



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
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10<sup>th</sup> August 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 16<sup>th</sup> August 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 Smithurst  
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 14<sup>th</sup> June 2018.**
- 4. Declarations of Interest**  
**Recommendation: To receive any Declarations of Interest from Members of the Committee.**
- 5. Chairman's Announcements**  
See Committee Report.  
**Recommendation: To note any announcements.**
- 6. Finance**  
See Appendix A.  
**Recommendation: To note the Committee Budget to 31<sup>st</sup> July 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. **North Heath Hall – Noise Complaints**  
See Appendix B.  
Complaints have been received from some residents who live adjacent to North Heath Hall about ongoing issues with noise.  
**Recommendation: To consider if there are any ways in which noise can be reduced.**
10. **Fire Risk Assessments**  
See Appendix C.  
**Recommendation:**
  - a) **To note the results of the Fire Risk Assessment carried out at Roffey Millennium Hall on 29<sup>th</sup> May 2018 and the remedial actions undertaken.**
  - b) **To note the current Fire Risk Assessment for Holbrook Tythe Barn.**
  - c) **To recommend that the current Fire Risk Assessments for all buildings be presented to the Parish Council for review.**
11. **RoSPA Reports for all Play Areas**  
A copy of the report for each area will be available at the meeting.  
**Recommendation: To note the results of the RoSPA inspections.**
12. **Mature Oak Tree located at Earles Meadow**  
See Appendix D.  
The report commissioned by the Parish Council to carry out a visual inspection of the tree and provide recommendations for management of the tree has been received.  
**Recommendation: To note the report and consider carrying out the recommended work.**
13. **Earles Meadow**
  - a) **Boardwalks**  
**Recommendation: To agree to appoint a contractor to carry out the more complicated boardwalk repairs.**
  - b) **Clearance of a small area on the border of the open space between Earles Meadow and Amberley Road including clearing around part of the culvert**  
See Appendix E.  
**Recommendation: To consider clearing the identified area.**
14. **Memorial Tree at Holbrook Tythe Barn**  
**Recommendation: To agree to plant a lilac tree/bush at Holbrook Tythe Barn in honour of Roger Wilton, a former member and Chairman of North Horsham Parish Council. A commemorative plaque to be erected adjacent to the tree/bush.**

- 15. Erection of Silent Soldiers**  
**Recommendation: To agree when and where the Silent Soldiers should be erected.**
- 16. Bus Shelter at Rusper Road**  
See Appendix F  
**Recommendation: To consider a request from a resident to install a bus shelter at the bus stop at the junction of Brook Road and Rusper Road.**
- 17. Policy and Conditions of Hire in Relation to Council Owned Premises**  
**Recommendations:**
- a) **To approve changing the number of days required for cancelling a booking without charge from 14 to 28 days (clause 13).**
  
  - b) **To add the following clause:**  
**HOLBROOK TYTHE BARN**  
**There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council office.**
- 18. Wrestling at Roffey Millennium Hall**  
**Recommendation: To consider a request to hold a wrestling event at Roffey Millennium Hall.**
- 19. Date of next meeting**  
**Recommendation: To note the next meeting to be held on Thursday 18<sup>th</sup> October 2018.**