



# PLUMPTON PARISH COUNCIL

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Doc No 232404

5th September 2023

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council Tuesday 12<sup>th</sup> September 2023 at 19.45 at the Village Hall for the purpose of transacting the following business.

Members of the Public Welcome

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

1. To accept apologies for absence
2. To co-opt Graham Peacock
3. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
4. To Approve Minutes from Parish Council meeting held on 11<sup>th</sup> July 2023
5. Clerk's Report and discuss any Matters Arising from previous meeting.
6. Brief Report from the County and District Councillor on matters affecting this Parish.
7. Questions from Members of the Public – limited to a maximum of 15 minutes in total
  
8. Planning applications and consider further applications submitted after agenda publication:

**LW/23/0515**

**Chiltington Ferrings, Plumpton Lane BN7**

Change of use of an agricultural building to a dwelling house

**SDNP/23/03498/CND**

**Fallbrook, Plumpton Lane, Plumpton BN7**

Variation of Condition 2 (Plans) related to Planning Approval SDNP/21/00308/HOUS to include minor amendments to west elevation.

To note approved/refused applications from local authority.

9. Correspondence
10. Finance Committee
  - a. To adopt expenditure as itemised on the schedules.
  - b. To adopt year to date accounts.
  - c. To adopt combined bank reconciliations



## PLUMPTON PARISH COUNCIL

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11. Neighbourhood Plan Update
  - (i) Planning Liaison Working Group update
12. To note and action if necessary monthly RA reports.
13. Update on broadband fibre optic community scheme and actions.
14. To discuss advertising the position for a parish council handyman
  
15. Committee/Working Group Reports
  - i. Transport and Environment/Footpaths/Policing
  - ii. Allotments update
  
  - d. Village Hall
    - i. Update on management of pond – vegetation and wild area between pond and footpath
    - ii. To consider quotes for tree work surrounding the pond.
    - iii. To adopt Village Hall Committee minutes of November 2022, Feb 2023 and June 2023.
    - iv. To note fire risk assessment and any action required
    - v. To discuss/consider instructing surveyor for building assessment.
  
  - e. Playing Field/Pavilion
    - i. To note playpark inspection and action where necessary.
    - ii. Update on manhole cover repair and passing places
    - iii. Junior Football update regarding overgrown area
    - iv. Update on workings of Honeybees outside play times
    - v. To discuss recommendation by PVS for a table tennis table and location
    - vi. To note fire risk assessment and any action required
    - vii. To adopt PF Committee Minutes of 7<sup>th</sup> June 2023.
  
16. Interaction with Plumpton Primary School
  
17. Communications/Website
  
18. Items to be reported by Parish Councillors and/or to be included in future meetings

### **Dates of next meetings:**

9th October 2023 – Finance Committee 19:00 – PPC 19:45 (Note this is a Monday – day change due to Clerk on conference)



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Anita Emery | Parish Clerk 05/09/2023

A handwritten signature in black ink, appearing to read 'Anita Emery'.



# PLUMPTON PARISH COUNCIL

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Doc No 232403

## Minutes of the Parish Council Meeting held at the Village Hall on 11<sup>th</sup> July 2023 at 19:45.

**Present:** Cllr N Beaumont – Chair (Cllr NB), Cllr Jim Brown (Cllr JB), Cllr Nick Satchell (Cllr NS), Cllr R Jury (Cllr RJ), Cllr Paul Burford (Cllr PB), Cllr N Shefras (Cllr NDS), DC Cllr D Stewart-Roberts

**Absent:** CC Cllr S Osborne.

**Also present:** Anita Emery (Clerk & RFO).

### MOP's: 2

1. To accept apologies for absence
  - County Councillor Sarah Osborne tendered her apologies
2. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
  - None
3. To Approve Minutes from Parish Council meeting held on 13<sup>th</sup> June 2023
  - Unanimously agreed to approve the minutes of the parish council meeting held on 13<sup>th</sup> June 2023. Minutes signed to that effect by Cllr NB.
4. Clerk's Report and discuss any Matters Arising from previous meeting.
  - Clerk distributed her report prior to the meeting and is appendix to these minutes. Actions
  - Clerk to put grass cutting day discussion on the playing field agenda in October
  - PPC agreed to change October meeting to 9<sup>th</sup> instead of 10<sup>th</sup> so the Clerk could attend the National Conference in Leicestershire.
  - Discussion took place regarding another fridge freezer at the pavilion for Honeybees to use. It was unanimously agreed for Honeybees to purchase themselves/source a second hand one. **Clerk to action.**
  - Cllr NS is still to speak to Mr Holmes regarding the phone box change of use to a library. **Cllr NS to action.**
5. Brief Report from the County and District Councillor on matters affecting this Parish.

### District Report

- Cllr Stewart-Roberts reported he had had some correspondence with Don't Urbanise the Downs.
- Hoping to join the LDC local plan steering group



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- Station ticket office consultation – there is an overall campaign to save it.
- Pursuing with network rail regarding re painting of the signal box.
- Success with LDC regarding missed bin collections
- No tree officer at the moment at LDC
- Nicky Salterman is the Neighbourhood First Officer
- Met with Streat Parish Meeting for a walk about for winter proofing the footpaths, wondered if similar here – Cllr NDS advised Plumpton has the Monday Group.

Report from William Meyer Parish Councillor who was recently voted onto the board of SDNP Planning Group

- Cllr Meyer reported to PPC who within SDNP organisation was responsible for updating the local plan. Two enforcement officers are having to deal with the TPO's which is less than ideal as they have to cover Eastbourne, Lewes and National Park
- Parish Priority Statement – Chris Paterson is leaving and not being replaced. PPC need to try and prepare their statement and to contact the policy officer who is the link officer for National Park. LDALC to hold a face to face meeting with LDC in the Autumn regarding planning.

6. Questions from Members of the Public – limited to a maximum of 15 minutes in total

None. MoP came to observe the PPC meeting with a view to being co-opted in September.

7. Planning applications and consider further applications submitted after agenda publication:

### **LW/23/0343**

#### **Newburn Station Road, Plumpton Green BN7 3BS**

Single storey, first floor rear extension with 3 No. side rooflights.

Decision: Unanimously agreed - No comment. **Clerk to action**

To note approved/refused applications from local authority.

None

8. Correspondence

- GTR response regarding ticket office – Cllr NB and NDS to respond on behalf of PPC.

9. Finance Committee

Cllr PB reported on the expenditure for July and noted the additional expenditure of £200 for VH grass cutting. Duly noted. Other high expenditure to note was the shed at the playing field and air conditioning unit for Honeybees,

a. To adopt expenditure as itemised on the schedules.

- Unanimously agreed to adopt.



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b. To adopt year to date accounts.

- It was noted that the CIL expenditure of £9705 was for the basket swing, VH bridge and new shed. Duly noted and unanimously adopted.
- It was also noted that the VH bin expenditure would go over budget due to the increase in fees from LDC.

c. To adopt combined bank reconciliations

- Unanimously adopted.
- The Finance Committee advised that the parish council need to come to a decision soon on how they are best going to use the CIL monies.
- The pavilion cladding was discussed and it was agreed in principle for parts of the cladding to be removed for investigation only to see the state of the underneath. It will then be covered in marine ply as a temporary measure. In principle figure agreed was £2500 in order for investigations to take place over the summer.

10. Neighbourhood Plan Update

(i) Planning Liaison Working Group update

- Cllrs NDS and NB together with District Cllr Daniel Stewart-Roberts, met with Ben Ellis regarding the site behind the Plough – he has added extra wellness and commercial area.

11. To note and action if necessary monthly RA reports.

Cllr RJ reported no changes on RA, all actions are in hand.

12. Update on broadband fibre optic community scheme and actions.

- Nothing to report

13. Committee/Working Group Reports

i. Transport and Environment/Footpaths/Policing

- Cllr NB had reported the loose sign by Glencove and fingerpost is covered in hedgerow.
- Parking at Glebe site – complaints received however access has now been made for contractors to park on site.
- Speed camera working well – speed statistics similar to the southbound site and battery changing rota is working well.



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- ii. Allotments update
  - Cllr RJ asked the clerk if any response from a plot holder as overgrown – clerk to check payments against non payments. Other plots are being well attended.
  
- d. Village Hall
  - i. Update on management of pond – vegetation and wild area between pond and footpath
    - Cllr NS reported the pond was being assessed for access on the 19<sup>th</sup> July – Cllr JB to attend. Looking to complete the works on 7/8/9/10 August. The electricity supply at the hall is going to be out at the same time which has been arranged by UKPN.
    - PAT Testing completed.
    - Fred has quoted to clear areas of the wood – second quote being sourced.
    - 5 yearly EICR quote received £875 & £850 for VH and Pavilion respectively. Unanimously agreed to proceed.
    - Question arose from the VH Manager regarding the self employed gardener and public liability insurance (PLI) – it was confirmed that the gardener would need their own PLI.
    - Extra trolley received.
  
  - ii. To discuss/consider replacement of step to a ramp leading from SH to green
    - PPC discussed the request from Ladybirds and it was agreed that the exit was not being used for its purpose – that being an emergency exit. PPC agreed to keep the step as it was.
  
- e. Playing Field/Pavilion
  - Public goals have been broken from children swinging on them – have been made safe. Do PPC wish to replace/remove the public goals. Junior football to confirm if they can provide moveable goals?
  - Broken slabs at the pavilion have been taped up and Cllr JB to repair.
  - Moles have appeared and contractor instructed.
  - 5 year EICR arranged along with PAT testing completed
  - Broken window in home changing rooms cost to repair is £250 including a £75 call out charge. Agreed to incorporate with other works booked in so this fee is not incurred. PPC to settle and to ask cricket club for a contribution towards fee. Clerk to arrange.
  - Bourne Sport – action plan to be drawn up for ground work – too hard to Verti drain and overseed which can wait until April 2024. Can sand this year and do goal mouth repairs at a cost of £1000 for goal mouth repair.
  
- i. To note playpark inspection and action where necessary.
  - Nothing to note



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- ii. Update on manhole cover repair and associated costs
  - Clerk to talk to users confirming what dates are not ideal to close the track. **Clerk to action**
- iii. Junior Football update regarding overgrown area
  - Junior Football wish to cut the overgrown area for 3 mini pitches. PPC to obtain quotes to cut back with a view to receiving some form of contribution from junior football – Cllr RJ to speak to O Marlow.
- iv. To consider/approve finance committee's recommendation for passing places costs of £4850.00 and discuss consultation plan and contributions from tennis club and Bowmen.
  - Unanimously agreed to proceed. Arrange for contractor to complete at the same time as manhole cover repair. Clerk to contact tennis club and Bowmen for contributions.
- v. To consider/discuss how to police the use of KGV by commercial enterprises.
  - Cllr NB/RJ advised there is an increase in commercial entities using KGV Field i.e. personal trainers/football trainers and should PPC monetise especially if it stops the general public doing what they want to do in the same area. Agreed to monitor and if becomes an increasing problem to revert back.

### 14. Interaction with Plumpton Primary School

- Clerk to contact former Cllr Gardiner to see if she can interact between school and PPC.

### 15. Communications/Website

- Clerk advised General Power of Competence explanation published along with the new grant applications. An ad in the parish mag regarding grant applications had also been written.

