



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 9TH FEBRUARY 2023 COMMENCING AT 7.30pm

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

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk and 1 member of the public (part of the meeting)

After hearing of the sad news of Mrs Pauline Whitehead's passing, the Committee held a minute's silence before the meeting.

PR/082/23 PUBLIC FORUM

The Chairman welcomed the member of the public and invited them to address the Council. The member of the public gave more detailed information regarding agenda item 9.

Meeting adjourned at 7.31pm

Meeting reconvened at 7.34pm

PR/083/23 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllr D Mahon.

PR/084/23 DECLARATIONS OF INTEREST

Cllr S Torn declared a personal interest in **PR/101/23** as the resident is known to him.

Cllr D Searle declared a personal interest in **PR/103/23** as he lives in close proximity to the property.

PR/085/23 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1st December 2022 were **AGREED** as being a correct record and were signed by the Chairman.

PR/086/23 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Announcements - For information and noting only.

Removal of Dog Waste Bin in Amberley Close Open Space

At the previous meeting, PR/067/22 refers, the Committee decided not to replace a damaged dog waste bin in Amberley Close Open Space. The Deputy Clerk advised HDC of this and they advised that they have encountered no issues with the bin being removed.

Donated Defibrillator at Holbrook Tythe Barn (HTB)

At a previous meeting, PR/013/22 refers, the Committee agreed to take on a defibrillator donated by the Bowling Club. After surveying the defibrillator ready to move, it was found that the unit was fitted without the combination lock it was supplied with (because it's current location is not visible to the general public). If the Parish Council were to move it to the front of HTB, the lock would need to be fitted, but after several enquiries, no-one knows what the original code is for the lock. In addition, the alarm on the unit has been disconnected and the unit is in a poor state. Consequently, the Parish Clerk and Deputy Clerk have concluded that it is not worth pursuing moving the defibrillator to the front of HTB and taking ownership. The Bowling Club have been informed.

Members would like to discuss a defibrillator inside the buildings at North Heath Hall (NHH) and HTB utilizing any grants available. This will be put on the agenda for the April Property meeting.

Promotion of Buildings

The Deputy Clerk has been liaising with regular hirers and compiled a timetable of activities for each building. These timetables have been promoted on the Parish Council's website, Facebook page, noticeboards and displayed at each building. Regular hirers have also provided posters and leaflets of their classes/sessions to promote. Feedback from this promotion has been well received by hirers and users of the halls.

Members **NOTED** the announcements.

PR/087/23 FINANCE

It was **RESOLVED** to note the Financial Report, the latest reserve balances and the I&E report. Members **NOTED** that, as shown on the latest I & E report, the expenditure that has been previously approved, but not yet spent has been added to the committed column and some of the budgets are overspent, with two + months left of the financial year – this overspend will be taken from general reserves.

Members **NOTED** that the Repair & Renewals (R&R) balance as at 31.12.22 is £78,031, compared to the balance of £96,134 as at 01.04.22.

Members **RESOLVED** to **RECOMMEND** to the Finance & Administration Committee that the expenditure for projects previously approved, but not completed by 31st March 2023, is earmarked. The following is a list of such projects as at 31st January 2023:

- Works to Hornbeam tree £560.00 'Open Spaces' budget (PR/038/22)
- Playground works £276.00 'Play Area and M/C Maintenance' budget (PR/053/22)
- Street lighting works £550.00 guide price 'Street Lighting – Maint/Supply' budget

In addition – any expenditure approved at this meeting.

As recent works have been carried out to the heating system at NHH, it has been highlighted that the system is quite old. After some discussion, Members **RESOLVED** to **RECOMMEND** to the Finance & Administration Committee to consider earmarking funds for heating upgrade or repairs at NHH for the 24/25 financial year.

