

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 11th APRIL 2019

COMMITTEE REPORT

Note the numbers below refer to the item number on the agenda:

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

4. To receive any Declarations of Interest from Members of the Committee

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items.

If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements

For information and noting only.

At the last meeting it was agreed to allow geocaching at Earles Meadow. The caches will be placed in the spring.

Also, at the last meeting it was agreed to rent some space in the car park at Holbrook Tythe Barn on a Friday night to a Pizza Van. The company are unable to take up this offer due to another commitment on a Friday night.

The company awarded the grounds maintenance contract have made an impressive start and have been very proactive.

Recommendation:

To note any announcements.

6. Completed Works

Members are asked to note that the following works have been completed:

(a) Roffey Millennium Hall

- (i) Awaiting final repair to the lift as identified at insurance inspection and service (cost to come from Repair and Renewals EMR)
- (ii) Fire and intruder alarms serviced
- (iii) Lightening Conductor – repairs completed
- (iv) Water Audit – some outlets too hot, calorifier adjusted
- (v) Legionella Risk Assessment — overall risk low, some minor maintenance work required
- (vi) Foyer and front office decorated

(b) North Heath Hall and surrounding area

- (i) Fire and intruder alarms serviced
- (ii) Periodic Electrical test completed- minor work required
- (iii) Fire Extinguishers Serviced
- (iv) Yellow safety lines around external doors repainted
- (v) Water Audit - no issues identified
- (vi) Legionella Risk Assessment – overall risk low, some minor maintenance required
- (vii) Fence repaired around lower garden
- (viii) Repairs to soffit and wooden frames (x2) on roof
- (ix) High level clean
- (x) Boiler pump replaced

(c) Holbrook Tythe Barn

- (i) Fire and intruder alarms serviced
- (ii) Water Audits conducted - no issues identified
- (iii) Legionella Risk Assessment completed – overall risk low, some minor maintenance work required to one tap
- (iv) Fire Extinguishers Serviced
- (v) Support rail in disabled toilet replaced
- (vi) Courtyard/patio trip hazards removed
- (vii) Bench in Open space refurbished

(d) Earles Meadow-Amberley Road Open Spaces

- (i) Uprooted Willow tree removed – health and safety
- (ii) Remedial work to 8 other trees adjacent to boardwalks – health and safety
- (iii) Removal of 3-4 large sections of deadwood from the Mature Oak tree

(e) Play Areas

- (i) Minor repairs as identified by RoSPA report
- (ii) Wet pour repaired /patched as required at Amberley, Earles Meadow and Holbrook Tythe Barn play areas
- (iii) Bench outside Amberley play area refurbished

(f) Multi courts

- (i) Routine maintenance and relining of courts

(g) Bus Shelters

- (i) Manor Fields Shelter repainted

Recommendation:

To note completed works.

7. On-going Works

Members are asked to note that the following works are on-going:

(a) Roffey Millennium Hall

- (i) Awaiting final repair to the lift as identified at insurance inspection and service (cost of £1,395 to come from Repair and Renewals EMR)
- (ii) Fire Risk Assessment (internal)
- (iii) PAT testing
- (iv) Boiler service

(b) North Heath Hall

- (i) Repairs to stage speakers
- (ii) Partition wall – awaiting part for non-urgent repair
- (iii) Fire Risk Assessment (internal)
- (iv) PAT testing
- (v) Boiler Service

(c) Holbrook Tythe Barn

- (i) Independent Fire Risk assessment to be carried out
- (ii) PAT testing
- (iii) Boiler Service
- (iv) Horse Chestnut Tree along perimeter of Holbrook Tythe Barn adjacent to Holbrook School - remedial work required for health and safety reasons
- (v) 3 small trees to be removed along eastern perimeter of Open Space as they are leaning against a residential fence causing damage

Recommendation:

To note on-going works.

8. Tree Management

At the last meeting, following consideration of a Tree Report which set out legal guidance for managing trees on public land, the Property Committee agreed to start the process of putting together a Tree Management Plan and Policy. The first step was to establish which areas of land owned by the Parish Council are considered to be the highest risk in terms of an individual being injured by a falling branch or tree and then obtain a quotation for an inventory and inspection for the area which has potentially the highest risk. Three companies were asked to provide quotes – their responses can be found in Appendix A.

Recommendation:

To consider quotes obtained for an initial tree condition assessment report and management plan.

9. Tree Work

Oak Tree at Amberley Close allotments

This tree has been identified as having some basal decay. As it is covered by a TPO an application has been made to carry out remedial work/fell as appropriate. Should it be necessary to fell the tree immediately the cost will be £680.

Recommendation:

To consider the quotation for the tree work listed above.

10. Earles Meadow

a) Request to use Earles Meadow for Forest School Sessions

See Appendix B for letter requesting permission to use Earles Meadow.

