



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 8th SEPTEMBER 2022 COMMENCING AT 7.30pm

Members: Councillors: K. Burgess*, J. Davidson (Vice-Chairman), R. Ginn*, R. Knight* (Chairman), D. Mahon, D. Searle, A. Shine*, J. Smithurst and S. Torn (* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

After hearing the sad news of Her Majesty Queen Elizabeth II's passing, the Committee held a 2 minute silence before the meeting commenced.

PR/044/22 PUBLIC FORUM

There were no members of the public present.

PR/045/22 APOLOGIES FOR ABSENCE

Members **NOTED** the approved absence for Cllrs Mrs Ginn and Shine as agreed at the Council Meeting held 7th July 2022.

The Council received apologies for absence from Cllrs Mrs K Burgess & R Knight.

In the absence of the Chairman of the Committee, the Vice Chairman chaired the meeting.

PR/046/22 DECLARATIONS OF INTEREST

Cllr D Searle declared a personal interest in **PR/058/22** as his wife is an allotment holder.

PR/047/22 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4th August 2022 were **AGREED** as being a correct record and were signed by the Vice Chairman.

PR/048/22 CHAIRMAN'S ANNOUNCEMENTS

The Parish Council were made aware of two 'events' that took place on the open space at Holbrook Tythe Barn, with large groups of people gathering. Cars were parked on the grass as there were not enough available spaces in the car park. An ice cream van had been booked and when they couldn't get past the height barrier, they stopped in the road to serve, blocking the road. It was thought that parents from the local primary school had arranged these 'events' and so the school have agreed to write to the parents advising that permission for large gatherings will be required from the Parish Council in future. *Members commented that a clause regarding large groups should be added to the Open Spaces policy if not already stated. The Deputy Clerk will check and report back.*

Due to staff shortages, the Deputy Clerk and Facilities Officer have not been able to conduct a survey of access gates onto Parish Council land and ascertain the best way to correlate the house number with the gate. Therefore, this item, referred to in min no. PR/040/22, will be added to a future Property agenda.

The Deputy Clerk advised the Earles Meadow Conservation Group (EMCG) that Members did consider their request for a permanent sign, but felt the temporary sign, previously sent was enough for now. The EMCG replied to say that they did not understand the Committee's reluctance to acknowledge ownership of the site with a permanent sign and stated that it would be useful to direct 'offenders' to a notice. The Deputy Clerk reiterated that a temporary sign will still be useful for those who take notices of signage.

The EMCG met with Cllr Knight who gave them the go ahead to use chicken/rabbit wire (not welded mesh) to cover the temporary extension to the boardwalk between the two meadows as an anti-slip method. If they have enough wire, they may try to renew the wiring to the whole of the boardwalk. They also discussed the quantity of topsoil over the area adjacent to the boardwalk to raise the level and cover the damage caused by Drain Force. They discussed getting the topsoil onto the site whilst the ground is dry and hard. It cannot be done until the annual cut has been carried out as the topsoil would block the access to the Upper Meadow. The EMCG will contact Cllr Knight once the cut has been completed.

As per min no. PR/032/22, Members wanted details of the remedial works carried out on the multi-court floodlights – the following work was carried out:

- Insulation protection on conductor terminals.
- Correct termination to columns on external wiring.
- Outgoing cables bonded on trunking.
- Internal covers over terminals.
- Labelling required on all system.
- Diagrams and schedules provided.

After remedial works carried out, to bring up to standard, a further condition report was carried out.

Members **NOTED** the announcements.

PR/049/22 FINANCE

It was **RESOLVED** to note the Financial Report, Committee Budget and the I&E report to 31st July 2022.

Members considered the proposed future project of refurbishment of the downstairs washrooms at NHH and the suggested funds to be earmarked in 2023/24 and 2024/25 and **AGREED** that it would be beneficial to carry out these works in 2023, so **RESOLVED** to **RECOMMEND** to the Finance & Administration Committee that £15,000 is earmarked for this project for 2023/24.

