



# NORTH HORSHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 16<sup>th</sup> APRIL 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/060/26 PUBLIC FORUM

There were no members of the public present.

### PR/061/26 APOLOGIES FOR ABSENCE

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

No apologies were received from Cllr S Raby and Cllr S Torn.

### PR/062/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PR/063/26 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5<sup>th</sup> February 2026 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

### PR/064/26 CHAIRMAN'S ANNOUNCEMENTS

#### Earles Meadow Residents Association (EMRA)

Usually, the EMRA sends their annual action plan for Members information, however, having chased the new Chairperson several times, nothing has still been received. The Deputy Clerk will not continue to chased for this plan.

#### Surge Protection Works at Roffey Millennium Hall (RMH)

At the last Property meeting, Members requested that another quotation was obtained, min no PR/055/26 refers. The Deputy Clerk contacted our regular Electrician who advised that they do fit SPD's, but they normally come as part of a new consumer unit. They advised that if it is to be installed to work alongside the lightening protection system, it would be best to let the original company go ahead and do the works. So, in liaison with the Chairman of the Property Committee, the Deputy Clerk arranged for the original company to proceed with the works.

### Earles Meadow

A resident reported that a section of grass has been dug up and some wood placed along one side to make a bank for, most likely, mountain bikes. The resident has since reported that the grassed area has now been repaired, by persons unknown.

### Planning Application DC/26/0203 - Surgery to 2x Oak trees in Amberley Close Allotments

A nearby resident to the allotments has submitted a planning application for surgery to 2 x oak trees in the allotments. The PET Committee submitted the following comments to Horsham District Council:

*No objection to the tree surgery, subject to the comments of HDC's Tree Officer. However, due to the trees being on the Allotment site provided by North Horsham Parish Council (NHPC), Members request that if the application is approved, the applicant is instructed to make contact with NHPC if any access is required, due to the site only being accessible for NHPC Allotment Tenants and agreed Contractors.*

The Deputy Clerk updated the Committee advising that the application has now been approved and the Tree Surgeon has been contacted and advised that the works will be completed on 22.04.26. Access will only be via the resident's garden.

### Resident Bordering Holbrook Tythe Barn (HTB) Recreation Ground

A resident bordering HTB recreation ground has contacted the Parish Office to advise that for the past two winters their back lawn has been continually flooded. The resident has recently had their own underground drain checked and had confirmation that it is clear.

The resident wanted the Parish Council to check the land drains on the recreation ground. Cllr. Knight went to the site to assess the area and agreed that the ground was very saturated, however there are no land drains on the recreation ground, so there is no drainage to check. The only explanation is that the last two winters have been the wettest on record for a long time. The resident was advised of this.

The resident then asked if we could check the drainage of the multi-courts and bowling green. The resident was advised that the multi-court drainage gulleys had been recently checked and were working as they should and the bowling green did not belong to the Parish Council. It was also confirmed to the resident that the Parish Council's other recreation grounds were equally saturated.

### Resident Report

After heavy rainfall, a resident reported that a tree, on the green space between Earles Meadow and Whitehorse Road, was now leaning and was concerned whether it was safe.

The Parish Council's usual Tree Surgeon went to assess the tree and advised the following:

*I've been & looked at the tree and it's not moved. It is multi stemmed and I do recommend it should be reduced because there is a risk of the tree snapping out due to the multi stem.*

*If you would like us to go ahead, the price would be £560 to carry out a 3m reduction.*

These works have been authorised by the Clerk due to H&S concerns under delegated authority, as per clause 5.18 of the Financial Regulations.

We are waiting for confirmation of the scheduled date.

**PR/065/26 FINANCE**

It was **RESOLVED** to note the Financial Report and the I&E report to 28th February 2026.

**PR/066/26 COMPLETED WORKS**

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

- (i) Spikes added to AC unit now nesting pigeon gone
- (ii) Cycle racks installed
- (iii) Repairs to front door
- (iv) Surge protection remedial works
- (v) Insurance lift inspection
- (vi) Loose tiles replaced in gents toilets

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

- (i) Stage curtains fire-proofed
- (ii) Light element replaced
- (iii) Curtain hooks installed for doorway curtains

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

- (i) Fire door closure repaired
- (ii) Broken fire alarm call box repaired
- (iii) Birdmouth posts and surface repairs in overflow car park

**(d) All buildings**

- (i) Workplace Environmental Assessments
- (ii) Fire and intruder alarms serviced
- (iii) PASMA Training carried out for 4 x Caretakers & 2 x Contractors
- (iv) HTB & NHH – Fire extinguisher inspection

**(e) Play Areas**

- (i) HTB play area upgraded
- (ii) Slabs & concrete repaired at HTB
- (iii) 3 x play panels at Amberley Close repaired (under warranty)
- (iv) Tread re-attached on zipwire ramp at HTB
- (v) Wet pour patches repaired at Birches Road

**(f) Multi-Courts**

None

**(g) Tree Work**

None

**(h) Open Spaces**

- None
- (i) **Bus Shelters**
  - (i) Overgrown vegetation cut back to enable shelter to be cleaned
- (j) **Allotments**
  - None
- (k) **Streetlights**
  - None

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

**PR/067/26 ON-GOING AND PLANNED WORKS**

- (a) **Roffey Millennium Hall and surrounding area**
  - (i) **NEW** – Several non-working lights to be replaced
  - (ii) **NEW** – New plug required for TV screen
- (b) **North Heath Hall**
  - None
- (c) **Holbrook Tythe Barn and surrounding area**
  - (i) **NEW** – Overgrown vegetation to be cut back over stream
- (d) **Play Areas**
  - None
- (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) 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/068/26 PROPOSED MAINTENANCE**

- (i) Members **NOTED** the Committee report regarding the vegetation along and over the stream, adjacent to HTB's recreation ground.

Members received a quotation to cut back and clear from the bridge to the tree by the fencing and clear over-hanging brambles and some branches over the stream. Members **NOTED** that this was last carried out in March 2019.

Members **RESOLVED** to **APPROVE** the quotation, totalling £620.00 to be funded from the 'Open Spaces' budget.

- (ii) Members **NOTED** that the earth on the playground entrance at HTB has eroded around the slabs.

Members received a quotation to fully slab the area in front of the gate, 'digging out sand, cementing in slabs and disposing of all waste', at a cost of £475.00.

Members **RESOLVED** to **APPROVE** the quotation, totalling £475.00 to be funded from 'Play Area & M Crts Maintenance' budget.

**PR/069/26 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/070/26 PLAYGROUND INSPECTION WORKS**

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

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

- (ii) Members also **AGREED** that the Clerk will authorise, under delated authority, to carry out any necessary wet pour repairs, before the Summer.

**PR/071/26 EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED** that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as the following discussion item relates to sensitive commercial matters.

**PR/072/26 INCREASED HIRE CHARGES AT NHH**

Members received the confidential report and following discussion **RESOLVED** to **REJECT** the hirer request.

**PR/073/26 DATE OF NEXT MEETING**

Members **NOTED** that the next meeting is scheduled to be held on Thursday 4<sup>th</sup> June 2026.

There being no other business, the Chairman closed the meeting at 7.55pm

..... Chairman ..... Date