



North Horsham Parish Council

Roffey Millennium Hall,
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8th June 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 14th June 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 J Davidson, Cllr R Ginn, Cllr R Knight, Cllr D Searle, Cllr J Smithson,
Cllr S Torn

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 3rd May 2018.
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 for the following reports:

- (i) Committee Budget to 30th April 2018
- (ii) Income and Expenditure for the halls and multi courts for 2017-18.
Expenditure includes apportioned staff costs.

Recommendations:

- (i) **To note the Committee Budget to 30th April 2018**
- (ii) **To note the apportioned staff costs for 2017-18.**

9. Completed works

See Committee Report for details.

Recommendation:

To note completed works.

10. On-going works

See Committee Report for details.

Recommendation:

To note on-going works.

11. Holbrook Tythe Barn Security Measures

See Committee Report and Appendix B.

Recommendation:

To consider installing security measures, including a height restriction barrier, at the entrance to the car park at Holbrook Tythe Barn to prevent further incidents of trespass.

12. Holbrook Tythe Barn – Installation of hand rail

See Committee Report.

Recommendation:

To AGREE to fit a DDA compliant handrail at the front entrance of Holbrook Tythe Barn.

13. Tree Works at Earles Meadow

See Appendix C.

Recommendation:

To consider undertaking work to the Oak tree at Earles Meadow.

14. Earles Meadow – Boardwalks

See Committee Report.

Recommendations:

- (i) **To AGREE to purchase boards at an approved cost so that the Earles Meadow Conservation Group can carry out running repairs to the boardwalks**
- (ii) **To AGREE to appoint a contractor to carry out the more complicated repairs at a cost to be agreed.**

15. Internal Decorating at all Venues

To consider quotes for internal decoration of the buildings in line with the Decorating Schedule. See Committee Report and Appendix D

Recommendations:

- (i) To AGREE to decorate the Barn at Holbrook Tythe Barn
- (ii) To AGREE to decorate North and South Halls at Roffey Millennium Hall
- (iii) To AGREE to decorate rooms 1 and 4 at North Heath Hall.

16. Roof at Roffey Millennium Hall

See Committee Report and Appendix E.

Recommendation:

To AGREE to appoint a company to carry out repair work to the roof at Roffey Millennium Hall.

17. Date of next meeting

Recommendation:

To note the next meeting to be held on Thursday 16th August 2018.