

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 28 NOVEMBER 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)

61. APOLOGIES FOR ABSENCE.

61.1 All members were present

62. DECLARATIONS OF INTEREST.

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

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

63 QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

63.1 There were no members of public present.

64 MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 3 OCTOBER 2019.

64.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 3 October 2019. These were **AGREED**. The Chairman **SIGNED** the Minutes as being a true record of that meeting.

65 CHAIRMAN'S ANNOUNCEMENTS.

65.1 The Chairman **NOTED** how well the new format 2020 edition of the Lindfield Parish Directory and Year Book had been received.

66 ACTION LIST.

66.1 The action list was **NOTED**.

67 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2019/20.

67.1 The figures for October had been previously circulated. It was **NOTED** that as at 31 October 2019:

- £23,506.12 had been spent from the E&A budget of £79,400.00.
- From the reserves £2,263.94 had been spent.

It was **NOTED** that the Parish Council's streetlight contractor had been undercharging by mistake on the annual contract since 2015. An invoice for £770 was expected to be received to cover this shortfall.

The Chairman **REPORTED** that an invoice had been received from Mid Sussex District Council to cover the cost of the new piece of equipment for Hickmans Lane playground.

68 2020/21 BUDGET ARRANGEMENTS

68.1 Members had received a spreadsheet showing the original budget recommended by the Committee and a new proposed budget that had been completed by the Chairman of all the Committees. The new proposal would help to reduce the overall precept request.

68.2 Members **NOTED** the following:

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- The Clerk was recommending that the digital mapping budget be increased by £350 to £600 in order to cover the annual cost of Parish Online. This expenditure would be needed as West Sussex County Council would no longer subsidise the subscriptions of town and parish councils. The council's regional association would be seeking to negotiate a bulk purchase of subscriptions for its members.
- A quote had been received for the proposed replacement / repair of the outer pond bollards. The quote fell within the suggested budget but did not include any traffic management.
- This meeting would be the last scheduled meeting of the Committee before the precept request would require to be submitted.

It was **AGREED** that the committee would recommend to Full Council the budget recommended by the Committee Chairman. This would also include the increase recommended by the Clerk for digital mapping.

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

69 CLIMATE CHANGE

- 69.1 It was reported that the Climate Change Working Group would be meeting soon. Cllr Wood **REPORTED** that the recent climate event held in the King Edward Hall by Fairer World Lindfield had been well attended and that the Parish Council's Climate Change policy was well received.

70 REPORT ON CURRENT MAINTENANCE.

- 70.1 The Chairman **REPORTED** that there was nothing to note that had not already been covered under other agenda items.

71 DENMANS LANE ALLOTMENTS.

71.1 Tree bordering 21 Denmans Lane

Members considered the report regarding the tree bordering 21 Denmans Lane. It was **AGREED** that the Clerk would seek additional quotes before any final decision on whether to undertake the work would be taken. The original indicative quote was considered expensive. It was also recorded that the Council's arboriculturalist did not believe the tree was unhealthy.

71.2 Rents for 2021/22

Members consider the allotment rents for 2021/22. Neither Cllrs Matthews and Blunden voted on this item. After considering rent charged by neighbouring authorities the Committee **AGREED** that the cost per rod be increased from £3.50 to £4.50.

72 VILLAGE ORDERLY

72.1 Update on work undertaken

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

73 LINDFIELD IN BLOOM

- 73.1 The Chairman asked Cllr Stevens for an update. Cllr Stevens advised that he would be attending the group's next meeting.

74 WILDERNESS FIELD

- 74.1 The Chairman **REPORTED** that the S123 notice advertising MSDC intent to dispose of the land to the Parish Council ended on the 8th November. The Clerk had learnt that no public objections had been received. The call-in period for MSDC councillors would end in the first week of December.

75 CHRISTMAS FESTIVAL NIGHT 2019

- 75.1 The Chairman **REPORTED** that the arrangements for organising the event were well under way. The Christmas tree would be installed on Sunday 1st December.

76 WINTER MANAGEMENT

- 76.1 Members considered the draft Winter Management plan. Some concerns were raised the plan may raise public expectations as to what the Parish Council could undertake given its limited resources. It was **AGREED** to pass the plan but to ensure that it was made very clear that the Parish Council's plan was entirely dependent on the number of volunteers.

