

Working Groups and membership

Working Groups	Existing 23/24 Membership	Purpose
Denmans Lane Allotments	Blunden Matthews	Help review relevant policies. Assist in the management of the site.
Christmas Festival Night	Blunden Matthews Upton Wilson Deputy Parish Clerk	Assist in the planning and running of the event.
Village Archive	Blunden	Assist in any archive queries and the management of records.
Wilderness Field	Blunden Matthews Upton Wood	Help review relevant policies and management of the field.
Climate Change	Grace Nisbett Wilson Wood Woolley	<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.

ACTION AND PROJECT PROGRESS LIST

EA - Item 9

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	15.1	08-Jun-23	Burial Ground provision	Liaise with LRPC regarding community group	Cllr Blunden		Meeting took place in May
E&A	89.3	01-Feb-24	Denmans Lane Allotments	Refurbish the footpath around the allotments	Clerk/VO		Completed
E&A	91.1	01-Feb-24	Wilderness Field/Brushes Lane footpath	It was AGREED to 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.	Clerk		In progress
E&A	109.2	11-Apr-24	Wilderness Field	It was AGREED to authorise the expenditure of £3,000 for the annual cutting and removal scheme. Countrymans Ltd were appointed to carry out the required works.	Clerk		Countrymans have been instructed for 2024
E&A	111.1	11-Apr-24	Village Archives	It was AGREED: a) To appoint the following volunteers to help maintain the Council's Village Archives; Janet Bishop, Malcolm Grace, and Jeff Potter. b) The Clerk be authorised to incur expenditure of up to £200, including use of the debit card, to purchase any materials required for the archive (stationery etc).	Clerk		Volunteers have been appointed and are now working on the Village Archives
E&A	105.1	11-Apr-24	Climate Change	It was AGREED that: a) A representative attends the Lindfield Repair Café to engage with members of the public regarding the Council's Climate Change work. b) The Council responds to the Local Nature Recovery Strategy survey and promotes the survey to other groups.	Clerk & DW		DW attended Lindfield Repair Café. Survey has been submitted/promoted.
E&A	105.2	11-Apr-24	Climate Change	It was AGREED to authorise the expenditure of up to £250 (including use of the debit card) to purchase a swift nesting box.	Clerk		Box has been purchased and received. We have asked one of our contractors to install.

E&A Committee Budget – 31st March 2024

	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	5,267	4,900	(367)		(367)	107.5%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	17,728	18,000	273		273	98.5%	
4471 Maintenance/Gardening	1,506	2,000	494		494	75.3%	
4480 Christmas Festival Night & Com	1,141	1,500	359		359	76.1%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	2,026	2,000	(26)		(26)	101.3%	
4521 Wilderness Field S106	5,850	0	(5,850)		(5,850)	0.0%	5,850
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	12,911	14,000	1,089		1,089	92.2%	
4650 Climate Change Projects	485	1,500	1,015		1,015	32.3%	
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	58	100	42		42	58.0%	
Environment & Amenities :- Indirect Expenditure	48,159	54,975	6,816	0	6,816	87.6%	5,850
Net Expenditure	(48,159)	(54,975)	(6,816)				
6000 plus Transfer from EMR	5,850						
Movement to/(from) Gen Reserve	(42,309)						
120 Allotments							
1200 Allotment Income	1,149	0	(1,149)			0.0%	
Allotments :- Income	1,149	0	(1,149)				0
4600 Allotment Expense	2,708	2,500	(208)		(208)	108.3%	
Allotments :- Indirect Expenditure	2,708	2,500	(208)	0	(208)	108.3%	0
Net Income over Expenditure	(1,559)	(2,500)	(941)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	18,695.58	5,850.00	12,845.58

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	3,522	0	(3,522)

Committee Meeting:	Environment & Amenities
Item:	13
Report of:	Parish Clerk
Date:	6 June 2024
Subject:	Denmans Lane Public Toilets

Purpose of Report:

1. Members are asked to consider an issue impacting the cleaning of the Denmans Lane Public Toilets

Summary:

2. Our existing contractor has been unsuccessful in bidding for the MSDC cleaning contract. The impact is that the contractor to continue to provide the same cleaning service for us would increase their charges by 71.90%.

