



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 7<sup>TH</sup> DECEMBER 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, Debbie Lees – Facilities Officer & 1 member of the public (part of the meeting – left after min. no. PR/062/23)

### **PR/051/23 PUBLIC FORUM**

The Chairman welcomed the member of the public and invited them to address the Council. The member of the public gave more detailed information regarding agenda item 5, 12 & the additional agenda item.

**Meeting adjourned at 7.30pm**

**Meeting reconvened at 7.47pm**

### **PR/052/23 APOLOGIES FOR ABSENCE**

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

No apologies were received from Cllr J Smithurst.

### **PR/053/23 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR/054/23 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 14<sup>th</sup> September 2023 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

### **PR/055/23 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 the Caretakers have both been fantastic the whole way through their hire period– this has been passed onto the Caretakers.

Feedback has also been received from a hirer at Roffey Millennium Hall (RMH) stating that the Caretaker was a really big help – this has been passed onto Neil who was on duty at the time.

### Earles Meadow Updates

The Fire Brigade were called out to Earles Meadow at the beginning of September as piles of cuttings from the 'cut and collect' were smoldering and the Fire Brigade doused them with water. In future, the Earles Meadow Conservation Group (EMCG) will enlarge the area where the cuttings are placed to keep the height down.

Volunteers finished tidying up the verge by the armco barrier at the end of September.

The EMCG noted that it was the 10<sup>th</sup> anniversary of the inauguration of 'The Stone' on 16<sup>th</sup> November 2023.

The group planted approx. 57 hedge/tree whips and plants in the Outdoor Classroom (not the Forest School classroom). The mix is Hazel, Dogwood, Hawthorn, Crab Apple and Dog Rose. They have a few left that will be used should any not take or are destroyed.

### S106 Funding Application for Indoor Sports Equipment at HTB

Horsham District Council awarded the Parish Council £3951.96 for purchase of the indoor sports equipment at HTB, which has all been ordered and received.

### Defibrillators for North Heath Hall (NHH) & HTB

At the Council Meeting on 07.09.23, Members agreed to the recommendation from the CIL Working Party to install defibrillators at both Holbrook Tythe Barn and North Heath Hall (Min. FC/58/23 refers). As part of that decision, it was agreed that an application for funding from the Community Automated External Defibrillators Fund be submitted and funding from the CIL reserves only used if the applications were unsuccessful - in whole or in part.

Unfortunately, when the fund opened it became apparent that applications would only be accepted for units that were to be sited in the public domain, available to anyone at all times. Therefore, as the units at HTB and NHH would be inside the buildings, it was not possible to submit a bid. At the Full Council meeting held on 02.11.23, Members queried why the defibrillators were being sited inside and were advised that this was the decision made by the Property Committee.

However, at the same time contact was made by Cala Homes, a developer at Mowbray, offering to install a defibrillator within the Parish. It has therefore been agreed that Cala Homes will fund the installation of a unit at HTB.

As a result, only £775 of CIL funding will now be required for this project rather than the £1,610 originally envisaged.

### Unauthorised Access to RMH Grounds

A group of teenagers forced the rear patio gates at RMH and were seen running up and down the emergency exit stairs, they caused damage by removing the anti-vandal spikes and harassed users of the building by throwing things at the windows. This has been reported online to the Police and our local PCSO. The spikes have been re-attached and the gates have been made more secure.

### Martyn's Law

Members should be aware of Martyn's Law, which is a pending UK wide legislation that will place a requirement on those responsible for certain publicly accessible locations to consider the threat from terrorism and implement appropriate and proportionate mitigation measures. The Clerk and Deputy Clerk have watched the attached link from SLCC and it was suggested that Members may wish to watch it also.

<https://www.youtube.com/watch?v=rSZ69AqsB1k>.

The Property Committee will need to look at this matter more carefully in the new year.

Members **NOTED** the announcements.

### **PR/056/23 FINANCE**

It was **RESOLVED** to note the Financial Report and the I&E report to 31<sup>st</sup> October 2023.