Members also received the proposed property budget and suggested funds to be allocated to the Earmarked Reserves for 2023/24 and **RESOLVED** to **RECOMMEND** them the Finance & Administration Committee.

Members requested that for next year, they would like two separate budgets, one for the annual expenditure and one for the earmarked reserves, along with a written schedule of forthcoming and proposed projects.

Members considered the proposed hire charge increases and **RESOLVED** to **RECOMMEND** the 5% (rounded) increase to the Finance & Administration Committee. Members suggested additional data, showing the bookings across all three halls, be obtained to enable the Finance & Administration Committee to decide if different increases should apply to the different halls depending on their booking capacity. The Deputy Clerk will investigate what reports the booking system can produce to obtain this data.

PR/050/22 COMPLETED WORKS

- (a) Roffey Millennium Hall and surrounding area**
 - (i) Graffiti removed from back gates
 - (ii) Fire assembly point sign moved to a pedestrian area
- (b) North Heath Hall and surrounding area**
 - (i) Replacement curtain pole put up
- (c) Holbrook Tythe Barn and surrounding area**
 - (i) Independent Fire Risk Assessment
 - (ii) Pipe by stream cleared out
- (d) All Buildings**
 - (i) Workplace Environmental Assessment
 - (ii) Fire and Intruder alarms serviced
- (e) Play Areas**
 - (i) Amberley – removal of 3 rotten steps on agility trail
 - (ii) HTB – replaced missing dome nut on baby swings
 - (iii) HTB – Zip wire seat replaced
- Multi-Courts**
 - (i) New nets for goals installed
- (f) Tree Work**
 - None
- (g) Open Spaces**
 - (i) Annual cut & collect at Earles Meadow
- (h) Bus Shelters**
 - None
- (i) Streetlights**
 - (i) Structural & electrical inspection and testing – report being reviewed

It was **RESOLVED** to note the completed works and any relevant verbal updates provided at the meeting.

PR/051/22 ON-GOING AND PLANNED WORKS

- (a) Roffey Millennium Hall and surrounding area**
 - (i) Front door + some other internal doors to have locks repaired or replaced – awaiting contractor to assess – **NEW** – using other master keys and locks seem ok now.
 - (ii) Some windows catches to be repaired or replaced

- (iii) **NEW** - Disabled access system on front door (recommended to CIL WP)
- (iv) Roundel to be repainted
- (v) Consider upgrading all lift fluorescent lighting units in the motor room, shaft and car interior
- (vi) Some roof tiles to be replaced and roof drains to be cleared
- (b) North Heath Hall**
 - (i) Lock for room 3 needs repair - requested locksmith to check- awaiting date
- (c) Holbrook Tythe Barn and surrounding area**
None
- (d) Play Areas**
 - (i) Zip wire seat and shackle to be replaced - parts on order
- (e) Multi-Courts**
None
- (f) Tree Work**
 - (i) Veteran Oak tree to be reviewed at Earles Meadow
 - (ii) Hornbeam Tree at Cherry Tree Walk to be cut back
- (g) Open Spaces**
None
- (h) Bus shelters**
 - (i) **NEW** – Graffiti to be removed from 3 bus shelters
 - (ii) Bus information unit to be installed at Crawley Rd bus stop
- (j) Allotments**
 - (i) **NEW** – Repair & replace gate and fence posts

It was **RESOLVED** to note the on-going and planned works and any relevant verbal updates provided at the meeting.

PR/052/22 ARBORICULTURAL SURVEY

Members noted the survey and the recommendations stated and considered the quotation from our usual Tree Surgeon for carrying out the timed works as follows:

Within 3 months = £660.00

Within 6 months = £7200.00

Within 1 Year = TBC – awaiting quote, will bring back to a later meeting.

If agreed, these works will be funded from the 'Tree Management' ear marked reserve (EMR), which will leave a balance of £965.00 in the existing EMR.

Members **RESOLVED** to note the survey and recommendations and **APPROVE** carrying out the timed works required, currently totalling £7860.00, to be funded from the 'Tree Management' ear marked reserve.

