

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	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	129	06-Jun-24	Wilderness Field	It was AGREED that the (silt pond) proposal should be researched further by the working group and that a report be made to a future committee meeting.	Clerk & WFWG		In progress

E&A Committee Budget – 28<sup>th</sup> February 2025

	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	6,625	4,900	(1,725)		(1,725)	135.2%	
4460 Street Lighting Purchase	3,000	3,000	0		0	100.0%	
4465 Christmas Lights	17,519	18,000	481		481	97.3%	
4471 Maintenance/Gardening	454	2,000	1,546		1,546	22.7%	
4480 Christmas Festival Night & Com	978	1,500	522		522	65.2%	
4500 Digital Mapping	390	525	135		135	74.3%	
4510 Grass Cutting	2,085	2,200	115		115	94.8%	
4521 Wilderness Field S106	4,380	0	(4,380)		(4,380)	0.0%	4,380
4530 Village Orderly Equip/Expenses	25	1,000	975		975	2.5%	
4560 Denmans Lane Toilets Repair	0	5,000	5,000		5,000	0.0%	
4561 Denmans Lane Toilets Utilities	20,643	14,000	(6,643)		(6,643)	147.5%	
4565 Toilets on Common Utilities	0	9,000	9,000		9,000	0.0%	
4650 Climate Change Projects	266	1,500	1,234		1,234	17.7%	
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	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	56,366	64,425	8,059	0	8,059	87.5%	4,380
<b>Net Expenditure</b>	<b>(56,366)</b>	<b>(64,425)</b>	<b>(8,059)</b>				
6000 plus Transfer from EMR	4,380						
<b>Movement to/(from) Gen Reserve</b>	<b>(51,986)</b>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Allotment Expense	923	2,500	1,577		1,577	36.9%	
Allotments :- Indirect Expenditure	923	2,500	1,577	0	1,577	36.9%	0
<b>Net Income over Expenditure</b>	<b>275</b>	<b>(1,257)</b>	<b>(1,532)</b>				

<b>120 Allotments</b>							
1200 Allotment Income	1,197	1,243	46			96.3%	
Allotments :- Income	1,197	1,243	46			96.3%	0

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	12,845.58	4,380.20	8,465.38

E&A Expenditure from General Reserves

	<u>Actual Year to Date</u>	<u>Current Annual Bud</u>	<u>Variance Annual Total</u>
Plan 23-27	0	5,000.00	5,000.00

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	10 April 2025
Subject:	Assets & Maintenance
Agenda Item:	9

**Purpose of Report:**

1. To consider matters relating to council assets.

**Summary:**

2. Members are asked to consider or note matters relating to streetlighting, Wilderness Field, bus shelters, the village clock, and festive lighting.

**Recommendation(s)**

**Members are recommended to:**

- a) **Note the changes to the electric supply for our street lights.**
- b) **To confirm the arrangements for the Wilderness Field cut.**
- c) **To confirm the approach to signage for the Wilderness Field and bus shelters.**
- d) **To confirm what to take concerning the Village Clock.**
- e) **To confirm that the office prepares and advertises a tender for Festive Lighting.**

**Streetlight:**

3. Our street lights' electric supply is currently delivered through an unmetered supply. It is anticipated that this will be switched to Half-Hourly Settlement by the end of this year. This change is part of a major reform to the electric supply and is an OFGEM initiative. No action is required, but members should be aware that this could have an impact on how much we are charged.

**Wilderness Field – Cut**

4. The office has emailed five local contractors for quotes to cut the field and remove the arisings. All of the contractors have been provided with the same work specification. The specification used is that recommended by a local ecologist to help promote wildflowers and reduce grass. The value of the contract last year was £3,000. At the time of writing, we have not received all of the anticipated quotes. The Committee is therefore **recommended** to agree on the following:

*To delegate authority to the Clerk, in conjunction with the Wilderness Field Working Group, authority to accept a quote for the 2025 field cut. The value of the contract awarded shall not exceed £4,000.*

**Signage on the Wilderness Field and bus shelters**

5. It is proposed that new signage be produced for the Wilderness Field and bus shelters.
  - The Wilderness Field Signage will remind dog owners to ensure that they clean up after their pet. For reference, the Council has also asked MSDC to clarify whether a historic Public Spaces Protection Order for the field is still valid given the change of ownership in 2020.
  - Council bus shelters are regularly subject to flyposting. Posters are removed from shelters and are a nuisance as they are applied with tape, pins and glue. These damage the surface. Signage will be added to bus shelters advising that any such posters will be removed.

