

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE  
HELD ON THURSDAY 5<sup>th</sup> DECEMBER 2019 AT 7.30PM  
AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors K. Burgess\*, J. Davidson, R. Ginn\*, R. Knight, D. Mahon, R. Millington, D. Searle, A. Shine, J. Smithurst\* and S. Torn\*

\* denotes absence

**In attendance:** Debbie Lees Facilities - Officer and Vivien Edwards - Deputy Clerk

**PR/045/19 PUBLIC FORUM**

There was one member of the public present.

**PR/046/19 APOLOGIES FOR ABSENCE**

The Committee received and accepted apologies and reasons for absence from Cllr K Burgess, Cllr R Ginn and Cllr J Smithurst.

Cllr S Torn did not attend and did not send apologies.

**PR/047/19 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 10<sup>th</sup> October 2019 were agreed and signed by the Chairman as being a correct record.

**PR/048/19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PR/049/19 CHAIRMAN'S ANNOUNCEMENTS**

Southern Water had to carry out emergency work earlier this week to replace a valve on the water main that supplies water to the houses at Earles Meadow. This involved digging up an area of the green space adjacent to the end of Downsview Road. We have been assured that the area will be made good once the work is completed.

The defibrillator at the front of Roffey Millennium Hall has disappeared. South East Ambulance Service has been contacted and they have no record of it being used in an emergency, although they are double checking this. It is possible that it has been stolen, although the defibrillator is in a locked cabinet, with the access code either given out by the Ambulance Service or members of staff. Councillors will be kept updated.

The s106 application for some round tables and table storage trollies for Roffey Millennium Hall was successful and the items have been delivered and are proving to be very useful.

**The announcements were noted.**

**PR/050/19 FINANCE**

**It was RESOLVED to note the Committee Budget to 31<sup>st</sup> October 2019.**

**PR/051/19 COMPLETED WORKS**

**(a) Roffey Millennium Hall**

- (i) Lift insurance inspection undertaken – some minor work required (mainly signage)
- (ii) Partition wall serviced – further work required at an approx. cost of £800, to be taken from Repairs & Renewals Reserve
- (iii) New taps installed where required
- (iv) Reflective sign put on defibrillator so it can be seen easily at night

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

- (i) Partition wall serviced
- (ii) Boiler – new condenser tap fitted (was leaking)
- (iii) Stage lights serviced and PAT tested

**(c) Holbrook Tythe Barn**

- (i) Minor remedial work carried out following Fire Risk Assessment

**(d) Earles Meadow**

- (i) Emergency repair work undertaken at one of the footbridges

**(e) Play Areas**

- (i) Holbrook Tythe Barn
  - Zip Wire Seat replaced
- (ii) Earles Meadow
  - Old sign at entrance replaced
  - Trip hazard at edge of tarmac repaired
- (ii) Birches Road
  - Old sign at entrance replaced
  - Surfaces around roundabout and both multi plays repaired
- (iv) Amberley Road
  - Yellow paint put around water area chamber behind play area (as RoSPA inspector advised it was a possible trip hazard)

**(f) Multi-courts**

- (i) Regular maintenance visit

**(g) Roffey Corner**

- (i) Branches from shrubs planted by the Parish Council had started to grow over the main road so have been trimmed back

**(h) Allotments**

- (i) Overgrown area at the back of the allotments has been cleared.

**It was RESOLVED to note the completed works.**

**PR/052/19 ON-GOING WORKS**

**(a) Roffey Millennium Hall**

- (i) Partition wall awaiting repair – can be used in the meantime
- (ii) Accessibility Audit carried out (as part of training exercise) awaiting

results

- (iii) Decorating of some upstairs rooms and corridor – in line with rolling maintenance program

**(b) North Heath Hall**

- (i) High level lights in main hall awaiting repair
- (ii) Repair to /or replacement of front door. Awaiting cost, could be in excess of £6,000 which will have to be taken from Repairs & Renewals Reserve
- (ii) Decorating of rooms 15 and 16 - in line with rolling maintenance program (to be carried out over Christmas break)

**(c) Play Areas**

- (i) Ongoing minor repairs at all play areas, some identified as part of the ROSPA inspection report
- (ii) Birches Road – 5 rotting fence posts to be replaced

**(d) Tree Works**

- (i) Ongoing work as identified as needing to be done within 6 months in the Tree Assessment Report.

**Following discussion about the cost of the repair of the high level lights at North Heath Hall it was RESOLVED to replace all the current high level lights in the hall (16) with new fittings and LED lamps at an approximate cost of £2,500 - £3,000 to be taken from the Repairs and Renewals Reserve. In the long term, this would save costs and be more energy efficient.**

**It was RESOLVED to note all other on-going works.**

**PR/053/19 Grounds Maintenance**

Members were informed that work on the grounds maintenance has now been completed for this year and will recommence in March next year. Generally, work has been completed to a far higher standard than previously and this has resulted in less complaints from residents. Savings on some of the work allowed some additional ad hoc jobs to be carried out.

