

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 27 NOVEMBER 2014** at the King Edward Hall, Lindfield.

The meeting began at 8.00 p.m.

Present:

Parish Councillors: Mr. W. Blunden
Mr. S. Henton
Mr. S. Hodgson
Mr. R. Pickett
Mr. R. Plass
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Councillors Mr. M. Allen, Mrs. J. Chatfield and Mrs. M. Hersey.

422. ACCEPT APOLOGIES FOR ABSENCE.

422.1 Apologies for absence were received from Councillors Mr. M. Allen, Chatfield and Hersey and the reasons were accepted.

423. DECLARATIONS OF INTEREST.

423.1 There were no declarations of interest from Members in respect of any item on the Agenda.

424. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

424.1 There were no members of the public present at the meeting.

425. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 2 OCTOBER 2014.

425.1 The Chairman called for approval of the Minutes of the meeting of the Environment and Amenities Committee held on 2 October 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

426. CHAIRMAN'S ANNOUNCEMENTS.

426.1 The Chairman had no announcements to make.

427. ACTION LIST.

427.1 The Action List was **NOTED**.

428. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET.

428.1 Budget Progress 2014/15 - payments made to 31.10.14. **NOTED:** that £13,593 had been spent from the budget of £70,000 as at 31.10.14.

429. REPORT ON CURRENT MAINTENANCE.

429.1 It was **NOTED** that a number of small jobs were outstanding, including the refurbishment of the community notice board and the fencing repair on the allotment site. The Chairman stated that it was difficult to find people willing to undertake small jobs and asked Members to let the Clerk know of any small contractors who could be approached. It was also **NOTED** that the repair of the railing at the corner of the High Street and Hickmans Lane was still outstanding, although the order had been placed with the Blacksmith some considerable time previously.

430. LINDFIELD POND

430.1 Floating islands. **NOTED:** The Pond Warden, Richard Powell, had spoken to a pond specialist based in Ditchling who had prepared a schedule of what could be done. It had recently been reported that one of the floating islands had sunk.

430.2 Valve. **NOTED:** David Terry (MSDC) had reported that the valve would now be restored in Spring.

431. WEST SUSSEX STREET LIGHTS UPGRADE.

431.1 The following update was **NOTED:**

- the estimated cost to the Parish Council for the heritage upgrade would be in the order of £11,000.
- The extra light requested in Denmans Lane would not be possible because there was no adopted highway verge or footpath at that location.

431.2 Proposed new light for High Street/Lewes Road junction. The comments sent to SSEC and WSCC by the Clerk regarding the location for a proposed new light outside the Post Office (with the heritage upgrade to be at the Parish Council's expense) were endorsed: the column would introduce an additional safety hazard to the junction with a particularly narrow road and pavement and the Parish Council should not be expected to pay for heritage treatment of a new light proposed by SSEC in this location as the High Street qualified for like-for-like heritage lights..

431.3 Alma Road. An email had been received earlier that day from a member of the design team at SSE Contracting:

"I would like to bring to your attention Alma Road, Lindfield. It currently has one lighting column on the road which is due to be replaced as part of the PFI.

I have been consulting with West Sussex County Council and they have the view that considering the road and the constraints on the road i.e. it is not possible to light the road to standard due to limited available places to plant lighting columns, they would like to have the street light removed and not replaced.

However before doing so we would like to inform you of this proposal because if you would like the street light to remain WSCC will offer to replace it on the proviso that the ownership will be handed back to Lindfield Parish. The street light would be replaced with standard PFI equipment and WSCC would continue to maintain the light."

This had been copied to WS County Councillor Christine Field. There appeared to be a misunderstanding about the ownership of this light and it was not considered acceptable for a road to be left with no light as a result of an "improvement" scheme.

431.4 LPC owned lights. It was **NOTED** that, after paying the contribution to WSCC for the additional heritage treatments and replacing the damaged LPC light in Denmans Close, there would be sufficient funds to replace the two remaining concrete LPC lights in The Welkin. It was therefore **AGREED** to proceed with replacing the two concrete lights in The Welkin.

432. STREET MAP PANELS.

432.1 It was **NOTED** that planning applications for the two sites had been submitted and were currently under consideration by MSDC.

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

433.1 Brian Lambarth (Northern Area Highway Manager, WSCC) had telephoned the office and discussed this with the Clerk following an email to the Assistant Highway Manager. He had agreed to obtain a quotation from WSCC's contractors, Balfour Beatty, to repair the paving and install extra bollards without the reinforcement. Provided the Parish Council was prepared to pay the cost, he would arrange for the work to be done by Balfour Beatty. Mr. Lambarth had advised that for the Parish Council to use its own contractor a Section 278

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agreement from WSCC would be required and this would complicate matters considerably. The quotation was still awaited and the Clerk had sent a reminder to Mr. Lambarth the previous week; he had responded that he would follow this up with Balfour Beatty but there had been no further response.

