



WEST HOATHLY PARISH COUNCIL

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

Asset and Highways Committee Clerks Report March 2021

Actions taken and other points of information.

- **Portable SID:** The West Sussex County Council cluster SID is now in the parish and will remain with us until the 4th of April when it will move to Balcombe.
- **Community Orchard:** Donations are still being sought for the purchase of a picnic bench.
- **Fencing at Warblers:** The work is still ongoing.
- **Paths:** work has taken place to improve the paths around the village, mud has been dug away and the edges have been cleared.
- **Salt bins:** The bins at Marlpit/Station Road, Marlpit/Bayhams Field, Bayhams Field and Chapel Row have been topped up. The bins are now approx. 50-65% full. There is one remaining bag of salt available for top ups.

Correspondence

Dog Waste Bin Charge and Service update from MSDC

The charges for collections will increase from £3.05 per collection per bin to £3.11 per collection per bin from, from 1 April 2021.

MSDC also advise that the Council's dog waste collection service is at capacity and cannot be extended without significant additional cost. If additional dog waste bin collections are needed or additional dog waste bins are required, it is recommended that we remove or adjust one of the existing dog waste bins or seek collections through an alternative contractor.

The Council are not at present, accepting requests for the installation of new dog waste bins.

Leanne Andrews
March 2021



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Allotment Policy

West Hoathly Parish Council provides allotments on 2 sites within Finche Field (known as the Top and Bottom Allotments)

1. Eligibility and allocation of plots

- 1.1. West Hoathly Parish Council provides allotments for the use of West Hoathly parishioners or residents in adjoining parishes on the understanding that parishioners of West Hoathly are given priority, regardless of the length of time residents from neighbouring parishes have been on the waiting list.
- 1.2. Rents are reviewed and notified annually in September. New rental rates will apply from September 29th the following year.
- 1.3. A waiting list is maintained by the Council and operated on an "allocation by order of inclusion" principle i.e. the first person on the list will be the first person allocated a plot when one becomes available. However, if an existing plot holder asks to be added to the waiting list for a second plot, priority and allocation of a vacant plot will be given to the next eligible parishioner who does not already have a plot.
- 1.4. The Council will advertise information regarding available plots. Applicants are encouraged to inspect plots before making a decision to take one on. A councilor or the Clerk can show applicants around the 2 sites with prior agreement.
- 1.5. All allotment plots are let on an as seen basis. The Council cannot carry out improvement or clearance works for new tenants.
- 1.6. Each allotment tenancy is made in the name of one person only, even if more than one person works on the plot. Where another person works on the plot with the main tenant, then if the main tenant gives up the plot, the other person can request in writing to have the plot transferred.

2. Allotment Tenant Responsibilities

- 2.1. Allotment holders will keep the terms of the tenancy agreement and such allotment rules as the Council considers necessary.
- 2.2. Plots must be kept in a good state of cultivation and weeds and grass should not cause a nuisance to neighbouring plots. A minimum area equal to 50% of the total plot should be cultivated and active during the main growing season (March to September). The Council will allow new tenants a reasonable period of time to reach these standards.
- 2.3. Produce is for personal use only and should not be sold.
- 2.4. Allotment holders should not cause nuisance or annoyance to other tenants, obstruct or encroach onto other plots, paths and access areas.
- 2.5. Refuse or rubbish should not be left on a plot or the allotment site but should be composted, burnt or removed.
- 2.6. Upon termination of a tenancy then the tenant should clear the plot of rubbish and structures.
- 2.7. Bonfires should be kept to a minimum and not cause nuisance to local residents or other allotment holders.
- 2.8. When planting fruit trees e.g. apples, pears and plums dwarf rootstock should be used.
- 2.9. Allotment holders should not plant hedges but can install fencing around their plot.
- 2.10. Where a plot adjoins a boundary hedge, the allotment holder is responsible for keeping the allotment side of the hedge properly trimmed.
- 2.11. Hens, but not cockerels, or rabbits may be kept on an allotment plot subject to the agreement of the Council. Hens should be secured at night and any foodstuffs stored in an airtight container so they do not attract rats.
- 2.12. Allotment holders wishing to keep bees must obtain the written consent of the Council. The tenant will need to demonstrate they are experienced and that bee keeping will not cause a nuisance to other allotment holders (see specific guidelines for the keeping of bees).
- 2.13. Only hand held water hoses should be used and no sprinklers or hosepipes should be left running overnight.
- 2.14. Allotment holders must select and use pesticides so there is minimal risk to members of the public, birds and other wildlife and must take all reasonable care that other plots, paths, edges and trees are

