

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 30 JULY 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  
Mr. S. Henton  
Mrs. M. Hersey  
Mrs. E. Hinze  
Mr. S. Hodgson  
Mrs. V. Upton (Vice Chairman)

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

**Not present:** Councillor Mrs. J. Durrant and Mr. C. Snowling

The Chairman welcomed members to the meeting.

**19. APOLOGIES FOR ABSENCE.**

19.1 Apologies were received from Councillor Snowling and the reason was accepted.

**20. DECLARATIONS OF INTEREST.**

20.1 Item 16: Denmans Lane Allotments.  
Councillor Blunden declared a personal interest in this item as he was a plot holder.  
Councillors Allen and Hinze declared personal interests in this item as their spouses were plot holders.

**21. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

21.1 There were no members of the public present.

**22. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 4 JUNE 2015.**

22.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 4 June. These were **APPROVED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

**23. CHAIRMAN'S ANNOUNCEMENTS.**

23.1 There were no Chairman's Announcements.

**24. ACTION LIST.**

24.1 Minute reference 458.1 – Chaloner/Newton Road parking spaces. The Clerk had referred the request from a resident for these parking spaces to be marked out with white lines, as he believed that more orderly parking would result in space for more cars than could be parked there currently. An emailed response had been received from a Traffic Engineer, WSCC Highways, which stated: "to introduce parking bay road markings in this location, will require restrictions supported by a Traffic Regulation Order. Although we are not taking new requests at this time if there is strong community support and evidence of the parking issues it will aid Cllr. Christine Field to assess its consideration for County Local Committee authorisation for further investigation. Please be aware this may need Parking Strategy Team

## LINDFIELD PARISH COUNCIL

input if this needs future assessment.” It was **NOTED** that this was already a designated parking area and it was **AGREED** to ask Councillor Field to look into this and confirm the position.

### 25. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

- 25.1 Budget progress 2015/16: payments made to 30.06.15. The budget progress had been circulated. **NOTED:** that £36,376 had been spent from the Environment and Amenities Committee’s in-year budget of £75,400.
- 25.1 Revised designated reserves as agreed by Full Council on 16 July. Following the recent review of the reserves, the revised reserves were approved by Full Council on 16 July. Members **NOTED** that the total of the outstanding project for the paving at the corner of Lewes Road and the designated reserves which came under the remit of the E&A Committee now came to £70,250 which was £9,393.21 less than previously stated on the budget progress spreadsheets.
- Two items had been removed from the list of reserves: replacement of litter bins and the ongoing maintenance of the post and rail fencing around the Pond and the Common, for each of which there was £2,000 in the in-year budget.
  - The reserves for two items had been increased –
    - Street lighting: increased to £12,000 to cover the anticipated invoice from WS for the heritage upgrade.
    - Christmas lights: increased to £3,000: the quotation had been received for the renewal of the contract since the review of the reserves, a total of £6,782.75 without any replacements. There was also a sum of £4,000 in the in-year budget.
  - The following reserves had been reduced: the street map, posts around MSDC open spaces, floating islands on the Pond the sinking fund for Denmans Lane toilets, maintenance of the King Edward Hall clock and the upgrade of Hickmans Lane playground.

### 26. REPORT ON CURRENT MAINTENANCE.

- 26.1 Parish Council’s notice boards in Denmans Lane. **NOTED:** the refurbishment of the Parish Council notice boards would be done within the next few days and the contractor had been asked to check the fixing of the Silver Jubilee board which Councillor Gomme had reported as faulty.
- 26.2 Public toilets in Denmans Lane. **NOTED:** the flushing mechanism in the ladies’ cubicle had failed and the cistern on the back of the gents’ cubicle was loose. The engineer from Healthmatic had inspected the flushing mechanism and had ordered a part; the repair would be done as soon as possible on receipt of the part. He had also been asked to look at the doors because there appeared to be some difficulty locking the door of the ladies’ cubicle with the key.

### 27. REPORT ON INFORMAL MEETING ON 24 JULY 2015 WITH HAYWARDS HEATH TOWN CLERK REGARDING THE HIGHWAYS PARTNERSHIP.

- 27.1 For the benefit of the new Member, Councillor Hinze, the Chairman explained briefly about the Highways Partnership and then reported on the meeting with Steve Trice on 24 July at which Mr. Trice had given an update on the outcome of discussions with WSCC.

