

ACTION AND PROJECT PROGRESS LIST

Full Item 6

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
E&A	Various		Lindfield Common	New Village Sign boards at the top of the Common, lighting column, and grit bins	Clerk	asap		Advice being taken on s38 Commons Act application
E&A	290.1	03-Feb-22	Lindfield War Memorial	Consider implications of listing, discuss with All Saints	Clerk	asap		In progress
E&A	309.1	07-Apr-22	LPC pond bench	Repair/renovation of bench	Clerk/VO			In progress

E&A Committee Budget – 31st December 2022

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Data Protection	150	850	700		700	17.6%	
4393 Maintenance/Improvements CTH	532	2,500	1,968		1,968	21.3%	
Finance & General Purposes :- Indirect Expenditure	109,831	164,633	54,802	0	54,802	66.7%	0
Net Income over Expenditure	88,029	24,367	(63,662)				
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	3,279	4,900	1,621		1,621	66.9%	
4460 Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465 Christmas Lights	17,320	10,000	(7,320)		(7,320)	173.2%	
4471 Maintenance/Gardening	403	2,000	1,597		1,597	20.1%	
4480 Christmas Festival Night & Com	1,929	3,000	1,071		1,071	64.3%	
4500 Digital Mapping	375	300	(75)		(75)	125.0%	
4510 Grass Cutting	1,894	2,000	106		106	94.7%	
4521 Wilderness Field S106	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530 Village Orderly Equip/Expenses	1,073	1,000	(73)		(73)	107.3%	
4560 Denmans Lane Toilets Repair	352	5,000	4,648		4,648	7.0%	
4561 Denmans Lane Toilets Utilities	10,010	14,000	3,990		3,990	71.5%	
4650 Climate Change Projects	391	2,000	1,609		1,609	19.5%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	1,000	1,000		1,000	0.0%	
4825 Community Equipment	0	1,500	1,500		1,500	0.0%	
4850 Community Assets	0	1,000	1,000		1,000	0.0%	
4875 Joint Projects	3,000	3,000	0		0	100.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	42,424	55,900	13,476	0	13,476	75.9%	2,400
Net Expenditure	(42,424)	(55,900)	(13,476)				
6000 plus Transfer from EMR	2,400						
Movement to/(from) Gen Reserve	(40,024)						
120 Allotments							
1200 Allotment Income	880	0	(880)			0.0%	
Allotments :- Income	880	0	(880)				0
4600 Allotment Expense	2,492	2,500	8		8	99.7%	
Allotments :- Indirect Expenditure	2,492	2,500	8	0	8	99.7%	0
Net Income over Expenditure	(1,613)	(2,500)	(887)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	21,095.58	2,400	18,695.58

E&A Expenditure from General Reserves

	<u>Actual Year to Date</u>	<u>Current Annual Bud</u>	<u>Variance Annual Total</u>
4876 Lindfield Village Pond	1,500	0	(1,500)

Lindfield Parish Council Climate Change Action Plan (February 2023 Draft)

1. What is Climate Change?

Met Office: Climate change is the long-term shift in average weather patterns across the world. Since the mid-1800s, humans have contributed to the release of carbon dioxide and other greenhouse gases into the air. This causes global temperatures to rise, resulting in long-term changes to the climate.

2. Why have a Climate Change Action Plan?

Demonstrate the Council's commitment to help itself, and the Lindfield community tackle climate change on a local level.

3. What can be done

- 3.1 Council This Parish Council can develop and improve its own performance to reduce environmental impacts through procurement as well as the management of its own assets. Activities include but are not restricted to: energy efficiency and carbon reduction; procurement of materials, improving waste minimisation; conserving and reducing water use in the Council's buildings. The Council can seek to influence key local stakeholders including both Mid Sussex District Council and West Sussex County Council. **The Council will also offer training to staff and Councillors on Climate Change.**

We will work with others at local, regional and national level as appropriate to contribute to minimising climate change.

- 3.2 Community This focuses on the environmental impacts in the village which the Parish Council can reasonably be expected to help address by raising awareness of key sustainability-related issues and working with others in the community.

4. What is the current situation locally?

- 4.1 Local Authorities Briefly summarise tiers of local authority.

- 4.1.1 County Waste & recycling facilities, planning consultee (limited scope), highways, education facilities.
- 4.1.2 District Waste & recycling collection, food waste trial, open spaces, planning authority, sustainability strategy 2018-23.
- 4.1.3 Parish LED lighting, open spaces, planning consultee, climate change policy & working group.

