



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 4th AUGUST 2022 COMMENCING AT 7.30pm

Members: Councillors: K. Burgess, J. Davidson (Vice-Chairman), R. Ginn*, R. Knight (Chairman), D. Mahon*, D. Searle, A. Shine*, J. Smithurst and S. Torn (* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

PR/023/22 PUBLIC FORUM

There were no members of the public present.

PR/024/22 APOLOGIES FOR ABSENCE

Members **NOTED** the approved absence for Cllrs Mrs Ginn and Shine as agreed at the Council Meeting held 7th July 2022.

The Council received apologies for absence from Cllr. Mahon.

PR/025/22 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/026/22 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th June 2022 were **AGREED** as being a correct record and were signed by the Chairman.

PR/027/22 CHAIRMAN'S ANNOUNCEMENTS

Report from Facilities Officer that allotment holders have been dumping their waste at the edges of the allotment boundaries again. The Committee Clerk has written to allotment holders regarding this matter.

One of the RMH Caretakers advised that a group of young people had gained access to the roof, the group left the area when approached. It is thought that the group climbed on equipment left out by one of the local retailers, the local retailer has been contacted and asked not to leave equipment by the back wall. This occurred a second time and again the group were told to leave the premises. The Clerk has spoken with the PCSO who will regularly patrol the area in an attempt to deter this happening again. In gaining access some of the deterrent grippers on top of the wall have been pulled off. These have now been re-attached and anti-vandal paint has been applied to the areas accessed by the group.

The Deputy Clerk advised the resident in Amberley Road that requested a large tree to be cut back as it was encroaching their property, as per the conditions stated in the minutes of 9th June 2022, PR/016/22 refers, they replied to say they were surprised that they were being asked to do the work at their expense and they will not be taking the advice given. They advised that the tree continues to grow

and branches are low to the ground, with children swinging on them. The Deputy Clerk advised the resident that this tree has not been highlighted in the recent tree survey report and reiterated the conditions if they wanted to cut the tree back themselves.

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 their communication with the insurers is continuing.

PR/028/22 FINANCE

It was **RESOLVED** to note the Financial Report, Committee Budget and the I&E report to 30th June 2022.

PR/029/22 COMPLETED WORKS

(a) Roffey Millennium Hall and surrounding area

- (i) New access point to improve broadband signal in the building installed
- Cistimiser installed in first floor gent's toilet (Invoice came under budget)
- (ii) Fire extinguishers tested
- (iii) Anti - climb grippers re-attached and anti - vandal paint re-applied
- (iv) Light switch replaced in corridor
- (v) Padlock fitted to secure roof ladder
- (vi) Lift service

(b) North Heath Hall and surrounding area

None

(c) Holbrook Tythe Barn and surrounding area

- (i) Hedge Cutting
- (ii) Car park post replaced x 2
- (iii) Staked leaning memorial tree
- (iv) Extra bark added to perimeter area and border added to prevent slippage
- (v) Men's toilet repaired
- (vi) Toilet seat replaced

(d) All buildings

- (i) Pruning and cutting back shrubs and borders

(e) Play Areas

- (i) Amberley – 2 x new goal posts installed (CIL)



- (ii) Birches Road & Amberley- Wet pour repaired
- (iii) Birches Road - 2 x grass mats at playground entrance installed
- (iv) All - ROSPA inspection - awaiting report
- (v) Amberley - Replaced chain on trim trail
- (f) Multi-Courts**
 - (i) Regular maintenance visit
- (g) Tree Work**
 - (i) Tree survey completed - report received, awaiting quotation for recommended works
- (h) Open Spaces**
 - None
- (i) Bus Shelters**
 - None

It was **RESOLVED** to note the completed works and any relevant verbal updates provided at the meeting.

