

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Committee Report

ITEM 6.1
NOVEMBERAmenities Cttee201 Highways & Lighting

1001 HDC Cleaning Grant

1004 Reimbursed Charges & donations

Highways & Lighting :- Income

4200 Street Light Energy

4201 Street Light Maintenance

4202 Lamp Post Testing

4210 Road Sweeping

4211 Town Improvements

4259 Grit

4260 Pressure wash High St

Highways & Lighting :- Indirect Expenditure

Movement to/(from) Gen Reserve301 Playing Fields

1004 Reimbursed Charges & donations

Playing Fields :- Income

4252 Electricity

4310 Grounds Maintenance

4312 Waste Removal

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
	0	9,782	9,782	19,564			0.0%
	5,205	0	(5,205)	0			0.0%
	5,205	9,782	4,577	19,564			26.6%
	640	600	(40)	600		(40)	106.7%
	1,728	1,750	22	1,750		22	98.8%
	0	100	100	100		100	0.0%
	9,737	11,016	1,279	16,529		6,792	58.9%
	0	0	0	1,000		1,000	0.0%
	0	0	0	600		600	0.0%
	0	500	500	700		700	0.0%
	12,106	13,966	1,860	21,279	0	9,173	56.9%
	(6,900)						
	0	336	336	500			0.0%
	0	336	336	500			0.0%
	0	336	336	500		500	0.0%
	4,235	6,664	2,429	10,000		5,765	42.4%
	1,016	850	(166)	850		(166)	119.5%

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Committee Report

NOVEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320 Play Equipment Inspections	799	600	(199)	970		171	82.4%
4341 Repairs & Tree works	1,129	1,336	207	2,000		871	56.4%
4352 Litter and Bins	2,409	2,272	(137)	3,412		1,004	70.6%
4360 Allotment Maintenance	1,277	2,400	1,123	3,600		2,323	35.5%
Playing Fields :- Indirect Expenditure	10,865	14,458	3,593	21,332	0	10,467	50.9%
Movement to/(from) Gen Reserve	(10,865)						
<u>302 Allotments</u>							
1005 Allotment Rents	4,025	3,600	(425)	3,600			111.8%
Allotments :- Income	4,025	3,600	(425)	3,600			111.8%
4253 Water Charges	232	550	318	550		318	42.1%
Allotments :- Indirect Expenditure	232	550	318	550	0	318	42.1%
Movement to/(from) Gen Reserve	3,794						
Amenities Cttee :- Income	9,230	13,718	4,488	23,664			39.0%
Expenditure	23,202	28,974	5,772	43,161	0	19,959	53.8%
Movement to/(from) Gen Reserve	(13,971)						

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/01/2019

Committee Report

ITEM 6.1
DECEMBERAmenities Ctee201 Highways & Lighting

1001 HDC Cleaning Grant

1004 Reimbursed Charges & donations

Highways & Lighting :- Income

4200 Street Light Energy

4201 Street Light Maintenance

4202 Lamp Post Testing

4210 Road Sweeping

4211 Town Improvements

4259 Grit

4260 Pressure wash High St

Highways & Lighting :- Indirect Expenditure

Movement to/(from) Gen Reserve

301 Playing Fields

1004 Reimbursed Charges & donations

Playing Fields :- Income

4252 Electricity

4310 Grounds Maintenance

4312 Waste Removal

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
	5,205	9,782	9,782 (5,205)	19,564	0		0.0%
	0	0		0			0.0%
	5,205	0	(5,205)	0			0.0%
	5,205	9,782	4,577 (40)	19,564			26.6%
	640	600		600		(40)	106.7%
	1,728	1,750	22	1,750		22	98.8%
	0	100	100	100		100	0.0%
	11,115	12,393	1,278	16,529		5,414	67.2%
	0	0	0	1,000		1,000	0.0%
	0	600	600	600		600	0.0%
	0	500	500	700		700	0.0%
	13,483	15,943	2,460	21,279	0	7,796	63.4%
	(8,278)						
	0	378	378	500			0.0%
	0	378	378	500		500	0.0%
	0	378	378	500		500	0.0%
	4,765	7,497	2,732	10,000		5,235	47.6%
	1,016	850	(166)	850		(166)	119.5%

Steyning Parish Council
Detailed Income & Expenditure by Phased Budget Heading 01/01/2019

Committee Report

DECEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320 Play Equipment Inspections	799	600	(199)	970		171	82.4%
4341 Repairs & Tree works	1,129	1,503	374	2,000		871	56.4%
4352 Litter and Bins	2,727	2,556	(171)	3,412		685	79.9%
4360 Allotment Maintenance	1,277	2,700	1,423	3,600		2,323	35.5%
Playing Fields :- Indirect Expenditure	11,712	16,084	4,372	21,332	0	9,620	54.9%
Movement to/(from) Gen Reserve	(11,712)						
<u>302 Allotments</u>							
1005 Allotment Rents	4,040	3,600	(440)	3,600			112.2%
Allotments :- Income	4,040	3,600	(440)	3,600			112.2%
4253 Water Charges	232	550	318	550		318	42.1%
Allotments :- Indirect Expenditure	232	550	318	550	0	318	42.1%
Movement to/(from) Gen Reserve	3,809						
<u>Amenities Cttee :- Income</u>	9,245	13,760	4,515	23,664			39.1%
Expenditure	25,427	32,577	7,150	43,161	0	17,734	58.9%
Movement to/(from) Gen Reserve	(16,181)						

Programme of Works - Steyning PC (Fletchers Croft)

ITEM 7.1

Steyning Parish Council

Creative Play (UK) Ltd.

Project Start: 21/01/2019

Display Week: 1

TASK	START	END	Jan 21, 2019							Jan 28, 2019							Feb 4, 2019							Feb 11, 2019							Feb 18, 2019							Feb 25, 2019							Mar 4, 2019						
			21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10

Fletchers Croft - Equipment Installation SIMS

Site preparation	21/1/19	21/1/19
Removal of old equipment	22/1/19	23/1/19
Ground works	23/1/19	25/1/19
PCC edging	21/1/19	25/1/19
Install MOT Type 1 stone and level	21/1/19	29/1/19
Equipment Installation		
Delivery of equipment	24/1/19	24/1/19
THREE TOWER JIGSAW UNIT	28/1/19	1/2/19
DOUBLE SWING ROUND (FLAT SEAT)	28/1/19	1/2/19
DOUBLE SWINGS ROUND (CRADLE SEAT)	28/1/19	1/2/19
MOTOR PLAY PANEL	28/1/19	1/2/19
SEESAW ROUND	4/2/19	8/2/19
DUCK SPRING RIDER (SINGLE)	4/2/19	8/2/19
DOG SPRING RIDER (SINGLE)	4/2/19	8/2/19
SPINNER WITH SEATING	4/2/19	8/2/19
TRACTOR	4/2/19	8/2/19
PICNIC BENCH (RFPY110 - BROWN)	11/2/19	12/2/19
BENCH (RFPBE03 - BROWN)	11/2/19	12/2/19

Fletchers Croft - Surfacing

Delivery of materials	11/2/19	11/2/19
Install base layers	11/2/19	12/2/19
Install wear course	13/2/19	14/2/19
Intall graphics	14/2/19	14/2/19

