

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 1<sup>st</sup> DECEMBER 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 and Debbie Lees Facilities Officer.

**PR/049/16 PUBLIC FORUM**

There were no members of the public present.

**PR/050/16 APOLOGIES FOR ABSENCE**

Apologies and reason for absence was noted from Cllr R Wilton. Cllr S Torn joined the meeting at 7.40 pm. Cllr A Britten did not attend or send apologies

**PR/051/16 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 13<sup>th</sup> October 2016 were agreed and signed by the Chairman as being a true record.

**PR/052/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PR/053/16 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY**

There were no announcements.

**PR/054/16 COMMITTEE BUDGET MONITORING – as at 31.10.16**

The Committee Budget Monitoring information to 31<sup>st</sup> October, the proposed forecast for 2016/17 and the proposed budget for 2017/18 were circulated prior to the meeting.

It was **RESOLVED** to:

- (i) **Note the Committee Budget Monitoring information to 31<sup>st</sup> October 2016 and the proposed forecast for 2016/17.**
- (ii) **Approve the draft of the Committee Budget for 2017/18 for recommendation to the Finance Committee. The figures for income were based on a 2% increase in all fees for 2017/18.**

**PR/055/16 COMPLETED WORKS**

- (a) **North Heath Hall**
  - (i) Leak in boiler fixed.
  - (ii) Partition wall serviced.
- (b) **Roffey Millennium Hall**
  - (i) Lightening conductor annual service.
- (c) **Open Spaces**
  - (i) Earles Meadow – dog bin moved.

**(d) Play Areas**

Renewal of wet pour surface under swings at Birches Road play area.

**(e) Holbrook Tythe Barn**

(i) New blinds installed.

(ii) Beds at front of the car park cleared of ivy and shrubs.

Members considered correspondence from local residents who were unhappy about the work that had been undertaken to the beds.

**It was RESOLVED to:**

**(i) Note the completed works.**

**(ii) Write to the concerned residents explaining that the work had been planned for some time. It was considered that removal of the shrubs had improved security for the car park and building. Currently, the committee was in favour of replanting the beds with low lying shrubs but a final decision would not be made until the spring.**

**PR/056/16 ON-GOING WORKS**

**Various Locations**

(i) Tree works at Rowlands Road - Norwegian Maple.

(ii) Tree works at Whitehorse Road – Hornbeam.

(iii) Tree works at Cherry Tree Walk – Hornbeam.

(iv) Street lights - ongoing repairs.

**It was RESOLVED to note on-going works.**

**PR/057/16 FUTURE WORKS**

**(a) Multi Courts**

Earlier on in the year members were advised that a request had been received from Horsham Bowling Club to provide additional two meter high protective netting to the top of the fence of the Multi Court that runs alongside the Bowls Green.

The Bowling Club were concerned that footballs (and other objects) were being kicked onto the Green and this could cause injury to a Bowling Club member or damage to the Green. Users of the Multi Courts access the Bowls Green over the fence at the rear of Tythe Barn to retrieve their balls.

The decision in April was to defer the matter until late summer and the Bowling Club has now asked that their request be reconsidered by the Property Committee.

**It was RESOLVED to write to the Bowling Club suggesting that they pay 50% of the costs of the netting. In the meantime, a third quote will be obtained for the work.**

**(b) Holbrook Tythe Barn Open Space – Goal Post**

During the RoSPA training on 14<sup>th</sup> November the course instructor noted that the goal post in the open space at Holbrook Tythe Barn was rusty and unstable. Looking at the grass in front of the goal it appeared that it had not been used for some time and his recommendation was to remove it.

Members commented that the goal had been well used in the past and that it would be a shame to lose it. There is a problem in that there is a dip in the ground in front of the goal and the area becomes waterlogged making the goal unusable.

**It was RESOLVED to obtain quotes for a replacement goal post and to bring these to the next Property Committee meeting together with suggestions as to where the new goal could be sited.**

**PR/058/16 Review Policy and Conditions of Hire in Relation to Parish Council owned Premises**

The full document can be found on the Parish Council website. Two minor amendments were suggested.

**It was RESOLVED to make the following changes:**

Section 6 – Booking Exclusions

Bookings will not be taken for parties or events involving persons between 11 (~~delete-secondary school age and add 11~~) and 21 years.

Section 22 – Emergency Procedures

It is the responsibility of the Hirer to familiarise themselves with the means of escape from the premises and to ensure that any person at the period of hire requiring a Personal Evacuation Plan is identified **add and a Plan in place.**

**PR/059/16 Winter Maintenance Plan**

The draft plan had been circulated prior to the meeting.

**It was RESLOVED to agree the Winter Maintenance Plan.**

**PR/060/16 DATE OF NEXT MEETING**

**Thursday 2<sup>nd</sup> February 2017 (scheduled).**

There being no other business, the Chairman closed the meeting at 8.00 pm

..... Chairman

..... Dated