

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 1st August 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.

The resident who asked for some additional equipment at Holbrook Tythe Barn Open Space has asked that their thanks be passed to the Committee members for agreeing to install a picnic bench and for considering the other items in the future.

Southern Water detected a leaking underground water pipe at Amberley allotments and served us a notice to get it repaired within 21 days. The Parish Council Clerk, Chairman and Vice Chairman of the Property Committee agreed that in the circumstances we should go ahead with the repair at an approximate cost of £1,200 - £1,300.

Horsham District Council has advised that they consider that the Parish Council has shared responsibility for a footbridge on the Riverside Walk adjacent to North Heath Hall. They have advised that the bridge will have to be replaced in the next few years and once they have obtained quotes for the work, they will approach the Parish Council about sharing the cost.

Some packets of wildflower seeds have been donated by West Sussex County Council and passed onto the Conservation Group at Earles Meadow.

Yellow lines have been painted on the edges of an area of wet pour at Holbrook Tythe

Barn playground to highlight this is an uneven surface. The dry weather has caused some shrinkage in the wet pour. It is hoped that this area will be resurfaced later in the year.

Recommendation: To note any announcements.

6. Finance

See Appendix A

Recommendations:

- (i) **To note the Committee Budget to 30th June 2019**
- (ii) **To note the apportioned staff costs for 2018-19.**

7. Completed Works

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

(a) Roffey Millennium Hall

- (i) Air Conditioning Units have been serviced
- (ii) Fire extinguishers have been serviced
- (iii) PAT testing carried out
- (iv) Fire and Intruder Alarms serviced

(b) North Heath Hall and surrounding area

- (i) PAT testing carried out
- (ii) Drains cleared out
- (iii) Fire and Intruder Alarms serviced
- (iv) Main shrub bed at front of building weeded, and shrubs shaped

(c) Holbrook Tythe Barn

- (i) PAT testing carried out
- (ii) Some of the fencing which had rotted around the overflow car park has been replaced
- (iii) Fire and Intruder Alarms serviced
- (iv) Flower beds to front and side of building weeded and shrubs shaped

(d) Multi courts

- (i) Annual inspection and relining of courts

(e) Earles Meadow

- (i) Remedial work on boardwalks started
(cost £17,120 to come from Repair and Renewals EMR as agreed)
- (ii) Bridge between Eales Meadow and Amberley re-meshed and fencing repaired/reinforced

(f) Play Areas

- (i) 6 swing seats replaced (various)
- (ii) Amberley Road – chain bridge repaired
- (iii) Birches Road – bridge made good
- (iv) Birches Road and Holbrook Tythe Barn play areas - fence repairs

Recommendation: To note completed works.

8. 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)

(b) North Heath Hall

- (i) Awaiting repair to partition wall

(c) Holbrook Tythe Barn

- (ii) Independent Fire Risk assessment to be carried out at end of August
- (d) **Play Areas**
 - (i) Misc. work as identified in the RoSPA Inspection Report. Since the report, the casing of the chain attaching the seat to the zip wire has broken. The replacement cost is £350 plus VAT. A replacement is required in order for the piece of equipment to be used. Costs are being sought to dismantle and check the zip wire carriage raised as part of the RoSPA report. This will be costly as a scaffold tower will be necessary to access the equipment safely.

Recommendation: To note on-going works.

9. Tree Management

At the meeting in April, 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.

See Appendix B for a summary of the Recommendations.

Please note that on 23rd July 2019 a large bough fell from the Oak Tree at Earles Meadow Open Space (T1 on the Tree Management report – work to be carried out within 3 months). The Arboricultural Officer at Horsham District Council confirmed that work could be done under the exemption from the need to submit any formal application under S.14 of the Town & Country Planning (Tree Preservation) (England) Regulations (2012). He advised that the contractor should remove the limb and trim the stub back to the collar in accordance with BS3998 'Tree Work – Recommendations'(2010). This work has been completed. In the Arboricultural Officer's professional opinion, the loss of the limb was due to Summer Branch Drop which is typical in an over mature tree.