The cost of the signs would be met from the Wilderness Field earmarked reserve and the Maintenance & Gardening budget.

### **Village Clock**

6. The Village Clock, located on the outside of the King Edward Hall, has not been working since February. The Village Orderly and Clerk have replaced various fuses and have performed the recommended troubleshooting procedures. This has not resolved the issues. The company that manufactured the clock and which replaced the control unit in summer 2023 have been approached to rectify the issue. Workmanship on the clock from 2023 was only covered by a 12-month warranty. The control unit has a longer warranty. The company have advised that to come and inspect the clock and locate the fault will cost approximately £1,040 plus VAT. This does not include any replacement parts that may be required. Part of the charge will be for specialist equipment needed to safely access the clock.

There would appear to be two options:

- 1) Do nothing.
- 2) Accept the charge and instruct the company to inspect the clock and carry out any required repairs. The cost of this work would be met from the General Reserve.

It has been suggested that the council could speak to King Edward Hall to see if they would be willing to contribute towards the maintenance costs and what thoughts they have on the future of the clock.

### **Festive Lighting**

7. The Council provides festive lighting in the High Street. The existing contract for the sparklights has now expired. The sparklights were wrapped around the trunks of the trees used for the display. The existing agreement provided the following:
- 3-year lease of LED sparklights and necessary connectors.
  - Storage.
  - Installation and removal.

The LED lights that hang between trees (festoon lights) are owned by the Council. These are very old, and our existing contractor advised that these need to be replaced. These will not be included in the 2025 display.

It is proposed that a multi-year tender be prepared and advertised for Festive Lighting. Given the value of this contract, tenders will go directly to the Full Council for consideration.

Members are asked to confirm that they wish to proceed with the drafting and advertising of the tender.

A budget of £13,500 is available in 2025/26 for Christmas Lights.

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	10 April 2025
Subject:	Fairtrade Lindfield
Agenda Item:	10

### Summary

1. Members are asked to consider whether to update signage to reflect that Lindfield is a Fairtrade Village.

### Recommendation

**Members are recommended to advise which option they wish to pursue.**

### Background

2. The office had received the following request from Fairtrade Lindfield:  
*Requesting Lindfield Parish Council to incorporate into the signs at the road entrances to the village that Lindfield is a Fairtrade Village.*
3. The E&A agreed that advice would be sought from WSCC Highways regarding the proposed signage (permissions/restrictions etc). Once this has been clarified this will be brought back to members for further consideration.
4. West Sussex County Council Highways have provided the following comments:
  - *WSCC policy regarding maintenance of private directional signs changed a few years ago. Since then WSCC has not been able to provide a design and installation service for private signs.*
  - *Your best course of action would be to commission an accredited sign company to improve or make amendments to the signs. Contact details for local sign companies qualified to undertake this task are; Wilbar Associates, MSF & Balfour Beatty.*
  - *Should you wish to procure a company not shown above, please ensure that they have a minimum of £10 million public liability insurance and New Roads and Street Works Act accreditation.*
  - *Your chosen contractor should then seek permission from the County Council Streetworks team before commencing with any works on the public highway.*

### Options

5. There would appear to be two options:
  - 1) Agree to approach the accredited sign companies for quotations and bring these back to the Committee.
  - 2) Agree not to take this matter any further.

### Financial

6. This item has not been included in the 2025/26 budget. One of the accredited sign companies has been asked to provide an approximate cost for manufacture and installation.

