

# Steyning Parish Council



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

Telephone: 01903 812042

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

## MEETING OF AMENITIES COMMITTEE

HELD ON 29<sup>th</sup> MAY 2018 AT 7.30PM  
IN THE STEYNING CENTRE

Present: Cllrs Lloyd, Goldsmith, and Muncey.

Clerk: John Fullbrook

Members of the Public: 1

Meeting started at: 7.30pm

## DRAFT MINUTES

### ACTION

#### A/18/1 ELECTION OF CHAIRMAN

1.1 Cllr Lloyd **proposed, seconded** by Cllr Muncey that Cllr Bowell be elected as the Chairman of the Amenities Committee for the forthcoming year 2018/19. **Agreed**

#### A/18/2 ELECTION OF VICE CHAIRMAN

2.1 Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that Cllr Muncey serve as the Vice-Chairman of the Amenities Committee for the forthcoming year 2018/19. **Agreed**

#### A/18/3 APOLOGIES FOR ABSENCE

3.1 Apologies received from Cllrs Bowell, Syred and S Sullivan.

#### A/18/4 DECLARATIONS OF INTEREST

4.1 Cllr Muncey declared an interest under item 8.7 as she has previously purchased a memorial bench, and Cllr Goldsmith declared an interest under any item associated with the Steyning Cricket club as he is now Vice Chairman of their committee.

#### A/18/5 QUESTIONS FROM THE FLOOR

5.1.1 **Q** Mr C - *Following recent emails to the Clerk regarding broken glass on the tarmac strip- is the council going to do something about preventing it happening in order to prevent serious injuries (Email around to councillors and to put on Agenda for next month), also the grass cutting has been awful and I suggest this contractor is not doing his work properly and I wonder if the Council is going to do something about it and lastly the bins don't seem to be emptied enough on the MPF*

### CLERK

5.1.2 **A** - *The chair thanked the resident for his question. The Clerk explained that both contractor and wardens had been alerted to the tarmac strip issue, the chair explained that grass cutting was to be discussed later on the Agenda and the resident was welcome to stay for that, and also Councillors explained when bins were due to be emptied over the weekend during the summer season.*



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel.roxby@steyningpc.gov.uk](mailto:hazel.roxby@steyningpc.gov.uk)

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| <b>A/18/6</b> | <b>MINUTES OF PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
| <b>6.1</b>    | Cllr GM <b>proposed, seconded</b> by Cllr TL that the minutes of the meeting held on 24 <sup>th</sup> April be agreed and signed as a true record. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                 |                                                  |
| <b>A/18/7</b> | <b>MATTERS ARISING FROM PREVIOUS MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |
| <b>7.1</b>    | A/17/111.3 Ownership of MPF entrances – The Clerk had spent some time going through our archive and associated paperwork and emails and thanks to Cllr Lloyd for his help in doing this. As far as SPC records show the Ransom strip is still owned by the Goring estate and the Clerk has asked them via a letter to confirm this fact and also whether the Council, if it wished to do so in the future, could formalise use of the land either through a lease or purchase.                                   |                                                  |
| <b>7.2</b>    | A/17/111.4 Wicksteed report – See item 8.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |
| <b>7.3</b>    | A/17/111.5 Amenities projects for next financial year – See item 10.3                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                  |
| <b>7.4</b>    | A/17/111.6 Flint wall repairs – Clerk still awaiting a second quote that can be passed on to the Police Estates Manager at which point they will see how much money is available in their budget and what can be achieved.                                                                                                                                                                                                                                                                                       | <b>CLERK</b>                                     |
| <b>7.5</b>    | A/17/100.9 Car Park Rubbish clearance – Cllr Lloyd reported that the High street car park is cleared/cleaned on 6am each Tuesday by HDC and they would be happy to work with our contractor once they know precisely what he does and would monitor the situation and will work with Cllr Lloyd to see if there needs to be more visits or bins made available                                                                                                                                                   | <b>Cllr Lloyd</b>                                |
| <b>7.6</b>    | A/17/111.813 Adur Valley Scouts, St Georges day event – Council received emails from both event organisers, Steyning scouts and other residents and by all accounts it had been a great success – the event organiser saying it was the best they had done so far. Also they sent through a £50 donation to cover use of Changing rooms as a base for the day.                                                                                                                                                   |                                                  |
| <b>7.7</b>    | A/17/111.9 Pavements power wash – The clerk had been informed by the contractor that the work having been completed, that some pre-purchased hours remained unused. Clerk to ask contractor to come back to concentrate on the worst areas to complete the service in approx. 10 weeks' time dependant on Clerks discretion. Also for Clerk to check possible purchase of a power wash machine as an option. Also for Clerk to write to Newsagents regarding the state of the Pavements and the Pidgeon problem. | <b>CLERK</b><br><br><b>CLERK</b><br><b>CLERK</b> |
| <b>7.8</b>    | A/17/111.12 Parking problems – Clerk had written to SME – Actioned                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  |
| <b>7.9</b>    | A/17/111.20 Allotment Polytunnels – See item 9.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                  |
| <b>7.10</b>   | A/17/112.1 The 'Twitten' possible designation as a public right of way – Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>CLERK</b>                                     |
| <b>7.11</b>   | A/17/112.2.1 Car Park and Parking problems - Letter to the Police – Actioned and sent, and letter to WSCC and Cllr Barling to be sent out                                                                                                                                                                                                                                                                                                                                                                        | <b>CLERK</b>                                     |

