

WITHYHAM PARISH COUNCIL

Responsibility: Clerk/Full Council
Review Cycle: Annually, or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May-23	May-24

Last updated 14.5.23

Asset Details							Location Details			Usage Details						
Ref	Description	Identification	Date Acquired	Supplier	Original cost/value	Useful life est	Location	Present use or capacity	Custodian	Usage/ Occupation measure	condition	Current charge for use	Disposal/ discharge	Insurance value	Items added to schedule after 2013	Notes
Groombridge Post Office building	Commercial & Residential Property	Corner of Corseley Rd and Station Rd, Groombridge	18.6.2021		487,500	Indefinite	Post Office/Phoenix House, Corseley Rd, Groombridge	Post office & shop + residence	Parish Clerk	Daily use	Fair	Nil		487,500	487,500	Added 18.6.21
Office at Groombridge Old Station	Old Station building	Newton Willows	1.4.2013	Owners N Houghton & T Newman		Indefinite	The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Fair	£1250 per month		Insured by owners, invoiced to WPC	0	Building insured separately
shed	Storage facility	Replaced bus shelter on Newton Willows	Jan-14	Alex Nash	4190 +VAT	Indefinite	The Old Station, TN3 9RD	Parish Office storage	Parish Clerk	weekly	Very good	Nil		5093	4800	added 28.7.14
Telephone Box 1	Red telephone box	Decommissioned red telephone box on The Ridge, Groombridge	Jun-15	BT	Not known	Indefinite	The Ridge, Withyham Road, Groombrdge	Adopted by Parish Council, to be maintained and used by The Ridge Assoc eg as a book swap	Parish Clerk	?	Good	Nil		1	1	added June 2015
Telephone Box 2	Red telephone box	Decommissioned red telephone box at The Victoria roundabout, Groombridge	Nov-17	BT	Not known	Indefinite	The Victoria roundabout, Jnctn B2110 & Station Rd, Groombridge	Adopted by Parish Council, to be maintained and used by Groombridge WI (review Oct 2020, various uses	Parish Clerk	?	Good	Nil		1	1	added Nov17
Telephone Box 3	Red telephone box	Decommissioned red telephone box at Balls Green, Withyham	Nov-17	BT	Not known	Indefinite	Balls Green, Withyham	Adopted by Parish Council, to be maintained by Cllr J Kelly and Julie Ruse. Use tbc	Parish Clerk	?	Good	Nil		1	1	Added Nov 17
Newton Willows/Station Road verge	Verge between Newton Willows and Station Road	WPC storage facility and parking on it	Jun-05	Hillreed Homes		Indefinite	Newton Willows/Station Road Groombridge	Parking and site of WPC storage facility	Parish Clerk	?	Good	Nil		n/a		Added Sep 19
GRG	Groombridge Recreation Ground	Lease in filing cabinet		Rosemary Newton Trust		Indefinite	Station Road, Groombridge	Recreation ground and play area	Parish Clerk	Daily use	Fair	£20		N/a		
Manor Pound	Manor Pound	Small square of land close to junction of Plumyfeather and B21150				Indefinite	Lye Green	Unused due to size and proximity to busy road	Parish Clerk	?	Fair	Nil		N/a		added June 2015
Balls Green	Balls Green	Lease in filing cabinet		Wealden District Council		Indefinite	Balls Green, Withyham	Play ground	Parish Clerk	?	Very Good	£60		N/a		
Teasley mead	Teasley Mead	Lease in filing cabinet		Wealden District Council		Indefinite	Iron church lane, Blackham	recreation area	Parish Clerk	?	Good	£60		N/a		
BG3	Balls green play equipment	Plastic bench	2008	?	donated		Balls Green, Withyham	Play ground	Parish Clerk	?	Fair	Nil		1		Added Nov17
BG5a	Balls green play equipment	Swings - 2 flat seats and bucket	2017	Fenland Leisure Products	£4817 + VAT		Balls Green, Withyham	Play ground	Parish Clerk	?	Very good	Nil		4817		
GPE1	Groombridge play equipment	Castle/fort	2023	Obra	£70,218.75		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil		102920.3		
GPE2	Groombridge play equipment	Speaking Tube	2023	Obra	£2,541		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil				
GPE3	Groombridge play equipment	Mini Play wall	2023	Obra	£5,261		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil				
GPE4	Groombridge play equipment	Mini crawling tunnel	2023	Obra	£7,907		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil				
GPE5	Groombridge play equipment	Viking Tau Swing	2023	Obra	£6,497		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil				
GPE6	Groombridge play equipment	Single, Double & toddler swing	2023	Obra	£6,996		Groombridge Recreation Ground	Play ground	Parish Clerk		Very good	Nil				

