

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE

HELD ON 27th NOVEMBER 2018 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 3

Meeting started at: 7.30 pm

DRAFT MINUTES

			ACTION
A/18/59 59.1	APOLOGIES FOR ABSENCE Apologies received from Cllr Syred, and Cllr Toomey arriving 5 minutes late		
A/18/60 60.1	DECLARATIONS OF INTEREST Cllr S. Sullivan declared membership of the Steyning Community Orchard group and lives adjacent the Memorial playing fields		
A/17/61 61.1	QUESTIONS FROM THE FLOOR <i>None</i>		
A/18/62 62.1	MINUTES OF PREVIOUS MEETING Cllr Howell proposed, seconded by Cllr Muncey that the minutes of the meeting held on 23 rd October be agreed and signed as a true record. Agreed. 4 For, 1 Abstain Cllr Goldsmith disagreed with content and said he would explain later in meeting.		
A/18/63 63.1	MATTERS ARISING FROM PREVIOUS MEETING A/18/52.3 New Benches for the MPF – Actioned . The contractor is due to complete these works in next three days. Cllr Goldsmith wanted Clerk to supply Contractor details to Councillors		CLERK
63.2	A/18/52.13 Clerk to write letter to resident regarding Flint wall disrepair – Actioned Cllr Goldsmith wanted Clerk to distribute letter to Cllrs		CLERK
63.3	A/18/52.14 Vehicular access to the MPF using Car Park gate – Clerk updated that following completion of works to Bench installation a laminated notice would be put up on the post of the gate which leads from Car park onto the MPF field. Clerk will be able to		CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

	use lock that had previously been purchased for Allotment gates. The Clerk needs to ensure the combination lock number is distributed to Cricket club, HDC, Contractors, Fire service, Wardens. Cllr Sullivan suggested Clerk gives copy of notice to Cricket Club.	ACTION CLERK
63.4	A/18/52.15 Cllr Bowell to contact environment agency regarding Tanyard stream maintenance – Actioned . Clerk distributed Map for Councillors- Cllr Bowell reported he had been in touch with Environment agency, and that they are progressing with proactive clearance works.	
63.5	A/18/52.16 Upgrade of strimming equipment for caretakers required – Ongoing	
63.6	A/18/52.23 Cllr Goldsmith requested MPF Bin replacement and MPF Flint wall repair are put on next agenda – See item 65.8	
63.7	A/18/53.1.2 Clerk to arrange meeting with HDC Head of Waste, street scene and fleet - Clerk updated that messages left but no reply forthcoming. Cllr Lloyd to pursue to see what HDC can offer SPC by way of monitoring of Street cleaning contract.	Cllr Lloyd
63.8	A/18/53.1.3 Clerk / Cllr Bowell to look at two options for budget planning concerning Street cleaning – Ongoing – Could not be undertaken as HDC are yet to reply regarding Street cleaning option - See also item 64.2	CLERK
63.9	A/18/54.1.1 Clerk to put information regarding designation of ‘Twitten’ as Right of way onto SPC web site and feed back to applicants – update from clerk. Clerk initially wrote back to the legal department to see if they could send back the application and associated address details of those who assisted us. On receipt Clerk has written to all those who helped with the application (either posted or hand delivered). Plus, details are on the web site. - Actioned	
63.10	A/18/54.1.2 Clerk to chase rights of way designation on the Wiston Estate – Actioned - See also item 66.1	
63.11	A/18/54.5 Winter plan updated to include Charlton street on list of streets to monitor - Actioned	
63.12	A/18/ 54.6 Clerk to publicise Bus survey – Actioned	
63.13	A/18/55.1 Playground development Revised plans to be circulated by Clerk and discussed and agreed at next meeting – Actioned	
63.14	A/18/55.3.2 Tarmac strip facility enhancement to be discussed with an agreement on future plans – Actioned, See also item 65.3	
63.15	A/18/55.5 Clerk to arrange Meeting with Grass cutting contractor – See item 65.4	
63.16	A/18/55.6 Clerk to inform Steyning and District partnership of Council’s support for Plinth renewal - Actioned	
63.17	A/18/56.1 Allotment sheds - disposal – Ongoing	
63.18	A/18/ 55.5 Clerk to check Tree survey contractor aware of Steyning TPO’s and chase reply from them regarding discussion points from meeting – Actioned , See also item 65.5	

