

Steypning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 27th MARCH 2018 AT 7.30PM
IN THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 2

Meeting started at: 7.30pm

DRAFT MINUTES

ACTION

A/17/95 APOLOGIES FOR ABSENCE

95.1 Apologies received from Cllr Toomey, and Cllr Bowell. Also retrospective apologies received from Cllr Willett

A/17/96 DECLARATIONS OF INTEREST

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

A/17/97 QUESTIONS FROM THE FLOOR

97.1 None

{Cllr Muncey as Chair proposed Agenda item 6.3 was brought forward as she had asked a Neighbourhood Warden to attend especially for it and he needed to leave afterwards to attend to duties. All agreed}

A/17/98 HIGHWAYS – Car Park update

98.1 After a year of data collection by the working party following the introduction of the Car Parking charges – The lesson seems to be that Newman's gardens and Fletcher's croft Car Parks appear to be being used a lot less than before – and further evidence suggests this has had an impact on the adjacent streets, as again data shows there is a great deal more on-street parking, some of which has become 'antisocial parking' in that Bus stops and pavements are being blocked consistently as well as greater problems with traffic flow because of sheer volumes of 'legally parked cars' obstructing flow in areas not affected previously.

98.2 Horsham DC had distributed a paper entitled 'Public space protection orders' which



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Deputy Clerk: Hazel Roxby

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ACTION

allowed Neighbourhood wardens further powers to deal with 'antisocial' and illegally parked cars however the Neighbourhood warden in attendance explained they were currently not aware of the precise nature of when they could bring these powers to bear, as training was still required. Councillors expressed concern that the Wardens were not to waste their time attending to issues that were the responsibility of Traffic Wardens and/or the Police.

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| 98.3 | Operation Crackdown to be publicised on our web site as a means of promoting action from residents to assist the Council / Wardens deal with 'antisocial parking' issues. | CLERK |
| 98.4 | Council resolved that letters to be written to both Horsham DC and to the Police to highlight the issues and suggested recommendations for progress including an increase of ten annual season tickets to be sold In Newmans Gardens | CLERK / Cllr Muncney |
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| A/17/99 | MINUTES OF PREVIOUS MEETING | |
| 99.1 | Cllr Muncney proposed, seconded by Cllr Lloyd that the minutes of the meeting held on 27 th February be agreed and signed as a true record. Agreed | |
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| A/17/100 | MATTERS ARISING FROM PREVIOUS MEETING | |
| 100.1 | A/17/86.1.2 Letter written to Allotment holders re 'clear up day' – Clerk Actioned | |
| 100.2 | A/17/77.3 Ownership of entrances – Ongoing | |
| 100.3 | A/17/77.4 Identification of overhanging vegetation – last meeting there was mention that we had in the past agreed to distribute standard letters to owners of overhanging hedges and drives without proper pavement access – really this is an issue for WSCC Highways but they are short of resources. Addresses of those who transgress should still be given to the Clerk's office and Council will pursue one way or the other. | |
| 100.4 | A/17/79.6 Wicksteed report – Now that there has been progress on an understanding of what is to be achieved by any Playground re-development it is possible to return to what needs to be done in the peripheral playgrounds –for example new cradle swings should be considered. | CLERK |
| 100.5 | A/17/81.2 Amenities projects for next financial year – Ongoing as still compiling costs for what had been requested previously | CLERK |
| 100.6 | A/17/88.13 Flint wall repairs– Clerk is meeting Police Estates Manager by the wall 29 th March – to talk through - with him hopefully completing repairs to the wall. | CLERK |
| 100.7 | A/17/89.1 Newman's Gardens Car Park – Clerk reported the tarmac path is completed and the once overgrown areas that were cleared are now planted and even the over-grown section by the hand rail has been cut. | |
| 100.8 | A/17/89.3 Car Park developments - See item 98.1 | |
| 100.9 | A/17/89.4 Car Park rubbish clearance – Cllr Lloyd to check what needs to be dealt with – Clerk to assist. | CLERK |

ACTION

100.10 A/17/90.4 Tree works at MPF playground – Clerk has viewed the trees in question with the Tree warden – Simon Zec – The yew trees have been dealt with already perhaps as part of the maintenance works done by Andrew Gale contractors recently. The other trees do not look in too bad condition and as they are now budding and blossoming, Simon suggested we see how they look in leaf before suggesting any further action.

