



North Horsham Parish Council

Roffey Millennium Hall,
Crawley Road, Horsham,
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)
Roffey Millennium Hall, North Heath Hall
HolbrookTythe Barn

Email: parish.clerk@northhorsham-pc.gov.uk

Website: www.northhorsham-pc.gov.uk

28th May 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 4th June 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. **To elect a Chairman**
Decision: To nominate and elect a Chairman.
2. **To elect a Vice Chairman**
Decision: To nominate and elect a Vice Chairman.
3. **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.
4. **Apologies for absence**
Decision: To receive apologies for absence.
5. **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.
6. **Minutes**
Circulated previously.
Decision: To approve and sign the Minutes of the Meeting held on 16th April 2026.
7. **Chairman's Announcements - for information and noting only**
Decision: To note any announcements.

8. **Finance**
See Committee Report, Appendix A and the detailed I & E report circulated via email with the agenda.
Decision:
To note the Financial Report to 30th April 2026 and ratify any detailed overspend.
9. **Completed Works**
See Committee Report
Decision: To note the completed works and ratify any detailed expenditure.
10. **On-going and Planned Works**
See Committee Report.
Decision: To note the on-going and planned works and ratify any detailed expenditure.
11. **End Flowerbed at Holbrook Tythe Barn (HTB)**
See Committee Report
Decision: To note the current condition of the end flower bed at HTB and decide on future planting or an alternative use.
12. **Commercial Food Waste Bin at HTB**
See Committee Report
Decision: To consider Horsham District Council's request to locate a commercial food waste bin at HTB.
13. **Parish Council Documents**
See Committee Report
Decision:
(i) **To review, approve and recommend to Full Council the updated Open Spaces policy.**

(ii) **To ratify the amendments made to the Terms and Conditions of Hire for Halls.**
14. **Earles Meadow Conservation Group (EMCG)**
See Committee Report
Decision:
(i) **To note the recent issues at Earles Meadow.**

(ii) **To agree reimbursement to the EMCG of £38.00 + vat for replacement posts and sundries.**

(iii) **To authorise the Clerk to be able to reimburse any future unexpected expenditure, up to £100.00, to the EMCG.**
15. **Gates at North Heath Hall (NHH)**
See Committee Report
Decision: To consider installing 2 x gates at NHH, totalling £1245.06, to be funded from 'R&R'EMR.
16. **Intruder Alarm Control Panel at Roffey Millennium Hall (RMH) and HTB**
See Committee Report
Decision: To consider upgrading the alarm control panels at RMH & HTB, totalling £1194.00 + vat, to be funded from 'R&R'EMR.

17. Date of Next Meeting

Decision: To note the next meeting to be held on Thursday 6th August 2026.

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