

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 9 APRIL 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
Mrs. J. Chatfield
Mr. S. Henton
Mr. R. Pickett (Vice Chairman)
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Councillors Mrs. M. Hersey, Mr. S. Hodgson and Mr. R. Plass

The Chairman welcomed those present to the meeting.

463. APOLOGIES FOR ABSENCE.

463.1 Apologies were received from Councillors, Hersey, Hodgson and Plass and the reasons were accepted.

464. DECLARATIONS OF INTEREST.

464.1 There were no declarations of interest from Members in respect of any items on the Agenda.

465. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

465.1 There were no members of the public present.

466. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 5 FEBRUARY 2015.

466.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on 5 February 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

467. CHAIRMAN'S ANNOUNCEMENTS.

467.1 There were no Chairman's announcements.

468. ACTION LIST.

468.1 The Action List was noted without comment.

469. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET

469.1 Budget progress 2014/15 – payments made to 31 March 2015. **NOTED:** that £33,379 had been spent from the Environment and Amenities Committee's in-year budget of £70,000 and there had been no expenditure from the E&A reserves. The Chairman took the Committee line by line through the budget headings and the variances were **NOTED**. At the request of the Responsible Financial Officer, the Committee then examined the unspent balances and reserves as at 31.03.15

469.2 In-year budget 2014/15: unspent balances at 31.03.15. It was acknowledged that the F&GP Committee would be carrying out a thorough review of the Council's reserves and that these recommendations may

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have to be changed. However, this exercise would assist with establishing priorities. The following recommendations to the Finance and General Purposes Committee were **AGREED**:

- Paving at Post Office corner - £10,000. As this project was shortly to be progressed, the sum of £10,000 remaining in the budget would be carried forward as an Outstanding Project. It was **NOTED** that the RFO had recommended showing the contribution of £5,000 received from WSCC towards this project as a stand-alone item in the budget because it could not be spent on anything else and would have to be returned to WSCC if the project did not go ahead.
- Upgrading street lights - £1,081. It was **AGREED** to add this balance to the street lighting reserve because the exact contribution to the WSCC upgrade was still not confirmed. Also, the Committee had previously agreed that the Parish Council lights in West View should be converted back to heritage lanterns.
- Street map of Lindfield - £2,277.50. It was **NOTED** that the total for the two maps recently installed was £3,906 which included the design work, professional assistance with the planning application and the installation. It was therefore unlikely that two further maps would exceed £4,500, even allowing for the additional cost of wooden frames to suit the environment of the proposed sites on the Common and Hickmans Lane field. There was already a reserve for this purpose and it was therefore **AGREED** that this balance should not be carried forward.
- Replacement of litter bins - £1,845.50. Written agreement was still awaited from MSDC for replacing bins in car parks and Chaloner Road. **AGREED** that the balance should be added to the reserve for litter bins.
- Post and rail fencing (Pond and Common) - £2,000. It had previously been agreed that this sum should be carried forward as a new designated reserve. **CONFIRMED.**
- Tree pollarding - £2,500. This budget heading was no longer needed as WSCC had agreed to fund the three yearly High Street and Compton Road tree pollarding without a contribution from the Parish Council. It had previously been agreed that this balance should be added to the new designated reserve for the upgrade of the Hickmans Lane playground equipment. **CONFIRMED.**
- Emergency equipment - £554.68. It was **AGREED** to add this balance to the reserve for Emergency Equipment as further grit bins were still to be ordered.
- Dropped kerbs - £3,000. It had previously been agreed that this balance should be carried forward as a designated reserve, to build a fund for several dropped kerbs to be installed in the 2015/16 financial year. **CONFIRMED.**
- Upgrading Hickmans Lane playground - £5,000. It had previously been agreed that this should be carried forward as a designated reserve. **CONFIRMED.**
- Remaining balances
It was **AGREED** that the following unspent balances should not be carried forward to the 2015/16 as designated reserves:

Street-lighting (energy/maintenance)	£	143.33
Maintenance	£	4,296.55
Allotments	£	1,185.79
Gardening	£	78.20
Christmas Festival Night	£	261.80
Village Archives	£	290.00
Mobile Civic Amenity Freighter	£	128.72
Denmans Lane toilets running costs	£	1,276.95
Digital mapping	£	50.00
Grass cutting	£	1,053.51
Reprint of Lindfield leaflet	£	425.00
	£	9,189.85

Reserves

- Street lighting - £13,404.88 – it had been anticipated that this reserve would have been spent before the end March and had not therefore been carried forward in the draft budget for 2015/16.

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However it was anticipated that the Parish Council's contribution to the West Sussex street lighting upgrade would be at least £11,000. It was therefore **AGREED** to recommend retaining this reserve together with the unspent balance of £1,081 from the in-year budget, making a total of **£14,485**.

