

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 3rd MAY 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

Appendix A contains the Financial Report to 31st March 2018.

Recommendation:

To note the Committee Budget to 31st March 2018

7. Completed Works

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

(a) Roffey Millennium Hall

- (i) Fire alarm and intruder alarms serviced
- (ii) Periodic Electrical Test completed - some non-urgent remedial required
- (iii) Gutters cleaned out and repaired

(b) North Heath Hall

- (i) Gutters cleaned out and repaired
- (ii) Fire alarm and intruder alarms serviced
- (iii) Partition serviced – some remedial work will be required

(c) Holbrook Tythe Barn

- (i) New water heater installed for Barn end of building
- (ii) Outside toilet decorated (using damp resistant paint)
- (iii) Gutters cleaned out and repaired
- (iv) Fire alarm and intruder alarms serviced
- (v) Boiler serviced and tested

(d) Play Areas

- (i) Some areas of wet pour replaced at Birches Road and Holbrook Tythe Barn play areas

(e) Earles Meadow

- (i) Rope around Oak tree replaced

(f) Harwood Road Allotments

- (i) Felling of dead Oak tree and Willow tree.

(g) Bus Shelters

- (i) New Perspex installed at bus shelter at Jackdaw Lane (graffiti)
- (ii) Graffiti removed from 2 shelters in North Heath Lane

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 Risk assessment to be carried out in May
- (ii) PAT testing to be carried out in May
- (iii) Boiler and Air Handling Unit to be serviced
- (iv) Air Conditioning Units to be serviced

(b) North Heath Hall

- (i) PAT testing to be carried out in May

(c) Holbrook Tythe Barn

- (i) Installation of rail at front entrance (on hold, awaiting new quotes)
- (ii) Pipes in Barn end of building to be boxed in
- (iii) PAT testing to be carried out in May

(d) Earles Meadow

- (i) Inspection of veteran Oak tree – to be carried out in May
- (ii) Broken fence around part of perimeter to be repaired

(e) Bus Shelters

- (i) Seat to be installed at bus shelter in Church Road (on order)

Recommendation:

To note on-going works.

9. Tree Works at Earles Meadow

See Appendix B

A resident has reported that an Oak Tree on Earles Meadow is causing concern and blocking out light to part of his property. Following a ground inspection a tree surgeon has reported that the tree looks safe and has no obvious defects. The tree has been reduced previously and does overhang the property in question.

Quotes have been obtained for the following work:

A. To prune back overhang by approx. 1 – 2 m from property - £330

B. To carry out a full crown reduction by approx. 2m leaving a natural and balanced crown - £660

Recommendation:

To consider undertaking work to the Oak tree at Earles Meadow.

10. Trespass on Parish Council Land

In November, travellers (two caravans) camped out on the car park at Holbrook Tythe Barn. Following legal proceedings an enforcement order was served by the West Sussex County Council Traveller Liaison Officer and they vacated the site after 9 nights.

The same group of travellers (one caravan) revisited the site in February. As the original enforcement order was still valid, they were requested to move on and did so.

Following the first incident in November, members of the Property Committee considered installing security measures, but given that it was an isolated occurrence agreed not to pursue this at the time but to review the decision should similar incidents occur in the future.

Recommendation:

Following a further incident of trespass at Holbrook Tythe Barn, to consider installing preventative measures at Holbrook Tythe Barn and other Parish Council Properties.

11. Legionella Testing

Legionella Risk Assessments were carried out at all venues in January 2018.

The only significant issue reported was that the hot water in the toilets at the Barn end of the building did not reach a high enough temperature to conform to standards required by law to reduce the risk of Legionella.

This problem has now been overcome by the installation of a new 50L hot water tank to service the main kitchen and toilets at the Barn end of the building (as agreed by the Property Committee in February 2017).

Recommendation:

To note the results of the Legionella Assessments carried out at all venues on 31st January 2018.

12. Fire Risk Assessment

Following agreement by the Property Committee meeting at their meeting in February a professional Fire Risk Assessment was carried out at North Heath Hall.

