

Steyning Parish Council



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

HELD ON 24th September 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

ACTION

A/19/35 APOLOGIES FOR ABSENCE

35.1 Apologies received from Cllr Lloyd and Taylor.

A/19/36 DECLARATIONS OF INTEREST

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

A/19/37 QUESTIONS FROM THE FLOOR

37.1.1 *Q- Jo Gordon – A reminder that the document produced initially for the Neighbourhood Plan Steering Committee regarding tree planting in August is now with the Clerk. The 'Steyning for Trees' group is up and running and gaining huge support. – we are giving out free trees on the 5th October at the Steyning Market as part of the 'Big Climate' fight back being organised by the Woodlands Trust. The Woodland Trust is inviting applications for free trees for a limited period and we would be happy to make this application with your help if you can find us somewhere to plant them. The CPRE are also helping with funding and are collaborating with groups to ensure planting goes ahead at the more local level. Indeed, the U3A and Steyning Society are keen for us to make an application, and we are keen to gain assistance and approval from Council for this application.*

37.1.2 *A- We are interested but have a very full Agenda. Maybe we can work this out at this committee working with you on a proposal that perhaps you can begin working on for our next meeting, we could then put it forward to Full Council in time for the next application period in six months' time. Perhaps in the meantime you could work with Bob Platt to see if trees could be planted in the wide grass verges you mentioned*

37.1.3 *Clerk to find and re-distribute email from Mr & Mrs Gordon to the Chair in August*

CLERK

Next two items brought forward by Chair as contributors were in attendance

A/19/38 War Memorial Garden – Report from Guest Speaker – Lewis Whittaker

38.1.1 As the Royal British Legion representative, Lewis explained that his organisation is not allowed to finance the maintenance and upkeep of War Memorials but he and his colleagues



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	are still happy to assist the SPC in their endeavours to complete this task. He said he was very happy with the continued support both financial and cooperatively from SPC in ensuring this was done as best as possible and really appreciated the recent meetings on site with Councillors whereby issues were discussed and resolved. The Full report is attached to these minutes.	ACTION
		CLERK
38.1.2	Current maintenance works which include fencing, paving and seat renewal are being funded by a local resident and last year this amounted to approximately £1000. This year there is additional funding acquired from the Wilson Memorial Trust and some generous donations include Tate's Garden Centre supplying 4 Benches for just £300. Horseshoe bench also to be stained in preparation for winter.	
38.1.3	The only request outstanding is for signage to be provided which would point out the location of the Memorial Gardens, and this will be considered by committee on next Agenda.	CLERK
	Statement from Cllr Goldsmith – Apologies that he has not completed the four tasks for this evenings meeting but due to the delay in minutes being received (18 th Sept) he was unable to action.	
A/19/39	Steyning in Bloom request to discuss flower arrangement plans	
39.1	Cllr Young reported on a meeting with Steyning in Bloom representatives and the report and proposed changes to Central High street displays and the possible new sites/posts for hanging baskets is outlined in a report attached to these minutes.	CLERK
39.2	It emerged that there were High street shop A-Boards that were beginning to obscure floral displays and or were encroaching on the pavements and that perhaps the Council through the Clerk should send out letters to certain shop owners to gently inform them of the issue and the need for more careful positioning in the future.	CLERK
39.3	Cllr Campbell proposed, seconded by Cllr Young that council explores with the relevant authorities the re-siting of the Parish Notice board in accordance with the proposal presented by the Steyning in Bloom group at this meeting, and to include the removal of any redundant street furniture, and explore further possibilities if that is proved not to be feasible. Agreed	CLERK
A/19/40	Steyning Community Orchard update – Alec Harden reported on a very successful and enjoyable Apple day event with a good attendance. The new electric and water points were very useful. On the MPF the newly cleared area is now ready for the next phase of the Orchard development (Tree planting) which is due in February /March. The Wassail event will happen on the 18 th of January.	
A/19/41	MINUTES OF PREVIOUS MEETING	
41.1	Cllr Campbell proposed, seconded by Cllr S. Sullivan that the non-confidential minutes of the meeting held on 23 rd July be agreed and signed as a true record provided they are amended at item 30.11 to includes the phrase 'notice of termination' (Allotment Tenancy agreement) and in accordance with the details within Cllr Campbell's draft resolution briefing paper. Agreed. Clerk to check the details of the letter that has already gone out and send out to Councillors.	CLERK CLERK
A/19/42	MATTERS ARISING FROM PREVIOUS MEETING	
42.1	A/19/26.1.2 Updating SPC Web site – especially community Tab - Actioned	
42.2	A/19/28.1 Clerks Office to assist with Bowls club event Parking issues solutions - Actioned	

