

Dear Councillor,

25th March 2015

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 9th April 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 5th February 2015**
- 4. Chairman's Announcements**
- 5. To receive any Declarations of Interest from Members of the Committee**
- 6. To note Committee Budget Monitoring – at 31.3.2015**
- 7. To discuss and note matters relating to Earles Meadow –**
 - (a) Commemorative seat
 - (b) Flooding at Earles Meadow
 - (c) Vandalism to fencing
 - (d) Inspection of iconic oak tree
- 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 the current situation regarding 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, to include –
 - (a) the installation of ladders and lighting; and boarding out of loft spaces
 - (b) progress on Actions arising from the recent Risk Assessment
12. To consider new arrangements for the maintenance of Boilers at all three Community venues
13. To consider re-instatement of external awning at Holbrook Tythe Barn
14. To note the results of the Periodic Electrical Inspection at Roffey Millennium Hall
15. To consider a specification for changes to the layout of the Parish Office
16. To discuss and note matters relating to the Community Venues -
 - (a) **Roffey Millennium Hall**
 - (i) Upstairs hot water system and water pressure
 - (b) **North Heath Hall**
 - (i) Roof window openings
 - (ii) 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
 - (vi) Damage to knee high fencing
17. **Date of next meeting –
Thursday 11th June 2015 (scheduled)**