5. Vision and Objectives

5.1 Information sharing:

Vision: For Lindfield Parish Council to work with others in the village and beyond including local groups, businesses, and councils.

1. The Lindfield Parish Council Climate Change Action Plan will be regularly reviewed by the climate change sub-committee and formally presented to E&A Committee.
2. Articles will be published in Lindfield Life to inform residents and local businesses of progress with actions identified in the Climate Change Action Plan.
Articles will be published at regular intervals throughout the year with no fewer than three per year.
3. Information to be provided on the Climate Change section on the LPC website and social media.
There will be ongoing development of the climate action section on the LPC website and social media.
4. LPC will develop links with local councils to find ways of working together to combat climate change.
This will include sharing good practices and developing new ideas.

The Council has taken part in two meetings of the planned local council climate network. **This item will be considered further after the local elections on 4 May 23.**

5.2 **Planning and Housing:**

Vision: LPC will engage with developers to promote developments which reflect the diverse needs of the local community while at the same time being in line with the need for net zero carbon outcomes.

LPC will consider whether to adopt a policy requesting that applicants replace trees that are removed.

5.3 **Procurement:**

Vision: LPC will encourage non-council suppliers of equipment and services to provide services and products that are net zero carbon. **LPC will seek to reduce its climate impact.**

1. **When looking to renew contracts**, recognising the volatility of the energy market, LPC will seek to procure electricity supply from only carbon-neutral suppliers.
2. LPC will seek to improve the climate footprint of its buildings. This will involve improving the energy performance of buildings. LPC has identified installing solar panels on its office building as a future objective and this has been added to the list of future projects.
3. **Investigate the installation of solar panels on LPC buildings (Action Plan 2022-27 – medium-term objective)**

5.4 **Climate and the Environment:**

Vision: LPC will use its responsibility as a trusted voice in the community to be an agent for change in order to encourage the community to make changes that will benefit the climate and the environment.

1. Maintain a management plan for the Wilderness Field.
2. To promote wildlife on the Wilderness Field. Raise community awareness of the Wilderness Field and climate change projects. **Flower & fauna survey of the Wilderness Field (Action Plan 2022-27 – medium-term objective)**
3. Undertake activity in support of the council's climate change policy.
4. To work with residents and local community groups to promote actions aimed at improving the environment. LPC will continue to arrange and meet with interested individuals/groups to discuss how we can work together to improve the environment of the village.
5. Monitoring pollution levels in the village using the volatile organic compounds device. The is device collects data and the data is uploaded onto the a map. **Worldwide volatile organic compounds levels can be viewed online using the following: <https://map.atmotube.com/en/>**
6. Promote sustainable management of the Denmans Lane allotments.
7. Promote sustainable gardening practices. **LPC is a stakeholder in the Greener Lindfield initiative.**

5.5 **Recycling:**

Vision: LPC will work with the community and local authorities to support recycling, re-use and repair.

1. In conjunction with the local Volunteer Waste Prevention Advisor for West Sussex County Council, LPC will work with residents and local businesses to address litter in the village. This will be achieved through the Keep Lindfield Tidy campaign. This has and will continue, via education, to promote taking rubbish home and where possible recycling.

2. Lindfield Repair Café – LPC will continue to promote the work of Lindfield Repair Café in preventing items from being disposed of when they can be repaired.

5.6 **Food:**

Vision: LPC will work with the community and local authorities to support schemes food waste collection schemes.

5.7 **Community engagement – Business:**

Vision: LPC will engage with local businesses to support them to adopt measures which will be environmentally sustainable. This will include working with businesses on the High Street.

1. Climate Change Award Scheme – Promote & recognise good environmental practices of local businesses.

~~2. Promote the use of disposable cups.~~

5.8 **Community engagement – Residents:**

Vision: LPC will engage with residents to support them to make changes in their behaviours towards the goal to become carbon neutral. Promote the carbon impact tool to allow residents to see the community's carbon footprint: <https://impact-tool.org.uk/footprint/footprint?regionId=E04009991&geography=parish&footprintType=consumption&scale=per-household>

The data in the tool has been compiled from over 30 datasets by researchers at the Centre for Sustainable Energy and the University of Exeter's Centre for Energy and the Environment.

5.9 **Work and Leisure:**

Vision: LPC will promote leisure activities for residents and visitors that encourage carbon-neutral activities e.g. walking and cycling.

