

**NORTH HORSHAM PARISH COUNCIL**

**MEETING OF THE PROPERTY COMMITTEE  
THURSDAY 16<sup>th</sup> OCTOBER 2014 at 7.30pm**

**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 30.9.2014**

Members will be circulated with spreadsheets detailing Budget Monitoring information to 30.9.2014, at the meeting (if not before)

**RECOMMENDATION**

**That Members note the Budget Monitoring information at 30.10.2014**

**7. COMMITTEE BUDGET – 2015/2016 – first draft**

Members will note that the first draft of the Committee Budget is incorporated into the Budget Monitoring information, which will be circulated at the meeting (if not before).

Members are also invited to consider whether there should be any changes to the current charging structure for Hire Fees; and whether or not there should be any increase to existing Hire Charges, associated charges and Allotment Rents (£25 pa full plot/£12.50 pa half plot).

Members will find enclosed a copy of the current Hall Hire leaflet.

Members are invite to consider the following Projects put forward by staff for undertaking in the 2015/2016 financial year –

- (a) clearing and re-organisation of flower bed alongside main path to North Heath Hall (to be funded by an increase to the Open Spaces budget)
- (b) levelling and re-seeding of 'kick about' area at Amberley Close Open Space (to be funded by an increase to the Open Spaces budget); or provision of purpose built multi-functional MUGA wall (to be funded as a Capital Project)
- (c) replacement guttering and fascias, as required at North Heath Hall and Holbrook Tythe Barn (to be funded from the Repairs and Renewals Budget)
- (d) alterations to Parish Office (Members' attention is drawn to the Report to the Personnel Committee on 9<sup>th</sup> October 2014)

**RECOMMENDATION**

**Members' views are sought**

**8. EARLES MEADOW**

**(a) Seating**

Members are advised that work is continuing following approval for the commemorative seat to be installed at the request of former Councillor Alan Britten. Further, that no further information has been received from the Earles Meadow Residents' Association (EMRA) for the installation of a second rustic bench.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**(b) Bulb Planting**

Members are advised that following recent lighting works which caused disruption to the established bulb planting along the road into the estate; and at the request of Mr Brown, two bags of daffodil bulbs have been purchased to replenish the display, at a cost of £39.98 (from Petty Cash). Mr Brown is seeking the purchase of another bag and reimbursement for one that he has bought.

**RECOMMENDATION**

**Members' views are sought**

**(c) Shrub areas at Play Area**

Members are advised that EMRA has requested that they take over the care and maintenance of the two shrub areas either side of the small Play Area on the estate. These are not within the Parish Council's grounds maintenance contract (apart from the trimming of the laurel bush on the corner) and it is not clear who the owner of these areas is. Both areas are in need of attention and members are asked to note that permission has been given to EMRA.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**9. TREE WORKS**

Members are advised that (a) the conifer at Amberley Close has now been felled; and (b) work is continuing with regard to the hornbeam tree in Cherry Tree Walk.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**10. COMMUNITY VENUES**

**(a) North Heath Hall**

**(i) Roof works**

Members are asked to note that all works are now complete.

**(ii) Roof window openings**

Members are advised that the roofing works, whilst including new roof windows, did not include the fact that the windows could be remotely opened, as this was 'cost prohibitive'. Staff are currently investigating how this issue might be addressed and a Report will be available in due course.

## **RECOMMENDATION**

**Members are asked to note sections (i) and (ii) above**

### **(iii) Car Park**

Members are advised that following works on the roof (with associated large lorry movements), the car park is in need of re-lining; and a quotation has been received in the sum of £575, plus VAT

## **RECOMMENDATION**

**Members' views are sought**

### **(b) Holbrook Tythe Barn**

#### **(i) On-going works**

Members are advised that all works on the **inside** of the new wing have been completed. It is understood that part of the **porch** entrance (around the letterbox) is to be re-decorated and there are still issues with the letterbox itself. The repair to the external awning is also still outstanding.

The Clerk has now received the Electrical Safety Certificate – but not the O & M Manual. The Manual would include the guarantee for the Multi Courts surface.

