



North Horsham Parish Council

Roffey Millennium Hall,
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29th January 2026

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 February 2026 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 D Searle, Cllr J Smithurst, Cllr S Torn, Cllr T Ricket B.E.M

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 11th December 2025.

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 December 2025.

- 7. Completed Works**
See Committee Report.
Decision: To note the completed works and ratify any detailed expenditure.
- 8. On-going and Planned Works**
See Committee Report.
Decision: To note the on-going and planned works and ratify any detailed expenditure.
- 9. Proposed Maintenance**
See Committee Report
Decision:
 - (i) To consider works required to the front door at Roffey Millennium Hall (RMH), totalling £520.00 + vat to be funded from the 'General Maintenance' budget.
 - (ii) To consider fireproofing the stage curtains at North Heath Hall (NHH), totalling £391.00 + vat, to be funded from the 'R&R' EMR.
 - (iii) To consider the recommended surge protection remedial works at RMH, totalling £1380.00 + vat, to be funded from the 'R&R' EMR.
- 10. Tree Works Policy and Bus Shelter Policy**
See policies, emailed with the agenda.
Decision: To review, approve and recommend to Full Council the unchanged Tree Works and Bus Shelter Policies
- 11. Dead Veteran Oak Tree in Earles Meadow**
See Committee Report
Decision: To note the Arboricultural Tree Safety Report and the subsequent actions.
- 12. Terms & Conditions of Hire for Halls & Multi-Courts**
See Committee Report
Decision: To review and approve the Terms & Conditions of Hire for Halls & Multi-Courts
- 13. Date of Next Meeting**
Decision: To note the next meeting to be held on Thursday 16th April 2026.

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