

# 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	16.1	08-Jun-23	King Edward Hall Clock	Smith of Derby to carry out a full investigation and inspection of the clock.	Clerk / Cllr Pickett		Inspection took place on 27 July.
E&A	18.2	08-Jun-23	Village Clean events	resources permitting) the Parish Council should seek to organise an additional Village Clean event over the summer.	Clerk		Currently postponed
E&A	18.3	08-Jun-23	Village Clean events	Organise an Autumn Clean event to be held in October and authorise the expenditure of up to £200 for advertising the event.	Clerk		In progress

## E&A Committee Budget – 30<sup>th</sup> June 2023

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Environment &amp; Amenities</b>							
4450 Street Lighting Energy/Mainten	1,336	4,900	3,564		3,564	27.3%	
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	(698)	2,000	2,698		2,698	(34.9%)	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	150	375	225		225	40.0%	
4510 Grass Cutting	0	2,000	2,000		2,000	0.0%	
4530 Village Orderly Equip/Expenses	208	1,000	792		792	20.8%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	1,115	14,000	12,885		12,885	8.0%	
4650 Climate Change Projects	31	1,500	1,469		1,469	2.1%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
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	6,941	54,975	48,034	0	48,034	12.6%	0
<b>Net Expenditure</b>	<b>(6,941)</b>	<b>(54,975)</b>	<b>(48,034)</b>				
<b>120 Allotments</b>							
1200 Allotment Income	1,111	0	(1,111)			0.0%	
Allotments :- Income	1,111	0	(1,111)				0
4600 Allotment Expense	1,000	2,500	1,500		1,500	40.0%	
Allotments :- Indirect Expenditure	1,000	2,500	1,500	0	1,500	40.0%	0
<b>Net Income over Expenditure</b>	<b>110</b>	<b>(2,500)</b>	<b>(2,610)</b>				

### Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	18,695.58	0.00	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>
4399 KEH Clock	85	0	(85)

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Date:	28 July 2023
Subject:	Tree stock inspections

**Purpose of Report:**

1. Members are asked to appoint a company to undertake an inspection of our tree stock.

**Summary:**

2. The Parish Council has a responsibility to ensure that its tree stock is suitably maintained. Quotes for inspection of our tree stock have been obtained. Members are now asked to consider the quotes and chose a company to undertake the required work.

**Recommendation(s)**

**Members are recommended to:**

- a) Consider and agree on a quotation.
- b) Instruct the Clerk, to arrange with the chosen contractor surveys of our tree stock.

**Background:**

The Parish Council has tree stock in two locations: 1) Denmans Lane Allotments, & 2) The Wilderness Field. To protect the public, and the Parish Council against successful liability claim, the Parish Council needs to demonstrate they have carried out inspections and acted on the findings depending on risk.

The Council has contacted various tree inspection firms and requested quotes. For each tree/tree grouping, we have asked for the following information to be included in the report:

- Tree location on a scaled map
- Tree reference code/number
- Species
- Condition and health
- Details of any recommended work
- The urgency of recommended work

**Financial Implications**

3. The cost of the inspections will be met from the Allotment and Wilderness Field budget headings.

**Policy Context**

4. The Council has the following policy documents which detail how it manages it's tree stock:
  - Wilderness Field Management Plant
  - Tree policy

**Risk Management Implications**

As a tree owner we have direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately.

**Legal Implications**

5. 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 17<sup>th</sup> May 2023.

The Council has discretionary power to provide and maintain trees on open spaces and amenity land under the Open Space Act 1906.

## **Appendices**

Quotes received and supporting documents

### Quote 1

We can complete the condition and safety survey for £760.00 ex VAT.

---

### Quote 2

Thank you for your email. I have pleasure in providing my fee quotation for the tree inspections at Wilderness Field and Denmans Lane Allotments:

My fees will include the collection of data as specified in your email and the provision of a written report for each site.

Wilderness Field	£440.00 plus v.a.t
------------------	--------------------

Denmans Lane Allotments	£440.00 plus v.a.t.
-------------------------	---------------------

My terms are 28 days from the date of invoice.

I trust that these quotations are acceptable and look forward to hearing from you in due course.

---

### Quote 3

Attend the site and undertake an assessment of all trees located within the curtilage of the site.

