



# North Horsham Parish Council

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24th November 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 1<sup>st</sup> December 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/89823907158?pwd=ZEs2bVAxVDRLUWVMNDB5YU54cUVxdz09>

Meeting ID: 898 2390 7158

Passcode: 623234

*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 8<sup>th</sup> September 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: To note the Financial Report to 31<sup>st</sup> October 2022.**
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. **Ratify Expenditure for Urgent Works**  
See Committee Report.  
**Decision: To ratify the following expenditure:**  
  - i. £154.17 + vat for replacement glass pane at Roffey Millennium Hall (RMH), to be funded from the 'General Maintenance' budget.
  - ii. £400.00 for repair to the safety barrier on the bridge at Earles Meadow, to be funded from the 'Open Spaces' budget.
  - iii. £1202.49 + vat for repairs to playground equipment following the recent ROSPA report, to be funded from 'Play Area & M Court Maintenance' budget.
  - iv. £176.50 + vat for removal of an oil drum left in the lift motor room at RMH, to be funded from the 'General Maintenance' budget.
10. **Veteran Oak Tree at Earles Meadow**  
See Committee Report.  
**Decision: To note the Visual Tree Assessment and ratify the cost of the timed recommended works, totalling £180.00, to be funded from the 'Open Spaces' budget.**
11. **Proposed Maintenance Works**  
See Committee Report.  
**Decision: To consider carrying out the following maintenance works:**  
  - i. Repair to gents toilets ceiling at Holbrook Tythe Barn (HTB) following a leak, totalling £115.00, to be funded from the 'General Maintenance' budget.
  - ii. Removal of 3 x Birdmouth posts and filling in of holes at North Heath Hall (NHH), totalling £113.00, to be funded from the 'General Maintenance' budget.
  - iii. Supply and install ballofix and isolation valves to taps at NHH, totalling £870.00, to be funded from the Repair & Renewals earmarked reserve (EMR).
12. **Arboricultural Survey Recommended Works**  
See Committee Report.  
**Decision: To consider carrying out the remaining timed works required, totalling £860.00, to be funded from the 'Tree Management' ear marked reserve.**

- 13. Fire Risk Assessment for HTB**  
See Committee Report & Appendix B  
**Decision:**
- i. To note the fire risk assessment report, consider and approve the actions recommended by Officers.
  - ii. To note and approve that the 'Fire Prevention Sundries' and the 'Fire Alarm System' budgets will be slightly exceeded by the recommended expenditure and the remaining balance will be funded from general reserves.
- 14. Partition Wall at RMH**  
See Committee Report.  
**Decision:** To consider carrying out the recommended works to the partition wall at RMH, totalling £895.00 + vat, to be partly funded from the 'Partition Wall' budget with the balance to be funding from the Repair & Renewals EMR.
- 15. Winter Maintenance Plan 2022/23**  
See Committee Report  
**Decision:** To review and approve the Winter Maintenance Plan for 2022/2023.
- 16. Warm Banks**  
See Committee Report.  
**Action:** To discuss as requested by Cllr. J Smithhurst
- 17. Allotments**  
See Appendix C & the Committee Report.  
**Decision:**
- i. To note the current Allotment Site Report.
  - ii. To consider reviewing the allotment plot allocation policy.
- 18. Earles Meadow**  
See Appendix D  
**Decision:**
- i. To note the Earles Meadow Residents Association (EMRA) Action Plan for 2023.
  - ii. If received in time, to note the Earles Meadow Conservation Group (EMCG) Action Plan for 2023.
- 19. Date of Next Meeting.**  
**Decision:** To note the next meeting to be held on Thursday 9<sup>th</sup> February 2023.

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