

Lindfield Parish Council

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Parish Clerk: Mr A Funnell

Date of issue: 31 January 2020

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, 6 February 2020** 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 28 November 2019 *(previously circulated)*.
5. Chairman's Announcements.
6. Action List.
7. Environment and Amenities Committee Budget Progress 2019/20: to review payments made to 31.01.20 *(if available)*.
8. Climate Change – Update.
9. Report on current maintenance (if any).
10. Denmans Lane Public Toilets – Update and to consider any quotes for replacement parts.
11. Denmans Lane Allotments – To consider any matters relating to the management of the site; and,
i) To note amended agreements and letters to bring in line with risk assessments.
12. Village Orderly - Update on work undertaken.
13. Lindfield in Bloom – Update.
14. Wilderness Field – Update and to consider any items relating to the recent transfer and management of the site.
15. Winter Management – Update.
16. Hickmans Lane Playground – Update on new piece of equipment.
17. Spring Clean 2020.
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 (WSSC 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

E.A 6 Feb 2020 - 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	474.1 a	04.04.19	Streetlighting	New light install by logs carpark	Clerk	asap		Waiting for permission from MSDC
E&A	57.1	03.10.19	Winter Management Plan	Clerk to submit document if deadline before 28 Nov 2019	Clerk		Dec-19	Document has been submitted
E&A	77.1	28.11.19	Spring Clean	Ask Lindfield PTA member if school would like to produce a poster advertising the event	Clerk			Clerk has emailed individual regarding this but no reply has been received.

Committee	Environment & Amenities
Date	06.02.2020
Item	14

Report:	Wilderness Field
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Summary

The Wilderness Field as of 21st January 2020 is now in the ownership of Lindfield Parish Council.

Lindfield Parish Council has:

- Checked that our insurance provider will cover the field and ensured that cover is in place.
- Added the property onto our asset register.
- Carried out a visual inspection of the land. Following the inspection of the field the Clerk, on safety and security grounds, after consultation with the Chairman has authorized expenditure in order to repair fencing and secure the site. This work has been undertaken by the Village Orderly.
- Provided our account details to our solicitor so that they transfer to us the commuted maintenance fund.
- Asked MSDC for a copy of their existing management plan.
- Asked MSDC what arrangements/agreements existed regarding the use of the commuted sum of maintenance money. The following reply has been received:
 - *"I can confirm on reviewing the s106 Agreement dated 14 January 2009, that the developer by:*
 - *request in writing at 2 yearly intervals;*
 - *for a maximum period of 10 years commencing from the date of the transfer;*
 - *a summary breakdown of how the commuted maintenance sum has been applied;*
 - *and the management regime in place;*
 - *within 28 days of receipt of the request."*
- The Clerk and Village Orderly have produced a 1st draft management plan and risk assessment for the site.

Considerations

The Committee is asked to amend the terms of reference for the Wilderness Field Working Group to now include management of the site. In addition, the Committee is asked to confirm the day to day arrangements for management of the site.

Recommendation

- 1) The Committee is asked to agree the following terms of reference and membership of the Wilderness Field Working Group.

Membership: Cllr Blunden Cllr Henton Cllr Picket Cllr Upton Clerk

Terms of reference:

The Working Group shall implement, continuously review, and monitor the following documents for the Wilderness Field:

- Action plan,
- Risk assessment,
- Action plan.

The group will undertake any task/responsibilities as set out in in the above documents.

The group shall report it activities to the E&A Committee

- 2) The Committee is asked to agree that the day to day management of the site be undertaken by the staff of the Parish Council.
- 3) The Committee is asked to confirm the Parish Office shall keep a log of expenditure relating to the site.

Andrew Funnell
Clerk to Lindfield Parish Council
31 January 2020