



MINUTES OF THE MEETING OF ASHURST WOOD PUBLIC SERVICES COMMITTEE held on Tuesday 19th September 7.45 pm at the Council Meeting Room.

PRESENT: Cllrs: R Bright (Chair), M Bussell, J Forbes, K Lindsay and B Phillips

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

Cllr Forbes proposed in the absence of the Cllrs Loveday (Chairman) and Judge (Vice-Chair), Cllr Bright as Chairman for the meeting. Cllr Bussell seconded; all members agreed.

Cllr Bright opened the meeting and welcomed everyone.

181. Public Questions

Responsibility of

a. None.

182. Apologies for absence

Apologies from Cllrs Judge, Loveday and Samways were received and **resolved; the reasons were accepted.**

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

None.

184. To confirm the Minutes of the meeting of the Committee held on 16th May 2017

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

185. Recorded meetings: to approve deletion of recording 13th December 2016

The Committee **resolved to delete the recording of the meeting held on 13th December 2016.**

186. Budget

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

187. Clerk's report

The Clerk's report was received.

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

Cllr Bright said that he had fitted the defibrillator cabinet which acted as a small low heater for the defibrillator; Dave Edwards had now connected this to the electricity. It had been noted that the light in the phone kiosk did not work. Following some discussion it was agreed that the kiosk should have a light and Cllr Bright was asked to investigate and liaise with Dave Edwards the electrician if needed. The Committee **resolved the expenditure of up £40.00 for a suitable light fitting.**

RB

Cllr Forbes mentioned that the defibrillator was in the cabinet and could be used. However, the ambulance service had advised that they could not add it to their system as their software was currently being update. The Clerk advised that until the ambulance service confirmed they had it listed, the defibrillator cabinet currently had a sign on it saying 'not in use' and to call 999. However, the defibrillator could be used but 999 should always be called first. She added that the code had been issued to the Loco shop in case anyone asked them in an emergency. The code was also available on sticky labels

from the office and could be issued to any resident who wanted to keep a note of the code. These would also be available at the awareness training session on 23rd September. Cllr Bussell suggested that the code should be displayed in the village hall. Following some discussion, it was agreed that along with the notice of where the nearest defibrillator was located, the code should also be displayed permanently.

MB/Clerk

b To note: The barbeque at John Pears Recreation Ground has now been removed by MSDC (resolution 12)

Noted.

c To approve a memorial bench in memory of Jean Lewin at John Pears Recreation Ground

Cllr Bright informed the Committee that Robert Lewin had approached the Clerk to request a bench, which he would pay for, in memory of his mother who was well known in the village. The Clerk had liaised with Mid Sussex District Council (MSDC) who had approved a location at John Pears Recreation Ground (near John Stapleton's memorial bench) and for a custom made bench made by Eric Lamprell. Cllr Bussell said that Jean Lewin had been a good friend of Molly Pears and thought it was a fitting tribute. Cllr Forbes added that she had also been an active member of the Ashurst Wood Association before the formation of the Village Council. The Committee **approved** a memorial bench in memory of Jean Lewin at John Pears Recreation Ground.

Cllr Forbes referred to the Clerk's report which had mentioned a policy for benches. She did not think this was necessary as there were few requests to the Council and normally this would only be needed if the Council was the landowner. As MSDC owned the open spaces and West Sussex County Council (WSCC) the grass verges, she felt that the Council's current approach was satisfactory. The Committee agreed that there was no need for a separate bench policy.

It was suggested that the Council's procedure for benches should be included in the Clerk's own handbook.

Clerk

d To note: MSDC's programme for planned renovation works to the Pavilion at the Recreation Ground

Noted. Cllr Bright said that MSDC were expected to complete the schedule of renovations by mid-December, but it was not known if they had received suitable tenders and therefore if this was expected to be achieved.

e To receive an update on the temporary removal of a bench at the Recreation Ground by MSDC

Cllr Bright said that following the Village Council's meeting, the District Councillor, John Belsey, had sent an excellent email to senior officers at MSDC raising various issues, including the frustrations with the removal of a bench at the Recreation Ground. This bench had been removed in August without any prior warning and had resulted in several complaints from residents. The bench had been removed because of a noise/anti-social behaviour complaint on a temporary three month trial period to see if this had the desired effect. The Clerk and Cllr Belsey had been working with MSDC and residents to find a suitable solution. The Committee discussed; it was noted that whilst the Village Council did have a role to liaise with MSDC and residents, this particular case was an MSDC issue and more than enough of the Clerk's time had been spent on this matter.

f To receive an update on Dirty Lane following previous reports of flooding issues and to consider a possible Watershed application

Cllrs Bright and Forbes both said that following a resident's recent concerns about the water along Dirty Lane, they had visited the lane a few times and

could see no obvious issues. There had been a leak, but this appeared to have been fixed. The Handyman added that he had also been monitoring, especially after heavy rain fall and had recorded no flooding.

g To consider nominating a representative to attend the West Sussex Cycle Summit on 9th October

Cllr Lindsay said that she would have liked to have attended, but it was in the day time when she would be at work. No one else was available to attend.

