

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 6 JUNE 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. J. Chatfield  
Mr. S. Henton  
Mrs. M. Hersey  
Mr. R. Pickett (Vice Chairman)  
Mr. R. Plass

**Also present:** 2 members of the public

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

The Chairman of Council opened the meeting, welcomed those present and announced the emergency procedure for the King Edward Hall.

### **254. ELECTION OF CHAIRMAN**

254.1 This being the first meeting of the Committee for the new Council year, Councillor Blunden, as Chairman of Council, called for nominations for the office of Chairman of the Environment and Amenities Committee for the Council year 2013/14. Councillor Blunden was **PROPOSED** and **SECONDED**. There being no further nominations, Councillor William Blunden was duly **ELECTED** as Chairman of the Environment and Amenities Committee for the Council year 2013/14.

### **255. ELECTION OF VICE CHAIRMAN**

255.1 The Chairman called for nominations for the office of Vice Chairman of the Environment and Amenities Committee. Councillor Pickett was **PROPOSED** and **SECONDED** and, there being no further nominations, Councillor Roger Pickett was duly **ELECTED** as Vice Chairman of the Environment and Amenities Committee for the Council year 2013/14.

### **256. APOLOGIES FOR ABSENCE.**

256.1 Apologies for absence were received from Councillors Hodgson and Upton and the reasons were accepted.

### **257. DECLARATIONS OF INTEREST.**

257.1 Councillor Blunden declared a personal interest in item 16 (Allotments) as he was a plot holder. Councillors Allen and Pickett also declared personal interests in this item as their wives were plot holders.

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

258.1 Ban on street drinking. Mrs. V. Hodgson commented on the ban being proposed by Haywards Heath Town Councillors to address a problem in the town's parks. She was not in favour of Lindfield being included in this scheme:

- there was no such problem in Lindfield at present and to include Lindfield in the ban would be overkill

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- if a ban in Haywards Heath led to the problem being displaced to Lindfield, that would be the time to address this
- the problem in Haywards Heath appeared to be a matter of antisocial behaviour which it should be possible to deal with by other means;
- there would be street signs if such a ban was introduced which would give the wrong impression of the village to visitors.
- A total ban would spoil the enjoyment of outdoor event such as Village Day.

### 259. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 4 APRIL 2013.

259.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 4 April 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### 260. APPOINTMENT OF SUB COMMITTEES AND WORKING GROUPS AND TO AGREE THEIR MEMBERSHIP.

260.1 There were no sub committees reporting to the Environment and Amenities Committee.

260.2 It was **AGREED** that the Working Groups should continue with the membership as follows:

- **Christmas Festival Night/Christmas Lights Working Group**

Councillors Blunden, Chatfield, Hodgson and Upton

- **Denmans Lane Allotments Working Group**

Councillors Allen, Blunden, Henton and Plass, along with Mary Allen and Richard Powell.

- **Responsibility for Village Archive Collection**

Councillors Blunden and Chatfield

### 261. CHAIRMAN'S ANNOUNCEMENTS.

261.1 Village Day. The Chairman stated that the Common on Village Day the previous Saturday had been a hive of activity, with over 150 stalls and a large crowd of visitors. Stall holders had reported selling out of their wares and made good profits for their organisations. Later in the evening, the Common had been completely cleared of litter and restored to normal. Everything about the event reflected the community spirit which was a particular attribute of the village. It was **AGREED** that the organisers should be congratulated.

### 262. REPORT ON ACTION LIST

262.1 Seat in Hickmans Lane. A response from WSCC's legal department was still awaited and this was now being followed up by Robert Rhodes-Kubiak, the new Principal Community Officer). A meeting had been arranged with him later in the month and this would be raised with him again, along with the bollards at the Post Office corner.

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262.2 Street map. This project had stalled due to other priorities. Members considered whether to proceed or wait pending availability of road layouts for the newly approved development in Gravelye Lane. It was **AGREED** not to wait and that that the project should be progressed as planned.

### 263. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

263.1 Budget progress 2012/13: to review payments made to 31.03.13. **NOTED** that at 31 March 2013:

- From the E&A Committee's in-year budget of £66,050, a total of £44,238 had been spent – an underspend of £21,812.
- From outstanding projects of £7,072 the total spent was £4,150: the underspend was due to the street map not being progressed as quickly as it should.
- From designated reserves of £25,832 the sum of £6,753 had been spent.
- In total the Committee had spent £55,142 of the available amount of £98,955.

263.2 Allocation of unspent sums. Members considered the spreadsheet circulated with the agenda showing the variance of actual expenditure against the budget figures for each item of the E&A budget.

It was **NOTED** that the RFO discouraged items being carried forward as outstanding projects unless they were active and likely to be completed within the year. Members considered the recommendation that the the following should go forward as outstanding projects or designated reserves:

#### Outstanding Projects:

- Street map (£3,816.25) - as the Committee had agreed to progress this as soon as possible
- Refurbishment of bus stop poles (£2,500.00) – the refurbishment had been completed and the invoice had been received in the current financial year

#### Designated Reserves:

- Allotments (£812.84)
- Tree pollarding (£2,500) – Compton Road lime trees were due for pollarding in the near future

and that the remaining unspent sums should be added to the General Reserve – a net amount of £12,182.