The conclusion of their findings and the associated Action Plan can be found in Appendix C1.

Action 1 – all flammable materials have been removed from the store cupboards on the stage and a new roof will be installed in the next few weeks.

Action 2 – all cleaning materials have been removed from the base of the stairs by the stage and new arrangements made for their storage.

Action 3 – a carbon Monoxide detector has been installed in the boiler room (also in the boiler rooms at Roffey Millennium Hall and Holbrook Tythe Barn).

Action 4 – an additional CO2 extinguisher has been installed in the kitchenette on the Ground Floor.

Recommendation:

To note the results of the Fire Risk Assessment carried out at North Heath Hall on 26th February 2018 and the remedial actions undertaken.

13. Drapes at North Heath Hall

See Appendix C2

Recommendation:

To consider a request from Manor Theatre to install hooks along the back wall/beams in order to cover the wall with drapes during productions.

14. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 14th June 2018.

**Vivien Edwards - Deputy Clerk to the Council
1st May 2018**

Finance Report to Property Committee – 3rd May 2018Period covering 1st April 2017 to 31st March 2018 – full financial yearFunding 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 March 2018

Cost Centre	Actual Income	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	879	150	150
Allotments	1,015	765	765
North Heath Hall	62,013	60,200	60,000
Holbrook Tythe Barn	35,098	26,200	28,000
Multi Court Lettings	22,318	12,240	17,000
Roffey Millennium Hall	74,222	74,000	72,600
Total	195,545	173,555	178,515

Expenditure to 31st January 2018

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	52,327	*67,943	66,833
Grants	8,800	10,000	10,000
Burial	9,183	1,500	6,000
Personnel	275,643	277,325	277,225
Planning, Env, Trans	2,000	2,000	2,000
Allotments	1,009	1,318	1,300
Amenity, Recs and Open Spaces	42,712	50,889	50,273
North Heath Hall	23,303	24,379	24,703
Holbrook Tythe Barn	20,777	22,213	22,823
Roffey Millennium Hall	33,200	38,455	39,775
Total	468,954	496,022	500,932

Net expenditure	(273,409)	(322,467)	(322,417)
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income has outperformed expectation in all cases. Additional income at the halls is due to the hard work of the staff who have worked to promote the halls.

Administration expenditure is lower than expected as £10,000 set aside for the Neighbourhood Plan within that cost centre has not been used. Significant savings have also been made on the telephone system following the initiation of a new contract.

Burial charges have exceeded the budget and forecast following the resolution of a dispute with Horsham District Council that left two invoices totalling £3,000 outstanding from 2016/17 and £6,183 from 2017/18.

Personnel costs are lower than forecast due to staff vacancies during the year.

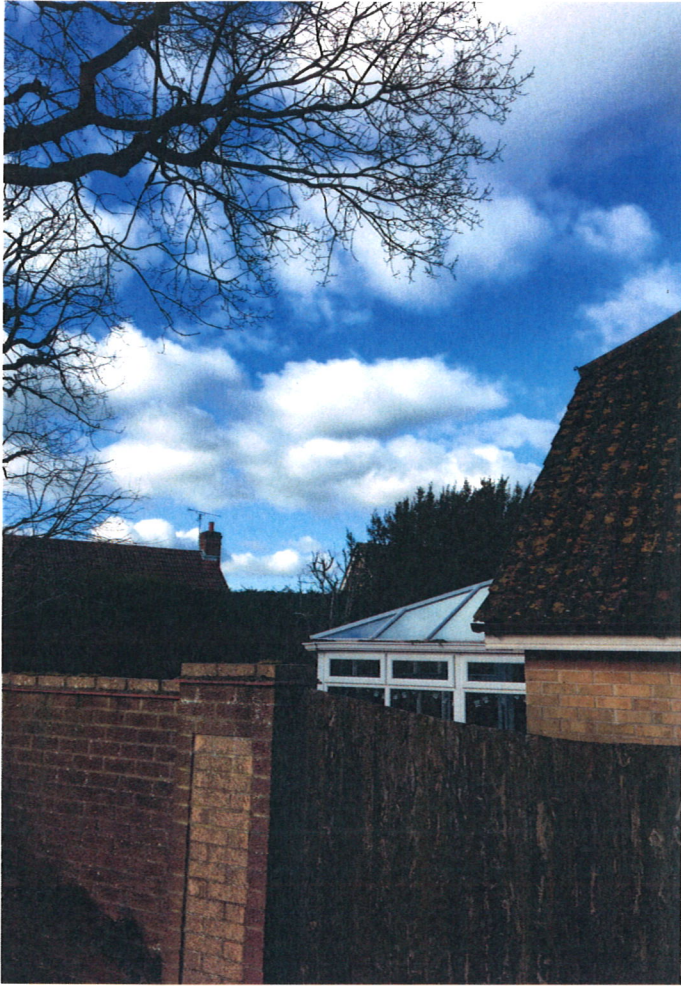
Savings have been made by entering into a contract for street lighting, close management of the open spaces and fewer repairs to bus shelters than had been anticipated.