### 16. Items to be reported by Parish Councillors and/or to be included in future meetings

- Plumpton Village Society had provided a report on the Coronation and PPC would like to thank PVS and all those involved in the weekend of the Coronation.
- Cllr RJ reported that Junior football were in talks with the Racecourse regarding a 3G pitch installation.

**Meeting Closed: 21.45**





# PLUMPTON PARISH COUNCIL

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## Dates of next meetings:

12<sup>th</sup> September 2023 – Finance Committee 19:00 – PPC 19:45

Anita Emery | Parish Clerk 18/07/2023

## Correspondence List for Plumpton Parish Council

Received since 7<sup>th</sup> July 2023 onwards

<b>Subject / Type of Correspondence</b>	<b>Communicated to</b>
1. SLCC – Conference and Membership	Clerk
2. CPRE – re AGM 17.7	Clerk/PPC
3. P Anderson – finger posts	Clerk
4. ESALC – Various	Clerk/PPC
5. LDC Newsletters	Clerk
6. M Caulfield – Update	Clerk/PPC
7. D Stewart-Roberts – Devine Homes	Clerk
8. C Thompson – allotment	Clerk/PPC
9. C Kavanagh – Devine Homes	Clerk/PPC
10. Tennis Club – track repairs	Clerk
11. SDNP – Parish Priority Statement	Clerk/PPC
12. John Kay – CPRE AGM	Clerk/PPC
13. C Thompson – Allotment plot	Clerk/PPC
14. NALC – newsletter	Clerk/PPC
15. Devine Homes	Clerk/PPC
16. Plumpton Tennis Club – lease	Clerk
17. SDF Pest control – moles pF	Clerk
18. T Lambert – jumble sale	Clerk/PF Committee
19. G Whittaker – Woodgate Meadow re Devine	Clerk
20. Ben Ellis – land south of plough	Clerk/NB/NDS
21. LDC – Local Plan adoption of development plan	Clerk/PPC
22. Chailey PC – Eaton New Town	Clerk/NB
23. Mary Symes – Eaton New Town	Clerk/NB
24. S Cork – use of herbicides at PF	Clerk/RJ/NB
25. Ouse & Adur – AGM	Clerk/PPC
26. Fields in Trust – Fee change	Clerk
27. M Roche – invasive species	Clerk/PPC
28. Wildlife Trust – invasive species	Clerk/PPC
29. Lewes Climate Hub invite	Clerk/PPC
30. Plumpton Activity Scheme thank you	Clerk/PPC
31. Bourne Sport Flail Mowing	Clerk/RJ/NB/PB/JB
32. SDNP – SCF	Clerk/PPC
33. S Osborne – RAAC VH	Clerk/NB/NS
34.	

Time: 10:51

## Current Account

## List of Payments made between 01/08/2023 and 07/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	J&B Windows	232430	43.00		J&B Windows
01/08/2023	Countrywide Grounds Maintenanc	232431	312.79		Countrywide Grounds Maintenanc
01/08/2023	Adlitol PAT Testing	232432	55.00		Adlitol PAT Testing
01/08/2023	Lewes District Council	232433	18.00		Lewes District Council
01/08/2023	SDF Pest Control	232434	36.00		SDF Pest Control
07/09/2023	Allen Upton	232435	58.00		Allen Upton pav maintenance
07/09/2023	Lewes District Council	232436	46.80		Dog bin emptying
07/09/2023	MPS ELECTRICS	232437	954.00		MPS ELECTRICS EICR works
07/09/2023	CASTLE WATER	232438DD	102.51		CASTLE WATER
07/09/2023	Countrywide Grounds Maintenanc	232439	312.79		Countrywide Grounds Maintenanc
07/09/2023	Lewes District Council	232440	18.00		LDC play inspection
07/09/2023	Aftercare Glazing repairs	232441	345.58		Aftercare Glazing repairs
07/09/2023	Aftercare	232442	160.66		Changing room window repair
07/09/2023	Rentokil Initial	232443	59.82		Rentokil Initial
07/09/2023	New Leaf Surgery	232444	250.00		Hedge trimming
07/09/2023	MVR Fire Solutions	232445	250.00		Annual Fire Risk Assessment
07/09/2023	Allen Upton	232446	32.00		Allen Upton toilet repair
07/09/2023	SDF Pest Control	232447	76.00		SDF Moles
07/09/2023	SDF Pest Control	232448	45.00		Wasp nest removal pavilion
07/09/2023	PLUSNET jul & aug	DD	78.72		PLUSNET
07/09/2023	OPUS ENERGY	DD	339.10		OPUS ENERGY
<b>Total Payments</b>			<u>3,593.77</u>		

Time: 13:01

## Current Bank Accounts

## List of Payments made between 01/08/2023 and 07/09/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Anita Emery aug exp	232441	63.25		Anita Emery aug exp
01/08/2023	Salaries Aug	232442	2,634.99		Salaries Aug
01/08/2023	East Sussex Pension Fund	232443	749.72		East Sussex Pension Fund
01/08/2023	HMRC Aug	232444	412.10		HMRC Aug
01/08/2023	SLCC Annual Membership	232445	236.00		SLCC Annual Membership
01/08/2023	SLCC Annual Clerk Conference	232446	566.80		SLCC Annual Clerk Conference
07/09/2023	Salaries	232447	2,504.99		Salaries
07/09/2023	East Sussex Pension Fund	232448	749.72		East Sussex Pension Fund
07/09/2023	HMRC	232449	412.10		HMRC
07/09/2023	M Lambert PF Cleaner	232450	130.00		M Lambert PF Cleaner
07/09/2023	CPRE Annual Subs	232451	36.00		CPRE Annual Subs
07/09/2023	ESALC Books	232452	19.52		ESALC Books
07/09/2023	Aquatic Solutions Pond clearan	232453	2,688.00		Aquatic Solutions Pond clearan
07/09/2023	Anita Emery	232454	82.50		Clerk expenses
07/09/2023	Playing Field a/c	232456	7,242.00		Playing Field a/c 2nd grant

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<b>Total Payments</b>	<u>18,527.69</u>
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## Current Account

## List of Payments made between 01/08/2023 and 08/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	J&B Window cleaning	232431	43.00		J&B Window cleaning
01/08/2023	Adlitol PAT testing	232432	96.00		Adlitol PAT testing
01/08/2023	Viking Direct	232433	82.99		Viking Direct cleaning supplie
08/09/2023	Business Stream	232434DD	147.49		Business Stream
08/09/2023	Jane Donovan expenses	232435	119.26		Jane Donovan expenses
08/09/2023	MPS ELECTRICS	232436	1,170.00		MPS ELECTRICS EICR
08/09/2023	Bare Root Grass cutting	232437	400.00		VH Green 18/7 & 10/8
08/09/2023	BareRoot grass cutting	232438	200.00		VH Green 23/8
08/09/2023	Viking Direct	232439	84.80		Viking Direct
08/09/2023	Rentokil Initial	232440	49.21		Rentokil Initial
08/09/2023	Playing Field a/c	TRANS	42.50		Fire alarm testing
08/09/2023	MVR Fire Solutions Fire Risk A	232442	275.00		MVR Fire Solutions Fire Risk A
08/09/2023	PLUSNET	DD	59.76		PLUSNET
08/09/2023	Opus Energy	DD	331.78		Opus Energy
<b>Total Payments</b>			<b>3,101.79</b>		

## Detailed Receipts &amp; Payments by Budget Heading 07/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	65	0	(65)			0.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	40	0	(40)			0.0%	
1130 Hiring Income	3,810	9,168	5,358			41.6%	
1140 Fundraising Income	1,099	1,000	(99)			109.9%	
Income :- Receipts	<b>19,499</b>	<b>24,652</b>	<b>5,153</b>			<b>79.1%</b>	<b>0</b>
<b>Net Receipts</b>	<b>19,499</b>	<b>24,652</b>	<b>5,153</b>				
<b><u>101 Payments</u></b>							
4010 Electricity	1,762	5,000	3,238		3,238	35.2%	
4011 Water	624	940	316		316	66.4%	
4015 Grass & Pitch	1,661	4,000	2,339		2,339	41.5%	
4016 Hedges and Trees	700	1,000	300		300	70.0%	
4025 Window Cleaner	86	200	114		114	43.0%	
4050 Telephone/Internet	164	360	196		196	45.6%	
4055 Insurance & Licences	0	1,100	1,100		1,100	0.0%	
4070 Maintenance	2,543	8,750	6,207		6,207	29.1%	
4090 Fire Inspection	0	300	300		300	0.0%	
4200 Pavilion	825	1,000	175		175	82.5%	
4210 Skatepark	0	900	900		900	0.0%	
4211 Play Park	433	3,000	2,567		2,567	14.4%	
4400 3-5 Year Plan (Pavilion)	795	3,000	2,205		2,205	26.5%	
Payments :- Indirect Payments	<b>9,592</b>	<b>29,550</b>	<b>19,958</b>	<b>0</b>	<b>19,958</b>	<b>32.5%</b>	<b>0</b>
<b>Net Payments</b>	<b>(9,592)</b>	<b>(29,550)</b>	<b>(19,958)</b>				
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	3,032	0	(3,032)			0.0%	
VAT Data :- Receipts	<b>3,032</b>	<b>0</b>	<b>(3,032)</b>				<b>0</b>
515 VAT on Payments	1,116	0	(1,116)		(1,116)	0.0%	
VAT Data :- Indirect Payments	<b>1,116</b>	<b>0</b>	<b>(1,116)</b>	<b>0</b>	<b>(1,116)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>1,916</b>	<b>0</b>	<b>(1,916)</b>				
Grand Totals:- Receipts	<b>22,531</b>	<b>24,652</b>	<b>2,121</b>			<b>91.4%</b>	
Payments	<b>10,709</b>	<b>29,550</b>	<b>18,841</b>	<b>0</b>	<b>18,841</b>	<b>36.2%</b>	
<b>Net Receipts over Payments</b>	<b>11,822</b>	<b>(4,898)</b>	<b>(16,720)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>11,822</b>						

## Detailed Receipts &amp; Payments by Budget Heading 07/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Receipts</u></b>							
1076 Precept	73,273	73,273	0			100.0%	
1090 Interest Received	158	50	(108)			315.1%	
1100 Allotment Rent	165	230	65			71.7%	
1115 APPLE PRESS INCOME	125	180	55			69.4%	
1116 VILLAGE SOCIETY JUBILEE FUNDS	53	0	(53)			0.0%	
1150 Miscellaneous Income	55	0	(55)			0.0%	
	<b>73,829</b>	<b>73,733</b>	<b>(96)</b>			<b>100.1%</b>	<b>0</b>
Receipts :- Receipts							
<b>Net Receipts</b>	<b>73,829</b>	<b>73,733</b>	<b>(96)</b>				
<b><u>101 Payments</u></b>							
4000 SALARIES	18,149	35,318	17,169		17,169	51.4%	
4005 PAYE & NIC	1,142	2,175	1,033		1,033	52.5%	
4006 Pension	3,491	6,923	3,432		3,432	50.4%	
4010 Office Allowance	603	1,100	497		497	54.8%	
4015 Subs & Charges	1,206	1,425	219		219	84.6%	
4025 Stationery & Postage	273	700	427		427	39.0%	
4030 Printing	115	100	(15)		(15)	115.0%	
4045 Training and Conference Fees	712	1,050	338		338	67.8%	
4046 Councillor's Expenses	0	150	150		150	0.0%	
4055 Insurance	3,384	275	(3,109)		(3,109)	1230.5%	
4060 S137 Grants	130	1,250	1,120		1,120	10.4%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	20	35	15		15	56.6%	
4070 Maintenance	3,325	1,803	(1,522)		(1,522)	184.4%	2,240
4071 Fixed Asset Maintenance	0	1,000	1,000		1,000	0.0%	
4073 Bins	468	920	452		452	50.9%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	572	1,325	753		753	43.2%	
4085 Audit Fees	135	750	615		615	18.0%	
4090 Election Fees	0	1,350	1,350		1,350	0.0%	
4150 Speed Limit Community Match	39	500	461		461	7.8%	
4262 CIL EXPENDITURE	9,705	0	(9,705)		(9,705)	0.0%	9,705
4266 PPC Events Committee	752	350	(402)		(402)	214.9%	700
	<b>58,704</b>	<b>73,733</b>	<b>15,029</b>	<b>0</b>	<b>15,029</b>	<b>79.6%</b>	<b>12,645</b>
Payments :- Indirect Payments							
<b>Net Payments</b>	<b>(58,704)</b>	<b>(73,733)</b>	<b>(15,029)</b>				
6000 plus Transfer from EMR	12,645						
<b>Movement to/(from) Gen Reserve</b>	<b>(46,059)</b>						