The report detailing the findings together with a management plan will be available at the meeting.

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

10. RoSPA Annual Inspection Reports for the Play Areas

In June a RoSPA inspector conducted a safety inspection on the four play areas owned by the Parish Council. There were no high risks identified, 12 medium risks and several minor/ low risk issues. Several of the medium risks have already been addressed, the remainder will be rectified in the near future. The issues identified as low risk will be dealt with during routine maintenance.

The individual reports for each area will be available at the meeting.

Recommendation: To note the annual inspection reports for the play areas and the recommendations made.

11. Open Spaces Policy

There was a request at the last meeting to consider adding the flying of drones and model aeroplanes to the list of prohibited activities on Open Spaces owned by North

Horsham Parish Council.

It would appear that some authorities do have such a policy but enforcing it is very difficult. Horsham District Council has byelaws which prohibit this in some of their recreation areas, but they say it is very difficult to challenge as it is dependent on where the drone/model aeroplane is launched from.

Recommendation: To consider adding the flying of drones and model aeroplanes to the list of prohibited activities on Open Spaces owned by North Horsham Parish Council.

12. Date of next meeting

Recommendation:

To agree to change the date of the next meeting to 10th October 2019.

Vivien Edwards - Deputy Clerk – 12th July 2019

Additional comments – Pauline Whitehead BA(Hons) FSLCC – Clerk - 24th July 2019

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 1st August 2019

APPENDICES FOR COMMITTEE REPORT

APPENDIX A	<ul style="list-style-type: none">• Committee Budget to 30th June 2019• Income and Expenditure for the halls and multi courts for 2018-19. Expenditure includes apportioned staff costs.
APPENDIX B	<ul style="list-style-type: none">• Summary of Recommendations from the assessment report and management plan for trees on Parish Council owned land. <p>NOTE THE FULL REPORT WILL BE EMAILED SEPARATELY</p>

Finance Report to show expenditure to 30th June 2019

Property Committee 1st August 2019 Agenda Item 6 (i)

Period covering 1st April 2019 to 30th June 2019

Funding at 30th June 2019

Precept (half year)	163,885
CiL Payment	11,053
Environmental Grant (half year).	4,992
Total	179,930

Income to 30th June 2019

Cost Centre	Actual Income	Annual Budget	Expected income to May 2019*
Admin	234	100	25
Allotments	528	775	528
North Heath Hall	16,665	64,873	16,218
Holbrook Tythe Barn	10,357	34,110	8,527
Multi Court Lettings	4,963	22,035	5,508
Roffey Millennium Hall	22,119	83,463	20,865
Total	54,866	205,356	51,671

Expenditure to 30th June 2019

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure to June 2019*
Admin	15,769	55,720	13,930
Grants	530	10,000	2,500
Burial	1,683	6,750	1,687
Personnel	74,876	302,450	75,612
Planning, Env, Trans	0	2,250	562
Allotments	43	1,200	300
Amenity, Recs and Open Spaces	7,660	50,000	12,500
North Heath Hall	4,308	26,399	6,600
Holbrook Tythe Barn	3,251	23,001	5,750
Roffey Millennium Hall	7,809	37,829	9,457
Total	115,929	515,599	128,898

Net expenditure	(61,063)	(310,243)	(77,227)
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*The proportion of income or expenditure expected to the end of June 2019 has been calculated by dividing the total budget by 12 and multiplying by 3.

Income

Income has exceeded that which was expected in the period between 1st April 2019 and 30th June 2019 by around £3,000.

