

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 16th AUGUST 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, Debbie Lees, Facilities Officer and 3 members of the public

PR/018/18 ELECTION OF CHAIRMAN FOR THE MEETING

In the absence of the Chairman and Vice Chairman of the Committee, Cllr D Searle was elected Chairman for the meeting.

PR/019/18 PUBLIC FORUM

A member of the public spoke on behalf of some of the residents who live in bungalows adjacent to North Heath Hall. They were concerned about noise late in the evenings, predominantly on Fridays and Saturdays, which is exacerbated by hirers leaving the side doors (which face their properties) open in order to improve ventilation. They also complained about noise during the day, particularly during some exercise classes, children running around in the car park on some occasions and gatherings in the top area of the car park, which they mainly attributed to users of the Sussex Barn. They asked that hirers be encouraged not to open the side doors and suggested installing air conditioning.

PR/020/18 APOLOGIES FOR ABSENCE

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

PR/021/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 14th June 2018 were agreed and signed by the Chairman as being a correct record.

PR/022/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/023/18 CHAIRMAN'S ANNOUNCEMENTS – URGENT MATTERS FOR NOTING ONLY

- A height barrier has now been installed at Holbrook Tythe Barn in order to prevent any further incursions onto parish council land.
- Agreement has been reached with the Manor Theatre Group about fitting temporary drapes along the back wall at North Heath Hall. The decision about this was delegated to Cllrs Knight and Searle at a previous meeting of the Property Committee.
- The insurance claim submitted for damage to the roof at Roffey Millennium Hall has been agreed and paid. A settlement payment of £713 has been received (this allows for £100 excess).

- The tree wardens have started monitoring two Ash trees along the Riverside Walk for signs of Ash dieback disease. One of the trees is on Parish Council owned land, ownership of the other tree is unclear.

PR/024/18 FINANCE

The Committee considered documents circulated previously.

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

PR/025/18 COMPLETED WORKS

- (a) All venues**
 - (i) Intruder and fire alarms serviced
 - (ii) Legionella water testing
- (b) Roffey Millennium Hall**
 - (i) Fire Extinguishers serviced
 - (ii) Lift - insurance inspection and quarterly service carried out
- (c) Holbrook Tythe Barn**
 - (i) Disabled rail fitted at front entrance
 - (ii) Height Barrier installed
- (d) Bus Shelters**
 - (i) Seat installed at bus shelter in Church Road
 - (ii) Unstable Seat at Lambs Farm Road bus shelter opposite Greenfields Way fixed
- (e) Play Areas**
 - (i) RoSPA inspection carried out in June

It was RESOLVED to note the completed works.

PR/026/18 ON-GOING WORKS

- (a) Roffey Millennium Hall**
 - (i) Lift repairs identified at insurance inspection
 - (ii) Decorating North and South halls
 - (iii) Roof to be repaired in September
- (b) Holbrook Tythe Barn**
 - (i) Pipes in Barn end of building to be boxed in
 - (ii) Decorating Barn
- (c) North Heath Hall**
 - (i) Decorating rooms 1 and 4
- (d) Earles Meadow**
 - (i) Boardwalks to be fixed
- (e) Tree Works**
 - (i) Silver Birch located adjacent to Cherry Tree Walk- remedial health and safety work
 - (ii) Contorted Willow located adjacent to Amberley Road - remedial health and safety work

It was RESOLVED to note on-going works.

PR/027/18 North Heath Hall – Noise Complaints

Having heard the comments made by local residents, councillors were informed that during the last 4 months there had been 6 late night bookings on Fridays/Saturdays and there were currently only a few booked from now until the end of December.

The Deputy Clerk had been in contact with a hirer whose exercise class was causing particular concern and the hirer had asked that their apologies be passed on to residents. They had turned down the amplification for their music and face microphone and this had resulted in a decrease in noise levels.

It was agreed that installing air conditioning would not be a viable solution as it would be difficult to install, would require noisy units to be fitted onto external walls and would be expensive to run.

Due to the recent extremely hot weather it was noted that hirers had been opening the side doors to increase ventilation in the hall. Given that there is not a full time caretaker at North Heath Hall it is impossible to ensure that the doors are kept shut at all times.

It was RESOLVED to remind hirers of their responsibilities to ensure that no nuisance or annoyance is caused to nearby residents (clause 42 of the Conditions of Hire) and to encourage hirers to keep the side doors to the hall shut when noisy activities are taking place.

PR/028/18 Fire Risk Assessments

Members considered the results of the recent professional Fire Risk Assessment carried out at Roffey Millennium Hall. The assessment concluded that there was a medium risk of hazard from fire or likelihood of fire at the premises.

Copies of the Fire Assessments for North Heath Hall (previously noted by the Property Committee in May 2018) and for Holbrook Tythe Barn (reviewed from the previous year – no changes made) were available at the meeting.