## Detailed Receipts &amp; Payments by Budget Heading 07/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT Refunds	6,158	0	(6,158)			0.0%	
VAT Data :- Receipts	<u>6,158</u>	<u>0</u>	<u>(6,158)</u>				<u>0</u>
515 VAT on Payments	2,935	0	(2,935)		(2,935)	0.0%	
516 VAT due to VH & PF accs	4,961	0	(4,961)		(4,961)	0.0%	
VAT Data :- Indirect Payments	<u>7,896</u>	<u>0</u>	<u>(7,896)</u>	<u>0</u>	<u>(7,896)</u>		<u>0</u>
<b>Net Receipts over Payments</b>	<u>(1,738)</u>	<u>0</u>	<u>1,738</u>				
Grand Totals:- Receipts	<b>79,986</b>	<b>73,733</b>	<b>(6,253)</b>			<b>108.5%</b>	
Payments	<b>66,600</b>	<b>73,733</b>	<b>7,133</b>	<b>0</b>	<b>7,133</b>	<b>90.3%</b>	
<b>Net Receipts over Payments</b>	<u><b>13,387</b></u>	<u><b>0</b></u>	<u><b>(13,387)</b></u>				
plus Transfer from EMR	<b>12,645</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>26,032</b></u>						



## Detailed Receipts &amp; Payments by Budget Heading 08/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1090 Interest Received	70	0	(70)			0.0%	
1130 Hiring Income	9,819	29,000	19,181			33.9%	
1131 HALL HIRE SECURITY RECEIPT	200	0	(200)			0.0%	
1160 FIT Payments	3,908	5,000	1,092			78.2%	
Income :- Receipts	<b>13,996</b>	<b>34,000</b>	<b>20,004</b>			<b>41.2%</b>	<b>0</b>
<b>Net Receipts</b>	<b>13,996</b>	<b>34,000</b>	<b>20,004</b>				
<b><u>101 Payments</u></b>							
4001 Holiday Cover	20	150	130		130	13.3%	
4003 VH Manager Expenses	326	790	464		464	41.3%	
4010 Electricity	2,202	6,700	4,498		4,498	32.9%	
4011 Water	221	650	429		429	34.1%	
4015 Village Green Maintenance	1,800	4,000	2,200		2,200	45.0%	
4021 HALL HIRE SECURITY RETURNS	300	0	(300)		(300)	0.0%	
4050 Telephone/Internet	249	360	111		111	69.2%	
4055 Insurance & Licences	0	2,200	2,200		2,200	0.0%	
4070 Maintenance	1,325	2,500	1,175		1,175	53.0%	
4071 Bins	689	850	161		161	81.1%	
4090 Fire Inspection	806	450	(356)		(356)	179.1%	
4100 Subscriptions	0	250	250		250	0.0%	
4120 3-5 Year Maintenance	1,875	4,500	2,625		2,625	41.7%	
4400 PWLB	2,233	4,600	2,367		2,367	48.5%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
Payments :- Indirect Payments	<b>12,046</b>	<b>34,000</b>	<b>21,954</b>	<b>0</b>	<b>21,954</b>	<b>35.4%</b>	<b>0</b>
<b>Net Payments</b>	<b>(12,046)</b>	<b>(34,000)</b>	<b>(21,954)</b>				
<b><u>999 VAT Data</u></b>							
115 VAT Refunds	1,929	0	(1,929)			0.0%	
VAT Data :- Receipts	<b>1,929</b>	<b>0</b>	<b>(1,929)</b>				<b>0</b>
515 VAT on Payments	1,086	0	(1,086)		(1,086)	0.0%	
VAT Data :- Indirect Payments	<b>1,086</b>	<b>0</b>	<b>(1,086)</b>	<b>0</b>	<b>(1,086)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>843</b>	<b>0</b>	<b>(843)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 08/09/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	15,925	34,000	18,075			46.8%	
Payments	13,132	34,000	20,868	0	20,868	38.6%	
<b>Net Receipts over Payments</b>	<u>2,793</u>	<u>0</u>	<u>(2,793)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>2,793</u>						

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## Plumpton Playing Field

### Bank - Cash and Investment Reconciliation as at 7 September 2023

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

07/09/2023	Current Account	18,738.56
07/09/2023	Deposit Account	13,751.80
07/09/2023	Pavilion Account	1,431.15
31/03/2018	NSI Investment Account	1,705.59

**35,627.10**

##### Unpresented Payments

**2,729.16**

**32,897.94**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**32,897.94**

##### All Cash & Bank Accounts

1	Current Account	16,009.40
2	Deposit Account	13,751.80
3	Pavilion Account	1,431.15
4	NSI Investment Account	1,705.59

Other Cash & Bank Balances

**0.00**

**Total Cash & Bank Balances**

**32,897.94**

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**Plumpton Parish Council**

**Bank - Cash and Investment Reconciliation as at 7 September 2023**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

07/09/2023	PPC 2	29,853.22
07/09/2023	PPC1	9,240.90
07/09/2023	Reserve Account	25,185.23
07/09/2023	Unity Trust Bank	79,929.47

**144,208.82**

Unpresented Payments

**6,622.83**

**137,585.99**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**137,585.99**

All Cash & Bank Accounts

1	Current Bank Accounts	32,471.29
2	Reserve Account	25,185.23
3	Unity Trust Bank	79,929.47
	Other Cash & Bank Balances	0.00

**Total Cash & Bank Balances**

**137,585.99**

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**Plumpton Village Hall**

**Bank - Cash and Investment Reconciliation as at 8 September 2023**

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**Confirmed Bank & Investment Balances**

**Bank Statement Balances**

07/09/2023	Current Account	34,952.89	
07/09/2023	Deposit Account	14,683.77	

**49,636.66**

**Unpresented Payments**

**2,985.93**

**46,650.73**

**Receipts not on Bank Statement**

**0.00**

**Closing Balance**

**46,650.73**

**All Cash & Bank Accounts**

1	Current Account	31,966.96
2	Deposit Account	14,683.77

**Other Cash & Bank Balances** 0.00

**Total Cash & Bank Balances** 46,650.73

**M V R FIRE SOLUTIONS**

# Plumpton Sports Pavilion



## Fire Risk Assessment

### MVR Fire Solutions

**M V Rawson MIFire E Eng Tech**

**Date of assessment: 17th July 2023**

**Date of Review: July 2024**

Contact us:  
The Laurels, Lake Lane,  
Barnham, West Sussex,  
PO22 0AJ  
Mob: 07864822641  
TEL:01243 937097  
mvrfiresolutions@btinternet.com

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## **INTRODUCTION AND SCOPE**

This Fire Risk Assessment is designed to highlight all the relevant fire safety issues appertaining to your premises. The extent of the survey undertaken is dependent on levels of access to various parts of the building. It is not always practical to assess areas such as ceiling voids and wall cavities but where there are concerns that further special assessment of these areas is required, this will be highlighted within the report.

In this report:

- Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other Responsible Person.
- We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- We have assumed that information and documentation supplied to us by or on behalf of the Employer or other Responsible Person who has a bearing on this Fire Risk Assessment is current, true, accurate and not misleading.
- The term 'Responsible Person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

This report reflects the circumstances found at the time of the inspection and does not take away the duties imposed on the Responsible Person for ensuring effective fire safety management within the premises on a day-to-day basis.



## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	Name: Mr. Ron Jury
	Position: Parish Councillor
Premises name /Employer	Plumpton Sports Pavilion
Address of premises:	King George 5 <sup>th</sup> Playing Field, Plumpton Green, East Sussex, BN7
Premises contact number	07747050903
Person consulted if not 'Responsible Person'	Name: Mrs Jane Donovan
	Position: Pavilion Manager
Date of fire risk assessment:	17 <sup>th</sup> July 2023
Date of previous fire risk assessment:	13 <sup>th</sup> July 2020
Suggested date for review:	July 2024
<p><i>This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.</i></p>	

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

**Assessor: Mr M Rawson MIFireE Eng Tech**



**Signature:**

**Date: 20th July 2023**

## GENERAL INFORMATION

### 1. THE PREMISES

1.1	Total number of floors, including basement floors in the building:	1
1.2	Total number of floors included in the risk assessment:	1
1.3	Approximate floor area in M2 of the footprint of the building:	500
1.4	Approximate total floor area in M2 of the floors surveyed:	500
1.5	Number of occupiers in the building:	1

Description of property	The property is a single story detached building consisting of changing rooms, bar and social area, stores, kitchen, classroom and w/c's.
Brief details of construction	The building construction is timber framed and timber clad with pitched bitumen felt and corrugated steel roof. The structure is raised on brick piles.
Use of premises	Sports Pavilion – community use.

### 2. THE OCCUPANTS

2.1	Approximate maximum number in whole of the premises:	Up to 100 at full capacity
2.2	Approximate number of employees at any one time:	The pavilion manager may be on site during hired events.
2.3	Maximum number of members of public at any one time:	50 on average.
2.4	Associated times/hours of occupation:	The hall may be in use by the public from 8.30am to 12.00pm.
2.5	Approximate number of people who sleep in the premises	0
2.6	Number of persons in the premises who require special assistance i.e. children, language barriers etc.	None permanently at work but visitors to the building could include people that may require assistance.

2.7	<p><b>The maximum number of persons admitted including staff in the area used for public entertainments should not currently exceed:</b></p> <p><b>70 persons within the function room.</b>  <b>100 persons within the whole of the building</b></p> <p>Consideration in determining a safe capacity has been given to the risk presented by the building construction and vulnerability to arson.</p>
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### 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	0
3.2	Disabled occupants:	None permanently. Visitors may be disabled as referred to in 2.6
3.3	Occupants in remote areas and lone workers:	0
3.4	Young persons:	See comments in section 5
3.5	Others:	0

### 4. FIRE LOSS EXPERIENCE

None
------

### 5. OTHER RELEVANT INFORMATION

<p>The hall is a multi purpose community building used by a range of hirers. These may involve clubs and associations for public entertainment. Honeybees Nursery caters for 2 to 5 year old children and are tenants of the building. There may be a maximum of 30 children under supervision in the nursery.</p> <p>In multi-occupied buildings, Article 22 of the Fire Safety Order requires all persons responsible for fire safety in the building to co-operate and share information. This risk assessment embraces the whole of the building including the areas occupied by Honeybees Nursery. It is understood that the landlords are responsible for all the fire precautions throughout the building including the tenanted areas. The significant findings of this report that affect the nursery need to be shared with them.</p>
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It was ascertained during the current Assessment Review that some of the safety issues identified in the previous fire risk assessment have not been dealt with. This Assessment Review will again include those issues and recommendations that were not completed from the previous fire risk assessment document, any new issues which may arise from this assessment review will be outlined within this report and the action plan.