As previously reported, the Town Council had been in discussion with West Sussex County Council about the extension of the contract from 1 April 2015. WSCC’s position had changed in terms of services being offered and from the beginning of October this year Haywards Heath Community Interest Company (CIC) team would no longer be carrying out “black-top work” (potholes etc) because this was already included in WSCC’s contract with Balfour Beatty. This was a great disappointment as the CIC team was able to respond very quickly to pothole reports.

Mr. Trice was fairly confident that other work on behalf of the partner parish councils could continue and he was looking to increase the “green work” – weed spraying, vegetation pruning etc.

## LINDFIELD PARISH COUNCIL

Tasks which came under this partnership and also chargeable jobs that HHTC grounds-staff could carry out on behalf of this Parish Council had been discussed. Since the meeting, the bus shelter at the foot of The Welkin had been cleaned as a one-off job and it was hoped to have this done about twice a year along with periodic cleaning of litter and salt bins. The weeds on the footpath side of the Pond netting had also been cleared by the CIC team during the course of this week.

It was **AGREED** to record thanks to Haywards Heath Town Council for the good job they were doing on the grass cutting and the partnership work.

### 28. STREET LIGHTS : UPDATE

- 28.1 West Sussex Street lights upgrade. **NOTED:** SSE contracting had recently installed replacement lights on Hickmans Lane and the columns from the High Street to The Welkin had been installed complete with the heritage style additions. There was no indication as to when the other lights would be adapted, but it was assumed that replacement of old lighting equipment was to be completed first.

The wrought iron litter bin outside the bakers had now been properly replaced on its stanchion after the work on the lights in the High Street.

- 28.2 Offer from a resident of Brushes Lane to make a contribution towards two heritage lighting columns outside his property. This offer had been received by email in April 2014. It had been acknowledged, but it had been too early in the process for this to be followed up. As the work was likely to be finished in the coming months, Members considered whether this offer should be accepted if it was still available. It was **AGREED** that if the offer was still open when the final cost was confirmed by WSCC, it should be accepted, subject to confirmation in writing from the resident as to the amount he was willing to contribute.

- 28.3 Parish Council owned street lights. **NOTED:** further to the completion of the replacement of concrete columns in Brookway, the Council's street lighting contractor was trying to obtain a refund from UK Power Networks as they had not carried out same-day reinstatement as stipulated in the contract.

### 29. LIAISON MEETING WITH MSDC OFFICER DAVID TERRY ON 13.05.15.

- 29.1 A full verbal report had been given at the last meeting. The notes of the meeting had now been circulated and these were duly **NOTED**. The Chairman added that a good discussion with Councillor Pru Moore had resulted in action on a number of issues.

### 30. UPDATE ON POND ISSUES.

- 30.1 Valve and aerator pump. There was no update further to the report from MSDC that had been noted at Full Council on 16 July that one of the two aerators was faulty: it had been removed and may have to be replaced. The timer had been referred to the contractor because it was currently running all day and night. The replacement of the valve was expected to be done in mid-September and may require traffic management.

- 30.2 Floating islands. Members considered a report from Richard Powell, Pond Warden, which had been circulated, setting out his ideas for the replacement of the floating islands, having consulted a specialist company. It was **NOTED** that full costings were as yet unavailable and it was therefore not possible to assess whether it would be within the reduced reserve set aside for this purpose. The Chairman suggested that if the cost exceeded the budget, the islands could be replaced one at a time. Members agreed that this particular design appeared to be appropriate. It was noted that anchoring the islands was not likely to be difficult and the removal of the old islands should not be prohibitively expensive.

The Committee therefore **AGREED** to support the project, subject to the total cost being within budget.

## LINDFIELD PARISH COUNCIL

The Committee commended Mr. Powell for the work he had done on this project and shared his frustrations with previous companies he had approached who had failed to respond with a proposal.

### 31. LINDFIELD PRIMARY SCHOOL SAFETY ROUTE.

- 31.1 The Committee **NOTED** that Full Council, on 16 July, had received, under Any Other Business, a verbal briefing on the progress with the installation of a footpath alongside the bowling green from Backwoods Lane to School Lane. Since that meeting the path had been approved by MSDC's Full Council. Councillor Hersey had thanked the Chairman for putting this on the agenda as urgent business.

It was understood that the Parish Council may be expected by MSDC to enter into a three or four way agreement for the ongoing maintenance of the path once installed. It was anticipated that after two to three years it would cost £500 - £1,000 a year to maintain the path, which was to be surfaced with aggregate, and this could be done as a community project. Councillor Field had indicated at the Full Council meeting that assistance from WSCC would be available with organising volunteers. It had been felt that the estimates were somewhat exaggerated and the cost would be low. Members of the Council had been supportive of such an agreement, subject to confirmation of the amount involved and the terms of the agreement. It had been anticipated that a meeting of stakeholders would have been held earlier in the week to discuss this but this had not been possible due to holidays. There was nothing further therefore to report at this time.

