



WEST HOATHLY PARISH COUNCIL

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

Asset and Highways Committee Clerks Report November 2021

Actions taken and other points of information since last meeting.

- **Tree Work.** The previously agreed tree work has now been completed by the contractor.
- **Allotments.** Rental reminder letters have been sent to 5 plot holders following late payments.
- **Defibrillators.** The PADS are due to expire at the end of the month so the clerk will shortly be ordering replacements.
- **NLR Hedges.** The clerk has followed up with a letter to a resident asking for the hedge close to the public toilet to be removed or cut back.

Agenda Items

Allotment Holders Meeting 18th Sept 2021

Meeting minutes attached

Deer proof fencing upper allotments

An allotment holder has asked for permission to install stock fencing to the fence alongside the path at the upper allotments and either side of the entrance gate.

The fencing is approximately 90cm and 120cm tall and the intention is to nail it to the existing posts with the bottom of the wire being approximately 15cm above the ground to allow for grass strimming. The top will be slightly higher than the top rail.

The allotment holder would also like to run 1 or 2 wires above the top of the fence at heights of 20cm and 40cm, to discourage deer jumping over.

Allotment Shed

An allotment holder has requested permission to install an 8x6 wooden shed on their allotment plot; to replace an existing shed that is falling apart.

Mid Sussex District Council Walking Trail

Mid Sussex District Council has been developing a walking trail in partnership with Lindfield, Slaugham and Worth Parish Councils, East Grinstead Town Council and the Ansty Village Centre Trust using s106 receipts. The aim is to link these towns and villages using the public right of way network and to commission some public art works / waymarkers along the route; a booklet will be published to promote the trail plus a number of circular walks.

The trail goes from East Grinstead to Lindfield via West Hoathly and extra funding is available, to promote walking and cycling, which could potentially be used to commission a waymarker for the village.

The proposed route goes past the Finche Field car park and with permission a waymarker could potentially be sited by the public footpath.

Queens Green Canopy

At the October Parish Council meeting it was agreed to spend up to £250 on trees to be planted on parish owned sites, in connection with the Queens Green Canopy. Details now need to be agreed with regards to the type, position, and planting arrangements.

Bluebell Woods- Oak Tree

Following a Full Arboricultural Report, a resident would like permission to self-fund the removal of dead wood from a large Oak Tree positioned on the edge of Bluebell Woods.

Ongoing work

Fencing at warblers. Quotes letters have been sent to 2 contractors with no replies received yet.

Defibrillators. The defibrillators are regularly checked by the handyman as part of the asset review. There are no reported issues with the devices other than the PADS that in need of replacement at the end of November. The devices are displaying as per the instruction's manual.

Correspondence

Hedges

An item of correspondence has been received from a resident concerned with the narrow pathway opposite Image Cross in Sharpthorne and the difficulty it creates when needing to pass with a mobility scooter.

Electric Vehicle Charging Points

The UK's largest roll out of electric vehicle charging points by the public sector is happening in West Sussex. Conservative Councils have partnered with Connected Kerb to install thousands of charging points on streets, in public car parks and at community facilities across West Sussex over the next decade.

The project will help residents go electric ahead of the ban on the sale of new petrol and diesel cars in 2030. One in four UK households intend to buy an electric car in the next five years, but the lack of charging points is a known barrier.

Residents can also submit ideas for where the new charging points should be installed by completing a form at www.connectedkerb.com/west-sussex-chargepoint-network/

November 2021



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Notes of Meeting, Saturday 18th September 2021 between West Hoathly Parish Council & Allotment Holders.

Attendees:

Steve Hoddinot	Paul Brown *	Steve Brand	Paul Clark
Nick des Forges	Rita des Forges	Lynda Brand	Janet Holland
Gordon Westcott	Jon Shipway	Alexander Meacock	Sue Burrows

*member of the Asset and Highways Committee
Also present Leanne Andrews

Paul Brown welcomed everyone to the meeting.

Apologies were received from Jo & Clive Cutter, Liz Gill and Teresa Cass

The notes from the meeting of 07th March 2020 were noted.

Allotment boundary fencing

Allotment holders expressed their desire to reinstate the allotment boundary fencing. It was noted that the quotes obtained for the work in 2019 were higher than anticipated. It was suggested that an alternative could be that the parish council supply the materials, and individual allotment holders then install it. It was recognised that this may be difficult as it would require a lot of work to clear the fencing area.

Paul Brown mentioned that a big problem would also be digging or drilling the post holes due to the roots.

It was suggested that fencing should be installed along A2-A18, in line with the existing posts with white tops on in the lower allotments and additionally stock netting added to the post and rail fencing bordering the footpath on the upper allotments.

It was agreed to take the feedback to the next Asset & Highways meeting.

