

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 OCTOBER 2019** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Parish Councillors:

Mr. W. Blunden (Chair)

Mr. R. Pickett (Vice Chair)

Mrs. V. Upton

Mr. S. Henton

Mr. R. Plass

Mr. I. Wilson

Mrs. A. Matthews

Mr. J. Stevens

Mr. C. Wood

(*) Denotes absence

In attendance: Mr. A. Funnell (Clerk)

42. APOLOGIES FOR ABSENCE.

42.1 All members were present

43. DECLARATIONS OF INTEREST.

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

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

44. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

44.1 There were no members of public present.

45. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 1 AUGUST 2019.

45.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 1 August 2019. These were **AGREED**. The Chairman **SIGNED** the Minutes as being a true record of that meeting.

46. CHAIRMAN'S ANNOUNCEMENTS.

46.1 The Chairman congratulated Lindfield Arts Festival on its successful 10th year anniversary events. The Clerk would write to the group and convey the Council's congratulations.

47. ACTION LIST.

47.1 The action list was **NOTED**.

48. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2019/20.

48.1 The September figures were not yet available. The figures for August had been previously circulated. It was **NOTED** that as at 31 August 2019:

- £13,412.88 had been spent from the E&A budget of £79,400.00.
- From the reserves £2,263.94 had been spent.

49. 2020/21 BUDGET ARRANGEMENTS

49.1 Members considered a draft budget spreadsheet. Each budget heading was considered by members. The draft budget was **AGREED** at present but would be subject to further alterations. In addition, the Chairman was asked that further details be provided to the Committee on the proposed expenditure for the following items:

- Climate Change
- Joint Projects with MSDC/WSCC

A copy of the draft budget is attached to these minutes (Appendix 1).

50. CLIMATE CHANGE – TO CONSIDER DRAFT POLICY

LINDFIELD PARISH COUNCIL

- 50.1 Members considered a draft climate change report. Various members commented how thorough the report was and that it set realistic goals that Council and inhabitants could achieve. It was **AGREED** that the Committee would recommend to Full Council that the policy be adopted and that a Climate Change working group be created in order to oversee how the Council can meet its objectives. The proposed working group would consist of the following members:

- Linda Grace,
- Cavan Wood,
- John Stevens,
- Ian Wilson.

51 REPORT ON CURRENT MAINTENANCE.

- 51.1 The Chairman **REPORTED** on maintenance relating to the Denmans Lane toilets:

- Male cubicle floor,
- Disabled cubicle door.

52 DENMANS LANE ALLOTMENTS.

It was **NOTED** that:

- Inspections will take place at the end of the month. There are several plots that do not appear to have been worked over the summer and are rather overgrown. Subject to the results of the inspections it maybe necessary (in accordance with the tenancy agreements) to service notice to these plot holders. The Clerk has been unable to make any contact with one plot holder (who has not paid for 2019/20) and therefore will be serving them notice.
- The waiting listing for allotments has risen over the late summer period to 20.
- The allotment fencing work has been completed.
- We have put up a warning sign for bees that have been reported nesting near the entrance to the allotments.
- The Clerk has placed the order for the allotment management software. This has been ordered and installed. The Clerk will be receiving training on how to use the software in the next couple of weeks. Once this has happened, we will migrate the current data into the new package.

53 VILLAGE ORDERLY

- 53.1 Update on work undertaken

Members were advised of the work the Village Orderly had undertaken since the last meeting.

54 LINDFIELD IN BLOOM

- 54.1 An email from Lindfield in Bloom was considered by members. It was **AGREED** that the Clerk would write to Lindfield in Bloom stating they would not be installing recycling bins as one off but rather would look to work with Mid Sussex District Council to see what could be offered as a long term solution.

55 WILDERNESS FIELD

- 55.1 It was **NOTED** that the Council's solicitor, and Clerk were continuing to seek updates from Mid Sussex District Council regarding the proposed transfer. The Clerk would be writing to the MSDC representatives regarding various matters, including this item.