Recommendation(s)

Members are recommended to:

- a) Agree that the Clerk, in conjunction with the Committee Chair and Vice Chair, be authorised to continue negotiation with the parties.
- b) Authorise additional temporary expenditure if necessary to ensure the facilities stay open.
- c) Seek assistance from our MSDC ward members if necessary.
- d) Refer this matter back to the Committee and or Full Council once we are aware of who the new MSDC contractor is and whether they can clean our facilities.

Background:

3. In the mid to late 2000s MSDC sought to reduce the number of public toilets it maintained. LPC agreed to take on the Denmans Toilets. The cleaning of the facilities would continue to be carried out by the existing contractors.

4. In May we received the following email from our contractor:

As you are aware Mid Sussex District Council has decided not to renew the contract with Monitor Cleaning Services, unfortunately the net effect of this means that if you wish to continue with Monitor carrying out your current service as this was supported by Mid Sussex contract there will need to be a 71.90% increase to your charge as of 24th June 2024.

This will take your annual charge from £5,195.14+VAT to £8,930.45+VAT.

I appreciate that this will come as a shock, however as much as we value your contract, you will understand that any business needs to be profitable and viable.

5. The Council and several other affected local authorities raised this issue with MSDC. Our representative body MSALC has also raised this issue. At the time of writing, we are still awaiting to hear who has been awarded the MSDC contract and whether they will be able to assist the affected Parishes and Towns.

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	6 June 2024
Subject:	Wilderness Field
Agenda Item:	15

Purpose of Report:

1. To consider proposed works to the Wilderness Field.

Summary:

2. Members are asked to consider whether the Council should install a small 6 x 6m pond on the Wilderness Field.

Recommendation(s)

Members are recommended to:

- a) **Confirm whether this is a project that the Council wishes to pursue and fund.**
- b) **If the council wishes to proceed, the project be delegated to the Clerk, in conjunction with the Wilderness Field working group.**

Background:

3. The Council has been contacted by the Friends of Eastern Road Nature Reserve (FERNR) regarding the possibility of installing a small pond on the Wilderness Field. FERNR have also obtained quotes for work on the ponds on the Eastern Road Nature Reserve.

The reasons we think it would be beneficial to undertake this work are:

- *to provide a new habitat and increase the biodiversity of the wilderness field*
- *to provide an educational and aesthetic asset to the wilderness field*
- *to reduce the amount of flooding on the adjacent footpath*
- *to reduce the amount of water and silt carried into the nature reserve*



Photo of standing water on the footpath adjacent to the field (Mid May 2024).

4. The quote provided to FERNR for the Wilderness Field work is as follows:

This would be to create a small pond of around 6x6 metres in the wildlife meadow at top of area that was shown to us this small pond would just be a clay lined pond with the soils present here and would be constructed with a safety plant ledges around it and would have a maximum depth of around 1 metre only

This pond would not only very much enhance this meadow wildlife content but very much help in addressing the flooding here of pathway, it could become a temporary pond which means it could fully dry out in hot summer but fill when it rains. These are important for wildlife.

Again we would plant this up with native species from our nurseries, this pond would only require us to use a 3 ton excavator for its construction and hand work.

They maybe a requirement for it to be fenced in for public safety, but I would say this would be a very shallow pond and I would not class this as a dangerous pond for people.

We can add and construct a fence if required but have not estimated for that here.

I estimate the cost of doing this section of the project to be £1,800.00

5. Information on the company that provided the quote to FERNR:
 - *As an eco friendly company we do our very best to recycle all we can on a project to stop waste of all sorts going to land fill.*
 - *We do our best to not go over estimated price and any work other than estimated for will be priced up separately before undertaking.*
 - *We work on reputation and rely on our good name being passed on to others.*
 - *We work to help increase biodiversity which helps our native wildlife.*

Financial Implications

6. The Council has a reserve of £12,845.58 to manage the Wilderness Field. Once these funds have been used the Council will need to budget each year for the maintenance of the site. Maintenance costs included field cutting and removal of cuttings, tree inspections and works, fencing and footpaths.
7. The cost of the project is estimated at £1,800. The pond will most likely require some maintenance and consideration should be given to whether fencing would be required.

