



Ashurst Wood

Village Council

MINUTES OF THE MEETING OF ASHURST WOOD VILLAGE COUNCIL held on Tuesday 6th June 2017, 8.18 pm at the Council Meeting Room.

PRESENT: Cllrs B Phillips (Chairman); R Bright, M Bussell, J Forbes, C Judge, K Lindsay, J Samways and D Wailes.

IN ATTENDANCE: Caroline Leet (Clerk)

MEMBERS OF THE PUBLIC: 2

The Chairman opened the meeting and welcomed everyone.

477. County and District Councillors' Reports

Responsibility of

- a. County Councillor Jacque Russell introduced herself. She was newly elected for the electoral division East Grinstead South and Ashurst Wood and her appointments included: Environmental and Community Services Select Committee; Planning Committee; Rights of Way Committee; North Mid Sussex County Local Committee (CLC). She is also an East Grinstead Town Councillor.

She mentioned that there was currently a highways consultation for legally enforceable 'keep clear' line markings outside primary schools and included Ashurst Wood Primary School; the consultation closing date was 15th June 2017. The next CLC meeting was 20th June at East Grinstead library.

District Councillor John Belsey gave an update on the draft District Plan. The provisional date for the next hearing was 25th- 26th July; he said that the agenda was on the Mid Sussex District Council (MSDC) website and included the effects on the Ashdown Forest. Also, MSDC and Crawley Council were preparing a joint working statement to confirm the housing needs.

Outside the District Plan, he had been in touch with residents in Luxfords Lane and Southern Water as there had been an increase in the frequency of sewage smells.

Cllr Phillips raised concerns about unequal publicity to certain groups by MSDC and the inconsistencies with publication on the planning portal where there were slanderous references or non planning related matters. Cllr Belsey said that MSDC's role was not to act as a filter. He was aware of one case recently where a resident had complained about correspondence which they considered defamatory and this may be why MSDC removed the item. He added that Sally Bloomfield, Divisional Leader for Planning and Economy, had been made aware of groups imitating the Council.

b. Public Questions

None.

478. Apologies for absence

Cllr Loveday's apologies were received and **resolved; the reasons were accepted.**

479. To receive Declaration of Interests from Members in respect of any matter on the Agenda

Cllr Judge declared a personal interest with 14a, the proposed logo was designed by a friend.



480. Chairman's Announcements

None.

481. To confirm the Minutes of the meeting of the Annual Village Council Meeting held on 2nd May 2017

The minutes were **approved as a true and correct account of the meeting.**

482. Recorded meetings: to approve deletion of recording for the meeting 7th March 2017

Members **resolved to delete the recording of the meeting held on 7th March 2017.**

483. 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 2nd May were received and the meeting on 6th June was noted.

b Public Services Committee

The minutes of the meeting on 16th May were received.

To receive and approve the following resolution:

i. The expenditure of up to £280 for a Conservation Accredited Professional Advisor to help prepare a specification for renovation works for the War Memorial and the submission for a grant to the War Memorials Trust.

Cllr Phillips said that to be able to proceed with the grant application to the War Memorials Trust (WMT), a Conservation Accredited Professional Advisor (CAPA) needed to be appointed so that a professional report of the renovation works needed could be included with the application. Members **resolved the expenditure of up to £280 for a CAPA to help with the preparation of the War Memorial renovation specification.**

Clerk

c Youth Club report/update

Cllr Lindsay referred to the Clerk's report; there were currently nine confirmed members plus the two Duke of Edinburgh volunteers. She said that the Club had received regular attendance which was good for a Club that started-up again mid school year and that it was worth continuing, but to review at the end of September once the new school year had started. The traditional barbeque for the year 6s was planned for Wednesday 5th July; this has in the past generated enthusiasm for new members.

Members agreed to continue with the Club with a review at the Council's October meeting. Cllr Phillips asked for the Council's appreciation for Caroline Leet's work with the Youth Club to be minuted.

Clerk

D Events Working Group – Ashstock 8th July 2017

Cllr Samways said the Events Working Group last meeting prior to the event was 12th June and would cover the layout and risk assessment. The Clerk gave a summary of the Clerk's report: the programme was being co-ordinated by Cllr Forbes, as well as Cllr Judge promoting advertising sales; Darry Fletcher had agreed to again design the cover and prepare the final copy ready for the printers; tenders were confirmed; inflatables were confirmed with a mega slide and rodeo; this year the event would have promotional reusable pint glasses memorabilia for sale; and there would be a street art area where



children could create their own vinyl name/art discs which would form part of the Youth Club area.

Cllr Phillip's reminded members that help was needed with setting-up, programme sales on the day and Sunday morning clear-up.

484. Clerk's report

The Clerk's report was received.

a **To ratify the decision to continue with a new three-year discounted agreement for the Council's insurance arrangements with Came and Company (Inspire Insurance)**

Cllr Phillips reminded members that the insurance expenditure had already been approved at the May meeting, resolution 458. However, as the Council's three-year discounted agreement with Came and Company had ended, the Clerk, in consultation with himself, had carried-out a review and comparison with other insurers; a summary had been emailed to members. There were some variances between them, for example, age of volunteers cover, legal costs, motor claims, events cover. Came and Company was the mid-range price, but the only one which covered volunteers up to 90-years (the others were 75-years). The Clerk had renewed this year's insurance with Came and Company and the recommendation was to continue with another three-year discounted agreement; 5% saving on the premium. Members **resolved continue with a new three-year discounted agreement for the Council's insurance arrangements with Came and Company (Inspire Insurance)**

Clerk

b **Conservators of Ashdown Forest Liaison Panel: to nominate a couple of Councillors to represent the Council**

Cllrs Phillips and Wailes were nominated as representatives for the Council; Cllr Bright would attend if either were unable to attend. The Ashdown Forest Liaison Panel next meeting was noted, 28th June.