PR/030/22 ON-GOING AND PLANNED WORKS

- (a) Roffey Millennium Hall and surrounding area**
 - (i) Internal decorating required - (Booked for the 1st two weeks in August).
 - (ii) Front door + some other internal doors to have locks repaired or replaced - awaiting contractor to assess
 - (iii) Some windows catches to be repaired or replaced
 - (iv) Lights in North and South hall to be replaced (Scheduled August 2022)
 - (v) Roundel to be repainted
 - (vi) Consider upgrading all lift fluorescent lighting units in the motor room, shaft and car interior
 - (vii) **NEW** - Some roof tiles to be replaced and roof drains to be cleared
- (b) North Heath Hall**
 - (i) **NEW** - Lock for room 3 needs repair - requested locksmith to check- awaiting date
- (c) Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** - To install LED car park lights - awaiting date
- (d) All Buildings**
 - (i) **NEW** - Fire and Intruder alarms service - booked for 17.08.22
- (e) Play Areas**
 - (i) Zip wire seat and shackle to be replaced - parts on order
- (f) Multi-Courts**
 - None
- (g) Tree Work**
 - (i) Veteran Oak tree to be reviewed at Earles Meadow
- (h) Open Spaces**
 - None
- (i) Bus shelters**
 - (i) 3 x bus shelters to be repainted - Lambs Farm Rd, North Heath Lane x 2 (Scheduled for August 22)
 - (ii) Bus information unit to be installed at Crawley Rd bus stop
- (j) Street Lights**

- (i) **NEW** - Structural inspection and testing - awaiting date

It was **RESOLVED** to note the on-going and planned works and any relevant verbal updates provided at the meeting.

PR/031/22 NEW NETS FOR MULTI-COURT GOALS

A multi-court user advised that the goal nets are not in very good condition and some children have tripped on them. The Facilities Officer has checked them and advised that two of the nets are very badly ripped in multiple places and the other two are very brittle and beginning to break. The cost to replace 4 nets is £185.00 + vat, which, if agreed, will be funded from the 'Play Area and Multi Courts Maintenance' budget.

Members **RESOLVED** to **APPROVE** replacing 4 goal nets for £185.00 + vat to be funded from the 'Play Area and Multi Courts Maintenance' budget.

PR/032/22 TO RATIFY ADDITIONAL COSTS FOR THE PERIODIC ELECTRICAL TEST (PET) OF THE MULTI-COURT FLOODLIGHTS REMEDIAL WORKS

Remedial works were required after the PET of the multi-court floodlights to bring them up to the required standard and were ratified at the property meeting on 07.04.22 (PR/165/22) at an estimated cost of £2000.00 + vat. However, the test and remedial works came to a total cost of £2940.00 + vat, so an additional cost of £940.00 needs to be ratified, which will be funded out of the 'Play Area and Multi Courts Maintenance' budget.

Members **RESOLVED** to **RATIFY** the additional cost of £940.00 + vat to be funded out of the 'Play Area and Multi Courts Maintenance' budget, but would like to see details of the remedial works at the next property meeting.

PR/033/22 DECORATING AT ROFFEY MILLENNIUM HALL

Following the approval of the decorating for three areas at the last Property Committee meeting, it has come to light that there was a quotation of £200.00 for additional works, which consists of painting 5 x frames and sills (materials and labour). If agreed, this cost will be funded from the 'General Maintenance' budget (RMH).

Members **RESOLVED** to **APPROVE** carrying out additional decorating works, totalling £200.00, to be funded from the 'General Maintenance' budget (RMH).

PR/034/22 ALLOTMENT FENCE & GATE

The allotment gate is in a poor condition and the fence posts it is attached to are rotten.

A quote for the following work has been obtained from our usual contractor, totalling £1130.00, which, if agreed, will need to be funded out of the 'Repairs & Renewals' reserve as there is no budget allocated:

Replace bay 1 x 5ft high feather edge and 2 4x4 9ft posts.

Supply & fit new gate including door furniture.

Repair: Supply & fit 4 4x4 repair spurs to existing fence posts and tidy up feather edged bays.

Undergrowth clearance, disposal of old gate and fence.

Members **RESOLVED** to **APPROVE** carrying out the works as described above, totalling £1130.00 to be funded out of the 'Repairs & Renewals' reserve. Members would like to make sure that the same padlock is used on the new gate.

