

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **1 OCTOBER 2015** at the King Edward Hall, Lindfield.

The meeting began at 8.00 p.m.

Present:

Parish Councillors: Mr. M. Allen
Mr. W. Blunden
Mr. S. Henton (from 8.12 p.m.)
Mrs. M. Hersey
Mrs. E. Hinze
Mr. S. Hodgson
Mr. C. Snowling
Mrs. V. Upton

37. APOLOGIES FOR ABSENCE.

37.1 Apologies were received from Councillor Durrant and the reason was accepted. Apologies for late arrival were also received and accepted from Councillor Henton.

38. DECLARATIONS OF INTEREST

38.1 Item 17: Denmans Lane Allotments. Councillor Blunden declared a personal interest in this item as he was a plot holder. Councillors Allen and Hinze also declared personal interests in this item as their spouses were plot holders.

39. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

39.1 There were no members of the public present.

40. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 30 JULY 2015.

40. The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 30 July 2015. The Minutes were **AGREED** and **SIGNED** by the Chairman as being a true record of that meeting.

41. CHAIRMAN'S ANNOUNCEMENTS.

41.1 SSALC Chairmen's Networking Day. The Chairman and Vice Chairman had attended the SSALC Chairmen's Networking Day on 30 September, at which delegates had been addressed by John Connell of the Department for Communities and Local Government regarding the policy direction for Local Councils and by Jonathan Owen, CEO of the National Association of Local Councils. Both guest speakers had spoken about devolution and the need for Councils to form clusters in order to take on devolved functions. They had stressed the need for a five year plan. There had also been a presentation from the Chairman of Bolney Parish Council about their impressive volunteer scheme. This Council appeared to have achieved a great deal in their community, with 86 trained volunteers out of a population of 1150 residents. They had been trained in the use of chain saws and had created the flower beds along the roadway. Bolney PC also made use of the Crawley Community Team, with twelve people working for them three days a week at £1.50 per head per day. Their Chairman was willing to give presentations for other Councils. Councillor Upton added that all members of their Council were expected to take on specific tasks.

42. ACTION LIST

42.1 The Action List was **NOTED**.

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43. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET

- 43.1 Budget progress 2015/16: payments made to 31.08.15. The budget progress spreadsheet to 31 August 2015 had been circulated. **NOTED:** that £39,080 had been spent from the budget of £75,000.

44. REPORT ON CURRENT MAINTENANCE

- 44.1 Parish Council's notice boards in Denmans Lane. **NOTED** that the boards had been refurbished and the Silver Jubilee board had been included at no extra cost. A minor residual matter had been reported back.
- 44.2 Horse Gin. **NOTED:** that the Deputy Clerk had inspected the Horse Gin recently and reported a missing tile, leaving a hole in the roof, and there were some loosened tiles in the middle of the flooring. It was **AGREED** to ask the contractor who had refurbished the Horse Gin previously to survey the Horse Gin and quote for repairing the defects. Subject to the estimate, it was **AGREED** to authorise this work to be carried out during the current financial year.

45. PAVING AT CORNER OF HIGH STREET AND LEWES ROAD.

- 45.1 The most recent update received had been an email from Balfour Beatty's Quantity Surveyor on 16 September, stating that he anticipated being in a position to issue a date by the end of that week. However no further notification had been received reminders had been sent.

46. STREET LIGHTS

- 46.1 West Sussex Street lights upgrade. There had been no further update about when the heritage light modifications were to take place. It was **NOTED** that heritage lights had been installed in London Lane in Cuckfield and yet the standard columns installed Lindfield High Street in March had not yet been converted. It was **AGREED** to involve Councillor Mrs. Field (WSSC).
- 46.2 Parish owned street lights: refund received from UK Power Networks re Brookway. **NOTED** that the refund of £1,332.00, referred to at the last meeting had now been received. Members asked for their thanks to colleagues at Streetlights to be recorded.

Councillor Henton joined the meeting at this point (8.12 p.m.)

