

ITEM 5.9.

MPF/Rublees Hedge work - February / March 2018

SCOPE OF WORKS		Contractor 1.	Contractor 2.	Contractor 3.
Stage 1				
Cut and clear hedgerow from MPF side to allow for fence being returned back to vertical position				
Remove and dispose of all vegetation from site		480	290	850
Stage 2				
To clear all debris and green waste from the fence line back to the tree line, back to bare soil ready for planting in 11 areas				
Remove and dispose of all debris and waste from site and shred existing SCO pile		1,500	1,200	1350
Stage 3				
To supply and erect 20 fence posts and wire			90	
Labour		320	290	570
VAT		0	0	550
TOTAL COST		2,300.00	£1,870.00	£3,320

ITEM 7.6



Tree work specialist

Mr Phillip Bowell
Steyning Parish Council

27th November 2017

Reference No.TW/27-11-17/SPCouncil

Dear Mr Bowell

I enclose a quote for the tree works we have previously discussed.

Site @ The Memorial Playing Field, Steyning

1 - 1 x Large Hornbeam to reduce apical and lateral spread by a maximum of 1.5m. This will leave the tree at a finished height of approx. 11.5m from a height of 13m. The tree is unbalanced at the present and will need more taken off from the North and the East side. The South and west will need minimal reduction to leave the tree in a balanced shape after reduction.

Prune back overhanging branches back in line with the wall. Thin crown to leave an even crown density and remove dead wood.

2 – 1 x Sycamore tree to reduce the longest apical growth by a maximum of 1.5m – the lower central section will remain as it is to match in height. We will prune back the Northerly side by approx. 1.5m to balance with the rest of the tree. Prune back overhanging branches back in line with the wall. Thin crown to leave an even crown density and remove dead wood.

Cost	£550.00
VAT @ 20%	£110.00
Total	£660.00

All Debris will be chipped on the cricket field side and removed. The grounds left neat and tidy.

Lowering techniques will be used to avoid any damage to surrounding property. I hope this meets with your approval and await your further instruction.

Yours sincerely



ITEM 7.8.

Clerk - Steyning Parish Council

Subject: FW: Adur Valley Scouts St. George's Day Celebrations 2018

Subject: Adur Valley Scouts St. George's Day Celebrations 2018

Hi,

My name is and I am the District Commissioner for Adur Valley District Scouts.

Each year we organise a St. George's Day event and this year I hoped to hold the event at the Memorial Playing Fields in Steyning on Sun 22nd April (it was held in Lancing for 2017 and Shoreham for 2016 & 2015).

There is usually around 500 uniform members in attendance (& a few Councillors, MP's etc.), and the day is usually structured as follows:

11:45am All Scout groups meet at rendezvous point (planned to be Steyning Grammar School this year)
12:00pm Parade to Main site (hopefully Memorial Playing Fields this year) - with Police temporary road closures.
12:20pm Ceremony @ Main Site (including renewal of Scout Promises)
12:40pm Games & Activities
3:00pm Celebration Ends

I appreciate this is a brief overview, so please don't hesitate to contact me with any questions you have etc.

I hope this all makes sense, and I look forward to hearing your thoughts as to whether this might be feasible to take place at the Memorial Playing Fields.

