

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - THURSDAY 15th JUNE 2017

COMMITTEE REPORT

3. 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.

6. 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.

7. Chairman's Announcements – for information and noting only

8. Finance

See Appendix A.

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

9. Completed Works

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

(a) Roffey Millennium Hall

- (i) AHU – investigation work undertaken, quote has been received for repair work required. See 11 a (i)
- (ii) Wall heater in North Hall repaired, now blows out hot air
- (iii) Lift serviced – the regular 6 monthly check identified some health and safety work that needs to be undertaken. See 11a (ii)
- (iv) Air conditioning units serviced
- (v) Wireless panic buttons installed and connected to intruder alarm
- (vi) DEC assessment carried out – awaiting report and certificate

(b) Holbrook Tythe Barn

- (i) Sign for Fire Assembly point moved as it was obscured by hedging in its previous position

- (ii) Knee high fence repaired in car park
 - (c) North Heath Hall**
 - (i) Partition wall serviced – repair work identified. See 11 b (i)
 - (ii) DEC assessment carried out – awaiting report and certificate
 - (iii) Tamper proof thermostats fitted
 - (d) Play / Recreation Areas**
 - (i) Amberley Close Play Area – bridge chain repaired. This was vandalised and the chain cut through with bolt cutters. There were no witnesses.
 - (e) Multi- Courts**
 - (i) Maintenance/service visit – regular 2 monthly visit
 - (f) Tree Works**
 - (i) Tree work – Cherry Tree Walk – Hornbeam reduction by 3 m
- Recommendation: To note completed works.**

10. On-going Works

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

- (a) All Community Venues**
 - (i) Heating and Ventilation Systems to be serviced
 - (ii) PAT testing to be carried out
 - (i) Legionella Testing to be carried out (6 monthly)
- (b) Roffey Millennium Hall**
 - (i) Installation of CCTV – still awaiting quotes. The Property Committee agreed a spend of up to £2,500 at the last meeting.
 - (ii) Fire extinguishers to be serviced
- (c) Holbrook Tythe Barn**
 - (i) Holbrook Recreation Area - new goal post to be fitted
 - (ii) Holbrook Play Area - zip wire matting to be replaced – awaiting RoSPA report for recommendation as to how to proceed
- (d) North Heath Hall**
 - (i) Patio area in bottom garden – surrounding area to be completed

Recommendation: To note on-going works.

11. Future Works

Members are asked to consider the following works:

(a) Roffey Millennium Hall

(i) Air Handling Unit Repair Work

At the last property meeting it was agreed to proceed with investigating the fault on this unit as it has not worked properly for some time. The fault has been identified and the cost to repair it is £562.35 + VAT.

Recommendation: To carry out the recommended work.

(ii) Lift Health and Safety work. See Appendix B

During the 6 monthly service the company carrying out the work did a Risk Assessment to identify any risks for those (including their employees) working on or around the lift equipment. Their recommendations are shown in Appendix B.

Advice has been sought from our insurers who have recommended that as risks have been identified they should be rectified.

Recommendation: To carry out the recommended work.

(b) North Heath Hall

(i) Repair to Partition Wall. See Appendix C

During the six monthly service a problem was identified with one of the telescopic panels. The cost for the necessary remedial work is as follows:

- If carried out at the next service visit, which is due in November, the additional cost would be £400 + VAT
- If it becomes necessary to do the work before November the cost will be £800 + VAT.

Recommendation: If the panel continues to work properly, carry out the remedial work in November at a cost of £400 + VAT. If not, the work will have to be done when required at a cost of £800 + VAT.

(c) Holbrook Tythe Barn

(i) Remedial work to Fire Alarm

The fire alarm system has been registering recurring faults and staff and engineers have been called out to the premises on several occasions over the last few months. It has been identified by Turner Security, who maintain the system, that this is due to the age of the system and some of the equipment and cabling failing. The sensors would appear to have been in place for well over 11 years. Current fire regulations recommend that all sensors are replaced every 11 years.

The quote to test all cables, replace all smoke heads, all heat pads and all call points is £945 + VAT. This would include all labour and consumables and would carry a 12 month warranty on all parts.

Recommendation: To carry out the recommend work at a cost of £945 + VAT.

