



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 3<sup>rd</sup> AUGUST 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\*.

(\* denotes absence)

**In attendance:** Lisa Underwood - Deputy Clerk

### PR/019/23 PUBLIC FORUM

There were no members of the public present.

### PR/020/23 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllrs T Rickett BEM & R Turner.

No apologies were received from Cllr Mrs R Ginn.

### PR/021/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PR/022/23 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8<sup>th</sup> June 2023 were **AGREED** as being a correct record and were signed by the Chairman outside of the meeting.

### PR/023/23 CHAIRMAN'S ANNOUNCEMENTS

**Chairman's Announcements - For information and noting only.**

#### Updates from Previous Meetings

PR/093/23: Payment of the Community Climate Fund for the LED lighting upgrade has been approved and received, totalling £2076.10.

PR/119/23: Existing drawings and proposed plans have now been received for the NHH washroom refurb. Quotations from a Structural Engineer are now awaiting to continue the next phase of this project. These costs will be reported back to the Property Committee when available. *Members noted there was an additional agenda item relating to this matter.*

#### Earles Meadow - Update

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

26.06.23:

*In case anyone contacts you regarding the kerbside undergrowth alongside the armco barrier at the entrance to the Earles Meadow Road, we will clear and tidy this up, back from the barrier in the next 2/3 weeks, but at the moment it contains several wildflowers. It does not cause any obstruction to sight lines. Better we do it than your contractors.*

*We have now planted 8 trees. I am advised that one of the problems with the newly grass seeded area is that it is in the shade and beneath two Oaks. It is, however, improving slowly but we are preparing a new and more suitable site for the hedging.*

28.06.23:

*Someone has already been roughly cutting back kerbside by the entrance, so I have made a survey of what wildflowers are there and we hope to properly trim back the vegetation tomorrow, weather permitting.*

#### Events on Holbrook Tythe Barn (HTB) open space

Last year, parents from the local primary school held an end of term 'event', minute no. PR/048/22 refers, and the Property Committee asked if the school could advise parents that written permission was required for any future events. A parent got in touch with the Parish Office on 28<sup>th</sup> June 2023 to ask for permission for a similar 'event', to be held on 21<sup>st</sup> July 2023. As there was no Property meeting before this date, this request could not be added to an agenda in time, so Officers discussed the request and agreed that the open space could be used subject to the following conditions:

- *BBQ's are not permitted.*
- *The ice cream van must park on the corner of the overflow car park, nearest to the play park and their serving hatch must face onto the grassed area, so that no customers have to walk across the car park to purchase ice creams. The Caretaker will leave a traffic cone in the corner where the van is to be stationed.*
- *Parents to be advised to avoid parking in the barn car park as the excessive number of cars last year caused an issue for the hirers of the barn and if anyone does park there, parking on the grassed area is strictly prohibited.*
- *As there will be extra people than is usual in the area, the Caretaker will provide a couple of bin bags to clear up any rubbish, so as not to leave the bins overflowing. These can be disposed of in the large bins at the side of the barn. Please ensure that the area is left in a tidy condition.*

#### Insurance Update -Earles Meadow Oak Tree

Although this item is usually under confidential business, there is just a small update to report from NHPC's insurers, who have advised that they have still not heard from the claimant's insurers.

## **PR/024/23 FINANCE**

It was **RESOLVED** to note the Financial Report and the I&E report to 30<sup>th</sup> June 2023.

Members **NOTED** that the stage lights at North Heath Hall were due an annual check and PAT test earlier this year and the total cost for this was £350.00 (a two-man job and requires the tower). Having looked at the previous budget for 'Electrical Equipment Inspection' at NHH, it does not look like this annual check and PAT were previously included in the budget figures. Therefore, this budget is already overspent as at 30.06.23, with further expected expenditure due during the 23/24 financial year. Officers have made a note to include this when proposing the 24/25 budgets.

## **PR/025/23 COMPLETED WORKS**

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

- i. Buzzing corridor light
- ii. Courtyard lights not working
- iii. Fire extinguisher inspection
- iv. Lift service
- v. Automatic door system serviced
- vi. 3 x Hand dryers replaced with towel dispensers
- vii. Repair to courtyard gates

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

- i. Additional plug socket in room 9
- ii. Room 15 & 16 outside lights repaired
- iii. Partition wall repairs
- iv. Repair to water tank downstairs
- v. Installation of centre feed dispensers in toilets & kitchen
- vi. Repair to girl's toilet downstairs
- vii. Repair to men's toilet door