Many thanks,

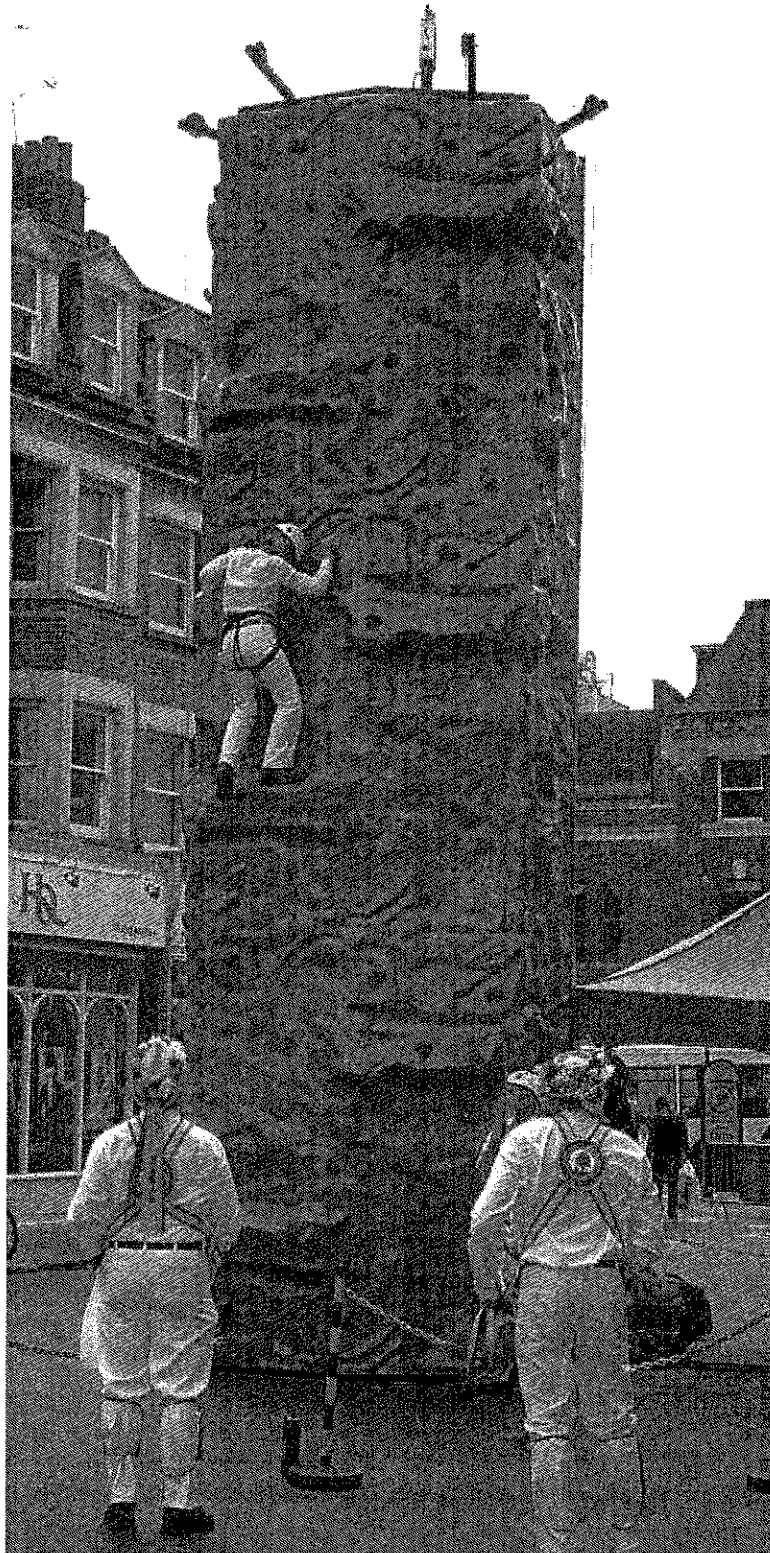
Charity Number 305906
www.justgiving.com/adurvalleyscouts



ITEM 7.8.



ITEM 7.8.



ITEM 7.8

Clerk - Steyning Parish Council

Subject: FW: Adur Valley Scouts St. George's Day Celebrations 2018
Attachments: PUBLIC LIABILITY 2017- 10 Million - FCA v2 (1).pdf; StGeorges_Day_2017_Risk Assessments.pdf; St George's Day Activities - Images.docx

Hi Phil,

Thank you for your e-mail, and apologies for the delayed response - I have been on holiday.

In answer to your questions:

1) The parks etc. we have used previously have allowed vehicular access for event setup, but if this is not possible at MPF then we are able to work round this (we'll just have to get the Scouts carrying some stuff over from the car park!)

2) We have conducted the event on various fields/parks previously in varied weather conditions, and it has not proven to be an issue for the attendees or the site afterwards, so I comfortable that this shouldn't be an issue.

At previous St.George's day events, each group (we have 10 groups in the District) usually brings some sort of tent to provide some shelter if the weather isn't too good. I hope this would be possible at MPF too?

Also, in previous years, we have hired some additional activities - images attached. Would this be possible at MPF?

Lastly, please find attached a few bits of documentation from last year that maybe of interest (PLI Cert & Risk assessments etc.)

If you have any other questions etc. please don't hesitate to get in touch.

