

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 2<sup>nd</sup> FEBRUARY 2017 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/061/17 PUBLIC FORUM**

There were no members of the public present.

**PR/062/17 APOLOGIES FOR ABSENCE**

The Committee received apologies and reason for absence from Cllr A Britten. Cllr S Torn did not attend or send apologies.

**PR/063/17 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 1<sup>st</sup> December 2016 were agreed and signed by the Chairman as being a true record.

**PR/064/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PR/065/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY**

There were no announcements.

**PR/066/17 COMMITTEE BUDGET MONITORING**

Members noted receipt of the quarterly Committee Budget Monitoring information to 31.12.2016.

**It was RESOLVED to note the Committee Budget Monitoring information to 31<sup>st</sup> December 2016.**

**PR/067/17 COMPLETED WORKS**

**(a) All Venues**

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

**(b) Roffey Millennium Hall**

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

**(c) Play Areas**

- (i) Toddler swings have been fixed at Holbrook Tythe Barn.

- (d) Bus Shelters**
  - (i) Lambs Farm Road and Church Road bus shelters have been repainted and repaired.
- (e) Tree Works**
  - (i) Whitehorse Road – Hornbeam
  - (ii) Rowlands Road – Norwegian Maple.

**It was RESOLVED to note the completed works.**

#### **PR/068/17 ON-GOING WORKS**

- (a) Roffey Millennium Hall**

The defibrillator is now in a case and has been fitted to the external front wall of the building. It is in the process of being registered with SECamb.
- (b) Various Locations**
  - (i) Tree works at Cherry Tree Road
  - (ii) Street lights - ongoing repairs.
  - (iii) Bus shelter at North Heath Lane (opposite Amundsen Road) – to be repaired.

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

#### **PR/069/17 FUTURE WORKS**

- (a) Multi Courts**

At their 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 Bowling Green. It was agreed to write to the Bowling Club and suggest they consider sharing the cost with the Parish Council.

The request was considered by the Management Committee of the Bowling Club who have advised that they are unable to agree to the proposal and consider that the total cost of the work should be funded by the Parish Council.

**It was RESOLVED to respond to the Bowling Club and advise them that the Parish Council is not in position to fund this work at the current time. The situation will be reviewed if funds become available.**

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

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

**It was RESOLVED to remove and dispose of the existing goal post and replace it with a new one for a total cost of £510, to include delivery and**

fitting. It was agreed that the new goal post be moved 3m forward from the current position.

**PR/070/17 Emergency Telephone Lines and Alarm Connections**

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

At North Heath Hall, the telephone line connected to the alarm systems had been disconnected. This was reconnected free of charge. The phone for 999 calls in the foyer was also found not to be connected to a telephone line.

At Holbrook Tythe Barn it was identified that the alarms were 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.

**It was RESOLVED to:**

- (i) Remove the 999 phone at North Heath Hall as it is not currently connected to a telephone line.**
- (ii) Remove the 999 phone at Holbrook Tythe Barn and use the line that it was connected to for the alarm systems.**

**PR/071/17 Fire Warden Training**

Whilst carrying out the Fire Risk Assessments for all venues it was identified that Fire Wardens are required for Roffey Millennium Hall.

**It was RESOLVED to arrange for appropriate members of staff to be trained as fire wardens at a maximum cost of £480.**

**PR/072/17 Policy and Conditions of Hire in Relation to Parish Council owned Premises**

It was agreed that Section 6 - Booking Exclusions required clarification.

**It was RESOLVED 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.*

**PR/073/17 Date of next meeting – Thursday 6<sup>th</sup> April 2017 (scheduled).**

There being no other business, the Chairman closed the meeting at 8.05 pm

..... Chairman

..... Dated