

Steyning Parish Council



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

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MEETING OF AMENITIES COMMITTEE

HELD ON 26th MARCH 2019 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 4

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/18/95 APOLOGIES FOR ABSENCE

95.1 Apologies received from Cllrs Syred and S. Sullivan.

A/18/96 DECLARATIONS OF INTEREST

96.1 None

A/17/97 QUESTIONS FROM THE FLOOR

97.1.1 *Q – Agenda Item 8.7 – Am I right in thinking that we are talking about the cutting down of a sycamore tree by the Bowls club, because there are many people that are very unhappy about that, and surely the problems associated with leaf-fall can be dealt with in other ways?*

97.1.2 *A- This is one tree that we are looking at because it has caused issues at the Bowls club for some time, and there will be more discussion about this later in this meeting under item 8.7.*

97.2.1 *Q- Two quick points from the Allotment association – Is there any update on the possible enhanced water supply to Rublees and do you have a response regarding our suggestion about upgrading Notice boards – I supplied a quote from a local carpenter?*

97.2.2 *A- There is a meeting tomorrow with a contractor to discuss a possible new supply and we are considering many Notice upgrades and the Allotment Notice boards are some that are being evaluated – Thank you for your assistance with this information.*

CLERK

A/18/98 MINUTES OF PREVIOUS MEETING

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



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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ACTION**A/18/99 MATTERS ARISING FROM PREVIOUS MEETING**

99.1	A/18/88.4 Clerk to chase for a figure that HDC would put towards the SPC Street cleaning contract if it was under their control – This has been chased by Clerk. Cllr Lloyd to chase also and to inform councillors as to his progress.	CLERK / Cllr Lloyd
99.2	A/18/88.19 Clerk to provide evidence that insurers agree with the sprinkling of wood chippings on slippery paths as an anti-slip solution – The Clerk sent around an email with an explanation from the insurers. A request was made to send around a copy of the Risk assessment undertaken by the Clerk.	CLERK
99.3	A/18/88.26 Clerk to purchase Brush cutter when an appropriate deal becomes available on line – Actioned	
99.4	A/18/89.1.1 Check whether there is appropriate provision in next year's budget line 4312 as this year is over spent - There was indeed additional provision in the 2019/20 budget.	
99.5	A/18/90.1 Clerk to publicise that Benches are provided for within New playground installation – Actioned – Publicity placed on web site and the additional Benches and Picnic tables are obvious to all observers.	
99.6	A/18/90.2 Clerk to place order for Exercise equipment installation – Actioned	
99.7	A/18/90.3 Clerk to report back on pre-project meeting dates – Adult exercise area meeting due within the next three days following this meeting: – with the start date planned for as early as next week. Basketball court development on the MPF date still to be confirmed, but installation provisional start date to be 5 th May	
99.8	A/18/90.4 Clerk to ensure members from SCO on hand for first grass cut – Thanks go to both Mr Brown and Mr Harden for ensuring one of them was at hand at the appropriate moment.	
99.9	A/18/90.5 Clerk to order Parish tree Risk Assessment – Actioned	
99.10	A/18/90.6 Clerk to check on hedgerow works completed – Clerk confirmed most if not all completed – but he was to see contractor to go over his work when a suitable date can be arranged.	
99.11	A/18/90.7 SCO representatives to be asked about MPF access ideas – The date was agreed and Clerk to inform the SCO.	CLERK
99.12	A/18/90.8 Car Park Flint wall repairs - Clerk meeting contractors within days to confirm details.	CLERK
99.13	A/18/91.1 Rights of way applications – See item 101.1	
99.14	A/18/91.2 Proposed Downslink improvements letter approval to go to Full Council - Ongoing	CLERK
99.15	A/18/91.3.1 Fletchers Croft Car Park developments - Clerk to chase lights and Planters issues – See item 101.4	

			ACTION
99.16	A/18/91.3.2	Clerk to gauge opinion as to white posts remaining in place by Steyning Centre - Actioned	
99.17	A/18/91.5	Recognising Steyning Residents – All Cllrs to report back –See item 101.3	
99.18	A/18/92.1.1	SPC operative to report back on Allotment hedge littering - Actioned	
99.19	A/18/92.1.2	Sheds and 5-Bar gate disposals to be considered – See item 103.1	
99.20	A/18/92.2.1	Clerk to purchase appropriate food and drink items for clearance day – See item 103.1.2	CLERK
99.21	A/18/92.2.2	Clerk to send out letters to promote Allotment clearance day - Actioned	
99.22	A/18/93.3	Tree condition report and Tree surgery work to be on next Agenda – See item 102.5	
99.23	A/18/88.20	Fallen Flint wall adjacent MPF – resident needs to be chased again to ensure action taken - Ongoing	CLERK
A/18/100	FINANCE		
100.1.1	The Income & Expenditure reports were discussed for the February 2019 period. Cllr Bowell proposed, seconded by Cllr Lloyd that the income and expenditure reports for February 2019 be accepted as a true record. Agreed.		
A/18/101	HIGHWAYS		
101.1.1	Rights of way – Cllr Muncey updated that Council through the Clerk has submitted two applications to WSCC for public Rights of way designation for a series of paths in the rifle range and a second path going through Charlton court, but the rifle range paths needed to be separated and individual path applications sent through. Cllr Muncey suggested further expertise be sought via the open spaces society. Cllr Muncey proposed that SPC becomes a member of the open spaces society so that Council can get some advice so that it is more properly equipped to answer questions raised by WSCC, subject to receiving advice from SALC that they have no objection and that the cost of the membership is no more than £45 per year, seconded by Cllr Goldsmith. Agreed		CLERK
101.1.2	Council has been given annual notification from WSCC of maintenance works to be undertaken on Public rights of way – Are there any particular paths needing particular attention – it appears not, however this is an opportunity to ask for two ‘stiles’ to be replaced by ‘kissing gates’ – One opposite the Leisure centre on the entrance to Bayard’s Field, the other on the entrance to Mill field (Charlton court end). Cllr Muncey proposed, seconded by Cllr Lloyd that Council goes back to the public rights of way team and the particular works we would like to have done are for two ‘stiles’ to be replaced by ‘Kissing gates’ at entrance to Bayard’s field and Mill Field. Agreed		CLERK /Cllr Muncey
101.3	Recognising Steyning residents – (For example, Blue Plaques, Planters or Benches) – All Councillors reviewed the situation and agreed that what was offered currently by SPC in terms of memorial Benches and dedicated trees seemed to be adequate.		

