

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **Thursday 4 February 2010** at the King Edward Hall, Lindfield

Present: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. A. Gomme
Mr. R. Pickett
Mrs. V. Upton

Also present: 2 members of the public

In attendance: Mrs. C. Irwin

The meeting began at 8.00 p.m. and the Chairman welcomed those present.

313. APOLOGIES FOR ABSENCE. Apologies for absence were received from Councillors Henton, Nicolle and Hersey and the reasons accepted.

314. DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.

314.1 Councillor Blunden declared a personal interest in item 12 (Denmans Lane Allotments) as he was an allotment tenant. Cllrs. Pickett and Allen also declared personal interests in this item as their wives were allotment tenants.

315. QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

315.1 Graffiti Mr. N. Kerslake reported graffiti on the wall of the bus shelter by the Common.

315.2 Christmas Lights. Mr. N. Kerslake stated that the Council should consider whether to continue to use electricity to provide Christmas lights as this was counter cultural in the context of climate change.

315.3 Lindfield Cricket Club's application to the Secretary of State (DEFRA) for consent works on Lindfield Common. Mr. N. Kerslake stated that the Planning Inspector considering the application had agreed an extension to the consultation period to allow members of the public the same length of time as MSDC to submit their comments and he pointed out that if the Committee made a recommendation for Full Council at this meeting, Members should be aware that the applicants were within their rights to amend the application as it was to be re-advertised. Mr. Kerslake also commented on the effects the applications would have on the Common in the context of the Scheme of Management and the Commons Act.

316. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 10 DECEMBER 2009.

316.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 10 December 2009. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

317. CHAIRMAN'S REPORT

317.1 The Chairman had nothing to report additional to those items on the Agenda.

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318. REPORT ON ACTION / PROJECT PROGRESS LIST

- 318.1 Village Map. The Chairman reported that Local Authority Publishing Company Limited who published the Mid Sussex Guide and the Haywards Heath town booklet had sent a selection of leaflets similar to the type the Council was considering for Lindfield. These guides were normally produced free of charge, funded by advertising which their own Project Consultants were assigned to sell and the editorial content could be put together locally under the control of the Council. It was understood that a print run of 6000 would be preferred and Members discussed distribution. It was suggested that outside dispensers might be the solution for making the leaflets available around the village. Members looked at the samples and **AGREED:**
- to invite a representative from Local Authority Publishing to a meeting to discuss this further
 - that, as there would be no cost to the Council provided there was adequate advertising, there was no need to look any further at this stage
 - to look into provision of leaflet dispensers for the leaflets.

- 318.2 Litter bins – SERCO had confirmed that the Iles Knight QR bin would be acceptable to them.

319. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS:

- 319.1 To review payments made to date in 2009 / 10. The budget progress to the end of December was tabled.

NOTED: that as at 31 December 2009, from the budget total of £44,200, £20,000 had been spent and that various payments had been made against this budget during January, particularly for Christmas Lights and the Festival Night. The Festival Night budget was overspent because of the unforeseen added expense connected with the road closure. Invoices for the freighter visits and for the dropped kerbs were expected before the end of the financial year and an order was to be placed shortly for the litter bins.

320. WARDING: TO RECEIVE REPORTS ON WARD INSPECTIONS.

- 320.1 Reports had been received from Councillors Nicolle and Upton, Gomme and Leach and Blunden. Any items not already reported would be referred to the appropriate authorities. Cllr. Pickett added that there were a lot of pot holes everywhere and that the lights in the Tollgate Car Park had finally been reset. Councillor Allen had reported issues as they had arisen. Councillor Gomme reported that work at the edge of the road in Hickmans Lane to repair the deteriorated surface had taken place that day and that he was shortly to undertake his annual inspection of the Parish Council's street lights. It was noted that reports were not coming in from the "blue sector" and Councillor Gomme offered to assist if required. Members were to be given maps of their sectors on which they would be asked to plot the street furniture to enable an inventory to be made which should be helpful for future inspections for risk management purposes. Councillor Blunden had looked for convenient places to locate extra grit bins within his area. Councillor Gomme stated that it would be helpful to have a litter picker at home for use in his ward.

