

### 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 25/26 Membership	Purpose
Denmans Lane Allotments	Burns Blunden Matthews Webster	Help review relevant policies. Assist in the management of the site.
Village Archive	Blunden Grace	Assist in any archive queries and the management of records.
Wilderness Field	Blunden Grace Nisbett Matthews Upton Woods	Help review relevant policies and management of the field.
Climate Change	Burns Grace Nisbett Woods Woolley	<p>The Climate Change Working Group will:</p> <ul style="list-style-type: none"> <li>• Consider how best the Council can meet its Climate Change policy objectives.</li> <li>• Provide the E&amp;A committee and Full Council with regular updates.</li> <li>• Provide updates and advice for the local community.</li> <li>• Obtain quotes for any projects/ideas.</li> <li>• Propose future &amp; ideas that could be included in a business plan / future budgets</li> <li>• Subject to Committee and/or Full Council approval, implement projects/ideas.</li> <li>• Monitor the effectiveness of any implemented projects/ideas.</li> <li>• Liaise with third parties.</li> </ul>

Lindfield Parish Council

Committee Meeting:	Environment & Amenities Committee
Item:	9
Report of:	Parish Clerk
Date:	11 June 2026
Subject:	Committee Work Schedule

**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
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

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

**Action List**

E&A Committee Budget – 31<sup>st</sup> March 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	6,110	5,200	(910)		(910)	117.5%	
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	690	1,500	810		810	46.0%	
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	2,026	2,400	374		374	84.4%	
4521 Wilderness Field S106	2,187	0	(2,187)		(2,187)	0.0%	1,759
4530 Village Orderly Equip/Expenses	266	1,000	734		734	26.6%	
4560 Denmans Lane Toilets Repair	4,125	5,000	875		875	82.5%	
4561 Denmans Lane Toilets Utilities	20,709	20,230	(479)		(479)	102.4%	
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	591	1,500	909		909	39.4%	
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	11	300	289		289	3.7%	
4881 Plan 23-27	5,000	0	(5,000)		(5,000)	0.0%	5,000
4900 Village Archives	99	200	101		101	49.7%	
<b>Environment &amp; Amenities :- Indirect Expenditure</b>	<b>57,317</b>	<b>74,505</b>	<b>17,188</b>	<b>0</b>	<b>17,188</b>	<b>76.9%</b>	<b>6,759</b>
<b>Net Expenditure</b>	<b>(57,317)</b>	<b>(74,505)</b>	<b>(17,188)</b>				
6000 plus Transfer from EMR	6,759	0	(6,759)				
<b>Movement to/(from) Gen Reserve</b>	<b>(50,558)</b>	<b>(74,505)</b>	<b>(23,947)</b>				
<b>120 Allotments</b>							
1200 Allotment Income	1,450	1,352	(98)			107.3%	
<b>Allotments :- Income</b>	<b>1,450</b>	<b>1,352</b>	<b>(98)</b>			<b>107.3%</b>	<b>0</b>
4600 Allotment Expense	2,403	3,000	597		597	80.1%	
<b>Allotments :- Indirect Expenditure</b>	<b>2,403</b>	<b>3,000</b>	<b>597</b>	<b>0</b>	<b>597</b>	<b>80.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(952)</b>	<b>(1,648)</b>	<b>(696)</b>				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	8,465.38	2,186.66	6,278.72
Plan 23-27	5,000.00	5,000.00	0.00

Committee Meeting:	Environment & Amenities
Report of:	Climate Change Working Group
Meeting Date:	11 June 2026
Subject:	People's Emergency Briefing (PEB)
Agenda Item:	11

**Purpose of Report:**

1. This report invites members to consider hosting a screening of the People's Emergency Briefing (PEB). The briefing presents the latest evidence on the climate and nature crisis in an accessible format and is designed to encourage public engagement, discussion, and action at a local level.

**Summary:**

2. The film brings together expert evidence originally presented in Westminster in November 2025. The initiative now seeks to extend its reach across communities by encouraging local screenings. Hosting a screening provides an opportunity for members and local communities to engage collectively with the evidence and discuss appropriate responses. Events are intended to include a facilitated discussion and, where possible, engagement with MPs and other decision-makers to increase awareness and accountability outside Westminster. Screenings are supported by guidance, resources, and optional financial contributions, with community events generally offered free of charge.