Recommendation:

To agree that Amber Pre-School can use Earles Meadow (exact area to be agreed by the Parish Council) for a 2 hour Forest School session on a weekly basis during term time. To be reviewed at the end of 2019.

b) Bees Nest at Earles Meadow

The recent felling of a large Willow tree at Earle Meadow was complicated by a disturbed bee's nest. The bees are still in residence although at a different angle. Signs have been put up warn members of the public and advice has been sought from experts as to what action, if any, should be taken

The leader of the Earles Meadow Conservation Group will be submitting a report on various options for consideration – See Appendix C

Recommendation:

To consider what action, if any to take regarding a bee's nest adjacent to one of the boardwalks at Earles Meadow.

11. Allotment Report

See Appendix D

Recommendation:

To note the report.

12. Date of next meeting

Recommendation:

To note the next meeting to be held on Thursday 13th June 2019.

**Vivien Edwards - Deputy Clerk to the Council
5th April 2019**

PROPERTY COMMITTEE – AGENDA ITEM 8

11TH April 2019

Three companies/consultants were approached and asked to provide two costs as specified below:

North Horsham Parish Council is responsible for trees on land at:

Amberley Open Space including Play Area	Site 1A
Amberley Close Allotments	Site 1B
Earles Meadow Open Space	Site 2
Birches Road Open Space including Play Area	Site 3
Pixies Hollow (footpath)	Site 4
North Heath Hall – car park and land surrounding	Site 5A
Riverside Walk – land adjacent to North Heath Hall (northern side)	Site 5B
Holbrook Tythe Barn to include land around building, multicourts, recreation area and play area (NOT BOWLING CLUB)	Site 6
Roffey Corner – inner area only	Site 7

Costs are required for:

1. Identifying which of the above areas (or parts of these areas) are deemed a high risk in terms of the falling of a tree or branch and causing injury to individuals, taking into account factors such as being well used areas e.g. playgrounds, pathways, close to roads, railways etc.
2. Prioritise those areas deemed to be a high risk and produce an inventory and carry out an inspection of the most urgent. Eventually it is hoped to do this for all high-risk areas but due to the high number of trees on Parish Council land and budget restraints there will have to be a phased approach.

The costs that were provided are as follows.

COMPANY A

Dear Ms Edwards

We have pleasure in submitting our quotation for the work as follows:

Arboricultural Consultancy Services in Relation to North Horsham Parish Council.

To undertake a walkover survey of all 7 areas of responsibility with North Horsham Parish Council and undertake a negative ground level visual assessment of all trees located within the grounds of the site and assess their condition in accordance with the needs of the site owners to meet their duty of care and produce a report of our findings. The tree condition assessment survey will cover all trees over 150mm in stem diameter, measured at 1.5m above ground level.

The survey and report will include the following aspects:

The undertaking of a site visits to assess all trees over 150mm in stem diameter at 1.5m.

All trees identified as defective within the survey will be individually marked using metal tree tags were appropriate.

All tree data obtained on of those found to be defective on site including their locations will be recorded using secure data capture software.

The production of an OS mapping based tree location plan a showing all trees identified as defective and identifiable with sequential numbering.

The production of a tree survey schedule showing the following information on each tree recorded:

Tree number: to cross reference info in site plan with info on schedule

Species: listed by common name and including scientific name.

Tree height: approx. in metres

Tree spread: approx. in metres

Stem diameter: in mm taken at 1.5m above ground level

Age class: Young, semi-mature, early mature, mature& over mature

Overall condition: good, fair, poor

Physiological condition: good, fair, poor, dead

Structural condition: good, fair, poor.

Comments: specific comments relating to each tree

Management recommendation and Priority rating: required management proposal identified within specified time frames.



ISO 9001
ISO 14001
NHSS 18



Approved Contractor
The Arboricultural Association is an organisation Concerned with raising the standards of tree care in Britain. To ensure high standards in technical competence and adequate insurance protection, the Association has approved Connick Tree Care.



Certificate Number: 6204

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A written report detailing the findings from the survey process and a management plan. The management plan will include priorities of all works identified for reasons of health and safety, sound arboricultural management and including any legally actionable nuisances.

During the survey process we will ascertain those areas of high-occupancy and those trees which pose the highest level of threat to users of the sites or property and produce map identifying zones for future surveying for which we can then provide a price for.

We believe this system will provide you with a zone area for future inspections while identifying potentially hazardous trees and providing suitable management recommendations for these provided across all sites. This will ensure the Parish Council meet its Duty of Care obligation

The cost to provide the initial tree condition assessment, report and plans is

£1,750.00

The price identified above includes £275.00 + VAT to purchase the OS base mapping.

ALL WORKS COVERED BY £10 MILLION PROFESSIONAL INDEMNITY INSURANCE.