321. REPORT ON CURRENT MAINTENANCE:

- 321.1 **NOTED** that Chris Hughes had been asked to deal with some fallen branches after the heavy snow and that had cost £100.

322. CHRISTMAS FESTIVAL NIGHT / CHRISTMAS LIGHTS WORKING GROUP:

- 322.1 To receive Notes of the meeting of the Working Group held on 25 January 2010 - **AGREED** to receive the notes of the meeting of the Christmas Festival Night / Christmas Lights Working Group.
- 322.2 Report by Councillor Upton. Councillor Upton reported that members of the Group had agreed that the evening had generally been successful despite the weather. Thanks were expressed to those who had been involved in the organisation. The Working Group had made a number of recommendations and these were

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considered. The Christmas lights in the High Street trees had been put up satisfactorily with additional measures to comply with WSCC Highways requirements on account of the trees having been pollarded. However other options would be considered by the Working Group, including proposals from Mr. Turner which would be brought to a future meeting of the Working Group along with any other proposals.

AGREED:

- Christmas Festival Night 2010 should be on Tuesday 7 December
- The Parish Office should not open on as usual that afternoon
- The charges for stalls should remain at £10 for commercial and £5 for charity stalls which must be paid in advance and there were to be no refunds.
- Portable floodlights to be purchased to clamp to trees to provide extra light for stalls which would be cheaper than hiring them
- Pea lighting for the island in the Pond and some lighting for the Snowman to be considered
- The King Edward Hall to be booked, if available, as an operational centre and rendezvous point for Police, Red Cross etc

323. DENMANS LANE ALLOTMENTS

323.1 Arrangements for Meeting with Allotment Tenants. The meeting had originally been planned for late 2009, but because some members of the Allotments Working Group had other commitments, it had been postponed and arrangements were currently being made to hold the meeting in mid March. The date would be notified to Allotment Tenants with as much notice as possible once it had been confirmed.

323.1 Allotment rents applicable from 1 April 2011. **NOTED:** that the charge per rod (£2.70) agreed at the meeting on 7 February 2008 would be held for three years from 1 April 2009. The Council was required to give tenants a year's notice so the next review was due early in 2011 to take effect from 1 April 2012.

324. HEDGE SURVEY CARRIED OUT BY TREE WARDENS

324.1 The Chairman read out the summary by Tree Warden Jane Donald:
"The tree wardens of Lindfield Urban have set out to survey the hedge boundary.
Being an historic village, I had great hopes. However there is very little left of the boundary hedges.
Tributaries of the River Ouse form the boundary on the south and south-east side.
The included survey forms are what remains.
The rest has been:
a) turned into coppices, being left uncut over the years. Many self sets have taken over.
b) replaced by farmers' wire fences
c) taken over by urban growth
A more experienced team might find remnants of ancient hedges. We will try and continue to survey within our parish boundary."

On behalf of the Council, Members wished to record thanks to Jane Donald and her team for the amount of time and effort they had spent on this and Members shared their disappointment that there was so little remaining of the ancient boundary hedges. Councillor Gomme asked whether there were any opportunities for new hedge laying, but it was noted that this would require the permission and co-operation of landowners.

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325. **MSDC CONSULTATION DOCUMENT: "INTRODUCTION OF STREET NAMING AND NUMBERING POLICY"**

325.1 The Parish Council had been invited by MSDC to comment on the consultation regarding a new Street Naming and Numbering Policy. It was **AGREED** that a letter of response should be sent to MSDC stating that Members were pleased that the Parish Council would continue to be consulted on street naming and numbering and welcomed a clear policy. The letter should point out that paragraph 3.3 was somewhat unclear as to whether a "new named development" could include large development sites such as Bolnore Village, and whether it could then be assumed that the name used at the construction and marketing stage could become the established name of the development, provided that the District Council approved the street names within the site. Paragraph 6.1 stated that the District Council would consult relevant parish/town councils on suggestions for building names, which was not consistent with paragraph 3.3 in which parish and town councils were advised to contact developers directly if they wished to have a dialogue over possible naming options for new named development such as a block of flats.

