

Steyning Parish Council



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

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MEETING OF AMENITIES COMMITTEE

HELD ON 25th SEPTEMBER 2018 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 4

Meeting started at: 7.30pm

DRAFT MINUTES

ACTION

A/17/36 APOLOGIES FOR ABSENCE

36.1 Apologies received from Cllr Syred

A/17/37 DECLARATIONS OF INTEREST

37.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard group and declared an interest in items 41.1, 41.3, and 41.5.

A/17/38 QUESTIONS FROM THE FLOOR

38.1.1 **Q** – *Mr Catchpole- Asked under item 41.3 - 'I am pleased this is an item to be discussed , but am concerned about the amount of money being considered to enhance the tarmac strip seeing it is seemingly redundant, and I want to point out an option not being discussed tonight, and that would be to remove the strip and to grass it over, therefore removing maintenance costs and an area that currently provides an area for antisocial behaviour, vandalism, is alien to the area of outstanding natural beauty it sits within, is a health and safety problem and I can't remember in 30 odd years ever seeing a skate board and very rarely kids playing basketball, and it would be interesting to see how much it would cost to remove it'..*

38.1.2 **A** – *'We will speak to this under item 41.3, but primarily the MPF is a playing field'*

A/17/39 MINUTES OF PREVIOUS MEETING

39.1 Cllr Bowell **proposed, seconded** by Cllr Muncey that the minutes of the meeting held on 24th July be agreed and signed as a true record. **Agreed**

A/17/40 MATTERS ARISING FROM PREVIOUS MEETING

40.1 A/18/27.1.1 Bushes cut back at entrance to MPF from Newham lane. Although the Clerk was uncertain as to which entrance had been referred to (in this instance the Twitten between Newham lane and the MPF), the bushes in question had been cut back.
– **Actioned.** Clerk also to check once again to ensure both entrances are sufficiently cut back

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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		ACTION
40.2	A/18/29.5 Newsagents regarding state of the Pavements and their Pidgeon problem – Clerk visited the manager to ask about progress. He said that there hadn't been any agreement as to what was to be done as yet, and the clerk asked him if he was to send another letter from the Council would that speed the process up – He said it probably would, so the Clerk has done so - Actioned	
40.3	A/18/29.6 High street Bollard replacement by WSCC – It is back with WSCC to complete the replacement – Clerks have chased and are aware that it is programmed in to be completed but a date has not yet been given. - Ongoing	CLERK
40.4	A/18/29.12 Replacement Bins on MPF – Actioned	
40.5	A/18/29.14 Skate park progression – Clerk to speak with Neighbourhood plan Chair - Actioned - Clerk has spoken with the Chairman of the steering committee and he welcomed the idea that it would come under their remit – but that obviously there were a few other pressing issues which are of a slightly higher priority at this point in the proceedings	
40.6	A/18/30.1.2 Wilson memorial trust applications regarding play developments – Actioned	
40.7	A/18/30.2 New Benches for the MPF – Benches have been ordered and will be arriving imminently. Quotes back from 2 out of 4 contractors – Ongoing – Committee also wanted Clerk to be mindful of how the area in front of the benches gets worn.	CLERK
40.8	A/18/30.4.1 Clerk to set up meeting with SCO representatives and to remind event organisers of need to supply risk assessments – Actioned – Meeting was held, and Clerk didn't have to remind SCO about risk assessments as they were provided in good time anyway.	CLERK
40.9	A/18/30.5.1 Clerk to write to Bowls club to inform them that works to hedgerow agreed - Actioned	
40.10	A/18/30.7 Grass cutting - news on contract invoicing– See item 41.6	
40.11	A/18/32.1 Query relating to Grounds maintenance budget line - See 43.1	
40.12	A/18/33.1 Rights of way possible designation of paths – See 44.1	
40.13	A/18/33.2 Car Parking problems – Clerk to arrange meeting with HDC reps. In Autumn – Actioned	
40.14	A/18/33.3 Clerk to write to Stool ball reps re parking for events - Actioned	
40.15	A/18/33.4 Fletchers Croft Car Park development actions – See 44.3	
40.16	A/18/33.6 Street Cleaning contract – Clerk to arrange meeting with contractor to highlight issues and to arrange meeting with HDC – Actioned and meeting details reported to F&GP	

