

ACTION AND PROJECT PROGRESS LIST

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 | DATE DONE | NOTES |
|---------------------|------------|--------------|-------------------------|--|---------------|-----------|--|
| E&A | 14.1 | 08-Jun-23 | Allotments | Review and implement management documents | Allotments WG | | In progress |
| E&A | 14.3 | 08-Jun-23 | Allotments | Working group to consider provision of allotments | Allotments WG | | In progress |
| E&A | 15.1 | 08-Jun-23 | Burial Ground provision | Liaise with LRPC regarding community group | Cllr Blunden | | In progress |
| E&A | 33.3 | 03-Aug-23 | Tree Stock Inspections | 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 | Clerk | | NJC We awaiting the inspection reports |
| E&A | 36.3 | 03-Aug-23 | King Edward Hall Clock | It was AGREED by a majority that both quotes be accepted and the expenditure be met from the general reserve. | Clerk | 28-Sep-23 | The work has been completed. |

E&A Committee Budget – 31st August 2023

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>110 Environment & Amenities</u> | | | | | | | |
| 4450 Street Lighting Energy/Mainten | 1,735 | 4,900 | 3,165 | | 3,165 | 35.4% | |
| 4460 Street Lighting Purchase | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4465 Christmas Lights | 4,710 | 18,000 | 13,290 | | 13,290 | 26.2% | |
| 4471 Maintenance/Gardening | (614) | 2,000 | 2,614 | | 2,614 | (30.7%) | |
| 4480 Christmas Festival Night & Com | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4500 Digital Mapping | 390 | 375 | (15) | | (15) | 104.0% | |
| 4510 Grass Cutting | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4521 Wilderness Field S106 | 1,200 | 0 | (1,200) | | (1,200) | 0.0% | 1,200 |
| 4530 Village Orderly Equip/Expenses | 308 | 1,000 | 692 | | 692 | 30.8% | |
| 4560 Denmans Lane Toilets Repair | 90 | 5,000 | 4,910 | | 4,910 | 1.8% | |
| 4561 Denmans Lane Toilets Utilities | 2,159 | 14,000 | 11,841 | | 11,841 | 15.4% | |
| 4650 Climate Change Projects | 31 | 1,500 | 1,469 | | 1,469 | 2.1% | |
| 4750 Replacement Street Furniture | 199 | 1,000 | 801 | | 801 | 19.9% | |
| 4800 Emergency Equipment | 0 | 300 | 300 | | 300 | 0.0% | |
| 4825 Community Equipment | 0 | 300 | 300 | | 300 | 0.0% | |
| 4900 Village Archives | 0 | 100 | 100 | | 100 | 0.0% | |
| Environment & Amenities :- Indirect Expenditure | <u>10,208</u> | <u>54,975</u> | <u>44,767</u> | <u>0</u> | <u>44,767</u> | <u>18.6%</u> | <u>1,200</u> |
| Net Expenditure | <u>(10,208)</u> | <u>(54,975)</u> | <u>(44,767)</u> | | | | |
| 6000 plus Transfer from EMR | 1,200 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(9,008)</u> | | | | | | |
| <u>120 Allotments</u> | | | | | | | |
| 1200 Allotment Income | 1,135 | 0 | (1,135) | | | 0.0% | |
| Allotments :- Income | <u>1,135</u> | <u>0</u> | <u>(1,135)</u> | | | | <u>0</u> |
| 4600 Allotment Expense | 1,026 | 2,500 | 1,474 | | 1,474 | 41.0% | |
| Allotments :- Indirect Expenditure | <u>1,026</u> | <u>2,500</u> | <u>1,474</u> | <u>0</u> | <u>1,474</u> | <u>41.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>109</u> | <u>(2,500)</u> | <u>(2,609)</u> | | | | |

Expenditure from Earmarked Reserves

| | <u>Opening Balance</u> | <u>Expenditure</u> | <u>Closing Balance</u> |
|-----------------------------------|----------------------------|--------------------|----------------------------|
| Wilderness Field S106 Maintenance | 18,695.58 | 1,200.00 | 17,495.58 |

E&A Expenditure from General Reserves

| | <u>Actual Year to Date</u> | <u>Current Annual Bud</u> | <u>Variance Annual Total</u> |
|----------------|--------------------------------|-------------------------------|----------------------------------|
| 4399 KEH Clock | 85 | 0 | (85) |

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| Committee Meeting: | Environment & Amenities |
| Item: | 14 |
| Report of: | Parish Clerk |
| Date: | 29 September 2023 |
| Subject: | Bus Shelters |

Purpose of Report:

1. Members are asked to consider a request from a member of the public to install a bus shelter.

Summary:

2. The Parish Council has been asked to consider installing a bus shelter on Lindfield High Street outside Mark Revill.

Recommendation(s)

Members are recommended to consider whether this is something that the Council wishes to investigate further. If members agree to investigate this further then it will be necessary:

- a) to task a member to talk to the nearby businesses about the suggestion and their thoughts.
- b) For a report including costings to be presented to a future committee meeting.

