

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 6th APRIL 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**

Earles Meadow Conservation Group have entered Earles Meadow in the South East in Bloom competition.

6. **Finance**

Finance Report Appendix A to be circulated at the meeting

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

7. **Completed Works**

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

(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 to the front external wall and registered with SECAmb
- (ii) The walls in the corridors, stairwell and North and South 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. The pre-school has been advised not to use blu tac or sellotape on the walls in future
- (iv) Hazard tape has been put around the 3 door stops leading from Room 4 to the side patio - request from the pre school to help the bars stand out and not be a hazard to visually impaired children
- (v) A floodlight with PIR sensor has been fitted above the main entrance to Rooms 15 and 16 – put in as a safety measure for users and members of staff who enter/leave the building when it is dark.

(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.

Recommendation: To note completed works.

8. On-going Works

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

(a) All locations

- (i) Replacement of emergency battery packs in Emergency lights as identified by 3 hour test – statutory requirement according to fire regulations.

(b) Holbrook Tythe Barn

- (i) New alarm to be fitted in the disabled toilet with sounder above + second alarm in the Barn. The previous alarm could not be heard in the Barn which was of concern to some users
- (ii) Replacement goal post to be fitted.

(c) North Heath Hall

- (i) Ongoing repairs to the ladies' toilets adjacent to Rooms 15 and 16. This is a regularly occurring problem and may need major replacement work in the future
- (ii) Tamper proof thermostats to be fitted to prevent users adjusting heating.

(d) Earles Meadow

- (i) Quotes are being obtained for the 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

Members are asked to consider the following works:

(a) Roffey Millennium Hall

- (i) Improve heating to North and South Halls
There have been issues with heating in the North and South Halls for some time. The wall heaters in each hall are being used as the primary source of heating but in cold weather they fail to heat the space adequately. It is noticeable that the wall heater in North Hall pumps out cold rather than warm air.

At a meeting with a representative from the company that fitted the heaters and services all the heating equipment it transpired that the wall heaters were only ever intended to provide supplementary heat and the main AHU plant situated on the roof is supposed to heat both the halls. It seems that this has not been used for some time as it is too noisy and inefficient, due possibly to the ductwork dampers motor being stuck in the closed position.

The cost to investigate the fault will be £441.00 + VAT, assuming that the tower is provided on site. There may be further costs dependant on the findings.

An initial investigation has been carried out on the wall heater in North Hall and it is recommended that for it to work correctly the pipework will need to be replaced to give a better flow.

Two different price options have been obtained:

1. To follow the route of the exiting pipework which runs under the panelling of the entrance canopy. Cost £516.00 + VAT.
It cannot be guaranteed that the external panel will not crack on removal and may need to be replaced.
2. To run a new pair of pipes into the hall at a high level on the surface of the wall and reconnect to the heater. Cost £400 + VAT.

- (ii) Put security measures in place to safeguard staff.

The recent Risk Assessment identified that as Roffey Millennium Hall is open to the public, staff in the front offices are on occasion put at risk. This was discussed at the recent Parish Council meeting and it was agreed that a panic alarm be installed in the reception office. It has subsequently been suggested that installing CCTV in the entrance hall and the front reception office may act as a deterrent.

Initial quotes have been obtained as follows:

- To install a panic alarm linked to the intruder alarm in the front office and Deputy Clerks' office – £272 + VAT.
- To install CCTV in the entrance hall and front office. To include cabling, monitor, software, 12 months' maintenance contact and 5 year warranty for parts and labour - £1970 + VAT.
Additional cameras - £197 + VAT each.

Recommendations:

- (i) **To consider investigating the fault on the AHU unit which provides heating to the North and South Halls and increasing the pipe work to the fan coil unit in North Hall.**
 - (ii) **To consider security measures to improve staff safety.**
- (b) North Heath Hall – see photos on page 10**
- (i) Install hardstanding at the entrance to the bottom garden.
This area which is 7m x 4m is used to access the bottom garden and is well used by the nursery.

It is very worn, has sunk over time and quickly becomes a mud bath. Not only is this unsightly but it also causes mud to be brought into the building causing problems for the nursery and extra work for the caretakers.

Quotes to supply labour, suitable equipment and materials (paving slabs) have been obtained as follows:

Company A - £1,440 + VAT

Company B - £3,300 + VAT

Despite attempts to obtain a third quote this has not been possible.

- (ii) Redecorate the side toilet following a request from Holbrook Community Pre-School.

There are two visually impaired children at the Pre-School and an Environmental Audit has identified that the toilet, sink and toilet paper holder in the side toilet are all white and do not contrast well against the white wall causing safety issues for the children. The Parish Council has been asked to consider redecorating the area in one plain, colour which contrasts with white but which does not absorb light.

A quote of £150 + materials has been obtained for carrying out this work.

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 but which does not absorb light.**

(c) **Amberley Open Space – see photos and map on pages 11 and 12**

- (i) The footpath leading from Earles Meadow to Amberley Open Space is very worn and becomes slippery when wet and the bridge is considered to be unsafe. Earles Meadow Resident's Association has requested that remedial work is undertaken to the path and the bridge.