6 Plan 2022-27

- 6.1 LPC has produced a draft Plan 2022-27. The Plan includes the following aim & supporting objectives:

Environment and sustainability - Recognise the threat of climate change and help the community tackle the environmental emergency at a local level.

Term	Objectives
Ongoing	<p>Continue to promote and achieve the aims and objectives of the council's climate policy.</p> <p>Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online).</p> <p>Share information with the community relating to local and national environment initiatives.</p> <p>Maintain Management Plan for Wilderness Field that promotes wildflower and ecosystem.</p>
Short	<p>Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly clearance.</p>
Medium	<p>Investigate the installation of solar panels on LPC buildings.</p> <p>Work with local schools to assist in designing messaging for environmental campaigns.</p> <p>Flower & fauna survey of the Wilderness Field.</p> <p>Consider free water refill provisions within the village.</p>

Long	Ensure that LPC provides input into long-term MSDC & WSCC Climate Change policy documents.
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7 Budget requirements:

7.1 2020-21

Expenditure: £558.18

Date	Description	£
17/08/2020	5 Bee Homes/4 Apex Nest Boxes	154.09
20/10/2020	Bee Homes & Bat Boxes	204.09
23/10/2020	Lindfield Life Climate Update	100.00
24/12/2020	Lindfield Life Climate Update	100.00

7.2 2021-22

Expenditure £743.29

Date	Description	£
17/05/2021	Climate Change Award Scheme: Window Stickers	21.78
03/09/2021	Wildflower Seeds: Village Day	84.00
05/09/2021	Wildflower Seeds: Village Day	15.72
30/11/2021	RSPB Hedgehog Boxes x 4	183.33
24/12/2021	Room Hire: Meeting 23 Nov 2021	16.05
14/02/2022	Atmotube Pro Portable Air Quality Monitor	290.83
18/03/2022	Room Hire: Meeting 18 Jan 2022	11.10
18/03/2022	Room Hire: Meeting 15 Feb 2022	11.10
18/03/2022	Room Hire: Meeting 22 Mar 2022	11.10
28/03/2022	Wildflower Seeds: Platinum Jubilee Mix	98.28

7.3 2022-23

Expenditure £391 Budget of £2,000.00.

Date	Description	£
01/04/22	Wildflower Seeds – Village Day	98.28
09/05/22	Wildflower Seeds – Village Day	99.45
04/09/22	Room Hire – Greener Lindfield	22.20
11/11/22	2x English Oak Trees for the Wilderness Field	154.07
10/12/12	Room Hire – Greener Lindfield	16.65

To be continuously updated with any expenditure.

7.4 2023-24

7.5 2024 onwards

8 Monitoring:

Ongoing monitoring by the climate change working group, in conjunction with the Parish Clerk. Regular reporting to the Environment and Amenities Committee and Full Council.

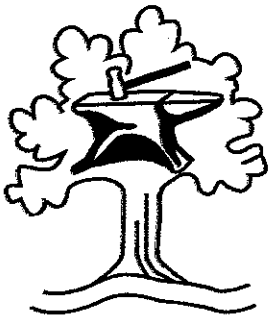
9 Document review date:

This is a live document and is subject to ongoing review and updating. Formally reviewed by council annually.

10 Appendices

Appendix 1 Completed Actions

Appendix 2 Actions for future consideration



R J W Bradshaw Ltd

Quality Wrought Iron Works

*The Forge, Hill House Farm, Buxshalls Hill, Lindfield, West Sussex RH16 2QY
Telephone: 01444 484057. Email: Richard@bradshawblacksmith.co.uk*

8 February 2023

Lindfield Parish Council
The Clock Tower
Lewes Road
Lindfield
West Sussex

Estimate

To remove seat have the cast ends shot blast zinc sprayed then to repaint including the wood.

To refit on site with blocks under the feet.

Labour and materials £580.00

To straighten damaged bus stop pole on site with heat.

To repair one litter bin stand outside Pelham house.

Labour and materials £190.00

Committee Meeting:	Environment and Amenities
Report of:	Parish Clerk
Date:	3 February 2023
Subject:	Coronation of King Charles III

Summary

- 1 Members are asked to consider whether LPC should organise or support any events marking the Coronation of King Charles III

Background

- 2 The coronation of Charles III and his wife Camilla as King and Queen of the United Kingdom and the other Commonwealth realms is scheduled to take place on Saturday, 6 May 2023, at Westminster Abbey
- 3 At present we are proposing to install bunting on the trees in the High Street. Members should be very mindful of our limited resources if members do wish to hold any event.
- 4 For reference – Buckingham Palace has advised that beacons should not be part of the Coronation events.

