



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 6th AUGUST 2026 COMMENCING AT 7.30pm

Members: Councillors: Mrs K. Burgess*, J. Davidson (Vice-Chairman), R. Knight (Chairman), D Mahon (arrived during min no. PR/022/26), S. Raby*, T Rickett BEM*, D. Searle, J. Smithurst* & S. Torn.

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

PR/018/26 PUBLIC FORUM

There were no members of the public present.

PR/019/26 APOLOGIES FOR ABSENCE

The Council received apologies for absence from Cllr T Rickett BEM & Cllr J Smithurst.

No apologies were received from Cllr K Burgess & Cllr S Raby.

PR/020/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/021/26 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4th June 2026 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/022/26 CHAIRMAN'S ANNOUNCEMENTS

Facilities in Amberley Close Recreation Ground

Two requests have been received by residents asking the Parish Council to install outside gym equipment and skating facilities in Amberley Close recreation ground. Before anything is brought to the Parish Council, both residents have been asked to gather support for each request to demonstrate that there is a need for these facilities.

Issues with Stream Bordering Earles Meadow

A resident in Earles Meadow has advised that straw bales have been fly-tipped, most likely via the culvert/drain at the end of the green strip that separates Earles Meadow from Amberley Road and ended up under their decking.

The resident has suggested a few things – Install a metal grill across the stream at the entrance to their property, have a grounds maintenance team remove the overgrowth that hides the stream between the culvert and their property and install a sign advising of the penalties of fly-tipping.

The Deputy Clerk has contacted the relevant departments at WSCC and HDC to ask for their help with this matter and historic documents suggested that the land in question did not belong to the Parish Council. However, after investigation, it has come to light that the Parish Council are responsible for the culvert and surrounding area.

This matter is therefore being investigated further and any necessary quotations are being obtained and will be brought back to the Committee for consideration.

It would be beneficial if one Member of the Property Committee could meet with the Facilities Officer to view the area ahead of the next meeting. *Cllr Knight said he would meet the Facilities Officer on site.*

Resident Request for a Litter Bin

During the Parish Councillors Surgery, recently held outside the shops in Fitzalan Rd, a resident requested to have a litter bin installed by the bus shelter on Lambs Farm Rd, near the junction of Greenfields Way.

This area is included in the Litter Warden's litter round and the Litter Warden's report that there is sometimes a small amount of rubbish around the bus shelter. Permission for any bins on highways would need a licence issued by WSCC. Members are asked if they would like this on a future agenda item to consider? *Members didn't think a bin was needed here, so it will not be added to an agenda for discussion.*

Boiler at Roffey Millennium Hall (RMH)

The previous heating engineers were asked to give the estimated lifespan of the current boiler at RMH, minute no PR/011/24 refers. They advised the estimated lifespan in 2024 was 3 to 5 years and it was agreed that this issue be returned to the Committee in the next 12 to 24 months from that meeting, unless events required earlier discussion.

Given that the time is approaching to bring the matter back to a meeting for discussion and that there have been no issues with the current boiler, an updated lifespan estimation will be obtained when the boiler is serviced in August 2026 by the new heating engineers, which will be reported back to Members.

Multi-Courts and Open Space at Holbrook Tythe Barn

A resident near the multi-courts has sent the following email to the Parish Office:

I would like to raise my concerns about the increasing anti-social behaviour taking place there, both during the day and into the evening. Large groups of young people regularly gather at the courts, many riding electric scooters around the playing area while repeatedly kicking footballs against the back of the metal cage. The constant crashing noise is extremely loud and has become very disruptive. It makes it difficult to enjoy sitting in our garden, and the noise can also be heard clearly inside our home. On several occasions it has disturbed my daughter while she has been trying to get to sleep.

In addition to the noise, I am also concerned about other activities taking place at the site. There have been occasions where young people appear to be using drugs on the courts, and what I believe to be drug drop-offs have taken place in the Tythe Barn car park during the evenings. This has made the area feel increasingly unsafe and unpleasant for local residents.

I feel the football cages need to be monitored more closely, particularly during the evenings, before the situation escalates further. I am concerned that, if left unchecked, the facilities will eventually be vandalised or that someone could be seriously injured.