Display Week: 1

Jan 21, 2019							Jan 28, 2019							Feb 4, 2019							Feb 11, 2019							Feb 18, 2019							Feb 25, 2019							Mar 4, 2019						
21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

Fletchers Croft - Commissioning

TASK	START	END
Post installation inspection	15/2/19	15/2/19
Snagging	18/2/19	20/2/19
RPII Inspection	15/2/19	15/2/19
Removal of safety fencing	20/2/19	20/2/19
OPEN PLAY AREA		

Insert new rows ABOVE this one

2D AREA PLAN - FLETCHERS CROFT



Creative Play is the trading name of Creative Play (UK) Limited
PO Box 707, Mold, Flintshire, CH7 1FG

01244 375 627
sales@creativeplayuk.com
www.creativeplayuk.com

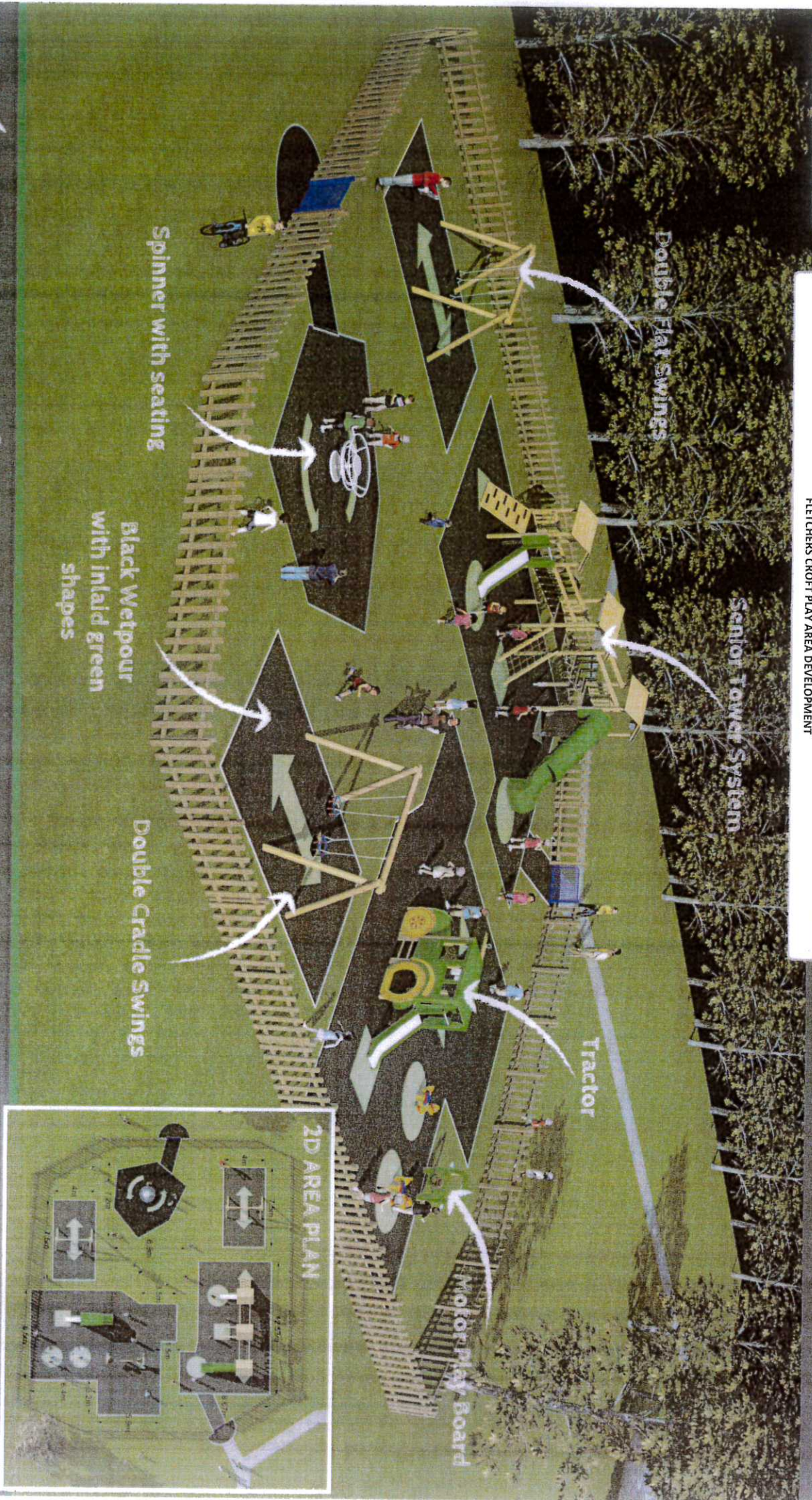
 CreativePlayUK
 CreativePlayUK
 Creative-play-uk

PLAY ADVISOR:	DAVID ESSER
QUOTE REFERENCE:	BID180105
REVISION NUMBER:	4

DRAWN BY:	TB
CHECKED BY:	TB
DATE:	03/09/2018

Proposed Play Equipment for STEYNING PARISH COUNCIL

FLETCHERS CROFT PLAY AREA DEVELOPMENT



YOUR GYM IN DETAIL

STEYNING PARISH COUNCIL - OVERVIEW

fitness hub for your Community

The visualisation of the outdoor gym in situ is for 3D illustrative purposes only, final location is subject to consultation. Copyright of The Great Outdoor Gym Company Limited 2018.

Family friendly
Caters for people
new to exercise
Inclusivity
Space for trainers
Integrates with
'Activate App'
Supports progression



8 Fitness Stations

18+ Users at one time

THIS GYM INCLUDES:

1. Energy Recumbent Bike
2. Spinning Bike
3. Energy Cross Trainer
4. Chest Press/Seated Row
5. Lat Pull Down/Shoulder Press
6. Leg Press/Bench
7. Triple Pull Up
8. Kenguru CWO-1

Smarter



Sustainable



Safer



YOUR GYM IN DETAIL.
STEYNING PARISH COUNCIL - FLOOR MARKINGS
fitness hub for your Community

The Visualisation of the outdoor gym in situ is for 3D illustrative purposes only, final location is subject to consultation. Copyright of The Great Outdoor Gym Company Limited 2018.

1. Grids

Goal: Create flexible and challenging core workouts

Set-up: Pairs or small teams.

Execution: The different squares or lines within the grid can be used to mark hand and foot positioning when doing planks, press ups, squat thrusts and other bodyweight movements. Your PT's can also plan other bootcamp style workouts.



2. Compass

A compass marking would generally be used for exercises where there are lots of twisting and rotational movements, a compass can offer more detailed guides to participants about the angles and positions their body should be in.

