

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 APRIL 2014** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

Lindfield Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. S. Henton
Mr. S. Hodgson
Mr. R. Pickett (Vice Chairman)
Mr. R. Plass
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Councillors Mrs. J. Chatfield and Mrs. M. Hersey.

The Chairman welcomed those present to the meeting.

341. APOLOGIES FOR ABSENCE.

341.1 Apologies for absence were received from Councillors Chatfield and Hersey and the reasons were accepted.

342. DECLARATIONS OF INTEREST.

342.1 Councillor Blunden declared a personal interest in item 14 (Denmans Lane Allotments) as he was a plot holder. Councillors Allen and Pickett also declared personal interests in this item as their wives were plot holders.

343. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

343.1 There were no members of the public present.

344. MINUTES OF THE MEETING THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 6 FEBRUARY 2014.

344.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 6 February 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

345. CHAIRMAN'S ANNOUNCEMENTS.

345.1 The Chairman had no announcements to make.

346. ACTION LIST.

346.1 Request for a bench in Chaloner Road Green (Minute 149.1) It was **AGREED** to remove this item from the Action List but to reconsider if a demand became apparent.

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347. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

347.1 Budget Progress 2013/14. The figures to the end of March had not yet been finalised but the RFO had estimated the expenditure to the end of the financial year, subject to any direct debits appearing on the March bank statement, which had not yet been received. A budget spreadsheet showing these estimates, together with the variances, was tabled.

It was **NOTED** that to the end of February a total of £25,020 had been spent from the in-year budget of £64,150 and the estimated spend to the end of March was £30,983. It was estimated that the expenditure from designated reserves and outstanding projects at 31 March would be £5,993.

347.2 Allocation of unspent balances. The Committee considered the recommendations for allocation of unspent balances listed on the tabled spreadsheet. It was **NOTED** that the Allotments reserve was fully spent and that the in-year Allotments budget was overspent by £625.43; the Village Archives budget was overspent by £162.35 and reserve for bus stop pole refurbishment was overspent by £150.

- Budget heading reference 1: Street lighting (upgrading street lights). It was **AGREED** that the unspent sum of £6,000 should be added to the existing designated reserve for street lighting in order that the remaining concrete columns owned by the Parish Council could be replaced and so that money was available should the Parish Council decide to pay towards the cost of any non-standard columns or lanterns over and above those already identified as heritage grade when West Sussex County Council's contractors carried out the upgrade of the WSCC street lights.
- 9: Street map of Lindfield. It was **AGREED** to add the unspent sum of £5,000 from the in-year budget to the £3,816.25 currently listed as an outstanding project and to hold this sum as a new designated reserve.
- 10: Replacement of litter bins. It was **AGREED** to add the balance of £454.50 to the existing designated reserve for replacement of litter bins.
- 12: Joint Project with MSDC - Post and rail fencing – Pond and Common and 14: Joint Project with MSDC – posts around MSDC open spaces
It was **NOTED** that the estimated cost for plain wooden bollards to prevent unauthorised access to the strip of Common along Black Hill would be in the order of £2,750.00 and to install white posts and black metal rails to match the existing fence would be considerably more. It was therefore **AGREED** to create a designated reserve for the unspent sums under these two budget headings (£2,000 and £5,000 respectively).
- 13: Tree Pollarding. It was **AGREED** to add the unspent balance of £2,500 to the existing designated reserve to build a fund to pay the Parish Council's contribution at the appropriate point in the 12 year cycle.
- 16: Emergency Equipment. It was **AGREED** to create a designated reserve for this unspent balance of £486.65.
- 18: Joint Project with WSCC – Dropped Kerbs. It was **NOTED** that a pair of dropped kerbs would cost in the order of £3,000 and that WSCC was unlikely to part fund this project. It was therefore **AGREED** to create a designated reserve for the unspent sum of £2,500 in order to build a fund to have several dropped kerbs put in at once.
- 19: Joint Project with MSDC – Replacement of floating islands on the Pond. It was **AGREED** to create a designated reserve for the unspent sum of £1,000 for this project.

