

Lindfield Parish Council

Committee Meeting:	Environment & Amenities Committee
Item:	6
Report of:	Parish Clerk
Date:	9 April 2026
Subject:	Committee Work Schedule & Action List

**Purpose of Report:**

1. Members are asked to note the proposed committee work schedule

**Summary:**

2. 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:**

- A) Note the draft work schedule.

**Schedule**

3. Table of proposed committee work schedule

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

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

**Action List**

Lindfield Parish Council

Minute & Date	Subject	Action Agreed	Who	Status	Notes
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 lead	In progress	
234.2	Allotments	It was agreed to instruct the Allotments Working Group to: <ul style="list-style-type: none"> <li>•Review current management documents and practices.</li> <li>•Consider involving volunteers.</li> <li>•Explore improved communication methods (e.g., a noticeboard).</li> <li>•Produce a report(s) with recommendations and costings.</li> </ul>	Allotments Working Group		

E&A Committee Budget – 28<sup>th</sup> February 2026

	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	5,509	5,200	(309)		(309)	105.9%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	13,778	14,000	222		222	98.4%	
4471 Maintenance/Gardening	487	1,500	1,013		1,013	32.5%	
4480 Christmas Festival Night & Com	1,330	1,500	170		170	88.7%	
4500 Digital Mapping	395	525	130		130	75.2%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4521 Wilderness Field S106	867	0	(867)		(867)	0.0%	867
4530 Village Orderly Equip/Expenses	249	1,000	751		751	24.9%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	18,126	20,230	2,104		2,104	89.6%	
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	569	1,500	931		931	38.0%	
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	1	300	299		299	0.3%	
4900 Village Archives	59	200	141		141	29.7%	
<b>Environment &amp; Amenities :- Indirect Expenditure</b>	<b>41,383</b>	<b>74,505</b>	<b>33,122</b>	<b>0</b>	<b>33,122</b>	<b>55.5%</b>	<b>867</b>
<b>Net Expenditure</b>	<b>(41,383)</b>	<b>(74,505)</b>	<b>(33,122)</b>				
6000 plus Transfer from EMR	867	0	(867)				
<b>Movement to/(from) Gen Reserve</b>	<b>(40,517)</b>	<b>(74,505)</b>	<b>(33,988)</b>				

<b>120 Allotments</b>							
1200 Allotment Income	1,373	1,352	(21)			101.6%	
Allotments :- Income	<b>1,373</b>	<b>1,352</b>	<b>(21)</b>			<b>101.6%</b>	<b>0</b>
4600 Allotment Expense	1,246	3,000	1,754		1,754	41.5%	
Allotments :- Indirect Expenditure	<b>1,246</b>	<b>3,000</b>	<b>1,754</b>	<b>0</b>	<b>1,754</b>	<b>41.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>128</b>	<b>(1,648)</b>	<b>(1,776)</b>				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	8,465.38	866.66	7,598.72
Plan 23-27	5,000.00		5,000.00

Lindfield Parish Council

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	9 April 2026
Subject:	Assets & Maintenance
Agenda Item:	9

**Purpose of Report:**

1. To consider/note matters relating to council assets and maintenance.

**Recommendation(s)**

**Members are recommended to**

- a) **Note the various updates.**
- b) **Agree to delegate to the Clerk, in conjunction with the members of the Wilderness Field working group, the responsibility to accept a quote for the 2026/27 field cut.**

**Denmans Lane Allotments:**

2. April's plot inspections have now started. Invoices for 2026/27 will be circulated shortly.

**Tree Stock – Wilderness Field & Denmans Lane Allotments**

3. Inspections of our tree stock took place at the end of March 2026.

**Wilderness Field**

4. We will be purchasing native Wildflower plugs that will be planted on the site.
5. We are obtaining various quotes for the 2026/27 field cut. Can we ask that approval to accept a quote be delegated to the Clerk in conjunction with the members of the Wilderness Field working group? The cost of this expenditure will be met from the Wilderness Field earmarked reserve.

Working Group & Attendance Reports  
E&A 9 April 2026 – Item 10

### Working Group Meetings

Wilderness Field    LG                    02/25/2026

Members of the working group met to discuss a range of issues related to Wilderness Field, including the management plan, the possibility of installing a pond, and routine maintenance. We agreed to meet in early April to continue the discussions.