not adversely affected, and must replant or make good as necessary if damage occurs.

3. Buildings and Structures

- 3.1. Buildings or structure should not be erected on an allotment plot without consent of the Council
- 3.2. All buildings must be well maintained.
- 3.3. Any shed should be no greater than 6ft x 4ft.
- 3.4. Only 1 polytunnel per half allotment is allowed and should not be greater than 8ft (w) x 6ft (h) x 36ft (l). They can be used all year round but allotment holders need to be aware that for safety reasons polythene should be removed during extreme windy weather.
- 3.5. Allotment holders can install compost bins and structures e.g. fruit cages and support structures for soft fruit and soft trees.
- 3.6. All buildings and structures on allotments must only be used in connection with the use of allotment plots.
- 3.7. On termination of a tenancy any buildings or other structures erected must be removed, unless, with the approval of the Council they can be transferred to the new tenant. If the outgoing tenant refuses, or fails to remove the building or structure, they may be removed and disposed of by the Council, the cost being charged to the outgoing tenant.
- 3.8. Tenants are advised not to store valuable equipment and materials in their buildings or structures, and should not store petrol, oil, lubricants or other flammable materials.

4. Site Management.

- 4.1. The Council will regularly inspect sites to ensure plots are being properly maintained and used. The Council reserves the right to access any plot or structure in order to carry out these inspections.
- 4.2. Allotment holders should immediately inform the Council, in writing, of any changes in their contact details.
- 4.3. Any site problems should be reported to the Council as soon as possible.
- 4.4. The Council accepts no liability for any loss, damage or injury to tenants or their belongings occurring on their allotment sites.

Detailed Receipts & Payments by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Allotments</u>							
1500 Allotments Rent	648	600	(48)			108.0%	
	<u>648</u>	<u>600</u>	<u>(48)</u>			<u>108.0%</u>	<u>0</u>
Allotments :- Receipts							
4090 Handyman Salary	25	0	(25)		(25)	0.0%	
4300 Water Charges	14	250	236		236	5.6%	
4420 Maintenance	0	250	250		250	0.0%	
	<u>39</u>	<u>500</u>	<u>461</u>	<u>0</u>	<u>461</u>	<u>7.9%</u>	<u>0</u>
Allotments :- Indirect Payments							
Net Receipts over Payments	<u>609</u>	<u>100</u>	<u>(509)</u>				
<u>130 Finche Field</u>							
4090 Handyman Salary	344	0	(344)		(344)	0.0%	
4400 Grass Cutting	720	900	180		180	80.0%	
4410 Finche Field Mowing	300	350	50		50	85.7%	
4420 Maintenance	108	300	192		192	35.9%	
4430 Bramble Clearing	1,209	200	(1,009)		(1,009)	604.4%	1,109
4440 Tree purchases	653	0	(653)		(653)	0.0%	653
	<u>3,334</u>	<u>1,750</u>	<u>(1,584)</u>	<u>0</u>	<u>(1,584)</u>	<u>190.5%</u>	<u>1,762</u>
Finche Field :- Indirect Payments							
Net Payments	<u>(3,334)</u>	<u>(1,750)</u>	<u>1,584</u>				
6000 plus Transfer from EMR	1,762						
Movement to/(from) Gen Reserve	<u>(1,572)</u>						
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
	<u>500</u>	<u>500</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
North Lane Recreation Ground :- Receipts							
4090 Handyman Salary	86	0	(86)		(86)	0.0%	
4420 Maintenance	42	200	158		158	21.1%	
4500 NLR Maintenance Contract	2,275	3,000	725		725	75.8%	
4730 Pavilion Replacement	6,887	0	(6,887)		(6,887)	0.0%	6,887
	<u>9,290</u>	<u>3,200</u>	<u>(6,090)</u>	<u>0</u>	<u>(6,090)</u>	<u>290.3%</u>	<u>6,887</u>
North Lane Recreation Ground :- Indirect Payments							
Net Receipts over Payments	<u>(8,790)</u>	<u>(2,700)</u>	<u>6,090</u>				
6000 plus Transfer from EMR	6,887						
Movement to/(from) Gen Reserve	<u>(1,903)</u>						
<u>150 Sharpthorne Old Playground</u>							
4400 Grass Cutting	0	250	250		250	0.0%	