56 CHRISTMAS FESTIVAL NIGHT 2019

- 56.1 The Chairman **REPORTED** that:

- The Deputy Clerk has sent out invites to the potential stall holders and shops. We are hoping that MSDC may attend to promote recycling.
- We have reminded all prospective stall holders and High Street businesses that the sale and consumption of alcohol must only take place if their license allows them to do so.
- The risk assessment will need to be reviewed.
- Various other administrative items relating to the organisation of the event.

57 WINTER MANAGEMENT

- 57.1 It was **NOTED** that:

- The Village Orderly has undertaken the annual grit audit.

LINDFIELD PARISH COUNCIL

- The Clerk and the Chairman had attended a briefing by WSCC Highways on the upcoming changes to this year's gritting programme.
- We are waiting to receive the official winter management document from WSCC. Once this is received, we will use it to formulate our own Winter Management Plan. It may be necessary for the Clerk to submit this to WSCC before it can be ratified by the Council depending on WSCC's deadlines. It was **AGREED** to delegate to the Clerk responsibility to submit the report if the deadline was before the next relevant meeting.
- We will continue to replace grit bins where necessary.
- A heavily damaged grit bin belonging to a third party has been swapped with one of our old bins that is in better condition.
- The Chairman appealed for volunteers who would be willing to assist with clearing the footpaths of snow if required.

58 RISK MANAGEMENT

- 58.1 It was **REPORTED** that the Winter Management and Christmas Festival Risk assessments will need to be reviewed. The Clerk and Deputy Clerk will be contacting the relevant Councillors to assist with the reviews.

59 CLERK'S REPORT

- 60.1 The Clerk reported that the Committee's decision to gift a piece of play equipment to Mid Sussex District Council to be installed in Hickmans Lane playground has been approved by the Council. The Clerk has communicated this decision to Mid Sussex District Council.

60 MATTERS ARISING

- 61.1 There were two items **NOTED** under matters arising:

Lindfield Pond

A member queried whether it would be possible for the Council to take over management of the pond. The member raised various issues relating to its current condition. The Chairman advised that the pond is owned by the Earl of Chichester and managed by Mid Sussex District Council.

Lindfield Common children's playground

A member reported concerns that children were using the Old School wall within the playground as a toilet. The Chairman advised that the playground is managed by Mid Sussex District Council and that the Council is seeking to build public toilets on the Common in order that the community be better served.

The meeting concluded at 21:00 pm

LINDFIELD PARISH COUNCIL

Appendix 1

Proposed 2020/20 E&A Committee budget

Code	ENVIRONMENT AND AMENITIES COMMITTEE	Amount	Comments
1a	Street Lighting - Energy/Maintenance Costs	£ 4,900.00	
1b	Street Lighting - Replacement lightings columns	£ 4,000.00	
1c	Street Lighting - Christmas Lights: High Street	£ 5,000.00	
1d	Street Lighting - Christmas Lights: Village Pond	£ 2,000.00	
2	Maintenance/Gardening (including annual Village Spring Clean)	£ 5,000.00	
3	Allotments	£ 2,500.00	
4	Christmas Festival Night	£ 1,200.00	
5	Mobile Civic Amenity Freighter	£ 2,100.00	
6a	Denmans Lane Toilets - Running Costs (Cleaning and Utilities)	£ 15,000.00	
6b	Denmans Lane Toilets - Repair & Maintenance	£ 3,000.00	
7	Digital Mapping	£ 250.00	
8	Grass Cutting (High Street)	£ 2,000.00	
9	Wilderness Field - Professional Fees and Improvements, and Maintenance	£ 5,000.00	
10	Village Orderly Equipment	£ 3,000.00	
11	Inclusive play equipment	£ 20,000.00	
12	Climate Change projects	£ 10,000.00	
13	Emergency Equipment	£ 1,200.00	
14	Replacement street furniture	£ 4,000.00	
15	Village Archives	£ 200.00	
16	Community Assets	£ 1,000.00	
17	Joint projects	£ 5,000.00	
18	Bus Stops - Electronic Information Boards	TBC	
	Sub total	£ 96,350.00	
	Designated Reserves		
E&A1	Lindfield War Memorial Renovations	-	plus any unspent 2019/20 balance
E&A2	Street Map of Lindfield	£ 2,000.00	plus any unspent 2019/20 balance
	Sub total	£ 2,000.00	