

Steyning Parish Council



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

HELD ON 23rd JULY 2019 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, S. Sullivan, Campbell, and Young.

Clerk: John Fullbrook

Members of the Public: 5

Meeting started at: 7.30 pm

MINUTES (Non- Confidential)

Confidential decision at item 33 redacted, but recorded in the Confidential Minutes

A/19/24 APOLOGIES FOR ABSENCE

24.1 Apologies received from Cllr Lloyd, Taylor and Ray.

A/19/25 DECLARATIONS OF INTEREST

25.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard group.

A/19/26 QUESTIONS FROM THE FLOOR

26.1.1 Q- *Need to update the Community tab on the SPC Web site please.*

26.1.2 A- *We are in the process of updating the Web site and documents on it and will certainly look at this tab*

A/19/27 MINUTES OF PREVIOUS MEETING

27.1 Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the minutes of the meeting held on 25th June be agreed and signed as a true record. **Agreed.**

A/19/28 CORRESPONDANCE ITEM – Brought forward by the Chairman

28.1 Letter from Bowls Club regarding Parking for their Future event – Chairman explained the committee must be consistent in their approach to requests for Parking on the MPF for Events, and explained that the Clerk's office would assist by designing and putting up notices, and working with Bowls and Cricket clubs regarding restricting Car Park access and ensuring Wardens are aware of the need to possibly assist the Bowls club with Car Park stewarding on the day.

ACTION

CLERK

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

A/19/29 MATTERS ARISING FROM PREVIOUS MEETING

- 29.1 A/19/14.1** Amended Allotment agreement to be considered on the next Amenities agenda – See Item 30.11.
- 29.2 A/19/14.1** Clerk to purchase water flowrate equipment - **Actioned**
- 29.3 A/19/16.1** Cllr Goldsmith to get initial quote for Play Park notices - **Actioned**
- 29.4 A/19/16.1** Cllr Bissett -Powell to create design of Notice board so new quote could be obtained – **Actioned**
- 29.5 A/19/17.7** Andrew Gale and Bowling club to provide information regarding Sycamore tree – See item 30.1
- 29.6 A/19/17.8** Tree Warden to make contact with resident – re possible planting of memorial tree – **Ongoing** – Simon has had a discussion with the local resident, and she has expressed an interest in planting a memorial tree. She had no particular preference on tree type but would prefer the tree to be an individual tree somewhere on the MPF. She would like, if possible, a small ceremony at some point. Simon’s recommendations would be a native broadleaf tree (possibly Field Maple) that could be relatively maintenance free and 3 to 5 years old. As for positioning, Simon would go with wherever the council sees fit, but would like to be involved. To be on Agenda next meeting.
- 29.7 A/19/17.12** Cllrs Taylor and Goldsmith to obtain quotes for removal of Concrete on MPF – See item 30.8
- 29.8 A/19/17.13** Fallen Flint wall – further letter to be sent – **Actioned** - Clerk has received a response initially by phone and understands the owner is contacting builders to ensure it is done ASAP.
- 29.9 A/19/17.14** Police Commissioner to meet with SALC –SPC to be represented- **Actioned**
- 29.10 A/19/17.18** A working party to be set up to investigate water supply issues – Cllr S. Sullivan reported Clerk had obtained ‘Tap splitter’ – Cllrs G & S Sullivan and Cree together with 5 volunteers from the Allotment association as a working party to arrange a date to complete investigation
- 29.11 A/19/4.5** A working party to be set up to discuss Memorial Bench installation policy – See item 30.12
- 29.12 A/19/17.21** Clerk to obtain quotes for WSCC/Cllr Barling re Oak fence on High street corner – **Actioned** – Clerk to send scope of works to Committee
- 29.13 A/19/19.1.1** Clerk to inform HDC Arboricultural officer as to impending Tree works on MPF - **Actioned**
- 29.14 A/19/19.1.1** Clerk to ensure Andrew Gale asked to complete Cherry tree works when permission gained - **Actioned**
- 29.15 A/19/19.1.2** Clerk to send out information on tree tagging again - **Actioned**

