

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 8th FEBRUARY 2018 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

PR/060/18 PUBLIC FORUM

There were no members of the public present.

PR/061/18 APOLOGIES FOR ABSENCE

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

PR/062/18 MINUTES OF THE PREVIOUS MEETING

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

PR/063/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/064/18 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The Chairman reported that a letter had been received from the Sussex Police and Crime Commissioner in response to the Parish Council letter dated 10th January 2018 regarding the trespass at Holbrook Tythe Barn. The Committee were disappointed that some of the queries raised had not been sufficiently clarified.

The recent email received from Horsham District Council regarding outstanding s106 funds was drawn to the committee's attention. The Deputy Clerk will investigate using some of the funds for new benches and picnic tables at Holbrook Tythe Barn and Amberley Open Space and report back to the next meeting of the committee.

PR/065/18 COMMITTEE BUDGET MONITORING

The Committee considered documents circulated with the agenda.

It was RESOLVED to note the Committee Budget to 31st December 2017.

PR/066/18 COMPLETED WORKS

(a) Roffey Millennium Hall

- (i) CCTV installed
- (ii) Hand dyers installed in ladies' toilet (downstairs)
- (iii) Bramber Room, all kitchens and all 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) Holbrook 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.

It was RESOLVED to note the completed works.

PR/067/18 ON-GOING WORKS

- (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. Bat survey required.

It was RESOLVED to note on-going works.

PR/068/18 Future Works

Holbrook Tythe Barn - Installation of a new hot water tank and ancillary work (deferred from previously meeting)

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.

In order to overcome this problem, the most cost-effective solution is to install a new 50L hot water tank to service the main kitchen and toilets at the Barn end of the building.

It was RESOLVED to install an additional hot water tank (controlled by a timer) at Holbrook Tythe Barn at a cost of £2,036 + VAT.

PR/069/18 Fire Risk Assessments

Fire Risk assessments are carried out on all Parish Council owned buildings by the office staff every year. It is recommended that periodically a professional company is employed to carry out Fire Risk Assessments to check that the processes used are satisfactory and up to the required standard.

It was RESOLVED to have a professional Fire Risk Assessment carried out at each building on a rotational, annual basis. North Heath Hall will be the first building to be assessed at a cost of £500.

PR/070/18 Open Spaces Policy

Members reviewed the document which had been circulated with the agenda and agreed to the proposed changes.

It was RECOMMENDED that the revised Open Spaces Policy be put before the Parish Council.

PR/071/18 Policy and Condition of Hire in Relation to Parish Council Owned Premises

Members reviewed and agreed to the suggested changes.

It was RECOMMENDED that the following changes to the Policy and Conditions of Hire be put before the Parish Council:

- **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 26 - 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.

PR/072/18 Date of next meeting

It was RESOLVED to reschedule the next meeting of the Property Committee to Thursday 26th April 2018.

Following the meeting it was found that there is a meeting of the Planning Committee on 26th April so **3rd May 2018** is suggested as an alternative. This is to be agreed at the Parish Council meeting on 8th March 2018.

There being no other business, the Chairman closed the meeting at 8.00pm

..... Chairman Date