

Steyning Parish Council

Telephone: 01903 812042



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

www.steyningpc.gov.uk

Date Published – 18th July 2019

TO ALL MEMBERS OF THE AMENITIES COMMITTEE: - Cllrs S. Sullivan, Campbell, Goldsmith, Lloyd, Ray, Taylor & Young.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON

TUESDAY 23rd JULY 2019 AT 7.30 PM IN THE STEYNING CENTRE

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/ recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes will be available to allow the public to make representations, (2 minutes per person) ask questions or give evidence, in accordance with Standing Orders. Please note that under new Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes, which are made available to the public, and also note that other members of the public could be making audio recordings for their own purposes.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors' to agree and sign the minutes of the Amenities Committee meetings held on the 25th June 2019 (Supporting Papers)
- 5.0 MATTERS ARISING FROM PREVIOUS MEETING**
 - 5.1 A/19/14.1** Amended Allotment agreement to be considered on the next Amenities agenda – Item 12.2
 - 5.2 A/19/14.1** Clerk to purchase water flowrate equipment - **Actioned**
 - 5.3 A/19/16.1** Cllr Goldsmith to get initial quote for Play park notices - **Actioned**
 - 5.4 A/19/16.1** Cllr Bissett -Powell to create design of Notice board so new quote could be obtained–**Actioned**
 - 5.5 A/19/17.7** Andrew Gale and Bowling club to provide information regarding Sycamore tree – Agenda item 8.1
 - 5.6 A/19/17.8** Tree Warden to make contact with resident re possible planting of memorial tree - **Ongoing**
 - 5.7 A/19/17.12** Cllrs Taylor and Goldsmith to obtain quotes for removal of Concrete on MPF – Agenda item 8.7
 - 5.8 A/19/17.13** Fallen Flint wall – further letter to be sent – **Actioned**
 - 5.9 A/19/17.14** Police Commissioner to meet with SALC – SPC to be represented - **Actioned**
 - 5.10 A/19/17.18** A working party to be set up to investigate water supply issues – Cllr S. Sullivan to action
 - 5.11 A/19/4.5** A working party is to be set up to discuss Memorial Bench installation policy – **Ongoing**
 - 5.12 A/19/17.21** Clerk to obtain quotes for WSCC/Cllr Barling re Oak fence on High street corner - **Actioned**
 - 5.13 A/19/19.1.1** Clerk to inform HDC Arboricultural officer as to impending Tree works on MPF - **Actioned**
 - 5.14 A/19/19.1.1** Clerk to ensure Andrew Gale asked to complete Cherry tree works when permission gained - **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 5.15 **A/19/19.1.2** Clerk to send out information on tree tagging again - **Actioned**
- 5.16 **A/19/19.1.2** Clerk to chase Andrew Gale on production on the Tree Risk Management Strategy - **Actioned**
- 5.17 **A/19/19.2** Walk around report and Bat Reports to be put on Web site - **Actioned**
- 5.18 **A/19/19.3** Objects protruding from ground to be removed at MPF entrance - **Actioned / Ongoing**
- 5.19 **A/19/19.4** Clerk to approach Wilson memorial Trust for purchase and installation of Benches at Fletchers Croft Fit Zone – **Actioned / Ongoing**
- 5.20 **A/19/19.5** Grass cutting plan to be laminated and distributed to contractors - **Actioned**
- 5.21 **A/19/19.6** Bowls club request for use of MPF for Parking declined – Clerk to speak with Club – **Actioned** / Ongoing see Agenda item 9.1
- 5.22 **A/19/19.7** Clerk to relay approval of Changing room use to Steyning Athletic club - **Actioned**
- 5.23 **A/19/19.8** Bin rationalisation – Working party to report – See Agenda item 8.6
- 5.24 **A/19/19.9** Basketball official opening – Ongoing as no news from Memorial trust.
- 5.25 **A/19/19.10** Next grass cutting contract Cllrs to consider Abbey road to be cut weekly - **Ongoing**
- 5.26 **A/19/19.10** Cllr Goldsmith and Young to contact Saxon Weald re Norman's Way – Update from Cllrs
- 5.27 **A/19/20.1** Rights of Way - Applications for new designations – Clerk to invite Gill Muncey to speak in support of Action – See Agenda item 7.1
- 5.28 **A/19/20.2** Overgrowth on public footpaths Clerk to see if something could go on web sites – **Actioned**
- 5.29 **A/19/20.4** Car Park electronic signage planning permissions to be sent to Amenities Cllrs - **Actioned**
- 5.30 **A/19/21.1** Clerk to send off reply to resident regarding complaint to Fletchers croft Play area - **Actioned**
- 5.31 **A/19/21.1** Cllr Taylor to further investigate reasons for complaint - Report from Cllr Young
- 5.32 **A/19/21.2** Food festival grant request to go to F&GP committee - **Actioned**
- 5.33 **A/19/22.1** Cyclists and Horse -riders around the Horseshoe paths – Could signs go up? – Clerk to update
- 5.34 **A/19/22.1** Parking restrictions a possibility near Fletchers Croft - See Agenda item 7.5
- 5.35 **A/19/22.1** Map of Bins or to relocate Bins around Fletchers Croft – See Agenda item 8.4
- 5.36 **A/19/22.2** Speak with Street cleaning contractor before next meeting – See Agenda item 7.2

