



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 6TH APRIL 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 2 members of the public (part of the meeting – left after min. no. PR/113/23)

PR/105/23 PUBLIC FORUM

The Chairman welcomed one 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 7.30pm

Meeting reconvened at 7.39pm

PR/106/23 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllr Mrs K Burgess after the meeting and no apologies for absence were received from Cllrs Davidson & Torn.

PR/107/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/108/23 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th February 2023 were **AGREED** as being a correct record and were signed by the Chairman.

PR/109/23 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Announcements - For information and noting only.

Forest School Site at Earles Meadow

The Forest School Leader commented that the Tree Surgeon has done a really good job at the Forest School site (following on from the Arboricultural Survey). He went on to advise the following:

Where the trees have come down there is a now a gap in the hedge that surrounds our area. I have temporally blocked this with some of the logs. Once the plants grow back, I'll be able to remove them. I thought I might be able to leave the gap, but unfortunately this morning we were visited by an unwelcome dog off its lead. We need to have some kind of barrier to ensure the safety of our children.

Bartholomew Road Bus Shelter

The Deputy Clerk advised the resident, who requested the missing panels to be replaced, that the Committee had rejected the request to replace them. The resident replied as follows:

I can understand why what with budget constraints, but why provide the shelter in the first place if not prepared to maintain it.

I am sure this will be a disappointment to some residents, many of which are elderly. It will now become a deteriorating eyesore, with increasing graffiti and in time the remaining panes of glass will diminish, making it less of a proper and fit shelter.

In effect we are saying to these vandals go ahead destroy it and the hulk that is left is testament to your work. If this is the policy then welcome to North Horsham.

I would like to take this opportunity of thanking you very much for keeping me in the loop and for all of your assistance in this matter.

If you would please pass my comments on to the Property Committee.

The Deputy Clerk explained, to the resident, that this particularly bus shelter was 'inherited' from either the district or county council.

Earles Meadow – Oak Tree

Although this item is usually under confidential business, emails from NHPC's insurers advised that since their update at the end of January, they have heard nothing further regarding this matter.

Floor Machine at NHH

The Deputy Clerk contacted the supplier of the motors regarding warranties and refunds on the previous replacements and they advised that 'Numatic' only send replacements if it is deemed a warranty issue, no refunds are made. In October 2021, a rag was sucked up causing the motor to break, so this wouldn't have been a warranty issue.

Anti-social Behaviour at the Multi Courts

There has been young people entering the multi courts without permission and they have caused damage to a nearby electric box, which they used to climb up on. We are waiting for the box to be repaired or replaced. Security signs have been installed in the hope of deterring this behaviour.

Pre-school at NHH

The pre-school at North Heath Hall requested to install a small, raised bed kit in the spot to the left of the shed on the rough bed under the tap so they can plant veg and strawberries with the children.

Officers could not see a problem with this and in liaison with the Chairman and Vice – Chairman of the Property Committee, it was agreed to advise them to proceed.

Members **NOTED** the announcements.

PR/110/23 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report.

PR/111/23 COMPLETED WORKS

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

- i. Tap repairs
- ii. Annual lightning protection test
- iii. Valve on radiator in hallway
- iv. Repairs to South Hall door
- v. Front door lock replaced
- vi. Lift inspection
- vii. Replacement proximity switch on lift (£610.52 +vat to be funded from R&R EMR)
- viii. Noticeboard repair
- ix. Call outs to check AHU (£187.50 + vat to be funded from Maintenance – Gas Boiler etc)

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

- i. Isolator valves on taps & tap repairs
- ii. Shelves in 2 x cupboards
- iii. Wall dividing rails installed
- iv. Extractor fans inspected
- v. External light repairs
- vi. Annual stage light check & PAT

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

- i. Fire Risk Assessment works
- ii. Anti climb & no parking signs installed near workshop
- iii. Fence repair in overflow car park

(d) All buildings

- i. Workplace Environmental Assessments
- ii. Legionella Risk Assessments
- iii. Fire extinguisher testing

(e) Play Areas

- i. Pressure washing of all playgrounds
- ii. Repairs to Earles Meadow bin

(f) Multi-Courts

- i. Security signs installed

(g) Tree Work

- i. 2 x tree trunks cut from Earles Meadow stream

(h) Open Spaces

None

(i) Bus Shelters

None

(j) Allotments

None

(k) Streetlights

- i. Recommended works following electrical testing

It was **RESOLVED** to note the completed works and ratify any detailed expenditure.