42.3	A/19/17.8 Tree Warden to contact resident – re possible planting of memorial tree – Ongoing – Clerk to correspond with Tree Warden	ACTION CLERK
42.4	A/19/29.10 Working party to be set up to re Water issues at Allotments – Cllr S. Sullivan Updated that a date will be set when Cllr Cree is more available	Cllr S. Sullivan
42.5	A/19/29.12 Clerk to send round scope of works re High Street Oak Fencing – Actioned Clerk to send around new WSCC Quote – but work to start very soon	CLERK
42.6	A/19/29.24 Basketball Court official opening – See item 47.7	
42.7	A/19/19.10 Next grass cutting contract Cllrs to consider Abbey road to be cut weekly - Ongoing	CLERK
42.8	A/19/29.26 Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – Ongoing	CLERK
42.9	A/19/29.27 Rights of Way working party to meet and Clerk to distribute info. – See item 44.1	CLERK
42.10	A/19/29.29 Clerk to send around copy of electronic signage response email - Actioned	
42.11	A/19/29.31 Clerk to ask HDC Playground inspector to visit Fletchers croft playground – See item 43.5	
42.12	A/19/29.33 Cyclists and Horse-riders around the Horseshoe paths – Clerk to inform Wiston Estate – Actioned.	
42.13	A/19/30.1 Clerk to instruct Tree Surgeon re tree works agreed quotes - Actioned	
42.14	A/19/30.2 Play park notice boards sample to be obtained by Cllr Goldsmith – See item 47.1	
42.15	A/19/30.7 Bin rationalisation on the MPF – Clerk to obtain quotes - Ongoing -Clerk explained two contractors had said no to the works, but third contractor had given price of £180 per bin or up to £230 if bin concreted in and needing to be excavated. One more quote required.	CLERK
42.16	A/19/30.8 Removal of concrete from MPF – See item 47.3	
42.17	A/19/30.9 Maintenance Arrangements for Playgrounds, Clerk to obtain quotes- See item 47.5	
42.18	A/19/30.10 Clerk to organise removal of gate on MPF - Actioned	
42.19	A/19/30.12 Clerk to publish and use new Memorial Bench policy - Actioned	
42.20	A/19/31.12 Project listing prioritisation deferred – See item 43.3	
42.21	A/19/32.1 Electric charging points discussion deferred – See item 46.1	
42.22	A/19/32.2 Cllr S. Sullivan to lobby Cllr Barling re gritting route – See item 46.2	
42.23	A/19/32.3 Parking restrictions a possibility near Fletchers Croft - David Barling – Ongoing	Cllr Goldsmith
42.24	A/19/ 32.4 Potholes to be actioned by Cllr Barling – Cllr S. Sullivan updated Cllr Barling had taken photos and is actioning	
42.25	A/19/33.2 Street Cleaning contract service – See item 45.2	

42.26	Cllr Goldsmith reported on two items to be put back on the Agenda – Clerk to chase for Tree risk Management strategy. Flint Wall repair – Cllr Goldsmith to check on progress	ACTION CLERK Cllr Goldsmith
A/19/43	FINANCE	
43.1	The Income & Expenditure reports were discussed for the July 2019 period. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that that the income and expenditure reports for July 2019 be accepted as a true record. Agreed.	
43.2	The Income & Expenditure reports were discussed for the August 2019 period. Cllr Goldsmith proposed, seconded by Cllr Campbell that that the income and expenditure reports for August 2019 be accepted as a true record. Agreed.	
43.3.1	Projects - prioritising and setting up project team(s). The supporting paper had been updated. Committee resolved to look at projects again in the Autumn. Cllr Campbell proposed, seconded by Cllr S. Sullivan to look at Bench installation and frontage of the changing rooms to be moved up the priority list and to be looked at by Cllr Goldsmith with Cllr S. Sullivan, and to liaise with the Premises Chairman. Agreed. Project list to be brought back to next meeting	CLERK & Cllrs
43.3.2	Cllr S. Sullivan proposed, seconded by that Cllr Goldsmith liaise with the Clerk and the Cricket club to see if they have any topsoil available so that holes in front of the Changing rooms concrete area could be filled in as they are becoming a trip hazard. Agreed	CLERK & RG
A/19/44	HIGHWAYS & LIGHTING	
44.1	Rights of way – To discuss and agree a date for the working party to meet. Cllr Campbell wanted to see Information sent out via Clerk before committing to involvement within a another working party. Cllr Young agreed be on the working party and Clerk to send related information to all.	CLERK & CY
A/19/45	CONFIDENTIAL SESSION	
45.1	Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Committee goes into Confidential session due to contractual reasons to consider the next item. Agreed	
45.2	CONFIDENTIAL MINUTES OF PREVIOUS MEETING Cllr Campbell proposed, seconded by Cllr S. Sullivan that subsequent to agreed amendment to the wording of the decision under item 33.2 the confidential minutes of the 23 rd July be agreed as a true record. Agreed	CLERK
45.3	Clerk to send round email relating to contract correspondence reply.	CLERK
	<i>Meeting reconvened into Non-confidential session having also had 7 mins break - @ 9.30pm</i>	
A/19/46	HIGHWAYS & LIGHTING	
46.1	Electric charging points – Cllr Lloyd to report – deferred to next meeting	CLERK
46.2	Shooting Field Highways issues – Cllr R. Goldsmith reported that Cllr David Barling would be reporting back to SPC. Clerk to distribute information when available.	CLERK
46.3	SSE lighting proposal to re- engage Clock tower spotlights – Council received the email sent as a supporting paper. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Clerk liaise with the Steyning Society to see if they felt this project was worth pursuing. Agreed	CLERK