(ii) Installation of a Handrail at the front entrance

A request has been received from the Multiple Sclerosis Society, who use the Tythe Barn every week, to have a handrail installed at the entrance. They are concerned that the slope up to the door is unsafe for many of their users and in some weather conditions the surface in front of the entrance becomes slippery. Quotes have been obtained for fitting a handrail along the side of the wall and at the side of the entrance.

- Fitting steel rails - £410
- Fitting wooden rails - £210

Recommendation: To consider installing hand rails at the entrance to Holbrook Tythe Barn.

(d) Earles Meadow

(i) Repairs to Boardwalks. See Appendix D

At a previous meeting of the Property Committee it was agreed to obtain costs to make good some of the boardwalks which are unsafe. It has been very difficult to find contractors who are capable of doing the work and are willing to supply quotes. Several companies have been approached but only three have submitted quotes, and these are of varying standards/detail.

It was originally thought that s106 funding could be obtained for this work but it has been established that this project does not fall within the guidelines.

Recommendation: To consider carrying out repair work to the boardwalks.

12. Roffey Millennium Hall – Air Conditioning Units

Bramber Room would benefit from having an air conditioning unit installed. The room is often used by exercise classes and for meetings and it becomes very warm in the hot weather. It has been identified that there may be s106 money available for this. Initial quotes suggest that the cost would be in the region of £2,500 plus the cost for any building and electrical work required.

Recommendation: To confirm with HDC if this project can be funded with s106 money and if so submit an application for an air conditioning unit to be installed in Bramber.

13 Tree Work Adjacent to Earles Meadow Play Area. See Appendix E

The Earles Meadow Residents' Association has put in a request as follows:

There is well established tree to the left of the small play area, viewed from the front, that has over previous years been reduced in size to provide better light not only to the play area, but also to the adjoining houses. The most recent work was paid for by the residents with a contribution from North Horsham Parish Council. The tree has now regrown and the owner of 62 Earles Meadow has obtained a quotation from Treeco of £300 + VAT to reduce the tree by 35 percent. On this occasion, we would propose that the cost of this work be divided equally between the residents, Earles Meadow Residents' Association and North Horsham Parish Council, giving a contribution of £120.00 each.

A tree surgeon has visited the site on behalf of the Parish Council and has reported that there appears to be nothing wrong with the tree itself. It is however a self-seeded multi stem Ash tree with the main trunk being in a private garden and two stems in the public area. His recommendation is to leave the main stem in the garden but remove the other two. In his opinion this would deal with the problem - if the main tree is reduced it would just grow back again. The quote to do this is £340.

Recommendation: To consider the request from Earles Meadow Residents' Association and the report by the tree surgeon.

14. Date of next meeting – Thursday 17th August 2017 (scheduled)

**Vivien Edwards
Deputy Clerk to the Council
9th June 2017**

PROPERTY COMMITTEE MEETING – 9th June 2017Finance Report to 31st May 2017

Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
Total	152,323

Income

Cost Centre	Actual Income	Annual Budget
Admin	58	150
Allotments	510	765
North Heath Hall	10,712	60,200
Holbrook Tythe Barn	6,744	26,200
Multi Court Lettings	2,472	12,240
Roffey Millennium Hall	5,887	74,000
Total	26,383	173,555

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	5,769	*67,943
Grants	2,980	10,000
Burial	0	1,500
Personnel	47,208	277,325
Planning, Env, Trans	0	2,000
Allotments	0	1,318
Amenity, Recs and Open Spaces	6,382	50,889
North Heath Hall	3,864	24,380
Holbrook Tythe Barn	4,038	22,213
Roffey Millennium Hall	3,874	38,455
Total	74,115	496,023

Net expenditure	47,732	322,468
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

The income shown for Roffey Millennium Hall is lower than expected, this is being investigated but is thought to be due to an issue with invoice scheduling. Income for the other two venues is higher than expected.

PROPERTY COMMITTEE MEETING

Lift Health and Safety Work

ROFFEY MILLENIUM HALL
ST389787

The Management of Health and Safety at Work Regulations 1999 requires that employers, (in this case the lift owner/operator), carry out risk assessments in order that they can identify the risks to their employees (in this case the lift mechanics) and others so that they can determine the actions necessary to remove or reduce any significant risks. As you are a contract customer of PDERS we have undertaken the risk assessment of the lift installation at the above premises on your behalf.

