

Dear Councillor,

29th January 2015

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 5th February 2015 at 7.30pm at Roffey Millennium Hall** for the transaction of the business shown on the agenda below.

Committee Members – Councillors Mrs K. Burgess, 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 4th December 2014**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To note Committee Budget Monitoring – to 31.12.2014**
- 7. To discuss and note matters relating to Earles Meadow –**
 - (a) Commemorative seat
 - (b) Flooding at Earles Meadow
- 8. To consider alterations to the Bus Shelter at Manor Fields**
- 9. To note the current situation regarding tree works at Cherry Tree Walk**
- 10. To note and consider required tree works at Harwood Road Allotment site bordering Leechpool Primary School**

- 11. To note and consider the outcome of Legionella testing at all Community venues**
- 12. To note and consider maintenance of the Courts surface at the Multi Courts**
- 13. To discuss and note matters relating to the Community Venues -**
 - (a) Roffey Millennium Hall**
 - (i) Upstairs hot water system
 - (b) North Heath Hall**
 - (i) Roof window openings
 - (ii) Replacement Floor Buffing Machine
 - (iii) Gutters and fascia boards
 - (c) Holbrook Tythe Barn**
 - (i) Partial re-tarmacing of footpath across car park
 - (ii) Acoustics in the new wing of Holbrook Tythe Barn
 - (iii) Taps in WC's (concussive taps and pop up waste)
 - (iv) Replacement of entrance porch matting
 - (v) Completion of workshop
- 14. Date of next meeting – Thursday 9th April 2015 (scheduled)**
- 15. 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
- 16. To consider the current situation regarding the Grounds Maintenance contract – Report to be tabled at the Committee meeting**
- 17. To consider a specification for changes to the layout of the Parish Office – Report to be tabled at the Committee meeting**