Quotes have been obtained for reconstructing the footpath from the end of Amberley Close and following the existing line to the footbridge.

Company A (includes edging) - £8,430 + VAT.

Company B (includes edging) - £8,800 +VAT

Company C (edging not included, not recommended) - £3,060 + VAT

Recommendation: To consider reconstructing the footpath leading from Earles Meadow to 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.

11. North Heath Hall – Replacement Awning

Holbrook Community Pre-School has requested permission to replace the awning along the side patio at North Heath Hall. The blind that is currently fitted is broken, this means that the children have no shade in the garden in the summer.

They will upgrade the type of blind so that it will be usable in all weathers but this will not affect how it attaches to the building. The aim is that the new awning will be the same width and extension as the current one. If possible, they would like the new awning in place by the end of May 2017.

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

Councillors P Burgess and R Wilton have suggested that the Parish Council consider improvements to North Heath Hall in order to encourage greater use of the facilities for theatrical, musical performances etc. Suggestions include removing the storage cupboards at the back of the stage to increase the performance area, better lighting and sound equipment and improving the acoustics in the main hall.

In general, the building is in need of refurbishing and some areas need upgrading.

Initial advice and costings have been obtained in order to assess the feasibility of refurbishing the building – see Appendix B for more details.

Recommendation: To consider recommending to the Parish Council long term plans for the refurbishment of North Heath Hall with an indication of the priorities of the works 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. A qualifying organisation must display a DEC in a prominent place clearly visible to the public and have in its possession or control a valid advisory report. The advisory report contains recommendations for improving the energy performance of the building.

DECs and Advisory Reports were carried out for all buildings in 2009 but these are now out of date and the buildings need to be reassessed.

Four companies have been approached to carry out this work. Only one has provided a quote which is £350 + VAT per site.

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).

**Vivien Edwards
Deputy Clerk to the Council
4th April 2017**

**APPENDIX A - FINANCE REPORT
(TO BE CIRCULATED AT THE MEETING)**

APPENDIX B

NORTH HEATH HALL – PLANS FOR LONG TERM REFURBISHMENT

For consideration of the Property Committee meeting on 6th April 2017.

Issue	Solution	Notes/Possible problems	Ball park cost
Increase size of stage.	Remove store cupboards at back of stage, currently used to store tables and chairs by PC and storage for Manor Theatre.	<ul style="list-style-type: none"> • Will need replacement storage area for chairs and tables. • Manor Theatre would have to find alternative storage space. A small amount maybe available at NHH but will not match current area provided. 	Remove and dispose of cupboards and make stage good £750 + skip hire
Replacement area for storage of table and chairs.	Brick built extension at side of building on patio	Taking space on patio currently used by pre-school.	£15,000
Poor lighting for stage performances. (Query – see notes)	Improve lighting box – current one is old and out dated. Provide footlights.	Expert advice suggests that the lighting in situ is more than adequate. Advised that it would be more appropriate for users to hire any additional lighting if required.	
Need to cut out light from windows in ceiling for stage performances in the summer months.	Blackout blinds to be provided.	The windows are very high and putting in blinds will be expensive and difficult to operate. It has been suggested that it would spoil the appearance of the hall – the ceiling is a feature.	
Improve quality of sound for stage performances.	New sound system to be provided.	Suggested that a portable sound system would be more appropriate. This could be operated from the back of the hall.	Awaiting ball park cost.

<p>Improve acoustics for stage performances.</p>	<p>Have acoustic panelling on walls and hanging from ceiling.</p> <p>Wrap around curtains.</p>	<p>Due to layout of hall it is difficult to get many panels on the walls. Company approached in 2014 gave a quote but have since said they would be reluctant to carry out the work as it would not make a significant difference.</p> <p>Another company approached has confirmed this and has suggested that full length curtains wrapped around the room would absorb some of the sound.</p> <p>Query practicality and return on investment.</p>	<p>£4,600 in 2014 to put up 28m² of acoustic panelling on walls only.</p> <p>Awaiting ball park quote for rap around curtains.</p>
<p>Curtains throughout the building are old and dated.</p>	<p>Replace throughout.</p>		
<p>The upstairs toilets area is badly laid out. There is a lot of wasted space and toilets are old and the area shabby. There are baby changing facilities or alarms in the disabled toilet.</p>	<p>Toilet area could be redesigned and brought up to modern standards. Redesign of foyer area could be incorporated into this.</p>		
<p>The downstairs toilet area needs upgrading.</p>	<p>Consider replacing toilets and sinks.</p>		
<p>Kitchen area in room 15 is outdated and not fit for purpose.</p>	<p>Provide a purpose-built kitchenette for the area.</p>		

<p>Room 9 is in need of new storage cupboards and redecoration. Cupboards contain an old sink (a legacy from when it was used as a clinic).</p>	<p>Take out existing storage and replace and redecorate. New flooring required.</p>		
<p>Room 3 is in need of redecoration and new flooring.</p>	<p>Redecorate and replace flooring.</p>		





Imagery ©2017 Google, Map data ©2017 Google 100 ft

FOOTPATH FROM EARLES MEADOW TO AMBERLEY OPEN SPACE

PAGE 11

