



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
Holbrook Tythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

1st September 2022

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 September 2022 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, but can attend via Zoom, using the link below, if preferred.

<https://us02web.zoom.us/j/87438749897?pwd=NFdQOWRBN01RNDQ1U1dhbUZ0eEpHdz09>

Meeting ID: 874 3874 9897

Passcode: 891804

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 Mahon, Cllr D Searle, Cllr A Shine, Cllr J Smithurst, Cllr S Torn.

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 4th August 2022.

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:
 - (i) **To note the Committee Budget to 31st July 2022.**
 - (ii) **To recommend to the Finance & Administration Committee the proposed property budget, suggested funds to be allocated to the Earmarked Reserves and the proposed hire charges for 2023/24.**
7. **Completed Works**
See Committee Report.
Decision: To note the completed works.
8. **On-going Works**
See Committee Report.
Decision: To note the on-going works.
9. **Arboricultural Survey**
See Committee Report.
Decision: To note the survey and recommendations and to consider carrying out the timed works required, totalling £7860.00, to be funded from the 'Tree Management' ear marked reserve.
10. **ROSPA Inspection**
See Committee Report.
Decision: To note the survey and recommendations and to consider carrying out the works required, totalling £984.00 (or less), to be funded from the 'Play Area & Multicourt Maintenance' budget.
11. **Defibrillator at Holbrook Tythe Barn (HTB)**
See Committee Report.
Decision: To consider and approve the costs to move the defibrillator from the Bowling Club to HTB, totalling £180.00, to be funded from the 'Electrical Maintenance' budget.
12. **Upgrade of Lights - Downstairs at North Heath Hall (NHH)**
See Committee Report.
Decision: To consider upgrading the lights to LED downstairs at NHH, totalling £770.00, to be funded from the 'Electrical Maintenance' budget.
13. **Rear Gates at Roffey Millennium Hall (RMH)**
See Committee Report.
Decision: To consider carrying out the works required to the rear gates at RMH, totalling £260.00, to be funded from the 'General Maintenance' budget.

14. Upgrade to Digital Phone Lines

See Committee Report.

Decision: To consider carrying out the upgrade to digital phone lines, including wi-fi provision at HTB & NHH, totalling £5844.11 + vat and recommend this project to the F&A Committee for them to identify funding.

To approve ongoing monthly costs of £223.42 + vat to be funded from the usual Telephone budget.

15. Trees at the Allotments

See Committee Report.

Decision: To consider the allotment holder request.

16. Litter & Dog Waste Bins

See Committee Report.

Decision: To consider installing 1 x replacement litter bin in Birches Rd play area and 1 x new litter bin at Amberley Close open space, totalling £649.30 + vat and make a recommendation to the CIL working party.

To note the update regarding dog waste bins in Birches Road and Amberley Road open space and ratify the cost of a new post & fixings and a replacement bin, totalling £414.18 + vat to be funded from the 'Community Services – Dog Bin' budget.

17. Lift Lighting Upgrade at RMH

See Committee Report.

Decision: To consider carrying out the lift lighting upgrade, either in one visit or 3 individual visits, to be funded from the 'Repairs & Renewals' reserve.

18. Zero Charge Hire Requests

See Committee Report.

Decision: To consider the requests from the Citizens Advice Bureau & Friendship Group.

19. Date of Next Meeting.

Decision: To note the next meeting to be held on Thursday 1st December 2022.

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