

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 13th OCTOBER 2016

COMMITTEE REPORT

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier.

4. To receive any Declarations of Interest from Members of the Committee

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.

5. Chairman's Announcements – for information and noting only

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

6. Finance

Members are advised that the internal spreadsheets detailing Committee Budget monitoring information up to 30th September 2016 will be available at the meeting. Also to be tabled at the meeting will be the first draft of the Committee Budget for 2017/2018.

RECOMMENDATION:

To note Monitoring of the 2016/17 Committee Budget and to review the Committee Budget for 2017/18.

7. Issues relating to Earles Meadow

(a) Earles Meadow Future Plans

During a site visit with the leader of the Earles Meadow Conservation Group (EMCG) and the Chairman and Vice Chairman of the Property Committee the following issues/suggestions were raised:

- Unauthorised work has been carried out by a local resident who has removed brambles, branches etc from an area of Earles Meadow.
- Repairs are required to some of the existing boardwalks. It has been suggested that the chicken wire on top of the boardwalks be replaced with welded mesh.
- Some boardwalks have been extended, work is required to make good and progress this further.
- Consider putting in disabled access points to part of the area.
- Erect safety signs at access points alerting the public to uneven ground and muddy and slippery surfaces.
- Parish Council assistance is requested to help cover the financial outlay of EMCG including public liability insurance.

RECOMMENDATION:

Members are asked to consider:

- a) Sending a letter to the resident who has carried out unauthorised work saying that no work must be undertaken on land owned by the Parish Council without their permission.**
- b) Obtaining quotes for the works that have been suggested. Any work that is required to be undertaken urgently on health and safety grounds to be considered/authorised by the Chairman and Vice Chairman of the Committee. The remainder of the works to be included in the Infrastructure Delivery Plan, if considered appropriate.**
- c) Recommending to the Finance Committee approval of the grant application submitted by the EMCG – copy attached.**

(b) Flooding

Flooding has been an issue behind one particular property at Earles Meadow for some time. It is thought that the flooding is caused by run off from a ditch running behind the property at the back of the Amberely Road allotments. Previous investigations have been inconclusive and although there has not been a reoccurrence of the problem recently the resident is concerned that there may be in winter.

A site visit was carried out by the Clerk and Deputy Clerk and it was noted that although the ditch was dry at the time there were some large items of debris in the ditch could act as a stopper. Arrangements were made to clear these immediately. It was identified that should water collect in the ditch it would be prevented from flowing into the stream which it joins due to a fence erected on a neighbouring property which is acting as barrier. It was suggested that the resident approach the neighbour to see if this could be rectified.

The resident has also been advised that having looked at the Land Registry documents it would appear that the ditch that runs between the allotments off Amberley Close and the houses on Earles Meadow is part of land owned by Bryant Homes.

RECOMMENDATION:

Members are asked to note the Report.

8. Completed Works

Members are asked to note that the following works have been completed:

(a) North Heath Hall

- (i) Conversion to mains water supply.
- (ii) Paint soffit and fascia boards. Wash and paint stone border.
- (iii) Paint contrasting coloured lines along the edge of concrete steps leading to outside areas.
- (iv) Urgent drainage works.

(b) Holbrook Tythe Barn

- (i) New Patio Doors and surrounds, new kitchen window and new external doors have been fitted.
- (ii) Speed ramp installed between carparks. A letter was sent to Headmaster of Holbrook School advising him of the work undertaken and asking him to remind parents about safety issues.
- (iii) Fold down posts installed to prevent parking in front of Workshop Door.
- (iv) Blender valves fitted to taps in toilets to prevent the water running too hot.

(c) All Buildings

- (i) Intruder and fire alarms serviced

(d) Multicourts

- (i) Application of moss killer and marking completed.

(e) Other Locations

- (i) Tree works at 21 Oaks Close.
- (ii) Earles Meadow – annual meadows cut completed August 2016.

9. On-going Works

Members are asked to note that the following works are on-going:

(a) Holbrook Tythe Barn

- (i) Fence off and clear beds of ivy and shrubs at the front of the car park – work delayed until Autumn.
- (ii) Repaint hatching in front of speed ramp.

(b) Play areas

On-going repairs to equipment including repair of Zip Wire at Holbrook Tythe Barn, replacement of swing seats and repair to broken chain link on Burma Bridge at Amberley Road and fencing repairs at Birches Road.

