

Steyning Parish Council



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

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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 7th 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 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 26th November 2019 (Supporting Papers)
- 5.0 PROGRESS STATEMENT**
 - 5.1 A/19/53.1.1** Tree planting and Landscaping regarding Abbey Road working party set up - **Actioned**
 - 5.2 A/19/54.1** September Minutes amended - **Actioned**
 - 5.3 A/19/55.3** Projects – Cllr Goldsmith to gain provisional estimates - **Ongoing**
 - 5.4 A/19/56.2** Play park notice boards – Clerk to hold process while circulating final versions - **Actioned**
 - 5.5 A/19/56.2** Play park notice boards – Clerk to complete installation and write to other contractor – **Actioned**
 - 5.6 A/19/39.3** Re-siting of the Council notice board - **Ongoing**
 - 5.7 A/19/56.4** Clerk to pursue extra grass cut with contractor - **Actioned**
 - 5.8 A/19/56.4** Clerk to consider new grass cutting contract and bring to next Meeting – **See Agenda item 6.3**
 - 5.9 A/19/56.5** Removal of concrete from MPF – Cllr Goldsmith providing specification - **Ongoing**
 - 5.10 A/19/56.6** Allotment notice boards – Contractor to proceed and Clerk to assist process – **Ongoing**
 - 5.11 A/19/56.8** Allotment tenancy agreement notice letter to be written and approved - **Ongoing**
 - 5.12 A/19/56.10** Letter in support of Bramber Brook to be written by Clerk - **Ongoing**
 - 5.13 A/19/57.1** A working party to be set up regarding Memorial gardens signage – **Ongoing**
 - 5.14 A/19/57.2** Electric charging points discussion – update from Cllr Lloyd
 - 5.15 A/19/58.1** Wood stove pollution correspondence undertaken by Clerk - **Ongoing**
 - 5.16 A/19/58.5** Cllr Goldsmith to approach shop owners regarding A – Board location - **Actioned**
 - 5.17 A/19/58.6** Re-siting Council notice board - **Ongoing**
 - 5.18 A/19/42.3** Tree Warden to contact resident re possible planting of memorial tree - **Actioned**
 - 5.19 A/19/29.10** Working party to be set up to re Water issues at Allotments – **Update from Cllr S. Sullivan**
 - 5.20 A/19/19.10** Next grass cutting contract Cllrs to consider Abbey road to be cut weekly – **See Agenda item 6.3**
 - 5.21 A/19/29.26** Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – **Update from Cllrs**
 - 5.22 A/19/42.9** Rights of way working party to meet and Clerk to send out info. - **Ongoing**
 - 5.23 A/19/30.7** Bin rationalisation on the MPF – Clerk to obtain quotes – **Clerk to update**
 - 5.24 A/19/32.3** Parking restrictions a possibility near Fletchers Croft - **Update from Cllr Goldsmith**



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Deputy Clerk: Hazel Roxby

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- 5.25 A/19/42.26 Tree risk management strategy survey awaited - **Ongoing**
- 5.26 A/19/42.26 Cllr Goldsmith to check on Flint wall repair and inform Clerk – **Update form Cllr Goldsmith**
- 5.27 A/19/43.3.2 Cllr Goldsmith to liaise with Cricket club and Clerk in terms of soil for MPF holes - **Ongoing**
- 5.28 A/19/46.3 SSE light proposal in High street – Clerk to liaise with the Steyning Society - **Actioned**
- 5.29 A/19/47.2.1 Hedgerow working party to meet up - **Actioned**
- 5.30 A/19/47.5.3 Clerk to produce a maintenance schedule for the SPC playgrounds - **Ongoing**
- 5.31 A/19/47.7 Basketball Court official opening – plaque to be supplied - **Ongoing**
- 5.32 A/19/47.2.2 Cllr Goldsmith to liaise with Cricket club to ensure grass cutting payment made - **Ongoing**
- 5.33 A/19/48.3 Path installation request from Resident – **Ongoing**
- 5.34 A/19/67.2 Working Party to work with Cllrs and Clerk to proceed with Abbey Road planting proposal – **Ongoing**
- 5.35 A/19/67.3 'Winter Pond' to be marked out and Clerk to proceed with Quotes to remove saplings – **Ongoing**
- 5.36 A/19/67.4 Working Party to produce location, species plan and all-weather path for Abbey Road – **Ongoing**
- 5.37 A/19/67.5 Abbey Road south area to be mown twice a week in future grass cutting contract – **Actioned**
- 5.38 A/19/67.6 Clerk to send copy of resolution to 6 x Households in the Abbey Road area as specified – **Ongoing**
- 5.39 A/19/67.7 Working Party to liaise with SCO to produce firm proposals for the joint Abbey Road plan – **Ongoing**
- 5.40 A/19/68.1 Clerk to gain quotes for hedgerow works to Western MPF hedgerow works – **Actioned**
- 5.41 A/19/68.2 Clerk to liaise with Contractor regarding remaining tree and Brush Works to western MPF – **Actioned**
- 5.42 A/19/68.5 Working Party set up to discuss Fletcher's Croft Lease – **Ongoing**
- 5.43 A/19/69.1 Clerk to amend minutes for 29th October 2019 – **Actioned**
- 5.44 A/19/71.1 Cllr Alexander to report back regarding additional Grit Bin installation – **Update from Cllr Alexander**
- 5.45 A/19/71.2 Clerk to proceed with Maintenance plan – **Actioned**
- 5.46 A/19/71.3 Clerk to diarise for June 2020 recruitment of new Winter Maintenance Volunteers – **Actioned**
- 5.47 A/19/72.2 Clerk to arrange Meeting with HDC Rep regarding Street Cleaning and Bin Contracts – **Actioned**
- 5.48 A/19/73.1 Clerk to arrange EOM, if possible, to discuss Amenities Budget – **Actioned – Not possible**

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

- 6.1 To discuss and agree to hedgerow trimming and other associated works to be undertaken in the Allotments and MPF as per supporting papers
- 6.2 Steyning Community Orchard - Update
- 6.3 To discuss and agree the tendering of the Grass cutting contract. – Update from Clerk

7.0 FINANCE

- 7.1 To agree Income & Expenditure reports for November 2019 – (Supporting papers)
- 7.2 Committee to look at draft Amenities budget paper and agree final recommendations to F&GP Committee - (Supporting papers)
- 7.3 To discuss and agree proposed tree and hedgerow works (supporting papers)

8.0 HIGHWAYS & LIGHTING

- 8.1 Electric Charging Points - To discuss and agree a way forward on this matter.

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1 None at time of publication

10.0 ITEMS FOR NEXT MEETING

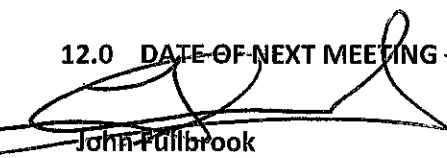
- 10.1 To discuss and agree if there are any other items Councillors would like placed on next month's Agenda

11.0 CONFIDENTIAL SESSION

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 11.1 below on the basis that it may involve information regarding contractual information 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 Contract

12.0 DATE OF NEXT MEETING – 28th January 2020 at 7.30 pm.


John Fullbrook

Clerk to the Council



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

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Deputy Clerk: Hazel Roxby

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