101.4	Fletchers Croft Car Park development – Clerk regularly communicating with the Project Manager – Lighting has been completed with debris associated with it removed off site recently. The lights have been staying on all night and Project manager has been informed. ‘Planter’ decisions pending and is with the Parks department. Cllr Muncey to prepare a report on what has been produced as opposed to what their initial Scope of Works was suggesting.	ACTION Cllr Muncey
A/18/102	MEMORIAL PLAYING FIELD AND OPEN SPACE	
102.1.1	Playground development at Fletchers Croft – Work completed, and the Council official opening of this facility was successfully undertaken today at 3.30pm. Cllr Lloyd gave a speech and cut the ribbon and there were well over a hundred children and parents in attendance as well as a rep. from Creative play. There were photos taken and homemade Cards from a thankful local Nursery were presented to both Council and Creative Play. Updated Public Notice installations to be investigated by the Clerk.	CLERK
102.1.2	Adult exercise equipment provision – This project is ordered.	
102.2	Steyning Community Orchard – Nothing significant to report	
102.3	Hedgerow Group - Nothing significant to report – {Marlene’s tree location to be identified if possible, at Fridays meeting}. Further Hedge planting required and is planned.	
102.4	Grass Cutting – First free cut last week – seemed to go well – certainly that was the view of the SCO members who were able to check progress on behalf of the Council. £2436 invoice received for last years’ service – (a 45% reduction for the year- the full amount being £4496)	
102.5	To discuss and agree Tree conditioning report and Tree surgery works – Clerk sent around supporting papers. Five trees needed attention. Cllr Howell proposed, seconded by Cllr Muncey that Council accepts the quote from the contractor Andrew Gale, the scope of works costing £687.50. Agreed	CLERK
102.6	To discuss and agree the request for Junior Rugby on the MPF. – Cllr Howell proposed, seconded by Cllr Lloyd that Council allow taster sessions for the junior Rugby club provided there is discussion undertaken between them and Cricket and Football clubs to ensure clashes are avoided. Agreed	CLERK
102.7	Request to Cut down MPF Sycamore tree adjacent to Bowls club and to discuss and agree replacement and future MPF tree planting (not associated with the Orchard groups already agreed planting). Cllr Howell proposed, seconded by Cllr Toomey that a working party be convened to consider tree planting and memorial bench distribution on the MPF and that the working party to report back to next Amenities committee. Agreed	CLERK
102.8	Fletchers Croft Stream Maintenance and Tree surgery works undertaken by HDC – Clerk updated on the fact that last year there was an issue with HDC missing this maintenance but that this year, the work has already been undertaken as it is now diarised with the parks department. Clerk to check that the stream is to be dredged	CLERK

ACTION**A/18/103 ALLOTMENTS**

103.1.1 The two problem sheds are being used currently and will therefore not be dealt with at this time, and the 5-bar gates are still where they were reported to be last time, – which is in a hedge and available for use if we need them. It is thought the gates are more useful to have available for emergency replacement use rather than gain meagre funds from them being sold off to a buyer or for scrap.

103.1.2 The Allotment clearance day is Saturday the 30th March to start at 10am with the very welcome assistance again from the local Scout group. All welcome to attend and assist.

ALL

103.2 Cllr Bowell **proposed, seconded** by Cllr Goldsmith that Council agree to hire 3 skips and allow the Clerk to spend in the order of £615 to cover this cost. **Agreed**

CLERK**A/18/104 INFORMATION / CORRESPONDANCE ITEMS**

104.1 Information from WSCC regarding Festival Lighting – This information to be sent to the Steyning Business chamber and the Steyning and District Community Partnership

CLERK

104.2 Information – Time for Rural Strategy – This to be sent out to Cllr Toomey for action

Cllr Toomey

104.3 Information – South Downs National Park – Design Awards

104.4 Information – Steyning Downland Scheme Newsletter

104.5 4 x recent Memorial Bench inquiries have recently been received. Clerk to action

CLERK

A/18/105 DATE OF NEXT MEETING – 23rd April 2019 at 7.30pm

Meeting closed at 9.35 pm

Signed: Date: 23rd April 2019

Chairman