Lindfield Parish Council

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	10 April 2025
Subject:	Events
Agenda Item:	12

**Summary**

1. Members are asked to consider the report on events that the Council will be attending.

**Recommendation**

**Members are asked to:**

- a) **Note the report.**
- b) **Advise the office of which events they will be able to attend and assist at.**

**Background**

2. The council will be organising and or attending the following events.

Spring Clean - Saturday 26<sup>th</sup> April

Village Roadshow – Wednesday 7<sup>th</sup> May

LPC will have a stall at this event.

Eastern Road Nature Reserve 30<sup>th</sup> Anniversary - Saturday 10<sup>th</sup> May

LPC will have a stall at this event.

We have been asked by the organisers to run The Eastern Road Tree Word Search. We will also have display boards with information about Wilderness Field

Lindfield Village Day – Saturday 31<sup>st</sup> May

LPC will have a stall at this event.

We will have display boards with information about the council, including information about the Wilderness Field and grass verges project.

There will be activities for children. Cllr Beecroft has provided some wooden animal shapes for children to colour in. The Clerk has dried out and sliced up old logs to create log slices that children can draw on. These can then be hung up, or the children can take them home.

Autumn Clean - Saturday 11<sup>th</sup> October

Christmas Festival Night - Tuesday 2<sup>nd</sup> December

LPC will have a stall at this event.

2025 Village Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
<b>Broken Glass / Sharp objects</b>	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to pick up broken glass but report to base + Publicised contact number for base + Adult to collect broken glass using litter pickers/gloves/brush/shovel + dispose of broken glass in solid container not bags + Children not to be sent to areas where broken glass is known to be common. + Children to be accompanied by adults - Unseen glass beneath foliage - Advice ignored	Low	Risk Assessment High cannot be accepted  Yes - no further action required. All practical steps taken and overall Low RA	
<b>Aggression/ abuse from members of the public</b>	Volunteers Councillors Staff	Risk of conflict with member of the public	Medium	Low	+ We do not recommend that you approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. Ignore this behaviour and report it if necessary either to your local authority or police if a confrontation occurs. + Do not trespass onto private property whilst litter picking. - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA Report any incidents to the police. For an immediate threat or emergency use 999. For a non emergency please use 101 to report the incident.	
<b>Bottles breaking in transit</b>	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to collect bottles in bags but in solid containers + Transport containers in wheelbarrows + Work in pairs so one can seek help to clear up while the other directs people away from the hazard + Publicised contact number for base - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA	
<b>Syringes / Condoms / Other Drug related paraphernalia</b>	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Complex and longer term health issues	High	Medium	+ Identify potential areas of risk in advance + Children not to be sent to areas of risk + Advice sheet to volunteers not to touch hazardous items but report to base + Publicised contact number for base + In conjunction with base decide whether to proceed with clear up or report to authorities (MSDC / Police as appropriate) + If decision taken to proceed, responsible adult to undertake, use gloves and litter pickers to avoid accidental contact; place in solid container to be kept safe and collected by MSDC + Transport containers in wheelbarrows + report back to base with developments / completion + Work in pairs so one can seek help to clear up while the other directs people away from the hazard - Advice ignored	Medium	Yes. No further action required. All practical steps taken and robust guidance in place alongside appropriate equipment	
