

Dear Councillor,

27<sup>th</sup> November 2015

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 3<sup>rd</sup> December 2015 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

**Committee Members** – Councillors Britten, Mrs K. Burgess, Knight, Loates, Searle, Torn and R. Wilton

Yours sincerely,

Sue Kemp – Parish Clerk

### **AGENDA**

- 1. Public Forum**  
Members of the public are invited to put questions or draw relevant matters to the Committee's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person
- 2. To accept apologies for absence**
- 3. To approve and sign the Minutes of the meeting of 15<sup>th</sup> October 2015**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To consider Committee Budget – 2016/2017 – second draft**  
**To include consideration of Projects for inclusion in the 2016/2017 Budget**
- 7. To discuss and note on-going works –**
  - (a) Roffey Millennium Hall**
    - (i) Re-design of the Parish Office
  - (b) Multi Courts**
    - (i) Minor groundworks at Courts entrance
  - (c) Other locations**
    - (i) Flooding at Earles Meadow
    - (ii) Rope fencing of oak tree – Earles Meadow
    - (iii) Tree works – end of Brushwood Road
    - (iv) 'Lower and upper meadows' – Earles Meadow

- 8. To note completed works –**
- (a) Holbrook Tythe Barn**
    - (i) New vinyl flooring – main Barn area
    - (ii) Partial re-tarmacing of footpath across car park
  - (b) North Heath Hall**
    - (i) New vinyl flooring – various areas
    - (ii) Guttering work – joints, brackets etc.
  - (c) Roffey Millennium Hall**
    - (i) Replacement of Emergency Lights - remainder
  - (d) Other locations**
    - (i) Tree Works in Heath Way
    - (ii) Pedestrian access point – Earles Meadow
- 9. Date of next meeting –**  
**Thursday 4<sup>th</sup> February 2016 (scheduled)**