

ACTION AND PROJECT PROGRESS LIST

E.A - 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	290.1	03-Feb-22	Lindfield War Memorial	Consider implications of listing, discuss with All Saints	Cllr Blunden		
E&A	14.1	08-Jun-23	Allotments	Review and implement management documents	Allotments WG		Working group met In Jan-24 to consider
E&A	14.3	08-Jun-23	Allotments	Working group to consider provision of allotments	Allotments WG		Working group met In Jan-24 to consider
E&A	15.1	08-Jun-23	Burial Ground provision	Liaise with LRPC regarding community group	Cllr Blunden		
E&A	54	05-Oct-23	Village Archives	It was AGREED to: i) Publish an article in our next newsletter thanking Richard Bryant for his many years of service. ii) Instruct the Clerk to create a specification for the voluntary role and the archives. iii) Liaise with the Lindfield History Projects Group to see if they have any members who would be interested in the voluntary role. iv) Advertise the role and appoint a volunteer(s).	Clerk		Article has been published.
E&A	70	30-Nov-23	Tree Stock	It was AGREED to: a) undertake the tree surgery work recommended in the report b) authorise the clerk to instruct a contractor c) approve a maximum budget of £1,500 for the Denmans Lane Allotment tree surgery. d) approve a maximum budget of £3,000 for the Wilderness Field tree surgery.	Clerk		Work undertaken in January 2024.
E&A	74	30-Nov-23	Wilderness Field	It was AGREED that: a) The Clerk register the site on the Weald to Waves website b) That the council's Mid Sussex Association of Local Councils (MSALC) representatives raise the initiative at the Next MSALC meeting.	Clerk / MSALC Reps		Site has been registered. MSALC reps to raise issue at next meeting.

E&A Committee Budget – 31st December 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	3,233	4,900	1,667		1,667	66.0%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	11,885	18,000	6,115		6,115	66.0%	
4471 Maintenance/Gardening	1,324	2,000	676		676	66.2%	
4480 Christmas Festival Night & Com	126	1,500	1,374		1,374	8.4%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	2,026	2,000	(26)		(26)	101.3%	
4521 Wilderness Field S106	2,850	0	(2,850)		(2,850)	0.0%	2,850
4530 Village Orderly Equip/Expenses	508	1,000	492		492	50.8%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	9,553	14,000	4,447		4,447	68.2%	
4650 Climate Change Projects	450	1,500	1,050		1,050	30.0%	
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>32,634</u>	<u>54,975</u>	<u>22,341</u>	<u>0</u>	<u>22,341</u>	<u>59.4%</u>	<u>2,850</u>
Net Expenditure	<u>(32,634)</u>	<u>(54,975)</u>	<u>(22,341)</u>				
6000 plus Transfer from EMR	2,850						
Movement to/(from) Gen Reserve	<u>(29,784)</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	1,297	2,500	1,203		1,203	51.9%	
Allotments :- Indirect Expenditure	<u>1,297</u>	<u>2,500</u>	<u>1,203</u>	<u>0</u>	<u>1,203</u>	<u>51.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(162)</u>	<u>(2,500)</u>	<u>(2,338)</u>				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	18,695.58	2,850.00	15,845.58

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	3,430	0	(3,430)

Committee Meeting:	Environment & Amenities
Item:	11
Report of:	Parish Clerk
Date:	1 February 2024
Subject:	Denmans Lane Allotments – Plot rates for 2025/26

Purpose of Report:

1. Members are asked to consider the plot rates for 2025/26.

Summary:

2. The Parish Council is required to give plot holders twelve months' notice of any rate increases. Members are asked to consider the plot rates for 2025/26.