PR/088/23 COMPLETED WORKS

(a) Roffey Millennium Hall (RMH) and surrounding area

- i. Oil drum removed from lift motor room
- ii. Disabled access system on front door (approved for CIL funding)
- iii. Repairs to partition wall
- iv. Lights repaired in Chichester room
- v. Holes drilled in fire escape to prevent rainwater pooling
- vi. Repair to tap & radiator

(b) North Heath Hall (NHH) and surrounding area

- i. Removal of 3 x bird mouth posts
- ii. Security light repaired
- iii. Isolator valves on heating system & repairs
- iv. System cleaner put through heating system
- v. Lights repaired in nursery
- vi. Lights repaired in room 9
- vii. Kitchen cupboard doors repaired
- viii. Replaced tile in gents' toilets
- ix. Repairs to wire fencing
- x. Kitchen tap repair

(c) Holbrook Tythe Barn (HTB) and surrounding area

- i. Repair to gents' toilets ceiling following leak
- ii. Down pipe gutter repaired
- iii. Fire signs put up
- iv. New pole across bird mouth posts installed
- v. Bathroom fittings removed and new dispensers installed
- vi. Repairs, anti-climb spikes and paint installed on roof of workshop
- vii. Installed Fire 'Dorgards' on doors
- viii. Tap repairs

(d) All buildings

- i. Gutters and drains cleared
- ii. HTB & NHH – High level clean

(e) Play Areas

- i. Birches - New bin installed

(f) Multi-Courts

- i. Maintenance visit
- ii. Annual drain check

(g) Tree Work

- i. Tree works within 3 & 6 months, recommended following Tree Inspection Survey
- ii. Earles Meadow Veteran Oak Tree crack assessment

(h) Open Spaces

None

(i) **Bus Shelters**

None

(j) **Allotments**

None

(k) **Streetlights**

- i. 2 x lights near NHH carpark repaired

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

PR/089/23 ON-GOING AND PLANNED WORKS

(a) **Roffey Millennium Hall and surrounding area**

- i. **NEW** - Tap repairs
ii. **NEW** – Annual lightning protection test
iii. **NEW** _ Valve on radiator in hallway

(b) **North Heath Hall**

- i. **NEW** - Access hatches to be installed to access heating pipes
ii. **NEW** - Isolator valves on taps & tap repairs

(c) **Holbrook Tythe Barn and surrounding area**

- i. **NEW** - Fire Risk Assessment works to be completed

(d) **Play Areas**

None

(e) **Multi-Courts**

None

(f) **Tree Work**

- i. **NEW** - Tree works within 1 year, recommended following Tree Inspection Survey
ii. Hornbeam Tree at Cherry Tree Walk to be cut back – waiting on TPO decision

(g) **Open Spaces**

None

(h) **Bus shelters**

None

(i) **Allotments**

None

(j) **Streetlights**

- i. Recommended works following electrical testing – guide price of £550.00 + vat.

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

PR/090/23 EARLES MEADOW

Firstly, the Committee wanted to thank the volunteers at Earles Meadow for all the work they do.

Members **NOTED** the Earles Meadow Conservation Group (EMCG) Action Plan for 2023. (Appendix B) and requested that the Local Nature Reserve Designation item on the action plan is discussed at the next Property meeting. The Deputy Clerk will gather the relevant information ahead of the meeting.

Members **NOTED** the EMCG's reply regarding the damming of the stream and **AGREED** that it did not need reporting to the Environment Agency.

The EMCG requested the Property Committee to consider cutting two tree trunks that have fallen across the stream, which should remove or ease the problem to damming or diverting the stream. A quotation has been received from our usual Tree Surgeon totalling £120.00.

Members **RESOLVED** to **APPROVE** the cutting of the two tree trunks, to be funded from the 'Open Spaces' budget.

Members **NOTED** the correspondence regarding the 15 trees the EMCG were given to plant and **RESOLVED** to **AGREE** to the planting proposals.

Members **NOTED** Oak tree crack report (Appendix C).