PR/035/22 REVIEW OF PARISH COUNCIL DOCUMENTS

The Parish Council documents under review had been circulated to Members via email and it was subsequently **RESOLVED** to adopt the reviewed documents as follows:

- Health & Safety Risk Assessment (for recommendation to Council when due).
- Open Spaces Policy (for recommendation to Council)
- Terms & Conditions of Hire for Halls & Multi-Courts

PR/036/22 LIFT LIGHTING UPGRADE AT ROFFEY MILLENNIUM HALL (RMH)

During the last lift service, it was recommended that future consideration should be given to upgrade all fluorescent lighting units to LED units in the motor room, shaft and lift car as fluorescent lights have become obsolete, so will need to be replaced by LED lights as and when they stop working. A quote from the lift service company has been obtained totalling £1841.68 + vat, which, if agreed, would be funded from the 'Repairs & Renewals' reserve as there is no budget allocated.

In order to spread the cost, Members would like the quotation separated into the 3 areas of the lift as it was suggested that only the lift car will need changing at this time as the lights in the motor room and shaft will most likely last longer. The Deputy Clerk will add this item to the next available agenda.

Members would also like confirmation that the quotations include disposal of the existing fluorescent lights.

PR/037/22 REFURBISHMENT OF HEXAGONAL INFORMATION DISPLAY (ROUNDEL)

The hexagonal information display, known as the roundel, on Crawley Road, is in need of 12 new lockable notice boards as they are rusty and the seals leak, making notices wet. The rest of the display unit needs painting as the current paint is very chipped and faded and the lettering around the header panels also needs replacing.

A quotation for the new notice boards and new lettering has been obtained (including disposal of existing notice boards) from Bel Signs, totalling £2280.00 + vat, which, if agreed, would be funded from the 'Repairs & Renewals' reserve as there is no budget allocated. However, Members noted that Bel Signs have advised that their supplier will be increasing the material costs by 10 to 15% on average from 1st August 2022, which could, potentially, increase the quote up to £2622.00 + vat.

Once the notice boards are taken out and before new boards are installed, our

usual contractor, is able to paint the roundel for the cost of £410.00, which, if agreed, would be funded from the 'Notice Board Maintenance' ear marked reserve.

Members **RESOLVED** to **APPROVE** replacing new notice boards, totalling £2280.00 + vat (with an unconfirmed price increase due) to be funded from the 'Repairs & Renewals' reserve and to consider painting, totalling £410.00 to be funded from the 'Notice Board Maintenance' ear marked reserve.

PR/038/22 TREE WORK REQUESTS

The resident that requested the height of some trees be reduced as it is interfering with their Sky dish, min no PR/019/22 refers, has sent details of the works to be carried out at their own expense and would like confirmation that the works can go ahead.

The same resident has also asked to have the height of a poplar tree in the corner of Holbrook Tythe Barn next to their garden fence reduced as it is very tall. The Deputy Clerk advised of the Parish Council's Tree Policy and confirmed to the resident that this tree is not on the list of recommended tree works following the recent tree survey. The resident has therefore sent in details of proposed works to be carried out at their expense and would like confirmation that they can carry out the works.

Members **RESOLVED** to **APPROVE** the works requested to be carried out to the poplar trees by the resident at their own expense.

Other residents have requested the following tree works to be carried out and our usual Tree Surgeon has been asked to provide a report and a quotation for the requested works as follows: (Members noted that the Council's Tree Policy, adopted in March 2019, does state that the Parish Council will only undertake work required for health and safety reasons on their land and these trees have not been identified as needing any works in the recent tree survey).

- A resident in Cherry Tree Walk has requested a Hornbeam Tree to be cut back as it "has become an obstruction". The Parish Council reduced the tree by 3 metres in 2016. This tree has a TPO on it.

Members reviewed the Tree Surgeon report and photographs and **RESOLVED** to **APPROVE** reducing the tree by 4m overall as recommended by the Tree Surgeon at a cost of £560.00, to be funded from the 'Open Spaces' budget.

- A resident In Whitehorse Road has requested a Hornbeam Tree to be cut back in size as it has "grown back so much". The Parish Council reduced the tree by an overall 4m in 2016. This tree has a TPO on it. The resident also sent in a photograph of 2 other trees, but did not comment on these during their telephone conversation.

