

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 04 OCTOBER 2018** at the King Edward Hall, Lindfield

The meeting commenced at 8.00 p.m.

### **Present:**

Parish Councillors: Mr. W. Blunden (Chairman)  
Mr. R. Pickett (Vice Chairman)  
Mr. M. Allen  
Mrs. J. Durrant  
Mr. S. Henton  
Mrs. V. Upton  
Mr. I. Wilson

**In attendance:** Mr. A. Funnell (Clerk)

### **403. APOLOGIES FOR ABSENCE.**

403.1 Apologies for absence were received from Councillors Hersey and Snowling, and the reasons were accepted.

### **404. DECLARATIONS OF INTEREST.**

404.1 Councillor Blunden declared a personal interest in items relating to the Denmans Lane Allotments as he is a plot holder.

Councillor Allen declared a personal interest in items relating to the Denmans Lane Allotments as his wife is a plot holder.

### **405. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

405.1 There were no members of the public present.

### **406. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 2 AUGUST 2018.**

406.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 2 August 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **407. CHAIRMAN'S ANNOUNCEMENTS.**

407.1 The Chairman made two announcements:

#### Lindfield Arts Festival

The Chairman congratulated Lindfield Arts Festival for their 2018 festival. The event had been challenging due to the weather and issues relating to the road closure. The Chairman **NOTED** that Mid Sussex District Council are responsible for road closure notices.

#### Defibrillators

The Chairman **NOTED** that recent events had highlighted the need to make the public aware of the defibrillators in the village. The Clerk advised that he had been in correspondence with Lindfield Life regarding jointly highlighting the position of the defibrillators. It was **NOTED** that Lindfield Primary Academy were fund raising for a defibrillator. It was **AGREED** that the Clerk would write to the school seeking further details with a view to donating from the Chairman's fund.

It was also **NOTED** that the Parish Council could seek to provide training for members of the public in the use of defibrillators.

### **408. ACTION LIST.**

408.1 The action list was **NOTED**.

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### **409. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2018/19.**

- 409.1 The budget figures for September were not yet available. The August budget progress report had been circulated. It was **NOTED** that as at 31 August 2018, £15,222.56 had been spent from the E&A budget of £46,600. From the reserves the following has been spent:  
£2,854 from the King Edward Hall Clock fund of £3,000  
£382.50 from the Denmans Lane Toilets – Maintenance sinking fund of £1,723.75

### **410. REPORT ON CURRENT MAINTENANCE.**

- 410.1 It was **NOTED** that KPS have been planting the crocus bulbs in the High Street verges.

### **411. DENMANS LANE ALLOTMENTS.**

- 411.1 Councillor Picket advised that he had completed the lid for the water trough and this would be taken to the allotments shortly. The Chairman **NOTED** that since the last meeting letters had been sent to plot holders whose plots needed attention. It was **AGREED** to formally serve notice to a plot holder who had not responded and whose plot was in a very poor condition.

### **412. DENMANS LANE TOILETS**

- 412.1 It was **NOTED** that the work on the Denmans Lane Toilet Service Area was due to commence on the 17<sup>th</sup> September. It was **REPORTED** that the RFO had negotiated a new electricity contract which would run until 30<sup>th</sup> September 2021.

### **413. HORSE GIN BUILDING – TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC.**

- 413.1 A letter from a member of the public regarding the condition of the Horse Gin Building noticeboards and the colour of the wood. It was **AGREED** to investigate the renovation of the noticeboards including updating out of date information on them. The Chairman also **REPORTED** that the wood was grey due to it being accidentally painted some years ago. Due to the inherent characteristics of the wood it would be impossible to remove the grey tinge.

### **414. LINDFIELD LEAFLET – TO CONSIDER A QUOTE FOR REPRINTING THE LEAFLET.**

- 414.1 Members considered a quotation to reprint the Lindfield Leaflet with a slight amendment. It was suggested that the Leaflet include the location of defibrillators within the village. It was **AGREED** to print 5000 leaflets with the amendment and addition of location of defibrillators.

### **415. LITTER BINS – TO CONSIDER CONDITION OF EXISTING BINS.**

- 415.1 The Chairman **REPORTED** that some of the existing litter bins in the village that were not in the conservation area, needed replacing. These metal bins had rusted and were susceptible to damage from grass trimmers. The Chairman sought the opinion from members regarding the potential use of heavy-duty black plastic bins. It was **AGREED** that the Clerk, in consultation with the Chairman and Vice Chair be delegated to investigate this further and circulate quotes to the committee members, via email, for approval.

