



North Horsham Parish Council

Roffey Millennium Hall,
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1st June 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 8th June 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.

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 Searle, Cllr J Smithurst, Cllr S Torn, Cllr T Ricket B.E.M, Cllr R Turner

AGENDA

1. **To elect a Chairman**
Decision: To nominate and elect a Chairman.
2. **To elect a Vice Chairman**
Decision: 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**
Decision: 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.
Decision: To receive any Declarations of Interest from Members of the Committee.
6. **Minutes**
Circulated previously.
Decision: To approve and sign the Minutes of the Meeting held on 6th April 2023.

7. **Chairman's Announcements - for information and noting only**
Decision: To note any announcements.
8. **Finance**
See Appendix A & the detailed I & E report circulated via email with the agenda.
Decision: To note the Financial Report to 31st March 2023.
9. **Completed Works**
See Committee Report.
Decision: To note the completed works and ratify any detailed expenditure.
10. **On-going Works**
See Committee Report.
Decision: To note the on-going works and ratify any detailed expenditure.
11. **Proposed Maintenance Works**
See Committee Report
Decision: To consider carrying out the following maintenance works:
- i. **Repairs to the partition wall at NHH, totalling £895.00 + vat, to be funded from the 'Repair & Renewals' EMR.**
 - ii. **Install an additional socket in room 9 at NHH, totalling £150.00, to be funded from the 'Electrical Maintenance' budget.**
 - iii. **To replace fan shutters at NHH, totalling £863.90 + vat on the materials to be funded from the 'Electrical Maintenance' budget.**
 - iv. **To install 2 x coded locks, when needed, onto the multicourt gates, totalling £476.10 + vat on materials to be funded from the 'Play Area & M Crts Maintenance' budget.**
12. **S106 Funding**
See Committee Report.
Decision: To consider recommending to Council to apply for allocated S106 funds for the following:
- i. **The amount agreed by Members plus any further notified material increases, for a new heating system for both halls at Roffey Millennium Hall (RMH).**
 - ii. **£5670.00, plus any further notified material increases, for a new air conditioning/heating unit in the Chichester room at RMH.**
13. **Asbestos Survey in all Buildings**
See Committee Report.
Decision: To consider carrying out asbestos surveys in all buildings to be funded from the 'General Maintenance' budget.
14. **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 items relate to sensitive commercial matters.
15. **Increased Hire Charges at NHH**
See Appendix C - Confidential
Decision: To further consider hirer request.

- 16. Increased Hire Charges at NHH**
See Appendix D - Confidential
Decision: To consider hirer request.

- 17. Insurance Issues**
See Appendix E - Confidential
Earles Meadow - Oak Tree
Decision: To note update.

- 18. Date of Next Meeting.**
Decision: To note the next meeting to be held on Thursday 3rd August 2023.

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