

BUXTED PARISH COUNCIL

Minutes of the meeting of the Property and Recreation Grounds Committee held in the Reading Room Buxted at 9.30 p.m. on 18 June 2008

Present: Cllrs. Chalmers (Chairman), Cllr. Downing and Mrs E Smith
Also present: Mr. C Reed Clerk and Miss R Macklen Clerk elect.

1. Apologies for Absence

Apologies were received and accepted from Cllrs. Crowe & Treacher.

2. Declarations of Members Interests.

None this meeting.

3 Risk Assessment

The Committee reviewed the latest Council Risk Assessment of 30 October 2007 and noted the recommendation that the Committee should undertake an annual review of physical assets.

The arrangements for physical risk assessments were reviewed as follows:

The Reading Room

- insurance cover was in place and was updated annually by the Insurers but the Committee considered that a Council assessment against current valuation / rebuilding costs should be carried out annually. The **Committee recommends** that the Chairman of the Property & Recreations Grounds Committee should attend and take part in the annual review of insurance cover that takes place at the autumn Finance & Policy Committee meeting.
- the premises licence was renewed annually – and covered disabled access
- a fire risk assessment was carried out annually, the 2008 assessment was due and would be carried out shortly
- there were annual inspections of fire safety & equipment and electrical equipment and certificates issued
- the gas central heating boiler was serviced annually

Mrs. Smith said that the Buxted WI started each meeting by pointing out the whereabouts of the emergency exits. **The Committee recommends** that the Council consider adopting this practice for all public meetings.

Cllr. Downing said that the Buxted Players had considered the possibility of installing a permanent lighting circuit. Mrs. Smith said that that might also be useful for other hall users including Buxted WI. The Committee asked Cllr. Downing to advise the Buxted Players that if they wanted to pursue that option they should seek Council consent once they had Fire Brigade approval for the scheme. Cllr. Downing said that it would be helpful, particularly at large events, to have 'Keep this door clear' notices on the emergency exit doorways – the Clerk to arrange.

Mrs. Smith asked whether the Buxted Players had sufficient insurance cover for their props and costumes in the basement storeroom - Cllr. Downing to discuss with the Buxted Players.

High Hurstwood childrens play area

- a check was carried out weekly by the Clerk and arrangements made for any repairs or replacement parts
- a RoSpA inspection was carried out annually
- responses were always made to contacts from the Montessori Nursery School or any other users

High Hurstwood Recreation Ground

- a visual inspection was carried out weekly

Buxted Recreation Ground / Buxted Pavilion

- ad hoc visits were made
- good relations with local residents and the Buxted Pavilion Trustees & Buxted FC were maintained and responses were always made to contacts

Nevill Road and The Dene Uckfield

- ad hoc visits were made

- responses were always made to contacts from users, neighbours or Uckfield TC contacts

Littlewood Lane triangle

- the oak trees required regular inspections – a further inspection should be carried out within the year

Allotment grounds & fields

- ad hoc visits were made
- responses were always made to contacts from tenants or residents

Bus shelters, sign posts, seats

- ad hoc visits were made
- responses were always made to contacts from users or residents

Buxted War Memorial

- a regular maintenance contract was in place

4. Buxted Pavilion / Buxted Football Club

The Club's request for financial support towards the cost of the planning application fee for the new storage shed & alterations to the Pavilion, Item P9 06/08 referred to the Committee by the Council, was considered. The Committee agreed that landlords consent be given for the application to be made, that the application should be made in the name of Buxted Pavilion Trust, as the lessee, not Buxted Football Club and that a grant of £335, or 50% of a reduced fee, be paid upon the production of a receipt – the Clerk to write.

5. Buxted Allotments

Mr. R McDonnell's request for financial contribution for rabbit proof fencing, Item P11 06/08 referred to the Committee by the Council, was considered. The Committee agreed that plot holders had the onus for dealing with pests and that no contribution should be made – the Clerk to write.

The possibility of a Buxted Allotment Association being formed at some point in the future was discussed. Miss Macklen said that she had heard a speaker at the recent Wealden Parishes Conference recommend Allotment Associations. Cllr. Chalmers said that the idea had merits but that the initiative would have to be driven by plot holders.

The proposed extension to the allotment ground was discussed and the Committee agreed the new area to be taken in. The Clerk to arrange a site meeting with Mr Duncan the Buxted Allotment Field tenant to explain the decision after which tenders for the fencing work to be invited.

13. Members Questions

None this meeting

14. Any Other Matters Properly Notified

None this meeting.

The meeting closed at 11.00 a.m.

Signed:

Chairman

Date: