

# Lindfield Parish Council

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Lindfield  
West Sussex  
RH16 2LH

Parish Clerk: Mrs C Irwin

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28 May 2015

**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, 4 June 2015** at the King Edward Hall (Jubilee Room), Lindfield, commencing at **8.05 p.m. (or on conclusion of the Complaints Committee meeting)** to transact the following business:

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Welcome and emergency announcements.

## AGENDA

1. To elect a Chairman for the Environment and Amenities Committee.
2. To elect a Vice Chairman for the Environment and Amenities Committee.
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 will be limited to a maximum of 15 minutes. In accordance with Standing Orders 3 (e)-(g) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes).*
6. To confirm and sign the Minutes of the meeting of the Environment and Amenities Committee held on 9 April 2015 *(previously circulated)*.
7. To appoint Working Groups and to agree their membership:
  - i) Christmas Festival Night/Christmas Lights Working Group
  - ii) Denmans Lane Allotments Working Group
  - iii) Street lights Working Group
  - iv) Responsibility for Village Archive Collection
8. Chairman's Announcements.
9. Action List *(attached)*.
10. Environment and Amenities Committee Budget Progress 2015/16: to review payments made to 30.04.15 *(to follow if available)*.
11. Report on current maintenance, to include:
  - i) Parish Council's notice boards in Denmans Lane.
12. Street lights : update
  - i) West Sussex Street lights upgrade

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

- ii) Parish Council owned street lights: to note recent replacement of Brookway columns and ratify the expenditure from the budget and street lighting reserve.
13. Liaison Meeting with MSDC Officer David Terry on 13.05.15 (report to follow)
14. Street Map Panels:
  - i) to consider provision of further maps (on Lindfield Common and Hickmans Lane field.
  - ii) To consider the offer of a donation of surplus funds from the Queen's Diamond Jubilee celebrations in Lindfield.
15. Spring Clean: to review the event held on 18 April 2015 and to consider 2016 Spring Clean.
16. Village Archive (report from Richard Bryant, Volunteer Village Archivist, *attached*)
17. Risk Management:
  - i) to allocate responsibilities for reviewing Risk Assessments.
  - ii) to consider arrangements for routine inspection of Parish owned street furniture and public conveniences.
18. 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.

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Signed



Christine Irwin  
Clerk to the Council

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