

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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MEETING OF AMENITIES COMMITTEE

HELD ON 23rd JANUARY 2018 AT 7.30PM
IN THE STEYPNING CENTRE

Present: Cllrs Lloyd, Toomey, Goldsmith, S Sullivan, Willett, and Bowell

Clerk : John Fullbrook

Members of the Public: 4

Meeting started at 7.30pm

DRAFT MINUTES

ACTION

A/17/73 APOLOGIES FOR ABSENCE

73.1 Apologies received from Cllr Muncey, and Cllrs Lloyd and Willett will arrive later

A/17/74 DECLARATIONS OF INTEREST

74.1 Cllr S Sullivan - member of SCO (Steypning Community Orchard) and lives adjacent to MPF

A/17/75 QUESTIONS FROM THE FLOOR

75.1 None

A/17/76 MINUTES OF PREVIOUS MEETING

76.1 Cllr Bowell **proposed, seconded** by Cllr Toomey that the minutes of the meeting held on 28th November be agreed and signed as a true record. **Agreed**

A/17/77 MATTERS ARISING FROM PREVIOUS MEETING

77.1 A/17/64.3.1 Contractor to leave Logs and Chippings on site during tree works – Clerk actioned

77.2 A/17/64.4.2 Grant aid for Orchard group, and Orchard to go on the Agenda – Clerk actioned

77.3 A/17/66.3 Ownership of entrances –Clerk has written to Mrs Acton and subsequently arranged via phone call to see her next week and will report back

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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		ACTION Cllr Bowell/Picking
77.4	A/17/66.9 Identification of illegal dropped kerbs, and overhanging vegetation – Cllrs PB and BP reported that no additional inspection has taken place since last meeting. As no illegal dropped kerbs have been identified so far and it would seem to be impractical to find out details in terms of the existing kerbs (new planning applications including dropped kerbs however could be inspected if needs be). Cllr Bowell proposed, seconded by Cllr Sullivan that this item now be dropped from the future Amenities Agenda's. Agreed	CLERK
77.5	A/17/66.19 Banners on fence on North entrance to A283 bypass. - Clerk updated that Banners had been cleared, an advert went into the 'Your Steyning' magazine to give guide to any perspective promoters and the Clerks office is prepared to receive enquiries to sanction or not a banner's display. Clerk to check wording of Sign to go onto fence to also promote this fact. Cllr Lloyd arrived	CLERK
77.6	A/17/67.1 Car Parking issues – ongoing (Cllr Muncey to report at next meeting)	
77.7	A/17/68.1 Playground working party report - to be discussed under item 79.1	
77.8	A/17/69.2 Exercise equipment working party – Cllr Lloyd reported that he is chasing his contact at Horsham and will report back at next meeting	
77.9	A/17/69.3 Flint wall earthworks – to be discussed under item 79.5	
77.10	A/17/69.4 Thanks to Steyning staff – Actioned by Clerk	
77.11	A/17/55.9 MPF trees T40 and T41 – Clerk updated that a quote was received from the residents who lived adjacent the two trees and had been contacted by the Clerk. The Quote to complete the works, as previously specified by the Council's Tree consultant, lacked the detail required. Cllrs Bowell and Muncey met with the contractor, and later the Clerk arranged that the contractor change his scope of works to reflect that which had been specified. The contractor did so at no additional cost. Residents have requested that the Council pays part of the cost, however previously Council had said that they would be unable to contribute to the cost. Clerk to write to residents to suggest that if they were able to donate an amount equal to the works (ex. VAT) then the Council would organise its undertaking.	CLERK
77.12	A/17/69.7 Hedgerow working group progress – to be discussed under item 79.3	
77.13	A/17/70.1 Meeting with new Chairman of Allotment association - Update from Cllr Bowell to be discussed under item – 77.16	
77.14	A/17/70.3 Vacant plots Nursery – Clerk Actioned	
77.15	A/17/70.4 Works to remaining plots – ongoing and clerk will contact contractor when Committee has decided upon how much clearance is to be tackled by local residents and Allotment Association first.	CLERK

ACTION

77.16 A/17/70.6 Provision of skips for Allotment clearance – Cllr Bowell reported that having spoken with Allotment Association Chairmen and others, Cllr Bowell has asked that the groups come back to us with preferred dates for clearance, then the Clerk will organise provision of 3 skips. A Scout group, and a Rugby team as well as the Allotment association could be involved. Allotment association to liaise with Deputy clerk to ensure all Allotment holders aware of this idea and the date involved and Clerk to organise posters to get the message across to all. Skips with ramps advisable, and the Clerk advised that appropriate PPE equipment be used as per Risk assessment and that this needs to be supplied by Council. A Bonfire could also be utilised to dispose of dried biomass.

