

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 14th JUNE 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.

7. Chairman's Announcements

For information and noting only.

8. Finance

See Appendix A.

Recommendation:

- (i) To note the Committee Budget to 30th April 2018
- (ii) To note the apportioned staff costs for 2017-18.

9. Completed Works

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

(a) Roffey Millennium Hall

- (i) Fire Risk Assessment carried out in May
- (ii) PAT testing carried out in May
- (iii) Boiler and Air Handling Unit serviced
- (iv) Air Conditioning Units serviced

- Supply galvanized scaffold style handrail and install £650
- Supply FibreRail handrail and install £750

FibreRail can be supplied in either yellow or grey and is not cold to touch unlike the steel. The lead time for the FibreRail may be as long as 10 weeks.

Recommendation: To AGREE to fit DDA compliant handrails at the front entrance to Holbrook Tythe Barn.

13. Tree Works at Earles Meadow (deferred from previous meeting)

See Appendix C

A resident has reported that an Oak Tree on Earles Meadow is 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.

14. Earles Meadow – Boardwalks

The Earles Meadow Conservation Group (EMCG) has carried out an inspection of the boardwalks and identified problems with some of them. Some of these they can fix themselves. The cost of 10 boards for the EMCG to repair the boards that they are able to is approximately £60.

Some of the boards need to be repaired professionally and from previous experience trying to find a contractor that can carry out this work is very difficult.

We have approached the contractor we have used previously for this type of work and who carries out similar work for HDC and are waiting for a quote which will be circulated prior to the meeting.

Recommendations:

- (i) **To AGREE to purchase boards at an approved cost so that the EMCG can carry out running repairs to the boardwalks**
- (ii) **To AGREE to appoint a contractor to carry out the more complicated repairs at a cost to be agreed.**

15. Internal Decorating at all Venues

See Appendix D

We have a schedule for decorating the internal areas of all of our halls. This works on a 3 year rolling basis to ensure that all public areas are kept smart and clean. The areas due to be decorated this summer are shown in Appendix D together with the various quotes that have been obtained.

Recommendations:

- (i) To AGREE to decorate the Barn at Holbrook Tythe Barn**
- (ii) To AGREE to decorate North and South Halls at Roffey Millennium Hall**
- (iii) To AGREE to decorate rooms 1 and 4 at North Heath Hall.**

16. Roof – Roffey Millennium Hall

Parts of the roof of Roffey Millennium Hall have been damaged in the last few weeks and some remedial work is required. The police have been involved and are of the opinion that it was probably the work of teenagers.

The insurance company has been informed.

Several companies were approached to give a quote but only two replied.

Their quotes can be found in Appendix E.

Recommendation: To AGREE to appoint a company to carry out repair work to the roof at Roffey Millennium Hall.

17. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 16th August 2018.

**Vivien Edwards - Deputy Clerk to the Council
8th June 2018**

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APPENDIX A
TO FOLLOW

PROPERTY COMMITTEE MEETING

Agenda Item 11 – Holbrook Tythe Barn Security Measures

OPTION 1

Product Code	Description	Weight/Kg	Price Each	Qty	Total
PF5600	<p>Height Restriction Barriers</p> <p>Comes Complete with Warning Signage and Padlocks where applicable.</p> <p>Span: 6.0 Metres (Single Leaf) Finish: Galvanised Prior to Powder Coated Colour: Yellow - RAL 1003 Measurement: Inside Post Clear Height: 2.1 Metres Leaf Size: 80mm RHS Post Size: 100mm RHS Fixing Type: Cast In (As Standard) Swing Direction: To Be Confirmed</p>		£1,168.30	1	£1,168.30
PF56-ADDLTCH	<p>Additional Latch Post (To Lock in Open Position)</p> <p>Size: 100mm RHS</p>		£244.80	1	£244.80
PD-CR2	<p>Delivery by Normal Courier</p> <p>Delivery Time: Up to 5:00pm (Tufnells) Cost: 0 Offload: Client to Offload</p>		£195.00	1	£195.00
	If Lifting Equipment is required to offload these goods then this will need to be provided by the client. Lifting Equipment or Tail Lift will not be provided with the delivery vehicle.				

