

Working Groups and membership

The Committee needs to confirm membership of its Working Groups for 2025/26. The existing working group, its membership and purpose are detailed below:

Working Groups	Existing 24/25 Membership	Purpose
Denmans Lane Allotments	Burns Blunden Matthews	Help review relevant policies. Assist in the management of the site.
Christmas Festival Night	Blunden Mathews Upton Wilson Deputy Parish Clerk	Assist in the planning and running of the event.
Village Archive	Blunden Grace	Assist in any archive queries and the management of records.
Wilderness Field	Blunden Nisbett Upton Matthews Woods	Help review relevant policies and management of the field.
Climate Change	Grace Nisbett Wilson Woods 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.

Lindfield Parish Council

Committee Meeting:	Environment & Amenities Committee
Item:	9
Report of:	Parish Clerk
Meeting Date:	12 June 2025
Subject:	Committee Work Schedule & Action List

Purpose of Report:

- Members are asked to note the proposed committee work schedule

Summary:

- A draft work schedule has been developed for the committee. This is subject to change, but outlines a timeline for the committee to the next set of elections in May 2027.

Recommendation(s)

Members are recommended to:

- Note the draft work schedule.

Schedule

- Table of proposed committee work schedule

Meeting	Work description
June 2025	Governance: Appointment of E&A Chairs & Working Groups Risk Assessments: Public Toilets Street Furniture
August 2025	Quotes: Tree inspections Risk Assessments: Wilderness Field
October 2025	Budget: First draft Risk Assessments: Winter Management Festive Lighting
November 2025	Budget: Final recommendations for Full Council Risk Assessments: Christmas Festival Night Streetlights
February 2026	Events: Confirm arrangements
April 2026	Quotes: Wilderness Field Cut Risk Assessments: Village Clean Events
June 2026	Governance: Appointment of E&A Chairs & Working Groups Risk Assessments: Public Toilets Street Furniture
August 2026	Risk Assessments: Wilderness Field
October 2026	Budget: First draft Risk Assessments: Winter Management Festive Lighting
November 2026	Budget: Final recommendations for Full Council Risk Assessments: Christmas Festival Night Streetlights
February 2027	Events: Confirm arrangements
April 2027	Quotes: Wilderness Field Cut Risk Assessment: Village Clean Events

- Note that proposed work/dates may change due to both internal and external factors. This document will be continuously updated.

Action List

Minute & Date	Subject	Action Agreed	Who	Status	Notes
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	Completed	
129 6-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.	WFWG	In progress	
202.1 6-Feb-25	Archive	Management policy to be considered at Full Council	LAWG	In progress	Full Council 24-Jul-25
216.3	Assets	Produce new signage regarding fly-posting & dog waste.	Clerk	In progress	

E&A Committee Budget – 28th April 2025

	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	495	5,200	4,705		4,705	9.5%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	0	14,000	14,000		14,000	0.0%	
4471 Maintenance/Gardening	7	1,500	1,493		1,493	0.5%	
4480 Christmas Festival Night & Com	0	1,500	1,500		1,500	0.0%	
4500 Digital Mapping	0	525	525		525	0.0%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4530 Village Orderly Equip/Expenses	56	1,000	944		944	5.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	2,203	20,230	18,027		18,027	10.9%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	117	1,500	1,383		1,383	7.8%	
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	2,891	74,505	71,614	0	71,614	3.9%	0
Net Expenditure	(2,891)	(74,505)	(71,614)				
120 Allotments							
1200 Allotment Income	(46)	1,352	1,398			(3.4%)	
Allotments :- Income	(46)	1,352	1,398			(3.4%)	0
4600 Allotment Expense	387	3,000	2,613		2,613	12.9%	
Allotments :- Indirect Expenditure	387	3,000	2,613	0	2,613	12.9%	0
Net Income over Expenditure	(433)	(1,648)	(1,215)				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	8,465.38		8,465.38
Plan 23-27	5,000.00		5,000.00

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	12 June 2025
Subject:	Climate Change Working Group
Agenda Item:	11

Purpose of Report

1. To consider a request for expenditure, a Climate Change Award nomination and note general updates.

Recommendation(s)

Members are recommended to:

- a) **Approve expenditure of £400 (including use of charge card) to purchase an additional hot bin composter.**
- b) **Consider the Climate Change Award nomination (to follow).**
- c) **To note the latest updates following the Climate Change Working Group Meeting.**

Hot Bin Composter

2. The existing hot bin composter has proved extremely useful for composting green waste. This has helped reduce our waste expenditure and waste miles. We are therefore asking that the council invest in an additional unit. This would cost £400 plus VAT.

Climate Change Award Nomination

3. We understand that a Climate Change Award nomination will be received before the meeting. Once received, this will be circulated to the committee.