CLERK**A/17/78 HIGHWAYS**

78.1 Car Parks - No additional information has come to the Council relating to HDC financed proposed Car Park developments despite being chased by Cllr Muncey and Clerk. Clerk to continue to chase and email to Councillors when further news is available and ensure any new plans are displayed as soon as possible

CLERK

78.2 WSCC Highways and transport seeking public consultation on draft West Sussex rights of way Management plan – Cllr Lloyd reported that the working party was set up and had met and had completed a response to WSCC. The Clerk also confirmed that that he had received an acknowledgement of the response from WSCC as his was the email contact detailed.

A/17/79 MEMORIAL PLAYING FIELD AND OPEN SPACE

79.1 Playground working party – Cllr Bowell reported that 6 members of the public are involved plus Cllr Syred, Cllr Lloyd, Cllr Picking, Cllr Barling and the Clerk. The group has met and subsequent to the initial discussion and visits to the playgrounds, the group has approached 6 companies who could provide development plan details. The group's members will then meet up with a representative from each company in the next three weeks so that a draft proposal could be sent to the Clerk in time for initial display at the 24th Feb. Showcase event to be followed by an initial public consultation on the 3rd March, when plans could be openly discussed to gain initial feedback. Funding to be sought to match Council's capital investment to include S106/CiL monies, WSCC funds, Tesco's community grant scheme and others.

79.2 Orchard – update on latest developments and future plans – Alec Harden reported on Cllr Sullivan's behalf – notable items included a Work day in mid-December that was a wash out, Big pile of Brush next to Ash tree to be shredded if possible, 4th March will be the planting of Holm Oak replacement at 11am, 26th May at Festival SCO will be represented under 'Garden revolution'. Successful 'Wassail' event on Saturday with 130 people in attendance and thanks expressed from the SCO to the Council for the financial support in terms of their successful Grant application.

Cllr Willet joined the meeting

79.3	Hedgerow group works - A supporting paper had been sent around stating recent progress, next steps and general comments. Roger Brown to drop email details to Clerk to tag onto information being sent by Allotment association so that Clerk could write to all Allotment holders with as much information as possible. Clerk to check with SALC to see if Tree warden can quote for works as well as undertake his current role. Clerk to see if tree warden is required in light of the fact that this Council has a regular tree report. Clerk to check insurance and to make this an agenda item for next meeting.	ACTION CLERK
79.4	Clerk went through quote relating to works which were scoped by Roger Brown on Committee's behalf. Clerk also to collect two more quotes for Hedgerow works as soon as possible in line with a quote received in last two days prior to this meeting for works to the Rublees / MPF boundary. These works to sort out 50 plus years of accumulated rubbish. Cllr Lloyd proposed, seconded by Cllr Sullivan to delegate the Clerk to get two more quotes in and not exceed the value of £2,300 plus VAT if possible, then to circulate to all members of the committee with a view to picking the best quote and completing the works before the end of February. Agreed	CLERK
79.5	Earthworks adjacent Flint wall – Clerk reported that last meeting it was agreed for him to confirm with contractor that he could complete work based upon a variation of the 5 options that had been presented, and that provided the cost did not exceed £1740, the Clerk could circulate that quote and with delegated authority to do so proceed. The clerk reported that works were to begin on Monday 29 th January, and that posters and flyers had been posted and distributed to car park users notifying of these works.	
79.6	Wicksteed report – supporting paper supplied – urgent works already completed. The playground group will take these works into account and will establish what should be done and by whom subsequent to knowing what equipment is likely to be kept following the discussions relating to the likely playground developments.	CLERK
79.7	There will be another attempt to move the two benches from Normans way into the MPF playground next week	
79.8	Grass cutting contract will go back on agenda for next meeting	
A/17/80	ALLOTMENTS	
80.1	Works associated with Allotment hedgerow group have already been covered	
80.2	Vacant plot clearance – in addition to what had already been discussed, the contractor will be engaged by Council when it is known what is left to do following the works due to be undertaken by the Allotment Association and others.	
80.3	The Five bar gates which were removed from Allotment entrances are available for use if needs be and are being stored by Cllr Pearcey on behalf of the Council	

A/17/81 FINANCE

81.1 The Income & Expenditure reports were discussed for the December period. Cllr Bowell **proposed, seconded** by Cllr Sullivan that the income and expenditure reports for December be accepted as a true record. **Agreed.**

81.2 The committee briefly discussed the Amenities projects for the year 2018/19. The committee needed to know some costings for the next year. Any other items not mentioned that crop up before next meeting, concerning Amenities, ought to be sent to the Clerk.

CLERK

A/17/82 INFORMATION / CORRESPONDANCE ITEMS

82.1 Clearance works had been undertaken at Newman's garden Car Park - and Clerk will put it on next Agenda to discuss

CLERK

A/17/83 DATE OF NEXT MEETING – 27th February 2018 at 7.30pm

Meeting closed at 9.07 pm

Signed: Date: 27th February 2018

Chairman