

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 5 FEBRUARY 2015** at the King Edward Hall, Lindfield.

The meeting began at 8.00 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. S. Henton
Mr. S. Hodgson
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Councillors Mrs. J. Chatfield, Mrs. M. Hersey, Mr. R. Pickett (Vice Chairman) and Mr. R. Plass

The Chairman welcomed those present to the meeting.

440. APOLOGIES FOR ABSENCE.

440.1 Apologies for absence were received from Councillors Chatfield, Hersey, Pickett and Plass and the reasons were accepted.

441. DECLARATIONS OF INTEREST.

441.1 Agenda item 21: Denmans Lane Allotments. Councillor Blunden declared a personal interest in this item as he was a plot holder. Councillor Allen also declared a personal interest in this item as his wife was a plot holder.

442. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

442.1 There were no members of the public present at the meeting.

443. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 27 NOVEMBER 2014.

443.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Environment and Amenities Committee held on 27 November 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

444. CHAIRMAN'S ANNOUNCEMENTS.

444.1 There were no Chairman's Announcements.

445. ACTION LIST.

445.1 The Action List was noted without comment.

446. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2014/15.

446.1 Budget Progress 2014/15 - payments made to 31 December 2014. **NOTED:** that £18,703 had been spent from the budget of £70,000 and there had been no expenditure from the reserves. Expenditure during January, and February to date, had included payments in respect of removal of the Christmas lights and the first payment for the replacement LPC street lights in Denmans Close and The Welkin.

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447. REPORT ON CURRENT MAINTENANCE.

447.1 The Blacksmith had confirmed that the railing outside Doodie Stark was to be his next job and this should be starting before the end of the current week.

448. STREET LIGHTS.

448.1 A report was tabled giving an update on the WS street lights upgrade and Parish Council owned street lights.

448.2 West Sussex Street lights - upgrade. The replacement of the Lindfield lights was under way and number of issues had arisen. **NOTED:**

- SSEC were understood to be adding to or reducing the number of lights in certain places or respacing them to achieve the current standard in terms of light distribution.
- Several residents had been unhappy about the new position of lights near their property and they had been advised to take these matters up directly with SSEC.
- The lights being replaced with heritage style equipment were in the first instance being installed as standard and they would be modified later, by lowering the height as necessary, adding swan neck brackets and heritage lanterns, together with embellishments to the columns.
- The positions for lights in the High Street and Lewes Road had been marked out and it had been observed that additional columns were to be installed. It was hoped that the overall level of lighting in these roads would be improved as a result.
- Despite the Parish Council's objections to a proposed light on the Post Office corner on safety grounds, a column had been installed in the narrow pavement alongside the Post Office. The Parish Council had immediately expressed objections and the light had been removed. It was understood that it would be relocated away from the corner.
- When the Parish Council was first approached about this extra light, near the Post Office it was stated that it would be a standard column unless the Parish Council paid for a heritage upgrade, but it had since been confirmed that this would be included as heritage within the PFI.
- There was uncertainty about the eventual number of lights in Lewes Road as lights were being installed in different positions. The Parish Council had agreed to fund the heritage upgrade on the basis of the existing number of lights.
- WSCC had stated that the Alma Road light should not be on their inventory, although it had been maintained by them for many years. Because they were unable to light that road to the required standard, they were proposing to remove the light altogether, unless the Parish Council agreed to put it on its inventory, although the replacement and maintenance would still be carried out under the PFI. Members discussed this matter and it was **AGREED** that rather than lose the light it should be added to the Parish Council's inventory.
- A resident of Denmans Lane had been in correspondence with the Parish Council and SSEC about the light outside his house:
 - the new light was taller than the original swan neck column and was on a parallel with two bedrooms, causing a degree of annoyance.
 - it was understood to be on his land and that WSCC had decided not to continue in the future with way-leaves and would be removing lighting columns from private land; he would welcome the light being re-sited away from his property.
 - SSEC had confirmed to him that the eventual height of the Denmans Lane columns, after heritage modification, would be about 5 metres, which he considered to be out of keeping with the character of Denmans Lane.
 - A spokesperson for WSCC was understood to have told this resident that the height of columns had been agreed with the Parish Council, which appeared to be a misunderstanding as the Parish Council had not been asked to comment on the height of columns.
 - The resident had asked for the Parish Council's support in re-siting the light and lowering the height of the column.