Total Weight:0.0kg

Total: £1,608.10
Ex-VAT

+ INSTALLATION

PF5600HR Specification Sheet

OPTION 1



Specification:
Steel Constructed height restriction barrier

Material:
Mild steel squared hollow section

Construction:
(standard version)
Crossbeam - 80 x 80 x 3mm
Posts - 100 x 100 x 4mm

(heavy duty version)
Crossbeam - 100 x 100 x 4mm
Posts - 150 x 150 x 5mm

Available spans:
(single leaf version)
From 2.0 metres to 6.0 metres
(double leaf version)
From 6.0 metres to 12.0 metres

Finish:
Powder coated or galvanised as standard

Installation:
Post may be either sunken or surface mounted

Fittings:
Comes complete with warning signage & padlocks
Vinyl striping also available

The PF5600HR Height Restrictor

The PF5600 height restriction barrier is constructed from a high quality steel rectangular box section.

It provides an ideal solution for the prevention of access for high vehicles to unauthorised areas such as staff car parks or underground low level car parks. It is a durable and reliable restriction barrier, available as single or double leaf, in either standard or heavy duty box section.

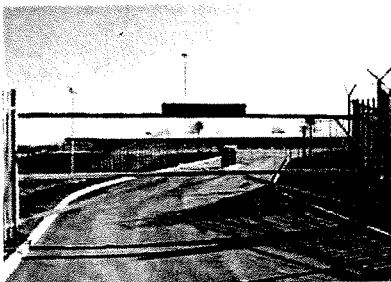
Clear signage allows vehicle occupants the opportunity to determine whether they have sufficient clearances to proceed under the cross

beam in order to access.

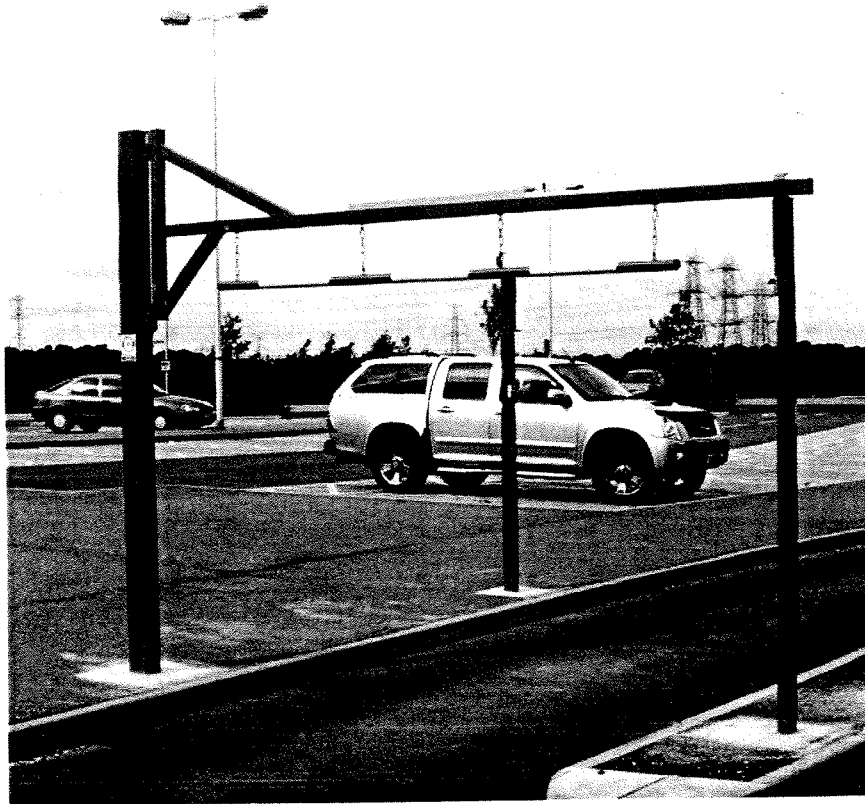
The opening variants can be locked in either the open or closed position via an additional latch post or a padlock respectively.

PF5600 height restrictors can be custom made to customer specification. Static versions (non-opening) are also available, for heavy duty versions & bespoke designs please contact our sales office.