47. REPORT OF THE LIAISON MEETING WITH MSDC OFFICER DAVID TERRY ON 16.09.15.

- 47.1 The main points discussed at the meeting of the Chairman and Clerk with David Terry (Landscape Contracts Officer, MSDC) had been reported at Full Council on 17 September. The notes of the meeting had been circulated by email earlier in the day. The Chairman gave an update on the Pond valve: work on the replacement was understood to be starting the following week. He also highlighted that the transfer of the Wilderness Field to MSDC appeared to be going through and stated that the point had been made at the meeting that if no progress was made with the proposed joint projects which had been on the agenda for some considerable time it might not be possible to retain a budget in the coming year.

Councillor Hersey added that she had spoken to a MSDC officer about the School footpath, but was not optimistic about the outcome.

48. DOG BIN COLLECTIONS – EXPANSION OF SERVICE.

- 48.1 An email from David Harper, Business Unit Leader Waste and Outdoor Services, MSDC was **NOTED**. MSDC was looking at expanding the dog waste bins service - both in terms of the frequency of collections and provision of additional bins. Parish Councils had been asked to inform MSDC of any problems to be addressed or locations that would benefit from a dog bin. Mr. Harper had also met with the Clerk and Deputy Clerk on 27 August to explain the scheme. It had been pointed out to him that the frequency of emptying was probably more of an issue than the lack of bins, but he had been asked to include a new bin for the path from Lewes Road to the Common playground which had been removed a few years ago. There was only one bin (Chaloner Road) for which the Parish Council paid an annual service charge; others bins in Lindfield were on land

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managed by MSDC and service was therefore paid for by MSDC. A list had been requested and Members were asked to consider other possible locations that could be suggested. It was noted that Lindfield Rural Parish Council had identified the access points to the informal recreation area off Lyoth Lane and that this Parish Council received occasional requests for extra bins either near the Common or the local footpath network such as around the Limes.

It was **NOTED** that although the bin at the entrance to the Eastern Road LNR was emptied frequently, this location may benefit from a larger bin as it was heavily used by professional dog walkers walking several dogs at once. A bin for the area by the Best Kept Village Sign was also suggested and Councillor Allen offered to check the wording of the signs on the litter bins directing people to put dog waste into dog bins.

It was **AGREED** to authorise the Clerk with the Chairman and Vice Chairman to inform MSDC where more bins were needed, having received suggestions and feedback from Members.

49. REQUEST FOR A BONFIRE BEACON ON LINDFIELD COMMON.

49.1 The Chairman gave an update on progress with researching this project which had been requested by the Bonfire Society to be lit to mark events of national significance such as Royal Weddings and HM The Queen's forthcoming 90th Birthday. The Clerk had received some contact details from a staff member at Burgess Hill Town Council, who had been involved with the installation of the beacon in St John's Park and these had been followed up. The post, sleeve and brazier had come from different suppliers, but the contractor who had installed the Burgess Hill beacon had offered to prepare an estimate for the complete job in the next few weeks. It was **NOTED** that the exact position for the beacon would be need to be identified.

To avoid unnecessary delay, it was **AGREED** that on receipt of the estimate the Clerk should contact Chris Coppens and David Harper at MSDC with details of the proposal to request advice on what was required in order to obtain permission to go ahead. It was also **AGREED** that subject to cost, this should be progressed during the current financial year.

50. CHRISTMAS LIGHTS: REPORT FOLLOWING MEETING WITH REPRESENTATIVES OF BLACHERE ON 23 SEPTEMBER.

50.1 The Chairman reported that he and the Clerk had met with the Project Manager for Blachere to discuss the Christmas lights and some concerns about the sparklights had been reported to him. He had acknowledged that these issues needed to be addressed. A revised quotation had not yet been received. It was **AGREED** to authorise the Clerk in consultation with the Chairman, to make a decision on placing the order.

51. CHRISTMAS FESTIVAL NIGHT.

51.1 **NOTED:** the Deputy Clerk had begun preparations and would be arranging a meeting of the Working Group shortly. Wilbar Associates had confirmed that they would be able to provide people for the road closure and Event Medic Services had also confirmed their attendance.