100.11 A/17/90.5 Grass cutting contract – Clerk, Deputy Clerk and Cllr Goldsmith caught up with two representatives from ID Verde – During the meeting last year's issues were discussed as well as a plan for this year 2018/19– including better levels of communication between contractor and Council leading to better response times to deal with any problems should they occur. First cut which is owed from last financial year could well happen in next few days, weather permitting.

100.12 A/17/90.6 MPF Trees T40 and T41, resident assisted tree works – Actioned

100.13 A/17/90.8 Adur valley scouts – St Georges Day celebrations – Clerk meeting their organiser on the 28th March to go through Risk Assessments as well to see if they want to hire our Changing rooms facility. Clerk to email further information when available

CLERK

100.14 A/17/92.2 Pavements Power wash – Clerk and Cllr Muncey checked out the High street to see what areas needed doing most – Clerk then relayed this to the contractors this morning and works to begin shortly. Clerk has suggested approx. 20 hours in total at their rate of £38 per hour – ie £760, leaving £450 in the Town improvements budget – which can go towards Clock repairs costing over £1,000 following agreement to do so previously at F&GP. Agreed

CLERK

100.15 A/17/93.5 Twitten temporary footpath closure – See item 101.3

100.16 A/17/93.5 Article in 'Your Steyning' about access to Tennis Club toilets – Draft article from Cllr Muncey was discussed at Premises committee as Cllr Syred had been invited along to check the building subsequent to its renewal – Gate was locked unless tennis players allow access. Letter to tennis club from Premises Committee to be circulated by Clerk to this committee.

CLERK**A/17/101 HIGHWAYS**

101.1 Rights of Way – Definitive routes – Clerk sent round a supporting paper – Council has been informed that there is a finite period of time to look at the Parishes Rights of way and see if Council wants to attempt to designate any more well-trodden routes as Rights of Way – The booklet goes through the details, procedures and legal framework. Clerk also informed meeting that Council received notice that the Local Access Ranger will be organising a Rights of Way inspection in the month of April, and following this routine maintenance work will be prioritised and undertaken by their contractor. Clerk to include this item on the agenda henceforth, and to place request on web site asking residents to inform Council if they feel any particular well-trodden routes ought to be designated as Rights of Way. Clerk to ask Ramblers association for their input also.

CLERK

101.2 Parking problems in mill road, the factory, Bowls and tennis club and the increasing problems of lorries being obstructed and blocked due to inconsiderate parking on the

CLERK/ Cllr Goldsmith

ACTION

bend. Clerk to write to SME to remind them to ensure staff are aware of the need to be considerate to local residents and other road users – Cllr Goldsmith to supply contact details

