

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 12 APRIL 2012** at the King Edward Hall, Lindfield.

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

Also present: Mr. K. Bonner, Direct Technical Services (until end of Minute 115.1))
3 members of the public

In attendance: Mrs. C. Irwin

Absent: Mrs. M. Hersey

The Chairman opened the meeting at 8.00 p.m. and announced the emergency procedure for the King Edward Hall. He welcomed all those present, particularly Mr. Bonner from Direct Technical Services who had come to the meeting to advise on the street lighting item.

110. APOLOGIES FOR ABSENCE.

110.1 Apologies for absence were received from Councillor Hersey and the reason was accepted.

111. DECLARATIONS OF INTEREST.

110.1 There were no such declarations.

112. QUESTIONS / COMMENTS FROM MEMBERS OF THE PUBLIC

112.1 Mr. N. Kerslake commented on street lighting: both the upgrade of the Parish Council owned lights and consultation on the future upgrade by the PFI contractor of the WSCC lights.

112.2 Mr. D. Macmillan requested updates on:

- the locations for the remaining four litter bins, following completion of the refurbishment
- the WSCC response to the emails about resurfacing Denmans Lane
- when the High Street resurfacing would be done
- when the pond at The Limes would be restored according to the planning condition.

The Chairman responded that this pond had been taken over by MSDC, as reported at the Planning and Traffic Committee on 10 April, and they would do the work when it would least affect the wildlife,.

113. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 2 FEBRUARY 2012

113.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 2 February 2012. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

114. CHAIRMAN'S ANNOUNCEMENTS.

114.1 The Chairman made no announcements.

115. STREET LIGHTING.

115.1 Upgrade of street lighting equipment. A report had been circulated setting out the reasons for the replacement of certain lanterns, the details and cost of the two lanterns under consideration for the swan neck columns, the details of the Parish Council's lighting stock, a summary of two related matters (the Capital Replacement Programme of the WSCC lights and the painting of the Parish owned lights) and finally a summary of recommendations for consideration.

The main issue was the choice of replacement lantern for the swan neck columns. Contractors Direct Technical Service (DTS) had been unaware that some of the lights were in the Conservation Area and had been fitting standard "Side Road Lanterns" (SRLs) until residents of Spring Lane had raised objections. The alternative lantern to be considered was the Iffley from D W Windsor, which had been used by SSE Contracting for the WSCC lights in the High Street. The price to install the Iffley would be £1026.80 + VAT whereas the SRL would be £225.00 + VAT.

Prior to discussion, Councillor Blunden declared a personal interest because a light in the private road in which he lived was on the list for consideration.

The issues were discussed and Mr. Bonner gave the following advice:

- the existing swan neck lanterns were top entry – ie the cable came into the lantern from above the lamp, at the hottest part of the lantern – which was an inbuilt design fault. Replacements for this type of lantern were only made by a couple of manufacturers and the fittings were not compatible with the old bracket. For the Iffley lantern the curved bracket (arm) would have to be replaced as well, whereas the SRL could be attached to the end of the bracket after cutting off the old lantern.
- In response to a question from a Member as to why the ridged columns appeared to be deteriorating more than the others, Mr. Bonner stated that the past maintenance records were not available but when DTS repaint these columns, the old paint would be stripped right back first.
- The light in Spring Lane, which had been knocked by a vehicle could easily and relatively cheaply be returned to vertical.
- It would be cheaper to straighten and paint the column in Spring Lane than to replace it and it would last for many more years once restored.
- The Spring Lane lantern had been an old mercury lantern which in the past had been converted, failed and then the gear had been by-passed and another type of lamp inserted. This lamp had emitted a lower level of light than it should.
- In response to a Member's question, Mr. Bonner confirmed that the refurbishment of the column itself would not involve any further electrical work; that would be included in the lantern replacement. The refurbishment of the column would be fairly simple to achieve.
- DTS had followed the WSCC precedent of using SRL lanterns other than in the High Street
- In response to a Member's question, Mr Bonner confirmed that the lack of consistency in the style of street lights found in Lindfield was also normal elsewhere: the type of column and lantern in use at the time had been installed or used as replacements over the years.
- The performance of the modern lanterns was far superior to the old ones and the light was thrown down and sideways on the ground instead of shining into bedroom windows, which could happen with the Iffley.
- The upgrade would allow for a change to part night lighting and then a new Un-Metered Supply (UMS) Certificate could be issued. The energy reduction would be in the order of 41%. Until the remaining columns were upgraded the Council was losing out on this saving.
- Another option for the Spring Lane light might be to consider its removal.

