

Steyning Parish Council

Telephone: 01903 812042



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

www.steyningpc.gov.uk

Date Published – 23rd January 2020

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

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

TUESDAY 28th JANUARY 2020 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 or video recordings for their own purposes.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors' to approve and Chair to sign the minutes of the Amenities Committee meetings held on the 26th November 2019 and 7th January 2020 (Supporting Papers)
- 5.0 PROGRESS STATEMENT**
 - 5.1 A/19/55.3** Projects – Cllr Goldsmith to gain provisional estimates to inform the draft budget at 7th Jan meeting-**Ongoing**
 - 5.2 A/19/56.5** Removal of concrete from MPF – Cllr Goldsmith providing specification - **Ongoing**
 - 5.3 A/19/56.10** Letter in support of Bramber Brooks project to be written by Clerk - **Ongoing**
 - 5.4 A/19/56.8** Allotment tenancy agreement notice letter to be written and approved – **Agenda item 6.6**
 - 5.5 A/19/57.1** A working party to be set up regarding Memorial Gardens signage – Clerk to invite non-Councillor representatives to join – **update from Clerk**
 - 5.6 A/19/57.2** Electric charging points discussion – **See Agenda item 8.1**
 - 5.7 A/19/58.1** Wood stove pollution correspondence to be sent to HDC and resident informed – **Update from Clerk**
 - 5.8 A/19/29.26** Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – **Update from Cllrs**
 - 5.9 A/19/47.5.3** Clerk to produce a maintenance schedule for the SPC playgrounds – **Update from Clerk**
 - 5.10 A/19/47.7** Basketball court official opening – plaque to be supplied - **Ongoing**
 - 5.11 A/19/47.2.2** Cllr Goldsmith to liaise with Cricket Club to ensure grass cutting payment made - **Ongoing**
 - 5.12 A/19/48.3** Path installation request from resident – **Ongoing**
 - 5.13 A/19/67.2** Working Party to work with Cllrs and Clerk to proceed with Abbey Road planting proposal – **Ongoing , update from Chair**
 - 5.14 A/19/67.3** 'Winter Pond' to be marked out and Clerk to proceed with Quotes to remove saplings – **Ongoing , update from Chair**
 - 5.15 A/19/67.4** Working Party to produce location, species plan and all-weather path for Abbey Road – **Ongoing , update from Chair**
 - 5.16 A/19/67.5** Abbey Road South area to be mown twice a week in future grass cutting contract – **Actioned**
 - 5.17 A/19/67.6** Clerk to send copy of resolution to 6 x households in the Abbey Road area as specified – **Update from Clerk**
 - 5.18 A/19/67.7** Working Party to liaise with Steyning Community Orchard Group to produce firm proposals for the joint Abbey Road plan – **Ongoing**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 5.19 A/19/68.5 Working Party set up to discuss Fletcher's Croft Lease – **Ongoing**
- 5.20 A/19/69.1 Clerk to amend minutes for 29th October 2019 – **Actioned**
- 5.21 A/19/71.1 Cllr Alexander to report back regarding additional grit bin installation at Mouse Lane
– **Update from Cllr Alexander**
- 5.22 A/19/71.2 Clerk to proceed with Winter Weather Highways Maintenance Plan {WWHMP}– **Actioned**
- 5.23 A/19/71.3 Clerk to diarise for June 2020 recruitment of new WWHMP volunteers – **Actioned**
- 5.24 A/19/72.2 Clerk to arrange meeting with HDC Rep regarding Street Cleaning and Bin Contracts – **Actioned**
- 5.25 A/19/73.1 Clerk to arrange EOM, if possible, to discuss Amenities Budget – **Not possible to arrange**
- 5.26 A/19/75.1 Clerk to check whether intended pre-meeting introductory message was appropriate – **Clerk to report**
- 5.27 A/19/79.1 Clerk to check and bring back 26th November minutes for next meeting's agreement - **Actioned**
- 5.28 A/19/80.1 Clerk to check whether tree warden is allowed to quote for work within the Parish – **Clerk to report**
- 5.29 A/19/80.2 Clerk to seek three quotes for Cherry tree works as detailed – **Clerk to report**
- 5.30 A/19/80.3 Clerk to distribute invoice from tree surgeon for MPF 'Den' works from Feb 2019 – **Actioned, Clerk to report**
- 5.31 A/19/80.4 Clerk to seek three quotes for MPF/Allotment hedge works – **Ongoing, Clerk**
- 5.32 A/19/80.5 Clerk to write to Resident in response to query about Hedgerow height – **Clerk to report**
- 5.33 A/19/81.1 Clerk to update and amend Amenity budget in time for F&GP committee consideration - **Actioned**
- 5.34 A/19/82.1 Clerk to supply Risk Assessment papers for Amenity Committee's scrutiny – **Clerk to report**
- 5.35 A/19/82.6 Clerk to write to Steyning in Bloom to update on re-siting of notice board – **Clerk to report**
- 5.36 A/19/82.10 Clerk to write to Allotment Association regarding notice board renewal – **Update from Clerk**
- 5.37 A/19/82.18 Clerk to make further enquiries regarding Residents interest for memorial tree and to put on Agenda for discussion with detailed proposal if resident still interested – **Ongoing**
- 5.38 A/19/82.19 Cllr Alexander to report on bore hole solution for Allotments – **See Agenda item 6.4**
- 5.39 A/19/82.19 Clerk to supply water bill information for allotments – **See Agenda item 6.4**
- 5.40 A/19/82.22 Clerk to arrange meeting to progress PROW project – **Actioned, see Agenda item 8.2**
- 5.41 A/19/82.22 PROW working party to compile dossier before actions to be agreed – **See Agenda item 8.2**
- 5.42 A/19/82.23 Clerk to arrange for Bin rationalisation works to be completed and distribute specification - **Actioned**
- 5.43 A/19/82.25 Tree Risk strategy report to be circulated and discussed – **See Agenda item 6.1**
- 5.44 A/19/82.28 Clerk to send to Cllrs correspondence re SSE light renewal proposal for High Street clock tower - **Ongoing**
- 5.45 A/19/82.29 Proposed additional grit bin installation at Mouse Lane – **See Agenda item 8.3**
- 5.46 A/19/83.1 Grass cutting contract to be checked and distributed – **See Agenda item 6.3**
- 5.47 A/19/84.3 Clerk to organise meeting with HDC to discuss street cleaning and bin emptying proposals' – **Actioned**
- 5.48 A/19/84.3 New street cleaning and bin emptying contract to go out to tender – **See Agenda item 11.1**