Options

- 5 There appear to be three options:
 - A) Proceed with the bunting only.
 - B) Proceed with the bunting and seek to organise an event
 - C) Proceed with the bunting and seek to support third-party events (i.e. funding contribution). Members will need to confirm the level of contribution and which budget heading this should come from.

Action

- 6 Members are asked which option they wish to proceed with.

Committee Meeting:	Environment and Amenities
Report of:	Parish Clerk
Date:	3 February 2023
Subject:	Lindfield Village Day

Summary

- 1 Member are asked to consider attendance at a community event

Recommendations

- 2 Members are recommended to agree that the Council should attend village day.
Members are asked to confirm attendance and to agree whether to book a stall or to sponsor the event

Background & Considerations

- 3 The Parish Council has been approached as to whether it wants to attend Lindfield Village Day (Saturday 3rd June). The event is a key date in the village and an important opportunity for members to engage with residents.
- 4 The cost of a standard stall is £30 but an early bird booking price of £25 is on offer for bookings made by the end of March. In addition, there is also an option to sponsor the event:

Premium Sponsor - £500

- 1) A 5x5m pitch in the VIP sponsors area, within the Food & Drink Qtr. You can use the space to put up a large gazebo (provided by you), maybe host a meet & greet for your clients, or simply have a stall in the one place where all the crowds will be sitting during the afternoon.
- 2) Half page advert in Lindfield Life pull-out section.
- 4) PR news items published in the run up to the event.
- 3) Mentions across social media.

Standard Sponsor - £300

- 1) A 5x5m pitch in the VIP sponsors area, within the Food & Drink Qtr, to have your stall in this highly sought-after area. Just a banner (provided by you) on this pitch is another option.
- 2) Mentions across social media.

Financial Implications

- 5 Members will need to confirm which budget heading the cost should be attributed to.

The Chairman of F&GP had indicated that he would be happy for the cost to be met from their Community Engagement budget heading (remaining balance £2,908).

Committee	E&A
Date	9 th February 2023
Item	14

Report:	Operation Watershed – Compton Road / Denmans Lane
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Summary

This report seeks approval to approach WSCC's Operation Watershed to support several residents in Denmans Lane / Compton Road in addressing surface water drainage problems affecting their properties. There is no budget requirement of LPC and other than administering delivery of any agreed contract, guided by WSCC, no longer term liability for the works undertaken.

Background

Operation Watershed is a grant scheme set up and funded by WSCC following flooding experienced during 2012/13 to assist in resolving issues with drainage infrastructure which would not be addressed by the usual capital or maintenance budgets. It has funded over 400 projects to a value of more than £4m, working with nearly 150 groups. Operation Watershed has a further £500,000 via the Active Communities Fund 2022/23 to support community groups interested in delivering capital projects to reduce the risk and impacts of flooding in their area. It is available to community and volunteer groups and town and parish councils within West Sussex who can apply for funding for projects they can deliver for themselves.

The criteria used to assess applications to the fund are:

- how they address recognised flood issues
- if they have strong community support
- that they demonstrate value for money
- how they will realise benefits to your community.

The required demonstrable criteria for applications to be successful include:

- tackling a recognised surface or ground water flood risk
- meeting at least one of the following elements in its technical scope:
 - provide new infrastructure installations or build
 - make material change improvements to existing infrastructure
 - increase the drainage capacity of existing infrastructure
 - the provision of assets for community groups' usage to protect their local area.
- evidence strong community commitment to delivering the project and carrying out future maintenance.

All applications need the support from the local elected county councillor.

As detailed above, application can be made by Community / Residents Groups or the respective Parish Council. The scheme is set up so that the Parish Council does not take on responsibility for any work or drainage that is funded through the scheme (unless it chooses to do so – some councils consider that maintaining drainage ditches etc is a benefit that they wish to undertake for their community).

WSCC guide the process in reviewing the problem, devising a scheme, and considering whether this might fit Operation Watershed's criteria. If so, a formal application is made (by the community group or parish council), with support from the WSCC member. If approved, contractors' quotes are sought and once selected, the applicant is responsible for managing the contract until delivery. Once completed, the individual landowners are responsible for the drainage through their land and WSCC Highways for that which passes under the highway.

