

LINDFIELD PARISH COUNCIL

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

The meeting commenced at 8.00 p.m.

Present: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mrs. J. Chatfield
Mr. S. Henton
Mrs. M. Hersey
Mr. S. Hodgson
Mr. R. Plass
Mrs. V. Upton

Also present: 1 member of the public

In attendance: Mrs. C. Irwin

The Chairman welcomed those present.

152. APOLOGIES FOR ABSENCE.

151.1 Apologies for absence were received from Councillor Hersey and the reason was accepted.

153. DECLARATIONS OF INTEREST

153.1 Councillor Blunden declared a personal interest in items 14 and 18 relating to the Denmans Lane allotments as he was a plot holder. Councillors Allen and Pickett also declared personal interests in these items as their wives were plot holders.

154. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

154.1 Mr. D. Macmillan stated that he was heartened that the litter bin refurbishment was soon to be completed. He hoped that his previously emailed suggestions about bus stop poles would be useful.

155. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 7 JUNE 2012.

155.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 7 June 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

156. CHAIRMAN'S ANNOUNCEMENTS.

156.1 Community Resuscitation Training. The Chairman announced that he and the Clerk had attended a training session the previous evening on emergency life support and use of an automated defibrillator. A local business was planning to fund the installation of a defibrillator in a central position with access at all times and had arranged the training from the Sussex Heart Charity. The other people at this session were not resident in Lindfield and the Chairman asked Members' views on putting a proposal to the Parish Council to consider funding further sessions for residents so that as many people as possible would be able to use it. Members all supported putting this to the Council, subject to cost. The Sussex Heart Charity would be asked about the cost before the next Council meeting.

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157. REPORT ON ACTION LIST.

157.1 The updates on the action list were **NOTED**.

157.2 Triangle at the Sunte Avenue Crossroads (Minute 141.2). Approaches had been made to WSCC and Haywards Heath Town Council about the Parish Council taking over the maintenance of the triangle and a reply was awaited. WSCC had also been contacted about the contractors for British Gas using this area as storage for rubble and barriers and particular concern had been expressed for the newly restored finger post. The reply had stated that the message had been forwarded to the SGN supervisors of the job to make them aware. In terms of legislation, utilities had a year from completion to restore areas to their "normal" condition to allow for seasonal growing conditions. This scheme was currently noticed until 2 November, subject to there being no engineering issues, and while grading and top soiling could be done any time after completion, the reseeding was unlikely to be carried out until April.

Councillor Gomme had offered to monitor the situation and take photographs on completion.

158. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET

158.1 The figures for July were not yet available as the bank statements were still awaited. Members considered the budget progress for the first quarter: 1 April to 31 June. It was suggested that the RFO and the Clerk should look into on-line banking when appropriate in order to access bank statements.

NOTED:

- from the Environment and Amenities Committee's in-year budget of £66,050.00, £7,825.00 had been spent and a further sum of £4,426.00 had been spent from outstanding projects and designated reserves making a total expenditure of £12,251.19.
- the final invoice for the renovation of the litter bins had been received and the total cost of this project was £4,755.00.

159. WARD/SECTOR INSPECTIONS.

159.1 The Chairman thanked Members who had submitted reports. Councillor Upton added to her report that a new gate had been installed at the Wilderness Field that day. Full Council was to consider the warding system as agreed at the June E&A meeting.

160. REPORT ON CURRENT MAINTENANCE.

160.1 **NOTED:** the strip of grass under the fence by the Pond had been added to the schedule for grass cutting carried out by Haywards Heath Town Council on behalf of the Parish Council, under licence from WSCC, as this had not been properly maintained by WSCC's contractors.

