



# Ashurst Wood

# Village Council

**MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL** held on Tuesday 4<sup>th</sup> July 2017, 7.45 pm at the Council Meeting Room.

**PRESENT:** Cllrs B Phillips (Chairman); M Bussell, J Forbes, K Lindsay, D Loveday, J Samways and D Wailes.

**IN ATTENDANCE:** Caroline Leet (Clerk)

**MEMBERS OF THE PUBLIC:** 2

The Chairman opened the meeting and welcomed everyone.

## **499. County and District Councillors' Reports**

Responsibility of

- a. County Councillor Jacque Russell said since being elected, she had picked up two highways issues for Ashurst Wood: 1) Potholes at Woods Hill Close – this had been referred back to the highways engineers and forwarded to the asset management team for the future works programme. 2) School Lane consultation for additional zigzag and yellow lines near the Primary School – there had been one resident's objection and she had spoken to this person who accepted the scheme to go forward, but did not want to remove his objection. She said that she had looked at the scheme and had now approved it. Members discussed; they said that their main concern was the extent of the proposed Traffic Regulation Order (TRO), namely the 'Keep Clear' markings prohibiting stopping between 8.00 am to 5.00 pm Monday to Friday on both sides outside the school and extension of the double yellow lines round the corners into Hammerwood Road. They did not believe the latter to be necessary and would be unenforceable. Cllr Russell said that she would investigate and report back to the Clerk.

District Councillor John Belsey said that the draft District Plan hearing would be on 25<sup>th</sup>- 26<sup>th</sup> July. Mid Sussex District Council (MSDC) was looking at its planning resources in view of the increased number of planning applications being received. MSDC were also working with housing associations regarding various regulations which needed to be met for sites. He referred to the resubmitted planning application for 89-91 Hammerwood Road which would be heard by the Planning Committee on 6<sup>th</sup> July; he would be speaking against the application. He added that he had tried to keep residents informed and to be supportive of their concerns throughout the process. However, correspondence from one resident had now been directed to Tom Clark, MSDC Solicitor and Head of Regulatory Services. This included notification for an application from this resident to the Secretary of State.

19:55 to 19:57 - Meeting was temporarily closed whilst Members discussed.

## **b. Public Questions**

None.

## **500. Apologies for absence**

Cllrs Bright and Judge apologies were received and **resolved; the reasons were accepted.**

## **501. To receive Declaration of Interests from Members in respect of any matter on the Agenda**

None.



**502. Chairman's Announcements**

Cllr Phillips noted the planning application for 89-91 Hammerwood Road and said that this would be covered under the agenda item for the Planning Committee (7a).

**503. To confirm the Minutes of the meeting of the Council Meeting held on 6<sup>th</sup> June 2017**

An error on the agenda was noted; it was not the Annual Meeting of the Council. The minutes were **approved as a true and correct account of the meeting.**

**504. Recorded meetings: to approve deletion of recording – *there were no recordings currently being held.***

**505. To receive the minutes of Committees and reports from working groups and to consider any recommendations arising:**

**a Planning Committee**

The minutes of the meeting 6<sup>th</sup> June were received and the meeting on 4<sup>th</sup> July was noted.

Cllr Phillips said that the Council should send a representative to the MSDC Planning Committee meeting on 6<sup>th</sup> July, to make representation against the application for 89-91 Hammerwood Road. It was agreed Cllr Forbes would prepare the Council's case and present at the meeting. Cllrs Bussell and Wailes would also attend.

JF

**b Finance and Administration Committee**

Cllr Bussell said that the minutes had been prepared; the Committee had viewed the income and expenditure for the first quarter and there was nothing significant to report. The Internal Auditor's report had been received. The report made reference to the information that should be published for transparency; the Council met the requirements as recommended in the Audit and Transparency Regime in England (revised April 2017), with the exception of publishing expenditure over £100. However, having looked at the code, there did not seem to be any requirement to publish this for Councils with a turnover under £200k and the Committee did not agree with the Internal Auditor, but agreed that it would continue to provide information as requested. The Committee also discussed the overtime hours and would review at the October meeting.

