

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 15 OCTOBER 2020** via Microsoft Team.

The meeting commenced at 7.00 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:** Mr. A. Funnell (Clerk)

### 145. APOLOGIES FOR ABSENCE.

145.1 Apologies had been received from Cllrs Stevens. The reasons for apologies were accepted.

### 146. DECLARATIONS OF INTEREST.

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

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

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

147.1 There were no questions.

### 148. MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 13 AUGUST 2020.

148.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 13 August 2020. These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at a later date.

### 149. CHAIRMAN'S ANNOUNCEMENTS.

149.1 The Chairman made the following announcements:

- Reverend Michael Davis – The recent passing of the Reverend Michael Davis was **NOTED**. He had served as a parish councillor, and chair of F&GP, from 2003 to 2011.
- Lindfield Cricket Club – The Chairman advised that Lindfield Cricket Club had asked the Council for their views on a proposal to have an additional cricket pitch to the bottom of Lindfield Common. Members were asked to email their views to the Clerk.

### 150. ACTION LIST.

150.1 The action list was **NOTED**.

### 151. ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2020/21.

151.1 The figures as at 30 September 2020 were:

£16,292	had been spent from the open spaces budget of	£50,200
£722	had been spent from the allotments budget of	£2,500
£60	had been spent from the earmarked reserves.	

### 152. BUDGET 2021/22

152.1 The Chairman advised that he had held a meeting with the Clerk regarding the 2021/22 budget requirement for the Committee. Members were provided with a report which detailed; 1) the proposed budget for 2021/22, and 2) possible ideas that could be included on the Committee budget.

Members considered the committee budget and raised no concerns.

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Members then consider the following suggestions, which was positively received:

- Wildflower planting on the Common.
- Inclusive play equipment in the Common & Hickmans Lane playgrounds.
- Water bottle refill station to be installed at the Denmans Lane public toilets.

Members considered whether the Council should purchase a van for the Village Orderly. The report for this item noted that:

- The Village Orderly is currently using his vehicle and submits mileage claims.
- The vehicle is used to move SIDs around the village and to transport equipment to between locations (leaf blower, brush cutter etc).
- A van would provide the Village Orderly with a dedicated work vehicle.
- In a week the Village Orderly is not currently doing more than 16 miles. Allowing for annual leave this would equate to about 752 miles per annum.
- Can the Council justify the costs of a van (purchase, insurance, and ongoing running costs) for very low projected use.
- The Village Orderly work three days per week. The vehicle would therefore only be used three days per week.
- Alternatives would be more cost-effective (renting or additional vehicle allowance for the Village Orderly).

There was split opinion as to whether a van was required. Those in favour believed it made sense for the council to provide the Village Orderly with a work vehicle. Those against did not believe the Council needed or could justify the potential costs of purchase and running a vehicle.

152.2 It was **AGREED** that:

- a) the proposed budget (appendix 1) be recommended to the Finance & General Purposes Committee.
- b) the Clerk would obtain costings for the additional support projects. All members, subject to costs and viability, agreed the proposals were good ideas.
- c) further information would be required before a decision regarding the purchase of a van for the Village Orderly.

### 153 CLIMATE CHANGE

153.1 General Update - Cllr Wood advised that the group meet on 6 October 2020. An article of the bird & bee boxes, and the working group would appear in the November edition of Lindfield Life.

153.2 Approval of Expenditure – The Climate Change Working Group requested £320 to purchase:

- bat boxes,
- bee boxes,
- replacement tree for the Wilderness Field.

The boxes would be installed on the Denmans allotment site

It was **AGREED** to purchase bird & bee boxes, & a replacement tree for the Wilderness Field. The total value would be £320 and the debit card was also authorised as a method of payment.

### 154 REPORT ON CURRENT MAINTENANCE.

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

### 155 DENMANS LANE PUBLIC TOILETS

155.1 The Chairman advised that all the cubicles were now open. Temporary hand sanitiser units had been installed. The replacement hand-washer driers were to be installed soon.

### 156 DENMANS LANE ALLOTMENTS

156.1 General update – Members were advised that the new water tank has now been delivered. The Village Orderly will install the tank. The Village Orderly has carried out maintenance on the entrance gate. An allotment holder has queried whether the trees near her plot could be cut back due to falling branches,

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leaves, and acorns. The Clerk has replied that the Council will only carry out safety-related work and that the next scheduled tree inspection is due to take place in January 2021.

### 156.2 Approval of Expenditure

Members were asked to approve a tree inspection to take place in early 2021. The Council is obliged to carry out a tree inspection every 18 months. The Council's external tree surveyor had provided a quote. It was **AGREED** to approve the quote for the tree inspection.

## 157 VILLAGE ORDERLY

157.1 General Update – Since the last meeting the Village Orderly has undertaken the following in addition to his normal tasks; repair work to bus shelters, & monitoring the contractors carrying out the grass cutting on the Wilderness Field.

