

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 2nd FEBRUARY 2017

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 7.45 pm 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. Finance – see Finance Report Appendix A

RECOMMENDATION:

To note the Committee Budget to 31st December 2016.

7. Completed Works

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

(a) All Venues

- (i) Intruder and Fire Alarms serviced
- (ii) Legionella Risk Assessments and annual testing carried out
- (iii) Fire Risk Assessments – to be presented for approval at the next Parish Council meeting.

(b) Roffey Millennium Hall

- (i) Lift serviced and insurance check carried out
- (ii) Entrance hall redecorated.

(c) Play Areas

Swings fixed at Holbrook Tythe Barn.

(d) Bus Shelters

(i) Lambs Farm Road and Church Road repainted and repaired.

(e) Tree Works

(i) Whitehorse Road – Hornbeam

(ii) Rowlands Road – Norwegian Maple.

RECOMMENDATION:

To note completed works.

8. On-going Works

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

(a) Roffey Millennium Hall

Defibrillator and case have been delivered. To be fitted to external front wall.

(b) Various Locations

(i) Tree works at Cherry Tree Road

(ii) Street lights - ongoing repairs.

(iii) Bus shelter at North Heath Lane (opposite Heath Way) – to be repaired.

RECOMENDATION: To note on-going works.

9. Future Works

Members are asked to consider the following works:

(a) Multi Courts

At the meeting in December the Property Committee considered the request from Horsham Bowling Club to provide additional two-metre high protective netting to the top of the fence of the Multi Court that runs alongside the Bowls Green. Two quotes were provided.

Given the cost of the project it was agreed to write to the Bowling Club and suggest they consider sharing the cost with the Parish Council. They have declined to do this - a copy of their response can be found in Appendix B.

Members are asked to consider how to progress this issue given the response from Horsham Bowling Club.

Despite contacting several companies, it has not been possible to obtain a further quote. The two costs that have been obtained are as follows:

Company A

Option 1

To supply and install a 2m high ball stop netting to existing posts this will consist of installing a 2m extension at 5m C/C 100 x 100 black polypropylene netting will be clipped to a high tensile wire at the top of the extension and clipped to the top of the existing fencing.

Cost £2181 + VAT

Option 2

To supply and install 3m high netting above existing 3m high fencing this will consist of 6m high posts installed adjacent to the existing fencing posts netting will be clipped to high tensile line wires at the top and intermediate point of the 6m high posts and clipped to the top of the existing fencing.

Cost £3105 + VAT

Company B

Supply and install metal brackets extending 2m higher than existing fence. Posts will be fitted to every second post and both corners. Install galvanised wire connected to each bracket at the top, and middle. Install black polypropylene 50mm X 50mm strong netting fixed along the top of the fence and galvanised wire.

Cost £4,100.00 + VAT

Members are advised that the installation of such netting will require planning permission.

(b) Holbrook Tythe Barn Open Space – Goal Post

At the meeting of the Property Committee in December 2016 it was agreed to remove the goal post that was in situ as it was not fit for purpose and obtain costs for replacing it. The costs and location of a new goal post were to be discussed at the next meeting.

Three quotes have been obtained for a 16ft x 7ft, 76mm thick steel round socketed goal post:

(i) £360 (ii) £365 (ii) £437. All costs include delivery and exclude VAT.

The cost for dismantling and disposing of the old goal post and installing the new one will be £150.

It is suggested that the new goal post is moved 3m forward from the current position.

RECOMMENDATIONS:

- (i) To consider the response from the Bowling Club regarding installing netting at the northern end of the Multi Courts and decide how to proceed.**
- (ii) To consider installing a new goal post at Holbrook Tythe Barn Open Space and decide on a suitable location.**

10. Emergency Telephone Lines and Alarm Connections

Servicing of the intruder and fire alarms has highlighted some problems at North Heath Hall and Holbrook Tythe Barn regarding the connection/provision of telephone lines.