52. DROPPED KERBS.

52.1 A few requests for dropped kerbs had been received from residents in recent years and the Council had been building a fund for this purpose. As it was some time since this had first been discussed, the Chairman recommended re-inspecting the suggested locations to confirm the priorities. The Chairman asked Members to check possible locations and take photographs as appropriate..

It was **NOTED** that WSCC were currently dealing with a request forwarded to them by the Deputy Clerk for a dropped kerb in West View on the Common side of the road to match the one on the opposite side of West View. The other requests included:

- Sunte Avenue/Hickmans Lane junction – to cross to the other side of Hickmans Lane
- Dukes Road – to cross the cul-de-sac and The Wilderness
- Lewes Road – to cross from West View
- Lewes Road – to cross Noahs Ark Lane
- High Street – to cross Brushes Lane

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53. ALLOTMENTS: BEECH TREE ON THE NORTH-WEST BOUNDARY.

53.1 Councillors Blunden, Allen and Hinze, having declared personal but non-prejudicial interests in this item, remained present.

53.2 The concerns of a neighbouring resident about the condition of the beech tree on the boundary with his land had been noted at the last meeting and Peter Thurman, Arboricultural Consultant, had since inspected the tree. He had reported that the branch was obviously dead when it failed but there had been no damage or defect at the time of his last survey in 2013. He could not see any other major dead wood or end-loaded limbs that require pruning and could not see any obvious cause for the current low density of the foliage which he believed may be weather related rather than a sign of decline. Mr. Thurman had suggested further assessment next Spring to allay fears and also to continue to check the sling brace every 3 to 5 years with removal of any deadwood found during the climb. He would not recommend a crown reduction as beech trees did not respond well to this treatment. .

Mr. Thurman's next inspection of the Allotment trees was due next Spring. It was therefore **AGREED** that he should be asked to assess the tree then and it was also **AGREED** to instruct KPS to do a climbing inspection in the Spring to check the brace and deal with any deadwood.

54. WINTER MANAGEMENT PLAN.

54.1 Revised draft Winter Management Plan. **NOTED:** the Clerk had updated contact details, substituted a revised version of West Sussex County Council's statement and made a few other minor changes to the Winter Management Plan, none of which affected the Parish Council's strategy. It was therefore **AGREED** to approve the Revised Plan subject to prior circulation of the final draft which was awaiting an updated map of salt bin locations.

54.2 Salt Survey. **NOTED:** that the Haywards Heath CIC team had carried out the salt survey and this had been returned to WSCC. There was no requirement for extra salt. Four new bins had been delivered and would be filled with the reserve salt from the bags on the Common.

54.3 Arrangements for salt on the Common. **NOTED:** that it was intended to place spare bins on the Common and put as much salt into them as possible from the sacks. MSDC Officers had confirmed their agreement.

54.4 Volunteers for snow clearing. One new volunteer had come forward. Members were asked to try to recruit additional volunteers.

54.5 Other matters. **AGREED:**

- To arrange for paving slabs to be laid to give a flat surface for setting up the snow plough.
- To arrange for the snow plough to be serviced
- To arrange training for volunteers in the use of the snow plough, on site if possible.

55. PUBLIC RIGHTS OF WAY: MAINTENANCE INSPECTION

55.1 The an annual inspection of the designated Public Rights of Way by the Local Access Ranger was due to take place during October and the Parish Council had been asked whether there were any issues to bring to her attention. It was **AGREED** to draw attention to the vegetation in the footpath to the rear of The Welkin.

56. BUDGET 2016/17.

56.1 The Committee was required to agree its recommendations for next year's budget before the F&GP Committee meeting on 10 December. The Chairman asked Members to give consideration to realistic and achievable suggestions to be included in the budget for 2016/17 for the next meeting.

57. RISK MANAGEMENT.

57.1 **NOTED:** The risk assessment for Christmas Festival Night was to be reviewed at the meeting of the Working Group.

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58. ANY OTHER BUSINESS.

59.1 No other items of business were raised.

The meeting concluded at 8.43 p.m.