188. Highways

a To receive an update on the Maypole Road/School Lane junction

Cllr Bright referred to the Clerk's report which provided an update following the Individual Works Programme (IWP) application submitted in June 2016 for a speed table and the widening to one pavement. This had been assessed as not suitable and Richard Speller, WSCC Highways Manager (Mid Sussex area) had advised that an alternative scheme had been requested from the design team. In July, the Clerk briefed the new County Councillor, Jacquie Russell on this junction. Members discussed; they said that this had been on the agenda for many years and considered by several highways officers.

To receive an update on the Wall Hill bends

- b** Cllr Bright, referring to the Clerk's report; he said that Richard Speller had advised that the WSCC lead road safety auditor had considered possible pedestrian access improvements at the Wall Hill bends. A full standard path was not viable at the bends. However, widening a section of the road by cutting back the hedge (which had encroached on WSCC boundary), removing the small wooden post fence and new line painting was considered as a suitable compromise. It had also been suggested to convert the grass verge making it level with the existing road. Cllr Forbes asked the Clerk if WSCC had spoken to the new resident of 1 Quarry Cottages; the Clerk did not know, or if and when this proposal would happen.

189. To receive a report from the Handyman

The Handyman reported that that there were no significant issues. He had completed the cleaning and repainting of the phone kiosk ready for the defibrillator cabinet to be fitted. He added that a number of residents had taken an interest in the refurbishment of the kiosk and people were very positive about having a defibrillator.

Cllr Bright thanked the Handyman for the good paint job.

190. Shopping Bus

a To receive an update following the recent temporary suspension of service by the community transport provider

To summarise the Clerk's report: Sussex Community Transport (SCT) had suspended its minibus services in August on the advice from the Department of Transport who had advised all community transport service providers to address issues with permits. Due to the quick thinking of Cllr Lindsay, she and Rebecca Roberts (Assistant Clerk) made temporary arrangements with Sackville School to use one of their minibuses. Nickie Clapson, the Business Manager at Sackville had been extremely helpful making the necessary arrangements. This had allowed the Shopping Bus to continue without a break in the service. SCT resumed its services from 8th September.

b To receive a summary of the research on alternative providers

At the February meeting, the Clerk had been asked to look at alternative transport providers for the Shopping Bus to provide a comparison on the current costs. The Clerk's report provided a summary of the results. Cllr

Forbes noted that in conclusion the shopping bus could not be provided cheaper elsewhere and that the local schools own minibuses were not available on a regular basis.

191. To receive a report from the Community Forum and to consider the practicality of continuing with the Forum

Cllr Bright reported the Community Forum had met on 20th July and was attended by three residents, the Neighbourhood Watch co-ordinator and three PCSOs. Whilst it was useful to receive the PCSOs report, he felt that with such little interest from residents, it was not practical for the PCSOs to attend the Forum and the PCSOs crime report could be requested electronically. He also added that the Neighbourhood Watch co-ordinator was raising awareness through social media and didn't think that the Forum added anything to the Group. Members discussed the value and practicalities of the Forum and noted that it had already been moved from a daytime meeting to an evening time in the hope that it would attract more residents. In conclusion, it was agreed to trail the Forum prior to the Village Council meetings at 7.00 pm, on a quarterly basis and to invite the PCSOs to attend. Cllr Bright was asked to write to the local PCSO Stephen Low with this proposal.

RB

192. Winter Management Plan

- a To note: 2017/18 salt grit bin audit has been submitted to West Sussex County Council; all bins were 75% plus full and the bag untouched so there will be no replenishment**

Noted.

- b To note: The Winter Management Plan remains the same as previous years**

Noted.

193. Speed Indicator Device (SID)

Cllr Bright reported that the Speed Indicator Device (SID) which had been purchased by a grant from the West Sussex County Local Committee (CLC) to be shared by a cluster of local parishes had recently been stolen whilst on loan to East Grinstead. Richard Speller would report to the next CLC meeting.

Ashurst Wood had had the SID in June, but due to faulty batteries it had only been used for one week. WSCC had downloaded the data, but the software was unable to read it.

Cllr Bright went on to say that on an Ashurst Wood social media site, the suggestion for Speed Watch had been mentioned. The Committee noted that the Village Council had tried this several times, but there had been a lack of volunteers. It would be interesting to see if anyone did come forward who wanted to run this scheme.

194. The War Memorial

- a To receive an update**

Cllr Bright mentioned that following the recommendation by the War Memorial Trust (WMT), it had been agreed to appoint a Conservation Accredited Professional Advisor (CAPA) to help prepare a specification for the renovation works to the War Memorial. However, following an initial meeting in July with the appointed CAPA, he had since come back with a letter outlining costs which were more than previously anticipated.