## 6. RELEVANT FIRE SAFETY LEGISLATION

6.1: The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2: The above legislation is enforced by:

East Sussex Fire and Rescue Service

6.3: Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

The Smoke Free (Premises and Enforcement) Regulations 2006.

Furniture and Furnishings (Fire Safety) Regulations 1988

Health and Safety (Signs and Signals) Regulations 1996.

6.4: The legislation referenced above is enforced by:

Local Authority.

Health and Safety Executive.

Comments and observations:

None

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 7. ELECTRICAL SOURCES OF IGNITION

7.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
-----	--	-----

More specifically:

7.2	Are fixed electrical circuits periodically inspected and tested?	Yes
7.3	Name of the company maintaining the system: MPS Electrics	Date of last test: 13 <sup>th</sup> November 2018
7.4	Portable appliance testing (where appropriate) carried out?	Yes
7.5	Tested by: Adlitol Ltd	Date: 12 <sup>th</sup> July 2023
7.6	Suitable policy regarding the use of personal electrical appliances?	See comments
7.7	Suitable limitation of trailing leads and adapters?	Yes
<p>Comments and hazards observed:            7.2: A full building fixed electric installation test is programmed for August 2023.             7.4: Sampled appliances indicated that PAT testing has been carried out.             7.6: Mrs Donovan stated that hirers are required to PAT test all portable electrical appliances brought into the premises as a condition of hire.</p>		

### 8. SMOKING

8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
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More specifically:

8.2	Smoking prohibited in the premises?	Yes
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8.3	Is the appropriate signage displayed?	Yes
8.4	Suitable arrangements for those who wish to smoke?	No
8.5	This policy appeared to be observed at time of inspection?	Yes
<p>Comments and hazards observed:</p> <p>8.3 There was a suitable No Smoking sign in evidence.</p> <p>8.4: Smoking is permitted outside of the premises only. It is understood that the hirers agreement specifically states that smoking must not be carried out close to the building. This policy is not considered robust enough to prevent cigarettes being discarded close or under the combustible building.</p> <p>See recommendations in the action plan.</p>		

## 9. ARSON

9.1	Does basic security against arson by outsiders appear reasonable?  <i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	No
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.3	Are there security arrangements in place?	Yes
9.4	Have there been any recent arson occurrences, deliberate ignition or vandalism?	No
<p>Comments and hazards observed:</p> <p>9.2: External rubbish is placed in dedicated wheeled bin, the bin is not secured in place or locked, see main picture.</p> <p>The exposed under floor area is susceptible to rubbish accumulation and arson, see photograph 1.</p> <p>9.3: The premises is provided with the following security measures:</p> <ul style="list-style-type: none"> <li>◦ Premises is secured at night.</li> <li>◦ Ring monitoring.</li> </ul> <p>9.4: The building is not situated in a high-risk area for crime and vandalism however, the building is considered to be vulnerable.</p> <p>See recommendations in the action plan.</p>		

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1	Is the use of portable heaters avoided as far as practicable?	Yes
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If portable heaters are used:

10.2	Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	N/A
10.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials by heaters?	No
10.4	Are fixed gas installations subject to regular maintenance?	N/A
10.5	Name of the company maintaining the system: N/A	Date of last test: N/A
<p>Comments and hazards observed:</p> <p>10.1: There were no portable heaters in evidence at the time of assessment.</p> <p>10.3: There was no signage to indicate that the heaters should not be covered. Combustibles were being placed or located too close to electrical heaters in the Honeybees nursery, see photographs 2 – 5.</p> <p>10.4: There is no gas supply to the building. Heating is provided by way of electrical convector heaters that are considered to be a part of the electrical risk.</p> <p>See recommendations in the action plan.</p>		

## 11. COOKING

11.1	Are catering facilities provided?	Yes
11.2	Are reasonable measures taken to prevent fires as a result of cooking?	Yes

More specifically:

11.3	Are cookers, deep fat fryers or hobs in use?	Yes
11.4	Filters changed and ductwork cleaned regularly?	N/A
11.5	Are appropriate cut off switches provided?	N/A
11.6	Suitable extinguishing appliances available?	Yes

Comments and hazards observed:

11.1: The pavilion has a small commercial kitchen for hirers use.

11.3: The kitchen is equipped with a domestic electric powered oven together with ancillary electrical items, these are considered to be part of the electrical risk. There is no extract system involving hoods, filters and extract ducting.

11.4: Mrs Donovan stated that hirers were requested to clean the kitchen after use as a condition of hire.

11.5: Emergency cut off switches are not provided.

## 12. LIGHTNING

12.1	Do the premises have a lightning protection system?	No
12.2	Name of Company carrying out the test: N/A	Date of last test: N/A
Comments and hazards observed:		
12.1: Lightning protection is not normally required for low rise buildings.		

## 13. HOUSEKEEPING

13.1	Is the standard of housekeeping adequate?	Yes
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More specifically:

13.2	Combustible materials appear to be separated from ignition sources?	Yes
13.3	Avoidance of unnecessary accumulation of combustible materials or waste?	Yes
13.4	Appropriate storage of hazardous materials?	Yes
13.5	Avoidance of inappropriate storage of combustible materials?	Yes
13.6	Are there excessive display materials on walls and corridors or in protected routes?	No
Comments and hazards observed:		
13.1: At the time of the survey the standard of house keeping was good.		
13.5: Combustible storage was stored in dedicated storage areas throughout the building.		



## 14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Are fire safety conditions imposed on outside contractors?	Yes
14.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Yes
14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	N/A
<p>Comments and hazards observed:  14.1: Mrs Donovan stated that all refurbishments were now completed. Any future refurbishments would be approved by the parish council who would require contractors to provide appropriate risk assessments, method statements and oversee hot works as appropriate.</p> <p>14.2: Contractors employed for day to day maintenance would be under direct supervision of the pavilion manager.</p>		

## 15. DANGEROUS SUBSTANCES

15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
15.2	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
<p>Comments and hazards observed:  15.1 &amp; 15.2: At the time of the survey no dangerous substances were being stored.</p>		

## **16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

16.1	Are there any hot processes other than cooking taking place in the premises?	No
16.2	Are there any chemical agents stored or used in the premises?	No
16.3	Are there any factory processes carried out in the premises?	No
16.4	Any other hazards: None identified	
Comments and deficiencies observed: 16.4: Mrs Donovan stated that the soft furnishings and drapes in the social area had been fire treated.		

## **FIRE PROTECTION MEASURES**

### **17. MEANS OF ESCAPE FROM FIRE**

17.1	It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
------	--	-----

More specifically:

17.2	Adequate design of escape routes?	Yes
17.3	Adequate provision of exits?	Yes
17.4	Exits easily and immediately openable where necessary?	Yes
17.5	Fire exits open in direction of escape where necessary?	Yes
17.6	Are electronic securing devices fitted on any doors forming part of the means of escape? If so, are they appropriately fitted and tested	No N/A
17.7	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
17.8	Satisfactory means for securing exits?	N/A

<b>Reasonable distances of travel:</b>		
17.9	Where there is a single direction of travel?	Yes
17.10	Where there are alternative means of escape?	Yes
17.11	Suitable fire precautions for all inner rooms?	Yes
17.12	Escape routes unobstructed?	Yes
17.13	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	See comments
<p>Comments and deficiencies observed:</p> <p>17.1: The main entrance to the building consists of a single 840 mm door that is suitable for disabled access and egress. An alternative 1250mm double exit is provided from the social area to the rear of the building. Final exits are provided from each changing room. The classroom exit width was measured to be 600mm. Due to the low numbers of children and staff using the exit and available alternative exits from the building this reduced exit width is considered to be tolerable.</p> <p>17.3: The number, distribution and widths of emergency routes and exits have been assessed for the use of the building. It is considered that the number and width of emergency exits are suitable for the number of occupants as detailed in section 2.7 above.</p> <p>17.6: There are no electronic securing devices in the premises.</p> <p>17.9 &amp; 17.10: The single and two way distances of travel were considered acceptable for the risk level presented.</p> <p>17,11: Inner rooms were protected by automatic fire detection in the access areas.</p> <p>17.13: As the premises public area is on the ground floor it is envisaged that wheelchair disabled would be able to exit the premises with their own unaided efforts. Both main entrance and rear social area exit is provided with a suitable ramp for wheelchair disabled.</p>		

<b>Structural means of escape:</b>		
17.14	Are the escape routes provided with the necessary level of fire protection?	Yes
17.15	Do all fire-resisting doors appear to comply with BS476?	No
17.16	Are the fire doors held or wedged in the open position by irregular means?	No
17.17	Are any approved hold open devices fitted to fire doors properly fitted and suitably signed?	N/A
17.18	Any other means of escape structural deficiencies	No
<p>Comments and deficiencies observed:</p> <p>17.14: The sports area is separated from the social area by 30 minute fire resisting partitioning and a fire door that facilitates compartmentation of the building.</p> <p>17.15: The fire door to the kitchen was missing intumescent strips and cold smoke seals. The new doors to the changing rooms were self-closing fire doors fitted with 25mm stops. These doors should be maintained / upgraded with intumescent strips and cold smoke seals for building compartmentation and fire spread containment. The fire door to the Home changing room had dropped due to a defective hinge.</p> <p>17.17: There were no electronic or acoustic hold open devices in the premises.</p> <p>See recommendations in the action plan.</p>		

<b>External escape routes:</b>		
17.19	Is the external staircase suitable and sufficient and in good condition?	N/A
17.20	Are any doors or windows (other than toilet windows), which open onto or are adjacent to, external staircases, balconies, and gangways, which are used for means of escape purposes, or are within 1.8 metres horizontally or 9 metres vertically of it, fire resisting?	N/A

17.21	Are external staircases, balconies and gangways examined by a competent person at least every three years?	N/A
17.22	Are the external escape staircases clear of obstructions or any other hazards?	N/A
Comments and deficiencies observed: 17.19 – 17.22: There are no external escapes stairs or balconies from the premises.		

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:

18.1	Compartmentation of a reasonable standard  <i>Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.</i>	Yes
18.2	Reasonable limitation of linings that might promote fire spread.	Yes
18.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?  <i>A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.</i>	N/A
Comments and deficiencies observed: 18.1: The separation compartmentation between the sports area, social area and classroom in the areas sampled appeared acceptable.  18.3: There were no fire dampers observed in the premises.		

## 19. EMERGENCY ESCAPE LIGHTING

19.1	Reasonable standard of emergency escape lighting system provided?  <i>Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.</i>	No
19.2	Is the system serviced to comply with BS 5266-8:2004?	Yes
19.3	Name of Company carrying out the test: See comments	Date of last test: See comments

Comments and deficiencies observed:  
 19.1: Primary lighting throughout the premises was generally considered appropriate.  
 There were areas in the building that were emergency lighting deficient.