### **PR/057/23 COMPLETED WORKS**

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

- i. New radiator thermostat repaired
- ii. Repositioned door gear on lift & door panel gaps adjusted & service
- iii. Air conditioning service
- iv. Light in corridor repaired
- v. Blind cord & fittings refitted in Nth hall
- vi. Partition wall serviced
- vii. Silent soldier placed
- viii. Back gates repaired to prevent being opened from car park side
- ix. Ceiling tile replaced
- x. Silicone added to light dome and clear roof drains
- xi. Anti-vandal sign repaired

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

- i. Yellow hatchings in car park re-painted – additional paint required, but labour charges less, so additional cost of £82.97 + vat, to be funded from the 'General Maintenance' budget for each building
- ii. Partition wall serviced
- iii. 2 x lights replaced in lobby
- iv. Streetlight in car park repaired
- v. Sink in boys toilet removed as came off the wall – alternative sink can be used
- vi. Drains cleaned out & cctv drainage survey carried out
- vii. Boys toilet door removed as keeps sticking, despite being shaved at bottom several times – door to the washroom area can be closed for privacy – not replacing as refurb in due course
- viii. Parish Council noticeboard installed in lobby
- ix. Boys toilet door shaved as sticking
- x. Several lights replaced

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

- i. Yellow hatchings in car park re-painted – additional paint required, but

labour charges less, so additional cost of £82.97 + vat, to be funded from the 'General Maintenance' budget for each building

- ii. Replacement tap in disabled toilets
- iii. Hedge cut around play area & car park
- iv. Silent soldier placed
- v. Repairs to gents toilet
- vi. New gaskets fitted to boiler
- vii. Replacement lock for height barrier
- viii. Disabled toilet door - fitted handles & taken top bar off
- ix. Manhole cover repaired as loos

**(d) All buildings**

- i. None

**(e) Play Areas**

- i. HTB – Aerial runway inspection – further works required, totalling £611.68 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget.
- ii. Various – grab on slide replaced & climb rope turned
- iii. Birches – filled holes in grassed area

**(f) Multi-Courts**

- i. New locking system installed – additional £150.00 + vat as additional shrouding needed to prevent unauthorised access, to be funded from the 'Play Area & M Crts Maintenance' budget
- ii. Maintenance visit

**(g) Tree Work**

- None

**(h) Open Spaces**

- i. Annual cut & collect at Earles Meadow
- ii. Riverbank inspection

**(i) Bus Shelters**

- None

**(j) Allotments**

- None

**(k) Streetlights**

- None

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

**PR/058/23 ON-GOING AND PLANNED WORKS**

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

- i. **NEW** – middle light on fire escape to be replaced

**(b) North Heath Hall**

- i. **NEW** - Defibrillator to be installed

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

- i. Birdmouth posts to be replaced/repared
- ii. **NEW** – New controller needed for boiler
- iii. **NEW** – Repairs & washers to taps in toilets
- iv. **NEW** - Defibrillator to be installed

- (d) **Play Areas**
  - i. Install rubber pads on gate at Amberley
  - ii. Recommended 'medium' & 'low' ROSPA works – part way through-weather dependent
- (e) **Multi-Courts**  
None
- (f) **Tree Work**  
None
- (g) **Open Spaces**
  - i. 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/059/23 HEATING IN NTH & STH HALLS AT ROFFEY MILLENNIUM HALL (RMH)**

Members were reminded that at the last Property Committee meeting, min no. PR/044/23 refers, 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.

Members were advised that Horsham District Council awarded North Horsham Parish Council the full amount of £13,957.10 for infra-red heating in the halls at RMH. Members noted that the funds are only awarded for a period of 12 months from the date of the confirmation letter, which is 21<sup>st</sup> September 2024 and one section 106 fund has a deadline of August 2024.