Committee	E&A
Date	9 th February 2023
Item	14

Current Position

LPC has been approached by a resident of Denmans Lane whose property is significantly affected by surface water run-off, largely from Hickmans Lane Recreation Ground. This also affects the residents of Compton Road, totalling 9 properties. MSDC refute any responsibility, claiming that the water runs down a historic watercourse, which has been culverted for the last approximately 50 years but may now have become at least partially blocked. WSCC's Area Highways Manager has proposed that Operation Watershed may be able to assist and suggested a scheme to add a new pipe from the edge of Hickmans Lane Recreation Ground leading to a WSCC Highways gully in Denmans Lane (see Appendix One), with a figure of £50k mentioned.

Budget

None for LPC. Staff would be required to support the process, but this is considered to be manageable.

Way Forward

Accordingly, the following options have been considered: -

1. Initiate discussion with the Operation Watershed office at WSCC to seek an initial 'surface' review by their drainage surveyor. This will shape the next steps.
2. Seek more information.
3. Decline to become involved.

Recommended Action

1. At this point, option 1 above appears appropriate. Depending on the outcome of that discussion and review, the next steps would be considered – likely to be either a formal application to Operation Watershed, or options 2 or 3 above.
2. It should be recognised that there are many locations across Lindfield where drainage is an issue, and it is therefore likely that others will seek the council's involvement to address their drainage problems. LPC has no budget or resource to undertake this directly and therefore Operation Watershed is the obvious path to follow. However, its funding is not unlimited, and some will be disappointed by a lack of available funding or that no reasonable scheme can be devised to address the problem that they seek to address. Equally, the Operation Watershed approach requires all landowners through whose property drainage measures would pass to agree to the devised scheme – there is no compulsion or legal recourse to enforce this.
3. The Parsh Office resources are not unlimited, and it is recommended that only one scheme is considered at any point in time. Depending on its outcome, any future approach can be considered accordingly.