- Street map - £8,816.25. It was estimated that the cost of two further maps was not likely to exceed £4,500 and it was therefore **AGREED** that this reserve should be reduced to **£4,500**.
- Posts around MSDC open spaces - £7,000. Advice from MSDC was still awaited and it was **AGREED** to retain this reserve of **£7,000**.
- Emergency equipment - £486.65. It was **AGREED** to retain this reserve with the addition of the balance of £554.68 from the in-year budget: a total of **£1041.33**
- Dropped kerbs - £2,500. A further sum of £7,000 had been budgeted for in 2015/16 to build a fund to install several dropped kerbs in 2015/16. It was **AGREED** to retain this reserve with the addition of the unspent balance of £3,000 from the 2014/15 budget: a total of **£5,500**. The Clerk had sent an email to WSCC Highways to move this project forward.
- Island on Pond £1,000. It was understood that the Pond Warden had found a new contact, having had difficulties getting a response from the previous contact. It was therefore **AGREED** to retain this reserve of **£1,000**, pending confirmation that the project would be going ahead.
- Sinking fund for Denmans Lane WCs £5,000. It was **AGREED** to retain this reserve as a contingency for unforeseen expenditure - **£5,000**.
- KEH Clock £900. The Chairman explained the background for the Parish Council's involvement: the clock had been donated to the King Edward Hall by the Royal British Legion in memory of Dr. Mather, a former President of the RBL. This soon had to be replaced and the Parish Council had contributed towards the cost to enable the purchase of a clock that could be maintained without the use of scaffolding and the Parish Council had kept a reserve for its maintenance since its installation. It was understood that work was to be carried out on the clock in the near future and it was therefore **AGREED** to retain this reserve of **£900**.
- Christmas lights £438. The cost of the installation for Christmas 2015 was not yet known. It was **AGREED** not to carry this reserve forward and fund any shortfall from the general reserve.
- Litter bins £2,916. Written confirmation from MSDC was awaited regarding the replacement of bins in the village centre car parks and Chaloner Rd. It was **AGREED** to recommend carrying forward this reserve together with the unspent in-year balance from 2014/15 of £1,845.50, a total of **£4762.00**.
- Tree pollarding £5,000. It had previously been agreed to add this reserve and the unspent balance of £2,500 to the **new reserve** of £5,000 for the upgrade of the **Hickmans Lane playground** – a total of **£12,500**.

470. REPORT ON CURRENT MAINTENANCE.

- 470.1 Railing at the corner of the High Street and Hickmans Lane. It was **NOTED** that the Blacksmith had that day re-installed the railing, having repaired and refurbished it.
- 470.2 Refurbishment of the two Parish Council notice boards in Denmans Lane. Members **NOTED** a quotation received from a cabinet maker who had exhibited at a recent Clerks' conference. Further quotations were to be obtained for this work. It was **AGREED** to delegate to the Clerk in consultation with the Chairman of the E&A Committee to obtain and compare further quotations and place the order.

471. STREET LIGHTS.

- 471.1 West Sussex street lights upgrade. It was **NOTED** that the contractors had not yet completed their work on the lights in Lindfield and the Parish Council had not been notified as to when the alterations to the heritage lights would be carried out. It was also **NOTED** that unknown persons had, by way of an April Fool, put notices on the High Street and Lewes Road light columns inviting residents to vote for one of four increasingly elaborate designs and over ten responses had been received.
- 471.2 Parish Council owned street lights. It was **NOTED** that the replacement of the concrete columns in The Welkin and the damaged cast iron column in Denmans Close had been completed. The engineer had

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reported that one of the concrete columns had shattered during removal and the one in Denmans Lane had not been attached to its base, suggesting that it had been hit by a vehicle on a previous occasion. It was agreed that their replacement had been timely.

472. PAVING AT THE CORNER OF HIGH STREET AND LEWES ROAD.

- 472.1 The Clerk had informed WSCC and Balfour Beatty that the Parish Council had accepted the Balfour Beatty quotation for repairing the paving outside the Post Office, adding three further bollards and respacing the existing bollards. £5,000 had been received as a contribution from WSCC. The order would be placed when confirmation had been received about the design of the bollards.

473. HIGHWAYS CLUSTER – REPORT ON THE MEETING WITH HAYWARDS HEATH TOWN CLERK ON 26 MARCH.

- 473.1 The Chairman reported that he and the Clerk had attended a meeting with Steve Trice and the Clerks from Ardingly and Lindfield Rural Parish Councils. An emailed follow up from Mr. Trice was awaited.

Mr. Trice was currently in discussion with WSCC regarding the Highways Contract and was also liaising with Burgess Hill and East Grinstead Town Councils. It appeared that the advice given at the time the original agreement was set up had been misinformed as to the jobs that could be included and Haywards Heath had now been told that they should not be repairing potholes, which accounted for a significant proportion of the work carried out by the Community Interest Company Team set up by the Town Council. An extension of six months (until 30 September) had been granted, after which the CIC team would not be allowed to repair pot holes.

Depending on the offer that would emerge from the negotiations, Haywards Heath Town Council would consider the options and hoped to be able to continue providing a service to the partner Councils with more “green” work – weeds and twitten clearance for example - along with winter weather support, gullies, street name plates, graffiti etc.

474. SPRING CLEAN.

- 474.1 The Spring Clean was due to take place on Saturday 18 April. Members were asked to inform the Clerk of any areas needing attention and Members were also asked for practical help on the day with setting up, serving refreshments and clearing up at the end. The Chairman and Councillor Upton confirmed that they would attend.
- 474.2 Risk assessment. The risk assessment, attached to the Agenda, had been reviewed: no further risks had been identified and the controls in place were considered to be adequate.

472. RISK MANAGEMENT.

- 472.1 The following risk assessments had been reviewed by designated members and the Clerk and these had been circulated with the Agenda: Winter Management; Allotments (administration and physical) and Denmans Lane Public Conveniences. These had been updated with some additional controls for identified risks which were considered to be adequate.
- 472.2 The Parish Council's Internal Auditor had strongly recommended that the risk assessment sheet should show who was responsible for the various controls listed and actions to be taken. This would be taken into account when reviewing risk assessments in the future.

473. ANY OTHER BUSINESS.

- 473.1 No other items of business were raised.

The meeting concluded at 8.40 p.m.