### 32. REQUEST FROM LINDFIELD BONFIRE SOCIETY FOR A PERMANENT BEACON ON LINDFIELD COMMON.

- 32.1 The Committee considered a letter from the Lindfield Bonfire Society, requesting a permanent beacon on Lindfield Common to be lit to mark special occasions such as royal weddings and jubilees. It was **NOTED** that there were beacons in St. John's Park, Burgess Hill and Victoria Park, Haywards Heath. It was possible to get one mounted reasonably high on a metal post and this would be demountable for storage. In response to a question from a Member, the Chairman stated that it be members of the Bonfire Society who would light the beacon, which would not be an onerous task, but the result would be effective. The suggested site was in the rough ground near the tennis courts, which would be a good position for viewing.

It was **AGREED** that the Clerks at Haywards Heath and Burgess Hill should be consulted for advice on suppliers and an indication of cost and that this should be discussed with Councillor Pru Moore (MSDC). The E&A Committee would then consider whether this should go forward as a project in next year's budget.

### 33. CHRISTMAS LIGHTS.

- 33.1 A copy of the quotation (£6,782.75 plus VAT) from Blachere had been circulated with the agenda. This was for installation and removal services, including the re-installation of the sparklights which had to be removed from the trees for pollarding. Replacement of any damaged or faulty product was not included in this price.

The sparklights were currently being stored by the Parish Council following their removal by KPS. The Chairman reported that he was taking the opportunity of carrying out an audit of the equipment supplied as compared with the original quotation, which had not been possible while they were installed in the trees. It was **NOTED** that KPS had reported that they had found one set of lights cut (as if for removal in the manner which had been proposed by Blachere, which had not been considered acceptable as none of the sparklights would have been usable) and a further set had been stolen from the tree outside the Toll House during 2014. There were some concerns which would be raised with Blachere at a meeting to be arranged on completion of this audit.

The benefit of the Christmas lights to the village was acknowledged and it was therefore **AGREED** to accept the quotation received and proceed with installing Christmas lights, including sparklights for the

## LINDFIELD PARISH COUNCIL

next Christmas season. However, subject to discussions with Blachere, the trees to be decorated with sparklights might have to be limited to the main part of the High Street because additional lights would exceed the budget.

### 34. DENMANS LANE ALLOTMENTS.

34.1 Beech tree on north west boundary. Further to a report made to Full Council on 16 July 2015 regarding a large fallen branch from this tree and the concern of the neighbour about the health of the tree, it was **NOTED** that the Parish Council's arboricultural consultant had been asked to inspect the tree and report on his findings.

34.2 Water consumption. The RFO had drawn attention to the apparent increase in the usage of water on the allotments - in the period January to March 2015, 26m<sup>3</sup> had been used, compared with 11m<sup>3</sup> in the same period in 2014. For April to June 2015, 32m<sup>3</sup> had been used compared with 13 m<sup>3</sup> in 2014. There was no apparent leak, but the Chairman agreed to check this and it was **AGREED** that a notice should be added to the notices on the tank stating that there had been an increase in water usage, quoting the figures, with a request to turn taps off after use and to use this valuable commodity sparingly.

34.3 Request for a hosepipe. A request had been received for a hosepipe to be provided by the Parish Council for use by plot holders. It was **NOTED** that the old one had been removed as it had been full of holes. It was also **NOTED** that a hose pipe would not reach the furthest plots and there was a risk that other plot holders' plants could easily be damaged if the hosepipe was not used carefully. It was also suggested that provision of a hosepipe would encourage excessive use of water.

It was **AGREED** (with one abstention) not to provide a hosepipe for the use of plot holders, although there would be no prohibition on the careful use of plot holders' own hosepipes except in periods when a hose-pipe ban was in place.

### 35. RISK MANAGEMENT.

35.1 The Chairman reported that regular checks were taking place on the allotments site, to ensure there was no breach of terms and conditions and to anticipate and mitigate risks.

35.2 At the request of the Chairman, the Clerk reported that at the recent Seminar run by the Local Council Advisory Service, attended by the Clerk and RFO, the presenter had included a step by step guide to the basic process in setting up risk assessments, which had been particularly useful.

### 36. ANY OTHER BUSINESS.

36.1 No other items of business were raised.

The meeting ended at 9.00 p.m.