

LINDFIELD PARISH COUNCIL

The Minutes of the meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** held on **THURSDAY 3 AUGUST 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)

23 APOLOGIES FOR ABSENCE.

23.1 Apologies were received from Cllrs Nisbett and Wood. The reasons for absence were accepted.

24 DECLARATIONS OF INTEREST.

24.1 The following declarations of interest were recorded:

- Cllr Blunden declared a personal interest in item 12, as he is an allotment holder, and item 14, as he is a member of the King Edward Hall Management Committee and Lindfield Branch of the Royal British Legion (who originally donated the Village Clock).
- Cllr Matthews declared a personal interest in item 12 as she is an allotment holder.
- Cllr Upton declared a personal interest in item 14 as she is a member Lindfield Branch of the Royal British Legion (who originally donated the Village Clock).
- Cllr Pickett declared an interest in item 14 as he is a member of the King Edward Hall Management Committee.

25 QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

25.1 There were no questions.

26 MINUTES OF THE MEETING OF THE ENVIRONMENT AND AMENITIES COMMITTEE HELD ON 8 JUNE 2023.

26.1 The Chairman called for approval of the Minutes of the Environment and Amenities Committee held on Thursday 8 June 2023. These were **AGREED** as being a true record of that meeting. The Chairman would sign the minutes at the end of the meeting.

27 CHAIRMAN'S ANNOUNCEMENTS.

27.1 The Chairman advised that unfortunately the proposed summer spring clean would not be taking place.

28 ACTION LIST.

28.1 The action list was **NOTED**.

29 ENVIRONMENT AND AMENITIES COMMITTEE BUDGET PROGRESS 2023/24.

29.1 The figures as at 30th June 2023 were:

Expenditure

£ 6,941	had been spent from the open spaces budget of	£54,975.
£ 1,000	had been spent from the allotments budget of	£2,500.
£ 0	had been spent from the reserves.	
£ 85	had been spent from the general reserves.	

Income

£1,111	had been received for allotment rental.
--------	---

30 CLIMATE CHANGE

30.1 Report by Cllr Wood. Cllr Wood was not in attendance but in his absence had provided a brief statement which was read out by the Chair.

LINDFIELD PARISH COUNCIL

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

31 REPORT ON CURRENT MAINTENANCE.

31.1 Members were advised that a replacement litter bin cover had been installed at the entrance to the Glebe on Denmans Lane.

31.2 The volunteers who had been looking after the Denmans Lane planters were unable to continue and so this would now be undertaken by the Village Orderly. Pollinator-friendly plants would be installed at a suitable time. It was also hoped that the plants could be moved back to their original location.

32 DENMANS LANE PUBLIC TOILETS

32.1 General Update.

There was nothing to note.

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

33 TREE STOCK INSPECTIONS

33.1 Members were asked to consider four quotes for the inspection of the Parish Council's tree stock. It was **AGREED** to appoint Nicholas Jones Consultants Ltd to undertake an inspection of the council tree stock on the Wilderness Field and Denmans Lane Allotments

34 DENMANS LANE ALLOTMENTS

34.1 General Update - Members were advised that several plots that were in poor condition have changed hands. Allotment holders have been reminded that the hose pipe ban also applies to the allotment site. The majority of the plots are being sufficiently maintained.

34.2 Approval of Expenditure – It was **AGREED** to authorise £200 for materials needed to repair allotment structures.

35 WILDERNESS FIELD

35.1 Members were advised that the July grass cut (50% of the field) had taken place. The remaining section would be cut in September. The cut included a fire break.

36 KING EDWARD HALL VILLAGE CLOCK

36.1 The inspection of the village clock had taken place and the resulting report was circulated to members. The report stated that:

The clock is a double sided projecting drum approx. 2ft in diameter. The drum appears to be in good condition with no serious corrosion. We have no record of this clock on our database, but the controller found in the billiard room behind the clock is one of our old Auto Restart Units – this leads us to believe that the clock movements are likely also supplied by our company.

We recommend erecting a scaffolding to allow access to the clock so that the movements can be assessed, serviced and motors replaced. However, if we find that the clock equipment is not our own, we may need to measure up for new clock movements and quote for this separately following our visit.

The old controller unit should also be upgraded - either with a new Auto Restart Unit pcb, or with a new Permanent Inverter Charger unit. The major benefit of the Permanent Inverter Charger is that the clock is ran from batteries inside the unit which are charged up by the mains feed, so it will continue to run through any power interruptions and simply recharge the batteries when power is resumed. It also has capacity to feed power to the clock's internal lighting and act as a timer switch.

The lighting is currently powered separately from the clock equipment and is permanently turned on. The existing lighting equipment needs to be inspected before any upgrades/modifications can be made.

36.2 Two quotations were included in the report:

LINDFIELD PARISH COUNCIL

Proposal & Quotation 1 To approach the clock via scaffolding, assess the existing movements (service & replace motors if possible), and upgrade Auto Restart Unit controller pcb. £1,396 plus VAT.

Proposal & Quotation 2 To upgrade the clock controller from Auto Restart Unit to Permanent Inverter Charger. (an additional) £604 plus VAT.

36.3 It was **AGREED** by a majority that both quotes be accepted and the expenditure be met from the general reserve.

37 LINDFIELD IN BLOOM

37.1 Cllr Wilson provided members with an update on the group's activities. The group have approximately £700. The group have been undertaking work in the Tollgate car park. Cllr Wilson would talk to the group leader to establish their long-term plans.

37.2 It was emphasised that any request from the group for funding from the Parish Council should be made via a grant application. The Chair thanked Cllr Wilson for his report.

38 RISK MANAGEMENT

38.1 Members were asked to consider three risk assessments. The Chair thanked the Clerk and Deputy Clerk for their work in preparing the risk assessments. It was **AGREED** to approve the following risk assessments:

- a) Street Furniture
- b) Denmans Lane Public Toilets
- c) Street Lighting

39 CLERK'S REPORT

39.1 The following items were reported:

- a) Village Orderly – Members were advised that the council would need to consider at a future F&GP meeting the provision of a vehicle for the Village Orderly role. The Village Orderly had undertaken the removal of the epicormic growth on the High Street and Compton Road.
- b) Winter Management – The annual grit audit was being undertaken on behalf of West Sussex County Council Highways.

40 MATTERS ARISING

40.1 There were no matters arising.

The meeting concluded at 20:30

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.