The Deputy Clerk instructed our Heating Engineers to conduct the investigative works to the Air Handling Unit (AHU). Half of the investigative works have been carried out to the control system, but the investigative works to the air ducts still needs to be conducted, the Heating Engineers are not able to carry this work out until at least December as they are so busy.

In the meantime, Cllr. Torn sent an email to the Deputy Clerk advising that if the AHU proves to be very expensive to repair/replace or is otherwise undesirable due to noise or other practical issues, could the Committee consider the following universal fan convectors – see link [https://www.plumbnation.co.uk/smiths-caspian-universal-fan-convector-uv-90-185-12341?utm\\_source=organic&utm\\_medium=shoppingfeed&utm\\_campaign=googlebase&gclid=EAlaIQobChMIrWt3-msgQMVspJoCR2cSAclEAQYESABEqKH1\\_D\\_BwE](https://www.plumbnation.co.uk/smiths-caspian-universal-fan-convector-uv-90-185-12341?utm_source=organic&utm_medium=shoppingfeed&utm_campaign=googlebase&gclid=EAlaIQobChMIrWt3-msgQMVspJoCR2cSAclEAQYESABEqKH1_D_BwE)

The cost for 12 of these heaters to be supplied and installed is £25,000.00 + vat. The heating engineers advised the following on their quotation:

*The existing heating pipework for this area is too small to accommodate the 12 no. heaters so a new heating flow & return would be required. These will need to be run back to the main plant room & connect into the existing low loss flow & return header. Also, a new pump for this circuit will need to be installed.*

*A series of new copper pipework & fitting will be run through the ceiling void of the first floor that enter into the two halls. This will then run on the surface at high level & pick up the 12 no. new heaters in each hall.*

*The new pipework will need to be lagged within the ceiling void & within the plant room.*

*The new pump will be connected to come on when the main heating is required, to connect into the BMS (timed controller), which can be done, a further costing would be needed from EMC for the panel modifications and would suggest if this is needed then an additional £2,500.00 should be allowed.*

*Once the heaters & pipework are installed & the system filled & vented and all electrics completed by others the units can be set into operation.*

Members were asked to note that the infra-red heating does not require being connected to the central heating system and will not require servicing as there are no moving parts.

When Members were sent the committee report, Cllr Torn spoke to the Deputy Clerk and suggested that 12 of the universal fan convectors would not be needed and asked if a quotation for 4 (2 in each hall) could be obtained. The Heating Engineers advised that all of the above mentioned pipework would still be required for 4 heaters and the quotation would be £10,000.00 + vat (+ £2,500.00 + vat for controller modifications if required + Electrician installation costs).

The Deputy Clerk has been trying to obtain installation costs from an Electrician, but no-one has been able to conduct a site visit to be able to provide a quotation.

The Deputy Clerk advised that she would recommend that the S106 award is accepted and infra-red heating is installed and advised Members of the following in order to help with their considerations:

- The infra-red heaters could be installed w/c 22.01.24.
- If the fan heaters were installed, consideration would have to be made as to where these are installed as there are lots of children's activities in the halls and these heaters would be hot to touch when on. Bouncy castles are often used in the hall, so this would also need to be considered.
- Whilst obtaining previous heating unit quotations, the engineer advised, that in order to have efficient heating in the halls, if heating convectors were to be used, a false ceiling would be beneficial as heat from convectors rises and will be heating the recess of the ceiling. Infra-red heating is a downward heat and heats people, rather than just the room.

- If the boiler ever stops working, the infra-red heating would still be able to heat the halls.
- The infra-red heating is more adaptable for the different users of the hall and can be switched on to heat the users quickly, catering for the different types of activities. i.e high energy exercise classes and sedentary users.
- We have received complaints recently that the halls are very cold and so there is a risk if efficient heating is not provided, hirers will stop booking and income could be lost.
- Infra-red heating is more environmentally friendly.

