also undertaking other repair works e.g. replacing silicone seals on the flooring in the WCs and re-grouting where necessary.

Currently the Internal Decorating Budget for Roffey Millennium Hall of £2,000 is overspent by £805, including £225 for decorating materials.

Staff would invite members to consider the other two Community Venues – At **North Heath Hall** the main Hall and all WCs were last redecorated in 2007 and is generally looking rather ‘tired’ in comparison with Room15/16 downstairs and the upstairs kitchen (both of which have been redecorated more recently).

Staff are of the view, that whilst the Council has access to this contractor and monies in the Repairs and Renewals Reserve, set aside for a new roof for the building, will not be spent, now is an appropriate time for those areas of North Heath Hall mentioned above to be redecorated.

At **Holbrook Tythe Barn** the main Hall, WCs and kitchen were decorated during the tenure of the full time Nursery, in 2011. Also in that time, there was a minor fire, which caused smoke damage to the ceiling. Following the decorating, there was continued use of the building by the Nursery with the inevitable ‘damage’ to the appearance of the building. Now that the new wing of the Barn is to open in the near future, the original Hall looks somewhat ‘tired’.

Again, staff are of the view, that whilst the Council has access to this contractor and monies in the Repairs and Renewals Reserve, set aside for a new roof for North Heath Hall, which will not be spent, now is an appropriate time for the original part of the Barn to be redecorated.

RECOMMENDATION

That approval is given for the sum of £9,000 to be spent from the Repairs and Renewals Fund to complete redecorating at Roffey Millennium Hall; redecorating of the upstairs areas of North Heath Hall; and the redecorating of the original part of Holbrook Tythe Barn, including decorating materials

11. CEILING MODIFICATIONS – NORTH HEATH HALL

This agenda item follows a discussion between the Chairman of Council and the Premises Manager regarding the overall appearance of North Heath Hall and the issue of energy costs.

Members are invited to consider the shared view of the Chairman of Council and the Premises manager regarding the installation of suspended ceilings in all upstairs WCs, upstairs kitchen and Room 9. This will improve acoustics, reduce noise, resist moisture, aid hygiene and improve insulation and, therefore, lower heating costs.

The quoted cost for materials is £1,806.49 and the work would be undertaken by the external contractor, taking an estimated eight working

days (£960, with no VAT),. Obviously, the labour cost will be dependent on nothing untoward being found when fixing the suspended ceiling.

RECOMMENDATION

That expenditure of £2,800 is approved from the Repairs and Renewals Fund for the installation of suspended ceilings at North Heath Hall

12. FINANCIAL MATTERS

(a) Committee Budget Monitoring – to 31.3.2014

Members will find enclosed final Budget Monitoring information in relation to the Committee, to 31.3.2014.

RECOMMENDATION

Members are asked to note the Report

(b) Asset Register at May 2014

Members will find enclosed a copy of the definitive Asset Register at May 2014.

(c) Disposal of Council Assets

Members are asked to note the following disposal of assets –

- (i) Mini Disc Recording Equipment £75 (donated to AgeUK Horsham). Letter of thanks received.
- (ii) 2 x tennis nets, 2 x netball posts and old tables from original Barn

Members are asked to note that these disposals (as to recent acquisitions at Holbrook Tythe Barn, do not appear on the current Asset Register at (b) above

RECOMMENDATION

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

13. DATE OF NEXT MEETING

Thursday 31st July 2014 (scheduled)

Sue Kemp – Parish Clerk
4th June 2014