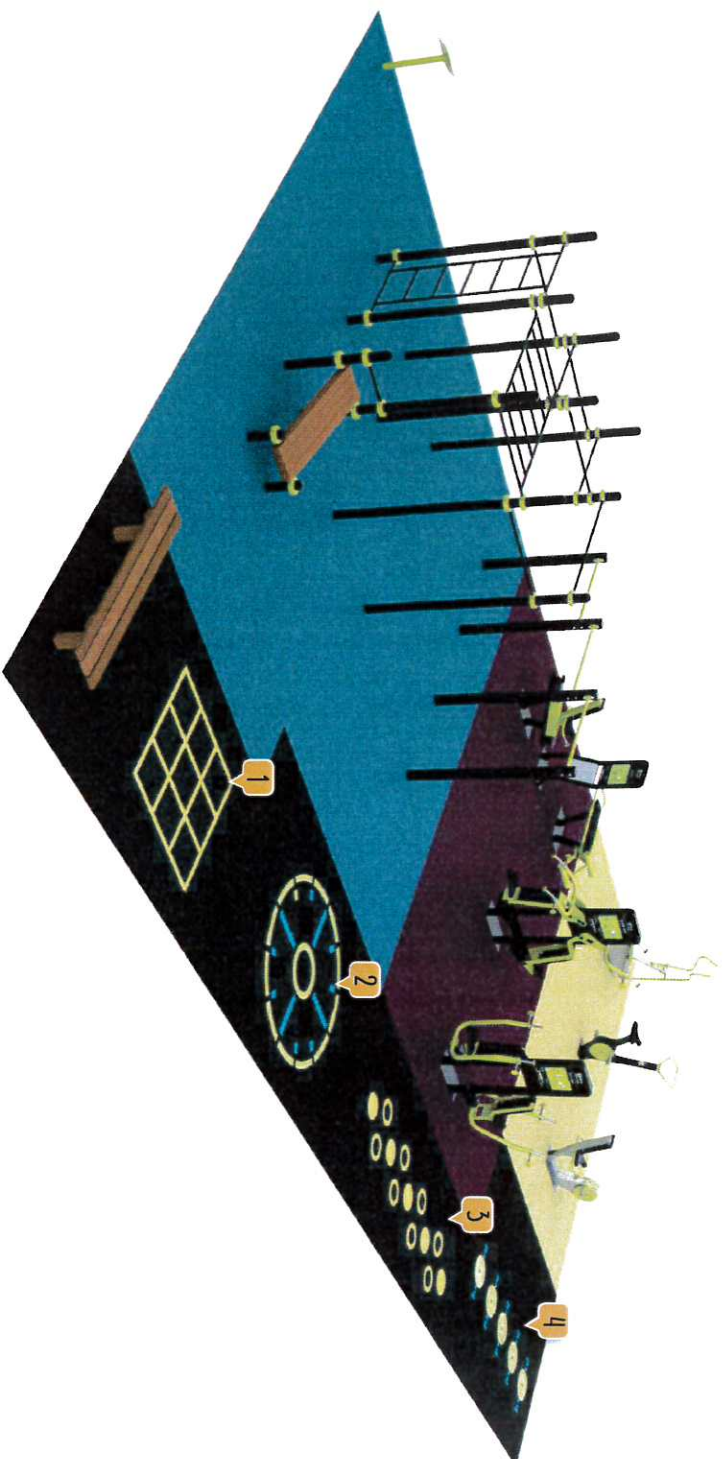


3. Dots and 4. Spots



Dots, or spots, are a type of marking that are deceptively simple and straightforward. However, once you really start thinking about the application, you may

realise that it takes a bit of imagination to use them properly. The simplest way of incorporating the spots and dots into training is by using core strength exercises. To do this, you can essentially treat them like those in a giant game of Twister, hands and feet can be forced into various positions while engaging the core to hold a secure position. This could mean using set movement combinations or variations on plank, press-up or stretching positions. Another idea would be to use them for agility and speed movements that are commonplace in many sport specific warm-ups and conditioning circuits.



Subject:

FW: FW: Steyning Parish Council (BID180105) REV-6 - Tarmac Strip

Item 7.3

MPF Basketball Facility enhancement

Under Item 7.3 Supporting papers there follows the final 3 quotes and pictorial representations that the Wilson Memorial Trust considered when looking at our application.

Also attached is some further information regarding the Polymeric surfacing – which is the **option (Number 2)** that the Wilson Memorial Trust agreed last week to fund for us.

Please see there see their redacted response :-

From: Wilson Memorial Trust <

I am pleased to confirm that the Trust has agreed to finance the amount of £24,680.52 for the preferred equipment and surfacing.



GRANT APPLICATION

Name of organisation	- Steyning Parish Council
Name of contact	- John Fullbrook
Email and phone number	- clerk@steyningpc.gov.uk / 01903 812042
Date of Application	- 11 th October 2018
Amount of Grant Request	- £223,614 (Ex. VAT) {100%}
Total cost of project	- £223,614 (Ex. VAT)

SUMMARY OF AIMS OF ORGANISATION

We are a medium sized Parish Council with powers and responsibilities governed by legislation. Our aim is to provide a busy, vibrant and attractive Town for our residents with lots of activities for both young and old. In particular we want to provide good, safe facilities for young children. We have responsibility for the Towns parks and open spaces which include the children's play areas, and it is important that we continue to provide, maintain and improve facilities where possible.

PROJECT FOR WHICH GRANT IS REQUIRED

The grant is required to provide a much-needed upgrade to an almost redundant play area on the western fringe of the Steyning Municipal Playing Field . The refurbishment proposed would include the removal of an existing pavement and basketball hoop and to replace with 2 x Sportswall 'Goal and Basketball hoop combo's', plus an upgrade to the tarmac surface which would be to a sports surface resin bonded finish plus some sports markings.

The working party discussed and agreed each aspect of the bid and has invited six different 'play park' companies on site to provide quotes based upon an approved specification.

The Steyning Parish Council has, at its Amenities committee, voted to back an upgrade of this facility but funds did not allow consideration for the council to refurbish this area certainly until the next financial year at the earliest, which is why the full funding application of this project has been proposed by the SPC playgrounds working party. The facility has been discussed as part of the public consultation process, receiving approval from many Steyning residents, and the Parish Council

QUOTE ①

Playdale

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Quotation
Quotation Number 0000054815
Quotation Date 03/01/2019
Scheme Number 19941rev1WSU
Project For Steyning P C Multi Use Games Area

Product Code	Product Name	Quantity	Unit Price	Total
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Tarmac Graphics Option

AGOR409	Basketgoal Brasilia MB2	2.00	1,730.00	3,460.00
TARM0001	Tarmac - Base & Wear Course (sq. mtr)	41.00	84.74	3,474.34
OS0002	Yellow Tarmac Line Markings	1.00	620.00	620.00
OS0002	Green High Durability Cold Plastic Tarmac Graphic	1.00	7,060.00	7,060.00
SUBB014	Excavate to required depth, excavated material to be removed to an approved waste management site. Install treated timber edging & lay MOT Type 1 stone to a compacted depth of 150mm.	41.00	70.00	2,870.00
DEL015	Removal of existing stepped area & Hoop - made good with concrete	1.00	2,352.00	2,352.00
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	328.00	328.00
DEL010	Container for on-site storage	1.00	422.00	422.00
DEL0002A	Delivery & Installation	1.00	864.00	864.00

NB. Quote assumes client to provide welfare facilities on site. The installation costs assume access to site across good ground conditions. Our Installation Team will endeavour to keep any disturbance of the area to a minimum whilst accessing the play area. Should remedials be required to this access i.e. making good grass, further costs may be incurred. Newly laid tarmac must be left for at least 6 weeks to oxidise before applying Thermoplastic Graphics. Prior to the installation of Tarmac Graphics, the existing tarmac surface has to be clear and clean. This is to be carried out by others or can be pressure washed by Playdale at an additional cost.