Replacement Tap- Lower allotments

It was noted that the tap near A1 on the lower allotments is in need of replacement. It was suggested it is replaced with a 90-degree tap - same as the one near Allotment A9/A11

Ash dieback

A couple of trees near the upper allotment and Vinols cross have been identified as suffering from Ash dieback. It was noted that the parish council have recently met with the tree surgeon to identify the trees within the parish that next require work.

Shading of Lower Allotments

An allotment holder raised the issue of overhanging trees on the lower allotments and therefore restricting sunlight. It was noted that the issue would be discussed at the Asset & Highways meeting on the 20th September as the resident had previously contacted the clerk.

Parking in Finche Field

It was noted that the car park is often full, however it was recognised that it was an ongoing issue that is also seen in other car parks in the local area.

Uncultivated Plots

Allotment holders raised concerns about plots that have got tenants but do not appear to be being cultivated, Mare's Tail had also been introduced to one plot , which was now spreading out of control.

The clerk explained that improvement letters have been sent to identified allotment holders following an inspection. It was suggested that if allotment holders believed a specific allotment was not being cultivated, they should continue to contact the Clerk who could then follow it up with the Committee.

Arrow spear

An arrow spear had recently been found imbedded in an allotment plot. The local PCSO has been made aware.

Hazel Sticks

Jon Shipway volunteered to coppice the hazel sticks this year.

Detailed Receipts & Payments by Budget Heading 11/11/2021

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Asset & Highways Committee</u>							
<u>120 Allotments</u>							
1500 Allotments Rent	521	600	79			86.8%	
Allotments :- Receipts	521	600	79			86.8%	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	521	100	(421)				
<u>130 Finche Field</u>							
4090 Handyman Salary	214	0	(214)		(214)	0.0%	
4400 Grass Cutting	910	1,100	190		190	82.7%	
4410 Finche Field Mowing	350	350	0		0	100.0%	
4420 Maintenance	365	300	(65)		(65)	121.7%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	1,839	1,950	111	0	111	94.3%	0
Net Payments	(1,839)	(1,950)	(111)				
<u>140 North Lane Recreation Ground</u>							
1600 NLR Hire Fees	500	500	0			100.0%	
North Lane Recreation Ground :- Receipts	500	500	0			100.0%	0
4300 Water Charges	81	0	(81)		(81)	0.0%	
4420 Maintenance	4	200	196		196	1.8%	
4500 NLR Maintenance Contract	1,025	3,000	1,975		1,975	34.2%	
4730 Pavilion Replacement	1,960	0	(1,960)		(1,960)	0.0%	1,960
North Lane Recreation Ground :- Indirect Payments	3,069	3,200	131	0	131	95.9%	1,960
Net Receipts over Payments	(2,569)	(2,700)	(131)				
6000 plus Transfer from EMR	1,960						
Movement to/(from) Gen Reserve	(609)						
<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	180	700	520		520	25.7%	
4550 Playbark	481	250	(231)		(231)	192.6%	
4560 Inspections	0	700	700		700	0.0%	
Playgrounds :- Indirect Payments	661	1,650	989	0	989	40.1%	0
Net Payments	(661)	(1,650)	(989)				
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	0	46	46			0.0%	0
4090 Handyman Salary	282	0	(282)		(282)	0.0%	
4420 Maintenance	428	1,500	1,073		1,073	28.5%	
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	6,805	5,200	(1,605)		(1,605)	130.9%	2,800
4650 Selsfield Common	25	100	75		75	25.0%	
4660 Sharpthorne Green	265	300	35		35	88.3%	
4670 Vinols Cross Area	530	300	(230)		(230)	176.7%	
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	170	400	230		230	42.5%	
Infrastructure :- Indirect Payments	8,513	12,320	3,807	0	3,807	69.1%	2,800
Net Receipts over Payments	(8,513)	(12,274)	(3,761)				
6000 plus Transfer from EMR	2,800						
Movement to/(from) Gen Reserve	(5,713)						
<u>180</u> <u>Premises</u>							
4300 Water Charges	163	750	587		587	21.7%	
4420 Maintenance	10	500	490		490	2.0%	
4750 Toilets Cleaning Contract	1,293	2,500	1,207		1,207	51.7%	
4760 Toilets Equipment Contract	286	500	214		214	57.2%	
4770 Electricity	457	1,000	543		543	45.7%	
Premises :- Indirect Payments	2,209	5,250	3,041	0	3,041	42.1%	0
Net Payments	(2,209)	(5,250)	(3,041)				

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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	1,021	1,146	125			89.1%	
Payments	16,291	25,220	8,929	0	8,929	64.6%	
Net Receipts over Payments	(15,270)	(24,074)	(8,804)				
plus Transfer from EMR	4,760						
Movement to/(from) Gen Reserve	(10,510)						
Grand Totals:- Receipts	1,021	1,146	125			89.1%	
Payments	16,291	25,220	8,929	0	8,929	64.6%	
Net Receipts over Payments	(15,270)	(24,074)	(8,804)				
plus Transfer from EMR	4,760						
Movement to/(from) Gen Reserve	(10,510)						