

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 14th JUNE 2018 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors K. Burgess, J. Davidson*, R. Ginn, R Knight, D. Searle*, J. Smithurst* and S. Torn*
* denotes absence

In attendance: Vivien Edwards, Deputy Clerk and 2 members of the public

PR/001/18 APPOINTMENT OF COMMITTEE CHAIRMAN

Following nomination by Cllr K Burgess and being seconded by Cllr R Ginn it was **RESOLVED** that Cllr R Knight be elected as the Committee Chairman for the forthcoming year.

PR/002/18 APPOINTMENT OF COMMITTEE VICE CHAIRMAN

Following nomination by Cllr R Knight and being seconded by Cllr R Ginn it was **RESOLVED** that Cllr K Burgess be elected as the Committee Vice Chairman for the forthcoming year.

PR/003/18 PUBLIC FORUM

A member of the public spoke about concerns relating to the recent visit of travellers to Holbrook Tythe Barn and the adverse impact on local residents and users of the facilities there. They suggested that a height restriction barrier be installed at the entrance to the overflow car park at Holbrook Tythe Barn.

PR/004/18 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr J Davidson, Cllr D Searle and Cllr J Smithurst. Cllr S Torn did not attend the meeting.

PR/005/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 3rd May 2018 were agreed and signed by the Chairman as being a correct record.

PR/006/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/007/18 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

At a meeting earlier in the year it was decided to see if the Parish Council could request a variation in the s106 deed for Linden Homes to allocate money to improve North Heath Hall instead of Roffey Millennium Hall. District Council (HDC) has advised that Linden Homes may be willing to vary the agreement but that the Parish Council would have to pay the legal fees which in the opinion of the legal department at HDC would probably equal the amount of money in the s106 pot.

The Chairman reported that the caretaker who was due to start work at Holbrook Tythe Barn at the beginning of June decided not to do so which means that we are a caretaker down. The role is currently being covered by other caretakers and office staff but this does impact on their normal roles. The job has been re-advertised.

PR/008/18 FINANCE

The Committee considered documents circulated previously.

This included income and expenditure for 2017/18 with expenditure being broken down by general expenditure and apportioned staff expenditure for the various facilities.

It was **RESOLVED** to note:

- (i) **the Committee Budget to 30th April 2018**
- (ii) **the income and expenditure (including general expenditure and apportioned staff costs) for 2017-18.**

PR/009/18 COMPLETED WORKS

(a) Roffey Millennium Hall

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

(b) North Heath Hall

- (i) PAT testing carried out

(c) Holbrook Tythe Barn

- (i) PAT testing carried out

(d) Earles Meadow

- (i) Inspection of veteran Oak tree – awaiting report
- (ii) Broken fence around part of perimeter repaired

(e) Multi – Courts

- Routine maintenance visit

It was **RESOLVED** to note the completed works.

PR/010/18 ON-GOING WORKS

(a) Roffey Millennium Hall

- (i) Fire Extinguishers to be serviced

(b) Holbrook Tythe Barn

- (i) Pipes in Barn end of building to be boxed in

(c) Earles Meadow

- (i) Boardwalks to be fixed

(d) Bus Shelters

- (i) Seat to be installed at bus shelter in Church Road (on order)
- (ii) Unstable Seat at Lambs Farm Road bus shelter opposite Greenfields Way to be fixed

(e) Play Areas

- (i) RoSPA inspection due in June

It was **RESOLVED** to note on-going works.

PR/011/18 Holbrook Tythe Barn Security Measures

Following a third incidence of travellers camped out on the car park at Holbrook Tythe Barn since November, members considered various costs and options for installing preventative measures to try and prevent a further occurrence.

It was RESOLVED to install a height barrier at the entrance to the main car park at Holbrook Tythe Barn. The final approval as to which type of barrier and contractor to be used was delegated to the Chairman and Vice Chairman of the Committee with a maximum budget of £3,000 + VAT agreed.

PR/012/18 Holbrook Tythe Barn – Installation of hand rail

It was previously agreed by the Property Committee to install a hand rail along the front and the side of the slope leading to the front door of the building to prevent the risk of accidents. The chosen contractor was unable to do the work and so other contractors were approached to quote for the work although only one quote was submitted.

It was RESOLVED to appoint a contractor to supply and install a DDA compliant FibreRail handrail at a cost of £750.

PR/013/18 Tree Works at Earles Meadow (deferred from previous meeting)

Following a report from resident that an Oak Tree on Earles Meadow is blocking out light to part of their property members considered comments from a tree surgeon who had inspected the tree. It was acknowledged that the tree did overhang the property and but it was considered to look safe and have no obvious defects.

It was RESOLVED not to undertake any work on the Oak Tree at Earles Meadow as it was not considered to be a health and safety risk.

PR/014/18 Earles Meadow – Boardwalks

Following an inspection by the Earles Meadow Conservation Group (EMCG) some of the boardwalks at Earles Meadow were found to be in need of repair. EMCG can fix some of these if the Parish Council cover the cost of materials.

Some of the boards need to be repaired professionally and as quotes have not yet been received for this work this matter was deferred to the next meeting. In the meantime, EMCG were asked to identify any areas of the boardwalks that pose a serious risk so that they can be cordoned off.

It was RESOLVED to purchase 10 boards at a cost of approximately £70 so that the EMCG can carry out running repairs to the boardwalks.

PR/015/18 Internal Decorating at all Venues

Members considered costs from three contractors for decorating internal areas of all venues in line with the 3-year rolling maintenance schedule.

It was RESOLVED to appoint a contractor to:

- (i) decorate the Barn (walls and ceiling) at Holbrook Tythe Barn at a cost of £1,853**
- (ii) decorate North and South Halls (walls and ceiling) at Roffey Millennium Hall at a cost of £1642.50**
- (iii) decorate rooms 1 and 4 (walls) at North Heath Hall at a cost of £1,860.**

PR/016/18 Roffey Millennium Hall – Repairs to Roof

Members considered costs to repair parts of the roof at Roffey Millennium Hall which have sustained damage recently.

It was RESOLVED to appoint a contractor to supply and install Ubflex to all areas of the roof as specified in their quote at a cost of £1910 + VAT. It was AGREED that the Deputy Clerk would investigate if part of the cost could be claimed back from the insurance company.

PR/017/18 Date of next meeting - Thursday 16th August 2018 (scheduled)

There being no other business, the Chairman closed the meeting at 8.07pm

..... Chairman Date