All the above prices are subject to VAT and are valid for a period of one month
Please refer to our standard [Terms and Conditions](#) and [Additional Information](#)
Finance Packages are available

Total	GBP 21,450.34
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Playdale

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Quotation
Quotation Number
Quotation Date 03/01/2019
Scheme Number 141
Project For Steyning P C Multi Use Games Area

Product Code	Product Name	Quantity	Unit Price	Total
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Polymetric Surfacing Option

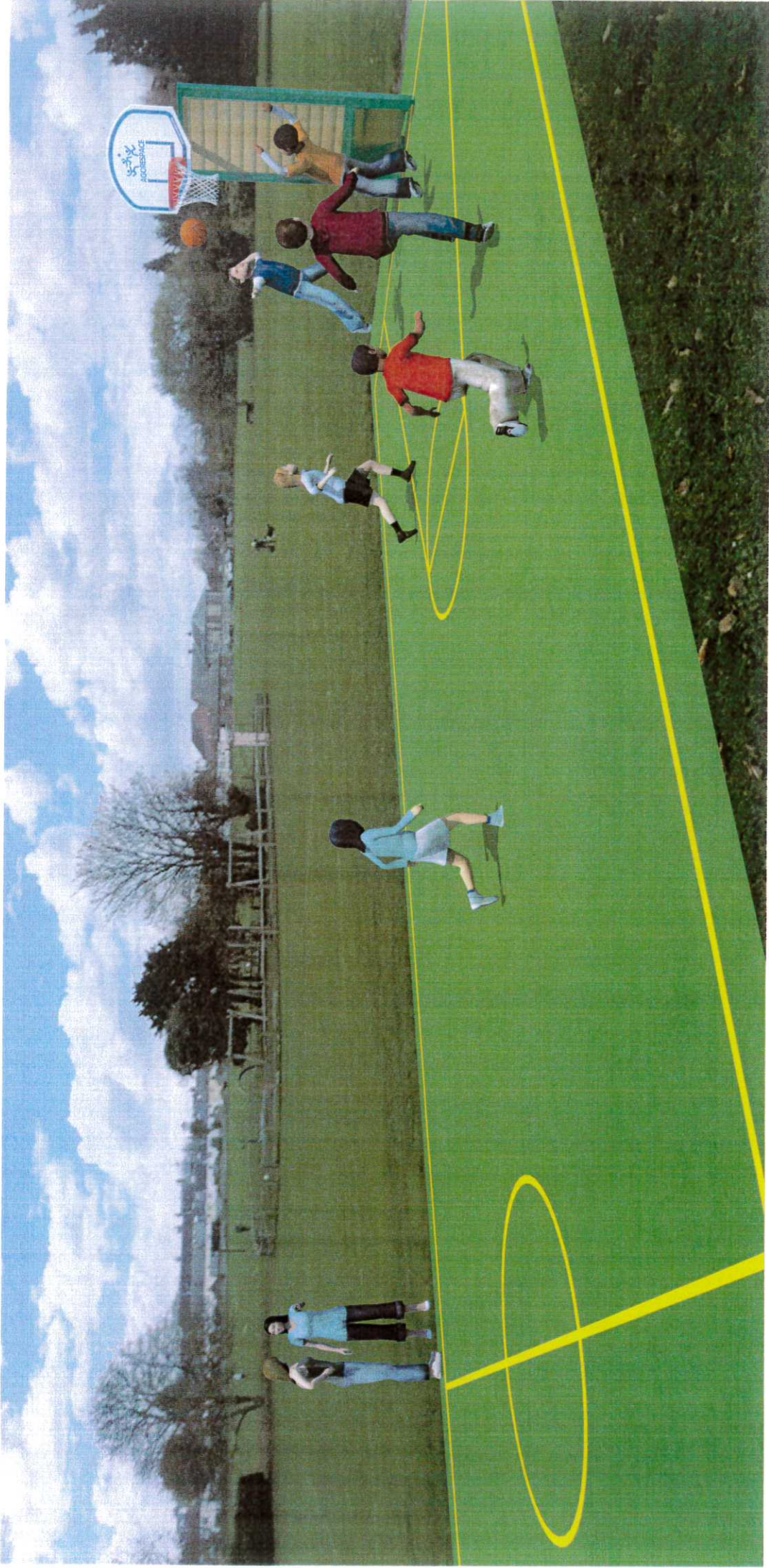
AGOR409	Basketgoal Brasilia MB2	2.00	1,730.00	3,460.00
TARM0002	Tarmac - Base Course (sq. mtr)	41.00	70.62	2,895.42
ED0100	PCC Kerbs (Bull-nosed) / linear metre	69.00	11.90	821.10
OS0001	Green Polymetric Surfacing with Yellow Line Markings	1.00	9,757.00	9,757.00
SUBB014	Excavate to required depth, excavated material to be removed to an approved waste management site. Install treated timber edging & lay MOT Type 1 stone to a compacted depth of 150mm.	41.00	70.00	2,870.00
DEL015	Removal of existing stepped area & Hoop - made good with concrete	1.00	2,352.00	2,352.00
DEL008	Removal of foundation spoil, pallets, packaging and general rubbish.	1.00	328.00	328.00
DEL010	Container for on-site storage	1.00	422.00	422.00
DEL0002A	Delivery & Installation	1.00	1,775.00	1,775.00

NB. Quote assumes client to provide welfare facilities on site. The installation costs assume access to site across good ground conditions. Our Installation Team will endeavour to keep any disturbance of the area to a minimum whilst accessing the play area. Should remedials be required to this access i.e. making good grass, further costs may be incurred.

All the above prices are subject to VAT and are valid for a period of one month
Please refer to our standard Terms and Conditions and Additional Information
Finance Packages are available

Total	GBP 24,680.52
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Customer: Steyning Parish Council
Address: The Steyning Centre
(line 2) Steyning
Postcode: BN44 3XZ
Contact: John Fullbrook
Telephone: 07535 001266
Email: spcclerk@btconnect.com
AREA: 1 of 2
TARMAC STRIP BASKETBALL COURT

CODE	QTY	DESCRIPTION	FFH(m)	UNIT (£)	TOTAL (£)
BES102	1	YELLOW BASKETBALL COURT MARKING 7.9M X 26.5M	N/A	£ 947.00	£ 947.00
BES102	2	BESPOKE BASKETBALL BOARDS AS PER VISUAL (DESIGN/SPEC TBC)	0.00	£ 1,448.00	£ 2,896.00
BES102	1	SITE SECURITY & WELFARE	0.00	£ 248.00	£ 248.00

Quote Ref:

