

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY, 2 FEBRUARY 2012** at the King Edward Hall, Lindfield

Present: Mr. W. Blunden
Mr. M. Allen
Mr. A. Gomme
Mr. S. Henton
Mrs. M. Hersey

Also present: 3 members of the public

In attendance: Mrs. C. Irwin

The Chairman opened the meeting at 8.00 p.m. and welcomed those present.

90. APOLOGIES FOR ABSENCE.

90.1 Apologies for absence were received from Councillors Upton and Plass and the reasons were accepted.

91. DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.

91.1 Councillor Blunden declared a prejudicial interest in item 13 (HM the Queen's Diamond Jubilee) because he was a member of the Lindfield Diamond Jubilee Committee. Advice from the Deputy Monitoring Officer at MSDC on this matter was **NOTED**.

91.2 Councillors Blunden declared a personal interest in item 17 (Denmans Lane Allotments) as he was a plot holder. Councillor Allen also declared a personal interest in this item as his wife was a plot holder.

92. QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

92.1 Mr. D. Macmillan commented on the following:

- outstanding work by Barratts on the pond at the Limes development
- the need to cut back the hedge which obscured light column 11 in Denmans Lane
- the possibility of the proposed new toilets on the Common having an impact on the memorial hedge on the bowls club car park
- would the Parish Council consider annual pollarding of the High Street and Compton Road lime trees?

93. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 8 DECEMBER 2011.

93.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 8 December 2011. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

94. CHAIRMAN'S ANNOUNCEMENTS.

94.1 Posts for School Safety Zone signage. Elaine Emmett (Principal Officer Gatwick Diamond Team, WSCC) had looked into the matter of the colour of street sign posts after this was questioned when the signage for the School Safety Zone was erected. Members **NOTED** her reply:

"I understand there have been a number of communications regarding SSZ signage. I have spoken with Chris Stark our Traffic Engineering Manager and he is not aware of any agreement. It is probably an old informal "gentleman's" agreement made with staff that left WSCC employment years ago, and at a time when resources were more freely available. From an Asset Management perspective it is difficult to maintain records of such agreements.

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Unfortunately we are at a time when we are trying to deliver best value within restricted budgets, and currently it is considered that all traffic sign poles should be of a uniform colour regardless of their locality, and that colour is currently silver for galvanised steel posts. I am further advised that if it is intended that the poles need to be replaced with black poles, this can certainly be considered but it would not seem unreasonable to ask that Lindfield Parish Council funds the difference.

If the sign poles are to be considered for change it is felt that the best way forward would be to make this a community led decision in consultation with Ian Patrick, and I have copied Ian in on my reply so that he is aware”.

This matter would be on the agenda for the next meeting of the E&A Committee.

94.2 Refuse sacks left by Village Orderly for collection. A complaint had been received from the proprietor of a High Street business objecting to the refuse sacks left near his property by the Village Orderly for collection by SERCO. The Village Orderly had confirmed that he had arranged with SERCO operatives to leave his bags near certain litter bins, in the most convenient places for them to stop to collect them. He was unable to suggest a more suitable place for the bags in this part of the High Street. The Committee suggested that the Clerk should write a suitable letter to the complainant to this effect.

94.3 Film Crew. The Clerk had been notified that a small film crew would be in the Village on Wednesday 8 February, filming a programme about property seeking in the area.

94.4 Winter Management. The Chairman reported that he had prepared the snow clearing equipment for use as snow was forecast for the coming weekend.

95. REPORT ON ACTION LIST.

95.1 The action list was noted without comment.

96. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

96.1 Budget progress 2011/12: to review payments made to 31.12.11. **NOTED** that the January figures were not yet available.

NOTED: that to 31 December 2011, from the E&A budget of £73,000.00, £22,479.00 had been spent and a further £1,538 from the reserves and outstanding projects. In January approximately £5,697 had been spent, including £5,000 to MSDC for the Pond fence. Invoices were anticipated in the near future for upgrading street lights, the freighter visits, tree pollarding and renovation of the litter bins and bus shelters. The Committee would be considering expenditure on car park maps, pond lighting and fingerpost restoration under items coming up later on the Agenda.

96.2 Budget 2012 / 13: to note amendment agreed by Full Council on 19.01.12 to the E&A budget for the next financial year. **NOTED** that at the last meeting of the Full Council, it had been proposed and agreed to increase the E&A budget by £6,000 after the first set of prices had been received for Christmas lights.

97. TO RECEIVE REPORTS ON WARD/SECTOR INSPECTIONS.

97.1 The Chairman thanked Members for submitting their reports, in which pot holes were a common feature. Members agreed that it was useful to see the reports of their fellow Members.