The ongoing disturbance is having a significant impact on the quality of life for those living nearby. It is unfair that residents are unable to enjoy their own homes and gardens because of the constant noise and anti-social behaviour. I also worry that this may have a negative effect on property values and make it more difficult for people to sell their homes.

I would be grateful if the Council could investigate this matter and let me know what steps can be taken to address these issues.

Thank you for your time and consideration. I look forward to your response.

The Deputy Clerk responded as follows:

Thank you for your email. The Parish Council were made aware, last week, that groups of young people were accessing the courts, unauthorised, and so we have taken steps by changing the code and advising hirers of the court to make sure the gates are locked behind them and not to give the code out to anyone, other than a representative from their group. The Caretakers at Holbrook Tythe Barn building will also report any unauthorised groups to us going forward.

When we moved the group of young people out of the courts, they then moved into the play area and were being unruly in there. We have contacted our local PCSO and advised them of this situation and asked them to include the area in their patrols. I will also report your findings to them so they can be made aware.

Unfortunately, the Parish Council does not have the resources to monitor the open space, play area and car park and so would urge you and your neighbours that if you witness any anti-social or illegal behaviour, please report it to the Police. It is essential that any such activities are all reported to them, to increase the intelligence of incidents and hopefully support that this area is in need of regular patrols.

Thank you for making us aware.

Flagpole at Roffey Millennium Hall (RMH)

The flagpole at RMH has broken and so contractors will be approached to get quotations to see if it can be repaired.

PR/023/26 COMPLETED WORKS

- (a) Roffey Millennium Hall (RMH) and surrounding area**
 - (i) Kitchen tap replaced
 - (ii) Front door system serviced
 - (iii) Fire extinguisher test & service
 - (iv) Lift serviced
- (b) North Heath Hall (NHH) and surrounding area**
 - (i) Light repair
- (c) Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Periodic Electrical Testing (EICR) carried out
 - (ii) Dishwasher replaced irreparable one
 - (iii) Tap replaced in kitchen
- (d) All buildings**
 - (i) Alarm system service and upgrade of control panels at HTB & RMH
- (e) Play Areas**
 - (i) Small wet pour repairs that have become trip hazards
 - (ii) Large wet pour repair at HTB play area that has become a trip hazard, totalling **£250.00** to be funded from the 'Play Area & M Crts Maintenance' budget - authorised by the Clerk due to health & safety under delegated authority, as per clause 5.18 of the Financial Regulations.
- (f) Multi-Courts**
 - (i) No climbing sign installed
- (g) Tree Work**
 - None
- (h) Open Spaces**
 - None
- (i) Bus Shelters**
 - (i) 2 x bus shelters painted as part of the 26/27 bus shelter maintenance programme
 - (ii) 1 x bus shelter installed with 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 completed works and ratify any detailed expenditure including the wet pour repair, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

PR/024/26 ON-GOING AND PLANNED WORKS

- (a) Roffey Millennium Hall and surrounding area**
 - (i) Several non-working lights to be replaced
 - (ii) **NEW** – Flagpole to be repaired
 - (iii) **NEW** – Lift Inspection

- (b) **North Heath Hall**
 - (i) A new worktop to be supplied and installed in room 9.
 - (i) Front soffits to be painted
 - (ii) **NEW** – Gates to be installed outside room 9 & kitchen
 - (iii) **NEW** – Boiler isolation system to be installed
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) Works required to end flowerbed
 - (ii)
- (d) **Play Areas**
 - (i) Recommended works from playground inspections
- (e) **Multi-Courts**
None
- (f) **Tree Work**
 - (i) Leaning Silver Birch between Earles Meadow & Whitehorse Rd to be reduced, totalling **£560.00** to be funded from the 'Open Spaces' budget - authorised by the Clerk due to health & safety under delegated authority, as per clause 5.18 of the Financial Regulations.
- (g) **Open Spaces**
None
- (h) **All Buildings**
 - (i) Decorating rolling programme – HTB Complete
 - (ii) **NEW** - PAT to be carried out
 - (iii) **NEW** - Floor machine services at NHH & RMH
 - (iv) **NEW** - Boiler services due in August
 - (v) **NEW** – Workplace Environmental Assessments due
- (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, including tree works, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

PR/025/26 END FLOWERBED AT HTB

- (i) Following on from the last Property meeting, minute no PR/011/26 refers. The Facilities Officer met with a representative from the Horticultural Society and from that meeting a list of recommendations was made, as detailed in the committee report.

