

Steypning Parish Council



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

HELD ON 27th FEBRUARY 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Lloyd, Toomey, Goldsmith, S Sullivan, Muncey and Bowell.

Clerk: John Fullbrook

Members of the Public: 2

Meeting started at 7.30pm

DRAFT MINUTES

ACTION

A/17/84 APOLOGIES FOR ABSENCE

84.1 Apologies received from Cllr Toomey. Cllr Willett absent.

A/17/85 DECLARATIONS OF INTEREST

85.1 Cllr S Sullivan - member of SCO (Steypning Community Orchard) and lives adjacent to the MPF

A/17/86 QUESTIONS FROM THE FLOOR

86.1.1 Q – Mr B said that he thought the recently distributed letter to Allotment holders from the Council had contained some errors that may cause some confusion. Mr B had subsequently emailed the Clerk with his suggestions and he wondered if the committee might consider sending another letter to clarify matters such as hedge cutting regimes, who was undertaking hedge replanting, and whether sheds adjacent boundary hedges needed to be moved to allow future hedge cutting.

86.1.2 A – After the committee discussed the item the Chair said that the council would write another letter and distribute before the weekend so that Plot holders would have maximum time to achieve some work prior to the 'Clear up' day organised for the 10th March, and before circulation it would be distributed to Steypning Community Orchard, Hedgerow working group, and Allotment Association representatives as well as Councillors to ensure all items are covered.

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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ACTION**A/17/87 MINUTES OF PREVIOUS MEETING**

- 87.1** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 23rd January be agreed and signed as a true record. **Agreed**

A/17/88 MATTERS ARISING FROM PREVIOUS MEETING

- 88.1** A/17/77.3 Ownership of entrances – ongoing – Clerk to report at March meeting **CLERK**
- 88.2** A/17/77.4 Identification of overhanging vegetation – Ongoing - (Cllrs Bowell and Picking). Also Cllr Muncey identified an overhanging shrub in Ingram Road which was restricting pedestrian movement and it was suggested that because the Council has a standard letter that could be distributed in these cases, the address should be given to the Clerk in due course. **Cllr Bowell/Picking**
CLERK
- 88.3** A/17/77.5 Banner advertising on fence on entrance to bypass – The Council has advertised the new procedure in the ‘Your Steyning’ brochure and the sign that is to be put onto the fence line itself to let people know the procedure if they wish to advertise their banner is currently with the Printers. The Steyning community partnership are dealing with this and when it is ready they will put it up. Actioned.
- 88.4** A/17/77.11 MPF Trees T40 and T41 – see item 90.6.
- 88.5** A/17/77.15 Works to remaining plots – This work currently being undertaken as part of the Allotment ‘Clear up ‘day.
- 88.6** A/17/77.16 Provision of skips for Allotment clearance – These are being supplied as part of Allotment ‘Clear up ‘day.
- 88.7** A/17/78.1 Car Park developments – Having chased Horsham DC the Clerk reported that on the 25th January he sent out an email to all Amenities committee Councillors suggesting the priority developments were to be put in front of their (HDC) finance committee to seek approval – Later confirmation for approval had been gained. Since then HDC informed the Clerk that developments would certainly be undertaken in the next financial year and they will come back to Council soon with a meeting date to discuss the scope of works.
- 88.8** A/17/79.3 Hedgerow group progress – See item 90.3
- 88.9** A/17/79.4 Hedgerow agreed works – Clerk had been given delegated authority to proceed with these works given the lack of time available and provided he did not spend in excess of the value of the first quote. Two more quotes had been received, and were reported by the Clerk via supporting papers. Contract for the works awarded to contractor Two who could achieve same scope of works but for £430 less. The work is starting this week but might take up to 5 weeks to complete due to inclement conditions and contractors availability. Actioned.
- 88.10** A/17/79.6 Wicksteed report – ongoing **CLERK**
- 88.11** A/17/81.2 Amenities Projects for next financial year – ongoing **CLERK**

