



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 1st DECEMBER 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/063/22 PUBLIC FORUM

There were no members of the public present.

PR/064/22 APOLOGIES FOR ABSENCE

Members **NOTED** the approved absence for Cllr A Shine as agreed at the Council Meeting held 7th July 2022.

The Council received apologies for absence from Cllr R Knight. No apologies were received from Cllr S Torn.

In the absence of the Chairman of the Committee, the Vice Chairman chaired the meeting.

PR/065/22 DECLARATIONS OF INTEREST

Cllr D Searle declared a personal interest in **PR/079/22** as his wife is an allotment holder.

PR/066/22 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8th September 2022 were **AGREED** as being a correct record and were signed by the Vice Chairman.

PR/067/22 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Announcements - For information and noting only.

Earles Meadow

At a previous meeting, the Deputy Clerk was asked to enquire about the age of the veteran oak tree. The Tree Surgeon has advised that it is difficult to estimate the tree's age, the only sure way is to count the rings which would require drilling into the tree or felling it.

The Earles Meadow Conservation Group (EMCG) advised that the two meadows were cut in August. They also reported that an adult has been diverting and damming the streams, they have confronted this person, but the person wouldn't engage with them. They will monitor the situation. *Members suggested that this matter is report to the Environment Agency, which the Deputy Clerk will do.*

The EMCG gave an update on the fallen oak – branches have been removed that was holding it aloft and now it is safely on the ground. The EMCG have dealt with the brash and tidied the site.

In September, Cllr. Roland Knight delivered eight trailer loads of topsoil to the section between the two meadows which the Group has levelled. Their intention is to reseed with grass once it has been levelled and settled. They have put signage up diverting people away from the area to allow the groundworks and re-seeding.

The Queen's Green Canopy saplings for Earles Meadow hedging (between the two meadows, adjacent to the wooded areas) have been delivered and will be planted in due course, after bramble and roots are removed, Cllr. Knight has kindly offered to help with the planting of them.

With regard to the 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 they have heard nothing further from the insurers, in any substantive sense, but will keep everyone informed as matters develop.

Dog Waste Bin

A dog waste bin in Amberley Road open space has been damaged. As the bin is located within a short distance of two other dog waste bins, the bin has been removed and not yet replaced. Would the Committee like to discuss the option of replacing this dog waste bin with another or with a litter bin at the next Property meeting or alternatively to leave the area with one less dog waste bin? *Members **AGREED** that the litter bin would not be replaced for the time being, but ask Horsham District Council to monitor if the other bins are overflowing and report back.*

WSCC

A newly installed public bridleway sign on the footpath at the end of Giblets Lane and Dutchells Copse has been vandalised. WSCC have advised that this won't be replaced in the foreseeable future.

Open Spaces Policy

At the previous Property meeting, minute no. PR/048/22 refers, Members commented that a clause regarding large groups should be added to the Open Spaces Policy. After checking, the current policy, the Deputy Clerk can confirm that there is a clause which states: *The following activities are prohibited.....the holding of an event, be it charitable, commercial or private, without seeking the consent of the Parish Council beforehand.*

Staff/Staffing

Positive feedback has been received from three recent hirers regarding the Caretakers at Holbrook Tythe Barn (HTB) and Roffey Millennium Hall (RMH) stating how helpful and friendly they were during their booking.

When a Caretaker is on holiday, the office team are trying to manage the bookings, rather than covering the entire shift with another Caretaker, to make the bookings more cost effective.

Members **NOTED** the announcements.

PR/068/22 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report to 31st October 2022.

PR/069/22 COMPLETED WORKS

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

- i. Roundel painted and new noticeboards inserted.
- ii. All lift fluorescent lighting units in the motor room, shaft and car interior upgraded to LED
- iii. Some roof tiles replaced and roof drains cleared
- iv. Air conditioning serviced
- v. Lift serviced
- vi. Partition wall serviced
- vii. Hand driers removed as towel dispensers installed
- viii. Outside light repaired
- ix. Blind repair
- x. Fire signs on back gate replaced
- xi. Glass pane replaced

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

- i. Partition wall serviced
- ii. Hedge cutting by nursery
- iii. Various lights repaired
- iv. Lights upgraded to LED downstairs
- v. River erosion monitored
- vi. Fixed brackets to unstable sink
- vii. Cupboard door taken off to enable floor machine to be taken out easily

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

- i. Hedge and trees cut around play area
- ii. Repaired broken car park post
- iii. Queen's Green Canopy tree planted
- iv. Fire Risk Assessment

(d) All buildings

- i. Workplace Environmental Assessment

(e) Play Areas

- i. Works following ROSPA report
- ii. Birches – Wet pour repairs
- iii. Birches – Installed replacement dog waste bin