Following the discussion it was **AGREED**:

- To concentrate on the Parish owned lights at the present time
- To consult with WSCC at the appropriate time prior to their Capital Replacement Programme of the County Council's lights

LINDFIELD PARISH COUNCIL

- To be proactive in the intervening period by consulting representatives of other heritage towns and to work out an informed policy for lights in the Village
- To replace the lantern in Pondcroft Road with an Iffley, which would match other lights in the vicinity.
- To replace all four lanterns in Francis Road with Iffley lanterns – historically sensitive area, abutting Old Place and near the Church
- To replace the lantern in Spring Lane – less likely to be damaged by wide farm vehicles whereas the SRL would extend further over the road. The light should not be removed as it would particularly disadvantage older people who lived in the Lane.
- To leave the other lights in the Conservation Area which had already been changed to the SRL until a policy had been agreed with WSCC and that the Parish Council would be proactive in this respect.
- Lights not in the Conservation Area to be changed to SRL lanterns when the need arose whether or not they were swan neck columns.
- To arrange for the Parish owned columns and brackets to be painted in the shade of green used by WSCC as some of these were seen in the same view and would look odd if different.

On behalf of the Committee, the Chairman thanked Mr. Bonner for his support since taking over the contract, his advice on this particular matter and for attending this meeting. The Clerk was also thanked for her report.

- 115.2 Annual inspection. Councillors Gomme and Hodgson had inspected the Parish owned light columns and had concerns about the external condition, of the swan neck columns of which most were suffering from paint fatigue. As noted at minute 115.1 the columns would be painted during the coming year by DTS.
- 115.3 WSCC light outside Selbys. With reference to the length of time it had taken for SSE Contracting to deal with the column outside Selbys Chemist, a Member stated that when a replacement was due to accident damage contractors had to be given time.

116. REFURBISHMENT OF BUS STOP POLES

- 116.1 Councillors Gomme and Chatfield had surveyed the bus stop poles and a report had been circulated. Councillor Gomme stated that most of the wrought iron poles had corrosion and needed painting. The integral half round bins were too small for rubbish and would not take a bag. The proposal suggested by Councillors Gomme and Chatfield was to refurbish the poles and place round bins alongside. They had also noted that some of the wrought iron poles were not necessarily located to the best advantage and suggested moving the ones in West Common to the High Street and Hickmans Lane and replacing them with standard poles. It was anticipated that the work proposed in the report could be achieved within the agreed budget.

It was **AGREED** to discuss the proposals with the Blacksmith and obtain up to date quotations for the recommended work prior to further consideration at a future meeting of the Committee.

Members thanked Councillors Chatfield and Gomme for their report.

117. REPORT ON ACTION LIST

- 117.1 The list was **NOTED**.

118. PAINTING OF THE BARRIERS IN HICKMANS LANE AND THE TRAFFIC SIGN POLES.

- 118.1 Barriers in Hickmans Lane. At the time that the barrier was installed in the footpath between Savill Road and Hickmans Lane, Jonathan Ullmer at WSCC had advised that if it were painted it should be a colour that would not blend into the background and it would be better left unpainted. He had also pointed out that once painted it would create an ongoing maintenance issue. There was also a risk that painting the barrier at the entrance to the footpath from Hickmans Lane to Finches Park Road, which was close to the road might reduce its visibility to motorists.