Charity Number 305906
www.justgiving.com/adurvalleyscouts



Steyning Parish Council



ITEM 8.1

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat Nav Use BN44 3YL

Telephone: 01903 812042

www.steyningpc.gov.uk

Dear

February 2018

The Parish Council has organised, with the help of the local Scouts and the Allotment Association, to have a 'clearing up' day at both allotment sites. Skips will be delivered on both sites for Saturday 10th March 2018 for allotment rubbish only. We will also be having a Bonfire at both sites to reduce the need to land-fill combustible material. Please join us if you are able to, as it will be an excellent chance to clear your plot of unwanted non organic debris, as well as meet fellow Allotment -teers.

It is planned that the clearance of the vacant plots will be done by the scouts and if you are able to allow the use of a wheelbarrow for the day it would be very much appreciated. Following clearance the vacant plots will be covered by weed suppressant membrane until they become occupied by new plot holders.

All Boundary plots should have a path that runs adjacent to the External hedge and this applies to both Steyning Allotment sites, but unfortunately over the years we have lost this facility. Where allotment holders have placed sheds or any structure on this path, these should be removed or at least repositioned.

For those Boundary plots at Rublees, it is our intention to clear the path and we will be working with the Steyning Orchard Group to reinforce the hedge with the planting of new saplings and to allow access for contractors to cut the boundary hedges on an annual basis. If you are unable to attend on the day we would ask you please to ensure that all equipment or materials that you wish to keep be placed on your plot to avoid it being thrown away by our helpers.

We would like to use this opportunity to remind you that for security reasons we need to ensure the gates are kept locked at all times, as we have found them to be open on several occasions, and to please ensure the padlock number is not shared with non- allotment holders.

Spring is fast approaching and with that comes the need for our contractors to proceed with their grass cutting programme. Please remember therefore that it is the responsibility of all allotment holders to cut the paths adjacent to your plot as the council's contractor only cuts the main path on each allotment site.

And for your information - The council will also be replacing the plot number posts for any of those that have gone missing this year.

This is a joint venture organised by the Parish Council, but reliant upon the support, enthusiasm and voluntary man power of the Allotment association, Steyning Community Orchard group, Scouts and hopefully your good-selves. This we hope will be one of many instances whereby stronger positive working relationships with these groups will benefit the wider community and very much hope you will help and support us in this endeavour.

Yours sincerely

ITEM 9.1

08/01/2018

Steyping Parish Council

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16:50

Detailed Income & Expenditure by Budget Heading 31/12/2017

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities Cttee							
<u>201 Highways & Lighting</u>							
1001 HDC Cleaning Grant	0	0	19,180	19,180			0.0%
Highways & Lighting :- Income	0	0	19,180	19,180			0.0%
4200 Street Light Energy	0	558	530	(28)	(28)	105.3%	
4201 Street Light Maintenance	0	1,662	1,750	88	88	95.0%	
4202 Lamp Post Testing	0	0	100	100	100	0.0%	
4210 Road Sweeping	1,405	12,002	16,528	4,526	4,526	72.6%	
4211 Town Improvements	0	0	1,000	1,000	1,000	0.0%	
4259 Grit	0	0	600	600	600	0.0%	
4260 Pressure wash High St	0	494	700	206	206	70.6%	
Highways & Lighting :- Indirect Expenditure	1,405	14,716	21,208	6,492	0	6,492	69.4%
Movement to/(from) Gen Reserve	(1,405)	(14,716)					
<u>301 Playing Fields</u>							
1004 Reimbursed Charges & donations	0	0	500	500			0.0%
Playing Fields :- Income	0	0	500	500			0.0%
4000 Salaries	270	270	0	(270)	(270)	0.0%	
4252 Electricity	0	9	0	(9)	(9)	0.0%	
4310 Grounds Maintenance	4,189	8,033	10,000	1,967	1,967	80.3%	
4312 Waste Removal	0	0	850	850	850	0.0%	
4320 Play Equipment Inspections	0	576	970	394	394	59.4%	
4341 Repairs & Tree works	0	1,344	2,000	656	656	67.2%	
4352 Litter and Bins	302	1,586	3,023	1,437	1,437	52.5%	
4360 Allotment Maintenance	0	0	3,200	3,200	3,200	0.0%	
Playing Fields :- Indirect Expenditure	4,761	11,818	20,043	8,226	0	8,226	59.0%
Movement to/(from) Gen Reserve	(4,761)	(11,818)					
<u>302 Allotments</u>							
1005 Allotment Rents	0	3,590	3,600	10			99.7%
Allotments :- Income	0	3,590	3,600	10			99.7%
4253 Water Charges	0	564	550	(14)	(14)	102.5%	
Allotments :- Indirect Expenditure	0	564	550	(14)	0	(14)	102.5%
Movement to/(from) Gen Reserve	0	3,027					
Amenities Cttee :- Income	0	3,590	23,280	19,690			15.4%
Expenditure	6,167	27,097	41,801	14,704	0	14,704	64.8%
Movement to/(from) Gen Reserve	(6,167)	(23,507)					

