

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 2 JUNE 2016** 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  
Mrs. M. Hersey  
Mr. S. Hodgson  
Mr. R. Pickett (Vice Chairman)  
Mr. C. Snowling  
Mrs. V. Upton

**Also present:** 1 member of the public (from Minute 125)

**In attendance:** Mrs. C. Irwin (Clerk)

**Not present:** Parish Councillor Mrs. J. Durrant

**117. ELECTION OF CHAIRMAN.**

117.1 The Chairman of Council called for nominations for the office of Chairman of the Environment and Amenities Committee. Councillor Blunden was **PROPOSED** by Councillor Henton and **SECONDED** by Councillor Snowling. There being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of the Environment and Amenities Committee for the Council year 2016/17. Councillor Blunden then took the Chair for the meeting.

**118. ELECTION OF VICE CHAIRMAN.**

118.1 The Chairman called for nominations for the office of Vice Chairman of the Environment and Amenities Committee. Councillor Pickett was **PROPOSED** by Councillor Upton and **SECONDED** by Councillor Snowling. There being no further nominations, Councillor Pickett was duly **ELECTED** as Vice Chairman of the Environment and Amenities Committee for the Council year 2016/17.

**119. APOLOGIES FOR ABSENCE.**

119.1 Apologies for absence were received from Councillor Durrant and the reasons were accepted.

**120. DECLARATIONS OF INTEREST.**

120.1 Denmans Lane Allotments. Councillors Allen declared a personal interest in items relating to the Denmans Lane Allotments as his wife was a plot holder. Councillor Blunden also declared a personal interest in this item as he was a plot holder.

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

121. There were no members of the public present at this time.

**122. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 7 APRIL 2016.**

122.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 7 April 2016. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

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### 123. TO APPOINT WORKING GROUPS AND TO AGREE THEIR MEMBERSHIP:

123.1 It was **AGREED** that the following Working Groups should continue with the membership as stated

- **Christmas Festival Night/Christmas Lights Working Group**  
Councillors Blunden, Durrant, Henton and Upton.
- **Denmans Lane Allotments Working Group**  
Councillors Allen, Blunden, Henton and Snowling (with Mary Allen and Richard Powell).
- **Responsibility for Village Archive Collection**  
Councillors Blunden and Upton

### 124. CHAIRMAN'S ANNOUNCEMENTS.

124.1 There were no Chairman's Announcements.

### 125. ACTION LIST.

125.1 Winter Management (06.02.14 Min 335.2). It was **NOTED** that as much as possible had been done about the storage of salt on the Common and it was **AGREED** to delete this action.

125.2 Allotment path (04.02.16 Min 93.3). The Chairman reported that he had laid bark chippings on the path which had become available after tree work carried out by a neighbour. MOT surfacing would be reconsidered when the bark had worn down.

125.3 Wilderness Field (07.04.16 Minute 112.1). Councillor Snowling suggested that consideration should be given to reassuring the public about safeguarding the field if and when the Parish Council took it over.

### 126. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2016/17.

126.1 Budget progress 2016/17: payments made to 30.04.16. **NOTED**: in the first month of the new financial year £2,300 had been spent from the budget of £51,600.

### 127. REVIEW OF THE RESERVES ALLOCATED TO THE E&A COMMITTEE.

127.1 Members considered the proposals for the E&A Committee's reserves as set out on the spreadsheet which had been presented to the Finance and General Purposes Committee at the meeting held on 26.05.16. It was **NOTED** that the maximum funds available for all the reserves except the general and capital reserves was £82,697. It was **AGREED** to **RECOMMEND** to Full Council: the E&A reserves as follows:

	£
Street map of Lindfield	4,000.00
Posts around open spaces	4,000.00
Emergency equipment (including purchase of salt bins)	500.00
Joint Project with WSCC: Dropped Kerbs (increased by £7,000 unspent from 2015/16 budget)	12,500.00
Denmans Lane public toilets – maintenance sinking fund	1,000.00
Repair/maintenance of community assets sinking fund	3,000.00
Maintenance of King Edward Hall clock	500.00
Litter bins (unspent sum carried down from 2015/16 budget)	2,000.00
Upgrade of Hickmans Lane playground (increased by £5,000 unspent from 2015/16 budget)	15,000.00
<b>TOTAL E&amp;A RESERVES 2016/17</b>	<b><u>£42,500.00</u></b>

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### 128. REPORT ON CURRENT MAINTENANCE.

