



# North Horsham Parish Council

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27<sup>th</sup> July 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 3<sup>rd</sup> August 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. 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 8<sup>th</sup> June 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 30<sup>th</sup> June 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. Recommended & Maintenance Works**  
See Committee Report  
**Decision: To consider carrying out the following:**

  - i. Recommended works to the lift at Roffey Millennium Hall (RMH), totalling £1096.15 + vat, to be funded from the 'Repair & Renewals' EMR.
  - ii. To agree that the Deputy Clerk can immediately arrange any work identified as urgent in the forthcoming ROSPA Playground Inspection report and report back at the next available meeting.
  - iii. To remove a plant, considered dead, from the side of Holbrook Tythe Barn (HTB), totalling approx. £200.00 and replant the Queen's Green canopy tree in it's place, totalling £50.00, to be funded from the 'Open Spaces' budget.
  - iv. To repaint the hatchings and disabled bays in North Heath Hall (NHH) & HTB car parks, either with aerosol line marking paint, totalling £702.30 + vat on materials, to be funded from the 'General Maintenance' budget for each building or hot thermoplastic line marking totalling £2650 + vat, to be funded from the R&R EMR.
- 10. New Boiler at RMH**  
See Committee Report.  
**Decision: To consider a new boiler and controller to be installed at RMH, totalling £32,012.26 + vat, with a recommendation to Council to apply for the remaining allocated S106 funds and the balance to be funded from the 'Boiler EMR' and for Council to consider what the remaining 'Boiler EMR' funds will be earmarked for, with an Officer suggestion of using the remaining balance for a new water tank at NHH.**
- 11. Veteran Oak Tree at Earles Meadow**  
See Committee Report.  
**Decision: To note the report and consider recommendations in the report, with costs totalling approx. £250.00.**
- 12. Recycling at RMH**  
See Committee Report.  
**Decision: To consider having a recycling bin at RMH with fortnightly 'mixed dry' collections, totalling £189.80/year, to be funded from the 'Refuse Bin Clearance' budget.**
- 13. Tree Work Request**  
See Committee Report.  
**Decision: To consider the resident request.**
- 14. Outdoor Fitness Classes at HTB Open Space**  
See Committee Report  
**Decision: To consider the request for the use of HTB open space.**

- 15. Review of Parish Council's Health & Safety Risk Assessment Document**  
See Committee Report  
**Decision: To review, approve and recommend to Full Council the updated Health & Safety Risk Assessment Document.**
  
- 16. Date of Next Meeting.**  
**Decision: To note the next meeting to be held on Thursday 14<sup>th</sup> September 2023.**

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