

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 11 JUNE 2020** via Microsoft Team.

The meeting commenced at 7.05 p.m.

Parish Councillors:

Mr. W. Blunden (Chair)	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: Cllr M. Hersey
Mr. A. Funnell (Clerk)

100. TO ELECT A CHAIRMAN FOR THE ENVIRONMENT AND AMENITIES COMMITTEE.

100.1 The Chair of Council called for nominations for the office of Chairman of the Environment and Amenities Committee. Cllr Blunden was **PROPOSED** by Cllr Plass and **SECONDED** by Cllr Upton. There being no further nominations, Cllr William Blunden was duly **ELECTED** as Chair of the Environment and Amenities Committee for the Council year 2020/21. Cllr Blunden then took the Chair for the meeting.

101. TO ELECT A VICE CHAIRMAN FOR THE ENVIRONMENT AND AMENITIES COMMITTEE

101.1 The Chairman called for nominations for the office of Vice Chairman of the Environment and Amenities Committee. Cllr Pickett was **PROPOSED** by Cllr Blunden and **SECONDED** by Cllr Henton. There being no further nominations, Cllr Pickett was duly **ELECTED** as Vice Chair of the Environment and Amenities Committee for the Council year 2020/21.

102. APOLOGIES FOR ABSENCE.

102.1 Apologies had been received from Cllr Stevens. The reasons for apologies were accepted.

103. DECLARATIONS OF INTEREST.

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

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

104. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

104.1 There were no questions.

105. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 6 FEBRUARY 2020.

105.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 6 February 2020. These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at a later date.

106. APPOINTMENT OF WORKING GROUPS

106.1 Members were appointed to working groups as follows:

Working Group

Christmas Festival Night
Climate Change
Denmans Lane Allotments
Responsibility for Village Archive Collection
Wilderness Field

Members

Cllrs Blunden, Matthews, Plass, Stevens, Upton, & Wilson.
Cllr Grace, Stevens, Wilson, & Wood.
Cllrs Blunden, Pickett, Plass, & Richard Powell.
Cllrs Blunden, Upton, & Richard Bryant.
Cllrs Blunden, Henton, Pickett, Upton, & Wood.

107. CHAIRMAN'S ANNOUNCEMENTS.

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107.1 There were no announcements

108 ACTION LIST.

108.1 The action list was **NOTED**.

109 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2020/21.

109.1 The figures for April & May were not yet available. The final figures for the financial year 2019/20 were noted:

- £56,673.43 had been spent from the E&A budget of £79,400.00.
- From the reserves £2,876.14 had been spent.

110 CLIMATE CHANGE

110.1 Cllr Wood **REPORTED** the following:

- Kite mark – The Working Group would like to create a kite mark that could be awarded to groups that have made a positive contribution towards protecting the environment. Initially the kite mark would be designed inhouse. Once the schools have returned it is intended that we seek input from local school children in helping create a long-term design via a competition.
- Action plan – the Working Group is populating a list of action
- Bird and bee boxes for the Wilderness Field – The Working Group would like to be given authorisation to purchase bird and bee boxes that could be used to encourage wildlife on the Wilderness Field site.
- Lindfield Life article – The Working Group would like to use funds to pay for an article in the magazine highlighting the groups objectives and schemes that have already been undertaken.

Members asked for a breakdown of costs for the bird and bee boxes to be presented at the next meeting. The Chairman asked that the kite mark competition winning entry would not be mandatory on the council to adopt.

111 REPORT ON CURRENT MAINTENANCE.

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

112 DENMANS LANE TOILETS

112.1 The Chairman **REPORTED** the toilets have been closed due to one of our cleaning contractors redeploying resources to assist cleaning of NHS facilities. We are now working on a plan to consider how we can safely re-open the facilities at the appropriate time. The Clerk is consulting with other local authorities to establish what additional measures they have / or intend putting in place.

113 DENMANS LANE ALLOTMENTS

113.1 General update – The waiting list has increased to approximately 25 people. It was **NOTED** how well the site was being used.