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It was **NOTED** that when WSCC/SSEC had been asked for sockets on the High Street columns for the Christmas Lights, the response had been that the columns would not be tall enough, so the assumption was that the height would be like-for-like. It was also **NOTED** that the number and spacing of columns and their height were significant factors in providing the spread of light required by the regulations.

It was **AGREED** to support this resident as far as possible regarding the reduction in height but not the re-siting of this column, as it was felt that it was in a critical position at the junction.

448.3 Parish Council owned street light – Lewes Road. The post mounted light to the south of Old School Court had been added to the Parish Council's inventory last year. **NOTED:** the engineer had reported, after his initial inspection, that it had been repositioned further up the pole and was too high for him to reach from a ladder within the working at height regulations. He would therefore have to take his vehicle onto the Common in order to use the platform.

448.4 Parish Council owned street lights - Denmans Close and The Welkin. Further to the Committee's approval for the replacement of one damaged column in Denmans Close and two remaining concrete columns in The Welkin, it was **NOTED** that the order had been placed. Advance payments of £650.40 and £1,300.80 incl. VAT respectively to UK Power Networks in respect of the disconnection and reconnection charges were **APPROVED**.

449. STREET MAP PANELS.

449.1 **NOTED:** the planning applications for the map panels had been approved and Full Council had agreed at the last meeting to instruct Fitzpatrick Woolmer to carry out the installation and this project should be completed within the next few weeks.

450. PAVING AT CORNER OF HIGH STREET AND LEWES ROAD.

450.1 The Chairman reported that he and the Clerk had met with a representative of WSCC's contractors on 26 January. The quotation had not yet been received but it was expected within the next few days. It was **NOTED** that more work would be involved as this contractor would be repositioning some of the bollards to even up the spacing as well as installing three extra ones. Members discussed how to take this forward and it was **AGREED** to authorise the Clerk, in consultation with the Chairmen of the E&A and F&GP Committees to place the order with WSCC's contractor, provided that the quotation was reasonably close to the one previously received. Any action taken would then be reported to the next Full Council meeting for confirmation.

451. PUBLIC TOILETS IN DENMANS LANE: CONTRACTS.

451.1 **NOTED:** Monitor Cleaning Services had agreed to take the sharps disposal into the cleaning contract as there had been an increase in usage that exceeded the size of containers provided. Because usage was irregular, the daily cleaners from Monitor were better placed to deal with it. Calabash had been notified that this service would be taken out of the contract at renewal in March.

452. CHRISTMAS FESTIVAL NIGHT.

452.1 Report of meeting of Working Group held on 26 January 2015. The notes of the meeting had been circulated by email and a printed copy was tabled.

452.2 Date of event for 2015. It was **AGREED** that the 2015 Christmas Festival Night would be held on Tuesday 8 December as recommended by the Working Group.

452.3 Road Closure. As CERT was no longer in operation and its former members had been unable to attend on 2 December 2014, a specialist company, Wilbar Associates, had been hired to man the barriers. During the course of the evening Rod Driver, the team leader, had explained that they were able to plan

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and manage the road closure as a complete package. He had also advised that there were some non-compliance issues with the existing signage. Wilbar Associates were also covered by the appropriate insurance. Mr. Driver's expertise had resolved a significant difficulty during the evening when a large tanker, following the diversion route along Denmans Lane, had been unable to get through because of parked cars and traffic coming the other way and Mr. Driver had guided the lorry through safely. It was **AGREED** that Wilbar Associates should be asked to plan and manage the road closure for the 2015 event.

453. CHRISTMAS LIGHTS.

453.1 In October 2014, the Clerk had been informed by a Tree Officer at WSCC that he and the contractors who were due to pollard the trees in January 2015 were concerned about damaging the sparklights if they were left in place and the Parish Council was asked to arrange for their removal. The Christmas lights contractors had quoted £875 plus VAT for cutting them out, which they considered to be the quickest method but this would have meant full replacement for next year. They were then asked for a quotation for "safe" removal (£1,376.55 plus VAT) but in their view there could still be up to 30% loss. KPS had then been asked for a quotation which had been more acceptable (£600 plus VAT). They had therefore been instructed to remove the lights carefully and this had now been done. KPS had reported that they had found the lights from one tree had been cut in several places. The rest of the lights would be checked before plans were made for 2015/16.