(f) Multi-Courts

- i. Maintenance visit

(g) Tree Work

- i. Veteran Oak tree reviewed at Earles Meadow

(h) Open Spaces

- i. Repaired safety barrier at Earles Meadow
- ii. Installed Tommy soldiers

(i) Bus Shelters

- i. Bus information unit installed at Crawley Rd bus stop

(j) Allotments

- i. Gate and fence posts repaired & replaced
- ii. Wasps nest removed

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

PR/070/22 ON-GOING AND PLANNED WORKS

(a) Roffey Millennium Hall and surrounding area

- i. **NEW** – Oil drum to be removed from lift motor room
- ii. Disabled access system on front door (approved for CIL funding)

(b) North Heath Hall

- i. **NEW** – Removal of 3 x bird mouth posts

(c) Holbrook Tythe Barn and surrounding area

- i. **NEW** – Repair to gent's toilets ceiling following leak

(d) Play Areas

- i. **NEW** – Birches - New bin to be installed

(e) Multi-Courts

None

(f) Tree Work

- ii. **NEW** – Tree works recommended following Tree Inspection Survey
- iii. Hornbeam Tree at Cherry Tree Walk to be cut back – waiting on TPO decision

(g) Open Spaces

None

(h) Bus shelters

- i. **NEW** – Graffiti to be removed from 3 bus shelters – this was removed from one, but more graffiti has been added since – Facilities Officer to remove again and at other shelters, weather permitting

(i) Allotments

None

(j) Streetlights

- ii. **NEW** – Recommended works following electrical testing – guide price of £550.00 + vat.
- iii. **NEW** – 2 x lights near NHH carpark to be repaired as not working

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

PR/071/22 RATIFY EXPENDITURE FOR URGENT WORKS

Members were requested to ratify the following expenditure for urgent works already carried out:

- i. £154.17 + vat for replacement glass pane at Roffey Millennium Hall (RMH), to be funded from the 'General Maintenance' budget.
- ii. £400.00 for repair to the safety barrier on the bridge at Earles Meadow, to be funded from the 'Open Spaces' budget.

- iii. £1202.49 + vat for repairs to playground equipment following the recent ROSPA report, to be funded from 'Play Area & M Court Maintenance' budget.
- iv. £176.50 + vat for removal of an oil drum left in the lift motor room at RMH, to be funded from the 'General Maintenance' budget.

Members **RATIFIED** the expenditure as described above.

PR/072/22 VETERAN OAK TREE AT EARLES MEADOW

Members **NOTED** the Visual Tree Assessment and timed recommendations stated and **RATIFIED** the cost totalling £180.00, to be funded from the 'Open Spaces' budget.

PR/073/22 PROPOSED MAINTENANCE WORKS

Members were requested to consider carrying out the following maintenance works:

- i. Repair to gents toilets ceiling at Holbrook Tythe Barn (HTB) following a leak, totalling £115.00, which, if agreed, will be funded from the 'General Maintenance' budget. The ceiling has been like this for some time and requires the flaky paint to be scrapped away and 2 x coats of anti-peel paint to be applied.
- ii. Removal of 3 x Birdmouth posts and filling in of holes at North Heath Hall (NHH), totalling £113.00, which, if agreed, will be funded from the 'General Maintenance' budget. These posts have been in situ for a long time, but used to have a rail across them to prevent vehicular access, but the rail disappeared some time ago and was never replaced. Officers have viewed these posts and recommend they are removed as they could cause a trip hazard.
- iii. Supply and install ballofix and isolation valves to taps at NHH, totalling £870.00, which, if agreed, will be funded from the Repair & Renewals earmarked reserve (EMR). There is only 1 tap at North Heath Hall with an isolation cut off valve. An isolation valve is a system that effectively stops the flow of water from a given location, they are usually used for maintenance or safety purposes. These valves are normally left open in day to day use so that the user can control the rate of water flow by turning on and off a tap.

If a tap needs to be replaced, the isolation valves are shut so that there is no water flowing when the tap is removed. Isolation valves — or shut-off valves, are a vital part of the plumbing process, they need to be installed in water systems so that when a pipe bursts or a tap leaks, they can be turned off and mitigate the risk of a flooding. An isolating valve can be closed in just a few seconds, stopping the flow of unwanted water. These valves are indispensable when it comes to waiting for a plumber to arrive to sort out any plumbing emergencies and maintenance work. The ideal situation for internal plumbing on any property is to have a situation where faucets can be serviced or a broken valve can be repaired — all without having to turn off the complete water supply to the property. Officers have therefore recommended that isolation valves are fitted to all taps at NHH.