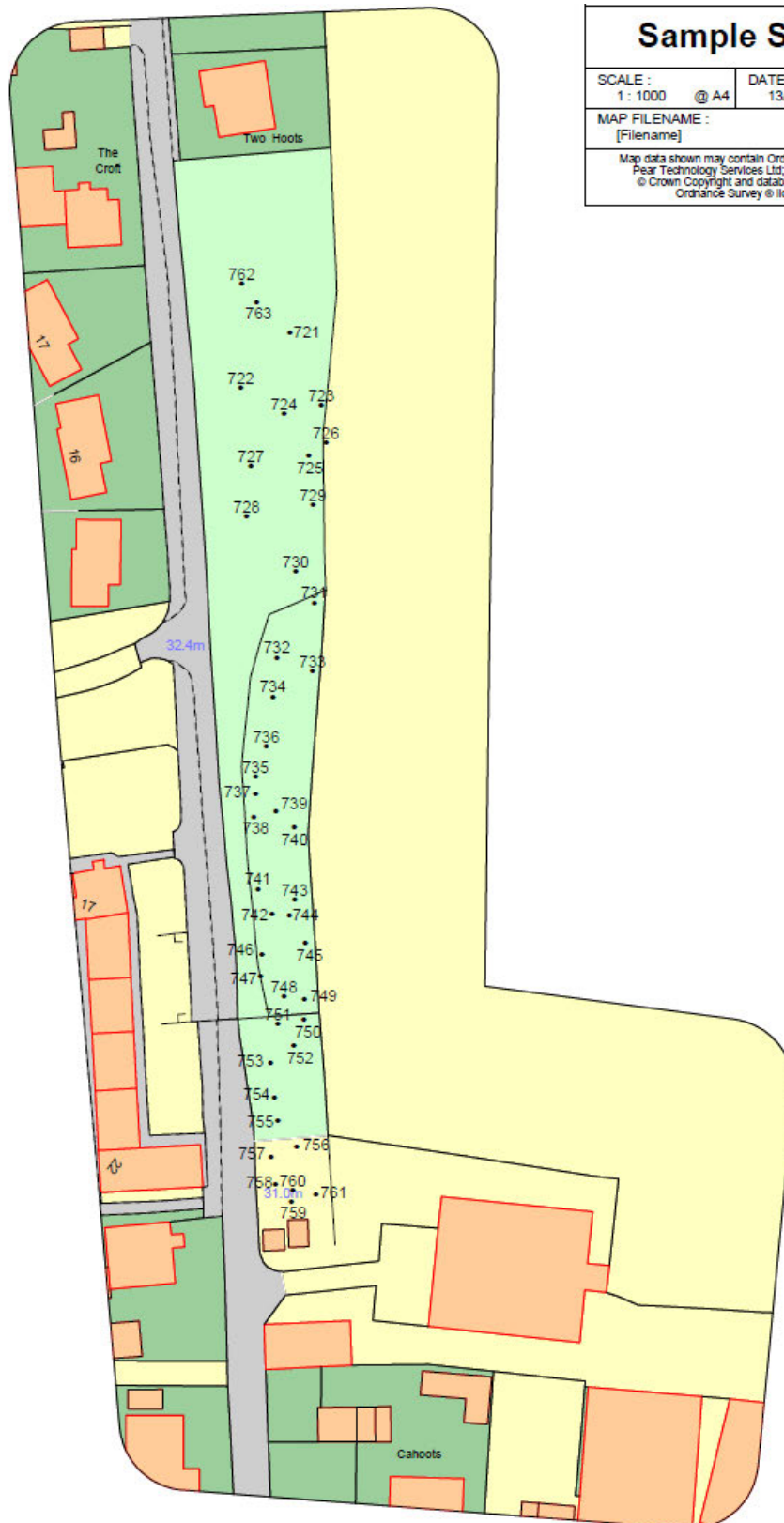
All individual trees within the survey area will be assessed and adopting a negative reporting approach only those trees requiring remedial action will be tagged with unique reference numbers and their locations plotted onto a plan of the site.

Where practicable trees present in large numbers maybe grouped for ease of reference.

All trees assessed will be subject to a hazard risk assessment using the visual tree assessment methodology expounded by Mattheck and Breloer. Details of any remedial works required to abate risk or nuisance will be specified and prioritised along with recommended timescales for implementation.