General update

4. The Working Group meets on Tuesday, 10th June. Cllr Grace will provide members with an update at the meeting.

Financial Implications

5. The available budget for Climate Change is £1,383.

Climate Change Award Nomination Form

Proposer

Name:	
Email address:	
Postal address:	
Telephone number:	

Nominee

Name of individual, business, or organisation	Library of Things (Share Hayward Heath)
Email address	contactsharehh@gmail.com
Postal address	16/18 Eastern Road Lindfield RH16 2LP
Telephone number:	N/A

Category for Nomination (please mark with a cross)

Implemented a scheme/ initiative that mitigates climate change.	x
Shared knowledge/information, or raise awareness about climate change.	x
Responded to climate change.	x

Please provide details as to why believe the nominee has achieved the selected category.

The library of things has managed to have over 500 loans of items which can be used by households – everything from gardening to decorating, to other items that will only be used on certain occasions. The regular use of this facility has enabled a reduction in consumer purchasing and also has made available equipment that might not be accessed by some people due to expense. They are a welcoming and friendly organisation who provide an invaluable service to the community.

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	12 June 2025
Subject:	Assets & Maintenance
Agenda Item:	12

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, Denmans Lane allotments and festive lighting.

Recommendation(s)

Members are recommended to:

- a) Confirm which option they would like to proceed with regarding the awarding of electric contracts.
- b) Confirm that the Allotments Working Group be tasked with carrying out the actions set out in paragraph 8 of this report.
- c) Authorise expenditure of £250 for a self-propelled lawn mower.
- d) Note the updates regarding the Wilderness Field, Festive Lighting and Denmans Lane toilets.

Electric Contracts (Item for Decision):

3. The Committee oversees the management of both the Denmans Lane toilets and LPC-owned streetlighting. The Council is regularly approached by brokers offering potential savings on existing electricity contracts. These prices are live and subject to daily fluctuations.
4. The Committee is asked to decide how it wishes to proceed with awarding these contracts. Two options are proposed:
 - i) The Committee reviews quotes (noting that prices in the agenda pack may have changed by the meeting date).
 - ii) Delegate authority to the Clerk to provide quotes to the Committee Chair, Vice Chair, and authorised signatories for review and approval.

Management of Denmans Lane Allotments (Item for Decision)

5. The Council has been contacted by an allotment holder (plus additional plot holders in support) who has raised the following points regarding the management of the Denmans Lane allotments:
 - + The Council should be much firmer regarding the cultivation of plots.
 - + Starting tenancies in April is a bad time - in practice, new tenants don't take over plots until May, June or July, by which time old uncultivated plots are overgrown and a daunting challenge for even a keen gardener. The gardening year starts in January, and that's when tenancy agreements should start. Alternatively, renewals could be sent out in, say, Feb with a polite request for people to let the Council know if they wish to end their tenancy.
 - + There is a wonderful community amongst existing plot holders, and informally, we do offer help to new people we meet. However, with the Council's mediation, this could be made more effective. I am sure many existing plot holders would be pleased to act as support

"buddies" to new plot holders. Also, it might be helpful for people on the waiting list to have a chance to meet existing plot holders, so they know what to expect.

5. The Allotments Working Group have been made aware of the above comments and has looked at an alternative management document/terms and conditions.
6. Historically, plots were 5 rods in size. These have been reduced to 2.5 rods, increasing the number of tenants and administrative workload. Until 2018/19, a knowledgeable volunteer conducted site tours and answered questions. This role is now handled by the Clerk.

7. Consideration

The Committee is asked to consider the suggestions from allotment holders. It is proposed that the Working Group be tasked to:

- + Review current management documents and practices.
- + Consider involving volunteers.
- + Explore improved communication methods (e.g., a noticeboard).
- + Produce a report with recommendations and costings

In addition, the committee is asked to authorise expenditure of £250 (including use of charge card) from the allotments budget for a new self-propelled lawn mower.

8. General update:

- + Tenancy agreements and invoices for 2025–26 have been issued.
- + Several Stage 1 improvement notices have been issued.
- + Eight plots have changed or are in the process of changing ownership.

Wilderness Field

9. The Council has instructed Countrymans to carry out the 2025 grass cuts. The Village Orderly will undertake repairs on some damaged fencing.

Festive Lighting

10. Tenders for festive lighting are being obtained and will be presented to the Full Council.

Denmans Lane Public Toilets

11. Issues have been reported with the cubicle flooring. Due to the nature of the problem, it was agreed with the Council Chair, Vice Chair, and Committee Chair to replace the floor tiles. A local contractor has been appointed. Members will recall that the 2025/26 budget did not include continued maintenance with HealthMatic.

2025 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2025 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	

2025 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2025 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	

2025 Draft Public Toilets Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2025 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 2025 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	