

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 5 OCTOBER 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:** Mr. A. Funnell (Clerk)  
Mr. D Parson (Deputy Clerk)

**Absent:** Parish Councillors: Mrs. J. Durrant, Mrs. M. Hersey, and Mr S. Hodgson

**271. APOLOGIES FOR ABSENCE.**

271.1 Apologies for absence were received from Councillors Durrant, Hersey and Hodgson, and the reasons were accepted.

**272. DECLARATIONS OF INTEREST.**

272.1 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.

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

273.1 A member of the public commented that the Parish Council, in regard to the budget next year, may like to consider allocating additional funds to controlling the weeds growing on the High Street, and litter picking in the high street and surrounding area. The member of the public wondered whether these services could be provided at an additional cost by Haywards Heath Town Council.

The comments were **NOTED** by the chairman.

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

274.1 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.

**275. CHAIRMAN'S ANNOUNCEMENTS.**

275.1 The Chairman **REPORTED** that he had attended the Burgess Hill Firework Display on 23 September 2017. It was a very well run and organised event. The chairman praised Burgess Hill Bonfire Society and Burgess Hill Town Council for working closely together to organise the event. The Chairman **NOTED** that the Burgess Hill Bonfire Society play an active role in helping with the Town's Remembrance Service.

**276. ACTION LIST.**

## LINDFIELD PARISH COUNCIL

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

### 277. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2017/18

277.1 The August budget progress report had been circulated. It was **NOTED** that as at 31 August 2017 £13,078.69 had been spent from the E&A budget of £47,750 and nothing from the reserves.

POST MEETING NOTE: At the meeting, due to an administrative error, the Chairman reported an incorrect figure for the expenditure up to the end of 31 August 2017.

### 278. REPORT ON CURRENT MAINTENANCE

#### 278.1 Planters on Denman's Lane

The Chairman **NOTED** that it was pleasing to see the planters in use, it was disappointing though to see that pint glasses are being left in the plants. A member of the public had previously emailed expressing concern about the location of the planters, which the sender believed encouraged individuals to congregate in the area. The Chairman advised the planters had replaced existing tubs that had disintegrated. The Chairman advised that concerns have been raised about a group of youths in that area committing anti-social behaviour and that he asked local residents to report any incidents to the police. It is understood that the police have been made aware of these concerns.

### 279. DENMANS LANE ALLOTMENT

279.1 The Chairman **NOTED** with disappointment that over the summer, some plot holders have reported a number of thefts of produce. Additionally, groups of youths have been observed congregated in and around the area of allotments. Piles of rubbish have also been sighted on the allotment which it is not believed are attributable to allotment users.

### 280. LINDFIELD IN BLOOM - UPDATE

280.1 Councillor Snowling advised that he was unable to attend the last Lindfield in Bloom meeting, the minutes for that meeting had not yet been circulated to the Clerk. The Chairman **NOTED** the committee had been busy judging gardens. It was stated that there had been a good level entrants and that the standard had been high. It was **NOTED** that the King Edward Hall had been awarded a community prize, for the best communal garden for a commercial building. The chairman praised the King Edward Hall volunteer gardener.

### 281. WILDERNESS FIELD - UPDATE

281.1 As agreed at Full Council, it was **NOTED** that an official order has been submitted to ROSPA to undertake an initial risk assessment of the Wilderness Field. Permission to conduct the assessment had been obtained from the current owners, Mid-Sussex District Council. The Parish Council are waiting to hear back from ROSPA regarding arrangements.

It was also **NOTED** the Working Group is aiming to meet to consider the additional comments which have been received.

### 282. CHRISTMAS FESTIVAL NIGHT - UPDATE

282.1 The Chairman and Councillor Upton **REPORTED** that the arrangements for organising the event were well under way by both the Council and the United Reform Church. The Chairman advised that the planned meeting of the Working Group, as agreed at the last meeting of the Committee, had unfortunately not been able to take place.

It was **NOTED** that the Clerk had been contacted by MSDC Councillor Anthea Lea regarding stall holders selling alcohol. The Clerk had reported to Councillor Anthea Lea that the arrangements would be the same as last year. The Chairman confirmed that based on advice given last year by an MSDC licencing officer, a premises licence would be required if there were more than 500 people in attendance

## LINDFIELD PARISH COUNCIL

in order for stalls to sell alcohol. The Committee and Council last year agreed that it was not appropriate for the Council to hold a premises licence for the sale of alcohol. The restrictions on stall holders selling alcohol at this year's event would not be altered.

The Chairman **NOTED** that he and Councillor Upton has considered the suggestion to delay the official start time for the event to 18:15. It was felt that the delayed time would not stop stall holders arriving late, it was also taken into consideration a number of children attend the event and making the start time later on a school night would not be fair.

It was **NOTED** that the Council had already received a number of enquiries from potential stall holders. Applications will be sent out shortly.

It was **NOTED** local bus companies were still to be informed of the event and road closure.