### **416. STREET MAP OF LINDFIELD – PROPOSAL FOR A MAP TO BE INSTALLED BY THE LOGS CAR PARK AT THE TOP OF LINDFIELD COMMON.**

- 416.1 The Chairman **NOTED** that sometime ago it had been proposed that a street map of Lindfield be installed by the logs car park at the top of Lindfield Common. At the time it had been suggest waiting until the proposed toilets had been completed. The Chairman suggested that it might be appropriate to consider progressing this project and as well as the map, a list of all the local by-laws that apply to the Common be obtained. It was also **REPORTED** that funds for this project were held by the Jubilee Committee. Members observed that the two existing maps of Lindfield were out of date.

It was **AGREED** that the Clerk would:

- contact MSDC regarding the possibility of placing a new map by the logs car park
- obtain a list of the local by-laws
- obtain quotes for the work
- obtain quotes for updating the two existing street maps

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### 417 LINDFIELD WAR MEMORIAL – TO CONSIDER POTENTIAL NEXT STEPS FOR THE PROJECT.

417.1 The Chairman reported that various quotes had been obtained. Some information was still required before a formal decision could be reached. In addition, further correspondence with All Saints Church would be necessary.

It was **AGREED** to pursue the project and that the Clerk and Vice Chairman would investigate the necessary steps further and report back to members.

### 418 LINDFIELD IN BLOOM – UPDATE.

418.1 Councillor Durrant **REPORTED** that Lindfield In Bloom had been awarded Silver in Small Towns of the Year 2018 category at the South and South East Bloom Awards. Councillor Durrant read out the judges summary:

*“The Community in Lindfield has truly taken on board 'In Bloom and the judges were pleased to meet with their representatives of village residents and council representatives. This support is the strongest part of the entry and posters and In Bloom markers were evident throughout the village. This enthusiasm is to be commended. Their work to fund, install and maintain new recycled planters at the village information board has lifted the previously uninspiring link to the main street. As a community, Lindfield has the opportunity to use In Bloom to join many different areas and interests to make improvements to the horticultural and other elements of this lovely village. The story behind the installation of the natural hedge at the Bowling Green is a moving one and the hedge will form a lasting memorial to a well loved village resident.”*

Councillor Durrant **NOTED** that it was unusual for Lindfield to have an 'In Bloom group' as in many other areas parish or town councils undertake this role. It was however agreed by Councillor Durrant and the Chairman that the group functioned well.

The Chairman asked Councillor Durrant to investigate whether Lindfield in Bloom would have any project that they would be seeking financial assistance with for the fiscal year 2019/20. Councillor Durrant agreed to liaise with Lindfield in Bloom regarding this.

### 419 LINDFIELD CHRISTMAS FESTIVAL NIGHT.

419.1 Councillor Upton **REPORTED** that organisation of the event was in progress and that unfortunately a meeting in September had not taken place due to other commitments. The Chairman suggested that this year we may need to purchase radios for the event. It was **AGREED** that the Clerk, in consultation with the Chairman, purchase radios.

### 420 REMEMBRANCE BEACON

420.1 The Chairman **REPORTED** that the Clerk has successfully obtained a grant for £250 toward the cost of the Remembrance Beacon. The original organiser of the event (Mid Sussex Red) were unable to continue in this role. The Parish Council had held a meeting with the Lindfield Branch of the Royal British Legion and discussed the arrangements for the event. The Clerk has completed a risk assessment and applied to MSDC for use of the Common. It was **NOTED** that the event would require the support of members. In addition, it would be necessary for the purchase of some equipment (gas cylinders and safety equipment). It was **AGREED** that purchase could be made in support of the event.

### 421 CLERK'S VERBAL REPORT

421.1 The Clerk **REPORTED** the following:

#### Village Orderly

The Village Orderly will start shortly. Many of the Village Orderly's duties would fall under the remit of the Committee.

#### Wilderness Field

The Clerk has written to MSDC to advise them that the Parish Council is still interested in the transfer of the land.

#### Street Lights

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The first order for the upgrade of 18 streetlights has been placed at a cost of £3,510 plus VAT. The Council in total has 46 streetlights, a quote for the next batch of 12 is hoped to be received shortly.

### 422 WINTER MANAGEMENT

422.1 The Chairman **REPORTED** that the West Sussex County Council have asked us to review our Winter Management Plan. In addition, permission for two extra grit bins on the Common was being obtained by the Clerk.