CLERK

Cllr Sullivan

CLERK

ACTION

- 29.16** **A/19/19.1.2** Clerk to chase Andrew Gale on production on the Tree Risk Management Strategy – **Actioned**. He agreed this had gone off his radar for a short while whilst he’s been involved with things like Ash die back, but will return to this ASAP.
- 29.17** **A/19/19.2** Walk around report and Bat Reports to be put on Web site - **Actioned**
- 29.18** **A/19/19.3** Objects protruding from ground to be removed at MPF entrance **Actioned**
- 29.19** **A/19/19.4** Clerk to approach Wilson Memorial Trust for purchase and installation of Benches at Croft Fit Zone – **Actioned** – Indeed fund obtained for £800
- 29.20** **A/19/19.5** Grass cutting plan to be laminated and distributed to contractors - **Actioned**
- 29.21** **A/19/19.6** Bowls club request for use of MPF for Parking declined – Clerk to speak with Club – **Actioned**
- 29.22** **A/19/19.7** Clerk to relay approval of Changing room use to Steyning Athletic club – **Actioned**
- 29.23** **A/19/19.8** Bin rationalisation – Working party to report – See item 30.7
- 29.24** **A/19/19.9** Basketball official opening – Memorial Trust spoke with Clerk and wondered if we could consider some sort of plaque saying who donated the facility – To consider options for next meeting **CLERK**
- 29.25** **A/19/19.10** Next grass cutting contract Cllrs to consider Abbey road to be cut weekly – **Ongoing** **CLERK**
- 29.26** **A/19/19.10** Cllrs Goldsmith and Young to contact Saxon Weald re Norman’s Way – Update from Cllr Goldsmith that it has taken a while to get hold of the right contact name and he will report back at next meeting. **Cllr Goldsmith**
- 29.27.1** **A/19/20.1** Rights of Way - Applications for new designations – Clerk to invite Gill Muncey to speak in support of Action – This item brought forward on the Agenda
- 29.27.2** Gill reported in summary of why the previous council had been keen to seek designation to certain well-trodden paths to be classified as Rights of Way for the benefit of the Steyning Community. There being a time limit to achieve designation before 2026. Gill spoke in support of resurrecting the latest applications concerning paths on the Wiston Estate.
- 29.27.3** Cllr Campbell **proposed, seconded** by Cllr Young that we set up a working party to discuss the merits of how we might go about achieving Rights of Way status for certain paths and the working party consist of all interested Committee members and Gill Muncey and any other resident thought appropriate. **Agreed**. Clerk to send on information to Working party members **ALL**
CLERK
- 29.28** **A/19/20.2** Overgrowth on public footpaths Clerk to see if something could go on web sites – **Actioned** Now a link to the WSCC and HDC web sites for reporting these things

29.29	A/19/20.4 Car Park electronic signage planning permissions to be sent to Amenities Cllrs - Actioned – Clerk to send email out relating to this	ACTION CLERK
29.30	A/19/21.1 Clerk to send off reply to resident regarding complaint to Fletchers croft Play area - Actioned	
29.31	A/19/21.1 Cllr Taylor to further investigate reasons for complaint - Report from Cllr Young included pictures illustrating her conclusions including feedback from some mothers who were using the facility at the time of her investigations. Cllr Young questioned certain safety aspects. Cllr Goldsmith pointed out Parents and Guardians must supervise play. The Clerk further pointed out the use of the equipment was in many ways meant to be self-regulating. Cllr Goldsmith proposed, seconded by Cllr Campbell that we ask the HDC playground safety officer to come to the park and check the equipment at Fletchers Croft. Agreed	CLERK
29.32	A/19/21.2 Food festival grant request to go to F&GP committee - Actioned	
29.33	A/19/22.1 Cyclists and Horse -riders around the Horseshoe paths and could signs go up. - It's the Wiston estate and there are gates and styles in place to prevent overt use by cyclists. Clerk to contact Wiston Estate to alert them regarding the resident's complaint.	CLERK
29.34	A/19/22.1 Parking restrictions a possibility near Fletchers Croft - See item 32.3	
29.35	A/19/22.1 Map of Bins or to relocate Bins around Fletchers Croft – See item 30.7	
29.36	A/19/22.2 Speak with Street cleaning contractor before next meeting – Actioned	
A/19/30 30.1	MEMORIAL PLAYING FIELD AND OPEN SPACE – This item brought forward Tree works – The Clerk sent around a report and supporting papers regarding discussion with the Council's consultant Tree surgeon Andrew Gale. Committee considered financial contributions from residents whom live adjacent the MPF and would gain from tree surgery works to trees which overhang their gardens but decided against asking for assistance in these circumstances. Cllr Campbell proposed, seconded by Cllr Goldsmith that tree works are undertaken by the Tree Surgeon based upon the quotes received – these being, T26, T8, T9, T279,T280 – Crown lift in the Play area, subject to permissions being received. Agreed	CLERK
30.2	Play Park notice boards – Cllr Goldsmith produced two quotes. Cllr S. Sullivan proposed, seconded by Cllr Campbell that committee go with the Peter Signs quote for £388 net provided a sample is organised by Cllr Goldsmith to be sent to the Council Offices, and subject to Cllr Goldsmith running it past the Wardens before a purchase is made. Agreed	<i>Cllr Goldsmith</i>
30.3	Steyning Community Orchard – Apple Day festival this year to be held at Fletchers Croft on the 22 nd September due to better water supply and parking. On the 18 th January the Orchard group are organising the next Wassail festival starting at the Cricket club and walking to the Orchard. (DNA Tests – 14 Apples and 4 Pear have been sent off)	
30.4	Hedgerow Update – Mr Brown proposed to hold the next Hedgerow working party in late Sept / Early Oct. Only two problem areas are western hedge to Rublees Allotment area where there is an attempt to fill the gap left by the tree felling and by the North Access to the Rublees Allotments.	