98. REPORT ON CURRENT MAINTENANCE.

98.1 **NOTED:**

- work was to start on repairing and painting the bus shelters on Thursday 9 February

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- the Clerk had approached Matt Coppard about treating the outside of the Council's sheds on the allotments with wood preservative, and painting the remaining seats and was awaiting a reply.
- Councillors Gomme and Chatfield had surveyed the bus stop poles and the integral litter bins and their report would be on the agenda at a future meeting.
- A quotation had been received for a bollard for the High Street to prevent parking on the York Stone paving. After inspecting the site, Elaine Emmett (WSCC) was arranging for one bollard to be installed initially and its effect would be monitored. The cost to the Parish Council would be £70 for the one bollard. It was **AGREED** to confirm the Parish Council' agreement to paying for this bollard. It was **NOTED** that negotiations were taking place between WSCC and a developer who had been granted planning permission to build a house to the rear of 36 High Street (adjacent to this area of York stone paving), regarding traffic management during construction. A response had been sent to WSCC to express concerns about the disruption likely to result from the proposals and Councillor Field had confirmed her support for the Parish Council in its attempts to minimise inconvenience to residents.

99. CHRISTMAS FESTIVAL NIGHT / CHRISTMAS LIGHTS WORKING GROUP.

99.1 Post Event Review Meeting held on 24 January 2012. The full notes of the meeting were not yet available but the Deputy Parish Clerk had produced a short briefing note summarising the main points and recommendations. **AGREED** to **CONFIRM** the following recommendations:

- Date for 2012 Christmas Festival Night - 4 December
- Parish Office – to remain closed during the day on 4 December
- Timing of road closure – no change - 5.30 – 9.30 p.m.
- Fees for stalls – no change - £7.50 for charities and £15 for commercial stalls.
- Incident control room - book room at KEH
- Activities – no change to usual programme and participants

In the absence of the Chairman of the Working Group, Councillor Upton, the Chairman gave a brief oral report:

- Feedback from traders and stall holders had been good: charities had reported that they were pleased with their takings.
- Some of the traders had expressed their wish for no large features such as fairground rides to be sited outside their shops, but the fairground owner had liaised with them on the night.
- Parking had still been a problem but had improved on the previous year with the help of MSDC Parking Enforcement team.
- The traders had requested wider advertising but the Working Group had agreed that larger numbers could lead to capacity problems in the High Street and in the URC.
- A lot of comments had been made about the lack of Christmas Lights and a petition had been signed on the night by 550 people, mainly residents of the village.
- The road closure barriers borrowed from the Bonfire Society were in a poor condition and the Working Group was looking into borrowing from MSDC or purchasing the required number.
- The Working Group was going to make enquiries about borrowing market stalls from Haywards Heath Traders Association.
- The idea of getting the public to vote for the Best Dressed Window had not been successful and the Working Group had agreed that a small team of Councillors should do the judging in future.

99.2 Christmas lights: to consider purchase of lighting scheme for the Pond. Detailed costings, totalling £3,613 plus VAT, had been received for the purchase of the equipment to light the Pond, as trialled over the Christmas period and which had been well received by residents. The equipment quoted for was of a higher specification in that the colours could be changed and this had been demonstrated via a YouTube link forwarded to Members. MSDC had advised that planning permission would be necessary for the intended permanent installation, so that the lighting could be used for other occasions. Subject to MSDC's consent both as managers of the Pond and as Local Planning Authority, it was **AGREED** to accept the quotation of £3,613 plus VAT and to proceed with this scheme.

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99.3 Christmas lights. **NOTED** that a petition signed by residents in support of Christmas lights had been formally received by Full Council on 24 January. A quotation had been received for a range of options including coloured floodlighting which could be set to up-light the branches or down-light the trunks. Other companies were to be invited to quote for alternative schemes and the matter would be considered at a future meeting of the Committee when this information had been received. The effect of the pollarding on the trees would be taken into account.

100. ROAD MAPS FOR THE VILLAGE CAR PARKS.

100.1 Eight companies had been invited to quote for this work and Councillor Gomme had summarised the quotations received in a report. Having studied the information provided by these companies, he had concluded that Fitzpatrick Woolmer appeared to offer a product that best matched the Council's requirements. Councillor Gomme had obtained permission from a local artist to use her artwork to decorate the maps. Size and material for the case were discussed. It was **AGREED**:

- To express the preference for A1 size maps, to be reviewed at the proof stage to ensure that the road names could be easily read, otherwise the larger A0 would have to be considered.
- Map to include area around Gravelye Lane with Lindfield addresses but outside the Lindfield Parish.
- The cases for the Denmans Lane and Tollgate car park maps to be black powder coated steel as being more suited to the locations, although oak would be considered for further maps depending on the setting of the location
- Fitzpatrick Woolmer should be asked to proceed with the design work so that the maps could be agreed with the other parties concerned.
- The maps to be mounted on walls if possible: on the Denmans Lane public toilets and, subject to consent, on the Medical Centre wall.
- To place the order with Fitzpatrick Woolmer subject to the necessary permissions being obtained (2 maps A1 (design, production case and delivery) - £2,719.00)

It was hoped that the first two maps would be in place for summer 2012.

Members expressed their appreciation to Councillor Gomme for the work he had done on this project so far.

101. RISK MANAGEMENT FOR THE ENVIRONMENT AND AMENITIES COMMITTEE'S ACTIVITIES.

101.1 There was nothing to report under this item.

102. HER MAJESTY THE QUEEN'S DIAMOND JUBILEE .

102.1 Councillor Blunden declared a prejudicial interest in this item as a member of the Lindfield Diamond Jubilee (DJ) Committee and, in accordance with the advice from MSDC's Deputy Monitoring Officer, he withdrew from the table to the public gallery to answer any questions from members and then left the room before the Committee discussed this item.

Councillor Gomme took the chair as Vice Chairman of the Committee.

A two page letter had been received from the Chairman of the DJ Committee, outlining what had been done so far and requesting financial support from the Parish Council. Councillor Blunden had not been able to attend the first meeting of the DJ Committee and was unable to answer a question about how the joint expenses would be spread between the DJ Committee and the King Edward Hall Village Day Committee. He was however able to report that Village Day would be taking place as usual and that he understood that the portaloos and marquee hired for Village Day would remain on the Common for the events on the Sunday. It was expected that the extra charges and insurance would have to be borne by the DJ Committee. The Committee had been given a donation from a housing developer.

Councillor Blunden left the room (8.45 p.m.)

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During the discussion it was felt that there was not enough information to enable the committee to process a request for funding. It was **AGREED** that the DJ Committee should be asked for details of their budget and an estimate of their anticipated initial outlay on items such as the extended hire of facilities arranged by the Village Day Committee. It was noted that there had been a suggestion of giving school children a memento and it was **AGREED** that subject to confirmation by the RFO that this was in order and clarification of details as to the sphere of distribution, this could be paid directly by the Parish Council.

It was **AGREED** to write to the DJ Committee to inform them that in principle their letter had been received favourably but that a detailed breakdown of the budget and anticipated initial expenditure was required to enable funds to be released. It was **NOTED** that an extraordinary meeting of the E&A Committee could be called, if further discussion should be necessary.

Councillor Blunden re-joined the meeting at 8.56 p.m. and resumed the chair for the rest of the meeting.

103. SALT / GRIT BINS: TO CONSIDER REQUESTS FOR ADDITIONAL BINS.

103.1 Requests for extra grit bins were discussed: from the Finches Gardens Residents Association for two bins at the top of the hill and from a resident on behalf of Beckworth Lane for one bin at the corner of Beckworth Close. It was **AGREED** to confirm the policy to concentrate the Parish Council's resources on providing bins for strategic places on the main pedestrian routes in and to the Village centre and to request Hippo Bags for certain other locations. Residents in other roads requesting grit bins would be encouraged to buy their own bin and the Parish Council would support them in getting WSCC to fill them. It was **NOTED** that keyholders must ensure that bins were locked again after use to discourage theft.

104. FINGER POST RESTORATION.

104.1 Councillor Gomme reported that estimates had been requested from two companies recommended by Clerks of neighbouring Councils. WSCC had confirmed that money was still available to part-fund the restoration of finger posts this year but that this was not guaranteed to be available beyond 31 March. Other Councils had paid up to £1,100, depending on the work required. It was **AGREED** to authorise the Clerk in consultation with the Chairman and Councillor Gomme to consider the quotations received and to arrange for the work to be done during the current financial year in order to take advantage of the grant money available. This would be paid for from the general maintenance budget or the designated reserve for maintenance of community assets. It was **NOTED** that the fingerpost in the High Street with metal post and wooden arms also needed restoring and this would be considered at a later date.

105. ARRANGEMENTS FOR THE ANNUAL SPRING CLEAN 2012.

105.1 **AGREED** to hold the Annual Spring Clean on Saturday 14 April. It was **NOTED** that this year was the Scouts' 100th Anniversary and they had expressed the intention to engage in community activities, so they should be invited to take part.

106. DENMANS LANE ALLOTMENTS: ANNUAL REVIEW OF RENT PER ROD.

106.1 Councillors Blunden and Allen declared personal interests in this item and remained present. It was **NOTED** that it had been agreed the previous year to increase the rent with effect from 1 April 2012 and allotment tenants had been given the required twelve months' notice. It was **AGREED** that there should be no increase from 1 April 2013.

107. VILLAGE ORDERLY - RENEWAL OF ANNUAL CONTRACT .

107.1 It was **AGREED** in principle that the Parish Council should continue to employ a Village Orderly from 1 April.

108. 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.

108.1 No other items of business were raised.

109. FURTHER PERIOD FOR QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

109.1 Mr. N. Kerslake commented as follows:

- Car park maps - endorsed the view that the Council should seek quality products
- Posts for traffic signs – there should be a policy recognising Lindfield as a special village and to ensure consistency.
- Christmas lights – risk of theft and vandalism of the equipment should be considered before purchase.

109.2 Mr. D. Macmillan commented as follows:

- Construction of house at rear of 36 High Street - there had been chaos when Lewes Road was last closed and complaints from residents of the roads used as an alternative route (Luxford Road/ Eastern Road, Newton Road, Dukes Road). Since that time residents of the Limes development had started parking in nearby roads, especially Eastern Road.

The meeting concluded at 9.15 p.m.