Denmans Lane Allotments	£400 plus VAT
-------------------------	---------------

Wilderness Field	£450 plus VAT
------------------	---------------



## Sample Survey Plan

SCALE : 1 : 1000 @ A4

DATE : 13/01/2017

MAP FILENAME : [Filename]



Map data shown may contain Ordnance Survey © products supplied by  
Pear Technology Services Ltd, Email: info@pearfintechology.co.uk  
© Crown Copyright and database rights from data shown above  
Ordnance Survey © licence number 100023148

## Sample Tree Survey Schedule

General Tree Assessment (Detailed)												
Tree ID: 258		Common Oak <i>Quercus robur</i>				Tag: TPO:				Assessor: [REDACTED] Date: 10-Jan-17		
						Tree Comment: Survey Comment: Fair specimen						
Details		Height 25 m	Spread 12 m	Stems 1	Ø 800 mm	Maturity Mature	Bat No	Con Area	Prev Insp N/A	Next Due 10-Jan-19	QTRA Score N/A	Condition Fair
Observations		Root				Stem		Branch		Leaf/Bud		
		Soil compaction				No visual defect		Major dead wood		Normal		
Work		Category				Action				Priority 1 year		Done No
		Remove				Major dead wood						
Tree ID: 259		Sweet Chestnut <i>Castanea sativa</i>				Tag: TPO:				Assessor: [REDACTED] Date: 10-Jan-17		
						Tree Comment: Survey Comment: Fair specimen						
Details		Height 20 m	Spread 12 m	Stems 2	Ø 500 mm	Maturity Mature	Bat No	Con Area	Prev Insp N/A	Next Due 10-Jan-19	QTRA Score N/A	Condition Fair
Observations		Root				Stem		Branch		Leaf/Bud		
		Soil compaction				No visual defect		Damage / wounding Major dead wood		Normal		
Work		Category				Action				Priority 1 year		Done No
		Remove				Major dead wood						
Tree ID: 260		Monterey Cypress <i>Cupressus macrocarpa</i>				Tag: TPO:				Assessor: [REDACTED] Date: 10-Jan-17		
						Tree Comment: Survey Comment: Fair specimen						
Details		Height 20 m	Spread 6 m	Stems 1	Ø 550 mm	Maturity Mature	Bat No	Con Area	Prev Insp N/A	Next Due 10-Jan-19	QTRA Score N/A	Condition Fair
Observations		Root				Stem		Branch		Leaf/Bud		
		No visual defects				No visual defect		Damage / wounding Minor dead wood		Normal		
Work		Category				Action				Priority 3 Years		Done No
		Remove				Minor dead wood						

Page 95

General Assessment

TreeMinder

13/01/2017

### Quote 4

From review of the provided information, please find set out below our fee proposal for a condition survey of the trees found growing on the northern boundary of the above site. The survey will record the species and general condition and specify any management recommendations where appropriate. The trees will be numbered and referenced on a tree location plan. This work will be undertaken by an appropriately experienced arboricultural consultant.

In order to carry out the above, access will be required to the approved site layout with the tree locations shown in AutoCAD (.dwg) format.

Fees – Our cost for the arboricultural assessment and associated reporting is as follows. These rates are exclusive of VAT (charged at the prevailing rate) but inclusive of expenses:

Denmans Lane Allotments	Tree Condition Survey	£ 470.00
	Tree Location Plan	£ 285.00
	Report	£ 210.00
	Total	£ 965.00

Wilderness Field	Tree Condition Survey	£ 470.00
	Tree Location Plan	£ 285.00
	Report	£ 210.00
	Total	£ 965.00

Please note that the final report(s) will be submitted electronically, with a single paper copy available upon request



