

Existing Working Groups and membership

Working Groups	Membership	Terms of Reference
Denmans Lane Allotments	Committee Chair & Vice Chair, Plass*	Help review relevant policies. Assist the in the management of the site.
Christmas Festival Night	Committee Chair, Deputy Parish Clerk, Matthews, Plass*, Stevens*, Upton, Wilson, Wood	Assist in the planning and running of the event.
Village Archive	Committee Chair, Richard Bryant (Volunteer)	Assist in any archive queries and the management of records.
Wilderness Field	Committee Chair & Vice Chair, Henton*, Upton, Wood	Help review relevant policies and management of the field.
Climate Change	Grace, Wilson, Wood	<p>The Climate Change Working Group will:</p> <ul style="list-style-type: none"> • Consider how best the Council can meet its Climate Change policy objectives. • Provide the E&A committee and Full Council with regular updates. • Provide updates and advice for the local community. • Obtain quotes for any projects/ideas. • Propose future & ideas that could be included in a business plan / future budgets • Subject to Committee and/or Full Council approval, implement projects/ideas. • Monitor the effectiveness of any implemented projects/ideas. • Liaise with third parties.

*Former members

E&A Committee Budget – 31st March 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Environment & Amenities							
4450 Street Lighting Energy/Mainten	4,476	4,900	424		424	91.3%	
4460 Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465 Christmas Lights	17,540	10,000	(7,540)		(7,540)	175.4%	
4471 Maintenance/Gardening	692	2,000	1,309		1,309	34.6%	
4480 Christmas Festival Night & Com	2,104	3,000	896		896	70.1%	
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	1,232	1,000	(232)		(232)	123.2%	
4560 Denmans Lane Toilets Repair	1,017	5,000	3,983		3,983	20.3%	
4561 Denmans Lane Toilets Utilities	11,355	14,000	2,645		2,645	81.1%	
4650 Climate Change Projects	412	2,000	1,588		1,588	20.6%	
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	<u>46,495</u>	<u>55,900</u>	<u>9,405</u>	<u>0</u>	<u>9,405</u>	<u>83.2%</u>	<u>2,400</u>
Net Expenditure	<u>(46,495)</u>	<u>(55,900)</u>	<u>(9,405)</u>				
6000 plus Transfer from EMR	2,400						
Movement to/(from) Gen Reserve	<u>(44,095)</u>						
120 Allotments							
1200 Allotment Income	880	0	(880)			0.0%	
Allotments :- Income	<u>880</u>	<u>0</u>	<u>(880)</u>				<u>0</u>
4600 Allotment Expense	2,839	2,500	(339)		(339)	113.6%	
Allotments :- Indirect Expenditure	<u>2,839</u>	<u>2,500</u>	<u>(339)</u>	<u>0</u>	<u>(339)</u>	<u>113.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,959)</u>	<u>(2,500)</u>	<u>(541)</u>				

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)

14 DENMANS LANE ALLOTMENTS

1 Existing allotment management,

1.1 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 on 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.

Recommendation

- 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.

1.2 Correspondence from Neighbour

The Council has received the following correspondence from the owners of 25 Denmans Lane:

Dear neighbour,

In August I will be replacing and repositioning the fence on the track side of my property.

The new position will be approximately 4.5 feet further into the track, the exact location will be determined by the outside edge of the concrete path which runs from my garden gate towards Denmans Lane.

The true position of the boundary of my land is 6 feet into the track from the existing fence. However, that boundary is also subject to a right to lay drains, gas, electric and telephone cables. I believe there is an existing drain which runs from a manhole cover close to the hawthorn hedge at the front of my property up to the allotments.

In view of the above I consider it prudent to position the new fence short of the true boundary. I do not want the new fence posts to damage the existing drain, nor do I want a new fence to be a hinderance, if at some point in the future there is a requirement for someone to lay new services along that boundary.

If you have any concerns regarding this work, please do not hesitate to contact me.

Map of the area:



2 Provision of allotments

2.1 Background

The Council has 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. Specifically, the query received relates to whether the Council is looking to provide more plots/allotment sites.

Within Lindfield Parish Council's boundary, there is very little land that could potentially be used as allotments. The Parish Council does not have any funding allocated towards purchasing land that could be turned into allotments.

2.2 Recommendation

Members are therefore asked whether investigations should be made into the feasibility of providing additional allotment plots.

3 Conditions of tree stock

3.1 Background

In mid-May work was carried out to remove deadwood in several trees bordering 21 Denmans Lane.

There are several trees on the border between the allotments and 47 Denmans Lane that are believed to have Ash Dieback disease. The Council has sought advice on the health of the trees. One of the trees recently dropped some branches and so it may be that the tree needs to be removed.

3.2 Recommendation

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

15 BURIAL GROUND PROVISIONS WITHIN LINDFIELD.

1 Background

The Council and our neighbouring local authority, Lindfield Rural Parish Council (LRPC), have both received queries relating to the provision of burials within Lindfield. At present, there is one burial ground in the village, Walstead Burial Ground (WBG). Lindfield Rural Parish Council manages WBG.

Space within WBG is finite and as of April 2023, there were approximately 85 spaces. LRPC state that 'there is approx. 10 years of space for burials - it should be noted that this figure is subject to fluctuation'.

