

Dear Councillor,

26<sup>th</sup> November 2014

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 4<sup>th</sup> December 2014 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

**Committee Members** – Councillors Mrs K. Burgess, Grant, Knight, Searle, Senior, Torn, Mrs Walters 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 16<sup>th</sup> October 2014**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To consider the Committee Budget for 2015/2016 – second draft -**  
to include the current situation regarding forthcoming Projects
- 7. To discuss and note matters relating to Earles Meadow –**
  - (a) Commemorative seat
  - (b) Safe access to and from Earles Meadow
- 8. To consider a Recommendation from the Planning Environment and Transport Committee meeting of 6<sup>th</sup> November in relation to the Bus Shelter at Manor Fields**
- 9. To note the current situation regarding tree works at Amberley Close and Cherry Tree Walk**

- 10. To note progress with in house Street Lighting maintenance**
- 11. To discuss and note matters relating to the Community Venues -**
  - (a) Roffey Millennium Hall**
    - (i) Upstairs hot water system
    - (ii) Purchase of an additional dishwasher
    - (iii) Outcome of the annual LOLER (Lifting Operations and Lifting Equipment Regulations 1998) inspection of the lift at Roffey Millennium Hall
    - (iv) Annual Lightning Conductor inspection
    - (v) Partition wall service
  - (b) North Heath Hall**
    - (i) Roof window openings
    - (ii) Car Park - white lining
    - (iii) Replacement Floor Buffing Machine
    - (iv) Appliance repairs – oven and dishwasher
    - (v) Partition Wall service
  - (c) Holbrook Tythe Barn**
    - (i) Shrub beds to front and side of building
    - (ii) Knee high fencing at shrub beds
    - (iii) Partial re-tarmacing of footpath across car park
    - (iii) Acoustics in the new wing of Holbrook Tythe Barn
    - (iv) Taps in WC's (concussive taps and pop up waste)
    - (v) Shelving in cleaning materials store cupboard
    - (vi) Replacement of entrance porch matting
    - (vii) Purchase of an Assistance Ramp
    - (viii) Provision of flip charts etc. and refreshments
- 12. To discuss and note matters relating to Play Areas at Amberley Close, Birches Road and Holbrook Tythe Barn**
- 13. To discuss the provision of an electric charging point for vehicles and a replacement maintenance vehicle**
- 14. To note emergency drainage works carried out at Holbrook Tythe Barn and North Heath Hall**
- 15. To note and consider the outcome of Legionella testing at all Community venues**
- 16. To note a new Sanitary Waste contract at all venues**
- 17. To note the implementation of a Contractors' Register**
- 18. Date of next meeting –  
Thursday 5<sup>th</sup> February 2015 (scheduled)**

**19. Exclusion of the Press and Public**

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

**20. To consider the current situation regarding the Grounds Maintenance contract**

**21. To consider a specification for changes to the layout of the Parish Office**

**22. To discuss cleaning arrangements for Room 15/16 at North Heath Hall**