



Ashurst Wood

Village Council

MINUTES OF THE MEETING OF ASHURST WOOD PUBLIC SERVICES COMMITTEE held on Tuesday 16th May 2017, 7.48 pm at the Council Meeting Room.

PRESENT: Cllrs: C Judge (Vice-Chair), R Bright, M Bussell, J Forbes, K Lindsay, B Phillips and J Samways

IN ATTENDANCE: Caroline Leet (Clerk); Ceri Evans (Handyman) **MEMBERS OF THE PUBLIC:** 0

Cllr Loveday opened the meeting and welcomed everyone.

167. **Public Questions**

None.

Responsibility of

168. **Apologies for absence**

Apologies from Cllr Loveday were received and **resolved; the reasons were accepted.**

169. **To receive Declarations of Interests from Members in respect of any matter on the agenda**

None.

170. **To confirm the Minutes of the meeting of the Committee held on 21st February 2017**

The minutes were **approved as an accurate account of the meeting.**

171. **Budget**

The budget and expenditure to-date was noted; there were no questions.

172. **Clerk's report**

The Clerk's report was received.

a. **To receive an update on the Defibrillator (also reported to the full Council)**

The Clerk said that the Community Public Access Defibrillator (cPAD) had been ordered through the Community Heartbeat Trust (CHT) and delivery was expected in about two weeks' time. CHT were expected to issue a voucher code for the red paint and the Handyman would then be able to paint the kiosk; Cllr Bright would also help with this task. The Handyman was asked to start preparing the kiosk and to clean it inside and out.

Cllr Forbes reported that she had noticed that the light inside the kiosk seemed not to be working; the Clerk was asked to look in to this.

Clerk

b. **To note: the Public Rights of Way (PRoW) 15 month inspections footpaths/byways list**

Received. It was noted that the Public Rights of Way (PRoW) path which ran from White Gates, Lewes Road, to the field parallel with Luxfords Lane was not on the list. The Clerk said that she would report this to West Sussex County Council PRoW team. She also reminded Members that any issues with paths throughout the year could be reported on the *lovewestsussex* website or mobile app.

Clerk

173. **Handyman Report**

a. **To receive the Handyman's reports**

The Handyman reported that there were no significant issues. He had cleared



the footpath at John Pears Recreation Ground which ran alongside the tennis courts and adjoining the new footpath; there had been a considerable amount of vegetation creating a mat of grass encroaching on to the path. Cllr Judge noted that he had attended the Annual Litter Pick organised this year by St Dunstan's Church. The Handyman said it had been well organised, 19 adults and 3 children amassed several rubbish sacks; it had been a pleasure to be part of the organisation and execution of this valuable exercise. The Church had already indicated that they would like to organise the event again next year.

174. To receive a report from the Community Forum

Cllr Bright reported the Community Forum had met on 27th April; this was two days after the Annual Village Meeting and had been planned in the hope to increase awareness of the Forum. However, there had also been a Planning Committee meeting in the same week and this could have been the reason why nobody from the public attended. The local PCSOs had attended and reported a few instances of small theft. He went on to say that the Forum could benefit from better publicity prior to meetings, such as village notices and in the newsletter in the hope it would encourage more residents to attend meetings. Members discussed.

Clerk

It was noted that the parking along the top end of Hammerwood Road was causing obstruction for vehicles to pass including the buses.

175. Winter Management Plan

a. To note 2016/17 saw little use of salt grit supplies

Noted.

b. The audit for 2017/18 supplies will be due in August – I would expect to only replenish the grit bins which have less than 75% grit salt remaining

Noted.