6.0 FINANCE

- 6.1 To agree Income & Expenditure reports for June 2019 – (Supporting papers)
- 6.2 Projects - prioritising a growing list of projects and the need for setting up a project team(s). (Supporting paper)

7.0 HIGHWAYS

- 7.1 Rights of way – To discuss and agree the need for an ongoing working party to move this process forward and to see if 'experienced' residents could be invited to attend. Report from former Cllr Gill Muncey
- 7.2 Street cleaning contract – report from Cllrs Campbell and Goldsmith following meeting with contractor (supporting paper)
- 7.3 Electric charging points for Cars – Any updates from HDC
- 7.4 Shooting field Highways issues – Report from Cllr S. Sullivan
- 7.5 Parking restrictions in the Fletchers Croft area – Report from Cllr Goldsmith
- 7.6 Report on Potholes – Cllr Sullivan

8.0 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 8.1 Report from Clerk following last meetings deferred possible tree surgery works to the MPF, and to discuss and agree any actions (Supporting papers)
- 8.2 To discuss and agree Play Park notice boards – Report from Clerk / Cllr Goldsmith (Supporting papers)
- 8.3 Steyning Community Orchard and Hedgerow group – Update
- 8.4 Bin locations in the Fletchers Croft area – Update from Clerk
- 8.5 Grass cutting contract – Update from Clerk
- 8.6 Bin rationalisation – Cllr Campbell to report on proposals put forward from the working party, and for committee to discuss and agree on resulting actions – (Supporting paper)
- 8.7 Removal of concrete from MPF – To discuss and agree any actions following work undertaken by Cllrs Taylor and Goldsmith (Supporting Papers)
- 8.8 To discuss and agree 'Green Policies for Open Spaces' – Report by Cllr Sullivan



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 8.9** To look at maintenance arrangements for playgrounds
- 8.10** To discuss and agree whether to remove a gate from the MPF, Mill Road entrance – Report from Cllr Sullivan
- 8.11** To discuss whether committee needs to give notice to Allotment tenants as to any possible changes to the tenancy agreement to be brought in subject to further discussion and agreement the following year (Supporting papers)
- 8.12** To discuss and agree a new SPC Memorial Bench policy as per supporting papers.

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1** Bowls Club letter in reference to their forthcoming event on the 2nd August 2019 (Supporting paper)

10.0 ITEMS FOR NEXT MEETING

- 10.1** To discuss and agree if there are any other items Councillors would like to see on next month's Agenda

11.0 DATE OF NEXT MEETING – 24th September 2019 at 7.30 pm.

John Fullbrook
Clerk to the Council