Expenditure on the halls is lower than expected in all cases, this is due to a regular inspection and service regime that highlights issues early on and allows them to be managed effectively.

Earmarked reserves have been spent on an upgraded telephone system, a pressurisation unit on the boiler at Roffey Millennium Hall, necessary work to the lift at Roffey Millennium Hall and the installation of CCTV. There has also been expenditure on bollards at Lambs Farm Road.

Pauline Whitehead BA(Hons) FSLCC 12.04.18





Assessment conclusions

At the time of my Fire Risk Assessment no significant hazards were identified. During my assessment, I was provided with relevant fire documentation and was shown around the Hall by the Vivien Edwards, Deputy Clerk for North Horsham Parish Council.

The Hall was found to be in good structural condition and well maintained. All escape routes were found to be clear and operational. Appropriate fire detection is in place within the Hall, the fire panel was found to be serviced, operational with no faults noted. Emergency lighting is in place throughout and tested accordingly. Fire procedures have been documented for the hall and are displayed strategically.

Onsite staff have been trained in the process of fire evacuation. At the time of my assessment, two nurseries were in operation onsite. One is located in the right hand side room of the hall and the other in the rear lower ground floor. Both were found to be well managed with no significant concerns identified. I was pleased to see that staff are familiar with the evacuation process and are well rehearsed.

I have made a few minor recommendations for the Hall, but in general the risk of fire within the property is Moderate as expected and well managed.

Assessment conclusions

Taking into account the fire prevention measures observed at the time of this risk assessment, we consider that the hazard from fire (likelihood of fire) at these premises is: **Medium**

In this context, a definition of the above terms is as follows:

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (for example, potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, we consider that the consequences for life safety in the event of fire would be: **Moderate harm**

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, we consider that the risk to life from fire at these premises is: **Moderate**

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Action plan

1.	Reduce the amount of flammables stored within the stage stores. If these items are required an appropriate fire resistant roof should be installed. Please refer to: Step 1 - Identify the hazards	
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick)
Sign off signature:		Company:
Comments:		

Action plan

2.	Request that the cleaners removing the items blocking the base of the internal staircases off of the side of the stage. At the time of my assessment several items were creating a trip hazard. Please refer to: Step 1 - Identify the hazards	
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick) <input type="checkbox"/>
Sign off signature:		Company:
Comments:		

Action plan

3.	Install an appropriate Carbon Monoxide detector in the boiler room. It is important that you are made aware of combustions issues that may occur to this boiler. Carbon Monoxide is a silent killer. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Low - Action within 6 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick)
Sign off signature:		Company:
Comments:		

Action plan

4.	Provide an additional Carbon Dioxide (CO2) extinguisher within the lower ground floor nursery kitchenette. Currently, there is only a water based extinguisher in this area. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Low - Action within 6 months		
Task assigned to (name/company):		
Date assigned:		Target completion date:
Date completed:		Action completed on Assurity Plus (please tick)
Sign off signature:		Company:
Comments:		



