

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 5 APRIL 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
Mr. C. Snowling
Mrs. V. Upton

Also present: 1 member of the public

In attendance: Mr. A. Funnell (Clerk)

Not present: Parish Councillor Mr. S. Hodgson
Parish Councillor Mrs. M. Hersey

335. APOLOGIES FOR ABSENCE.

335.1 Apologies for absence were received from Councillor Hersey and the reasons were accepted.

336. DECLARATIONS OF INTEREST.

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

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

337. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

337.1 There were no members of the public present at this time.

338. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 1 FEBRUARY 2018.

338.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 1 February 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

339. CHAIRMAN'S ANNOUNCEMENTS.

339.1 There were no Chairman's Announcements.

340. ACTION LIST.

340.1 The action list was noted.

341. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2017/18.

341.1 The budget figures for March were not yet available. The February budget progress report had been circulated. It was **NOTED** that as at 31 December 2017 £34,534.25 had been spent from the E&A budget of £47,750. From the reserves the following has been spent:

- £276.25 from the Denmans Lane toilets sinking fund
- £2,503.00 from the Posts around Open Spaces
- £11,000 from the Joint Projects with WSCC: Dropped Kerbs
- £23.34 from Emergency Equipment

342. REPORT ON CURRENT MAINTENANCE.

342.1 King Edward Hall

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It was **REPORTED** that work on the King Edward Hall clock was progressing well. Councillor Pickett reported that the timer for the clock was not working so an electrician would be required to fix this. The Chairman thanked Councillor Pickett for his assistance with the project.

Public Noticeboard

It was **REPORTED** that a noticeboard had been damaged by a leaking gutter and as a result had to have remedial work. The cost of the repair was £255 inclusive of VAT.

Councillor Allen queried whether anything could be done to reinstate the clock that used to be located by Selbys chemist. The Chairmen believed that the clock had belonged to the owners of the premises. It was suggested that a letter be sent to the owners asking whether it could be reinstated.

343. DENMANS LANE ALLOTMENTS.

343.1 The Chairmen **NOTED** the following:

- due to the weather the condition of the site was currently poor,
- some of the plots had not been renewed so ownership would change,
- one of the plots given up is to be re-measured as over years the plot size had increased.

344. LAND BETWEEN ALLOTMENTS AND “COPPERS” - TO REVIEW A REQUEST FROM A RESIDENT THAT THE COUNCIL CONDUCT WORKS RECOMMENDED BY TREE SURVEYOR.

344.1 The Chairman reported that a request from the owner of the Coppers that work be undertaken on a number of trees located on a small piece of land maintained by the council had been received. A tree report commissioned by the owner, as required by their insurer, had been given to the council. The report, in some detail, made recommendations as to what work was required. The Chairman advised that no cost had yet been obtained to perform the work.

It was **AGREED** that the Clerk should obtain quotes for the work and subject to the work not exceeding £1000 proceed with the work. If quotes went over £1000 the quotes should be considered by the committee.

Note:- Mike Allen declared a personal interest in this item as he used to own the property in question.

345 DENMANS LANE TOILETS

345.1 i) To authorise application for work to be undertaken on tree by the toilets

The Chairman reported that the branches from the tree next to the toilet block were now touching the roof of the building. The Clerk had obtained a quote for £120.00 (plus VAT) to carry out the following work: It was **NOTED** that the tree was in the Conservation area and so an application to perform any work would need to be made to Mid Sussex District Council.

It was **AGREED** to proceed with the quote subject to obtaining planning permission.

ii) Refurbishment of service area.

It was **NOTED** that the Clerk was obtaining quotes for the service area and that it was hoped that three would be in place to be reviewed by the next committee meeting.

iii) Refurbishment of wooden doors

Councillors considered a quote to rub down and retain the wooden toilet doors (£315 inclusive of VAT). It was **AGREED** to proceed with the quote.

346 LINDFIELD IN BLOOM - UPDATE

346.1 It was **NOTED** that both Councillors Durrant and Snowling had been unable to attend the last Lindfield in Bloom meetings and as such no report could be provided.

347 LINDFIELD WAR MEMORIAL - UPDATE

347.1 The Chairman **REPORTED** that he had held a meeting with Canon James Clarke at the start of February regarding listing the memorial. Both the Chairman and Canon agreed that the memorial should be listed. During the meeting it was considered that renovation of the memorial would be beneficial. The

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Chairman **NOTED** that Canon James Clarke stated that it would be nice if the renovations could be completed by the year 2022, which would be the centenary year of when the memorial was installed.

Councillor Allen asked if we had any indications of the costs involved. Councillor Durrant also queried whether the Lindfield Branch of the Royal British Legion could contribute towards the cost of renovations. The Chairman **NOTED** the potential for completing the works in partnership with the church.

It was **AGREED** that quotes should be obtained for renovations. The quotes would be then considered at a future committee meeting.

Note:- Councillors Blunden and Upton declared personal interests in this item.

348 FREIGHTER DATES - TO NOTE THE REQUESTED DATES FOR 2018/19 FINANCIAL YEAR

348.1 The Chairmen **REPORTED** that the freighter dates for 2018/19 had been confirmed. Details of the dates are available on the Parish Council website and noticeboard.

349 LINDFIELD HIGH STREET - TO CONSIDER PLANTING ADDITIONAL CROCUSES IN THE HIGH STREET

349.1 The Chairman **NOTED** that the crocus display on the High Street this year had been a little disappointing. Councillor Upton agreed. Councillor Picket **NOTED** the pleasing display of daffodils on Hickmans Lanes.