161. LITTER BINS

161.1 Utilisation of the four bins refurbished in the final batch. Full Council had agreed in October 2011 that four bins should not be replaced in their original locations as they were no longer considered to be necessary. These were to be renovated and stored as reserves in case of damage or the need to install a bin in another location in the future. The work had now been completed and the use or storage of the bins needed to be considered. However a quotation and sketch had been received from the Blacksmith on the day of this meeting to illustrate his idea for adapting the bus stop poles by adding new supports to enable them to stand alone without the integral half round bins, which would allow the Council to consider putting full size bins alongside the bus stop poles. The Blacksmith was also understood to be working on an alternative idea. A meeting would be arranged in due course with the Blacksmith so that the Chairman and Councillor Chatfield could discuss these ideas with him and the proposals set

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out in the report prepared by Councillors Gomme and Chatfield in April and put a proposal together for the October meeting of the E&A Committee. The Blacksmith had informed the Clerk that he was willing to store the bins until a decision had been made on a bus stop scheme, but he had made it clear that he would not store them for a long period without making a charge.

Members discussed replacing the bin outside Old School Court as proposed by Councillor Allen who reported that this bin had been well used when it was in place and litter seemed to have increased since the bin was removed; nearby residents had indicated that they wanted it to be reinstated.

It was **AGREED** to defer a decision on three of the four surplus bins until a scheme for the bus stops had been agreed, but to instruct the Blacksmith to reinstall the fourth bin in the original position outside Old School immediately.

162. LIAISON MEETING WITH MSDC'S PRINCIPAL LANDSCAPE MANAGER, RUPERT BROWNING, ON 28 JUNE 2012

162.1 The notes of the meeting held on 28 June, attended by the Chairman and the Clerk and Rupert Browning (MSDC), were received and noted. The Chairman reported as follows:

- Since the meeting, Mr Browning had sent the playground inspection reports and the latest update of the Pond Management Plan. Both the Common and Hickmans Lane playground reports had indicated the need for some remedial work but there had been no concerns about safety. The Common playground had scored well on play value but Hickmans Lane less, so particularly for stimulating play. Playground improvements could be a joint project that the Parish Council might consider.
- The weeds on the Pond wall and alongside the fence had now been dealt with and the picket fence (missed when the post and rail fence was done) had been painted
- Assurance had been given that delivery of the pumps was expected soon.
- Responsibility for the street light in the car park opposite Flowercraft was being investigated as it did not appear to be on the inventories of MSDC, WSCC or the Parish Council.

163. STREET LIGHTING

163.1 Members had received a briefing report on the upgrade of the lighting equipment and the review of the electricity supply.

163.2 Upgrade. The upgrade being carried out by Direct Technical Services (DTS) would soon be completed: delivery of the made-to-order Iffley lanterns was expected shortly.

163.3 Part night illumination. A significant saving in electricity consumption could be made if the lights were set on part-night illumination and during the course of the upgrade the DTS engineer had been making this adjustment, which had not previously been possible for certain lights until the equipment had been replaced. It was reported that a resident of Brookway had contacted the Parish Office to object to the lights going out after midnight and expressed the view that residents should have been consulted beforehand.

Ken Bonner at DTS had advised that most other Councils were switching to part night for their street lighting; the saving was in the order of 41% and that the Council should consider whether the expense of keeping the lights burning all night could be justified in terms of the amount of pedestrian traffic in the affected roads at those times. He had added that there was no overriding duty on a local authority to provide or keep lit systems of street lighting to prevent crime.

Having considered the saving to be made, balanced against the benefit to the community, Members **AGREED** a policy that the street lights owned by Lindfield Parish Council should be set to part-night illumination.

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163.4 Review of energy supplier. **NOTED** that Clerk had signed an authority for an energy consultant, recommended by DTS, to act on behalf of the Parish Council for the purpose of negotiating with energy suppliers to achieve a saving on energy consumption. DTS had facilitated significant savings (17 – 44%) for other client Councils in this way.

164. CHRISTMAS LIGHTS

164.1 Quotations from three suppliers had been received and to enable these to be discussed in open session they were referred to by letters A, B and C. A table comparing the quotations had been circulated, along with copies of the actual quotations. The total available in the current year's budget was £8,237.00, plus £2,100.00 held as a designated reserve making a total of £10,337.00.