Policy Context

8. The field is an important site that supports the Council's Climate Change Policy. The site is also registered on the Weald to Waves initiative.

Sustainability Implications

9. The proposed works would it is hoped provide a new habitat and increase the biodiversity of the Wilderness Field. The reduction of silt within the ponds within the Eastern Road Nature Reserve is also likely to be beneficial to their ecosystem.

Risk Management Implications

10. The main risk with all ponds is that children will fall in and drown. Further consideration should be given to whether fencing and signage would be necessary to stop unauthorised access into the pond.

Legal Implications

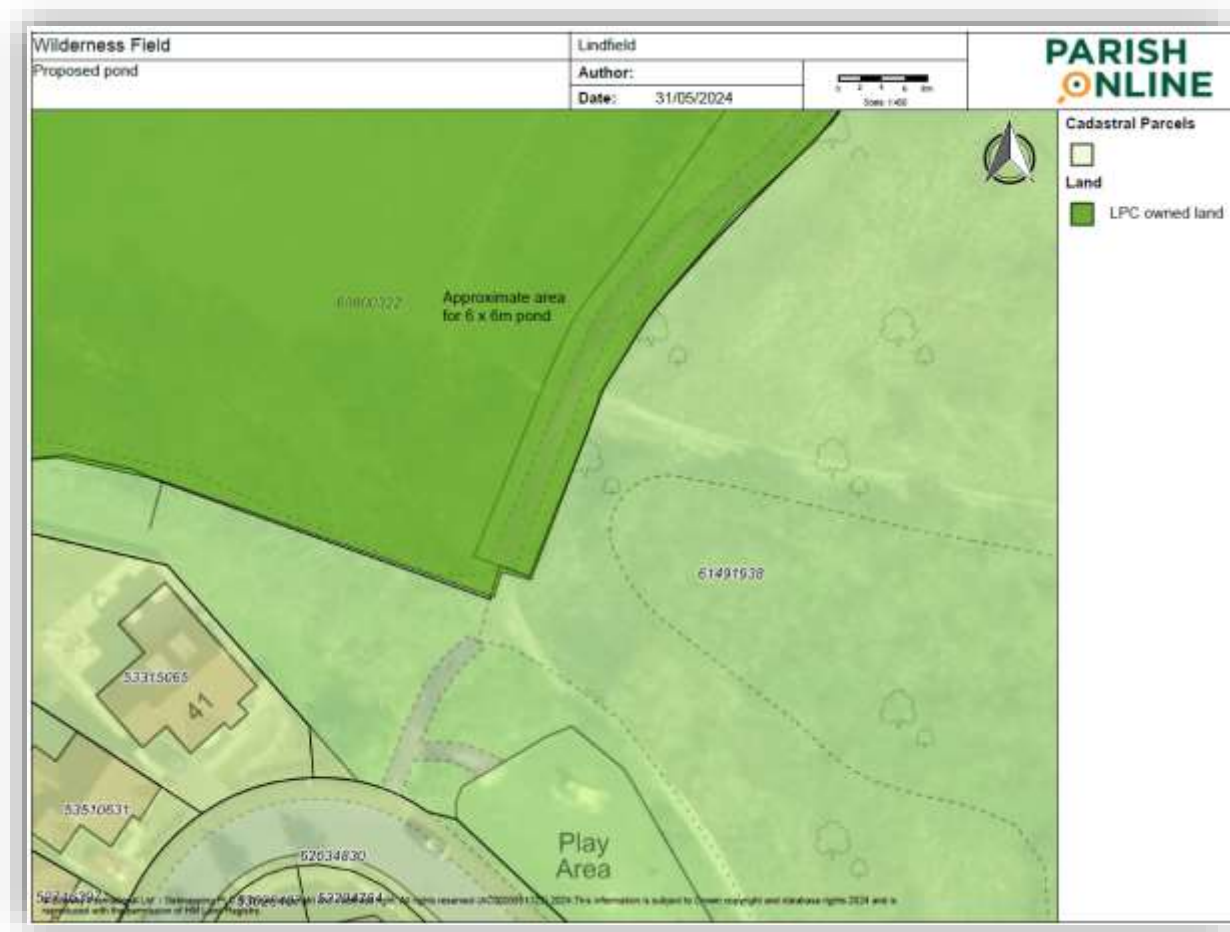
11. General Power of Competence, which the Parish Council meets the criteria of as exercised and resolved at the Annual Meeting of the Parish Council dated 16th May 2024.

