

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 1 AUGUST 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

**Present:**

Parish Councillors: Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mr. S. Henton  
Mr. R. Plass  
Mrs. V. Upton

**Also present:** 1 member of the public

**In attendance:** Mrs. C. Irwin

The Chairman welcomed those present and announced the emergency procedure for the King Edward Hall.

**274. APOLOGIES FOR ABSENCE.**

274.1 Apologies for absence were received from Councillors Chatfield, Hersey, Hodgson, and Pickett and the reasons were accepted.

**275. DECLARATIONS OF INTEREST.**

275.1 Councillor Allen declared a personal interest in agenda item 13 (Lindfield Primary School, road safety proposals) as he was a member of the school's governing body.

275.2 Councillor Blunden declared a personal interest in agenda item 14 (Allotments) as he was a plot holder and Councillor Allen also declared a personal interest in this item as his wife was a plot holder.

**276. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

276.1 There were no questions or comments from members of the public.

**277. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 6 JUNE 2013.**

277.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 6 June 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**278. CHAIRMAN'S ANNOUNCEMENTS.**

278.1 There were no Chairman's announcements.

**279. REPORT ON ACTION LIST.**

279.1 Minute 309.2 (10.12.09) – Maintenance of allotment sheds. The Chairman asked for volunteers to help clear accumulated rubbish from the sheds at the top of the Allotment site so that work could be carried out on the older of the two.

## LINDFIELD PARISH COUNCIL

- 279.2 Minutes 262.1 and 268.1 (06.06.13). It was **NOTED** that the matter of the Hickmans Lane seat and the bollards and paving at the Post Office corner and had been referred to the new Principal Community Officer at WSCC.
- 279.3 Minute 236.1. It was **AGREED** to delete the action to move the salt bin at the corner of Appledore Gardens and West Common Drive. The Chairman called for help transferring salt from the damaged bin at the corner of Chaloner Road to a new bin when the waterlogged salt had drained.
- 279.4 Minute 264.2. **NOTED** that the new litter bins had been delivered and the Clerk was waiting for confirmation that Haywards Heath Town Council grounds-staff could install the two large ones, otherwise a contractor would be engaged. The small one for the footpath alongside the King Edward Hall should easily be installed without the need for a contractor.

### 280. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2013/14

- 280.1 **NOTED:** to 30 June 2013, from the E&A budget of £64,150, the sum of £7,843 had been spent and a further sum of £3,019 had been spent from the outstanding projects and reserves total of £31,364.

Up to the end of June the E&A Committee had spent £7,843 from the budget of £64,150 and a further sum of £3,019 from outstanding projects and reserves.

### 281. REPORT ON CURRENT MAINTENANCE.

- 281.1 **NOTED:** the repainting of the finger post in the High Street was nearing completion.
- 281.2 **AGREED** to ask Haywards Heath Town Council to add the maintenance of the horse trough on the Common to the grass cutting contract. **NOTED:** that HHTC grounds-staff had done an excellent job of the landscaped triangle at the Sunte Avenue crossroads, where they had planted some bedding plants.

### 282. STREET LIGHTING

- 282.1 Painting of columns. The Parish Council's street lights had recently been repainted. **NOTED:**
- under the contract with Direct Technical Services (DTS), the street lights were normally painted every fifth year but this had been brought forward because the lights had not been painted for a long time.
  - the original calculation for the painting element of the contract had been found to be inaccurate in terms of the number of columns and pole brackets for which painting was required.
  - The Council should have been paying £215 plus VAT per annum for painting, but had in fact only paid £78 plus VAT per annum.
  - There was therefore a shortfall of £274 plus VAT for the two completed years of the contract and £68.50 plus VAT for the first half of the current year.

**AGREED:** to pay the shortfall of £342.50 plus VAT on receipt of an invoice from DTS and for the future annual maintenance charge to be increased by £137.00 plus VAT.

- 282.2 Previously unpainted galvanised column and pole brackets. DTS had sought the Parish Council's views on whether previously unpainted galvanised columns and pole brackets should be painted. It was understood that there was one such column and three or four pole brackets, none of which were in prominent positions. To have them painted would add £22 to the annual charge for one column and three pole brackets. It was **AGREED** that the unpainted column and pole brackets should be left unpainted, as painting them could lead to an ongoing maintenance issue because paint did not usually adhere well to galvanised metal.
- 282.3 Pole bracket light outside 4 West View Cottages. A Parish Council owned street light was mounted on a telegraph pole outside number 4 West View Cottages. This light lit the path along the front of the cottages, whereas the lights at either side of it were directed towards the road. UK Power Networks were in the

## LINDFIELD PARISH COUNCIL

process of replacing the overhead power cables with an underground supply and the pole would no longer be required except for the light. Residents had approached the Parish Council as they did not want to lose this light., however the resident at number 4 had asked whether either the light could be moved about six feet to the west of its present position or shielded because it was right outside his front bedroom window and as it was only about six feet away, it shone brightly into the room. That would necessitate purchase of a new metal column to match the others nearby.