**2023 Draft Denmans Lane Toilet Risk Assessment**

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2023 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
<b>DELAPIDATIONS TO STRUCTURE OF BUILDING</b>	Users Contractors Public Insurance	- Building failure leading to injury / fatality - Partial failure of structure leading to injury / fatality	High	Low	+ Survey carried out in 2005 + Complete refurbishment completed in 2009 + Visual inspections + Repairs carried out as required - No schedule for re-Survey or trigger events	Low	Accepted. Consider agreeing timetable / events requiring survey / refurbishment	
<b>LEGIONELLA AND OTHER WATER RELATED RISKS</b>	Users Contractors Insurance	- Illness or potential fatality amongst high risk groups	High	Low	+ No stored water – all direct feed from mains	Low		
<b>EQUIPMENT FAILURE</b>	Users Contractors Council unable to provide service	- Facilities unusable - Injury from broken units	Medium	Low	+ Contract in place with Healthmatic for maintenance of installation – 4 service visits a year + call outs + Regular cleaning contractors report damage or equipment not working. + Periodic inspections by Council representatives - Vandalisation unreported for a period	Low	Accepted. Reasonable mitigants in place and limited issues to date	
<b>WORKING FROM HEIGHT</b>	Users Contractors Public Insurance	- Falls and injury from falling tools, equipment or personnel F12	High	Low	+ Maintenance is mainly accessible from the ground + No public access to the service area. + More major external maintenance to be carried out by approved contractors adhering to Health and Safety guidance	Low	Accepted	
<b>SHARPS</b>	Users Contractors Public Insurance	- Serious health risks from used needles - Use exceeding capacity of containers, overflowing containers	High	Medium	+ Cleaning carried out three times a day. Cleaners to remove needles etc left in cubicles. '+ Sharps disposal is through a chute inside the cubicle into a steel container in the service area. Cleaners (Monitor) transfer to+F14 plastic sharps disposal boxes for removal, observing the safe practices required by their managers. + More frequent emptying as required + Periodic inspections by Council representatives	Medium	Accepted. Good protocols in place and no issues to date.H19	
<b>DISABLED FACILITIES</b>	Users of disabled cubicle	- Falls, slips - Becoming trapped (leading to potential heat / cold health risks)	Medium	Medium	+ Disabled cubicle was designed and installed to comply with regulations. '+ Equipped with hand rails and alarms '+ Floor surface non-slip. '+ Alarm checked on routine inspections by Healthmatic and remedial work undertaken. '+ Cleaning carried out three times a day	Medium	Accepted. Combination of design and multiple daily cleaning visits should provide good controls	
<b>MISUSE OF FACILITIES / CONGREGATION OF YOUTHS</b>	Users Contractors Public Insurance	- Criminal damage - Antisocial behaviour - Vandalism - Intimidation	Low	Low	+ Cubicles are directly accessed from outside + no communal area inside. + Limited number of people could gather inside the cubicles + The disabled cubicle is accessed only with a Radar key + Facilities are locked at 6pm in winter and 9 pm in summer. + Good neighbourhood reporting	Low	Accepted Controls seem to be working well, occasional issues have not resulted in meaningful problems	

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2023 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
<b>FAILURE OF CLOSURE AND LOCKING FACILITIES</b>	Public Contractors Cleaning operatives	- Being trapped inside locked toilets (hypothermia, panic, illness, undetected drug overdose) - Remaining unlocked and prone to vandalism etc	High	Low	+ Disabled cubicle is equipped with an alarm. + The doors are on automatic timers but can still be opened from inside. + The closure and locking mechanisms and timers are checked by Healthmatic+F10 during service visits and remedial action taken. + In the event of a fault the cubicles can be locked with a key until repaired (key held by Parish Office and Cleaners)	Low	Accepted Controls seem to be working well, no issues to date	
<b>WET FLOOR</b>	Public Cleaning operatives Contractors	- Slips and falls - Electrical conductivity	Medium	Low	+ Floor surface is textured and designed to be non-slip when wet.	Low	Accepted No issues to date	
<b>POOR CLEANING</b>	Public Contractors	- Possibly infection and disease	High	Low	+ Specialist cleaning contractors used (same contractors as MSDC and on same terms) + Cleaners attend three times a day + Random monitoring by PC + Issues reported to supervisor.	Low	Accepted No issues to date	
<b>WASTE</b>	Public	- Accumulation of nappies, general waste etc - Health hazard	Medium	Low	+ Chute in wall for normal waste and sharps + Large nappy bin and ladycare disposal provided by separate contractor and emptied weekly + Cleaners attend three times a day and clear rubbish from cubicles.	Low	Accepted No issues to date	
<b>CLEANING CHEMICALS</b>	Public Cleaning operatives	- Burns from contact with strong or undiluted chemicals - Inhalation of fumes	Medium	Low	+ Specialist cleaning contractors used.	Low		
<b>INFECTION AND DISEASE</b>	Public Contractors Cleaning operatives	- Contamination through contact with germs / bacteria - Inhalation of bacteria	High	Low	+ Cleaners from specialist contractors attend three times a day.	Low		
<b>ELECTRIC BURNS AND SHOCKS</b>	Public Contractors Cleaning operatives	- Electrocutation	High	Low	+ Limited access to electricity from within cubicles. + Installation checked quarterly by Healthmatic and remedial work carried out. + Independent inspection by qualified electrician arranged every 5 years.	Low	Accepted Good protocols in place	
<b>DRUG, ALCOHOL, SOLVENT USE</b>	Public Contractors Cleaning operatives	- Attacks on staff - Overdose (unconsciousness, death of user)	High	Medium	+ Vigilance of cleaning operatives + Reporting to police + Good neighbourhood reporting + Temporarily close facility to break cycle if appropriate	Medium	Accepted No meaningful issues to date, suspicion of low level substance abuse occasionally	