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A total of £48,975.56 would therefore be held as designated reserves:

£13,404.88	- Street lighting
£5,000.00	- Denmans Lane Toilets – maintenance sinking fund
£3,000.00	- Repair/maintenance of community assets - sinking fund
£ 900.00	- Maintenance of King Edward Hall clock
£ 437.93	- Christmas Lights
£2,916.50	- Replacement of litter bins
£5,000.00	- Tree pollarding
£8,816.25	- Street map of Lindfield
£2,500.00	- Joint Project with WSCC – dropped kerbs
£7,000.00	- Joint Project with MSDC – posts around MSDC open spaces

348. CURRENT MAINTENANCE.

348.1 Parish Council and Silver Jubilee notice boards. It was **NOTED** that all three noticeboards maintained by the Parish Council were in need of attention: the Silver Jubilee board needed securing at one of the corners; the new community board needed a replacement pin board and new internal bolts and both of the older ones were due for wood treatment. It was **AGREED** to authorise this work to be carried out and paid for from the designated reserve for maintenance of community assets.

349. UPDATE ON THE POND.

348.1 The Chairman reported that when the recent de-stocking of the fish took place the aerators had been moved to allow for the nets to be trawled across the Pond and they had not been put back on completion of the work. The aerators had been repositioned earlier this week. In order to lower the level of the Pond prior to this work being done, the outlet valve had been broken and in order to let out the water, MSDC's contractors had broken into the wall of the valve housing. This would be rebuilt when a replacement valve had been sourced. Meanwhile some of the householders adjacent to the Pond were taking advantage of the low water level to have repair work done on their sections of wall. One private contractor had been observed throwing soil into the Pond: this had been reported and action taken.

348.2 It was **NOTED** that children from one of the houses adjacent to the Pond had been observed fishing in the Pond and this had been taken up with their parents.

350. PURCHASE OF A SECOND LITTER BIN FOR THE FOOTPATH BETWEEN THE KING EDWARD HALL AND THE WHITE HORSE.

350.1 Further to requests received, it was **AGREED** to purchase a further Valley Open Top litter bin (approximately £74) from Iles Waste Systems, to replace the old plastic one which had previously been located in the footpath, near the Lewes Road entrance.

351. STREET NAME PLATES.

351.1 It was **NOTED** that MSDC had notified the Parish Council that the maintenance and replacement of street name plates had been devolved to Haywards Heath Town Council. This would not come under the Cluster Partnership agreement, which was with WSCC, and would cover a larger area than the Cluster Partnership. The work would be carried out by the Haywards Heath Community Interest Company workforce and there would be no cost to the Parishes.

352. WEST SUSSEX STREET LIGHTS CAPITAL REPLACEMENT PROGRAMME.

352.1. Report of meeting held on 26 March 2014. A meeting, attended by the Chairman and the Clerk, had been held on 26 March 2014 with WSCC's Street Lighting Team Leader, Kevin Moss, and Simon Bushell, Design

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Manager for SSE Contracting. The notes of the meeting had been circulated and were **NOTED**. The Chairman gave a brief overview of the scheme:

- All WSCC lighting over 15 years old and all concrete columns, irrespective of age, were being replaced throughout the County.
- The programme list issued in 2011 had indicated that the work on the lights in Lindfield was scheduled to begin in September 2014.
- The Parish Council had been given a list of 82 existing heritage style lights which WSCC / SSEC were prepared to replace with the new heritage style columns and lanterns.
- There would be some flexibility to put forward other areas for heritage style equipment but unless these could be swapped with roads on the list of 82, there would be a cost to the Parish Council or residents.
- Illustrations of the replacements for the heritage style columns had not been provided, but it was understood that they would be similar to the one outside Selbys Chemist, which had been replaced relatively recently, and that the lanterns would be the "Iffley" style.
- It was estimated that to install a column similar to the one outside Selby's Chemist the cost would be in the order of £700, but swan neck brackets with standard or Iffley style lanterns were a possibility and would cost less.
- Mr. Bushell would provide cost for three specifications:
 - Standard steel column with swan neck bracket and standard lantern
 - Standard steel column with swan neck bracket and Iffley style lantern
 - Steel column with decorated add-on, cross bar, swan neck bracket and Iffley style lantern.

The Chairman stated that he was grateful to Mr. Moss for recognising that there were sensitive areas in Lindfield but expressed disappointment that Compton Road, which was now in the Conservation Area and currently had a mismatch of straight and swan neck columns, had not been included on the heritage list.

