



North Horsham Parish Council

Roffey Millennium Hall,
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Roffey Millennium Hall, North Heath Hall
HolbrookTythe Barn

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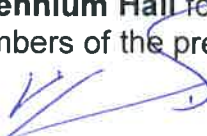
Website: www.northhorsham-pc.gov.uk

31st March 2017

NOTICE OF A MEETING OF THE PROPERTY COMMITTEE

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council Property Committee to be held on **Thursday 6th April 2017 at 7.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below.

Members of the press and public are welcome to attend the meeting.


Vivien Edwards
Deputy Clerk to the Council

Committee Members

Cllr Britten, Cllr Mrs K. Burgess, Cllr Knight, Cllr Millington, Cllr Searle, Cllr Torn and Cllr R Wilton

AGENDA

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.

2. Apologies for absence

Recommendation: To receive apologies for absence.

3. Minutes

Recommendation: To approve and sign the Minutes of the Meeting held on 2nd February 2017.

4. Declarations of Interest

Recommendation: To receive any Declarations of Interest from Members of the Committee.

5. Chairman's Announcements

Recommendation: To note any announcements.

6. Finance

See Appendix A.

Recommendation: To note the Committee Budget to 31st March 2017.

7. Completed works

(a) All venues

- (i) Risk Assessments have been carried out and were presented for approval at the Parish Council meeting in March
- (ii) Gutter, gullies and drains have all been cleared as appropriate.

(b) Roffey Millennium Hall

- (i) The defibrillator has been fitted and registered with SECamb
- (ii) The walls in the corridors, stairwell and main halls have been repainted.

(c) North Heath Hall

- (i) All fire extinguishers and fire blankets have been serviced
- (ii) The phone for 999 calls has been removed and the wall made good
- (iii) The wall in Room 4 has been made good and repainted
- (iv) Hazard tape has been put around the three door stops leading from Room 4 to the side patio
- (v) A floodlight with PIR sensor has been fitted above the main to Room 15.

(d) Holbrook Tythe Barn

- (i) A water leak under the side patio/compound has been fixed
- (ii) All fire extinguishers and fire blankets have been serviced
- (iii) The phone for 999 calls has been removed and the wall made good
- (iv) The walls in the entrance foyer have been repainted.

(e) Bus Shelters

- (i) North Heath Lane (opposite Amundsen Way) has been repaired.

(f) Earles Meadow

- (i) Steps on the main access bridge have been repaired.

Recommendation: To note completed works.

8. On-going works

(a) All locations

- (i) Replacement of emergency battery packs in Emergency lights.

(b) Holbrook Tythe Barn

- (i) New alarm to be fitted in the disabled toilet with sounder above + second alarm in main hall to alert user
- (ii) Replacement goal post to be fitted.

(c) North Heath Hall

- (i) Ongoing repairs to the ladies' toilets adjacent to Rooms 15 and 16
- (ii) Tamper proof thermostats to be fitted.

(d) Earles Meadow

- (i) Quotes are being obtained for repair of the boardwalks.

(e) Various Locations

- (i) Street lights ongoing repairs
- (ii) Tree work - Cherry Tree Walk – Hornbeam reduction by 3 m.

Recommendation: To note on-going works.

9. Future works for consideration

(a) Roffey Millennium Hall

- (i) Improve heating to North and South Halls
- (ii) Put security measures in place to safeguard staff.

Recommendations:

- (i) **To investigate the fault on the AHU unit which provides heating to the North and South Halls and replace the pipe work to the fan coil unit in North Hall.**
- (ii) **To consider security measures to increase staff safety.**

(b) North Heath Hall

- (i) Install hardstanding at the entrance to the bottom garden
- (ii) Redecorate the side toilet following a request from Holbrook Community Pre-School.

Recommendations:

- (i) **To install hardstanding at the entrance to the bottom garden.**
- (ii) **To redecorate the side toilet with one plain, colour which contrasts with white (toilet and sink) but which does not absorb light.**

(c) Amberley Open Space

- (i) Earles Meadow Resident's Association has requested that remedial work is undertaken to the footpaths and bridge leading from Earles Meadow to Amberley open space.

Recommendation: To consider reconstructing the footpaths and repairing the bridge connecting Earles Meadow and Amberley Open space.

10. Use of Electronic Cigarettes

Problems have been encountered recently with a member of the public using an electronic cigarette in one of the buildings.

Recommendation: To ban the use of electronic cigarettes and vaping in buildings owned by the Parish Council and put up appropriate signs.

11. North Heath Hall – Replacement Awning

Holbrook Community Pre-School has requested permission to replace the awning that is currently in place above the side patio at North Heath Hall.

Recommendation: To give permission to Holbrook Community Pre-School to erect a replacement awning providing it is similar to the current one and is fixed in a position agreed by the Parish Council.

12. North Heath Hall - Long Term Refurbishment

See Committee Report and Appendix B.

Recommendation: To consider recommending to the Parish Council long term plans for the refurbishment of North Heath Hall with an indication of the priorities and costs of work to be undertaken.

13. Display Energy Certificates

As both Roffey Millennium Hall and North Heath Hall are owned by a public authority, are visited by members of the public and have a floor area of over 250m² they are required to have a current Energy Certificate (DEC) and an Advisory Report.

Recommendation: To appoint an assessor to produce Display Energy Certificates and Advisory Reports for Roffey Millennium Hall and North Heath Hall.

14. Date of next meeting – Thursday 8th June 2017 (scheduled).