6.0 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE (supporting papers)

- 6.1 Draft Tree Risk Management strategy report – To discuss initial thoughts
- 6.2 Steyning Community Orchard - Update
- 6.3 Grass Cutting
- 6.3.1 Grass Cutting Contract Tender process – Update from Clerk
- 6.3.2 Motion – From commencement of the new contract the Clerk to provide Committee with a running total of grass cuttings carried out and any held in credit
- 6.4 Allotment water supply solutions – To discuss and agree any actions
- 6.5 Bins project – To discuss quotes by reference to agreed specification and to decide further action
- 6.6 Updating the Allotment tenancy agreements, Motion – Clerk and Chair delegated to draft appropriate notices to quit and suitable letters of comfort and to send both to all allotment tenants provided the documents are first approved by the Council's solicitors
- 6.7 Welcome sign – Update from Cllr Goldsmith
- 6.8 4 x Benches from RBL to be relocated – Update from Cllr Goldsmith
- 6.9 To discuss and agree the procedure to be followed when graffiti takes place – Report by Cllr Goldsmith
- 6.10 HDC Park inspectors (reference the maintenance of Play Areas) – Update

7.0 FINANCE

- 7.1 To agree Income & Expenditure reports for November 2019 – (Supporting papers)
- 7.2 To agree Income & Expenditure reports for December 2019 – (Supporting papers)



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

8.0 HIGHWAYS & LIGHTING

- 8.1** Electric Charging Points - To discuss options.
- 8.2** Rights of Way Working Party initial meeting update from Cllr Young
- 8.3** To discuss and agree Mouse Lane grit bin proposed installation – Report from Cllr Alexander

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1** None at time of publication

10.0 ITEMS FOR NEXT MEETING

- 10.1** To discuss and agree if there are any other items Councillors would like placed on next month's Agenda
- 10.2** Proposal from Cllr Saunders regarding Chandlers Way

11.0 CONFIDENTIAL SESSION

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960 and, in accordance with Standing Orders 3e to exclude the press and public on the grounds that there is confidential information to be discussed under item 11.1 below involving contractual and financial matters which it would be inappropriate to put into the public domain.

- 11.1** To discuss and agree details in regard to the next street cleaning and bin emptying contract and to authorise the tender process to commence (confidential supporting paper)

12.0 DATE OF NEXT MEETING – 25th February 2020 at 7.30 pm.

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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