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2023 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
BROKEN BOTTLES	Public Contractors Cleaning operatives	- Accidental cuts, infection	Medium	Medium	+ Specialist cleaning contractors used + Good neighbourhood reporting	Medium		
CRIMINAL DAMAGE / VANDALISM / ROUGH SLEEPERS	Property Contractors Cleaning Operatives Public	- Arson - Flood - Damage / Removal of fittings - Increased risk of fire in cold weather and increase in dangerous materials incl bottles, drug taking paraphernalia - Attacks on staff - Overdose (unconsciousness, death of user)	Medium	Low	+ Designed to limit opportunities for damage (single cubicles with direct access from outside, no communal area inside) '+ Locked at night and checked before locking. + Daily cleaner visits for prompt identification + Good neighbourhood reporting + Damage to be repaired asap – closure in meantime if unsafe or not functioning + Temporarily close facility to break cycle if appropriate + Toilet paper enclosed in metal box on service area side of cubicle wall and dispensed through small hole in unit. + Plumbing concealed / Vandal resistant fittings + Electrical equipment serviced quarterly by Healthmatic + Police to be notified of incidents. - Removal of Rough Sleepers may be protracted and need the involvement of other services	Low	Accepted No meaningful issues to date	

**Street Furniture Risk Assessment**  
includes Bus Shelters, Litter Bins, Seats, Village Signs

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments
							Risk Assessment 'High' cannot be accepted
Location / Design	Street Furniture Budget Users	- underused or inappropriate facility - exposed to traffic or other damage - Bins inadequate capacity / regularly overflowing - impact / obstructing sight lines for road users / junctions - Inappropriate design for location / village	Low	Low	+ Demand led approach + Risk Assessment undertaken by LPC / MSDC / WSCC of proposed site locations + Village Orderly reviews Council's assets and reports accordingly, Asset register maintained by Parish Clerk + active village residents providing feedback - reliant on MSDC/Provider for service - minimal issues to date	Low	No material issues identified
Approval	Council Road Safety	- Contravines Highways or Local Authorities requirements - Potential liability for Council / Insurance breach	Medium	Low	+ Highways / District Council approval sought and obtained + advised to Council's insurers as required - Administrative oversight	Low	Effective process in place and no issues to date
Budget Provision	Council Planning Public	- inadequate funds for repairs, replacement and maintenance	Low	Low	+ Budget planning process designed to address provision requirements + adequate general reserves to support unforeseen issues + bin emptying managed by MSDC - unexpected damage or maintenance need	Low	Budgeting process has run appropriately to date
Insurance Cover	Council Public	- Public Liability issues - Theft	Medium	Low	+ Public Liability Insurance Held for £10m + Street Furniture concreted or otherwise suitably fixed in place - No damage or theft insurance in place recognising prohibitive premiums and Council decision to self insure - Insurance cover not reviewed	Low	No material issues identified
Inadequate Maintenance / Cleaning	Council Public	- Asset deteriorates - Unsightly / unusable - Structure becomes dangerous	Low	Low	+ purpose designed furniture used + appropriate servicing regime in place for bins + LPC employs an Orderly who can be tasked as needed + street cleaning and reporting systems in place + active residents reporting issues + annual village spring clean - overflowing bins or detritus around street furniture quickly become a potential issue - other than bins, cleaning for assets is on an in case of need basis	Low	Issues addressed if identified, no ongoing / recurring issues
Hygiene / Infection Issues Failure to empty bins	Council Public	- Unpleasant - Potential infection / disease - Sharps / drugs paraphernalia / broken glass	High	Low	+ appropriate servicing regime in place (MSDC) + street cleaning and reporting systems in place - Village Orderly used to support on an in case of need basis - staffing issues at MSDC / their supplier can impact servicing	Medium	Issues addressed if identified, no ongoing / recurring issues
Vandalism / Theft / Damage	Council Public	- Loss of asset / cost - Potential impact on public - Overflowing bins	Medium	Low	+ located after site surveys and concreted in place + purpose built units resistant to damage + regular inspections by village orderly - absent a concerted sequence of damage it is unlikely that the police will assist in vandalism type issues - limited appetite for legal action even if offenders identified	Low	No issues identified to date
Committee Approval	E&A				Clerk / Deputy Clerk Signature	tbo	
Date / Item	tba				Date	tbo	