EVERY EFFORT HAS BEEN MADE IN PREPARATION OF THIS SHEET HOWEVER WE HOLD NO RESPONSIBILITY FOR ERRORS OR OMISSIONS.



Swing Opening Height Restrictor Barrier - Galvanised



6m Galvanised + Colour Coating
Colour coated catch post

FREE DELIVERY.

+ INSTALLATION

£1,287.44
£343.73

£1613.17
+ VAT.

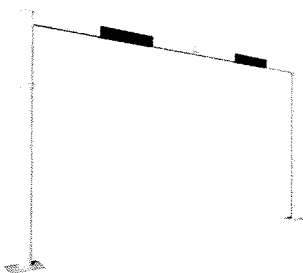
APPENDIX B
OPTION 3

North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
RH12 4DT

QUOTATION NUMBER: **5663** DATE OF QUOTATION: **31/05/2018**
CUSTOMER CONTACT: **Vivien Edwards** QUOTATION ISSUED BY: **Keri**

Many thanks for your recent enquiry, please find below your pricing details. If you have any further questions then please do not hesitate to contact the sales office.

PRODUCT:	QUANTITY:	PRICE IN £
Single Pivot Height Restrictor 6m span x 2.1m underside height 100mm x 50mm RHS single pivot barrier arm 80 x 6mm strengthening plate to cross bar 114mm dia. x 5mm upright support posts Root fixed Fully galvanised mild steel Vinyl maximum height sign Polyester powder coated any RAL colour 1no catch post	1	1297.00



Class 1 Reflective Maximum Height Sign (Highways Standard)	1	+97.00
Installation	1	+1125.00
CARRIAGE:	1	329.00

LEAD TIME: **Approximately 3 - 4 weeks from receipt of official order**

PAYMENT TERMS: **30 Day Account**

£2848 + VAT





PROPERTY COMMITTEE MEETING

Agenda Item 15 - Internal Decorating at all Venues

Hall	Area	Company A	Company B	Company C
Roffey Millennium North & South Halls	Walls Only	£902.50	£1,750	£2,000 + materials
	Walls and Ceiling	£1,642.50	Declined	Declined
North Heath Rooms 1 and 4	Walls Only	£1,860	Declined	£1,520 + materials
Holbrook Tythe Barn Barn	Walls only	£1,117.50	Declined	£1,960 + materials
	Walls and Ceiling	£1,853	Declined	Declined

Revenue Budget for Internal Decoration:

Roffey Millennium Hall - £1,500 (take £150 out of General maintenance)

North Heath Hall - £1,500 (take £360 out of General maintenance)

Holbrook Tythe Barn - £2,000

Recommendation: To agree to go ahead with Company A to decorate:

- (i) North and South Halls at Roffey Millennium Hall (walls and ceiling)
- (ii) Rooms 1 and 4 at North Heath Hall
- (iii) The Barn at Holbrook Tythe Barn (walls and ceiling)

COMPANY 1.

QUOTE

31/04/18

- 1)remove lead flashing
- 2)Supply flash-band tape
- 3Heat flash band tape up for a better fixing
- 4)Fix hot flash-band tape we're lead flashing was originally approximately 60-70 meters
- 5)Clear all rubbish from site when finished

This price includes labour, Material.

Total cost:£1750

QUOTE

31/04/18

- 1) Supply flash-band tape
- 2) Heat flash band tape up for a better fixing
- 3) Fix hot flash-band tape we're lead flashing has been taken approximately 14 meters.
- 4) Clear all rubbish from site when finished

This price includes labour, Material.

Total cost:£850

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COMPANY 2

Re; Lead flashing

- To remove all the lead flashing and lead aprons from the hall roof and chases out the mortar
- Supply and dress Ubflex an alternative to the lead to match the existing flashings and aprons and seal with a lead mastic

Total Cost of Labour & Materials.....£1910.00

Vat @ 20%.....£382.00

Total price of works to be carried out..... £2292.00

To Carry out works as above but replace the damaged areas only;

- Chases out all the mortar were the lead flashing has been removed from the roof of the hall
- Supply and dress Ubflex an alternative to the lead to match existing flashing

All plant hirer is included in this price

Total Cost of Labour & Materials.....£677.50

Vat @ 20%.....£135.50

Total price of works to be carried out..... £813.00