

Steyning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE

HELD ON 29th October 2019 AT 7.30PM

NB A recording of the meeting is available at

<https://archive.org/details/20191029steyningparishcouncilamenitiesmeeting>

IN THE STEYNING CENTRE

Present: Cllrs Campbell {Chairman}, Goldsmith, S. Sullivan and Young.

Clerk: John Fullbrook

Members of the Public: 7

Meeting started at: 7.30 pm

MINUTES – Non-Confidential

ACTION

A/19/50 APOLOGIES FOR ABSENCE

50.1 Apologies received from Cllrs Taylor and Lloyd.

A/19/51 DECLARATIONS OF INTEREST

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

A/19/52 QUESTIONS FROM THE FLOOR

52.1.1 *Q- Thank you for picking up the briefing paper notes on plans for tree planting – we would like to be available to answer any questions you may have*

52.1.2 *A- We'll deal with this item now and your input would be welcomed to assist us with the discussion*

Chair brought forward item 7.9 on the Agenda

A/19/53 **Proposals for Tree planting and Landscaping regarding Abbey Road** - The Chairman outlined the contents of the two plans submitted as supporting papers - The Orchard Group proposal for a small orchard of twelve trees on part of Abbey Road Village Green South and a more extensive planting scheme proposed by Trees for Steyning Community Group for Abbey Road Village Green North and expressed some personal concerns. One concern related to long term SPC financial commitments to ongoing maintenance, another to changing the character of the area with the large number of trees (two hundred and twenty) proposed and the third to the requirements of the law relating to village greens but he also backed the principal of the schemes as did all councillors present. One of the proposers who was attending explained that provided appropriate



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

ACTION

species were planted, long-term tree maintenance could be minimised. A representative from The Steyning Society indicated that a grant application for just under £500 was currently being looked at very favourably for year one for maintenance and further grants could be applied for in subsequent years

- | | | |
|---|---|------------------|
| 53.1.2 | It was felt that there ought to be coordination between the two schemes. Cllr Campbell proposed, seconded by Cllr Goldsmith that committee set up a working party with terms of reference requiring it to explore all the options including the likely costs and consultation processes and to report back with a recommendation to this committee as soon as possible, and that the working party should comprise the Tree Warden (Simon Zec), Jo or George Gordon (Trees Group), Roger Brown (Orchard Group), Dave Buckett (Trees and Orchard Groups), Cllr Campbell, and Cllr S. Sullivan. Agreed. A meeting of the working party to be arranged by Jo Gordon liaising with Roger Brown. | CLERK
& Cllrs |
| A/19/54 MINUTES OF PREVIOUS MEETING | | |
| 54.1 | Cllr Campbell proposed, seconded by Cllr S. Sullivan that the minutes of the meeting held on 24 th September be agreed and signed as a true record subject to an amendment to item 44.1 by deleting the words 'and to liaise with Gill Muncey to start the ball rolling'. Agreed. | CLERK |
| A/19/55 FINANCE {These items brought forward ahead of Matters Arising} | | |
| 55.1 | The Income & Expenditure reports were discussed for the September 2019 period. Cllr Campbell proposed, seconded by Cllr S. Sullivan that that the income and expenditure reports for September 2019 be accepted as a true record. Agreed. | |
| 55.2 | Committee looked at the first draft Amenities Committee budget paper – The Chairman said that it was important that the Council provided services to its residents beyond administration and routine grass cutting and the like and that there was a sufficient budget not to be fire-fighting but also to have routine proactive work budgeted as well as money for projects and so we ought to aim high in terms of the budget therefore recommended that the Committee consider significantly increasing the budget in order to complete a number of outstanding projects. Also considered was the fact that cutbacks at WSCC and Horsham could present problems that SPC would need to consider dealing with (such as hedge cutting etc). The Clerk said that prioritisation of projects and justification as to requests for what additional public funds will be used for is absolutely essential and explained that every £2,500 additional monies in the budget meant approximately a 1% rise in the precept. | |
| 55.3 | Projects - prioritising and setting up project team(s) – Committee agreed that to gain further information in terms of estimated figures for the budget relating to each item, Cllr Goldsmith could informally sound out some contractors so that figures could be considered against intended budget. | Cllr Goldsmith |
| A/19/56 MEMORIAL PLAYING FIELD AND OPEN SPACE | | |
| 56.1 | Hedgerow group – Cllr Campbell updated that there was a meeting planned on the 11 th November and there will be a formal proposal for next meeting. | |
| 56.2 | Play areas notice boards – Clerk contacted former Cllr Bissett- Powell and he had kindly produced updated versions of the Play park signs, which the Clerk has already sent to the sign makers for production within the next few weeks. Cllrs asked for final versions to be | CLERK |