To replace the pole with a column would cost the Parish Council £850 plus VAT and any connection charge that might be applicable, although if this was done during the current works by UKPN there may be no such charge. Advice from UKPN was still to be confirmed, but it was understood that they would be willing to leave the telegraph pole, reduce it in height and round off the top and connect the light to the underground power supply. During discussion it was suggested that moving the light might move the problem to someone else.

The DTS engineer had advised that a light blocking board mounted behind the lamp, suggested by the resident at 4 West View, would interfere with access to the equipment for maintenance, but that a lower wattage lamp could be put in and the lantern could be partially blacked out.

It was **AGREED**:

- that UKPN should be requested to leave the pole in place, shorten it and round off the top and connect the light to the underground power supply
- to ask DTS to look again at the possibility of mounting a light blocking board with removable fixings to facilitate access to the light or put a lower wattage lamp in and shade part of the lantern to reduce the effect of the light on number 4

### **283. RISK MANAGEMENT.**

283.1 **NOTED:** the Risk Assessment for the Allotments (physical risks) had been reviewed along with the inspection check list.

### **284. MEETING WITH ROBERT RHODES-KUBIAK (WSCC PRINCIPAL COMMUNITY OFFICER, NORTH AND CENTRAL MID SUSSEX)**

284.1 The draft notes of the meeting held on 26 June (which were subject to confirmation by Mr. Rhodes-Kubiak) were tabled. The Chairman drew attention to the main issues discussed at that meeting.

- the reduced winter service to be provided by WSCC, which would be discussed under the next agenda item. The Chairman and Clerk had expressed their disappointment at the WSCC decision to reduce the support to the community by not refilling the salt bins during the winter.
- the proliferation of A boards in the High Street, some of which were being placed so as to obstruct the pavement. WSCC had now written to the businesses concerned.
- Mr. Rhodes-Kubiak was going to look into the matter of the bollards and paving at the Post Office Corner and follow up the enquiry about the consultation on the seat in Hickmans Lane which had been referred to the WSCC legal department almost a year previously, with no response.
- The Gatwick Diamond Team had been reorganised once again and a separate team would be dealing with routine highway repairs and other such matters. George Chisenga would continue to head the Gatwick Diamond Team and Robert Rhodes-Kubiak would be the main contact in the Community Development Team.

### **285. WINTER MAINTENANCE PLAN**

285.1 WSCC's Winter Service Commitment. A briefing note had been circulated with the agenda explaining the situation and setting out the decisions to be taken.

## LINDFIELD PARISH COUNCIL

At the meeting on 26 June, Robert Rhodes-Kubiak had informed the Chairman and Clerk that WSCC's winter service commitment was being reduced. They would fill parish salt bins pre-winter but not refill them during the winter. If parish councils believed that their bins would need refilling they were expected to make their own arrangements to store salt which would be provided in 1 ton bags by WSCC pre-winter. WSCC would be ordering salt during the summer to take advantage of lower prices. Guidance notes on preparing the Winter Maintenance Plan had not been received until 11 July but WSCC required the parishes to agree their Winter Maintenance Plans and send them to WSCC by 1 August stating their requirements including the number and location of existing salt bins plus any further bins to be purchased and the quantity and locations of reserve salt in bags. Following any further discussion with WSCC the final plans were to be approved by 31 August.

Haywards Heath Town Council would provide support under the cluster agreement, but this winter they would have some difficulties as the facility at Bridge Road was being refurbished, so they had asked their cluster partners to find places locally to store some salt which their grounds-staff would use to refill bins in the parish.

A revised draft plan had been circulated to Councillors by email and then to WSCC on 31 July on the understanding that it had not yet been approved by the Council (or Committee).

- 285.2 Locations for reserve supplies of salt. Agreement to allow the Council to store reserve salt either in bags or in a 10' metal container in a convenient central location had unfortunately been withdrawn. Enquiries had been made about renting an empty garage at the Welkin, but none were available. Two further suggested locations were the parking space at the entrance to the allotments and, subject to MSDC's agreement, the car park near the tennis courts on the Common. The bags would be stored on pallets covered with strong plastic sheeting or tarpaulin and bound securely with the strapping used to fasten lorry loads. It was acknowledged that this arrangement still left the salt supply vulnerable, but this was thought to be better than not having any.