19.3: An annual three hour run down test is carried out internally where any defective units are identified. A qualified electrician is then employed to replace any defective units as appropriate.

See recommendations in the action plan.

## 20. FIRE SAFETY SIGNS AND NOTICES

20.1	Reasonable standard of fire safety signs and notices?	Yes
20.2	Do the signs comply with the Health & Safety (Signs & Signals) Regulations 1996 or British Standard 5499 pt4-2000?	Yes
20.3	Are there suitable and sufficient Fire Action notices?	No
<p>Comments and deficiencies observed:          20.1: A 'Fire Door Keep Shut' sign was missing from the Home and Away changing room fire doors.</p> <p>20.3: There were inadequate numbers of Fire Action Notices.</p> <p>See recommendations in the action plan.</p>		

## 21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1	Reasonable manually operated electrical fire alarm system provided?	Yes
21.2	Is the system serviced on an annual basis to comply with BS 5839 -pt1 2002?	Yes
21.3	Name of Company carrying out the test: ACE	Date of last test: 10 <sup>th</sup> February 2023
21.4	Automatic fire detection provided? Yes	Throughout Yes
		Partial

21.5	Does any part of the fire alarm system appear defective ?	No
21.6	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?  <i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>	Yes
21.7	Remote transmission of alarm signals?	No
Comments and deficiencies observed: 21.1 – 21.6: The new fire warning installation appeared to conform to BS 5839 Category L3 which was considered to be acceptable for the occupancy and risk level presented.		

## 22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Reasonable provision of portable fire extinguishers?	Yes
22.2	Hose reels provided?	No
22.3	Are all fire extinguishing appliances readily accessible?	Yes
22.4	Are all extinguishers serviced in accordance with British Standard 5306?	Yes
22.5	Name of the company maintaining the system: Pyrotec	Date of last test: November 2022
Comments and deficiencies observed: 22.3 & 22.4: The portable fire extinguisher provision was considered to be adequate for the occupancy and risk level presented.		

## 23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of system: None
23.1 Other Relevant Fixed Systems And Equipment: None
Comments: No further comments are considered necessary

## 24. FIRE FIGHTER SAFETY – ACCESS & WATER SUPPLIES

24.1 - Are access roads for Fire & Rescue Service vehicles satisfactory	Yes
24.2 - Is there good access to the building for firefighters	Yes
24.3 - Are there adequate and local water supplies available.	Yes
24.4 - Is there external signage to warn firefighters of significant hazards.	N/A
24.5 - Is there suitable provision of fire-fighters switches' for high voltage luminous tube signs, etc.	N/A
24.6 - Is the responsible person aware of any environmental issues as a consequence of a fire in the building.	N/A

<p>Comments:</p> <p>24.1: There is access to four sides of the building for Fire &amp; Rescue Service vehicles.</p> <p>24.2: There is access to four sides of the building for fire fighters.</p> <p>24.3: There was a 100 mm hydrant identified approximately 30metres from the drive entrance in station road</p> <p>25.4: There are no requirements for external signage.</p> <p>24.5: Firefighters switches are not required for this risk.</p> <p>24.6: The content of the premises and the building construction are such that in the event of fire there should be little environmental impact</p>
---

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by:	Mrs Donovan
<i>This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.</i>	

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Internally – Parish Council Externally – As Above
Comments: No further comments are considered necessary.	



25.3: Is there a suitable record of the fire safety arrangements? <i>Specifically, policy arrangements for the planning, organising, controlling, monitoring and reviewing of the fire safety arrangements?</i>	Yes
Comments: 25.3: A suitable Fire Safety Policy is in place.	

25.4: Where the premises forms part of a building with other premises, or the landlord has responsibility for common areas, have arrangements been made to cooperate and coordinate others regarding risks?	N/A
Comments: 25.4: There are no other occupiers in the building.	

25.5: Appropriate fire procedures in place?	Yes
---	-----

More specifically:

25.6	Are procedures in the event of fire appropriate and properly documented?	Yes
25.7	Are there suitable arrangements for summoning the fire and rescue service?	Yes
25.8	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes
25.9	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
25.10	Is there a suitable fire assembly point(s)?	Yes
25.11	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	See comments

Comments:  
25.5: An emergency procedure emergency plan was located in the social area.  
  
25.10: A suitable assembly point has been nominated and identified with signage.  
  
25.11: See comments in 17.13 above.

25.12: Persons nominated and trained to use fire extinguishing appliances?	Yes
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<p>Comments:  25.12: See comments within the Plumpton Village Hall Fire Risk Assessment dated 19/7/2023.  It was confirmed that the Honeybees managing staff had received theoretical fire extinguisher training.</p>
---

25.13: Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	See comments
--	--------------

<p>Comments:  25.13: A suitable hirer's agreement is in place that includes responsibilities for fire.</p>
--

25.14: Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	N/A
--	-----

<p>Comments:  25.14: The building occupancy and risk level does not warrant fire service notification. An operational fire service familiarisation visit would be conducted at the discretion of the fire authority.</p>
--

25.15: Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
--	-----

<p>Comments:  25.15: Periodic inspections being carried out by the pavilion manager.</p>
--

## 26. TRAINING AND DRILLS

26.1: Are all staff given adequate fire safety instruction and training on induction?	N/A
---	-----

<p>Comments: There are no staff other than the hall manager on site. Honeybees staff are responsible for their own staff training.</p>
--

26.2: Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A
---	-----

<p>Comments: See comments in 26.1 above</p>
---

26.3: Does all staff training provide information, instruction or training on the following:	
26.3 a. Fire risks in the premises?	N/A
26.3 b. The fire safety measures on the premises?	N/A
26.3 c. Action in the event of fire?	N/A
26.3 d. Action on hearing the fire alarm signal?	N/A
26.3 e. Method of operation of manual call points?	N/A
26.3 f. Location and use of fire extinguishers?	N/A
26.3 g. Means for summoning the fire and rescue service?	N/A
26.3 h. Identity of persons nominated to assist with evacuation?	N/A
26.3 i. Identity of persons nominated to use fire-extinguishing appliances?	N/A
Comments: 26.3 h: See comments in 25.13 above 26.3 i: See comments in 25.12 above	

26.4: Are staff with special responsibilities (e.g. fire wardens) given additional training?	See comments
Comments: It was confirmed that Honeybees managing staff had all received fire training.	

26.5: Are fire drills carried out at appropriate intervals?	See comments
Date of last fire drill:	See comments
Comments: 26.5: Fire drills are carried out by Honeybees Nursery on a monthly basis.	

When the employees of another employer work in the premises:

26.6	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
26.7	Is it ensured that the employees are provided with adequate instructions and information?	Yes
Comments: 26.6 & 26.7: See comments under section 14.2		

## 27. TESTING AND MAINTENANCE

27.1: Adequate maintenance of premises?	Yes
Comments and deficiencies observed: 27.1: The premises appeared to be maintained to a reasonable standard.	
27.2: Weekly testing and periodic servicing of fire detection and alarm system?	Yes
Comments and deficiencies observed: It was confirmed that the fire alarm is being tested weekly.	
27.3: Monthly testing routines for emergency escape lighting?	Yes
Comments and deficiencies observed: 27.3: The existing building emergency lighting is tested by the pavilion manager	
27.4: Annual maintenance of fire extinguishing appliances?	Yes
Comments and deficiencies observed: 27.4: See comments in section 22.4 and 22.5.	
27.5: Periodic inspection of external escape staircases and gangways?	N/A
Comments and deficiencies observed: 27.5: There are no external fire escapes on the site.	
27.6: Six-monthly inspection and annual testing of rising mains?	N/A
Comments and deficiencies observed: 27.6: There are no rising mains on the site.	
27.7: Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A
Comments and deficiencies observed: 27.7: There are no lifts on the site.	

27.8: Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies observed: 27.8: There are no sprinkler installations on the site.	

27.9: Routine checks of final exit doors and/or security fastenings?	Yes
Comments and deficiencies observed: 27.9: See comments in section 25.15.	

27.10: Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
Comments and deficiencies observed: 27.10: Mrs Donovan confirmed that the hirers agreement incorporates the reporting of fire safety deficiencies.	

27.11: Other relevant inspections or tests:	No
Comments and deficiencies observed: None	

## 28. RECORDS

Appropriate records of:

28.1	Fire drills?	Yes
28.2	Fire training?	N/A
28.3	Fire alarm tests?	Yes
28.4	Emergency escape lighting tests?	Yes
28.5	Maintenance and testing of other fire protection systems?	N/A
Comments: Appropriate records are being maintained electronically.		

## FIRE RISK ASSESSMENT METHODOLOGY

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low	
Medium	√
High	

In this context, a definition of the above terms is as follows:

- Low** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm	
Moderate harm	√
Extreme harm	

In this context, a definition of the above terms is as follows:

- Slight harm**            Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm**        Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm**          Significant potential for serious injury or death of one or more occupants.

***Accordingly, it is considered that at the time of the survey the risk to life from fire at these premises is:***

Trivial	
Tolerable	
Moderate	√
Substantial	
Intolerable	

Comments:

The new fire alarm system has significantly improved the life risk within the building. The speed of fire spread in this type of building should not be underestimated and serious consideration should be given to **all** the substantial recommendations detailed in this report to bring these premises to a tolerable level of fire safety.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

**(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**



## ACTION PLAN

It is considered necessary that all recommendations in the Action Plan be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial	
Tolerable	√

**INTOLERABLE** risks will be notified at the time of inspection and should be cleared immediately. If this is not possible the premises Fire Safety Manager will be contacted and advised of the serious risk and the need for immediate action.

**SUBSTANTIAL** risks are set as a **HIGH** priority within the action plan and action should be taken to rectify them within **1 month**

**MODERATE** risks are set as **MEDIUM** priority within the action plan and action should be taken to rectify them within **three months**, or to be reduced in severity to a **Tolerable** risk until the defect can be rectified.

**TOLERABLE** risks have a **LOW** priority within the action plan and action should be taken to rectify them within **six months**.



**TRIVIAL** risks will be included as advisory action with no time period for completion.

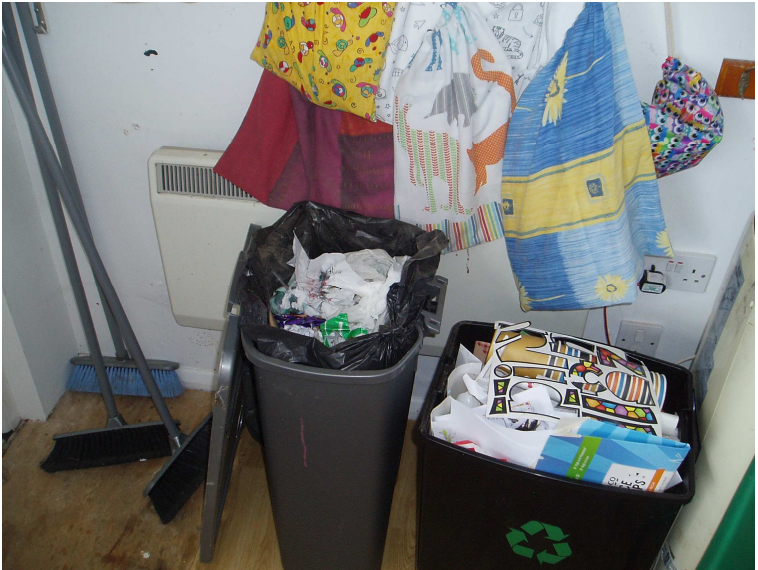

The time for rectification is judged reasonable for the risk category but the rectification should be as soon as possible and within the time set by the company's policy on such matters.