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|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ACTION</b>             |
| 7.12          | A/17/112.2.2 – Steyning road safety issues- See item 11.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |
| 7.13          | A/17/112.3 ‘Twitten’ temporary closure from high street to Car Park – This item has been actioned – The Clerk had gained agreement from contractor and owner that the work would not begin until after the festival has finished in order to lessen impact as much as possible. Alternative access routes via Sussex Produce and Tanyard Lane. Clerk to ensure signs/notices on Barn are rescued before works begin                                                                                                                                                                                                                                                                                                                                               | <b>CLERK</b>              |
| 7.14          | A/17/113.1 Alternative safety surfaces prices – See item 8.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| <b>A/18/8</b> | <b>MEMORIAL PLAYING FIELD AND OPEN SPACE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| 8.1.1         | Playground working party – Update from Cllr Muncey in Cllr Bowell’s absence. The Clerk had sent round supporting papers which had figures detailing the cost difference should council decide to go with the more expensive safety surface products. Cllr Muncey <b>proposed, seconded</b> by Cllr Goldsmith the recommendation for surfaces is as follows - Black base with the green markings in Fletchers croft at £17,955 as per quote, and for the MPF, provided Wicksteed do not specify there has to be differentiated colours for safety reasons, to be a one colour (green) quoted at £19,529. <b>Agreed.</b> Cllr Lloyd <b>proposed, seconded</b> by Cllr Muncey that Clerk and Chair of this committee to start the process of funding. <b>Agreed.</b> | <b>CLERK</b>              |
| 8.1.2         | Cllr Muncey <b>proposed, seconded</b> by Cllr Lloyd to take no further action relating to the Aerial runway installation at the moment. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |
| 8.2           | Committee discussed the written request from the Bowling club for use of MPF for parking for their annual charity day. Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that the Bowling club should not be allowed access for parking on the MPF for this event but that the Clerk would write to the Cricket club to arrange for them to suspend use of the Car Park from preceding Thursday evening to ensure the Bowling club gain all the spaces available. <b>Agreed</b>                                                                                                                                                                                                                                                                              | <b>CLERK</b>              |
| 8.3           | Hedgerow Group works update – New hedge plants are looking OK. A few casualties, but these can be replaced in autumn with the ones growing on the nursery plot. Also the flattened mound still not being mown.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |
| 8.4           | Considering the request from a fitness coach for use of the MPF for an outdoor class every weekend for 45minutes - costed at £7.50 for each class undertaken. Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that provided this was a ‘not for profit’ arrangement that the Coach uses Abbey Road, but that if it is for profit then there can be no use due to village green status, and in which case Cllr Lloyd would ask why permissions were denied for use of Fletcher’s croft by HDC. <b>Agreed</b>                                                                                                                                                                                                                                                | <b>CLERK / Cllr Lloyd</b> |
| 8.5.1         | Wicksteed report - Clerk reported that he intends to look at proposed works for the peripheral playgrounds, one costed to include it being completed by external contractor and one for works to be done by Steyning centre staff. Cllr Muncey <b>proposed, seconded</b> Cllr Lloyd in the meantime Clerk given delegated authority to proceed with the purchase of two cradle swings for up to £350. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                               | <b>CLERK</b>              |

