

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 18<sup>th</sup> OCTOBER 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

**PR/038/18 PUBLIC FORUM**

There were no members of the public present.

**PR/039/18 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillors Ginn and Smithurst did not attend the meeting.

**PR/040/18 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 16<sup>th</sup> August 2018 were agreed and signed by the Chairman as being a correct record.

**PR/041/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PR/042/18 CHAIRMAN'S ANNOUNCEMENTS –FOR INFORMATION AND NOTING ONLY**

The Chairman reported that:

- A branch that had snapped off of one of the Silver Birch trees at the front of Holbrook Tythe Barn was removed and urgent remedial work required to make the tree safe had been carried out.
- Representatives from the Forestry Commission recently inspected Oak trees on Earles Meadow to check for any evidence of Oak Processionary Moths. These had been found nearby and the Forestry Commission were checking to see if there were any signs of spread. These moths can cause skin irritations and breathing problems in humans and animals. No evidence was found of the Oak Processionary Moth caterpillar in the North Horsham survey area. Our tree wardens have been signposted to information about the insects and asked to remain vigilant.

**PR/043/18 FINANCE**

The Committee considered documents circulated previously.

**It was RESOLVED to:**

- a) **Note the Financial Report and Committee Budget to 30<sup>th</sup> September 2018**
- b) **Put forward to the Finance Committee the forecast figures as circulated to the Property Committee for 2018/19**
- c) **Put forward to the Finance Committee the budget figures as circulated to the Property Committee for 2019/20**
- d) **Put forward to the Finance Committee a list of potential projects, ranked in order of urgency and importance, for consideration for undertaking in 2019/20**

- e) **Recommend to the Finance Committee that an Earmarked Reserve be set up for the purchase of a new boiler at Roffey Millennium Hall.**

**PR/044/18 COMPLETED WORKS**

- (a) **Roffey Millennium Hall**  
(i) Roof has been repaired  
(ii) Lift has been serviced and remedial work identified
- (b) **Holbrook Tythe Barn**  
(i) Pipes in Barn end of building have been boxed in  
(ii) The Barn has been decorated and other areas in the building tidied up/made good
- (c) **North Heath Hall**  
(i) Rooms 1 and 4 have been decorated
- (d) **Tree Works**  
(i) Silver Birch located adjacent to Cherry Tree Walk- remedial health and safety work completed  
(ii) Contorted Willow located adjacent to Amberley Road – remedial health and safety work completed  
(iii) Silver Birch in front of Holbrook Tythe Barn – broken branch removed and remedial health and safety work completed

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

**PR/045/18 ON-GOING WORKS**

- (a) **Roffey Millennium Hall**  
(i) Lift repairs identified at insurance inspection and service (awaiting quote, will be in the region of £1,000 to come from Repair and Renewals EMR)  
(ii) Decorating North and South halls (over Christmas holiday)  
(iii) Lightning Conductor to have annual service and test  
(iv) Partition wall to be serviced
- (b) **North Heath Hall**  
(i) Partition wall to be serviced and non-urgent repair carried out
- (c) **Earles Meadow**  
(i) Boardwalks to be fixed  
(ii) Removal of 3-4 large sections of deadwood from the Mature Oak tree
- (d) **Play Areas**  
(i) Quotes are being obtained for the remedial work as recommended by RoSPA. This includes repair to some wet pour surfaces and repair of the Zip Wire at Holbrook Tythe Barn (see PR/049/18)

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

**PR/046/18 Tree Work**

Members considered the following requests from residents:

- a) **Trees along eastern border of Holbrook Tythe Barn**  
Two residents whose properties border the eastern perimeter of land at Holbrook Tythe Barn had asked for the trees and vegetation along the boundary to be cut back. This work had been carried out in previous years by the Parish Council.  
A quote of £1,080 had been received to carry out the work.

b) **Tree at Earles Meadow**

A resident has reported what he considers to be a dangerous tree in front of his property at Earles Meadow.

A tree surgeon had inspected the tree and provided a quote of £360 for a 4m reduction to the crown. In his opinion the tree did not pose an immediate danger.

**It was RESOLVED:**

- a) **To defer the decision about cutting back the trees and vegetation along the eastern perimeter of land at Holbrook Tythe Barn until the February meeting of the Committee when there would be a clearer picture of the money remaining in the budget**
- b) **Not to carry out any work on the tree at Earles Meadow as it was not considered to be a health and safety risk at the present time.**

**PR/047/18**

**Street Lights**

Work has been carried out in recent months to correctly identify which street lights in North Horsham are owned by the Parish Council and the type of lamps that are currently operating as anomalies had been found in the list which was being used. This work has identified the following issues:

- A street light in the drying area of Fiennes Court has been identified as being owned by the Parish Council. This was previously on a footpath on Peary Road but was enclosed when the Court was built. The lamp has been shot out at by an air rifle and as it appears to serve no purpose members considered what they wished to do with this light in the future.
- The light posts are all made of galvanized steel and are currently unpainted. In order to protect them it has been recommend that they are painted, ideally in one colour to make identification easier. They would all be re-numbered at the same time.
- 16 of the lights operate using a 35W Sox lamp. These were made obsolete last year and will no longer be available to order after early 2019. Given that most of our lanterns are approximately 40 years old it is recommended that the 35W Sox lamps are replaced with SL8 LED lanterns. The cost for this is £325 + VAT per lantern. Sox conversion lamps are available, but they have a high failure rate and given the age of the lamps it is not thought to be the best option. The cost for converting the lamps will be in the region of £125 + VAT per lantern but this will depend on what is required on an individual basis.

