



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 8<sup>TH</sup> FEBRUARY 2024 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 & 1 member of the public (part of meeting, left after min no. PR/081/24)

### **PR/073/24 PUBLIC FORUM**

There were no members of the public wishing to speak.

### **PR/074/24 APOLOGIES FOR ABSENCE**

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

No apologies were received from Cllrs Mrs R Ginn and J Smithurst.

### **PR/075/24 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **PR/076/24 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7<sup>th</sup> December 2023 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

### **PR/077/24 CHAIRMAN'S ANNOUNCEMENTS**

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

New Initiative for Small Business Growth – Shared Premises Scheme

Horsham District Council (HDC) is offering a new revenue stream to Parish Council (PC) partners with capacity to offer their kitchens in community spaces with selected small food businesses currently operating from their home. HDC are asking PC's to register their interest.

The Committee would like to discuss this further at the April Property meeting.

#### Resident Request

A resident in Birches Rd asked the Parish Clerk if they could have a skip outside their property, which would mean on the open space near Birches Rd play park. In liaison with the Chairman & Vice Chairman of the Property Committee, the Clerk did not grant this permission, due to the damage that may be caused to the ground and the lack of access for a vehicle to drop off a skip.

The resident was advised that they could apply to WSCC for a license to place a skip on the road.

#### Earles Meadow 1<sup>st</sup> Harwood Guides Dispensation Request

At the Property meeting on 7<sup>th</sup> December, minute no PR/072/23 refers, Members approved the Guides request to hold an evening in the Outdoor Classroom area at Earles Meadow on 15.01.24. However, as the weather was so cold, they have postponed the evening until March-date to be confirmed. They have been advised that the same conditions stated will still apply.

Members **NOTED** the announcements.

#### **PR/078/24 FINANCE**

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

Members **RESOLVED** to recommend to the Finance & Administration Committee that the expenditure for projects previously approved, but not completed by 31<sup>st</sup> March 2024, is earmarked. The following is a list of such projects as at 22<sup>nd</sup> January 2024:

- ROSPA Works £1274.05 – ‘Play Area & M Crts Maint’ budget.
- Pressure Washing of Playgrounds £362.95 – ‘Play Area & M Crts Maint’ budget.
- Tree works (including insurance claim) £3540.00 – ‘Open Spaces’ budget.
- Periodic Electrical Testing (RMH) £2150.00 – ‘Elect. Eqp Insp’ budget.

(In addition – any expenditure approved at this meeting).

#### **PR/079/24 COMPLETED WORKS**

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

- i. Silent soldier taken down
- ii. Lift service
- iii. Automatic doors serviced
- iv. Infra-red heating in halls installed
- v. Several lights repaired/replaced (inside & out)
- vi. New motor for floor machine
- vii. Re-attached spikes & anti-vandal paint to blue flashing at back of building

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

- i. Boys toilet door put back on
- ii. Defibrillator installed
- iii. New light fitting in rm 3
- iv. Repair light in rm 9 & men’s toilet
- v. Additional drainage works carried out – all left in good condition

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

- i. Silent soldier taken down
- ii. Birdmouth posts replaced/repared
- iii. Defibrillator installed

- iv. New PC Board for boiler
- (d) All buildings**
  - i. Fire & Intruder alarms serviced
  - ii. Annual drain checks
  - iii. Gutters & drains cleared
  - iv. HTB & NHH – high level clean incl beams
  - v. HTB & NHH - New toilets seats fitted
- (e) Play Areas**
  - i. HTB – Aerial runway further works
  - ii. Installed rubber pads on gate at Amberley
  - iii. Pressure washing to be carried out
- (f) Multi-Courts**
  - i. Maintenance visit
- (g) Tree Work**
  - None
- (h) Open Spaces**
  - i. 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/080/24 ON-GOING AND PLANNED WORKS**

- (a) Roffey Millennium Hall and surrounding area**
  - i. **NEW** - 2 x radiators not working
- (b) North Heath Hall**
  - i. **NEW** – sink downstairs to be replaced (and re-used in washroom refurb)
- (c) Holbrook Tythe Barn and surrounding area**
  - i. New controller needed for boiler – quote to be obtained
  - ii. Repairs & washers to taps in toilets
  - iii. Timer for car park lights to be repaired
- (d) Play Areas**
  - i. Recommended ‘medium’ & ‘low’ ROSPA works – part way through-weather dependent
- (e) Multi-Courts**
  - None
- (f) Tree Work**
  - None
- (g) Open Spaces**
  - None
- (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/081/24 EARLES MEADOW CONSERVATION GROUP (EMCG)**

Members **NOTED** the EMCG Action Plan for 2024 and recent update of activities and passed on thanks for all the work the EMCG do.

**PR/082/24 MAINTENANCE & PROPOSED WORKS**

(i) Members were advised that there has been further unauthorised access to the rear and roof of RMH. Anti-vandal spikes have been re-attached and anti-vandal paint has been applied to the blue flashing at the back of building. Members were asked to consider security camera options, which the Deputy Clerk gave details of.

Members **RESOLVED** to **APPROVE** the quotation of £204.65 (for 30 mins installation time, then £85.00 thereafter) for a security camera at the rear of Roffey Millennium Hall (RMH), to be funded from the 'General Maintenance' budget. The additional camera will be positioned where it is unlikely to get damaged.

(ii) Whilst the works mentioned in (i) above, were being carried out, it was noted that the drain off cover has been vandalised and Members were asked to consider replacing it. The drain off ramp stops rain penetrating the brick work and mortar, which could result in damp issues. Members received a quotation from our usual contractor, totalling £220.00, which, if agreed, would be funded from the 'General Maintenance' budget.