Expenditure

Expenditure is less than allocated at this stage of the year for all cost codes except Administration. This is because the insurance premium of £8,822 was paid in May for cover to start on 1st June 2019. Necessary work has been carried out at the halls and on the grounds and service contracts for the lift and fire extinguishers have taken place. The invoices for the grass cutting contract for May and June 2019 (£4,967.00 net) were received in early July 2019. There has been very little work done at the halls over the first quarter. Work is scheduled for the quieter times in August and over the Christmas break if possible.

Conclusion

Net expenditure is around £16,000 less than was anticipated at this stage in the year. The halls continue to attract casual hires and some longer-term business. Anticipated expenditure items are included in the budget. The finances continue to be closely monitored by all involved.

Pauline Whitehead 11th July 2019

Property Committee – Agenda Item 6 (ii)**Apportioned Staff Costs for 2018-19
(Based on actual figures)**

Income – hire fees increased by 3% from 1st April 2019, except for nurseries at NHH – 1.5% increase.

Staff expenditure – salaries increased by a minimum of 2% (higher for caretakers) form 1st April 2019

	INCOME	General Expenditure	Staff Expenditure	TOTAL EXPENDITURE
North Heath Hall	64,471	23,180	38,446.08	61,626.08
Holbrook Tythe Barn + Multi Courts	60,695	21,164	24,063.36*	45,227.36
Roffey Millennium Hall	85,141	34,546	47,206.54	81,752.54

*Without a caretaker for some months.

**Apportioned Staff Costs for 2017-18
(Based on actual figures)**

	INCOME	General Expenditure	Staff Expenditure	TOTAL EXPENDITURE
North Heath Hall	62,013	23,303	35,674*	58,977
Holbrook Tythe Barn + Multi Courts	57,416	22,429	25,986	48,415
Roffey Millennium Hall	74,222	33,200	45,685.77	78,885

*Without a caretaker for some weeks.

Property Committee – Agenda Item 9

SUMMARY OF RECCOMENDATIONS FROM ARBORICULTURAL SURVEY

CONDUCTED BY CONNICK TREE CONSULTANTS

ON 20TH, 21ST 22ND MAY 2019

1. SUMMARY BY PRIORITY OF WOKRK REQUIRED

WORK TO BE CARRIED OUT WITHIN 3 MONTHS

AMBERLEY OPEN SPACE

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	837	White Poplar	11	Dead	Fell to safe height Quote requested.	3 Months	-

EARLES MEADOW OPEN SPACE

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	843	Common Oak	25	Over Mature	Undertake aerial inspection of tree and existing cable bracing. Awaiting comments from the specialist responsible for the long standing management plan which has been to the significant benefit of the tree	3 Months	18

RIVERSIDE WALK INCLUDING LAND ADJACENT TO NORTH HEATH HALL

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T3	847	Common Oak	19	Over Mature	Remove major deadwood. Quote requested.	3 Months	18

WORK TO BE CARRIED OUT WITHIN 6 MONTHS**AMBERLEY OPEN SPACE**

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T3	838	Grey Willow	9	Mature	Fell to safe height	6 Months	-
T4	839	Wild Cherry	16	Mature	Undertake further investigation of internal trunk decay at base of tree and Raise low canopy.	6 Months	18
T5	840	Common Oak	16	Mature	Remove deadwood.	6 Months	12
T6	841	Common Oak	16	Mature	Remove major deadwood.	6 Months	12
T7	842	Common Oak	16	Mature	Remove composting materials from base of tree.	6 Months	18

EARLES MEADOW OPEN SPACE

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	844	Common Oak	18	Mature	Remove major deadwood.	6 Months	18

PIXIES HOLLOW

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	849	Common Hawthorn	9	Dead	Fell to safe height	6 Months	-
T3	851	Common Oak	17	Mature	Remove major deadwood and reduce crown by up to 30%. Sever Ivy.	6 Months	18

RIVERSIDE WALK INCLUDING LAND ADJACENT TO NORTH HEATH HALL

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	845	Common Ash	20	Semi-mature	Fell to safe height	6 Months	-
T4	848	Common Oak	19	Mature	Remove major deadwood.	6 Months	18

