

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 7th FEBRUARY 2019 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/071/19 PUBLIC FORUM

There were three members of the public present.

The leader of the of the Earles Meadow Conservation Group spoke about the agenda item relating to Geocaching at Earles Meadow and suggested some conditions that should be applied should the Property Committee be minded to allow this.

A resident of Earles Meadow spoke in support of his request that work be carried out on four large Oak trees on the allotment site at Amberley Close as they cast a shadow over his and neighbouring gardens.

PR/072/19 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr R Ginn and Cllr J Smithurst.

PR/073/19 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 6th December 2018 were agreed and signed by the Chairman as being a correct record.

PR/074/19 DECLARATIONS OF INTEREST

Councillor David Searle declared an interest in the item relating to a Horsham Green Gym as he is a member of the organisation.

PR/075/19 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

PR/076/19 FINANCE

The Committee considered documents circulated previously.

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

PR/077/19 COMPLETED WORKS

(a) Roffey Millennium Hall

- (i) North and South halls have been decorated
- (ii) Ceiling tiles replaced where necessary
- (iii) CB radio mast and TV aerial removed
- (iv) Lightening Conductor repaired
- (v) Gutters, down pipes and drains cleared and tested
- (vi) Silent Soldier removed
- (vii) Legionella Risk Assessment completed (awaiting report)

- (b) North Heath Hall and surrounding area**
 - (i) Damaged fence along Riverside Walk removed by Horsham Green Gym
 - (ii) Tree growing around sewer pipe running across Chennells Brook investigated by Southern Water
 - (iii) Gutters, down pipes and drains cleared and tested
 - (iv) Legionella Risk Assessment completed
 - (v) Damaged perimeter fence around lower garden repaired
- (c) Tythe Barn**
 - (i) New pump for boiler
 - (ii) Gutters, down pipes and drains cleared and tested
 - (iii) Silent Soldier removed
 - (iv) Legionella Risk Assessment completed
- (d) Earles Meadow-Amberley Road Opens Spaces**
 - (i) Warning ditch signs installed at site of the watercourse
 - (ii) Inner fence (park side) by railway line has been repaired
 - (iii) Remedial work on uprooted Willow tree and fallen branches
- (e) Multi courts**
 - (i) Routine maintenance

It was RESOLVED to note the completed works.

PR/078/19 ON-GOING WORKS

- (a) Roffey Millennium Hall**
 - (i) Service due and waiting final repair to the lift as identified at insurance inspection (cost of £1,395 to come from Repair and Renewals EMR)
 - (ii) Fire and intruder alarms to be serviced
- (b) North Heath Hall**
 - (i) Repairs to soffit and wooden frames (x2) on roof
 - (ii) Partition wall – awaiting part for non-urgent repair
 - (iii) Fire and intruder alarms to be serviced
 - (iv) Periodic Electric Test due in February
- (c) Holbrook Tythe Barn**
 - (i) Fire and intruder alarms to be serviced
 - (ii) Lines/hatching around disabled bays to be repainted
- (d) Earles Meadow**
 - (i) Removal of 3-4 large sections of deadwood from the Mature Oak tree
- (e) Play Areas**
 - (i) Quotes are being obtained for the remedial work as recommended by RoSPA. This includes repair to some wet pour surfaces
- (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/079/19 Tree Report

A recent Court of Appeal judgement had recently found a parish council guilty following an incident when a tree on their land fell across the highway almost killing a bus driver.

As North Horsham Parish Council owns a considerable tree stock it would be good

practice for it to adopt a Tree Policy/Management Scheme. A report setting out legal guidance for managing trees on public land and looking at how North Horsham Parish Council currently manages its tree stock, including tree inspection practices, was presented to the Committee. This is a living document and the report presented is a first draft.

Councillors considered the recommendations in the report for tree management in the future. These had been drawn together using guidance from various professional organisations.

It was RESOLVED:

- 1. To note the report and agree to start the process of providing a Management Plan for trees**
- 2. To speak with a qualified Arboriculturalist and inform them of the trees owned by the parish council with a view to them advising which areas they would consider to be the highest risk. This may have a cost associated with it**
- 3. Following advice from a qualified Arboriculturalist obtain a quotation for an inventory and inspection for the area which is potentially the highest risk**
- 4. Bring the information above back to the next available Property Committee**
- 5. To agree that in future the Parish Council will only undertake work to trees if there is a health and safety risk.**

PR/080/19 Earles Meadow

a) Earles Meadow Conservation Group (EMCG)

Following concern by the EMCG about the impact on their work of TPOs on various trees/areas at Earles Meadow, HDC's Arboricultural Officer (AO) had visited the site together with the Leader of the EMCG and the Facilities Officer in order to clarify the situation and offer general advice.

It was AGREED to note that, following a site visit from HDC's Arboricultural Officer, none of the defined TPO areas affected the work of the EMCG. Should the group wish to carry out work in the defined areas then the Parish Council should submit a general application to Horsham District Council to cover future work.

b) Geocaching at Earles Meadow (deferred from last meeting)

A request had been received from a member of the public to place 8 geocaches at Earles Meadow. This matter had been discussed at the previous meeting, but the decision was deferred until further information could be obtained.