ACTION

30.5	Green Policies for Open Spaces – Cllr S. Sullivan thanked Mr Brown for the detailed report	
30.6	Bin locations in the Fletchers Croft area – HDC have agreed to relocate Bins in this area to more favourable positions	
30.7	Bin rationalisation – Cllr Campbell reported on proposals put forward from the working party, and for committee to discuss and agree on resulting actions. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Clerk prepares estimates based upon the final specification and that it then comes back to this committee for a decision to be made. Agreed	CLERK
30.8	Removal of Concrete from MPF – Working party report from Cllrs Goldsmith and Taylor not yet ready to discuss	Cllrs Taylor & Goldsmith
30.9	Maintenance arrangements for playgrounds – There is a hole to be filled and a lot of the equipment needs to be maintained / greased. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Clerk gets a quote from Wicksteed and possibly HDC for maintenance of playgrounds. Agreed	CLERK
30.10	Possible removal of kissing gate from the MPF, Mill Road entrance. Cllr S. Sullivan proposed, seconded by Cllr Campbell that Clerk organises to remove the gate. Agreed	CLERK
30.11	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? - Cllr Campbell proposed, seconded that as soon as is practicable the Clerk gives notice of termination to the Allotment tenants, but making plain that we have every intention of granting new Tenancy agreement to the same people with updated terms that they should be happy with. Agreed	CLERK
30.12	New SPC Memorial Bench policy was presented as a supporting paper. Cllr S. Sullivan proposed, seconded by Cllr Young that committee accepts the proposed Memorial Bench policy. Agreed. 3 For, 1 Abstaining. Clerk to publish and begin to use.	CLERK
A/19/31	FINANCE	
31.1	The Income & Expenditure reports were discussed for the June 2019 period. Cllr Goldsmith proposed, seconded by Cllr Campbell that the income and expenditure reports for June 2019 be accepted as a true record. Agreed.	
31.2	Projects - prioritising and setting up project team(s). Clerk had updated a previous supporting paper, but no further amendments were suggested, nor prioritisation agreed – Item deferred.	Ongoing
A/19/32	HIGHWAYS	
32.1	Electric charging points – Item deferred.	CLERK
32.2	Shooting field Highways issues – Does committee want to put it on the gritting route. Cllr S. Sullivan proposed, seconded by Cllr Young that Cllr Sullivan lobby's Cllr Barling to have it put on the WSCC gritting route. Agreed	Cllr S. Sullivan

ACTION

32.3 Parking restrictions in the Fletchers Croft area – Cllr Goldsmith to speak with Cllr Barling and report back to next meeting **Cllr Goldsmith**

32.4 Report on potholes – 5 pictures taken by Cllr Barling and the hope is that action is taken **Cllr Barling**

A/19/33 CONFIDENTIAL SESSION

33.1 Cllr S. Sullivan **proposed, seconded** by Cllr Goldsmith that the Committee goes into Confidential session. **Agreed**

33.2 The decision made under item 33.2 is recorded within the Confidential draft minutes and for reasons of confidentiality has been edited from this version of the draft minutes intended for publication.

A/19/34 DATE OF NEXT MEETING – 24th September 2019 at 7.30pm

Meeting closed at 9.58pm

Signed: Date: 24th September 2019

Chairman