



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 4th JUNE 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/001/26 TO ELECT A CHAIRMAN

Following nomination by Cllr Searle and being seconded by Cllr Smithurst it was **RESOLVED** that Cllr Knight be elected as the Committee Chairman.

PR/002/26 TO ELECT A VICE CHAIRMAN

Following nomination by Cllr Knight and being seconded by Cllr Searle it was **RESOLVED** that Cllr Davidson be elected as the Committee Vice-Chairman.

PR/003/26 PUBLIC FORUM

There were no members of the public present.

PR/004/26 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.

PR/005/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/006/26 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th April 2026 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/007/26 CHAIRMAN'S ANNOUNCEMENTS

Playground Inspections

The annual playground inspections were carried out in April and a report has now been received. All items were rated 'Low Risk' or 'Very Low Risk'.

A list of recommendations have been collated and some are being assessed and some require quotations, which will be obtained in due course. The quotations and report will be added to the August Property agenda for consideration.

Complaint - Hire of Holbrook Tythe Barn (HTB)

All Members have been sent an email from the Parish Clerk regarding the complaint.

PR/008/26 FINANCE

It was **RESOLVED** to note the Financial Report and the I&E report to 30th April 2026.

Members also **NOTED** that the decorating rolling programme is slightly over budget for North Heath Hall by £64.00. This is because multiple areas were of equal priority. The other two buildings are both under budget for the decorating required.

PR/009/26 COMPLETED WORKS

- (a) Roffey Millennium Hall (RMH) and surrounding area**
 - (i) New plug fitted for TV screen
 - (ii) Lift serviced
- (b) North Heath Hall (NHH) and surrounding area**
 - (i) Partition wall serviced
- (c) Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Overgrown vegetation cut back over stream
 - (ii) Replacement light in foyer
- (d) All buildings**
 - (i) Water thermometer calibrated
 - (ii) Fire Risk Assessment – Desk Review
- (e) Play Areas**
 - (i) Annual playground inspection
 - (ii) Moss removed from playground surfaces
- (f) Multi-Courts**

None
- (g) Tree Work**
 - (i) Tree survey works
- (h) Open Spaces**
 - (i) Handrail in Earles Meadow replaced
- (i) Bus Shelters**
 - (i) North Heath Lane opp Blenheim Rd – new metal panels installed as part of the 25/26 bus shelter maintenance programme
- (j) Allotments**

None
- (k) Streetlights**

None

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

PR/010/26 ON-GOING AND PLANNED WORKS

- (a) Roffey Millennium Hall and surrounding area**
 - (i) Several non-working lights to be replaced
- (b) North Heath Hall**
 - (i) **NEW** – A new worktop to be supplied and installed in room 9 as the existing one is damaged and scratched. This will be done at the same time as painting the ‘kitchen’ cupboards and doors. Total cost is £350.00, to be funded from the ‘General Maintenance’ budget.
 - (i) **NEW** – Front soffits to be painted
- (c) Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** – Periodic Electrical Testing (EICR) to be carried out in June 2026
 - (ii) **NEW** – Works required to end flowerbed
- (d) Play Areas**
 - (i) **NEW** – Recommended works from playground inspections
 - (ii) **NEW** – Install slabs near gate entrance
- (e) Multi-Courts**

None
- (f) Tree Work**
 - (i) **NEW** -Silver Birch between Earles Meadow & Whitehorse Rd to be reduced
- (g) Open Spaces**

None
- (h) All Buildings**
 - (i) **NEW** - Decorating rolling programme
- (i) Bus shelters**

2 x bus shelters to be painted as part of the 26/27 bus shelter maintenance programme
1 x bus shelter to have new metal panels installed as part of the 26/27 bus shelter maintenance programme
- (j) Allotments**

None
- (k) Streetlights**

None

It was **RESOLVED** to note the on-going and planned works and ratify any detailed expenditure.

PR/011/26 END FLOWERBED AT HTB

Members **NOTED** the current condition of the end flowerbed at HTB as detailed in the committee report.

Cllr Knight advised that he had looked at the flowerbed, but felt it would be beneficial to get someone with more expertise to review the area and make recommendations for suitable planting, including a replacement memorial tree and the box hedging.

The Deputy Clerk will make arrangements and bring any recommendations back to the next available Property meeting for Members to consider further.

PR/012/26 COMMERCIAL FOOD WASTE BIN AT HTB

Members **NOTED** Horsham District Council's (HDC) request regarding installing a commercial food waste bin at HTB as detailed in the committee report.

After some discussion, Members **RESOLVED** to **APPROVE** the request to locate a commercial food waste bin at HTB.

PR/013/26 PARISH COUNCIL DOCUMENTS

- (i) Members received the Open Spaces Policy, including recommendations for amendment and **RESOLVED** to **APPROVE** and **RECOMMEND** the policy to Full Council.
- (ii) Members also received the updated Terms and Conditions of Hire for Halls and **RESOLVED** to **RATIFY** the amendments made, as detailed in the committee report.

PR/014/26 EARLES MEADOW CONSERVATION GROUP (EMCG)

- (i) Members **NOTED** the recent issues at Earles Meadow.
- (ii) Members **NOTED** the recent expenditure of £38.00 + vat for the replacement posts and **RESOLVED** to **APPROVE** reimbursement to the EMCG, which would be funded from the 'Open Spaces' budget.
- (iii) Members **RESOLVED** to **AUTHORISE** that the Clerk will be able to reimburse or purchase any future unexpected expenditure, up to £100.00, to the EMCG.

PR/015/26 GATES AT NHH

Members **NOTED** the issues outside room 9 and the kitchen at NHH as detailed in the committee report.

Members received a quotation to supply and install 2 x high quality wooden gates, 3"6 x 6ft, using 4x4x9ft posts x 4, heavy duty hinges and double bolts totalling £1245.06 (+vat on the materials).

Members **RESOLVED** to **APPROVE** the quotation for the 2 gates, totalling £1245.06 (+vat on the materials) to be funded from the 'R&R' EMR.

PR/016/26 INTRUDER ALARM CONTROL PANEL AT RMH AND HTB

Members **NOTED** the issues with the intruder alarm control panels at RMH and HTB and received a quotation to upgrade the panels as detailed in the committee report.

Members **RESOLVED** to **APPROVE** the quotation, totalling £1194.00 + vat for the upgraded system with app control, to be funded from the 'R&R' EMR.

PR/017/26 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 6th August 2026.

There being no other business, the Chairman closed the meeting at 8.04pm.

..... Chairman Date

UNCONFIRMED