Background Papers

Wilderness Field Management Plan

Appendices

Location map



Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	6 June 2024
Subject:	Street Lighting
Agenda Item:	16

Purpose of Report:

1. To consider an upgrade of our Iffley street lights

Summary:

2. Members are asked to consider whether to authorise expenditure to upgrade all of our remaining 14 Iffley lighting columns to LED.

Recommendation(s)

Members are recommended to:

- a) **Confirm whether the Council should proceed with upgrading the remaining Iffley lighting columns to LED.**

Background:

3. Our lighting contractor has advised that the gear trays in the Iffley lanterns are coming to the end of their serviceable life. At the time we undertook LED upgrades on our other streetlights (2018-19), there was not an LED upgrade option available for the Iffley lanterns. This has since changed. We have had to replace two Iffley lantern gear trays in the past couple of months. The non-LED replacement parts have such a high failure rate that the manufacturer doesn't offer any warranty on the first 10% of failures. The non-LED replacement gear trays cost £202.50 each and have no energy savings. The LED gear trays cost £325 and would provide about 65% energy savings. We have 14 remaining Iffley lanterns.
4. Our contractor has advised that the manufacturer is willing to provide a discount if we were to upgrade the remaining 14 lights (£4,095 instead of £4,550).

Financial Implications

5. The available budget for Street light upgrades is £3,000. The remaining balance (£1,095) would need to be funded from the general reserve. The additional cost though should be factored against energy savings and potential repair costs (which are funded by a different budget heading: *Street Lighting - Energy/maintenance costs*).

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	6 June 2024
Subject:	Festive Lighting
Agenda Item:	17

Purpose of Report:

1. To consider a change to the Festive Lights installation and display dates.

Summary:

2. Members are asked to consider whether to seek to install the festive lights earlier this year so that they can support a charity event taking place on 5th October.

Recommendation(s)

Members are recommended to:

- a) **Confirm whether the Council should seek to move forward the installation date to support the event.**

Background:

3. The Council festive lights are normally installed in November and operate from 1 December.
4. The Council has received the following request

Good afternoon

I had a lovely conversation with David as I asked the parish council to support our Shine Bright event in aid of St Peter and St James Hospice. (Saturday October 5th)

I am leading on this event and was hoping to get some Christmas lights up early along the high street to help us light up the night and make the 5K illuminated walk as magical as possible.

We have lots of the Lindfield community on board helping us with some many things and would really appreciate your support where you can.

The walk will be setting off from Lindfield Primary Academy and we have lots of businesses decorating their shop windows and residents are doing the same along the route. All Saints church will be putting lights up and have agreed for us to light the church Spire purple as that is the colour for Shine Bright.

I have attached some information for you to look at.

Thank you so much for your time and I look forward to hearing from you

To support the event the lights would need to be installed in late September or very early in October. The lights would be operational on the 5th of October and then not again until the 1st of December. West Sussex County Council have indicated that they would permit us to install the lights earlier than usual.

Financial Implications

5. From initial enquiries, we understand that there would be no additional charges for bringing forward the installation. Members should be aware though that there may be an increased risk of requiring callouts to address any issues (wiring across driveways restricted large vehicle access, connector coming loose and weather-related issues). The standard call-out charge for the cherry picker and crew is £500 per day.

Appendices

Supporting posters provided by St Peter and St James Hospice

Andrew Funnell

From: Rebecca Stevens [REDACTED]
Sent: 24 May 2024 13:23
To: Clerk
Cc: Julie Gouldsworthy
Subject: Shine Bright - St Peter and St James Hospice
Attachments: 015_SFlyer for SB 2024 - Draft.pdf; Final Shine Bright Info for emails.pdf

Categories: Andrew - Parish Clerk

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I have attached some information for you to look at.

Thank you so much for your time and I look forward to hearing from you.

