



# North Horsham Parish Council

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27<sup>th</sup> April 2018

## **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 3<sup>rd</sup> May 2018 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 S Torn

## **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 8<sup>th</sup> February 2018.**

### **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> March 2018.**

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. **To consider Tree Works at Earles Meadow**  
See Appendix B  
**Recommendation: To consider the quotations for the tree works.**
10. **Trespass on Parish Council Land**  
To review of security measures following a reoccurrence of travellers camping in the car park at Holbrook Tythe Barn.  
**Recommendation: To consider installing preventative measures at Holbrook Tythe Barn and other Parish Council Properties where appropriate**
11. **Legionella Testing**  
See Committee Report  
**Recommendation: To note the results of the Legionella Assessments carried out at all venues on 31<sup>st</sup> January 2018.**
12. **Fire Risk Assessment**  
See Committee Report  
**Recommendation: To note the results of the Fire Risk Assessment carried out at North Heath Hall on 26<sup>th</sup> February 2018 and to agree any remedial actions required.**
13. **Drapes at North Heath Hall**  
See Appendix C  
**Recommendations: To consider a request from Manor Theatre to install hooks along the back wall/beams in order to cover the wall with drapes during productions.**
14. **Date of next meeting**  
**Recommendation: To note the next meeting to be held on Thursday 14<sup>th</sup> June 2018.**