The Deputy Clerk then advised that she has spoken with the Manager of Lamberhurst War Memorial Hall who have had the infra-red heating installed. They had the same type of roof space as RMH, which meant their previous heating made their roof space like 'the hot house at Kew Gardens', but their users were left cold and this was why they went for a downward radiant heater system. This means that the heat they are using warms the people in the hall more effectively and they have a lot less heat wasted in heating the roof space.

Before they had the infra-red installed they spoke to Denham Village Hall and their feeling was that the energy costs were comparable with what they were spending with their old gas fired system. They also commented that they have a large saving in carbon emissions.

At this point, the Chairman invited all Members to view the halls, so that they could see for themselves the issues spoken about.

Members were asked to consider the following options for the heating in the Nth & Sth halls at RMH:

- (i) Infra-red heating, totalling £13,957.10, to be funded using the awarded S106 funding.
- (ii) Wait for the investigative works to be completed and obtain costs for recommissioning of the Air Handling Unit.
- (iii) Universal Fan Convactor Heaters totalling £25,000.00 + vat (+ £2,500.00 + vat for controller modifications if required + Electrician installation costs) and identify funding options.

Members voted on the options and with a majority vote **RESOLVED** to accept the awarded S106 funding and install the infra-red heating, totalling £13,957.10.

Members **NOTED** that this proposal with the S106 application recommendation had been received by Full Council previously and approved.

During conversations about this matter with Cllr Davidson, he suggested that if there are concerns about the running costs for the heating in the halls, solar panels could be installed. The Deputy Clerk tried obtaining three quotations for solar panels; one company never replied, one company said they couldn't install on RMH's roof and the last company sent information and a quotation of £25,205.43 + vat, which Members received via email with the agenda.

Members noted that the Community Climate Fund could be applied for again after June 2024, for the sum of £5000.00 towards the cost of solar panels, but no further funding has been identified.

One concern about solar panels is the possibility of vandalism, especially given the recent unauthorised access to the building.

After further discussion, Members felt that this matter should be considered by Full Council, and if agreed Full Council will need to identify funding. Members asked the Deputy Clerk to obtain quotations for NHH & HTB as well. If quotations are received in time, this could be added to the January Full Council agenda.

## **PR/060/23 MAINTENANCE & PROPOSED WORKS**

- (i) At the last Property Committee meeting, min no. PR/045/23 refers, Members resolved to remove the Birdmouth posts along the entire length of the flower bed area, keeping the edging board. However, when asking our usual Contractor to carry out this work, he advised that the edging board would not be secure without the Birdmouth posts and could cause a potential trip hazard and the entire length of the flowerbed does not have an edging board. Therefore, he has requoted for this area only, including replacing 3 x Birdmouth posts that have broken and in addition membrane and mulch around the Queen's Canopy tree. The requote totals £600.00.

The alternative is a sleeper dwarf wall – 1ft high to both beds, totalling £1130.00.

Members considered both options and **RESOLVED** to **APPROVE** the quotation to replace 3 x Birdmouth posts, totalling £600.00, to be funded from the 'Open Spaces' budget.

- (ii) At the last Property Committee meeting, min no. PR/045/23 refers, Members resolved to remove the broken Birdmouth posts from the path area. The Deputy Clerk did not realise that the previous quotation for the replacement posts for the flowerbed and path area also included 3 x posts that need replacing in the overflow car park. So, to clarify, our usual Contractor has separated the quotation to remove the post from the path area and replace 3 x posts in the overflow car park, which totals £270.00.

Members were asked to consider this quotation and **RESOLVED** to **APPROVE** the quotation, totalling £270.00 to be funded from the 'Open Spaces' budget.

- (iii) The noticeboard in Church Road is situated behind a wooden post and to remove and add notices, you have to stand on an incline. Over the years, and very recently, staff members have suffered injuries because of the post and incline and so Officers would like to recommend that this notice board is moved to Parish Council land on the edge of Birches Road open spaces. Our usual contractor can move the noticeboard and has quoted £160.00.

