

## NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE - TUESDAY 19<sup>th</sup> DECEMBER 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 (to be circulated following the Finance Committee meeting on 14<sup>th</sup> December)

Appendix A will contain the Financial Report to 30<sup>th</sup> November and the Committee Budget put forward to the Finance Committee for 2018/19

Members are asked to consider potential projects for 2018/19, taking into account decisions or recommendations made at the Finance Meeting on 14<sup>th</sup> December.

#### Recommendations:

- To note the Committee Budget to 30<sup>th</sup> November 2017
- To consider recommendations (if any) from the Finance Committee regarding the Property Committee budget for 2018/19
- 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) Replacement of pressurisation unit for heating system
  - (ii) Partition wall serviced
  - (iii) Bramber Room, toilets and kitchens redecorated
  - (iv) Lift serviced
- (b) **Holbrook Tythe Barn**
  - (i) Wall heater and hand dryer in ladies' toilet replaced
  - (ii) Remedial work to floor in Barn
- (c) **North Heath Hall**
  - (i) Partition wall serviced and repaired
- (d) **Play / Recreation Areas**
  - (i) Fence at Birches Road recreation area repaired
  - (ii) Equipment and Earles Meadow and Amberley washed down
- (e) **Multi- Courts**
  - (i) Annual Inspection and Maintenance visit including re-lining the courts
- (f) **Earles Meadow**
  - (i) Fallen leaves removed from boardwalks using newly acquired leaf blower.

**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 (delayed due to contractor being ill)
  - (ii) Hand dryer installed in ladies' toilet (downstairs)
- (b) **North Heath Hall**
  - (i) Rooms 15 and 16 to be redecorated
  - (ii) Outside tap to be installed
- (c) **Holbrook Tythe Barn**
  - (i) Installation of rail at front entrance (on hold, awaiting new quotes)
  - (ii) Percussion taps to be installed
- (d) **Play Areas**
  - (i) Seat to be replaced on toddler swings at Tythe Barn play area
- (e) **Earles Meadow**
  - (i) Rope around Oak tree to be replaced (at no cost)
  - (ii) Broken fence around part of perimeter to be repaired.

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

## 9. Future Works

### (a) **Installation of a new hot water tank at Holbrook Tythe Barn.**

There has been an issue recently with the hot water in the toilets at the Barn end of the building not consistently reaching a high enough temperature to conform to standards required by law to reduce the risk of Legionella. We have also received complaints from some hirers about the lack of hot water.

Advice has been sought as how best to overcome this problem and the most cost-effective solution appears to be to install a new 30L hot water tank to service the main kitchen and toilets at the Barn end of the building.

A cost for this work will be available at the meeting.

**Recommendation: To agree to installing an additional hot water tank at Holbrook Tythe Barn.**

**(b) Earles Meadow**

In May 2015 a safety and condition inspection was carried out on the veteran Oak tree located to the north of Earles meadow. The report was presented to the Parish Council and the work recommended in it carried out.

It was suggested that the tree be inspected a year later to assess if the work had had any impact and to test for parthenogenic colonisations. It does not appear that this survey was carried out and so it is recommended that a further inspection be carried out as soon as possible.

A cost of £450 has been obtained from the company who conducted the survey previously. This will include a visual tree inspection and a written report which will include findings on the health of the tree, the next recommended survey and pruning dates and a management plan.

**Recommendation: To agree to commission a health and safety and condition inspection on the veteran Oak tree at Earles Meadow.**

**(c) Harwood Road Allotments**

Urgent remedial work is required on a dead Willow tree and a large Oak tree at Harwood Road allotments.

The Parish Council lease the allotments from West Sussex Council. We have been informed that before undertaking any work we have to apply to the landlord for permission. This has to be done through a third party, a local estate agent. If WSCC give their consent the Parish Council, as tenants, would be expected to carry out and pay for the work.

We are currently in the process of applying for permission to carry out this urgent work which it has been estimated will cost £450.

**Recommendation: Subject to permission being given by West Sussex County Council, to agree that the following work be carried out at Harwood Road allotments -**

- **Felling of dead Willow tree, leaving standing stump at 2 – 3m**
- **Fell Oak tree, which has poor height to diameter ratio, to 2 – 3m.**

**10. Trespass on Parish Council Land**

Following travellers camping out on the car park at Holbrook Tythe Barn it is suggested that, where appropriate, security measures are considered in order to protect Parish Council assets.

The travellers were camped out at Holbrook Tythe Barn for 9 nights. West Sussex County Council were employed to take out legal proceedings and serve the necessary enforcement orders to move them on. The cost for this was £500. The clear up operation cost a further £350.

**Recommendations:**

- **To consider installing preventative measures at Holbrook Tythe Barn and other Parish Council properties where appropriate**
- **To write to the Sussex Police & Crime Commissioner asking what the policy is on evicting gypsies and travellers and why the police declined to take action when requested to do so by the WSCC Gypsy and Traveller Manager.**

**11. Earles Meadow Management Plan (See Appendix B)**

**Recommendation: To note the Earles Meadow Management Plan.**

**12. Land at North Heath Hall**

The Parish Council Open Spaces Policy paragraph (6.2) states:

*The rear garden of North Heath Hall and path leading from Chennells Brook to the Car Park at North Heath Hall, whilst being a public Open Space, is recognised by the Parish Council as not being available for public access during the times that New View Nursery is a hirer. These times are Monday to Friday during term time; and any other such time as North Heath Hall is hired by them. This restriction also applies from time to time, when there are other hirers of North Heath Hall.*

However, looking at the WSCC definitive map and the Land Register Plan the status of the land and pathway is not clear.

