



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 8TH JUNE 2023 COMMENCING AT 7.30pm

Members: Councillors: Mrs K. Burgess*, J. Davidson (Vice-Chairman), Mrs R. Ginn*, R. Knight (Chairman), T Rickett BEM*, D. Searle, J. Smithurst, S. Torn & R. Turner (arrived during PR/014/23).

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

PR/001/23 TO ELECT A CHAIRMAN

Following nomination by Cllr Searle and being seconded by Cllr Smithurst it was **RESOLVED** that Cllr R Knight be elected as the Committee Chairman.

PR/002/23 TO ELECT A VICE CHAIRMAN

Following nomination by Cllr Knight and being seconded by Cllr Searle it was **RESOLVED** that Cllr J Davidson be elected as the Committee Vice Chairman.

PR/003/23 PUBLIC FORUM

There were no members of the public present.

PR/004/23 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllrs Mrs K Burgess, Mrs R Ginn & T Rickett.

PR/005/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/006/23 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6th April 2023 were **AGREED** as being a correct record and were signed by the Chairman outside of the meeting.

PR/007/23 CHAIRMAN'S ANNOUNCEMENTS

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

Ahead of this update, Members reiterated their thanks for all the work that the Earles Meadow Conservation Group (EMCG) does.

The 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 mainstream 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
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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. *Members thought this was a good idea and would like to include the open spaces as well.*

Members would like the Deputy Clerk to arrange a convenient date with all members of the Property Committee and then extend the invite to the rest of the Council.

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. *An update had been received earlier today advising that Network Rail have arranged proper track access at Littlehaven, so wouldn't need to set the drone off from Amberley open space.*

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.

Members **NOTED** the announcements.

PR/008/23 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report to 31st March 2023.

PR/009/23 COMPLETED WORKS

(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

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

PR/010/23 ON-GOING AND PLANNED WORKS

(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. **Update – the funding application was successful.**
- 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

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

PR/011/23 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.

Members were asked to consider the quotation from the service company, totalling £895.00 + vat.

Members **RESOLVED** to **APPROVE** the quotation of £895.00 + vat, to be funded from the 'Repair & Renewals' EMR. If any further faults are found, Members **AGREED** that the Deputy Clerk can seek further approval from the Chairman & Vice Chairman of the Property Committee.

- 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.

Members were asked to consider a quotation from our usual Electrician to install an additional socket at a cost of £150.00.

Members **RESOLVED** to **APPROVE** the quotation of £150.00, 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. Members noted that this would leave approx. £400.00 in this budget for the remainder of the financial year.

Members considered this quotation and **REJECTED** this recommendation and **AGREED** not to proceed with these works.

- 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 to be used the next time the combination locks need replacing, which may be more cost effective in the long run. Members received information on the suggested locking system.

Members were asked to consider installing coded locks, when needed, onto the two multicourt gates, totalling £476.10 + vat on materials.

Members **RESOLVED** to **APPROVE** the installation of coded locks, when needed, totalling £476.10 + vat on materials, to be funded from the 'Play Area & M Crts Maintenance' budget.

PR/012/23 S106 FUNDING

- i. At the last Property meeting, PR/118/23 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 received information on the heating systems recommended by three companies, along with the costs and were asked to consider these quotations and recommend one to the Council to apply for allocated S106 funds.

After much discussion, looking at all options, a majority of Members **RESOLVED** to **RECOMMEND** to Full Council to apply for allocated S106 funds for the heating system supplied by Company C, totalling, with notified increases, £16,067.90 + vat.

As part of the heating system discussion, Members noted that earmarked reserves are being set aside for a replacement boiler at RMH. Members would like the balance of the S106 funds to be applied for towards the cost of a new boiler. Costs will be obtained and brought back to the next available Property Committee meeting.

- i. 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 the 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 were 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.

Members **REJECTED** to recommend to Council to apply for allocated S106 funds for a new heating and cooling unit in Chichester room.

PR/013/23 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.

Members were asked to consider two quotations, 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 noted that, as this expenditure was not taken into account when agreeing the 'General Maintenance' budget for 23/24, 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.

Members **RESOLVED** to **APPROVE** the quotation from Company A, totalling £990.00 + vat (when carried out on the same day), to be funded from the 'General Maintenance' budget.

PR/014/23 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/015/23 INCREASED HIRE CHARGES AT NHH

Members received the confidential report and **RESOLVED** that no concessions would be applied to the rental increase and suggested a grant be applied for.

PR/016/23 INCREASED HIRE CHARGES AT NHH

Members received the confidential report and **RESOLVED** that no concessions would be applied to the rental increase and suggested a grant be applied for.

PR/017/23 INSURANCE ISSUES

Members **NOTED** the update regarding Earles Meadow – Oak tree.

PR/018/23 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 3rd August 2023.

There being no other business, the Chairman closed the meeting at 8.55pm

..... Chairman Date