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| 101.3 | Twitten temporary footpath closure – Clerk contacted Cllr Barling and Contractor and WSCC and is trying to organise a meeting on site to source a solution or at least see if anything can be done to mitigate against closure for the full six month duration. Cllr Lloyd to check possible alternative access route with Clerk. Cllr Goldsmith and Cllr Muncey to discuss with other local businesses and report back to Clerk in terms of alternatives. Cllr Sullivan proposed, seconded by Cllr Muncey that Council will do as much as it can to try and arrange an alternative access route through to Car Park and will delegate financial responsibility to F&GP, should there be authority granted to do any works, that they make a decision to agree funds if necessary. Agreed | CLERK / Cllr Barling |
| 101.4 | Meeting discussed whether to attempt to designate the Twitten as a public right of Way. Cllr Muncey proposed, seconded by Cllr Sullivan that the Council attempt to apply for the Twitten to become a Public Right of Way. Agreed. Clerk to get forms for the process to begin. | CLERK |
| 101.5 | Pedestrian crossing, dropped curbs and the school safety zones. Brought up at CLC. Clerk to ask Cllr Barling if there had been any progress and Cllr Lloyd to enquire with Horsham | CLERK / Cllr Lloyd |
| A/17/102 MEMORIAL PLAYING FIELD AND OPEN SPACE | | |
| 102.1 | Playground working party – Following the open public events the steering group met to go through the feedback form results and to check through quote details – It resolved to deal initially with one supplier and has prepared a scope of works. The supporting paper goes through the itemised equipment listing these preferred options. The next move is to see the Contractor to ask for an updated quote and visual representation which then can be presented back to this committee. | Cllr Bowell |
| 102.2 | Meeting discussed concerns re suitability and position of proposed Zip wire. Clerk to advise as to location of similar Zip Wire by Creative Play so that it could be visited by Cllrs before any decision made. Cllr Muncey suggested an option on quotes involve Green safety surfaces. | CLERK |
| 102.3 | Orchard report – Holm Oak replaced and new planting day went well. Chipping still to be done by Contractor. Wind farm grant successful which will help with equipment and other purchase. Conservation Area enquiry being undertaken | |
| 102.4 | Hedgerow Group works – update from Roger Brown who was in attendance – 60 hawthorn plants put into Rublees border adjacent entrance. Contractor still undertaking works on Allotment/MPF border. Many plants purchased and are currently on spare allotment nursery, but the planting might have to be delayed until next Autumn. Working party to reconvene in the Summer. | |
| 102.5 | Request from Steyning Town Youth FC – Extra pitches proposed to be marked on the MPF for next season. Meeting agreed that the club can mark out an additional pitch provided the Clerk points out where this is to be located and that Clerk asks them to | CLERK |

ACTION

ensure Cricket club informed. Club can also continue to use toilets, provided they are maintained in good condition.

A/17/103 ALLOTMENTS

- 103.1** Allotments Clear up day – Cllr Muncey reported on a hugely successful day that included many parts of the community. Both Allotment areas will need additional skips to deal with remaining rubbish left over from the day. Cllr Lloyd **proposed, seconded** by Cllr Sullivan that Clerk be given delegated authority to order two additional skips in current financial year provided there is budget for it, or if not to pay out of the next financial year's budget. **Agreed** **CLERK**
- 103.2** 3 x White Polytunnels have been identified and the plot holder needs to be urged to abide by the agreement which states they be green or brown. Enhanced Water supply to be considered as a project for next year **CLERK**
- 103.3** Cllr Muncey **proposed, seconded** by Cllr Lloyd to agree to the reimbursement from the Allotment funds for a sum paid to cover the purchase of food and drinks for the scouts on the clean-up day - £44.62. **Agreed** **CLERK**
- 103.4** Cllr Lloyd **proposed, seconded** by Cllr Sullivan that a donation of £50 be given to the Steyning Scouts by way of a thank you for all their hard work on the Clear-up day. **Agreed** **CLERK**
- 103.5** Cllr Muncey to reply to Allotment association about queries raised **Cllr Muncey**

A/17/104 FINANCE

- 104.1** The Income & Expenditure reports were discussed for the February period. Cllr Muncey **proposed, seconded** by Cllr Lloyd that the income and expenditure reports for February be accepted as a true record. **Agreed.**

A/17/105 INFORMATION / CORRESPONDANCE ITEMS

- 105.1** Velo South – It's a major event and Clerk will continue to circulate to Councillors information and especially relating to the route **CLERK**

A/17/106 DATE OF NEXT MEETING – 24th April 2018 at 7.30pm

Meeting closed at 9.50 pm

Signed: Date: 24th April 2018

Chairman