

# NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 8<sup>th</sup> June 2023

## COMMITTEE REPORT

---

Note the numbers below refer to the item number on the agenda:

### 3. 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 Committee 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

### 5. 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, Disclosable Pecuniary or Other Registrable 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.

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.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

### 7. Chairman's Announcements - For information and noting only.

#### Updates from Previous Meetings

PR/096/23: The tamperproof thermostats that were part of the wish list items for North Heath Hall (NHH), costing £761.19 + vat and were to be funded from the R&R EMR were not actually needed in the end as the ones quoted were the same ones already installed at the hall. Instead, thermostat covers have been installed, totalling £101.07 + vat and have been allocated to the 'Gas Boiler etc – Maintenance' budget instead, due to the lower cost.

PR/117/23: The local school wanting the parking space at Holbrook Tythe Barn (HTB) have put this on hold for the time being and will let us know when they wish to proceed with this arrangement.

## Earles Meadow - Update

The Earles Meadow Conservation Group (EMCG) have sent the following updates:

28.4.23:

*We have removed most of the tipped garden refuse and previous dead hedge, just leaving a small mound to protect some frogs that were seen. The next stage will be to reduce the stumps in this spot, which we plan to do in the next couple of weeks.*

*Having taken some advice from the Wilder Horsham District group I believe I am able to progress with a draft of the revision of the Earles Meadow Action Plan. I have no idea how long this may take but I will keep you advised. If there is going to be any cost involved it should be able to be absorbed within this year's EMCG budget.*

11.05.23:

*Thank you for today's efforts from everyone in:*

*clearing and making adjustments to the grill plus carrying out some more removal of silt;*

*looking at diverting all of the water from the other nearby surface water culvert to the main stream within the site;*

*clearing the Dock and other greenery from either side of the grassed area between the meadows;*

*clearing bramble, nettles and long grass from around the seat and bench in the meadows;*

*tidying up poles and logs from the woodland.*

*This is the second week of catching up with a number of necessary small maintenance works after a long period of tackling bigger and "heavier" projects.*

*We are well into the growing season and hopefully the site will start drying out. So routinely cutting and maintaining the pathways become a priority together with tree and hedge planting and continuing our wildflower, butterfly and invertebrate surveys and record keeping.*

*Interspersed with all of this we will still have to deal with any unforeseen situations plus initiate some new projects.*

*Hopefully within the next few months we can complete the revision of the Management Plan and our Website. So once these admin. tasks are done, we can start a much needed recruitment campaign to build up a volunteer labour force.*

## WSCC Letter – Survey of routes for Ash dieback

A letter from WSCC has been received advising that they will be surveying the following routes for Ash dieback this summer:

A24 Horsham bypass A24 Ashington to Buckbarn A272 Cowfold to Haywards Heath B2146 Partial B2141 Partial A286 Midhurst to Chichester A283 Washington to Petworth A264 to M23 East Grinstead A22 Small section	A264 Five Oaks to Broadbridge Heath B2028 Lindfield to Turners Hill B2036 Balcombe (partially inspected) A281 Horsham to Pyecombe B2139 Houghton to Storrington A29 Rudgwick to Houghton A273 Pyecombe to Burgess Hill B2133 – Ashington to Adversane Crossroad
--	--

Our roadside surveys will identify ash trees that are under the responsibility of WSCC, that are within falling distance of the highway and potentially need removing.

During these surveys we also note the presence of ash trees showing signs and symptoms of ash dieback, which are outside of our responsibility but within falling distance of the highway; We will contact relevant landowners to advise them to have their own specialist carry out a full survey of their trees and identify any removal or remedial work required.

Once the surveys are complete and our works are scheduled, we will be in touch again to keep you informed of dates and plans for works to take place.

## Councillors Tour of Buildings

The Parish Clerk & Deputy Clerk thought it would be a good idea for members of the Property Committee to conduct a tour of each building, so that they can see first-hand some of the issues being brought to this Committee. If any Members are interested in arranging this, please contact the Deputy Clerk.

## Network Rail Drone Flight

A request from Network Rail has been received asking to use Amberley open space as a drone take off site. As this was required before this meeting, the Deputy Clerk emailed the Property Committee asking for Members to advise of any issues with this request. Three members gave permission for this request, on the proviso that this is a one off agreement and not a standing permission. They will need to ask again if they need to use the area another time. Network Rail were advised of this.

## Public Rights of Way (PROW) Annual Parish Report

The list of PROW works undertaken in NHPC area has been received and circulated to all members of the Council.

## **Decision: To note any announcements.**

### **8. Finance**

See Appendix A, & the detailed I & E report circulated via email with the agenda.

