

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 13th OCTOBER 2016 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors A Britten, K. Burgess*, R Knight*, R Millington*, D Searle, S Torn and R Wilton.

* denotes absence

In attendance: Vivien Edwards Deputy Clerk, Debbie Lees Facilities Officer and 1 member of the public.

PR/035/16 PUBLIC FORUM

The Group Leader of the Earles Meadow Conservation Group (EMCG) updated members on issues relating to item 7 on the agenda (Earles Meadow).

PR/036/16 APOLOGIES FOR ABSENCE

Apologies and reasons for absence were noted from Cllr K Burgess, Cllr R Knight and Cllr R Millington.

PR/037/16 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 27th July 2016 were agreed and signed by the Chairman as being a true record.

PR/038/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PR/039/16 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

There were no announcements.

PR/040/16 COMMITTEE BUDGET MONITORING – as at 30.09.16

Members noted receipt of the final Committee Budget Monitoring information to 30.09.16, the proposed forecast for 2016/17 and the initial budget for 2017/18.

It was RESOLVED to

- (i) Note the Budget Monitoring information and the proposed forecast.**
- (ii) Approve the first draft of the Committee Budget for 2017/18.**

PR/041/16 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 proposed that eventually the chicken wire on top of the boardwalks be

- replaced with welded mesh.
- Some boardwalks have been extended; it was suggested that work is required to make this good.
 - Disabled access points to be considered.
 - Consider erecting 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.

The Committee RESOLVED to:

- a) Send 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) Obtain quotes for making good the unsafe boardwalks and extending them in two places. EMCG to conduct a test run to ascertain the suitability of using welded mesh in place of chicken wire. If any of the work is required to be undertaken urgently on health and safety grounds it can be authorised by the Chairman and Vice Chairman of the Committee. The remainder of the works to be included in the Infrastructure Delivery Plan.**
- c) Erect safety signs at the main access points to the site warning members of the public about the slippery, uneven surfaces.**
- d) Recommend to the Finance Committee approval of the grant application submitted by the EMCG.**

(b) Flooding

Members were updated about concerns of a resident regarding an on-going issue with flooding from a ditch which runs behind some properties at Earles Meadow. The resident concerned has been advised that Land Registry documents show that the ditch which runs between the allotments off Amberley Close and the houses on Earles Meadow is part of land owned by Bryant Homes.

It was RESOLVED to note the update.

PR/042/16 COMPLETED WORKS

(a) North Heath Hall

- (i) Conversion to mains water supply.
- (ii) Soffit and fascia boards painted. Stone borders washed and painted.
- (iii) Painted 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, a new kitchen window and two new external doors have been fitted.
 - (ii) A speed ramp has been installed between the two car park areas. A letter was sent to the Headmaster of Holbrook School advising him of the work that has been undertaken and asking him to remind parents about safety issues.
 - (iii) Fold down posts have been installed to prevent parking in front of Workshop Door.
 - (iv) Blender valves have been fitted to taps in toilets to prevent the water running too hot.
- (c) All Buildings**
 - (i) Intruder and fire alarms have been serviced.
- (d) Multicourts**
 - (i) Application of moss killer and court marking.
- (e) Other Locations**
 - (i) Tree works at 21 Oaks Close.
 - (ii) Earles Meadow – annual meadows cut completed August 2016.

It was RESOLVED to note this section of the Committee Report.

PR/043/16 ON-GOING WORKS

- (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 the 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 the log 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**

It was RESOLVED to note this section of the Committee Report.

PR/044/16 TREE WORK – VARIOUS LOCATIONS

Members noted receipt of a letter from residents concerning a Hornbeam tree at Cherry Tree Close.

It was RESOLVED to accept the quotation for £380 for reducing the Hornbeam tree by 3m subject to checking if a TPO is required.

PR/045/16 FUTURE WORKS

(a) Earles Meadow

A resident has requested that one of the five dog waste bins located on the Earles Meadow Road side of the green space be relocated to the Downsview Road side of Earles Meadow.

It was RESOLVED to move one of the dog bins at an approximate cost of £70.

(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 new doors. This is not acceptable for some of the groups that use the room e.g. Yoga and Meditation

It was RESOLVED to install 2 roller blinds to the full height of the door at a cost of £528.00 + VAT.

(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. Quotes have been acquired to cut out the damaged area and relay with 11.25m² of black wet pour.

It was RESOLVED to carry out the remedial work at a cost of £1050 + VAT (50 mm depth wet pour).

PR/046/16 Promotion and Publicity

Since publication of the agenda there had been a change in circumstances with bookings at Holbrook Tythe Barn which meant that it would no longer be possible to offer wedding packages at a weekend.

It was RESOLVED to defer any decisions regarding wedding packages at the venue for the present time. The Committee noted that measures had been put into place to promote bookings at all venues.

PR/047/16 Infrastructure Delivery Plan

At the Parish Council meeting 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.

It was RESOLVED to add the following projects to the list:

- **Additional air conditioning units at Roffey Millennium Hall – Bramber, Cowdrey and Arundel.**
- **Redecoration of the Entrance Hall and new bench/chairs at North Heath Hall.**
- **Replacement seat at Amberley Open Space.**

PR/048/16 DATE OF NEXT MEETING
Thursday 1st December 2016.

There being no other business, the Chairman closed the meeting at 8.12 pm

..... Chairman

..... Dated