**Recommendation(s)**

**Members are recommended to:**

- a) **Consider whether the Council should explore the possibility of organising a screening of the film**
- b) **If it is agreed to pursue further, instruct the Climate Change Working Group to carry out the research.**

**Background:**

3. In November 2025, the National Emergency Briefing brought together leading experts to present evidence on the climate and nature crisis to politicians and stakeholders in Westminster. However, many MPs did not attend and may not yet have engaged with this information. The People's Emergency Briefing film has been developed to ensure this evidence is widely accessible. It enables communities to:
  - View the evidence collectively in a local setting
  - Discuss implications and responses
  - Encourage elected representatives to engage with the issue

Hosting involves:

- Securing a venue and scheduling an event
- Inviting MPs, councillors, journalists, and other stakeholders
- Screening the film to an in-person audience
- Facilitating a structured discussion using provided guidance
- Encouraging follow-up actions, including support for a nationally televised emergency briefing

A screening of the film has been organised by Fairer World; it will take place in Haywards Heath on the 25<sup>th</sup> June. It is suggested that, should members wish to explore putting on a screening, it takes place later this year.

**Financial Implications**

4. Community screenings are generally provided free of charge, supporting broad public access. Additional support, including screening guides, facilitation materials, and promotional tools, is provided to minimise costs and support delivery. Venue hire would require expenditure.

**Risk Management**

5. Prior to any event taking place, a risk assessment would need to be undertaken.

Addition information

<https://www.nebriefing.org/>

Working Group & Attendance Reports  
E&A 11 June 2026 – Item 13

**Working Group Meetings**

**Climate Change**

**LG**

**2 June 2026**

The group continued to discuss a range of issues around the review of the Wilderness Field management plan. The next activity will be a visit to Hurstpierpoint to find out about the management plan for Hurst Meadows. Grass verges were discussed; an article will be published in the August Lindfield Life to advise residents about the pilot. A Facebook launch will alert residents to the pilot and forthcoming article. A range of other matters were discussed, including an update on Greener Lindfield. It was agreed that the Clerk will prepare a briefing for E&A, seeking consent to discuss a screening of the National Emergency briefing in the autumn.

Briefing paper to be presented to E&A for a screening of the National Climate Emergency briefing to be discussed. August Lindfield Life article to be prepared to let residents know about the grass verge pilot. Also, a Facebook post will let residents know what is happening.

**Climate Change**

**LG**

**12 May 2026**

Various matters and updates were discussed, including the grass verges pilot, Wilderness Field, Cllrs co-network meeting, the website, National climate emergency briefing and options for an activity for the coming Council year.

A range of actions were agreed to be reported back to the next climate change working group meeting.

**Wilderness Field**

**LG**

**21 May 2026**

Discussions included updates regarding the Management Plan. Hurstpierpoint Parish Council have invited us to meet them for a tour of Hurst Meadows on 16 June at 10:30 to discuss their management plan for the area.

The Clerk will send the invite to all Cllrs. The Clerk & VO may also attend. A range of actions were agreed to progress items related to the management plan as identified in the meeting notes

**Attendances**

**Greener Lindfield meeting**

**LG**

**26 May 2026**

Those present discussed a range of issues mainly around preparations for village day, future Lindfield Life articles and the LPC grass verge pilot.

**Grass verge pilot meeting**

**LG**

**21 May 2026**

The meeting was held to discuss arrangements for the grass verge pilot. It was agreed to launch this to residents on 1 July, with an article in Lindfield Life and on Facebook. A wide range of issues were discussed, including the required risk assessment and volunteers' agreement, PR, as well as practicalities around visit from WSCC Officer.

**Councillors Eco network meeting**

**LG**

**17 April 2026**

Cllrs present discussed a range of topics including trees, management of Wilderness Field, ponds, dark skies, grass verges and management of Horsted Keynes cemetery. HHTC is developing a variety of forums and activities for residents at the Town Hall. agreed to aim for the next meeting in 3 months.

Committee Meeting:	Environment & Amenities
Report of:	Climate Change Working Group
Meeting Date:	11 June 2026
Subject:	Lindfield Archive
Agenda Item:	14

### Introduction

1. This report asks members to consider several matters regarding the management of the Lindfield Archive following initial discussion with West Sussex Record Office (WSRO).

### Summary

2. The advice from WSRO highlights that the management of archival material must prioritise legal compliance, preservation quality, and long-term accessibility. Key issues identified include strict limitations on copying due to copyright and GDPR requirements, risks associated with uncontrolled storage, and the technical challenges of digitisation.

