

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ON THURSDAY 13th JUNE 2019 AT 7.30PM
AT ROFFEY MILLENNIUM HALL**

Present: Councillors K. Burgess*, J. Davidson*, R. Ginn*, R Knight, D. Mahon, R. Millington and S. Torn

* denotes absence

In attendance: Vivien Edwards - Deputy Clerk

PR/001/19 APPOINTMENT OF COMMITTEE CHAIRMAN

Following nomination by Cllr R Millington and being seconded by Cllr D Mahon it was **RESOLVED** that Cllr R Knight be elected as the Committee Chairman for the forthcoming year.

PR/002/19 APPOINTMENT OF COMMITTEE VICE CHAIRMAN

Following nomination by Cllr R Knight and being seconded by Cllr S Torn it was **RESOLVED** that Cllr R Millington be elected as the Committee Vice Chairman for the forthcoming year.

PR/003/19 PUBLIC FORUM

There were no members of the public present.

PR/004/19 APOLOGIES FOR ABSENCE

The Committee received apologies and reasons for absence from Cllr K Burgess, Cllr J Davidson and Cllr R Ginn.

PR/005/19 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11th April 2019 were agreed and signed by the Chairman as being a correct record.

PR/006/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/007/19 CHAIRMAN'S ANNOUNCEMENTS

Unfortunately, the Elm tree that was planted to replace the Wild Cherry tree that was planted to commemorate the eight hundredth anniversary of the Charter of the Forest, died. On behalf of the Parish Council, the Chairman expressed thanks to one of the tree wardens who had donated and planted a Field Maple tree in its place.

A Lilac tree has been planted at Holbrook Tythe Barn in memory of former councillor and Chairman of the Parish Council, Roger Wilton.

PR/008/18 FINANCE

The Committee considered the Finance Report circulated previously.

It was RESOLVED to note the Committee Budget to 30th May 2019.

PR/009/19 COMPLETED WORKS

(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 the 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.

It was RESOLVED to note the completed works.

PR/010/19 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) 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 the boardwalks to start end of June / beginning of July (cost £17,120 to come from Repair and Renewals EMR as agreed).

It was RESOLVED to note on-going works.

PR/011/19 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.

It was RESOLVED to appoint Cllr R Knight as the Property Committee representative on the Community Infrastructure Levi (CIL) Working Party.

PR/012/19 Banner at North Heath Hall

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

It was RESOLVED to allow a small banner on the side hedge at North Heath Hall.

PR/013/19 Holbrook Tythe Barn Open Space

A letter had been received from a local resident 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 had been allocated for this in the current financial year.

It was RESOLVED to provide a picnic table at Holbrook Tythe Barn at a cost of approximately £500 and to put forward other items of equipment for consideration to the Community Infrastructure Levi (CIL) Working Party.

PR/014/19 S106 application

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

It was RESOLVED to put in an application for s106 money to provide additional tables, table trollies and a cycle stand at Roffey Millennium Hall.

PR/015/19 Open Spaces Policy

It was RESOLVED that the Open Spaces Policy be reviewed by the Property Committee in April 2020 and put to the Full Council in May 2020. It was recommended that it should then be reviewed every two years.

PR/016/19 Winter Maintenance Plan

It was RESOLVED to agree the 2019/20 Winter Maintenance Plan with one amendment to include a fourth grit bin at Earles Meadow.

PR/017/19 Tree Management

As the Tree Report had not been received, this agenda item was deferred until the next meeting.

PR/018/19 Date of next meeting – Thursday 1st August 2019.

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

..... Chairman Date