Members considered the recommendations and **AGREED** the following:

- Remove damaged box hedging and continue the birdsmouth posts to the sides.
- Remove dead Lilac tree and cut away dead parts of Choisya.
- Remove weed barrier, fork soil and add fertiliser/manure - leave for a couple of months before planting.

- Add Red Robin at back wall next to Choisya.
 - Plant a tree to replace the memorial Lilac tree, reduce the size of Liquidambar tree, choose a dwarf drought tolerant tree, still planting it in the flowerbed. The Deputy Clerk will research options and bring a quotation back to the Committee at the next meeting.
 - Take out box hedging at front door area.
 - Install a tap within the patio area.
- (ii) Members received a quotation to prepare the flowerbed, as detailed in the committee report, totalling £570.00. Members **RESOLVED** to **APPROVE** the quotation, to be funded from the 'Open Spaces' budget.

Please note – where Jasmine is mentioned in the committee report, this has been named incorrectly and should be Choisya.

PR/026/26 PLAYGROUND INSPECTION WORKS

- (i) Members **NOTED** the playground inspection reports along with the recommendations.

Members received the collated reports and after consideration **RESOLVED** to **APPROVE** the works, totalling £6200.54 + vat on materials, to be funded from the 'Play Area & M Crts Maintenance' budget.

- (ii) Members received options to consider for the bench at Earles Meadow play area, as detailed in the committee report and **RESOLVED** to **APPROVE** option 1, (refurb existing with new slats) totalling £575.00, to be funded from the 'Play Area & M Crts Maintenance' budget.

Members also received options for the cone climber in Amberley Rd play area, as detailed in the committee report and **RESOLVED** to **RECOMMEND** to Full Council option 2 (install accessible roundabout), totalling £15,372.47 + vat to be funded from the 'Playground Upgrade' EMR. Members **NOTED** that this would leave a balance of £5658.53 in the EMR.

- (iii) Members **NOTED** the update regarding the wet pour repairs, as detailed in the committee report.

PR/027/26 BLIND AT HTB

Members received a quotation for a new remote-controlled blind in the main hall at HTB, totalling £803.73 + vat.

Members **RESOLVED** to **APPROVE** the quotation, to be funded from the 'R&R' EMR.

PR/028/26 GOAT WILLOW TREE

Members **NOTED** the report about the Goat Willow tree in Earles Meadow and received the quotation to fell the tree, totalling £120.00.

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

PR/029/26 BOILER & HOT WATER SYSTEM AT NORTH HEATH HALL (NHH)

Members **NOTED** the details in the committee report, however the Deputy Clerk advised that things had changed since the day before as the boilers in all buildings were booked to be serviced.

Whilst Gas Safety Certificates (GSC) have been issued for RMH & HTB, a GSC cannot be issued for NHH as the Heating Engineer has advised the gas supply pipework is inadequately sized. A full report and a quotation to rectify the issue will be sent to the Deputy Clerk.

Although the Heating Engineer has turned off the gas boiler as it cannot be used, he has isolated the water, so that it can still be heated.

Members **RESOLVED** to **APPROVE** that the Clerk be given delegated authority, in liaison with the Chairman and Vice-Chairman of the Property Committee and the Chairman of the Finance & Administration Committee.

Members **NOTED** that there is a balance of £11,232.00 in the 'NHH Heating' EMR.

PR/030/26 PATIO AT HTB

Members **NOTED** the issues along a strip of patio outside the double doors of the main barn hall at HTB. A quotation has been obtained to resolve the issue.

Members **RESOLVED** to **APPROVE** the quotation, totalling £1110.00, to be funded from the 'R&R' EMR.

PR/031/26 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 15th October 2026.

There being no other business, the Chairman closed the meeting at 8.13pm.

..... Chairman Date