At North Heath Hall it was identified that the telephone line connected to the alarm systems had been disconnected. It is not known why or when this happened. It has now been reconnected by BT at no cost. However, it was also found that the phone in the entrance hall that is for 999 calls only is not connected to a telephone line. There is one other line at the Hall that is paid for by the Parish Council which is used by the Holbrook Pre-School for incoming calls only.

The 999 phone cannot be connected to either of the existing lines as there would be a conflict of inbound & outbound call features. If the 999 phone is to be retained a new line will need to be installed.

It has also been identified that the alarm systems at Holbrook Tythe Barn are not connected to a telephone line. There is only one telephone line at the building which is used for the phone in the foyer which is for 999 calls only. As all other outgoing calls are barred it cannot be used for the alarm system as well.

An additional line could be installed for the alarm or the line currently in place could be used for the alarm but this would mean that the 999 phone would not be operational.

RECOMENDATIONS:

- (i) **North Heath Hall – consider if it is necessary to have a dedicated line for 999 calls. If considered necessary, agree to a new line being installed for this at a cost of £120 for installation and £13.20 per month rental.**
- (ii)
- (iii) **Holbrook Tythe Barn – consider if it is necessary to have a dedicated line for 999 calls. If considered necessary, agree to a new line being installed to be connected to the alarm system at a cost of £120 for installation and £13.20 per month rental. If not considered necessary, transfer the existing line to the alarm system.**

11. Fire Warden Training

Whilst carrying out the Fire Risk Assessments for all venues it has been identified that Fire Wardens are required for Roffey Millennium Hall. Ideally, both caretakers and at least four members of staff should be trained.

RECOMMENDATION:

To consider staff undertaking Fire Warden training by West Sussex Fire Brigade at a total cost of £480. Other Parish Councils and local organisations to be invited to attend so as to share the cost.

12. Policy and Conditions of Hire in Relation to Parish Council owned Premises

The full document can be found on the Parish Council website.

It has been suggested that the wording concerning events for persons aged 11 to 21 years in section 6 - Booking Exclusions requires clarification.

RECOMMENDATION:

To change the following wording from section 6 on Booking Exclusions:

Bookings will not be taken for parties or events involving persons between 11 and 21 years.

To:

Bookings will not be taken for parties or events specifically for persons between 11 and 21 years.

13. Date of next meeting – Thursday 6th April 2017 (scheduled).

**Vivien Edwards
Deputy Clerk to the Council
27th January 2017**

Agenda Item 6 – Finance
Report for Property Committee 2nd February 2017

Actual income and expenditure until 31st December 2016, annual budget for 2016/17 (set in January 2016 as part of the precept) and the revised forecast.

Position at 31st December 2016

Income

Cost Centre	Actual Income	Annual Budget	Forecast
Allotments	750	725	750
North Heath Hall	41,069	59,000	59,000
Holbrook Tythe Barn	19,264	25,000	25,686
Multi Court Lettings	11,081	12,000	12,000
Roffey Millennium Hall	54,654	73,750	72,600

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Forecast
Allotments	397	1,700	1,700
North Heath Hall	19,931	30,712	25,756
Holbrook Tythe Barn	12,099	26,294	21,553
Multi Court Lettings (no separate budget)			
Roffey Millennium Hall	23,620	45,410	37,213

Income is running on track at all venues apart from North Heath Hall which is slightly down on the proposed forecast. This is due to the loss of some regular bookings although the gaps are steadily being filled with new hirers.

Expenditure is less in all cost centres than would be expected at this time in the financial year; if this continues actual expenditure at year end will be less than the forecast.

Spreadsheets detailing Committee Budget monitoring information up to 31st December 2016 can be found on sheets 2 -5.

RECOMMENDATION:

Members are asked to note the Committee Budget to 31st December 2016.

