



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Asset and Highways Committee Clerks Report September 2021

Actions taken and other points of information since last meeting.

- **Salt/Grit review.** The handyman has carried out an audit for the WSCC review; to establish the amount of grit in the bins. This information has been passed to WSCC and bins will be topped up by October.
- **Allotments.** Improvement letters have been sent to the identified allotment plot holders.
- **Finche Field Mowing.** This has now taken place; the field has been flail mowed and the brambles have been cut back.

Ongoing work

Defibrillator cases. Work is still ongoing to establish the most suitable replacement cover and to ensure that the devices are easily accessible and registered with Southeast Coast Ambulance Service. Quotes need to be obtained from an electrician to replace the cases.

Fencing at warblers. Quotes are being obtained for comparison.

Steps at Finche Field. The Clerk has spoken to MSDC, and they have confirmed that S106 money would not be available to fund improvements to the steps.

Community Orchard. 7-8 failed trees have been identified, replacements have been ordered and will be planted over the winter. During the autumn the long grass will be cut back and raked, and each tree will be weeded, and mulch will be added.

Allotments

Allotment invoices are due to be issued shortly, allotment holders will be given 12 months' notice of the £1 increase in rent for 2022-23

There is currently a short waiting list for plots, with one known plot soon to become available.

September 2021

Detailed Receipts & Payments by Budget Heading 09/09/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Asset & Highways Committee							
<u>120 Allotments</u>							
1500 Allotments Rent	0	600	600			0.0%	
Allotments :- Receipts	0	600	600			0.0%	0
4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	0	250	250		250	0.0%	
Allotments :- Indirect Payments	0	500	500	0	500	0.0%	0
Net Receipts over Payments	0	100	100				
<u>130 Finche Field</u>							
4090 Handyman Salary	169	0	(169)		(169)	0.0%	
4400 Grass Cutting	400	1,100	700		700	36.4%	
4410 Finche Field Mowing	0	350	350		350	0.0%	
4420 Maintenance	340	300	(40)		(40)	113.3%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	909	1,950	1,041	0	1,041	46.6%	0
Net Payments	(909)	(1,950)	(1,041)				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	0	500	500			0.0%	
North Lane Recreation Ground :- Receipts	0	500	500			0.0%	0
4300 Water Charges	81	0	(81)		(81)	0.0%	
4420 Maintenance	4	200	196		196	1.8%	
4500 NLR Maintenance Contract	920	3,000	2,080		2,080	30.7%	
4730 Pavilion Replacement	1,960	0	(1,960)		(1,960)	0.0%	1,960
North Lane Recreation Ground :- Indirect Payments	2,964	3,200	236	0	236	92.6%	1,960
Net Receipts over Payments	(2,964)	(2,700)	264				
6000 plus Transfer from EMR	1,960						
Movement to/(from) Gen Reserve	(1,004)						
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	0	250	250		250	0.0%	
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	0	350	350	0	350	0.0%	0
Net Payments	0	(350)	(350)				

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<u>160</u> <u>Playgrounds</u>							
4420 Maintenance	165	700	535		535	23.6%	
4550 Playbark	0	250	250		250	0.0%	
4560 Inspections	0	700	700		700	0.0%	
Playgrounds :- Indirect Payments	165	1,650	1,485	0	1,485	10.0%	0
Net Payments	(165)	(1,650)	(1,485)				
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	0	46	46			0.0%	0
4090 Handyman Salary	142	0	(142)		(142)	0.0%	
4420 Maintenance	263	1,500	1,238		1,238	17.5%	
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4610 Asset Review	0	650	650		650	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	0	70	70		70	0.0%	
4640 Tree Work and Surveys	3,130	5,200	2,070		2,070	60.2%	2,800
4650 Selsfield Common	25	100	75		75	25.0%	
4660 Sharpthorne Green	100	300	200		200	33.3%	
4670 Vinols Cross Area	395	300	(95)		(95)	131.7%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4710 Highways Maintenance	9	500	491		491	1.8%	
4720 Work on Bank Broadfield	0	750	750		750	0.0%	
4740 Verge alongside Courtlands	130	400	270		270	32.5%	
Infrastructure :- Indirect Payments	4,194	12,320	8,126	0	8,126	34.0%	2,800
Net Receipts over Payments	(4,194)	(12,274)	(8,080)				
6000 plus Transfer from EMR	2,800						
Movement to/(from) Gen Reserve	(1,394)						
<u>180</u> <u>Premises</u>							
4300 Water Charges	128	750	622		622	17.1%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	737	2,500	1,763		1,763	29.5%	
4760 Toilets Equipment Contract	286	500	214		214	57.2%	
4770 Electricity	204	1,000	796		796	20.4%	
Premises :- Indirect Payments	1,355	5,250	3,895	0	3,895	25.8%	0
Net Payments	(1,355)	(5,250)	(3,895)				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Asset & Highways Committee :- Receipts	0	1,146	1,146			0.0%	
Payments	9,587	25,220	15,633	0	15,633	38.0%	
Net Receipts over Payments	(9,587)	(24,074)	(14,487)				
plus Transfer from EMR	4,760						
Movement to/(from) Gen Reserve	(4,827)						
Grand Totals:- Receipts	0	1,146	1,146			0.0%	
Payments	9,587	25,220	15,633	0	15,633	38.0%	
Net Receipts over Payments	(9,587)	(24,074)	(14,487)				
plus Transfer from EMR	4,760						
Movement to/(from) Gen Reserve	(4,827)						



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Local Winter Management Plan Reviewed September 2021

WSCC General Highways

During Winter (1st Nov – 30th April)
use the [online form](#)
or phone 01243 642105