Total Nett Amount:	£1,750.00
Total VAT Amount:	£350.00
Total Amount:	£2,100.00

I trust this quotation is clear & acceptable. If you have any queries, please contact us on the number shown below.



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Accredited Contractor



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COMPANY B

SERVICES QUOTATION

TO: Vivien Edwards
North Horsham Parish Council
Roffey Millenium Hall
Crawley Road
Horsham
RH12 4DT

QUOTE N° 0011/2019
OUR REF NHPC/TZ/2019
YOUR REF

Thank you for your inquiry dated: February 13, 2019
We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	PRICE	DATE
1	1	Survey the seven sites specified by the client to establish the zones of HIGH risk by assessing the usage of targets upon which existing trees might fail & highlight these areas on the associated site plans to determine the locations for future tree surveys.	£ 500.00	February 28, 2019

We will be happy to supply any further information you may need and trust that you call on us to fulfill your order, which will receive our prompt and careful attention.

February 28, 2019

DATE

Please find my quote for Phase 1: surveying the seven specified sites to establish the HIGH risk areas which require regular tree inspections. This will include highlighting the areas on the associated plans and reporting on any trees which are imminently dangerous and require immediate remedial works.

To provide a quote for Phase 2, I would need to carry out Phase 1 first to establish how many trees require surveying and therefore how long it will take to survey them and administer the associated report and plans.

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COMPANY C

I've had a chance to locate all the sites and assess the likely time it will take for me to survey the trees.

I would be pleased to carry out the required survey and produce a written report for the sum of £ 725.00 (Seven hundred and twenty five pounds)

If this is acceptable I should be able to provide you with the report within the next three or four weeks.

I would give a general description of the trees present at each site - species, size/age, health and any concerns. If concerns are present then the approximate position of the tree or trees in question would be shown on the site map. Where the site is for woodland areas, then a general description with areas of concern.

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PROPERTY COMMITTEE – AGENDA ITEM 10a

11TH April 20195th February 2019

Dear North Horsham Parish Council

I am writing to request permission for Amber Pre School to run Forest School sessions on your site at Earls Meadow.

Amber Pre School is a charity based at St Leonards Scout hut on Amberley Road; where we provide pre-school care to almost 30 children in the parish, and have recently been rated Good by Ofsted.

Recent research has highlighted that children are spending less time outdoors than ever before. It is vital that as a pre-school we create opportunities for children to experience nature, as this improves both physical and mental well being. Using Earls Meadow will provide our children with a wonderful environment to learn and play, an opportunity they may not get from home.

Forest School sessions allow children to explore and play in a large open environment using the natural resources of woodland. Children can use tools, play games, and use their own curiosity to explore the natural world. These activities build self confidence and encourage self motivation.

Running Forest School sessions not only benefits the children but we can also help in looking after your site for the benefit of all. I have already approached the Earls Meadow Conservation Group to learn more about the management of the woodland. I recently met with the chair of the EMCG, we walked around Earls Meadow and we discussed how our activities might compliment their work.

Our Forest School will be fully insured, and run by Forest School qualified staff. We would like to run one 2 hour session each week during term time. Each session would cater for approximately 12 children. Initially we may start with just one session per fortnight and a slightly smaller group while we get ourselves established. We would like to start our sessions from the beginning of the summer term in April.

We would be most grateful for your permission to use your site. We are very lucky to have a fantastic recourse such as Earls Meadow practically on our door step. It has so much potential to enhance the educational experience of local children. If you have any further questions please contact

PROPERTY COMMITTEE – AGENDA ITEM 11
11TH April 2019



REPORT TO FOLLOW

**PROPERTY COMMITTEE – AGENDA ITEM 11
11TH April 2019**

Amberley Close Allotment Report

Currently all 28 plots at the site are occupied, excluding plot 22 as it is under the large oak tree at the corner of the allotment site rendering it unwanted and unworkable. Tarpaulin has been put over the plot to prevent unnecessary maintenance work, as it frequently became overgrown. In the year 2018/19 North Horsham Parish Council have acquired 2 new tenants.

The waiting list has decreased from 7 people to 6 people this year, the maximum number of people on the waiting list at any one time in 2018/19 was 9. There is also a waiting list for people that already have half-sized allotment plots at the site and are requesting to have a full-size plot. At the beginning of 2018/19 there was 1 person on this list which has now increased to 3. These tenants will only acquire a full-sized plot when there is no longer anyone on the waiting list or if everyone on the waiting list has rejected the first plot offer.

Allotment inspections are carried out once a month with exceptions of December and February where tenant's activity on the site is reduced. Inspection sheets are filled out and pictures of any plots/surroundings that need monitoring or are cause for concern are recorded for future referencing. Tenant's plots that do not comply with the Tenants Agreement and North Horsham Parish Council's Allotment Rules are contacted for remedial action.

Recommendation: To note the report.

Committee Clerk – April 2019