Members reviewed the Tree Surgeon report and photographs and **REJECTED** the request to carry out any works to these trees.

PR/039/22 FIRE AT EARLES MEADOW AND REQUEST FOR SIGNAGE

There have been two reports made of fires being lit in the Forest School area of Earles Meadow. The two incidents have been reported to the PCSO and he will include the area in his patrols.

An initial request from the Earles Meadow Conservation Group (EMCG) has been made for a sign with the NHPC logo on, at the entrance to the Forest School, advising that the lighting of fires is not allowed. The Deputy Clerk sent this request to the property committee via email for approval ahead of this meeting and 5 Members agreed to the request and so a sign has been sent to the EMCG for them to laminate and erect.

A further request from the EMCG has been made asking for a permanent sign, confirming ownership and indicating “the more important restrictions on use of the area, like the lighting of fires”. After some discussion, Members **REJECTED** the request for a permanent sign, but suggested that further temporary signs could be sent to the EMCG when needed.

PR/040/22 ACCESS TO PARISH COUNCIL OWNED LAND - LICENCES

At the property meeting on 09.06.22, Members discussed the need for residents with access gates onto Parish Council land to have a license drawn up and be charged a fee for that licence, min ref PR/015/22 refers.

The Clerk has obtained costs for a Solicitor to draft a license and provide a covering letter at an estimated fee of £825.00 + vat and disbursements, which would be for 3 hours work for 27 licenses. However, the licenses required may be more than 27 as a survey of the number of gates needs to be carried out as this number is an estimate taken from a few years ago. Members should note that there is no budget for this expenditure, so would have to be funded from general reserves.

Cllr. Searle gave further background as this matter had been discussed back in 2015/2016, but was not taken forward. It was felt at the time that rules could be set out (in the form of a license) for the residents with access gates and those not following the rules would have the access gates removed.

The Deputy Clerk advised that the Solicitor has recently sent an invoice for £99.00 for charges to draw up a draft license in 2016, which was not sent previously.

The Deputy Clerk advised that if licenses were sent to properties with access gates, it will be difficult to ascertain the correct property numbers of the houses as the house number cannot be easily seen from the rear of the properties where the gate is. Suggestions were made as to how this could be solved and after some discussion, Members agreed to think about this matter further and discuss again at the next meeting.

PR/041/22 VETERAN OAK TREE AT EARLES MEADOW

The Tree Surgeon responsible for the management of the oak tree recommended last year that the tree is surveyed this summer to see how it is responding to the latest prune. A quotation for the survey has been obtained from Strutt Tree Care, totalling £580.00, which, if agreed, would be funded from the 'Open Spaces' budget.

Members **RESOLVED** to **APPROVE** carrying out a full visual tree assessment report on the Oak Tree at Earles Meadow, totalling £580.00 to be funded from the 'Open Spaces' budget. Members would also like the Tree Surgeon to establish how old the tree is.

PR/042/22 DISABLED ACCESS FRONT DOOR AT ROFFEY MILLENNIUM HALL (RMH)

At the property meeting on 9th June 2022, min no PR/010/22 refers, the Deputy Clerk was asked to look at options for the front door at RMH to include a disabled access button to be funded using CIL monies.

As the existing front door is unaligned and has difficulty locking, a quotation was obtained for a new front door with a disabled access system installed (Company A).

Other companies advised that they could only supply the new doors and a separate company would have to install the disabled access system, but no further quotations have been received. However, two further quotations were received (Company B & C), to supply the disabled access system onto the existing doors.

Members noted that if they wish to recommend this expenditure to the CIL Working Party, the amount currently available, after previously agreed expenditure has been deducted, is £13,500.

Members **RESOLVED** to **RECOMMEND** to the CIL Working Party the quotation from Company B, totalling £4205.51 + vat to supply a disabled access system onto the existing doors, noting that the quotation is only valid for 30 days.

PR/043/22 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 8th September 2022. Cllrs Burgess & Knight gave their apologies in advance for this meeting.

There being no other business, the Chairman closed the meeting at 8.42pm

..... Chairman Date