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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)				
<u>160 Playgrounds</u>							
4090 Handyman Salary	9	0	(9)		(9)	0.0%	
4420 Maintenance	150	650	500		500	23.1%	
4550 Playbark	0	250	250		250	0.0%	
4560 Inspections	0	600	600		600	0.0%	
Playgrounds :- Indirect Payments	159	1,500	1,341	0	1,341	10.6%	0
Net Payments	(159)	(1,500)	(1,341)				
<u>170 Infrastructure</u>							
1700 Wayleave	49	46	(3)			107.2%	
Infrastructure :- Receipts	49	46	(3)			107.2%	0
4090 Handyman Salary	160	0	(160)		(160)	0.0%	
4420 Maintenance	2,203	1,500	(703)		(703)	146.9%	1,501
4600 Dog & Litter Bins	0	1,500	1,500		1,500	0.0%	
4610 Asset Review	409	650	241		241	62.9%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	50	70	20		20	71.4%	
4640 Tree Work and Surveys	2,545	3,000	455		455	84.8%	
4650 Selsfield Common	25	100	75		75	25.0%	
4660 Sharpthorne Green	220	250	30		30	88.0%	
4670 Vinols Cross Area	390	250	(140)		(140)	156.0%	
4680 Cookhams Wood Verge	250	300	50		50	83.3%	
4690 Grit Bins	80	250	170		170	32.0%	
4710 Highways Maintenance	339	500	161		161	67.8%	306
4720 Work on Bank Broadfield	480	750	270		270	64.0%	
Infrastructure :- Indirect Payments	7,151	9,170	2,019	0	2,019	78.0%	1,807
Net Receipts over Payments	(7,102)	(9,124)	(2,022)				
6000 plus Transfer from EMR	1,807						
Movement to/(from) Gen Reserve	(5,294)						
<u>180 Premises</u>							
4300 Water Charges	616	750	134		134	82.2%	
4420 Maintenance	193	500	307		307	38.6%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4750 Toilets Cleaning Contract	1,984	2,500	517		517	79.3%	
4760 Toilets Equipment Contract	276	950	674		674	29.0%	
4770 Electricity	518	1,000	482		482	51.8%	
Premises :- Indirect Payments	<u>3,587</u>	<u>5,700</u>	<u>2,113</u>	<u>0</u>	<u>2,113</u>	<u>62.9%</u>	<u>0</u>
Net Payments	<u>(3,587)</u>	<u>(5,700)</u>	<u>(2,113)</u>				
Grand Totals:- Receipts	1,197	1,146	(51)			104.5%	
Payments	23,560	22,170	(1,390)	0	(1,390)	106.3%	
Net Receipts over Payments	<u>(22,362)</u>	<u>(21,024)</u>	<u>1,338</u>				
plus Transfer from EMR	10,456						
Movement to/(from) Gen Reserve	<u>(11,907)</u>						