113.2 To consider potential evictions on the grounds of unpaid rents and plot condition.

Members have received a report regarding serving notice on plot holders who have not paid their tenancy fee and/or do seem to be maintaining their plots. Non-payment and failing to maintain a plot are breaches of the tenancy agreement. These breaches allow the council to serve notice on the tenants.

It was **AGREED** that the Clerk can serve notice on any plot holder who has either:

- a) Failed to pay the annual charge within the permitted time of six weeks, or
- b) Failed to maintain their plot in accordance with the tenancy agreement despite previous warnings being issued.

The Clerk will exercise discretion where we are made aware that there are extenuating circumstances

113.3 Purchase of materials for upkeep of site and sheds.

In order to continue the upkeep of the site it was **AGREED** that the Clerk would be authorised to incur expenditure of up to £200, using the debit card, for the a) oil stain for the sheds, & b) new notices for the water tanks.

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114 VILLAGE ORDERLY

114.1 Update – Since the last meeting the Village Orderly has undertaken the following in addition to his normal tasks:

- Installed springs on the gate at allotments to try and minimise the amount of times the gate latch is handled.
- Removal of Epicormic growth removal on trees in the High Street & Compton Road

114.2 Additional Equipment – It was **AGREED** that the debit card could be used to purchase a hedge trimmer with a maximum value of £300.

115 LINDFIELD IN BLOOM

115.1 Cllr Stevens, the Council's representative was not in attendance.

116 WILDERNESS FIELD

116.1 General Update – The Chairman **REPORTED** that since lock down it seems to have been well used. General maintenance on the site has been carried out by the Village Orderly. This has included grass cutting, and installing notices to deter fly tipping and cycling within the site. The Council will also install a warning notice for the sink pond area. If the water level here becomes too deep other options will be considered and referred to committee.

116.2 To consider expenditure relating to site management. Members **AGREED** to authorise the following expenditure:

- Removable Bollards and fittings £750 plus VAT
- Tree Survey £400 plus VAT

In addition, it was **AGREED** to delegate to the Clerk in conjunction with the wilderness Field Working Group to obtain and agree costs with a contractor to undertake a full grass cut of the site.

116.3 To consider proposal to seek public feedback on the use and management of the site. It was **AGREED** that the council would not undertake a survey seeking public feedback on the usage and management of Wilderness Field. Users of the site would be encouraged to submit general feedback to the Parish Office.

117 HICKMANS LANE PLAYGROUND

117.1 Members were advised that the installation of the new piece of play equipment had taken place. However due to Covid-19 though the playground had been closed.

118 CHRISTMAS FESTIVAL NIGHT 2020

118.1 Members **AGREED** that the event would take place on Tuesday 1st December 2020. The Clerk and Deputy Clerk would continue to monitor government guidelines regarding events and Covid-19. Members were mindful that the event may not take place or need to be cancelled.

119 COVID-19 – TO NOTE IMPACT ON CURRENT SERVICES

119.1 The Chairman **REPORTED** that due to Covid-19 we have seen changes to services provide by local authorities, and other third parties.

Lindfield had seen an increase in people using open spaces. Unfortunately, areas such as the Common have suffered from an increase in litter. Unfortunately, several waste / recycling services have been affected, this includes:

- Garden waste collections
- Community freighters
- Food waste trial
- Waste / recycling centres

Some of the above services have been now been reintroduced, although in some cases with restrictions. Members should be mindful of the long term impact that the current crisis may have on the budgets of the District and County Councils.

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Cllr Plass **NOTED** the work of volunteers in collecting waste from the Common and queried the role of the council in supporting such work. The Clerk would give this matter some thought and prepare a report for the next meeting.

120 RISK MANAGEMENT

120.2 Members were reminded that the Wilderness Field risk assessment needs to be reviewed.

121 CLERK'S REPORT

121.1 There were no items to report.

122 MATTERS ARISING

122.1 There were no matters arising.

The meeting concluded at 19:54 pm