

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 25th APRIL 2019 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 1

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/18/106 APOLOGIES FOR ABSENCE

106.1 Apologies received from Cllr Syred and Cllr Toomey.

A/18/107 DECLARATIONS OF INTEREST

107.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard group

A/17/108 QUESTIONS FROM THE FLOOR

108.1 None

A/18/109 MINUTES OF PREVIOUS MEETING

109.1.1 Cllr Bowell **proposed, seconded** by Cllr Muncey that the minutes of the meeting held on 26th March be agreed and signed as a true record. **Agreed.**

A/18/110 MATTERS ARISING FROM PREVIOUS MEETING

110.1 A/18/98.1.1 Water supply to Allotments – Cllr Bowell met with contractors to discuss location and nature of existing water services. The Clerk discussed enhancing the service with existing provider and representatives from Southern water and has booked an appointment with their Inspector of Services for the afternoon of 9th May and will report back to next meeting.

CLERK

110.2 A/18/99.1 SPC Street cleaning contract – HDC had been contacted regarding their ability to price up this contract. - They said they were not in a position to do so and would likely not do this unless they had to take it over for whatever reason. They did say that during their ongoing monitoring process they continue to find no difficulties or problems concerning the performance of our contractor.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

ACTION

110.3	A/18/99.2	Clerk to distribute MPF Entrance Path Risk assessment - Actioned	
110.4	A/18/99.11	MPF Access ideas – Clerk to arrange Meeting - Actioned	
110.5	A/18/99.12	Car Park Flint Wall repairs – After many months of discussions with the Police the Clerk has persuaded them to perform what are hoped to be good quality repairs to the Flint wall adjacent the Car Park at the MPF– Work started on the Tuesday 23 rd April.	
110.6	A/18/99.14	Proposed Downlink improvements letter approval to go to Full Council – Ongoing – Not yet gone onto Full council agenda, but in the meantime the Clerk has been in touch with the Economic Growth Team and conveyed this committee’s support verbally – Clerk to find if rented and who owns residence.	CLERK
110.7	A/18/99.20	Clerk to supply refreshments on the Allotment Clearance day for Scouts - Actioned	
110.8	A/18/99.23	Fallen Flint wall adjacent MPF – resident to be chased again to ensure action taken – Ongoing	CLERK
110.9	A/18/101.1.1	Clerk to check with SALC then if all’s well gain membership to the open Spaces society - Actioned	
110.10	A/18/101.1.2	Request for Kissing gates instead of Stiles at entrances to Bayard’s Field and Mill Field - Actioned	
110.11	A/18/101.4	Cllr Muncey to prepare a report on the Fletchers Croft Car Park project – Actioned	
110.12	A/18/102.1.1	Public Notices for Playgrounds to be investigated by Clerk–See item 113.2	
110.13	A/18/102.5	Clerk to arrange for Tree works as per agreed at last meeting to be undertaken - Actioned	
110.14	A/18/102.6	Clerk to reply in the affirmative to a request for Rugby taster sessions on the MPF - Actioned	
110.15	A/18/102.7	Clerk to arrange Working party to discuss possible Tree planting and Memorial Bench distribution – See item 113.10	
110.16	A/18/102.8	Clerk contacted HDC to check if Fletchers Croft stream is to be dredged – There is currently no further work planned but they are going to reassess maintenance requirements in the Autumn	
110.17	A/18/103.1.2	Allotment Clearance day – All welcome to attend – Actioned	
110.18	A/18/103.2	Clerk to hire and arrange for three skips to be delivered for the Allotment Clearance day – Actioned	
110.19	A/18/104.1	Festive lighting information to be distributed to Local associations - Actioned	
110.20	A/18/104.4	Time for Rural strategy info to be sent to Cllr Toomey – Actioned	