Members **RESOLVED** to **APPROVE** replacing the vandalised water drain off cover on the roof of RMH, totalling £220.00, to be funded from the 'General Maintenance' budget.

(iii) Whilst inspecting all the bus shelters recently, it was noted that the shelter in Jackdaw Lane is the only shelter with no seat. Members were asked to consider installing a bench within the shelter for a cost of £110.00, from our usual contractor and if agreed recommend to the CIL working party for CIL funding. Members queried whether this cost included the bench, the Deputy Clerk will find out and report back at the next meeting.

Members **RESOLVED** to **RECOMMEND** to the CIL Working Party to install a bench in Jackdaw Lane bus shelter, totalling £110.00, subject to checking on the bench cost.

- (iv) The automated push button doors at RMH have been installed for just over one year and have proved to be very beneficial. At times, mainly evenings and weekends when the office staff are not present, the Caretakers often have to work upstairs, whilst hirers are booked in and leave the doors on auto – this means anyone, not related to the hirers, can walk into the building.

For additional safety and security and given the pending UK wide legislation, known as 'Martyn's Law', Members were asked to consider allowing the front doors at RMH to have the option of putting on 'exit only', meaning that hirers already in the building can leave without the Caretaker or Office staff being present and prevents non-hirers walking into the building.

Members **RESOLVED** to **APPROVE** allowing the front doors at RMH to have the option of putting on 'exit only' totalling £293.25 + vat, to be funded from the 'General Maintenance' budget.

- (v) A new locking system was installed on the multi court gates last year and has proven beneficial in preventing the Caretakers having to make so many journeys to let hirers in and out of the courts. However, there has been an issue with some un-authorized users in the courts, where people have been able to put their hand through the fence gaps and open the court from the other side. Unfortunately, the locking system had to be installed higher up than originally thought as it did not fit where the smaller fence gaps are, so the shrouding does not prevent entry as its meant to.

The Facilities Officer met with a welder who can make four panels to go across the fence gaps on each court to prevent unauthorised access and a quotation totalling £725.00 + vat has been obtained, which, if agreed, would be funded from the 'Play Area & M Crts Maintenance' budget.

Members **RESOLVED** to **APPROVE** the quotation, totalling £725.00 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget.

#### **PR/083/24 DRAINS AT NORTH HEATH HALL (NHH)**

Members **NOTED** the further drainage report, conducted at NHH, stating no further works required.

#### **PR/084/24 WISH LIST – ALL BUILDINGS**

An audit of each building has been carried out and Members received a wish list of required items. Only items with an available budget have been included.

Members were requested to consider the items on the wish list and, if acceptable, approve the expenditure and allocation of funds as stated, subject to the available budgets as at 31.03.24.

Members **RESOLVED** to **APPROVE** the items on the wish list and the allocation of funds as stated, subject to the available budgets as at 31.03.24.

**PR/085/24 TREE WORKS POLICY AND BUS SHELTER POLICY**

Members **RESOLVED** to **RECOMMEND** to Full Council the unchanged Tree Works and Bus Shelter Policies

**PR/086/24 WASHROOM REFURBISHMENT AT NHH**

Members were requested to review, approve and recommend to Full Council the plans and estimate, totalling £16,250.00 for the washroom refurbishment, emailed separately with the agenda.

Members noted that approx. six contractors were contacted to provide an estimate, but some couldn't carry out this type of work or others did not respond to our enquiries, so this estimate is the only one that we have been able to obtain.

Members also noted that this estimate includes the contractor carrying out the three advisory notes from the damp report, but does not include any repair costs should any issues be found.

As mentioned previously, Members were advised that this project will use a considerable amount of the de minimis limit for VAT in 2024/25, but this will be monitored on a quarterly basis by the Parish Clerk, who will keep the Finance & Administration Committee informed. Paying a deposit before 31<sup>st</sup> March 2024 was considered, however there will be insufficient capacity within the de minimis limit for 2023/24, to be able to do this.

Members **RESOLVED** to **RECOMMEND** to Full Council the estimate for the works to refurbish the washrooms at NHH, totalling £16,250.00 to be funded from the NHH Washroom Refurbishment EMR.

**PR/087/24 HEATING REPAIRS**

The heating controller in the boiler room at HTB needs replacing as the old one is no longer able to be programmed and the heating is on all the time and only being controlled by thermostats. A quotation to replace with a single channel 7 day programmer, disconnect and remove the old controller is £530.00 + vat.

Members would like an additional quotation from our usual Electrician if he is able to carry out these works. The Deputy Clerk will liaise with the Chairman and Vice Chairman of the Committee depending on the cost of the additional quotation and report back at the next meeting.

The heating downstairs in the nursery rooms is not working at NHH and room 4 upstairs is only partially heating. After conducting a part power flush, the heating is still not working and so our heating engineers have recommended that a power flush of the whole system is carried out. Members noted that 2 x compact electric heaters have been purchased (£99.98 + vat) for the nursery, so that they have some heat.

A quotation for a single day's work is £946.00 + vat, if it rolls into a second day, as the system water is very dirty, this would be £1446.00 + vat. Once the system has been flushed, the heating engineers will refill and dose the system with inhibitor to help stop the system sludging up again.

Members were requested to consider this quotation and if agreed, will be funded from the Repair & Renewals EMR.

Members **RESOLVED** to **APPROVE** the quotation up to £1446.00 + vat, to be funded from the Repair & Renewals EMR.

**PR/088/24 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/089/24 FACILITIES AT NHH**

Members considered the request in the confidential report, from a hirer at NHH, and **AGREED** no further action was required.

**PR/090/24 DATE OF NEXT MEETING**

Members **NOTED** that the next meeting is scheduled to be held on Thursday 4th April 2024.

There being no other business, the Chairman closed the meeting at 8.15pm.

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