GPE7	Groombridge play equipment		2023	Obra			Groombridge Recreation Ground	Play ground	Parish Clerk			Very good	Nil				
GRG1a	Groombridge Recreation Ground	Steel goals x 2	Nov-17	Samba Sports			Recreation ground and play area	Recreation ground and play area	Parish Clerk	?		Very Good	Nil				
GRG2	Groombridge Recreation Ground	Youth shelter	2007	Monster	donated		Station Road, Groombridge	Recreation ground and play area	Parish Clerk	several times a week, weather dependent	Good	Nil		7500	7500	Added 28.7	
GRG3	Groombridge Recreation Ground	Table tennis table			donated GRIP (cost c£2,500)		Station Road, Groombridge	Recreation ground and play area	Parish Clerk	?	Very good	Nil		2500	2500	Added 28.7	
GRG4	Groombridge Recreation Ground	Astroturf below table	May-14		1450		Station Road, Groombridge	Recreation ground and play area	Parish Clerk	?	good	Nil		1545	1545		
GRG5	Groombridge Recreation Ground	Shipping container used for storage	Nov-18	Andrew Lawrence Containers	2400 + VAT	15 years +	Station Road, Groombridge	Recreation ground and play	Parish Clerk	Weekly?	Very Good	Nil		2400	2400	Added 15.11.18	
TM1	Teasley Mead Recreation Ground	Goal post x 1	May-18	Samba	Donated by a member of the public		Iron church lane, Blackham	recreation area	Parish Clerk	?	Good	Nil		1		Added 15.5.18	
GL1	Ornamental gas lamp column	column only	autumn 2020	n/a	donated		in storage with Groombridge History Society until suitable site found				Fair	nil		1	0	added 7.5.21	
BS2	Bus shelter	Withyham B2110 (timber, shingle roof)					Withyham B2110	bus shelter	Parish Clerk	?	Fair	Nil		Insured under street furniture			
BS3	Bus shelter	Teasley Mead (timber, shingle roof)					Teasley Mead, Blackham	bus shelter	Parish Clerk	?	Fair	Nil					
BS4	Bus shelter	Old Victoria, Groombridge (timber)			5162		Old Victoria, Groombridge	bus shelter	Parish Clerk	?	Fair	Nil					
BS5	Bus shelter	Florance Corner, Groombridge (timber)					Florance Corner, Groombridge	bus shelter	Parish Clerk	?	Fair	Nil					
FP1	Fingerpost	Birchden Corner	?	?	?		Birchden Corner	Fingerpost	Parish Clerk	?	Good	Nil		Insured Under street furniture		added May 18	
FP2	Fingerpost	Park corner	?	?	?		Park corner	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP3	Fingerpost	Forge Rd/Corseley Rd	?	?	?		Forge Rd/Corseley Rd	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP4	Fingerpost	Plumyfeather	?	?	?		Plumyfeather	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP5	Fingerpost	Station Road, B2110	?	?	?		Station Road, B2110	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP6	Fingerpost	Beech Green Lane	?	?	?		Beech Green Lane	Fingerpost	Parish Clerk	?	V Good	Nil				added May 18	
FP7	Fingerpost	Blackham Church	?	?	?		Blackham Church	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP8	Fingerpost	Friars Gate	?	?	?		Friars Gate	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP9	Fingerpost	Ladies Mile/B2110	?	?	?		Ladies Mile/B2110	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP10	Fingerpost	Victoria Roundabout	?	?	?		Victoria Roundabout	Fingerpost	Parish Clerk	?	Good	Nil				added May 18	
FP11	Fingerpost	Ironchurch/A264	?	?	?		Ironchurch/A264	Fingerpost	Parish Clerk	?	V Good	Nil				added May 18	
S1	seat	Balls green	2014				Balls Green		Parish Clerk	?	Very good	Nil		Under street furniture 115901			
S2	seat	Corseley Road, nr Broad Oak (wooden)					Corseley Road, nr Broad Oak		Parish Clerk	?	fair	Nil					
S3	seat	Newton Willows	8.6.98		240		Newton Willows		Parish Clerk	?	poor	Nil					
S4	seat	Groombridge Recreation Ground	2000	Crowborough Lions	donated		Groombridge Recreation Ground		Parish Clerk	?	fair	Nil					
S5	seat	Reading Room, St Johns	2000	Crowborough Lions	donated		Reading Room, St Johns		Parish Clerk	?	fair	Nil					
S6	seat	Groombridge Recreation Ground	4.8.00	Rutland	169		Groombridge Recreation Ground		Parish Clerk	?	fair	Nil					
S7	seat	Groombridge Recreation Ground	4.8.00	Rutland	169		Groombridge Recreation Ground		Parish Clerk	?	fair	Nil					
S8	seat	Groombridge Recreation Ground/play area	Dec-01	Rutland	170		Groombridge Recreation Ground/play area		Parish Clerk	?	fair	Nil					
S9	seat	Corseley Road, nr Broad Oak (metal)	Dec-01				Corseley Road, nr Broad Oak (metal)		Parish Clerk	?	good	Nil					
S10	seat	Florance Lane/ Corseley Road	Oct-08		donated GYC		Florance Lane/ Corseley Road		Parish Clerk	?	good	Nil					
S11	seat	Groombridge Recreation Ground nr play area	May-17	Memorial bench (Longley)	donated		Groombridge Recreation Ground/play area		Parish Clerk		Very good	Nil				added May 17	
S12	seat	Groombridge Recreation Ground corner nr recycling area	Mar-19	Hahn Plastics Limited Eclipse bench	donated GHS		Groombridge Recreation Ground/play area		Parish Clerk		Very good	Nil			Added Mar 2019		
SID1	SID	Speed indicator Device	Mar-20	Traffic technology	£2,260		Across parish		Parish Clerk		Very good	Nil		2260	Apr-20		
SID2	SID poles and brackets	Poles & brackets for Speed Indicator Device	Mar-21	Traffic technology	c £100 each set		2 at Forest Fold, 1 at The Ridge		Parish Clerk		Very good	Nil		300	Apr-22		