Cllr Phillips explained that it had been hoped that the CAPA would have looked at the specification, which had already been prepared by the Clerk and himself, and agree or disagree with it, and make suggested amendments.

However, he was now proposing a document which would be more suitable for a contractor to work to. Members discussed; it was agreed that with the pricing schedule, prepared by the Clerk, attached to the specification this would provide sufficient information for a contractor to quote. If the grant criteria required the delivery of the contractor's work to be overseen by a CAPA, these costs could be included in the grant application to the WMT. Cllr Bright added that the Royal British Legion had funds for War Memorial renovations and it may be worth approaching them for a grant. Members suggested the next parishes Cluster meeting agenda include an item War Memorials and recommendations for contractors.

Clerk

Cllr Bright mentioned that the handrail on the War Memorial was loose and needed to be cemented in as soon as possible and before the Remembrance Services in November. The Handyman agreed to do this.

Handyman

b To approve the specification and obtaining tenders

The Committee **approved** the specification document with the price schedule; and **agreed** the Clerk to approach suitable trades/contractors. It was suggested that the Clerk ask Forest Row Parish Council and East Grinstead Town Council who they used to clean their memorial.

Clerk

195. To consider supporting the following projects for John Pears Recreation Ground

Cllr Bright reported following the last Committee meeting, Cllrs Forbes, himself and the Clerk met with officers of MSDC and Cllr Belsey in June, to discuss the viability of extending the existing basketball area and the play equipment in the playground. There was support for improving the basketball area and Mark Hayler (Civil Engineering Projects Officer) had since provided estimate prices for tarmacking the area. He added that Elaine Clarke (Community Leisure Officer) had already confirmed to the Clerk that an application to use the s106 Formal Sport funds (£6,214) could be made for extending the basketball area. The Council could also consider making a case for the remaining s106 play space money (£2,439) to be directed to this project as well. He also mentioned that the MSDC officers could see no reason why they couldn't draw-up the specifications and instruct their contractors, so long as the Village Council arranged the funding. Two of the MSDC officers had agreed to present a report to the trustees for their approval, but at this present time this had not been done.

It was also reported that MSDC were hoping to replace the deteriorating climbing frame and slide in the 2017/18 financial year with a like for like structure and to include a swing and monkey bars (as was with the original structure).

Cllr Bussell asked what would be the most useful size court for those that would use it. Cllr Lindsay said that the existing provision provided only one post and whilst this was used a lot, children could not play/practise against each other and the new facility should be large enough to accommodate these needs. Cllr Bright mentioned that there was not enough space for a full sized court. Members discussed, and noted that the s106 money would fund a half sized court with new post, but a three-quarter sized pitch would require additional funds. Based on the funds available, the Committee supported a half-sized (14x7.5m) court.

a Extending the basketball area

- i. To approve the expenditure using S106 formal sport money (£6,213) and council funds to extend the court area and purchase an additional post and net: ½ sized court 14x7.5m up to £7,000; or ¾ sized court 21x11.25m £13,500**



The Committee **resolved to use the s106 Formal Sport money, £6,213 to extend the existing basketball area at John Pears Recreation Ground and provide a new post.**

Clerk

b To fund an additional single small play equipment item for the children’s playground using the S106 play equipment money of up to £2,400

Having considered the types of play equipment that could be purchased, Members agreed that only a single small item could be purchased which would not offer anything different to the existing play equipment. It was thought more prudent to wait until MSDC had installed the new play frame, before considering adding additional small items. The Committee **resolved to request the s106 play equipment money of £2,439 to be used to help fund the basketball court improvements.**

Clerk

The Clerk was asked to write to Elaine Clarke.

196. To review the Street Snooker Multi Use Games Wall and receive feedback on the Wall since its installation in September 2016

Members noted that the Street Snooker Wall was being used regularly and were pleased to have seen young people and families using the wall. Cllr Bussell said that at the Sports Day, the boys played on the wall and really enjoyed themselves.

a To consider if there is a need for additional sound installation

Cllr Bussell noted that in one year, the Council had received only one complaint about noise. Members discussed, and agreed that providing additional sound insulation could get expensive. It was mentioned that Environmental Health can take noise readings. If the Committee was presented with appropriate evidence of noise levels, they would then reconsider accordingly.

Cllr Lindsay mentioned that the main issue with the wall was the balls being kicked on to the tennis courts. The Clerk mentioned that this had been discussed at the recent meeting with MSDC officers and she was waiting for feedback on possibly extending the netting directly behind the wall.

Clerk

197. Any items for reporting or inclusion on future agenda

None.

198. Date of next meeting – Tuesday 12th December

Meeting closed: 21:00

Chairman.....

Date.....