

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 13th JUNE 2019

COMMITTEE REPORT

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

3. 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

6. 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.

7. Chairman's Announcements

For information and noting only.

Recommendation: To note any announcements.

8. Finance

Recommendation: To note the Committee Budget to 31st May 2019.

9. Completed Works

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

(a) Roffey Millennium Hall

- (i) Fire Risk Assessment (internal)
- (ii) Boiler service
- (iii) Sound systems brought up to spec in North and South Halls

(b) North Heath Hall and surrounding area

- (i) Repairs to stage speakers
- (ii) Partition wall serviced
- (iii) Fire Risk Assessment (internal)
- (iv) Boiler Service

- (c) **Holbrook Tythe Barn**
 - (i) Boiler Service
 - (ii) Horse Chestnut Tree along perimeter of Holbrook Tythe Barn adjacent to Holbrook School - remedial work completed (required for health and safety reasons)
 - (iii) 3 small trees removed along eastern perimeter of Open Space as they were leaning against a residential fence causing damage
- (d) **Multi courts**
 - (i) Routine maintenance and relining of courts
- (e) **Streetlights**
 - (i) New LED lanterns installed where agreed and streetlights re-numbered

Recommendation: To note completed works.

10. 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) Air Conditioning Units to be serviced
 - (iii) Fire extinguishers to be serviced
 - (iv) PAT testing
- (b) **North Heath Hall**
 - (i) PAT testing
 - (ii) Clear out drains
- (c) **Holbrook Tythe Barn**
 - (i) Independent Fire Risk assessment to be carried out
 - (ii) PAT testing
 - (iii) Replace some of the fencing which has rotted around the overflow car park
- (d) **Earles Meadow**
 - (i) Remedial work on boardwalks to start end of June / beginning of July (cost £17,120 to come from Repair and Renewals EMR as agreed)

Recommendation: To note on-going works.

11. Appoint a representative to the Community Infrastructure Levi (CIL) Working Party

At the Parish Council meeting on the 16th May 2019 it was agreed to form a CIL Working Party to create synergy between the Finance, Property and Planning committee on allocation of money that has been acquired from CIL.

Recommendation: To appoint a member of the Property Committee to the Levi (CIL) Working Party.

12. Banner at North Heath Hall

Holbrook Community Pre-school has asked permission to put up a small banner outside North Heath Hall stating that they have had 3 outstanding OFSTED ratings in a row. The pre-school uses rooms 3, 4 and 9 during term time.

New View Nursery, which uses rooms 15 and 16, has a small banner on the gate as you go into the lower garden/entrance to their nursery.

If a small banner was put up in front of the hedge of the side garden (which Holbrook Community Pre-School use) it will not be obtrusive or be able to be seen by hirers using the main front entrance.

Recommendation: To allow a small banner on the side hedge at North Heath Hall.

13. Holbrook Tythe Barn Open Space

A letter has been received from a local resident (see Appendix B) requesting that some additional equipment be provided for Holbrook Tythe Barn Open Space.

Although provision of the suggested equipment would enhance the area, no budget has been allocated for this in the current financial year. It is suggested that a project to improve the area be put forward for consideration to the Community Infrastructure Levi (CIL) Working Party.

Recommendation: To consider providing additional equipment at Holbrook Tythe Barn and, if appropriate, put forward a project for consideration to the Community Infrastructure Levi (CIL) Working Party.

14. S106 application

It has been identified that there is some S106 money available for improvements to Roffey Millennium Hall.

It is proposed that money be requested for the following:

a) some additional tables and table storage trollies. Due to increased usage of the hall and the spaces being used in different ways (due to development in the area) there is a need for extra equipment

b) for a cycle rack to be installed at the front of the building. There has been a noticeable increase in people arriving at Roffey Millennium Hall on bicycles and currently there is nowhere safe to leave them.

Recommendation: To agree putting in an application for s106 money to provide additional tables, table trollies and a cycle stand at Roffey Millennium Hall.

15. Open Spaces Policy

As the Open Spaces Policy had not changed since the last review in November 2018 it was not reviewed by the full council in May 2019.

It is recommended that it is next reviewed by the Property Committee in April 2020 and put to the Full Council in May 2020. It can then be reviewed every two years.

