



North Horsham Parish Council

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13th October 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 19th October 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 7.45pm 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 17th August 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**
Recommendations:
 - 1. To note the Committee Budget to 30th September 2017.**
 - 2. To put forward a forecast for 2017/18 and budget for 2018/19.**
 - 3. To consider potential projects for 2018/19.**

7. Completed works:

(a) Roffey Millennium Hall

- (i) Lightning Conductor serviced

(b) Holbrook Tythe Barn

- (i) Notice board repaired
- (ii) Knee high fencing repaired
- (iii) Fence at front (facing road) repaired

(c) North Heath Hall

- (i) Fire alarm repaired
- (ii) Fencing adjacent to Riverside Walk repaired

(d) Play / Recreation Areas

- (i) Fence at Birches Road recreation area repaired

(e) Tree Works

- (i) Dead branch removed from Ash tree at Riverside walk

(f) Earles Meadow

- (i) Boardwalks repaired
- (ii) Two stems removed from Ash tree next to Earles Meadow Play area

(g) Allotments

- (i) Brambles removed from side of path

Recommendation: To note completed works.

8. On-going works:

(a) Roffey Millennium Hall

- (i) Installation of CCTV (wc 23rd October 2017)
- (ii) Lift to be serviced
- (iii) Partition wall to be serviced

(b) North Heath Hall

- (i) Partition wall to be serviced and repaired

(c) Holbrook Tythe Barn

- (i) Installation of rail at front entrance (new quotes required)

(d) Play Areas

- (i) Minor wet pour repairs

(e) Multi- Courts

- (i) Maintenance/service visit

Recommendation: To note on-going works.

9. Holbrook Tythe Barn – Landscaping of beds at the front of the car park

At the last meeting of the Property Committee it was agreed to defer a decision about the future of the beds at the front of Holbrook Tythe Barn until the next meeting of the committee.

Recommendation: To consider leaving the beds at the front of Holbrook Tythe Barn as they are until the Spring.

10. Review the Open Spaces Policy - see Appendix B

To review the Open Spaces Police and bring it up to date.

Recommendation: To agree the changes highlighted in the Committee Report.

- 11. Bus Shelters in North Horsham - See Appendix C**
To consider a request from a local resident concerning bus stops and shelters along the route of the 98 Metrobus.
Recommendations:
- 1. To consider installing a seat at the bus shelter at Church Road.**
 - 2. To consider installing bus shelters at some bus stops in North Horsham where there are currently none.**
- 12. Earles Meadow**
- (a) Leaf Blower**
We have been advised that it would prolong the life of the boardwalks if in the autumn and winter the damp leaves could be blown off the boardwalks on a regular basis.
Recommendation: To provide a leaf blower for the Earles Meadow Conservation Group (EMCG) to keep the damp leaves off the surface of the boardwalks. Also to be used for clearing leaves in the car park at North Heath Hall.
- (b) Camp Fire – Request for Dispensation**
A request has been received from the leader of the EMGC to allow the 1st Harwood Guides to hold a festive camp fire on what is known as the outdoor classroom area at Earles Meadow.
Recommendation: To give dispensation to the 1st Harwood Guides to hold a festive camp fire in December providing that certain conditions are agreed to.
- 13. Caretaker Uniform**
Recommendation: To provide two additional polo shirts for each caretaker.
- 14. Results of Customer Satisfaction Survey amongst Regular Users – see Appendix D**
Recommendation: To note the results of the survey.
- 15. Date of next meeting – Thursday 7th December 2017 (scheduled).**