



MINUTES OF MEETING OF ASHURST WOOD VILLAGE COUNCIL held on
Tuesday 5th November 2019, 7.45 pm at the Council Meeting Room.

PRESENT: Cllrs Forbes (Chair), B Phillips (Vice-Chair), T Draper, J Haite, J Lee, B Spoor and A Tyrrell.

IN ATTENDANCE: Rebecca Roberts (Clerk)

MEMBERS OF THE PUBLIC: 0

The Chair opened the meeting and welcomed everyone.

1. a. County and District Councillors Reports

Cllr Russell reported that the recent road re-surfacing on Maypole Road does not look good and after discussions with Highways, there is no date for completion. A road closure for 1 day will be happening on Maypole Road from the junction of Woodhill Lane to the junction on Hammerwood Road for BT to access underground structures.

Cllr Russell confirmed that she would be laying the memorial wreath in East Grinstead this year, but that Councillor Belsey will be at the Ashurst Wood Remembrance Service.

There is upheaval at West Sussex County Council (WSCC) as a result of the poor Ofsted report on Children's Services. A report has been drafted by the Inspector of Children's Services – this now will not be published until after the General Election.

Cllr Russell confirmed that one form of identification will be required when using the Imberhorne amenity site. 16 percent of visitors to the site are from Surrey and are therefore not paying for the use of the facility.

Cllr Belsey reported that he was at the waste site and they will be putting in a turning circle for those who are turned away.

He reported much interaction between the Village Council and MSDC. There is a public consultation relating to playground improvements at John Pears. This closes on 1st December. There is also another consultation for the site allocation plan document which is open until 20th November. In addition, there is a draft design guide consultation.

In relation to the recent anti-social behaviour, Cllr Belsey reported that there is an officer, Donna Shaw at MSDC who can liaise with neighbours and residents who are having problems or feel unsettled by certain behaviours.

Cllr Belsey also made members aware that there is a grant scheme from MSDC for organised VE Day celebrations. The grant would be for a maximum of £250.

It is still hoped that the food waste pilot will go ahead in April 2020. Communications will start in the New Year. The preference is to pilot areas which have all types of accommodation including flats, so it maybe that Ashurst Wood will not be used. A WEEE (Wireless Electrical Electronic Equipment) scheme will also be starting with weekly opportunities to throw away textiles and a quarterly opportunity to discard WEEE products. These will be donated to charity if in working order. This will be rolled out across the whole district.

b. Public Questions

None

2. Apologies for absence

Cllr Arnott – apologies received after the meeting

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

(Localism Act 2011 s31 (1))

Cllr Tyrrell declared a personal interest in item 7c.

4. Chairman's Announcements

None

5. To confirm the Minutes of the Annual Meeting of the Village Council held on 1st October 2019

The minutes were approved and signed by the Chairman as a true and correct account of the meeting

6. Recorded meetings

Resolved: members resolved to delete the recording of the meeting held on 4th June 2019.

Action: Clerk

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

a. Planning Committee

The minutes from the Planning meetings were received and noted

b. Finance and Administration Committee

To approve the purchase of magnetic name badges for Councillors and staff

Resolved – members agreed to purchase the badges up to the cost of £200

c. Youth Club

Youth Club is currently full with two paid members of staff. It was noted that additional volunteers are needed due to the number of children attending

d. Events Working Group (EWG)

i. **Ashstock** - the organisation of Ashstock will resume after the Christmas Market

ii. **Christmas Market** – the pitches are all fully booked, Cllr Loveday has organised the tree and Father Christmas. The raffle and grotto toys still need to be organised. A EWG meeting will be held on 18th November.

8.16pm Cllr Draper left the meeting

8. Clerk's report

The Clerk's report was received and noted.

The Clerk reported that the mobile library run by WSCC had failed its MOT. These are specialised vehicles which cost in excess of £100,000 to replace. Other options are available for users, including Select and Collect and Home Library Direct. WSCC have to make savings of £75.5 million over the next four years. If residents wanted to comment, there is a consultation

<https://haveyoursay.westsussex.gov.uk/libraries/libraryoffer/>

9. Communications by Councillors

Cllr Forbes reminded members that as a general rule, the Clerk has overall responsibility for communications with members of the community and outside bodies on behalf of the Council. When communicating with the public on Council related matters, members must ensure they represent the decisions and policies of the Council and not individual views. The Clerk should always be copied in when members are corresponding with outside bodies or organisations and relevant information should be reported to the Council, Committee or Working Group at a later meeting. Cllr Forbes reminded members that they are ambassadors of the Council and this should be reflected when commenting on posts on social media as well as email correspondence. When perceived to be acting

as Councillors, members are subject to the Code of Conduct and thus to any complaints under it.