Members generally felt that the heritage style equipment should be concentrated in the Village centre thoroughfares rather than residential roads. It was suggested there may be merit in adding Brushes Lane and The Wilderness to the list, which were just outside the Conservation Area, but were in close proximity to All Saints Church.

It was **NOTED** that the WSCC concrete columns in The Welkin would all be replaced and it was **AGREED** that the Parish Council's concrete columns in The Welkin should also be replaced to be in keeping.

It was also **NOTED** that it was WSCC's policy to make the lights in residential roads part night and to dim the lights on main thoroughfares, to save energy. A small number of residents had already expressed their objections to part night lighting to the Parish Council.

It was **AGREED** that the Working Group (Councillors Blunden, Chatfield, Henton and Plass should work with the Clerk in putting together a counter proposal, on receipt of full details and costs from WSCC/SSEC. In recognition of the possibility that the Parish Council would be asked for its proposals with short notice, it was **AGREED** to delegate to the Clerk in consultation with the Working Group the task of putting the proposals together and an Extraordinary Meeting would be convened if necessary.

Appreciation was expressed to those Members who had carried out their surveys of the existing lights.

353. CHRISTMAS LIGHTS.

- 353.1 Complaint regarding the installation of the lights in 2013. It was **NOTED** that the contractors had accepted the Parish Council's complaint about the way the lights had been installed and they would replace all the affected garlands next November. A representative of the contractors had met with the Chairman to measure between the trees and he had been horrified to see how the lengths of lights had been cut at random.

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353.2 Order 2014. An order confirmation for the November 2014 installation charges (£2,570.30 plus VAT) had been received for the Council to return as confirmation of the order. It was **AGREED** to authorise the Clerk to place the order.

354. DENMANS LANE ALLOTMENTS

354.1 Councillors Allen, Blunden and Pickett, having declared personal interests in this item, remained present.

354.2 Damage to Parish Council shed. The Chairman reported that the shed was still in situ and would be emptied and moved in preparation for the delivery and erection of the new shed the following week. An outstanding matter regarding the bearers to be supplied with the shed was being dealt with.

354.1 Damage to fence on boundary with Allens Wall caused by fallen tree. It was **NOTED** that, after a tree from a neighbouring property had come down on the south west side of the allotments site, contractors acting for the residents had repaired the fence, but this was not considered to be satisfactory. A further tree had since done more damage and the Council's contractor who had put the fence up in 2013 had been asked to come back and make good the fence and the bill would be forwarded to the residents for reimbursement. However this was still outstanding and it was **AGREED** that if there was no further response from the contractor, Philip Hughes, who had recently repaired the roof of one of the Council's other sheds, should be asked to carry out the repair.

355. MEETING WITH WSCC OFFICERS HELEN CARD AND ADAM BASLEY

355.1 The notes of the meeting held on 5 March were not yet available; however the main points raised at the meeting were **NOTED**:

- Dropped kerbs: joint funding with WSCC was probably not possible. Mrs. Card was to look into other funding streams.
- Paving at the Post Office corner: (next item on the agenda)
- Uneven paving stones at Post Office corner: WSCC had reported the repair to have been done and there were no intervention level defects. It was **AGREED** to ask the Haywards Heath CIC Team to inspect this.
- Lindfield Primary School safety concerns: It was **NOTED** that one footpath requested (near the Bowls Club) was likely to be approved.
- WSCC street lights – capital replacement programme: Mrs. Card had subsequently contacted Kevin Moss about consultation with the Parish council and the meeting reported under Minute 352 had taken place.
- Zebra Crossing in High Street, opposite the Co-op. Mrs. Card had confirmed that if this was a priority for the Parish it could be prioritised as part of the CIL, with the support of local members. Mrs. Card was to look into availability of S106 money for this and to arrange for the signals team to carry out a light touch assessment.
- Winter Maintenance – salt storage. WSCC had been asked whether there was any possibility of help with long term storage of the reserve salt bags. The suggestion had been made that enquiries could be made with the Ardingly Show Ground. The Highway Rangers could be made available to help with moving the salt when a new location had been found.