At the invitation of the Chairman, the Chairman of the Finance and General Purposes Committee confirmed that he was in agreement with the allocations proposed and the Committee **AGREED** the recommendations set out above.

263.3 Budget progress 2013/14: to review payments made to 30.04.13. The financial reports for April 2013 were tabled. **NOTED** that £1,919 had been spent from the budget of £64,150. It was also **NOTED** that the invoice for the refurbishment of the bus stop poles had been received and orders had been placed for new litter bins, refurbishment of the finger post in the High Street and various work on the Denmans Lane Allotments site.

### 264. REPORT ON CURRENT MAINTENANCE.

264.1 Bus stop poles. It was **NOTED** that the bus stop poles had been refurbished with the reinforcements added and they were now back in position, looking very smart and with new flags provided by the bus companies. Three round wrought iron bins had been installed next to them and two Knight QR bins had been ordered to go next to the poles in West Common and Hickmans Lane.

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- 264.2 Litter bins for footpath alongside the King Edward Hall. It was **NOTED** that the litter bins chosen for the footpath had been discontinued. Members consider four alternatives which were sufficiently shallow in depth for this location.
- **Post mounted Valley Open Top from Iles Waste Systems** – 525mm high x 400mm wide x 210mm deep, available with or without a galvanised liner. £74.03 plus VAT
  - **Post mounted Parade** (mild steel) with slam lock and galvanised liner from **Iles Waste Systems** – 620mm high x 360mm wide x 240mm deep. £134.93 plus VAT.
  - **Post mountable galvanised steel** with sack retention frame and optional lift up lid from Wybone – 622mm high x 419mm wide x 235mm deep. £90.32 (optional extras come at an additional cost).
  - **Metal trimline with lid from Glasdon** –764mm or 504mm high x 344mm wide x 234mm deep. £169.92 or £158.89 plus VAT.

It was **AGREED** to order the Valley Open Top bin from Iles Waste Systems. It was also considered and **AGREED** that the bin at the Lewes Road end of the footpath did not need to be replaced; there had been no bin in that location for approximately three years and there did not appear to be a litter problem as a result.

- 264.3 Tree pollarding in Compton Road. WSCC had informed the Clerk that the pollarding could take place at any time between mid-June and mid-September and the Council had been asked to state a preference. It was **NOTED** that there had been a complaint about low hanging foliage from these trees and this had been referred to Haywards Heath Town Council for immediate attention. It was **AGREED** that the pollarding should take place as soon as possible – week commencing 17 June.

### 265. HAYWARDS HEATH CLUSTER – UPDATE ON DEVOLVED HIGHWAY WORKS.

- 265.1 It was **NOTED** that the Cluster arrangement was now in place. The West Sussex County Council contractors were carrying out work on road repairs already in their schedule and the Haywards Heath team had also filled some potholes and cut back overgrown vegetation in Lindfield along with work in Ardingly and Haywards Heath. The Chairman reminded Members to report to the Clerk any work that could be undertaken under this scheme. A short article was to be published about the cluster agreement in the next newsletter. A Member requested a list of the types of jobs Haywards Heath would be doing.

### 266. WSCC CAPITAL REPLACEMENT PROGRAMME FOR STREET LIGHTS: TO CONSIDER THE STRATEGY FOR DISCUSSIONS WITH SSE CONTRACTING.

- 266.1 It was **NOTED** that WSCC's PFI contractors, SSE Contracting were carrying out a County Wide Replacement programme for West Sussex owned street lighting and Lindfield was scheduled for September 2014, which was towards the end of the programme. It was understood that their designers would contact the Council six months beforehand to discuss the programme. The Clerk had contacted SSEC to enquire as to what elements of the programme the Parish Council would be consulted on and was awaiting a reply.

It was **AGREED** to form a Working Group to prepare for the discussions with the designers by carrying out a survey and recording details of all the WSCC lights in the village and reporting back to the E&A Committee, so that the Parish Council could have an informed input. The members of the Working Group were agreed as follows: Councillors Plass, Henton, Blunden and Chatfield.

It was also **NOTED** that it appeared to be in the WSCC policy for the Lindfield lights to be illuminated on a part-night basis, the other option being for lights to be dimmed after midnight. Clarification would be sought on this.

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### 267. RISK MANAGEMENT.

- 267.1 It was **NOTED** that the Allotments Risk Assessment would be updated before the next meeting of the Committee, to include some matters which had arisen recently.