PR/112/23 ON-GOING AND PLANNED WORKS

(a) Roffey Millennium Hall and surrounding area

- i. **NEW** – Additional wireless point in Amberley room
- ii. **NEW** – Buzzing corridor light
- iii. **NEW** – Courtyard lights not working
- iv. **NEW** – Front of building to be painted
- v. **NEW** – 2 x gutter leak repairs

(b) North Heath Hall

- i. Access hatches to be installed to access heating pipes – booked in for 04.04.23
- ii. **NEW** – additional plug socket in room 9
- iii. **NEW** – Room 15 & 16 outside lights to be repaired
- iv. **NEW** – Broken light fitting in room 16
- v. **NEW** – disabled bars to be fitted on toilet doors

(c) Holbrook Tythe Barn and surrounding area

- i. **NEW** - LED light upgrade – dependent on funding application
- ii. **NEW** – disabled bars to be fitted on toilet doors
- iii. **NEW** – holes need filling in car park

(d) Play Areas

- ii. **NEW** - Take out broken spinner
- iii. **NEW** – Gate adjustments at Amberly & HTB

(e) Multi-Courts

- i. **NEW** - Electrical box repair/replacement

(f) Tree Work

- i. 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

None

It was **RESOLVED** to note the on-going and planned works and ratify any detailed expenditure.

PR/113/23 EARLES MEADOW

- i. In the Earles Meadow Conservation Group (EMCG) Action Plan, noted under min no. PR/090/23, it stated that declaring Earles Meadow as a Local Nature Reserve (LNR) should be considered. Members were asked to note the information contained in Appendix B & C and consider declaring the site as an LNR.

The Deputy Clerk contacted the Parks & Countryside Manager at HDC to ask his advice about declaring Earles Meadow a LNR and he advised that he did not think Earles Meadow was suitable for LNR status.

Members **RESOLVED** to **NOT PROCEED** with declaring Earles Meadow as a LNR, but asked that the management plan could be altered to re-consider in a few years time.

- ii. After the felling of some trees in Earles Meadow, as recommended from the Arboricultural Survey, the EMCG requested that the Tree Surgeon leave some stumps 50-75cm high, instead of felled to ground level, as recommended in the report.

The EMCG sent correspondence and photographs explaining why this was requested, which was emailed to Members with the agenda, and Members were asked to consider this request. After some discussion, Members **RESOLVED** to **APPROVE** this request.

The EMCG also reported that there were tree stumps left at 1.6m high from previous tree works, as shown in photo 11, that have a dead hedge amongst them and people are dumping rubbish within the area. The EMCG would like to remove the dead hedge, remove the rubbish and cut the stumps to ground level. A suggestion of signs was discussed to discourage the leaving of rubbish. Members **RESOLVED** to **APPROVE** for the EMCG to carry out this work and if the rubbish was still an issue, then the EMCG will speak with the Deputy Clerk about signage.

- iii. Members **NOTED** the update from the EMCG regarding the grass seeded area

PR/114/23 S106 FUNDING

At the Finance & Administration meeting held on 16th February 2023, FA/55/23 refers, the Committee agreed that the Property Committee should consider potential sums and projects that could be funded by an application to HDC for S106 funding.

Having looked at the latest S106 unspent funds report, there are funds of £4510.00 for "Holbrook Tythe Barn Indoor Sports".

