



# North Horsham Parish Council

Roffey Millennium Hall,  
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West Sussex, RH12 4DT

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10<sup>th</sup> September 2020

## **NOTICE OF A MEETING OF THE PROPERTY COMMITTEE**

Councillors are respectfully summoned to attend an online meeting of the Property Committee via a Zoom video conference to be held on **Thursday 17<sup>th</sup> September 2020** at 7.30pm for the transaction of the business on the agenda below.

Members of the Press and public are welcome to join this video conference meeting. Please contact the Clerk for the joining details and the guidance for online meetings at the e-mail address or telephone number above at least three days before the meeting if possible.

*Vivien Edwards*

Vivien Edwards  
Deputy Clerk

### **Committee Members:**

Cllr K. Burgess, Cllr J Davidson, Cllr R Ginn, Cllr R Knight, Cllr D Mahon, Cllr R Millington, Cllr D Searle, Cllr A Shine, Cllr J Smithurst, Cllr S Torn.

### **AGENDA**

1. **To elect a Chairman**  
**Recommendation: To nominate and elect a Chairman.**
2. **To elect a Vice Chairman**  
**Recommendation: 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**  
**Recommendation: To receive apologies for absence.**
5. **Declarations of Interest**  
**Recommendation: To receive any Declarations of Interest from Members of the Committee.**
6. **Minutes**  
Circulated previously.  
**Recommendation: To approve and sign the Minutes of the Meeting held on 6<sup>th</sup> February 2020.**

7. **Chairman's Announcements - for information and noting only**  
**Recommendation:** To note any announcements.
8. **Finance**  
See Appendix A.  
**Recommendations:**  
a) To note the Committee Budget to 31<sup>st</sup> August 2020  
b) To note the provisional figures put forward for the forecast for 2020/21, budget for 2021/22 and suggested funds to be allocated to the Earmarked Reserves.
9. **Actions Undertaken at Council Owned Premises in relation to Coronavirus (COVID-19)**  
See Committee Report  
**Recommendation:** To note the measures put in place for Parish Council Owned Premises in order to minimise the risk of Coronavirus (COVID-19).
10. **Completed Works**  
See Committee Report.  
**Recommendation:** To note completed works.
11. **On-going Works**  
See Committee Report.  
**Recommendation:** To note on-going works.
12. **Partition at Roffey Millennium Hall - Update**  
See Committee Report  
**Recommendation:**  
To note that the lead time for a new partition wall at Roffey Millennium Hall is 4 to 6 weeks and to confirm that the approximate cost of £10,000 to replace it includes taking down and removal of the old partition and fitting of the new one.
- 13.a **Terms and Conditions of Hire in Relation to Parish Council owned Premises**  
See Appendix B1  
**Recommendation:**  
i) To review and agree the Terms and Conditions of Hire in Relation to Parish Council owned Premises  
ii) To note the special conditions of hire in relation to parish council owned premises during COVID-19 which are supplemental to, not a replacement for, the normal Policy and Conditions of Hire.
- 13.b **Terms and Conditions of Hire in Relation to the Multi Courts**  
See Appendix B2  
**Recommendation:**  
i) To review and agree the Terms and Conditions of Hire in Relation to the Multi Courts  
ii) To note the special conditions of hire in relation to the Multi Courts during COVID-19 which are supplemental to, not a replacement for, the normal Policy and Conditions of Hire.
14. **Review of the Open Spaces Policy**  
See Appendix C

**Recommendation:**

**To recommend to the Parish Council that the Open Spaces Policy having been reviewed by the Property Committee is adopted.**

**15. Earles Meadow Management Plan**

See Committee Report

**Recommendation:**

**To agree that the Earles Meadow Conservation Group be given permission to review and revise the Management Plan for approval by the Parish Council.**

**16. Exclusion of Press and Public**

**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 agenda item relate to contractual/legal matters.**

**17. Stage Lights at North Heath Hall**

See Committee Report and Appendix D

**Recommendation:**

**To agree the legal agreement to be used between hirers who use the stage lighting and sound system at North Heath Hall and the Parish Council who own the equipment.**

**18. Date of next Meeting.**

**Recommendation: To note the next meeting to be held on Thursday 3<sup>rd</sup> December 2020.**