326. **APPLICATION BY LINDFIELD CRICKET CLUB TO THE SECRETARY OF STATE (DEFRA) FOR CONSENT WORKS ON LINDFIELD COMMON UNDER SECTION 38 OF THE COMMONS ACT 2006.**

326.1 This application had been deferred by Full Council on 21 January on account of the Parish Council not having been provided with the full submission documentation to enable a considered response. Council had therefore authorised the Environment and Amenities Committee to consider the application and agree a response on behalf of the Council in order to meet the deadline of 12 February (Full Council Minute 366.1). However the deadline had now been extended to 31 March, and the Chairman stated that the response had only been delegated to the Committee as the original deadline could not otherwise be met except by an extraordinary meeting. It was also noted that there were only five Members present at this meeting and it was therefore **AGREED** that consideration of this application should be referred back to Full Council on 25 March. During discussion a question was raised regarding the fencing round the cricket square and it was **AGREED** that a letter should be sent to MSDC to enquire about permission given to the Cricket Club to enclose this area.

327. **NEW EQUIPMENT FOR CLEARING SNOW AND ICE AND NEW GRIT / SALT BINS.**

327.1 The Chairman reported that, although it had not been discussed by the Environment and Amenities Committee, in the wake of the recent severe winter weather, the Finance and General Purposes Committee had agreed to add a sum to the 2010 / 11 budget to allow the E&A Committee to respond to such emergency situations and make the Village centre pavements safe for residents. It was **AGREED** that a small group (Councillors Blunden and Leach together with the Clerk and Deputy Clerk and Richard Powell, who had undertaken snow clearance) should make recommendations to a future meeting of the Committee on what would make the job easier and safer. Other Members were to be asked to identify suitable locations for extra grit bins when making ward inspections – Denmans Lane by the barrier was one suggestion. The Chairman had been talking to the Haywards Heath Town Clerk and discovered that the Town Council made use of mobile wheeled grit bins and suggested that these might be the solution for storing grit / salt to be wheeled out when needed. It was suggested that there should be notices on locked grit bins stating who had access with contact details.

328. **RISK MANAGEMENT FOR THE ENVIRONMENT AND AMENITIES COMMITTEE'S ACTIVITIES.**

328.1 It was noted that the Insurance and Risk Management Sub Committee would be meeting in March to review Risk Management. Copies of printouts from the Local Council Risk System software package had been issued to Members during 2009 and at a previous meeting, Members had been asked to check the content and scoring of the risks on the sheets for their areas of responsibility. It was intended to use the digital mapping package for ward inspections and Members would be getting maps of their wards on which to mark street furniture etc that the Parish was responsible for. Check lists would then be drawn up for members to

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use on their ward inspections, to facilitate regular checks of Parish property. Meanwhile regular inspections were being carried out on the Public Toilets and the Allotments site.

329. ANY OTHER BUSINESS.

329.1 No items of other business were raised.

This part of the meeting ended at 8.55 p.m. and there followed a further questions / comments period for members of the public.

Application by Lindfield Cricket Club to the Secretary of State (DEFRA) for Consent Works on Lindfield Common under Section 38 of the Commons Act 2006. Mr. N. Kerslake supported the Committee's decision to refer this matter back to Full Council in the same way that MSDC were dealing with it in Full Council. He added that sufficient time must be allowed to debate this issue and that there should be a draft for the Council to focus the discussion on. He also pointed out that if the members of the sports clubs that regularly used the Common facilities were added together, they would still be outnumbered by the general users of the Common. It was important to recognise that members of specific clubs had a particular interest.

The meeting ended at 9.00 p.m.