### 268. HIGH STREET BOLLARDS.

- 268.1 Councillor Pickett reported that a further letter had been sent to the Officer at WSCC but no reply had been received. The Highways and Community Development team at WCC had been reorganised and officers had been divided between the Highways function and the Community team which dealt with local projects. A meeting had been arranged for 26 June at the request of Robert Rhodes-Kubiak - the new Principal Community Officer for this area and this matter would be included on the agenda. Members expressed a concern about the effect of this proposal on the Post Office.

### 269. DENMANS LANE ALLOTMENT SITE

- 269.1 Councillors Blunden, Allen and Pickett, having declared personal interests in this item, as recorded at Minute 257.1, remained present and took part in the discussion.
- 269.2 Request from plot holder for joint tenancy. Members considered a request from a plot holder that her daughter be permitted to become a joint tenant as she had worked alongside her mother since she took over the allotment and was herself a resident of Lindfield. There was no precedent for joint tenancies other than between husbands and wives or partners. Members were uneasy about setting a precedent which could lead to allotment plots being passed down from generation to generation. It was therefore **AGREED** that this request should not be supported as it would set a precedent which may be construed as a way of by-passing the waiting list. However there was no reason why the plot holder's daughter should not be added to the waiting list in her own name, or continue to assist her mother, provided she abided by the terms of the agreement.
- 269.3 Request for a shared plot for homeless people. Mary Allen had forwarded an enquiry from a former plot holder who worked with homeless people and had asked if they could have a shared plot. It was **AGREED** not to support this request as new tenants needed to have a permanent address in the Parish.
- 269.4 Request that young people with special needs be allowed to work on an allotment plot. Mary Allen had reported that the next person on the waiting list worked with young people with special needs and felt that working on an allotment would be a good activity for them. It was **AGREED** not to support this request on health and safety grounds and for the sake of other plot holders.

### 270. TO CONSIDER RESPONSE TO AN APPROACH TO MSDC REGARDING A MOBILE FOOD UNIT.

- 270.1 A request had been made to MSDC for a licence for a mobile food unit on the Common, selling locally sourced premium food and drink. The MSDC officer dealing with this request had forwarded it to the Parish Council for comments. She was concerned that this may compete with the shops. Further clarification had been sought about the kind of food and drink proposed and the hours of operation. The applicant had then stated that he was now considering selling drinks such as milkshakes or smoothies with juices and sodas plus doughnuts and cakes, but nothing cooked at present. He would operate at weekends, all day during the summer months and might add weekday afternoons to catch the after school trade.

Members discussed the implications of this proposal and the following points were made:

- A licence may be a way of controlling what was sold from the van
- It may be better to have a licensed van on the Common than unlicensed operators on the roadside.
- Accepting one such van may lead to others which would not be desirable

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- The car park should not be taken over by food vans
- The van would compete with food and drink outlets in the village

A vote was taken on whether to support the granting of a licence by MSDC for a mobile food unit on Lindfield Common. Members voted 1 in favour and 4 against the proposal, with 2 abstentions. It was therefore **AGREED** to inform MSDC that the Parish Council did not support the request for licence to operate a mobile food unit on Lindfield Common because this would compete with the local shops and the Council did not wish to set a precedent that would lead to further food vans on the Common car park.

### 271. CHRISTMAS LIGHTS: TO CONSIDER ADDITIONAL LIGHTS IN THE TREES AND ON THE POND.

271.1 Lights on the Pond. It was acknowledged that the lights the Parish Council purchased for the Pond were slightly less effective than the ones used as a trial at Christmas 2011 due to their being low energy which the others had not been. It was therefore **AGREED** to obtain quotations for extra lights for the rear island. It was also noted that a bough was found to have dropped in front of one of the lights when they were used at the weekend of the Arts Festival and this would be referred to MSDC.

271.2 Additional lights in the High Street trees. As considered during the budget discussions, it was **AGREED** that quotations should be obtained for additional lights in the High Street trees.

### 272. PROPOSAL BY HAYWARDS HEATH TOWN COUNCIL TO ESTABLISH A BAN ON STREET DRINKING AND TO CONSIDER WHETHER LINDFIELD SHOULD BE INCLUDED IN THE BAN.

272.1 To address problems with anti-social drinking in Victoria Park and Clair Meadow, Haywards Heath Town Councillors were considering a proposal to establish a ban on street drinking and had asked through Ward Councillor Mrs. Hersey whether Lindfield would wish to be included. During discussion it was considered that the imposition on the general public would be greater than the problem it was hoped to solve, although it was recognised that when youth problems in Haywards Heath had been addressed in the past, the problem had been displaced to Lindfield and there had been an increase in vandalism in the village. Members were also concerned about how such a ban could be enforced as the Police may not have the resources to patrol the streets and open spaces as frequently as this would require.

It was understood that a meeting was due to take place the following day, which may clarify the position. It was **AGREED** that subject to the outcome of that meeting, the Parish Council should not seek to have Lindfield included in a ban on drinking on streets and in public open spaces, but that if problems arose, they should be addressed at the time.

### 273. ANY OTHER BUSINESS

273.1 No other items of business were raised.

The meeting concluded at 8.55 p.m.