



NORTH HORSHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE PROPERTY COMMITTEE HELD AT ROFFEY MILLENNIUM HALL ON 15th OCTOBER 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 & S. Torn*.

(* denotes absence)

In attendance: Lisa Underwood - Deputy Clerk

PR/033/26 PUBLIC FORUM

There were no members of the public present.

PR/034/26 APOLOGIES FOR ABSENCE

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

No apologies were received from Cllr S Raby.

PR/035/26 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/036/26 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6th August 2026 were **AGREED** as being a correct record and were signed by the Chairman of the meeting.

PR/037/26 CHAIRMAN'S ANNOUNCEMENTS

Boiler at North Heath Hall (NHH)

At the last Property meeting, Members were advised that the gas supply pipework was inadequately sized and a quotation was due to rectify the issue. The Clerk, in liaison with Chairman and Vice-Chairman of the Council, Chairman of the Property Committee and Chairman of the Finance & Administration Committee authorised the works totalling £5,400.00, to be funded from the 'NHH Heating' EMR. This expenditure was ratified at the Full Council meeting on 03.09.26, minute no FC/64.2/26 refers.

In addition, during the works, it was found that the central heating system's water was heavily contaminated with magnetite, requiring a powerflush of the system before putting the boiler back into commission, totalling £800.00 + vat. So, authorisation was given to go ahead with this work. This amount is listed in the completed works section of this report, so Members can ratify this expenditure.

Boiler at Roffey Millennium Hall (RMH)

An updated lifespan estimation for the boiler at RMH has been obtained and the Heating Engineer advised the following:

Regarding the longevity of your current setup, while it is impossible to know exactly how long they will last, parts should reasonably be available for the next 5 to 7 years. Keeping them running for that long shouldn't be an issue.

Therefore, this matter will be reviewed again in 2030, unless any issues arise with the current system.

Caretaker Feedback

A hirer at RMH sent in feedback for the Caretaker, Philip, as follows:

I wanted to pass our appreciation to how Phillip helped us with the hire on Saturday.

From the moment we arrived he was very helpful and knowledgeable on everything we needed.

He had thought of things I had forgotten in amongst setting up for the party and offered his help with setting up.

He truly is a lovely man who enjoys helping others and prides himself on a job well done. In this day and age it's not often I feel the need to praise a service well done but Phillip stood out and went above and beyond our expectations.

We are very thankful for his help on Saturday and want to pass on thanks.

Philip has been advised.

PR/038/26 FINANCE

- (i) It was **RESOLVED** to note the Financial Report to 31st August 2026.
- (ii) Members considered the proposed property budget and suggested funds to be allocated to the Earmarked Reserves for 2027/28 and **RESOLVED** to **RECOMMEND** them to the Finance & Administration Committee.

Members also considered the proposed hire charge increases for 2027/28. Members **RESOLVED** to **RECOMMEND** the proposed hire charges, with effect from 31.03.27, to the Finance & Administration Committee.

PR/039/26 COMPLETED WORKS

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

- (i) Several non-working lights replaced

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

- (i) A new worktop installed in room 9
- (ii) Gates to be installed outside room 9 & kitchen
- (iii) New pipework for heating system
- (iv) Powerflush of system, totalling £800.00 + vat, to be funded from the 'NHH Heating' EMR
- (v) Front soffits painted
- (vi) Repair to kitchen cupboard door
- (vii) Remove ivy growing inside building

- (viii) Emergency light repairs
- (c) **Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Works to prepare the end flowerbed
 - (ii) Remedial electrical works
 - (iii) New blind fitted – as this was a re-chargeable blind, an additional socket had to be installed, along with the purchase of 2 x plugs and 1 x cable, totalling £188.97, which was funded from the 'R&R' EMR
- (d) **All buildings**
 - (i) Decorating rolling programme
 - (ii) PAT carried out
 - (iii) Floor machine services at NHH & RMH
 - (iv) Boiler services
 - (v) Workplace Environmental Assessments
 - (vi) Fire & intruder alarms serviced and upgrade to intruder alarm at HTB & RMH
- (e) **Play Areas**
None
- (f) **Multi-Courts**
 - (i) New goal ordered as current one bent at cross bar – totalling £359.99 + vat + delivery, to be funded from '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
- (g) **Tree Work**
None
- (h) **Open Spaces**
 - (i) Repaired broken handrail in Earles Meadow
 - (ii) Repaired fence in 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 new goal post, authorised by the Clerk under delegated authority, as per clause 5.18 of the Financial Regulations.

