

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 26th FEBRUARY 2019 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Bowell, Toomey and Sullivan.

Clerk: John Fullbrook

Members of the Public: 3

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/18/84 APOLOGIES FOR ABSENCE

84.1 Apologies received from Cllr Syred, Lloyd and Muncey.

A/18/85 DECLARATIONS OF INTEREST

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

A/17/86 QUESTIONS FROM THE FLOOR

86.1.1 None.

A/18/87 MINUTES OF PREVIOUS MEETING

87.1.1 Cllr Goldsmith **proposed** a motion based upon item A/18/74.3.2 – *'Because there has been no finding as to whether the disagreement referred to in the draft minutes relating to the conduct of Cllr Bowell or to the conduct of Cllr Goldsmith, the draft minutes is incorrect, the following neutral wording adopted when Cllr Willet disagreed with Cllr Bowell made a meeting inquorate should be substituted- i.e. 'Cllr Goldsmith left the room and the meeting was declared inquorate'*, **seconded** by Cllr S. Sullivan. **2 For (RG,SS), 2 Against (PB,MT) Chairs casting vote against – Motion not carried.**

87.1.2 Cllr Bowell **proposed, seconded** by Cllr Toomey that the minutes of the meeting held on 29th January be agreed and signed as a true record. **Agreed. 2 For (PB,MT), 2 Against (RG,SS) Chairs casting vote.** Cllr Goldsmith wanted it noted that he voted against this proposal because the previous motion he proposed had not been dealt with. Chairman's response – as the motion was voted on and the conclusion of the vote was that the motion failed, by definition, the motion was dealt with.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 87.2.1** Cllr Goldsmith disagreed with the accuracy of item 80.1.2, noting it did not reflect the contractual obligations involved with Safety fencing from the play area installer, and didn't include Cllr Goldsmiths question. Chair noted it didn't have to.
- 87.2.2** Cllr Bowell **proposed, seconded** by Cllr S. Sullivan that the minutes of the meeting held on 5th February be agreed and signed as a true record. **Agreed, 3 For, 1 Against (RG)**
- A/18/88 MATTERS ARISING FROM PREVIOUS MEETING**
- 88.1 A/18/63.3** Copy of Access notice to Cricket club - **Actioned**
- 88.2 A/18/63.5** Upgrade of strimming equipment for caretakers required – **Actioned**
- 88.3 A/18/63.7** Cllr Lloyd to pursue what is on offer from HDC Head of Waste, street scene and fleet, regarding Street cleaning monitoring – Clerk updated that HDC are monitoring the cleaning weekly and the Head of Street scene has reported no issues and believes the contractor is performing the service adequately.
- 88.4 A/18/63.8** Clerk / Cllr Bowell to look at two options for budget planning concerning Street cleaning – Clerk updated that HDC appear to be unable to take on the Street cleaning service and therefore have not been forthcoming with a quote. Clerk to chase for a figure that covers what they would do if Manpower allowed so that comparisons could be drawn.
- 88.5 A/18/65.1.1** Clerk to organise a round robin discussion with Wilson Memorial Trust Representatives and Chairs of Council and Amenities. – **Actioned**. The meeting briefly discussed the Trust's email to the Council highlighting its commitments, and they expanded upon the details behind their decision to back two projects this year at this meeting – The Tarmac strip enhancement and the Adult exercise equipment installation at Fletchers Croft, whilst not agreeing to fund the MPF playground application. However, they did not rule out the possibility of entertaining this application in the future.
- 88.6 A/18/65.1.2** Clerk to proceed with fletchers Croft Playground development via F&GP and Full Council approval – **Actioned** – See item 90.1
- 88.7 A/18/65.2** Clerk to inform Wilson Memorial Trust that Committee have accepted their generous offer to fund installation of an Adult exercise equipment at Fletchers Croft – **Actioned**
- 88.8 A/18/65.3** Tarmac strip facility enhancement – Clerk to inform Wilson Memorial Trust that Committee have accepted their generous offer to fund a Basketball Court installation at this site - **Actioned**
- 88.9 A/18/65.4** Clerk to arrange Meeting with Grass cutting contractor and ensure Free cuts planned – **Actioned** - See item 90.4
- 88.10 A/18/65.5.1** Clerk to arrange Tree works to be carried out - **Actioned**
- 88.11 A/18/65.5.2** Tree Risk Management survey that will be discussed at the next Amenities Committee – **Actioned** – See item 90.5
- 88.12 A/18/65.6** Clerk to work with Mr Brown re Tree felling works – **Actioned** - See item 90.6 & 90.7