LG will contact Hurst PC to ask whether they can give members of the working group a tour of Hurst Meadows. LG will research alternative uses for the trough, e.g., an insect station. AF and CW will contact the Friends of ERNR to discuss the potential pond. AF will obtain quotes for additional mowing of the areas by the paths.

Village Archive        LG                    01/27/2026

Topics for discussion were accepting artefacts. It was agreed to add the following sentence to the archive policy: 'Items may be accepted subject to their suitability'.

Other items discussed were the management of duplicate materials, scanning and accessibility, and the timing of meetings with archivists.

LG to prepare and circulate notes from the meeting to working group members and the archivists to clarify what type of duplicate materials they are referring to. AF to update the policy to include a sentence on artefacts. Meeting with archivists to be arranged to take place in September

Climate Change        LG                    03/31/2026

Members of the working group discussed a range of issues including: grass verge scheme now agreed; Greener Lindfield attended the LHS Spring show; next Wilderness Field WG meeting on 7 April; feedback from Community People Eco Forum including possibility of working with students from Sussex Uni; we will be required to produce a biodiversity plan; issues relating to plastic wrapped round trees; sponsor a tree scheme; LNRS/WW green spaces scheme.

Progress on grass verges to be reported to E&A. AF will research potential expenditure. LG to ask Colin whether used laminated pouches can be recycled. LG to try to find out a contact at Sussex Uni regarding support for environmental projects in Lindfield. AF will look into what other parish councils are doing regarding a biodiversity plan. Plastic problem on trees - AH will be asked to identify the problem. This can then be possibly added to the village Spring clean task list. Greener Lindfield members can be encouraged to promote the registration of green spaces with their respective groups. Next meeting 12 May

Working Group & Attendance Reports  
E&A 9 April 2026 – Item 10

**Attendances**

Greener Lindfield

LG (as the council's delegated representative).

Among items discussed were planned activities, including the LHS seed swap on 7 Feb, and their Spring show on 27 March to show the Greener Lindfield display boards. We also talked about plans for a children's activity at the repair cafe. LPC has submitted the March Lindfield Life article on behalf of Greener Lindfield. The topic Wilderness Field and grass verges.

Community People's Eco Forum

LG

The Forum was well attended by representatives of many different organisations including Glendale, ERNR, FWL, WSCC grass verge project, Weald to Waves, Sussex Green Living and Nymans/Standen. There was the opportunity for networking and the room was buzzing with positivity and people sharing news and experiences and making new contacts. There were presentations from Weald to Waves and Rother Climate Action Network. I notes a few ideas for sharing with the Climate Change working group and Greener Lindfield.

Aim	Term	Objectives	RAG Status	Narrative	Responsible Committee	Updates
Village Environment	Ongoing	Litter picking – to continuing organising and running		Village clean up days arranged and litter currently not flagged as a issue with residents	E&A	
	Short term	Children’s Playground – Seek for inclusive Play		LPC has awarded a grant Friends of Lindfield Playgrounds to help support them and this	E&A	
		<del>Lindfield War Memorial – To work with partners to</del>		<del>It has been agreed that this will not be progressed</del>	<del>E&amp;A</del>	<del>Item withdrawn from the plan</del>
	Longer term	Undertake refurbishment of Denmans Lane public toilets		Replacement flooring has been fitted (Feb 2026)	E&A	
Environment and sustainability	Ongoing	Continue to promote and achieve the aims and		On track	E&A	
		Publish regular updates on LPC activities relating to		Needs more work to compete	E&A	
		Share information with the community relating to local		This is done ad-hoc but can be improved.	E&A	
		Maintain Management Plan for Wilderness Field that		On track – plan in place	E&A	
	Short term	Minimise green waste miles by installing hotbin		Completed	E&A	
	Medium term	Investigate installation of solar panels on LPC buildings		* Denmans Lane public toilets are not economically viable due to conservation area requirements.	E&A	RAG status changed to green
		Work with local schools to assist in designing		Not completed	E&A	
		Flower & fauna, and biodiversity survey of the		The council has asked members of the public to use apps to report plants, insects etc	E&A	
		Consider free water refill provisions within the village		KEH has installed a water refill point. Refill app shows free water refill stations.	E&A	RAG status changed to green
	Longer term	Ensure that LPC provides input into long term MSDC &		Needs better definition	E&A	

2026 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	

2026 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.	