

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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MEETING OF AMENITIES COMMITTEE

HELD ON 24th JULY 2018 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Toomey, Lloyd, Syred and Muncey.

Clerk: John Fullbrook

Members of the Public: 2

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/17/25 APOLOGIES FOR ABSENCE

25.1 Apologies received from Cllrs Howell and S. Sullivan. Cllr Muncey therefore Chaired the meeting

A/17/26 DECLARATIONS OF INTEREST

26.1 Cllr Muncey declared personal interest in Agenda item on memorial benches as has purchased one in the past.

A/17/27 QUESTIONS FROM THE FLOOR

27.1.1 **Q** – Mr Gary Sullivan. *There are some bushes that need to be cut back at the entrance to the MPF from Newham Lane.*

CLERK

27.1.2 **A** – Clerk will check out and speak to contractors.

A/17/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Muncey **proposed, seconded** by Cllr Syred that the minutes of the meeting held on 26th June be agreed and signed as a true record. **Agreed**

A/17/29 MATTERS ARISING FROM PREVIOUS MEETING

29.1 A/18/16.1.1 Clerk and Cllr Howell communicated response to Mr Brown - **Actioned**

29.2 A/18/16.3.2 Reference to public email distribution amongst councillors - **Actioned**

29.3 A/18/18.2 Flint wall repairs (Contractor details sent to Police Estates Dept.)–**Actioned**

29.4 A/18/7.5 Cllr Lloyd update on progress with High street car park cleaning strategy in liaison with Horsham DC – The area is looking much cleaner and Cllr Lloyd will keep monitoring this in the future - **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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ACTION

29.5	A/18/18.6 Clerk wrote to Newsagents regarding state of the Pavements and their Pidgeon problem. Clerk then visited the Newsagents as there had been no response to the letter and spoke with the manager to discuss the issue. He said that there had been discussions with their head office about the matter, with hopefully a long term solution forthcoming. Clerk to chase.	CLERK
29.6	A/18/18.29 High street Bollard replacement – In further discussions with WSCC, primarily to find out if it was possible to get Bollards replaced and whom would be the preferred providers. It arose that WSCC were in fact willing to re-assess the situation, and they said in certain circumstances perhaps they might be able to replace missing Bollards after all. Indeed after an on-site inspection their engineer said of the missing High street Bollard -‘there were compelling safety reasons for WSCC to install a replacement’. Therefore it is once more with WSCC. Clerk to report back.	CLERK
29.7	A/18/18.30 High street sign facing wrong way - Actioned	
29.8	A/18/19.1 F&GP Committee to be informed that Playground working party may need more money if it is to look into renewing the Tarmac strip as per Amenities initial discussion - Actioned	
29.9	A/18/19.2 New Benches for the MPF – see item 30.2	
29.10	A/18/ 19.4 Afterschool club – possible assistance to provide location – Cllr Muncey met with the primary school headmistress who expressed an interest in the Norman’s way location. She will discuss with her governors and when Cllr Muncey hears more she will report back.	
29.11	A/18/19.6 Tree works in the MPF – Clerk confirmed that Andrew Gale is booked for the end of September to start work on the next ‘Tree conditioning report’ and that all recent issues raised regarding trees on the MPF will be looked at during this visit.	
29.12	A/18/ 19.7 MPF rubbish bins – The delivery of the two replacement standard bins has been held up by the fact that the company needed agreement on the artwork for the specially commissioned memorial gardens bin, however they should be delivered within a week and the clerk has already reserved the services of the installation contractor.	CLERK
29.13	A/18/19.8 Grass cutting contract – See item 30.7	
29.14	A/18/19.9 Setting up Skate park working party – Last meeting it was suggested this item ought to best be considered by a working party within the Neighbourhood plan committee. Clerk seeing the committee chairman to discuss.	CLERK
29.15	A/18/19.10 Councillors to meet up with Orchard group representatives to discuss future plans – see item 30.4.1	
29.16	A/18/20.1 Broken gates at Rublees Allotments – See item 31.3	
29.17	A/18/22.1 Rights of way possible designation of paths – See item 33.1	
29.18	A/18/22.2 Steyning Community Partnership ‘Finger post request’ – Following last meeting the Clerk sent around additional information as per request and had comments	

back, which were passed on to the Steyning Community partnership. Because the application needed to be sent in it was imperative that the Partnership had a swift response therefore the Chairman of the Council (Cllr Lloyd) having received agreement to do so from Full Council met with their representatives to move the process forward and the Clerk was then able to complete the application for them

29.19 A/18/22.3 Car park development – See Agenda item 33.4

A/18/30 MEMORIAL PLAYING FIELD AND OPEN SPACE

30.1.1 Playground developments - Three of the working party met to proceed with grant application discussions – This being the clerk, Councillor Barling and Cllr Picking, and this was so that the right strategy could be agreed with regards to putting a bid or bids together regarding the WSCC crowdfunding. Because of the time scales involved in achieving a successful bid from this stream it was decided to concentrate the initial efforts on applications to other funding bodies.