PR/053/22 ROSPA INSPECTION

Members noted the ROSPA Inspection remedial works identified from the ROSPA Inspection and considered carrying out the works required as follows:

TC Maintenance: up to £984.00 but could be less by £80.00 if a new bin is purchased as referred to in agenda no. 16.

Playdale: Awaiting quote, Playdale need to carry out their own inspection first, will bring back to a later meeting.

If agreed, these works will be funded from the 'Play Area & Multicourt Maintenance' budget.

Members **RESOLVED** to note the survey and recommendations and **APPROVE** carrying out the works required, totalling £984.00 (or less), to be funded from the 'Play Area & Multicourt Maintenance' budget.

PR/054/22 DEFIBRILLATOR AT HTB

At the Property Committee meeting on 9th June 2022, min no. PR/013/22 refers, Members agreed, in principle, to take over the ownership of the current defibrillator, from the Bowling Club, subject to details of costs to relocate it.

Members received a quotation to relocate the defibrillator from our usual Electrician, totalling £180.00, which, if agreed would be funded from the 'Electrical Maintenance' budget.

Members **RESOLVED** to **APPROVE** the costs to move the defibrillator from the Bowling Club to HTB, totalling £180.00, to be funded from the 'Electrical Maintenance' budget and requested that the registration of the defibrillator is changed to the Parish Council.

PR/055/22 UPGRADE OF LIGHTS - DOWNSTAIRS AT (NHH)

Following the recent upgrade to LED lights in the two halls at RMH and the upgrade to LED lights in the main hall at NHH, Members are being asked to consider upgrading the lights to LED downstairs at NHH.

Members received a quotation from our usual Electrician, totalling £770.00, which, if agreed, would be funded from 'Electrical Maintenance' budget.

Members **RESOLVED** to **APPROVE** upgrading the lights to LED downstairs at NHH, totalling £770.00, to be funded from the 'Electrical Maintenance' budget.

PR/056/22 REAR GATES AT RMH

The rear gates at RMH are faded, the paint is peeling and the locks are loose. Members are asked to consider a quotation, from our usual contractor, totalling £260.00 to re-paint the gates and service the locks, which if agreed will be funded from the 'General Maintenance' budget.

Members **RESOLVED** to **APPROVE** carrying out the works required to the rear gates at RMH, totalling £260.00, to be funded from the 'General Maintenance' budget.

PR/057/22 UPGRADE TO DIGITAL PHONE LINES

At the Finance & Administration committee meeting on 10/03/22, min no. FA/500/22 refers, the Committee noted that the country's analogue phone network is to be retired at the end of 2025, therefore, the Parish Council will have to upgrade broadband and telephone connections, including the line for the lift emergency service at Roffey Millennium Hall together with the lines for the alarms at all buildings. It was also noted that as of April 2022, the Parish Council is out of contract for all telephony and broadband contracts at all buildings. The Committee agreed to seek professional assistance for this exercise and to obtain quotations to include Wi-Fi provision at HTB and NHH.

Members received one quotation from the Parish Council's current IT Network Support contractor, together with quotations from the lift servicing company and the alarm company. Only one quotation has been obtained at this time as Officers recommend using the current IT Network provider as they know the buildings and their requirements well, in terms of phone lines and wi-fi provision. They will also liaise with the lift and alarm company on behalf of the Parish Council and will help with the termination of the existing out of date BT contract.

Members noted that BT's current invoices work out on average £250.00 + vat per month. However, the proposed monthly costs quoted of £223.42 + vat also include wi-fi provision for HTB and NHH, which is not currently available and so not included in BT's current invoices.

Members **RESOLVED** to **APPROVE** carrying out the upgrade to digital phone lines, including wi-fi provision at HTB & NHH, totalling £5844.11 + vat and request that the Finance & Administration Committee identify funding for this expenditure.

Members also **RESOLVED** to **APPROVE** the ongoing monthly costs of £223.42 + vat to be funded from the usual Telephone budget.

PR/058/22 TREES AT THE ALLOTMENTS

Members were advised that an allotment holder has requested that oak trees in the allotments be cut back as they are getting "larger and larger pieces of dead wood are dropping onto the plot". Members viewed a photo of the tree and noted that these trees have not been identified as needing works in the arboricultural survey.