Continued over page

PUBLIC PATH DIVERSION ORDER
Highways Act 1980

West Sussex County Council (Steyning)
Public Path (No.2732) Diversion Order 2018

This Order is made by West Sussex County Council ("the Authority") under Section 119 of the Highways Act 1980 ("the 1980 Act") because it appears to the Authority that in the interests of the owner of the land crossed by the footpath described in part 1 below, it is expedient that the line of the path should be diverted.

A and N van Baalen have agreed to contribute towards any expenses which are incurred in bringing the new site of the path into a fit condition for use by the public and to defray any compensation which becomes payable in consequence of the coming into force of this Order.

Horsham District Council has been consulted as required by Section 120(2) of the 1980 Act.

BY THIS ORDER

1. The public right of way over land situate in the Parish of Steyning shown by a bold black line between the points B-C-D on the map contained in this Order and described in Part 1 of the Schedule to this Order shall be stopped up after 28 days from the date of confirmation of this Order.
2. Notwithstanding anything in paragraph 1 of this Order, where immediately before the date on which a highway is stopped up in pursuance of this Order there is apparatus on, under or over that highway belonging to statutory undertakers for the purpose of carrying on their undertaking, the undertakers shall continue to have the same rights in respect of the apparatus they then had.
3. There shall be at the end of 21 days from the date of confirmation of this Order be a public footpath over the land situate in the Parish of Steyning described in Part 2 of the Schedule and shown by a broken black line between the points B-E-F-D on the map contained in this Order.

SCHEDULE

Part 1

Description of site of existing path or way

Part of public footpath 2732 in the parish of Steyning commencing at grid reference (GR) 519005 113088 to the north of Slate Barn and extending generally south eastwards for approximately 175 metres to GR 519160 113010 as shown by a bold black line between points B-C-D on the attached plan 01715

ITEM 10.1

Part 2

Description of site of new path or way

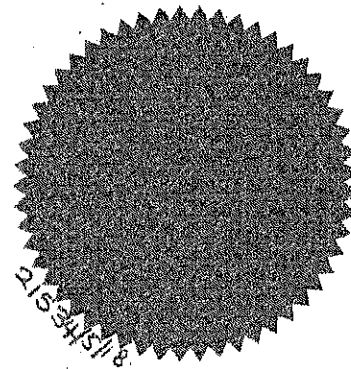
A new length of public footpath with a width of 2.5 metres commencing at the western end of the length of path to be stopped up (GR 519005 113088) extending north eastwards then generally south eastwards following the southwestern side of a fence line for approximately 210 metres to join the south eastern end of the length of path to be stopped up at GR 51960 113010 as shown by a broken black line between the points B-E-F-D-on the attached plan 01715

