



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 14TH SEPTEMBER 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

In the absence of the Chairman, the Vice-Chairman Cllr. James Davidson, chaired the meeting.

PR/036/23 PUBLIC FORUM

There were no members of the public present.

PR/037/23 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllrs K Burgess, T Rickett BEM, J. Smithurst & R Turner.

Apologies were received after the meeting from Cllr R Knight.

PR/038/23 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/039/23 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 3rd August 2023 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/040/23 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Announcements - For information and noting only.

Customer Feedback

The Parish Office has received positive feedback from a hirer at Holbrook Tythe Barn (HTB), stating that "Your Caretaker could not have been more helpful" – this has been passed onto Alan, the Caretaker who was on duty at that time.

Feedback was also received from New View Nursery at North Heath Hall (NHH):

Lovely to be back in our freshly decorated rooms this morning, it all looked so lovely and clean, Tom and his helpers have done a great job, please do thank him from us.

Mark has just done a fabulous job too, he has laid fake turf in our muddiest area on the patio, created a lovely little compost area and flower bed, what a wonderful

surprise for us all. I will be sure to thank him but wanted you to know how grateful we are to him too.

Asbestos Surveys

Asbestos surveys have been carried out in all buildings, with a slightly more intrusive one at North Heath Hall (NHH), due to the proposed future works in the downstairs washrooms and no asbestos has been detected in any of the samples taken from each building.

Earles Meadow Update

Earles Meadow Conservation Group (EMCG) sent the following update:

Once again pleased with Ben's cut of the two meadows today.

Even more happy that the infill and grass seeded link between the two meadows stood up well to the passing over of the tractor and trailer. Indentation only around 0.5 cm tyre marks in dampest areas. We have regularly cut and rolled this section. I am suggesting that we keep the hazard warning tape in place over the Winter and if no deterioration of the site then open it up in the Spring 2024. We will in the meantime try additional seeding to the areas under the Oak trees. So I regard this project so far as 85% successful.

The cut referred to above, was left, as usual, in piles, ready for the EMCG to spread. Unfortunately, the grass ignited and the Fire Brigade were called out to put out the fire. The decaying process of the grass does generate heat and whilst it might smoulder, it doesn't usually ignite. The EMCG went and had a look on site and reported as follows:

The cuttings for the Lower Meadow are deposited at the North-east end of the meadow to the right (as you face it) of the "Britten Seat". For the Upper Meadow the deposit is at the South-eastern end alongside the boundary to the railway line.

The deposit that involved the Fire Brigade was in the Lower meadow. The top has been raked down and the pile wetted, I assume by the Brigade.

I have checked the Upper Meadow and there is no pile above 1.25m

From my inspection I do not believe there to be cause for concern and I will email you a further, more detailed report, shortly with photographs.

We have never previously had a problem but, following the cut, and as a precaution we do spread out the piles in the Upper Meadow in view of its proximity to the railway line.

In addition, all of these piles rot down in the course of a year to under 50 cm. and are used around the site.

Additional Chairman's Announcement

Cllr. Searle reported the following on 7th September 2023:

This morning the dust cart got caught up in the PC trees in Earles Meadow opposite my house. One of the men climbed on top of the vehicle to free the

mechanism. We may get a letter from HDC about the incident. Members commented that these trees and the ones on the approach to Earles Meadow were very overgrown and questioned the Parish Council's responsibility for getting these trees cut back. Members would like a quotation to cut these trees back, to be added to the December Property agenda. The Deputy Clerk questioned if the trees approaching Earles Meadow were the Parish Council's and it was thought that they are, the Deputy Clerk will double check the files before obtaining quotations.

Members **NOTED** the announcements.

PR/041/23 FINANCE

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

Members considered the proposed property budget and suggested funds to be allocated to the Earmarked Reserves for 2024/25 and **RESOLVED** to **RECOMMEND** them to the Finance & Administration Committee.

Members also considered the proposed hire charge increases, which included a proposed party package for HTB. Members **RESOLVED** to **RECOMMEND** the 5% (rounded to 50p) figures to the Finance & Administration Committee. Members would like a comparison of the room performance report from 2019/20 from 1st April so the Finance & Administration Committee can use these figures for their considerations.

PR/042/23 COMPLETED WORKS

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

- i. 1 x front door repaired
- ii. Fire doors in halls & back gates repaired
- iii. Toilet seat replaced in ladies toilet
- iv. Corridor & outside lights replaced
- v. Tiles in ladies toilet re-attached

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

- i. New dispensers installed

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

- i. LED light upgrade
- ii. Dead plant taken out & Queen's Green Canopy tree replanted in its place

(d) All buildings

- i. Fire & intruder alarms serviced
- ii. Workplace Environmental Assessments

(e) Play Areas

- i. Birches - Padlock on field gate repaired
- ii. Birches – Field and entrance gate repaired

(f) Multi-Courts

None

(g) Tree Work

None

(h) Open Spaces

- None
- (i) **Bus Shelters**
None
- (j) **Allotments**
None
- (k) **Streetlights**
None

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

PR/043/23 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. Reposition door gear on lift & door panel gaps to be adjusted
 - iv. **NEW** – Air conditioning service
 - v. **NEW** – Light in corridor not working
 - vi. **NEW** - Blind cord & fittings to be refitted in Nth hall
- (b) **North Heath Hall**
 - i. Yellow hatchings in car park to be re-painted
- (c) **Holbrook Tythe Barn and surrounding area**
 - i. Yellow hatchings in car park to be re-painted
 - ii. **NEW** - Replacement tap in disabled toilets required – on order
 - iii. **NEW** - Birdmouth posts to be replaced
- (d) **Play Areas**
 - i. Install rubber pads on gate at Amberley
 - ii. **NEW** – Recommended ‘medium’ & ‘low’ ROSPA works
- (e) **Multi-Courts**
 - i. **NEW** – New locking system to be installed
- (f) **Tree Work**
None
- (g) **Open Spaces**
 - i. **NEW** – Annual cut & collect at Earles Meadow
 - ii. **NEW** – Recommended works on Veteran Oak tree
- (h) **All Buildings**
None
- (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/044/23 HEATING AT ROFFEY MILLENNIUM HALL (RMH)

Members received a revised infra-red heating quotation for both halls and running costs circulated by email with the agenda.