30.1.2 It was felt that the Clerk needs to proceed with the Wilson memorial trust application and that the percentage of the entire quote to be applied for ought to be greater than 50%. Cllr Muncey **proposed, seconded** by Cllr Lloyd delegate the Clerk to come up with a budget for all works, then write to the Wilson memorial trust, ask for a grant giving total cost of all the works and also apply for the section 106 monies in order for the project to move forward. **Agreed**

CLERK

30.2 New Benches for the MPF – Further quotes were received and Cllr Muncey had found a good alternative that had been purchased by Upper Beeding Parish Council. Councillors agreed this choice seemed to be the best value alternative. Cllr Muncey **proposed, seconded** by Cllr Lloyd that the Clerk has delegated authority to proceed with 3 benches being purchased of the type 'Glasdon Elwood benches in dark oak finish' and that they are installed (concreted in and grassed over) and that repairs are made on existing benches with an upper limit of £2,250 not to be exceeded. If there is insufficient budget then there needs to be agreement from F&GP for additional funding. **Agreed**

CLERK

30.3 Hedgerow group works – Some hedgerow plants will need replacing because of the drought conditions, but that replacements can come from the Allotment plot. There will be a hedgerow meeting convened in early September.

30.4.1 Steyning Community Orchard – including news on Apple day on 6th October – Held from 1pm to 4pm on the MPF. All the Councillors would be most welcome. On this day they will need to erect around 8 gazebos. They will need access for deliveries before and after the day for the set up and removal. They will not permit any parking within the area during the event. There is also a meeting planned with Councillors and members of the SCO present, but details still needs to be finalised via the Clerk, and Clerk also to remind the group about risk assessments regarding the event and especially about proposed selling of alcohol.

CLERK

30.4.2 Local wildlife expert reported 4 species of Bat surveyed in the Hedgerow, which was very good news – another survey planned for later this season

		ACTION
30.5.1	Bowls Club asked if their hedgerow could be lowered to a height of 5 feet as this would 1. Give the general public better visibility of playing bowls 2. Improve air flow to the bowling green and thereby help maintain the playing surface Cllr Muncey proposed, seconded by Cllr Lloyd that Council gives permission for a lowering of the hedgerow adjacent the Bowls club to a new height of 5 feet except the side which faces the memorial gardens, which is to be completed by their contractor in early next Year. Agreed. Clerk will write to Bowls club to confirm this.	CLERK
30.6	Cripps lane trees - After a local resident had raised concerns about the trees at Cripps lane – mostly regarding their height and leaf fall. Clerk asked the tree warden to join him on site to check them out. Opinion was that they appeared to be healthy. There was dead ivy hanging off them probably as a result of the last maintenance work in May which would have cropped these off at ground level. There was clear evidence of crown reduction at some point in the past and because of the imposing nature of their current height, the thought was that it would be a good idea to ask our contractor to take a look at another reduction when he comes on site in September. Committee agreed that this could be suggested and that the Clerk writes back to resident to inform them of this fact.	CLERK
30.7	Grass cutting contract – Clerk and deputy clerk had a meeting with the contractor and talked through the many issues. There were assurances given by the contractors in terms of their commitment to providing the service that Steyning PC and residents expect. Personnel changes have already taken place with more to follow. They said that they had changed the operatives working on this particular contract as it was clearly not working before. Clerk suggested that Council would be unwilling to pay for any occasions when there was no service (even when they were unable to work because it was wet), and that council didn't expect to pay for below par services either. Their head of contracts said that if the Clerk put together a list as to what Council would expect to pay in relation to the Contract then he would use that as his guide for his accounts department to put together the first invoice. Clerk to report back.	CLERK
A/18/31	ALLOTMENTS	
31.1	Continued work being undertaken at the Allotments, including clearance and coverage of vacant plots, chasing absentee plot holders, re-marking of plots with new posts and path strimming. Clerk to put advert in 'Your Steyning' to attract new plot holders.	CLERK
31.2	Rental arrangements for 2018/19 – The Clerk supplied supporting papers with suggestions relating to possible Allotment rental agreement costings. Cllr Muncey proposed, seconded by Cllr Syred that new Allotment rents for 2018/19 should be £15 for Half plots and £32 for Full plots. Agreed 3 For, 1 Against.	
31.3	Broken gates at Rublees Allotments – After a great deal of information and support from the Allotment holders after the gates had been driven into, Clerks have managed to persuade the grass contractors that the issue was indeed caused by one of their operatives. They have dealt with it by making that particular operative redundant, and have agreed to pay for a replacement gate and for the installation of said gate. Clerk has therefore already moved ahead with this and has got a replacement on order and has reserved the contractor to install the new gate. The lead in time is going to be a	

