

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 7 JUNE 2012** at the King Edward Hall, Lindfield, commencing at 8.00 p.m.

Present: Mr. W. Blunden (Chairman)
Mrs. J. Chatfield
Mr. S. Henton
Mr. S. Hodgson
Mr. R. Pickett (Vice Chairman)
Mr. R. Plass
Mrs. V. Upton

Also present: 2 members of the public

In attendance: Mrs. C. Irwin

Absent: Councillors Mr. M. Allen and Mrs. M. Hersey

130. ELECTION OF CHAIRMAN

130.1 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 2012/13. 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 2012/13.

131. ELECTION OF VICE CHAIRMAN

131.1 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 2012/13.

132. APOLOGIES FOR ABSENCE.

132.1 No apologies for absence had been received.

133. DECLARATIONS OF INTEREST.

133.1 There were no such declarations.

134. QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

134.1 Mr. N. Kerslake made comments on the following:

- Proposed Wildflower Meadow – these were difficult to establish and required effort to manage; a previous attempt to establish such a meadow had failed; it was not a good use of public money
- Fitness equipment – this should not be progressed without empirical evidence it would be well used.
- Bollards at Post Office corner - to be effective in preventing parking on the York Stone paving, there needed to be up to 6 new bollards no more than 2 metres apart; the repairs done with concrete were not acceptable.

135. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 12 APRIL 2012.

135.1 The Chairman called for approval of the Minutes of the Meeting of the Environment and Amenities Committee held on 12 April 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

136. APPOINTMENT AND MEMBERSHIP OF WORKING GROUPS.

- 136.1 Street Lighting Working Group. As there was now a complete inventory of the Parish owned street lights and the lighting equipment was being properly maintained under the new contract with DTS, the Street Lighting Working Group should be dissolved. Matters relating to street lights would be dealt with by the E&A Committee, which would appoint a new Working Group if the need arose in the future.
- 136.2 Christmas Festival Night / Christmas Lights Working Group. This group would meet later in the summer with representatives of the United Reformed Church to discuss the arrangements for this year's Christmas Festival Night. It was **AGREED** that the Working Group should continue and that the membership should comprise: Councillors Blunden, Chatfield, Hodgson and Upton
- 136.3 Denmans Lane Allotments Working Group. The Allotments Group included Richard Powell, who carried out a considerable amount of work maintaining the paths and areas not let as plots, and Mary Allen who administered the waiting list on behalf of the Council. Members of the group held meetings with the allotment tenants periodically and oversaw the risk management of the allotment site. It was **AGREED** that the Denmans Lane Allotments Working Group should continue and that the Council members on the group should be: Councillors Allen, Blunden, Henton and Plass.
- 136.4 Responsibility for Village Archive Collection. It was **AGREED** that Councillors Blunden and Chatfield should be the named members responsible for the Village Archive, to liaise with Mr. Bryant as appropriate.

137. CHAIRMAN'S ANNOUNCEMENTS.

- 137.1 Village Events. The Chairman stated that the previous weeks had been a busy time in the village and the organisers of the Arts Festival, Village Day and Jubilee Celebrations should be congratulated.
- 137.2 Change of Committee membership. The Chairman wished to record his thanks to Councillor Gomme who had decided to stand down from the Environment and Amenities Committee. His work on leading various objectives had been greatly appreciated.

138. REPORT ON ACTION LIST

- 138.1 Search for new allotment land. It was **AGREED** to remove this item from the list as it was a long term objective for which there were no current specific actions.
- 138.2 Bollards for grit bin on Denmans Lane. It was **NOTED** that this bin had recently been knocked over and damaged by vehicles twice in one day recently and had been removed temporarily. It was **AGREED** that a new bin should be purchased for this location and that the Clerk and Chairman should consult a contractor about levelling the site at the same time as putting in bollards to protect the bin. The damaged bin would be used elsewhere to store surplus salt.
- 138.3 Road maps for the car parks. A response as to whether planning permission would be required was awaited from MSDC's planning department. Permission from the Medical Centre had been obtained for putting one map on the wall of their building and the Committee had agreed to accept the quotation from Fitzpatrick Woolmer for 2 maps. Fitzpatrick Woolmer would start on the design work once the advice from the Planning Department had been received. **AGREED** that Councillor Chatfield would work with the Clerk on this project, although it was hoped that Councillor Gomme, who had led this project to date, would continue to advise.
- 138.4 Bus Stop Poles. **AGREED** that Councillors Blunden and Chatfield should lead the renovation project and to arrange a meeting with the Blacksmith to discuss proposals.
- 138.5 Traffic Sign Poles **AGREED** that Councillors Blunden and Plass should carry out the survey of all the street sign poles and the results would be mapped.

139. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET

139.1 **NOTED:** the figures for May were not yet available.

139.2 **NOTED:** during April 2012, £2746.03 had been spent from the Environment and Amenities Committee's budget, most of which had been on maintenance of the public toilets. **NOTED** that the annual contract (£1505 p.a) with Calabash for sanitary waste etc. had been renewed for a further three years and that repairs to the door closure mechanism and some new sign labels had cost £460.81. Payments for the lights on the Pond (£4,263.00) and for medals etc purchased on behalf of the Jubilee Committee (£2,051.15) would appear in the April figures..

140. WARD/SECTOR INSPECTIONS.

140.1 There was discussion about whether to continue with the ward/sector system as not all Councillors were taking part. It was **AGREED** to refer this to Full Council for input by all members.

141. REPORT ON CURRENT MAINTENANCE.

141.1 **NOTED** that the Council's sheds on the Denmans Lane Allotments Site had been painted with wood preservative.

141.2 **NOTED** that the triangle at the top of Sunte Avenue around the finger post was not being properly maintained. **AGREED** to ask WSCC whether they would be willing to issue a licence for the Parish Council to take over the maintenance of this area if Haywards Heath Town Council was prepared to add it to the schedule of work they carried out for Parish Council.

142. RENEWAL OF STREET LIGHTING MAINTENANCE CONTRACT (EMAIL FROM DTS ATTACHED)

142.1 DTS had advised the Parish Council that maintenance contract charges for 2012 / 13 had risen by 3%, but that there was an option of extending the existing contract for 36 months instead of 12 with this the price frozen at the previous year's rate for the first year, to reward clients' loyalty. Members were satisfied that the service from DTS was very good and it was **AGREED** to confirm the extension of the contract to 36 months.

143. CHRISTMAS LIGHTS

143.1 Quotations had now been received from three suppliers but one had only arrived recently. This would therefore be considered at the next meeting.

144. RISK MANAGEMENT.

144.1 **AGREED** that the following Members should oversee the review of risk assessments for the functions and activities that came within the remit of the Environment and Amenities Committee, and to carry out periodic inspections as appropriate:

- Allotments – Councillors Blunden and Pickett
- Public Toilets - Councillors Blunden and Hersey
- Litter bins – Councillors Chatfield and Plass
- Bus Shelters - Councillor Allen
- Other street furniture – Councillors Allen and Hodgson
- Winter Management Plan – Councillors Blunden and Plass
- Village Orderly – Councillor Henton
- Spring Clean – Councillors Upton and Hodgson
- Christmas Festival Night - Councillors Upton and Chatfield
- Christmas Lights – Councillors Blunden and Hersey
- Street Lights (including annual inspection) Councillors Hodgson and Plass