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>103</u> Grants						
4155 Other Grants and Donations	0	8,227	15,000	6,773		6,773
Grants :- Expenditure	<u>0</u>	<u>8,227</u>	<u>15,000</u>	<u>6,773</u>	<u>0</u>	<u>6,773</u>
Net Expenditure over Income	0	8,227	15,000	6,773		
<u>104</u> Burial						
4101 Burial Charges	0	3,000	6,000	3,000		3,000
Burial :- Expenditure	<u>0</u>	<u>3,000</u>	<u>6,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>
Net Expenditure over Income	0	3,000	6,000	3,000		
Finance & Administration :- Expenditure	<u>1,329</u>	<u>49,679</u>	<u>90,460</u>	<u>40,781</u>	<u>0</u>	<u>40,781</u>
Income	<u>0</u>	<u>300,017</u>	<u>600</u>	<u>299,417</u>		
Net Expenditure over Income	1,329	-250,338	89,860	340,198		
<u>Planning Environment & Transpo</u>						
<u>201</u> Planning, Env & Transport						
4305 Planning Consultant Fees	0	0	2,000	2,000		2,000
4308 Highway Enhancements	0	0	2,000	2,000		2,000
Planning, Env & Transport :- Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>
Net Expenditure over Income	0	0	4,000	4,000		
Planning Environment & Transpo :- Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Net Expenditure over Income	0	0	4,000	4,000		
<u>Property</u>						
<u>301</u> Allotments						
4012 Water Rates	0	122	200	78		78
4102 Allotment Rent	0	238	250	13		13
4200 Grass cutting	0	0	750	750		750
4259 Allotment Maintenance	0	38	500	463		463
Allotments :- Expenditure	<u>0</u>	<u>397</u>	<u>1,700</u>	<u>1,303</u>	<u>0</u>	<u>1,303</u>
1050 Allotment Rents	0	750	725	25		0
Allotments :- Income	<u>0</u>	<u>750</u>	<u>725</u>	<u>25</u>		
Net Expenditure over Income	0	-353	975	1,328		

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
302 <u>Amenity, Recs & Open Sp</u>						
4019 Window Cleaning	190	1,480	0	-1,480		-1,480
4200 Grass cutting	1,476	13,401	18,500	5,099		5,099
4250 Bus Shelter Repairs	0	1,603	5,000	3,397		3,397
4251 Play Area & M Crts Maint	0	6,012	8,850	2,838		2,838
4252 Open Spaces	0	4,106	9,000	4,894		4,894
4253 Litter Warden/Clearance	0	90	675	585		585
4254 Community Services - Dog Bins	0	1,374	2,000	626		626
4255 Street Lighting - Maint/Supply	255	1,252	4,500	3,248		3,248
4258 Multicourts Maintenance	0	989	2,500	1,511		1,511
4260 Workshop	0	145	0	-145		-145
4302 Notice Board Maintenance	0	520	250	-270		-270
Amenity, Recs & Open Sp :- Expenditure	1,921	30,973	51,275	20,302	0	20,302
1010 Multi Court Lettings	95	0	0	0		0
1100 Grants Received	0	0	9,500	-9,500		0
Amenity, Recs & Open Sp :- Income	95	0	9,500	-9,500		
Net Expenditure over Income	1,826	30,973	41,775	10,802		
Property :- Expenditure	1,921	31,370	52,975	21,605	0	21,605
Income	95	750	10,225	-9,475		
Net Expenditure over Income	1,826	30,620	42,750	12,130		