Recommendation: To agree that the Open Spaces Policy is next reviewed by the Property Committee in April 2020 and put to the Full Council in May 2020. It should then be reviewed every two years.

16. Winter Maintenance Plan - See Appendix C

Recommendation: To agree the 2019/20 Winter Maintenance Plan.

17. Tree Management

(If the report is not received in time, this agenda item will be deferred until the next meeting)

At the last meeting, the Property Committee agreed to appoint a company to carry out a tree assessment survey on all trees on Parish Council owned land that are over 150 mm in stem diameter and measure 1.5 m above ground level.

The report detailing the findings together with a management plan can be found in Appendix D.

Recommendation: To consider the tree assessment report and management plan for trees on Parish Council owned land.

18. Date of next meeting

Recommendation: To note the next meeting to be held on Thursday 1st August 2019.

Vivien Edwards - Deputy Clerk – 7th June 2019

PROPERTY COMMITTEE – Thursday 13th June 2019

Finance Report to show expenditure to 31st May 2019

TO FOLLOW

PROPERTY COMMITTEE – Thursday 13th June 2019

Dear Sir/Madam,

TYTHE BARN PLAY AREA – request for additional equipment

I write in relation to the above play area, specifically in relation to the on-site equipment.

The park and football pitch at the Tythe Barn are well used in the afternoons by the children and parents of Holbrook Primary School.

Currently there is limited seating at the site and only one goal post. Parents and grandparents sit on the floor and the children are not able to play football fully. The below photos taken at the park today demonstrate this current lack of facilities;

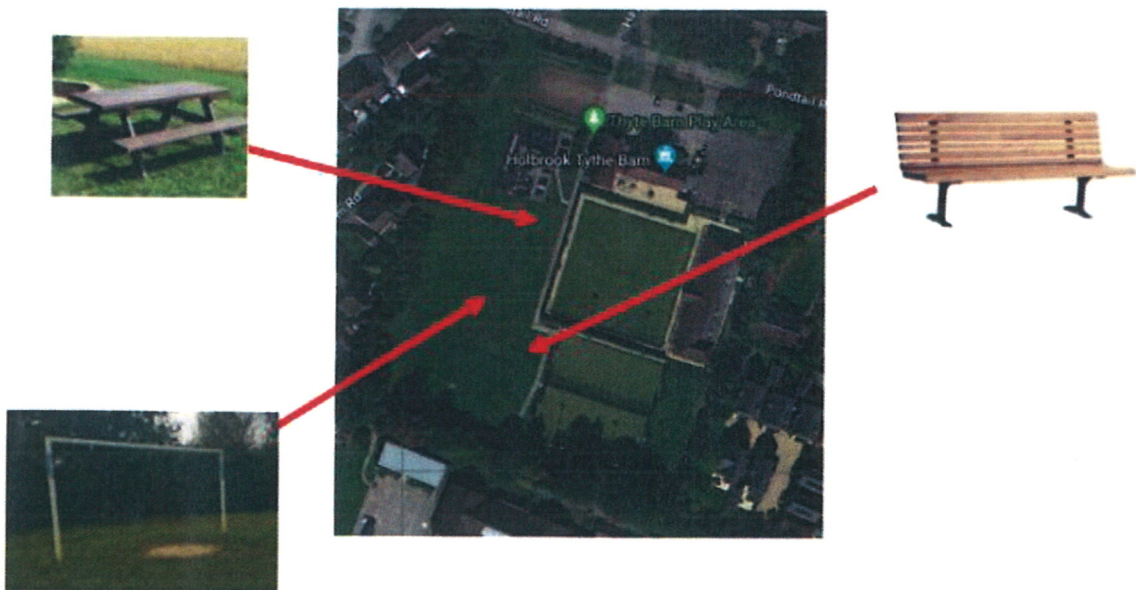




I would like to therefore make a request that the following equipment is installed in the area around the football pitch;

- A picnic table;
- One or two seating benches;
- An additional football goal (to create a similar pitch size to the one at Amberley Close play area)

These could be positioned as follows;



PROPERTY COMMITTEE 13th June 2019



NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – 2019/20

PURPOSE OF THE PLAN

- To identify the services to be provided by West Sussex County Council (WSCC) and North Horsham Parish Council (NHPC) when snow and ice cause danger or disruption. Additional help maybe provided by Horsham District Council (HDC).
- For NHPC to provide, where possible, supplemental services to those provided by WSCC and HDC.
- To encourage an ethos of self-help amongst residents of the Parish and an awareness of problems that others may be experiencing at such times – see Advice and Guidance for Coping with Heavy Snow and Ice **Appendix 1**.