Clerk
/Handyman

176. To receive an update on the proposal to purchase, as part of a cluster of parishes, a Speed Indicator Device (SID)

The Clerk apologised for the agenda error; it should have read, to receive an update on the purchase of a Speed Indicator Device (SID). She went on to say that West Sussex County Local Committee (CLC) had awarded a grant to purchase a SID for shared use between the parishes who were members of the Cluster Group and that Richard Speller would be delivering the SID at the next Cluster Meeting on 7th June. It had already been agreed that this would be distributed between the member parishes on a monthly rota in alphabetical order; Ashurst Wood would be first on the list. Members discussed priority locations for the SID; the following locations were agreed, each for one week: Hammerwood Road (near the entrance to Chartin); Maypole Road at the lower end (near the entrance to the village); Maypole Road top end (near no.9); Woods Hill Lane at the bottom of the hill (near Beeches Lane).

Clerk/
Handyman

177. The War Memorial

a. To receive an update

Cllr Judge referred to the Clerk's report which provided a summary from the last meeting. She added, that if the restoration work to the War Memorial was expected to exceed the 25% of the precept, the Council would need to follow its formal tender



process as set out in the Council's Standing Orders (SO); this would not been known until advice had been received from a Conservation Accredited Professional Advisor (CAPA). Cllr Forbes added that the SO were currently being reviewed in line with the National Association of Local Councils (NALC) guidelines and there may be changes to the tender procedures.

- b. **To approve a budget/expenditure of up to £280 to appoint a Conservation Accredited Professional Advisor to assist with the grant specification for renovation works to the War Memorial; it would be hoped that this money can be included as part of the grant application**

Cllr Judge said that the Clerk had approached a few CAPAs for quotes to assist/advise with preparing the specification; this was a prerequisite of the War Memorials Trust. Only two had submitted quotes. Cllr Phillips added that the Clerk had already prepared a detail specification which he had looked over. Hopefully, a CAPA would endorse the assessment of work needed and advise on suitable contractors. Members **resolved the expenditure of up to £280 for a CAPA to help prepare a specification for submission for a grant to the War Memorials Trust.**

Clerk

178. **To receive an update on possible projects which could be considered at a future date for John Pears Recreation Ground**

Cllr Judge said that following the last meeting, the Clerk had been in touch with Elaine Clarke, Community Leisure Officer at Mid Sussex District Council (MSDC) to gauge the support for the proposed projects at John Pears Recreation Ground. A meeting with Lance Kester, Facilities and Services Surveyor and Team Leader and other officers from MSDC had been arranged for 7th June to discuss the possible projects further. It was agreed Cllrs Bright and Bussell would attend the meeting with the Clerk.

Clerk/RB/MB

The Clerk added that she had met with another play equipment provider to quote on extending the basketball area and other possible play equipment including an outdoor table tennis table.

179. **Any items for reporting or inclusion on future agenda**
None.

Cllr Lindsay reported that the first of the two dates for the Great British Tennis Weekend (GBTW) had taken place on 13th and 14th May; this was supported by the Village Council and MSDC by providing free use of the tennis courts. As a result of the GBTW, the Tennis Club had received two new memberships. The next GBTW was 22nd and 23rd July.

Cllr Forbes raised issues with the positioning of the temporary traffic lights at the junction of Hammerwood Road and the War Memorial. The Clerk advised that this should be reported on the *lovewestsussex* website or app.

Cllr Samways said that he had been liaising with the bus companies regarding the road closure of Hammerwood Road at the junction to Lewes Road which was in place from 22nd May to 3rd July. He said the buses would still pick up/drop off at the War Memorial bus stop before exiting/entering via Park Lane.

Cllr Lindsay mentioned overgrown vegetation encroaching on the pavement along Lewes Road. There was some discussion and suggestion that the Clerk should



Ashurst Wood

Village Council

write to residents. The Clerk said she would ask the Handyman to look at some of the overhanging branches, but that reports of obstruction to the pavements should be reported on the *lovewestsussex* website or app. Cllr Judge added that perhaps a reminder to residents to keep their hedges cut back could be included in the next newsletter.

Clerk

180. **Date of next meeting – Tuesday 19th September**

The meeting closed at 20:32

Chairman.....

Date.....