

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE THURSDAY 15th OCTOBER 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

(a) Planting at Roffey Corner

Members are asked to note that Horsham District Council (HDC) has advised that they consider that the present planting within the central reservation at the traffic lights has not worked; thus resulting in a weedy and unattractive site.

The proposal is to replant the area this autumn with low grasses and Erica Carnea 'Myretoun Beauty' (heather) for colour.

Members are asked to note that this, ordinarily, would be an item for discussion by the Planning Committee, HDC are keen to begin this Project immediately; unless there are any particularly strong objections.

(b) Horsham in Bloom

An email has been received from Horsham in Bloom (HIB) thanking the Parish Council for their sponsorship of the Allotment Awards. Councillor Turner attended the Awards Ceremony on behalf of the Council. Earles Meadow received the Gold Community Award from HIB. They also received the South and South East in Bloom Silver Gilt Award; and an Outstanding Level in the RHS 'It's Your Neighbourhood' category.

(c) Westlake House

Members are advised that the Clerk has been approached by the manager of Westlake House in Pondtail Road, with a view to either Roffey Millennium Hall or North Heath Hall (the latter preferably) being a rest centre for the Care Home in the event of a catastrophic incident.

The Manager has been made aware that the Parish Council, at both of the buildings can only provide a roof, warmth and very limited refreshment facilities; and the use of either of the buildings could not be sustained for any longer than, say 24 hours. Members may well consider, however, that this is a good example of partnership working and community involvement.

The Clerk has been told that in the event of a catastrophic incident, the managing company of Westlake House, Barchester Homes and the Care Quality Commission would be heavily involved in re-locating the residents.

The Clerk is currently awaiting Westlake's Emergency Evacuation document, into which would be inserted one or two emergency telephone numbers to be used by the Home in the event of an emergency. On receipt of this document, a further Report will be provided, either to Council or back to this Committee.

RECOMMENDATION

Members are asked to note the 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. EARLES MEADOW

(a) **Flooding issues**

Members are advised that this matter is still ongoing with the original developers, who have now requested asset plans from Southern Water so as to identify whether the flooding has been caused by difficulties with nearby drainage pipes.

(b) **Pedestrian Access Point to Earles Meadow**

Members are advised that this matter is still ongoing

(c) **Oak Tree**

Members are advised that all works to the veteran oak and the felling of the smaller oak immediately next to it, including bracing work has been completed.

Members are advised that the fencing, as previously agreed by the Committee, will be installed later this week or early next week.

(d) **Tree works – end of Brushwood Road**

Members are advised that planning permission was granted for work to four trees in this area (a cherry, a sycamore, a beech and a twisted willow); and this work has been completed. A further planning application is now required for the felling of the remaining tree (an elder). When the outcome of the planning application is known, the height of the laurel bush will be reduced (the sides already having been trimmed).

(e) **‘Lower and Upper Meadows’**

A number of complaints have been received from Mr Brown of the Conservation Group regarding the treatment of this area in the grounds maintenance contract.

Members are advised that the current grounds maintenance contract is the same as it was previously in respect of this area viz. ‘cutting of north east meadow below Moorhead roundabout – once in each year – in the autumn’.

The previous contractor used a tractor with a grass flail attachment, following which the Conservation Group raked up the arisings.

Mr Brown is complaining that the two machines used (a cylinder and a rotary machine) by the new contractor are not adequate in that they do not cut low enough, just knocking the grass flat.

Members are advised that this issue will be raised with the grounds maintenance contractor at the forthcoming end of first year meeting and if necessary, a further Report will be made to the Committee.

RECOMMENDATION

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

7. COMMITTEE BUDGET MONITORING – to 30.6.2015

Members are advised that the internal spreadsheets detailing Committee Budget monitoring information up to 30th June 2015 will be available at the meeting.

Also to be tabled at the meeting will be the first draft of the Committee Budget for 2016/2017, together with Projects for consideration for the next financial year. Members are asked, at this stage, to bring their own suggestions to the meeting.