It was RESOLVED to allow the placing of 8 geocaches at Earles Meadow providing that the following conditions are adhered to:

- 1. The Parish Council and EMCG are to be informed about and agree the location of the caches**
- 2. All caches are to be placed adjacent to boardwalks**

3. **Caches are to be placed so as to cause minimum disturbance to the natural environment, particularly in the sensitive areas (which will need to be identified by EMCG prior to placement)**
4. **There is to be no parking on the verges at Earles Meadow**
5. **The voluntary Geocaches Code (as below) is adhered to at all times. Geocachers will:**
 - **Not endanger themselves or others**
 - **Observe all laws and rules of the area**
 - **Respect property rights and seek permission where appropriate**
 - **Avoid causing disruptions or public alarm**
 - **Minimize their and others' impact on the environment**
 - **Be considerate of others**
 - **Protect the integrity of the game piece**
6. **The situation will be reviewed after six months.**

PR/081/19 Tree Work

Prior to the discussion about possible tree work, the Deputy Clerk informed members that after work that has been committed to has been invoiced there will be approximately £3,400 left in the Open Spaces budget for the current financial year. This is the budget used for work on trees as well as other items such as fencing and hedging. Members were advised that there are several trees that have been identified as a potential health and safety risk (see c) which we are still awaiting reports and quotes for.

The Property Committee had previously agreed (PR/079/19) that in future the Parish Council will only undertake work to trees if there is a health and safety risk.

- a) **Trees on Amberley Close Allotments**
 Members considered a request from a resident at Earles Meadow to carry out work on four of the Oak trees growing on Amberley Close allotment site as they were casting a shadow over his and several of the adjacent rear gardens.
 A quote of £2,060 had been obtained to reduce the Oak trees. The tree surgeon commented that in his opinion the work was not essential although it would improve the lack of light to neighbouring properties.
- b) **Trees along eastern border of Holbrook Tythe Barn**
 A decision about cutting back the trees and vegetation along the eastern perimeter of land at Holbrook Tythe Barn had previously been deferred by members until the February meeting of the Committee when there would be a clearer picture of the money remaining in the budget. A quote of £1,080 had been received to carry out the work.
 Members were advised that some residents had cut back branches, brambles etc. that were overhanging their property.
- c) **Other possible tree work for consideration.**

The Committee were informed that we are waiting for reports from a tree surgeon and, if considered necessary, quotes for the following work.

- Earles Meadow - the following trees were identified by HDC's Arboricultural Officer as being close to permissive walkways and in his opinion were in need of work to make them safe in the near future:
Oak (x3)
Divided Willow
Silver Birches (x2)

There may be also be other trees close to the walkways requiring work, we are awaiting a report from the AO.

- Horse Chestnut Tree along perimeter of Holbrook Tythe Barn adjacent to Holbrook School which has been identified by one of the Tree Wardens as being a possible health and safety risk.

It was RESOLVED:

- 1a. Not to carry out any work on the four Oak trees at Amberley Close allotments due to budget constraints and as the work was not considered to be essential or the trees a health and safety risk.**
- 1b. The resident who had requested the work to be advised that, subject to agreement from the Parish and District Councils (the trees are thought to have TPOS), they could have the work carried out themselves.**
- 2. Not to cut back the trees and vegetation along the eastern perimeter of land at Holbrook Tythe Barn as some residents had already cut back branches/vegetation overhanging their properties and the work was not considered to be essential or required for health and safety reasons.**
- 3. To note that there may be urgent health and safety work required on trees at Earles Meadow and Holbrook Tythe Barn in the near future.**

PR/082/19 Fencing along the Riverside Walk by St Mark's Lane

In December, the Property Committee agreed that the broken post and rail fence along the Riverside Walk adjacent to Skylark House Care Home should be taken down. Horsham Green Gym (an independent, volunteer nature conservation group) removed and took away all the damaged fence at no cost to the Parish Council.

It was RESOLVED to make a donation of £70 to Horsham Green Gym to thank them for their work.

PR/083/19 Bus Shelter Request

A resident had requested that a bus shelter be erected at the bus stop on the Farhalls Crescent side of Lambs Farm Road between Honeysuckle Walk and the eastern most entrance to Farhalls Crescent.

It was RESLOVED:

- 1. Not to install a bus shelter at the bus stop on the Farhalls Crescent side of Lambs Farm Road between Honeysuckle Walk and the eastern most entrance to Farhalls Crescent.**

2. That the Parish Council would not install any bus shelters due to the considerable capital outlay and the significant on-going costs that are involved.

PR/084/19 Food Van at Holbrook Tythe Barn

A company had requested to some space in the car park at Holbrook Tythe Barn, one evening a week, so they could sell wood fired pizza.

It was RESOLVED to agree to the request to rent space at the car park at Holbrook Tythe Barn to a company to sell wood fired pizza, subject to the following conditions:

1. The van to be there between 6.00pm and 9.30pm on a Friday evening
2. Disruption to local residents and hirers of Holbrook Tythe Barn and the multi- courts to be kept to a minimum
3. The hirers to be responsible for clearing all litter and removing any rubbish from the site
4. Copies of a current public liability insurance certificate and any relevant food hygiene/health and safety certificates and a risk assessment to be provided to the Parish Council before the first hire
5. The rental charge for 3 .5 hours on a Friday evening to be £30, to be invoiced in advance.

PR/085/19 Exclusion of Press and Public

It was RESOLVED that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to commercial matter.

PR/086/19 Grounds Maintenance Contract

Quotes from three companies were presented to the Committee for consideration for future grounds maintenance work.

It was RESLOVED to recommended to the Parish Council that Company B be the preferred supplier for grounds maintenance for the next 3 years.

PR/087/19 Date of next meeting – Thursday April 11th, 2019 (scheduled).

There being no other business, the Chairman closed the meeting at 8.13pm.

..... Chairman Date