



WEST HOATHLY PARISH COUNCIL

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

Asset and Highways Committee

Clerks Report September 2024

Actions taken and other points of information since last meeting.

- The annual mow of Finche Field was completed in July.
- A meeting with MSDC officers has been arranged for Monday 30th September, to discuss how to progress improvements at Sharpthorne New Playground.
- The new public conveniences cleaning contract started on the 12th August. The clerk is not aware of any issue to date.
- The clerk is due to attend a Winter Preparedness briefing session run by WSCC on Monday 14th October.

Information relating to items on the agenda

Item 6 - Finche Field & Allotments

Allotments

As agreed at the last meeting, the clerk arranged for a contractor to clear the fruit caging on plot A2 at the lower allotments, along with a pile of waste and an old chicken coop from the top allotments. This work has now been completed. The committee should consider whether the plot is now left as it is or whether it needs to be covered with black membrane.

It is worth noting that this expenditure has meant an overspend on budget line 4420 Allotments. The remaining balance has come out of general reserves.

An allotment holder has raised concerns that there are several plots at the lower allotments that are not being cultivated, following an inspection the clerk has sent out a number of improvements letters. This work is still ongoing.

Similarly, a plot holder raised concerns that some allotment waste has been dumped on their plot. An email reminding allotments holders of the Additional Rules & Restrictions has been circulated.

Annual allotment invoices will be issued to plot holders before the end of the month

Item 6b- Planter Competition

As agreed, an article was included in the Chronicle to promote the planter design competition. No entries have been received to date. At the last meeting it was agreed to promote this project further in the Autumn. The committee need to agree how this is now done.

Item 7 – North Lane Recreation Ground

As previously agreed, the shower hoses at the pavilion have now been replaced and pavilion users have been advised that

- Showers must be run for a few minutes prior to use.
- After use, shower hoses must be placed on the floor, NOT on the wall mounted bracket.

The Clerk has been in touch with the electrician to arrange for the Pavilion heaters to be replaced. The contractor has yet to notify the clerk of a date, but this work is expected to take place on the same day as planned work in the Village Hall.

West Hoathly Football Club have notified they clerk that they are down to one team this season therefore there will be less matches taking place at the recreation ground.

The Parish Bonfire event is due to take place on Saturday 2nd November.

Item 8 – Arboricultural Survey

The surveyors were on site the 3rd September. Unfortunately, the report has not been received in time for this meeting.

Item 9 – Ardingly Road – email from resident has been circulated to councillors.**Item 10a – PROW – email from Local Access Ranger circulated via email****Item 11- data circulated via email****Item 12 – data prepared by Cllr Paul Brown has been circulated to councillors via email****Item 14 – circulated via email (and attached)****Item 15 – correspondence circulated via email**

Leanne Andrews- 19th September 2024

Detailed Receipts & Payments by Budget Heading 17/09/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	48,235	96,470	48,235			50.0%	
1090 Interest Received	506	200	(306)			253.1%	
1300 Other Income	833	0	(833)			0.0%	
1800 TWHVH Employee Costs	897	0	(897)			0.0%	
1850 TWHVH Vat	288	0	(288)			0.0%	
Income :- Receipts	50,760	96,670	45,910			52.5%	0
Net Receipts	50,760	96,670	45,910				
110 Administration							
4000 Salaries	12,443	31,842	19,399		19,399	39.1%	
4001 Hall Cleaning	1,518	0	(1,518)		(1,518)	0.0%	
4002 Handyman Salary	539	1,726	1,187		1,187	31.2%	
4030 Employer On Costs	2,775	8,719	5,944		5,944	31.8%	
4070 Training/Courses	180	600	420		420	30.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4100 Bank Charges	33	120	87		87	27.5%	
4110 Audit Fees	550	900	350		350	61.1%	
4130 Premises Licence Fee	70	80	10		10	87.5%	
4140 Subscriptions & Memberships	1,257	1,500	243		243	83.8%	
4150 Insurance	2,007	2,500	493		493	80.3%	
4160 Stationery	160	250	90		90	64.1%	
4170 Telephone & Broadband	513	800	287		287	64.1%	
4180 Website	86	800	714		714	10.8%	
4190 IT	240	2,150	1,910		1,910	11.2%	
4200 Office Expenses	4	0	(4)		(4)	0.0%	
4230 TWHVH CREDIT CARD expenses	29	0	(29)		(29)	0.0%	
4240 Grants & Donations	6,383	7,000	617		617	91.2%	
4245 Hall VAT	288	0	(288)		(288)	0.0%	
5000 Jubilee Payments only	1,350	0	(1,350)		(1,350)	0.0%	1,350
Administration :- Indirect Payments	30,425	59,087	28,662	0	28,662	51.5%	1,350
Net Payments	(30,425)	(59,087)	(28,662)				
6000 plus Transfer from EMR	1,350						
Movement to/(from) Gen Reserve	(29,075)						
120 Allotments							
1500 Allotments Rent	19	600	581			3.2%	
Allotments :- Receipts	19	600	581			3.2%	0

