

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 7 FEBRUARY 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)  
Mr. R. Plass  
Mrs. V. Upton

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

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

**Not present:** Councillors Mrs. J. Chatfield and Mr. S. Henton

### **218. APOLOGIES FOR ABSENCE.**

218.1 Apologies were received from Councillors Chatfield and Henton and the reasons were accepted.

### **219. DECLARATIONS OF INTEREST / DISPENSATIONS GRANTED.**

219.1 Councillor Blunden declared a personal interest in item 20 (Allotments) as he was a plot holder and Councillors Allen and Pickett also declared personal interest in this item as their wives were plot holders.

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

220.1 Councillor Mr. C. Hersey (MSDC) asked what was being done about the condition of Newton Road. It was **NOTED** that Councillor Mrs. Field (WSCC) had taken this up with the Highways Officer and the road would be repaired by WSCC.

### **221. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 6 DECEMBER 2012.**

221.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 6 December 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **222. CHAIRMAN'S ANNOUNCEMENTS.**

222.1 Winter Management. The Chairman reported that a number of people had expressed gratitude to the Council for clearing snow on 19 January, including one of the local doctors. The Chairman thanked those who had turned out on the day and stated that more could be done if there were more volunteers.

### **223. REPORT ON ACTION LIST.**

223.1 It was **NOTED** that:

- the replacement chain link fence round the Pond had been done
- a walking inspection of the Allotments was due and would be done when conditions improved.

## LINDFIELD PARISH COUNCIL

### 224. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2012/13.

224.1 The January figures were not yet available. The Committee considered the expenditure to the end of December 2012. **NOTED:**

- from the in-year budget of £66,050.00, £35,233.53 had been spent and a further £9,727.30 had been spent from the outstanding projects and reserves of £32,905.20.
- the significant amounts spent in January 2013 included £1,183.75 plus VAT for the design work on the map and a further payment of £1,076.40 plus VAT for the labour costs involved in the Christmas lights.
- Invoiced for annual payments such as the refuse freighter and grass cutting were expected in the next few weeks and an invoice for £2,134.00 for 50% of the pond netting and the posts in Hickmans Lane field.

### 225. REPORT ON CURRENT MAINTENANCE.

225.1 **NOTED:**

- The licence for looking after the triangle at the top of Sunte Avenue was now in place and the work would be included in the grass cutting arrangements with Haywards Heath Town Council.
- JAKK Country Furniture had been asked to quote for renovating the finger post in the High Street and a site meeting would be arranged. It was **AGREED** that the sign at Francis Road, pointing to the free car park, should be removed as it was misleading and that the other finger signs in the High Street should also be refurbished.
- The many potholes that had appeared this winter had been reported to WSCC and County Councillor Mrs. Field was supporting the Council in pressing for action. Backwoods Lane was to be patched at half term and Cllr. Field had informed the Council that although Brushes Lane, Dukes Road and Newton Road were not in the current schedule for re-surfacing, there had been a recent inspection and it had been agreed that these roads would be completely re-surfaced but a date had not yet been notified. Members expressed concern that Barratts appeared to have been let off reinstating the verge at the bottom of Dukes Road and the highway repairs needed as a result of the construction traffic. Concern was also expressed about the road surface at the junction of Black Hill and Backwoods Lane which was dangerous.

### 226. POTENTIAL HAYWARDS HEATH CLUSTER – DEVOLVED HIGHWAY WORKS.

226.1 A draft agreement and draft memorandum of understanding between the parish and town councils had been circulated by email. A further report was tabled which had been adapted by the Deputy Clerk from a report presented to Ardingly Parish Council by their Clerk.