D1	Defibrillator	At Kings Hall Withyham	Autumn 2020	Purchased and installed by Kings Hall on agreement WPC to adopt as an asset and maintain	tbc		wall of Kings Hall, Withyham		Parish Clerk		Excellent	Nil		1500	Nov-20	
D2	Defibrillator	At Blackham Village Hall	Oct-21	Sussex Heart Charity	£900 contributed by WPC		on stand alone post near entrance to Blackham Village Hall		Parish Clerk		Excellent	Nil		1500		
ST	2 gazebos	Gazebos for events: 1 white and 1 green	2015		Donated by residents		Storage facility, Newton Willows,		Parish Clerk		good	Ni		under garden, plant and machinery		
GAZ	2 pop up gazebos	2 pop up gazebos with sides for events	Feb-17		£294+VAT		Storage facility, Newton Willows,		Parish Clerk		Very good	Nil		£3,826		added Apr 17
PMP1	Dust cart and related tools	Parish Maintenance person equipment	?		?		Storage facility, Newton Willows, Groombridge		Parish Clerk		good	Ni		under garden, plant and machinery		
PMP2	Leaf blower	Parish Maintenance person equipment	Sep-16	Stihl	£240+VAT		Storage facility, Newton Willows, Groombridge		Parish Clerk		good	Ni		£3,826		
ROW1	Trailer	Large Trailer to Attach to Vehicle	01/10/2021 (to PC storage)	Eastbourne Ramblers			WPC Shipping Container, Groombridge Rec		Parish Clerk		fair	Nil				
ROW2	Brush Cutter	ROW Footpath Volunteers Equipment	01/10/2021 (to PC storage)	Stihl			WPC Shipping Container, Groombridge Rec		Parish Clerk		fair	Nil				
VS	Village Sign	Groombridge		Roy Harvey	donated Groomgridge History Society		Near Groombridge Place entrance		Parish Clerk		good	Nil		Under street furniture 115901		
GB1-10	Grit bins	10 grit bins: Eridge Road near "Bridges", Park Corner X Rds, Orchard Rise, Ironchurch Lane by Village Hall, Willetts Lane Teasley Mead, Reading Room Corner School Lane, Top of Hoadleys Lane near Forest Fold, outside St Michael's School, Mardens Hill nr Friars Gate Farm, Mitts Mill	Various	ESCC	£330 each + licences		10 grit bins: Eridge Road near "Bridges", Park Corner X Rds, Orchard Rise, Ironchurch Lane by Village Hall, Willetts Lane Teasley Mead, Reading Room Corner School Lane, Top of Hoadleys Lane near Forest Fold, outside St Michael's School, Mardens Hill nr Friars Gate Farm, Mitts Mill		Parish Clerk		fair-very good				870	330+VAT & licences from ESCC as at Nov 2018
DB1-7	Dog bins	WPC owned x 7: 2 Groombridge Recreation Ground, 1 Corseley Road, 1 The Ridge, 1 opp St Michael's School, 1 Back Lane Gromenfield, 1 Teasley Mead		Wealden District Council			WPC owned x 7: 2 Groombridge Recreation Ground, 1 Corseley Road, 1 The Ridge, 1 opp St Michael's School, 1 Back Lane Gromenfield, 1 Teasley Mead		Parish Clerk		good					Added Jan 17
WB1-3	waste bins	WPC owned x5 (18.4.22): Youth Shelter, car park and play area Groombridge Recreation Ground, Newton Willows, Groombridge Shops Balls Green Play Area Bin, (NB Victoria Bus Stop, junction School Lane/St Johns Rd, Groombridge shops, Withyham bus stop (jctn Station Rd), Groombridge village hall, opp Junction Inn are WDC owned)	?				WPC owned x 5: Youth Shelter, car park and play area Groombridge Recreation Ground, Balls Green Play Area Bin, Groombridge shops, Newton Willows (NB Victoria Bus Stop, junction School Lane/St Johns Rd, Withyham bus stop (jctn Station Rd), Groombridge car park, opp Junction Inn are WDC owned)		Parish Clerk		good				750	£125 each. Added 28.7

