



# North Horsham Parish Council

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15<sup>th</sup> October 2021

## NOTICE OF A MEETING OF THE PROPERTY COMMITTEE

Councillors are respectfully summoned to attend a meeting of the Property Committee of North Horsham Parish Council on **Thursday 21<sup>st</sup> October 2021 commencing at 7.30pm** at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below.

Due to the Coronavirus pandemic members of the Press and public are welcome to attend the meeting using the following online Zoom link:

<https://us02web.zoom.us/j/84158021263?pwd=by9ZMTQzVExuY3ZBMmFGaHRaZ0pxZz09>

Meeting ID: 841 5802 1263

Passcode: 467399

The guidance for on-line meetings can be found on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

*Vivien Edwards*

Vivien Edwards  
Deputy Clerk

### **Committee Members:**

Cllr K. Burgess, Cllr J Davidson, Cllr R Ginn, Cllr R Knight, Cllr D Mahon, Cllr R Millington, Cllr D Searle, Cllr A Shine, Cllr J Smithurst, Cllr S Torn.

### **AGENDA**

- 1. Elect a Chairman**  
**Recommendation: To nominate and elect a Chairman.**
- 2. Elect a Vice Chairman**  
**Recommendation: To nominate and elect a Vice Chairman.**
- 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. Declarations of Interest**  
Any changes in interests should be reported to the Clerk as soon as possible.  
See Committee Report.  
**Recommendation: To receive any Declarations of Interest from Members of the Committee.**
- 6. Minutes**  
Circulated previously.  
**Recommendation: To approve and sign the Minutes of the Meeting held on 18<sup>th</sup> February 2021.**
- 7. Chairman's Announcements - for information and noting only**  
**Recommendation: To note any announcements.**
- 8. Update on Measures in place to control the spread of Coronavirus (COVID-19) at Council Owned Premises**  
See Committee Report.  
**Recommendation: To note the measures in place at Parish Council Owned Premises to minimise the spread of Coronavirus (COVID-19).**
- 9. Finance**  
See Appendix A.  
**Recommendations:**  
(i) **To note the Committee Budget to September 30<sup>th</sup> 2021.**  
(ii) **To note the provisional figures put forward for the forecast for 2021/22, the budget for 2022/23 and suggested funds to be allocated to the Earmarked Reserves.**
- 10. Completed Works since the last Update**  
See Committee Report.  
**Recommendation: To note the completed works.**
- 11. On-going Works**  
See Committee Report.  
**Recommendation: To note the on-going works.**
- 12. Allotments at Amberley Close**  
See Appendix B - Amberley Close Allotment Site Report.  
**Recommendations:**  
(i) **To no longer halve full sized plots, however, if the allotments succumb to a high demand again in the future, full sized plots should be halved to satisfy demand**  
(ii) **To add additional clauses to the Allotment Rules as outlined in the report.**
- 13. Update on Risk Assessments and Safety Inspections since 1<sup>st</sup> April 2021**  
See Committee Report.  
**Recommendation: To note and approve the current status of the following Risk Assessments and Inspections relevant to Health and Safety:**  
(i) **Health and Safety and COVID 19 Risk Assessments**  
(ii) **Fire Risk Assessments**  
(iii) **Legionella Risk Assessments and Water Assessments**  
(iv) **Annual RoSPA inspection.**

- 14. Review of the Winter Maintenance Plan**  
See Appendix C.  
**Recommendation:**  
**To note the Winter Maintenance Plan for 2021/2022.**
- 15. Exclusion of Press and Public**  
**To resolve that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item relate to contractual/legal matters.**
- 16a. Stage Lights at North Heath Hall Update**  
See Appendix D (Confidential).
- 16b. Oak Tree at Earles Meadow adjacent to property**  
See Appendix D (Confidential).
- Recommendation:**  
**To note:**  
**(i) The update regarding the settlement with the claimant following an accident with a stage light at North Heath Hall in March 2019**  
**(ii) The situation regarding an Oak Tree adjacent to a property in Earles Meadow.**
- 17. Date of next Meeting.**  
**Recommendation: To note the next meeting to be held on Thursday 2<sup>nd</sup> December 2021.**

**Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.**