WEST SUSSEX COUNTY COUNCIL

As the Highway Authority, WSCC is the responsible authority for snow and ice clearance.

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via @WSHighways.
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads. Typically, this happens 42 times per year.
- Purchase and store at our three depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 23 gritters (bulk spreaders) between October and April.
- Issue a pre-snow event statement by e-mail to all those who have been established as the Community Local Winter Maintenance Plan point of contact, to advise when to start implementing the plan and to indicate the likelihood of a prolonged snow event.

HORSHAM DISTRICT COUNCIL

- There is a Parish & Neighbourhood Council Liaison Officer at HDC who will keep parish councils updated during the event, inform them of offers of assistance and deal with enquiries and problems if necessary.

NORTH HORSHAM PARISH COUNCIL

- Covers an area of some 11 square kilometres, with a population of 21,981 (source 2011 Census). The Parish is predominantly residential covering some 300 roads.
- Will ensure grit/salt bins that they own are refilled.
- Will endeavour to clear snow and ice around their buildings.

REVIEW OF THE PLAN

The Winter Maintenance Plan will next be reviewed in June 2020 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

COMMUNICATIONS

The Parish Council will receive, via email, information regarding a pre-snow event and advising when the Local Plan should be implemented, and an indication given as to the likelihood of a prolonged snow event.

A daily decision about gritting will be issued by WSCC on Twitter between 1st October and 31st April via **@WSHighways**

WSCC Main Contact through active.communities@westsussex.gov.uk

NHPC Roffey Millennium Hall
Crawley Road
Horsham
West Sussex RH12 4D Tel: 01403 750786

Community Local Winter Maintenance Plan Points of Contact

Local resources co-ordinator during adverse weather:

Debbie Lees - 07874 662388/01403 750786
facilities.officer@northhorsham-pc.gov.uk

Daily decision updates co-ordinators:

Pauline Whitehead/Vivien Edwards - 01403 750786
parish.clerk@northhorsham-pc.gov.uk
deputy.clerk@northhorsham-pc.gov.uk

Residents can sign up to receive regular tweets or view the daily decision updates via **@WSHighways**

Other information on the winter service can be found on the County Council's website:

www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service/winter-service-plan/

GRITTING AND SALTING

- WSCC will provide salting and gritting services at the following areas within the Parish area:

Priority 1 Routes - A264

Priority 2 Routes - Harwood Road, Crawley Road, Rusper Road, Giblets Way, Pondtail Road and North Heath Lane

Priority 3 Routes - Lambs Farm Road, Manor Fields, Church Road, South Holmes Road, Forest Road, Millthorpe Road, Parsonage Road, Coltsfoot Drive, Jackdaw Lane, Brook Road, Lemmington Way, Bartholomew Way and Tylden Way

Priority 1 Routes make up the main A and B road network; Priority 2 Routes is the remainder of the A and B road network not treated as Priority 1; and Priority 3 Routes are all other roads not making up the Precautionary Salting Network (consisting of the County Strategic Network, as defined in the Local Transport Plan for West Sussex).

- The routes are identified on the map attached at **Appendix 2**
- NHPC, on a local level, has currently identified the following **additional areas** for inclusion in the Local Winter Maintenance Plan, for WSCC to include in their service in the event of a prolonged period of snow and ice:

Steep Hills/inclines	Exit from Gorrings Brook on to Pondtail Road
	Exit from Beaver Close on to Brook Road
	Exit from Chaffinch Close on to Pondtail Drive

In the event of a prolonged or several extreme weather events, WSCC have said that although priority will remain with the precautionary salting network they would have to consider whether any salt/grit would be available more widely at that point in which case NHPC would request that consideration be given to the above areas.

- NHPC has ownership of three locked (keys with caretakers) salt bins at:

Godwin Way Car Park (400 litres).

Grit from this is available to clear the Godwin Way Car Park (owned by Horsham District Council); the pavement outside the shops in Fitzalan Road; and the pavement surrounding Roffey Millennium Hall.

