

LINDFIELD PARISH COUNCIL

The Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 8 JUNE 2023** at King Edward Hall.

The meeting commenced at 8.00 p.m.

Parish Councillors:	Mr. W. Blunden (Chairman)	Mr. S. Nisbett (Vice-Chair)	Mr. I. Wilson
	Mrs. I. Burns	Mr. R. Pickett	Mr. C. Wood
	Mrs. A. Matthews	Mrs. V. Upton	Mr. D. Woolley

(*) Denotes absence

In attendance: Mr. A. Funnell (Clerk)
Cllr A-M. Cooke (MSDC)

1 TO ELECT COMMITTEE CHAIR

1.1 Cllr Blunden was nominated for the position of Chairman by Cllr Upton and seconded by Cllr Matthews. There being no other candidates Cllr Blunden was confirmed as Chairman.

2 TO ELECT COMMITTEE VICE-CHAIR

2.1 Cllr Nisbett was nominated for the position of Vice-Chair by Cllr Blunden and seconded by Cllr Upton. There being no other candidates Cllr Nisbett was confirmed as Vice-Chair.

3 APOLOGIES FOR ABSENCE.

3.1 There were no apologies.

4 DECLARATIONS OF INTEREST.

4.1 The following declarations of interest were recorded:

- Cllr Blunden declared a personal interest in item 14, as he is an allotment holder, and item 16, as he is a member of the King Edward Hall Management Committee.
- Cllr Matthews declared a personal interest in item 14 as she is an allotment holder.
- Cllr Pickett declared an interest in item 16 as he is a member of the King Edward Hall Management Committee.

5 QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

5.1 There were no questions.

6 MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 6 APRIL 2023.

6.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 6 April 2023. These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at the end of the meeting.

7 TO APPOINT WORKING GROUPS AND TO AGREE ON THEIR MEMBERSHIP.

7.1 It was **AGREED** to appoint the following working groups and membership:

Denmans Lane Allotments	Cllrs Blunden & Matthews.
Christmas Festival Night	Deputy Parish Clerk, Cllrs Blunden, Matthews, Upton, Wilson, & Wood.
Village Archive	Richard Bryant & Cllr Blunden.
Wilderness Field	Cllrs, Blunden, Matthews, Nisbett, Upton, & Wood.
Climate Change	Cllrs Grace, Nisbett, Wilson, Wood, & Woolley.

8 CHAIRMAN'S ANNOUNCEMENTS.

8.1 The Chairman thanked the members of the Council and staff who had attended the Lindfield Parish Council stand on Village Day. The Clerk would send the Village Day Committee a letter of thanks for organising such a successful event.

9 ACTION LIST.

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9.1 The action list was **NOTED**.

10 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2023/24.

10.1 The figures as at 31st March 2023 were:

Expenditure

£ 48,932 had been spent from the open spaces budget of £55,900.
£ 3,139 had been spent from the allotments budget of £2,500.
£ 2,400 had been spent from the reserves.
£ 1,500 had been spent from the general reserves.

Income

£902 had been received for allotment rental.

11 CLIMATE CHANGE

11.1 Report by Cllr Wood. Cllr Wood advised that the group would not be meeting in April.

11.2 To approve expenditure. There was no expenditure to approve.

12 REPORT ON CURRENT MAINTENANCE.

12.1 Members were advised that several public litter bins have recently been moved by third parties. These had been recovered and reinstalled. One litter bin cover though is still missing and it may be necessary to purchase a replacement part or a new bin.

13 DENMANS LANE PUBLIC TOILETS

13.1 General Update.

In the previous week, a blockage in the service pipe had occurred. Fortunately, this was reported quickly by one of the cleaning operatives and we were able to arrange for a local plumber to attend. The issue was resolved within a couple of hours.

13.2 To approve expenditure – No additional expenditure was currently required.

14 DENMANS LANE ALLOTMENTS

14.1 Management Documents

The Clerk has been working on various allotment documents that will once implemented be shared with all allotment holders. The documents aim to provide potential and existing allotment holders with a clear guide to our procedures regarding the waiting list and inspections. The documents detail:

- Waiting list eligibility
- Inspection policy, including:
 - Purpose of carrying out inspections
 - What is being checked when an inspection takes place
 - Frequency of inspections
 - Issuing of improvement notice(s)
 - Termination of tenancy

It is proposed that these be shared with members of the allotment working group for comments/suggestions.