BP/DW

c **The Rotary Club of East Grinstead radio programme on Meridian FM, Saturdays 1.00 pm – 4.00 pm: Invitation to Clerk as a guest speaker on the role of a Clerk**

Noted.

Clerk

485. Finance

a **Accounts to pay**

The accounts paid from 3rd May – 5th June 2017 **were ratified**; the FairFX prepaid debit card accounts payments from 3rd May – 6th June **were ratified**; the accounts payable for 6th June **were approved by the Council**. The file of invoices was available to be viewed.

Clerk

b **To receive the income and expenditure report up to 6th June**

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

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

Cllr Phillips said that the electrician had made some modifications to the heating and it seemed to be working; however, it could not be properly tested until after the summer period as the issue was with the tripping of the system after the meeting room heater had been running for some hours (this occurs mainly on Tuesdays' prior to meetings). The final account should be confirmed by the end of the year and it was expected the issues with the heating would



exceed the retention by a small amount.

- 487. To receive an update on the possible Village Centre Car Park resurfacing**
Cllr Phillips had prepared a specification for the Village Centre car park; the initial costs, depending on the surface, were indicating that the project could cost £25K to £40K. The Village Centre Trustees had agreed that the car park needed resurfacing. The next stage was to obtain some more quotes based on a revised simplified specification. After this a decision could be made on the best route to fund the project.

BP/JF/MB

- 488. To receive an update on the Defibrillator project**

The Clerk advised that the Community Heartbeat Trust (CHT) had had a delay with its orders; they should have arrived by 1st May, but were now expected mid-June. A training awareness session had been pencilled in for 24th June, but a new date in September was now being considered. In the meantime, the Handyman had started preparations on cleaning the telephone kiosk and was awaiting the paint.

Clerk

- 489. 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**

Cllr Phillips reminded members that a request had been sent to MSDC in June 2016 asking for the Three Crowns and The Maypole Inn to be added to the Register of Assets of Community Value. MSDC had written to both establishments, but they had as yet, not been added to the register. The Clerk had chased MSDC and Cllr Phillips asked Cllr Belsey if he could also following-up.

Clerk

- 490. Council's logo**

a To consider a new Council logo

Cllr Phillips referred to the report prepared by Cllrs Judge and Wailes. The reason for considering possibly changing the Council's logo had arisen because another local group was mimicking the Council's name and using the same logo and thus conflicts with the officially elected and recognised Council. Also, at the time when the Council changed its style from 'parish' to 'village' council, it had been suggested then that a new logo would be appropriate. Members discussed and consider the example which had been designed specifically for the Council and therefore, the copyright would not be in dispute. Cllr Forbes explained the copyright regulations and said that she would prepare a letter confirming the author passes copyright to the Council. The designer and the Clerk would sign copies. The Council would own the copyright.

JF/Clerk

Members **unanimously resolved to adopt the new Council logo.**

The location of the logo on letterhead was discussed and it was agreed to site in the top corner; left or right-hand side was to be decided once variations had been assessed.

b If the Council approves a new logo, to consider an implementation timetable

Members agreed that the launch of the new logo would coincide with the September edition of the newsletter.



Cllr Lindsay left the meeting at 20:59

Members agreed a thankyou gift of wine would be purchased for the author of the logo design.

CJ

Cllr Lindsay re-joined the meeting 21:00

491. To receive an update on the Council's current projects

Cllr Phillips said that he was concerned with the number of projects the Council was taking on and the work involved, so he had created a grid which set out the projects with draft timescales; there was also a list of dormant, but not forgotten, projects.

Members agreed that the Council was currently working on several projects and not to take on anymore until some of them had completed.

492. Consultations

a Tandridge District Council: Draft Trees and soft landscaping supplementary planning document(regulation 12) – closing date 12th June

Noted.

West Sussex County Council (WSSC) proposal to make a permanent Traffic Regulation Order (TRO) to make the school "keep clear" markings legally enforceable to prohibiting stopping from 8.00 am to 5.00 pm Monday-Friday outside schools in Mid Sussex and included Ashurst Wood Primary School, closing date 15th June, was noted. It could not be discussed further as this was not on the agenda.

493. To receive reports from Councillors who have attended outside bodies

a Items of correspondence

Cllr Forbes had attended the recent Village Centre trustees meeting. She said that there had been some discussion about the resurfacing for the car park project.

Cllrs Bussell advised that the trustees supported extending the Wi-Fi to the Village Hall and Cllr Wailes had been looking at the most suitable options with a view the trial of a repeater unit.

494. List on Clerk's report, correspondence previously circulated

Received.

495. Any Items for reporting or inclusion on future agenda

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

To invite the Ashdown Forest Conservators to the Council's September meeting.

To receive a report on the School Transport.

496. To resolve Members of the public to leave the meeting for item 21

The following resolution was proposed by Cllr Phillips and resolved by the Council: any members of the public or Press to be excluded for this part of the meeting in view of the confidential nature of the business to



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be transacted pursuant to s.1(2) of the Public Bodies (admission to Meetings) Act 1960

497. MSDC Community Service Awards – to consider possible nominations
Cllr Forbes informed the meeting that MSDC had set out new rules this year, mainly to restrict the total number of awards. In particular MSDC would have to approve all nominations. The Council unanimously agreed to recommend a resident who had been involved in two groups in the village over several years and asked the Clerk to write to MSDC with the nomination; Cllr Judge would provide a citation. Due to confidentiality, the name would only be reported once the nominee had been approved by MSDC, and then the individual notified.

498. Date of next meeting - Tuesday 4th July 2017

Meeting closed: 21:15

Chairman.....

Date.....