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|----------------------|---|
| Supplier A | - festoon (unbreakable white or coloured golf ball lamps strung between trees) Supported by catenary wire cost of removal of support infrastructure between seasons not included in price |
| Supplier B, Option 1 | - festoon (as A) supported by catenary wire Cost to remove support infrastructure between seasons included in quotation |
| Supplier B, Option 2 | - small LED lights wrapped round larger branches to remain in situ Electrical cable supported by catenary wire |
| Supplier C, Option 1 | - floodlights (1 floodlight per tree) - main retail area only (to Abbots Chemist) Electrical cable supported by catenary wire labour not included |
| Supplier C, Option 2 | - floodlights (2 per tree) - main retail area only (to Abbots Chemist) Electrical cable supported by catenary wire labour not included |
| Supplier C, Option 3 | - later upgrade from 1 floodlight to 2 - main retail area only (to Abbots Chemist) labour not included |

A previous quotation from C for two other options: coloured lanterns and P lights, had not been included in the comparison as the cost far exceeded the budget.

It had been confirmed that the fixings attaching the infrastructure to the trees for all options would not harm them and that the golf ball lamps and LED lights would have a long life. The Clerk would ensure that the insurance cover was adequate.

After due consideration it was **AGREED** that the lights should be purchased from supplier B. The majority of Members expressed a preference for Option 2 – LED lights. The total cost for the initial purchase and installation services for Option 2 was - £6,499.00. Installation services and storage in years 2 and 3 would be £1,092.50 p.a. The overall cost for three years was therefore £8,684.00. Prices quoted were exclusive of VAT and carriage. Enquiries were to be made with WSCC and MSDC as to whether the catenary wire could be left up between seasons to save money.

165. ALLOTMENTS: MAINTENANCE OF THE GRAVEL PATH

165.1 A letter had been received from a resident regarding the re-shingling of the gravel path to the Allotments, stating the overall cost and the proportion requested of the Council. In 2011 the Council had agreed to contribute 20% of the cost of the materials on the next occasion the path was resurfaced. On this basis the Parish Council's contribution

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for the work that had now been carried out was £70. The Council had agreed a process to follow when future requests were made and the resident would be reminded of this.

AGREED to authorise a cheque for £70 to be sent to the resident.

166. RISK MANAGEMENT.

166.1 Review of the risk assessments for the Village Orderly and the Winter Management Plan were in progress. The Christmas Festival Night Working Party would include Risk Assessment on the agenda for their next meeting.

167. HIGH STREET BOLLARDS.

167.1 Councillor Pickett gave a verbal update. Further to his meeting with Elaine Hendren of WSCC, Councillor Pickett had received a report the previous day on the number and siting of bollards required, which would be more than originally thought. Mrs. Hendren was leaving WSCC at the end of August and her colleague, Frankie Spurgeon, was to arrange to meet Councillor Pickett to inspect the York Stone paving. Councillor Pickett hoped to be able to give a full report at the next meeting of the Committee.

168. WINTER MANAGEMENT.

168.1 Purchase of additional grit bins and equipment was considered. In addition to the replacement for the damaged grit bin in Denmans Lane, it was **AGREED** to buy a further bin to store as a reserve. It was also **AGREED** to purchase 5 metal shovels which were better for compacted ice, and a 2 wheeled barrow for salt which would be more stable in use.

169. DENMANS LANE ALLOTMENTS: GRASS CUTTING ATTACHMENT FOR THE SNOW PLOUGH POWER UNIT.

169.1 The Chairman reported that Richard Powell had been finding it difficult this year to keep up with the maintenance of the rough grass area at the Pondcroft end of the allotments with the existing machinery. The regular mowers were unsuitable and the scythe tended to tear the grass rather than cut it. Two types of grass cutting attachments were available for the snow plough power unit: scythe cutting bars in two widths (£565.00 for a 32" or £595.00 for a 40") and a 20" brush mower at £795.00. As an alternative, the Chairman proposed the lower priced Hayter Powertrim which was in effect a heavy duty strimmer on wheels which would cost £350.00 plus VAT. Members agreed that this was the better option in terms of cost, performance and ease of use than the snow plough attachment and they felt that the snow plough should be kept for the purpose for which it was bought. It was therefore **AGREED** to purchase the Hayter Powertrim at £350.00 plus VAT.

170. 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.

The meeting concluded at 8.50 p.m.