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| 8.5.2 | Clerk asked to put on next Agenda both consideration of our assistance to locate a Before & After school club and that committee consider power washing of playgrounds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>ACTION<br/>CLERK</b>                            |
| 8.6   | Adult Exercise equipment installation. Cllr Goldsmith <b>proposed, seconded</b> by Cllr Lloyd that we instruct the Wilson Memorial trust to go ahead with their proposal to purchase, install and maintain in perpetuity, via Horsham DC, Adult exercise equipment for installation adjacent Fletchers croft Car Park and as per location mapped out within the supporting papers and therefore agreed by Horsham DC. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                      | <b>CLERK</b>                                       |
| 8.7   | Memorial Playing Field benches – There is a need to maintain and or replace benches on the Memorial Playing Field as there has been some vandalism as well as general wear and tear. Cllr Muncey <b>proposed, seconded</b> by Cllr Lloyd that the clerk be asked to provide quotes for provision of 3 x composite type benches (with arms) including installation, and also to explore with Cllr Muncey publicity for sponsorship of these benches at local funeral directors and in Your Steyning. <b>Agreed</b>                                                                                                                                                                                                                                                        | <b>CLERK</b><br><br><b>CLERK /<br/>Cllr Muncey</b> |
| 8.8.1 | Grass Cutting contract - This season it started off being unseasonably wet which delayed the cutting process, the contractors have been playing catch up but two of the cuts were not evenly completed and also they failed to pick up the excess cuttings on one occasion. The Clerk has emailed the Councils dissatisfaction with the service so far this year, also outlining he would expect for the council to receive financial recompense. Any Councillors not happy with next cuts to get in touch with Clerk so that a meeting could be pursued.                                                                                                                                                                                                                | <b>CLERK /<br/>All Councillors</b>                 |
| 8.8.2 | Regarding the stream by Fletchers croft The Clerk had contacted Horsham DC in March to see when work would be happening this year, only to discover it had been missed off the maintenance contract altogether. After many emails the Horsham Trees and Contracts Officer replied by saying the maintenance and cutting of the stream will have to be delayed because both the aquatic plant life and that growing on the banks and margins currently provide a perfect habitat for various amphibians and potentially reptiles, all of which receive protection under the Wildlife & Countryside Act 1991. It has been recommended therefore that this maintenance is postponed until the autumn. Clerk to reply to email to ensure this work is diarised by Horsham DC | <b>CLERK</b>                                       |
| 8.9.1 | Skate Park update - In 2016 a working party had been tasked with checking alternative locations in Steyning for a skate park and to also visit installations elsewhere. Cllrs Muncey, Hanson, Lloyd and Syred reported that many potential sites in Steyning had been considered , but at that time it was felt part of the process to determine site selection should depend on the findings of the SWAB Neighbourhood planning team as there may be new opportunities that could arise based upon any housing site selection and within these developments whether perhaps an indoor facility could be considered, and with that in mind there was a visit made by the Working party to an indoor facility at Caterham.                                                |                                                    |
| 8.9.2 | Cllr Muncey <b>proposed, seconded</b> by Cllr Lloyd that we set up a working party from across the council to investigate medium to long term proposals for possible skate park facility development while in the first instance reporting back in detail to the public on work accomplished so far from previous working parties, and then to look at creative ways to meet noise reduction requirements in order to facilitate such a provision. <b>Agreed</b>                                                                                                                                                                                                                                                                                                         | <b>CLERK</b>                                       |