## **Decision: To note the Financial Report to 31<sup>st</sup> March 2023.**

### **9. Completed Works**

Members are asked to note the following works and ratify any detailed expenditure that has been completed since the last meeting in April 2023.

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

- (i) Lift service
- (ii) Additional wireless point in Amberley room
- (iii) Front of building painted
- (iv) New soap dispensers installed
- (v) Replacement tiles in ladies toilet

- (vi) Lights replaced in boiler room and office as not working

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

- (i) Partition wall 6 monthly service
- (ii) Access hatches installed to access heating pipes
- (iii) Light fitting repaired in room 16
- (iv) Disable bars fitted on toilet doors
- (v) Thermostat covers installed
- (vi) Small shelf in main Caretaker cupboard installed
- (vii) Replacement water heater for downstairs (£1248.75 + vat, is to be funded from R&R EMR – authorised by the Clerk under delegated authority)
- (viii) Replacement outside tap
- (ix) Leak repaired under sink in ladies toilet

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

- (i) Periodic Electrical Testing
- (ii) Disabled bars fitted on toilet doors
- (iii) Holes filled in car park
- (iv) New soap dispensers installed

**(d) All buildings**

- (i) Annual boiler service
- (ii) Various locks replaced or repaired

**(e) Play Areas**

- (i) Broken spinner taken out
- (ii) Gate adjustments at Amberly & HTB
- (iii) Wet pour splits repaired

**(f) Multi-Courts**

- (i) Electrical box replaced (£877.69, is to be funded from R&R EMR – authorised by the Clerk under delegated authority)

**(g) Tree Work**

- (i) Tree works within 1 year, recommended following Tree Inspection Survey
- (ii) Hornbeam Tree at Cherry Tree Walk cut back

**(h) Open Spaces**

None

**(i) Bus Shelters**

- (i) Decorating as per schedule

**(j) Allotments**

None

**(k) Streetlights**

None

**Decision: To note the completed works and ratify any detailed expenditure.**

**10. On-going Works**

Members are asked to note that the following works are on-going and ratify any detailed expenditure: (**NEW** = since last meeting)

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

- (i) Buzzing corridor light
- (ii) Courtyard lights not working
- (iii) 2 x gutter leak repairs – waiting until gutters cleaned in Jan 2024
- (iv) **NEW** - New thermostat to be looked at as not controlling temperature

- (v) **NEW** - Partition wall door not opening – will wait until next service in October 23

**(b) North Heath Hall**

- (i) Additional plug socket in room 9
- (ii) Room 15 & 16 outside lights to be repaired
- (iii) **NEW** - Yellow hatchings in car park to be re-painted
- (iv) **NEW** – Fan shutter replacements

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

- (i) LED light upgrade – dependent on funding application – now submitted
- (ii) **NEW** - Yellow hatchings in car park to be re-painted

**(d) Play Areas**

None

**(e) Multi-Courts**

None

**(f) Tree Work**

None

**(g) Open Spaces**

None

**(h) All Buildings**

- (i) **NEW** - Decorating as per schedule

**(i) Bus shelters**

None

**(j) Allotments**

None

**(k) Streetlights**

None

**Decision: To note the on-going work and ratify any detailed expenditure.**

**11. Proposed Maintenance Works**

- i. Following the six monthly service of the partition wall at NHH, the following works have been recommended:

*The telescopic expansion panel is not reaching its full potential on distance. Either the internal plate has come adrift or the spring has reached the end of its life. This panel will need to be dropped via a mechanical hoist and stripped down for further investigation. Panel to be re-commissioned after the repair.*

A quotation from the service company has been received, totalling £895.00 + vat, which, if agreed, is to be funded from the 'Repair & Renewals' EMR.

- ii. Room 9 at NHH is being used as a refreshment area for some hirers as they are not able to access the kitchen when the pre-school are using room 4. There is only one double socket in this room and so an extension lead is being used (safely pinned, so not trailing) so that the kettle/urn can be used on the work surface. However, this is not an ideal solution and Officers suggest an additional socket is installed, above the work surface. The Electrician has pointed out that this will not provide any additional power, but it will make it more convenient to use the kettle and urn.

A quotation has been received from our usual Electrician to install an additional socket at a cost of £150.00, which, if agreed, is to be funded from the 'Electrical Maintenance' budget.

- iii. Following a service of the extractor fans at NHH, it was noted that two of the shutters on the fans are broken, they are working, but they look unsightly. The Electrician has recommended that they are replaced and so a quotation has been obtained, totalling £863.90 + vat on the materials, which, if agreed, is to be funded from the 'Electrical Maintenance' budget. Members should note that this would leave approx. £400.00 in this budget for the remainder of the financial year.
- iv. Over the last year, the combination and keyed locks for the multicourt gates have either gone missing or have been damaged and three have needed replacing, costing a total of £73.00. Currently there is a damaged lock, which is still working, but may need replacing soon and a lock has just been found after going missing for a short while.

