



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 5th FEBRUARY 2026 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.

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

PR/047/26 PUBLIC FORUM

There were no members of the public present.

PR/048/26 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllr T Rickett and Cllr K Burgess.

No apologies were received from Cllr S Raby.

PR/049/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/050/26 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11th December 2025 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/051/26 CHAIRMAN'S ANNOUNCEMENTS

Hirer at North Heath Hall

A hirer emailed to advise of issues with their hire. The Clerk has responded, in consultation with the Chairman and Vice Chairman of the Council, and the Personnel Committee have also been updated. A copy of the emails are available to Councillors on request.

PR/052/26 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report to 31st December 2025.

PR/053/26 COMPLETED WORKS

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

(i) Six monthly service carried out to automatic door system

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

(i) Door curtains and blinds for windows installed

(ii) Annual stage light PAT & check

- (c) **Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Height barrier repaired totalling **£1560.00** + vat, to be funded from the 'R&R' EMR – authorised by the Clerk due to the risk to the delivery of Council services under delegated authority, as per clause 5.18 of the Financial Regulations and in liaison with the Chairman of the Council and Chairman of the Committee.
 - (ii) Dishwasher rack repaired
 - (iii) Error code on alarm rectified
 - (iv) Replacement boiler installed as the old boiler has been de-commissioned, totalling **£3200.00** + vat to be funded from the 'R&R' EMR – authorised by the Clerk due to the risk to the delivery of Council services under delegated authority, as per clause 5.18 of the Financial Regulations and in liaison with the Chairman of the Council and Chairman of the Committee.
- (d) **All buildings**
 - (i) Gutters and drains cleared
 - (ii) Annual drain check
 - (iii) High level clean carried out at NHH & HTB
- (e) **Play Areas**
 - (i) Jet washed to remove mildew at HTB
- (f) **Multi-Courts**
None
- (g) **Tree Work**
 - (i) Reduction of tree over footpath in Cherry Tree Walk
- (h) **Open Spaces**
None
- (i) **Bus Shelters**
None
- (j) **Allotments**
None
- (k) **Streetlights**
None

It was **RESOLVED** to note the completed works and **RATIFY** any detailed expenditure including the works to the height barrier at HTB and installation of a new boiler at HTB, authorised by the Clerk under delegated authority, as per clause 5.18 of Financial Regulations.

PR/054/26 ON-GOING AND PLANNED WORKS

- (a) **Roffey Millennium Hall and surrounding area**
 - (i) Add spikes to AC unit now nesting pigeon gone
 - (ii) **NEW** - Cycle racks to be installed
 - (iii) **NEW** – Repairs to front door required
 - (iv) **NEW** – Surge protection remedial works required
- (b) **North Heath Hall**
 - (i) **NEW** – Stage curtains to be fire-proofed

- (c) **Holbrook Tythe Barn and surrounding area**
None
- (d) **Play Areas**
 - (i) HTB play area upgrade
 - (ii) **NEW** - Slabs & concrete repair at HTB
 - (iii) **NEW** - Ball bearing in play panel missing or stuck at Amberley play park
 - (iv) **NEW** – Tread loose on zipwire ramp at HTB
- (e) **Multi-Courts**
None
- (f) **Tree Work**
 - (i) Tree survey works – only 12 month one left to do
- (g) **Open Spaces**
None
- (h) **All Buildings**
 - (i) **NEW** – Water thermometer to be calibrated
- (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/055/26 PROPOSED MAINTENANCE

- (i) Members received a quotation for the front door system at RMH to repair the right-hand top arm assembly as it is loose.

Members **RESOLVED** to **APPROVE** the quotation, totalling £520.00 + vat to be funded from the 'General Maintenance' budget.

- (ii) Members received a quotation to carry out the fire-proofing to 2 x stage curtains at NHH to comply with BS 5867 Part 2 Type B standards.

Members **RESOLVED** to **APPROVE** the quotation, totalling £391.00 + vat to be funded from the 'R&R' EMR and carried out in April 2026.

- (iii) Members received a quotation to carry out recommended surge protection works as described in the Committee report.

Initially Members agreed to the quotation, totalling £1380.00 + vat, but requested that the Deputy Clerk obtain another quotation from our regular Electrician. Upon receipt of the quotation, the Deputy Clerk will liaise with the Chairman of the Committee to agree on who should carry out the works and this will be reported back at the next meeting. The approved quotation will be funded from the R&R EMR.

PR/056/26 TREE WORKS POLICY AND BUS SHELTER POLICY

Members **RESOLVED** to **RECOMMEND** to Full Council the unchanged Tree Works and Bus Shelter Policies.

Members also noted email comments from a member of the public regarding transparent glass panels in bus shelters.

PR/057/26 DEAD VETERAN OAK TREE IN EARLES MEADOW

Members **NOTED** the Arboricultural Tree Safety report and the subsequent actions.

PR/058/26 TERMS & CONDITIONS OF HIRE FOR HALLS & MULTI-COURTS

Members reviewed both amended terms & conditions and **RESOLVED** to **APPROVE** the changes.

Members noted that following comments from hirers regarding the multi-court surface during periods of heavy rain, the drainage has been inspected and it has been confirmed that the drainage is working as it should be.

The Deputy Clerk asked Members for clarification on weather conditions and when hirers could cancel their hire for the multi-courts with no charge. After discussion Members **AGREED** to continue with the current procedure of charging all teams if one or more teams have continued to play in wet weather on the same evening.

PR/059/26 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 16th April 2026.

There being no other business, the Chairman closed the meeting at 7.59pm

..... Chairman Date