LC1-39	Lighting columns	39 across parish in Balls Green & Groombridge (number agreed with ESCC 2018)	?				?		Parish Clerk		fair-good 2 poor			Under street furniture 115901		
NB1	Notice board	St Johns Church (shared)	2013	Gerald Fowler	400		St Johns Church		Parish Clerk		good			Under street furniture 115901		
NB2	Notice board	Manor Pound	?		?		Manor Pound, Lye Green		Parish Clerk		poor		removed 2015			
NB3	Notice board	Dorset Arms	2012	Gerald Fowler	400		Dorset Arms, Withyham		Parish Clerk		good					
NB4	Notice board	Balls Green	?		?		Balls Green		Parish Clerk		fair					
NB5	Notice board	Blackham Village Hall	?		?		Blackham Village Hall		Parish Clerk		fair					
NB6	Notice board	Teasley Mead	2012	Gerald Fowler	400		Teasley Mead, Blackham		Parish Clerk		good					
NB7	Notice board	Groombridge post office	2012	Gerald Fowler	400		Groombridge post office		Parish Clerk		good					
NB8	Notice board	Cooks Corner	2013	Gerald Fowler	400		Cooks Corner, St Johns		Parish Clerk		very good		Hit by car, removed and in WPC shed			
NB9	Notice board	Parish office	2015	Gerald Fowler	350		Parish Office		Parish Clerk		very good					
OE7	Office equipment	fixed Projector	2013	Sony	984		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil		under general contents £5736		
OE8	Office equipment	Mobile Projector	2013 (2nd hand)	Dell	?		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE13	Office equipment	5 4 meeting tables	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				Disposed of office desk and a meeting room table used instead
OE14	Office equipment	1 oval table	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE15	Office equipment	24 meeting room chairs	2013 (2nd hand)				The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE16	Office equipment	1 bookcase	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE19	Office equipment	coat stand	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE27	Office equipment	fridge	2013		100		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE33	Office equipment	projector screen	2013		?		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE35	Office equipment	Disabled ramp	2014		80					Daily use	Poor	Nil				
OE9	Office equipment	Clerk desk	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil		under general contents £5736		
OE10	Office equipment	Assistant Clerk desk	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE11	Office equipment	Spare desk	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE12	Office equipment	4 office chairs	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE1	Office equipment	Computer, monitor, keyboard	2010	HP	?		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE2	Office equipment	Computer, monitor, keyboard	2013	Intel	343		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE2a	Office equipment	Computer, monitor, keyboard	2018		400		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				Added Sep 19
OE2b	Office equipment	Computer, monitor, keyboard	2019	Lenovo	400		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				Added Sep 19
OE4	Office equipment	photocopier A3	2013	First Office	lease	3 year lease	The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Lease £135+Vat & copy charge				
OE5	Office equipment	4 drawer Filing cabinet	2013 (2nd hand)		?		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE17	Office equipment	1 2-drawer cabinet	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE18	Office equipment	1 3-drawer cabinet	2013 (2nd hand)		*		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE24	Office equipment	shredder	2014		40		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				
OE25	Office equipment	2 laptops: HP used regularly/ older Dell retained	2016 ?				The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Poor				
OE34	Office equipment	telephone	2013		?		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Good	Nil				