Recommendation(s)

Members are recommended to:

- a) **Confirm the plot rates for 2025/26.**

Background:

3. Current and Historic Plot rates

1 st April 2012	£3.00
1 st April 2015	£3.30
1 st April 2017	£3.50
1 st April 2021	£4.50
1 st April 2023	£5.50
1 st April 2024	£6.00

4. All new plot holders are required to provide a £50 deposit. This is refundable upon the agreement ending providing the plot has been returned in reasonable condition.
5. It is understood that our plots are likely over the next two years to become significantly cheaper than those offered in Lindfield Rural:

LRPC (covering papers for the July 2023 meeting)¹

2.3. *LRPC subsidise the costs of these plots which both residents and non-residents enjoy. Small plots are £13 a year and larger plots are £26 a year (non-residents pay double). There are approximately 120 plots and over half of these are rented to non-residents. Whilst we are obliged to supply plots to residents, we are not obliged under legislation to supply plots to non-residents.*

3.1. *Costs of lawn mower repairs, fuel, water, tree maintenance, hedge cutting and such like, has risen exponentially.*

3.2. *We do not expect to profit from allotments (and we do not), but costs need to be met by allotment holders.*

3.3. *It is necessary to increase the charges*

¹ See page 101 of: <https://lindfieldrural-pc.gov.uk/wp-content/uploads/simple-file-list/Minutes-archive/Minutes-2023/Meeting-Pack-July-2023.pdf>

3.5 *The charges need to be raised by double i.e., from £13 to £26, £26 to £52 for residents and from £26 to £52 and £52 to £104 for non-residents.*

3.6 *These increases would not make a profit for us but would go part way to meeting the increased costs.*

3.7 *Under exceptional circumstances we may reduce fees for people in financial difficulties.*

(LRPC Minutes)²

6.9 *Allotment Fee Increase (SG).*

Councillors voted 1-6 against a 100% increase. Councillors then voted unanimously 7-0 of increasing the fees by 50% this year and 50% the year after.

Financial Implications

6. The council runs the Denmans Lane allotments each year at a loss. The allotment costs cover the following:

- Tree inspections & work
- Water tanks and water supply
- Fencing, gates, and sheds
- Pest control
- Contributions towards gravel driveway
- Maintenance of footpath
- Lawn mowers

Staff time is not included in the running costs.

Risk Management Implications

7. The Council needs to ensure that there is enough income from the allotment rental to maintain the site.

Legal Implications

8. The Parish Council is required to give plot holders twelve months' notice of any rate increases.

² See: <https://lindfieldrural-pc.gov.uk/wp-content/uploads/simple-file-list/Minutes-archive/Minutes-2023/Meeting-Pack-September-2023.pdf>

Committee	E&A
Date	1/2/24
Item	13

Report:	Footpath between Brushes Lane/Dukes Road and the Wilderness Field
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Summary

This report considers whether to provide funding for temporary repairs to the footpath between Brushes Lane/Dukes Road and the Wilderness Field, which is difficult to negotiate without suitable footwear during the wetter months of the year.

Whilst a few residents have sought such repairs, both WSCC's Public Rights of Way (PROW) rangers and 'The Monday Group' have expressed doubts about the efficacy of and need for the proposed works. Accordingly, it is not recommended to provide funding for the works.

Background

In March 2023, a resident raised concerns about the footpath/PROW (Public Rights of Way) 67/68 between Brushes Lane/Dukes Road and The Wilderness being muddy and hardcore being required. The situation was reported by the office to WSCC's PROW Rangers, who are responsible for managing the footpath, and their response is shown in Appendix One.

The issue was again raised in November 2023 by a few residents. One resident also approached 'The Monday Group' whose comments are also shown in Appendix One.

Current Position

It is undoubtedly the case that the footpath is sloping, uneven and muddy with large puddles, and therefore challenging to negotiate during wetter months. The footpath provides access between the tarmac street footpaths to and from the Wilderness Field, which is equally muddy and difficult to negotiate in the wetter seasons. Accordingly, the benefit of repairing this section of footpath is not clear cut, as it only provides access to similar ground conditions in the Wilderness Field.

