

Steyning Parish Council



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

HELD ON 26th JUNE 2018 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 6

Meeting started at: 7.30pm

DRAFT MINUTES

A/17/14 APOLOGIES FOR ABSENCE

14.1 Apologies received from Cllrs Lloyd and S. Sullivan

A/17/15 DECLARATIONS OF INTEREST

15.1 None

A/17/16 QUESTIONS FROM THE FLOOR

16.1.1 Q – Mr Brown- 'I Understand that some tree surgery work was recently undertaken as part of the Maintenance programme but this included dead wood removal in the Orchard area. This had been deliberately left by the SCO and we are concerned as we believed we were to be told beforehand as to any work to be undertaken as part of the management plan. Also Ivy was removed from hedgerows. We would like assurance from the committee that this relationship remains in place.

16.1.2 A – We will check out with contractors exactly what work was completed and when and will come back to you. The relationship remains the same.

16.2.1 Q – Mr Catchpole 'during email correspondence with the Clerk it was suggested that the frequent broken bottles on the tarmac strip could be discussed –but I don't see it on the Agenda

16.2.2 A – Clerk explained that Wardens were making extra patrols and Contractor who empties bins was asked to check this area and pick up any additional debris on the tarmac strip. Chair said that it could be discussed under Agenda item 5.1

16.3.1 Q – Mr Catchpole –'I'm slightly concerned by the communication I received from the Clerk when I asked for my concerns about broken glass on the MPF to be sent through to all councillors and I was informed that Council had advised the Clerk not to distribute every email that residents ask to be circulated as this can cause unnecessary time wasting as councillors not necessarily involved in dealing with issues become embroiled in discussions where they are not aware of all the facts

16.3.2 A- Clerk will check the records of the meeting when this was agreed and communicate it to all councillors

ACTION

CLERK

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

ACTION

16.4.1 **Q - Mr Catchpole – There are some brambles on the Newman’s lane entrance to the MPF that could cause a nasty injury to children if not dealt with**

16.4.2 **A – This has been dealt with today by a contractor for us**

A/17/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Muncey **proposed, seconded** by Cllr Goldsmith that the minutes of the meeting held on 29th May be agreed and signed as a true record. **Agreed**

A/17/18 MATTERS ARISING FROM PREVIOUS MEETING

18.1.1 A/18/5.1.1 Wardens making more patrols of the MPF and especially tarmac strip - Clerk Actioned.

18.1.1 There is a need to consider an upgrade to the Tarmac strip area in the MPF, either with an improved safety surface or updated facilities - this to be considered by Playground working party when they next meet

18.2 A/18/7.4 Flint wall repairs – Ongoing. Also the Clerk reported that weed killer to be used on re-growth

CLERK

18.3 A/18/7.5 Cllr Lloyd to update on progress with High street car park cleaning strategy in liaison with Horsham DC - Ongoing

Cllr Lloyd

18.4 A/18/7.7 Pavement power wash contractor informed to return to High street at later date and at Clerks discretion - Actioned

18.5 A/18/7.7 Clerk to check out Power wash machine purchase options – See item 19.5

18.6 A/18/7.7 Clerk to write to Newsagents regarding state of the Pavements and their Pidgeon problem – Actioned. Clerk to follow up.

CLERK

18.7 A/18/7.10 The ‘Twitten’ possible designation as a public right of way considered- see item 22.1

18.8 A/18/7.11 Car Park and Parking problems – Clerk to ensure letter gone to Cllr Barling – Actioned. Also I have received an initial response from Matt Davey, the WSCC director of Highways and Transport saying he is making further enquiries and will contact the Council shortly

18.9 A/18/7.13 Clerk to contact contractor to ensure signs attached to soon to be demolished Barn at ‘Twitten’ entrance are rescued and saved by contractor to be fixed back onto new building - Actioned.

18.10 A/18/8.1.1 Clerk and Chair of Amenities to start the process of Funding for the Playground works - Actioned

18.11 A/18/8.2 Clerk to inform Bowling club as to the committee’s decision regarding parking for annual charity day and to then organize Parking alternative in conjunction with the Cricket club. – Actioned. Since then, the Minutes of last Amenities went to Full Council for its recommendations to be approved and there was a counter proposal tabled and agreed which allowed the Bowls club to proceed with parking on the MPF as per last year

18.12 A/18/8.4 Request to use Open spaces for fitness classes – Having spoken with the

Coach the Clerk confirmed the Class would be potentially profit making and therefore Council would not be sanctioning use on the Village greens.

