

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 3RD MAY 2018 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors K. Burgess*, R Ginn, R Knight, D Searle and S Torn*

* denotes absence

In attendance: Vivien Edwards, Deputy Clerk and Debbie Lees, Facilities Officer

PR/073/18 PUBLIC FORUM

There were no members of the public present.

PR/074/18 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr K Burgess.

PR/075/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 8th February 2018 were agreed and signed by the Chairman as being a correct record.

PR/076/18 DECLARATIONS OF INTEREST

Cllr D Searle declared a personal interest in item 9 – Tree Works at Earles Meadow as he is a close neighbour of the resident concerned. He advised members that he would be leaving the room for this item on the agenda.

PR/077/18 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

The Chairman reported that the rope has now been replaced at Earles Meadow at no charge to the Parish Council.

The Wild Cherry tree donated by the Woodland Trust and planted adjacent to the Riverside Walk near St Mark's Church has survived the winter and is now in leaf. It is not much of a spectacle, as yet, as it is still contained within the protective tube.

PR/078/18 FINANCE

The Committee considered documents circulated with the agenda.

It was RESOLVED to note the Committee Budget to 31st March 2018.

PR/079/18 COMPLETED WORKS

(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 / Recreation 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.

It was RESOLVED to note the completed works.

PR/080/18 ON-GOING WORKS

- (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)

It was RESOLVED to note on-going works.

PR/081/18 Tree Works at Earles Meadow

Due to the meeting not being quorate for this item on the agenda, it was deferred to the next meeting.

PR/082/18 Trespass on Parish Council Land

Following a reoccurrence of travellers camping in the car park at Holbrook Tythe Barn, members reviewed the need for security measures to be installed as a deterrent. It was noted that this was the same family as visited in November, this time with only one caravan. As the previous enforcement order was still valid they were asked to vacate the site and did so. Given the circumstances, members agreed that no immediate action was required.

It was RESOLVED not to install security measures at Holbrook Tythe Barn but to review the decision should similar incidents occur in the future.

PR/083/18 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 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.

It was RESOLVED to note the results of the Legionella Assessments carried out at all venues on 31st January 2018.

PR/084/18 Fire Risk Assessment

A professional Fire Risk Assessment was carried out at North Heath Hall in February. Some minor recommendations were made (all of which have been actioned) and the report concluded that in general the risk of fire within the property is moderate as expected and the building is well managed.

It was RESOLVED to note the results of the Fire Risk Assessment carried out at North Heath Hall in February.

PR/085/18 Drapes at North Heath Hall

Members considered a request from Manor Theatre to install hooks along the back wall/beams so that the wall could be covered with drapes during productions. It was agreed that a site visit was required in order to make an informed decision.

It was RESOLVED that the Deputy Clerk would arrange a site meeting with a representative from Manor Theater and Councillors Knight and Searle who were delegated to make a decision about this matter on behalf of the Property Committee.

PR/086/18 Date of next meeting - Thursday 14th June 2018 (scheduled)

There being no other business, the Chairman closed the meeting at 8.05pm

..... Chairman Date