<b>Heavy bags/ boxes / other items</b>	Volunteers Councillors Staff	- Back strain - Limb damage	Medium	Low	+ Advice sheet not to collect too much weight in one container + use of wheelbarrows to transport heavy items + bags and boxes to be put together in safe place + seek help from base to move large or heavy items + Publicised contact number for base - Advice ignored	Low	Yes. No further action required. Clear guidance and awareness of H&S issues is generally higher	
<b>Litter scattered from bags of rubbish left for SERCO to collect</b>	- Residents - Facility users - MSDC / Contractors	Litter scattered around Common by wind, youths, wildlife- injury from sharp items, bottles thrown around and broken - Unsanitary / unhygienic - Cuts / Bleeding - Contamination from contents - Complex and longer term health issues - Increased clear up costs	Medium	Medium	+ MSDC to be notified in advance of event date to confirm rubbish collection details. + Sacks to be left on Common at Backwoods Lane Car Park + All rubbish to be securely tied in bags and stacked appropriately. Area to be fenced off. Notice advising rubbish collection point for the event. - Contractor delay	Medium	Yes. No further action required. Provided contractors prompt should be no problem. Consider more secure area in future years if problems experienced	
<b>Secluded areas and Stranger danger</b>	Volunteers Councillors Staff	- Assault/abduction or other serious incidents	High	Low	+ Advice sheet no-one to go into lonely areas on their own + Work in pairs + Children to be in groups with adult supervision at all times - Advice ignored	Low	Yes. No further action required. Clear instructions and group working.	
<b>Traffic</b>	Volunteers Councillors Staff Drivers Public	Road Traffic Accident	High	Medium	+ Advice sheet stating stay off the roads + Hi visibility jackets to be worn for work adjacent to highway + Children not to be allocated to risk areas + Children to be in small groups and supervised by parents or adult group leaders to control behaviour that could lead to accidents when out on streets - Advice ignored - Vehicle loses control	Medium	Yes. No further action required.	
<b>Vegetation</b>	Volunteers Councillors Staff Public	Cuts and scratches / infection / irritant	Medium	Low	+ Advance publicity to advise on suitable clothing + Parents or group leaders to be briefed on the day + Required use of gloves / litter pickers and advice to wear suitable clothing when litter picking in hedgerows etc + Children not to be given trimming of vegetation as an activity and to be supervised by parents/adult group leaders at all times + Washing facilities and basic first aid supplies available at base - Protective equipment not used - Slippage/accident	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious cuts/infection relatively low provided guidance followed	
<b>Slips and falls (slopes and banks etc)</b>	Volunteers Councillors Staff Public	Personal injury	Medium	Low	+ Advice sheet warning not to take risks and do not get close to edges (road, pond etc) + Use of litter pickers for out of reach litter + Misjudgement/wet or otherwise slippery surfaces	Low	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury relatively low provided guidance followed	
<b>Tools (accidents &amp; missue)</b>	Volunteers Councillors Staff Public	Injury from sharp or heavy tools Trips caused by tools being left unattended	Medium	Medium	+ Advice sheet children not to use sharp or heavy tools + Specialist tools only to be used by trained operatives + Gloves to be worn + Suitable footwear to be worn - tools temporarily put down to be moved later	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury minimised provided guidance followed	