PR/040/26 ON-GOING AND PLANNED WORKS

- (a) **Roffey Millennium Hall and surrounding area**
 - (i) **NEW** – Air conditioning units to be serviced. As the current contractor has retired, 3 quotations have been obtained, the lowest being £437.00 + vat, to be funded from the 'AC Maintenance' budget. This will take us slightly over budget by approx. £59.00.
 - (ii) **NEW** – Repaint outside electric cupboard door and replace kickboards
 - (iii) **NEW** – New lift call button required
 - (iv) **NEW** – Bottom pivots to be replaced on front door
 - (v) **NEW** – Various extractor fans to be repaired
 - (vi) Flagpole to be repaired

- (vii) Lift Inspection
- (b) **North Heath Hall**
 - (i) Front soffits to be painted
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) Works required to end flowerbed
 - (ii) **NEW** – Repair slabs and remove metal bars on patio
 - (iii) **NEW** – Repair fire door and push bar
 - (iv) **NEW** – Install new tap within patio area
- (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. (HDC delay on authorisation)
- (g) **Open Spaces**
 - None
- (h) **All Buildings**
 - (i) **NEW** – Partition wall to be serviced at RMH & NHH
- (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/041/26 END FLOWERBED AT HTB

Members noted that the flowerbed has now been prepared, the damaged box hedging and the dead memorial tree has been removed and birdmouth posts installed.

In consultation with Cllr Sally Wilton, the Deputy Clerk obtained quotations for an evergreen Holly tree and a Rowan tree, both costings £225.00 for a 28l pot.

After discussion, Members **RESOLVED** to **AGREE** to replace the dead memorial tree with an evergreen Holly tree, totalling £225.00, to be funded from the 'Open Spaces' budget.

PR/042/26 GROUNDWORKS IN EARLES MEADOW

- (i) Members **NOTED** the overgrown vegetation issue around the culvert/drain at the end of the green strip that separates Earles Meadow from Amberley Road and up to the property boundaries.

Cllr. Knight confirmed that the area is very overgrown and does need cutting back.

Members received a quotation for a one-off vegetation clearance, with all arisings removed and disposed of, totalling £943.00 + vat. Members noted that as this has not been budgeted for, this expenditure would need to be funded from the 'Open Spaces' budget.

Members **RESOLVED** to **APPROVE** the quotation, totalling £943.00 + vat, to be funded from the 'Open Spaces' budget.

- (ii) Members also received a quotation to include this area in the annual maintenance contract for two maintenance visits per year, totalling £520.00 + vat per annum. Members noted that this expenditure would be added to the proposed 'Grass Cutting' budget for 2027/28.

Members **RESOLVED** to **APPROVE** the quotation, totalling £520.00 + vat, to be funded from 'Grass Cutting' budget for 2027/28.

PR/043/26 FLAGPOLE AT RMH

Members received a quotation to service the flagpole and to try and re-thread the rope, as detailed in the committee report, totalling £625.00 + vat.

Members thought that it would be better to get a new pole that lowers and raises without a rope. Members **AGREED** to a maximum budget of £1300.00 + vat, to be funded from the 'R&R' EMR. The Deputy Clerk will obtain quotations and if the expenditure is higher than the budget set, a quotation will be added to the next agenda for consideration.

PR/044/26 STREET LIGHTING

Members **NOTED** that the street lighting maintenance company have advised that the 70W (and above) HID lamps are going to become obsolete due to the Restriction of Hazardous Substances (RoHS) regulations from February 2027.

Members received a quotation to replace 8 LED equivalent, as recommended by the maintenance company, lamps, totalling £2860.00 + vat.

Members **RESOLVED** to **APPROVE** the quotation, totalling £2860.00 + vat, to be funded from the from the 'R&R' EMR.

PR/045/26 DRAINAGE WORKS ON AMBERLEY CLOSE

Members **NOTED** that a surveyor company has contacted the Parish Office requesting consent to access and form a site compound to carry out some drainage repairs and new connections in relation to a proposed extension at a property in Amberley Close. Members also received some additional information just before the meeting.

Members **RESOLVED** to **APPROVE** that the surveyor company be given consent to access and form a site compound on Amberley Road Open Space, but wanted to look at the possibility of requesting a deposit to mitigate any circumstances where the ground was not reinstated. The Deputy Clerk will check with the Clerk if this is possible.

PR/046/26 TREE WORKS – RESIDENT REQUEST

Members **NOTED** that a resident has contacted the Parish Office regarding various trees adjacent to Cherry Tree Walk, as detailed in the committee report.

Members considered the quotation for the recommended works and **RESOLVED** to **APPROVE** the quotation, totalling £660.00, to be funded from the 'Open Spaces' budget.

PR/047/26 DATE OF NEXT MEETING

Members **NOTED** that the next meeting is scheduled to be held on Thursday 10th December 2026.

There being no other business, the Chairman closed the meeting at 7.58pm.

..... Chairman Date