We now present this information to you so that our organisations can fulfil our shared duty of care to create an action plan based on this information. We will record the actions agreed for future reference and in the event "we" are required to produce it.

To ensure that we are assessing items properly we use a format that has been submitted to the Health and Safety Executive and reflects the national standards established by the UK lift industry. It covers over 100 aspects of the lift equipment to ensure compliance both with the relevant safety legislation including the Health and Safety at Work Act 1974, and with applicable British Standards e.g. BS5655, BS7255.

As a professional lift company we feel we are well placed to assess the risks on your lift installation and we take this opportunity to enclose the details of the high and medium risks identified by us on the above site. High risks have been deemed as those risks that pose immediate risk of serious injury to people including those working on or around the lift equipment. Medium risks are those of a lower level of severity or with a lesser likelihood or chance of occurring but still representing a significant risk. Please note the attached Lift Safety & Risk Assessment Report identifies High Risk = **A** and Medium Risk = **B**.

As a company totally committed to the safety of our employees and others who come in to contact with our operations/your equipment, we welcome the opportunity to discuss the enclosed report in greater detail and formally agreeing/recording the action plan for addressing the hazards identified.

Please find relevant details/prices relating to the above. Should you require any further assistance or clarification, please do not hesitate to contact the undersigned.

<p>A 3.10 To ensure the safety of persons working on the lift top car , by having control of the lift movement, an emergency stop switch must be readily available, and reachable from the landing</p>	<p>£ 450.93</p>
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A 4.19 To supply and fit a permanent pit access ladder where space permits to provide easy access to the lift pit, in compliance with PUWER Reg 22, BS7255: 7.4.1.2 and BS EN81: 5.7.3.2
Ref: British Standards (BS7255, BS5655)

A 4.24 A notice stating "Warning Pit Depth Excessive" should be fitted. £ 14.80

For the sum of £824.43

The above price is to supply all necessary plant, labour and materials during normal working hours, excluding VAT, in accordance with our Normal Terms and Conditions.

I trust the above information meets your requirements; should however you wish to discuss matters further, please do not hesitate to contact me.

PROPERTY COMMITTEE MEETING
Repairs to Partition Wall

**SITE: North heath
Hall**

WORK CARRIED OUT ON 16th May 2017

MONOWA SINGLE POINT MOVABLE PARTITION

No visible movement in headtrack and panel carriers all operating smoothly.
No track lubrication required on this visit.
All panel operating mechanisms working correctly with top and bottom seals extending correctly.
Telescopic panel requires attention : See Notes
All board facings ok with only aesthetic damage.
Panel profiles are secure with Mag strips intact
All Panel levels checked

NOTES

Panel 5 has a bottom seal foot missing
The telescopic panel operating mechanism has come loose from either side of the board and is awkward to operate, this issue will only become more problematic with time and could result in the panel being stuck in position with the only option being to cut a hole in the board face to open the wall

ENGINEERS: DEAN FRYER & BERNARD RUSHWORTH

PROPERTY COMMITTEE MEETING

Repairs to Boardwalks

(A)

Re the boardwalk at Earles Meadow, price to repair would be £1160 this includes all materials & labour.

(B)

Further to our recent site meeting at Earles Meadow, I have pleasure in providing a quotation for the following work-

- Removal of wooden pallet and laying of Type 1 stone on Terram.
- Fitting of a number of spurs to support the boardwalk.
- Raising and fitting posts under boardwalk 5-6 areas.
- Repairing of handrail.
- Replacing of twelve support posts for hand rail.
- Fitting of 5m of new boardwalk.
- Repairs and raising of second boardwalk.
- Repairs to steps on second boardwalk.

Total cost £1680.00 +VAT

I should advise that the works that are listed are patching up and you will find that the problems with the boardwalk will continue.

(C)

Repair and reconstruction of a number of boardwalks at Earles Meadow. The Wooden walkways enable the public to enjoy the public space in all seasons. These meander through the walkways. Some have underpinning issues, others have loose and weak supports.

Our companies daily rate for repairs to boardwalks would be £400 per day for 2 men and truck. We cannot cost for materials that are required until this phase has been started due to the inability to establish if further boards are compromised before start of job.



**APPENDIX E
PROPERTY COMMITTEE MEETING**

**TREE ADJACENT TO
EARLES MEADOW PLAY AREA**



