

# Lindfield Parish Council

Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH

Tel:  
e.mail:  
Parish Clerk:

01444 484115  
clerks@lindfieldparishcouncil.gov.uk  
Mr A Funnell

Date of issue: 27 September 2019

**Members of the Environment and Amenities Committee** you are hereby summoned to attend a meeting of the **Environment and Amenities Committee** to be held on **Thursday, 03 October 2019** at the King Edward Hall (Jubilee Room), Lindfield, commencing at 8.00 p.m., to transact the following business:

---

Welcome and emergency announcements.

## AGENDA

1. To receive and accept apologies for absence.
2. To receive declarations of interest from Members in respect of any matter on the Agenda.  
*The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the meeting, that has not been disclosed under this item, the member must immediately disclose it.*
3. Questions/comments from members of the public. *(This will be limited to a maximum of 15 minutes. In accordance with Standing Orders 3 (e)-(g) each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes).*
4. To confirm and sign the Minutes of the meeting of the Environment and Amenities Committee held on 1 August 2019 *(previously circulated)*.
5. Chairman's Announcements.
6. Action List.
7. Environment and Amenities Committee Budget Progress 2019/20: to review payments made to 30.09.19 (if available).
8. 2020/21 budget – To consider draft paper.
9. Climate Change – To consider the draft policy document
10. Report on current maintenance (if any).
11. Denmans Lane Public Toilets – Update.
12. Denmans Lane Allotments – To consider any matters relating to the management of the site.
13. Village Orderly - Update on work undertaken.
14. Lindfield in Bloom – To consider correspondence.
15. Wilderness Field – To consider any matters relating to the proposed transfer of the site.
16. Christmas Festival Night 2019 – To note any matters regarding preparations for the event.
17. Winter Management – To note preparations and consider grit bin replacement.
18. Risk Management.
19. Clerk's Report.
20. Matter arising after the preparation of this Agenda, which the Chairman agrees to take as urgent. Any such matters will be for noting or referral to a future meeting only.

Signed

*Andrew Funnell*

Andrew Funnell  
Clerk to the Council

---

c.c: All other Parish Councillors  
Cllr. Mr. A. Lea (WSCC and MSDC) Cllr. Mrs. A. Lea (MSDC)  
Cllr. Mr. J. Ash-Edwards (MSDC)

---

**Members of the Public and the Press have a right to attend meetings of the Council and its Committees.**

## ACTION AND PROJECT PROGRESS LIST

EA 03 Oct 19 - Item 6

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
E&A	Various		Lindfield Common	New Village Sign boards at the top of the Common	Clerk	asap		Waiting for permission from MSDC
E&A	Various		Winter management	New grit bins on the Common	Clerk	asap		Waiting for permission from MSDC
E&A	472.1	04.04.19	Litter Bins	Purchase 3 new litter bins		asap		In progress - waiting for existing bin to be fitted before ordering
E&A	474.1 a	04.04.19	Streetlighting	New light install by logs carpark	Clerk	asap		Waiting for permission from MSDC
E&A		13.06.19	Allotment Fencing	Agree quotation for replacement - Replace fencing	Clerk/WB/RP	asap	02-Sep-19	Fencing has been installed
E&A	31.2	01.08.19	Allotment Trees	obtain indicative quote for tree work on infected trees	Clerk	asap		This has been completed
E&A	33.1	01.08.19	Climate Change	Draft policy document to be considered at next meetig	Clerk	asap		This will be reviewed at meeting dated 3rd Oct 2019
E&A	34.1	01.08.19	Hickmans Lane Playground	Quote to go to Full Council for approval	Clerk	asap		This has been agreed by Full Council
E&A	37.1	01.08.19	Christmas Festival Night	Letter regarding licencing	Deputy Clerk	asap		Deputy to write to business re premises licence
E&A	38.1	01.08.19	Tree Charter	Register for the scheme	Clerk	asap		The Clerk has registered the LPC

Committee	Environment & Amenities
Date	03.10.2019
Item	09

Report:	Climate Change – Draft Policy Document
---------	--

## 1) Background

Lindfield Parish Council has formally agreed the following resolution:

*Lindfield Parish Council acknowledges that climate change is a serious issue. Lindfield Parish Council has already taken steps to mitigate against climate change and will continue to do so. The Council will seek to keep up to date with advice from its regional and national associations regarding climate change and the role that local authorities can play. The Council will consider this at its first Environment and Amenities meeting where it will be discussed fully. The Council, where possible, will consider climate change alongside other factors when decision making. The council will seek to help residents, through educational means, to reduce their carbon footprint.*

It should be stated at the onset that the adoption of any environmental policy by this Council can only succeed if it is adopted by the people in the village, and that active personal participation is paramount in the success of the project. We should also be aware that making the transition towards a more environmentally based community is going to cost – in time, effort and money.

## 2) Administrative

The Environmental and Amenities Committee will be responsible for initially reviewing this document.