	circulated and Clerk to hold back on asking printers to go ahead pending final sign off by councillors by email, plus Clerk asked to call other sign makers to say they had been unsuccessful, as a courtesy.	ACTION CLERK
56.3	Steyning Community Orchard – Nothing to report	
56.4	Grass cutting contract – Generally speaking, the service has been excellent this year. Abbey Road needs a final cut and the Clerk will be attempting to gain an extra cut for the MPF because on count back he believed Council could be owed one. Clerk is to see the contractor within a fortnight to discuss. Clerk to look at contract for discussion next meeting	CLERK CLERK
56.5	Removal of concrete from MPF – Cllr Goldsmith putting together a specification for the Clerk so that three contractors can be contacted	Cllr Goldsmith
56.6	Allotment notice boards – Cllr Campbell reported that Dan Carter is willing to proceed on the original design based upon his original quote. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that we carry on with Dan Carter’s quote for replacement notice boards with Clerk having delegated responsibility to decide on actions within his budget authorisation if replacement supporting posts are required. Agreed	CLERK
56.7	Allotment rentals /Vacant plots - Council has reached its budget target for rent, with in excess of £4,000. In terms of vacant plots, there are currently 12 available.	
56.8	Updated allotment tenancy agreements – A new notice letter to go out because the one previously directed by the Committee to give Notice to Quit omitted to do so. This would give ‘notice to quit’ but should also be saying ‘don’t worry this is only a process’. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the Clerk is instructed to give a notice to quit to all Allotment holders with a suitable explanation about all the positive aspects of why we are doing it and a draft of that be shown to the Chair and Vice Chair of this committee before it goes, subject to our approval- it goes, and then it’s on the next Agenda for us to discuss the actual changes to that agreement in advance of it going out. Agreed	CLERK
56.9	Football goal storage at the MPF – Steyning Youth Football coach contacted Clerk regarding storage of goal posts. Cricket Club to be asked to agree with Football Club on details.	
56.10	Bramber Brooks for consideration. Cllr Campbell proposed, seconded by Cllr S. Sullivan that this committee authorises the Clerk to on behalf of the Council write a letter of unqualified support for the proposal set out in this document. Agreed 3 For, 1 Abstain	CLERK
A/19/57	HIGHWAYS & LIGHTING	
57.1	Signage for Memorial Garden. A working party was suggested. To be set up to include Cllr Goldsmith, S Sullivan and invite one rep. from Steyning in Bloom and one from Steyning and District Partnership to discuss finger post and hanging basket installation and budget implications before making a recommendation to Committee	All
57.2	Electric charging points – Cllr Lloyd to be asked to report at next meeting	Cllr Lloyd

		ACTION
A/19/58	INFORMATION / CORRESPONDANCE ITEMS	
58.1	Wood stove pollution letter from resident– Cllr Campbell proposed, seconded Cllr Goldsmith that the Clerk passes the matter on to Horsham DC and informs the member of the public that that has been done. Agreed	CLERK
A/19/59	MATTERS ARISING FROM PREVIOUS MEETING	
59.1	A/19/37.1.3 Clerk to redistribute email from Mr and Mrs Gordon - Actioned	
59.2	A/19/38.1.1 Attach full report regarding Memorial Garden to Minutes - Actioned	
59.3	A/19/38.1.3 Signage for Memorial Garden to be considered at next meeting – see item 57.1	
59.4	A/19/39.1 Attach Steyning in Bloom report to the Minutes – Actioned	
59.5	A/19/39.2 Letters to shop owners concerning A- Board proximity to floral displays – Letter was drafted by Clerk and distributed to councillors for comments but not delivered as they did not approve it. Cllr Campbell proposed, seconded by Cllr Young that because the Committee does not wish to be heavy-handed and wishes to support all traders in difficult trading times the Chairman of the Council will informally approach the shop/s in question and if that doesn't work then we will consider writing a different letter. Agreed	Cllr Goldsmith
59.6	A/19/39.3 Re-siting of the Council notice board – Ongoing . It appears HDC are progressing with the digital information board installation in the High Street Car Park and the re-siting of SPC notice board may be dependent on that.	CLERK
59.7	A/19/41.1 Clerk to amend non-confidential minutes - Actioned	
59.8	A/19/41.1 Clerk to send out to councillors a copy of letter that has gone out to allotment tenants - Actioned	
59.9	A/19/42.3 Tree Warden to be asked to make contact with resident re possible planting of memorial tree – Ongoing	CLERK
59.10	A/19/29.10 Working party to be set up to re water issues at allotments – Ongoing	Cllr S. Sullivan
59.11	A/19/42.5 Scope of works to be sent around -re High Street oak fence - Actioned	
59.12	A/19/19.10 Next grass cutting contract Cllrs to consider Abbey Road to be cut weekly – Ongoing	CLERK
59.13	A/19/29.26 Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – Ongoing	Cllr Goldsmith
59.14	A/19/42.9 Rights of way working party to meet and Clerk to send out info. - Ongoing Some Information having been sent out but significantly more required for Councillors	CLERK
59.15	A/19/30.7 Bin rationalisation on the MPF – Clerk obtaining quotes - Ongoing Clerk having seen the contractors has a price of £180 per bin up to £230 if concreted in. A fourth contractor has been emailed to quote for this work and the Clerk awaits his reply. Cllr Goldsmith had also asked for quotes	CLERK