Officers have looked at potential indoor sports that could be offered to community group hirers as part of their room hire, which could generate additional hirers and have made the following suggestions to purchase, using the available S106 funding (Members noted that the figures include VAT reclaim for HTB at 70%):

Indoor carpet bowls kit - £1104.08
Shove Ha'penny Board - £84.79
15 x folding games tables - £2212.20
'Kurling' game - £388.58
Shuffleboard - £158.99

Total S106 funding to apply for = £3948.64.

If this recommendation is approved by Council, the Deputy Clerk will obtain feedback from regular community hirers and create a feedback survey for local community groups, to support the S106 application.

Members **RESOLVED** to **RECOMMEND** to Council to apply for allocated S106 funds, totalling £3948.64 for indoor sports items at Holbrook Tythe Barn.

PR/115/23 DEFIBRILLATORS FOR HOLBROOK TYTHE BARN (HTB) AND NORTH HEATH HALL (NHH)

Members requested that this item be put on the agenda at the February Property meeting, min no. PR/086/23 refers. There has also been a request from the pre-school at NHH to have a defibrillator installed in the building.

London Hearts is a charity who want to raise awareness of defibrillators and so offer Charity Funding towards the cost of each defibrillator. As they are a charity, they cannot charge for any products supplied, but ask that a minimum amount is donated. They are able to offer a 'Mindray C1A Defibrillator', which comes with an 8 year warranty, and an internal wall bracket for a minimum donation of £775.00 + vat.

So, the total cost for a defibrillator in both buildings will be £1550.00 + vat (this includes the charity funding given) and approx. £60.00 for installation.

It is recommended that CIL funding could be used for this expenditure. Members noted that if they wish to recommend this expenditure to the CIL Working Party, the amount currently available, after previously agreed expenditure has been deducted, is approx. £8,000.

Members noted that there would be future maintenance costs of approx. £240.00 for the battery, to be changed after 5 years and approx. £47.00 for the pads, which needs changing after a 3 year expiry date or after each use.

Members **RESOLVED** to **RECOMMEND** to the CIL Working Party to use CIL funding for the installation of 2 x defibrillators inside HTB & NHH, totalling £1550.00 + vat and approx. £60.00 for installation, noting the future maintenance costs, to be funded by the Parish Council budget. If the recommendation is agreed, Members would like the Deputy Clerk to check if indoor defibrillators still need to be registered with the relevant service.

PR/116/23 SERVICING OF AUTOMATIC DOOR SYSTEM AT ROFFEY MILLENNIUM HALL (RMH)

Members received a quotation for the six monthly servicing of the automatic door system, at RMH, from the installers of the system for £330.00 + vat per annum.

Members **RESOLVED** to **APPROVE** six monthly servicing of the automatic door system, totalling £330.00 + vat per annum, to be funded from the 23/24 'Maintenance – Electrical' budget.

PR/117/23 PARKING SPACE AT HTB

A local school want to run a transport service for a number of families living to the east of Horsham with the aim to get more cars off the road and help working parents and they have requested to hire a parking space to park their minibus at

HTB overnight from Sunday to Thursday during term time only. They would enter and leave the car park twice in 24 hours, which would mean unlocking the height barrier each time.

After discussion, Officers recommend that a hire charge of £25.00 for five nights is charged, along with the cost of cutting a key for the height barrier, which the school would be responsible for and given back once the agreement ends. They would also be requested to supply their own cone to keep a space allocated for their use.

Individual terms and conditions would be written up for the school to sign, to include that North Horsham Parish Council accept no liability for any damage to their vehicle, whilst on Parish Council land.

Members **RESOLVED** to **APPROVE** this request, providing an agreement, as detailed, is signed and that a copy of the school's public liability certificate is received.

