

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 8th FEBRUARY 2018

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 1

Appendix 1 contains the Financial Report to 31st December 2017.

Recommendation: To note the Committee Budget to 31st December 2017

7. Completed Works

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

(a) Roffey Millennium Hall

- (i) CCTV installed
- (ii) Hand dyers installed in ladies toilet (downstairs)
- (iii) Bramber Room, kitchens and toilets redecorated
- (iv) Gutters cleaned out and repaired
- (v) Lift – 6 monthly insurance inspection and 3 monthly service carried out

(b) North Heath Hall

- (i) Rooms 15 and 16 redecorated
- (ii) Outside tap installed

- (c) Tythe Barn**
 - (i) Main kitchen, interconnecting corridor, toilets and inner and outer entrance halls redecorated
 - (ii) Workshop cleared out and photographic inventory carried out
 - (iii) Bollard outside workshop reinstated
- (d) Play / Recreation Areas**
 - (i) Seat replaced on junior swings at Tythe Barn play area
- (e) Earles Meadow**
 - (i) Board repaired

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) Fire alarm and intruder alarms to be serviced
- (b) North Heath Hall**
 - (i) Gutters to be cleaned out and repaired
 - (ii) Fire alarm and intruder alarms to be serviced
- (c) Holbrook Tythe Barn**
 - (i) Installation of rail at front entrance (on hold, awaiting new quotes)
 - (ii) Gutters to be cleaned out and repaired
 - (iii) Fire alarm and intruder alarms to be serviced
- (d) Play Areas**
 - (i) Replacement of some areas of wet pour
- (e) Earles Meadow**
 - (i) Inspection of veteran Oak tree – to be carried out in the spring
 - (ii) Broken fence around part of perimeter to be repaired
- (f) Harwood Road Allotments**
 - (i) Felling of dead Oak tree and Willow tree.

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 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 50L hot water tank to service the main kitchen and toilets at the Barn end of the building.

The quote to carry out this work is as follows:

1no. Heatrae Sadia 50ltr water heater £1093.61
 1no. Heatrae Sadia unvented kit £91.45
 Sundry materials for plumbing in £126.08
 Sundry materials for electrics £94.86
 Labour £630.00
Total £2,036.00 Plus VAT

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

10. Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order 2005 puts the responsibility for fire safety management with employers and those who control premises and includes a specific duty to risk assess.

Fire Risk assessments are carried out on all Parish Council owned buildings by the office staff every year and relevant equipment is inspected and tested regularly and staff trained as appropriate. It is recommended that periodically a professional company is employed to carry out Fire Risk Assessments in order to check that the processes used are satisfactory and up to standard.

Quotes have been obtained as follows:

North Heath Hall - £500

Roffey Millennium Hall - £600

Holbrook Tythe Barn - £500

Given current budget restraints it is suggested that one building is assessed each year starting with North Heath Hall.

Recommendation: To agree to having a professional Fire Risk Assessment carried out at each building on a rotational annual basis.

11. Open Spaces Policy - See Appendix 2

To update the Open Spaces Policy and to remove any reference to land at North Heath Hall being public open space (as agreed at the Property Committee meeting in December 2017).

Recommendation: To agree the updates to the Open Spaces Policy.

12. Policy and Condition of Hire in Relation to Parish Council Owned Premises

To update the Policy and Conditions of Hire as below:

- Section 7 – Rear Garden at North Heath Hall
Remove the reference to the garden being a public open space (as agreed at the Property Committee meeting in December 2017).
- Section 22 - Equipment Provided by the Council
To include a sentence stating that equipment owned by the Parish Council, such as tables and chairs, will not be loaned or hired out to any third party for use outside of Parish Council premises.

Recommendation: To agree the updates to the Policy and Conditions of Hire in Relation to Parish Council Owned Premises.

13. Date of Next Meeting

Recommendation: To agree to reschedule the next meeting of the Property Committee to Thursday 19th April 2018.

**Vivien Edwards - Deputy Clerk to the Council
2nd February 2018**

Finance Report to Property Committee 8th February 2018Period covering 1st April 2017 to 31st December 2017Funding to 31st March 2018

Precept (full funding for 2017/18 received).	293,551
Council Tax Benefit (full funding for 2017/18 received).	1,403
Environmental Grant (full funding for 2017/18 received).	9,691
Total	304,645

Income to 31st December 2017

Cost Centre	Actual Income	Annual Budget
Admin	331	150
Allotments	765	765
North Heath Hall	45,367	60,200
Holbrook Tythe Barn	26,137	26,200
Multi Court Lettings	14,737	12,240
Roffey Millennium Hall	53,440	74,000
Total	140,777	173,555

Expenditure to 30th November 2017

Cost Centre	Actual Expenditure	Annual Budget
Admin	39,352	*67,943
Grants	7,530	10,000
Burial	7,500	1,500
Personnel	183,499	277,325
Planning, Env, Trans	2,000	2,000
Allotments	644	1,318
Amenity, Recs and Open Spaces	8,436	50,889
North Heath Hall	16,574	24,380
Holbrook Tythe Barn	17,364	22,213
Roffey Millennium Hall	24,564	38,455
Total	327,463	496,023

Net expenditure	(186,686)	(322,468)
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income from Roffey Millennium Hall is slightly less than was budgeted, North Heath Hall is on track, but the income from Holbrook Tythe Barn and the Multi Court lettings is well in excess of what was originally budgeted. The figures in the forecast budget have been adjusted to £70,000 for Roffey Millennium Hall, £60,000 for North Heath Hall, £28,000 for Holbrook Tythe Barn and £17,000 for the multi court lettings and it is likely that all halls will achieve this income figure.