Kind regards

Becky

[REDACTED]

Rebecca Stevens

Relationship Fundraising Manager
01444 471 598

www.stpjhospice.org



St Peter & St James Hospice

Hospice care in the heart of Sussex

Compassion - Integrity - Accountability - Excellence - Inclusivity

North Common Road, North Chailey, BN8 4ED



Registered Charity No. 1056114

Please notify us immediately if you received this email in error.



SHINE BRIGHT

WALK ✦ CELEBRATE ✦ REMEMBER

**TAKE PART IN OUR ILLUMINATED 5K WALK IN AID OF ST PETER & ST JAMES HOSPICE
WITH LIVE MUSIC • ENTERTAINMENT • GAMES • FOOD & REFRESHMENTS**

Saturday 5th October 2024 • Lindfield Primary Academy
ARRIVE FROM 5PM FOR A 7PM START

On the 5th October 2024, St Peter & St James Hospice will be taking their flagship event to Lindfield to raise vital funds for their services.

Shine Bright is an annual, Illuminated evening walk where people of all ages from across our community come together to shine bright, and light up the night in celebration and remembrance of those we love'. With candle bags lighting the way and forming a symbolic heart of light at the end of the 5k walk.



After feasting on the array of delicious food on offer, soaking up the atmosphere and live music at our entertainment village, the participants will set off at sundown from Lindfield Primary Academy. The circular walk will be packed full of exciting entertainers and beautiful light displays to keep everyone entertained along the way.

Keep an eye on our website for our ticket sale launch in June and help us light up the night. For further information, please contact Becky at rstevens@stpjhospice.org.

Registered Charity Number: 1056114

www.stpjhospice.org



St Peter & St James Hospice
Hospice care in the heart of Sussex

With special thanks to our headline sponsors



JACKSON-STOPS

St Peter & St James Hospice

SHINE BRIGHT

WALK + CELEBRATE + REMEMBER

TAKE PART IN OUR 5K WALK THROUGH LINDFIELD VILLAGE IN AID OF ST PETER & ST JAMES HOSPICE
WITH LIVE MUSIC • ENTERTAINMENT • STALLS • FOOD & REFRESHMENTS

SATURDAY 5TH OCTOBER 2024
LINDFIELD PRIMARY ACADEMY

ARRIVE FROM 5.00PM FOR A 7.00PM START



Register now to receive your Shine Bright T-shirt and get ready to shine bright and light up the night in memory of someone special to you.



REGISTER AT **STPJHOSPICE.ORG**
OR CALL **01444 471598**



St Peter & St James Hospice
Hospice care in the heart of Sussex

2024 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2024 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
DELAPIDATIONS TO STRUCTURE OF BUILDING	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	
LEGIONELLA AND OTHER WATER RELATED RISKS	Users Contractors Insurance	- Illness or potential fatality amongst high risk groups	High	Low	+ No stored water – all direct feed from mains	Low		
EQUIPMENT FAILURE	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	
WORKING FROM HEIGHT	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	
SHARPS	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 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.	
DISABLED FACILITIES	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	
MISUSE OF FACILITIES / CONGREGATION OF YOUTHS	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	

2024 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2024 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
FAILURE OF CLOSURE AND LOCKING FACILITIES	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	
WET FLOOR	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	
POOR CLEANING	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	
WASTE	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	
CLEANING CHEMICALS	Public Cleaning operatives	- Burns from contact with strong or undiluted chemicals - Inhalation of fumes	Medium	Low	+ Specialist cleaning contractors used.	Low		
INFECTION AND DISEASE	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		
ELECTRIC BURNS AND SHOCKS	Public Contractors Cleaning operatives	- Electrocution	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	
DRUG, ALCOHOL, SOLVENT USE	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	

2024 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2024 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	
SERVICE INTERRUPTION	Property Contractors Cleaning Operatives Public	- Contractors unable to fulfill duties resulting in cleaning, repairs or replacement of consumables not taking place. - Unsustainable contractor price increases leads to facilities being closed or reduction in opening times.	High	Medium	- Specialist cleaning contractors makes finding replacements challenging. - Existing cleaning contractor price linked to maintaining MSDC contract. + Potential to pool together with other Parish & Town Councils when approaching replacement contractor	Medium	Note on ongoing issues with MSDC tender	

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 / asset register review	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	