### Recommendation(s)

#### Members are recommended to:

- a) **Agree that requests by third parties to copy/digitise all or part of the archive should be declined based on the advice provided by WSRO.**
- b) **Instruct the Lindfield Archive Working Group, in conjunction with our volunteer archivists, to carefully review all advice provided by WSRO and, over time, provide recommendations to the committee.**
- c) **Agree that where necessary further advise/training is sought from the WSRO.**

### Background

3. Lindfield Parish Council is committed to retaining the Lindfield Archives. We are very fortunate to have three dedicated volunteer archivists who are an essential part of this process.
4. On 11 May 2026, representatives visited the WSRO to informally seek guidance on best practice regarding the Lindfield Archives. The archives contain historically significant material, but concerns have been raised regarding storage conditions, accessibility, and compliance with legal requirements.
5. WSRO provided general advice on both the handling of archival material and the risks associated with informal or unmanaged storage and copying processes. The discussion also explored the role that WSRO could play in supporting long-term preservation of the material.
6. One key point that was raised during the discussion was copyright compliance. We were advised that:
  - a) Supply of copy items to third parties should be limited (e.g. no more than 10 pages at a time)
  - b) Individuals copying material must sign a declaration confirming materials will not be used for commercial purposes.
  - c) Copies taken by a third party must not be stored or distributed in ways that allow unrestricted reuse (e.g. uncontrolled cloud storage).
  - d) Requests from third parties to digitise all or part of the archive should be refused
7. In view of the above and having received a request from a third party to copy/digitise the entire archive, members are asked to confirm the Council's position on this matter.

8. In addition, the following areas were also raised:
  - GDPR requirements
  - Financial considerations
  - Storage and preservation
  
9. These areas will require further consideration by the Working Group and our volunteers before any recommendations can be presented to this committee.

**2026 Public Toilets Risk Assessment**

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2026 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
<b>DELAPIDATIONS TO STRUCTURE OF BUILDING</b>	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	
<b>LEGIONELLA AND OTHER WATER RELATED RISKS</b>	Users Contractors Insurance	- Illness or potential fatality amongst high risk groups	High	Low	+ No stored water – all direct feed from mains	Low		
<b>EQUIPMENT FAILURE</b>	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	
<b>WORKING FROM HEIGHT</b>	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	
<b>SHARPS</b>	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.	
<b>DISABLED FACILITIES</b>	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	
<b>MISUSE OF FACILITIES / CONGREGATION OF YOUTHS</b>	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	

**2026 Public Toilets Risk Assessment**

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2026 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
<b>FAILURE OF CLOSURE AND LOCKING FACILITIES</b>	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	
<b>WET FLOOR</b>	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	
<b>POOR CLEANING</b>	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	
<b>WASTE</b>	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	
<b>CLEANING CHEMICALS</b>	Public Cleaning operatives	- Burns from contact with strong or undiluted chemicals - Inhalation of fumes	Medium	Low	+ Specialist cleaning contractors used.	Low		
<b>INFECTION AND DISEASE</b>	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		
<b>ELECTRIC BURNS AND SHOCKS</b>	Public Contractors Cleaning operatives	- Electrocutation	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	
<b>DRUG, ALCOHOL, SOLVENT USE</b>	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	

**2026 Public Toilets Risk Assessment**

LINDFIELD PARISH COUNCIL					Date			
DENMANS LANE TOILETS 2026 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
<b>BROKEN BOTTLES</b>	Public Contractors Cleaning operatives	- Accidental cuts, infection	Medium	Medium	+ Specialist cleaning contractors used + Good neighbourhood reporting	Medium		
<b>CRIMINAL DAMAGE / VANDALISM / ROUGH SLEEPERS</b>	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	
<b>SERVICE INTERRUPTION</b>	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 2026 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
<b>Location / Design</b>	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
<b>Approval</b>	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
<b>Budget Provision</b>	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
<b>Insurance Cover</b>	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
<b>Inadequate Maintenance / Cleaning</b>	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
<b>Hygiene / Infection Issues Failure to empty bins</b>	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
<b>Vandalism / Theft / Damage</b>	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
<b>Committee Approval</b>		E&A			<b>Clerk / Deputy Clerk Signature</b>		tbo
<b>Date / Item</b>		tba			<b>Date</b>		tbo