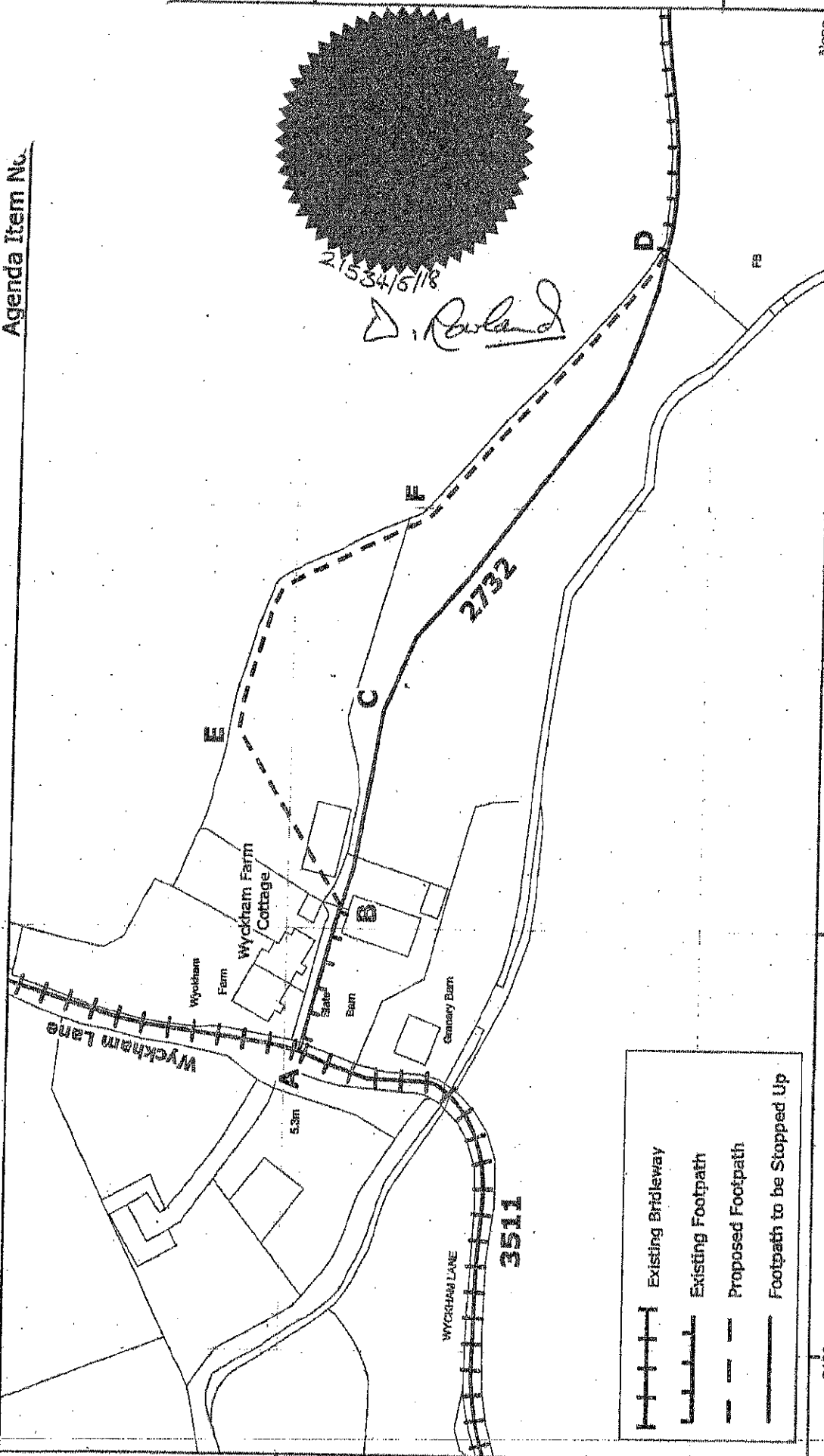
Dated this 2nd day of February 2018

The Common Seal of the County Council
of West Sussex was hereunto affixed in
the presence of:



