

## LINDFIELD PARISH COUNCIL

The Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 9 FEBRUARY 2023** 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:** Two members of the public  
Mr. A. Funnell (Clerk)

### 402 APOLOGIES FOR ABSENCE.

402.1 There were no absences.

### 403 DECLARATIONS OF INTEREST.

403.1 The following declarations of interest were recorded:

- a) Cllr Blunden declared a personal interest in item 412 as he is an allotment holder. Cllr Blunden declared an interest in item 414 as he is a member of the King Edward Hall Committee & Village Day Committee. Cllr Blunden would not participate or vote on item 414.
- b) Cllr Matthews declared a personal interest in item 412 as she is an allotment holder.
- c) Cllr Plass declared an interest in item 414 as he is a member of the King Edward Hall Committee. Cllr Plass would not participate or vote on item 414.

### 404 QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

404.1 There were no questions.

### 405 MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 24 NOVEMBER 2023.

405.1 The Chairman asked for a minor amendment to the minutes which was **AGREED** upon (addition of Autumn Clean update). The Chairman called for approval of the revised Minutes of the Environment and Amenities Committee held on Thursday 24 November 2023. These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at the end of the meeting.

### 406 CHAIRMAN'S ANNOUNCEMENTS.

406.1 The Chairman made the following announcements:

Lindfield Common Defibrillator – Members were advised that permission to install a defibrillator had been granted. The council had previously agreed to support the project by contributing £408 towards the project.

Pond benches - Members were advised that the contractor for the Lindfield Society had by mistake removed the Parish Council's bench.

Hickmans Lane Playing Field – The condition of the crocuses was noted.

Village Festival Night – The event had been a great success. Staff were thanked for organising such a well-attended community event. Members who helped at the event were also thanked.

Lindfield Village Day – A request for participation in the parade was reported.

### 407 ACTION LIST.

407.1 The action list was **NOTED**.

### 408 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2022/23.

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408.1 The figures as at 31 December 2022 were:

Expenditure

|          |   |          |
|----------|---|----------|
| £ 42,424 | had been spent from the open spaces budget of | £55,900. |
| £ 2,492  | had been spent from the allotments budget of  | £2,500.  |
| £ 2,400  | had been spent from the reserves.             |          |
| £ 1,500  | had been spent from the general reserves.     |          |

Income

£ 880 had been received for allotment rental.

### 409 CLIMATE CHANGE

409.1 Report by Cllr Wood. Cllr Wood advised that at the last working group meeting the content on the website had been considered.

409.2 To approve the updated Climate Action Plan. Members considered an updated draft of the Climate Action Plan. A minor adjustment was proposed to accurately reflect that the group involved was a working group rather than a sub-committee.

It was **AGREED** to approve the Climate Action Plan with the proposed amendment to refer to the group as a working group.

409.3 To approve expenditure. There was no expenditure to approve.

### 410 REPORT ON CURRENT MAINTENANCE.

410.1 Members were advised of various issues relating to items of street furniture. It was **AGREED** to approve the following expenditure:

|  |          |
|--|----------|
| a) Refurbishment of a bench by Lindfield Pond      | £ 580.00 |
| b) Repair of a public litter bin and bus flag post | £ 190.00 |

### 411 DENMANS LANE PUBLIC TOILETS

411.1 General Update. The application to remove the tree by the Denmans Lane toilet had been approved. Our contractor had now removed the tree. The stump had also been shredded. We are now looking at where a replacement tree can be sighted. Yesterday the disabled toilet, due to a fault with the lock, had been closed. We are now waiting for an engineer to visit.

411.2 To approve expenditure – none required.

### 412 DENMANS LANE ALLOTMENTS

General update – Members were made aware that due to a mistake by our contractor work was undertaken on trees on the allotments. The council would not be paying for the unauthorised work.

412.1 Approval of Expenditure – None required.

### 413 THE CORONATION OF KING CHARLES III

413.1 Members considered whether to apply to install bunting on the High Street trees for the Coronation and whether to organise any events for the occasion. Members felt that due to limited time and resources, the council would not be able to organise an event.

It was **AGREED** that the council would proceed with the application to install bunting on the High Street trees.

### 414 LINDFIELD VILLAGE DAY

414.1 Members considered whether to attend Lindfield Village Day and if so whether to sponsor the stage. During the discussion, it was suggested that the Council should attend but rather than sponsoring the stage a contribution of £275 be made towards the event's medical costs. It was **AGREED** that: a) the council would attend and book a stall, and b) an offer of £275 be made towards the event's medical costs.

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Cllrs Blunden and Plass took no part in this item.

### 415 OPERATION WATERSHED

415.1 With the agreement of members this item was moved up the agenda as there were members of the public who had attended for this specific item.

415.2 Members had been provided with a report detailing a request that the Council submit an Operation Watershed application to West Sussex County Council. The flooding related to Denmans Lane and Compton Road. Discussion took place and the following issues were raised:

- Proposed solution
- Limited resources of the Parish Council
- Project management
- Finding suitable contractors
- Liability / legal concerns.
- Previously declining an Operation Watershed request in Savill Road.

415.3 A member of the public, who is affected by the flooding, thanked members for considering this item and provided further background information.

415.4 It was **AGREED** that the Council would contact the Operation Watershed office at WSCC to seek an initial 'surface' review by their drainage surveyor. The results of this survey would then be considered at a future Committee meeting.

### 416 WINTER MANAGEMENT

416.1 Members considered a report that detailed how the council's grit stock had been impacted by the recent winter weather. An offer from West Sussex County Council to obtain more stock from their depot had been received. Unfortunately, the conditions of the offer made it unrealistic to pursue (limited time scale, requirement for low loader or trailer). Given these circumstances, members considered whether to purchase grit from a third party before the annual West Sussex County Council autumn refill.

It was **AGREED** that additional grit could be procured from a third-party supplier if necessary. A total of £250 would be made available for the purchase if required.

### 417 LINDFIELD COMMON

417.2 Members were made aware that an application may be made to MSDC for a new fast food van to trade from a car park on Lindfield Common. Members in principle had no objection to a new fast food van subject to potential issues with litter being suitably addressed.

417.3 It was **AGREED** to delegate authority to the Clerk, in conjunction with the Committee Chair and Vice Chair, to take a decision once further information had been received.

### 418 WILDERNESS FIELD

418.2 General Update – There were no matters of note.

418.3 Approval of Expenditure – None required.

### 419 VILLAGE ORDERLY

419.2 General Update – The Village Orderly was carrying out his core duties. In addition, the Village Orderly had been very busy in December supporting the community by opening grit bins and assisting with winter management.

419.3 Approval of Expenditure – None required.

### 420 SPRING CLEAN

420.1 The date for the Spring Clean had been confirmed as Saturday 15<sup>th</sup> April 2023. Members were asked to let the office know whether they were able to assist.

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### **421 RISK MANAGEMENT**

421.1 Members were advised that the full risk assessment report would be made to Full Council in March. A query regarding the risk management for stall holders at Village Festival Night was clarified.

### **422 CLERK'S REPORT**

422.2 Festive Lighting – Members were advised that the Festive Lighting display had been well received by visitors and residents. Fewer issues had been experienced this year than the last.

### **423 MATTERS ARISING**

423.2 There were no matters arising.

The meeting concluded at 21:04

### DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.