157.2 Approval of Expenditure – The committee was asked to approve an expenditure of up to £500 for the purchase of tools and suppliers to enable the Village Orderly to carry out his duties.

It was **AGREED** to authorise the expenditure of up to £500 for the purchase of tools and supplies. The use of the debit card was also authorised as a method of payment.

## 158 LINDFIELD COMMON

158.1 The Chairman advised that Mid Sussex District Council, via Cllr Jonathan Ash-Edwards, had advised that owners and managers consent had been agreed for the following:

- Additional lighting column,
- Two additional grit bins,
- Two noticeboards.

Once the official confirmation, including any conditions, had been received work could progress on these items.

## 159 LINDFIELD IN BLOOM

159.1 Cllr Stevens was not present. No update from Lindfield in Bloom had been received.

## 160 WILDERNESS FIELD

160.1 General Update – The Chairman **NOTED** that the field continues to be well used. A grass cut had been undertaken in September. The contractors had advised that the install of the bollards, fencing and gate should take place soon. A tree survey of the site was due to be carried out mid-October.

## 161 LINDFIELD WAR MEMORIAL

160.1 Members were advised that a revised quote specification had been sent to each of the companies who had previously replied.

## 162 VILLAGE ARCHIVES

162.1 Members were advised that the volunteer archivist had requested a chair and desk for the archive room. Members **AGREED** that up to £200 could be spent on a chair and desk. The use of the debit card for this purchase was authorised.

## 163 RISK MANAGEMENT

163.1 Members were asked to review the risk assessment for the Wilderness Field. Cllr Plass raised a query regarding animals on the land (horses, cattle, sheep etc). The Clerk advised that the entry regarding trespass could be amended to include a provision forbidding animal grazing on the field.

163.2 It was **AGREED**, subject to a provision forbidding animal grazing, that the risk assessment is signed off.

## 164 CLERK'S REPORT

164.1 The Clerk **REPORTED** to members that:

- lighting columns were due to be repainted from April 2021 (subject to weather).
- The festive light install would take place around the 26 November 2020.

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- West Sussex County Council will be conducted an inspection of the lime trees in Compton Road and the High Street in January 2021.

### **165 MATTERS ARISING**

165.1 No matters were arising.

The meeting concluded at 19:45 pm

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### APPENDIX 1

Code	Description	2020/21	Aug-20	Projected	2021/22	Comments
4450	Street Lighting - Energy / maintenance costs	£4,900.00	£1,455.00	£3,229.78	£4,900.00	
4460	Upgrade street lights	£4,000.00	£0.00	£0.00	£4,000.00	
4465	Christmas Lights	£5,000.00	£0.00	£4,955.25	£5,000.00	
4471	Maintenance / Gardening (including Spring Clean)	£2,000.00	£22.00	£22.00	£2,000.00	
4480	Christmas Festival Night & Community Events	£1,200.00	£0.00	£0.00	£2,000.00	
4490	Mobile Civic Amenity Freighter	£2,100.00	£0.00	£0.00	-	Remove as service no longer offered
4500	Digital Mapping	£600.00	£225.00	£225.00	£300.00	
4510	Grass Cutting (High Street)	£2,000.00	£0.00	£1,800.00	£2,000.00	
4520	Wilderness Field (Fees & Expenses)	£1,000.00	£0.00	£0.00		Remove as site is now owned by LPC
4530	Village Orderly Equipment	£1,000.00	£276.00	£276.00	£1,000.00	
4560	Denmans Lane Toilets - Repair	£3,000.00	£55.00	£17,288.00	£5,000.00	Increase - toilets have required significant work since April 2020.
4561	Denmans Lane Toilets - Utilities	£15,000.00	£2,974.00	£13,000.00	£15,000.00	
4650	Climate Change Projects	£2,000.00	£154.00	£454.00	£2,000.00	
4750	Replacement street furniture	£1,000.00	£0.00	£0.00	£1,000.00	
4800	Emergency Equipment	£1,200.00	£0.00	£0.00	£1,000.00	
4850	Community assets	£1,000.00	£0.00	£0.00	£1,000.00	To include new notice maintenance of Horse Gin building
4875	Joint projects	£3,000.00	£0.00	£0.00	£3,000.00	To include repainting of WSCC post rails by Lindfield pond.
4900	Village archives	£200.00	£0.00	£200.00	£200.00	
1600	Allotments	£2,500.00	£433.00	£1,208.00	£2,500.00	
		£52,700.00	£5,594.00	£42,658.03	£51,900.00	

Reserves		2020/21	Aug-20	Projected	2021/22	Comments
DR	Lindfield War Memorial	£4,000.00	£0.00		TBC	Quotes being obtained
4521	Wilderness Field s106	£28,169.93	£60.00	£2,780.00	s106 balance	Should we consider installing a few wooden benches on the field in 2021?