It was **AGREED** that the Clerk, in conjunction with the Chairman and Vice Chairman:

- a) Review the and submit the Winter Management Plan
- b) Be authorised to purchase additional grit bins and grit if required

### 423. RISK MANAGEMENT.

423.1 It was **NOTED** that the following risk assessments were to be reviewed:

- Denmans Lane Allotments – Deputy Clerk and Chairman
- Christmas Festival Night – Deputy Clerk and Councillor Upton

### 424 BUDGET 2019/20: TO CONSIDER THE E&A BUDGET REQUIREMENT FOR THE 2019/20 FINANCIAL YEAR

424.1 The Chairman and Councillors **NOTED** the budget papers. It was reported by the Chairman that he and the Clerk had considered the budget. The Chairman went through every item on the spreadsheet and when required, referred to the briefing paper. The budget paper was provisionally **AGREED**. It was **NOTED** that change would likely still occur and that the budget would be reviewed at the next committee meeting as well as the Finance & General Purposes Committee meeting (8<sup>th</sup> November). A copy of the agreed draft budget is included as appendix 1.

### 425 MATTERS ARISING

425.1 The Chairman **REPORTED** that the Lindfield Branch of The Royal British Legion had sent an email to the Parish Council advising them that this year's parade would have to be cancelled. This was due to the branch receiving information regarding insurance that was different to what had been received earlier in the year. A request has been made as to whether the Parish Council could take over the running of the event in order that the parade be fully insured. Members **AGREED** that the Clerk would write to the Lindfield Branch of the Royal British Legion and advise that due to limited resources they would be unable to take over the organisation of the event.

**NOTE:** Councillor Upton declared an interest in item 425.1 as she is a member, and Chair in waiting, of the Lindfield Branch of the Royal British Legion. Councillor Upton did not participate in this item.

The meeting concluded at 21:30pm

**APPENDIX 1**

**ENVIRONMENT AND AMENITIES COMMITTEE BUDGET 2019/2020**

		<b>BUDGET 2018/19</b>	<b>BUDGET 2019/20 2019/20</b>	<b>Comments</b>
1a	Street Lighting - Energy/maintenance costs	4,350.00	<b>4,900.00</b>	Increase
1b	- Upgrading Street lights	3,000.00	<b>3,000.00</b>	Retain
1c	- Christmas Lights	8,500.00	<b>8,500.00</b>	Retain
2	Maintenance / gardening (including Spring Clean and maintenance work <b>formerly</b> carried out by Haywards Heath Town Council)	4,000.00	<b>5,000.00</b>	Increase
3	Allotments	2,500.00	<b>2,500.00</b>	Retain
4	Christmas Festival Night	1,000.00	<b>1,000.00</b>	Retain
5	Mobile Civic Amenity Freighter	2,000.00	<b>2,100.00</b>	Increase
6	Denmans Lane toilets - running costs	13,000.00	<b>13,000.00</b>	Retain
7	Digital mapping	250.00	<b>450.00</b>	Increase
8	Grass cutting (High Street)	2,000.00	<b>2,000.00</b>	Retain
9	Wilderness Field	5,000.00	<b>5,000.00</b>	Retain
10	Reprint of the Lindfield Leaflet	1,000.00	<b>Completed</b>	Delete
tbc	<b>NEW</b> - Village Orderly Equipment	-	<b>2,000.00</b>	New
tbc	<b>NEW</b> - Lindfield War Memorial Renovations	-	<b>4,000.00</b>	New
tbc	<b>NEW</b> - New Upgrade of Hickmans Lane Playground	20,000.00	20,000.00	New
	<b>In-year Budget Sub total</b>	<b>45,600.00</b>	<b>73,450.00</b>	
	<b>TOTAL BUDGET</b>		<b>73,450.00</b>	
	<b>Designated Reserves</b>			
1	Street Map of Lindfield	4,000.00	4,000.00	Retain
2	Emergency Equipment	1,250.00	1,250.00	Retain
3	Denmans Lane toilets - maintenance sinking fund	1,723.75	-	Delete
4	Repair/maintenance of community assets - sinking fund	4,000.00	4,000.00	Retain
5	Maintenance of King Edward Hall clock	3,000.00	146.00	Retain
6	Replacement of litter bins	4,000.00	4,000.00	Retain
8	Christmas lights for Village Pond	4,000.00	4,000.00	Retain
9	Street Lights: LED Upgrade	4,384.86	874.86	Retain
10	Village Archives	200.00	200.00	Retain
11	Joint Project with MSDC/WSCC - Post and Rail Fencing - Pond and Common - maintenance	5,373.00	5,373.00	Retain
	<b>Total: Outstanding Projects and Reserves</b>	<b>31,931.61</b>	<b>23,843.86</b>	
	<b>TOTAL FUNDS ALLOCATED TO E&amp;A</b>		<b>97,293.86</b>	