

Lindfield Parish Council

6 Denmans Lane
Lindfield
West Sussex
RH16 2LB

Parish Clerk: Mrs C Irwin

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1 June 2011

To: Members of the Environment and Amenities Committee

You are hereby summoned to attend a meeting of the **Environment and Amenities Committee** to be held on **Thursday, 9 June 2011** at the King Edward Hall (Jubilee Room), Lindfield, commencing at **8.00 p.m.**, to transact the following business:

Welcome and emergency announcements.

AGENDA

1. To elect a Chairman
2. To elect a Vice Chairman
3. To receive and accept apologies for absence.
4. To receive declarations of interest from Members in respect of any matter on the Agenda.
5. Questions / comments from members of the public. (This item will be limited to a maximum of 15 minutes).
6. To confirm and sign the Minutes of the meeting of the Environment and Amenities Committee held on 7 April 2011 (*previously circulated*).
7. Chairman's Announcements.
8. To consider membership of working groups:
 - i) Christmas Festival Night / Christmas Lights
 - ii) Street Lighting
 - iii) Allotments
9. Report on Action / Project Progress list (*attached*).
10. Environment and Amenities Committee Budget progress 2011/12
 - i) to review payments made to 31.05.11 (budget progress *to follow*).
11. Warding:
 - i) to consider warding arrangements
 - ii) to receive reports on Ward Inspections.
12. Maintenance:
 - i) Report on current maintenance
13. High Street verges survey – to consider quotation from Haywards Heath Town Council for planting crocus bulbs (*if received*)

Members of the Public and the Press have a right to attend meetings of the Council and its Committees.

14. Denmans Lane Allotments: to consider any matters relating to the allotment site, including:
 - i) To note allocation of plots and number on waiting list.
 - ii) To note recent repair to mower
 - iii) Gravel drive: report on meeting with resident regarding request for a contribution to maintenance from the Parish Council (*attached*)
 15. Risk Management for the Environment and Amenities Committee's activities.
 16. Liaison meetings:
 - i) to note action list from meeting with MSDC Officers (*to follow*)
 17. Lindfield Leaflet – to note delivery of reprint.
 18. Access road opposite Flowercraft: to consider responses to the letter sent to residents regarding naming of the road (*attached*).
 19. Litter bins: to note report by Councillor Gomme (*attached*), to consider deferral of this item to the next meeting and agree interim emergency action.
 20. Bus shelter in Hickmans Lane: to consider quotation for kick panels (*attached*)
 21. To consider proposal by WSCC to remove Leylandii tree at Dukes Road and replace it with more suitable species (email from Marcus Brook, WSCC Arboricultural Officer, *attached*).
 22. Silver Jubilee Noticeboard: to consider whether the Parish Council should take over custodianship of the board as a community asset for insurance purposes.
 23. Any other business, arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.
 24. On conclusion of this part of the meeting, a further period of 15 minutes will be set aside to allow members of the public to ask questions / make comments.
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Signed

Christine Irwin
Clerk to the Council

c.c: All other Parish Councillors
WSCC Cllr. Mrs. C. Field
MSDC Cllr. Mr. A. Lea