It was **AGREED** to: A) Instruct the working group to review the documents; and B) Delegate authority to the Clerk, in conjunction with members of the Working Group, to agree on the documents and then implement their use.

14.2 Correspondence from Neighbouring Property

Correspondence had been received from a neighbour proposing to move their fence. The correspondence was **NOTED**. The Clerk would write to the neighbour that the council has no objections to the fence being moved within the property boundary lines providing the fencing is not installed over the water pipes supplying the allotment.

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14.3 Provision of allotments

The Council had received a query from a resident regarding the availability of allotments. At present, the Council has in the region of 40 people on the waiting list. During the Covid Pandemic demand for allotments increased greatly. At present, residents within our boundary cannot apply for an allotment in Lindfield Rural. We have also closed our waiting list to anyone outside of our boundary. It was noted that the provision of allotments would be challenging in terms of land availability and cost.

It was **AGREED** to ask the Allotment Working Group to investigate the issue further.

14.4 Tree Stock

A neighbouring property had raised concerns regarding several ash trees on the perimeter of the allotment site. A local tree surgeon has visited the site and advised:

- All three trees seem to be doing well. They are exhibiting normal leaf cover for the time of year and any signs of dieback have not progressed in any noticeable way.
- Whilst there are small pieces of deadwood in the crowns of all three trees this does not currently pose a significant risk.
- Your next step, if you have to move forward with this, would be to have an official survey of the trees undertaken.
- I would recommend clearing around the base of all the trees and removing low-level ivy from the trunks yourselves to allow the inspection to be carried out.

Cllr Woolley believed that any discussion on the removal of the trees should be for the committee to consider. The Chairman advised that it was not intended to remove the trees but delegated authority was being requested if a safety issue required resolving before the next scheduled meeting.

It was **AGREED** that the Clerk, in conjunction with the Committee Chair and Vice Chair, be delegated authority to obtain and agree on quotes for any works required on the ash trees that are required on the grounds of safety.

15. **BURIAL GROUND PROVISIONS WITHIN LINDFIELD**

- 15.1 A query had been received from a member of the public regarding the availability of burial grounds in Lindfield. It was **NOTED** that the Parish Council does not own or maintain any burial sites, nor is it under any legal duty to do so. The recent discussions at Lindfield Rural Parish Council were **NOTED**.

It was **AGREED** that Cllr Blunden would speak to the Chairman of Lindfield Rural Parish Council regarding the community group proposal.

16. **KING EDWARD HALL VILLAGE CLOCK**

- 16.1 The Chairman and Cllr Pickett provided members with a brief history of the village clock and the ongoing issues. Members were asked to approve payment of an existing invoice relating to the clock and to consider instructing another company to undertake a full inspection of the clock.

It was **AGREED** to approve payment of £85.00 to J.W. Carpenter.

It was **AGREED** to accept the quotation of £650 from Smith of Derby to carry out a full investigation and inspection of the clock.

17 **WILDERNESS FIELD**

- 17.1 General Update – There were no matters of note.

- 17.2 Approval of Expenditure – Our contractor has been asked to provide their quote for the cutting of the field. It was **AGREED** to delegate authority to the Clerk, in conjunction with the Chairman and Vice-Chair of the Committee to decide whether to accept the quote.

18 **VILLAGE CLEAN EVENTS**

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- 18.1 There had been a suggestion that in addition to holding the Autumn Clean, an event could be held over the summer. It was noted though that this was dependent on available resources.
- 18.2 It was **AGREED** that (resources permitting) the Parish Council should seek to organise an additional Village Clean event over the summer.
- 18.3 It was **AGREED** to instruct the Clerk to organise an Autumn Clean event to be held in October and authorise the expenditure of up to £200 for advertising the event.
- 19 LINDFIELD IN BLOOM**
- 19.1 Cllr Wilson volunteered for the liaison role between the Parish Council and Lindfield in Bloom. It was **AGREED** that Cllr Wilson be appointed as the liaison.
- 20 RISK MANAGEMENT**
- 20.1 Three risk assessments would be presented for consideration at the next meeting.
- 21 CLERK'S REPORT**
- 21.1 The Clerk reported that the application to West Sussex County Council to install the festive lighting would be submitted soon.
- 22 MATTERS ARISING**
- 22.1 Members were made aware that a resident has asked for more crocuses to be planted in the village

The meeting concluded at 20:51

DISCLAIMER

The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until they are confirmed as a correct record at the subsequent meeting.