

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 2 OCTOBER 2014** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

**Present:**

Parish Councillors:        Mr. M. Allen  
                                      Mr. W. Blunden  
                                      Mrs. J. Chatfield  
                                      Mr. S. Henton  
                                      Mr. S. Hodgson  
                                      Mr. R. Pickett  
                                      Mr. R. Plass

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

**Not present:**         Councillors Mrs. M. Hersey and Mrs. V. Upton

The Chairman welcomed those present to the meeting.

**402.    APOLOGIES FOR ABSENCE.**

402.1    Apologies for absence were received from Councillor Hersey and Upton and the reasons were accepted.

**403.    DECLARATIONS OF INTEREST.**

403.1    There were no declarations of interest from Members in respect of any items on the Agenda.

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

404.1    There were no members of the public present.

**405.    MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 7 AUGUST 2014.**

405.1    The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 7 August 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**406.    CHAIRMAN'S ANNOUNCEMENTS.**

406.1    Lindfield Arts Festival. The Chairman commented that the weekend of the Lindfield Arts Festival (12 – 14 September) showed that Lindfield was a vibrant village. Members agreed that congratulations were due to the organising committee for arranging such a good weekend with something for everyone.

**407.    ACTION LIST.**

407.1    Notice boards and Allotment Fence. The Chairman reported that he had been assured that these would both be dealt with by the end of October.

407.2    Crocus Bulbs. Costings had been received from Haywards Heath Town Council for 4000 bulbs which they had estimated would be needed for the High Street verges and there was choice of small or large flowered varieties. It was **AGREED** to accept the quotation for large flowered bulbs at a total of £471.80, including delivery and labour, which was within the gardening budget of £600.

## LINDFIELD PARISH COUNCIL

### 408. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

- 408.1 Budget progress 2014/15 - payments made to 31.08.14. **NOTED:** that £11,564 had been spent from the budget of £70,000 to 31 August 2014.

### 409. REPORT ON CURRENT MAINTENANCE.

- 409.1 Railing at corner of Hickmans Lane and High Street. **NOTED:** the Blacksmith had confirmed that he would be attending to the repair of the railing shortly and had made arrangements to install a temporary railing as a safety measure. It was suggested by a Member that the owner of the adjacent shop should be notified beforehand as a courtesy.

### 410. WEST SUSSEX STREET LIGHTS UPGRADE.

- 410.1 A quotation had been received earlier that day from Simon Bushell at SSE Contracting for 14 lanterns to be upgraded to heritage, which represented the net number of lights that would have to be paid for by the Parish Council after balancing the new ones proposed for Compton Road, Lewes Road, Brushes Lane, The Wilderness and parts of Denmans Lane, Hickmans Lane and Chaloner Road, against the credits from downgrading Finches Gardens and Alma Road. This figure was in the order of £10,600. A formal quotation would be drawn up on confirmation that the Council wished to proceed. It was **NOTED** that this sum was well within budget and it was **AGREED** to inform SSEC and WSCC that the Parish Council wished to proceed.

- 410.2 It was also **NOTED** that SSE had responded to the request for power sockets to be added to columns for the Christmas lights: they would not allow services to be taken from columns to any adjacent structures, as the columns were not designed to take any lateral straining. This was in line with the new national guidance on Seasonal Decorations published by the Institution of Lighting Professionals.

### 411. STREET MAP PANELS.

- 411.1 As previously agreed the Clerk had contacted Goulds for assistance with the planning application and was making arrangements to meet one of their surveyors on site shortly.

### 412. PAVING AT CORNER OF HIGH STREET AND LEWES ROAD.

- 412.1 At the meeting on 11 September, Full Council had been in favour of placing the work with the contractor who had submitted the quotation, subject to confirmation that there was justification to waive the requirement in Financial Regulations to obtain three quotations. This should then be resolved and minuted at a meeting of Full Council.

WS Highways had estimated the work to be in the order of £40,000, including reinforcement of the pavement as suggested by the Parish Council. The quotation provided by the contractor approached by the Parish Council was drawn up on the basis of filling the soft spots beneath the paving, adding three bollards and replacing damaged flags reusing existing ones where possible, which was more in line with the original plan. Authorisation would have to be received from WSCC to place the work with a contractor. It was **AGREED** that this matter should be referred back to WSCC for advice on procedure if the Parish Council placed the work with a contractor and to request a further costing on the same basis as the one received from the contractor.

### 413. WINTER MANAGEMENT PLAN.

- 413.1 **NOTED:** that the Winter Management Plan had been revised to consolidate the maps and update the text in the introductory sections in line with WSCC and MSDC's latest published documents. There were no changes that would impact on the service. It was **AGREED** to **APPROVE** the draft Winter Management Plan for 2014/15. It was further **AGREED** that a short article should be published in the next newsletter seeking volunteers.