ACTION

- 88.12** A/17/82.1 Newman's Garden Car Park – see item 89.1
- 88.13** Flint wall – Clerk to now contact Police about continued repairs **CLERK**
- A/17/89** **HIGHWAYS**
- 89.1** Newman's Car Park – After the vegetation had been completely cleared by HDC and made good, SPC remained concerned about the state of the path. The Clerk reported that HDC asked for quotes to get the path taken up and re-laid. It's going to cost HDC approx. £6K and the successful quote is waiting to be approved, with work to begin when climatic conditions are much more favourable. Also there was request for additional disabled parking bays by the entrance and this work has been agreed and is due to be undertaken again when conditions are more favourable. Hand rail area overgrowth still needs to be completed – Clerk to check **CLERK**
- 89.2** Pedestrian walkway – Cllr Bowell reported that following reports to Council that the surface on the elevated walkway across the by-pass was in a poor state of repair with a lot of debris making it slippery when wet – It was cleared by SPC, but this highlighted that drain covers were not draining correctly, as well as issues with nearby roads – Cllr Bowell reported this to WSCC.
- 89.3** Car Parks Update – Cllr Muncey will circulate to councillors' information that she received from HDC about income from Car Parks and future HDC led developments. **Cllr Muncey**
- 89.4** Car Park rubbish clearing note - Cllr Lloyd to query HDC as per previous minute reference **Cllr Lloyd**
- A/17/90** **MEMORIAL PLAYING FIELD AND OPEN SPACE**
- 90.1** Playground working party – Cllr Bowell updated on progress from the working party which had organised 5 companies to provide outline project bids which were promoted at the showcase event last weekend, and which are to be presented to the public at the Steyning centre on the 3rd March for the residents to give their opinions. This consultation has been promoted at schools, nurseries and on Spotify as well as posters. Feedback forms to be filled out on the day by those attending.
- 90.2** Orchard – update on latest developments and future plans – Cllr Sullivan reported that spring bulbs coming up in the Orchards, chippings put down and some of the ivy has been removed from tree barks. The Memorial replacement tree planting will be taking place on Sunday 4th March at 11am and Cllrs Muncey and Sullivan will be in attendance and representing the Council.
- 90.3** Hedgerow group works – Update from Cllr Bowell that volunteers will be planting in the Rublees Allotment hedge on the 10th March whilst the Clear up day is occurring. The Ash tree in the Orchard area has been felled, and logs and chippings distributed. A few of the hedging plants have not survived their first year. These will be replaced in the next few weeks. Much work has recently been achieved and overall it is looking very good. A full update was emailed to each Councillor prior to the meeting.

90.4	Tree works in MPF playground – There are trees in the playground area that need some maintenance works and this was highlighted during recent visits concerning the Playground developments – Clerk has been in touch with the Council Tree warden and will meet on Friday 2 nd March with him to discuss. If it's just a trim required then there will be no need to consider gaining permission as otherwise these are covered by a TPO.	ACTION CLERK
90.5	Grass cutting contract – Meeting planned for week commencing 5 th March with the contractor to go through details of the next season of grass cutting – Clerk wants to improve upon communication and the procedure involved when the cut needs to be redone for whatever reason.	CLERK
90.6	MPF Trees T40 and T41- Clerk wrote a letter to the residents living adjacent the two trees and they returned with a payment of £500 out of the £550 needed to cover the cost of the works outright. The committee discussed whether to contribute the remaining amount of £50 but agreed not to change the decision from the 2 nd May 2017 meeting. Clerk to action	CLERK
90.7	Tree works recently completed – By contractor in last week in January – included 2 Sycamore trees felled in Rublees allotment Western hedgerow, Ash tree felled adjacent MPF Orchard, Chandlers way tree felled, Tree and hedge trim adjacent memorial gardens car park, All the HS3 work from tree report completed and some of the Maintenance work including felling a large tree on the MPF which was diseased. This had now affectively caught up with where the programme should be. The contractors managed to supply logs and chippings as per requests but did not get around to the chipping of the brush pile next to the Ex. MPF Ash, however the Clerk has worked that into the scope of works for the hedge cutting quote to be completed over the next month or so. The contractors ran out of time to complete the remaining Maintenance work which is the only outstanding works relating to the 2015 Tree report – but Clerk has planned that they come back on the 21 st and 22 nd May to complete these works.	
90.8	Adur Valley Scouts – St Georges day celebrations – request for use of the MPF for an event. The committee discussed and agreed that it could go ahead provided no vehicular access to field, and risk assessments and insurance information provided. Clerk to action.	CLERK
A/17/91	ALLOTMENTS	
91.1	Allotments Clear up day – This item already covered.	
A/17/92	FINANCE	
92.1	The Income & Expenditure reports were discussed for the January period. Cllr Bowell proposed, seconded by Cllr Sullivan that that the income and expenditure reports for January be accepted as a true record. Agreed.	
92.2	Cleaning of pavements – Committee suggested monies from Town improvements budget could cover additional pressure washing service which can be checked by Cllr Muncey and Clerk together	CLERK

ACTION

A/17/93 INFORMATION / CORRESPONDANCE ITEMS

93.1 Public path diversion – Wyckham Farm – supporting papers were distributed for information

93.2 Temporary footpath closure from High street to Car Park – supporting papers were distributed for information planning permission granted but Councillors concerned that the alternative footpaths available are some distance away. Clerk to check what Planning committee has done and to contact West Sussex via Cllr Barling to see if a better alternative

CLERK

The Clerk temporarily left the room during this item

93.3 Kingstone Avenue – The Clerk received two emails from concerned residents who thought the trees adjacent the footpath, to the rear of their properties, were being removed. However investigation revealed the trees were being pollarded with dead and diseased branches being removed by other residents.

93.4 The committee went through details of the ‘Winter plan’ seeing as weather currently so poor with worse to come. Clerk to continue to check twitter feeds and other sources of information from WSCC and weather warnings.

93.5 Cllr Muncey suggested that an article be put in ‘Your Steyning’ publicising the fact that the Tennis Club have a toilet available for public use, and will present a draft at the Premises meeting on the 6th March.

Cllr Muncey

A/17/94 DATE OF NEXT MEETING – 27th March 2018 at 7.30pm

Meeting closed at 9.32 pm

Signed: Date: 27th March 2018

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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