Members **REJECTED** this request as per the Parish Council's tree policy.

PR/059/22 LITTER & DOG WASTE BINS

Members were advised that the litter bin in Birches Rd play area is a slatted wood bin and has been noted in the ROSPA inspection as needing repairs to the slats. As this bin is now quite old and in constant need of repair, Members are asked to consider installing a standard plastic bin for a cost of £324.65 + vat to replace the existing wooden bin using CIL monies.

Members **RESOLVED** to **RECOMMEND** installing a plastic bin in Birches Rd play area, totalling £324.65 + vat to the CIL working party. Members **AGREED** that if this recommendation was not approved by the CIL working party, the bin should still be replaced and the Property Committee will identify alternative funding for this expenditure at their next meeting.

Officers have noted that whilst there are 4 dog waste bins in Amberley Close open space, there is only one litter bin in the play park in that area. The Deputy Clerk enquired with HDC if a litter bin could be installed on the open space and collected by HDC, but they advised that there was no need for a litter bin at this time but would monitor the situation. However, Officers would like Members to consider a request to install a new a litter bin, totalling £324.65 + vat in this area, which the Parish Council Litter Pickers would empty, again using CIL monies.

Members did not think there was an issue with litter in this area and **AGREED** that the situation should be monitored for the time being.

Members were advised that dog waste bins at Birches Road & Amberley Road open space have recently been damaged and so a new post and fixings have been ordered for Birches Road open space, totalling £139.18 + vat and a new dog waste bin has been ordered from HDC for Amberley Road open space, totalling £275.00 to be funded from the 'Community Services – Dog Bin' budget.

Members **RESOLVED** to note the update regarding dog waste bins in Birches Road and Amberley Road open space and **RATIFIED** the cost of a new post & fixings and a replacement bin, totalling £414.18 + vat to be funded from the 'Community Services – Dog Bin' budget.

PR/060/22 LIFT LIGHTING UPGRADE AT RMH

At the Property meeting on 04.08.22, min no. PR/036/22 refers, Members wanted individual quotes for the 3 areas of the lift. The quotes have been received as follows:

Motor room: £429.26 + vat

Shaft: £1203.19 + vat

Lift car: £923.19 + vat

This totals £2555.64 + vat, compared to £1841.68 + vat if all the lights were changed in one visit, which if agreed would be funded from the 'Repairs & Renewals' reserve.

Members **RESOLVED** to **APPROVE** carrying out the lift lighting upgrade in one visit, totalling £1841.68 + vat to be funded from the 'Repairs & Renewals' reserve.

PR/061/22 ZERO HIRE CHARGES

Up until 2020, when Covid 19 ceased their activities, the Citizens Advice Bureau (CAB) regularly hired a room at RMH and the Parish Council did not charge them for the room. It should be noted that the CAB subsequently requested a grant and the Finance & Administration Committee decided that whilst no actual funding would be awarded, the CAB would continue to be offered accommodation at RMH on a no charge basis to a maximum of £1000.00, min no. FA/290/19 on 14.02.19 refers. The CAB has again requested a regular room booking (minimum of once a month) at RMH for approximately 4 hours for each booking on a no charge basis.

Members are being asked to consider this request.

Members **AGREED** that the CAB should apply for a grant from the Parish Council stating that it is required for the room hire in order to formalise the request and to

be treated in the same way as other hirers. It was suggested by Members, that if the grant was approved, the accounting system could be journalled rather than exchanging funds for the grant and room hire charges.

North Horsham Friendship Group, run by the Parish Council's Facilities Officer at RMH, is holding a music night in October at HTB and has requested if the hire could be free of charge to minimise the expenditure. The entertainment costs will be covered by the entrance fee. The date has been chosen as there are no regular or party bookings on a Friday evening.

Members are being asked to consider this request.

Members **RESOLVED to APPROVE** this request.

PR/062/22 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 1st December 2022.

There being no other business, the Chairman closed the meeting at 9.08pm

..... Chairman Date