Section	Action	Priority	Action by whom	Date action taken
8.4	Suitable non-combustible containers should be provided for the disposal of spent smoking materials. It is recommended that a dedicated smoking area, preferably covered, is provided at least 3 metres away from the building.	Substantial		
9.2	Wheeled bins not kept in compounds, should be protected by a restraint system i.e. the bin being secured by padlock and chain or similar means, so that they cannot be moved. If practicable, the lids of such bins should be kept locked. Storage locations should be well away from buildings, see main picture. The bins may be unsecured during the day when the premises is occupied to allow emptying. The area underneath the suspended floor should be protected against the accumulation of rubbish and arson, see photograph 1.	Substantial		

10.3	Combustible items should not be placed on top of the heater guards or within close proximity to wall heaters in the nursery, see photographs 2 – 5. Suitable signage should be provided and enforced as a condition of tenancy.	Substantial		
17.15	The new compartment fire doors to the new kitchen, utility room and changing rooms should be fitted with intumescent strips and cold smoke seals for additional life safety, effective compartmentation, property protection and business continuity.  The Home team changing room fire door should receive maintenance to effective close onto its rebate, see photograph 6.	Moderate  Substantial		
19.1	It is strongly recommended that a check is made after dark on all parts of the premises in order to ascertain how much light would be available in the event of a failure of the power supplies. Where it is apparent that there is a lack of illumination would endanger persons attempting to leave the premises in the event of a fire then an emergency lighting system should be installed which will as a minimum illuminate the fire exits and exit routes and external areas which, would conform to the requirements of the current British Standard 5266: Part 1. Particular attention should be given to the external areas, social area and lobby.	Substantial		
20.1	The Home and Away changing room fire doors should be permanently marked on each side at eye level with a blue circular sign complying with the current British Standard BS 5499 and British Standard BS ISO 7010 and bearing the words FIRE DOOR KEEP SHUT in white letters not less than 5 mm in height.	Substantial		
20.3	Conspicuous printed FIRE ACTION notices complying with the current British Standard BS 5499 and British Standard BS ISO 7010 should be displayed at conspicuous positions in the premises. They must state in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the fire alarm. The notices must be permanently fixed in position and be suitably protected to prevent loss or defacement. The notices should be sited immediately adjacent to all fire alarm call points.	Substantial		

# PHOTOGRAPHS

Photograph Number	
1	 A photograph showing a dark, weathered wooden fence in the background. The fence is supported by several concrete pillars. In the foreground, there is a grassy area with some patches of bare earth and small white flowers. The lighting suggests it's daytime.
2	 A photograph of an interior wall. On the left is a wooden door. The wall is decorated with several items: a poster that says 'INCREDIBLE YOU SUPER HEROES', another poster that says 'NOT ALL SUPERHEROES WEAR CAPES', and a whiteboard with handwritten names. The whiteboard lists names like Nappy, Freddie B., Charlotte, Emma, James, Hope, Bertie, Laura, Kylic, Sammy, Sasha, Skyla, and Todd. Below the posters is a white wire mesh storage unit.

<p>3</p>	
<p>4</p>	

<p>5</p>	
<p>6</p>	

## ACTION PLAN

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Trivial	
Tolerable	√

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Section	Action	Priority	Action by whom	Date action taken
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10.3	Combustible items should not be placed on top of the heater guards or within close proximity to wall heaters in the nursery, see photographs 2 -	Substantial		

	5. Suitable signage should be provided and enforced as a condition of tenancy.			
17.15	<p>The new compartment fire doors to the new kitchen, utility room and changing rooms should be fitted with intumescent strips and cold smoke seals for additional life safety, effective compartmentation, property protection and business continuity.</p> <p>The Home team changing room fire door should receive maintenance to effective close onto its rebate, see photograph 6.</p>	<p>Moderate</p> <p>Substantial</p>		
19.1	<p>It is strongly recommended that a check is made after dark on all parts of the premises in order to ascertain how much light would be available in the event of a failure of the power supplies. Where it is apparent that there is a lack of illumination would endanger persons attempting to leave the premises in the event of a fire then an emergency lighting system should be installed which will as a minimum illuminate the fire exits and exit routes and external areas which, would conform to the requirements of the current British Standard 5266: Part 1. Particular attention should be given to the external areas, social area and lobby.</p>	Substantial		
20.1	<p>The Home and Away changing room fire doors should be permanently marked on each side at eye level with a blue circular sign complying with the current British Standard BS 5499 and British Standard BS ISO 7010 and bearing the words FIRE DOOR KEEP SHUT in white letters not less than 5 mm in height.</p>	Substantial		
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**M V R FIRE SOLUTIONS**

## **Plumpton Village Hall**



# **Fire Risk Assessment**

## **MVR Fire Solutions**

**M V Rawson MIFire E Eng Tech**

**Date of assessment: 17<sup>th</sup> July 2023**

**Date of Review: July 2024**

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## **INTRODUCTION AND SCOPE**

This Fire Risk Assessment is designed to highlight all the relevant fire safety issues appertaining to your premises. The extent of the survey undertaken is dependent on levels of access to various parts of the building. It is not always practical to assess areas such as ceiling voids and wall cavities but where there are concerns that further special assessment of these areas is required, this will be highlighted within the report.

In this report:

- Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other Responsible Person.
- We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- We have assumed that information and documentation supplied to us by or on behalf of the Employer or other Responsible Person who has a bearing on this Fire Risk Assessment is current, true, accurate and not misleading.
- The term 'Responsible Person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

This report reflects the circumstances found at the time of the inspection and does not take away the duties imposed on the Responsible Person for ensuring effective fire safety management within the premises on a day-to-day basis.

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	Name: Mr Nick Satchell
	Position: Parish Councillor
Premises name /Employer	Plumpton Village Hall
Address of premises:	1 Westgate, Plumpton Green, East Sussex, BN7 3BQ
Premises contact number	07747050903
Person consulted if not 'Responsible Person'	Name: Mrs Jane Donovan
	Position: Hall Manager
Date of fire risk assessment:	17 <sup>th</sup> July 2023
Date of previous fire risk assessment:	13 <sup>th</sup> July 2020
Suggested date for review:	July 2024
<p><i>This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.</i></p>	

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

**Assessor: Mr M Rawson MIFireE Eng Tech**



**Signature:**

**Date: 19<sup>th</sup> July 2023**

## GENERAL INFORMATION

### 1. THE PREMISES

1.1	Total number of floors, including basement floors in the building:	2
1.2	Total number of floors included in the risk assessment:	2
1.3	Approximate floor area in M2 of the footprint of the building:	1000
1.4	Approximate total floor area in M2 of the floors surveyed:	1030
1.5	Number of occupiers in the building:	1

Description of property	The property is a detached building of two floors consisting of a main and small hall, commercial kitchen, committee rooms, office and w/c's. The first floor is used as a projection room and store.
Brief details of construction	The building is of modern brick construction built in 1995 with a pitched tiled roof.
Use of premises	Village Hall – community use.

### 2. THE OCCUPANTS

2.1	Approximate maximum number in whole of the premises:	Up to 350 at full capacity.
2.2	Approximate number of employees at any one time:	The hall manager may be on site during hired events.
2.3	Maximum number of members of public at any one time:	170 on average
2.4	Associated times/hours of occupation:	The hall may be in use by the public from 8.30am to 12.00pm.
2.5	Approximate number of people who sleep in the premises	0
2.6	Number of persons in the premises who require special assistance i.e. children, language barriers etc.	None permanently at work but visitors to the building could include people that may require assistance.

2.7	The maximum number of persons admitted including staff should not exceed:			
	Main Hall	Small Hall	Committee Rooms	
			Large	Small
	Standing - 220	100		
	Dancing with Table seating - 170	70		
	Table seating only - 140	60	25	12
	Closely Seated Audience - 220			

### 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1	Sleeping occupants:	0
3.2	Disabled occupants:	None permanently. Visitors may be disabled as referred to in 2.6.
3.3	Occupants in remote areas and lone workers:	0
3.4	Young persons:	0
3.5	Others:	0

### 4. FIRE LOSS EXPERIENCE

None
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### 5. OTHER RELEVANT INFORMATION

The hall is a multi-purpose community building used by a wide range of hirers. These may involve clubs and associations, public entertainment and pre-school use.
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### 6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005.
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6.2 The above legislation is enforced by:

East Sussex Fire and Rescue Service.
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6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

The Smoke Free (Premises and Enforcement) Regulations 2006.
Furniture and Furnishings (Fire Safety) Regulations 1988.
Health and Safety (Signs and Signals) Regulations 1996.

6.4 The legislation referenced above is enforced by:

Local Authority.
Health and Safety Executive.

Comments and observations:
None

## **FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**

### **7. ELECTRICAL SOURCES OF IGNITION**

7.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
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More specifically:

7.2	Are fixed electrical circuits periodically inspected and tested?	Yes
7.3	Name of the company maintaining the system: MPS Electrical	Date of last test: September 2018
7.4	Portable appliance testing (where appropriate) carried out?	Yes
7.5	Tested by: Adltil Ltd	Date: 12 <sup>th</sup> July 2023
7.6	Suitable policy regarding the use of personal electrical appliances?	See comments

7.7	Suitable limitation of trailing leads and adapters?	Yes
Comments and hazards observed: 7.2: A full building fixed electric installation test is programmed for August 2023.  7.6: Mrs Donovan stated that hirers are required to PAT test all portable electrical appliances brought into the premises as a condition of hire.		

## 8. SMOKING

8.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
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More specifically:

8.2	Smoking prohibited in the premises?	Yes
8.3	Is the appropriate signage displayed?	See comments
8.4	Suitable arrangements for those who wish to smoke?	Yes
8.5	This policy appeared to be observed at time of inspection?	Yes
Comments and hazards observed: 8.3: There were suitable No Smoking signs in evidence.  8.4: Smoking is permitted outside of the premises only, a suitable receptacle is provided adjacent to the main entrance.		

## 9. ARSON

9.1	Does basic security against arson by outsiders appear reasonable?  <i>Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	Yes
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
9.3	Are there security arrangements in place?	Yes
9.4	Have there been any recent arson occurrences, deliberate ignition or vandalism?	No
Comments and hazards observed:		

9.2: External rubbish is placed in dedicated wheeled bins in a dedicated compound remote from the main building.

9.3: The premises is provided with the following security measures:

- Premises is secured at night.
- Swipe card and gold key access.
- The premises is situated in a well-lit street in Plumpton Green.

9.4: The building is not situated in a high-risk area for crime and vandalism.

