

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 OCTOBER 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

### **Present:**

Parish Councillors:

Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mrs. M. Hersey  
Mr. S. Hodgson  
Mr. R. Pickett (Vice Chairman)  
Mrs. V. Upton

**Also present:** 1 member of the public

**Not present:** Mrs. J. Chatfield  
Mr. S. Henton  
Mr. R. Plass

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

The Chairman welcomed all those present to the meeting

### **290. APOLOGIES FOR ABSENCE.**

290.1 Apologies for absence were received from Councillors Chatfield, Henton and Plass and the reasons were accepted.

### **291. DECLARATIONS OF INTEREST**

291.1 Councillors Allen and Pickett declared personal interests in item 15 (Denmans Lane Allotments) as their wives were plot holders. Councillor Blunden also declared a personal interest in item 15 as he was a plot holder.

### **292. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

292.1 There were no questions or comments from members of the public.

### **293. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 1 AUGUST 2013.**

293.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 1 August 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **294. CHAIRMAN'S ANNOUNCEMENTS.**

294.1 MSDC Community Service Awards. The Chairman reported that the Council had received a letter of thanks from Mr. E.M. Turner, whom the Council had nominated for a Community Service Award at the MSDC Chairman's Garden Party on 29 September. Mr. Turner had very much appreciated the nomination.

### **295. ACTION LIST.**

295.1 The Action List was noted without comment.

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### 296. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2013/14.

296.1 The budget progress report for September was not yet available. It was **NOTED** that to 31 August, £10,644 had been spent from the budget of £64,150 and it was estimated that a further £1,065 had been spent in September, which included the tree survey at the Denmans Lane allotments site.

### 297. REPORT ON CURRENT MAINTENANCE.

297.1 It was **AGREED** that the backless bench currently in storage should be used to replace the badly damaged log and plank style bench in the footpath from the Welkin to the High Street.

### 298. LITTER BINS.

298.1 Half round bins from the bus stop poles. The Committee had previously considered Lindfield Preservation Society's offer to fund the remodelling of one of the half-round bins to replace the bin in the footpath alongside the King Edward Hall. It had been agreed not to take this further as it was considered that putting a wrought iron bin in the narrow footpath would create a risk of passers-by injuring themselves on the irregular surface. Subsequently the previous Chairman of the King Edward Hall Management Committee had advised that attaching a heavy wrought iron bin to the wall was not an option as it could compromise the stability of the wall. LPS was still keen to reuse these bins and the Blacksmith had submitted a quotation for remodelling two of them to make one circular bin with a lid. The total cost of this, including shot blast treatment and spray coating, would be £401. Members considered whether this remodelled bin would be suitable for use elsewhere in the village. It was **NOTED** that these bins would be considerably shorter than the existing circular bins and not a standard size for liners and that it was the Council's policy, now that the full size wrought iron bins had been refurbished, to replace any other bins with the Knight QR (£299 plus cost of installation). It was therefore **PROPOSED, SECONDED** and unanimously **AGREED** not to have the half round bins remodelled for reuse as litter bins, but that the Committee would be supportive if the Preservation Society were minded to turn them into decorative planters for the village. A letter would be sent to the Lindfield Preservation Society to this effect in due course.

298.2 Replacement of wooden slatted bins. It was **NOTED** that several wooden slatted bins around the Village were in a poor condition, the worst of which were in Hickmans Lane. The sum of £1,351.50 remained in the current year's budget for replacing litter bins and a further £2,462 as designated reserve - a total of £3,813.50. It was **AGREED** to continue a programme of replacement and that a batch of three Knight QR bins, bearing the name of the Council, should be ordered to replace the wooden bins at the junctions of Hickmans Lane and West Common, Hickmans Lane and Denmans Lane and the one in the roadside hedge near the Compton Road end of the recreation ground. Further replacements on MSDC land would first be discussed with MSDC.

298.3 Litter bins outside Martin's Newsagents. Councillor Allen raised the matter of the two square wooden litter bins outside Martin's Newsagents which currently had dustbins inside them as liners. It was **NOTED** that these bins were not the Parish Council's and appeared to have been installed by the Martin's in the past. It was agreed that proper liners to fit the bins would be an improvement, but as these were not Council property, an informal approach by Councillor Allen to the shop manager would be the best way of dealing with this matter.

### 299. RISK MANAGEMENT.

299.1 **NOTED:** the Risk Assessment for Christmas Festival Night had been reviewed at the last meeting of the Working Group and the paperwork would be updated shortly. Review of Risk Assessments was on-going.

### 300. WINTER MAINTENANCE PLAN UPDATE.

300.1 **NOTED:** the Winter Maintenance Plan, approved on 1 August, had been sent to WSCC and the Clerk had subsequently signed an agreement. Delivery of salt was expected in the near future and arrangements had been made with Haywards Heath Town Council to assist with distributing the reserve salt supply to the bins.

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The Chairman reported that at a recent meeting of the WS Central Sussex County Local Committee, a number of Councils had made representations as they were not happy with the WSCC decision not to refill salt bins during the winter and the lack of consultation.

