

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 31 JANUARY 2019** at the King Edward Hall, Lindfield

The meeting commenced at 8.00 p.m.

Present:

Parish Councillors: Mr. W. Blunden (Chairman)
Mr. M. Allen
Mr. S. Henton
Mrs. V. Upton
Mr. I. Wilson

In attendance: Mr. A. Funnell (Clerk)

444. APOLOGIES FOR ABSENCE.

444.1 Apologies for absence were received from Councillors Durrant, Hersey, Pickett and Snowling, and the reasons were accepted.

445. DECLARATIONS OF INTEREST.

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

Councillor Allen declared a personal interest in items relating to the Denmans Lane Allotments as his wife is a plot holder.

446. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

446.1 There were no members of the public present.

447. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 29 NOVEMBER 2018.

447.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 29 November 2018. These were **AGREED**. The Chairman **SIGNED** the Minutes as being a true record of that meeting.

448. CHAIRMAN'S ANNOUNCEMENTS.

448.1 The Chairman made no announcements:

449. ACTION LIST.

449.1 The action list was **NOTED**.

450. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2018/19.

450.1 The October budget progress report had been circulated. It was **NOTED** that as at 31 December 2018:

- £24,956.46 had been spent from the E&A budget of £46,600.
- From the reserves £8,268.15 out of the budget of £51,931.61 has been spent as follows:
 - £2,854 from the King Edward Hall Clock fund of £3,000.
 - £382.50 from the Denmans Lane Toilets – Maintenance sinking fund of £1,723.75.
 - £3,510 from the Street Lights: LED Upgrade budget of £4,384.86
 - £180.40 from the Emergency Equipment budget of £1,250.

Members were advised that cheque number 106090, to cover the costs of electricity for the Christmas lights (2017-18) had still not been banked by Indigo Leisure. The cheque was dated 23 January 2018 and for the value of £15. The RFO had made efforts to trace the location of the cheque. The manager of the Stand Up Inn believed that it had been presented to their head office in August. Given that LPC has reminded Indigo Leisure Ltd regarding the unpaid cheque and no further request has been received by LPC to raise a replacement cheque, members **AGREED** that the RFO could write off the cheque.

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451. REPORT ON CURRENT MAINTENANCE.

451.1 The Chairman **REPORTED** that the Mid Sussex District Council had repaired the loose pond post and the Pondcroft Road slipway gate.

452. DENMANS LANE ALLOTMENTS.

452.1 The Chairman **REPORTED** that some of the plots had changed ownership.

452.2 The Chairman asked members whether the allotment tenancy rental agreements should be increased for the financial year 2020/21. Members were advised that that current rate was £2.50 per rod. It was **AGREED** that the cost per rod would remain at £2.50.

453 VILLAGE ORDERLY – CLERK’S UPDATE ON WORK UNDERTAKEN

453.1 The Chairman reported the Village Orderly has undertaken the following tasks:

- Deployment of Vehicle Activated Signs in conjunction with the Clerk
- Removal of litter and leaves/mud from footpaths
- Testing and repairing of the snow plough
- Carrying out DIY tasks in the office in conjunction with the Clerk
- Clean parish council owned equipment
- Carry out inspections of parish equipment
- Report to the office broken equipment belonging to Mid Sussex District Council
- Show prospective allotment plot holders around the site
- Report to the office obstructions to the public highways
- Clear overgrown vegetation on the allotment plots
- Clear up the sheds
- Community engagement
- Numerous other miscellaneous tasks

Councillors **NOTED** the positive contribution that the Village Orderly was making to the parish.

454 LINDFIELD IN BLOOM – UPDATE.

454.1 As Councillor Durrant was not present the clerk had obtained a written report from the group:

The main item of note for the Parish Council is that due to the small numbers continuing to be active in the group (9) we are aiming on entering a smaller category of the South & South East in Bloom Awards this year. "In Your Neighbourhood" is aimed towards residents working together to improve a small area such as neighbours looking after communal areas in their road. In our instance we are looking after the borders by the medical centre.

The other reason for this decision is financial. To enter the category which applies to the whole village requires a financial commitment which we don't feel that we are currently able to meet as in order to improve upon our Silver Award we would need to be spending some money on items such as hanging baskets, additional planters (eg for each of the entrances to the village) and associated plant and maintenance (particularly watering) costs.

Lastly, you will note that our gardening activities in the village (centred on the medical centre and Denmans Lane planters) which was trialled in the Autumn will continue throughout the year with the aim of improving the borders from a sustainability, wildlife, horticultural and aesthetic viewpoint, as well as involving as many village residents as we are able to attract. We are alternating these dates between Saturdays and Sundays.

455 LINDFIELD CHRISTMAS FESTIVAL NIGHT.

455.1 The Chairman **NOTED** that the 2018 event went well despite the weather. Members did not think there were any items that needed to be considered at a washup meeting.

455.2 It was **AGREED** that the 2019 date would be Tuesday 3rd December.

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456 REMEMBRANCE BENCH – TO CONSIDER UPDATE.

456.1 The Chairman reminded members that the matter has previously been mentioned under matters arising at the last committee meeting. Lindfield Preservation Society had suggested applying for permission to install a bench on the High Street (or Common) in memory of John Jesson. This proposal had subsequently been amended and it was now proposed that a tree be planted on the Common, instead of the bench. It was **NOTED** that MSDC charge £481 for the installation of a tree. Members **AGREED** in principle to the planting of a tree on the Common. Members **AGREED** to delegate to the Clerk, in conjunction with the Committee Chairman, to consider whether a contribution should be made in regard to the costs.

457 CHRISTMAS LIGHTS – TO CONSIDER CHRISTMAS 2019 LIGHTING.

457.1 Members **NOTED** that a quote had been received from the current lighting contractors, Blachere Illumination, for the 2019/20 Christmas lights. Members **NOTED** that normally three quotes are recommended for orders. It was **AGREED**, in this circumstance to approve, the quote from Blachere as they had proven very reliable in the past.

458. PROPOSED NEW LIGHT COLUMN BY LOGS CAR PARK, LINDFIELD COMMON.

458.1 The Chairman **REPORTED** that a quote has been received from UK Power Networks for providing power to the proposed lighting column. Members **AGREED** to approve the quote of £1,167 plus VAT.

Members were advised that the parish council's lighting contractors were obtaining quotes for lighting columns that matched those already in the area. Members **AGREED** that once this quote was received the Clerk would circulate it by email to committee members for consideration.

459 SPRING CLEAN

459.1 The Chairman **NOTED** that the risk assessment for the 2019 Spring Clean would need to be reviewed. Councillor Upton advised that she would be willing to help the Deputy Clerk with review.

460 RISK MANAGEMENT

460.1 The Chairman **NOTED** that the following risk assessments had been reviewed and would be signed off soon:

- a) Allotments Physical
- b) Allotments Administration

461 CLERK'S REPORT

461.1 The clerk reported the following:

- The three replacement litter bins had been received from Glasdon.
- The second batch of LED upgrades to street lights is commencing.
- The draft heads of terms agreement from MSDC regarding the proposed grit bins and noticeboards on the Common had been received. This now needs to be approved by MSDC's legal team and then signed off by the portfolio member.
- Volunteers for the Winter Management plan were still required.

462 MATTERS ARISING

462.1 There were no matters arising.

The meeting concluded at 20:31 pm