### 2023 Draft Street Lighting Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Suppliers	Council Public	- Performance levels not met (documented) - Supplier failure - Uncompetitive contracts	Low	Medium	+ Ensure that all contracts are signed + Monitor performance to ensure that contract / SLA conditions / obligations are met + contractor insurance documentation obtained + Review conditions and costs annually / at renewal if longer + Annual visual inspection of street lights and periodic inspection by village orderly / following public reports + Alternative suppliers should be available + Lights should not fail immediately following supplier failure - new suppliers may be difficult to identify / locate - ability to exit contract mid-term may be difficult depending on SLA terms	Low	Experience to date has been good and substitute suppliers understood to be readily available	
Lighting Columns fit for purpose	Council Public	- Unreported damage - Deterioration (age / installation issues)	Medium	Low	+ Annual visual inspection of street lights and periodic inspection by village orderly / following up on public reports + Policy to update / replace as required or recommended following inspections / supplier feedback + Village orderly / villagers active in providing feedback on problems + Council holds £15m Public Liability Insurance - unidentified problems (unseen corrosion / weakness following impacts) - insufficient funds to address emerging issues (effective budget/reserve setting should address) - some lighting columns are quite dated (back to 1960s) and whilst considered structurally sound parts are not available and consequently more replacements are likely to be required	Low	Robust inspection regime and replacement policy in place	
Environment	Council Public	- light pollution - inefficient energy use	Low	Low	+ All lights being converted to LEDs with more focussed / downward beam + LEDs more energy efficient + where possible lights dimmed / switched off between midnight and 6am + investigate solar power as technology improves - notwithstanding improvements, light pollution remains inevitable	Low	Current technology employed to reduce energy usage and light pollution	
Fly posting / Vandalism	Council Public Equipment	- Unsightly - Damage to equipment - Inappropriate / illegal activities promoted	Low	Low	+ zero tolerance approach to fly posting + vandalism has not been a material issue to date + village orderly / residents likely to report allowing prompt removal to occur + active relationship with police - impossible to mitigate against 'flash' posters	Low	Likely to be an inconvenience rather than actual damage. Limited issues to date	
Failure to provide Lighting	Council Public	- injury - claims	Low	Low	+ provision of street lighting is not a statutory duty of a Parish Council + in general streets in Lindfield are reasonably lit and the majority of lighting provided by SSE for WSCC, leaving minimal areas where LPC has provided street lights (~50 lamps) + the burden of proof that the absence of individual street lights provided by LPC caused (as opposed to may have contributed to) injury is likely to be quite high + Village orderly / villagers active in providing feedback on problems - failure of contractor to address faults (remedy through SLAs)	Low	Not considered a material issue	

# 2019/20 Winter Management Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Inadequate budget provision	Council Public	- unable to deliver lighting / safe equipment	Low	Low	+ Annual budgeting process <i>should</i> ensure appropriate funding and adequate General Reserve icon + Record of maintenance should identify emerging themes/ issues + Maintenance contract in place - unforeseen issues / Road Traffic Accidents damaging multiple units - damage risks are 'self insured' rather than contracted out	Low	Well funded council with appropriate budgetary consideration	
Assessors Signature					Clerk Signature			
Date					Date			