356. PAVING AT CORNER OF HIGH STREET AND LEWES ROAD.

356.1 The Chairman reported that following the liaison meeting, Adam Bazley had taken an approximate measurement of York stone area which he had estimated to be 6m x 33m (198 square meters). His costing for reinforcing the paved area with York Stone finish was £200 per square meter (£50 more than the previous price quoted). The cost for 198 square meters would therefore be approximately £40,000. However

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it seemed that Mr. Bazley had overestimated the area to be done, probably having included the area north of the tactile paving which did not need reinforcement. The area which the Parish Council wished to have reinforced was estimated at approximately 120 square meters which would cost £24,000 at £200 per square meter. It was **NOTED** that some of the existing paving stones could be reused to reduce the overall cost. It was hoped that S106 money could be made available for this work.

The price quoted for bollards was £360 each (installed) but it was noted that this price was for a bollard constructed with rebound material and with reflective banding, different from the metal ones currently in place. Members considered that one bollard every five feet as suggested by WSCC would appear out of keeping and that the existing spacing would be satisfactory with the addition of extra matching bollards to fill the gaps.

There was some further discussion and the point was made that York Stone was an inappropriate surface if vehicles were to be allowed to park on it, as it would break up even if the sub base was reinforced. The Council needed to reach a decision on whether vehicles should be allowed to park on it, in which case it may be prudent to look for a more suitable surface, particularly in view of the cost of York Stone

It was **AGREED** to consult contractors to obtain costings for different solutions, subject to WSCC's agreement. Councillor Pickett offered to make enquiries.

357. WINTER MAINTENANCE PLAN.

357.1 Payment for the additional salt bins. It was **NOTED** that WSCC had sent an email as the invoice for the Parish Council's share of the cost of the extra salt bins, the total of which had been £825.17. However this had been wrongly calculated and the Clerk had requested a formal invoice for the correct amount.

357.2 Storage of reserve supply of salt. A satisfactory solution had not yet been found for the long term storage of salt bags. However the Chairman suggested that it might be possible to construct a container, to be placed at the Pondcroft end of the allotments site, using the good wood that could be salvaged from the damaged shed. This would then be covered with a tarpaulin. It was **AGREED** that Phil Hughes should be asked to undertake this work, subject to overcoming the problem of moving the quantity of salt from its current location.

358. DRAFT DESIGN FROM MSDC FOR REPLACEMENT NOTICEBOARD FOR COMMON CAR PARK

358.1 Members considered the draft design received from MSDC for a replacement notice on the Common Car Park and **AGREED** that MSDC should be informed that the Parish Council supported the new design.

359. REPRINT OF LINDFIELD LEAFLET.

359.1 It was **AGREED** to approve the amended wording to the history paragraphs as suggested by Richard Bryant, subject to minor grammatical correction. It was **AGREED** that the order should be placed for a reprint.

360. VERGE AT ENTRANCE TO THE WILDERNESS: REPLANTING AND FUTURE MAINTENANCE

360.1 It was **NOTED** that the owner of a property at the entrance to The Wilderness wished to purchase part of the verge outside his property which had met with opposition from residents of the Wilderness. They would like the verge to be replanted and may seek input from the Parish Council. The verge was currently a mess since the felling of several trees.

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361. ARRANGEMENTS FOR THE ANNUAL SPRING CLEAN ON 26 APRIL 2014.

361.1 The annual Spring Clean was due to take place on Saturday 26 April between 9.30 a.m. and 1.00 p.m. Members were reminded of the arrangements and encouraged to attend to help with the organisation. They were also asked to look out for areas needing attention. It was **AGREED** to invite the Highway Rangers who had been helpful in the past for transporting bulky items.

362. RISK MANAGEMENT.

362.1 **NOTED:** the risk assessment forms had been reviewed for the Spring Clean and the Allotments. The latter has been updated to take account of issues which have arisen over the last year.

363. ANY OTHER BUSINESS.

363.1 Concern expressed by resident regarding dogs in Newton Road. The Chairman reported having taken a telephone call from a resident about a pair of dogs at a property in Newton Road, which jumped up at the fence when people passed by and he was concerned particularly for the safety of children as the dogs appeared almost to jump over the fence. The owner had not been co-operative when this resident had approached him with a request to take the dogs inside. The Chairman had advised the resident to refer his concerns to MSDC.

The meeting concluded at 9.02 p.m.