10. To receive a recruitment update:

- a. **To confirm the appointment of the Clerk** – the appointment of Rebecca Roberts to the position of Clerk as of 7th October was formally confirmed.
- b. **To confirm the arrangements for the interview and appointment of RFO/Assistant Clerk** - the Council is currently advertising the position and it was agreed that applicants would be interviewed by Cllrs Forbes and Haite along with the Clerk.

11. Finance

a. Accounts to pay

The accounts payable from 3rd October to 7th November **were approved by the Council**; The file of invoices was available to be viewed

b. To receive RBS income and expenditure report up to 7th November

The RBS/Alpha income and expenditure report was received. It was noted that 2 items, subscriptions and building maintenance were over budget. However, the subscriptions were offset by training and the maintenance budget was over because of the problems with the fire alarm. The End of Year is within budget.

12. To consider the purchase of 2 computer mounting brackets for the office

Resolved: Members agreed to purchase the brackets, which will cost approximately £100. Cllr Phillips offered to fit the brackets.

13. To consider a request from the Ashdown Forest Conservators for a further year's funding

Resolved: members approved the expenditure in principle, subject to advice from the Finance and Administration Committee regarding the budget for the next financial year

14. To consider a budget for future projects, including those resulting from the Visioning exercise

Resolved: members agreed to find out what the community want the Council to do for future projects. It was agreed to have a short questionnaire at the Christmas Market on the Council raffle table. Once the questionnaires have been considered a budget will be considered at a future meeting.

15. To receive an update on the new access system to the tennis courts in partnership the Ashurst Wood Community Tennis Club and Mid Sussex District Council

Cllr Belsey advised that MSDC are progressing with the project and that another meeting will be requested with the Village Council. Cllr Phillips reminded members that money is allocated to help with the cost of the electrical supply from the pavilion to the courts.

16. To receive an update on the proposed allotments in view of the possible allocation of the site for development

A meeting was held on 4th November with two of the landowners. There are 4 individuals who own the land with 2 wanting it to be developed and 2 against. It is possible that the land will be divided and 2 of the landowners are still keen to have allotments. They are due to have another meeting with MSDC.

17. To receive an update on the purchase of CCTV and to agree a budget for the purchase of equipment

One quotation has been received, but another quote is required. Cllr Forbes reported that the Village Centre Trustees will probably contribute towards the cost. Members **resolved** to allocate £1,500 towards the purchase and installation of CCTV on the assumption that the trustees of the Village Centre will make a contribution.

18. To receive an update on proposed celebrations for the 75th anniversary of VE Day on 8th May 2020

Members agreed to move this item to the December meeting in the absence of Cllr Draper.

19. To receive an update on the recent vandalism and anti-social behaviour, following meetings with the Police, and to discuss whether to write to parents of local youths regarding incidents affecting Council premises and personnel

It was reported that the oldest boy is breaching a Community Protection Notice (CPN) which is an arrestable offence. Members of the community are urged to contact the Police with a CAD code if the offender is seen in the village. The Council has been advised that the family are now cooperating with the Police and Social Services and therefore it was decided that the Council will not write to the family at this time and will continue to monitor the situation.

20. Consultations

i. To consider a response to the MSDC Site Allocations Development Plan Document

The site, Land South of Hammerwood Road was considered in the Neighbourhood Plan, but was not allocated as other sites were more suitable. Residents had concerns about the impact on the highway and views from the Ashdown Forest. The land is also subject of discussions regarding allotments and it was agreed that the Council would prefer the land to be used for this purpose, especially as there is an established demand from residents.

Resolved – it was agreed that Cllr Forbes would draft a response. The design guide consultation was noted

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

Cllr Forbes attended the CLC meeting and Richard Speller gave an update on the road works. Maypole Road was marked as completed, but Cllr Forbes commented that the road had been down for full resurfacing, which is not what had been done, and some parts had been missed. Richard Speller confirmed that the specification had been changed to microsurfacing and that he would come and audit the work once it was finished.

22. Items of correspondence

a. correspondence previously circulated

Received.

23. Any Items for reporting or inclusion on future agenda

None

Date of next meeting – 3rd December

Meeting closed: 9.19pm

Chairman.....

Date.....