



# North Horsham Parish Council

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1<sup>st</sup> February 2024

## **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 8<sup>th</sup> February 2024 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 7<sup>th</sup> December 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 31<sup>st</sup> December 2023.**
  - (ii) **Decision: To recommend to the Finance & Administration Committee that the expenditure for projects previously approved, but not completed by 31st March 2024, is earmarked.**
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 Conservation Group (EMCG)**  
See Committee Report & Appendix B  
**Decision: To note the EMCG Action Plan for 2024 and recent update of activities.**
10. **Maintenance & Proposed Works**  
See Committee Report.  
**Decision:**
- (i) **To consider the options for further security at the rear of Roffey Millennium Hall (RMH) totalling either £204.65 (for 30 mins installation time, then £85.00 thereafter) + vat or approx. £57.00, to be funded from the 'General Maintenance' budget.**
  - (ii) **To consider replacing the vandalised water drain off cover on the roof of RMH, totalling £220.00, to be funded from the 'General Maintenance' budget.**
  - (iii) **To consider installing a bench in Jackdaw Lane bus shelter, totalling £110.00 and recommend to the CIL Working Party for CIL funding.**
  - (iv) **To consider allowing the front doors at RMH to have the option of putting on 'exit only' totalling £293.25 + vat, to be funded from the 'General Maintenance' budget.**
  - (v) **To consider adding additional measures to prevent unauthorised access to the multi courts, totalling £725.00 + vat, to be funded from the 'Play Area & M Crts Maintenance' budget.**
11. **Drains at North Heath Hall (NHH)**  
See the drainage report emailed with the agenda.  
**Decision: To note the further drainage report, conducted at NHH, stating no further works required.**
12. **Wish List – All Buildings**  
See Committee Report & Appendix C.  
**Decision: To consider the items on the wish list and, if acceptable, approve the expenditure and allocation of funds as stated, subject to the available budgets as at 31.03.24.**
13. **Tree Works Policy and Bus Shelter Policy**  
See policies, emailed with the agenda.  
**Decision: To review, approve and recommend to Full Council the unchanged Tree Works and Bus Shelter Policies**

**14. Washroom Refurbishment at NHH**

See Committee Report and Estimate and Plans emailed with the agenda.

**Decision: To review, approve and recommend to Full Council the estimate for the works to refurbish the washrooms at NHH, totalling £16,250.00 to be funded from the NHH Washroom Refurbishment EMR.**

**15. Heating Repairs**

See Committee Report

**Decision: To consider the quotations for heating repairs at HTB, totalling £530.00 + vat and NHH, totalling up to £1446.00 + vat, both to be funded from the Repair & Renewals 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 items relate to contractual matters.**

**17. Facilities at NHH**

See Appendix D - Confidential

**Decision: To consider the request as per the confidential report.**

**18. Date of Next Meeting**

**Decision: To note the next meeting to be held on Thursday 4<sup>th</sup> April 2024.**

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