It was **AGREED** that additional crocuses should be planted. Quotes should therefore be obtained.

350 SALT BINS - TO NOTE THAT AN AUDIT OF THE CONDITION OF THE SALT BINS CONTAINERS AND SALT SHOULD BE CONDUCTED. TO CONSIDER AREAS WHERE NEW OR ADDITIONAL SALT BINS MAY BE REQUIRED.

350.1 The Chairman **NOTED** that an audit of the following should be conducted:

- Salt bin containers – Some of the bins had been misshaped over time and therefore water ingress has occurred
- Salt - check condition
- Areas where additional salt bins were required
- Areas that needed a salt bin. It was suggested that one such area could be within the area of the King Edward Hall.

The Chairman **REPORTED** that during the recent bad weather some bins had been very heavily used. It was also reported the Chairman and Clerk had used the snow plough and gritter. The Chairman also advised that an article would appear in a future addition of Lindfield Life asking for volunteers for the winter management plan.

351 TO CONSIDER INSTALLATION OF A STREETLIGHT BY THE COMMON CAR PARK

351.1 The Chairman **REPORTED** that there had been requests for an additional light opposite the Common car park. It was proposed that an additional light be installed.

Councillor Snowling stated that the Parish Council would need to obtain permission from West Sussex County Council for the installation of the street light. The Chairman **NOTED** that if permission was obtained the Parish Council would most likely have to pay for the installation of the street lamp.

It was **AGREED** to approach the relevant authorities to see if permission could be obtained.

352 TO CONSIDER CONDITION OF VEGETATION GROWTH OVER PAVEMENTS IN THE VILLAGE

352.1 The Chairman **REPORTED** that a number of paths around the village were suffering from vegetation increase. This was a particular issue for the paths from the pond leading up to Blackhill. The Chairman suggested first of all contacting SERCO to ask them to carry out the work. If SERCO would not carry the work out then the Parish Council could approach contractors for quotes.

Councillor Picket agreed that this was a good suggestion. Councillor Allen wondered whether this would overlap with the role of the proposed Village Orderly. The Chairman advised that it was hoped that this work could be completed by the Village Orderly but the recruitment of the proposed member of staff could be some months away.

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It was **AGREED** to initially approach SERCO to carry out the work. If unsuccessful, quotes should be obtained for the work from private contractors.

353. TO CONSIDER A REQUEST FROM MID SUSSEX DISTRICT COUNCIL TO CONTRIBUTE TOWARDS IMPROVING BENCHES AND BINS ON THE COMMON

353.1 The Chairman **REPORTED** that the Parish Council has received an approach from Mid Sussex District Council about contributing towards the upgrade of bins and benches on the Common. It was **NOTED** that an estimate of contributions has not yet been received. The Chairman expressed reservation about removing memorial benches, but he did support reinstating the concrete slabs that the benches sit on. Councillors expressed concerns about removing benches which held sentimental value.

354. WILDERNESS FIELD

354.1 The Chairmen **REPORTED** that the Parish Council had been made aware of the following:

- Barratt Homes will be completing remedial work on footpaths between the Wilderness Field and Plantation area. This land is still in the ownership of Barratts.
- Once the remedial work has occurred Mid Sussex District Council will resume discussions with Lindfield Parish Council on whether or not they wish to take transfer of the Wilderness Field.
- Mid Sussex District Council will arrange a cut of the field once the weather is drier.

355. LINDFIELD POND - POND ISLANDS,

355.1 It was **REPORTED** that the Parish Council had placed an order for a Royal British Legion Silent Soldier and that it was intended that it be installed on the pond island that the snowman is normally placed on. It was hoped that MSDC will reinstate the gate in order to allow easier boat access to the pond.

356. CHRISTMAS LIGHTING - TO NOTE THE TESTING OF EQUIPMENT

356.1 The Chairman **REPORTED** that the Christmas lights would be tested to ensure that they were working as they had been removed and reinstalled during the pollarding of the lime trees. It was also **NOTED** that the Council would approach West Sussex County Council regarding whether it would be possible to install a longer pole on the High Street to assist with the lighting display.

357. SPRING CLEAN.

357.1 It was **REPORTED** that the Deputy Clerk and Councillor Plass had completed the risk assessment for the event. Councillors were asked by the Chairmen to notify the office of their availability for the event. The Chairman **REPORTED** that historically the Parish Council were the first in the local area to have organised such an event and that a number of other Councils had also now held similar events. It was hoped that the upcoming event would have a good level of attendance from both Councillors and the public.

358. RISK MANAGEMENT.

358.1 It was noted that a number of risk assessments needed to be reviewed. It was **AGREED** that Councillors would assist with the following risk assessments:

Risk Assessment:	Councillor:
Allotments - Administration	Councillors Blunden and Richard Powell
Allotments - Physical	Allotment Working Group
Bus Shelters	Councillors Hersey and Upton
Christmas Lights	Councillor Blunden
Public conveniences	Councillors Henton, Hersey and Pickett
Litter Bins	Councillor Snowling
Seats	Councillor Durrant
Street lights	Councillors Henton and Snowling
Village Signs	Councillor Durrant
Winter Management	Councillors Blunden and Plass

359. ANY OTHER BUSINESS.

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359.1 No other items of business were raised.

The meeting concluded at 20:55 p.m.