Members asked if the other buildings had isolation valves; the Deputy Clerk thought they did, but will double check and report back at the next meeting.

Members **RESOLVED** to **APPROVE** carrying out the maintenance works and allocating the funding as described.

PR/074/22 ARBORICULTURAL SURVEY RECOMMENDED WORKS

Members received the Arboricultural Survey at the previous Property meeting, minute no. PR/052/22 refers and a quotation for the recommended works within 1 year was awaited. The quotation has now been received and Members were asked to consider carrying out the required works, totalling £860.00, which if agreed, will be funded from the 'Tree Management' ear marked reserve (EMR). This would leave a balance of £105.00 in the existing EMR.

Members **RESOLVED** to **APPROVE** carrying out the recommended works required within 1 year, totalling £860.00, to be funded from the 'Tree Management' ear marked reserve (EMR). Members **NOTED** that this would leave a balance of £105.00 in the existing EMR.

PR/075/22 FIRE RISK ASSESSMENT FOR HTB

Members **NOTED** the Fire Risk Assessment report and were asked to consider the actions recommended by Officers, detailed in Appendix B, attached to the Committee Report.

Members **RESOLVED** to **APPROVE** all the actions and expenditure recommended by Officers and that as the 'Fire Prevention Sundries' and the 'Fire Alarm System' budgets will be slightly exceeded by the recommended expenditure, the remaining balance will be funded from general reserves.

PR/076/22 PARTITION WALL AT RMH

Following the recent service of the partition wall at RMH, the following recommended works are required:

The top pressure bar in panel 4 has become detached and is not lifting. And the side expansion panel is not extending fully at the bottom to create a full acoustic seal, we believe the bottom pivot plate has become detached. These panels will need to be dropped and stripped down via a mechanical hoist and repaired, panels to then be fully re-commissioned.

Magnetic strip to be replaced along the side of panel 3.

Members noted that the partition wall does not create a full acoustic seal, the wall is only sound absorbing. This is only a recommendation, the Parish Council has been advised that the wall is safe, we would not have received a certificate of service and compliance if it was unsafe.

Members were asked to consider carrying out the recommended works, totalling £895.00 + vat, which if agreed, will be partly funded from the 'Partition Wall' budget with the balance to be funding from the Repair & Renewals EMR.

Members **RESOLVED** to **APPROVE** carrying out the recommended works required, totalling £895.00 + vat, to be partly funded from the 'Partition Wall' budget with the balance to be funding from the Repair & Renewals EMR.

PR/077/22 WINTER MAINTENANCE PLAN 2022/23

Members received and reviewed the updated Winter Maintenance Plan 2022/23 and **NOTED** that the only changes are year and staff contacts updated.

Members **RESOLVED** to **APPROVE** the Winter Maintenance Plan 2022/23.

PR/078/22 WARM BANKS

Cllr. J Smithhurst had wanted to discuss the Parish Council organizing or working with partners to set up a 'warm bank', but felt it was too late at this time. Members discussed the current organisations who had 'warm banks' in place and would like to look at the Parish Council organizing something in time for next year. Members **AGREED** that this item should be added to a Full Council agenda next summer, giving time to implement something for winter 2023.

PR/079/22 ALLOTMENTS

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

The Deputy Clerk advised that there are two waiting lists for the allotments, one with new requests for plots and a secondary waiting list for existing plot holders with half size plots wishing to have a full size plot or an additional half size plot.. Historically, it looks like this secondary waiting list is an informal policy as it is not stated within the Allotment Rules. Priority is given to the new requests and the existing plot holders wanting a full size plot or additional half size plot will not be offered one until there is no-one on the first waiting list.

A plot holder has asked if the Committee could review it's policy on plot allocation for existing plot holders, stating that *"this policy be reviewed to prioritize those existing plot holders who have proven themselves and been members for a number of years rather than new people on the list."*

The Deputy Clerk also suggested that there could be just one list where new and existing names are added in date order and when a full size or half size plot becomes available the next person on the list is offered the plot regardless of them being new or existing.

Members were asked to consider the following three options, which, if one is agreed, would be added to the Allotment Rules document:

1. Keep the two waiting lists as described.
2. Prioritize existing plot holders to get full size plots.
3. Keep one waiting list and allocate in date order.

After some discussion, Members **RESOLVED** to **AGREE** that the no. 3 option would be applied and added to the Allotment rules document.

PR/080/22 EARLES MEADOW

Members received and **NOTED** the Earles Meadow Residents Association Action Plan for 2023.

The Earles Meadow Conservation Group had not sent in their Action Plan for 2023 at this time, so will be presented at the next meeting.

PR/081/22 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 9th February 2023.

There being no other business, the Chairman closed the meeting at 8.24pm

..... Chairman Date