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77 SPRING CLEAN 2020

- 77.1 It was **NOTED** that an approach had been made from Lindfield Primary Academy PTA regarding boosting local school involvement in the event. The Chairman advised that he would be speaking to a teacher at the school to try and boost engagement for the event. In addition, members **AGREED** with the Clerk's suggestion that the school(s) could be asked to produce a poster advertising the event.

78 RISK MANAGEMENT

- 78.1 It was **REPORTED** that Cllr Upton had signed off the Village Festival Night risk assessment. The Chairman advised that he would be reviewing the Winter Management risk assessment.

79 CLERK'S REPORT

- 79.1 The Clerk **REPORTED** on a proposal to change the operating times of the streetlights on the Lewes Road. This has come as a result of a property owner on Lewes road having their property repeatedly damaged by motorists not slowing down sufficiently in order to turn into Eastern Road.

80 MATTERS ARISING

- 80.1 There were items raised that were covered by the Committee's terms of reference.

The meeting concluded at 21:05 pm

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Appendix 1

Proposed 2020/21 E&A Committee budget

Code	Description	2020/21	Purpose of funds
1a	Street Lighting - Energy/Maintenance Costs	£ 4,900.00	Covers annual maintenance costs and utility charges
1b	Street Lighting - New and Replacement lightings columns	£ 4,000.00	Covers replacement cost of one lighting column as the existing are not insured - 1 column is proposed
1c	Street Lighting - Christmas Lights: High Street	£ 5,000.00	covers the charges for the annual xmas light display
2	Maintenance/Gardening (including annual Village Spring Clean)	£ 2,000.00	Covers the following: Spring Clean, repair and maintenance of all street furniture (bus shelters, bins, benches, gate etc). Includes work on community assets.
3	Allotments	£ 2,500.00	Covers general allotment running costs
4	Christmas Festival Night	£ 1,200.00	Covers the cost of road closure, gifts for children, medical cover, & local radio
5	Mobile Civic Amenity Freighter	£ 2,100.00	Covers six visits to Tollgate Car Park by the freighter
6a	Denmans Lane Toilets - Running Costs (Cleaning and Utilities)	£ 15,000.00	Covers utilities and contracts relating to the management of the toilets
6b	Denmans Lane Toilets - Repair & Maintenance	£ 3,000.00	Covers repair and replacement to the Denmans Lane Toilets
7	Digital Mapping	£ 600.00	Covers cost of mapping subscriptions
8	Grass Cutting (High Street)	£ 2,000.00	Covers the cost of additional grass cuts on Lindfield High Street.
9	Wilderness Field (Fees and Expenses)	£ 1,000.00	Include entry with zero balance as we will be receiving approx £30k on transfer. Any previous unspent 2019/20 balances could be transferred over to this heading. Until we received final contract we do not know what the associated monies from developer/MSDC can be spent on.
10	Village Orderly Equipment	£ 1,000.00	Covers procurement of items for the VO role. Proposed that we buy a battery powered hedge trimmer. Covers daily items such as sacks, brooms, gloves etc
12	NEW - Climate Change projects	£ 2,000.00	Provides Working Group funds to undertake climate change initiatives.
13	Emergency Equipment	£ 1,200.00	Covers cost of grit bins, replacement grit, and other miscellaneous emergency items. As this is unlikely to be fully spent for 2019/20 suggest we reduce the amount requested for 2020/21
14	Street Furniture - Provision of new and replacement equipment	£ 1,000.00	Rename to include purchase of new as well as replacement items
15	Village Archives	£ 200.00	Purchase of boxes for archive
16	Community Assets	£ 1,000.00	Covers maintenance and repairs to community assets
17	Joint projects	£ 3,000.00	The clerk has asked about the potential for LPC to replace/repair the WSCC bollards by the pond. Until WSCC agree there are no other plans for this money.
	Sub total	£ 52,700.00	
	Designated Reserves		
E&A1	Lindfield War Memorial Renovations	£ 4,000.00	Monies retained from 2019/20 budget to ensure war memorial is renovated
	Sub total	£ 4,000.00	
	Total	£ 56,700.00	