**c Youth Club report/update**

Cllr Lindsay said that two sessions in June had not taken place including the cancellation of the archery session. The meeting on 28<sup>th</sup> June had had seven young people attend. The annual barbeque on 5<sup>th</sup> July had been publicised at the primary school. The Clerk had also been to speak to the pupils about the Club and invite the year 6s. Cllr Phillips reminded members that the Club would be open for the new term in September and the Council would review its position at the October meeting.

**d Events Working Group – Ashstock 8<sup>th</sup> July 2017**

Cllr Loveday thanked everyone who had helped with the preparations for Ashstock and all was ready. He reminded everyone that help would be appreciated over the Friday, Saturday and Sunday with setting-up, programme sales and clearing-up afterwards.



**i. To consider if the auction monies should be allocated to one of the Council's village projects**

Members agreed that auction money should be allocated to the children's facilities at John Pears Recreation Ground.

**506. Clerk's report**

The Clerk's report was received.

**507. Finance**

**a Accounts to pay**

The accounts paid from 7<sup>th</sup> June – 3<sup>rd</sup> July 2017 **were ratified**; the FairFX prepaid debit card accounts payments from 7<sup>th</sup> June – 8<sup>th</sup> July **were ratified**; the accounts payable for 4<sup>th</sup> – 17<sup>th</sup> July **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

Cllr Forbes noted the recent damage to the triangle on the Street Snooker Wall and asked if this should have been under warranty. The Clerk said that it was vandalism and so not a fault of the equipment. The triangle had now been replaced.

**b To receive the income and expenditure report up to 4<sup>th</sup> July**

The Alpha income and expenditure report was received. There were no questions.

**508. To receive an update on the Village Centre Development**

Cllr Phillips said that there was nothing further to report since the June meeting and we would have to wait until autumn, when the heating was needed, before the heating system tripping issues could be properly tested.

**509. To receive an update on the Defibrillator project**

The Clerk reported the defibrillator had arrived, but that the paint to repaint the phone kiosk had not yet been issued. As soon as the kiosk was refurbished, arrangements would be made for the defibrillator to be installed. A training awareness session had been arranged with the Community Heartbeat Trust for Saturday 23<sup>rd</sup> September, 1.00 – 3.00 pm at the Village Centre; this would be prompted in the Ashstock programme and the September edition of the newsletter.

Clerk

**510. To receive an update on the assets of Community Value and request to Mid Sussex District Council to include The Three Crowns and The Maypole Inn**

Following on from the June meeting, Cllr Phillips said that on 29<sup>th</sup> June, Cllrs Belsey, Forbes, himself and the Clerk had met with Thuso Seleo, MSDC Business Unit Leader, Corporate Estates & Facilities to discuss the two applications for the Three Crowns and The Maypole Inn. The case to include the two pubs on the Register of Community Assets was put to Thuso Seleo. He had carried out his own research, but having weighed up the representation made by the Council, he said that he could see that there was a case to have the two pubs included on the Register and was now minded to recommend they should both be added to the register; MSDC expected to be able to inform the Council shortly.

Clerk



**511. To receive a report on School Transport and to consider the viable options**

Cllr Phillips thanked Cllrs Judge and Lindsay for their report on school transport costs and the impact on families since the discontinuation of the 3 in 1 card discount card scheme at the end of 2016. He asked Members if the Council should write to the County Councillor requesting for this to be included on a Council Local Committee (CLC) agenda. Cllr Lindsay said that Metrobus did offer a weekly point-to-point ticket costing £7.60 for a child under 16 and £15.20 for 16 year olds and above. However, this was poorly advertised and still quite expensive for school travel when compared to other areas such as Crawley and Horsham where discounts were up to 50%.