		ACTION
A/19/47	MEMORIAL PLAYING FIELD AND OPEN SPACE	
47.1	To discuss and agree Play Park notice boards – We were to receive samples from the supplier via Cllr Goldsmith – Item deferred to next meeting	Cllr Goldsmith
47.2.1	Hedgerow group update – The Clerk read a message from Roger Brown suggesting the working party needs to meet towards the end of October and he would ensure this is facilitated.	CLERK
47.2.2	Grass cutting contract – Generally it appears all is still going well with this contract. They have also been cutting the Cricket outfield and the Cricket club are due to pay SPC for this additional service. Cllr Goldsmith assured they would do and would speak with their representatives.	Cllr Goldsmith
47.3	Removal of concrete from MPF- Report from Cllrs Taylor & Goldsmith deferred to next meeting	Cllrs RG & CY
47.4	Steyning Greening Proposals – Clerk had spoken with ‘Steyning Greening’ representatives who were interested in discussing a number of issues, namely how to tackle reducing use of plastics, Waste disposal generally, and also looking at the possible future installation of Water Fountains – They are going to produce an action list based upon this meeting for next committee	CLERK
47.5.1	Maintenance arrangements for playgrounds – Following concern from Councillors regarding Safety of new Playground installation. Clerk sent around supporting papers showing the post installation inspection report from an independent company regarding the Fletchers Croft playground. The issues highlighted were then attended to and the Clerk inspected subsequent to the remedial work being carried out, which was a prerequisite for opening the park.	CLERK
47.5.2	Clerk was asked to see if HDC or our other regular inspectors (Wicksteed) could give us a price on Playpark inspections and informed re the price he obtained from both parties. It was agreed that the Clerk would ask Wicksteed for the ‘Accompanied’ inspection to also include at least one Councillor.	CLERK
47.5.3	Clerk explained that certain maintenance items had been undertaken and that others were awaiting a returning quote before instruction given. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Clerk produce a preventative maintenance schedule to be discussed at next meeting. Agreed	CLERK
47.5.4	A resident reported an issue to Cllr Goldsmith regarding the gate post on the MPF access by the Memorial Garden – it is falling over. Cllr Goldsmith acquired a quote for its repair. Clerk to receive quote and action accordingly.	CLERK
47.6	Allotment Notice board update on progress. – Deferred to next meeting	CLERK
47.7	Basketball Court official opening – Cllr S. Sullivan proposed, seconded by Cllr Campbell that a plaque be supplied and fitted to the equipment in situ. Agreed.	CLERK
A/19/48	INFORMATION / CORRESPONDANCE ITEMS	
48.1	Steyning and District partnership - Archway Opening ceremony due Sunday 27th October – A more formal invite will be sent to Chair and Vice Chair of Council and the Clerks in due course.	CLERK
48.2	Bramber Brooks – Information arrived via email correspondence – Clerk will send out and this might be discussed on the next Agenda	CLERK

- 48.3** **Paths** – ‘Community Highway Scheme’ request from a local resident – Clerk will send this out to committee for possible discussion next meeting. Initial feeling from the Committee was that a footpath leading to this resident’s property would serve few residents whilst there were much used existing footpaths elsewhere in Steyning which were in need of repair.

A/19/49 **Committee ran out of time to complete the Agenda**

DATE OF NEXT MEETING – 29th October 2019 at 7.30pm

Meeting closed at 10.15pm – *Having had a short intermission when called into Confidential session under item 45.1*

Signed: Date: 29th October 2019

Chairman