- 128.1 Maintenance work carried out by Haywards Heath Town Council. It was **NOTED** that a list of weeding and vegetation clearance had recently been submitted to HHTC for attention under the Highways Agreement. Under a separate arrangement between HHTC and the Parish Council for paid-for maintenance, recent work carried out had included seat painting and litter bin cleaning.
- 128.2 Bulb planting. It was **NOTED** that the croci in the High Street verges had become sparse due to disturbance during the work on the street lights. It was **AGREED** that the Clerk should obtain a quotation from Haywards Heath Town Council for the next meeting on 4 August.

### 129. STREET LIGHTS.

- 129.1 West Sussex Street lights upgrade. It was **NOTED** that, since the last meeting, the Clerk had met with Samantha Angus from SSEC on 19.04.6 regarding the lights that had still not been converted to heritage style. Ms Angus had then driven round to inspect the lights listed as outstanding and followed up with an emailed confirmation. However no further progress had been made. In response to a reminder from the Clerk the previous week, Ms. Angus had confirmed that she was still chasing this up herself and would send out another batch of emails and hoped for some replies on her return from a week's annual leave.
- 129.2 Parish owned street lights. A quotation had been received from Streetlights for changing the lanterns on the following lights to 45w Cosmo Iffley lanterns with brackets to conform with the WSCC lights in Lewes Road:
- West View (two columns and one pole mounted)
  - Lewes Road, rear of King Edward Hall (column)
  - Lewes Road, car park opposite Flowercraft (column) (on the advice of Streetlights because of the age of the equipment).

The quotation for the total cost was £6,724.54 plus VAT which was within the budget of £7,000. It was **AGREED** to place the order for this work to be done.

### 130. POND ISLANDS,

- 130.1 The Chairman reported that the new islands were in place and the vegetation was growing and currently in bloom.

### 131. CHRISTMAS FESTIVAL NIGHT: DATE FOR 2016 EVENT.

- 131.1 It was **AGREED** that the 2016 Christmas Festival Night would be held on Tuesday 6 December.

### 132. LIAISON MEETING WITH MSDC OFFICER MR. DAVID TERRY HELD ON 13.04.16.

- 132.1 The Action List from the Liaison Meeting had been circulated with the Agenda. The Chairman reported that since the meeting, the fish in the Pond had been destocked, but the aeration pump was still not working. The Clerk had sent an email requesting an update but so far had not received a reply. The Chairman stated that it would be helpful if Ward District Councillors could encourage a response.

### 133. SPRING CLEAN.

- 133.1 2016 Spring Clean. The Chairman reported that there had probably been a record turn-out for the Spring Clean on 16 April – a total of 38 people, including 7 Councillors and 2 staff.
- 133.2 2017 Spring Clean. The date for the 2017 Spring Clean was considered and it was noted that Saturdays 15 and 29 were both Bank Holiday weekends. It was **AGREED** that the Clerk should set a date from the remaining Saturdays in April (1, 8, 22) subject to availability of the King Edward Hall and avoiding the day of the Lindfield Horticultural Spring Show.

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### 134. DENMANS LANE ALLOTMENTS.

- 134.1 Maintenance work. It was **NOTED** that the repair to the fence and the painting of the sheds had been completed and the invoice paid.
- 134.2 Tree survey. It was **NOTED** that Peter Thurman proposed deferring the survey until August as he had taken a cursory look earlier in the year and could not see anything of concern.

### 135. RISK MANAGEMENT.

- 135.1 It was **AGREED** to assign the following Members to assist with the Risk Assessments for the E&A Committee:

Allotments	Councillors Blunden, Henton and Allen
Spring Clean	Councillors Upton and Blunden
Village Night	Councillors Upton and Blunden (with Working Group)
Public conveniences	Councillors Henton, Hersey and Pickett
Winter Management	Councillors Blunden and Plass ( <i>although Councillor Plass was no longer a member of this Committee he had first-hand experience of operating the machinery</i> ).
Street lights	Councillors Hodgson and Snowling
Christmas Lights	Councillors Blunden and Snowling
Street furniture ( <i>litter bins, bus stop poles and shelters, railings etc</i> )	Councillors Snowling, Hersey and Upton

### 136. WINTER MANAGEMENT PLAN.

- 136.1 An email had been received from WSCC with a number of attachments which would be forwarded to Members. It was **NOTED** that salt audits had to be returned to WSCC by 5 September, along with Winter Management Plans, updated as necessary. Bins less than three quarters full would be topped up by WSCC before 1 November, but not after that date. HHTC CIC Team would be asked to audit the salt supply in time to meet the 5 September deadline.

### 137. ANY OTHER BUSINESS.

- 137.1 No other items of business were raised.

The meeting concluded at 8.30 p.m.