

27<sup>th</sup> January 2017

## **NOTICE OF A MEETING OF THE PROPERTY COMMITTEE**

Councillors are respectfully summoned to attend a meeting of North Horsham Parish Council Property Committee to be held on **Thursday 2<sup>nd</sup> February 2017 at 7.30pm at Roffey Millennium Hall** for the transaction of the business on the agenda below. Members of the press and public are welcome to attend the meeting.

Vivien Edwards  
Deputy Clerk to the Council

### **Committee Members**

Cllr Britten, Cllr Mrs K. Burgess, Cllr Knight, Cllr Millington, Cllr Searle, Cllr Torn and Cllr R Wilton

## **AGENDA**

### **1. Public Forum**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

### **2. Apologies for absence**

**Recommendation: To receive apologies for absence.**

### **3. Minutes**

**Recommendation: To approve and sign the Minutes of the Meeting held on 1<sup>st</sup> December 2016.**

### **4. Declarations of Interest**

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

### **5. Chairman's Announcements**

**Recommendation: To note any announcements.**

### **6. Finance - see Appendix A**

**Recommendation: To note the Committee Budget to 31<sup>st</sup> December 2016.**

## 7. Completed works

### (a) All venues

- (i) Intruder and Fire Alarms serviced
- (ii) Legionella Risk Assessments and annual testing carried out
- (iii) Fire Risk Assessments – to be presented for approval at the next Parish Council meeting.

### (b) Roffey Millennium Hall

- (i) Lift serviced and insurance check carried out
- (ii) Entrance hall redecorated.

### (c) Play Areas

- (i) Swings fixed at Holbrook Tythe Barn.

### (d) Bus Shelters

- (i) Lambs Farm Road and Church Road repainted and repaired.

### (e) Tree Works

- (i) Whitehorse Road – Hornbeam
- (ii) Rowlands Road – Norwegian Maple.

**Recommendation: To note completed works.**

## 8. On-going works

### (a) Roffey Millennium Hall

Defibrillator and case have been delivered. To be fitted to external front wall.

### (b) Various Locations

- (i) Tree works at Cherry Tree Road
- (ii) Street lights ongoing repaired
- (iii) Bus shelter at North Heath Lane (opposite Heath Way) – to be repaired.

**Recommendation: To note on-going works.**

## 9. Future works

### (a) Multi Courts

Following the decision at the last Property Committee meeting Horsham Bowling Club were invited to consider sharing the cost of installing netting on the northern end of court one to stop balls going onto the Bowling Green.

Given the response from the Club (see Appendix B) members are asked to consider how to progress this issue.

### (b) Holbrook Tythe Barn Open Space – Goal Post

Consider costs and agree location for a replacement goal post.

**Recommendations:**

- (i) **To consider the response from the Bowling Club regarding installing netting at the northern end of the Multi Courts and decide how to proceed.**
- (ii) **To consider installing a new goal post at Holbrook Tythe Barn Open Space and decide on a suitable location.**

## 10. Emergency Telephone Lines and Alarm Connections

Servicing of the intruder and fire alarms has highlighted some problems at North Heath Hall and Holbrook Tythe Barn regarding connection/provision of telephone lines. See Clerk's Report for further details.

**Recommendations:**

- (i) **North Heath Hall – consider if it is necessary to have a dedicated line for 999 calls. If considered necessary, agree to a new line being installed for this at a cost of £120 for installation and £13.20 per month rental.**
- (ii) **Holbrook Tythe Barn – consider if it is necessary to have a dedicated line for 999 calls. If considered necessary, agree to a new line being installed to be connected to the alarm system at a cost of £120 for installation and £13.20 per month rental. If not considered necessary, transfer the existing line to the alarm system.**

**11. Fire Warden Training**

Whilst carrying out the Fire Risk Assessments for all venues it has been identified that Fire Wardens are required for Roffey Millennium Hall.

**Recommendation: To consider staff undertaking Fire Warden training by West Sussex Fire Brigade at a total cost of £480. Other Parish Councils and local organisations to be invited to attend so as to share the cost.**

**12. Policy and Conditions of Hire in Relation to Parish Council owned Premises**

**Recommendation: Clarify the following wording from the section on Booking Exclusions concerning events for persons aged 11 to 21 years.**

**Currently:**

*Bookings will not be taken for parties or events involving persons between 11 and 21 years.*

**Change to:**

*Bookings will not be taken for parties or events specifically for persons between 11 and 21 years.*

**13. Date of next meeting – Thursday 6<sup>th</sup> April 2017 (scheduled).**