

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON TUESDAY 19TH DECEMBER 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 and Debbie Lees, Facilities Officer.

PR/046/17 PUBLIC FORUM

There were no members of the public present.

PR/047/17 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr A Smith and Cllr R Wilton.

PR/048/17 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 19th October 2017 were agreed and signed by the Chairman as being a true record.

PR/049/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/050/17 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The Chairman reported that the 1st Harwood Guide's had held their Festive Campfire at Earles Meadow on the previous night. It was a highly successful evening and everything went without incident.

PR/051/17 COMMITTEE BUDGET MONITORING

The Committee considered documents circulated with the agenda.

It was RESOLVED:

- 1. To note the Financial Report and Committee Budget to 30th November 2017**
- 2. To note the changes made by the Finance Committee to the forecast figures for 2017/18 as previously submitted by the Property Committee**
- 3. To note the changes made by the Finance Committee to the budget figures for 2018/19 as previously submitted by the Property Committee**
- 4. To note that the Finance Committee would be recommending to the Parish Council that no money be put into the Repair and Renewals Reserve for 2018/19 and as a result of this it was AGREED that only urgent / essential work would be carried out in 2018/19. The external redecorating of Holbrook Tythe Barn was one project that would need to be undertaken.**

PR/052/17 COMPLETED WORKS

(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 new leaf blower.

It was RESOLVED to note the completed works.

PR/053/17 ON-GOING WORKS

(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.

It was RESOLVED to note on-going works.

PR/054/17 Future Works

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

There have been reports recently about the lack of hot water in the toilets at the Barn end of the building. It seems that the hot water unit currently in place is too small to cope with demand when the building is in constant use.

As only a verbal quote to carry out remedial work had been received prior to the meeting it was **AGREED** to defer a decision on this matter until the next meeting of the Committee.

(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 recommended work 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. This survey had not been carried out as recommended.

It was RESOLVED to commission an inspection of the veteran Oak tree at Earles Meadow at a cost of £450. To include a visual tree inspection and written report on the findings of the health of the tree, the next recommended survey and pruning dates and a future management plan.

(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 (WSCC) who has to give permission before any work is undertaken.

It was RESOLVED that, subject to permission being given by WSCC, the following work be carried out at Harwood Road allotments:

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

It was AGREED that the cost of £450 would initially be paid by the Parish Council who would then seek to reclaim this back from the Harwood Road Allotment Society.

PR/055/17 Trespass on Parish Council Land

Following travellers camping out on the car park at Holbrook Tythe Barn in November, members discussed installing security measures in order to protect Parish Council assets. Given that this was an isolated incident it was not thought appropriate to pursue this, although should similar incidents occur in the future this will be reviewed.

It was RESOLVED:

- 1. Not to install preventative security measures at Holbrook Tythe Barn and other Parish Council properties at this time**
- 2. 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.**

PR/056/17 Earles Meadow Management Plan

Members reviewed the document which had been circulated previously.

It was RESOLVED to note the Earles Meadow Management Plan.

PR/057/17 Land at North Heath Hall

The rear garden of North Heath Hall and the path leading from Chennells Brook to the Car Park at North Heath Hall is described as public Open Space in the Parish Council’s Open Spaces Policy.

This has, on occasion, led to confusion about access to and use of the land by members of the public and hirers.

Councillors considered obtaining legal advice to clarify the status of this area and also the garden to the side of North Heath Hall.

It was RESOLVED not to seek legal advice at this time but to remove the description of the land as public Open Space in the Parish Council’s Open Spaces Policy.

PR/058/17 Hire of Chairs

A request had been received to borrow 20 chairs from Roffey Millennium Hall for a series of 6 events, to be held on a monthly basis.

It was RESOLVED not to lend the chairs as it would cause logistical and insurance issues.

PR/059/17 Date of next meeting – Thursday 8th February 2018 (scheduled).

There being no other business, the Chairman closed the meeting at 8.20 pm

..... Chairman Date