



# North Horsham Parish Council

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11<sup>th</sup> August 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 17<sup>th</sup> August 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. 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 7.45 pm 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 15<sup>th</sup> June 2017.**
- 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> July 2017.**

**7. Completed works:**

**(a) All venues**

- (i) Heating and ventilation plants serviced
- (ii) PAT testing carried out
- (iii) 6 monthly Legionella Tests completed
- (iv) Fire and intruder alarms serviced

**(b) Roffey Millennium Hall**

- (i) Air Handling Unit repaired
- (ii) Air conditioning units serviced

**(c) Holbrook Tythe Barn**

- (i) New Goal post fitted
- (ii) Remedial work to fire alarm completed
- (iii) Periodic Electrical Inspection completed

**(d) North Heath Hall**

- (i) Patio in bottom garden completed

**(e) Play / Recreation Areas**

- (i) RoSPA inspection completed (a copy of the report will be available to view at the meeting)

**(f) Multi- Courts**

- (i) Maintenance/service visit

**(g) Tree Works**

- (i) Tree work – Ash tree alongside Riverside Walk reduced (safety issue)

**Recommendation: To note completed works.**

**8. On-going works:**

**(a) Roffey Millennium Hall**

- (i) Installation of CCTV
- (ii) Lift repair

**(b) Earles Meadow**

- (i) Repairs to Boardwalks
- (ii) Meadow Cut

**(c) Play Areas**

- (i) Minor repairs following RoSPA report

**(d) Tree Work**

- (i) Remedial work to an Ash tree adjacent to Earles Meadow Play area

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

**9. Future Works for Consideration:**

**(a) Holbrook Tythe Barn**

- (i) Landscaping of beds at the front of the car park

**Recommendation: To consider future work to the beds at the front of the car park at Holbrook Tythe Barn.**

**10. To consider Tree Works at various locations:**

- (i) Allotments at Amberley Close
- (ii) Riverside Walk

**Recommendation: To consider the quotations for the tree works described above.**

- 11. Review the Policy and Conditions of Hire in Relation to Council Owned Premises**  
**Recommendation: To approve inserting: -**
  - an additional clause as recommended by Horsham District Council
  - an additional clause relating to security of the buildings when they are being hired
  
- 12. Allotments – see Appendix B**  
**Recommendation: To recommend the following documents to the Parish Council for adoption: -**
  - Allotment Tenancy Agreement
  - Allotment Rules
  - Bee Policy
  
- 13. Winter Maintenance Plan – see Appendix C**  
**Recommendation: To agree the 2017/18 Winter Maintenance Plan.**
  
- 14. Infrastructure Delivery Plan – See Appendix D**  
**Recommendation: To identify any further projects to be included in the Infrastructure Delivery Plan and to note the unallocated s106 funds available.**
  
- 15. Caretaker Uniform**  
**Recommendation: To provide polo shirts and sweat shirts for the caretakers with the Parish Council name and logo embroidered on them.**
  
- 16. Date of next meeting – Thursday 19<sup>th</sup> October 2017 (scheduled)**