ACTION

- 88.13** **A/18/65.7** Clerk to ensure link sent to Mr Brown for HDC Arboroculturist - **Actioned**
- 88.14** **A/18/66.1** Cllr Muncey to continue to make application for rights of way on the Wiston Estate - **Actioned**
- 88.15** **A/18/66.2** Council asks West Sussex County Council to review the Steyning 'Parking Calculator' - **Actioned**
- 88.16** **A/18/66.3** Fletchers Croft Car Park - Clerk to continue to chase, and to inform Steyning Centre users as to start date - **Actioned**
- 88.17** **A/18/66.4** Steyning Rd. safety issues- Proposals rejected at CLC meeting- See item 91.4
- 88.18** **A/18/67.1** Allotment items to be discussed at next Meeting – **Actioned**– See item 92.1

CLERK

- 88.19** **A/18/65.5.3** Clerk to check insurance cover if chippings used on pathways – Having discussed this with the SPC insurance company - If council have identified a slippery surface (that is owned and/or maintained by SPC) and are prepared to do something about it then there are two choices – firstly SPC can appoint a contractor to prepare solutions – this can cost a lot of money and may not prevent an issue in the long term but at least it can pass on an element of the liability, or secondly having risk assessed, SPC attempts to mitigate against the severity of the hazard by employing counter measures- which is called risk control. In other words, SPC operatives in this case could dress a surface with a small amount of chippings or whatever else seems appropriate onto a muddy and slippery surface in order to improve it and reduce the slip hazard. The Clerk recently received a phone call from a local resident complaining about the slippery conditions associated with the westerly access to the MPF from Newman's Lane and acted quickly by using recently made available chippings – hence at a very low cost the entrances have been dressed and risk reduced (with this being illustrated by pre and post photos in supporting papers). Cllr Goldsmith asked that the Clerk provide evidence that the Insurers agree with this solution.
- 88.20** **A/18/74.2** Clerk to send letter out to local residents regarding Flint wall disrepair – **Actioned** - Having not received a reply from the letter sent out at the end of November, the Clerk has sent out another letter asking for an update.
- 88.21** **A/18/80.1.2** Clerk to ensure there is an element in making good and provision of safety fencing for the Basketball court installation– See item 90.3
- 88.22** **A/18/80.1.3** Clerk to obtain cost from contractors for possible grounds –'making good' – **Actioned** – Depends on what needs doing however an approximate figure of £300 was estimated by a local contractor
- 88.23** **A/18/80.2** Clerk to ensure works are ordered regarding hedgerow and tree quotes - **Actioned**
- 88.24** **A/18/80.3** Clerk to inform Steyning Community Orchard regarding Councils approval of their planting plans – **Actioned**
- 88.25** **A/18/80.4** Clerk to inform requestees regarding use of MPF for events including promoting use of existing catering facilities – **Actioned**

		ACTION CLERK
88.26	A/18/80.5 Clerk to purchase 'Brush-cutter' – Ongoing – When the item becomes available on line at the appropriate cost it will be purchased.	
88.27	A/18/81.1 Clerk to ensure power washing contractor to complete High street works – Actioned	
88.28	A/18/82.1 Clerk to determine which event was to close the High street on the 24 th March and circulate information to Councillors – Actioned	
A/18/89	FINANCE	
89.1.1	Item arose concerning budget line 4312 which was currently overspent by £166. The Clerk explained the annual payment had already occurred and therefore it would not increase any further. Cllrs asked if provision was made for an increase in next year's budget – Clerk to check.	CLERK
89.1.2	The Income & Expenditure reports were discussed for the November 2018 period. Cllr Bowell proposed, seconded by Cllr Toomey that that the income and expenditure reports for November 2018 be accepted as a true record. Agreed.	
89.2	The Income & Expenditure reports were discussed for the December 2018 period. Cllr Bowell proposed, seconded by Cllr Toomey that that the income and expenditure reports for December 2018 be accepted as a true record. Agreed.	
89.3	The Income & Expenditure reports were discussed for the January 2019 period. Cllr Bowell proposed, seconded by Cllr Toomey that that the income and expenditure reports for January 2019 be accepted as a true record. Agreed.	
A/18/90	MEMORIAL PLAYING FIELD AND OPEN SPACE	
90.1	Playground development at Fletchers Croft – Final snagging work is being completed. The equipment is installed but currently the Clerk is more concerned with the grounds surrounding the new installation. Turf has been put down but because there was so much churn because of the awful weather at the time the heavy machinery was being used he has argued for some additional making good and has asked that the Herras fencing remain in place for another two weeks to allow ground to recover and turf to bed in a bit. Then will consider once more an official opening date. Clerk to publicise that Benches are indeed installed.	CLERK
90.2	Adult exercise equipment provision – There has been much detailed discussion regarding the installation – The contractor has been chosen and with Council's input the Wilson Memorial Trust are continuing to consider the colour scheme – W.M.T. are due to send in a cheque to SPC this week (by 1 st March) to cover the installation and when it is received and confirmed details with contractor re. pre-project meeting and risk assessments, scope of works etc, then the Clerk will place an order.	CLERK
90.3	We have received the cheque to cover the order for the Multiplay installation and the Clerk has ordered it with a proviso that a pre-project meeting is undertaken with agreement on scope of works, risk assessments, and 'making good' discussed etc. – 'Lead-in time' will be approx. 10 weeks as per committee's preference in terms of attempting to ensure it is undertaken within what will hopefully be a dry period.	CLERK