A/18/64 FINANCE

- 64.1** The Income & Expenditure reports were discussed for the October 2018 period. Cllr Bowell **proposed, seconded** by Cllr Lloyd that the income and expenditure reports for October be accepted as a true record. **Agreed.**
- 64.2.1** Budget setting for 2019/20 – Committee discussed and agreed Amenities budget lines as per Draft 3 proposal. Cllr Lloyd **proposed, seconded** by Cllr agreed to the Draft 3 Amenities Budget, subject to possible further discussions being required if any significant changes are forthcoming. **Agreed**
- 64.2.2** Proposed 2019/20 Projects were discussed. It was agreed that there are many projects already being discussed and that the Committee concentrates on proceeding with these rather than looking at any further ideas at this stage.

A/18/65 MEMORIAL PLAYING FIELD AND OPEN SPACE

- 65.1.1** Playground working party – Concerning the two proposed playground developments. Concept and preferred supplier have been agreed through exhaustive working party process and sanctioned at Amenities Committee with finer detail amendments such as the colour of the safety surface then also agreed. Grant applications have been made by the Clerk with already some success but the main possible financial partner, the Wilson Memorial Trust (WMT) had confirmed via communication with the Clerk in response to the Application that they would prefer to help finance the two other applications made at this stage – Those of the Tarmac strip enhancement and the Adult fitness zone to be discussed later. Clerk to organise a round robin discussion with WMT Representatives and chairs of Council and Amenities. **CLERK**
- 65.1.2** Cllr Lloyd **Proposed, seconded** by Cllr Sullivan that committee agree to use monies gained from CIL revenue (£6,246.28), S106 grant application (£12,792.78) and any other successful external financial grant applications including any monies gained via ongoing negotiations with the Wilson Memorial Trust but regardless as to the outcome of these discussions to go ahead with the Creative Play quote for the Fletchers Croft playground development and seek F&GP's approval to use the Councils reserves to top up the money required (Total price £52,696.00 Excluding VAT) to purchase and install the equipment. **Agreed** {Actual costs inserted in brackets where approximate figures were quoted in the meeting itself} **CLERK**
- 65.2** Adult exercise equipment provision – Amenities Committee understood that the WMT had been working towards a preferred option in terms of this proposed development at Fletchers Croft and had agreed that it would completely finance the purchase if Steyning Parish Council went ahead with the transaction itself. The WMT agreed that the ownership of the newly installed facility would fall under the control of Steyning Parish Council with ongoing maintenance being overseen by SPC but again being financed by the WMT. Cllr Bowell **proposed, seconded** by Cllr S. Sullivan to accept the generous offer by the Wilson Memorial Trust to fund the purchase, installation and maintenance of Adult Exercise Equipment, with items to be decided by the WMT, in Fletchers Croft. **Agreed. 5 For, 1 Abstention.** **CLERK**