LINDFIELD PARISH COUNCIL

It was considered that if there was any risk that painting the barriers would affect their safety, they should be left as installed by WSCC. It was therefore **AGREED** that the barriers should not be painted.

- 118.2 Traffic sign poles. Some years previously, when resources had been more freely available there had been an informal “gentleman’s agreement” with officers at WSCC, that traffic sign poles in the Village should be painted black instead of bare metal. WSCC had stated recently that WSCC was trying to deliver best value within restricted budgets and it was currently considered that all traffic sign poles should be of a uniform colour regardless of their locality, ie silver for galvanised steel posts. If the Parish Council wanted the posts replaced with black ones this could be considered but the Parish Council would be expected to pay the difference. If it was decided to pursue the case for black poles the way forward would be to make it a community led decision in consultation with Ian Patrick at WSCC. It was **NOTED** that the Village Design Statement made no reference to the colour of traffic sign poles.

During discussion Members generally expressed a preference for black poles in the Conservation Area. It was **AGREED** to consider this further on completion of a survey and after obtaining estimates.

119. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

- 119.1 Budget progress 2011/12: to review payments made to 31.03.12. **NOTED** that to 31 March 2012, from the in-year E&A budget of £73,100, £42,710.44 had been spent and a further £8,206.76 from the outstanding projects and designated reserves total of £29,317.72. Invoices were still outstanding for work carried out before the end of March and projects such as the road maps would run over to the 2012/13 Financial Year.
- 119.2 Review of outstanding projects and designated reserves. The RFO had circulated a spreadsheet showing the variances at the end of the 2011/12 Financial Year. It was **AGREED** to **RECOMMEND** to the Finance and General Purposes Committee that the remaining sums against each item should be allocated as follows:

BUDGET HEADING	VARIANCE	COMMENTS	RECOMMENDATION to F&GP
Street lighting - energy and maintenance	-	Fully spent	-
- Christmas Lights	2,922.52	Order placed for pond lights -	Balance to Outstanding Project
- upgrading street lights	5,000.00	Work still to do on lights in Conservation Area	Balance to Designated Reserve
Maintenance	(1,244.81)	overspent	-
Allotments	254.99		Balance to General Reserve
Gardening	436.64	Underspent because crocus planting was less than anticipated	Balance to General Reserve
Christmas Festival Night	463.49		Balance to General Reserve
Village Archives	328.59		Balance to General Reserve
Mobile Civic Amenity Refuse Freighter	445.56		Balance to General Reserve
Denmans Lane toilets – running costs	5,667.23		Balance to General Reserve
Street map of Lindfield	1,500.00		Balance to Outstanding Project
Replacement of litter bins	2,000.00		Balance to Designated Reserve
Digital Mapping	50.00		Balance to General Reserve
Joint Projects with MSDC/WSCC – Post and rail fencing – Pond and Common	5,000.00		Balance to General Reserve
Tree pollarding	-	Fully spent	-
Removal of epicormic growth	1200.00	Village Orderly dealt with the epicormic growth, but it was agreed to use contractor in 2012	Balance to General Reserve
Grass cutting (High Street)	210.35		Balance to General Reserve

LINDFIELD PARISH COUNCIL

BUDGET HEADING	VARIANCE	COMMENTS	RECOMMENDATION to F&GP
Emergency equipment	-	Fully spent	-
Reprint of Lindfield leaflet	505.00		Balance to General Reserve
Shelter for Hickmans Lane playing field	5000.00	Project dropped	Balance to General Reserve
HM the Queen's Diamond Jubilee Celebrations	650.00		Balance to Outstanding Projects
Bus stop poles refurbishment	New 2012/13	New budget item - £2500.00	
Pond aerator	New 2012/13	New budget item - £3000.00	
TOTAL TO OUTSTANDING PROJECTS	5,072.52		
TOTAL TO GENERAL RESERVE	19,561.85		
TOTAL TO DESIGNATED RESERVE	7,000.00		

It was also **AGREED** to **RECOMMEND** that:

- The Outstanding Project heading: Replacement and refurbishment of litter bins (with the remaining balance of £3727.00) should become a Designated Reserve.
- The Outstanding Project heading Street Map of Lindfield should be retained as an Outstanding Project as this was being progressed.
- Remaining sums under Designated Reserves to be retained.

