

## **Westfield Parish Clerks Report – For period covering 29<sup>th</sup> November to 7<sup>th</sup> January 2019**

### **Cricket Club**

- 4<sup>th</sup> Jan – sent e-mail to Roger Taylor, Wellers Hedleys, chasing hard copies of lease which were originally requested on the 22<sup>nd</sup> November

### **Tennis Club lease**

- 22<sup>nd</sup> Nov – e-mailed Club Secretary to advise that been signed off work by GP so would be a delay in getting contract to them.

### **Footpath between Tennis Courts and Recreation Ground**

- 4<sup>th</sup> Jan – chased Bruce & Co for start date as a matter of urgency

### **All-weather track – Recreation Ground**

- 4<sup>th</sup> Jan – sent e-mail reminder to Cllr Monro that he volunteered to put TOR together for Working Group

### **Bus shelter – Church Lane**

- 7<sup>th</sup> Jan – sent e-mail to Cllr Michael Horley to remind him that he had volunteered to obtain quotes to have an aperture placed in the side of the bus shelter.

### **Personnel**

- 6<sup>th</sup> Dec – e-mailed resignation letter, giving two months notice as per terms of contract, to Chairman of the Council, Cllr Michael Edwards.

### **Christmas Lights**

- 6<sup>th</sup> Dec – advised Sussex Police that electronic sign was not working.

### **Cottage Lane Footpath**

- 3<sup>rd</sup> Dec- received e-mail from Joseph, Project Manager at East Sussex Highways: 'Verification of our highway boundary drawings by East Sussex County Council Highway Searches took longer than envisaged. The drawings were actually received on 13 November 2018. With the validated drawings, we are planning to have discussions with the East Sussex County Council legal team, however, a few things are still outstanding. First, the detailed design has been safety audited, and the Engineer's recommendations are with the Client for approval before the document goes back to the auditors. This is taking a longer time to come back. Also, we are awaiting the calculation of the Target Cost for constructing from our Commercial department. As Westfield Parish Council provides 50% of the cost of this Community Match Scheme, knowing the total cost of the scheme will enable us ascertain funding requirement. Due to a backlog of work we have not received the Target Cost as yet.
- 4<sup>th</sup> Jan – e-mailed East Sussex Highways Project Manager: 'Many thanks for the update that you provided in December. When we spoke on the phone at that time, you indicated that you expected the work to start in March 2019. Please would you advise if this is still correct. Also have you got any further with costings for the project? Council are very keen to get this finalised as soon as possible, because if the amount is considerably more than the original £23k that was put in reserves, then they will need to re-consider the project.

### **Bowls Club**

- 4<sup>th</sup> Jan – paid in cheque for annual rent of £10
- 7<sup>th</sup> Jan – delivered cheque for donation to Bowls Club to Dave Thomas

### **Dropped kerb – Bowls Club A28**

- 7<sup>th</sup> Jan – e-mailed Highways Customer Services Manager for an update on request for drop kerb to be instated

**Double yellow lines – Workhouse Lane/Cottage Lane/New Inn**

- 7<sup>th</sup> Jan – e-mailed Customer Services to ask what the procedure is for getting yellow lines instated.

**Churchyard Meadow**

- 31<sup>st</sup> Dec – e-mailed Margaret Moss to advise that Council had discussed the proposal for a 'wildlife meadow' in the Churchyard and were very supportive of the project. Also forwarded details of grant funding available from High Weald AONB Unit
- 4th Jan – forwarded details of meeting organised by Margaret Moss to discuss project to Councillors, and asked them to advise Margaret directly of attendance

**Church Hall**

- 7<sup>th</sup> Jan – e-mailed hall booking administrator to advise that resident have raised concerns for pedestrians using the hall driveway in the dark. Asked if they have considered installing a motion sensor light in the tree at the bottom of the driveway. Received a reply to say been added as an agenda item for the PCC meeting next week.

Kate Darbyshire (Parish Clerk)  
7<sup>th</sup> January 2019