Prepared by: TB

Revision: 6

Date: 14/01/2019

CODE	DESCRIPTION	DEPTH (mm)	m ²	TOTAL (£)
BES102	Excavation of existing raised tarmac path (27.5m x 1.5m) and installation of compacted MOT Type 1 stone sub-base. Includes installation of geotextile membrane and new PCC edges around whole of area (27.5m x 8.3m)	100	42	
BES102	Installation of new tarmac onto existing tarmac section and onto new MOT base listed above. To be laid at approx 30mm depth across existing tarmac and 65mm onto MOT base. Includes spraying with green sports paint	30/65	229	
				£ 18,778.00
				TOTAL (exc. VAT) £ 22,869.00



Quotation

Quote Ref: [REDACTED]

Prepared by: TB

Revision: 6

Date: 14/01/2019

Customer: Steyning Parish Council
Address: The Steyning Centre
(Line 2)
Postcode: BN44 3XZ
Contact: John Fullbrook
Telephone: 07535 001266
Email: spcclerk@btconnect.com

PROJECT SUMMARY

AREA	NAME	TOTAL (£)
1	TARMAC STRIP BASKETBALL COURT	£ 22,869.00

6.2% DISCOUNT (exc. VAT) £ 1,419.00

PROJECT TOTAL INC. DISCOUNT (exc. VAT) £ 21,450.00

PLAYGROUND
ADVISOR

David Esser
01244 375 627
07825 398 953

david@creativeplayuk.com

TELESALES
CO-ORDINATOR

Jane Hunt
01244 375 627

jane@creativeplayuk.com

SALES
CO-ORDINATOR

Jessica Tilston
01244 375 627

jessica.tilston@creativeplayuk.com

*Subject to site survey

*All prices exclude VAT

*Price includes delivery & installation

*Payment due on completion of installation

*3D image for illustration purposes only

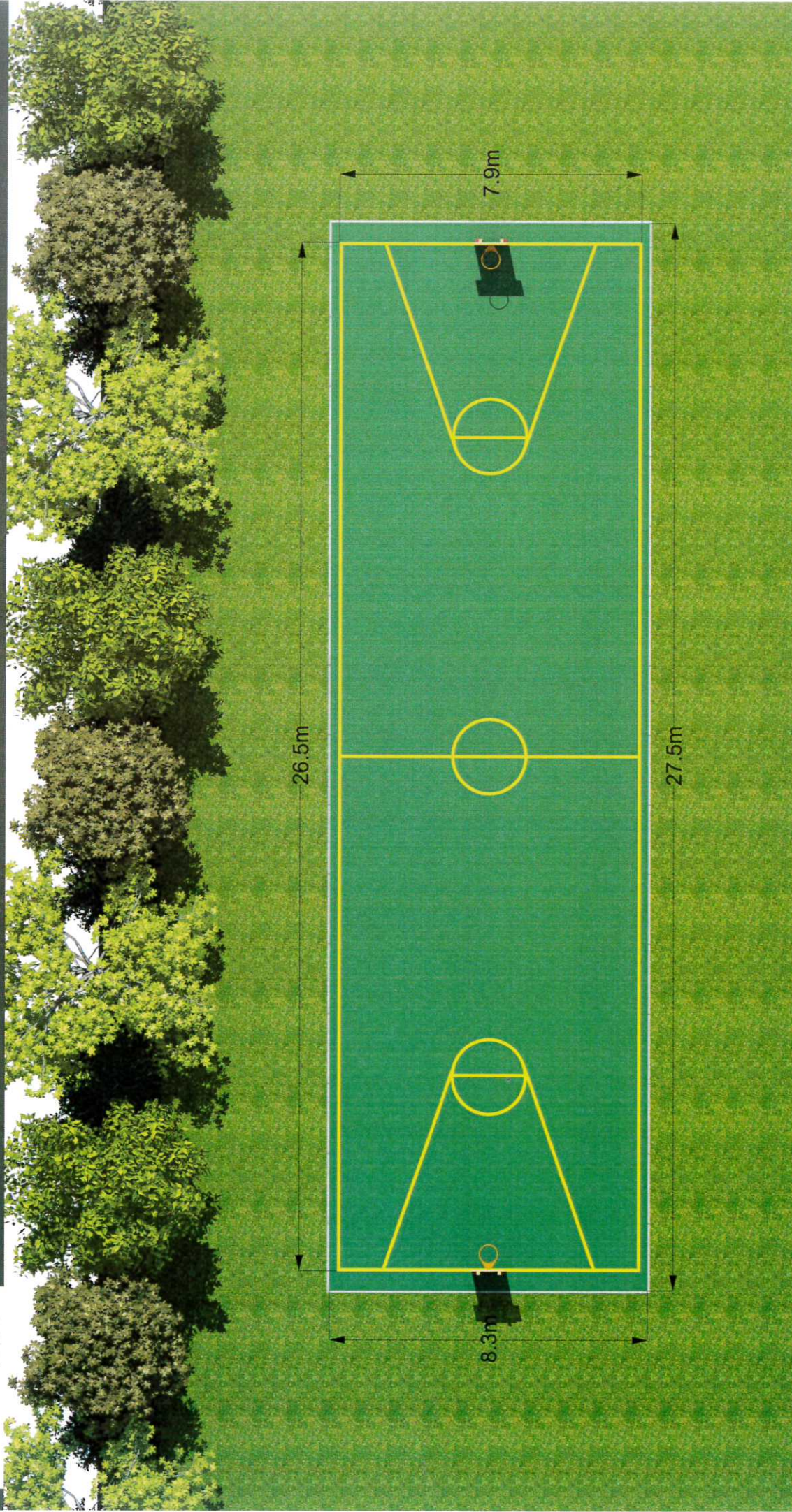
*All plastic end caps/brackets may differ in colour from 3D visual unless otherwise stated