## LINDFIELD PARISH COUNCIL

### 414. CHRISTMAS FESTIVAL NIGHT.

#### 414.1 NOTED:

- Assurance had been received from WSCC that the gas work in Dukes Road and Brushes Lane would not prevent Christmas Festival Night taking place as the contractors would not be closing the road altogether and it could still be used as a diversion route.
- A meeting of the Working Group would be arranged as soon as possible. Meanwhile, it was **AGREED** to authorise the Clerk and Deputy Clerk, in consultation with Councillors Upton and Blunden, to take any action in respect of the arrangements, particularly obtaining the authorisations.
- It was **AGREED** to ask Event Medic Services to attend the event.

### 415. CHRISTMAS LIGHTS UPDATE.

415.1 The licence from WSCC was due to expire in November and an application for renewal had been submitted.

415.2 As noted at Minute 410.2, SSE Contracting had confirmed that they would not permit sockets fitted to the street light columns because they would not allow services to be taken from columns to any adjacent structures as the columns were not designed to take any lateral straining. This followed the new national guidance on seasonal decorations published by the Institute of Lighting Professionals.

415.3 The Chairman and Clerk had met the new Project Manager and Sub Contractors and there was more confidence that the work would be done properly. The garlands that were cut and pieced by the previous sub-contractors were to be replaced. The power for the spark lights would come from the garlands using torpedo sockets instead of there being a separate wire.

### 416. REPORT OF LIAISON MEETING WITH MSDC OFFICER DAVID TERRY

416.1 A lengthy but very useful meeting had taken place with Mr. Terry on 17<sup>th</sup> September, attended by the Chairman and the Clerk and the Pond Warden, Richard Powell had attended for the pond items. The Chairman drew attention to the main points:

416.2 Street light on footpath south of Old School Court: to consider adoption of this pole mounted lantern. Councillor Allen declared a personal interest in this item as a resident of Old School Court.

This light had obviously been maintained by either West Sussex County Council or Mid Sussex District Council's contractors for some years, but with new contracts put in place over the last few years, inventories had been reviewed and it no longer seemed to appear on the list for either authority. It had been reported faulty earlier this year and MSDC had instructed their contractors to repair it as a one off job, but they were not prepared to add it to their inventory. It was not on the highway so WSCC would not take it on either. As it was a pole mounted standard lantern, it was not likely to add a great deal to the maintenance costs and it was therefore **AGREED** to adopt this lights and arrange for it to be added to the Parish Council's inventory.

416.3 Joint project with MSDC – Hickmans Lane playground improvements. Full Council had agreed to the E&A Committee's recommendation to vire the funds from the Tree Pollarding to this project, making a total of £12,500 and the proposal to improve the playground had been raised at the Liaison Meeting Mr. Terry had welcomed the idea and asked the Clerk to send an email to his colleague, Landscape Officer Nicole Batten-Evatt, to inform her of the proposal, to confirm the amount the Parish Council had earmarked for it and to find out whether any S106 money would be available. This had been done and a response was awaited.

416.4 Joint project with MSDC – replacement of wooden edging to flower beds in Chaloner Road garden. This edging was deteriorating and Mr. Terry would look into other options for a more durable solution. There

## LINDFIELD PARISH COUNCIL

was no specific budget for this, but it was **AGREED** that the cost should come from the maintenance budget if the work was done in the current year.

- 416.5 Joint project with MSDC – posts round Black Hill section of Common. Mr.Terry had expressed some reservations about the effect on tree roots of digging out and concreting in white wooden posts with black metal rails to match the existing fencing and he was going to find out whether it is in fact possible. Members considered the alternatives and it was **AGREED** that the type of posts put in around the Hickmans Lane field should be suggested if the white posts and rails were not possible. This would also give a better appearance where the line of posts was broken by trees.
- 416.6 List of matters to be reported to MSDC. Councillor Allen referred to a list of matters he had sent to the Parish Office by email and asked that these matters be reported to the appropriate officers.
- 416.7 Pond Warden. It had been noted at the meeting that Brodie Branch had become the Assistant Volunteer Pond Warden. It was **AGREED** that new life jackets for both Pond Wardens should be purchased, of a standard type, the current one being unsuitable due it being designed to inflate on contact with water. It was **NOTED** that life jackets must be serviced every two years and the Council should make financial provision for this.

### **417. BUDGET 2015/16.**

- 417.1 The budget proposals from each of the Committees were to be considered at the next meeting of the Finance and General Purposes Committee. As the next scheduled meeting of F&GP preceded that of E&A, it was **AGREED** that these meetings should be swapped over: E&A to meets on 27 November and F&GP on 4 December. The final draft budget would be presented to F&GP in January and a recommendation will go to Full Council before the end of January.

The Chairman asked Members to submit any ideas for projects well in advance with a covering paper setting out the case for inclusion in the budget, to be debated at the next meeting.

### **418. TREE POLLARDING**

- 418.1 It was **NOTED** that a planning application had been submitted by WSCC to MSDC for the pollarding of both the High Street and Compton Road lime trees in early 2015.

### **419. RISK MANAGEMENT.**

- 419.1 There was nothing to report at this meeting.

### **420. ANY OTHER BUSINESS.**

- 421.1 No other items of business were raised.

The meeting concluded at 8.32 p.m.