(c) Other Locations

- (i) Tree works at Rowlands Road - Norwegian Maple to be cut back.
- (ii) Tree works at Whitehorse Road – Hornbeam to be cut back.

(d) RoSPA Training

Booked for 14th November.

(e) DBS checks

In the process of being submitted.

10. Tree Work – Various Locations

- (i) Cherry Tree Walk – work to Hornbeam

RECOMMENDATION:

To consider quotations for the tree works described above.

**11. To consider the following work:
Members are asked to consider the following works:**

(a) Earles Meadow

A resident has requested that one of the five bins located on the Earles Meadow Road side of the green space be relocated to the Downsview Road side of Earles Meadow – see attached map. The cost for moving the bin would be in the region of £70.

RECOMMENDATION:

Members are asked to consider moving a dog bin.

(b) Holbrook Tythe Barn

Blinds for new patio doors.

Installation of the new patio doors means that the old blinds do not now cover the bottom half of the doors. This is not acceptable for some of the groups that use the room e.g. Yoga and Meditation

The following costs have been obtained for new blinds:

Company A

To supply and install 2 roller blinds to full height of door. Cost £528.00 + VAT

Company B

To install 6 separate roller blinds Cost £748.88 + VAT.

The new blinds are to match existing as far as possible in terms of colour and weight.

RECOMMENDATION:

Members are asked to consider the quotes obtained.

(c) Birches Road Play Area

In June RoSPA identified that the wet pour under the junior swings at the Birches Road play area had significant gaps and needed to be repaired or replaced. It was classed as medium risk. Since then the surface has deteriorated and the following quotes have been obtained to cut out the damaged area and relay with 11.25m² of black wet pour.

Company A - £1336 + VAT (40 mm depth)

Company B - £1050 + VAT (50 mm depth)

Company C - £3,186 + VAT (120mm depth)

RECOMMENDATION:

Members are asked to consider the quotes obtained.

12. Promotion and Publicity

It is recognised that all the halls are currently under capacity in terms of bookings. Some initial work has been undertaken to improve the situation. This includes taking a more proactive approach with potential hirers, emailing current and old clients, putting up posters in the buildings, entries on the Parish Council face book page, improvements to the website (on going), entering details of the halls on various listing websites and placing an advert in Holbrook Pages. There is still a lot of work to be done and we are looking at ways to promote the facilities that we have e.g. Football Parties and Wedding Packages at Holbrook Tythe Barn and Garden Parties at North Heath Hall. We are also hoping to target local businesses to make them aware of the facilities available at Roffey Millennium Hall.

It has been suggested that the Parish Council attend at a Wedding Fayre to promote, in particular, the Tythe Barn. There is an event at the Hawth on 29th January and the cost of small stand will be £125. The promoters have pointed out that we will be up against stiff opposition in terms of wedding venues. There will need to be a sum set aside for the putting together and printing of leaflets and publicity materials.

It would be helpful if we were able to offer a set price for a wedding package. The following price structure is suggested:

For use of the entire Holbrook Tythe Barn for 3 hours on Friday evening, 14 hours on Saturday and 3 hours on Sunday morning.
£525 (normal charge for this number of hours would be £554).

RECCOMENDATION:

Members are asked to consider the Parish Council hiring a stall at a Wedding Fayre at a cost of £125 and allocating in the region of £150 towards the production of leaflets and publicity material.

To agree to promote a Wedding Package based on hiring the Holbrook Tythe Barn for 3 hours on Friday evening, 14 hours on Saturday and 3 hours on Sunday morning for a charge of £525.

13. Infrastructure Delivery Plan

At the Parish Council on 1st September 2016 it was agreed to include the following in the Infrastructure Delivery Plan:

- Upgrade of the stage at North Heath Hall
- Replacement Extractor fans at North Heath Hall toilets (approx. cost £800)
- Fitness Equipment at Amberley Close Playground and Birches Road Playground
- Repair of Boardwalks at Earles Meadow
- Disabled access at Earles Meadow.

Other possible items for inclusion:

- Additional air conditioning units at Roffey Millennium Hall – Bramber, Cowdrey and Arundel.
- Redecoration of Entrance Hall and new bench/chairs North Heath Hall.
- New seat at Amberley open Space (replacement).

RECOMMENDATION:

Members are asked to consider if there are any other projects that should be added to the list.

14. Date of next meeting – Thursday 1st December 2016 (scheduled).

**Vivien Edwards
Deputy Clerk to the Council
7th October 2016**