### 283. CHRISTMAS LIGHTS - UPDATE

283.1 It was **NOTED** that the former Clerk had submitted the Festive Lights Application to WSCC. The Light contractors, Blachere, have been notified that the Council has accepted their revised quote.

### 284. THE HIGH STREET & COMPTON ROAD – TREE POLLARDING

284.1 The Chairman Reported that a member of the public has queried when the trees in the High Street and Compton Road would be pollarded. The former Clerk had advised that the trees were due for pollarding in January 2018. The former Clerk informed West Sussex County Council of the query and it was agreed that the Parish Council would obtain a quote for the work. A quote had been received from KPS for both pollarding, and removal of lights whilst the work is undertaken and reattaching once complete. West Sussex County Council have agreed to remunerate the Parish Council for the pollarding of the trees. The trees are subject to Tree Preservation Orders, West Sussex County Council have confirmed they will apply for the necessary consent. The Parish Council is responsible for the costs of taking down and putting the lights back up before and after the pollarding. Councillors considered whether to proceed with the quote of £2280+VAT for removing and reattaching the lights before and after cutting.

It was **AGREED** to accept the KPS quote.

### 285. DROPPED KERBS

285.1 The Chairman reported that the former Clerk has contacted Highways about the potential Council contribution to dropped kerbs for the budgetary purposes. Highways advised that they were in the process of designing the dropped kerb sites. With their contractor, Highways had agreed a provisional price of £2,000 for a standard pair of dropped kerbs. The following sites had been proposed for dropped kerbs:

Dukes Road 5 pairs of crossings	£10,000
Backwoods Lane 1.5 pairs	£3,000
Hickmans Lanes 2 pairs	£4,000
Lewes Road 3 pairs	£6,000

It was recommended to the Council that they make a contribution to all four sites, which will help increase the priority of the site. It was **NOTED** that Highways would be funding the dropped kerbs using S106 developer contributions and that the sites in Lindfield account for a third of the available district funds. Across the district when taking out S106 funding there is a shortfall of £11,000.

It was **NOTED** that some of the sites had existing dropped kerbs but are substandard so would require a rebuild. Additionally one of the crossings in Dukes Road had been altered as a result of Barratt's lorries running over the existing brick edging. The former clerk queried that it had been understood that West Sussex County Council and potentially Barratts would fund the repairs.

Councillors considered what funding if any to provide and for which sites.

## LINDFIELD PARISH COUNCIL

The Chairman suggested that Council contribute the shortfall of £11,000.

Councillor Snowling objected to using the Council's funds on sites that Highways should be repairing and was concerned that the Council would be subsidising West Sussex County Council if they contributed £11,000. Councillor Snowling suggested the Council should contribute to all the sites except the one at Brushes Lane This site had been previously damaged by heavy goods vehicles attending the Barratt homes development. Councillor Pickett stated that he understood Councillor Snowling's concerns but acknowledged that the Council had the available funds.

The Chairman stated that the kerbs would help the public avoid falling over and that the Council should contribute as Lindfield would be using a third of the available funds for the district. If the Council did not contribute then it was not certain which sites in Lindfield would actually proceed. Councillor Allen was concerned that rejecting certain sites could hold up the entire project, and therefore he supported contributing £11,000.

The Chairman considered whether to propose only offering £10,000 for the sites, however Councillor Henton stated that whilst he was not happy that West Sussex County Council would be using s106 monies he wish to see the sites approved and therefore would support the proposal to contribute £11,000.

The motion to contribute £11, 000.00 towards the dropped kerbs was **CARRIED**.

### **286. RISK MANAGEMENT.**

286.1 At the last Environment & Amenities Committee meeting it was **NOTED** that the Christmas Festival Night Working Group would need to review the risk assessment for the event. It was **NOTED** that the review had not yet taken place and still needed to be pursued. It was **AGREED** that the Deputy Clerk will pursue this matter with the Working Group.

### **287. BUDGET 2018/19: TO CONSIDER THE E&A BUDGET REQUIREMENT FOR THE 2018/19 FINANCIAL YEAR**

287.1 The Chairman and Councillors **NOTED** the budget paper. It was reported by the Chairman that he, the previous Clerk and the current Clerk had considered the budget at a meeting the previous week. The proposed budget would be £1000 less than last year. The increase for Wilderness Field was **NOTED**. The budget paper was provisionally **AGREED**. It was **NOTED** that changes may still occur and that the budget would be reviewed at the next Committee meeting, as well as the Finance & General Purpose Committee meeting.

### **288. ANY OTHER BUSINESS.**

288.1 Posts on Blackhill – The Chairman reported that the Council had been advised by MSDC the costs for posts on Blackhill had increased from £2750 to £7752. The increase is a result of MSDC's procurement. It is understood that MSDC are going to seek to obtain further quotations. It was **NOTED** that the MSDC were unable to say how much they would be able to contribute towards any potential work.

The meeting ended at 20.39 p.m.