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

- i. Alarm sensor repaired
- ii. Replacement panel to fence
- iii. New goal post installed as other one bent (£342.94 + vat + set up cost (cost TBC) – agreed by email with Cllrs Knight & Davidson, to be funded from the 'Play Area & Multicourt Maintenance' budget)
- iv. Works recommended from EICR (£330.00, to be funded from 'Electrical Maintenance' budget)

### **(d) All buildings**

- i. Decorating as per schedule
- ii. Asbestos surveys

### **(e) Play Areas**

- i. Wet pour repairs
- ii. Spur installed at Amberley to secure wooden trail
- iii. 3 x Bolt covers installed on Burma bridge at Amberley

### **(f) Multi-Courts**

- i. Maintenance Visit

- (g) **Tree Work**
  - i. Veteran oak tree reviewed
- (h) **Open Spaces**
  - i. Shrubs & borders cut back
  - ii. Infill hole in ground at Birches open space
- (i) **Bus Shelters**
  - None
- (j) **Allotments**
  - None
- (k) **Streetlights**
  - None

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

**PR/026/23 ON-GOING AND PLANNED WORKS**

- (a) **Roffey Millennium Hall and surrounding area**
  - i. 2 x gutter leak repairs – waiting until gutters cleaned in Jan 2024
  - ii. New radiator thermostat to be looked at as not controlling temperature
  - iii. **NEW** – 1 x front door to be repaired – booked in as urgent and long lead time (£800.00 + vat, to be funded from R&R EMR)
  - iv. **NEW** – reposition door gear on lift & door panel gaps to be adjusted
  - v. **NEW** – Fire exit door in north hall needs repair as bar bent (it does shut securely, but doesn't always shut properly)
- (b) **North Heath Hall**
  - i. Yellow hatchings in car park to be re-painted
- (c) **Holbrook Tythe Barn and surrounding area**
  - i. LED light upgrade – due to be done in August 2023
  - ii. Yellow hatchings in car park to be re-painted
- (d) **Play Areas**
  - i. **NEW** – Install rubber pads on gate at Amberley
- (e) **Multi-Courts**
  - None
- (f) **Tree Work**
  - None
- (g) **Open Spaces**
  - None
- (h) **All Buildings**
  - i. Fire & intruder alarms to be serviced
- (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/027/23 RECOMMENDED & MAINTENANCE WORKS

- i. Following the quarterly service of the lift at RMH, the following works have been recommended:

*Door gear to be moved back to prevent skate scrapping toe guard/cills and door panel gaps to be adjusted to eliminate gaps.*

Members received a quotation from the service company, totalling £1096.15 + vat, which, if agreed, is to be funded from the 'Repair & Renewals' EMR.

Members were asked to consider the quotation.

Members **RESOLVED** to **APPROVE** the quotation of £1096.15 + vat, to be funded from the 'Repair & Renewals' EMR.

- ii. A ROSPA inspection in all the Parish Council's play areas was carried out in June 23, but the report has not yet been sent. In order to avoid any urgent playground repairs, Members were asked to consider agreeing that the Deputy Clerk can immediately arrange any work identified as urgent in the forthcoming ROSPA Playground Inspection report and report back at the next available meeting.

Members **RESOLVED** to **AGREE** that the Deputy Clerk can immediately arrange any work identified as urgent in the forthcoming ROSPA Playground Inspection report and report back at the next available meeting.

- iii. During a building inspection, the Facilities Officer noted that a large plant at the side of HTB looks dead.

Members received a quotation from our usual contractor to dig out the plant and dispose of it, totalling approx. £200.00 (difficult to ascertain the length of time this will take). If Members agreed to remove this plant, Officers suggest that the Queens Green Canopy tree, that was planted last year, is moved and replanted in it's place as the tree it is currently next to is in danger of encroaching that space. Members received a further quotation from our usual contractor to replant this tree, totalling £50, which includes 2 x bags of chippings.

Members were asked to consider these quotations.

Members **RESOLVED** to **APPROVE** the quotations as detailed, totalling £250.00, to be funded from the 'Open Spaces' budget.

- iv. The hatchings and disabled bays in NHH & HTB car parks are very faded, so Officers would like to recommend that they are repainted – there are 2 hatchings and 3 disabled bays at NHH & 3 hatchings and 2 disabled bays at HTB. There are two options as detailed below:
  - 3 x 'Rocol' 'Easyline' fast drying, hard wearing satin finish aerosol line marking paint, 1 x handheld paint applicator and 1 x disabled parking bay road painting stencil, for £302.30 + vat + £400.00 for our usual contractor to apply, totalling £702.30 + vat on materials, to be funded from the

'General Maintenance' budget for each building.

- To use the same company HDC use with hot, thermoplastic line marking, totalling £2650 + vat, to be funded from the R&R EMR.