### 301. SPRING CLEAN.

301.1 Members discussed whether to hold the Spring Clean in 2014. It was noted that the only Saturday available at the King Edward Hall in April was the 26th. Some of the work done by volunteers at the Spring Clean, such as sign cleaning, was now covered under the Cluster agreement. Although there had been a larger number of people taking part in the last two years, support from Members of the Council had been low. In response to a question, it was pointed out that volunteers at an event organised by the Council were covered by the Council's insurance, but without the Council's involvement they were not. One Member felt that risk implications could be severe. Members voted against holding the Spring Clean in 2014 by 4 votes to 2.

### 302. CHRISTMAS FESTIVAL NIGHT.

302.1 The notes of the informal meeting of the Christmas Festival Night Working Group held on 23 September 2013 were not yet available, however it was **NOTED** that the arrangements would be more or less the same as 2012. There were no recommendations to be confirmed by the E&A Committee. It was confirmed that CERT would be attending after all.

### 303. CHRISTMAS LIGHTS.

303.1 Pond lights. The Chairman reported that he had spoken to Siamax about improving the display which had been a little disappointing last year compared with the test display the previous year, due to low energy lighting now being used. There was some fallen foliage on the back island which had obscured the lights, some realignment was required and there was a need for extra lights to boost the display.

303.2 Tree lights. A quotation for additional lights was still awaited from Blachere and this would be followed up.

### 304. DENMANS LANE ALLOTMENTS, TO INCLUDE:

304.1 Tree survey. The tree survey report from Peter Thurman had been received and included recommendations for work with the priorities. It was **AGREED** to instruct KPS to carry out all the recommended work.

304.2 Trees in neighbouring property. A letter had been received from a plot holder asking for something to be done about the overhanging branches from the neighbouring properties, which were causing concern in terms of personal safety and potential damage to sheds and fruit cages etc. Peter Thurman had also stated that the plots on the south western boundary would benefit from more light which could be achieved by crown lifting and thinning of these trees and suggested exercising Common Law rights by cutting the severely overhanging branches. It was **AGREED** that the Clerk should first write to the owners of the neighbouring property to suggest co-ordinating work on trees within their property with the work on the allotment trees and that the matter of the arisings should be discussed with them.

304.3 Report on inspection carried out on 25.09.13. The Allotments Working Group had carried out a site inspection on 25 September and a number of actions had been listed, which would be attended to. The Working Group had also asked the Council to consider:

- whether there would be a meeting for allotment holders this autumn/winter
- to send licence agreements by email
- to send licence agreements out in March
- to give a deadline for receipt of allotment fees in the letter accompanying the licence agreement, with a penalty (double fees) to be charged for late payment.

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- 304.4 Fencing along boundary with Allen's Wall. The fencing work to be done by contractors was due to start on 14 October. Adjoining residents had been notified and plot holders along this boundary had been asked to remove anything that would be in the way of the new fence. A plot holder's request to interrupt the line of the new fence rather than move their shed was discussed and it was **AGREED** that this request should be refused. The Chairman was to inform the plot holder and if this had not been done by the plot holder in time the Council should arrange to move the shed to enable the contractors to follow the boundary line.
- 304.5 Offer of garden space as an allotment. Councillor Allen reported on a suggestion made to him by the manager of a business property in the High Street, who was willing to offer the use of their garden as an allotment. Whilst Members appreciated this offer, there would be no security for the tenant if the management changed and it was considered that the risks outweighed the benefits. It was suggested that it would be a better solution if the manager made an informal private arrangement without the Council's involvement. It was therefore **AGREED** that Councillor Allen should thank the manager for the offer and suggest advertising the use of the garden under a private arrangement.

### 305. BUS SERVICE INFORMATION DISPLAY AT BUS STOPS.

- 305.1 A postscript to an article in the October Lindfield Life had referred to the bus information displays to be installed at the main bus stops in Haywards Heath and asked whether the Parish Council was interested in looking into displays at the Lindfield High Street bus stops. It was **AGREED** not to take this suggestion further as the high cost could not be justified by the benefit, there being only two stops in Lindfield High Street on this route, and because the electronic illuminated displays would have an urbanising effect on the Conservation Area.

### 306. BUDGET 2014/15.

- 306.1 Members **NOTED** that the E&A Committee's budget would have to be agreed on 5 December for recommendation to the F&GP Committee prior to final approval by Full Council in January. A full discussion paper would accompany the agenda for the December meeting.

The outstanding map project was to be given priority with a target to complete the first two maps by the end of the financial year. Further maps would be considered for the next financial year.

The Chairman suggested budgeting for a replacement mower for the allotments and for a snow brush attachment for the snowplough power unit, which worked better on compacted snow than the plough attachment. It was **AGREED** that the snow brush should be purchased immediately.

It was also **AGREED** to discuss with MSDC an upgrade of the Hickmans Lane play equipment and possible installation of posts round the Black Hill part of the Common, to deter unauthorised access, for next year's budget.

Possible joint projects with WSCC included dropped kerbs, as requested by residents, and a longer term solution to the problem regarding the York Stone paving at the corner of the High Street and Lewes Road. It was **AGREED** to arrange meetings with officers of MSDC and WSCC to discuss these matters.

### 307. ANY OTHER BUSINESS.

- 307.1 No other items of business were raised.

The meeting ended at 9.05 p.m.