



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
HolbrookTythe Barn

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

Website: www.northhorsham-pc.gov.uk

28th November 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 5th December 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 Knight, Cllr D Mahon, Cllr S Raby, Cllr T Ricket B.E.M, Cllr D Searle, Cllr J Smithurst, Cllr S Torn, Cllr G 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 3rd October 2024.

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: To note the Financial Report to 31st October 2024.

- 7. Completed Works**
See Committee Report.
Decision: To note the completed works and ratify any detailed expenditure, including the works to the partition wall, authorised by the Clerk under delegated authority, as per clause 5.17 of the Financial Regulations
- 8. On-going Works**
See Committee Report.
Decision: To note the on-going work and ratify any detailed expenditure, including the works to the partition wall & boiler at NHH, authorised by the Clerk under delegated authority, as per clause 5.17 of the Financial Regulations
- 9. Veteran Oak Tree at Earles Meadow**
See Committee Report & Appendix B
Decision:
(i) To consider the proposal for a sign and its location, to be funded from the 'Open Spaces' budget.
(ii) To consider further suggestions from the Earles Meadow Conservation Group (EMCG).
- 10. Earles Meadow**
See Appendix C
Decision: To note the Earles Meadow Residents Association (EMRA) Action Plan.
- 11. Grounds Maintenance**
See Committee Report
Decision: To consider the following additional works:
(i) Vegetation cutting and hedge reduction at the rear of North Heath Hall (NHH), totalling £978.00 + vat, to be funded from the 'Open Spaces' budget.
(ii) Adding yearly maintenance to the area described in point (i) to the grounds maintenance schedule, totalling £82.00 + vat, to be funded from the 'Open Spaces' budget.
(iii) Reducing overgrown vegetation to ground level along the entire length of the fence line behind the allotment plots, totalling £439.80 + vat, to be funded from the 'Open Spaces' budget.
(iv) Adding twice yearly vegetation maintenance to the area described in point (iii) to the grounds maintenance schedule, totalling £98.60 + vat, to be funded from the 'Open Spaces' budget.
- 12. Playground Inspections**
See Committee Report
Decision: Consider changing the annual inspections to earlier in the year and if agreed, consider the quotations.
- 13. Lift Condition Survey at Roffey Millennium Hall (RMH)**
See Committee Report
Decision: To consider the quotation for a lift condition survey, totalling £600.00 + vat, to be funded from 'Repair & Renewals' EMR.
- 14. West Sussex County Council (WSCC) Display Panels in Bus Shelters**
See Committee Report
Decision: To give permission to WSCC to install display panels in Parish Council bus shelters and if space allows have an additional display panel for Parish Council information.

- 15. Allotments**
See Appendix D
Decision: To note the current Allotment Site Report.
- 16. Winter Maintenance Plan 2024/25**
See Appendix E
Decision: To review and approve the Winter Maintenance Plan for 2024/2025.
- 17. Footpath Reconstruction from Amberley Close Open Space to Earles Meadow**
See Committee Report & Appendix F
Decision: To consider the options for laying a pathway from Amberley Close to Earles Meadow and if agreed identify funding.
- 18. Drains at NHH**
See Committee Report
Decision:
(i) Review the option of jetting out and clearing of the underground drains at NHH every two years, at a cost of approx. £885.00 + vat and if agreed identify funding for 2025/26.
(ii) **Decision: To note the report regarding the sewer drain at NHH and consider the recommended works, totalling £4495.00 + vat, to be funded from the 'Repair & Renewals' EMR.**
- 19. Electrical Works**
See Committee Report
Decision:
(i) Consider replacing all outside lights with LED downlights of similar design, at RMH, totalling £1,694.00 + vat, to be funded from the 'Electrical Maintenance' budget.
(ii) Consider replacing the timers at RMH & NHH with new 'basic' mechanical timers, totalling £140.00 + vat, to be funded from the 'Electrical Maintenance' budget
(iii) Consider installing a new brighter lighting system outside NHH, totalling £746.00 + vat to be funded from the 'Electrical Maintenance' budget
(iv) Consider replacing the existing lighting in room 9 at NHH with LED lights, totalling £516.00 + vat, to be funded from the 'Electrical Maintenance' budget.
(v) Consider replacing the timer for the multicourt floodlights, totalling £70.00 + vat, to be funded from 'Play Area & MCrt Maintenance'.
- 20. Results from Investigation into the Boiler and Water Heater Wiring at NHH**
See Committee Report
Decision: Consider carrying out the recommendations from the investigation, totalling £670.00 + vat, to be funded from the 'Gas Boiler etc Maintenance' budget.
- 21. Trees in Amberley Close Allotments**
See Committee Report
Decision: Consider resident request
- 22. Date of Next Meeting**
Decision: To note the next meeting to be held on Thursday 13th February 2025.

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