Officers would like to propose a different locking system, see attached information emailed to Members with the agenda, to be used the next time the combination locks need replacing, which may be more cost effective in the long run.

Members are asked to consider installing coded locks, when needed, onto the two multicourt gates, totalling £476.10 + vat on materials which, if agreed is to be funded from the 'Play Area & M Crts Maintenance' budget.

**Decision: To consider carrying out the following maintenance works:**

- i. **Repairs to the partition wall at NHH, totalling £895.00 + vat, to be funded from the 'Repair & Renewals' EMR.**
- ii. **Install an additional socket in room 9 at NHH, totalling £150.00, to be funded from the 'Electrical Maintenance' budget.**
- iii. **To replace fan shutters at NHH, totalling £863.90 + vat on the materials to be funded from the 'Electrical Maintenance' budget.**
- iv. **To install 2 x coded locks, when needed, onto the multicourt gates, totalling £476.10 + vat on materials to be funded from the 'Play Area & M Crts Maintenance' budget.**

## **12. S106 Funding**

See Appendix B & Information of the heating systems circulated by email with the agenda.

- i. At the last Property meeting, PR/55/23 refers, the Committee wanted to consider a new heating system in the halls at RMH, with a view to applying for S106 funding, as there are S106 monies of £27,096.76 (one with a deadline of August 2024) set aside by Horsham District Council for improvements to RMH.

Members have been sent information on the heating systems recommended by three companies, along with the costs and are asked to consider these quotations and recommend one to Council to apply for allocated S106 funds.

- ii. During the last service of the air conditioning units, it was noted that the air conditioning unit in Chichester room has an ozone-depleting refrigerant, which has been banned in new equipment. So, it has been recommended that a new unit is installed which offers air conditioning and heat. There are two old heaters already in Chichester room, but if a new cooling and heating unit was installed, these would not be required – (they would stay secured to the walls, so as not to damage the wall surface). It is also recommended that the outdoor unit that comes with the indoor unit is moved from its existing position on the roof as this would need moving if roof repairs are ever required.

A quotation has been received for a new, more energy efficient unit, (cooling & heating) totalling £5670.00 + vat and Members are asked to consider recommending to Council to apply for allocated S106 funds. Members should note that a possible price increase of up to 20% is due on materials soon.

**Decision: To consider recommending to Council to apply for allocated S106 funds for the following:**

- i. **The amount agreed by Members, plus any further notified material increases, for a new heating system for both halls at Roffey Millennium Hall (RMH).**
- ii. **£5670.00 + vat, plus any further notified material increases, for a new air conditioning/heating unit in the Chichester room at RMH.**

### **13. Asbestos Survey in all Buildings**

Whilst discussing the washroom refurbishment at NHH at the last meeting, min. no. PR/119/23 refers, Members questioned whether asbestos surveys had previously been carried out in all buildings. After checking Parish Council files, the Deputy Clerk couldn't find any records of previous surveys being carried out.

Having researched the legal requirements for building Managers, the legislation is directed at properties built before 2000 and states that Managers have a duty to manage asbestos. In order to manage asbestos, it has to be known if any exists and where it is, therefore asbestos management surveys have to be carried out. If proposed works are to be carried out, a target specific area will need to be included in the survey, which is slightly more intrusive. The results are then registered for building contractors to consult on.

Two quotations have been obtained as follows:

Company A: For HTB & RMH £350.00 + vat each. For NHH £400.00 including a target specific area where proposed washroom works will be carried out. Includes sample costs and report production. A 10% discount will be given if all three surveys are carried out on the same day. Total cost with 10% discount - £990.00 + vat.

Company B: £880.00 + vat for each building. Includes site time, sample processing and report writing. Total cost - £2640.00 + vat

Members are asked to consider these quotations which, if agreed is to be funded from the 'General Maintenance' budget. Members should note that as this expenditure was not taken into account when agreeing the 'General Maintenance' budget for 23/24, if Members decide to proceed with the surveys, it could result in the 'General Maintenance' budget being exceeded at the end of the financial year and that overspend would be funded from general reserves.