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| <b>8.10</b>    | Orchard Group – Gazebo being erected for Rainbow Brownies visit on 30 <sup>th</sup> May. Orchard group thankful for the chippings being completed by Council. Next Orchard party meeting due for 9 <sup>th</sup> June 10-12am and there was a request for Councillors (TL, RG) to meet with group soon if possible to review progress. Clerk to arrange                                                                                                                                                                                                                          | <b>ACTION<br/>CLERK</b>       |
| <b>A/18/9</b>  | <b>ALLOTMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |
| <b>9.1</b>     | The Allotment holder's agreement does not specify precisely the colour restrictions associated with new Polytunnels, and this should be revisited when updating the terms and conditions, and that Allotment holders be consulted as part of the process, with no action taken on exiting provision as they are within specified size.                                                                                                                                                                                                                                           |                               |
| <b>9.2</b>     | The last full skip is due to be picked up from Rublees and the last empty skip supplied to Canada gardens at the same time-Due 29 <sup>th</sup> May. Clerk to supervise supply and continued clearance.                                                                                                                                                                                                                                                                                                                                                                          | <b>CLERK</b>                  |
| <b>A/17/10</b> | <b>FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |
| <b>10.1</b>    | Clerk provided papers showing both the pre and post accrual I and E reports for March and this effectively closes last year off. Due to the late Audit by Rialtus BS. the Clerk had not had a chance to complete April's figures and will present at the next Amenities.                                                                                                                                                                                                                                                                                                         | <b>CLERK</b>                  |
| <b>10.2</b>    | The Income & Expenditure reports were discussed for the March period. Cllr Muncey <b>proposed, seconded</b> by Cllr Lloyd that that the income and expenditure reports for March be accepted as a true record. <b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                    |                               |
| <b>10.3</b>    | Projects for next year – Other than the Playgrounds project, the Clerk had worked on two additional items. Those being the Tree report in the Autumn which for which a quote was obtained by the Clerk for £900, and improved water supply at the Allotments – it looks like an improved supply would cost a great deal as it would probably involve the laying of a new pipe line, and it was felt therefore council concentrate on other projects for now.                                                                                                                     |                               |
| <b>A/18/11</b> | <b>HIGHWAYS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |
| <b>11.1</b>    | Rights of way – Clerk has made contact with the Ramblers association and various other individuals who have said they are already looking into well-trodden routes which might earn the status 'Rights of way', however they have also said that they have not as yet looked closely at the Steyning area. The Convenor, of the 'Sussex Don't Lose Your Way' campaign put the Clerk in touch with a lady who can help regarding new claims for paths. Cllr Muncey happy to meet this contact and will bring back progress to next meeting, and Clerk to provide contact details. | <b>Cllr Muncey/<br/>Clerk</b> |
| <b>11.2</b>    | Cllr Muncey updated on Car Park and Parking problems. Letters have gone out to Police, Horsham and WSCC, replies and action is being proposed by Horsham already. The wardens will use yellow warning cards where they observe antisocial parking, or to contact the enforcement team or police. Further news expected shortly from WSCC and Police.                                                                                                                                                                                                                             |                               |
| <b>11.3</b>    | Car Park development update meeting – The Horsham team have worked out with the Clerk a meeting time and date to discuss the latest state of play – The Clerk has asked for supporting papers to be supplied before the meeting which is dated on the 7 <sup>th</sup> June at 10                                                                                                                                                                                                                                                                                                 | <b>CLERK</b>                  |

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|             | am and will circulate before meeting to all Councillors.                                                                                                                                                                            | <b>ACTION</b>      |
|             |                                                                                                                                                                                                                                     | <b>CLERK</b>       |
| <b>11.4</b> | Steyning Road safety – In Cllr Bowell’s absence Clerk reported there is a meeting taking place in June to further discuss this matter.                                                                                              |                    |
|             |                                                                                                                                                                                                                                     | <b>CLERK</b>       |
| <b>11.5</b> | Bus Service Consultation – Clerk has publicised this in all the usual places plus a few more. The consultation period ends Wednesday 6 <sup>th</sup> June and Clerk will send around email to councillors once again as a reminder. |                    |
|             |                                                                                                                                                                                                                                     | <b>Cllr Muncey</b> |
| <b>11.6</b> | Pedestrian Bridge inspection - Cllr Muncey will chase once again                                                                                                                                                                    |                    |
| <b>11.7</b> | Additional item – Jarvis lane/ High street flooding to go on next Agenda                                                                                                                                                            | <b>CLERK</b>       |
| <b>11.8</b> | Additional item – High street Bollard replacement to go on next Agenda                                                                                                                                                              | <b>CLERK</b>       |
| <b>11.9</b> | Additional item – High street sign facing wrong way to go on next Agenda                                                                                                                                                            | <b>CLERK</b>       |

**A/18/12 INFORMATION / CORRESPONDANCE ITEMS**

- 12.1** Dog Lane waste collection – A resident complained about the fact that the residents of Dog lane had been asked to place their waste bins at the end of the road rather than adjacent their properties to make collections easier . Clerk suggested she contact HDC

**A/18/13 DATE OF NEXT MEETING – 26<sup>th</sup> June 2018 at 7.30pm**

**Meeting closed at 9.54 pm**

**Signed: ..... Date: 26<sup>th</sup> June 2018**

**Chairman**