Both WSCC's PROW Ranger and the representative from The Monday Group have raised questions about whether adding Type 1 MOT would work. The former also observed that "*The work would also change the rural nature of the path so would need to have full Parish Council Support.*" the latter noted "*...that the path leads into fields so you would be unlikely to walk it in winter without wellies, so is it really necessary*"

Budget

At present WSCC's PROW team are not proposing to undertake any work and it is expected that their more engineered solution would require relatively substantial funding, although this has not been quantified.

The resident has mentioned a figure of ~£300 (£200 materials plus a contribution to the group) for The Monday Group to undertake work. Separately, outline discussion with the Chair of the Lindfield Society indicates that they might be able to join the Parish Council to fund the work, should the council decide to support it.

Risk Assessment

To be agreed – it is anticipated that The Monday Group will undertake their own assessment and LPC would expect to review this and consider any further action required. It is not envisaged that there will be any material risks in undertaking works to improve the surface.

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Sustainability

Type 1 MOT is created from crushed concrete and rubble. It is considered to be a better use of such materials than sending them to landfill or using fresh, quarried material.

Way Forward

Accordingly, the following options have been considered:-

1. Proceed with the proposals outlined by The Monday Group to spread MOT along the path, subject to the finalisation of costs, also recognising the likely contribution from the Lindfield Society.
2. Consider the more substantial works outlined by the PROW ranger – no costs have been provided but could be sought if the Parish Council was minded to fund a more comprehensive solution.
3. Decline to support works at this location, recognising that both The Monday Group and WSCC's PROW team have expressed doubts that such works would be successful. Questions are also being raised on the impact of works on the 'rural' nature of this path and the area it accesses, which effectively means that suitable footwear will still be required to enter the Wilderness Field, whether or not the footpath repairs are undertaken.

Recommended Action

1. In light of the doubts expressed by both WSCC's PROW team and The Monday Group, it does not appear to be appropriate to spend (albeit a relatedly small amount) of taxpayer's money on works which may not be successful and, arguably, are not needed. Accordingly, Option 3 above is recommended.

David Parsons
Deputy Parish Clerk

16th January 2023

Committee	E&A
Date	1/2/24
Item	13

Appendix One

1. WSCC PROW Access Ranger Report

I made a visit to this site yesterday (26 Apr 2023). These are my observations:

This ~100m stretch of path leads from Brushes Lane (residential road) to Wilderness Field local nature reserve. It is muddy along its entire length, particularly so in patches. There is no obvious way to improve the drainage (no existing drainage channels and the path is at the lowest point on the ground - any drainage solution would require digging a new channel along the entire length of path into Wilderness Field). Tree roots will most probably confound any attempt to do this. Adding type 1 MOT (our standard surfacing material) to the path will not work as it will sink into the mud. A potential solution could be to box-off a 1.5m width of the path and fill with type-1 but tree roots will make this difficult and the quantity of material needed would be large. I have assessed the feasibility of doing this work using the criteria we use for our annual surfacing programme. In view of the rural location this work is unlikely to be prioritised unless external funding is available. The work would also change the rural nature of the path so would need to have full Parish Council Support.

I am sorry not to be able to offer an immediate solution but do come back to us if community demand increase & financial support can be found.

(yellow highlighting added subsequent to report)

2. Comments obtained by resident from 'The Monday Group'

I had a look at the path from Dukes Rd to The wilderness this morning. I cannot guarantee that it will work but we would be prepared to spread some MOT (same as Scrase Valley) on it.

There is a slight slope but we have slopes before. It would not be a final solution but can only make it better. I would roughly estimate about 4 trailer loads which would be about £200 of MOT.

My other thought is that the path leads into fields so you would be unlikely to walk it in winter without wellies, so is it really necessary.