ACTION

further 4 weeks or so, but in the meantime the gates do at least open and close albeit with difficulty.

A/18/32 FINANCE

32.1 There needs to be a check on Grounds maintenance budget lines by the Clerk for the next meeting. The Income & Expenditure reports were discussed for the May period. Cllr Muncey **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for May 2018 be accepted as a true record. **Agreed. 3For 1 Against** **CLERK**

32.2 The Income & Expenditure reports were discussed for the June period. Cllr Muncey **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for June 2018 be accepted as a true record. **Agreed. 3 For 1 Against**

A/18/33 HIGHWAYS

33.1 Rights of Way – Clerk to chase reply from Wiston estate regarding Councils query on rights of way, and to chase for forms from Rights of way team to allow application for designation of Twitten. Council delighted that Twitten development contractor has managed to maintain access throughout his works and Clerk to pass on that gratitude to him **CLERK**

33.2 Car Park and Parking problems – WSCC replied to Clerks letter but with disappointing content. The enforcement against antisocial parking behavior remains a problem but beyond the wardens additional powers there appears little can be done. A reply needs to be sent back asking for points raised previously to be addressed. Also Cllr Barling to be included in this correspondence. Clerk to write a reply and also to arrange a meeting with Ben Golds and Cllrs after the schools have gone back **CLERK**

33.3 Parking on MPF by the Stoolball club at a recent event which was without permission from the Council, it seems there had possibly been given permission by a staff member and a committee member of the Cricket club. Clerk to write to Stoolball representative and to the Cricket club to ensure they are aware of the proper protocols relating to parking on the MPF. **CLERK**

33.4 Fletchers Croft Car Park development update meeting – Cllr Muncey and Clerk reported that there was little further news to report, despite being chased for more detailed drawings on planters, and a maintenance programme. Clerk passed on that the center is busy throughout the proposed development window of October / November. Clerk to organize meetings and to get in touch with Electric point installation contact and to ensure Steyning Community Partnership involved with new information board installations. **CLERK**

33.5 Steyning road safety issues – Nothing to report

33.6 Street Cleaning Contract – Clerk to arrange meeting with Contractor to highlight issues and also to arrange meeting with HDC to see what they could offer and send a report around **CLERK**

33.7 Pedestrian Bridge across the A283 dealt with and can come off Agenda

**ACTION
CLERK**

- 33.8** Digital Tourist Boards - To discuss and agree if Amenities to support this Horsham initiative for application of funding for these boards which could then be sited at Car Parks in Steyning, subject to Councils approval. Concerns were raised about the bright display being out of keeping with Steyning's historic environment. Cllr Muncey **proposed, seconded** by Cllr Syred asked Clerk to send a letter of approval but if they are used only for local news and events and that Council would only agree to their installation if Council has a say on its location. **Agreed 3 For, 1 Against**

A/18/34 INFORMATION / CORRESPONDANCE ITEMS

- 34.1** A local resident came into Steyning centre offices today and talked about her annoyance that the development at Lancing (Ikea and new housing) was apparently being pushed through in so far as it would dramatically affect the amount of traffic on the A27 corridor and therefore because then people would look for alternative routes and this was clearly going to affect traffic issues around Steyning. Cllr Syred **proposed, seconded** by Cllr Lloyd Clerk to write in order to voice the concerns of the Council with regards to this development. **Agreed**

CLERK

A/18/35 DATE OF NEXT MEETING – 25th September 2018 at 7.30pm

Meeting closed at 9.35 pm

Signed: Date: 25th September 2018

Chairman