PR/118/23 AIR HANDLING UNIT (AHU) AT RMH

The air handling units in the halls at RMH are meant to provide heat, however staff members were not aware that the AHU had a heating element in them because they have not heated the halls for a long time. During Covid they were used to circulate cool air as was recommended. There are over door heaters in each hall, but they just blow hot air downwards in front of the door and are not effective in heating the halls. Over last Winter, complaints from hirers have been made as to how cold the halls are and so portable convector heaters were placed in there during hire periods.

The following was recently received from our heating engineers, when enquiries were made, explaining how AHU's work:

The air handling unit on the roof provides most of the heat to the two main halls.

The unit has two large fans within it one for the supply one for the extract.

The supply fan draws the air from outside which goes through air filters & then through a heater battery to warm the air to then heat the halls.

The extract fan then returns the air back to the air handling unit some gets mixed with the fresh air being drawn in & re heated & some gets exhausted away.

This is normally around 10-20% exhausted 90-80% re heated.

The summer months will do the same, but without the heating so will just give ambient air movement within the halls.

The heating engineers came to look at the AHU to investigate what the issue was and they found that the valves weren't opening when the AHU was switched on, due to a fault with the controls/control panel. As a temporary measure they manually opened the valves to heat the halls, however this has not worked and so investigative works are required to the dampers in the duct work, requiring two engineers and use of a tower for a full working day, totalling £630.00 + vat, which, if agreed, would be funded from the 'Repair & Renewals' EMR.

During the original investigative works, the heating engineers also recommended that a specialist control assessor investigates the controls/control panel to ascertain the fault/s and recommend works required. Members noted that the current controller is obsolete, so if it needs upgrading the cost would be in the range of

£10,000 - £15,000.

Members received a quotation for investigative work to the controls/control panel, totalling £566.00 + vat, which, if agreed, would be funded from the 'Repair & Renewals' EMR.

Members noted that before knowing that the AHU was meant to heat the halls, the Deputy Clerk obtained quotations for heating in the halls, with a view to applying for S106 funding, and the quotations ranged from £6820.00 to £15,395.10 (as recommended by each company, not like for like).

After much discussion, Members **RESOLVED** to **NOT PROCEED** with the investigative work quotations. Members would like to consider a new heating system, with a view to applying for S106 funding. The Deputy Clerk will gather all information and quotations for consideration for the next Property meeting in June.

PR/119/23 REFURBISHMENT OF THE DOWNSTAIRS WASHROOMS AT NHH

At the Property meeting on 08.09.22, min no. PR/049/22 refers, the Committee agreed to earmark £15,000 for this project in 2023/24.

After trying to obtain numerous quotations for this work, contractors have advised that before any works can take place a structural engineer would be needed to check if one of the walls is a load bearing wall and if it is, a building regulation application would need to be submitted to HDC. Before a structural engineer is appointed, they will require existing floor plans and proposed new layout/s floor plans.

Correspondence and a quotation has been received, sent to Members via email with the agenda. The quotation totals £1320.00 + vat (+ minor printing, postage & travel expenses) and a possible building regulation application and site checking fee of £375.00 + vat. Members were asked to consider this quotation, which, if agreed, would be funded from the earmarked funds.

Members **RESOLVED** to **APPROVE** the quotation of £1320.00 + vat (+ minor printing, postage & travel expenses) and a possible building regulation application and site checking fee of £375.00 + vat, to be funded from the earmarked funds.

Members questioned whether an asbestos survey has been carried out at NHH and the other two buildings. The Deputy Clerk will check and report back.

PR/120/23 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 item relates to sensitive commercial matters.

PR/121/23 INCREASED HIRE CHARGES AT NHH

Members received the confidential report and following discussion **AGREED** that the Chairman of the Committee and Deputy Clerk meet with the hirer to discuss their request further.

PR/127/23 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 8th June 2023.

Cllrs. Mrs R Ginn and Smithurst gave their apologies ahead of this meeting. Cllr. Knight may have to send apologies, but would confirm nearer the time.

There being no other business, the Chairman closed the meeting at 8.45pm

..... Chairman Date