



North Horsham Parish Council

Roffey Millennium Hall,
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9th June 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 15th June 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

Committee Members:

Cllr K. Burgess, Cllr R Ginn, Cllr R Knight, Cllr D Searle, Cllr A Smith, Cllr S Torn
Cllr R. Wilton.

AGENDA

1. **To appoint a Chairman to the Committee for the forthcoming year.**
2. **To appoint a Vice Chairman to the Committee for the forthcoming year.**
3. **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.
4. **Apologies for absence**
Recommendation: To receive apologies for absence.
5. **Minutes**
Recommendation: To approve and sign the Minutes of the Meeting held on 6th April 2017.
6. **Declarations of Interest**
Recommendation: To receive any Declarations of Interest from Members of the Committee.
7. **Chairman's Announcements**
Recommendation: To note any announcements.

8. Finance

See Appendix A.

Recommendation: To note the Committee Budget to 31st May 2017.

9. Completed works

(a) Roffey Millennium Hall

- (i) AHU – investigation work undertaken
- (ii) Wall heater in North Hall repaired
- (iii) Lift serviced
- (iv) Air conditioning units serviced
- (v) Wireless panic buttons installed
- (vi) DEC assessment carried out

(b) Holbrook Tythe Barn

- (i) Sign for Fire Assembly point moved
- (ii) Knee high fence repaired in car park

(c) North Heath Hall

- (i) Partition wall serviced
- (ii) DEC assessment carried out
- (iii) Tamper proof thermostats fitted

(d) Play / Recreation Areas

- (i) Amberley Close Play Area – Bridge chain repaired

(e) Multi- Courts

- (i) Maintenance/service visit

(f) Tree Works

- (i) Tree work – Cherry Tree Walk – Hornbeam reduction by 3 m

Recommendation: To note completed works.

10. On-going works

(a) All Community Venues

- (i) Heating and Ventilation Systems to be serviced
- (ii) PAT testing to be carried out
- (ii) Legionella Testing to be carried out (6 monthly)

(b) Roffey Millennium Hall

- (i) Installation of CCTV
- (ii) Fire extinguishers to be serviced

(c) Holbrook Tythe Barn

- (i) Holbrook Recreation Area - New goal post to be fitted
- (ii) Holbrook Play Area - Zip Wire matting to be replaced

(d) North Heath Hall

- (i) Patio area in bottom garden to be completed

Recommendation: To note on-going works.

11. Future Works for Consideration

(a) Roffey Millennium Hall

- (i) AHU – repair work
- (ii) Lift – health and safety work

(b) North Heath Hall

- (i) Repair to Partition Wall

(c) Holbrook Tythe Barn

- (i) Remedial work to fire alarm
- (ii) Installation of a handrail at the front entrance

(d) Earles Meadow

- (i) Repairs to Boardwalks.

Recommendation: To consider actions suggested in this section of the Committee Report.

12. Roffey Millennium Hall – Air Conditioning Unit

Bramber would benefit from having an air conditioning unit installed. It has been identified that there may be s106 money available for this.

Recommendation: To confirm with HDC if this project can be funded with s106 money and if so submit an application for an air conditioning unit to be installed in Bramber.

13. Tree Work Adjacent to Earles Meadow Play Area

A request has been received from the Earles Meadow Residents' Association to contribute towards work to be undertaken on a tree adjacent to the play area at Earles Meadow.

Recommendation: To consider the request from Earles Meadow Residents' Association and the report by the tree surgeon.

14. Date of Next Meeting – Thursday 17th August 2017 (scheduled)