There was a query over responsibility for maintaining the Leylandii hedge bordering the land between the St Mark's Church and North Heath Hall. Following investigation, the Church has taken on responsibility for the hedge in the future.

**It was RESOLVED to:**

**(i) Note that the contractors carrying out the grounds maintenance have completed work for their first season and the majority of work was done on time and to a high standard**

**(ii) Note that the Leylandii hedge bordering St Mark's Church and North Heath Hall is on land owned by the Church (not the Parish Council as previously thought) who has taken over the responsibility for maintaining the top of the hedge and the side adjacent to the Church.**

**PR/054/19 Earles Meadow**

The Action Plans for 2020 for the Earles Meadow Conservation Group (EMCG) and the Earles Meadow Residents Association (EMRA) had been circulated previously.

Following a comment made by the judge of the South and South East in Bloom Competition (in which the EMCG were awarded Gold in the Conservation Area up to 10 acres Class) the EMCG are looking into providing a leaflet with a map and information about the area.

The Chairman of the Committee thanked members of both groups for all their hard work in maintaining Earles Meadow to such a high standard.

**It was RESOLVED to:**

**(i) Note the Earles Meadow Conservation Group (EMCG) Action Plan for 2020 with the addition of the following action:**

***To clean the Earles Meadow stone by carefully lifting off the moss and then cleaning the stone with water and, if necessary, a scrubbing brush. No chemicals are to be used.***

**(ii) Note the Earles Meadow Residents Association (EMRA) Action Plan for 2020**

**(iii) Note that the EMCG are looking into producing a leaflet containing an illustrated map of the site and relevant information, subject to obtaining funding and final approval of the leaflet from the Parish Council.**

**PR/055/19 Request to use Earles Meadow twice a week for Forest School Sessions**

Earlier this year the Parish Council gave Amber Pre-School permission to use an area in Earles Meadow to run a Forest School for a 2 hour session once a week during term time. It was agreed that it would be reviewed at the end of the year.

The Forest School Leader had sent a report on activities that had taken place since the start and requested permission to hold an extra session a week.

**It was AGREED that from January 2020, Amber Pre-School can use Earles Meadow (using the area as agreed previously) twice a week for 2 hour sessions during term time.**

**PR/056/19 Revised Winter Maintenance Plan**

West Sussex County Council has reviewed its Winter Service Policy in line with the national code of practice, Well Managed Highway Infrastructure.

As a result of this the Parish Council Winter Maintenance Plan required review.

**It was RESOLVED to adopt the revised Winter Maintenance Plan.**

**PR/057/19 Review of Policies**

**It was RESOLVED to adopt the Policy and Conditions of Hire in relation to:**

**(i) Parish Council owned Premises**

**(ii) The Multi Courts at Holbrook Tythe Barn.**

**PR/058/19 Noticeboard Review**

Following a review of the noticeboards owned by the Parish Council the Committee were advised that the single boards and slatted boards currently in use are no longer large enough to accommodate all the necessary notices.

**It was RESOLVED to:**

**(i) Replace the freestanding single noticeboard at Holbrook Tythe Barn with a double magnetic noticeboard**

**(ii) Erect the freestanding slatted single noticeboard from Holbrook Tythe Barn at Earles Meadow**

**Both of the above to be done in this financial year at an approx. cost of £1,250 providing there is sufficient money available in the revenue budget.**

**(iii) Ask the Finance Committee to include £4,000 in the precept for 2020/21 to:**

- **Replace the single magnetic noticeboards at Bartholomew Way and Church Road with double magnetic boards**
- **Use the single magnetic noticeboards that have been removed at Bartholomew Way and Church Road to replace the slatted notice boards at Coltsfoot Drive and Lambs Farm Road.**

**PR/059/19 Storage at Roffey Millennium Hall - section s106 application**

Lack of storage space is an increasing problem at Roffey Millennium Hall. A suitable outdoor unit and some large cupboards for inside use would improve the situation for hirers and staff.

**It was RESOLVED to put in an application for s106 money to provide an external storage unit and some large cupboards to increase the internal storage capacity.**

**PR/060/19 New Bus Shelters and Potential Advertising Income**

A suggestion had been put forward to look at the possibility of generating income by having advertising in bus shelters.

**It was RESOLVED to recommend to the Parish Council that a working party be formed to investigate if new and existing bus shelters could possibly contain advertising and generate income while also delivering shelter for local residents.**

Cllr R Millington and Cllr A Shine volunteered to join the working party.

**PR/061/19 Exclusion of the Press and Public**

**It was RESOLVED that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 by reason of the confidential nature of the following agenda items.**

**PR/062/19 Stage Lights at North Heath Hall**

**It was RESLOVED that officers draw up an agreement for users of the stage lights at North Heath Hall to present at the next meeting of the Property Committee.**

**PR/063/19 Handrail at Manor Fields**

**It was NOTED that a claim has been registered with our insurance company relating to the freestanding handrail that was installed in Manor Fields in 2003.**

**PR/064/19 Date of next meeting**

**To note that the next meeting is scheduled to be held on Thursday 6<sup>th</sup> February 2020.**

There being no other business, the Chairman closed the meeting at 8.29 pm

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