With regard to the **Multi Courts** low level boarding has been installed alongside the boundary between the Courts and the Bowls Green, to keep the bark from blowing onto the Courts. The missing bolts from various places in the fence have been installed. The gate to Court 2, however, still needs adjusting.

Other outstanding **outside works** have either been completed or are in the process of being completed and it is anticipated that a final visit from the contractor will have taken place before the next Committee meeting.

The most serious outstanding issue is the **grasscrete car park**, which is giving rise to many complaints. The Clerk has attempted to contact Westrock, through their agent and eventually on making contact was told that new landscaping contractors had been sourced and Westrock were currently making a decision as to who to appoint to finish the outstanding works. The Clerk had arranged a meeting on

2<sup>nd</sup> October, to discuss the situation, which was cancelled by Westrock's agent.

At the time of writing the Report, the only correspondence relating to the grasscrete has been from the project's main contractors who have said, as follows '...You are more than welcome to start using the car park but that would then show that it's been accepted and fit for public use by North Horsham Parish Council. Obviously with the current weather situation and the time of year it is too late to re-seed and will, without doubt, get carved up by traffic as it is so wet at present. As a company we would advise the car park not to be used'.

It is hoped that further information may be available at the meeting

## **RECOMMENDATION**

**Members are asked to note this section of the Report**

### **(ii) Shrub Beds**

Members are advised that following the completion of the internal works at the Barn, staff considered the following points –

- the uncertainty as to the completion of external works (in this instance landscaping, particularly to the side bed and around the entrance into the building) as part of the Barn project
- maintenance work to the bed at the front and side of the building had not been undertaken by the grounds maintenance contractor
- the front of the building was badly in need of clearing
- the bed to the side of the building was overgrown and some shrubs and plants were damaged
- as a result the immediate external surrounds of the Barn were 'letting down' the new internal features

Consequently, a local contractor was brought in to undertake work on both beds at a fixed price of £150 per day for three days; and the end result has made a dramatic difference to the outside appearance of the building.

Following the work at the side of the building, there were a number of 'bare patches' and that bed has now had a mulch of bark chippings applied at a cost of £98 (inc, VAT). Further

bark may be applied to the bed at the front of the building, when persistent ground cover has been removed.

Members are asked to note that all expenditure will be taken from the Open Spaces Budget.

**RECOMMENDATION**

**Members are asked to approve the actions of the Clerk as outlined above**

Members' views on the installation of a knee high fence along the edge of the side border to keep pedestrians etc. off the bark; and also to follow on from the fencing of the car park to prevent children slipping down the slope between the car park and the Play Area, a total of 27 metres (photographs will be available at the meeting).

Two quotations have been received – (a) for the supply and installation in the sum of £700, plus VAT; with work being undertaken on 25<sup>th</sup> October; and (b) for the supply and installation in the sum of £775.26.

**RECOMMENDATION**

**That the quotation from Company A above is accepted**

**(iii) Patio Furniture**

Members are asked to note that the three tables are now in place

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**(c) Multi Courts**

**(i) Maintenance of Courts surface**

Members are advised that the maintenance contract, as previously advised, has been set up. To complement the contract, however, it has been necessary to purchase a leaf blower, at a cost of £450. This work will be undertaken mainly by the Litter Warden.

**(ii) Surrounding Fence**

There have been further instances of people gaining unauthorised access to the Courts; which is done by using

the picnic tables on the site. These are in the process of being disposed of.

**RECOMMENDATION**

**Members are asked to note section (i) and (ii) of the Report**

**(d) Roffey Millennium Hall**

**(i) Upstairs water system**

A quotation has been received for remedial work to deal with this difficult issue, in the sum of £1,936, plus VAT. This is considered to be too expensive and further research work is continuing.

**RECOMMENDATION**

**Members are asked to note this section of the Report**

**11. DATE OF NEXT MEETING**

**Thursday 4<sup>th</sup> December 2014 (scheduled)**

**12. EXCLUSION OF THE PRESS AND PUBLIC**

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

**RECOMMENDATION**

**That the Press and Public are excluded from the meeting**

Sue Kemp – Parish Clerk  
15<sup>th</sup> October 2014