



WEST HOATHLY PARISH COUNCIL

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

Asset and Highways Committee Clerks Report November 2023

Actions taken and other points of information since last meeting.

- Repairs have been made to the slide at North Lane Recreation Ground
- Allotment invoices have been issued; several payment reminder letters have been sent out. The clerk is working through the waiting list to allocate vacant plots.
- The handyman is hoping to get the remaining fencing repairs completed within the next few weeks, along with isolating the water supply at the allotments and draining.

Information relating to items on the agenda

Item 6-allotments

6a- Allotment Site Map – circulated via email

The committee need to agree any additions or amendments to the plan.

6b- Signage at the entrance to the lower allotments

The handyman has installed a chain between the 2 wooden posts as agreed. The committee need to agree the wording for the signage. A sign saying 'Private Allotment Holders Only' is available to buy online, any alternative wording will need to be made up bespoke. [\(400 x 200mm - 16 x 8, D - 1mm Pvc Foamex\) VE277 Private Allotment Holders Only Sign Gardening Vegetables Patch Area Soil 600mm x 300mm B - Magnetic - Vehicle Grade on OnBuy](#)

Item 7a- Planters at Finche Field

Cllr Darvill & Cllr Douglas Denham St Pinnock to provide an update on proposal for community involvement.

Item 8a- quotations sent via email

Item 8b- The Clerk recommends that the committee consider an independent review of the building fire regulations to ensure that the council is compliant.

Item 9- Wallgate machine repair

Cllr Paul Brown to provide an update

Item 10a- Self-closing gate

The clerk met with the WSCC Local Access Ranger to discuss the proposal. The feedback received was that WSCC would be unlikely to grant permission for installation of a self-closing gate currently as they are likely to argue that the gate would not solve the issue, given that children could still access the road via the gaps in the post and rail fencing.

The advice given was that WSCC may be more likely to approve the application if the fencing was closed in or a wall was to be installed. The Access Ranger suggested it may be worth pursuing a barrier adjacent to the highway, similar to the one at the top of WH1. The Access Ranger offered to support the council with this application.

Item 10b– Sharpthorne New Playground

The Clerk met with a contractor to discuss options for play equipment to replace the slide at Sharpthorne New Playground, quotation has been shared via email. The committee need to consider the available S106 funds and what improvements are achievable before obtaining further quotes. The committee may like to consider budgeting extra funds to help achieve the desired improvements.

Item 11-

The broken fencing at the top of WH1 has been reported to the PROW team.

Item 12 – Community Highways Scheme

The Clerk & Cllr Bob Darvill met with County Cllr Garry Wall and the Assistant Highways manager to discuss the Community Highways Scheme application and junction improvements aimed at improving road safety. It was felt that a controlled crossing was unlikely to be delivered as significant highway regulations could not be met, (mainly sight lines and signage). Budget pressures would also need to be considered as part of overall available finance. The Assistant Highways manager was however hopeful that WSCC may be able to improve the junction. The application was due to be considered at a moderation meeting in November. No feedback has been received to date.

Item 14- circulated via email

Detailed Receipts & Payments by Budget Heading 07/11/2023

Committee Report

Asset & Highways Committee

	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	432	600	168			72.0%	
Allotments :- Receipts	432	600	168			72.0%	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	432	100	(332)				
<u>130 Finche Field</u>							
4400 Grass Cutting	1,838	1,350	(488)		(488)	136.1%	
4410 Finche Field Mowing	250	350	100		100	71.4%	
4420 Maintenance	73	500	427		427	14.5%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	2,160	2,400	240	0	240	90.0%	0
Net Payments	(2,160)	(2,400)	(240)				
<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	70	0	(70)		(70)	0.0%	
4420 Maintenance	94	250	156		156	37.6%	
4500 NLR Maintenance Contract	1,650	3,200	1,550		1,550	51.6%	
North Lane Recreation Ground :- Indirect Payments	1,814	3,450	1,636	0	1,636	52.6%	0
Net Receipts over Payments	(1,314)	(2,950)	(1,636)				
<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)				
<u>160 Playgrounds</u>							
4420 Maintenance	1,124	1,000	(124)		(124)	112.4%	