Reservations were expressed particularly about storing salt at the entrance to the allotments. However the Chairman pointed out that this would be a temporary measure for the winter months when there was less demand on the parking space.

On the understanding that this would be a temporary solution, it was **AGREED** to put forward the Denmans Lane allotments parking space and, subject to permission from MSDC, the car park near the tennis courts on the Common, as places to store reserves of salt. Councillor Allen asked for it to be noted that he was against this decision.

It was suggested that in future years, Lindfield Rural Parish Council could be consulted on the possibility of storing salt in a large bin in the car park at Walstead Cemetery.

- 285.3 Additional salt bins. The list of locations for additional salt bins in the draft plan was **AGREED**: 6 x 400 litre and 6 x 160 litre which would cost in the order of £2,120.
- 285.4 Use of farmers and offer of road closed/hazard signs. WSCC's guidance had encouraged the use of farmers to store salt and clear roads under agreement with WSCC. To date, Lindfield Parish Council had not made such arrangements. WSCC had offered road closed / hazard signs; this offer was not discussed.
- 285.5 Draft Winter Maintenance Plan. Subject to agreement from MSDC regarding storing of salt on the Common car park, the draft plan as revised was **AGREED**.

### 286. LINDFIELD PRIMARY SCHOOL: ROAD SAFETY PROPOSALS BY PARENTS.

- 286.1 Councillor Allen, having declared a personal interest in this item at Minute 275.1, remained present and participated in the discussion.

## LINDFIELD PARISH COUNCIL

- 286.2 Lindfield Primary School parents had submitted proposals to WSCC to improve road safety in the vicinity of the school, which included two pathways across parts of the Common. Rupert Browning at MSDC had indicated that he would welcome the views of the Parish Council.

It was **NOTED** that the proposed path alongside the bowling green was already an informal footpath, but surfacing it as a formal footpath had not been supported by MSDC on a previous occasion. The following comments were **AGREED**:

- Concern regarding proposed drop-off points in terms of safety on a busy road
- Support for WSCC adopting School Lane
- No objection to footpath alongside the bowling green
- More information needed about the proposed footpath from Black Hill
- Members were not keen on the proposed engineered crossings

### 287. DENMANS LANE ALLOTMENTS

- 287.1 Councillors Allen and Blunden, having declared personal interests in this item at Minute 275.2, remained present and participated in the discussion.

- 287.2 Tree survey. Mr. Thurman's report had not yet been received. However he had confirmed that some works were required but nothing was urgent and autumn/winter would be the better time for this to be done. Mr. Thurman had been consulted a few days previously about a fir tree near Pondcroft which appeared to be dying. Mr. Thurman had inspected the tree again and his advice was that it was neither dead nor dangerous but had been partially defoliated by woolly aphids from which it should recover but the tree should be checked next year.

- 287.3 Neglected allotment plot. Members discussed an issue with a plot which had become smothered in bindweed about which adjacent plot holders had complained. The plot holder had been receiving help with his plot to the extent that he had done little or no work on it himself. Some produce had been grown in the current season, but very little had been done to control the weeds. The plot holder himself now lives outside the parish, but arguably within a mile from the boundary. It had been made clear to the plot holder and the people who were helping him, who were on the waiting list for a plot of their own, that they would not be able to acquire this plot unless they were at the top of the waiting list when it became available. The plot holder had been allowed to renew his agreement on the understanding that he worked on the plot himself, but there was little if any evidence that he was doing so.

It was **AGREED** as follows:

- the Clerk was to telephone the plot holder to find out what his intentions were and give him notice until the end of August to clear the weeds.
- If no action was taken he would then be given formal notice of one month that his agreement was to be terminated, according to the terms of the agreement.
- At the end of the formal notice period the Council would arrange for the weeds to be sprayed.
- The plot would be used as a burning area for shrubbery removed from the hedgerow when it was being cleared for the new fence.

### 288. MSDC CHAIRMAN'S GARDEN PARTY – COMMUNITY SERVICE AWARDS.

- 288.1 The Parish Council had been invited by the Chairman of MSDC, Councillor Gordon Marples, to nominate a member of the community to receive a Community Service Award at the Chairman's Garden Party on 29 September. Councillor Marples had indicated that MSDC would be willing to receive more than one nomination if this was felt to be appropriate.

Councillor Gomme had made two suggestions and Councillor Blunden added a third. It was **AGREED** to put all three names forward. The nominees are not named in the minutes as they had not yet been approached.

### 289. ANY OTHER BUSINESS.

- 289.1 No other items of business were raised.

The meeting concluded at 8.55 p.m.