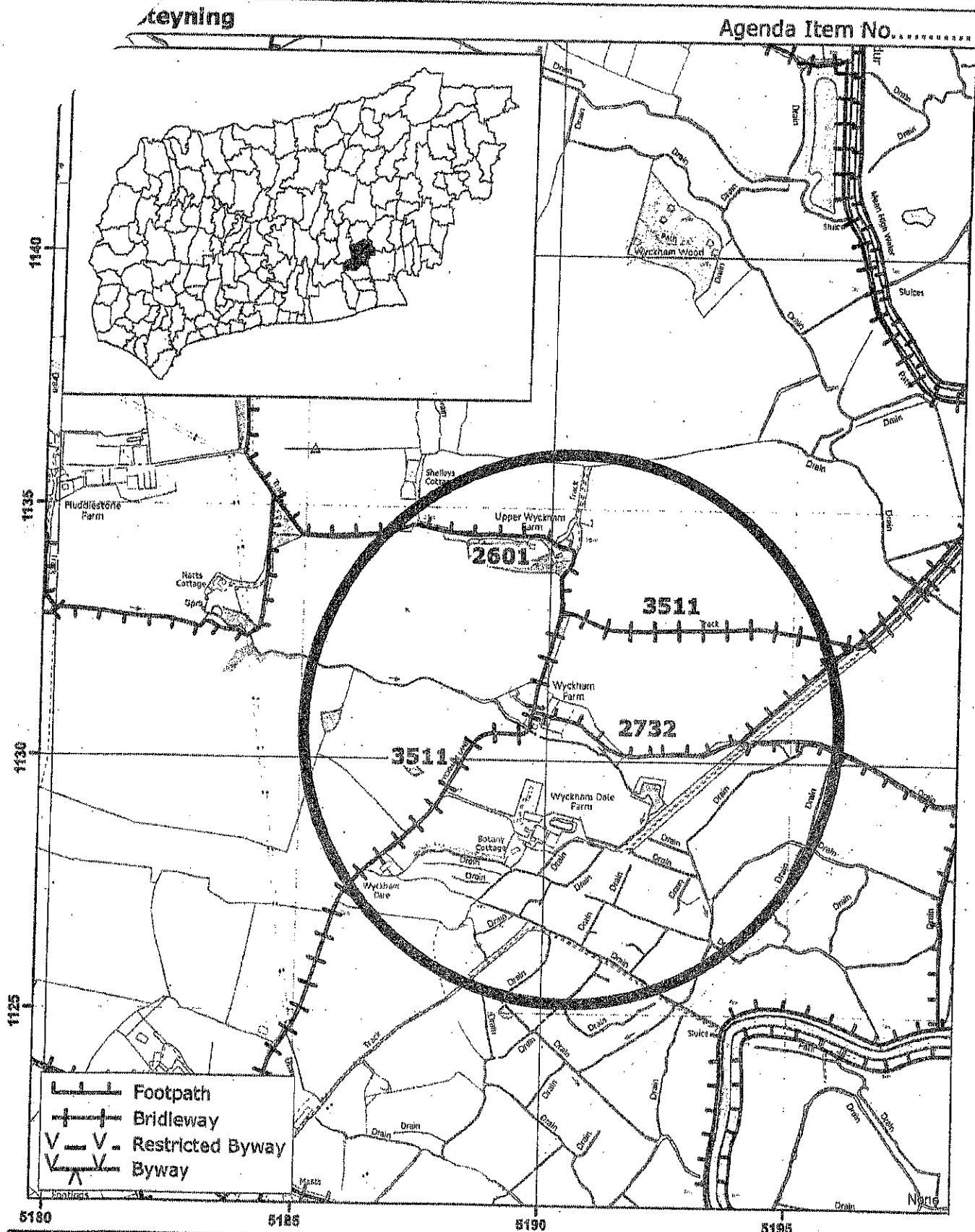
Authorised Signatory





5189 5190 5191 5192 None		West Sussex County Council		North	
Steyning: Proposed diversion of part of footpath 2732		Matt Davey Director of Highways and Transport		Photocopy liable to distortion	
Plan: 01/15 1:1,250		OS Sheet: TQ 11 SE		Grid Ref: 5190 1130	
Date: 13.10.2017		Footpath to be Stopped Up		Footpath to be Stopped Up	

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Plan: 01714	1:10,000	OS Sheet: TQ 11 SE		Photocopy liable to distortion	Matt Davey Director of Highways and Transport
Date: 13.10.2017		Grid Ref: 5190 1130			



Clerk - Steyning Parish Council

Subject: FW: Early Warning Notice - Temporary Traffic Regulation Order - High Street, Steyning - 20/04/2018

Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	High Street
Village / Town / Parish	Steyning
Specific Location	From High Street to Car Park
Type of TTRO	Footpath Closure
Reason for TTRO	Closed for safety reasons to facilitate removal of existing building, clearance of the site and for new utility connections and for erection of scaffolding.
Proposed start date/Time	Date 20/04/2018 Time 00:00
Proposed End date/Time	Date 20/10/2018 Time 00:00
The restriction will be effective	24 hours
Diversion route (if applicable)	Tanyard Lane or Elm Grove Lane
Access arrangements	There is no vehicular access to properties from the pathway. Pedestrian access will be retained to individual properties accessed from the footpath.
Applicant name	S.T. Cowley Contractors Ltd, Steve Cowley
Applicant contact tel number	01903 810306
Any other details	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully

Streetworks Team