59.16	A/19/32.3 Parking restrictions a possibility near Fletchers Croft - Cllr Goldsmith is chasing Cllr Barling	ACTION Cllr Goldsmith
59.17	A/19/42.26 Clerk to chase tree risk management strategy project – It is being undertaken by contractor and await report.	CLERK
59.18	A/19/42.26 Cllr Goldsmith to check on flint wall repair and inform Clerk – Cllr Goldsmith to report to next meeting	Cllr Goldsmith
59.19	A/19/31.12 Project listing prioritisation deferred – Actioned	
59.20	A/19/43.3.2 Cllr Goldsmith to liaise with Cricket Club and Clerk in terms of soil for MPF holes – Ongoing	Cllr Goldsmith
59.21	A/19/44.1 Cllr Young to liaise with Gill Muncey regarding starting work on rights of way – See item 58.14	
59.22	A/19/44.1 Clerk to send out documentation regarding rights of way designation - Actioned	
59.23	A/19/45.2 Confidential minutes wording to be amended – Actioned	
59.24	A/19/45.3 Clerk to send round email relating to street cleaning contract correspondence reply – Actioned	
59.25	A/19/46.1 Electric charging points discussion deferred – Actioned	
59.26	A/19/46.2 Shooting Field highways issues – Clerk to distribute information from Cllr Barling when available - Actioned	
59.27	A/19/46.3 SSE light proposal in High Street – The Clerk is liaising with the Steyning Society and will be meeting shortly to discuss their perspective on the matter.	CLERK
59.28	A/19/47.1 Cllr Goldsmith to obtain sample of play areas notice boards for next meeting - Actioned	
59.29	A/19/47.2.1 Hedgerow working party to meet up in October – Ongoing	
59.30	A/19/47.2.2 Cllr Goldsmith to liaise with Cricket Club to ensure grass cutting payment made – Ongoing	CLERK
59.31	A/19/47.3 Removal of concrete from MPF – See item 56.5	
59.32	A/19/47.5.1 Maintenance arrangements for the SPC playgrounds, outstanding urgent items to be attended to by Clerk – Actioned	
59.33	A/19/47.5.2 Clerk to ask Wicksteed for ‘Accompanied’ inspection to be undertaken - Actioned	
59.34	A/19/47.5.3 Clerk to produce a maintenance schedule for the SPC playgrounds - Ongoing	CLERK
59.35	A/19/47.5.4 Clerk to receive quote for urgent safety works to large gate post on the	

ACTION

MPF and action accordingly - **Actioned**

- 59.36** **A/19/47.7** Basketball court official opening – plaque to be supplied - **Ongoing** **CLERK**
- 59.37** **A/19/48.1** Archway at twitten from Newman’s Gardens car park - opening ceremony invites received and need replies – **Actioned**
- 59.38** **A/19/48.2** Bramber Brooks to be considered at next meeting – See item 56.10
- 59.39** **A/19/48.3** Path installation request from resident – **Ongoing**- Clerk to ask Cllr Barling **CLERK**

A/19/60
60.1

PLAYING FIELDS

Bin emptying contract – Clerk reported that things have moved on with regards to the bin emptying contract on the MPF with this contract being covered starting next week by Horsham DC. Cost comparison – Five months with previous contractor doing the job – Three times per week = £48.75 x 22 = £1072.50 against HDC two visits per week £64.74 x 22 =£1474.28 Cost difference – approx. £400 over the 5-month period

A/19/61
61.1

CONFIDENTIAL SESSION

Cllr Campbell **proposed, seconded** by Cllr Goldsmith to go into confidential session.
Agreed

61.2

Committee discussed matters concerning the street cleaning contract. The record of those discussions is in the separate confidential minutes

A/19/62

DATE OF NEXT MEETING – 26th November 2019 at 7.30pm

Meeting closed at 9.53 pm

Signed: Date: 26th November 2019

Chairman