(yellow highlighting added subsequent to The Monday Group's comments)

More information about The Monday Group can be found on their website [The Monday Group - Voluntary rights of way workers in Sussex](#) "...an organisation of volunteer workers in the heart of Sussex who build and maintain stiles and other wooden structures on public rights-of-way, as well as working to keep them clear of obstructions and overgrowth..."

Committee Meeting:	Environment & Amenities
Item:	14
Report of:	Parish Clerk
Date:	1 February 2024
Subject:	Plan 23-27

Purpose of Report:

1. Members are asked to consider allocating members to the Committee's Plan 23-27 objectives.

Summary:

2. The Parish Council has agreed to Plan 23-27. E&A is now asked to assign members to the objectives that apply to the committee.

Recommendation(s)

Members are recommended to:

- a) **Confirm arrangements for which members will be assigned to each objective.**

Background:

3. The following objectives apply to the E&A Committee (note some are shared with other committees as well):

Village Environment

- Litter picking – to continue organising and running Village Clean Up events and seek to support volunteer litter pickers.
- Children’s Playground – Seek for inclusive Play Equipment to be installed in Lindfield.
- Lindfield War Memorial - To work with partners to consider applying for the War Memorial to be listed.
- Work with MSDC & WSCC to ensure services and assets are maintained and/or undertaken to a sufficient standard.
- Consider the existing Festive Lighting scheme and explore potential alternatives.
- Undertake refurbishment of Denmans Lane public toilets.

Community Engagement

- Review LPC’s current assets and consider potential enhancements.

Effective engagement with local authorities

- Promote LPC as an active and valued stakeholder in helping shape and influence the policies of other local authorities

Environment and Sustainability

- Continue to promote and achieve the aims and objectives of the council’s climate policy.
- Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online).
- Share information with the community relating to local and national environmental initiatives.
- Maintain a Management Plan for Wilderness Field that promotes wildflowers and the ecosystem.

- Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly clearance. **Completed**
- Investigate the installation of solar panels on LPC buildings.
- Work with local schools to assist in designing messaging for environmental campaigns.
- Flower & fauna, and biodiversity survey of the Wilderness Field.
- Consider free water refill provisions within the village.
- Ensure that LPC provides input into long-term MSDC & WSCC Climate Change policy documents.

Governance

- Implement a rolling asset replacement programme and budget appropriately.
4. Member's involvement will include oversight, reporting at meetings, liaising with 3rd parties and research.
 5. The following options are available:
 - a) Agree at the meeting which members are assigned to each objective
 - b) Agree to delegate to the Clerk, to liaise with all Committee members to ensure that all objectives are assigned by the next Committee meeting.

Policy Context

6. Plan 23-27 is the Council's key strategic document that sets out its aim for the period up until the end of 2027.

Committee Meeting:	Environment & Amenities
Item:	16
Report of:	Parish Clerk
Date:	1 February 2024
Subject:	Village Clean Events

Purpose of Report:

1. Members are asked to consider the arrangements for Village Clean events.

Summary:

2. The Parish Council organises two Village Clean events during the year (Spring and Autumn).
Members are asked to delegate authority to the Clerk to organise the events.

Recommendation(s)

Members are recommended to:

- a) **Confirm that the Council undertakes a spring and autumn village clean event.**
- b) **Delegate authority to the Clerk to organise the events.**
- c) **Authorise the Clerk to incur expenditure for hall hire, advertising and purchasing any required equipment for the events of up to £500 (including use of the debit card).**

Background:

3. The Council has for many years organised a spring clean event, in recent years this has been expanded to include an autumn clean. The event is organised and run by staff with assistance from members. The event is publicised online, in Lindfield Life and on our noticeboard. The event allows members of the public to come along for a morning and help keep the village clean and tidy. Tasks available include but are not limited to; litter picking, weed removal, clearing footpaths, washing benches & bins etc. The events are normally well attended.

Financial Implications

4. The cost of both events be met from the E&A maintenance and gardening budget.

Risk Management Implications

5. The Parish Council has a risk assessment covering the event.