

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 14 JUNE 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. S. Henton
Mrs. M. Hersey
Mr. C. Snowling
Mrs. V. Upton

Also present: No members of public

In attendance: Mr. A. Funnell (Clerk)

Not present: Parish Councillor Mr. M. Allen
Parish Councillor Mrs. J. Durrant
Parish Councillor Mr. S. Hodgson

360. ELECTION OF CHAIRMAN

360.1 The Chairman of Council, Councillor Blunden, called for nominations for the office of Chairman of the Environment and Amenities Committee. Councillor Blunden was **PROPOSED** by Councillor Snowling and **SECONDED** by Councillor Upton. There being no further nominations, Councillor William Blunden was **ELECTED** as Chairman of the Environment and Amenities Committee for the Council Year 2018 / 19. Councillor Blunden then took the Chair for the meeting.

361. ELECTION OF VICE CHAIRMAN.

361.1 The Chairman called for nominations for the office of Vice Chairman of the Environment and Amenities Committee. Councillor Pickett was **PROPOSED** by Councillor Blunden and **SECONDED** by Councillor Snowling and there being no further nominations, Councillor Roger Pickett was **ELECTED** as Vice Chairman of the Environment and Amenities Committee for the Council Year 2018 / 19.

362. APOLOGIES FOR ABSENCE.

362.1 Apologies for absence were received from Councillors Allen and Durrant, and the reasons were accepted.

363. DECLARATIONS OF INTEREST.

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

364. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

364.1 There were no members of the public present.

365. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 5 APRIL 2018.

365.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 5 April 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

366. TO APPOINT WORKING GROUPS AND AGREE / CONFIRM THEIR MEMBERSHIP

366.1 It was **AGREED** that the following Working Groups should continue with the membership as stated:

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Christmas Festival Night/Christmas Lights Working Group	Councillors Blunden, Durrant, Henton and Upton.
Denmans Lane Allotments Working Group	Councillors Allen, Blunden, Henton and Snowling (with Richard Powell)
Wilderness Field Working Group	Councillors Blunden, Henton, Pickett and Snowling together with the Clerk and Deputy Clerk
Responsibility for Village Archive Collection	Councillors Blunden and Upton.
Lindfield in Bloom liaison	Councillor Durrant

367. CHAIRMAN'S ANNOUNCEMENTS.

367.1 The Chairman made two announcements:

Lindfield Village Day – The day had been a great success and the Common had been clear of any trace of rubbish the following day. It was **AGREED** that the Clerk would write to the Village Day Organising Committee to congratulate and thank them for organising the event.

Lindfield Cricket Club – The Chairman had met members of the Cricket Club to discuss their application for a Facility Grant from Mid Sussex District Council. The Cricket Club has requested the support of the Parish Council. The Chairman explained to members why the changes to the pavilion were required and that this would be part funded by the grant. It was **AGREED** that the Clerk, in consultation with the Chairman, would write to the District Council advising that the Parish Council supported Lindfield Cricket Clubs Facility Grant application for £55,000.

368. ACTION LIST.

368.1 The action list was noted.

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

369.1 The budget figures for May were not yet available. The February budget progress report had been circulated. It was **NOTED** that as at 30 April 2018 £2,702.56 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

370. TO REVIEW THE UNSPENT BALANCE AND THE RESERVES ALLOCATED TO THE E&A COMMITTEE.

370.1 Members were provided with a report and the Chairmen proposed that a new designated reserve be created using existing surplus funds. The designated reserve would be used to upgrade street lighting columns to energy efficient LED bulbs. It was **NOTED** that this currently costs £195.00 plus VAT per unit. It was **AGREED** to approve the report provided by the Responsible Financial Officer on the unspent balances and reserves allocated to the E&A Committee. It was **AGREED** that the following list of reserves under the E&A Committee should be recommended to the F&GP Committee and onto Full Council for final approval:

Reserve	£	Comments
Street Map of Lindfield	£4,000	No change
Emergency Equipment (including purchase of salt bins)	£1,250	No change
Denmans Lane toilets - maintenance sinking fund	£1,723.75	Unspent 2017/18 balance retained
Repair/maintenance of community assets - sinking fund	£4,000	Retain
Maintenance of King Edward Hall clock	£3,000	Increase of £,1000
Replacement of litter bins	£4,000	Retain
Upgrade of Hickmans Lane playground	£20,000	Retain
Christmas lights	£4,000	Retain
Street Lights: LED Upgrade	£4,384.86	New reserve
Village Archives	£200.00	New reserve
Joint Projects with MSDC/WSCC Post & Rail Fencing Pond & Common Maintenance	£5,373	New reserve

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371. REPORT ON CURRENT MAINTENANCE.

371.1 There were no items to note.

372. REVIEW OF SPRING CLEAN 2018 AND TO CONSIDER THE DATE FOR THE 2019 SPRING CLEAN

372.1 The Chairman thanked all those who volunteered for the 2018 Spring Clean. It was **NOTED** that 26 people had taken part this year. It was **AGREED** to continue with the Spring Clean for 2019. Members then considered a date for the event that did not occur during the Easter School Holidays. It was **AGREED** that the event would take place on the 27th April 2019.