KEY CONSIDERATIONS

CONTACT INFORMATION

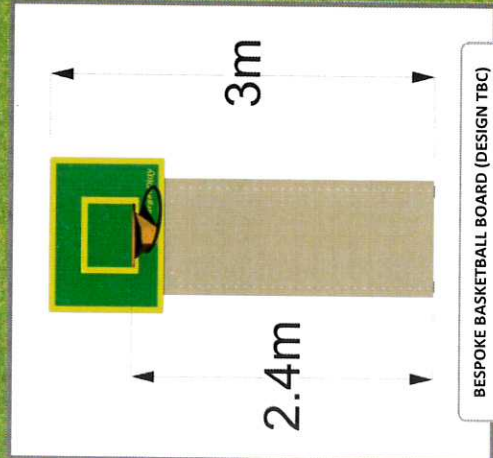
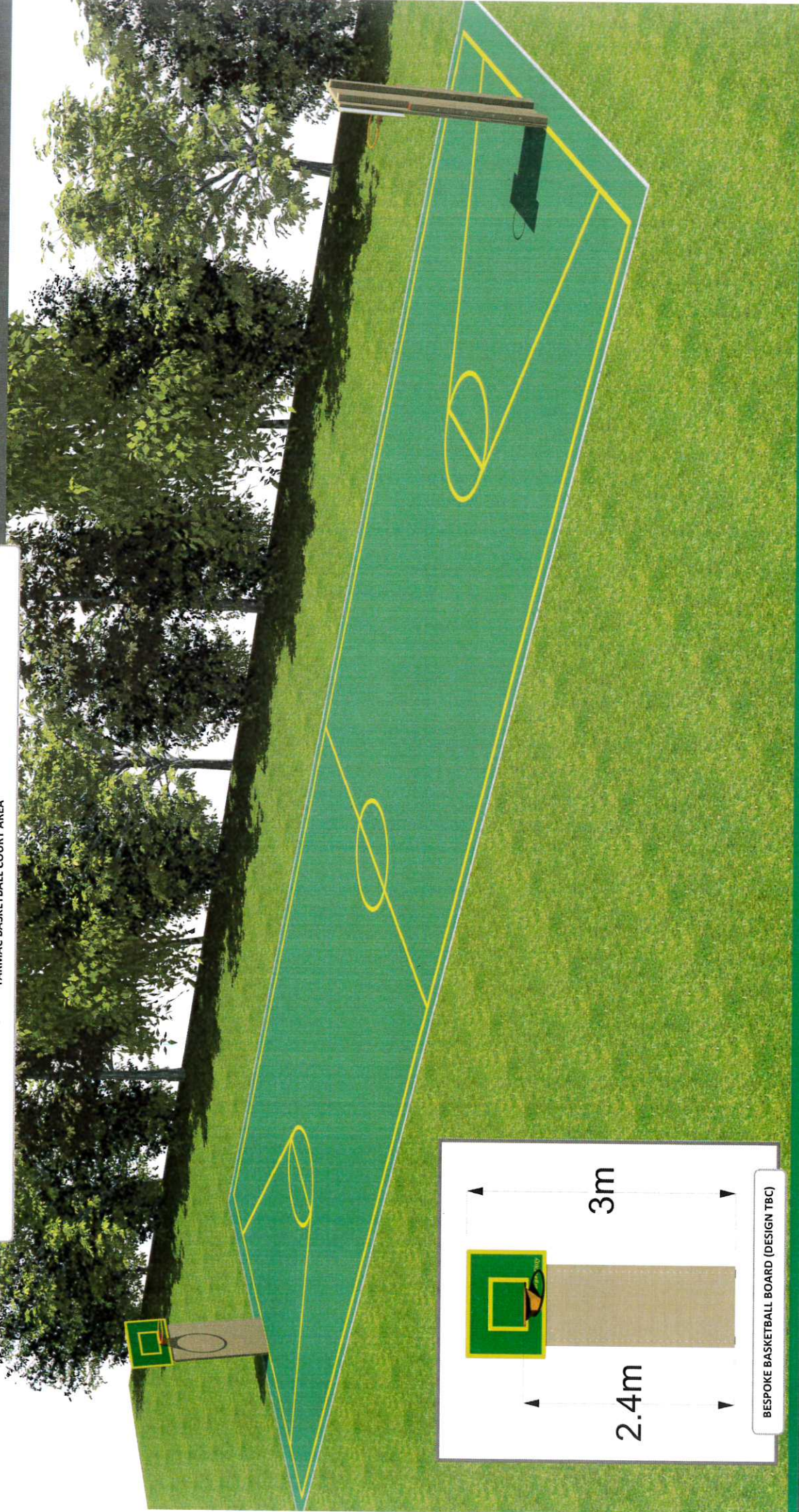


2D AREA PLAN



Proposed Play Equipment for **STEYNING PARISH COUNCIL**

TARMAC BASKETBALL COURT AREA



Polymeric Sports Surfacing

Our Polymeric Sports Surfacing is an ideal solution for facilities that want to maximise available space to cover a wide range of outdoor sports, and requires minimal maintenance in the long term.

The polymeric sports surfacing is composed of rubber granules bound with polyurethane, which can be left untreated for maximum economy. Crucially, they comply with the 'Sport England Type 4 Polymeric Surface' or 'Type 4 MUGA' standard, giving you total peace of mind when installing your sports surfacing. This type of surfacing is often most popular with multi use games areas and examples of completed projects are shown in our gallery.

Key Features:

- Incredibly versatile for a variety of sports,
- Durable for all sports,
- Low maintenance,
- Porous for all year round use.

Type 4 Polymeric Sports Surfacing

Type 4 is best suited as a multi sport surface and the EPDM rubber in the type 4 spray provides extra texture and durability to offer suitability for popular sports such as football, basketball and hockey. Meeting the requirements classified by Sport England in line with SAPCA.

Polymeric Sports Surfacing offers an open texture with excellent porosity, impact absorbing surface and is made from black recycled rubber in the base layer before spray coating is applied. Costs are competitive with artificial grasses and have reduced maintenance in comparison.

Polymeric Type 4 surfacing is a combination of specially graded recycled sbr black rubber particles, size 1–4 mm, and polyurethane binder, which is mixed on site and normally laid by a specialist paving machine to form a continuous surface. The surface is normally laid to a thickness of 12mm prior to the application of the coloured textured wearing course.

Coloured textured wearing course comprises a coloured elastomer incorporating small particles of coloured EPDM rubber, size 0.5–1.5 mm. This is mixed on site and then spray applied in two passes onto the black surface at a combined rate of 2Kg/m² giving an even textured finish. Colour options are either red or green.

The combination of the black rubber particles with the application of the textured wearing course process forms the finished surface. The surface is porous and should be laid onto an accurately constructed permeable base.

Clerk to the Parish Council
Steyning Parish Council
Steyning Centre
Fletchers Croft Car Park
Church Street
STEYNING
BN44 3XZ

01903 812042

spclerk@btconnect.com

Ref 6844 ~ Quotation for a Tree Risk Management Strategy (TRMS)

Dear John

Following on from my meeting with Councillor Phil Bowell please find below details of the Tree Risk Management Strategy (TRMS) we discussed.

A TRMS would provide a system in which the individual or managers in charge of a large number of trees can manage their responsibilities in terms of being a prudent landowner in such a way as to produce a proportional, rational and objective methodology in assessing their tree stock. This should be not limited to one person and should be navigable by a broader spread of personnel and once initiated will help reduce the incidences of failure outside that of extreme weather events.

The TRMS should also provide the facility to record the surveys carried out and recommend actions, provide details on the competency of the inspector required, the systems available for sourcing specialist advice where the survey reveals defects that require a more detailed assessment, or where a second opinion is needed.

It should also provide a format for the reporting of damaged, failed/failing trees and provide a method for the resourcing of funds necessary for its implementation including provisions for arboricultural works; it should also make auditing the system easier, and identify indicators for recognising changing circumstances that will require the amendment of the priority of inspection and its frequency. The TRMS should also give the tree manager the ability to prioritise areas that require a more regular assessment by designating them with a traffic light system.

The production of the TRMS should be undertaken with a close working relationship with those persons in charge of the management of the trees and in such a way so as to allow for revision in the case of new case law, incidences of failure and at the time of normal appraisal.

The price for the above is:

Sub-total:	£350.00
Vat @ 20%	£ 70.00
Total:	£420.00

This includes the initial site visit to discuss the traffic light system of site designation.

Regarding the supply of a site plan of the entire area that the Parish Council manages, I would recommend that you review Pear Technology and the software that they provide for land owners. They have a system where the Parish Council can not only plot trees but also their street furniture, other green areas, footpaths etc.