Members were asked to consider this quotation and **RESOLVED** to **APPROVE** the quotation, totalling £160.00 to be funded from the 'Notice Board Maintenance' budget.



- (iv) The play areas at Amberley Close, Birches Road and Holbrook Tythe Barn all have moss/algae on their surfaces, equipment, gates and fences and Members were asked to consider a quotation from our grounds maintenance contractor to clean the play areas with adjustable pressure hoses, totalling £362.95 + vat and adding this work to the yearly maintenance schedule as it needs to be done each year.

Members **RESOLVED to APPROVE** the quotation, totalling £362.95 + vat to be funded from the 'Play Area & M Crts Maintenance' budget and adding this work to the yearly maintenance schedule.

- (i) The indoor sports equipment that was purchased using the S106 funding, for use at HTB, needs to be stored in the cupboards, however the cupboards at HTB have no shelving in them. So, in order to store the equipment safely, along with the games tables and standard tables and chairs, Officers recommend that heavy duty shelving is fitted into the recesses of the cupboards.

Members were asked to consider a quotation from our usual contractor for the materials and labour, totalling £180.00.

Members **RESOLVED to APPROVE** the quotation, totalling £180.00 to be funded from the 'General Maintenance' budget.

#### **PR/061/23 DAMP AT NHH**

Members were made aware of a significant problem with damp in the nursery toilets at North Heath Hall. A damp survey was undertaken as a matter of urgency at a cost of £400 plus VAT, authorised under the Clerk's delegated powers as per FR 4.5 and funded by the R&R Earmarked Reserves. Members have received this report.

The first recommendation from the damp survey was to jet out and clear the underground drains in the area and carry out a CCTV inspection to confirm the condition of the drains. Quotations for this work were obtained and in liaison with the Chairman of the Property Committee, the work was arranged to be carried out with costs totalling £885.00 + vat.

Members **RATIFIED** all associated costs, totalling £1285.00 + vat, to be funded from the R&R EMR.

Members **NOTED** both reports and were asked to consider the recommendations from the CCTV inspection report, with a quotation totalling £1295.00 + vat along with recommendations 2-4 of the damp survey. Members **RESOLVED to APPROVE** the quotation, totalling £1295.00 + vat, to be funded from the R&R EMR and wait until this work has been carried out before deciding on the recommendations 2-4 in the damp survey.

Members noted that a non-intrusive damp reader has been purchased, so that the Facilities Officer can check if the damp readings are lower after any recommended works are carried out. As at 29.11.23, the reading has lowered slightly from the damp survey reading, but has remain the same since.

Members were also asked to consider that the jet out and clearing of the underground drains in the area is added to the regular maintenance schedule to be carried out every two years, which would be approx £885.00 + vat, to be budgeted for in the 2025/26 budget. Members **AGREED** to review this next December, after Officers or Caretakers do a visual check on the drains.

**PR/062/23 TREES AT EARLES MEADOW**

Members recalled that during the Chairman's announcements at the last Property meeting, min no. PR/040/23 refers, Cllr Searle had reported that a dustcart had got caught in Parish Council owned trees opposite his house and Members wanted a quotation to cut these trees back added to the December Property agenda. Members should note that when Horsham District Council were contacted about this incident, they had not received such a report.

A quotation was obtained, from our usual Tree Surgeon, to reduce 2 x Cherry trees by 4m overall and have their crowns raised, totalling £680.00.

Members were asked to consider this quotation and **RESOLVED** to **APPROVE** the quotation, totalling £680.00 to be funded from the 'Open Spaces' budget.

**PR/063/23 REQUEST FROM NEIGHBOURING PROPERTY AT NHH**

A neighbouring property at NHH has been in contact with the Parish Office to ask if an encroaching dead tree and bramble brush can be removed. A quotation has been received from our ground's maintenance contractor, totalling £375.90 + vat.

Members were asked to consider this request and **RESOLVED** to **APPROVE** the quotation, totalling £375.90 + vat, to be funded from the 'Open Spaces' budget.