373. DENMANS LANE ALLOTMENTS.

373.1 The Chairmen **REPORTED** the following:

- a) The wooden cover on one of the water tanks was disintegrating. The Chairman advised that he could undertake the work but due to other commitments was not sure when he would be able to. Councillor Pickett suggested using contractors. It was **AGREED** that Councillor Pickett would assist in arranging a contractor to perform the work.
- b) Several plots have changed ownership
- c) The Clerk was investigating the purchase of more weather resistance signage. Currently laminated paper signs are used.
- d) That a large area of grass needed to be cut. It would be unfair to expect this to be done by volunteers. The Chairman suggested that contractors carry out the work. Members considered and **AGREED** to use contractors to undertake the grass cutting in affected areas.

374 DENMANS LANE TOILETS

374.1 MAINTENANCE WORK

The Chairmen **REPORTED** that the wooden doors on the toilets had been rubbed down and stained. The tree next to the toilet has been subject to work once planning approval had been received from Mid Sussex District Council.

374.2 REFURBISHMENT OF THE SERVICE AREA

The Chairmen **REPORTED** that difficulty had been experienced in obtaining three companies to quote for the refurbishment of the service area. One quote had been received for £2330.00 plus VAT. It was **AGREED** to proceed with the quote

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

375.1 Members considered a quote to plant an additional 4000 crocuses in the High Street verges. It was **AGREED** to approve the quote of £1,700 plus VAT to plant 4000 crocuses in the High Street.

376. LINDFIELD POND – TO NOTE THE RECENT DISCUSSIONS WITH MID SUSSEX DISTRICT COUNCIL REGARDING THE MANAGEMENT OF THE POND

376.1 The Chairmen **REPORTED** that after recent correspondence with the District Council the Parish Council's volunteer pond wardens have been stood down. The Chairman and Clerk had attended a meeting with a consultant, acting on behalf of the District Council, the day before the committee meeting. The Council would continue to liaise with District Council regarding the management of the pond.

377. WILDERNESS FIELD – UPDATE

377.1 The Chairmen **REPORTED** that:

- Barratts are going to carry out work to improve the drainage, footpath and play area between the Eastern Plantation and Wilderness Field. This work has been delayed but Mid Sussex District Council (MSDC) have advised that they believe it should be completed by the end of June.
- The Parish Council has requested answers from Mid Sussex District Council to previous queries relating to the potential transfer. The Parish Council have also requested an update on the monies that would be transferred with the site to maintain it. It is understood that once Barratt's work is completed then further discussions will be able to take place between the Parish Council and Mid Sussex District Council.

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Councillor Pickett sought clarification from the Clerk and Chairman regarding the delays.

Councillor Snowling stated that he was unhappy with officers of Mid Sussex District Council meeting residents to discuss the management of the site. It was proposed by Councillor Snowling that the following be recording in public and in the minutes of the meeting:

We note that there has been some delay in the completion of the transfer of the field from Barratts to Mid Sussex District Council which is a necessary step before it can be transfer to Lindfield Parish Council. We also note that in the meantime Mid Sussex District Council Officers are in regular contact with residents of the Wilderness Field bypassing the Parish Council. We feel that it would be appropriate for the District Council Officer to communicate only with the Parish Council on matters affecting the current and future maintenance of the field.

Members **AGREED** with Councillor Snowling's proposal.

378 TO CONSIDER A REQUEST BY MID SUSSEX RED TO APPLY FOR AN MSDC GRANT TO BE USED TOWARDS A REMEMBRANCE BEACON/BONFIRE

378.1 The Chairman **REPORTED** that a request has been received from Mid Sussex Red for the Parish Council to apply for a grant, from Mid Sussex District Council, for a Remembrance Beacon / Bonfire. It was **NOTED** that grant was for £250 and that the beacon cost £360 plus VAT. In addition, gas canisters would need to be purchased.

Members queried whether the Parish Council will be involved in the organisation and running of the event. The Chairman advised that the event would be organised and run by Mid Sussex Red and that the Parish Council would be a participant.

Members **AGREED** to purchase a Remembrance Beacon for the event and to apply for a grant from Mid Sussex District Council.

379 LINDFIELD IN BLOOM - UPDATE

379.1 No statement had been received from Councillor Durrant.

380 CLERK'S VERBAL REPORT

380.1 The Clerk **REPORTED** the following:

- Christmas Lights – The repair work agreed at Full Council will commence on the 18th June.
- Proposed Streetlight opposite the Logs Car Park – The Parish Council's lighting contractors were liaising with UK Power Network regarding feasibility. Once this has been established a quote will be provided.
- Lindfield War Memorial – Quotes were being obtained. It has been noted by one contractor that the memorial is in reasonable condition.

381. RISK MANAGEMENT.

381.1 It was noted that several 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

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Seats	Councillor Durrant
Street lights	Councillors Henton and Snowling
Village Signs	Councillor Durrant
Winter Management	Councillors Blunden and Plass

Councillor Henton suggested that the Parish Council should consider outsourcing the undertaking of risk assessments and checks to a specialist company. It was **AGREED** that the Clerk would investigate this further.

382 WINTER MANAGEMENT PLAN: TO CONSIDER ANY MATTER WHICH NEED TO BE CONSIDERED FOR THE ANNUAL REVIEW OF THE WINTER MANAGEMENT PLAN

382.1 The Chairmen REPORTED that the Clerk has undertaken the salt audit and sent it to West Sussex County Council. It was observed that some of the grit bins would need replacing and new ones would need installing. The Chairman stated that an article would appear in a future edition of Lindfield Life asking for volunteer who would be willing to assist the Parish Council if the Winter Management Plan needed to be enacted.

383 ANY OTHER BUSINESS.

383.1 No other items of business were raised.

The meeting concluded at 20:45