Halls

401 <u>North Heath Hall</u>						
4011 NNDR	0	5,118	6,000	882		882
4012 Water Rates	0	542	1,800	1,258		1,258
4014 Electricity	0	1,839	3,812	1,973		1,973
4015 Gas	0	1,171	4,550	3,379		3,379
4016 Cleaning Materials	6	774	2,000	1,226		1,226
4017 Refuse Bin Clearance	0	796	975	179		179
4018 Sanitary Waste	0	148	200	52		52
4019 Window Cleaning	40	320	550	230		230
4034 Maintenance - Electrical	75	1,350	2,500	1,150		1,150
4035 Maintenance - Elect Eqp Insp	0	215	350	135		135
4036 Maintenance - General	12	2,486	2,000	-486		-486
4037 Maintenance - Fire Alarm Syst	0	705	820	115		115
4039 Maint - Intruder Alarm	0	1,035	1,080	45		45
4041 Maintenance - Fire Extg Insp	0	0	250	250		250

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4042	Maintenance - Gas Boiler etc	99	1,031	200	-831		-831
4044	Maintenance - Partition Wall	0	350	700	350		350
4061	Legionella Testing	0	0	250	250		250
4063	Maintenance - Plumbing	0	132	750	618		618
4065	Fire Prevention Sundries	0	147	150	3		3
4066	Keyholder Services	15	140	275	135		135
4500	Internal Redecorations	0	1,631	1,500	-131		-131
	North Heath Hall :- Expenditure	246	19,931	30,712	10,781	0	10,781
1000	Hall Lettings	0	41,069	59,000	-17,931		0
	North Heath Hall :- Income	0	41,069	59,000	-17,931		
	Net Expenditure over Income	246	-21,138	-28,288	-7,150		
<u>402</u>	<u>Holbrook Recreation Centre</u>						
4011	NNDR	0	2,875	3,454	579		579
4012	Water Rates	0	671	1,600	929		929
4014	Electricity	0	1,546	5,100	3,554		3,554
4015	Gas	0	0	2,100	2,100		2,100
4016	Cleaning Materials	0	739	1,250	511		511
4017	Refuse Bin Clearance	0	796	975	179		179
4018	Sanitary Waste	0	148	250	102		102
4019	Window Cleaning	30	240	450	210		210
4034	Maintenance - Electrical	66	1,394	2,500	1,106		1,106
4035	Maintenance - Elect Eqp Insp	0	139	350	211		211
4036	Maintenance - General	12	1,550	2,000	450		450
4037	Maintenance - Fire Alarm Syst	0	680	860	180		180
4039	Maint - Intruder Alarm	0	774	1,080	306		306
4041	Maintenance - Fire Extg Insp	0	0	200	200		200
4042	Maintenance - Gas Boiler etc	0	419	200	-219		-219
4061	Legionella Testing	0	0	250	250		250
4063	Maintenance - Plumbing	0	0	750	750		750
4065	Fire Prevention Sundries	0	84	150	66		66
4066	Keyholder Services	15	45	275	230		230
4500	Internal Redecorations	0	0	2,500	2,500		2,500
	Holbrook Recreation Centre :- Expenditure	122	12,099	26,294	14,195	0	14,195
1000	Hall Lettings	-55	19,264	25,000	-5,736		0
1010	Multi Court Lettings	-95	11,081	12,000	-919		0
	Holbrook Recreation Centre :- Income	-150	30,345	37,000	-6,655		
	Net Expenditure over Income	273	-18,247	-10,706	7,541		

