

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 AUGUST 2017** at the King Edward Hall, Lindfield.

The meeting commenced at 20.00.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. S. Henton
Mr. S. Hodgson
Mr. R. Pickett (Vice Chairman)
Mr. C. Snowling
Mrs. V. Upton

Also present: 1 member of the public

In attendance: Mrs. C. Irwin (Clerk)
Mr. A. Funnell (Clerk Designate)

Absent: Parish Councillors: Mrs. J. Durrant and Mrs. M. Hersey

254. APOLOGIES FOR ABSENCE.

254.1 Apologies for absence were received from Councillors Durrant and Hersey and the reasons were accepted.

255. DECLARATIONS OF INTEREST.

255.1 Item 9 - Denmans Lane Allotments. Councillor Blunden declared a personal interest in item 15 as he was a plot holder. Councillor Allen also declared an interest in item 15 as his wife was a plot holder.

256. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

256.1 There were no questions or comments from members of the public

257. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 8 JUNE 2017.

257.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on 3 August 2017. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

258. CHAIRMAN'S ANNOUNCEMENTS.

258.1 There were no announcements from the Chairman.

259. ACTION LIST.

259.1 The Action List was **NOTED** without comment.

260. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2017/18

260.1 The June budget progress report had been circulated. It was **NOTED** that as at 30 June 2017 £9,787 had been spent from the E&A budget of £47,750 and nothing from the reserves. It was **NOTED** that the RFO has not amended the reserves in the June spreadsheets as this set of figures predated the July 2017 review.

261. REPORT ON CURRENT MAINTENANCE

LINDFIELD PARISH COUNCIL

261.1 Replacement planter for Denmans Lane – update

It was **NOTED** that the planters are in place and filled with compost ready for planting, but due to the slope of the ground, one planter needs to be levelled and also moved to the wall. Lindfield in Bloom have been notified that the planters have been installed. The Chairman also stated that there has been positive feedback from local traders regarding the planters discouraging groups of youths who had previously been congregating in the area.

261.2 Painting of post by the Pond

It was also **NOTED** that one of the posts on the pond had not been painted. This matter has been referred to Mid Sussex District Council.

262. **DEMANS LANE ALLOTMENT**

262.1 Trees overhanging 21 Demans Lane:

It was **NOTED** in order to avoid further delay the quotation for this work was on the Agenda for the Full Council meeting on 13 July and it was **AGREED** to confirm this order. The work was completed on Monday 31 July 2017. The Chairman advised that the work was carried out to a satisfactory standard.

263. **PUBLIC TOILETS – DENMANS LANE: TO NOTE RECENT ISSUES IN TH E SERVICE AREA**

263.1 It was **NOTED** that Members have been informed by email about a problem with the plumbing at the back of the ladies cubicle: the soil pipe had become disconnected due to a blockage. As Healthmatic were unable to attend promptly, the Clerk contacted a firm in Burgess Hill who came out immediately to assess the situation. The firm returned the next day and carried out the required works.

It was understood that the main reason this incident happened was that the soil pipe had not been properly supported and had dropped. The firm inserted a block under the pipe to support it. The firm raised concerns about how the pipe had been installed.

It is understood that this company is able to deal with all aspects of building repairs and maintenance and that they had previously undertaken work for MSDC. They had confirmed at the time that they would be willing to quote for some remedial work and general improvement and decorating of the service area. To comply with Financial Regulations three quotations should be sought.

It was **AGREED** that quotes should be sought for the necessary remedial work.

264. **CHRISTMAS LIGHTS: QUOTATION FOR 2017.**

264.1 At the last meeting it was **NOTED** that the Blachere had quoted £6,805 for installation and removal services for this year. This quote amounted to almost a 50% increase, which was queried by the Clerk. The project manager confirmed the price stating that this was the first increase since 2012, which was incorrect as prices had been increased in 2015. The Clerk challenged this and copied in the Chief Operations Officer. A revised quotation has now been received for £4,560 (£55 less than last year).

It was **AGREED** to proceed with the quote.

265 **WINTER MANAGEMENT PLAN**

265.1 The Draft revised Winter Management Plan, to be approved and submitted to WSCC by 4 September, has been circulated by email. There are no changes which affect how the Parish Council will respond to a snow event. The changes are mainly to update contact details and the section about West Sussex County Council's commitment.

Haywards Heath Town Council's highways team is conducting the salt bin audit. There are no changes to the number or location of bins. Reserve supplies will be used to replenish bins were necessary. It was **NOTED** that some of the salt had become crusty with age

LINDFIELD PARISH COUNCIL

The Committee **AGREED** the Winter Management Plan as drafted.

266 WILDERNESS FIELD: REPORT FROM THE WORKING GROUP

- 266.1 The Working Group met on 31 July 2017 to discuss advice offered by Chris Coppens (Property Lawyer for MSDC) and the details in the transfer document from the developer to MSDC.

This raised a series of questions which the Clerk sent to Chris Coppens, some of which he had answered and others he had referred to colleagues for input.

The Clerk had also sought, via SSALC, input from clerks who have had past experience with similar situations

The Working Group is aiming to put together a report for the next meeting of Full Council.

267 CHRISTMAS FESTIVAL NIGHT

- 267.1 Christmas Festival Night is on Tuesday 5 December this year. A comprehensive check list has been updated and copies were given to members of the Working Group. It was **NOTED** that additional support will need to be given to office staff this year due to staff changes. It was **AGREED** that a meeting of the Working Group needs to be arranged for as early in September as possible with representatives of the United Reformed Church, Mid Downs Radio and if possible 6-10 Traffic Management.

268 LIAISON MEETING WITH MSDC

- 268.1 Liaison meetings in the past have been with one officer from Landscapes and of late this has been David Terry. There are a number of joint projects that we would like to pursue with MSDC, for example the playground upgrade in Hickmans Lane and the posts round the strip of Common in Black Hill. Unfortunately there has been no progress with these projects.

It was **AGREED** to contact the Cabinet Member to ask if he would advise which officers are most appropriate to invite to a meeting to facilitate the initiation of these projects.

Councillor Allen raised concerns regarding the emptying of refuse bins on the common. It was **NOTED** that this issue should be monitored closely.

269. RISK MANAGEMENT.

- 269.1 It was **NOTED** that the Christmas Festival Night Working Group will need to review the risk assessment for the event at the meeting in September and arrangements need to be made for reviewing others.

270. ANY OTHER BUSINESS.

- 270.1 No other items of business were raised.

The meeting ended at 20.20 p.m.