PR/091/23 RATIFY EXPENDITURE FOR URGENT WORKS

Members were requested to ratify the following expenditure for urgent works already carried out (The Chairman of the Committee was consulted before proceeding with the works):

- i. Up to £2963.00 + vat for heating repair works (Builder costs still to be confirmed) at NHH, to be funded from the 'Repair & Renewals' earmarked reserve (EMR).
- ii. £376.00 for repair to workshop roof at Holbrook Tythe Barn (HTB) and attaching anti - climb spikes and paint, plus approx. £65.00 for signage and installation to be funded from the 'Repair & Renewals' EMR.

Members **RATIFIED** the expenditure as described above.

PR/092/23 AMBERLEY CLOSE PLAY AREA

The spinner at Amberley Close play area was identified as needing repairs during the ROSPA inspection, however when on site it was found that the spinner could not be repaired.

Members were asked to consider if a replacement spinner, should be installed, totalling £3697.65 + vat, to be funded from the 'Repair & Renewals' EMR or take away the broken spinner at a cost of £160.00, to be funded from the 'Play Area and M/C Maintenance' budget and leave that area empty. Members **NOTED** that funds have been earmarked for a playground upgrade in Amberley Close in 2025.

Members **RESOLVED** to **APPROVE** to take away the broken spinner at a cost of £160.00, to be funded from the 'Play Area and M/C Maintenance' budget and leave that area empty.

PR/093/23 COMMUNITY CLIMATE FUND FOR LED UPGRADE AT HTB

The Community Climate Fund is a grant available to local voluntary and community groups (including Parish Councils) to help groups to take action to reduce carbon emissions and reduce consumption of energy in their local communities. The next application dates are from 3rd April 2023 – 12 May 2023.

There are three levels of funding; up to £5000 requires equal match funding. A quotation, from our usual Electrician, to upgrade all existing lighting to LED at HTB has been received, totalling £4152.20 (£2472.20 is vatable). This would mean that the Parish Council would have to match fund £2076.10, to be funded from the 23/24 'Maintenance – Electrical' budget. Members were asked to consider this.

Members **RESOLVED** to **APPROVE** applying for the Community Climate Fund and upgrading all existing lighting to LED at HTB, with a match funding total at approx. £2076.00, to be funded from the 23/24 'Maintenance – Electrical' budget.

PR/094/23 PLAY AREA WORKS

During a recent play area inspection, the Facilities Officer noted that there is quite a substantial amount of mould and mildew gathering on the play area surfaces and equipment. Therefore, a quotation has been obtained from our ground maintenance contractors to pressure wash all play areas in early Spring, totalling £354.55 + vat, to be funded from the 23/24 'Play Area & M Crts Maintenance' budget. Members were asked to consider this.

Members **RESOLVED** to **APPROVE** pressure washing all play areas in early Spring, totalling £354.55 + vat, to be funded from the 23/24 'Play Area & M Crts Maintenance' budget.

PR/095/23 ADDITIONAL WIRELESS POINT IN AMBERLEY ROOM AT RMH

The wi-fi in Amberley room at RMH is either very sporadic or not available at all. Hirers hold meetings in there and require wi-fi. On a few occasions, an alternative room has had to be offered. An additional wireless point would provide a strong wi-fi signal in that room.

Members were asked to consider an additional wireless point in Amberley room at RMH, totalling £275.25 + vat, to be funded from the 23/24 'Roffey Hall Equipment' budget.

Members **RESOLVED** to **APPROVE** an additional wireless point in Amberley room at RMH, totalling £275.25 + vat, to be funded from the 23/24 'Roffey Hall Equipment' budget.

PR/096/23 WISH LIST – ALL BUILDINGS

An audit of each building has been carried out and a wish list of required items has been compiled, as shown on Appendix D. Items with an available budget have been included along with items that should be in place or would have a future cost benefit. The Deputy Clerk updated the Committee with the confirmed installation costs for works at HTB & NHH.