I hope that this fee quotation is acceptable and look forward to receiving your written instructions by letter or email shortly. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely

ITF 4 7.7

John Fullbrook

From: John Fullbrook
Sent: 24 January 2019 18:02
To: John Fullbrook
Subject: FW: Amenities. 29th Jan. Community Orchard item

From: 'John Fullbrook'
Sent: 22 January 2019 16:08
To: John Fullbrook <john.fullbrook@steyningpc.gov.uk>
Cc: John Fullbrook
Subject: Amenities. 29th Jan. Community Orchard item

Hello John,

Item for next Amenities please. 29th Jan. Community Orchard.

Tree planting plans for 2019.

We wish to plant two apple trees on Saturday 16th Feb. These will be at the top of the orchard adjacent to the Rublees hedge. They will be on semi-dwarfing rootstocks. These are shown as trees A and B on the attached orchard plan. Depending on the weather, we may need to erect a gazebo for a few hours for the tree donors and their families etc.

Then probably in late Autumn this year we would like to plant up to 5 more trees. 3 of these will be in the newly cleared areas at the top of the orchard. They are shown as trees C, D, and E, on the attached plan. These will be also be semi-dwarfing and probably a mixture of apple, pear and plum. The other two would be Sussex Heritage variety apples shown on the plan as F and G.

All of these trees will be sponsored by local residents.

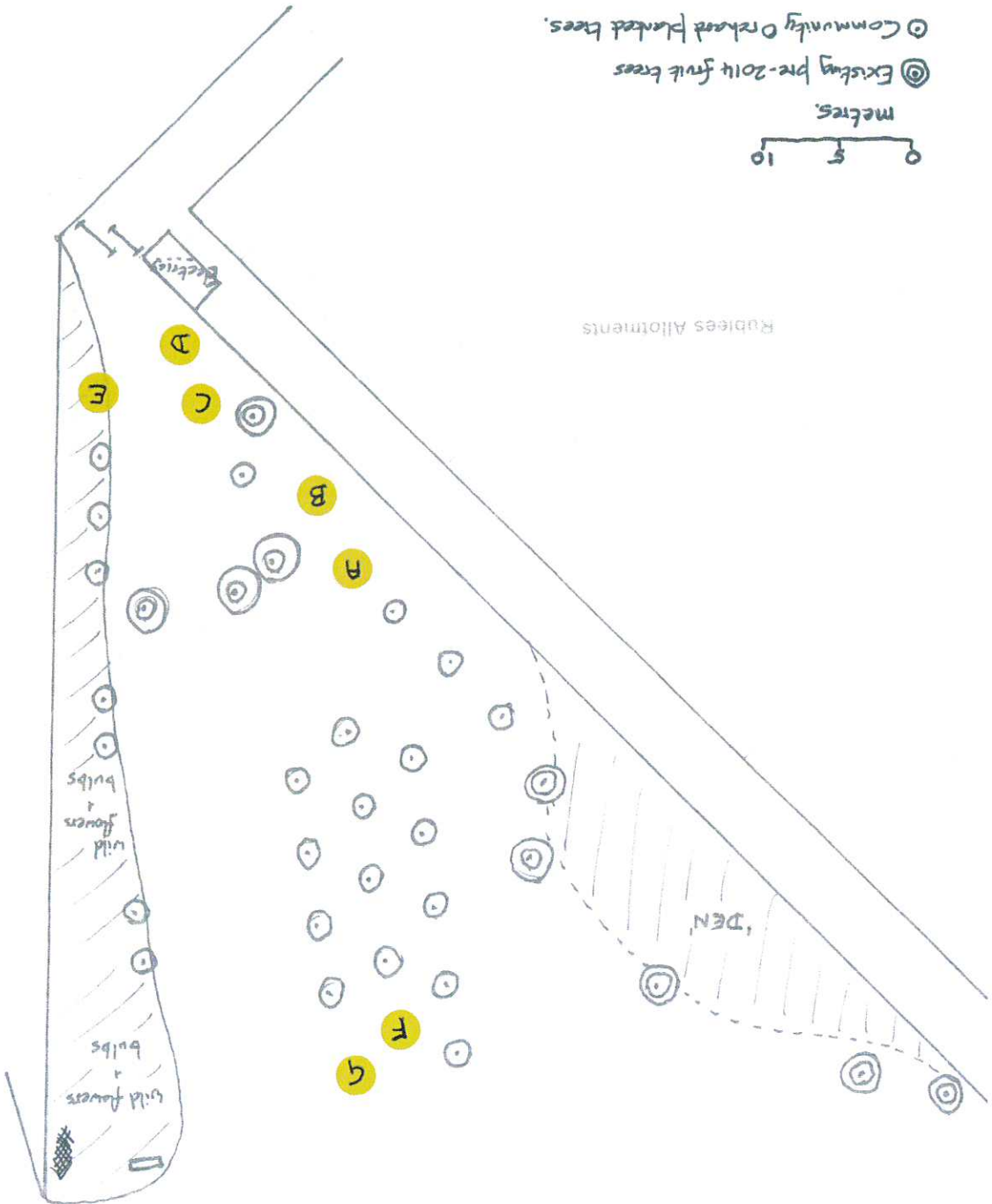
Regards,

RB. Jan 2019

- ⊙ Existing pre-2014 fruit trees
- ⊙ Community Orchard planted trees.

metres.
0 5 10

Rubies Allotments



Map of Rubies Allotments
Community Orchard Plan



STEYNING COUNTRY FAIR

MONDAY, 27th MAY 2019

7th January 2019

Steyning Parish Council
Steyning Centre, Fletchers Croft
Steyning - BN44 3XZ

Re: Use of Fletchers Croft & the Memorial Playing Field for the Steyning Country Fair.

Dear Committee,

We request the Parish Council for permission to use the Memorial Playing Field during the day as a picnic and possible play area. Also, we request that we are able to use the Recreation ground near the Cricket Club for the use of this year's dog show.

We also hope that you will again sponsor us for the use of the Community Centre facilities as in previous years.

Thanking you in anticipation,

Yours Sincerely

ITEM 7.8

ITEM 7.8

ST CUTHMANS WHEELBARROW RACE EVENT

JUNE 23rd 2019

Subject: FW: Memorial Playing Fields

No. Arrival will be to either of our Town car parks.

From: John Fullbrook

To: Reina Alston

Subject: RE: Memorial Playing Fields

Hi Reina

That almost covers it I would suggest

Thank you

One further and fairly vital point – I assume no cars are to be parked on the MPF - ?

Please advise

Thanks

John

From: Reina

To: John Fullbrook <john.fullbrook@steyningpc.gov.uk>

Subject: RE: Memorial Playing Fields

Not really too sure about any of that as yet, but just as a general description, I would have thought the following:

The occasion is part of the Horsham Year of Culture, and is advertised within their YOC website.

Some form of Racing Lanes to be set up, with different start and finishes along the way to fit in with different

classes.

We do intend to ask a few catering outlets if they would like to be on site to offer food and drink to both

competitors and onlookers.

We would probably need a small gazebo for the officials, in case the day is not a dry one !