The E&A Committee will as of next financial year include a budget heading specifically to help fund these objectives.

Committees will regularly report to Full Council on their activities relating to climate change.

## 3) Objectives

The objectives of this policy are:

- Facilitate the reduction of energy consumption throughout the Parish, and identify steps which can be taken to reduce CO2 emissions.
- Assist in improving the natural environment within the Parish.
- Provide advice to residents on how they can reduce their carbon footprint.

The Council will maintain an appendix to this report which shows the way these objectives will be achieved.

## 4) Organisation Structure

### The Village

The amount of work represented by the above will be far more than the Parish Council is able to do on its own, so ideally, we would call upon volunteers from the village to take ownership of the various projects and report back/seek assistance where applicable.

### Local Authorities

There will be opportunities to link projects and discuss ideas with other local authorities. This may also include lobbying.

### Actions for Individuals

All householders could carry out a domestic audit to identify ways to reduce emissions, save energy, and assess impact on the environment of their vehicles. The Parish Council could have a page on the website which could give advice on how to reduce energy usage/calculate carbon footprint etc.

Committee	Environment & Amenities
Date	03.10.2019
Item	09

The page could include information on grants that individuals can apply for, for example insulation/glazing. It will be noted that these grants depend on circumstances. Information such as this could easily be added to the LPC website. It is not the duty of the Parish Council to tell people how to spend money. It may though be useful to inform parishioners that reducing energy usage may not cost them as much as they may have thought, and will pay for itself over time. The website could also provide links to external advice, for example the Energy Saving Trust.

---

**Note - the following are possible ways the Council could seek to implement the above draft policy objectives. In practice the Council could maintain a 'live' appendix list of what it is doing (and has done).**

#### **Appendix**

- Recommend to MSDC that if a tree/hedge is to be removed at least one replacement must be planted.
- Resist the removal of trees/hedges where safety is not a consideration.
- Work with MSDC to seek the provision of more electric vehicle charging points in the village.
- Continue to deploy Speed Indicator Devices in the village to encourage safe and environmentally responsible driving.
- Seek that any large-scale developments include electric car charging points.
- Seek to use more environmentally friendly machinery / tools.
- Support community groups who aim to improve the local environment – for example Lindfield in Bloom.
- Seek to reduce the use of harmful chemicals by the Council (and its contractors).
- Consider the installation of solar panels on the Denmans Lane toilets and any future public conveniences.
- Consider providing a tree / seed scheme.
- Consider providing recycling points for certain items (cassettes / VHS etc).
- Consider introduction of water fountains in the village to help cut down on single use plastic bottles.
- Continue to provide community freighter to help cut down on fly tipping.
- Invite partner agencies to attend LPC events to encourage recycling (where appropriate).
- Consider replacing existing Christmas Lights with more energy efficient versions.
- Fund and organise screenings of documentaries for the community that raise awareness of climate change.
- Fund and organise community talks on waste & recycling (for example we could invite MSDC / WSCC representatives and Colin McFarlin).
- Consideration will be given to using environmentally friendly energy providers for the Council's office and amenities.
- Encourage staff and councillors to use sustainable transport to travel to meetings or events. Where use of a motor vehicle is necessary, look to share transport.
- Provide waste and recycling bins for the staff to use in the office.
- When required look to replace existing office equipment/fixtures/fittings for more environmentally friendly alternatives.
- Encourage shop local and buy food that is in season.

Community Guidance - Provide guidance on climate change by using the following:

- Newsletter
- Website
- Social Media
- Noticeboard
- Partnership working

In addition, Councillors will be offered the opportunity to go paperless or reduce the amount of materials they require in hard copy (subject to statutory requirements).

---

#### **CONSIDERATIONS**

Do members wish to recommend to Full Council that the Council adopts the policy or an amended policy?

Andrew Funnell  
27<sup>th</sup> September 2019

Committee	Environment & Amenities
Date	03.10.2019
Item	14

Report:	Lindfield in Bloom
---------	--------------------

The following email has been received from Lindfield in Bloom:

Hello!

One of the areas which Lindfield in Bloom are keen on looking at is how we can look after our local environment better.

To this end we were wondering whether the Parish Council have any plans for installing waste bins which allow for recycling in the village. In particular we're thinking about the High Street area.

I understand from MSDC that they are trialling integrated waste & recycling bins in some of their parks at the moment, so we hope that these will make their way to Lindfield common, Hickmans Lane and the nature reserves in due course.

While thinking about bins, we experience a regular amount of litter accumulating around the planters in Denmans Lane. While there is a waste bin less than 10 meters away on the High Street, this is not actually visible from Denmans Lane so we wondered whether there is any scope for adding a waste bin (with an integrated recycling facility?) between the High Street and Denmans Lane car park?

I look forward to hearing your thoughts in due course.

Best wishes,

Heather Martin,  
Chair, Lindfield in Bloom

Members are asked to consider the above correspondence.

Andrew Funnell  
Clerk to Lindfield Parish Council  
27 September 2019