

Dear Councillor,

21st March 2016

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 7th April 2016 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 4th February 2016**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To consider Boiler Servicing arrangements at Roffey Millennium Hall**
- 7. To consider arrangements for 24/7 keyholder arrangements for all Community venues**
- 8. To consider 2016/2017 Projects**
 - (i) Conversion to mains water supply – North Heath Hall
 - (ii) Replacement water heater – Room 15/16 – North Heath Hall
 - (iii) New Patio Doors and surrounds – Holbrook Tythe Barn
 - (iv) New Water Heater – Disabled WC – Holbrook Tythe Barn
 - (v) Replacement Air Conditioning Unit – Members Room – Roffey Millennium Hall
- 9. To consider safety issues at Holbrook Tythe Barn Car Park**

10. To discuss work on flower and shrub beds at Holbrook Tythe Barn
11. To consider the provision of additional fencing at the Multi Courts, Holbrook Tythe Barn
12. To consider repairs to play equipment (Cone Climber) at Amberley Close Play Area
13. To note the outcome of the Fire Officer's visit to Roffey Millennium Hall
14. To note completed works –
 - (a) **Holbrook Tythe Barn**
 - (i) Outside Disabled Toilet
 - (b) **North Heath Hall**
 - (i) Additional Alarm Key Pad
 - (ii) Replacement wooden gates on lower footpath
 - (c) **Other locations**
 - (i) Hedge reduction – Amberley Close Allotments
15. To 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) Tree works – end of Brushwood Road
 - (ii) Flooding issues - Earles Meadow
 - (iii) Footpath between Earles Meadow and Amberley Close Open Space
16. **Date of next meeting –
Thursday 9th June 2016 (scheduled)**