Holbrook Tythe Barn, Pondtail Road (400 litres).

Grit from this is available to clear pedestrian access to the complex and the car park.

St Marks Lane (corner of) (400 litres). Grit from this is available to clear the access to North Heath Hall and the car park, all of which are on a steep incline.

There are three other salt bins, within the Parish, all of which are located on the **Earles Meadow estate**. These were provided by WSCC and have, historically, been replenished by them.

- All Salt Bins are identified on the map attached at **Appendix 3**
- If supplies of grit/salt become low, NHPC will first contact WSCC to see if they are able to provide further supplies.
Contact: active.communities@westsussex.gov.uk

If WSCC are unable to help, HDC may be able to assist through their Salt Distribution Co-ordinator.

SCHOOL FACILITIES

Due to the number of Schools within the Parish and the limited equipment, financial and human resources available, NHPC is unable to provide any assistance to Schools within this Winter Maintenance Plan.

CALLS FOR ASSISTANCE

If NHPC cannot help with requests for clearance, transportation, medicine, heating, lighting, food, water etc they will sign post callers to the Community Safety Team at HDC.

VOLUNTEERS

The contact details of any volunteers to assist in the implementation of this Winter Maintenance Plan, will be added as they come forward.

ADVICE & GUIDANCE FOR COPING WITH HEAVY SNOW & ICE

Clearing Snow & the Snow Code

You should not be put off clearing paths yourself because you're afraid someone will get injured. There's no law stopping you from clearing snow and ice on the pavement outside your home and it's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Remember, people walking on snow and ice have responsibility to be careful themselves.

The Snow Code

- Clear the snow or ice early in the day - it's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it.
- Move the snow onto porous surface such as a grass verge or garden or along the kerb away from the drains.
- Do not move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk.
- Cover the cleared path with salt before nightfall to stop it refreezing overnight.
- Use salt or sand - not water - you can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work.

Useful equipment required for the task of snow clearance

- A snow shovel or snow pusher (or a hard edged shovel for compacted ice).
- Suitable footwear (use ice studs or crampons for extra grip).
- Wear hi visibility clothing if working along roadsides.
- A bucket to collect, store and move grit.
- Salt, sand or grit (to stop the surfaces from refreezing).

Neighbourliness

The cold weather can affect different members of the community in different ways, some are more vulnerable to the elements than others, especially the elderly who are prone to hypothermia and pneumonia in cold weather. To support older people during periods of heavy snow and ice please consider the following:

- Be even more vigilant during the period of severe weather, and to keep an eye out for people who may be vulnerable.





- Try to call in regularly on friends, neighbours and relatives to see if they need help staying warm or getting provisions.
- Offer to clear your neighbours' paths & check that any elderly or disabled neighbours are alright in the cold weather.
- Stuck at home due to the snow? Ask your boss if you can use the day to volunteer locally.
- Plumber? Tree surgeon? First-aider? Your skills are really valuable - why not offer to help and register with your local parish council.
- Be alert - help keep people off frozen streams and ponds.

Voluntary Organisations & Further Information

Several organisations are available to assist you or your neighbours in the event of severe weather. Each offer specific advice & guidance regarding severe weather:

- The Red Cross provide advice on how to cope with hypothermia, frostbite and falls and tumbles on their website. Visit <http://www.redcross.org.uk/news.asp?id=102022> for more information and guidance.
- Keep warm, keep well - advice from the NHS on the best ways of keeping yourself well during the winter. Visit <http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx> or; http://england.shelter.org.uk/_data/assets/pdf_file/0003/237423/KeepWarmKeepWell.pdf.
- Volunteering - how to get involved. Visit <http://www.do-it.org.uk/>.
- Anyone concerned about older neighbours should call the Age Concern helpline on 0800 00 99 66, or visit <http://www.ageuk.org.uk/home-and-care/home-safety-and-security/preparing-for-bad-weather/>.
- If travelling in severe weather visit the Highways Agency for up to date information and advice. See <http://www.highways.gov.uk/knowledge/33228.aspx#before>.