434. PUBLIC TOILETS IN DENMANS LANE: REVIEW OF CALABASH CONTRACT.

434.1 The Calabash contract was for providing and changing the sharps disposal box, sanitary and nappy bins and for providing and maintaining the air freshener units. This currently cost £1,505 a year plus VAT. The contract was due for renewal on 16 March 2015 and termination of the contract would require three months' notice. It was **NOTED** that there was an issue with the sharps disposal arrangements: items disposed of through the slot in the cubicles passed down a chute into a metal jug in the service area but the Calabash contract did not include transferring the needles to the plastic box provided by them. This had not been a problem until relatively recently with an increase in usage. The cleaners appeared to have been transferring the sharps to the box and there would appear to be some merit in having this arrangement formalised by adding this as a complete service to the Monitor contract if possible and taking it out of the Calabash contract. Otherwise the Calabash contract was satisfactory. It was **AGREED** to authorise the Clerk in consultation with the Chairman to make enquiries and negotiate the renewal of the Calabash and Monitor contracts as appropriate.

435. CHRISTMAS FESTIVAL NIGHT.

435.1 Road closure. Because former members of CERT were unable to attend, the Clerk had approached a professional company, Wilbar Associates, who managed road closures for Haywards Heath events and had the necessary training and insurance. They had quoted £180 for two people to man the closure but excluding the provision of signs and barriers, which the Parish Council had already made arrangements for. This expenditure was **APPROVED**.

UK Power Networks had confirmed that the road closure for electrical work in Denmans Lane (which would have compromised the High Street road closure for the event as Denmans Lane was a crucial diversion route), would be completed by the end of the day on 1 December.

435.2 Members were asked to help with a number of tasks before and during the day and evening.

436. CHRISTMAS LIGHTS.

436.1 **NOTED**: the lights had been put up in the trees and had been tested by Blachere's sub contractors, using their own equipment, but the cable between the trees and the houses providing power had not been tested. These residents would be contacted the following day regarding connection and setting of the timers. There was a fault on the lights on the Pond islands and the contractor had been informed.

437. BUDGET 2015/16.

437.1 A spreadsheet and a paper giving details of each budget item had been circulated. Members discussed the budget proposals under each of the separate headings and it was **AGREED** to recommend to the Finance and General Purposes Committee that the E&A Committee budget for 2015/16 should be as follows:

		£	Comments
1a	Street lighting – energy/maintenance costs	3,750.00	Small increase - contingency for faults
1b	Street lighting – Upgrading street lights	25,000.00	Replacement of concrete columns in Brookway
1c	Christmas Lights	4,000.00	New contract 2015 and additional cost incurred for replacing sparklights after tree pollarding.
2	Maintenance / gardening	5,750.00	Gardening item merged with Maintenance for sundry repairs to street furniture etc, to include attention to planter in Denmans Lane and horse trough on Common.
3	Allotments	2,000.00	No increase proposed

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4	Gardening	0.00	Additional crocus bulbs – see item 2
5	Christmas Festival Night	1,000.00	No increase proposed
6	Village Archives	300.00	No increase proposed
7	Mobile Civic Amenity Freighter	2,000.00	No increase proposed
8	Denmans Lane toilets – running costs	12,000.00	No increase proposed
9	Street map of Lindfield	0.00	Adequate reserves for the proposed additional boards.
10	Replacement of litter bins	2,000.00	Ongoing project – budget for replacement bins on Hickmans Lane field
11	Digital Mapping	250.00	No increase proposed
12	Joint project with MSDC/WSCC – post and rail fencing – Pond and Common	2,000.00	Post maintenance in collaboration with MSDC and WSCC. Unspent balance to the reserve.
13	Tree pollarding	0.00	No longer required – unspent balance to the reserve for Hickmans Lane playground
14	Grass cutting (High Street	2,600.00	No increase proposed
15	Emergency equipment	750.00	Small budget for unforeseen items
16	Joint project with WSCC: dropped kerbs	7,000.00	Budget to complete the project in next Financial Year
17	Reprint of Lindfield leaflet	0.00	Completed
18	Replacement of York stone near Post Office	0.00	Review at year end if still outstanding
19	Upgrading of Hickmans Lane playground	5,000.00	Project in progress. Unspent balance to the reserve
	TOTAL	75,400.00	Increase of £5,400

438. RISK MANAGEMENT.

438.1 **NOTED:** the risk assessment for Christmas Festival Night had been reviewed.

439. ANY OTHER BUSINESS.

439.1 No other items of business were raised.

The meeting concluded at 8.45 p.m.