David Parsons
Deputy Parish Clerk

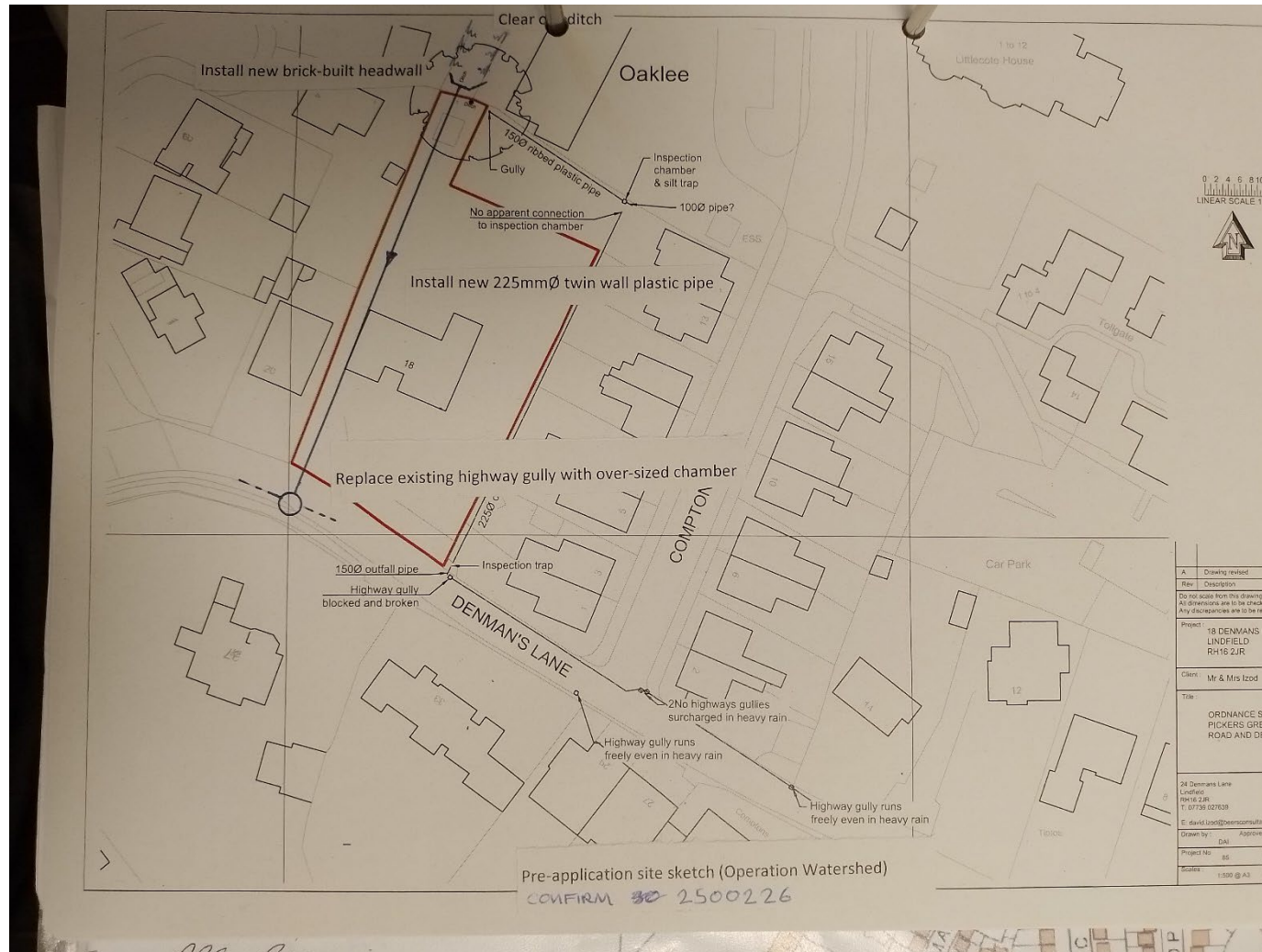
7th February 2023

Note

For those with long memories, LPC declined to support a previous Operation Watershed application relating to Savill Road in 2017/18 in view of complications including multiple land ownership and obtaining permissions, the ability of the proposed destination for excess water to cope with increased volumes, potential individual legal actions, ownership of liability for ongoing maintenance, the capacity for council staff to manage the project, and potential future litigation if LPC made the application.

Appendix One - Proposed drainage solution Denmans Lane / Compton Road

Committee	E&A
Date	9 th February 2023
Item	14



Committee Meeting:	Environment and Amenities
Report of:	Parish Clerk
Date:	8 February 2023
Subject:	Winter Management

Summary

- 1 Member are asked to consider whether to purchase additional grit for winter management.

Background & Considerations

- 2 In December we experienced heavy snow followed by a week of icy pavements. The Parish Council whilst not responsible for the removal of ice supports the community by providing grit bins. During the December winter weather, our grit stocks were heavily reduced. WSCC only provide a refill once a year. As a result of the bad weather though an offer was made by WSCC (on 24th January) that we could go to their depot on the 2nd or 3rd of February to collect 1 tonne of grit:

*As has been previously communicated, we are not able to offer additional delivery of salt during the Winter Service period, due to the resource being fully occupied undertaking gritting and having the required rest time. However, in recognition of the very cold weather we have experienced both pre and post the Christmas period, we are making provisions for partners to collect salt from the nearest depot. **This will be loose salt not in bags and we can provide a maximum of 1 tonne per Parish & Town Council. (Note this can be spread over multiple collection dates/times if necessary)***

Collection will be available at the following locations on the dates shown:-

- Drayton (Chichester) – 30th and 31st January 2023 between 10am and 3pm
- Clapham (Worthing) - 1st February 2023 between 10am and 3pm
- Jobs (Mid Sussex) – 2nd and 3rd February 2023 between 10am and 3pm

Please note that access to salt is only available via a vehicle or trailer that salt can be loaded onto without the occupant having to leave the vehicle. A member of staff will be available to load the vehicle for you to a maximum of 1 tonne per collection. We are not able to offer more than this at the current time, as we need to preserve stock in order to treat the network across the county. Please consider the above and **respond to active.communities@westsussex.gov.uk by 12 noon Friday 27th Jan 2023**

- 3 Unfortunately, we were unable to find a suitable vehicle (to hire) or another local authority to assist us with the collection. Several other parish councils have also had similar difficulties with this offer (transportation and very short timescales)

Members are therefore asked to consider the following:

- a) Does the Parish Council purchase more grit to be delivered by a third party, or
 - b) Does LPC accept the risk of not replenishing our stocks and therefore wait until the late Autumn for the annual WSCC refill?
- 4 For reference, the cost of a third-party grit delivery (20x 25kg bags) would be approximately £200.

Financial Implications

- 5 Members will need to confirm which budget heading the cost should be attributed to.