**It was RESOLVED:**

- a) **To agree the street lights owned by North Horsham Parish Council (see attached list)**
- b) **To take no action regarding the light in Fiennes Court**
- c) **Not to paint the street lights but to have them renumbered**
- d) **To replace the 16 existing 35W Sox lamps with SL8 LED lanterns as they fail but to add replacing them all in one go to the list of potential projects to be carried out in 2019/20. This list is to be put forward to the Finance Committee for consideration (see PR/043/18).**

**PR/048/18 Bus Shelters**

Several of the nine bus shelters owned by the Parish Council are in need of general maintenance and repair. It was suggested that a rolling programme of repainting them is introduced on a basis of doing at least 2 per year.

The two shelters in most need of repainting are those at the junctions of North Heath Lane and Blenheim Road and North Heath Lane and Heath Way.

A cost has been obtained for the required maintenance and painting of the two shelters.

**It was AGREED to carry out repairs on the bus shelters as required and repaint the shelters at the junctions of North Heath Lane and Blenheim Road and North Heath Lane and Heath Way at a total cost of £1,270 (including materials). A rolling programme of painting at least two bus shelters a year is to be introduced.**

**PR/049/18 Holbrook Tythe Barn Play Area**

Members were advised that the matting underneath the Zip Wire has been torn for some time and, as the equipment is in constant use, it is getting progressively worse. It was identified as being a medium risk at the recent RoSPA inspection. Two quotes were obtained for the repair work, which is a specialist task.

**It was RESOLVED to have the Zip Wire repaired at a cost of £450.**

**PR/050/18 Earles Meadow – Amberley Road Watercourse/Culvert**

A decision about whether or not to cut back the undergrowth around the waterway/culvert which runs between Earles Meadow and Amberley Road was deferred at the last meeting to see if further information could be obtained. It was thought that work had been carried out previously along the watercourse by Southern Water.

Despite conversations with various organisations (including Southern Water, the Environment Agency and West Sussex County Council) it had not been possible to find out if any work had been done in the area. The Environment Agency advised that they only cut back vegetation along a watercourse where there is a health and safety risk to their staff when working.

The Parish Council insurers advised that given the comments from the Environment Agency, it would be acceptable to leave as is, but to take steps to minimize any risk by putting up warning signs along the watercourse.

**It was RESOLVED not to clear the undergrowth around the watercourse/culvert between Earles Meadow and Amberley Road but to put up warning signs in the area.**

**PR/051/18 Grounds Maintenance Contract**

The Committee was informed that the current contract for grounds maintenance work comes to an end on 31<sup>st</sup> October 2018. A revised specification for the work will be circulated to a minimum of three companies who will be asked to submit quotes for a 2 and 3 year contract starting on 1<sup>st</sup> March 2019.

Any urgent work required between the end of October 2018 and the beginning of March 2019 will be carried out on an as needed basis.

The Committee NOTED that the current contract for grounds maintenance work comes to an end on 31<sup>st</sup> October 2018 and AGREED that any ground maintenance work required between 31<sup>st</sup> October 2018 and 28<sup>th</sup> February 2019 will be carried out as required on an ad hoc basis.

**PR/052/18 Policy and Conditions of Hire in Relation to Council Owned Premises**

Following a decision related to hirers' insurance by the Parish Council, an additional clause needs to be added to the Policy and Conditions of Hire for Council Owned Premises.

It was AGREED to insert the following sentence under clause 16:  
*Small non-constituted groups that meet as a group of friends to enjoy activities of mutual interest will be covered by the Parish Council's Public Liability Insurance.*

**PR/053/18 Policy and Conditions of Hire in Relation to Multi Courts**

The Policy and Conditions of Hire for the Multi Courts need to be brought into line with the Policy and Conditions of Hire in Relation to Council Owned Premises.

It was AGREED to bring the Policy and Conditions of Hire for the Multi Courts into line, as appropriate, with the Policy and Conditions of Hire in Relation to Council Owned Premises.

**PR/054/18 Metal Detecting**

Members considered a request from a local resident for permission to carry out metal detecting on Parish Council owned land.

It was RESOLVED:

a) Not to allow members of the public to carry out metal detecting on land owned by the Parish Council

b) To recommend to the Parish Council that the following clause be added to the Open Spaces Policy:

*Metal detecting is not permitted on land owned by the Parish Council unless it is part of an archaeological dig, in which case applications for permission should be made in writing to the Parish Council.*

**PR/055/18 Winter Maintenance Plan**

It was RESOLVED to agree the 2018/19 Winter Maintenance Plan.

**PR/056/18 Date of next meeting - Thursday 6<sup>th</sup> December 2018 (scheduled).**

There being no other business, the Chairman closed the meeting at 8.30pm.

..... Chairman ..... Date