Members were reminded at the Property meeting held on 8th June, min no PR/012/23 refers, it was resolved to recommend to Full Council to apply for allocated S106 funds for an infra-red heating system in the two halls at RMH totalling, with notified increases, £16,067.90 + vat. This recommendation incorporated the Committee's previous decision to not undertake investigative work on the Air Handling Unit (AHU), min no PR/118/23 refers. Subsequently, Full Council approved this recommendation and a S106 application has been submitted (outcome pending). Members were also reminded that this decision cannot be reversed within six months without a suitable recommendation to Full Council as per Standing Order 7a.

In addition, as Members felt there was new information available at the last Property meeting, min no. PR/028/23 refers, Members agreed to revisit the previous decision regarding the investigative work, within 6 months of it being made, and instructed the Deputy Clerk to proceed with arranging the investigative works to the AHU.

Due to the short timescales between meetings, the Deputy Clerk did not have time to instruct the investigative works to proceed, and in the meantime, new information, including costings, regarding the heating provision at RMH has been received by Members, as follows:

- The infra-red heating company realised that they had quoted a higher wattage heater, which is not needed for RMH, given its age. They have therefore revised their quotation to £13,957.10 + vat a decrease of £2,239.20 + vat. A revised S106 application has been submitted to HDC.
- Members previously queried what the running costs of the infra-red system are, this information has now been received by Members.
- When our Gas Safe Engineers were asked about the running costs for the AHU, compared to the infra-red heaters, they replied as follows:

No sorry I can't give you an answer for this there are a few things to consider to work it out.

But it does rely on a lot of things to run & the ongoing maintenance.

Electrical running costs:-

Motors within the AHU running.

Dampers within the AHU works (although only 24v)

The pump in the plant room to give it the hot water from the boilers

The boilers

The gas burnt to heat the water

You do need to bear in mind that 20% of the heat then produced will be extracted to atmosphere with the AHU to give the air changes within the hall.

Radiant HTR's (infra - red heaters) only need their electrical power supply & would be a more instant heat rather than bringing the AHU on earlier than

occupancy to heat the space!

Having been instructed to carry out the investigative works, as mentioned previously, the Deputy Clerk wanted to make sure that the boiler and controls that had been presented to Members at the previous Property Meeting, min no. PR/028/23 refers, would be sufficient if the AHU was heating the halls again. Our Gas Safe Engineers advised *“No, the quote was based on the AHU being de-commissioned, so you will need 2no. boilers, so we would have to re-quote for new boilers and a new controller”*.

Revised quotations, if the AHU was re-commissioned, have now been received. As there would be a need for two boilers and a different controller the quote now stands at £38,422.97 + vat, an increase of £6,410.71 + vat.

Members **NOTED** that the current energy efficiency rating for RMH, conducted in 2017, is ‘F’ and typically should be a ‘D’ for that type of building.

With this new information in mind, Members are asked to confirm if they still want the investigative works to the AHU to proceed, at a cost of £1,196.00 + vat to be funded from the R&R EMR.

Members **NOTED** that a separate agenda item will be added to a future Property meeting to consider a new boiler/s and controller, subject to the Committee’s decision on the investigative work to the AHU and the outcome of the S106 application.

The Deputy Clerk went through the costings for the infra red heaters in detail and also reminded Members of the issues with the AHU over the years and the previous points raised regarding both heating provisions.

Members **RESOLVED** to continue to proceed with the investigative works to the AHU at a cost of £1196.00 + vat, to be funded from the R&R EMR and wait for the outcome of the S106 application.

PR/045/23 MAINTENANCE WORKS

Members were advised that the Birdmouth posts around the flowerbed area and the path from the overflow car park at HTB have been damaged.

A quotation for repair and replacement, from our usual contractor, has been received, totalling £776.41.

Members were asked to consider this quotation, which, if agreed, would be funded from the ‘Open Spaces’ budget.

After some discussion, Members **RESOLVED** to remove the Birdmouth posts along the entire length of the flower bed area, keeping the edging board and remove the broken Birdmouth posts from the path area. Costs were not known for the removal of the posts, but the Deputy Clerk would report back at the next meeting.

PR/046/23 ROSPA INSPECTION

Members received the list of remedial works identified from the latest ROSPA Inspection and were asked to consider carrying out the works highlighted in yellow (medium & low).

A quotation for the works, from our usual contractor, has been received, totalling £2122.00, which, if agreed would be funded from the 'Play Area & Multicourt Maintenance' budget.

Members **RESOLVED** to **APPROVE** the quotation, totalling £2122.00 to be funded from the 'Play Area & Multicourt Maintenance' budget.

PR/047/23 REVIEW OF PARISH COUNCIL'S ALLOTMENT RULES

Members were asked to review and, if acceptable, approve the Parish Council's Allotment Rules, 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 Allotment Rules.

PR/048/23 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/049/23 INSURANCE ISSUES

Members **NOTED** the update regarding Earles Meadow – Oak tree and **AGREED** with the recommendation from the insurers.

PR/050/23 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 7th December 2023.

Cllr. R Ginn gave her apologies ahead of this meeting.

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

..... Chairman Date