The LRPC report for their April meeting states:

- In principle, LRPC is in favour of a burial ground extension but would need considerable financial help to embark upon the project
- LRPC has a small annual budget and without increasing the precept cost council tax base significantly it would not be possible to commit to a large public works loan.
- LRPC could potentially lead a community-based group to investigate how the money could be raised.
- If land were found and purchased given the size of the project to create a new burial ground it would not be possible to manage it within the current two-person part-time resource, and therefore a part-time project manager would need to be employed for the period of the project.

At their meeting, LRPC agreed:

- That the council (LRPC) continues with the policy not to allow burial plots and ashes spaces to be reserved.
- That it is the policy of the council (LRPC) to extend WBG but only when the funds to create and run the facility are identified and secured.

2 Recommendation

- a) Members note the above
- b) A member be instructed to see/speak to the LRPC Chair regarding the proposal to form a community group

16. KING EDWARD HALL VILLAGE CLOCK. TO APPROVE AN EXISTING INVOICE AND CONSIDER A QUOTATION FOR FURTHER INSPECTION WORK.

1 Background

The King Edward Hall Village Clock is maintained by the Parish Council. A fault with the clock meant that it is not showing the correct time on both faces. The system is difficult to adjust or reset following any loss of power. The controls and supporting boards are in different locations within the hall which is not ideal. The time on the clocks has to be manually adjusted as there is no radio or wifi control.

The existing repairer, from 2017 when some repairs last took place, was asked to come back and inspect the clock. One clock face is now displaying the correct time, however the other is not. The repairer advised that the original equipment installed is now in need of replacement. Parts for the old system are now difficult to source and the design is very outdated. We believe that some of the parts are approximately 20 years old. The existing repairer is retiring and is therefore unable to assist us any further.

We have contacted several contractors to provide quotes for work however only one has been willing to provide a quote (others have not been willing to work with the electrics and at the height required). The quote obtained is from the company that undertook works on the clock in approximately 2005.

2 Recommendations

Members are asked to approve the payment of the invoice from the existing repairer (appendix a).

Members are asked to consider the quote from one contractor that has been willing to quote for a full inspection and investigation of the clock (appendix b).

J.W. Carpenter, C.M.B.H.I
Specialist in the Repair & Restoration of Antique Clocks

Willow Lodge, Fine Acres. Tolhurst Lane, Wallcrouch. Wadhurst. TN5 7JG
[REDACTED]

INVOICE

17th May 2023

FAO Parish Clerk
Lindfield Parish Council
The Clock Tower House
Lindfield Enterprise Park
Lewes Road
Lindfield
West Sussex
RH16 2LH

‘ Visit King Edward Hall site to inspect the Public clock’

£85.00

John Carpenter
[REDACTED]
[REDACTED]

I am not V.A.T registered

From: [REDACTED]
To: [Andrew Funnell](#)
Subject: King Edward Hall - 38956 + SUSSEX + Lindfield + RH16 2HH
Date: 22 May 2023 17:02:04

Good Andrew, I hope you are well.

For us to attend the clock and carry out a full investigation and inspection of the clock, our first visit will cost £650 (plus VAT) for this the complete clock will be inspected. All parts will be assessed and reported on. This is our major assessment of the clock. During this visit we will inspect any bell hammers and all connecting cables if applicable. Any parts that need removing for repair or if any replacement clock is required all details will be taken at this visit

It may be possible for the clock to be left working following this visit, our clockmakers carry a stock with them.

Following our visit, we will let you know our findings and recommendations with a quotation for works that might be required.

I look forward to your further instructions.

Kind regards

[REDACTED]

Customer Service/Training Manager

Please be aware if any special access equipment is required this must be arranged by site and be available on the day of attendance. All access should be made available for our clockmakers, if they cannot gain access following a pre-planned visit you may incur a charge for a return visit

DD: +44 (0) [REDACTED]



[REDACTED]

18. VILLAGE CLEAN EVENTS

1. Background

The Spring Clean took place on the 15th of April and was a successful event. In total 43 people took part.

At the Parish Meeting, there was a suggestion that an additional event be held over the summer. Due to insurance reasons, an officer of the Council is required to oversee the event.

2 Recommendations

- a) Consider whether the Council should seek to organise an additional Village Clean event over the summer.
- b) Instruct the Clerk to organise an Autumn Clean event to be held in October, and agree on the expenditure of up to £200 for advertising the event (Lindfield Life advertisement).

19. Lindfield in Bloom – To consider the report (to follow).

1 Background

The Council has historically appointed a liaison member to Lindfield in Bloom. Before the new Council term, John Stevens was our existing liaison member. The Council, subject to Lindfield in Bloom wishing to continue this arrangement, now requires a member to be appointed as our liaison. The role would involve attending Lindfield in Bloom Committee meetings and reporting to our Committee on the group's activities.

In addition, Lindfield in Bloom made an oral request for the Council to pay £21 for 6 flower plants. The Clerk has advised the group Chair that any request needs to be made formally and it is for the Council to decide. In addition, consent from MSDC would be required as the land where it was proposed to plant the flowers is owned and maintained by them.

2 Recommendation

A member is appointed to become the council's liaison with Lindfield in Bloom