

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 6th DECEMBER 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 3 members of the public.

PR/057/18 PUBLIC FORUM

There were three members of the public present.

PR/058/18 APOLOGIES FOR ABSENCE

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

PR/059/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 18th October 2018 were agreed and signed by the Chairman as being a correct record.

PR/060/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/061/18 CHAIRMAN'S ANNOUNCEMENTS – FOR INFORMATION AND NOTING ONLY

The Chairman passed on thanks to the Earles Meadow Residents Association for carrying out work to the flower beds at either side of the play area at Earles Meadow.

An email received recently from Horsham District Council (circulated to all councillors) highlighted a recent High Court case which centered on how often landowners are obliged to check their trees, for fear of 'missing' signs that a particular tree might have an increased likelihood of failure, thereby possibly causing injury. This has important ramifications for all parish councils who hold a land stock and so the Clerk/deputy Clerk will be consulting with Horsham District Council and our insurers for relevant advice before drawing up a new Tree Inspection Policy to present to the Parish Council.

PR/062/18 FINANCE

The Committee considered documents circulated previously.

It was RESOLVED to note the Financial Report and Committee Budget to 31st October 2018.

PR/063/18 COMPLETED WORKS

(a) Roffey Millennium Hall

- (i) Lightening Conductor annual service and test (see agenda item 11)
- (ii) Partition wall annual service – no problems identified

(b) North Heath Hall

- (i) Partition wall - 6 monthly service

- (c) **Earles Meadow**
 - (i) Some boardwalks fixed
- (d) **Play Areas**
 - (i) Zip Wire at Holbrook Tythe Barn repaired
- (e) **Multi courts**
 - (i) Routine maintenance and lining redone
- (f) **Bus Shelters**
 - (i) Shelters at the junction of North Heath Lane and Blenheim Road and North Heath Lane and Heath Way have been repainted. Maintenance as required on other shelters.

It was RESOLVED to note the completed works.

PR/064/18 ON-GOING WORKS

- (a) **Roffey Millennium Hall**
 - (i) Lift repairs identified at insurance inspection and service (agreed cost of £1,395 to come from Repair and Renewals EMR)
 - (ii) Decorating North and South halls (over Christmas holiday)
 - (iii) Ceiling tiles to be replaced where necessary
- (b) **North Heath Hall**
 - (i) Partition wall – awaiting part for non-urgent repair
- (c) **Earles Meadow**
 - (i) 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
- (e) **Earles Meadow-Amberley Road Watercourse/Culvert**
 - (i) Warning signs to alert users of the area about the ditch are to be installed at the site of the watercourse/culvert
- (f) **Bus Shelters**
 - (i) Broken pane of Perspex/glass at shelter at Manor Fields to be replaced.

It was RESOLVED to note on-going works.

PR/065/18 Silent Silhouettes

Silent Silhouettes were erected outside Roffey Millennium Hall and Holbrook Tythe Barn to mark the final year of the World War One centenary. Given that Remembrancetide has passed, members were asked to consider when the Silent Silhouettes should be removed and what should then happen to them.

It was RESOLVED to take down the Silent Silhouettes outside Roffey Millennium Hall and Holbrook Tythe Barn as soon as possible and store them until next year.

PR/066/18 Fencing along the Riverside Walk by St Mark's Lane

The Parish Council own a small strip of land which runs alongside the Riverside Walk by Skylark Care Home in St Marks Lane. Some years ago, a fence was put up supposedly to mark the edge of the river bank where there is a drop of approx. 1.5m to 2m. Part of the fence has fallen into disrepair and some of it has disappeared completely. The Committee considered whether or not to replace the

broken fence or to remove it completely so that it would be more in keeping with the Riverside Walk.

It was RESOLVED not to replace the broken fence but to remove it and make the area safe.

PR/067/18 Lightning Conductor at Roffey Millennium Hall

The lightning conductor at Roffey Millennium Hall is serviced and tested every year. This year it failed the test due to very poor continuity. It was also identified that an aerial/mast and one of the air-conditioning units on the roof require bonding into the system.

It has been suggested that the aerial/mast (thought to have originally been erected so that CB radio could be used if appropriate in an emergency situation) and the attached TV aerial be removed.

It was AGREED:

- (a) that the Deputy Clerk consult with Horsham District Council to see if the CB mast is still required and if not have it removed**
- (b) that the necessary remedial work to the lightning conductor be carried out at a cost of £395 + VAT.**

PR/068/18 Geocaching at Earles Meadow

A request had been received from a member of the public to place 8 geocaches at Earles Meadow.

It was AGREED to defer this agenda item until the next meeting and to invite the applicant along to the meeting to give additional information and answer any questions.

PR/069/18 Earles Meadow

The Parish Council is extremely grateful for the work carried out by both the Earles Meadow Conservation Group (EMCG) and the Earles Meadow Residents Association (EMRA). Work that is to be carried out by the EMCG is noted in the Action Plan section of the Earles Meadow Management Plan which is presented to the Property Committee every year.

In order for the Parish Council to have a comprehensive overview on work that is being carried out on their land it was suggested that the EMRA also submit an Action plan on an annual basis.

It was AGREED:

- (a) To note the EMCG Action Plan for 2019**
- (b) To note the EMRA Action Plan for 2019 and to agree to request that such a document is submitted every year.**

PR/070/18 Date of next meeting - Thursday 7th February 2019 (scheduled).

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

..... Chairman Date