

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 6<sup>th</sup> APRIL 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/074/17 PUBLIC FORUM**

There were no members of the public present.

**PR/075/17 APOLOGIES FOR ABSENCE**

The Committee received apologies and reasons for absence from Cllr K Burgess and Cllr R Millington.

**PR/076/17 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 2<sup>nd</sup> February 2017 were agreed and signed by the Chairman as being a true record.

**PR/077/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PR/078/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY**

The Chairman informed councillors that the Earles Meadow Conservation Group has entered Earles Meadow in the South East in Bloom competition.

**PR/079/17 COMMITTEE BUDGET MONITORING**

Members noted receipt of the Committee Budget Monitoring information to 31.03.17

**It was RESOLVED to note the Committee Budget Monitoring information to 31<sup>st</sup> March 2017 (year end).**

**PR/080/17 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. 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 following a 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. This was 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 at a total cost of £980 + VAT
  - (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) The bus shelter at North Heath Lane (opposite Amundsen Way) has been repaired.
- (f) Earles Meadow**
- (i) Steps on the main access bridge have been repaired.

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

#### **PR/081/17 ON-GOING WORKS**

- (a) All locations**
- (i) Replacement of emergency battery packs in Emergency lights as identified by 3 hour test. This is a statutory requirement.
- (b) Holbrook Tythe Barn**
- (i) New alarm to be fitted in the disabled toilet with sounder above plus a 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 as agreed at the last meeting of the Property Committee.
- (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 repair of the boardwalks.
- (e) Various Locations**
- (i) Street lights - ongoing repairs
  - (ii) Tree work - Cherry Tree Walk – Hornbeam reduction by 3 m.

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

## PR/082/17 FUTURE WORKS

### (a) Roffey Millennium Hall

#### (i) Improve heating to North and South Halls

There have been issues with the heating in North and South Halls for some time. The two wall heaters are being used to heat the halls but in cold weather they are not effective and 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 be the primary heat source. It 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.

Quotes were provided for investigating the fault on the AHU and replacing the pipework to the wall heater in North Hall.

#### It was RESOLVED to:

- **Proceed with investigating the fault on the AHU at an initial cost of £441 + VAT (providing the tower is provided).**
- **Have the pipework to the wall heater in North Hall replaced with larger diameter pipes. New pipes are to be run into the hall at a high level on the surface of the wall and be reconnected 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 should 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.

Quotes were obtained for installing a panic alarm and CCTV in the entrance/reception area.

#### It was RESOLVED to:

- **Install a panic alarm linked to the intruder alarm in the front office and Deputy Clerk's office at a cost of £272 + VAT.**
- **Investigate options for installing CCTC in the entrance hall and front office and proceed with the best option. The budget to be restricted to a maximum of £2,500 + VAT.**

**(b) North Heath Hall**

- (i) Install hard standing 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 is a mud bath in wet weather.

**It was RESOLVED to have this area paved at a cost of £1,440 + VAT.**

- (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.

**It was RESOLVED to redecorate the area in one plain, colour which contrasts with white but which does not absorb light. The agreed cost to be £150 plus materials.**

**(c) Amberley Open Space**

Following extreme wet weather earlier this year the footpath and bridge leading from Earles Meadow to Amberley Open Space had become very slippery and the Earles Meadow Resident's Association has requested that remedial work be undertaken.

**After consideration, the Committee RESOLVED to defer this matter to a future meeting to allow time for councillors to inspect the area and to give time for the ground to dry out in the summer months.**

**PR/083/17 USE OF ELECTRONIC CIGARETTES**

Following problems encountered recently with a member of the public using an electronic cigarette in one of the building, **the Committee RESOLVED to ban the use of electronic cigarettes and vaping in buildings owned by the Parish Council.**

**PR/084/17 NORTH HEATH HALL – REPLACEMENT AWNING**

The Committee considered the request from Holbrook Community Pre-School for permission to replace the awning that is currently in place above the side patio at North Heath Hall with one that is usable in all weathers. The aim is for the new awning to be the same width and extension as the current one and to use the same types of fixings to the building.

**It was RESOLVED 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.**

**PR/085/17 NORTH HEATH HALL - LONG TERM REFURBISHMENT**

The Committee discussed a list of suggested improvements for the long term refurbishment of North Heath Hall. It was agreed that the building is in need of work and upgrading in some areas although it is understood that this is a long term project.

**It was RESOLVED to obtain ball park costs for the works listed in Appendix A and bring them back to a future meeting of the Property Committee for consideration.**

**PR/086/17 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 250m<sup>2</sup> they are required to have a current Energy Certificate (DEC) and an Advisory Report.

**It was RESOLVED to appoint an assessor to produce Display Energy Certificates and Advisory Reports for Roffey Millennium Hall and North Heath Hall at a cost of £350 + VAT per site.**

**PR/087/17 Date of next meeting – Thursday 8<sup>th</sup> June 2017 (scheduled).**

There being no other business, the Chairman closed the meeting at 8.50 pm

..... Chairman

..... Dated