



# North Horsham Parish Council

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13<sup>th</sup> December 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 **Tuesday 19<sup>th</sup> December 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 19<sup>th</sup> October 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:**

- **To note the Committee Budget to 30<sup>th</sup> November 2017**
- **To consider recommendations (if any) from the Finance Committee regarding the Property Committee budget for 2018/19**
- **To consider potential projects for 2018/19.**

**7. Completed works**

See Committee Report for details.

**Recommendation: To note completed works.**

**8. On-going works**

See Committee Report for details.

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

**9. Future Works**

**(a) Holbrook Tythe Barn - Installation of a new hot water tank and ancillary work**

Remedial work is required to bring the hot water in the toilets at the Barn end of the building up to an appropriate temperature.

**Recommendation: To agree to installing an additional hot water tank at Holbrook Tythe Barn.**

**(b) Earles Meadow**

To commission a health and safety inspection of the veteran Oak tree at Earles Meadow as recommended.

**Recommendation: To agree to commission a health and safety and condition inspection on the veteran Oak tree at Earles Meadow.**

**(c) Harwood Road Allotments**

It has been identified that urgent work is required on a dead Willow tree and a large Oak tree at Harwood Road allotments.

**Recommendation: Subject to permission being given by West Sussex County Council, to agree that the following work be carried out at Harwood Road allotments -**

- **Felling of dead Willow tree, leaving standing stump at 2 – 3m**
- **Fell Oak tree, which has poor height to diameter ratio, to 2 – 3m.**

**10. Trespass on Parish Council Land**

Review of security measures following travellers camping in the car park at Holbrook Tythe Barn.

**Recommendations:**

- **To consider installing preventative measures at Holbrook Tythe Barn and other Parish Council Properties where appropriate**
- **To write to the Sussex Police & Crime Commissioner asking what the policy is on evicting gypsies and travellers and why the police declined to take action when requested to do so by the WSCC Gypsy and Traveller Manager.**

**11. Earles Meadow Management Plan**

**Recommendation: To note the Earles Meadow Management Plan.**

**12. Land at North Heath Hall**

Clarification is required about the status of the land at the rear and side of North Heath Hall and the path leading from Chennells Brook to the Car Park at North Heath Hall. It is not clear if this is Public Open Space and, if so, if any restriction should be placed on access to it and its usage.

**Recommendation: To instruct a solicitor to determine the status of the land to the rear and side of North Heath Hall and to advise if there are any consequences to this status.**

**13. Hire of Chairs**

Consider a request from a local tea room to borrow/hire 20 chairs from Roffey Millennium Hall to be used for a series of inspirational talks.

**Recommendation: To consider lending/borrowing 20 chairs to a local business on a monthly basis.**

**14. Date of next meeting**

**Recommendation: To note the next meeting to be held on Thursday 8<sup>th</sup> February 2018 (scheduled).**