



North Horsham Parish Council

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30th November 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 7th December 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 14th September 2023.
- 5. Chairman's Announcements - for information and noting only**
Decision: To note any announcements.
- 6. Finance**
See Appendix A and the detailed I & E report circulated via email with the agenda.

Decision:

- (i) To note the Financial Report to 31st October 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. Heating in Nth & Sth Halls at Roffey Millennium Hall (RMH)

See Committee Report

Decision: To consider the following options for the heating in Nth & Sth halls at RMH:

- (i) Infra-red heating, totalling £13,957.10, to be funded using the awarded S106 funding.
- (ii) Wait for the investigative works to be completed and obtain costs for recommissioning of the Air Handling Unit.
- (iii) Universal Fan Convactor Heaters totalling £25,000.00 + vat (+ £2,500.00 + vat for controller modifications if required + Electrician installation costs) and identify funding options.

Decision: To further consider installing solar panels and identify funding.

10. Maintenance & Proposed Works

See Committee Report.

Decision:

- (i) To reconsider the options for repairing/replacing the bird mouth fence around the flower bed at Holbrook Tythe Barn (HTB), totalling either £600.00 or £1130.00, to be funded from the 'Open Spaces' budget.
- (ii) To consider the total quotation for removing one broken post from the pathway and replacing 3 x posts in the overflow car park, totalling £270.00, to be funded from the 'Open Spaces' budget.
- (iii) To consider moving the Church Rd noticeboard to Birches open space, totalling £160.00, to be funded from the 'Notice Board Maintenance' budget.
- (iv) To consider cleaning all the playground surfaces, equipment, gates and fences using adjustable pressure hoses at Amberley Close, Birches Road and Holbrook Tythe Barn totalling £362.95 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget and adding to the yearly maintenance schedule.
- (v) To consider installing heavy duty shelving in the cupboards at HTB, totalling £180.00, to be funded from the 'General Maintenance' budget.

11. Damp at North Heath Hall (NHH)

See Committee Report.

Decision:

- (i) To note the damp report and CCTV drainage report, conducted at NHH, and ratify all associated costs, totalling £1285.00 + vat, to be funded from the R&R EMR.
- (ii) To consider both reports and recommendations, agree on next steps and to confirm that any expenditure is to be funded from the R&R EMR.
- (iii) To consider adding the jet out and clearing of the underground drains to the regular maintenance schedule every two years, which would be approx £885.00 + vat, to be budgeted for in the 2025/26 budget.

12. **Trees at Earles Meadow**
See Committee Report.
Decision: To consider reducing 2 x cherry trees at Earles Meadow by 4m overall and have their crowns raised, totalling £680.00, to be funded from the 'Open Spaces' budget.
13. **Request from Neighbouring Property at NHH**
See Committee Report.
Decision: To consider the request from a neighbouring property at NHH to remove an encroaching dead tree and bramble brush, totalling £375.90 + vat, to be funded from the 'Open Spaces' budget.
14. **Winter Maintenance Plan 2023/24**
See Committee Report.
Decision:
(i) **To review and approve the Winter Maintenance Plan for 2023/2024.**
(ii) **To respond to District Councillor Emery's requests and, if agreed, consider where the purchase of the bin/s would be funded from.**
15. **Earles Meadow**
See Appendix B
Decision: To note the Earles Meadow Residents Association (EMRA) Action Plan for 2024.
16. **Allotments**
See Appendix C
Decision: To note the current Allotment Site Report.
17. **Veteran Oak Tree at Earles Meadow**
See survey, circulated with the agenda.
Decision: To note the latest survey.
18. **Heating at Holbrook Tythe Barn**
See Committee Report
Decision:
(i) **To consider a replacement PCB board, totalling £419.42 + vat, to be funded from the R&R EMR.**
(ii) **To consider a replacement boiler, totalling £2500.00 + vat, to be funded from the R&R EMR.**
19. **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.
20. **Insurance Issues**
See Appendix D - Confidential
Decision:
(i) **To consider the comments from our insurers and agree to their recommendation.**
(ii) **To approve delegation to the Clerk, in liaison with the Chairman and Vice Chairman of the Committee, as per the confidential report.**

21. Date of Next Meeting

Decision: To note the next meeting to be held on Thursday 8th February 2024.

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