			ACTION
40.17	A/18/33.8	Digital Tourist Boards – Clerk to send approval for HDC initiative – Actioned	
40.18	A/18/34.1	Clerk to write to voice concerns relating to possible IKEA and new housing development – Actioned – Clerk also to send round copy of letter to council members.	CLERK
A/18/41	MEMORIAL PLAYING FIELD AND OPEN SPACE		
41.1	Playground working party – Clerk has applied for funding from the Wilson Memorial trust and S106 monies to cover the majority of the cost of the playground developments and await their response – Clerk also had a meeting with three representatives from the trust to discuss the application and they remarked that they would prefer to see two of the metal play equipment pieces remain in place at the MPF.- This would mean a small increase in the cost - but there is room for two additional pieces of equipment and the W.M. Trust reps said they would be prepared to absorb some additional costs if indeed the project funding as a whole was to be agreed. Clerk to arrange for new schematic from contractor to include these two pieces and new quote to check costs and that Playground working party sanction these changes and then it is brought back to the Amenities committee for agreement.		CLERK
41.2	Fletcher’s croft exercise equipment installation - Clerk has discussed the type of equipment to be installed with the Wilson Memorial Trust – They are fine tuning which pieces are to be involved with Clerks assistance – so this is an ongoing process and when they are in a position to confirm what is to go in and the date it is due to be installed then the Clerk will report back.		CLERK
41.3	Tarmac strip		
41.3.1	Facility enhancement – Last meeting there was discussion about enhancing the facility at the tarmac strip and that the clerk could include a preferred option as part of a bid to the Wilson Memorial Trust to speed the process along. After discussion with the Wilson Memorial Trust representatives, it seems they are receptive to an improved facility but have said that they would like to see something more worthwhile than simply an upgraded surface if they were to consider part funding it. For this reason and the fact that Council received positive comments when the idea was floated during the public consultations, that the clerk put together some costings and ideas forward for consideration. Cllr Muncey proposed, seconded by Cllr Toomey that we put forward as a project to consider as an additional facility the tarmac strip, for the older age range of children, when looking at next year’s budget, and to consult in this process to utilise the tarmac strip appropriately given that it is a visually sensitive area. Agreed 4 For, 2 Abstentions.		CLERK
41.3.2	Cllr Lloyd proposed, seconded by Cllr Toomey that Council make it a function of the Steyning Centre caretakers on a daily basis to inspect the tarmac strip area on the MPF and to remove any glass and that this should be considered by F&GP in the first instance. Agreed		CLERK
41.3.3	Cllr Lloyd proposed, seconded by Cllr Muncey that we formulate a programme of inspection with the Wardens and consult with them in order to make it work and that this is reported back to the Clerk. Agreed		CLERK

41.4	Hedgerow group works – 130 plants approx. planted in hedgerows with 60% success. Hedgerow group due to meet in late October with a view to organising replacement planting using the Nursery stock {120 approx. plants}. There has been a lot of broken glass found in the newly mown / strimmed area adjacent the Rublees hedge. The group have also discussed working with the Council in order to provide temporary fencing to bolster the structure and screening provided by the hedgerows in question.	ACTION CLERK
41.5.1	Steyning Community Orchard – There had been a walk-around with some of the Councillors to discuss possible future plans and these had been presented after the meeting via an email to the Clerk. Proposed items of work to be discussed as soon as possible with Tree contractor – Clerk to organise visit following receipt of Tree report, and to include reps from Council and SCO. Cllr Lloyd proposed, seconded by Cllr Muncey that Council accepts the listed proposals subject to items 2 and 6, where a contractor would need to be called in, then needing agreement separately. Agreed	CLERK
41.5.2	SCO Apple day taking place on Saturday 6 th October. All risk assessments and paperwork received, and committee went through questions relating to the day with SCO representative. Cllr Bowell proposed, seconded by Cllr Toomey that committee agrees to vehicles using the MPF for access provided ground conditions allow and that appropriate parking Marshalls are in place. Agreed	
41.6	Grass cutting contract – Clerks office has had many communications with our contractors and these discussions have been reported to F&GP just in case council decided there was a need to look at other contractors, via a retendering of the contract. Cllr Bowell proposed, seconded by Cllr Lloyd that Amenities is unhappy with the unsatisfactory quality and consistency of the service being provided by the grass cutting contractors and requests to F&GP that the retendering of the service be considered. Agreed	CLERK
41.7	Parish Tree survey – Clerk was asked to organise for the tree survey to be undertaken and this was completed on 21 st September – During the survey the contractor found a tree which was part collapsed and he felt that its complete demise was imminent and that its position made it a danger to the public - so the same day the Clerk arranged for an emergency tree felling to be undertaken. This was of a willow tree that was overhanging a pathway on the Abbey road open space. The Clerk called the contractor, in this instance Simon Zec (who was used because he was able to help when the other two options were not able, and it was an emergency – despite him being our Tree warden), and the job was completed within two hours – for a very reasonable rate.	
41.8	Flint wall repairs to wall adjacent MPF – Over the Summer recess Cllr Goldsmith sent the Clerk pictures of a flint wall in disrepair on the boundary of the MPF. Cllr Bowell proposed, seconded by Cllr Sullivan that the Clerk contacts the HDC conservation officer and ask for his help and advice on this matter. Agreed	CLERK
41.9	Vehicular access to the MPF – Council has in the past used a combination lock on the gate adjacent the MPF car park which has been closed and opened when access required – It is obvious that some if not most of the potential frequent operatives requiring access are failing to re secure the gates. Committee was happy that the system be re-established	CLERK