Background:

3. The Parish Council has received a request from a resident asking that a bus shelter be installed outside Mark Revill:
Further to my email back in June I feel that the village needs a bus shelter. Times have changed and we are being encouraged to take public transport. Why should village residents have to stand under the awnings of Mark Revell and Cottenham's when it's raining? Having looked around there are many designs of shelters so there must be a design that would fit into the environment.
4. Historically this idea was considered by the Council in 2013:
*The Chairman reported that there had been a request for a bus shelter in the High Street and the Committee was asked to consider whether to budget for this, suggesting that a clear sided shelter would have less impact on the street scene and not obscure the businesses behind it. However Members **NOTED** that a bus shelter outside Mark Revill, the most used bus stop, had been considered previously and that there had been strong opposition from the adjacent business owner. As nothing had changed since this was last considered, Members **VOTED 6:1 AGAINST** the proposal to put a bus shelter outside Mark Revill.*
5. At present, this suggestion has not been discussed with the nearby businesses. Members will need to consider both the benefits and practicalities of providing a bus shelter in the proposed location.

6. Location and photo of the proposed area



Financial Implications

7. There is no budget heading for the installation of new bus shelters. If members wish to pursue this then it will need to be funded from the general reserve or budgeted for in a future financial year.

Legal Implications

8. General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.

Acknowledgments

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| Committee Meeting: | Environment & Amenities |
| Item | 15 |
| Report of: | Parish Clerk |
| Date: | 29 September 2023 |
| Subject: | Village Archive |

Purpose of Report:

1. Members are asked to consider the running of the Parish Council archive.

Summary:

2. The Parish Council maintains an archive which is managed by a volunteer. The existing volunteer, Richard Bryant, after over twenty years of service, has stepped down. The council now needs to review the arrangements for the archives and their maintenance.

Recommendation(s)

Members are recommended to:

- A) Agree to publish an article in our next newsletter thanking Richard Bryant for his many years of service
- B) Instruct the Clerk to create a specification for the voluntary role and the archives
- C) Liaise with the Lindfield History Projects Group to see if they have any members who would be interested in the voluntary role.
- D) Advertise the role and appoint a volunteer(s).

Background:

3. Richard Bryant has after many years of service stepped down from his role as the Parish Council's Archivist. During this time Richard has catalogued the archive and answered numerous queries.
4. The Village Archives are stored in a room within Clock Tower House. The volume of material being stored though is too large for the room and this needs to be addressed. At present there is no space to take additional items.
5. The role will require:
 - a) reviewing our existing stock
 - b) maintaining records of our stock
 - c) liaising with other organisations (i.e. West Sussex Records Office) to see if they are interested in any of our stock
 - d) Answering public queries

There may also be scope for the voluntary role(s) to evolve.

Financial Implications

- e) A small budget of £200 is maintained for the archives. A small desk might be required in the archive room along with a computer. If a computer is required an existing machine could be used and a replacement bought for the office out of the IT budget.

Risk Management Implications

- f) The material should be stored in a manner whereby they are not a risk to the building and its users.

Legal Implications

- g) General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.

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| Committee Meeting: | Environment & Amenities |
| Item | 16 |
| Report of: | Parish Clerk |
| Date: | 29 September 2023 |
| Subject: | D-Day 80 |

Purpose of Report:

1. Members are asked to consider whether the Parish Council should organise an event.

Summary:

2. The Parish Council has been contacted by Bruno Peak (Pageant Master) asking if the Parish Council would participate in a national beacon lighting event to mark D-Day 80.

Recommendation(s)

Members are asked to consider the request and confirm whether the Council should take part in the event.

Background:

3. The Council has received the following correspondence from Bruno Peak:

RE: D-DAY 80 - 6TH JUNE 2024

I have pleasure in attaching the current Guide To Taking Part in D-Day 80 - 6th June 2024, being organised throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and on the site of the British Normandy Memorial overlooking Gold Beach, in Normandy, France, one of the five Beaches landed on by UK and Allied Forces on 6th June 1944, in commemoration/celebration of the 80th Anniversary of this important campaign.

The Guide, message from the Prime Minister encouraging local communities to take part, the logo for your use, and the Certificate of Grateful Recognition being sent to those taking part, can also be viewed and downloaded from the D-Day 80 website - www.d-day80beacons.co.uk.

From the email below from Mark Tampion-Lacey, Vice Chairman of the Lindfield Bonfire Society, we are encouraging Town and Parish Councils to partner with the various Bonfire Societies within England, to organise and light a Beacon at 9pm on 6th June next year, using this opportunity to pay 'tribute' to the 150,000 plus that landed on the Beaches, as well as those many, many thousands that paid the ultimate price, and did not return home to loved ones.

With this in mind, we would be delighted if you would agree to partner with your Bonfire Society and light a Beacon at 9.15pm that night, especially as many members of your community will have past members of their families either involved in D-Day, or WWII as a whole.

Considerations

4. The following points should be considered:

- The Parish Council has a beacon that could be used for the event. We would though need to purchase gas for the beacon.
- The most suitable position for the event would be Lindfield Common.
- LPC marked 100 years since the end of WW1 in 2018 by lighting a beacon. We did not though mark VJ-Day 75 (August 2020). The Parish Council marked the Queen's Platinum Jubilee by organising a beacon lighting event.
- Anticipated public participation in the event.
- Resources.
- The Council would solely be in charge of organising and managing the event.

Risk Management Implications

5. The gas beacon will need to be operated by a suitably qualified individual(s). In addition, medical cover for the event needs to be considered. To satisfy the requirements of our insurance we will need to be in overall charge of the event. Our insurance cover cannot be used by a third party.

Legal Implications

6. General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 17th May 2023.