



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
HolbrookTythe Barn

Email: [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

30<sup>th</sup> March 2023

## **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 6<sup>th</sup> April 2023 commencing at 7.30pm** in Chichester Room at Roffey Millennium Hall, Crawley Road, Horsham for the transaction of the business on the agenda below. Members of the Press and public are welcome to attend the meeting, but can attend via Zoom, using the link below, if preferred.

<https://us02web.zoom.us/j/82913477725?pwd=dDcyYWpOUtEK2ZXRYtdjVWVkJFsZz09>

Meeting ID: 829 1347 7725

Passcode: 351257

*S. J. Norman*

Sarah Norman  
Clerk to the Council

### **Committee Members:**

Cllr K. Burgess, Cllr J Davidson, Cllr R Ginn, Cllr R Knight, Cllr D Mahon, 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**

**Decision: To receive apologies for absence.**

### **3. Declarations of Interest**

Any changes in interests should be reported to the Clerk as soon as possible.  
See Committee Report.

**Decision: To receive any Declarations of Interest from Members of the Committee.**

### **4. Minutes**

Circulated previously.

**Decision: To approve and sign the Minutes of the Meeting held on 9<sup>th</sup> February 2023.**

### **5. Chairman's Announcements - for information and noting only**

**Decision: To note any announcements.**

- 6. Finance**  
See Appendix A & the detailed I & E report circulated via email with the agenda.  
**Decision: To note the Financial Report to 28<sup>th</sup> February 2023.**
- 7. Completed Works**  
See Committee Report.  
**Decision: To note the completed works and ratify any detailed expenditure.**
- 8. On-going Works**  
See Committee Report.  
**Decision: To note the on-going works and ratify any detailed expenditure.**
- 9. Earles Meadow**  
See Committee Report & Appendix B & C  
**Decision:**
  - i. To consider declaring Earles Meadow as a Local Nature Reserve.**
  - ii. To consider Earles Meadow Conservation Group's request to leave the felled tree stumps 50-75cm high, instead of felled to ground level.**
  - iii. To note the update regarding the grass seeded area.**
- 10. S106 Funding**  
See Committee Report.  
**Decision: To consider recommending to Council to apply for allocated S106 funds, totalling £3948.64 for indoor sports items at Holbrook Tythe Barn.**
- 11. Defibrillators for Holbrook Tythe Barn (HTB) and North Heath Hall (NHH)**  
See Committee Report.  
**Decision: To consider installing 2 x defibrillators inside HTB & NHH, totalling £1550.00 + vat and approx. £60.00 for installation and make a recommendation to the CIL Working Party.**
- 12. Servicing of Automatic Door System at Roffey Millennium Hall (RMH)**  
See Committee Report.  
**Decision: To consider six monthly servicing of the automatic door system at RMH, totalling £330.00 + vat per annum, to be funded from the 23/24 'Maintenance – Electrical' budget.**
- 13. Parking Space at HTB**  
See Committee Report.  
**Decision: To consider the proposal to allow a local school to use a regular parking space at HTB.**
- 14. Air Handling Unit (AHU) at RMH**  
See Committee Report.  
**Decision: To consider investigative works to the dampers in the duct work at high level, totalling £630.00 + vat and the controls/control panel of the AHU, totalling £566.00 + vat both to be funded from the 'Repair & Renewals' EMR.**

- 15. Refurbishment of the Downstairs Washrooms at NHH**  
See Committee Report & Appendix D  
**Decision: To consider required survey, existing floor plans and proposed plans ahead of any refurbishment of the washrooms, totalling £1320.00 + vat (+ minor printing, postage & travel expenses) and a possible building regulation application and site checking fee of £375.00 + vat, to be funded from the 2023/24 'Washroom Refurbishment' (NHH) EMR**
- 16. Exclusion of Press and Public**  
**Decision: 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 discussion item relates to sensitive commercial matters.**
- 17. Increased Hire Charges at NHH**  
See Appendix D - Confidential  
**Decision: To consider hirer request.**
- 18. Date of Next Meeting.**  
**Decision: To note the next meeting to be held on Thursday 8<sup>th</sup> June 2023.**

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