NORTH HORSHAM PARISH COUNCIL

WINTER MAINTENANCE PLAN – APPENDIX 2

WEST SUSSEX COUNTY COUNCIL GRITTING ROUTES

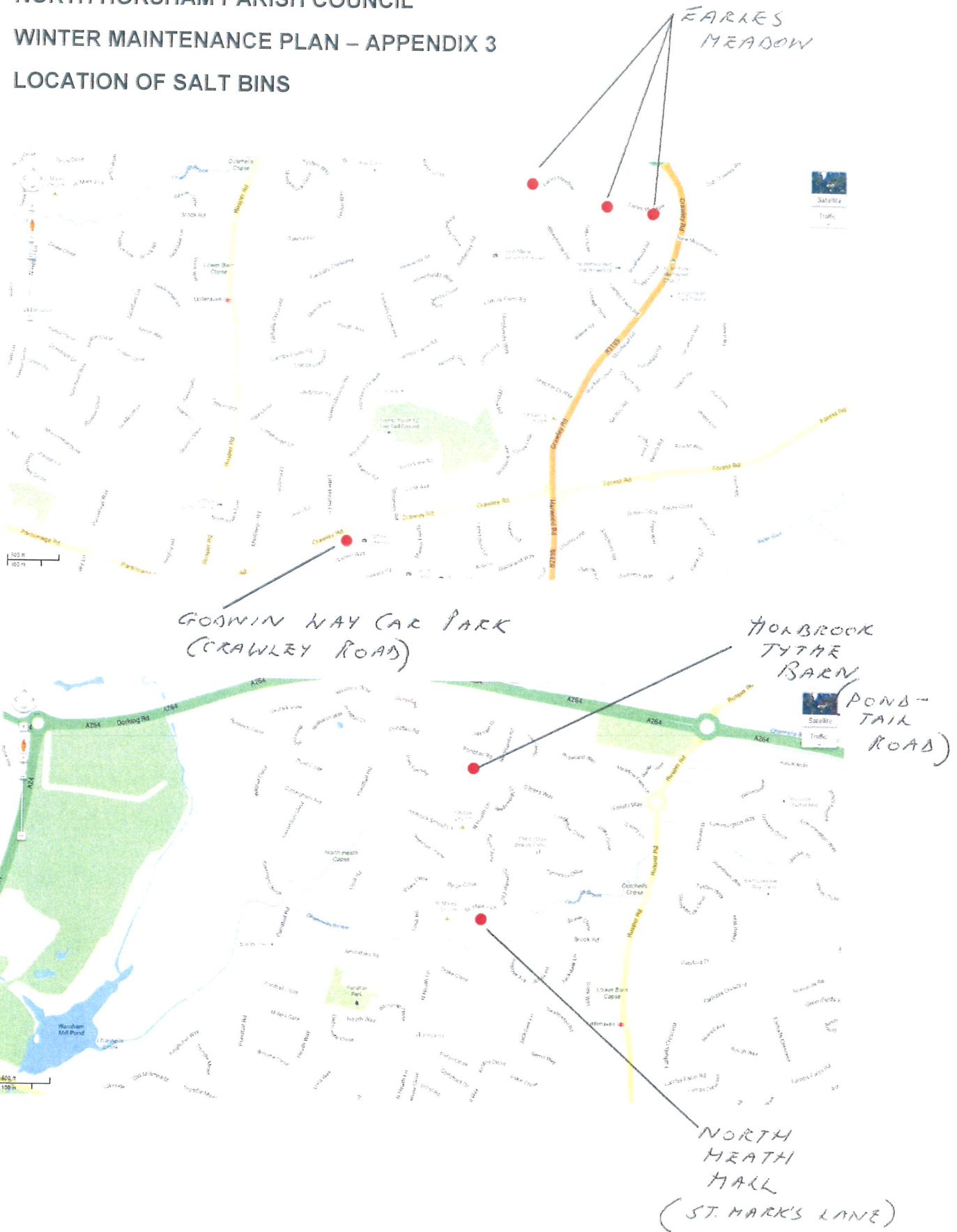
RED - PRIORITY 1

ORANGE – PRIORITY 2

GREY – PRIORITY 3



**NORTH HORSHAM PARISH COUNCIL
WINTER MAINTENANCE PLAN – APPENDIX 3
LOCATION OF SALT BINS**



PROPERTY COMMITTEE – Thursday 13th June 2019

TREE REPORT

TO FOLLOW IF RECEIVED IN TIME