110.21	A/18/104.5	4 x Memorial Bench enquiries to be dealt with by Clerk – Ongoing	ACTION CLERK
A/18/111	FINANCE		
111.1.1	The Income & Expenditure reports were discussed for the March 2019 period. Cllr Bowell proposed, seconded by Cllr S. Sullivan that that the income and expenditure reports for March 2019 be accepted as a true record. Agreed.		
A/18/112	HIGHWAYS		
112.1	Rights of way – Regarding the applications for designated Rights of way – the Council has now joined the ‘Open Spaces Society’ and will seek advice from them in terms of the resubmission of the Council’s application. Next Council might seek to put together a working party and Cllr Muncey offered her support if called upon to help keep the process going.		CLERK
112.2	Fletchers Croft Car Park development – Cllr Muncey compiled a report which detailed the comparative differences between what had been promised and what had been delivered in terms of the development. There are some issues which remain incomplete and the Clerk to pursue these.		CLERK
112.3	Oak fence on the corner of Steyning High Street and Church Street – The Office was informed of an incident whereby a resident injured themselves because of an unstable part of the Oak fence and the Office informed WSCC, who reacted by putting out safety barriers. Cllr Muncey and Clerk now working with The Steyning Society to ensure renewal works are undertaken sympathetically by WSCC if possible.		CLERK
A/18/113	MEMORIAL PLAYING FIELD AND OPEN SPACE		
113.1	Clerk compiled supporting paper which updated committee with regards to the costs, grant applications and starting dates for the playground and Gym installations.		
113.2	Clerk compiled supporting paper which was an example of proposed wording for a notice board to the Fletchers Croft Play facility – there were small amendments suggested. Clerk to supply draft sign for final approval at next Amenities.		CLERK
113.3	Steyning Community Orchard – It was agreed to the clearing of the ‘lump’ at the top of the Orchard by contractor. Grass cutting now taking place in the area.		
113.4	Hedgerow Group update – Information supplied by Roger Brown - 75 Hawthorn plants purchased by Council have been planted in the allotment nursery bed, where they will spend the next year growing before being planted into the Rublees hedges next winter. - Ivy cleared from the base of 6 more Perry Pear trees in late February. - The hedge at the northern end of Rublees, planted in 2017, has been weeded and trimmed. Just 6 plants needed replacing. It is establishing really well. - 2 new Perry Pear trees (donated by the Community Orchard) and a dozen hedging plants were planted in the gap in the hedge at back of the ‘den’ area. - The Perry Pears are in full flower now, after having most of their blossom cut off the previous year. They are providing a wonderful source of nectar for bees etc. There was some discussion about the clearance of the Den next to Rublees Hedge which some believed was an area of anti-social behaviour whilst others thought youngsters had created their own meeting area and were sad to see it had been removed.		

ACTION

- 113.5** Grass Cutting – The season has now begun – There was some delay in cutting within the Orchard area but elsewhere has been a very good start. Comment from Cricket club was that the Outfield has not looked that good for many years.
- 113.6** Tree surgery works – These are going according to plan with some works completed on the 24th April and the next round to be done on the 12th July at Cripps lane.
- 113.7** Clerk has received a number of requests for Memorial Bench installations and possible sites for these or future Bench installations was discussed at a working party meeting on the 24th April which was very useful and earmarked possible locations. Clerk suggested there was now a need for a clear Council policy on Memorial Benches. **CLERK**
- 113.8** Reoccurring Tree damage in the MPF. Clerk to write to local PCSO to reinforce previous Police report, quoting date with reference number. **CLERK**
- 113.9** Entrance to MPF – A report was written by Cllr Muncey from a recent working party which became the supporting paper. Cllr Bowell **proposed, seconded** by Cllr Muncey that Council accepts the contractors quote to complete works to remove the ‘lump’ and shift the two bins in that area with the cost not to exceed £400. **Agreed.** Barrier also to be painted with a dark green tone by Caretakers if possible. **CLERK**
- 113.10** A working party convened on the 24th April to discuss possible tree planting. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the matter of the possible removal of Bowls Club Sycamore tree was deferred to the next Council. **Agreed.** Cllr Bowell **proposed, seconded** by Cllr Goldsmith that the Clerk have delegated responsibility to find a quote and if under £500 complete works on stump grinding removal of stump next to Cricket nets on the MPF. **Agreed.** A possible replacement tree to be pre-selected by tree warden and tree surgeon to bring to next committee. **CLERK**
- A/18/114 ALLOTMENTS**
- 114.1** Clearance day was on Saturday the 30th March. Cllr Bowell **proposed, seconded** by Cllr Muncey that Council makes a donation of £50 to the Steyning Scouts for their help with this day’s work. **Agreed** **CLERK**
- A/18/115 INFORMATION / CORRESPONDANCE ITEMS**
- 115.1** None
- A/18/116 DATE OF NEXT MEETING – 28th May 2019 at 7.30pm**

Meeting closed at 9.12 pm

Signed: Date: 28th May 2019

Chairman