454. HIGH STREET AND COMPTON ROAD: POLLARDING OF LIME TREES.

454.1 The Chairman reported that the pollarding of the High Street and Compton Road lime trees had been due to be carried out by WSCC contractors at the end of January. However about three weeks previously, the Clerk had been asked by Jonathan Ullmer at WSCC to obtain a quotation from a local contractor as he felt that it was not cost effective to use the County Council's contractors because of the distance they would have to travel. A quotation from KPS had been acceptable to Mr. Ullmer and the Clerk had placed the order. The Parish Council would receive and pay the invoice from KPS and would then issue an invoice to WSCC for the full amount for which a purchase order had been received from WSCC. The RFO has advised that this should come out of the general reserve as it would be refunded within a short period of time.

455. JOINT PROJECTS WITH MSDC.

455.1 A number of projects for which the E&A Committee had budgeted were awaiting input from MSDC before they could be progressed: upgrade of Hickmans Lane playground, replacement litter bins on MSDC land, maintenance of the post and rail fencing around the Common and the Pond and the proposed posts round the Black Hill area of the Common. Emailed reminders had been sent but a response had not been received.

456. REQUEST FOR A GRIT BIN FROM FIELDWAY RESIDENTS ASSOCIATION.

456.1 A representative of the Fieldway Residents Association had requested a grit bin for the area by the garages at the top of Fieldway. This was **AGREED** and this bin would be included with the order for three other bins previously agreed.

457. REQUEST FOR PAVING ACROSS THE VERGE IN NEWTON ROAD OPPOSITE THE LIMES.

457.1 A disabled resident had requested a paved path across the wide verge in Newton Road for the benefit of pedestrians crossing Newton Road from The Limes. The Chairman tabled a map on which he had marked the existing dropped kerbs and driveways. The following points were made:

- The proposal would have a detrimental effect on the attractive appearance of the verge
- Any such path would have to be sited so as not to damage the trees in the verge
- There were existing safe crossing points nearby, including a wide driveway leading to garages.

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- The path would have to be laid properly with kerb stones and dropped kerbs and would therefore be expensive.

It was therefore **AGREED** not to take this request forward because there were other safe places to cross and the expense and effect on the visual amenity could not therefore be justified.

458. CHALONER ROAD/NEWTON ROAD: REQUEST FOR PARKING BAYS TO BE MARKED OUT WITH WHITE LINES TO DENOTE PARKING SPACES

- 458.1 A resident of Chaloner Road had made a request for parking bays to be marked out with white lines as for car parks. He had expressed the view that there would be room for around six more cars if they were parked properly within bays. It was **NOTED** that this parking area was heavily used, particularly at present during the redevelopment of Dukes Barn Court, but it was not the Parish Council's responsibility. It was **AGREED** that this should be referred to the appropriate authority (West Sussex County Council or Affinity Sutton).

459. VILLAGE ORDERLY.

- 459.1 It was **NOTED** that the Village Orderly had verbally notified the Clerk of his intention to retire at the end of March. He had been reminded to put this in writing for the record. It was also **NOTED** that Cuckfield Parish Council, for whom he also worked as Village Orderly, had agreed not to replace him at the present time, but to liaise with SERCO and Burgess Hill Town Council about covering the duties he had carried out.

The possibility of extending the High Street grass cutting contract to include leaf raking beyond the grass cutting season would be discussed with the Haywards Heath Town Clerk.

It was **AGREED** to defer the replacement of the Village Orderly, pending discussion with MSDC / SERCO and Haywards Heath Town Council to assess the possible options

460. DENMANS LANE ALLOTMENTS.

- 460.1 Councillors Allen and Blunden, having declared personal interests in this item as recorded at Minute 441.1, remained present and participated in discussion.
- 460.2 "Winter Walk." The Chairman, Mary Allen and Richard Powell had inspected the Denmans Lane Allotment Site on 11 January 2015 and their observations and recommended actions had been listed and sent to the Clerk. No major issues had been identified and the matters on the list would be dealt with as appropriate.
- 460.2 Rental fees for April 2016. It was **NOTED** that it had been agreed the previous year (in accordance with the requirement to give 12 months' notice to plot holders) to increase the fees payable on 1 April 2015. It was **AGREED** not to increase the rent for allotment plots for April 2016.

461. RISK MANAGEMENT.

- 461.1 **NOTED:** The Allotments Winter Walk, as recorded at Minute 460.2 had been conducted to inspect the site and identify any risk issues.

462. ANY OTHER BUSINESS.

- 462.1 No other items of business were raised.

The meeting concluded at 8.50 p.m.