2025 Village Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
Detergent	Volunteers Councillors Staff	Skin reaction or swallowing chemical	High	Medium	+ Mild detergent to be used + Waterproof gloves to be worn + All volunteers to be asked about allergies / skin reactions + Children to be supervised - Unknown allergy	Medium	Risk Assessment High cannot be accepted Yes. No further action required. Sensible precautions taken and likelihood of severe reaction minimised provided guidance followed	
Insects / Animals	Volunteers Councillors Staff Public	Bites, infection, reaction, aggressive animals	High	Medium	+ Advice to be given that suitable clothing and footwear and gloves should be worn + All volunteers advised not to work / to stop working if any evidence of problems identified (e.g. rats, nests) and supervisors advised - professional contractor to be contacted if appropriate + Children to remain under adult supervision and within sight of adults at all times + All volunteers to be asked about known allergies / bite reactions + Volunteers/staff to maintain vigilance for dogs off leads - Unknown reactions	Medium	Yes. No further action required. Sensible precautions taken and likelihood of bite or infection minimised provided guidance followed. Report any dangerous dogs to police.	
Claims for injury etc	Volunteers Councillors Staff Public Parish Council	Lack of evidence – insurance payments withheld. Policy Exclusions – insurance payments withheld. Potential PC liability / costs	Medium	Low	+ Insurance cover – personal accident and public liability in place. + Insurance company notified prior to event. + List of participants retained + Guidance and controls detailed in this assessment + All accidents and incidents to be reported and recorded with written statements signed by witnesses on the day.	Low	Yes. No further action required. Sensible mitigants in place and insurance company notified	
Fetching and replacing equipment in the shed	Volunteers Councillors Staff	Injury Lone working	Medium	Medium	+ Work in pairs or groups + If person goes to shed alone, supervisor should be informed and track return + Key control and adults only to be allowed access	Medium	Yes. No further action required. Sensible controls in place	
Lack of first aid supplies at King Edward Hall (base)	Volunteers Councillors Staff	Unable to provide sterile dressings etc Materials out of date	Medium	Low	+ Check KEH First Aid Kit prior to and on day of spring clean + Supplement with Parish Council Office First Aid kit (check prior) + Organiser to contact emergency services as appropriate	Medium	Yes. No further action required.	
Dog faeces (and other animal waste)	Volunteers Councillors Staff Public	Roundworm parasites (see: <a href="https://www.nhs.uk/conditions/toxocariasis/">https://www.nhs.uk/conditions/toxocariasis/</a> )	High	Low	+ Do not touch animal faeces. + Do not use litter-pickers on animal waste. + Always wear gloves and use a plastic spade when removing dog faeces. + If a volunteer steps in dog faeces, clean shoes if possible + If found warn others in the vicinity + If touched, thoroughly wash your hands. + Thoroughly wash any cuts or abrasions as soon as possible, however minor. + Seek medical attention where appropriate.	Low	No further action required. Clear instructions to be given to participants.	
Collection of litter – toxic materials / hazardous chemicals / explosives	Volunteers Councillors Staff Public	Contact with toxic or hazardous material.	High	Low	+ Volunteers instructed to never to approach suspicious looking containers with or without hazard warning badges. + Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453) + Volunteers to be advised not G22to touch any large flytipping.	Low	No further action required. Clear instructions to be given to participants. Flytipping to be reported to Mid Sussex District Council.	
Discovery of ordnance	Volunteers Councillors Staff Public	Unexploded bombs, shells and flares, severe cuts bruising, severe burns, broken bones, eye damage, shock	High	Low	+ If you or any volunteer suspect an object to be a type of ordnance, stop what you are doing and report this immediately to the event organiser who then must instruct everyone to return to the designated meeting point, whereby a roll-call will be taken, the event cancelled and the emergency services must be contacted (call 999)	Low	No further action required. Clear instructions to be given to participants.	
Extreme Weather	Volunteers Councillors Staff Public	Sunstroke, sunburn, dehydration and heat exhaustion due to hot weather. Discomfort from cold weather, wind and rain.	Medium	Low	+ Volunteers advised to dress appropriately for weather conditions. Gloves to be worn on all occasions. + Advise volunteers to take regular breaks and seek shade if necessary. + Volunteers advised to wear sun hats and sun cream, re -apply as needed. + Volunteers to have access to water + Volunteers instructed to warm up and stretch prior to event during cold weather and to pay particular attention not to overexert themselves in order to avoid back injury.	Low	Staff to monitor weather conditions. Event could be shortened or cancelled	
Coronavirus	Volunteers Councillors Staff Public	Contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). COVID-19 transmits when people breathe in air contaminated by droplets and small airborne particles. Symptoms vary. Can be asymptomatic, mild symptoms include a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. Can result in complications leading to hospitalisation and fatalities. Recovery can be hampered by long covid.	High	Medium	+ Anyone showing symptoms will not be allowed to take part. + Track and trace qr code on King Edward Hall. + Social distancing with in King Edward Hall. + Surfaces in hall to be regularly wiped down. + Equipment to be wiped clean. + Alcohol gel at King Edward Hall for hand cleaning. + Government & local authority guidance to be observed. - Advice ignored.	Medium	Staff to monitor and promote good practice. All staff are double jabbed. Believe all cllrs to be double jabbed. Note as part of booking conditions we need to observe King Edward Hall Covid-19 risk assessment & guidance.	