**Decision: To consider carrying out asbestos surveys in all buildings to be funded from the 'General Maintenance' budget.**

**18. Date of next Meeting.**

**Decision: To note the next meeting to be held on Thursday 3<sup>rd</sup> August 2023.**

**Lisa Underwood - Deputy Clerk  
1<sup>st</sup> June 2023**



## 1. Finance Report to show income, expenditure and reserves to 31st March 2023

Period covering 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

### Funding at 31st March 2023

Precept (full year)	349,011
Environmental Grant (full year).	10,677
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
<b>Total</b>	<b>394,565</b>

### Income to 31st March 2023

Cost Centre	Actual income	Annual Budget
Admin	1,860	100
Allotments	983	900
North Heath Hall	64,492	50,000
Holbrook Tythe Barn	36,771	25,000
Multi Court Lettings	21,991	20,000
Roffey Millennium Hall	55,093	57,000
<b>Total</b>	<b>181,190</b>	<b>153,000</b>

### Expenditure to 31st March 2023

Cost Centre	Actual Expenditure	Annual Budget
Admin	51,341	52,670
Grants	5,780	10,000
Burial	7,461	7,460
Personnel	322,782	326,000
Planning, Env, Trans	0	1,500
Allotments	950	1,580
Amenity, Recs and Open Spaces	36,698	52,270
North Heath Hall	25,685	27,207
Holbrook Tythe Barn	19,445	21,830
Roffey Millennium Hall	34,025	37,074
<b>Total</b>	<b>504,167</b>	<b>537,591</b>

### Income

At the end of the year revenue income exceeded the budget for the year by £28,190 or 18% with the only budget not exceeded being that for the Roffey Millennium Hall.

### Expenditure

At the end of the year expenditure was below budget for the year by £33,424 or 6%.

**Reserves**

As at 31st March 2023 remaining funds in General Reserves stood at £272,610.

In addition, there are additional Earmarked Reserves of £232,303. This is a slight increase of £195 from the end of month 11, due to agreed earmarking of £2,546 (Min. FA/54/23 of the Committee Meeting held 16<sup>th</sup> February 2023 refers) offset against further expenditure of £265 for glassware, £1,475 for a repair to a floor cleaning machine and £611 for lift repairs at Roffey Millennium Hall.

Quotations for new heating system at RMH - halls.

	(Company A)	(Company B)	(Company C)
Recommended heating system	Installation & supply of 2 x Fujitsu AOYG36 outdoor inverter energy efficient units with 2 x ASYG36KM wall mounted units	Supply only of 8 x ESP2 radiant cassettes (4 per side) of the halls, equalling a total load of 24W or 104.34A@230v.	Installation & supply of 12 Etherma EEZ heaters (6 per hall)
Cost (excl of VAT)	<b>£13,143*</b>	<b>£6,820*</b>	<b>£15,395.10*</b>
Details as per the quotes (see more detailed information emailed with agenda items)	Will provide heating and cooling to both halls, each hall will have an independent wall mounted controller with two wall units. The engineer who visited advised that to make these units beneficial a false ceiling would need to be installed as the heat and air cooling from these units would rise upwards into the recess where the air handling unit has been installed.	These cassettes emit longwave infra-red radiation that is absorbed via moisture in the air as well as objects & people. These are best used when an area in in consistent use where a warm body of air can be generated and maintained. Installed in ceiling. The main benefits of this style of heater being they provide economic heating without the draughts and noise associated with fan heaters, or the light output associated with shortwave radiant heaters. With RT16 day programmable thermostat paired controllers.	The EEZ radiant infrared ceiling heater has been developed to provide complete as well as additional heat and as protection against the cold drafts of windows in environments such as department stores and assembly halls etc. EEZ radiant heaters give an even pleasant heat and can thus create a wide range of different comfort zones with a directed spot or surface heating. There is a wireless control system giving both on and off site control on smart devices via a free App.
Warranty	5 years parts & labour	None stated	5 years on the heating products
Additional Info	This company was asked to quote as they were on site supplying a quotation for a cooling & heating system in another room at RMH. Quote was obtained on 13.02.23 and only valid until 24.03.23, when there is another price increase due, over the last year the prices have risen by 20%. This therefore needs to be taken into consideration, so price could go to <b>*£15,771.60</b>	Increase on parts will be made, but not advised what percentage. This company are the manufacturers and they only supply to an approved electrical contractor. The Parish Council would then need to use an independent electrician to install the units.	Installation cost/heating system specification will be confirmed following a site survey and before an order can be confirmed. Quote was obtained on 09.02.23 and so they have been advised that there will be an 8% increase on 1st July on the heating products making an additional <b>£672.80, totalling £16,067.90</b>
Additional Costs	£100.00 + vat for annual service	* + Installation costs - awaiting quotation	No servicing required as no moveable parts - it is a static system

Unfortunately, these are not like for like quotes, but it has proved very difficult in obtaining quotations and out of many that were contacted, these were the only companies that provided a recommendation and a quotation. Once Members have decided on which heating system to proceed with, then Officers will attempt to obtain another like for like quotation, ready for the S106 application.

Please note the existing air handling unit would remain in situ as it is integrated into the ceiling, but would not be put into use if new heating was installed.