RECOMMENDATION

To note this section of the Report

8. NEW GUTTERING AND FASCIA BOARDS – NORTH HEATH HALL

Members are advised that this issue has arisen due to a number of complaints regarding leaks at various 'strategic' places around North Heath Hall and damage to the awning over the patio doors, which is owned by Holbrook Community Pre-School. Further that the issue was first raised to the Committee in February this year.

Members are advised that a full investigation, at height, has now been undertaken of all the guttering at North Heath Hall. Members will be pleased to note, that despite this being the original, none of the actual guttering runs need to be replaced but the joints, stop ends, brackets etc. do need replacing.

The parts have been ordered at a total cost of the parts is £219.99 inc. delivery and VAT; and will be installed in due course. The items were ordered on-line by a staff member, to which appropriate reimbursement will be made.

Members are asked to consider whether they wish to see the snow guard rails remain in place.

With regard to the fascia boards, these will, in due course, require re-painting and it is envisaged that this will be done next spring, viz. in the next financial year.

Members are also asked to note that there are similar issues at Holbrook Tythe Barn, which will require similar works, as described.

RECOMMENDATION

- (a) Members are asked to note this section of the Report**
- (b) Members' views are sought as to the retention of the existing snow guard rails**

9. MULTI COURTS MAINTENANCE CONTRACT - RENEWAL

Members are advised that this annual contract is now for renewal, having been in place for one year. The matters covered by the contract are as follows –

‘To sweep area and remove surface debris. To extract a degree of ingrained contamination from artificial grass carpet. To lift, open up and separate carpet fibres. To check seams and play lines and carry out minor re-adhesion to a maximum of six linear metres. To re-mark existing white play lines when required. To supply and apply a moss killer to surface perimeter extending one metre from edge twice per annum’.

The current terms of the contract are that six visits per annum are carried out as follows – January (end), February (end), May (beginning), August (beginning), November and December.

The Courts are used almost to capacity during the winter months and the maintenance regime provided by the contractor is essential to retain the quality of the playing surface. Members will be pleased to note that the service offered by the contractor has offered no cause for complaint.

There has been no increase in the cost of the contract for this year and remains at £2,400 plus VAT, for the year.

RECOMMENDATION

That the annual contract for the maintenance of the Multi Courts surfaces is renewed on the same terms at a cost of £2,400, including VAT, per annum

10. ONGOING WORKS

Members are asked to note that the following works continue to be ongoing -

(a) **Roffey Millennium Hall**

- (i) Re-design of the Parish Office

(b) **Multi Courts**

(i) **Minor groundworks at Courts entrance**

Members are advised that this work will be undertaken later in the season

(c) **Other locations**

(i) **Replacement notice boards**

This work is being undertaken at the time of writing the Report. Two of the four have already been installed at North Heath Hall and North Heath Lane (Riverside Walk)

(ii) **Tree Works at Heath Way**

Members are advised that planning permission has now been granted and that the necessary work, to two ash trees and a plum tree, at a cost of £740, will be undertaken on 22nd October 2015.

RECOMMENDATION

Members are asked to note this section of the Report

11. COMPLETED WORKS

Members are asked to note the completion of the following works –

(a) **Holbrook Tythe Barn**

- (i) New vinyl flooring – main Barn area)
(ii) Partial tarmacking of car park footpath

(b) **North Heath Hall**

- (i) New vinyl flooring – various areas

(c) **Roffey Millennium Hall**

(i) **Emergency Light replacement**

Members are advised that the statutory annual three hour test has recently taken place. Emergency lights are operated by batteries, which are constantly being charged by mains power. Despite this, however, the batteries do not have an infinite life and many of them in the building have been in place since 2012.

The purpose of the test is to ensure that the emergency lights remain on for a three hour period and that the batteries re-charge when turned back to mains power.

The test revealed that 49 emergency lights failed the test in the building. Following extensive work by the Premises Manager, a provider for the many different battery pack configurations was sourced and all areas, including outside the building have been refitted (apart from the two Halls), which will be undertaken in due course.

The cost of this work was (a) £329.47 net for the battery packs and (b) £520 for two days work from the electrician.

RECOMMENDATION

Members are asked to note this section of the Report

- 12. DATE OF NEXT MEETING**
Thursday 3rd December 2015 (scheduled)

Sue Kemp – Parish Clerk
23rd July 2015