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4550 Playbark	281	300	19		19	93.8%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	1,405	2,050	645	0	645	68.5%	0
Net Payments	(1,405)	(2,050)	(645)				
<u>170</u> <u>Infrastructure</u>							
1700 Wayleave	0	46	46			0.0%	
Infrastructure :- Receipts	0	46	46			0.0%	0
4420 Maintenance	455	2,000	1,545		1,545	22.8%	
4600 Dog & Litter Bins	0	1,850	1,850		1,850	0.0%	
4620 Hanging Baskets	0	50	50		50	0.0%	
4630 Sharpthorne Christmas Tree	0	150	150		150	0.0%	
4640 Tree Work and Surveys	310	2,500	2,190		2,190	12.4%	
4641 Bluebell Wood Management	170	2,800	2,630		2,630	6.1%	
4650 Selsfield Common	0	100	100		100	0.0%	
4660 Sharpthorne Green	0	300	300		300	0.0%	
4670 Vinols Cross Area	120	600	480		480	20.0%	
4680 Cookhams Wood Verge	0	400	400		400	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4720 Work on Bank Broadfield	0	750	750		750	0.0%	
4740 Verge alongside Courtlands	0	500	500		500	0.0%	
5010 S106 Expenditure	3,243	0	(3,243)		(3,243)	0.0%	
Infrastructure :- Indirect Payments	4,298	12,250	7,952	0	7,952	35.1%	0
Net Receipts over Payments	(4,298)	(12,204)	(7,906)				
<u>180</u> <u>Premises</u>							
4300 Water Charges	22	750	728		728	3.0%	
4420 Maintenance	0	500	500		500	0.0%	
4750 Toilets Cleaning Contract	1,470	3,000	1,530		1,530	49.0%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	637	1,000	363		363	63.7%	
Premises :- Indirect Payments	2,461	5,700	3,239	0	3,239	43.2%	0
Net Payments	(2,461)	(5,700)	(3,239)				
Asset & Highways Committee :- Receipts	932	1,146	214			81.3%	
Payments	12,138	26,700	14,562	0	14,562	45.5%	
Movement to/(from) Gen Reserve	(11,206)						

Detailed Receipts & Payments by Budget Heading 07/11/2023

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	932	1,146	214			81.3%	
Payments	12,138	26,700	14,562	0	14,562	45.5%	
Net Receipts over Payments	<u>(11,206)</u>	<u>(25,554)</u>	<u>(14,348)</u>				
Movement to/(from) Gen Reserve	<u>(11,206)</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Election Expenses	3,789.00		3,789.00
321 EMR Public Conveniences Fund	2,994.28	1,500.00	4,494.28
322 EMR Future Parish Celebrations	0.00		0.00
323 EMR Rec/Playground Enhancement	5,687.00	1,000.00	6,687.00
324 EMR Pavilion Seed Funding	13,847.16		13,847.16
325 EMR Pavilion Fundraising	145.00		145.00
326 EMR Fingerpost Maintenance	1,401.80		1,401.80
327 EMR Village Hamlet Gateways	0.00		0.00
328 EMR Highways Improvements	0.00		0.00
329 EMR Defibrillators	1,922.86	500.00	2,422.86
330 EMR SNP PC Support MSDC	0.00		0.00
331 EMR Community Orchard	163.08		163.08
332 EMR Neighbourhood Plan	10,000.00		10,000.00
333 EMR IT & Website	0.00		0.00
334 EMR Parish Guide	0.00		0.00
335 EMR Reinstatement WHP11	0.00		0.00
336 EMR Local History Projects	2,428.89		2,428.89
337 EMR Land Registration	2,500.00		2,500.00
338 EMR Ownership Broadfield Bank	0.00		0.00
339 EMR Grant Village Hall	0.00		0.00
340 EMR Bluebell Wood Managment	8,278.14		8,278.14
341 EMR Step refurbishment	0.00		0.00
342 Jubilee/Coronation Funds	1,478.52	143.00	1,621.52
343 EMR Wild Flower Meadow	0.00	1,000.00	1,000.00
	54,635.73	4,143.00	58,778.73