Mid Sussex Area Highways
<https://www.westsussex.gov.uk/roads-and-travel/>
Phone: 01243 642105

County-wide Winter Management function

Pre-Winter Preparedness
active.communities@westsussex.gov.uk
Partnerships and Communities Team,
Communities & Public Protection , West
Sussex County Council, 2nd Floor, East
Wing, County Hall, Chichester

West Hoathly Parish Council contact details:

The Parish Clerk (Leanne Andrews)
Parish Office
North Lane
West Hoathly
RH19 4QG
Telephone: 01342 811301
(office hours Monday Tuesday and Thursday mornings only 9:00am – 12:00pm)
Email: clerk@westhoathly.gov.uk

Website: www.westhoathly.gov.uk

West Hoathly Parish – WSCC Precautionary Grit/Salting routes

The Winter Service Network will be gritted as a precaution to prevent the formation of ice, as far as reasonably practicable. Within the parish this includes:

This can be found on [one.network](#) under driver information

- B2028 Turners Hill to Ardingly, Vowels Lane from Selsfield Common to B2110 at Kingscote
- Top Road to Horsted Lane / Sharpthorne Rd junction, Station Road, Hamsey Road, The Hollow, Chapel Row and C319 Selsfield Rd south of the junction with Vowels Lane.
North Lane and Church Hill
- Horsted Lane

West Hoathly Parish – WSCC Snow Clearance

The Winter Resilient Network is a reduced network to be treated/ploughed in the event of (severe Weather) snow greater than **5 cm**.

In the neighbouring areas only the A264 and A22 are included in this network.

Mr William Buckley of Hook Farm, West Hoathly has an agreement with WSCC to clear local roads if the Resilient Plan is triggered.

The following priority clearance has been agreed locally.

Priority One

- North Lane, West Hoathly
- Church Hill, West Hoathly
- Station Road, Sharpthorne (not included by West Sussex)
- Hamsey Road, Sharpthorne

Priority Two

- Hook Lane/Cob Lane
- Hammingden Lane, Highbrook
- Marlpit Road, Sharpthorne

Mr Buckley in conjunction with the Parish Clerk, will assess the conditions and determine whether the tolerance of his snow plough would cause more problems if he tried to clear the roads.

Following an annual survey carried out by West Hoathly Parish Council, WSCC will fill all grit bins in October. Mr William Buckley has agreed, funded by WSCC, to replenish local grit bins when necessary (see attached list and location map).

WSCC will determine when this agreement is activated by approving the use of a local contractor for Precautionary Salting and/or snow clearance.

Hippo bags for replenishing local grit bins during the winter period are stored at Hook Farm, Hook Lane, West Hoathly. These hippo bags are covered by tarpaulins to reduce the amount of salt that will leach out of them.

During the winter period local residents should inform the Parish Clerk of any grit bin that is empty so that re-filling can be arranged.

West Hoathly Parish Council Winter Plan

Most of the roads in West Hoathly Parish are hilly. The parish is rural with lanes which are steep in places serving isolated communities including the hamlet of Highbrook. West Hoathly and Sharpthorne have a bus service operating from East Grinstead to Crawley which is generally every two hours, during the day, Monday to Saturday. This is not regarded as a priority bus service by WSCC (frequency less than every hour). Pavements are limited.

As a rural community we should be realistic in our expectation of the level of precautionary services provided which we recognise have to be prioritised on the main towns and A roads.

Therefore the Parish Council will:

- Advise the community on what measures are planned and what roads can be expected to be treated or snow cleared [As above]
- Provide local information using the parish council website.
- Ensure grit bin locations are known by WSCC (see map of locations).
- Advise residents that grit is provided for public roads and pavements, not for private drives. Note: generally there is a tendency to apply too much salted grit by hand spade. Distributing it as sparing as possible with a spade is sufficient. Take care not to over exert yourself.
- Inform people that if they believe grit is being stolen they should take a note of the registration and description of the vehicle and let the local police know on their non-emergency number 101.
- The above advice to be provided via the website and through the December/January edition of the West Hoathly Chronicle.
- Identify a central location for receipt of emergency grit by tote bags if bins become depleted. This will be the Finche Field recycling area (see map of grit bin locations).
- Ask people with 4x4s who are available to help in an emergency to make themselves known.
- Ask people who have elderly or disabled neighbours to discuss emergency help arrangements with them before the onset of bad weather.
- Advise residents to keep reasonable stocks of food in the house.
- Remind residents that Plaw Hatch Farm has cows and produces its own milk.
- Be aware that arrangements for school closures are decided by head teachers. School and school bus emergency planning arrangements can be found on a daily basis by searching the relevant school's website (typing the school name into a search engine should find it).

Mr Gary Coxall has agreed to clear the steps up to Finche Field from the Vinols Cross and also the path to the side entrance of West Hoathly Village Hall.

Mr Paul Brown has agreed to clear the footway from the junction of Top Road and Church Hill down to opposite Bulldogs Bank.

Advice to Volunteers Clearing Snow

In a recent letter sent by the Ministry of Justice it stated that "The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small".

A snow-clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

- Follow the Local Parish Winter Management Plan
- Move snow to a porous surface such as a grass verge or garden
- Spread salt/grit evenly and at appropriate spread rate
- Clear any excess salt or grit once the snow/ ice has melted.

Don'ts

- Use water to melt snow and ice, if there is a risk it will refreeze,
- Move snow to a location where it will create another risk such as obstruction of another part of the pavement, road or where people are likely to walk.

- Use excessive salt, grit or other materials so as to create a new or worse risk once the snow/ ice has melted.
- Park on the pavements creating a danger for pedestrians and forcing them to walk in the road.

References:

Map with location of parish grit bins
WSCC Winter Management Plan
MSDC Winter Planning