Members discussed; including pupils walking and cycling to Sackville School. It was noted that there was no safe cycle route, children either had to cycle on the A22 or use the pavement (East Grinstead had been advertising that they were enforcing no cycling of pavements). Children did walk to school, but the pavement was narrow in places, it is a long walk in winter months in the cold and wet, lorries drove close to the pavement's edge and there was a section that is obscured by trees. Cllr Forbes mentioned that East Sussex County Council (ESCC) had announced that it was cutting free transport and Sackville children were being told to walk from Forest Row or make own arrangements. Members agreed that there were safety issues with pupils walking to school and that this should be raised with Sackville School and the West Sussex County Council (WSSCC) Safer Routes to School team. Cllr Lindsay said that she would raise the concerns with Sackville School.

Members agreed that Cllrs Judge and Lindsay would draft a letter raising the issues for the Clerk to send with a copy of the report to the County Councillor raising the issues.

CJ/KL/Clerk

**512. To consider signing-up to the East Grinstead Dementia Action Alliance**

Cllr Phillips mentioned that this had been raised by the East Grinstead Town Council Clerk at the recent Cluster Group. She was Chair of the East Grinstead Dementia Action Alliance and was inviting parishes to sign-up. There was no cost, but parishes needed to have a minimum three point action plan and would be invited to attend meetings. Members discussed. It was not clear what the Alliance was intending to achieve or what benefit there would be to the Council and the Community. It was agreed to invite a representative from the Alliance to give a presentation to the Council at its October meeting.

Clerk

**513. To consider Ashstock 2018, or whether it should have a year off**

Cllr Phillips said that Ashstock did not make a financial loss for the Council, but with the increased success of Ashstock the work involved by the office staff for such an event meant that there was an increase in overtime hours or potentially, other work was delayed. He gave an example of another village where their community event was run entirely by a volunteer committee, but with the Council providing back-up and insurance cover; (though he wasn't sure if the event was not actually a Council event how the insurance would work). Cllr Forbes said the original Strawberry Fairs had been run entirely by volunteers. The 2009 and 2011 summer fairs were led by Keith and Wendy Stacey with volunteers and support of the Parish Council. The Jubilee event in 2012 was organised by the Council. However, the Council became more



actively involved with the 2013 fair due to the drop in the number of volunteers. As the Council had ended up taking on the summer fair, and the Jubilee event was so popular, the idea of Ashstock was formed with the first event in 2014. Members discussed; several said that to be able to continue with Ashstock more volunteers were needed and that ways to attract more help should be investigated, including announcements at the July Ashtock event, a volunteer's sign-up sheet and a plea in the next newsletter. Cllr Forbes added that the event's programme already mentioned that without more volunteers coming forward the event would not go-ahead next year. The general view was that Ashstock was a community event and that the Council should maintain its involvement, but the committee needed new volunteers and helpers. The Council also said that salaries for such an event should be included in the budget.

The Council agreed that it was, in principal, in favour of continuing with Ashstock 2018, but to defer any decision to its October meeting with the critical topic being the recruitment of more volunteers.

Clerk

**514. Consultations**

- a **West Sussex Joint Minerals Local Plan; Statement of Submission and availability of documentation from 26<sup>th</sup> June. Examination expected in September/October with adoption expected May 2018)**  
Noted.

**515. To receive reports from Councillors who have attended outside bodies**

Cllrs Phillips and Wailes had attended the Conservators of Ashdown Forest meeting on 28<sup>th</sup> June.  
Cllrs Forbes and Phillips had attended the Cluster Meeting on 7<sup>th</sup> June which was hosted by the Village Council; minutes were available from the meeting.

**516. List on Clerk's report, correspondence previously circulated**

Received.

**517. Any Items for reporting or inclusion on future agenda**

None.

Cllr Lindsay reminded members that the second Great British Tennis Weekend which allowed free use of the tennis courts and supported by the Village Council and MSDC, was on 23<sup>rd</sup> and 24<sup>th</sup> July.

**518. Date of next meeting - Tuesday 5<sup>th</sup> September 2017**

Meeting closed: 20:51

Chairman.....

Date.....