

# Buxted Parish Council

Clerks: Miss R Macklen and Mrs C Feltham, PO Box 202, Heathfield, East Sussex, TN21 1BN,  
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3<sup>rd</sup> July 2018

The Chairman and Members of the Property and Receptions Ground Committee  
The Chairman and Vice Chairman of the Council,

## NOTICE OF MEETING

Your attendance is requested at a meeting of the **PROPERTY & RECEPTIONS GROUNDS COMMITTEE** to be held on **10<sup>th</sup> July 2018 at 7.30p.m. in The Reading Room, Church Road, Buxted.**

The public have a right and are welcome to attend and at the discretion of the Chairman, members of the public may ask questions prior to the commencement of the business proper.

- 1 Apologies for absence
- 2 Declarations of members' interests in respect of items on this agenda.
- 3 Minutes of the meeting held on 28<sup>th</sup> June 2018 to be signed as a correct record by the Chairman (*enclosed*)
- 4 Annual Review of Risk Assessment of the Council's physical assets  
*Please see attached short report of Parish Council assets and updates*
  - Reading Room (*Fire assessment attached*)
  - High Hurstwood Children's Play Area
  - Buxted Recreation Ground/Buxted Pavilion
  - Nevill Road and The Dene
  - Littlewood Lane Triangle
  - Allotment Grounds
  - Bus Shelters
  - Buxted War Memorial
- 5 Annual Review of Parish Council's Risk Assessment (*see attached*)
- 6 Members Questions
- 7 Announcements: by the Chairman; the Clerk

**Beccy Macklen**  
**Clerk to the Council**