It was RESOLVED to:

- a) Note the results of the Fire Risk Assessment carried out at Roffey Millennium Hall on 29th May 2018 and the remedial actions undertaken**
- b) Note the current Fire Risk Assessment for Holbrook Tythe Barn**
- c) Recommend that the current Fire Risk Assessments for all buildings be presented to the Parish Council for review.**

PR/029/18 RoSPA Reports for all Play Areas

It was reported that the majority of the items inspected were low risk. No high risk issues were reported. Most of the medium risks identified relate to problems with surfacing cracking/shrinking etc. A list of the remedial work required is being compiled and costs will be obtained where appropriate.

It was RESOLVED to note the results of the RoSPA inspections.

PR/030/18 Mature Oak Tree located at Earles Meadow

Members reviewed the report on the recent visual tree assessment on the mature Oak tree at Earles Meadow, together with the report on the original inspection which took place in May 2015.

It was **RESOLVED** to:

- a) **Note the report and carry out the recommended remedial work at a cost of £300**
- b) **To share the report with the Parish Council's Tree Wardens.**

PR/031/18 Earles Meadow

- a) Following an inspection by the Earles Meadow Conservation Group it had been identified that whilst some of the boardwalks could be repaired by the group, others were more seriously damaged and in need of professional repair. Previous experience has shown that trying to find a contractor who can carry out this type of work is very difficult and so it was agreed to use the contractor we have used previously as his work is known to be of a good standard.

It was **RESOLVED** to appoint a contractor to carry out the more complicated boardwalk repairs at a cost of £780 + VAT.

- b) **Clearance of a small area on the border of the open space between Earles Meadow and Amberley Road including clearing around part of the culvert**
After considering a request from a resident at Earles Meadow members decided not to take any action at this time to clear undergrowth adjacent to the resident's fence. The question of clearing the area around the culvert was deferred to a future meeting so that more information could be obtained.

It was **RESOLVED**:

- a) **Not to take any action at this time to clear undergrowth adjacent to a resident's fence**
- b) **To defer the issue of clearing the area around the culvert until more information is available.**

PR/032/18 Memorial Tree at Holbrook Tythe Barn

Members were fully in support of planting a Lilac bush at Holbrook Tythe Barn in honour of Roger Wilton. The tree and an accompanying plaque will be financed from the Chairman's Allowance.

It was **RESLOVED** to plant a Lilac bush at Holbrook Tythe Barn in honour of Roger Wilton, a former member and Chairman of North Horsham Parish Council. A commemorative plaque is to be erected adjacent to the bush.

PR/033/18 Erection of Silent Soldiers

In March, the Parish Council agreed to sponsor two 'Silent Soldiers' to be sited on parish council land at Roffey Millennium Hall and at Holbrook Tythe Barn. The exact place and time of installation were to be decided at a later date.

It was **RESLOVED** to put up the Silent Soldiers as soon as possible; one to be put on the front wall of Roffey Millennium Hall and one at the front of Holbrook Tythe Barn adjacent to the Silver Birch trees.

PR/034/18 Bus Shelter at Rusper Road

Members considered a request from a resident to install a bus shelter at the bus stop at the junction of Brook Road and Rusper Road.

The resident had suggested that s106 money be used for the project, but advice from Horsham District Council was that this would not be possible as it did not fulfill the criteria for mitigating the effect of new development. Having considered the potential issues and costs associated with installing a bus shelter in this location, it was agreed that it would not be viable to take this project forward.

It was RESLOVED not to erect a bus shelter at the bus stop at the junction of Brook Road and Rusper Road.

PR/035/18 Policy and Conditions of Hire in Relation to Council Owned Premises

Suggested changes to the Terms and Conditions were considered and agreed by members.

The change relating to extending the cancellation period to 28 days (instead of 14) before incurring any charge, was in order to deter hirers cancelling just before the deadline, preventing others booking the venue.

It was RESOLVED to make the following changes/additions to the Policy and Conditions of Hire in Relation to Council Owned Premises:

- a) **Clause 13 – to change the number of days required for cancelling a booking without charge from 14 to 28 days**
- b) **Clause 33 - To amend the second paragraph to read:
Wherever possible, windows and doors shall be kept closed during all events involving music/noisy activities held at Parish Council premises, so as to avoid disturbance and nuisance to neighbours**
- c) **To add the following sentence to the Policy:
HOLBROOK TYTHE BARN
There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council office.**

PR/036/18 Wrestling at Roffey Millennium Hall

A request to hold a wrestling event at Roffey Millennium Hall was considered.

It was AGREED to give permission for a wrestling event to be held at Roffey Millennium Hall providing that the following conditions were met:

- a) **The hirers produced a Risk Assessment for the event**
- b) **A copy of the hirer's liability insurance was obtained**
- c) **A damage deposit was paid.**

PR/037/18 Date of next meeting - Thursday 18th October 2018 (scheduled)

There being no other business, the Chairman closed the meeting at 8.50pm

..... Chairman Date