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WEST HOATHLY PARISH COUNCIL

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

Asset and Highways Committee Clerks Report July 2020

Actions taken and other points of information since last meeting

- **Outstanding work on the Handyman's list**
 - Fencing by Warblers.
 - Repainting the bollards and external paintwork at the public toilets
- **Ash die back** The contractor has been asked to go ahead with the priority ash die back work
 - The 2 ash trees on Chapel Row alongside The Beacon and the group of 8 further along the Chapel Row embankment
 - He has also been asked to review trees in North Lane Rec and Finche Field and provide quotes for any further work.
- **Highbrook Gateways.** I reported back to Highbrook residents what the committee had agreed at their last meeting and that due to the current situation the project was on hold. They understood and felt that the project should be mothballed but would like to see the advisory speed signs on the sharp bend warning signs (which the committee agreed to fund) go ahead.
- **Finche Field Mowing.** Finche Field has now been flail mowed and the brambles cut back. It has been commented that due to outgrowing hedges the tractor was unable to get to the edges of the field. The Committee may wish budgeting for hedge cutting.

Expenditure against Budget

| | Actual 2019-20 | Budget 2020-21 | Actual June 2020 | Variance against Budget |
|------------------|---------------------------|---------------------------|-----------------------------|--|
| Asset & Highways | 25,688 | 22,170 | 6,824 | 30.8 % |

Asset & Highways

In 2019-20 the Asset and Highways expenditure included £7,724 which was project work that came out of Ear Marked Reserves.

£5,074 of the expenditure to date has been on the Pavilion Planning application and therefore come from the Ear Marked Reserve.

Community Orchard proposal

After the last meeting the clerk contacted the resident proposing that they prepare a more detailed plan. The clerk is waiting for feedback..

Allotments

Since March there has been an increase in interest in the allotments and there is now a waiting list (although at least 2 are from outside the parish).

Allotment rent is reviewed annually and allotment holders are given 12 months notice of any increase.

The suggestion would be to continue to keep the allotment rent at £18 per half plot – with £1 reduction if payment is made before the end of October.

Finche Field Car Parking.

It is now a regular occurrence that cars are parking on the grass alongside the car park or down next to the bottom allotments even when the car park is quiet. At times the car park has been very busy and there is a danger that an overflow car park is being created.

Tree work

The contractor has been commissioned to do the work. He has been waiting for the MSDC tree officer who is now back at work and he will be arranging to carry out the work under a 5 day notice rather than requiring the Parish Council to apply for work on trees in a conservation area.

The cost for the agreed work so far is £1,445.

He has highlighted that on the original scheme of work there was work identified to remove 3-4 dead cherry trees on the Chapel Row bank. The cost for these is £450 and the proposal would be that this work is also carried out this year.

The clerk has asked him to review the lime in Finche Field.

A resident has contacted the clerk about an ash alongside Broadfield that a tree surgeon has said is dying. They can't afford to remove it but would like permission to cut back the branches that overhang their garden. I have asked the contractor if he can also look at these again. Last year he identified the trees alongside the Chapel Row as more in need of removing.

Request for a memorial bench

A resident has approached the Parish Council with a request to erect a memorial bench.

Public Toilet hand wash/dryer units

Each public toilet has a Wallgate unit that provides an all in one wash and dry. The Parish Council has been paying a contract for these to be serviced and maintained at a cost of £225 a year each (total £450). From this year, as suspected, Wallgate has stated that they are no longer able to offer a service contract for these units due their age, condition, and availability of components. Therefore these are currently not being checked.

Wallgate have provided a quote for replacing the units.

To replace the units, provide a wall panel and installation kit would be £2,186.95 each i.e. £4,373.90 for the 2 units.

Installation for both units would cost £1,392

To replace both units will cost £5,765.90.

Currently there is £994 in the reserve for the public toilets.

If the committee decide the units should be replaced this will need to be allocated in the 2021-22 budget.

Cycleway to East Grinstead

A meeting took place with the consultants supporting the William Robinson Trust and emails have been received from 2 of the other landowners.

In principle the landowners are supportive of the aim but would want further details and an understanding of their liability as landowner.

Paul Brown has been looking at this further and will report to the meeting with a proposal as to the next steps.

The current proposed route outlined on the included map involves:

A-B. Permissive bridleway through Gravetye Woods

B-C. Bridleway 36cEG and a highway maintained at public expense on the list of streets, hence cycling is already permitted. From B and C off-road cycling to Kingscote Station and to West Hoathly Road by bridleway is currently feasible.

