

Dear Councillor,

10<sup>th</sup> October 2014

You are hereby summoned to attend a meeting of the Property Committee on **Thursday 16<sup>th</sup> October 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 31<sup>st</sup> July 2014**

**4. Chairman's Announcements**

**5. To receive any Declarations of Interest from Members of the Committee**

**6. To note Committee Budget monitoring – to 30.9.2014**

**7. To consider the Committee Budget for 2015/2016 – first draft – to include -**

- (a) Hall hire charges and other related charges
- (b) Allotment rents
- (c) Projects for 2015/2016

**8. To discuss and note matters relating to Earles Meadow –**

- (a) Seating
- (b) Bulb planting
- (c) Maintenance of the shrub areas either side of the Play Area

9. **To note the current situation regarding Tree Works at Amberley Close and Cherry Tree Walk**
  
10. **To discuss and note matters relating to the Community Venues -**
  - (a) **North Heath Hall**
    - (i) Completion of roof works
    - (ii) Roof window openings
    - (iii) Car Park issues – including white lining
  
  - (b) **Holbrook Tythe Barn**
    - (i) Current situation regarding on-going works
    - (ii) Shrub beds to front and side of building
    - (iii) Patio furniture
  
  - (c) **Multi Courts**
    - (i) Maintenance of Courts surface
    - (ii) Surrounding fencing
  
  - (d) **Roffey Millennium Hall**
    - (i) Pressurisation of upstairs hot water system
  
11. **To discuss changes to the layout of the Parish Office**
  
12. **Date of next meeting –  
Thursday 4<sup>th</sup> December 2014 (scheduled)**
  
13. **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
  
14. **To consider the current Grounds Maintenance contract**
  
15. **To note an incident of personal injury**