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1	Is the use of portable heaters avoided as far as practicable?	Yes
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If portable heaters are used:

10.2	Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	Yes
10.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials by heaters?	Yes
10.4	Are fixed gas installations subject to regular maintenance?	N/A
10.5	Name of the company maintaining the system: N/A	Date of last test: N/A
<p>Comments and hazards observed:</p> <p>10.1: There were no portable heating appliances seen at the time of assessment.</p> <p>10.4: There is no gas supply to the building. Heating is provided by way of electrical storage heaters that are considered to be a part of the electrical risk. There are some high level fixed radiant bar heaters that are located away from combustible materials.</p>		

## 11. COOKING

11.1	Are catering facilities provided?	Yes
11.2	Are reasonable measures taken to prevent fires as a result of cooking?	Yes



More specifically:

11.3	Are cookers, deep fat fryers or hobs in use?	Yes
11.4	Filters changed and ductwork cleaned regularly?	N/A
11.5	Are appropriate cut off switches provided?	N/A
11.6	Suitable extinguishing appliances available?	Yes
<p>Comments and hazards observed:</p> <p>11.1: The hall has a commercial kitchen for hirers use. External caterers may occasionally use the facilities.</p> <p>11.3: The kitchen is equipped with heavy domestic electric powered ovens and hobs together with ancillary electrical items, these are considered to be part of the electrical risk There is no extract system involving hoods, filters and extract ducting.</p> <p>11.4: Mrs Donovan stated that hirers were requested to clean the kitchen after use as a condition of hire.</p> <p>11.5: Emergency cut off switches are not provided.</p> <p>11.6: A C02 portable fire extinguisher and fire blanket were readily available in the kitchen area.</p>		

## 12. LIGHTNING

12.1	Do the premises have a lightning protection system?	Yes
12.2	Name of Company carrying out the test: See comments	Date of last test: Unknown
<p>Comments and hazards observed:</p> <p>12.1: There was no record of the lightning protection being tested.</p> <p>See recommendations in the action plan.</p>		

## 13. HOUSEKEEPING

13.1	Is the standard of housekeeping adequate?	Yes
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More specifically:

13.2	Combustible materials appear to be separated from ignition sources?	Yes
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13.3	Avoidance of unnecessary accumulation of combustible materials or waste?	Yes
13.4	Appropriate storage of hazardous materials?	Yes
13.5	Avoidance of inappropriate storage of combustible materials?	Yes
13.6	Are there excessive display materials on walls and corridors or in protected routes?	No
<p>Comments and hazards observed:</p> <p>13.1 – 13.3: At the time of the survey the standard of house keeping was good and there was no accumulation of combustible materials.</p> <p>13.5: Combustible storage was stored in dedicated storage areas throughout the building with some open storage behind the stage area. The under stage area was being used for combustible storage, see recommendations under section 25.15.</p> <p>13.6: There were notice boards located in the main corridor. As this corridor is not the only egress route from the building limited display materials in this escape route are considered to be tolerable.</p>		

#### **14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

14.1	Are fire safety conditions imposed on outside contractors?	Yes
14.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Yes
14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	N/A
<p>Comments and hazards observed:</p> <p>14.1: Mrs Donovan stated that there were no refurbishments planned. Any future refurbishments would be approved by the parish council who would require contractors to provide appropriate risk assessments, method statements and oversee hot works as appropriate.</p> <p>14.2: Contractors employed for day to day maintenance would be under direct hall manager supervision who would give the contractors a verbal synopsis of the fire precautions.</p>		

## 15. DANGEROUS SUBSTANCES

15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
15.2	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
Comments and hazards observed: 15.1 & 15.2: At the time of the survey no dangerous substances were being stored.		

## 16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1	Are there any hot processes other than cooking taking place in the premises?	No
16.2	Are there any chemical agents stored or used in the premises?	No
16.3	Are there any factory processes carried out in the premises?	No
16.4	Any other hazards: No	
Comments and deficiencies observed: 16.4: Mrs Donovan stated that the stage curtaining, fabrics and drapes in the public areas had been fire retardant treated and certificated.		

## FIRE PROTECTION MEASURES

### 17. MEANS OF ESCAPE FROM FIRE

17.1	It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
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More specifically:

17.2	Adequate design of escape routes?	Yes
17.3	Adequate provision of exits?	Yes
17.4	Exits easily and immediately openable where necessary?	Yes
17.5	Fire exits open in direction of escape where necessary?	Yes
17.6	Are electronic securing devices fitted on any doors forming part of the means of escape? If so, are they appropriately fitted and tested	No N/A
17.7	Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
17.8	Satisfactory means for securing exits?	Yes

#### Reasonable distances of travel:

17.9	Where there is a single direction of travel?	Yes
17.10	Where there are alternative means of escape?	Yes
17.11	Suitable fire precautions for all inner rooms?	N/A
17.12	Escape routes unobstructed?	Yes
17.13	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	See comments

Comments and deficiencies observed:

17.1: The main entrance consists of a set of double doors that are considered acceptable for disabled access. Alternative designated final exits consist of three single exits and one double from the main hall and one single exit from the small hall.

17.3: The number, distribution and widths of emergency routes and exits have been assessed for the use of the building. It is considered that the number and width of emergency exits are suitable for the number of occupants as detailed in section 2.7 above.

17.6: There are no electronic securing devices in the premises.

17.9 & 17.10: The single and two way distances of travel were considered acceptable for the risk level presented.

17.11: There were no inner rooms in the areas assessed.

17.13: As the premises public areas are on the ground floor it is envisaged that wheelchair disabled would be able to exit the premises with their own unaided efforts.

**Structural means of escape:**

17.14	Are the escape routes provided with the necessary level of fire protection?	Yes
17.15	Do all fire-resisting doors appear to comply with BS476?	No
17.16	Are the fire doors held or wedged in the open position by irregular means?	See comments.
17.17	Are any approved hold open devices fitted to fire doors properly fitted and suitably signed?	N/A
17.18	Any other means of escape structural deficiencies	No

Comments and deficiencies observed:

17.14: See comments in 17.1 above.

17.15: The double fire doors to the main hall from the corridor did not close due to floor interference, see photograph 1.

The double fire doors from the stage to the small hall did not incorporate an intumescent strip and cold smoke seal on the leading edge, see photograph 2.

The meeting room fire door had an excessive gap, see photograph 3.

17.16: It was noted that there were a number of wedges adjacent to fire doors throughout the building. Mrs Donovan stated that these wedges were for her use and under her control.

17.17: There were no electronic or acoustic hold open devices in the premises.

See recommendations in the action plan.

<b>External escape routes:</b>		
17.19	Is the external staircase suitable and sufficient and in good condition?	N/A
17.20	Are any doors or windows (other than toilet windows), which open onto or are adjacent to, external staircases, balconies, and gangways, which are used for means of escape purposes, or are within 1.8 metres horizontally or 9 metres vertically of it, fire resisting?	N/A
17.21	Are external staircases, balconies and gangways examined by a competent person at least every three years?	N/A
17.22	Are the external escape staircases clear of obstructions or any other hazards?	N/A
Comments and deficiencies observed: 17.19 – 17.22: There are no external escapes stairs or balconies from the premises.		

## **18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**

It is considered that there is:

18.1	Compartmentation of a reasonable standard  <i>Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.</i>	Yes
18.2	Reasonable limitation of linings that might promote fire spread.	Yes
18.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?  <i>A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.</i>	N/A
Comments and deficiencies observed: 18.1: The compartmentation in the areas sampled appeared acceptable.  18.3: There were no fire dampers observed in the premises.		

## 19. EMERGENCY ESCAPE LIGHTING

19.1	Reasonable standard of emergency escape lighting system provided?  <i>Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.</i>	Yes
19.2	Is the system serviced to comply with BS 5266-8:2004?	Yes
19.3	Name of Company carrying out the test: See comments	Date of last test: See comments
<p>Comments and deficiencies observed:</p> <p>19.1: Primary lighting throughout the premises was generally considered appropriate.</p> <p>19.3: An annual three hour run down test is carried out internally where any defective units are identified. A qualified electrician is then employed to replace any defective units as appropriate.</p>		

## 20. FIRE SAFETY SIGNS AND NOTICES

20.1	Reasonable standard of fire safety signs and notices?	Yes
20.2	Do the signs comply with the Health & Safety (Signs & Signals) Regulations 1996 or British Standard 5499 pt4-2000?	Yes
20.3	Are there suitable and sufficient Fire Action notices?	Yes
<p>Comments and deficiencies observed:</p> <p>20.3: The Fire Action Notice in the small hall additional information sticker was peeling off.</p> <p>See recommendations in the action plan.</p>		

## 21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1	Reasonable manually operated electrical fire alarm system provided?	Yes
21.2	Is the system serviced on an annual basis to comply with BS 5839 -pt1 2002?	Yes
21.3	Name of Company carrying out the test: ACE	Date of last test: 10 <sup>th</sup> February 2023
21.4	Automatic fire detection provided? Yes	Throughout Yes
21.5	Does any part of the fire alarm system appear defective ?	No
21.6	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?  <i>Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.</i>	Yes
21.7	Remote transmission of alarm signals?	No
<p>Comments and deficiencies observed:</p> <p>21.1: The fire warning installation consisted of manual call points and automatic heat and smoke detection. The installation appeared to be installed to BS5839 Part 1 Category L2, and was considered appropriate for the occupancy and risk level presented. An alarm panel was located in the main entrance lobby and showed no faults.</p>		

## 22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1	Reasonable provision of portable fire extinguishers?	Yes
22.2	Hose reels provided?	No
22.3	Are all fire extinguishing appliances readily accessible?	Yes
22.4	Are all extinguishers serviced in accordance with British Standard 5306?	Yes
22.5	Name of the company maintaining the system: Chubb	Date of last test: June 2023.
<p>Comments and deficiencies observed:</p> <p>22.3 &amp; 22.4: The portable fire extinguisher provision was considered to be appropriate for the building use and risks presented.</p>		



### 23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of system: None

23.1: Other Relevant Fixed Systems And Equipment:  
None

Comments: No further comments are considered necessary.

### 24. FIRE FIGHTER SAFETY – ACCESS & WATER SUPPLIES

24.1 - Are access roads for Fire & Rescue Service vehicles satisfactory	Yes
24.2 - Is there good access to the building for firefighters	Yes
24.3 - Are there adequate and local water supplies available.	Yes
24.4 - Is there external signage to warn firefighters of significant hazards.	N/A
24.5 - Is there suitable provision of fire-fighters switches' for high voltage luminous tube signs, etc.	N/A
24.6 - Is the responsible person aware of any environmental issues as a consequence of a fire in the building.	N/A

Comments:

24.1: There is access to four sides of the building for Fire & Rescue Service vehicles.

24.2: There is access to four sides of the building for fire fighters.

24.3: There was a 150mm hydrant identified approximately 30metres from the front of the premises in Westgate.

24.4: There are no requirements for external signage.

24.5: Firefighters switches are not required for this risk.

24.6: The content of the premises and the building construction are such that in the event of fire there should be little environmental impact.

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by:  <i>This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.</i>	Mrs Donovan
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25.2: Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Internally – As Above Externally – As Above
Comments: No further comments are considered necessary.	

25.3: Is there a suitable record of the fire safety arrangements? Specifically, policy arrangements for the planning, organising, controlling, monitoring and reviewing of the fire safety arrangements?	Yes
Comments: 25.3: There is a suitable Fire Safety Policy in place.	

25.4: Where the premises forms part of a building with other premises, or the landlord has responsibility for common areas, have arrangements been made to cooperate and coordinate others regarding risks?	N/A
Comments: 25.4: There are no other occupiers in the building.	