Members were requested to consider the items on the wish list and, if acceptable, approve the expenditure and allocation of funds as stated, subject to the available budgets as at 31.03.23.

After some discussion, Members **RESOLVED** to **APPROVE** all the works on the list with the suggested budget allocation but **AGREED** that all works should be carried out as soon as possible and any budget overspends will be funded from general reserves.

PR/097/23 BARTHOLOMEW ROAD BUS SHELTER

Over time, three lower panels in the Bartholomew Road bus shelter have been deliberately damaged by persons unknown. The Parish Office received a request from a resident asking the Parish Council to consider replacing the panels as it made the area look unsightly, especially with the addition of graffiti (which has now been removed). Historically this has been a reoccurring problem with this bus shelter.

A quotation has been received from a local supplier to install 3 clear safety glass panels at a cost of £481.25 + vat. Members are asked to consider this quotation and, if agreed, would be funded from the balance of the 'Bus Shelter Repairs' budget and the remainder being funded from the 'Repair & Renewals' EMR.

After some discussion, Members **REJECTED** this request to replace the panels.

PR/098/23 WALL DIVIDING RAILS AT NHH

There is a wall dividing rail at HTB, which means that the wall above the rail only needs painting every ten years in comparison to every three to four years for the wall below the rail, making a considerable saving on the decorating costs. It also reduces the need to hire a Skyjack scissor lift at approx. £450.00 + vat for one week.

Officers requested the Committee to consider installing the same at NHH, around rooms 1 and 4 (the hall) and the foyer, where possible (the foyer walls are uneven and small gaps would need to be filled). A quotation has been received from our usual contractor, which includes supplying, fitting and painting the rails, totalling £1550.00 to be funded from the 'Internal Redecorations' budget.

Members **RESOLVED** to **APPROVE** installing wall dividing rails at NHH, totalling £1550.00 to be funded from the 'Internal Redecorations' budget.

PR/099/23 CROCKERY ITEMS

The Facilities Officer has conducted an audit of all crockery items across all three buildings. A shortfall list has been compiled and items totalling £355.58 + vat are required. As there is no budget for these items, they would need to be funded from the 'Repair & Renewals' EMR. Members were requested to consider this purchase.

Members **RESOLVED** to **APPROVE** purchasing crockery items needed across all buildings, totalling £355.58 + vat, to be funded from the 'Repair & Renewals' EMR.

PR/100/23 FLOOR MACHINE AT NHH

The floor machine at NHH yet again needs repairing, including a new motor. New motors were required in October 2021 and March 2022, at a total cost of £379.80 + vat.

Members were asked to consider either repairing the existing machine, totalling £445.02 + vat to be funded from the 'Cleaning Materials' budget or purchasing a new one, totalling £1769.66 + vat to be funded from the 'Repair & Renewals' EMR.

Members noted that the machine was very old, but would like to enquire if there are any warranties with the previous two motors that have been purchased within a short amount of time, the Deputy Clerk will find out and report back.

After some discussion, Members **RESOLVED** to **APPROVE** purchasing a new floor machine, totalling £1769.66 + vat to be funded from the 'Repair & Renewals' EMR.

PR/101/23 REQUEST TO HOLD A GATHERING ON AMBERLEY OPEN SPACE TO CELEBRATE KING CHARLES III'S CORONATION

Members received an application form and risk assessment from a resident requesting to hold a gathering on Amberley open space on Sunday 7th May 2023.

The same resident requested similar for the Queen's Jubilee; min no. PR/168/22 refers.

Members **RESOLVED** to **APPROVE** this request subject to conditions in the Open Spaces Policy being adhered to.

PR/102/23 EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion items relate to possible legal disputes and contractual tenders.

PR/103/23 INSURANCE CLAIM

Members **NOTED** the update.

PR/104/23 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 6th April 2023.

There being no other business, the Chairman closed the meeting at 8.25pm

..... Chairman Date