

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 28th JULY 2015

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 7.45pm 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. Monitoring of the Committee Budget

Members are advised that the Committee Budget monitoring information will be available prior to the meeting.

RECOMMENDATION

That the Committee Budget monitoring information is noted.

7. To discuss Renewal of the Multi Courts Maintenance Contract

The existing cleaning and maintenance contract for the Synthetic Grass Sports Surfaces at Tythe Barn is due for renewal. The current contractor has agreed to extend the contract for a further 12 months with no increase in charge. The cost for six visits per annum is £2,400.

RECOMMENDATION:

To agree to extend the contract with the current contractor for a further 12 months.

8. **RoSPA Training**

A full RoSPA inspection is carried out at all play areas once a year. In addition to this the Facilities Officer conducts a visual inspection of all the play areas two or three times a week depending on the time of year. The Litter Wardens regularly visit the play areas at Amberley Road, Birches Road and Earls Meadow while the caretakers at Tythe Barn clear litter from the playground there. It is hoped that any defects would be picked up by these members of staff although none have had any formal training.

Members are asked to consider that appropriate training be given to members of staff who are involved in inspecting / regularly visiting play areas.

RoSPA currently offer a One Day Routine Play Inspection Course, costs (exc VAT) as below.

Set course fee if training in house:

Up to 6 people - £1175

Each additional person - £85

North Horsham Parish Council has at least 5 members of staff who would benefit from this training. The above cost can be reduced by offering places to neighbouring Parish Councils – two have already expressed interest in sending delegates.

As an alternative, the cost to send one delegate to a training course in Swindon would be £230 + travel expenses + travel time.

RECOMMENDATION

To agree to provide in house training on Routine Playground Inspection at a maximum cost of £1175.

9. **DBS Checks**

It has been identified that it would be good practice for all staff who regularly come into contact with children or vulnerable adults to have a DBS check. This would apply to all caretakers / litter wardens, the Facilities Officer and the Administration Clerk. Age UK Horsham District offer the Umbrella DBS check at a cost of £46 per check. The DBS's Code of Practice requires that the Parish Council has various policies in place before checks can be carried out.

RECOMMENDATION:

To agree that all current and future staff who are likely to come into contact with children or vulnerable adults be DBS checked and that the relevant policies be drawn up and presented to the Parish Council for approval at their meeting on 1st September 2016.

10. **Installation of a Defibrillator on the front wall of the Millennium Hall**

Horsham Community Responders have submitted a proposal to place a Public Access Defibrillator (PAD) on the exterior wall of the Millennium Hall for users of the Hall and other local buildings (including the shops) and members of the community. Given the high foot fall in the area it would be an asset to the local community.

The cost for the cabinet and device would be £1475 plus the installation cost which would be approximately £150. Ongoing costs would be for AED pads (2 to 3 year life span) which cost £30 each and replacement of the battery (4 to 5 year life span) at a cost of £130.

RECOMMENDATION:

To approve the purchase, installation and ongoing maintenance of a Public Access Defibrillator on the Millennium Hall.

11. Issues relating to Earles Meadow

(a) Annual Meadows Cut

Complaints were received last year about the quality of the annual cut and the fact that the hay was not collected after cutting. The current contractors are not happy to collect the hay after cutting as they consider that the equipment they would have to use could damage the land.

The Earles Meadow Conservation Group (EMCG) have done some research and obtained a quote from a recommended contractor who is familiar with this type of work. The cost for an annual meadow cut plus collection of the hay would be £500. Our current contractor has agreed to remove this cut from our agreement and deduct £224 from our annual bill. Members are asked to consider that the shortfall of £276 be funded by the Parish Council.

RECOMMENDATION:

To approve the removal of the Annual Meadows Cut from our current Ground Maintenance Contract and instruct a specialist contractor, as approved by the EMCG, to undertake the work for a cost of £500.

(b) Earles Meadow Management Plan – August 2015

The latest draft of the Plan has been received and will be circulated separately.

RECOMMENDATION:

Members are asked to note the Plan.

12. Completed Works

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

(a) Roffey Millennium Hall

(i) The lift has been serviced. The maintenance company are experiencing problems re-programming the emergency phone. The lift is operational as long as a member of staff is aware that it is being used.

(ii) The partition has been serviced. The turning mechanism in one section is not working and needs to be replaced.

(b) All Buildings

(i) All fire extinguishers and fire blankets have been serviced.

(c) Play Areas

(i) Minor remedial works as identified by RoSPA have been completed.

(ii) The basketball hoop and backboard have been replaced at Amberley Close.

(d) Other Locations

- (i) Tree works at Oak Close - scheduled for 22nd July 2016.
- (ii) Replacement bollard at Roffey Corner - scheduled for 22nd July 2016.

13. On-going Works

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

(a) Holbrook Tythe Barn

- (i) New Patio Doors and surrounds, new kitchen window and new external doors – work to be undertaken 11th and 12th August.
- (ii) Fence off and clear beds of ivy and shrubs at the front of the car park - work to be undertaken in the summer holidays.
- (iii) Guttering to be repaired.