25.5 Appropriate fire procedures in place?	Yes
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#### More specifically:

25.6	Are procedures in the event of fire appropriate and properly documented?	Yes
25.7	Are there suitable arrangements for summoning the fire and rescue service?	Yes
25.8	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes

25.9	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
25.10	Is there a suitable fire assembly point(s)?	Yes
25.11	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
<p>Comments:</p> <p>25.5: A fire emergency plan is in place.</p> <p>25.10: A suitable assembly point has been nominated and identified with signage.</p> <p>25.11: See comments in 17.13 above.</p>		

25.12	Persons nominated and trained to use fire extinguishing appliances?	Yes
<p>Comments:</p> <p>25.12: Mrs Donovan confirmed that she had received certificated fire extinguisher training and basic fire routine training by East Sussex Fire and Rescue Service approximately three years ago. It is understood that the Mrs Donovan (Hall Manager) familiarises the hirer responsible person on the fire procedures and that the hirers do not use the fire fighting equipment unless trained to do so.</p>		

25.13:	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	See comments
<p>Comments:</p> <p>25.13: The terms of hire detail the hirer responsible person must coordinate any evacuation of the hall including any disabled person in their group, activity or function.</p>		

25.14:	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	N/A
<p>Comments:</p> <p>25.14: The building occupancy and risk level does not warrant fire service notification. An operational fire service familiarisation visit would be conducted at the discretion of the fire authority.</p>		

25.15: Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
Comments: 25.15: Periodic daily and weekly inspections are being carried out by the hall manager.  See recommendations in the action plan.	

## 26. TRAINING AND DRILLS

26.1: Are all staff given adequate fire safety instruction and training on induction?	N/A
Comments: There are no staff other than the hall manager on site.	

26.2: Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A
Comments: See comments in 26.1 above.	

26.3: Does all staff training provide information, instruction or training on the following:	
26.3 a. Fire risks in the premises?	N/A
26.3 b. The fire safety measures on the premises?	N/A
26.3 c. Action in the event of fire?	N/A
26.3 d. Action on hearing the fire alarm signal?	N/A
26.3 e. Method of operation of manual call points?	N/A
26.3 f. Location and use of fire extinguishers?	N/A
26.3 g. Means for summoning the fire and rescue service?	N/A
26.3 h. Identity of persons nominated to assist with evacuation?	N/A
26.3 i. Identity of persons nominated to use fire-extinguishing appliances?	N/A
Comments: 26.3 h: See comments in 25.13 above. 26.3 i: See comments in 25.12 above.	

26.4: Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
Comments:  See comments in 25.12 above.	

26.5: Are fire drills carried out at appropriate intervals?	N/A
Date of last fire drill:	N/A

## Comments:

26.5: Considering the use of the building and that there is only one person employed fire drills are not considered appropriate.

When the employees of another employer work in the premises:

26.6	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes
26.7	Is it ensured that the employees are provided with adequate instructions and information?	Yes
Comments: 26.6 & 26.7: See comments under section 14.2.		

## 27. TESTING AND MAINTENANCE

27.1: Adequate maintenance of premises?	Yes
Comments and deficiencies observed: 27.1: The premises appeared to be maintained to an acceptable standard.	
27.2: Weekly testing and periodic servicing of fire detection and alarm system?	Yes
Comments and deficiencies observed: 27.2: The fire alarm is tested weekly and tests documented.	
27.3: Monthly and annual testing routines for emergency escape lighting?	Yes
Comments and deficiencies observed: 27.3: Records indicate that the emergency lighting is tested monthly.	
27.4: Annual maintenance of fire extinguishing appliances?	Yes
Comments and deficiencies observed: 27.4: See comments in section 22.4 and 22.5.	
27.5: Periodic inspection of external escape staircases and gangways?	N/A
Comments and deficiencies observed: 27.5: There are no external fire escapes on the site.	
27.6: Six-monthly inspection and annual testing of rising mains?	N/A
Comments and deficiencies observed: 27.6: There are no rising mains on the site.	
27.7: Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A

Comments and deficiencies observed: 27.7: There are no lifts on the site.
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27.8: Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies observed: 27.8: There are no sprinkler installations on the site.	

27.9: Routine checks of final exit doors and/or security fastenings?	Yes
Comments and deficiencies observed: 27.9: See comments in section 25.15.	

27.10: Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
Comments and deficiencies observed: The hirers terms and conditions require any defects to be reported to the hall manager.	

27.11 Other relevant inspections or tests:	No
Comments and deficiencies observed: None	

## 28. RECORDS

Appropriate records of:

28.1	Fire drills?	N/A
28.2	Fire training?	Yes
28.3	Fire alarm tests?	Yes
28.4	Emergency escape lighting tests?	Yes
28.5	Maintenance and testing of other fire protection systems?	N/A
Comments: Appropriate records are being maintained electronically.		

## FIRE RISK ASSESSMENT METHODOLOGY

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low	√
Medium	
High	

In this context, a definition of the above terms is as follows:

- Low** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm	√
Moderate harm	
Extreme harm	

In this context, a definition of the above terms is as follows:

- Slight harm**            Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm**        Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm**          Significant potential for serious injury or death of one or more occupants.

***Accordingly, it is considered that at the time of the survey the risk to life from fire at these premises is:***

Trivial	
Tolerable	√
Moderate	
Substantial	
Intolerable	

Comments:

The hall manager continues to be proactive in her responsibilities with regard to the fire precautions in the premises. The building is generally well managed and maintained with comprehensive supporting records.



A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

**(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)**

## ACTION PLAN

It is considered necessary that all recommendations in the Action Plan be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial	
Tolerable	√

**INTOLERABLE** risks will be notified at the time of inspection and should be cleared immediately. If this is not possible the premises Fire Safety Manager will be contacted and advised of the serious risk and the need for immediate action.

**SUBSTANTIAL** risks are set as a **HIGH** priority within the action plan and action should be taken to rectify them within **1 month**

**MODERATE** risks are set as **MEDIUM** priority within the action plan and action should be taken to rectify them within **three months**, or to be reduced in severity to a **Tolerable** risk until the defect can be rectified.

**TOLERABLE** risks have a **LOW** priority within the action plan and action should be taken to rectify them within **six months**.

**TRIVIAL** risks will be included as advisory action with no time period for completion.

The time for rectification is judged reasonable for the risk category but the rectification should be as soon as possible and within the time set by the company's policy on such matters.

<b>Section</b>	<b>Action</b>	<b>Priority</b>	<b>Action by whom</b>	<b>Date action taken</b>
12.2	The lightning protection should be examined and tested at appropriate intervals by a competent person in accordance with the recommendations contained within the current British Standard BS EN 62305.	Moderate		
17.15	The following fire resisting doors should receive maintenance/upgrade. <ul style="list-style-type: none"> <li>• The double fire doors to the main hall from the corridor did not close due to floor interference, see photograph 1.</li> <li>• The double fire doors from the stage to the small should incorporate an intumescent strip and cold smoke seal on the leading edge, see photograph 2.</li> <li>• It is recommended that the gaps between the door and frame to the meeting room is reduced to maintain the smoke seals effective, see photograph 3.</li> </ul>	Moderate.		
17.16	The wedges located adjacent to the fire doors throughout the building should be collected prior to any hire or event to discourage fire doors being held open.	Substantial		
20.3	The fire action notice in the small hall peeling adhesive information label should be replaced.	Moderate		
25.15	All areas that are used by hirers to store their personal effects and equipment should be checked for inappropriate storage as a part of the routine fire checks carried out by the hall manager, particularly the under stage area.	Substantial		

## PHOTOGRAPHS

Photograph Number	
1	 A close-up photograph of a dark wood double door. The door has two vertical glass panels with mesh screens. On the left panel, there is a white notice and a blue circular sign. On the right panel, there is a blue circular sign. The door has silver handles and a lock.
2	 A full-length photograph of a dark wood double door. The door has two vertical glass panels with mesh screens. On the left panel, there is a white notice and a blue circular sign. On the right panel, there is a blue circular sign. The door has silver handles and a lock. The door is set in a white wall.

<p>3</p>	
<p>4</p>	

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# Plumpton Parish Council




# Inspection Report

This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

## Inspections included in this report

<b>Provider</b>	Lewes District Council	 01/09/2023
<b>Site Name</b>	Plumpton play area	
<b>Actual Date</b>	01/09/2023 10:58:36	
<b>Inspection Type</b>	Playground-Routine Visual	
<b>Inspector</b>	Paul Upton	
<b>Inspection Status</b>	Completed	

## Finding Summary

### Plumpton play area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Skate park	Item - Out of Use at time of inspection	26/01/2021 11:20:00	25/02/2021 11:22:00	Low
Flat Seat Surface	Item - Cut	07/07/2023 10:28:07	04/08/2023 10:28:58	Low
Ship Multiplay	Fixtures - Loose or Missing	07/07/2023 10:31:33		Low
Cradle	Asset - Risk Assessment	09/08/2021 13:15:12		Not set

# Inspection - Plumpton play area - 01/09/2023 10:58:36

<b>Provider</b>	Lewes District Council	
<b>Site Name</b>	Plumpton play area	
<b>Actual Date</b>	01/09/2023 10:58:36	
<b>Inspection Type</b>	Playground-Routine Visual	
<b>Inspector</b>	Paul Upton	
<b>Inspection Status</b>	Completed	

<b>Site Name</b>	Plumpton play area
<b>Address</b>	
<b>Postcode</b>	
<b>Notes</b>	

## Findings reported within the Inspection

None Recorded.

# Previously Reported Findings (unresolved at time of Inspection)

## Cradle - Finding

<b>Asset</b>	Cradle
<b>Finding Title</b>	Asset - Risk Assessment
<b>Finding Group</b>	Maintenance
<b>Cause</b>	
<b>Finding Status</b>	Open
<b>Finding Creation Date</b>	09/08/2021 13:15:12
<b>Resolve By Date</b>	
<b>Finding Resolved Date</b>	
<b>Risk Level</b>	
<b>Finding Notes</b>	Back in use

Finding Photos



## Flat Seat Surface - Finding

<b>Asset</b>	Flat Seat Surface
<b>Finding Title</b>	Item - Cut
<b>Finding Group</b>	Maintenance
<b>Cause</b>	Wear and Tear
<b>Finding Status</b>	Open
<b>Finding Creation Date</b>	07/07/2023 10:28:07
<b>Resolve By Date</b>	04/08/2023 10:28:58
<b>Finding Resolved Date</b>	
<b>Risk Level</b>	Low
<b>Finding Notes</b>	

Finding Photos



## Ship Multiplay - Finding

<b>Asset</b>	Ship Multiplay
<b>Finding Title</b>	Fixtures - Loose or Missing
<b>Finding Group</b>	Maintenance
<b>Cause</b>	
<b>Finding Status</b>	Open
<b>Finding Creation Date</b>	07/07/2023 10:31:33
<b>Resolve By Date</b>	
<b>Finding Resolved Date</b>	
<b>Risk Level</b>	Low
<b>Finding Notes</b>	

Finding Photos



## Skate park - Finding

<b>Asset</b>	Skate park
<b>Finding Title</b>	Item - Out of Use at time of inspection
<b>Finding Group</b>	Maintenance
<b>Cause</b>	Other - See Finding Notes
<b>Finding Status</b>	Open
<b>Finding Creation Date</b>	26/01/2021 11:20:00
<b>Resolve By Date</b>	25/02/2021 11:22:00
<b>Finding Resolved Date</b>	
<b>Risk Level</b>	Low
<b>Finding Notes</b>	Skate park back in use

Finding Photos



## Previously Reported Findings Marked Complete During Inspection

None Recorded.