

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 15th JUNE 2017 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors K. Burgess, R Ginn*, R Knight, D Searle, A Smith, S Torn and R Wilton.

* denotes absence

In attendance: Vivien Edwards Deputy Clerk, Debbie Lees Facilities Officer and 2 members of the public

PR/001/17 APPOINTMENT OF COMMITTEE CHAIRMAN

Following nomination by Cllr R Wilton and being seconded by Cllr K Burgess it was **RESOLVED** that Cllr R Knight be elected as the Committee Chairman for the forthcoming year.

PR/002/16 APPOINTMENT OF COMMITTEE VICE CHAIRMAN

Following nomination by Cllr R Knight and being seconded by Cllr R Wilton it was **RESOLVED** that Cllr K Burgess be elected as the Committee Vice Chairman for the forthcoming year.

PR/003/17 PUBLIC FORUM

The Group Leader of the Earles Meadow Conservation Group updated members on issues relating to item 11 (d) on the agenda (Earles Meadow).

PR/004/17 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr R Ginn.

PR/005/17 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 6th April 2017 were agreed and signed by the Chairman as being a true record.

PR/006/17 DECLARATIONS OF INTEREST

Cllr Searle declared a personal interest in agenda items relating to Earles Meadow as he is a resident on the Earles Meadow estate.

PR/007/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

There were no Chairman's announcements.

PR/008/17 COMMITTEE BUDGET MONITORING

Members noted receipt of the financial report.

It was RESOLVED to note the Committee Budget Monitoring information to 31st May 2017.

PR/009/17 COMPLETED WORKS

(a) Roffey Millennium Hall

- (i) AHU – investigation work undertaken, quote has been received for repair work required
- (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 undertake.
- (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.

It was RESOLVED to note the completed works.

PR/010/17 ON-GOING WORKS

(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

It was RESOLVED to note on-going works.

PR/011/17 FUTURE WORKS

(a) Roffey Millennium Hall

(i) Air Handling Unit Repair Work

At the last meeting of the Property Committee it was agreed to proceed with investigating the fault on this unit as it had not worked properly for some time. The fault has been identified and a cost given to repair it.

It was RESOLVED to repair the fault at a cost of £562.35 + VAT.

(i) Lift Health and Safety work.

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.

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

It was RESOLVED to carry out the required improvements as identified in the Risk Assessment at a total cost of £824.43 + VAT.

(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 which has become awkward to operate and this could ultimately result in it becoming stuck in position.

It was RESOLVED to repair the partition wall, ideally when it is next serviced in November, at a cost of £400 + VAT. However, if it becomes a problem before then members agreed that it would have to be fixed 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 the company who maintain the alarm 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.

It was RESOLVED to carry out the necessary remedial work i.e. to test all cables, replace all smoke heads, all heat pads and all call points at a cost of £945 + VAT. To include include all labour and consumables with a 12 month

warranty on all parts.

(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.

It was RESOLVED to fit steel handrails along the front wall and at the side of the slope leading to the front door at a cost £410. All work to be DDA compliant.

(d) Earles Meadow

(i) Repairs to Boardwalks.

At a previous meeting of the Property Committee it was agreed to obtain costs to make good some of the boardwalks which are unsafe. Obtaining contractors to quote for this work had proved to be extremely difficult.

It was pointed out that all the boardwalks are generally in a poor state of repair and would eventually need to be replaced.

It was RESOLVED to go ahead with fixing the boardwalks that are currently unsafe at a cost of £1680 + VAT. If possible, quotes are to be obtained to repair/replace all of the boardwalks and the costs presented at a future meeting of the Property Committee.

PR/012/17 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 hot in the summer.

Initial quotes suggest that the cost would be in the region of £2,500 plus the cost for any building and electrical work required.

It was thought that s106 money specified for improvements to Roffey Millennium Hall could be used for this project but officers at HDC have indicated that it may not fit the necessary criteria.

It was RESOLVED to put in an application to Horsham District Council for s106 money to fund the installation of an air conditioning unit in the Bramber Room at Roffey Millennium Hall.

PR/013/17 Tree Work Adjacent to Earles Meadow Play Area

The Earles Meadow Residents' Association put in a request to the Parish Council to contribute towards reducing an established tree adjacent to Earles Meadow play area by 35% in order to provide better light to the play area and the adjoining houses.

A tree surgeon had visited the site on behalf of the Parish Council and 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.

It was RESOLVED to remove two stems from the self seeded Ash tree in the area adjacent to Earles Meadow play area at a cost of £340 + VAT.

PR/014/17 Date of next meeting – Thursday 17th August 2017 (scheduled).

There being no other business, the Chairman closed the meeting at 8.16 pm

..... Chairman

..... Dated