

Steyning Parish Council

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The Steyning Centre, Fletcher's Croft, Steyning,
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TO ALL MEMBERS OF THE AMENITIES COMMITTEE: - Cllrs S. Sullivan, Campbell, Goldsmith, Lloyd & Young.

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

TUESDAY 29th OCTOBER 2019 AT 7.30 PM IN THE STEYNING CENTRE

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 23rd July 2019 (Supporting Papers)
- 5.0 MATTERS ARISING FROM PREVIOUS MEETING**
 - 5.1 A/19/37.1.3** Clerk to redistribute email from Mr and Mrs Gordon - **Actioned**
 - 5.2 A/19/38.1.1** Attach full report regarding Memorial Garden report to Minutes - **Actioned**
 - 5.3 A/19/38.1.3** Signage for Memorial Garden to be considered at next meeting – **see Agenda item 8.1**
 - 5.4 A/19/39.1** Attach Steyning in Bloom report to the Minutes - **Actioned**
 - 5.5 A/19/39.2** Letters to shop owners concerning A- Board proximity to floral displays - **Ongoing**
 - 5.6 A/19/39.3** Re-siting of the Council notice board - **Ongoing**
 - 5.7 A/19/41.1** Clerk to amend Non-confidential minutes - **Actioned**
 - 5.8 A/19/41.1** Clerk to send out copy of letter that has gone out to Tenants - **Actioned**
 - 5.9 A/19/42.3** Tree Warden to contact resident re possible planting of memorial tree - **Ongoing**
 - 5.10 A/19/29.10** Working party to be set up to re Water issues at Allotments – **Update from Cllr S. Sullivan**
 - 5.11 A/19/42.5** Scope of works to be sent around -re High street Oak Fence - **Actioned**
 - 5.12 A/19/19.10** Next grass cutting contract Cllrs to consider Abbey road to be cut weekly - **Ongoing**
 - 5.13 A/19/29.26** Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – **Update from Cllrs**
 - 5.14 A/19/42.9** Rights of way working party to meet and Clerk to send out info. - **Ongoing**
 - 5.15 A/19/30.7** Bin rationalisation on the MPF – Clerk to obtain quotes – **Clerk to update**
 - 5.16 A/19/32.3** Parking restrictions a possibility near Fletchers Croft - **Update from Cllr Goldsmith**
 - 5.17 A/19/42.26** Clerk to chase Tree risk management strategy project - **Ongoing**
 - 5.18 A/19/42.26** Cllr Goldsmith to check on Flint wall repair and inform Clerk – **Update form Cllr Goldsmith**
 - 5.19 A/19/31.12** Project listing prioritisation deferred – **See Agenda item 6.3**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.20 **A/19/43.3.2** Cllr Goldsmith to liaise with Cricket club and Clerk in terms of soil for MPF holes - **Ongoing**
- 5.21 **A/19/44.1** Cllr Young to liaise with Gill Muncey regarding starting work on Rights of Way - **Ongoing**
- 5.22 **A/19/44.1** Clerk to send out documentation regarding Rights of way designation - **Ongoing**
- 5.23 **A/19/45.2** Confidential minutes wording to be amended – **Actioned**
- 5.24 **A/19/45.3** Clerk to send round email relating to contract correspondence reply - **Ongoing**
- 5.25 **A/19/46.1** Electric charging points discussion deferred – **See Agenda item 8.3**
- 5.26 **A/19/46.2** Shooting Field Highways issues – Clerk to distribute information from Cllr Barling when available - **Ongoing**
- 5.27 **A/19/46.3** SSE light proposal in High street – Clerk to liaise with the Steyning Society - **Ongoing**
- 5.28 **A/19/47.1** Cllr Goldsmith to obtain sample of Playpark notice board for next meeting - **Actioned**
- 5.29 **A/19/47.2.1** Hedgerow working party to meet up in October - **Ongoing**
- 5.30 **A/19/47.2.2** Cllr Goldsmith to liaise with Cricket club to ensure grass cutting payment made - **Ongoing**
- 5.31 **A/19/47.3** Removal of concrete from MPF – **See Agenda item 7.5**
- 5.32 **A/19/47.5.1** Maintenance arrangements for the SPC playgrounds, outstanding urgent items to be attended to by Clerk - **Actioned**
- 5.33 **A/19/47.5.2** Clerk to ask Wicksteed for ‘Accompanied’ inspection to be undertaken - **Actioned**
- 5.34 **A/19/47.5.3** Clerk to produce a maintenance schedule for the SPC playgrounds - **Ongoing**
- 5.35 **A/19/47.5.4** Clerk to receive quote for urgent safety works to large gate post on the MPF and action accordingly - **Actioned**
- 5.36 **A/19/47.6** Allotment notice board renewal – deferred to next meeting – **See Agenda item 7.6**
- 5.37 **A/19/47.7** Basketball Court official opening – plaque to be supplied - **Ongoing**
- 5.38 **A/19/48.1** Archway opening ceremony invites to be received and need replies - **Actioned**
- 5.39 **A/19/48.2** Bramber Brooks to be considered at next Meeting – **See Agenda item 7.11**
- 5.40 **A/19/48.3** Path installation request from Resident - **Ongoing**

6.0 FINANCE

- 6.1 To agree Income & Expenditure reports for September 2019 – (Supporting papers)
- 6.2 Committee to look at first draft Amenities budget paper - (Supporting papers)
- 6.3 Projects - prioritising a growing list of projects and the need for setting up a project team(s) and begin to consider in the light of Budget process. (Supporting paper)

7.0 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 7.1 Hedgerow group – Update - to include hedgerow trimming to be undertaken in the Allotments
- 7.2 To discuss and agree Play Park notice boards – Update from Cllr Goldsmith (Supporting Item)
- 7.3 Steyning Community Orchard - Update
- 7.4 Grass cutting contract – Update from Clerk
- 7.5 Removal of concrete from MPF – To discuss and agree any actions following work undertaken by Cllrs Taylor and Goldsmith
- 7.6 Allotment Notice board update on progress.
- 7.7 Allotment rentals /Vacant plots – Update from Clerk (supporting papers)
- 7.8 Allotment Tenancy agreement – To discuss (supporting paper)
- 7.9 To discuss the proposals for Tree planting and Landscaping regarding Abbey Road report (Supporting papers)
- 7.10 Storage of Football goals on the MPF.
- 7.11 To consider Bramber Brooks proposal (Supporting papers)

8.0 HIGHWAYS & LIGHTING

- 8.1 Signage for Memorial Garden to be considered
- 8.2 Street cleaning contract – Update from the Clerk
- 8.3 Electric charging points for Cars – Any updates from HDC – Cllr Lloyd
- 8.4 Shooting field Highways issues (Gritting route) – Update from Cllr S. Sullivan

9.0 INFORMATION / CORRESPONDENCE ITEMS

9.1 Wood Stove pollution (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 – 26th November 2019 at 7.30 pm.

John Fullbrook
Clerk to the Council



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