**PR/064/23 WINTER MAINTENANCE PLAN 2023/24**

Members received and reviewed the updated Winter Maintenance Plan 2023/24 and **NOTED** that the only change is the year.

Members **RESOLVED** to **APPROVE** the Winter Maintenance Plan 2023/24.

District Councillor Emery has been in contact with the Clerk to see whether it would be possible for new grit bins to be installed within the parish. He said these would ideally be filled by WSCC or HDC or by NHP. He would like to see if bins could be installed in: Wagtail Close, Greenfinch Way and Gorrington Brooke. He would also like Councillors to provide details of roads that would benefit from having a grit bin.

The Clerk has responded to the District Councillor as detailed in the Committee Report.

Members **REJECTED** this request for the Parish Council to install additional salt bins and did not have any further roads to suggest.

**PR/065/23 EARLES MEADOW**

Members **NOTED** the Earles Meadow Residents Association Action Plan for 2024.

**PR/066/23 ALLOTMENTS**

Members **NOTED** the current Allotment Site Report.

**PR/067/23 VETERAN OAK TREE AT EARLES MEADOW**

Members **NOTED** the latest survey.

**PR/068/23 HEATING AT HOLBROOK TYTHE BARN**

The boiler at HTB was not working when the heating was turned back on for the Winter and new gaskets were needed. Whilst on site the Heating Engineer commented that there was a fault with the PC board as the boiler keeps needing to be re-set. A quotation was obtained from our usual heating engineers for a new PC board, totalling £419.42 + vat.

The heating engineer also stated on his report that this boiler is 15-16 years old and a more efficient boiler may be more cost effective, so a quotation was sent for a new boiler, totalling £2500.00 + vat.

Members were asked to consider these two options. As there was an equality of votes made for each option, the Chairman exercised his casting vote and it was **RESOLVED** to **APPROVE** the quotation for the PC board, totalling £419.42 + vat, to be funded from the R&R EMR.

**PR/069/23 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/070/23 INSURANCE ISSUES**

Members **NOTED** the comments from our insurer and **RESOLVED** to **AGREE** with their recommendations.

Members **RESOLVED** to **APPROVE** delegation to the Clerk, in liaison with the Chairman and Vice Chairman of the Committee, as per the confidential report.

**PR/071/23 DATE OF NEXT MEETING**

Members **NOTED** that the next meeting is scheduled to be held on Thursday 8th February 2024.

**PR/072/23 ADDITIONAL AGENDA ITEM - EARLES MEADOW 1<sup>ST</sup> HARWOOD GUIDES DISPENSATION REQUEST**

The Guide Leader of the 1<sup>st</sup> Harwood Guides has requested to hold an evening in the Outdoor Classroom area at Earles Meadow Open Space on 15<sup>th</sup> January 2024, which involves lighting camp fires. They requested the same in 2017, which was approved by the Property Committee with the following conditions: (PR/042/17 refers)

- The Guides deliver a letter to all houses on the Earles Meadow estate informing householders of the event and explaining that a special dispensation has been granted. Also, to remind householders that fires of any description are not permitted on Parish Council owned land, as per the Open Spaces Policy.
- The Fire Brigade and Sussex Police are informed about the event.

The Earles Meadow Conservation Group (EMCG) have advised that they would be happy with this event and they would have a couple of members present to ensure that the fires are fully extinguished before they leave.

The EMCG have also suggested that they can put a message on the dedicated Earles Meadow Facebook page about the dispensation instead of the guides delivering letters to all houses on Earles Meadow estate.

Members were asked to consider these requests.

Members **RESOLVED** to **APPROVE** the request to hold an evening in the Outdoor Classroom area at Earles Meadow Open Space on 15<sup>th</sup> January 2024 with the same conditions as previously to include the delivering of letters to all houses in addition to putting a message on the dedicated Earles Meadow Facebook page.

There being no other business, the Chairman closed the meeting at 9.02pm.

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