



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 3rd April 2025 COMMENCING AT 7.30pm

Members: Councillors: Mrs K. Burgess, J. Davidson (Vice-Chairman), R. Knight (Chairman), D Mahon*, S. Raby*, T Rickett BEM*, D. Searle, J. Smithurst, S. Torn & G. Turner*.

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk.

PR/092/25 PUBLIC FORUM

There were no members of the public present.

PR/093/25 APOLOGIES FOR ABSENCE

The Council received apologies for absence from T Rickett BEM and from Cllr D Mahon, which were received after the meeting.

No apologies were received from Cllr S Raby and Cllr G Turner.

PR/094/25 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/095/25 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13th February 2025 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/096/25 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Announcements - For information and noting only.

Window Cleaning Costs

The Parish Council's current window cleaner has advised that their costs will increase by 9.8% as at 01.04.25, due to increased payroll and inflation costs. The Deputy Clerk requested quotations from four other companies to compare, but only two sent in a quotation.

Even, with the 9.8% increase, the current contractor is still substantially the most competitive, so the Parish Office will continue to use them.

TV Screens

A regular hirer at Roffey Millennium Hall uses their own projector and the Parish Council's projector screen, with no charge, for their meetings. Now that the tv screens are available, they have complained that they cannot use the screens free of charge. The Parish Office have agreed a preferential rate for them, but they do not want to take advantage of this.

Members **NOTED** the announcements.

PR/97/25 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report to 28th February 2025.

PR/98/25 COMPLETED WORKS

(a) Roffey Millennium Hall (RMH) and surrounding area

- (i) New SIM for lift alarm phone
- (ii) Ceiling tile on stairs replaced
- (iii) All outside lights replaced with integrated photocell
in downstairs gents toilet replaced
- (iv) Leaking urinals repaired
- (v) Lift Inspection
- (vi) Broken light replaced in Chichester room
- (vii) Graffiti removal by HDC

(b) North Heath Hall (NHH) and surrounding area

- (i) Outside drain repaired
- (ii) New water heater downstairs installed
- (iii) EICR for all lights
- (iv) Fence repaired in downstairs garden
- (v) 2 x Honeywell stats fitted
- (vi) New stage steps purchased to replace rotten ones
- (vii) Tube lightbulb replaced in ladies toilet
- (viii) Heating pipes cleared downstairs as no heating

(c) Holbrook Tythe Barn (HTB) and surrounding area

- (i) Holes in overflow car park repaired

(d) All buildings

- (i) Fire extinguisher test and service (HTB & NHH)
- (ii) Fire & intruder alarms serviced
- (iii) Fire risk assessment recommendations – all complete

(e) Play Areas

- (i) Wet pour repairs and fill ground holes
- (ii) Concrete in loose goal posts

(f) Multi-Courts

None

(g) Tree Work

None

(h) Open Spaces

None

(i) Bus Shelters

- (i) Graffiti removal x 3 by HDC

(j) Allotments

None

(k) Streetlights

None

It was **RESOLVED** to note the completed works and ratify any detailed expenditure.

PR/99/25 ON-GOING AND PLANNED WORKS

(a) Roffey Millennium Hall and surrounding area

- (i) Hall floor splits to be repaired
- (ii) Floor machine requires repairs – parts difficult to obtain, so probably wait for new floor machine (budgeted for in 25/26)
- (iii) **NEW** – Additional projector screen in Cowdray room to be installed (to allow maximum capacity, theatre style, in accordance with fire regulations)

(b) North Heath Hall

- (i) Inset of front door mat to be repaired/replaced
- (ii) Hall floor splits to be repaired
- (iii) Dishwasher not heating up water – couldn't repair, new one ordered, totalling £299.17 + vat (including installation and taking away old one), to be funded from the 'General Maintenance' budget
- (iv) **NEW** – EICR repairs – waiting quote
- (v) **NEW** – Stage cupboard door to be repaired
- (vi) **NEW** – Hazard paint to be re-done on fire escape steps

(c) Holbrook Tythe Barn and surrounding area

- (i) Uneven patio to be investigated and solution sought

(d) Play Areas

- (i) **NEW** – new ramp needed for zip wire at HTB, totalling £2168.79 + vat, to be funded from the 'Playground Upgrade' EMR

(e) Multi-Courts

- (i) Service & EICR to be carried out

(f) Tree Work

- (i) Resident requests x 2
- (ii) Tree inspection survey

(g) Open Spaces

None

(h) All Buildings

None

(i) Bus shelters

None

(j) Allotments

None

(k) Streetlights

None

It was **RESOLVED** to note the on-going and planned works and ratify any detailed expenditure.

PR/100/25 ACCESS TO AMBERLEY ALLOTMENT FROM EASTERN APPROACH

Members noted the correspondence and photographs from the allotment holder, as detailed in the committee report and considered if the fence should be moved back.

After discussion, Members **RESOLVED** to **AGREE** that the fence does not need to be moved and should be left as it is.

PR/101/25 INFORMATION BOARD FOR EARLES MEADOW

Members **NOTED** the information regarding an information board, provided by Cllr. Searle, as detailed in the committee report and **RESOLVED** to **AGREE** that consideration of this project would be put on hold until any further S106 funds are available.

PR/102/25 REVIEW OF PARISH COUNCIL'S HEALTH & SAFETY RISK ASSESSMENT DOCUMENT

Having reviewed the Health & Safety Risk Assessment document, Members **RESOLVED** to **APPROVE** and **RECOMMEND** to Full Council the updated version of the document.

PR/103/25 PATIO AT HTB

Members **NOTED** the report and photos.

Members received two quotations to have part of the patio re-laid. Cllr. Knight advised that he is waiting for a third quotation.

Members **AGREED** that the work should be carried out, but would like to wait for the third quotation and **RESOLVED** to **APPROVE** the most competitive quote, which will be funded from the R&R EMR.

The Deputy Clerk will confirm the cost of the quotation to Members via email and ratify the costs at the next available meeting.

PR/104/25 PLAYGROUND INSPECTION WORKS

Members **NOTED** that a playground inspection report is due in April.

Members **AGREED** that if any urgent works are required, the Clerk will authorise them under delegated authority.

Members also **AGREED** that the Clerk will authorise, under delegated authority, to carry out any necessary wet pour repairs, before the Summer.

PR/105/25 TREE INSPECTION WORKS

Members **NOTED** that a tree inspection report is due in April.

Members **AGREED** that if any urgent works are required, the Clerk will authorise them under delegated authority.

PR/106/25 DATE OF NEXT MEETING

Members **AGREED** that the next meeting due to be held on Thursday 5th June 2025 can be cancelled should there be insufficient business, with the next meeting scheduled to be held on Thursday 7th August 2025.

There being no other business, the Chairman closed the meeting at 7.52pm.

..... Chairman Date