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
403	<u>Roffey Millennium Hall</u>						
4011	NNDR	0	5,336	6,460	1,124		1,124
4012	Water Rates	0	762	1,600	838		838
4014	Electricity	0	3,668	5,725	2,057		2,057
4015	Gas	0	1,298	7,560	6,262		6,262
4016	Cleaning Materials	26	1,030	2,500	1,470		1,470
4017	Refuse Bin Clearance	0	1,574	1,800	226		226
4018	Sanitary Waste	0	148	500	352		352
4019	Window Cleaning	0	715	1,000	285		285
4020	Refreshment Sale Cost/Sundries	0	321	1,250	929		929
4034	Maintenance - Electrical	350	1,624	2,500	876		876
4035	Maintenance - Elect Eqp Insp	0	281	350	69		69
4036	Maintenance - General	12	2,931	2,750	-181		-181
4037	Maintenance - Fire Alarm Syt	0	665	820	155		155
4039	Maint - Intruder Alarm	0	774	1,080	306		306
4040	Maintenance - Elevator	0	593	900	307		307
4041	Maintenance - Fire Extg Insp	0	42	200	158		158
4042	Maintenance - Gas Boiler etc	0	483	315	-168		-168
4044	Maintenance - Partition Wall	0	0	550	550		550
4061	Legionella Testing	0	0	400	400		400
4062	Air Conditionaig Maintenance	0	270	350	80		80
4063	Maintenance - Plumbing	0	430	2,750	2,321		2,321
4064	Lightning Conductor Works	0	220	275	55		55
4065	Fire Prevention Sundries	0	0	500	500		500
4066	Keyholder Services	15	135	275	140		140
4500	Internal Redecorations	300	320	3,000	2,680		2,680
	Roffey Millennium Hall :- Expenditure	702	23,620	45,410	21,790	0	21,790
1000	Hall Lettings	0	52,123	70,000	-17,877		0
1004	Equipment Sale/Sundry Income	0	1,200	750	450		0
1006	Refreshment Sale Income	0	1,331	3,000	-1,669		0
	Roffey Millennium Hall :- Income	0	54,654	73,750	-19,096		
	Net Expenditure over Income	702	-31,034	-28,340	2,694		
	Halls :- Expenditure	1,071	55,650	102,416	46,766	0	46,766
	Income	-150	126,068	169,750	-43,682		
	Net Expenditure over Income	1,221	-70,419	-67,334	3,085		

Personnel

Agenda Item 9 (a) – Multi Courts

Response from Horsham Bowling Club following a suggestion that they consider sharing the cost of providing netting at the northern end of the Multi Courts.

Dear Vivien

The Management Committee of Horsham Bowling Club has now been able to consider the Parish Council's suggestion that the Bowling Club make a contribution of 50% towards the cost of the installation of protective netting at the Tythe Barn muga pitches, adjacent to our Bowling Green.

I have to advise you that the Bowling Club is unable to agree to such proposal.

In October 2012, at the time of the original discussions between Westrock, acting for NHPC and Gerald Harford acting for HBC, the Club was advised that the five- a-side football /tennis courts were to be repositioned and improved (part of Westrock's deal with NHPC). This accords with verbal assurances given to us by Chris Carey of Horsham District Council at the time of an initial site inspection in September 2012, and were reflected within the first plans ever presented to the Club (Ref 09030-P926) which commented that "the existing courts were to be re-fenced and were to include a 30ft high soft net guarding between the courts and bowling green".

By December 2012 subsequent versions of the plans (Ref 9030 –Drawing No P150) had been amended to read "existing courts to be re-surfaced, boundary fences repaired/made good with new rebound boards and existing floodlights refurbished." This wording was included on the plans that accompanied the Planning Application which was subsequently submitted and approved.

Clearly had the specified high soft net guarding been provided, and other alterations made at the at the time the muga pitches were eventually improved, the issues at stake would have been resolved without the need for further and repeated correspondence by HBC over the intervening period.

During the subsequent four years the Club has expressed its concerns on a number of occasions as to safety issues and potential damage to the Bowling Green arising from wayward footballs and other objects originating from the muga pitches finding their way onto the Bowling Green with the real possibility of injuring our players and/or causing damage to our green.

The muga pitches are the responsibility of the NHPC and Horsham Bowling Club believes that the total cost of the necessary works required to alleviate the problems should be funded by the Parish Council out of the income derived from the letting of these pitches.

I trust that the Parish Council can agree with our conclusions and will now be able to place a contract for carrying out the requisite works as soon as possible.

I look forward to hearing from you further in due course.

Kind regards
Hon Treasurer
Horsham Bowling Club