

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 11th APRIL 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 and Debbie Lees - Facilities Officer

PR/088/19 PUBLIC FORUM

There were no members of the public present.

PR/089/19 APOLOGIES FOR ABSENCE

There were no apologies.

PR/090/19 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 7th February 2019 were agreed and signed by the Chairman as being a correct record.

PR/091/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/092/19 CHAIRMAN'S ANNOUNCEMENTS

An accident involving part of a stage light falling onto someone's head had occurred at North Heath Hall on 25th March. The matter has been referred to our insurance company.

The Chairman reported that at the last meeting it had been agreed to allow geocaching at Earles Meadow. The caches will be placed in the spring.

Also, at the last meeting it had been 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 Friday evenings.

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

PR/093/19 COMPLETED WORKS

(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 Open Space**
 - (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

It was RESOLVED to note the completed works.

PR/094/19 ON-GOING WORKS

- (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

It was RESOLVED to note on-going works.

PR/095/19 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. Three companies were asked to provide quotes.

It was RESOLVED to appoint Connick Tree Care to carry out a tree assessment survey on all trees over 150 mm in stem diameter and measuring 1.5 m above ground level and to provide a written report detailing the findings together with a management plan. Total cost £1,750 + VAT

PR/096/19 Tree Work - Oak Tree at Amberley Close allotments

An Oak tree at Amberley Close allotments 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.

It was RESOLVED to carry out the necessary work to the Oak tree as recommended by HDC's Arboricultural Officer.

PR/097/19 Earles Meadow

a) Request to use Earles Meadow for Forest School Sessions

A local pre-school has asked if they can use part of Earles Meadow to run a Forest School.

It was RESOLVED to allow Amber Pre-School to 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. Thanks were expressed to the leader of the Earles Meadow Conservation Group who had submitted a report on various options for consideration and also to the Apiary Manager for Central Sussex Beekeepers Association who had given advice.

It was RESOLVED to:

- a) leave the nest in situ for the time being**
- b) erect netting/a barrier to make the bees fly above head height - this could also act as barrier for members of the public and dogs**
- c) maintain advisory signs indicating "bees at work" rather than danger**
- d) alert the Apiary Manager for Central Sussex Beekeepers Association if the bees start to swarm.**

PR/098/19 Allotment Report

Councillors NOTED the Allotment Report.

PR/099/19 Date of next meeting – Thursday 13th June 2019 (scheduled).

There being no other business, the Chairman closed the meeting at 8.00 pm

..... Chairman Date