HOLBROOK TYTHE BARN INCLUDING SURROUNDING AREA

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	833	Common Horse Chestnut	14	Mature	Fell to ground level	6 Months	-
T3	834	Leyland Cypress	15	Semi-mature	Reduce crown(s)	6 Months	18
T4	835	Himalayan Birch	8	Semi-mature	Fell to ground level	6 Months	-

ROFFEY CORNER

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	830	Lawson Cypress	14	Semi-mature	Fell to ground level	6 Months	-

WORK TO BE CARRIED OUT WITHIN 1 YEAR**AMBERLEY OPEN SPACE**

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	836	White Poplar	16	Semi-mature	Fell to ground level	1 year	-

PIXIES HOLLOW

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	850	Sycamore	18	Semi-mature	Fell to safe height	1 year	-

RIVERSIDE WALK INCLUDING LAND ADJACENT TO NORTH HEATH HALL

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	846	Common Ash	20	Semi-mature	Fell to safe height	1 year	-

HOLBROOK TYTHE BARN INCLUDING SURROUNDING AREA

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	832	Grey Willow	14	Mature	Fell and treat stump(s)	1 year	-

ROFFEY CORNER

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T2	831	Weeping Ash	8	Young	Fell to ground level	1 year	-

2. SUMMARY BY PLAY AREA

AMBERLEY OPEN SPACE

Work	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	836	White Poplar	16	Semi-mature	Fell to ground level	1 year	-
T2	837	White Poplar	11	Dead	Fell to safe height	3 Months	-
T3	838	Grey Willow	9	Mature	Fell to safe height	6 Months	-
T4	839	Wild Cherry	16	Mature	Undertake further investigation of internal trunk decay at base of tree and Raise low canopy.	6 Months	18
T5	840	Common Oak	16	Mature	Remove deadwood.	6 Months	12
T6	841	Common Oak	16	Mature	Remove major deadwood.	6 Months	12
T7	842	Common Oak	16	Mature	Remove composting materials from base of tree.	6 Months	18

EARLES MEADOW OPEN SPACE

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	843	Common Oak	25	Over Mature	Undertake aerial inspection of tree and existing cable bracing. Awaiting comments form	3 Months	18
T2	844	Common Oak	18	Mature	Remove major deadwood.	6 Months	18

PIXIES HOLLOW

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	849	Common Hawthorn	9	Dead	Fell to safe height	6 Months	-
T2	850	Sycamore	18	Semi-mature	Fell to safe height	1 year	-
T3	851	Common Oak	17	Mature	Remove major deadwood and reduce crown by up to 30%. Sever Ivy.	6 Months	18

RIVERSIDE WALK INCLUDING LAND ADJACENT TO NORTH HEATH HALL

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T1	845	Common Ash	20	Semi-mature	Fell to safe height	6 Months	-
T2	846	Common Ash	20	Semi-mature	Fell to safe height	1 year	-
T3	847	Common Oak	19	Over Mature	Remove major deadwood.	3 Months	18
T4	848	Common Oak	19	Mature	Remove major deadwood.	6 Months	18

HOLBROOK TYTHE BARN INCLUDING SURROUNDING AREA

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	832	Grey Willow	14	Mature	Fell and treat stump(s)	1 year	-
T2	833	Common Horse Chestnut	14	Mature	Fell to ground level	6 Months	-
T3	834	Leyland Cypress	15	Semi-mature	Reduce crown(s)	6 Months	18
T4	835	Himalayan Birch	8	Semi-mature	Fell to ground level	6 Months	-

ROFFEY CORNER

Tree ID	Tag No	Common Name	Height (m)	Maturity	Recommendations	Priority	Next Survey (months)
T1	830	Lawson Cypress	14	Semi-mature	Fell to ground level	6 Months	-
T2	831	Weeping Ash	8	Young	Fell to ground level	1 year	-