C-D. The definitive route of footpath 36bEG between C and D turns northwards through Mary Wood. The route currently favoured by the general public runs alongside the main cycle track trail for Deers Leap Park between route markers 11 and 12.

D-E. The route proposed from point D on footpath 36bEG would continue eastwards on along the southern boundary of Mary Wood then turn north along the Deers Leap cycle track between markers 11 and 12 then cross the field shown as 'The Rough' in a north easterly direction towards the southern boundary of High Wood. In High Wood there are two footpaths proceeding north easterly towards East Grinstead Sports Club. Public footpath 36aEG is on the west and on the east of the wood there is another path.

Street name for houses alongside Marjac

MSDC have considered and rejected the inclusion of these houses with Bayhams Field (as have Bayhams Field residents on social media).

MSDC require the houses to have a separate street name. The proposal is for the name to be Longview Lane.

Developer Contributions for Local Infrastructure

As per the S106 agreement the Local Community Infrastructure contributions are for traffic calming measures in Sharpthorne being the purchase of a portable traffic calming machine and/or cycleway and footpath improvements along the C319.

The MSDC officer has also said there is also a Total Access Demand contribution payable to WSCC on or before occupation of the fifth dwelling. This is identified as being:

“for the safer routes to school scheme to include pedestrian, cycle, and traffic calming improvements to West Hoathly Church of England Primary School.”

Suggestions put forward to date are:

- to replace the current VAS signs at either end of the Hollow with a SID device
- to install a SID permanently on the school crossing sign above Bulldogs Bank
- to improve the surface of footpath 1WH from the Fox to the junction with the bridleway 43WH
- to improve the tarmac surface from the steps at the Vinols Cross to Finche Field car park

The clerk contacted the Highways Manager to ask about a contact name regarding the use of the power supply on the school crossing sign. He has indicated that SIDs are designed for short duration only and that a permanent speed camera has a large amount of legislation to adhere to and he would advise against it.

If the Parish Council wishes to have its own SID alongside to the 2 Cluster ones then it should be purchased for portable use only, not fixed.

Any permanent SID placed in The Hollow would not be in a safe position for the provision of data via Bluetooth.

Helen Schofield
July 2020

Detailed Receipts & Payments by Budget Heading 30/06/2020

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 | <u>0</u> | <u>600</u> | <u>600</u> | | | <u>0.0%</u> | <u>0</u> |
| 4090 Handyman Salary | 16 | 0 | (16) | | (16) | 0.0% | |
| 4300 Water Charges | 0 | 250 | 250 | | 250 | 0.0% | |
| 4420 Maintenance | 0 | 250 | 250 | | 250 | 0.0% | |
| Allotments :- Indirect Payments | <u>16</u> | <u>500</u> | <u>484</u> | <u>0</u> | <u>484</u> | <u>3.1%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(16)</u> | | | | | | |
| <u>130 Finche Field</u> | | | | | | | |
| 4400 Grass Cutting | 170 | 900 | 730 | | 730 | 18.9% | |
| 4410 Finche Field Mowing | 0 | 350 | 350 | | 350 | 0.0% | |
| 4420 Maintenance | 0 | 300 | 300 | | 300 | 0.0% | |
| 4430 Bramble Clearing | 0 | 200 | 200 | | 200 | 0.0% | |
| Finche Field :- Indirect Payments | <u>170</u> | <u>1,750</u> | <u>1,580</u> | <u>0</u> | <u>1,580</u> | <u>9.7%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>(170)</u> | | | | | | |
| <u>140 North Lane Recreation Ground</u> | | | | | | | |
| 1600 NLR Hire Fees | 0 | 500 | 500 | | | 0.0% | |
| North Lane Recreation Ground :- Receipts | <u>0</u> | <u>500</u> | <u>500</u> | | | <u>0.0%</u> | <u>0</u> |
| 4420 Maintenance | 0 | 200 | 200 | | 200 | 0.0% | |
| 4500 NLR Maintenance Contract | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4730 Pavilion Replacement | 5,074 | 0 | (5,074) | | (5,074) | 0.0% | 5,074 |
| North Lane Recreation Ground :- Indirect Payments | <u>5,074</u> | <u>3,200</u> | <u>(1,874)</u> | <u>0</u> | <u>(1,874)</u> | <u>158.6%</u> | <u>5,074</u> |
| Net Receipts over Payments | <u>(5,074)</u> | <u>(2,700)</u> | <u>2,374</u> | | | | |
| 6000 plus Transfer from EMR | 5,074 | | | | | | |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |
| <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 | <u>0</u> | <u>350</u> | <u>350</u> | <u>0</u> | <u>350</u> | <u>0.0%</u> | <u>0</u> |
| Movement to/(from) Gen Reserve | <u>0</u> | | | | | | |

