

**UNADOPTED
POLEGATE TOWN COUNCIL**



BUILDINGS & LAND COMMITTEE

Minutes of the Buildings & Land Committee meeting held on Friday 13th October 2023 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Watts, N Dunbar, M Piper, A Wood, J Keen, J Heward **(7)**

Not Present: Cllr D Dunbar **(1)**

No member of the public present

Cllr M Cunningham was present but not voting.

Minute Number	Resolution
13395	Opportunity for Public None
13396	Apologies for absence Cllr D Dunbar
13397	Declarations of interest in any items on the agenda None
13398	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land/contract matters) <u>It was resolved to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Land/contract matters) VOTE All in favour</u>
13399	To consider specification / contract quotes to recommend for approval by Finance Committee (from CIL funding). Previously delegated to the clerk but contract values close to £60,000 (under tender limit). <u>It was resolved to recommend for approval by Finance Committee (from CIL funding). Previously delegated to the clerk but contract values close to £60,000 (under tender limit). To award the contract as per confidential papers. VOTE all in favour</u>

The meeting closed at 10:40am

Signed by _____ Chair of Finance & Policy _____ Dated _____

**UNADOPTED
POLEGATE TOWN COUNCIL**



BUILDINGS & LAND COMMITTEE

Minutes of the Buildings & Land Committee meeting held on Friday 8th December 2023 in the council chambers 49 High Street, Polegate East Sussex BN26 6AL at 10:00am

Present: Cllrs D Murray, D Dunbar, M Piper, A Wood, N Dunbar, J Keen, J Heward **(7)**

Not Present:, Cllr D Watts **(1)**

1 member of the public present

Minute Number	Resolution
13453	Opportunity for Public The contractor for the proposed defib was present and advised the council on matters on the installation.
13454	Apologies for absence Cllr D Watts
13455	Declarations of interest in any items on the agenda None
13456	To approve and adopt the minutes of the Buildings and Land meeting on 13th October 2023 <u>It was resolved to approve and adopt the minutes of the Buildings and Land meeting on 13th October 2023 VOTE All in favour</u>
13457	Motion Defibrillator in Polegate a) To discuss the location of the newly grant funded Defib in the Stud Farm area. <u>It was resolved to locate the grant funded defibrillator at Stud Farm on the allotment building. VOTE All in favour.</u> b) To discuss on going budget requirements for maintenance of Defibrillators adopted in Polegate. <i>The committee was advised that any finance must be agreed by the finance committee or full council. It was requested that the office look at grants for any new defibrillators once locations had been decided upon.</i> c)To discuss the location of current and future Defibrillators and to allocate an additional budget if required for any new Defibrillators, cases, power installation and ongoing maintenance. <u>The locations were discussed and 6 new defib locations were agreed upon should it be possible to locate them there, these were:</u> 1. <u>Mill Development entrance</u> 2. <u>Bluebells development entrance</u> 3. <u>Bus stop area Pevensey road</u> 4. <u>Orbit development</u> 5. <u>Entrance to Brightling Road Leisure Ground</u> 6. <u>Guardian Court</u> <u>VOTE All in favour</u>

	d)To discuss Polegate Community Centres request to Polegate Town Council to consider the adoption of the Defibrillator in place. The costs to adopt this was discussed, and it was asked if one was needed there. The office was asked to assess the costs and report back.
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The meeting closed at 10:45 am

Signed by _____ Chair of Buildings & Land Committee _____ Dated _____

DRAFT

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	Council Office Mntce Fund	22,115.00		22,115.00
322	Town Election/Poll/Referendum	16,657.00		16,657.00
324	Elections Fund	34,337.00	-7,653.13	26,683.87
328	Office IT Equipment Reserve	897.00		897.00
331	Brightling Reserve	8,514.21		8,514.21
334	Town Focal Enhancemt Reserve	592.20		592.20
335	Street Lights Reserve	141,884.31	-44,970.00	96,914.31
338	Hailsham Beds Reserve	1,398.54		1,398.54
339	Office Alterations Reserve	26,165.00	-6,265.25	19,899.75
341	Staff - Consultant/Temporary	2,025.55		2,025.55
342	S106 funds	266,183.25	-22,036.00	244,147.25
344	Play Equipment	12,000.00		12,000.00
345	Flower Bulbs EMR	0.05		0.05
346	Neighbourhood Plan	15,000.00		15,000.00
347	CCTV reserve	3,344.00	-3,344.00	0.00
348	Consultation/Newsletter	1,003.00		1,003.00
349	CIL funds	190,771.23	-51,742.01	139,029.22
350	Picnic Benches	788.00		788.00
351	Skate Park	9,675.00	-329.00	9,346.00
352	Overtime	2,275.27		2,275.27
353	Polegate Community Library	51,000.00		51,000.00
354	New air con unit	1,220.00		1,220.00
355	Christmas Lights (new)	1,750.00		1,750.00
356	Bins	5,250.00		5,250.00
358	VAS (SID)	11,000.00	-700.40	10,299.60
359	Land purchase car park	100.00		100.00
360	Land Purchase open space	100.00	40,000.00	40,100.00
361	Allotment unreturned deposits	525.00	350.00	875.00
362	emr training courses	2,476.00		2,476.00
363	sid(vas) Grant	0.00	-3,500.00	-3,500.00
		829,046.61	-100,189.79	728,856.82

Report to B&L for replacing grass matting with Wet pour and moving the twister at the same time.

Background

On a regular basis the ground beneath the outdoor gym at Wannock has been worn down. It has been replaced by extra soil and seed on a number of occasions but continues to appear in our monthly reports as needing attention.

It was also noted during the pandemic that despite there being a post instal inspection one of the pieces of equipment was located too close to another. (twister) which had to be closed off during the pandemic. The works are to include this being moved whilst the groundworks go ahead.

Budget

There is a budget of £12000 in a reserve plus the annual budget to cover the difference. The work could go ahead immediately subject to contractor availability, insurance etc.

Extract of latest report

Previously Reported Findings (unresolved at time of inspection)

Chest Press - Finding

Asset	Chest Press
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	29/07/2022 06:32:37
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	30.6.23 Up to date pic's 18.8.23 Latest pic

Finding Photos



Leg Press - Finding

Asset	Leg Press
Finding Title	Ground Eroded
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	29/07/2022 06:33:57
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	30.6.23 Latest pic. 18.8.23 Latest pic.

Finding Photos



Quotes

quotes for wet pour at wannock
outdoor gym to replace grass
matting

contact		£	includes moving twister?
	compnay A	£12,584.85	yes
	company B	£7,800.00	yes
	Company C	£11,480.00	yes
	company D	no reply	maybe

Budget 12594

Recommendation

That Buildings and Land Committee resolve to go ahead with the replacement of the grass matting with wet pour and at the same time have the twister equipment moved to its correct location.

All contractors who have quoted have been used before. Contractor A & B on play equipment. At contractor B has the best value, I would recommend selecting this contractor to carry out the work. It will also leave funding available for future use as it is under budget.