OE36	Chairs items	Badge of office	?		580		Chair's home			occasional	very good	Nil		under general		
OE37	Chairs items	gavel	?		(inc in £580 badge)		Chair's home			occasional	very good	Nil		contents £5736		
OE38	Office equipment	Microwave	2016	donated	100		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	fair	Nil				Added 2017
OE39	Office equipment	2 oil filled radiators	2017	Amazon	260 (130 each)		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	very good	Nil				Added 2017
OE40	Office equipment	Computer, monitor. Keyboard	2018	HP	462		The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Very Good	Nil				Added May 18
OE41	Office equipment	Administrator's desk					The Old Station, TN3 9RD	Parish Office	Parish Clerk	Daily use	Very good	Nil				
OE44	Office equipment	Display board 5 sections					The Old Station, TN3 9RD	Parish Office	Parish Clerk	occasional	very good	Nil				

129680 at Nov18

£724,876 insured
consists £487,500
Phoenix House/Post
Office, £102,920
Groombridge
Playground £5093
storage facility,
£115901 street
furniture, £1639
table tennis table
surface, £5736 office
equipment and
£3826 gardening/
machinery & 2260
SID

Updated
June 2021

* office furniture bought for £500 second hand

NB under 'insurance value pre 28.7', the items were covered in the original annual premium of £1,486.46, the items under 'items added 28.7' were at an additonal premium of £58.20 (agreed by F&A members on email due to need for expediency).

18/8 F&A meeting considered adding contents of storage shed, RoW trailer & tools, play grounds to policy. Agreed that due to age of playgrounds these should not be insured*; cost of items in storage shed and RoW trailer unlikely to exceed excess therefore do not insure