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4300 Water Charges	0	250	250		250	0.0%	
4420 Maintenance	1,000	250	(750)		(750)	400.0%	
Allotments :- Indirect Payments	1,000	500	(500)	0	(500)	200.0%	0
Net Receipts over Payments	(981)	100	1,081				
<u>130 Finche Field</u>							
4410 Finche Field Mowing	200	250	50		50	80.0%	
4420 Maintenance	0	500	500		500	0.0%	
4430 Bramble Clearing	0	200	200		200	0.0%	
Finche Field :- Indirect Payments	200	950	750	0	750	21.1%	0
Net Payments	(200)	(950)	(750)				
<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
4420 Maintenance	0	250	250		250	0.0%	
4500 NLR Maintenance Contract	840	3,200	2,360		2,360	26.3%	
North Lane Recreation Ground :- Indirect Payments	840	3,450	2,610	0	2,610	24.3%	0
Net Receipts over Payments	(840)	(2,950)	(2,110)				
<u>150 Sharpthorne Old Playground</u>							
4420 Maintenance	0	100	100		100	0.0%	
Sharpthorne Old Playground :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Playgrounds</u>							
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
4550 Playbark	0	300	300		300	0.0%	
4560 Inspections	0	750	750		750	0.0%	
Playgrounds :- Indirect Payments	0	2,550	2,550	0	2,550	0.0%	0
Net Payments	0	(2,550)	(2,550)				
<u>170 Infrastructure</u>							
1700 Wayleave	3	46	43			7.5%	
Infrastructure :- Receipts	3	46	43			7.5%	0

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	875	2,000	1,125		1,125	43.8%	
4421 Step refurbishment	0	200	200		200	0.0%	
4422 DS Grass and hedge maintenance	1,477	3,657	2,180		2,180	40.4%	
4600 Dog & Litter Bins	0	1,500	1,500		1,500	0.0%	
4620 Hanging Baskets	40	50	10		10	80.0%	
4630 Sharpthorne Christmas Tree	0	250	250		250	0.0%	
4640 Tree Work and Surveys	0	2,500	2,500		2,500	0.0%	
4641 Bluebell Wood Management	0	2,800	2,800		2,800	0.0%	
4690 Grit Bins	0	250	250		250	0.0%	
4741 Defib expenditure	205	0	(205)		(205)	0.0%	205
4751 Hedgehog Highways	158	0	(158)		(158)	0.0%	
Infrastructure :- Indirect Payments	2,755	13,207	10,453	0	10,453	20.9%	205
Net Receipts over Payments	(2,751)	(13,161)	(10,410)				
6000 plus Transfer from EMR	205						
Movement to/(from) Gen Reserve	(2,546)						
<u>180 Premises</u>							
4300 Water Charges	154	400	246		246	38.6%	
4420 Maintenance	140	500	360		360	28.0%	
4750 Toilets Cleaning Contract	1,367	3,000	1,633		1,633	45.6%	
4760 Toilets Equipment Contract	331	450	119		119	73.5%	
4770 Electricity	385	1,500	1,115		1,115	25.7%	
4900 Defibrillators	93	0	(93)		(93)	0.0%	93
Premises :- Indirect Payments	2,471	5,850	3,379	0	3,379	42.2%	93
Net Payments	(2,471)	(5,850)	(3,379)				
6000 plus Transfer from EMR	93						
Movement to/(from) Gen Reserve	(2,378)						
<u>999 VAT Data</u>							
115 VAT on Receipts	1,049	0	(1,049)			0.0%	
VAT Data :- Receipts	1,049	0	(1,049)				0
515 VAT on Payments	1,008	0	(1,008)		(1,008)	0.0%	
VAT Data :- Indirect Payments	1,008	0	(1,008)	0	(1,008)		0
Net Receipts over Payments	41	0	(41)				

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	51,831	97,816	45,985			53.0%	
Payments	38,698	85,694	46,996	0	46,996	45.2%	
Net Receipts over Payments	<u>13,133</u>	<u>12,122</u>	<u>(1,011)</u>				
plus Transfer from EMR	1,648						
Movement to/(from) Gen Reserve	<u>14,781</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Election Expenses	3,789.00		3,789.00
321 EMR Public Conveniences Fund	4,494.28	1,000.00	5,494.28
323 EMR Rec/Playground Enhancement	6,687.00	10,000.00	16,687.00
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	400.00	1,801.80
329 EMR Defibrillators	2,422.86	702.06	3,124.92
331 EMR Community Orchard	163.08		163.08
332 EMR Neighbourhood Plan	10,000.00		10,000.00
336 EMR Local History Projects	2,428.89		2,428.89
337 EMR Land Registration	2,500.00		2,500.00
340 EMR Bluebell Wood Managment	10,778.14	1,721.86	12,500.00
342 Jubilee/Coronation Funds	1,621.52	-1,350.00	271.52
343 EMR Wild Flower Meadow	1,000.00		1,000.00
344 Tree work and surveys	2,000.00		2,000.00
	<u>63,278.73</u>	<u>12,473.92</u>	<u>75,752.65</u>



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Local Winter Management Plan Reviewed September 2024

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 / 07483149749
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
- Marlpit Road and Bayhams Field, Sharpthorne

Priority Two

- Hook Lane/Cob Lane
- Hammingden Lane, Highbrook

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

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