41.10	Tanyard stream – Council has been approached by the Ouse and Adur Rivers Trust to ask permission for works to be completed to the stream adjacent Abbey road. Cllr Bowell proposed, seconded by Cllr Sullivan that Cllr Muncey replies to them and suggests that council is happy for work to proceed, provided there is liaison with the Environment Agency who look after the Tanyard Stream and its maintenance. Agreed	ACTION Cllr Muncey
A/18/42	ALLOTMENTS	
42.1	Clerk sent round a report from the Office which was well received. Two points raised – the clear up went very well and the Allotment association are looking for another date to be promoted for March the 30 th of next year. Tried to be tougher with individuals who are not working plots as this can affect adjacent plot holders, and the Caretakers are doing a very good job at the moment. There is a need to upgrade the strimming equipment for the Caretaker. Clerk to bring this back to next meeting	CLERK
A/18/43	FINANCE	
43.1	Grounds maintenance question relating to the budget total for that line. Cllr Goldsmith asked why the Amenities ‘Grounds maintenance’ total of £10,000 differed from the Council Total Budget for ‘Grounds maintenance’ which is £13,500 – This is because the Council total budget includes £3,500 under Premises budget for grounds Maintenance.	
43.2	Cllr Lloyd proposed, seconded by Cllr Toomey that a working party be set up to deal with the Amenities budget setting and any proposed projects for the new financial year 2019/20. Agreed	
43.3.1	The Income & Expenditure reports were discussed for the July ‘18 period. Cllr Bowell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for July be accepted as a true record. Agreed.	
43.3.2	The Income & Expenditure reports were discussed for the August ‘18 period. Cllr Bowell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for August be accepted as a true record. Agreed.	
A/18/44	HIGHWAYS	
44.1	Rights of Way – Regarding the process to designate the Twitten as a public right of way, 19 Forms have been completed by residents and Clerk and Cllr Muncey will ensure they are sent off to WSCC by the end of the week. Second area involving paths on the Wiston estate. Having received a reply from the Estate Cllr Muncey and Clerk to pursue this matter with WSCC concerning possible lack of ‘warning notices’.	CLERK / Cllr Muncey
44.2	Car Park and Parking problems – Cllr Muncey and Reina from the Steyning Partnership are meeting with HDC representatives on the 26 th September.	Cllr Muncey
44.3	Fletchers Croft Car Park development update from Cllr Muncey – Supporting papers gave an idea as to what actions were due and the overall timescale involved -. works planned to begin in December. Clerk to suggest the plans need to include access to Fletcher’s croft. Details for the development were still awaited as was a confirmed commencement date, as well as setting a date for Steyning partnership and HDC reps to meet to discuss signage.	CLERK

ACTION

44.4 **Steyping road safety issues** – School put in a report and an email was received acknowledging receipt – More to be discussed at next meeting

44.5 **The Winter plan** – Thanks to Cllr Muncey for her assistance in the updating of this plan – supporting paper distribution was for information

A/18/45 **INFORMATION / CORRESPONDANCE ITEMS**

45.1 **Bramber Brooks project** – Supporting papers were distributed for information. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Council agrees in principle to the project subject to the finalisation of the plans then coming to SPC's attention and approval. **Agreed.** The clerk to ask the Working group to ensure SPC kept informed. **CLERK**

45.2 **Bowling club** letter of thanks - For information

A/18/46 **CONFIDENTIAL SESSION**

CCTV - Cllr Lloyd **proposed, seconded** by Cllr Muncey that due to a lack of time the item to discuss CCTV be taken back to F&GP committee. **Agreed** **CLERK**

A/18/47 **DATE OF NEXT MEETING – 23rd October 2018 at 7.30pm**

Meeting closed at 10.01 pm

Signed: Date: 23rd October 2018

Chairman