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| 18.13 | A/18/8.5.1 Clerk to proceed with purchase of two cradle swings - Actioned | |
| 18.14 | A/18/8.6 After school club - assistance to provide location on Agenda – See item 19.4 | |
| 18.15 | A/18/8.7 Quotes for Composite Benches – Clerk to obtain – See item 19.4 | |
| 18.16 | A/18/8.7 Explore publicity of sponsorship for memorial benches – The Clerk has contacted Chalcraft funeral directors and confirmed they are open to the idea of promoting benches as a memorial, but this would need further discussion. | |
| 18.17 | A/18/8.8.1 Grass Cutting contract – See item 19.8 | |
| 18.18 | A/18/8.8.2 Clerk to ensure Horsham DC maintenance and cutting of stream is diarized by HDC for next and subsequent years – Actioned | |
| 18.19 | A/18/8.9.2 A working Party to be set up from across the Council for the proposed Skate park development– See item 19.9 | |
| 18.20 | A/18/8.10 Councillors to meet up with Orchard group representatives to discuss future plans – see item 19.10 | |
| 18.21 | A/18/9.2 Last Clearance skips at Allotments – Last of the three skips that had been supplied to Canada gardens has now been filled and removed from site. No more skips planned at either site - Actioned | |
| 18.22 | A/18/10.1 Financial I&E update – April figures to be presented at next meeting – See item 21.1 | |
| 18.23 | A/18/11.1 Rights of Way – Clerk to provide his contact details and then Cllr Muncey to meet this contact and report at next meeting – See item 22.1 | |
| 18.24 | A/18/11.3 Car Park development meeting on 7th June – Clerk to coordinate meeting and circulate papers – Actioned | CLERK |
| 18.25 | A/18/11.4 Steyning Road Safety – See item 22.4 | |
| 18.26 | A/18/11.5 Bus service consultation – Clerk to send out email reminder to all Councillors – Actioned | |
| 18.27 | A/18/11.6 Pedestrian Bridge inspection – See item 22.6 | |
| 18.28 | A/18/11.7 Jarvis Lane / High street flooding onto Agenda – See item 22.7 | |
| 18.29 | A/18/11.8 High Street Bollard replacement onto Agenda –Clerk updated that WSCC no longer replace Bollards and have not done so for about a year – Clerk to investigate for SPC to possibly replace | CLERK |
| 18.30 | A/18/11.9 High street sign facing wrong way onto Agenda – Clerks office has been working with WSCC to put this right over the last three months, as having fallen off its posts in February, it was put up but facing the wrong way – Clerk to continue to action | CLERK |

		ACTION
A/18/19	MEMORIAL PLAYING FIELD AND OPEN SPACE	
19.1	Playground working party – Update from Cllr Bowell. The next stage in the process is to investigate and move forward on the external funding options. Also now to be discussed will be the development options concerning the tarmac strip. With this in mind F&GP committee needs to be informed that additional funding may be required	CLERK
19.2	New Benches for the MPF – Clerk reported on a selection of Benches and prices – There being very many variations. Cllr Muncey had composed a small statement relating to the future promotion of whatever memorial benches were to be purchased. Composite benches were seemingly the preferred option, except if the citing of a new bench was to be next to a wooden one – therefore maintaining uniformity. Clerk to find more information for next meeting	CLERK
19.3	Hedgerow group works – newly planted South hedge of Rublees not taken too well but there are replacement plants still available on the Allotment nursery. Fringe of MPF was being worked on by contractor earlier today.	
19.4	Afterschool club – assistance to provide location for After school club was suggested – Cllr Muncey will have preliminary discussions with school about Normans way and will report back to next committee	Cllr Muncey
19.5	Wicksteed report - Clerk was tasked with investigating Power washing equipment with a view to Steyning staff possibly taking on the responsibility of cleaning the playing surfaces at playgrounds. The comparative cost implications precluded the purchase of power washing equipment in favour of hiring in the service from HDC at £38.00 per hour if required – this was checked when Clerk, with Chairs permission, had used 2 hours of owed power wash service time to clean moss and lichen from Playground safety surfaces. This experiment was deemed a success when using these 2 hours allowed for 3 playgrounds to be well serviced.	
19.6	Clerk met with Steyning PC tree warden 20 th June and looked at 6 trees on the MPF – Sycamore tree by Bowling club, tree overhanging a garden on the Newham Lane, and TPO trees on the playground. The suggested works included to Lower and reduce the crown plus thinning on Sycamore tree. To raise the crown on TPO's in early September and cut dead wood, thin and remove some overhanging branches on trees adjacent Newham lane properties – this work suggested to be completed in early September if possible. Clerk to gain quotes and ask Tree surveyor to give his opinion also. There was a suggestion to take out Sycamore tree but only if replaced with planted indigenous trees ahead of any removal.	CLERK
19.7	MPF rubbish bins – Clerk reported on Rubbish bin replacements. Council had one bin completely destroyed and another top has been burnt in the last month. Cllr Bowell proposed, seconded by Cllr Muncey that the Clerk purchase and install bins at not more than £400 each, to replace those damaged at the MPF. Agreed	CLERK
19.8	Grass cutting contract – Clerks office has had many communications with our contractors – The fact is that no-one has been happy with their service so far this year – they have attempted to catch up and were getting close, but just as it was beginning to look good in	CLERK