Detailed Receipts & Payments by Budget Heading 30/06/2020

Committee Report





| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>160</u> <u>Playgrounds</u> | | | | | | | |
| 4420 Maintenance | 0 | 650 | 650 | | 650 | 0.0% | |
| 4550 Playbark | 0 | 250 | 250 | | 250 | 0.0% | |
| 4560 Inspections | 0 | 600 | 600 | | 600 | 0.0% | |
| Playgrounds :- Indirect Payments | 0 | 1,500 | 1,500 | 0 | 1,500 | 0.0% | 0 |
| Movement to/(from) Gen Reserve | 0 | | | | | | |
| <u>170</u> <u>Infrastructure</u> | | | | | | | |
| 1700 Wayleave | 3 | 46 | 43 | | | 7.5% | |
| Infrastructure :- Receipts | 3 | 46 | 43 | | | 7.5% | 0 |
| 4420 Maintenance | 127 | 1,500 | 1,373 | | 1,373 | 8.5% | |
| 4600 Dog & Litter Bins | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4610 Asset Review | 175 | 650 | 475 | | 475 | 26.9% | |
| 4620 Hanging Baskets | 0 | 50 | 50 | | 50 | 0.0% | |
| 4630 Sharpthorne Christmas Tree | 0 | 70 | 70 | | 70 | 0.0% | |
| 4640 Tree Work and Surveys | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4650 Selsfield Common | 0 | 100 | 100 | | 100 | 0.0% | |
| 4660 Sharpthorne Green | 45 | 250 | 205 | | 205 | 18.0% | |
| 4670 Vinols Cross Area | 120 | 250 | 130 | | 130 | 48.0% | |
| 4680 Cookhams Wood Verge | 40 | 300 | 260 | | 260 | 13.3% | |
| 4690 Grit Bins | 0 | 250 | 250 | | 250 | 0.0% | |
| 4710 Highways Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4720 Work on Bank Broadfield | 165 | 750 | 585 | | 585 | 22.0% | |
| Infrastructure :- Indirect Payments | 672 | 9,170 | 8,498 | 0 | 8,498 | 7.3% | 0 |
| Movement to/(from) Gen Reserve | (668) | | | | | | |
| <u>180</u> <u>Premises</u> | | | | | | | |
| 4300 Water Charges | 0 | 750 | 750 | | 750 | 0.0% | |
| 4420 Maintenance | 0 | 500 | 500 | | 500 | 0.0% | |
| 4750 Toilets Cleaning Contract | 533 | 2,500 | 1,967 | | 1,967 | 21.3% | |
| 4760 Toilets Equipment Contract | 276 | 950 | 674 | | 674 | 29.0% | |
| 4770 Electricity | 84 | 1,000 | 916 | | 916 | 8.4% | |
| Premises :- Indirect Payments | 893 | 5,700 | 4,807 | 0 | 4,807 | 15.7% | 0 |
| Movement to/(from) Gen Reserve | (893) | | | | | | |
| Asset & Highways Committee :- Receipts | 3 | 1,146 | 1,143 | | | 0.3% | |
| Payments | 6,824 | 22,170 | 15,346 | 0 | 15,346 | 30.8% | |
| Net Receipts over Payments | (6,821) | (21,024) | (14,203) | | | | |
| plus Transfer from EMR | 5,074 | | | | | | |
| Movement to/(from) Gen Reserve | (1,747) | | | | | | |

Detailed Receipts & Payments by Budget Heading 30/06/2020

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Receipts | 3 | 1,146 | 1,143 | | | 0.3% | |
| Payments | 6,824 | 22,170 | 15,346 | 0 | 15,346 | 30.8% | |
| Net Receipts over Payments | <u>(6,821)</u> | <u>(21,024)</u> | <u>(14,203)</u> | | | | |
| plus Transfer from EMR | 5,074 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(1,747)</u> | | | | | | |

West Hoathly & East Grinstead

- A-B Permissive Bridleway 
- B-C Public Bridleway  38cEG - 36dEG - 36cEG
- C-D Public Footpath  36bEG (part)
- D-E Public Footpath  36bEG (part) - 36aEG