In practice, the nursery close off the path as in the Parish Council's Open Space Policy and the garden is not used in general by members of the public. However, there have been occasions when hirers expect to use the garden as part of the hire. This has been allowed without additional charge. There is another area of garden adjacent to the Hall, but that tends to be used by a separate nursery that hires the upstairs room. That area is not mentioned in the Open Spaces Policy, but it is possible that it is also Open Space that could be used by members of the public.

It needs to be ascertained if the footpath and areas of land have a designation of Open Space for free use by the public as is partly stated in the Policy. Also, are any laws being contravened by restricting access to the land when it is in use by hirers of the hall and could the Parish Council make a charge for hiring out the land.

A solicitor recommended by SSALC has advised that to clarify the status of the land in question and the consequences of that status it would cost approximately £500.

**Recommendation: To instruct a solicitor to determine the status of the land to the rear of North Heath Hall and to advise if there are any consequences to the Parish Council to this status.**

**13. Hire of Chairs**

A request has been received from a local tea room to borrow/hire 20 chairs from Roffey Millennium Hall to be used for a series of inspirational talks. The chairs will be required for a series of 6 events starting on 4<sup>th</sup> December on a monthly basis until 7<sup>th</sup> May 2018. There is a charge of £6 to attend these talks, £1 of which goes to a charity.

Whilst the organiser has suggested leaving a £100 deposit, there are some concerns about logistical and insurance implications.

**Recommendation: To consider lending/borrowing 20 chairs to a local business on a monthly basis.**

**14. Date of next meeting – Thursday 8<sup>th</sup> February 2018 (scheduled).**

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

**NORTH HORSHAM PARISH COUNCIL**

**PROPERTY COMMITTEE MEETING - TUESDAY 19<sup>TH</sup> DECEMBER 2017  
(PAPERS TO ACCOMPANY COMMITTEE REPORT)**

- **APPENDIX A – FINANCIAL REPORT**

**TO BE CIRCULATED AFTER THE FINANCE COMMITTEE MEETING  
ON 14<sup>TH</sup> DECEMBER 2017**

- **APPENDIX B – EARLES MEADOW MANAGEMENT ACTION  
PLAN**

APPENDIX B

EARLES MEADOW MANAGEMENT ACTION PLAN - DECEMBER 2017

Action	When	Priority	Who	Completion
Thin young trees by houses and coppice leggy shrubs	Winter	Medium	Conservation Group or contractor	Carried out in stages as far as able
Cut majority of remaining saplings on Upper Meadow and treat with herbicide	Prior to cutting	High	Conservation Group or contractor	Completed
Consider use of pedestrian flail to remove thatch and excess vegetation from meadows, to prepare for sowing with yellow rattle; rake off cuttings and sow with yellow rattle seed in first year (September) followed by wildflower seed mix or green hay in second year	August/September	Medium	Contractor	Some sowing of Yellow Rattle to Lower Meadow
Explore possibility of Local Nature Reserve designation with Horsham District Council/Natural England (Appendix 1)	Not time-specific			Not explored formally
Plan nature trail leaflet for visitors (to upload on website and make available on-site) and guided walks	Not time-specific	Medium	Conservation Group with GGP support	Not yet pursued. Financial implications
<b>Ongoing</b>				
Maintain path network. Cut/ strim a 1 metre strip on either side of the path circuit to ensure the path is kept clear of brambles. Put on contract to be done 3/4 times a year	April - September	High	NHPC Contractor	Carried out regularly
Monitor tree safety on paths and take remedial action as required	Annual	High	NHPC	Carried out with NHPC
Monitor condition of boardwalks and carry out repairs as required. Consider replacement of chicken-wire with heavy duty surface cover designed specifically to prevent slipping	Annual	High	NHPC/Conservation Group	Carried out with NHPC no wire replacement

Cut meadows annually, varying time of cut between July and September, removing cuttings. Control encroachment of surrounding bramble and bracken on to the meadows	Summer	High	NHPC contractor	Bramble control
Coppice selected areas of willow scrub in rotation to benefit scrub species such as nightingale, and cut nettle beds in rotation to benefit invertebrates	Winter	Low	Conservation Group	Carried out regularly
Remove tree guards from planted trees on wooded slope. Consider coppicing small areas	Winter	Medium	Conservation Group	Commenced this year
Leave a selection of dead wood, fallen and standing, to provide habitat for deadwood invertebrates, bats and hole-nesting birds	Ongoing	High	Conservation Group	Done regularly
Monitor the stream. Create a variety of bankside and aquatic habitats in the stream by leaving a selection of woody debris to vary the flow rate and create micro-habitats within the stream. This will also encourage some flooding which will enhance the rare wet woodland habitat. Consider clearing small sections of the bank to create sunny and shaded areas, again creating habitat variety	Annual	Low	Conservation Group	Streams monitored and kept free running
Carry out annual wildlife surveys of key groups including flowering plants, birds, butterflies. Consider registering on iRecord as a repository for all site records	Annual	High	Conservation Group and other volunteers	Carried out annually
Monitor anti-social behaviour and report immediately to the Neighbourhood Watch warden and NHPC. Collect litter. Encourage dog owners to clean up their dog waste	Ongoing	High	All site users	Carried out regularly

EMCG brief comments in red