



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 11th DECEMBER 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.

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk & 1 member of the public (left after min no PR/044/25)

PR/033/25 PUBLIC FORUM

There were no members of the public present.

PR/034/25 APOLOGIES FOR ABSENCE

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

No apologies were received from Cllr D Mahon, Cllr S Raby and Cllr J Smithurst.

PR/035/25 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/036/25 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th October 2025 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/037/25 CHAIRMAN'S ANNOUNCEMENTS

Resident Tree Request

A resident requested if a hazel tree could be cut back at the end of her garden in Amberley Close. The Tree Surgeon has been to assess the tree and has advised that there is no reason, other than aesthetics, to cut back the hazel tree. The resident has been advised.

Caretaker Feedback

A hirer at Roffey Millennium Hall (RMH) sent the following email after their hire at the hall:

We had a very successful event at the Hall on Saturday 8th and would like to convey our thanks to the Caretaker, Philip, who went over and above his duties to help us.

He is such a very kind and pleasant chap and all of our volunteers were impressed with him; he is a real asset to your team.

PR/038/25 FINANCE

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

PR/039/25 COMPLETED WORKS

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

- (i) Partition wall serviced and recommended works carried out totalling **£895.00** + 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.
- (ii) AC units serviced
- (iii) Plastic sheets installed in both halls
- (iv) Broken/missing door kick plates installed
- (v) Kitchen & toilet floors re-sealed
- (vi) Tiles in downstairs gents' toilets replaced
- (vii) Light repairs
- (viii) Toilet & tap repairs
- (ix) Lift service

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

- (i) Floor machine repairs and serviced
- (ii) Plastic sheeting installed in room 3
- (iii) Loose concrete slab repaired
- (iv) Annual stage light PAT & check

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

- (i) Part of overflow car park re-laid
- (ii) Cobbles under barrier replaced
- (iii) Blind repaired
- (iv) New shelving installed in workshop to allow more storage space
- (v) Light repairs
- (vi) Disabled toilet lock re-fitted
- (vii) Boiler repairs

(d) All buildings

- (i) Padlocks added to all outside bins

(e) Play Areas

- (i) Replacement rope bridge fitted at HTB play area
- (ii) Wet pour patches repaired in Birches play area

(f) Multi-Courts

- (i) Maintenance visit

(g) Tree Work

- (i) Overhanging tree branch over pavement cut back in Earles Meadow

(h) Open Spaces

- (i) Cut & collect at Earles Meadow

(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 partition wall at RMH, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

PR/040/25 ON-GOING AND PLANNED WORKS

(a) Roffey Millennium Hall and surrounding area

(i) Add spikes to AC unit now nesting pigeon gone

(b) North Heath Hall

(i) **NEW** – Door curtains and blinds for windows to be installed

(ii) **NEW** – Annual stage light PAT & check

(c) Holbrook Tythe Barn and surrounding area

None

(d) Play Areas

(i) HTB play area upgrade

(e) Multi-Courts

None

(f) Tree Work

(i) Tree survey works

(ii) **NEW** - Reduction of tree over footpath in Cherry Tree Walk

(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/041/25 SERVICE AGREEMENT FOR THE HEATING IN ALL BUILDINGS

Members received and considered three quotations for a new three-year service agreement for the heating in all buildings.

Members **RESOLVED** to **APPROVE** the quotation from Company A, totalling £945.00 + vat be funded from the 'Gas Boiler Maintenance' budget for each building.

PR/042/25 WINTER MAINTENANCE PLAN 2025/26

Members received and reviewed the updated Winter Maintenance Plan 2025/26 and **NOTED** that the only change is the year.

PR/043/25 Members **RESOLVED** to **APPROVE** the Winter Maintenance Plan 2025/26.
ALLOTMENTS

Members **NOTED** the allotment site report.

PR/044/25 **EARLES MEADOW CONSERVATION GROUP (EMCG) REPORTS**

Members **NOTED** the EMCG report and thanked the EMCG for all their work.

PR/045/25 **PLANNING APPLICATION FOR LAND TO THE SOUTH OF AMBERLEY
CLOSE PLAYING FIELDS, ROWLAND ROAD, HORSHAM (REF DC/25/1899)**

Members received details of planning application DC/25/1899.

As the Parish Council owns the land neighbouring the site, Members gave feedback for the PET Committee ahead of their meeting on 18th December 2025, stating that if this application is approved, under no circumstances should access to the site, by suppliers, contractors, vehicles etc be made via the Amberley open space.

PR/046/25 **DATE OF NEXT MEETING**

Members **NOTED** that the next meeting is scheduled to be held on Thursday 5th February 2026.

There being no other business, the Chairman closed the meeting at 7.40pm

..... Chairman Date