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- 144.2 The Winter Management, Village Orderly, Christmas Lights and Christmas Festival Night Risk Assessments were due to be reviewed at the next meeting on 2 August.
- 145. SPRING CLEAN.**
- 145.1 It was **NOTED** that the members of the public who helped with the annual Spring Clean on 14 April appeared to have enjoyed taking part in this community event and it was an opportunity to involve different groups within the community. However, very few Councillors had attended the 2012 Spring Clean. It was **AGREED** to arrange the 2012 Spring Clean for 20 April 2013 and Councillors were asked to make a commitment to support the office staff with the organisation before and on the day.
- 145.2 It was **AGREED** that a further supply of large and extra large high visibility jackets should be purchased.
- 146. NOMINATIONS FOR THE MSDC COMMUNITY SERVICE AWARD.**
- 146.1 The Parish Council had been invited to put forward a nominee for the MSDC Community Service Award to be presented at the Chairman's Garden Party on 15 July. The Parish Council had anticipated this request in 2011, and agreed to nominate Margaret Nicolle, but the Garden Party had not taken place. It was **AGREED** to nominate Mrs. Margaret Nicolle for the award.
- 147. HIGH STREET BOLLARDS: PROPOSED SITING OF NEW BOLLARDS**
- 147.1 A recommendation had been received from WSCC, but there was some doubt whether the number of bollards proposed was enough. Councillor Pickett offered to arrange a site meeting with Elaine Hendren (Principal Community Officer, WSCC Gatwick Diamond Team). It was therefore **AGREED** to defer consideration of this item pending the outcome of that meeting.
- 148. LINDFIELD COMMON**
- 148.1 Car park off Lewes Road. The Parish Council had been to comment on MSDC's proposed new arrangement for the small car park opposite Flowercraft in Lewes Road, to discourage unauthorised parking which made access to residents' properties difficult. The proposal involved tarmacing over a small part of the Common. Members acknowledged that this part of the Common was underutilised and its sacrifice would be worthwhile to improve the car parking situation. It was **AGREED** to support the proposal as set out in the plan provided by MSDC.
- 148.2 Exercise equipment. A request had been made to MSDC by a resident for exercise equipment on the Common to encourage people to keep fit and Rupert Browning had stated that he would raise this at the forthcoming liaison meeting. The Chairman acknowledged that the majority of Councillors were not in favour of installing exercise equipment and suggested publishing an article in Lindfield Life inviting members of the public to comment to gauge the level of interest. However this suggestion was rejected on a vote of 4 to 3 because of the high cost relative to the perceived amount of use.
- 148.3 Proposal for a perennial wild flower meadow outside Eastern Cottages. A resident had written to MSDC to request a wild flower meadow outside Eastern Cottages. Rupert Browning had advised that that the soil, which was quite rich clay was probably unsuitable as wild flowers thrived better on poor soil where the grasses did not compete to the same extent. He had also stated that wildflower areas were relatively costly to create and maintain but he was willing to try it. Members felt that this would be a waste of money and also had reservations as the area had been cleared of shrubbery to discourage its use as a toilet and this problem might return along with an increased amount of dog fouling if the grass was not kept mown. It was **AGREED** not to support the proposal for these reasons.
- 149. REQUEST FOR BENCH SEAT: CHALONER ROAD GREEN.**
- 149.1 A resident had requested a bench seat on Chaloner Road Green. Members supported this in principle as this route was well used by elderly people, but in acknowledgement of the history of anti-social behaviour in this area, it was **AGREED** that nearby residents should first be consulted.

150. ANY OTHER BUSINESS, ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. ANY SUCH MATTERS WILL BE FOR NOTING OR REFERRAL TO A FUTURE MEETING ONLY.

150.1 St. Peter and St. James Hospice Sleep Walk – 14 July. It was **AGREED** that the public toilets should be left open to be made available for use during the night time “Sleep Walk” to raise funds for the hospice.

151. FURTHER PERIOD FOR QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC.

151.1 Mr. D. Macmillan:

- Triangle in Sunte Avenue - welcomed the move to take over maintenance
- Spring Clean - suggested a second session in the Autumn.
- New bus timetables - asked the Parish Council to prevail on Countryliner to publicise them better.
- Lewes Road corner – reiterated his previous observations that further bollards would reduce the hazard to pedestrians caused by traffic mounting the pavement.

151.2 Mr. N. Kerslake:

- Lighting Working Group - it would be prudent to reconvene a group of members to liaise with Scottish and Southern Electric in preparation for the upgrade of the WSCC lights by the PFI contractor.
- Village Archive - the Council should not allow the ‘annual review’ of the rental of additional accommodation to drift in view of the expense of the rent per year.
- Ward / sector inspections should be discontinued if Councillors did not all make a commitment to the scheme.
- Christmas Lights: the suppliers should be asked to decorate a tree as a sample rather than basing a decision on a picture
- Spring Clean – the Council should consider whether there was any point continuing, with such a low attendance.

The meeting concluded at 9.10 p.m.