	some areas it appears they may have crashed into the Allotment gates, although at this stage we do not have any eye witnesses to this. Clerk is trying to arrange a meeting with their contract managers to discuss and find solutions to issues.	ACTION
19.9	Setting up a Skate park working party – Committee discussed a possible course of action and if terms of reference required for working party, It was thought that perhaps this development ought to be considered by a working group within the Neighbourhood plan committee. This view to be taken to the Steyning Neighbourhood plan councillor representatives.	CLERK
19.10	Steyning Community Orchard recently had a festival and signed up some new members. Recent working party has put together a composting bin and other maintenance work has gone very well. Meeting with SCO representatives and councillors to be arranged	CLERK
19.11	MPF Border cutting – Clerk and the chair had noticed how the MPF borders were beginning to look very overgrown, so Clerk asked for quotes. Chair and Vice chair agreed to get it done for £120 – It has now been completed.	
A/18/20	ALLOTMENTS	
20.1	Much work has been 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 reported good interest from prospective new plot holders.	
20.1	Broken gates to be investigated by Clerk and repairs to be undertaken as soon as possible	CLERK
A/18/21	FINANCE	
21.1	The Income & Expenditure reports were discussed for the April period. Cllr Bowell proposed, seconded by Cllr Goldsmith that that the income and expenditure reports for April be accepted as a true record. Agreed.	
A/18/22	HIGHWAYS	
22.1	Rights of Way – Last time Committee looked at the ‘Guide to definitive maps and changes to public rights of way’ document and resolved to begin the process to possibly designate the Twitten as a public right of way – Cllr Muncey proposed 3 paths could be looked at in the first instance and that land owners could be asked, if known, if they have any objection to these well-worn paths being designated as public rights of way. Cllr Muncey with Clerk to move this process forward.	CLERK
22.2	The Steyning Community Partnership have asked the Council to support their application to fix three directional finger post signs onto street lights all on the High street – all saying – ‘The Downs Footpath’. Clerk to send details around to councillors	CLERK
22.3	Car Park and Parking problems – Cllr Muncey updated on antisocial parking and stated that more traffic wardens appear to be making the rounds in Steyning now. Fletchers Croft Car Park development update from Cllr Muncey – supporting papers gave an idea as to what actions were due and the overall timescale involved -.works planned to begin in November. Clerk to suggest the plans need to include access to Fletcher’s croft.	CLERK

- 22.4** Steyning road safety issues – Cllr Bowell updated that there has been no meeting since last Amenities committee, but pointed out the distributed document ‘Strategic Transport Investment Programme’ was a relevant reference paper and needs councillors attention
- 22.5** Street Cleaning contract - This item having resided within F&GP for a few months has returned to this Committee and Agenda having been monitored and it was agreed that on the whole the service provided had been good. Then unfortunately last week there was an issue with a substandard street cleaning over a weekend.
- 22.6** Pedestrian Bridge across the A283 – Bridge to be resurfaced and drains checked with both Cllrs Muncey and Bowell chasing
- 22.7** Jarvis Lane / High street flooding – Clerk received reports from residents regarding flooding in this area on the 28th May – when Steyning experienced very heavy rainfall and it has to be said there was flooding at a number of other locations. This has been a problem before and there was some work undertaken previously on the back of a grant Council received from operation watershed. Clerk has spoken with residents who know what needs to be done to keep drains clear, and the sewage issue is one for them to sort out with Southern water. Councillors thought there was very little else this committee could do at this point

A/18/23 INFORMATION / CORRESPONDANCE ITEMS

23.1 None at time of publication

A/18/24 DATE OF NEXT MEETING – 24th July 2018 at 7.30pm

Meeting closed at 10.01 pm

Signed: Date: 24th July 2018

Chairman