(b) North Heath Hall

- (i) Conversion to mains water supply - work to be undertaken 25th to 28th July.
- (ii) Painting soffit and fascia boards. Wash and paint stone border.
- (iii) Paint contrasting coloured line along edge of concrete steps leading to outside areas. Health and safety request.

(c) All buildings

- (ii) Intruder and fire alarms to be serviced – scheduled.

(d) Play areas

- (i) Missing or broken parts on various pieces of equipment as identified by RoSPA are due to be replaced/are on order.
- (ii) Wet pour at Birches Road playground to be replaced – quotes are being obtained.

14. Tree Work – Various Locations

- (i) Whitehorse Road
A resident has complained about two Hornbeam trees on land at Earles Meadow. One is overhanging the front of their property and is damaged and one to the side of their property is overgrown. A quotation for £380 has been received to reduce the trees by approximately 4m overall.
- (ii) Rowlands Road
A resident is concerned about a Norwegian Maple to the rear of their property on Amberley Close Open Space. The tree is overgrown and boughs keep dropping off. The tree surgeon has agreed that the tree is weak and should be cut back. A quote of £350 (to be confirmed) has been submitted to carry out the work.

RECOMMENDATION

To consider the quotations for the tree works described above.

15. To consider the following work:

(a) North Heath Hall – urgent repairs to drainage

There has been an on-going situation with blocked drains causing raw sewage to spill onto the path and into the nursery play area and the caretakers and Facilities Officer have on occasion had to rod the drains. Following a reoccurrence of the problem early in July a CCTV inspection of the pipework was carried out and together with considerable root ingress,

multiple displaced joints were found throughout the pipework together with a heavy build-up of waste.

The recommended remedial work is to carry out high pressure water jetting, reline the damaged pipework and then re-survey. A quote for £1,480 for carrying out this work has been obtained, further quotes are being sought.

RECOMMENDATION

To agree to carry out necessary corrective work to the drainage system at North Heath Hall.

(b) Tythe Barn – safety and access issues

(i) Concern has been expressed previously about a potential safety issue, particularly at school dropping off and picking up time and when the Multi Courts are in use. Cars are seemingly unaware that there is a footpath running across the car park, separating the tarmac and grasscrete areas. Whilst the staggered fencing goes some way to slowing down running children, smaller children can simply run underneath it and cars have been seen to exercise no caution whatsoever in the vicinity of the footpath.

At a Property Committee meeting earlier this year putting hatching on the footpath and tarmac footpath was discussed. However, there is still concern that this will not reduce the risk sufficiently and it is considered that the installation of a 5 MPH speed bump between the two car parks would be more appropriate.

A quote of £351 for supplying and installing a suitable ramp has been received.

(iii) Despite hatching painted on the ground in front of the Workshop door at Tythe Barn, cars often park in front of it blocking access to the workshop and preventing use of the adjacent Fire Exit door. A quote for £191 has been obtained to install 2 x hand fold down posts to overcome this problem.

RECOMMENDATION

Members are asked to agree to accept the quotes to carry out the above works.

(c) Open Spaces – Vehicular access

Concern has been expressed that cars are accessing houses in Cherry Tree Walk by driving across the grass at the end Spinney Close which is part of Earles Meadow Open Space.

The Parish Council's Open Space Policy states that:

2.2. *The following activities are prohibited, unless the permission of the Parish Council has been obtained in writing –.....*

- *That there be no driving or other use of any motor vehicle, motor cycle or other mechanically propelled vehicle*

In order to prevent incidents like this occurring in the future it has been suggested that the Clerk is given delegated powers to install fencing/trees, at their discretion, in order to stop vehicular access onto Parish Council Open Spaces.

RECOMMENDATION

Members' views are sought.

(d) Bus Shelter – Rusper Road

A request to install a bus shelter at the bus stop on the Rusper Road (Brook Road side) has been received. Initial investigations indicate that a fairly basic shelter would cost in the region of £3,000 - £4,000 but can rise to around £10, 000. As owner of the shelter the Parish Council would also need to consider maintenance and cleaning together with insurance for liability and damage. They would also be responsible for carrying out public consultation for the installation of a shelter and would require permission from the Area Highway Manager.

RECOMMENDATION

Members' views are sought.

16. Naturalised Planting at Riverside Walk adjacent to North Heath Hall

The Parish Council has been asked to approve naturalised planting along the Riverside Walk where the site's boundary abuts the Walk (not on the side of the Walk next to the River). The work will be undertaken by Castleoak at the request of the Horsham Town Community Partnership Riverside Walk Project Team. A high dependency dementia care facility is being developed at the former Evelyn Lancaster site in St Marks Lane, Horsham and it is well documented that people who have dementia gain great benefit from connecting with nature and from the visual images and perfumes of plants.

RECOMMENDATION

To agree to send a letter approving and supporting the above work.

17. Replacement Van for the Parish Council

At the Property Committee meeting held on 9th June 2016 it was agreed that costings for purchasing / leasing an electric van be obtained and presented to the next meeting of the Property Committee.
Figures will be circulated prior to the meeting.

RECOMMENDATION

Members' views are sought as to how to proceed.

18. Date of next meeting – Thursday 13th October 2016 (scheduled).

**Vivien Edwards
Deputy Clerk to the Council
22nd July 2016**