

## LINDFIELD PARISH COUNCIL

The Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 FEBRUARY 2022** held at King Edward Hall.

The meeting commenced at 8.00 p.m.

Parish Councillors: Mr. W. Blunden (Chairman)      Mr. S. Henton      Mrs. A. Matthews  
                                 Mr. R. Pickett (Vice-Chair)      Mr. R. Plass \*      Mr. J. Stevens  
                                 Mrs. V. Upton      Mr. I. Wilson      Mr. C. Wood

(\*) Denotes absence

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

### **273. APOLOGIES FOR ABSENCE.**

273.1 Apologies had been received from Cllr Plass and the reasons were accepted.

### **274. DECLARATIONS OF INTEREST.**

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

274.2 Cllr Matthews declared a personal interest in items relating to the Denmans Lane Allotments as she is a plot holder.

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

275.1 No members of the public were present.

### **276 MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 25 NOVEMBER 2021.**

276.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 25 November 2021 These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at a later date.

### **277 CHAIRMAN'S ANNOUNCEMENTS.**

277.1 The Chairman made no announcements.

### **278 ACTION LIST.**

278.1 The action list was **NOTED**.

### **279 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2021/22.**

279.1 The figures as at 31 December 2021 were:

£26,772	had been spent from the open spaces budget of	£49,400.
£1,474	had been spent from the allotments budget of	£2,500.
£5,737.50	had been spent from the reserves.	

### **280 CLIMATE CHANGE**

280.1 General Update

Cllr Wood advised that at the Working Groups last meeting they considered:

- Their informal meeting with Fairer World Lindfield
- The Garden Champion Scheme.
- Lindfield Repair Café

280.2 To approve expenditure – none required

### **281 REPORT ON CURRENT MAINTENANCE.**

281.1 The Chairman **REPORTED** that several incidents of graffiti have taken place with our boundary and that of Lindfield Rural. The matter has been reported to the police and we are taking steps to remove the graffiti from our property.

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In addition, nuisance stickers had been put on street furniture in both Lindfield and Lindfield Rural. Our office has been in regular communication with our colleagues at Lindfield Rural regarding these issues.

### 282 DENMANS LANE PUBLIC TOILETS

261.1 General Update – It was reported that As stated above the toilets have been targeted by graffiti. In addition, we believe that someone has attempted to damage the door seals.

The electric meter in the service area will soon be switched to a smart meter.

261.2 Tree Issue - It was reported that The tree beside the public toilets is causing pavement heave. The Village Orderly has removed some excess soil from underneath the disabled toilet door which now allows unrestricted access. We are seeking advice on the best way forward with this issue. It may require the tree to be removed

### 283 DENMANS LANE ALLOTMENTS

283.1 General update – Following reports of rats on the allotments, traps have been deployed.

283.2 To consider amended terms and conditions and plot rates for 2023/24. Members will have received a report regarding the following:

- Introducing a waiting list document setting our eligibility.
- changes to terms and conditions for the allotment for 1st April 2022 onwards.
- Plot rates for 2023/24.
- Consideration to introduce deposits for new allotments.

Cllr Blunden suggested that the offer for the plot be valid for 14 days. The clerk clarified a query regarding the burning of waste.

It was **AGREED** to approve the recommended additions to the tenancy agreements with one minor amendment that the validity of a plot offer is increased from 7 to 14 days.

It was **AGREED** to implement a waiting list document that set outs the criteria.

It was **AGREED** to introduce an allotment deposit scheme. The deposit would be £50.

It was **AGREED** that the plot rates for 2023/24 would be £5.50 per rod.

Note: Cllrs Blunden & Matthews did not take but the voting regard plot rates for 2023/24.

283.3 Approval for expenditure relating to tree work & removal of waste

Members received a report regarding expenditure required on the allotments for the following:

- Tree maintenance
- Removal of waste

It was **AGREED** to:

- i) Authorise expenditure of up to £2,000 for tree work and seek a contribution from the neighbouring property.
- ii) Authorise expenditure of up to £500 to remove the various brambles and branches from the site.

### 284 LINDFIELD IN BLOOM

284.1 Cllr Stevens advised that the group were due to hold a meeting in March.

### 285 WILDERNESS FIELD

285.1 General Update – The Village Orderly has been carrying out routine maintenance on the site. This has included:

- Keeping gates clear of brambles
- Litter picking

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285.2 Grass Cutting - The Clerk will be obtaining quotes for this year's grass cutting. It is proposed, as recommended by a local ecologist, that half of the field be cut in June and then the remaining section be cut in September. This scheme will help promote the growth of native wildflowers.

### **286 VILLAGE ORDERLY – APPROVAL OF EXPENDITURE**

286.1 Members were advised that a new cable is needed for the battery backpack. In addition, the hedge cutter is not working and will need repairing or replacing. Members are asked that the Clerk be authorised to use the debit card up to the balance of the remaining village orderly budget to repair and replace equipment as required.

It was **AGREED** to authorise the use of the remaining Village Orderly equipment budget balance to obtain the replacement part for the backpack and also for repair/replacement of the hedge cutter.

### **287 THE QUEEN'S PLATINUM JUBILEE 2022**

287.1 Members were updated that Arrangements are being made for the beacon lighting event on the 2<sup>nd</sup> of June. In addition, we will be looking at purchasing and installing bunting on a short stretch of the High Street for the Jubilee.

The Chairman asked that members belonging to other groups in the village advise if they are aware of any events being organised for the Jubilee so that this could be publicised.

### **288 SPRING CLEAN 2022**

288.1 The Chairman reminded members that the Spring Clean this year will take place on 9th April.

It was **AGREED** to delegate to the Clerk, in conjunction with the Committee Chairman, authorisation to make all the necessary arrangements. Expenditure of up to £400 was authorised to promote the event.

### **289 LINDFIELD POND – TO CONFIRM RESPONSE TO MSDC MANAGEMENT PLAN.**

289.1 Members had received a copy of the proposed MSDC Management Plan 2022-31. A suggestion reply had been prepared by the Clerk with input from the Deputy Clerk. Members were pleased to see that the Management Plan has a schedule of works with specific dates.

It was **AGREED** to submit the suggested response to MSDC.

### **290 LINDFIELD WAR MEMORIAL.**

290.1 The Chairman advised that with the successful cleaning of the Lindfield War Memorial it was now time to consider whether to apply for it to be listed. Research would be undertaken on this issue alongside liaising with the All Saints Church. Once this had been undertaken a report would be presented at Committee for members to consider.

### **291 HERITAGE TRAIL**

291.1 The Chairman advised no further update had been received from Lindfield Preservation Society.

### **292 FESTIVE LIGHTING**

292.1 The Chairman advised that the Clerk had recently met with a representative from our lighting contractors and that we were now awaiting their proposal

### **293 POLICIES – TO CONSIDER UPDATED TREE POLICY**

293.1 Members had received an updated draft of the tree management policy. The policy included amendments relating to areas the council has tree stock, reasons for carrying out work and planting replacement trees.

It was **AGREED** to approve and implement the updated Tree Policy.

### **294 RISK MANAGEMENT**

294.1 Members had been provided with a new risk assessment for the allotments. The risk assessment combined two existing separate documents (allotments physical and allotments administration).

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It was **AGREED** to approve the new risk assessment.

### **295 CLERK'S REPORT**

295.1 There were no matters reported.

### **296 MATTERS ARISING**

296.1 There were no matters arising.

The meeting concluded at 8:59 pm