		ACTION CLERK
90.4	Grass Cutting - Clerk and Deputy Clerk had a meeting with the new management team (in January) from I D Verde - It went very well – They agreed that a first free cut would happen early in March to get ahead for the year. They have better equipment available and someone is engaged with directly supervising our contract including on-site checks. They also agreed that SPC only need pay £2436 for last years' service – (a 45% reduction for the year- the full amount being £4496) The Clerk's team was commended on this resolution as a result of the close monitoring of this contract. Clerk to ensure Roger Brown asked to be in attendance if possible, at the first cut.	
90.5	Parish Tree Risk assessment – Cllr Howell proposed, seconded by Cllr Goldsmith that committee accept the quotation for the Gale tree consultancy to provide a Tree Risk management strategy survey for £350 (plus VAT). Agreed	CLERK
90.6	Hedgerow group works – Works have been undertaken as per agreed quote, although some finishing touches appear to be required – Clerk to chase. Other details kindly supplied by Roger Brown are in the supporting papers	CLERK
90.7	Steyning Community Orchard – Again an update kindly supplied by Roger Brown with details to be found on supporting papers. Cllr Howell proposed, seconded by Cllr Goldsmith to allow the Steyning Community orchard group to use Gazebos for their next event. Agreed. Also, Clerk to ask SCO as to their opinion as to what can be done to better present the access into the MPF.	CLERK
90.8	Car Park Flint wall – Clerk provided contact details of contractors and has been in communication with the Police estates officer in charge – no news at present on when it's to be done.	CLERK
A/18/91	HIGHWAYS	
91.1	Rights of Way – Cllr Muncey has been doing a lot of work in regard to trying to have the Wiston estate footpaths (as discussed at the meeting in November) designated as Rights of Way – a number of forms have gone out and the completed ones have been sent to WSCC as well as a letter to the Wiston estate to inform them of the application process.	Cllr Muncey
91.2	Proposed Downslink improvements. Cllr Howell proposed, seconded by Cllr Goldsmith that Committee would like to support sending the letter in support of the Downslink scheme, so that it can be approved at next Full Council. Agreed	CLERK
91.3.1	Fletchers Croft Car Park development update. The Clerk sees the HDC Contract manager each week and is now trying to organize through him, and the HDC parks department, regarding the planting and management of the Planter areas within the Car Park. Also, no news on dates for the light installation currently. The rest of the works has progressed very well and is currently on schedule.	CLERK
91.3.2	It was thought generally that the front view of the Steyning center was now looking in much better order than in previous years, and that it would be wise to continue to see if, as a council, it may be possible to enhance any planting and ongoing maintenance within the 'Planters'. There was also a request to remove the white posts from the front Lawns and the Clerk will gauge opinion via pictures and an email	CLERK

ACTION

91.4 Steyning road safety issues – Update from Cllr Howell was to say that the matter was now closed with unfortunately no real movement forward from WSCC. The school will need to pursue it themselves from this point. However, if the school require support, they are still aware that the Council will be available to assist with this support

91.5 Recognising Steyning residents – (For example, Blue Plaques or benches adjacent Highways) Cllr Howell talked about ways in which people are remembered and/or ‘recognised’ around the Parish and wanted committee members to think about this for next meeting.

ALL**A/18/92 ALLOTMENTS**

92.1.1 Allotments looking much better than in previous years and plots are being tended better by both more motivated Allotment holders or vacant plots are being managed more closely by SPC operatives. The Allotment Association reported that they now have record membership, and that generally the ‘feeling’ within the Allotments was better than in previous years - Now ‘warm and friendly’. SPC operative was asked to be mindful of plot holders dumping rubbish into hedges and to report against those plot holders involved.

CLERK

91.1.2 The management of the sheds containing possible low-grade Asbestos and disposal of the 5 bar gates to be considered on future Agenda’s.

CLERK

92.2.1 The next Allotment clearance day is planned for the 30th March to start at 10am with the very welcome assistance from the local Scout group. Cllr Howell **proposed, seconded** by Cllr Goldsmith to allow the Clerk to spend in the order of £50 on food and drink items for those who are helping on the day. **Agreed**

CLERK

92.2.2 Clerk to send out letters to Allotment holders to promote the day and to organise skips as before

CLERK**A/18/93 INFORMATION / CORRESPONDANCE ITEMS**

93.1 Two correspondence items sent in in the last 48hours- A Tree condition report looking specifically at two trees on the MPF, and a request from a local resident for some tree surgery to be undertaken on Council land – Both will be discussed at the next Amenities Meeting

CLERK

A/18/94 DATE OF NEXT MEETING – 26th March 2019 at 7.30pm

Meeting closed at 9.45 pm

Signed: Date: 26th March 2019

Chairman