Members were asked to consider both options.

Members **RESOLVED** to **APPROVE** the quotation for the 3 x 'Rocol' 'Easyline' fast drying, hard wearing satin finish aerosol line marking paint and 1 x handheld paint applicator, totalling £186.86 + vat for the materials and £400.00 for our usual contractor to apply, to be funded from the 'General Maintenance' budget for each building. Cllr Knight kindly offered his disabled parking bay stencil, so that would not need to be purchased. Members commented that if the paint did not last very long, the other option could be reviewed in the future.

### **PR/028/23 NEW BOILER AT RMH**

At the last Property meeting, minute no. PR/012/23 refers, Members agreed to recommend to Council to use the balance of the S106 funds, allocated to improvements to RMH, for a new boiler at RMH, noting that the deadline for use is August 2024.

Members received a quotation from our heating engineers for a new boiler and their contact to remove the existing York controller and install a new one, totalling £32,012.26 + vat.

When appraising the current boiler system, the heating engineer advised that it probably has 3-5 years use left, but Members **NOTED** that if they wish to use S106 funds, the deadline for use is August 2024. The Service Engineers advised that having one new boiler instead of the two existing ones would be more cost effective. The Deputy Clerk queried whether a new controller was required and was advised that the current York controller controls the whole plant and not just the air handling unit (AHU), it would still function if the AHU was decommissioned. They commented that the York controller is very dated and as mentioned previously, this controller is now obsolete.

Members were asked to consider if a new boiler and controller should be installed at RMH, totalling £32,012.26 + vat, with a recommendation to Council to apply for the remaining allocated S106 funds (after applying for the new heaters in the halls, £11,028.86 remaining) and the balance to be funded from the 'Boiler EMR' (current earmarked reserves are £35,000).

If agreed, Council will then need to consider what the remaining 'Boiler EMR' funds will be earmarked for (£14,016.60). Officers would like to suggest that the money is earmarked for a new water tank at NHH. Recently the water tank was not heating the water heater downstairs as there was a build-up of limescale in the pipes. The Engineer got the water tank working again but reported that this water tank is 30 years old and should only really last about 20 years and so he recommended it is replaced soon.

After much discussion, Members **NOTED** the Committee's previous decision not to proceed with investigative works for the air handling unit (AHU). They also **NOTED** the subsequent recommendation to Council to apply for S106 funding (which was approved by Council – FC/30/23 refers) for new heating in the halls, min no's PR/118/23 & PR/012/23 refers.

However, given that Members have now received the exact cost for a new controller, Members **AGREED** that they would revisit the decision to not carry out the investigative works for the AHU and instructed the Deputy Clerk to arrange the investigative works, in order to be able to get the AHU to heat the halls again, totalling £1190.00 + vat, to be funded from the R&R EMR.

The Deputy Clerk reminded the Committee that the previous decision not to carry out the investigative works was based on previous monies spent trying to repair the AHU and the age of the system. The Deputy Clerk went onto advise that the application requesting S106 funds for the infra-red heating in the halls had been submitted earlier in the day and recommended waiting for HDC's decision on the S106 funding application. Members **DECLINED** this recommendation.

*Subsequent note – It should be noted that S106 funds will not be approved for repair costs.*

Given this discussion and instruction, Members did not go on to discuss and consider a new boiler and controller as per agenda item 10, but this matter will be revisited when the outcome of the investigative work and S106 application are known.

#### **PR/029/23 VETERAN OAK TREE AT EARLES MEADOW**

Members received a recommended physiological tree assessment for the veteran oak tree at Earles Meadow.

Members **NOTED** the report and were asked to consider the recommendations in the report. Members received a quotation for recommendations 1 & 2, totalling approx. £250.00, to be funded from the 'Open Spaces' budget. Recommendation 3 has been diarised to request a further physiological tree assessment.

Members were asked to consider the quotation.

Members **RESOLVED** to **APPROVE** the quotation, totalling £250.00 to be funded from the 'Open Spaces' budget.

#### **PR/030/23 RECYCLING AT RMH**

Sussex Green Living recently presented to the Friendship Group about recycling and it was noted by the Deputy Clerk that RMH has no recycling bin collection despite many items in the refuse collections being recyclable.

As has been sent in previous correspondence to Council Members, one of the aims in HDC's Climate Action Strategy is to get the recycling rate, in the Horsham District, above 55%. Members may wish to support this initiative, so the Deputy Clerk has obtained costs from HDC for recycling for Members to consider, as follows.

