

## NORTH HORSHAM PARISH COUNCIL

### PROPERTY COMMITTEE - THURSDAY 19<sup>th</sup> OCTOBER 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.

##### 6. Finance – See Appendix A

The Financial Report to 30<sup>th</sup> September is attached as are documents showing the proposed forecast for 2017 /18, the proposed figures for the Committee Budget to be put forward for 2018/19 and a list of projects for consideration for 2018/19.

##### Recommendations:

1. To note the Committee Budget to 30<sup>th</sup> September 2017
2. To put forward a forecast for 2017/18 and budget for 2018/19
3. To consider potential projects for 2018/19

##### 7. Completed Works

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

- (a) Roffey Millennium Hall
  - (i) Lightening Conductor serviced
- (b) Holbrook Tythe Barn
  - (i) Notice board repaired

- (ii) Knee high fencing repaired
- (iii) Fence at front (facing road) repaired
- (c) North Heath Hall**
  - (i) Fire alarm repaired
  - (ii) Fencing adjacent to Riverside Walk repaired
- (d) Play / Recreation Areas**
  - (i) Fence at Birches Road recreation area repaired
- (e) Tree Works**
  - (i) Dead branch removed from Ash tree at Riverside walk
- (f) Earles Meadow**
  - (i) Boardwalks repaired
  - (ii) Two stems removed from Ash tree next to Earles Meadow Play area
- (g) Allotments**
  - (i) Brambles removed from side of path

**Recommendation: To note completed works.**

## **8. On-going Works**

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

- (a) Roffey Millennium Hall**
  - (i) Installation of CCTV
  - (ii) Lift to be serviced
  - (iii) Partition wall to be serviced
- (b) North Heath Hall**
  - (i) Partition wall to be serviced and repaired
- (c) Holbrook Tythe Barn**
  - (i) Installation of rail at front entrance (new quotes required)
- (d) Play Areas**
  - (i) Minor wet pour repairs
- (e) Multi- Courts**
  - (i) Maintenance/service visit

**Recommendation: To note on-going works.**

## **9. Holbrook Tythe Barn - Landscaping of beds at the front of the car park**

In 2016 the Property Committee agreed to the removal of all shrubs, ivy and brambles from the beds alongside the road at Holbrook Tythe Barn. It was recommended that the beds then be left for at least a season before undertaking any further work to ensure that all the ivy had been removed. At the last meeting of the Property Committee it was agreed to defer a decision about the future of the beds until the next meeting of the committee.

**Recommendation: To consider leaving the beds at the front of Holbrook Tythe Barn as they are until the Spring.**

## **10. Review the Open Spaces Policy - see Appendix B**

The Open Spaces Policy is in need of updating. The suggested changes are shown on the document in Appendix B.

**Recommendation: To agree changes to the Open Spaces Policy.**

## 11. Bus Shelters in North Horsham – see Appendix C

A letter has been received from a local resident who is concerned about the lack of bus shelters / seats along the route of the 98 Metrobus.

All of the bus shelters, but one (Church Road), where it has been requested that seating is upgraded have been identified as being the responsibility of West Sussex County Council and the resident has been advised to contact them.

The bus shelter at Church Road which is owned by the Parish Council has no seat and enquiries have determined that permission would be required from WSCC to install one. The cost of purchase and installation cost would be in the order of £400.

In several places along this route there are only bus stops no shelters. Should the Parish Council be minded to install bus shelters in some of these locations (it is not possible in several of them due to the narrowness of the pavement) they need to consider the following information which has been obtained from WSCC.

*A fairly basic one would be in the region of £3-4k and can rise to around £10k. The shelter own would also need to consider maintenance and cleansing together with insurance for liability and damage. The shelter owner would also be responsible for carrying out public consultation for the installation of a shelter and would require permission from the Area Highway Manager if located on public highway.*

### Recommendations:

1. To consider installing a seat at the bus shelter at Church Road
2. To consider installing bus shelters at some stops in North Horsham where there are currently none.

## 12. Earles Meadow

### (a) Leaf Blower

Following the repair of the boardwalks the contractor has advised that it would prolong the life of the boardwalks if in the autumn and winter the damp leaves could be blown off the boardwalks on a regular basis. The Earles Meadow Conservation Group (EMGC) are happy to do this if the Parish Council provide the equipment. When not in use at weekends by the EMCG the equipment would be used at North Heath Hall to clear leaves in the car park.

**Recommendation: To provide a leaf blower for the EMCG to keep the damp leaves off the surface of the boardwalks and clear leaves at North Heath Hall.**

### (b) Camp Fire – Request for Dispensation

A request has been received from the leader of the EMCG to allow 1st Harwood Guides to hold a festive camp fire on what is known as the Outdoor Classroom area at Earles Meadow.

There will be group of around 30 guides aged between 10 to 14 years with a minimum of 4 adult supervisors. They would be working with girls in small groups to build small campfires using traditional methods. These would then join together to make an overall campfire, lasting no longer than 20 minutes, during which the girls would sing festive songs. As the campfire dies down they would toast marshmallows. Before the supervisors leave they would ensure that

the fire is completely out. At no time would the fire be left unattended by an adult supervisor and they would ensure the fire stayed within the defined fireplace, with water on hand throughout. In addition to these safety arrangements there would be two members of the EMCG in attendance who also would not leave until the fire was out and any embers grubbed out. The intention is that there should be little or no evidence of a fire remaining.

A copy of the Guides Certificate of Liability Insurance will be provided.

In granting permission in 2015 the following conditions were agreed:

1. A letter was delivered to all houses in the Estate informing householders of the event and that a special dispensation has been granted and reminding householders that fires of any description are not permitted on any Parish Council owned land, as per the Open Spaces Policy.
2. The Fire Brigade and Sussex Police were informed about the event.

**Recommendation: To give dispensation to the 1st Harwood Guides to hold a festive camp fire in December providing that the above conditions are agreed to.**

**13. Caretaker Uniform**

At the last meeting of the Property Committee it was agreed to provide two polo shirts and a fleece for each caretaker.

These have now been purchased but some of the caretakers have asked that 2 additional polos shirts be provided so that they can be sure to have a clean one for every day of their four-day shift pattern. The budget set was £350 of which £186 has been spent. To provide 6 extra polo shirts would cost £83.

**Recommendation: To provide two additional polo shirts for each caretaker.**

**14. Results of Customer Satisfaction Survey– see Appendix D**

**Recommendation: To note the results of the survey.**

**15. Date of next meeting – Thursday 7<sup>th</sup> December 2017 (scheduled).**

**Vivien Edwards  
Deputy Clerk to the Council  
13<sup>th</sup> October 2017**