The Partnership has a PL insurance for £10M

We will carry out a risk assessment. We are hopeful to gain the support of the Athletics Club, as they are more up

to speed on handling occasions such as this – albeit not for a host of St Cuthmans !

Competitors will need to lodge their entry forms before the day.

Prior to the actual sporting part of the day, the competitors will parade through the High Street pushing their

wheelbarrows and hopefully dressed in Saxon garb. "Mothers" will be encouraged to walk alongside their "sons"

within this procession. A band will play ahead of them.

From: John Fullbrook

To: Reina

Subject: RE: Memorial Playing Fields

Hi Reina

I will bring this up at Amenities on Tuesday night – Have already put on Agenda for you!

Perhaps if you can give me more info – Field set up – Any Gazebo planned and are you completing Risk

assessments, do you have insurance cover – that sort of thing would be essential to know

Please advise when you can

From: Reina

To: John Fullbrook

Subject: Memorial Playing Fields

Hi John,

I am working on the coming St Cutthman's Wheelbarrow Race, which will take place as one of our Year of Culture events. It is set for Sunday June 23rd 2019. I am not sure about who I ask about for permission to use the Memorial Playing Fields for the actual races – is it the Council ? If so, please can I request permission to use it from around 2 p.m. until 5.30 p.m. Not quite sure of timing for the races yet – it will be preceded by a procession through the High Street of all the entrants dressed in Saxon garb, pushing their wheelbarrows with – hopefully – a “mother” walking alongside them. Cannot actually have her in the wheelbarrow as Health & Safety would have a field day !

From: Steyning Parish Council - Clerk
Subject: FW: Letter of support - Downs Link improvements bid

Subject: Letter of support - Downs Link improvements bid

Dear Phillip Bowell MBE,

As you may be aware, West Sussex County Council has been invited to submit a full application for EAFRD Growth Programme funding to finance improvements to sections of the Downs Link from Rudgwick to Henfield car park. We would be grateful if you could provide a letter supporting this application on behalf of Steyning Parish Council. Your letter will help us to demonstrate support for the project and the benefits this can bring to the rural community and visitor economy. The funding is competitive, and you can help us to add weight to the Downs Link application.

Attached is an outline template, which you are welcome to use as the basis for your letter. Please can you top and tail this with your details, using any sections of the template you wish, and add a comment or two on the contribution the Downs Link makes to rural tourism and the local area from your point of view. You can send your letter of support as an email attachment directly to me.

Thank you for your support.

Best,

| Economic Development Officer, Economic Growth Team, West Sussex County Council<<http://www.westsussex.gov.uk/>>
Location: 2nd Floor, Northleigh, Tower Street, Chichester PO19 1RH
Internal: 22955 | External: 033022 22955 | E-mail: jess.winkworth@westsussex.gov.uk<<mailto:jess.winkworth@westsussex.gov.uk>>

This email and any attachments are confidential and intended solely for the persons addressed. If it has come to you in error please reply to advise us but you should not read it, copy it, show it to anyone else nor make any other use of its content. West Sussex County Council takes steps to ensure emails and attachments are virus-free but you should carry out your own checks before opening any attachment.

ITEM 8.2

Your Business Name
Your Address and Postcode
Date

Economic Growth Team
West Sussex County Council
2nd Floor, Northleigh
Tower Street
Chichester PO19 1RH

Dear

Project: The Downs Link – Connecting Communities

As (your role/position/title) at (your company/organisation), I am writing to support your full application for funding.

The Downs Link application aims to establish the Downs Link as a destination by upgrading it to an all-year connected leisure and tourism route for walkers, cyclists and horse riders, extending it to an users of all ages and abilities, and supporting the local economy.

Improvements to the Downs Link will provide an accessible leisure route in West Sussex between Rudge in the Horsham district to the coastal town of Shoreham-by-Sea and attract visitors outside of the usual season of May to October. The Downs Link follows the route of a disused railway and therefore connects several rural villages and small towns. The project will signpost visitors to pubs, cafes, visitor attractions, accommodation providers and local businesses.

The route links to a wider network, including the North Downs Way, South Downs Way, Sussex Border Path, West Sussex Literary Trail and the Monarch's Way. Through access to these routes as well as the national cycle network, this project will encourage people to stay longer and explore the area. The improved surface will also appeal to new target markets including families, the disabled and less confident cyclists, and will support the pursuit of sustainable tourism. The project also has potential to attract into the area international visitors travelling along the interlinking NCN routes 2 and 22 from the ports of Newhaven and Portsmouth, adding value to the rural visitor economy and encouraging higher spend overnight stays or short-breaks.

The upgrade of the Downs Link to an all-weather surface is identified as an infrastructure priority in the West Sussex Walking and Cycling Strategy 2016-2026. Walking and cycling are identified in the Horsham District Visitor Economy Strategy 2018 – 2023 as opportunities to strengthen the visitor economy, whilst the Neighbourhood Development Plan for Slinfold includes recommendations to increase the opportunities for residents and visitors to travel by sustainable non-car modes of transport and supporting improvements to public pathways which would increase their accessibility. Improvements to the Downs Link has the potential to make a valued contribution to the local economy and raise the profile of the area as a visitor destination and I am happy to support your full application.



Allotment Report January 2019

The allotment sites at Rublees and Canada Gardens have been running relatively smoothly with few complaints from our tenants.

Our Caretaker Steve has been making regular visits to the allotments and has worked hard in clearing communal areas and covering

vacant plots with weed suppressant membrane. He also reports

back any issues that need our attention so that we can begin to deal with them before they are highlighted as an issue from the Allotment

holders themselves.

Of the 158 plots available in total we currently have 5 vacant plots at Canada Gardens and 3 vacant plots at Rublees. We continue to

advertise on our notice board in the High Street and in the Steynning Centre and have regular enquiries with plots being given up and re-let in relatively short time periods.

As spring approaches we hope Steve will be fully equipped to continue his good work in maintaining both sites.

HORSHAM DISTRICT COUNCIL

TEMPORARY ROAD CLOSURE

STEYNING

NOTICE IS HEREBY GIVEN that an application has been received by HORSHAM DISTRICT COUNCIL to restrict traffic in the road(s) listed in the Schedule set out below on the date(s) and the times shown therein. The application is by the Steyning & District Community Partnership and the road closure is requested to facilitate the holding of a parade and display of vehicles as part of the Horsham District Showcase Tour event 2019.

SCHEDULE

<u>Description of road(s) to be closed</u>	<u>Date(s)</u>	<u>Time(s)</u>
<u>Steyning</u> High Street (From the junction with Tanyard Lane to the junction with Church Street / Sheep Pen Lane). (Please note that a one-way traffic system will be in operation in Tanyard Lane, Church Lane & Church Street north of the High Street and in Sheep Pen Lane, White Horse Square, Charlton Street, Mill Road and Sir Georges Place south of the High Street during the period of the road closure)	Sunday 24 th March 2019	1.30 p.m. to 3.30 p.m.

If you wish to object to this proposal then you should send your objection in writing specifying the grounds thereof to the Head of Legal & Democratic Services, Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL no later than 25th February 2019.

Sharon Evans
Head of Legal & Democratic Services