

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE THURSDAY 30th JULY 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

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. EARLES MEADOW

(a) Flooding issues

Members are advised that this matter is still ongoing with the original developers as to questions regarding land ownership.

(b) Pedestrian Access Point to Earles Meadow

Members are advised that this matter is still ongoing

(c) **Oak Tree**

Members are advised that the outcome of the planning application is awaited.

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

Members are advised that the outcome of the planning application is awaited. The laurel shrub has been trimmed at the side and work will be done on the height at the time of the other works

RECOMMENDATION

Members are asked to note this section 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.

RECOMMENDATION

That the Committee Budget monitoring information is noted

8. ACQUISITION OF LAND – HIGHDOWN WAY

Members are advised that a Report will be available at the Committee meeting.

RECOMMENDATION

Members are asked to note this section of the Report

9. POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH OWNED PREMISES

Members will no doubt recall that at the Council meeting on 19th May 2015, various amendments and additions were made to the Policy and Conditions of Hire.

An issue that was outstanding and for consultation with staff, was the opening of the community venues on Bank Holidays with the recommended wording of new **Section 6(iii) – Booking Exclusions** -

‘Bookings are not taken at any of the Parish Council venues (including the Multi Courts on any Bank or Public holidays viz. New Year’s Day, Good Friday, Easter Monday, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day; and any other Public Holiday that may be announced, from time to time’

Members are asked to note that historically bookings have not, in the last fifteen years, been taken on any of the above Bank Holidays, including New Year's Eve. There will, therefore, be no change to income levels. Staff are reluctant for this to change, as the majority have families and arrange their working shifts to spend this extended time with them.

RECOMMENDATION TO COUNCIL

That the previously suggested wording as shown above is approved

New Section 25 (i) – Barbecues

Members are asked to reconsider that barbecues are allowed at Holbrook Tythe Barn. Members are asked that this is a popular request at this venue and could result in loss of income.

Members are asked to note that the use of hogroasts, is now included in this section.

An additional section, numbered as (vi) is included as to the safe disposal of disposable barbecues.

RECOMMENDATION TO COUNCIL

That the above amendments to Section 25 are approved

10. NEW FLOORING – NORTH HEATH HALL AND HOLBROOK TYTHE BARN

Members will no doubt recall from the previous Committee meeting that staff were asked to ascertain the cost of re-flooring the whole of North Heath Hall. Following negotiations with the contractor the following costs are now available –

North Heath Hall	£9,000
Holbrook Tythe Barn (original part)	£6,000

This work can be undertaken in the School summer holidays, thus causing the minimum disruption to users and loss of income to the Council.

VAT implications

At 30.6.2015 Council is £6,320.33 below the £7,500 *de minimis* limit. The impact of this work on the calculation will be a VAT cost of £1,800 at North Heath Hall (100% of VAT not recoverable) and £840 at Holbrook Tythe Barn (70% of VAT not recoverable); giving a total of £2,640 and brings the *de minimis* calculation down to £3680.33 for the remainder of the financial year.

For this reason, Members are asked to consider that the other projects at North Heath Hall – (a) replacement gutters and fascias is put into the next financial year and (b) the installation of acoustic panels is reviewed.

Members are asked to note that the Chairman and Vice Chairman of Council the Chairmen of the Property and Finance and Administration Committees have approved this work and the order has been placed.

RECOMMENDATION

- (a) That the quotation in the sum of £15,000 for new vinyl flooring at North Heath Hall and Holbrook Tythe Barn is approved**
- (b) That the expenditure be met from the Repairs and Renewals Reserve**

11. TREE WORKS – HEATH WAY

Members are asked to note that a complaint has been received from a resident of Heath Way via District Councillors P. Burgess and Mitchell regarding tree works required to two ash and a plum tree on land owned by the Parish Council. The trees are subject to a Tree Preservation Order.

Members are advised that in consultation with the Vice Chairman of Council and the Property Committee Chairman, a quotation has been received in the sum of £740 and a planning application has been submitted.

RECOMMENDATION

That the quotation in the sum of £740 is accepted

12. 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) North Heath Hall**
 - (i) Gutters and fascia boards – see agenda item 11 above
 - (ii) Acoustic Panels - see agenda item 11 above
- (c) Holbrook Tythe Barn**
 - (i) Partial re-tarmacing of footpath across car park

Members are advised that a further quotation has been received in the sum of £980, for an 1`8 metre run and includes concrete edging.

RECOMMENDATION

That the quotation in the sum of £980 is accepted

- (ii) Damage to knee high fencing
- (iii) Tree boundary – Holbrook Tythe Barn and Park Farm Road

(d) Multi Courts

- (i) Minor groundworks at Courts entrance

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

(e) Other locations

- (i) Replacement notice boards

RECOMMENDATION

Members are asked to note this section of the Report

13. COMPLETED WORKS

Members are asked to note the completion of the following works at Holbrook Tythe Barn –

- (a) Taps in WCs (concussive taps and pop up wastes)
- (b) Reinstatement of external awning

RECOMMENDATION

Members are asked to note this section of the Report

14. BUS SHELTER AT MANOR FIELDS

Members are asked to note that following the recent work to this Bus Shelter (the provision of larger end panels and a seat), most disappointingly one of the large rear panels of the shelter was destroyed by an act of vandalism. Members are asked to note that an order has been placed for a replacement panel from a local company, and that this will not be the subject of an insurance claim.

Members are advised that the actual Bus Stop has now been moved to next to the Bus Shelter, following many years of requests for this to happen.

RECOMMENDATION

Members are asked to note this section of the Report

15. DATE OF NEXT MEETING
Thursday 15th October 2015 (scheduled)

16. 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 now excluded from the meeting

17. CHILDCARE PROVISION
Members are asked to note that a Report will be given at the Committee meeting

Sue Kemp – Parish Clerk
23rd July 2015