Steve Trice (Haywards Heath Town Clerk) had indicated that he would probably use agency workers rather than directly employing extra staff to enable savings on NI and Pension contributions. He was still working on the practicalities and had yet to have the scheme approved by his own Council. However he was aiming to begin the contract with WSCC at the beginning of April and had asked for confirmation from the Parish partners. Full Council had authorised the E&A Committee to make the decision. Ardingly Parish Council had agreed to join the scheme subject to certain conditions relating to the wording of the memorandum of understanding and Lindfield Rural Parish Council would decide at their meeting the following Monday. Whilst a multi-party agreement would have meant joint liability, it was noted that the memorandum of understanding needed to be robust enough to represent the interests of the parishes. It was **AGREED** in principal that Lindfield Parish Council should enter into the clustering arrangement, subject to the terms of the memorandum of understanding being acceptable to all parties. The Clerk was authorised to sign a revised memorandum of understanding at the appropriate time, subject to the revised terms being

## LINDFIELD PARISH COUNCIL

acceptable to all parties and the Clerk having first consulted with the Chairman and Vice Chairman of the E&A Committee and the Deputy Clerk.

### **227. CHRISTMAS LIGHTS.**

227.1 Christmas Lights on the High Street. It was noted that the lights had been taken down, but some of the electrical cable going into houses had been left behind. Blachere had been contacted about this.

227.2 Request from All Saints to consider arrangements for continuing the lights along the path to the church. It was **AGREED** that there should be no objection to this proposal to continue the same lights as used in the High Street along the path to the church door and that All Saints should be provided with Blachere's contact details so that they could make their own arrangements.

### **228. LITTER BINS: REPLACEMENT LITTER BINS FOR THE FOOTPATH BETWEEN THE KING EDWARD HALL AND THE WHITE HORSE AND FUTURE USE OF HALF CIRCULAR WROUGHT IRON BINS.**

228.1 At a previous meeting it had been agreed that the wrought iron bins would be dangerous in the narrow footpath especially if fitted to a pole at a higher level as passers-by could cut themselves on the irregular surface. A commercially sourced smooth metal bin was suggested as being more suitable: a metal Trimline from Glasdon (£158.89 plus VAT). However Members suggested that this model resembled the type used as dog bins and that some people might be reluctant to lift the lid. An alternative – Victoriana from Hygiene Supplies Direct (£138.57) was preferred, subject to measurements. There was no further discussion about the wrought iron bins.

### **229. STREET MAP.**

229.1 **NOTED:** payment had been made for the work done so far on the design so far. The proofs had not yet been returned with the Council's comments due to pressure of work, but would be done as soon as possible.

### **230. POSTS AROUND HICKMANS LANE PLAYING FIELD TO PREVENT UNAUTHORISED ACCESS.**

230.1 **NOTED:** The posts had been installed and the Parish Council's contribution was £1561.50. There had been mixed feedback, but most people had understood when the reason was explained. At a recent meeting of the Mid Sussex Association of Local Councils it had been stated that there had been an increase in the number of incursions on public land in Mid Sussex. A member suggested adding posts to the green on Black Hill, but it was noted that there were stronger regulations in that location because of the nearby school.

### **231. POND MANAGEMENT PLAN**

231.1 MSDC had sent a copy of the revised Pond Management Plan for the Parish Council's comments. The two issues of concern were the statement at 6.2.2 that the operation of the pump had been delegated to the Parish Council (about which the Parish Council was not aware); in 7.2 the Assistant Pond Warden was not mentioned and there was still no reference to the pond wardens being covered as volunteers by MSDC's insurance which was of particular concern if a work party was formed to replace the floating islands. The Pond Warden had added the following: at 6.2.2 the reference to circulation pump needed to be plural; at 8.1 the middle paragraph of the Fish section did not appear consistent with 9.3.

### **232. COMPTON ROAD LIME TREES: POLLARDING ARRANGEMENTS.**

232.1 **NOTED:** the trees were due for pollarding this winter and WSCC had scheduled this in for 4 February. However this had been delayed pending submission of the statutory notification to MSDC. If permission

## LINDFIELD PARISH COUNCIL

could be granted in time, the pollarding would be carried out on 21 / 22 February, otherwise it would be done in June, which WSCC had advised was a suitable time for pollarding.