		ACTION CLERK
65.3	Tarmac strip facility enhancement – The Clerk produced a schematic of what an enhanced facility would look like if the surface was changed to a green coloured resin bonded type surface and with basketball/Football combo goal and hoop installations at both ends with the pavement removed and surface extended to cover that reclaimed area. The Wilson Memorial Trust had again provisionally agreed to fund such a facility based on the Councils application. Following discussions committee decided to concentrate on a Basketball only facility provision. Cllr Lloyd proposed, seconded by Cllr Howell that the Council accepts the kind offer from the Wilson Memorial Trust to support a fund for a basketball court and that it should be subject to a final agreement from the WMT about funding, maintenance and any other issues that may arise from the discussions that come out of our agreement to move the project forward. Agreed 4 For (TL,PB,MT,GM), 1 Against (RG), 1 Abstention (SS) . Cllr Goldsmith reason for voting against was in his view due to lack of information being presented.	
65.4	Grass cutting contract - The committee discussed whether to carry forward any cuts not used this year , as well as ensuring there is a rebate for substandard service this year. Cllr Howell proposed, seconded by Cllr Lloyd to delegate the Clerk to discuss with the grass cutting contractors and ensure a maximum of 4 grass cuts are carried over to next season at SPC's discretion and that the balance is reimbursed. Agreed - 5 For, 1 Abstention	CLERK
65.5.1	Parish Tree survey – The Clerk had sent around supporting papers regarding findings of tree report and the list of priority works to be discussed and agreed. Cllr Howell proposed, seconded by Cllr Lloyd that the Council agrees to carry out all HS1 works plus and two GM's at Cripps lane and fell HS3 item 6 (the Elder) for a total expenditure of £1850 to be carried out as soon as practically possible. Agreed . Clerk to arrange	CLERK
65.5.2	After the meeting with Cllrs Howell and Goldsmith, Mr Gale put a quote together for a Tree Risk Management survey that will be discussed at the next Amenities Committee.	CLERK
65.5.3	As a by-product of tree cutting, there would be chippings produced – Councillors discussed their possible use to dry out muddy MPF Access paths. The Clerk was asked to check insurance cover when or if chippings or similar to be used on muddy paths.	CLERK
65.6	Hedgerow group works – Mr Roger Brown produced a report which was circulated as a supporting paper. Mr Brown to check the identification of the Elder to be felled Tagged 801. Clerk to help identification. Work to be done over winter period by Hedgerow group was identified. Cllr Howell proposed, seconded by Cllr Muncey that the Clerk organises for quotes for specified works within the report numbered 1.6, 1.7, 2.1 and 4.3 and to ensure a representative from the Hedgerow working party is on site to discuss details with the contractor. Agreed	CLERK
65.7	Steyning Community Orchard – Sussex heritage and fruit trees are to be further planted in areas as per the past. Two new Apple species have been identified and Clerk to send link to HDC Arboroculturist to Mr Brown to further publicise the good news. The committee will be submitting a request for grant support in next few days to the Clerk	CLERK

65.8	MPF Bin replacement and Car park Flint wall repairs – Clerk reported Bin replaced some time ago, and Car Park flint wall is planned to be done currently at same time as the Police station upgrade – provided a flint wall specialist is available. Weeds to be dealt with in front of wall – Clerk to action	ACTION CLERK
A/18/66	HIGHWAYS	
66.1	Rights of Way – Update from Cllr Muncey with supporting papers supplied – Cllr Muncey to continue to make application for rights of way on the Wiston Estate heading towards the Shooting ‘targets’ from Mouse lane. Cllr Howell proposed, seconded by Cllr Toomey that Cllr Muncey continue to promote the action to include further public rights of way as specified within the supporting paper for the benefit of Steyning residents. Agreed	Cllr Muncey
66.2	Car Park and Parking problems – ‘West Sussex parking calculator’ is under review. Cllr Muncey proposed, seconded by Cllr Howell that Council asks West Sussex County Council to review the Steyning ‘Parking Calculator’ because it was felt otherwise to be an inadequate provision. Agreed, 5 For, 1 Abstained	Cllr Muncey / CLERK
66.3	Fletchers Croft Car Park development update. Clerk heard from HDC and they provided an amended critical path which was circulated. Clerk has already queried proposed Light and Planter provision as it did not match what had been proposed previously and a reply is awaited. Clerk to continue to chase, and to inform Steyning Centre users as to start date.	CLERK
66.4	Steyning road safety issues – Proposals rejected at CLC meeting – More information at next meeting.	Cllr Howell
A/18/67	ALLOTMENTS	
67.1	As running out of time this item to dealt with at next meeting.	CLERK
A/18/68	INFORMATION / CORRESPONDANCE ITEMS	
68.1	The Clerk had sent round for information an Operation Watershed briefing note and also an HDC survey concerning young persons	
68.2	The Chair suggested that in future in order to expedite the Agenda items in a more timely fashion he would limit some discussions to a maximum of 5 minutes.	

A/18/69

DATE OF NEXT MEETING – 29th January 2019 at 7.30pm

Meeting closed at 10.01 pm

Signed: Date: 29th January 2019

Chairman