Expenditure is in line with what was expected. There are still significant funds left in the play area budget, but there is work required on the safety surfacing. There has been significant spending on the fire alarm system at Holbrook Tythe Barn and on maintenance of the boiler, but that has been counteracted by savings made elsewhere. There has been an overspend on the intruder alarm and gas boiler at Roffey Millennium Hall but savings have been made on cleaning materials, gas and other cost headings.

A contract has been negotiated to reduce the cost of cleaning the bus shelters and notice boards. Whilst the cost of window cleaning the buildings is slightly higher than previously, overall there is a significant saving on window cleaning throughout the Council's portfolio of assets.

Pauline Whitehead BA(Hons) FSLCC 29.01.2018



North Horsham Parish Council

OPEN SPACES POLICY

POLICY STATEMENT

It is the Policy of North Horsham Parish Council to protect all open space owned by the Parish Council and ensure a safe and well managed environment for all users.

KEY PRINCIPLES

The Parish Council:

- Recognises that the provision of open space and their design and layout are important for play and recreation and are important in contributing to the quality of the environment
- will build into the Council's Risk Assessment procedures clear processes for the management of Parish Council owned Open Spaces, including play equipment and trees
- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and the Council's contractors
- provide such information, training and supervision, as they need for this purpose
- give a high level of commitment to health and safety and will comply with all statutory requirements.

WHO DOES THE POLICY APPLY TO

The Policy applies to all users of Parish Council owned Open Spaces, employees and Councillors of North Horsham Parish Council and Council contractors.

REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Open Spaces Policy will normally be reviewed at the annual meeting of Council in May.

1. AREAS OF OPEN RECREATIONAL SPACE

1.1. Open Spaces

- Amberley Close Open Space
- Birches Road Open Space
- Earles Meadow
- Heath Way Open Space - part of
- Holbrook Tythe Barn Open Space

1.2. Play Areas

- Amberley Close Play Area
- Birches Road Play Area
- Earles Meadow Play Area
- Holbrook Tythe Barn Play Area
-

1.3. Allotment Sites

- Amberley Close Allotment Site
- Harwood Road Allotment Site

1.4. Other areas of Open Space

- Land at Chennells Brook – part of
- North Heath Hall – rear garden
- Pixies Hollow – part of
- Roffey Corner – part of

2. PROHIBITIONS ON THE USE OF OPEN SPACES AND PLAY AREAS

2.1. The Parish Council seeks to protect the physical environment of the Open Spaces, the wildlife and the public by putting into place, prohibitions on activities, which may cause damage to the Open Spaces and the public.

2.2. The following activities are prohibited, unless the permission of the Parish Council has been obtained in writing :

- The removal of any barrier, post, seat or any other item provided for use on the Open Spaces and Play Areas or for the maintenance of them
- The erection of any barrier, post, ride, swing or any other structure
- The removal of any plants, trees or soil from the Open Spaces
- The killing, injuring, taking or disturbing of any animal; and no person shall engage in hunting, shooting or the setting of traps or the laying of snares
- The turning out of or permitting any animal to graze on the Open Spaces
- The erection of a tent or the use of a vehicle, caravan or other structure for the purpose of camping
- The lighting of fires or the disposal of a match or any other thing likely to cause a fire
- The use of fireworks or other pyrotechnic devices

- Engaging in the sport of archery
- The throwing of or the striking of a hard cricket ball with or without a bat
- The playing of golf, including the driving, chipping or pitching of a hard golf ball
- The holding of any event, be it charitable, commercial or private, without seeking the consent of the Parish Council beforehand
- That there be no driving or other use of any motor vehicle, motor cycle or other mechanically propelled vehicle
- The depositing or dumping of litter or other waste materials of any description.

3. DAMAGE TO OPEN SPACES

- 3.1.** Any damage or faults to items on the Open Spaces or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

4. PLAY AREAS

- 4.1.** The Parish Council seeks to provide Play Areas to a high standard which offer a wide range of enjoyable and stimulating play opportunities to all children visiting the Play Areas.

- 4.2.** All Parish Council owned Play areas are inspected as follows:

- October to March –once a week – by visual and basic operational inspection
- April to September – twice a week - by visual and basic operational inspection
- June of each year – by the Royal Society for the Prevention of Accidents (RoSPA) – full operational inspection

- 4.3.** Gates into the Play Areas should be kept shut at all times

- 4.4.** Dogs, with the exception of assistance dogs, are not permitted in any of the Play Areas

- 4.5.** The play equipment provided by the Parish Council is suitable for children up to the age of 14 years. Users and visitors to the Play Areas can obtain more specific information on the various facilities available, by contacting the Parish Office at Roffey Millennium Hall.

- 4.6.** The safety of children whilst using and visiting the Play Areas is the responsibility of the child's parent, guardian or carer.

- 4.7.** Any damage or faults with the play equipment, fencing, gates or other items in the Play Areas; or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

5. ALLOTMENT SITES

- 5.1. The Allotment site at **Amberley Close** is owned and managed by the Parish Council; to which separate conditions apply. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall
- 5.2. The Allotment site at **Harwood Road** is owned by West Sussex County Council and managed by the Harwood Road Allotment Association. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall.

6. OTHER AREAS OF OPEN SPACE – specific areas

- 6.1. The land alongside **Chennells Brook** owned by the Parish Council forms part of the wider Riverside Walk network.

Users of this area should take care at times of heavy rain or snow and walk on the tarmac path, so as to avoid injury by slipping down the bank into the water

The Parish Council would encourage cyclists using the path to dismount when using this area of the Walk.

- 6.2. The rear garden of North Heath Hall and path leading from Chennells Brook to the car park at North Heath Hall, whilst 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 other hirers of North Heath Hall

REMOVE

ADD

CHANGE