### 233. RISK MANAGEMENT.

233.1 The Christmas Festival Night risk assessment would be reviewed when the Working Group held their post event meeting and the Christmas Lights risk assessment would be redone to reflect the new arrangements. An inspection of the Allotments would be done in the Spring and the risk assessment updated accordingly.

### 234. HIGH STREET BOLLARDS.

234.1 Update. Councillor Pickett had received an email from the WSCC Officer who currently had a huge workload. He would maintain contact with her to try to arrange a meeting.

234.2 Slightly raised flower bed. Mr. D. Macmillan had sent an email to suggest that it would be "far better and more attractive for this vast expanse of paving to be cleared and replaced with a 'slightly raised' flower-bed" Members discussed this suggestion and **AGREED** that the proposal should not be supported on the following grounds:

- the large area of paving was widely used by groups gathering for trips
- it was likely that flowers would be pulled out,
- it could interfere with visibility at the junction
- it would create a maintenance issue
- the area was used by the crowds on Village Day and Bonfire Night and a flower bed in this location was likely to encourage people to stand on it.

### 235. HIGH STREET/BLACK HILL: PARKING ON VERGES

235.1 Mr. D. Macmillan had sent an email suggesting small stone bollards to deter parking on the verges. It was **NOTED** that the Parish Council had consulted WSCC Highways Officers about a similar request a few years previously and the advice had been that new small stone bollards were no longer permitted. White plastic posts had been suggested instead, which the Parish Council had rejected as they would be easily damaged by strimmers as well as not being suitable for the Conservation Area. It was suggested that small bollards would also pose a trip hazard.

### 236. WINTER MANAGEMENT PLAN

236.1 Update. The snow in January had been too compacted to clear with the snow plough but a team of six had cleared snow on the main routes around the village with shovels and followed up with the salt spreaders, which had been very effective. Members were disappointed that WSCC had not delivered Hippo bags to Lindfield, although it was understood that villages in the north of the County had received theirs. It was **NOTED** that:

- consideration was needed regarding the position and management of the new bin at the corner of West Common Drive and Appledore Gardens
- that there was a case for requesting a Hippo bag in Black Hill, near the Hickmans Lane junction.
- The bin on Chaloner Road was waterlogged and would be replaced. Other waterlogged bins needed drain holes.

## LINDFIELD PARISH COUNCIL

### 237. ALLOTMENTS.

- 237.1 Policy for plot holders who move out of Lindfield. There had been a request from a plot holder to keep her plot, having moved out of the village. It was **AGREED** that the request should be granted on this occasion but not to create a precedent and that the future policy should be that plot holders moving out of the parish would not be permitted to keep their plots. This would be made clear in the new agreement for April 2013.
- 237.2 Replacement of fence along boundary with Allen's Wall. Further quotations were awaited. Work could not be done until the Spring on account of the ground conditions and work parties of allotment holders would then clear the undergrowth in preparation for the new fencing.
- 237.3 Tree survey. The periodic tree survey was due in October 2013, but a representative of a local council insurance company at a recent conference, had suggested that Councils should have their trees checked as soon as possible as many had become distressed due to the weather and there had been an increase in the number of claims. It was **AGREED** to contact Peter Thurman immediately to arrange to bring the survey forward.
- 237.4 Improvement of the surface of the public footpath used by residents. The condition of the ground had also been raised by the insurance company representative at the recent conference and Councils had been advised to inspect grounds and paths. The well-used path through the allotment site was the responsibility of the Parish Council and was in need of attention. It was **AGREED** to arrange for tree stumps to be ground out and for bark chip dressing to be applied, which was considered preferable to stones which would damage machinery.
- 237.5 Allotment rents for 2014/15. A year's notice had to be given to plot holders if rents were to be increased. The last increase had been made with effect from 1 April 2012. The rent was currently £3 a rod and the majority of plot holders paid £7.50 for 2.5 rod plots. It was **AGREED** that there should be no increase for the year commencing 1 April 2014.

### 238. ANY OTHER BUSINESS.

- 238.1 No other items of business were raised.

The meeting concluded at 9.02 p.m.