120. TO RECEIVE REPORTS ON WARD/SECTOR INSPECTIONS.

120.1 Reports from Councillors would be dealt with as appropriate.

121. REPORT ON CURRENT MAINTENANCE.

121.1 **NOTED:**

- the fingerpost at the Sunte Avenue crossroads had been very nicely refurbished
- the litter bin by the Witch had now been replaced with a covered metal one to keep out wildlife.

122. BOLLARDS FOR POST OFFICE CORNER.

122.1 Frankie Spurgeon at WSCC had now measured the distance between each of the bollards and would be consulting Elaine Emmett about the number and spacing between bollards to prevent parking on the paved area. A bollard to match the existing ones was £60 plus VAT and the Parish Council was expected to pay for delivery. It was anticipated that at least two extra bollards would be needed. **AGREED** that the Parish Council would pay for the number of bollards required and the delivery charge.

123. PUBLIC TOILETS: RENEWAL OF WASTE CONTRACT.

123.1 The contract with Calabash for waste had come due for renewal the annual payment had not been increased. The Clerk had therefore signed a further three year contract.

124. CHRISTMAS FESTIVAL NIGHT / CHRISTMAS LIGHTS WORKING GROUP.

124.1 Notes of the Post Event Review Meeting held on 24 January 2012. The summary of the notes had been reported at the last E&A meeting and no further comments were made. It was **AGREED** to receive the full notes of that meeting.

LINDFIELD PARISH COUNCIL

124.2 Christmas lights. The Chairman reported that an order had been placed with Siamax for the pond lighting and that a site visit had taken place with a representative of Blachere who would provide a quotation for consideration along with others at the next meeting.

125. RISK MANAGEMENT FOR THE ENVIRONMENT AND AMENITIES COMMITTEE'S ACTIVITIES.

125.1 **NOTED:** The Spring Clean Risk Assessment had been reviewed and no changes had been suggested.

126. ARRANGEMENTS FOR THE ANNUAL SPRING CLEAN 2012.

126.1 The Chairman reminded Members that the Spring Clean was due to take place on Saturday 14 April and asked for help with organisation on the day – from 8.30 am. Councillor Blunden and the Clerk and RFO would be there and Councillor Upton confirmed that she would also be attending. The Chairman asked Members to send suggestions to the Clerk for jobs that could be allocated to participants.

127. TREE WARDENS.

127.1 Margaret Nicolle had informed the Clerk that she was giving up her role as a Tree Warden which she had taken on several years previously when she was Chairman of the E&A Committee. She had suggested that a member of the Committee would be better placed to act as a liaison between the Council and the Tree Wardens and listen to their concerns. Members expressed their appreciation to Mrs. Nicolle for the work she had done as Tree Warden and this would be put in a letter.

Councillor Allen agreed to become a Tree Warden and undertake the liaison role. It was **AGREED** to notify Julie Bolton at WSCC that the Council supported the appointment of Councillor Allen as a Tree Warden. The Chairman thanked Councillor Allen for taking on this role.

128. 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.

128.1 No other items of business were raised.

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

129.1 Mr. N. Kerslake:

- Street lights: no reason not to consult WSCC and PFI contractors about the upgrade of WSCC lights (due in 2014) in advance
- Christmas lights: advised that the Council should request a demonstration before making a decision
- Barrier in Hickmans Lane: challenged the factual basis for the decision.

129.2 Mr. D. Macmillan:

- Street lights: requested Parish Council to take issue with MSDC about the lights in the car parks.
- Bus stops: heartened by plans for refurbishment of the bus stop poles. There were other locations in the Conservation Area that would benefit from proper bus stops so all the refurbished poles should be utilised.
- The bus stop outside Mark Revill needed a timetable panel.

The meeting ended at 9.32 p.m.