The bin is provided free of charge and after discussion with the Facilities Officer, it is suggested that a 360L wheeled bin would be suitable at RMH and could be kept in the courtyard in between fortnightly 'mixed dry' collections. The annual cost for a fortnightly tier 1 collection (0-75kg) would be £189.80, which if agreed would be funded from the 'Refuse Bin Clearance' budget. Members **NOTED** that as this cost has not been budgeted for, there would be a small overspend for the 23/24 budget, which would be funded from general reserves, but these figures would be included in the 24/25 budget.

After consideration, Members **RESOLVED** to **APPROVE** having a recycling bin at RMH with fortnightly 'mixed dry' collections, totalling £189.80/year, to be funded from the 'Refuse Bin Clearance' budget.

#### **PR/031/23 TREE WORK REQUEST**

A resident in Cherrytree Walk has sent the following request regarding a Parish Council owned Beech tree:

*I live in Cherrytree walk, Horsham, RH12 4UJ and have a grassed area in front of the house. Which is amazing but I am slightly getting concerned over the size of a large tree that is outside of my house and neighbours. Whilst we are very lucky to have this here it does appear to be growing and getting nearer to our houses and the last storm really made me think about the tree and what if something happened! A tree on the next row of houses had come down in a storm last year and had to be removed. Whilst I do not wish to temper with nature, I do feel this tree needs a little trim to keep everyone safe.*

Our usual Tree Surgeon was asked to go and assess the tree and he reported as follows:

*I went and looked at the Beech Tree. It is a lovely shape, a perfectly healthy tree, nothing wrong with it at all.*

*We could crown raise it to let more light through for the neighbouring property. Honestly, from the tree's perspective, there is nothing wrong with it.*

*There are a couple of branches growing towards the property, which if I reduce these would make it a lovely shape.*

*To crown rise and reduce the branches would be £260.*

Members were asked to consider this request.

Members **NOTED** the Tree Surgeon report and as per the Parish Council's Tree Policy, tree work is only undertaken if required for health and safety reasons. As this tree is healthy, Members **REJECTED** this request.

#### **PR/032/23 OUTDOOR FITNESS CLASSES AT HTB OPEN SPACE**

A hirer of HTB has sent in the following request:

*I am an existing hirer of tythe barn (You and Roo Fitness on Fridays). I would like to run some outdoor pregnancy fitness classes over the summer once a week on Wednesdays from 6pm-6.45pm, I just wanted to check if I need permission to do this on the grass area next to Tythe Barn Play Area?*



*I will bring my own equipment such as exercise mats and resistance bands. This will be a very small group, at the moment I have 3 people interested and it will only be over the summer. We will be respectful of other park users.*

The user also requires the use of the outside toilet and has confirmed it will be a 6 week course from end August-September.

Members were asked to consider this request.

Members **RESOLVED** to **APPROVE** this request and asked if the Caretaker could monitor if these classes created any extra litter and advise accordingly.

**PR/033/23 REVIEW OF PARISH COUNCIL'S HEALTH & SAFETY RISK ASSESSMENT DOCUMENT**

Members were asked to review and, if acceptable, approve the Health & Safety Risk Assessment document, which was circulated separately by email, with any proposed amendments in red and recommend to Council.

Having reviewed the document, Members **RESOLVED** to **APPROVE** and **RECOMMEND** to Full Council the updated Health & Safety Risk Assessment Document.

**PR/034/23 DATE OF NEXT MEETING**

Members **NOTED** that the next meeting is scheduled to be held on Thursday 14th September 2023.

**PR/035/23 ADDITIONAL AGENDA ITEM - NORTH HEATH HALL WASHROOM REFURBISHMENT**

Members received the existing plans, proposed plans and construction notes, via email, for information. Members also received a quotation for a Structural Engineer to produce the necessary structural calculations and details in order to obtain Building Regulations Approval, totalling £1035.00 + vat, to be funded from the NHH Washroom Refurbishment EMR. The Deputy Clerk advised, at the meeting, of a further £672.00 for the building regulation application fee from HDC.

Members are asked to consider these costs.

Members **NOTED** that this expenditure was not anticipated when the original estimation for this work was put forward to the Committee. The Deputy Clerk advised that it may be prudent for the Committee to review the earmarked funds and expenditure for this project when the quotation from the Plumber is received in case there is a need to identify additional funds.

Members also **NOTED** that the VAT on these costs are likely to take the Parish Council over the Deminimas limit, which will mean that any VAT over £7500.00 cannot be claimed back on costs for NHH & HTB.

Members **RESOLVED** to **APPROVE** instructing a Structural Engineer to produce the necessary structural calculations and details in order to obtain Building Regulations Approval, totalling £1035.00 + vat and £672.00 for the building application fee, to be funded from the NHH Washroom Refurbishment EMR.

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

..... Chairman ..... Date