

Steyning Parish Council

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The Steyning Centre, Fletcher's Croft, Steyning,
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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 25th FEBRUARY 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 28th January 2020 (Supporting Papers)
- 5.0 **PROGRESS STATEMENT**
 - 5.1 **A/19/56.10** Letter in support of Bramber Brooks project to be written by Clerk - **Actioned**
 - 5.2 **A/19/58.1** Wood stove pollution correspondence to be sent to HDC and resident informed – **Actioned**
 - 5.3 **A/19/29.26** Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way – **Update from Cllrs**
 - 5.4 **A/19/47.5.3** Clerk to produce a maintenance schedule for the SPC playgrounds – **Ongoing**
 - 5.5 **A/19/47.7** Basketball court official opening – plaque to be supplied – **Update from Clerk**
 - 5.6 **A/19/67.6** Clerk to send copy of resolution to 6 x households in the Abbey Road area as specified – **Actioned**
 - 5.7 **A/19/68.5** Working Party set up to discuss Fletcher's Croft Lease – **See item 6.6**
 - 5.8 **A/19/75.1** Clerk to check whether intended pre-meeting introductory message was appropriate – **Clerk to report**
 - 5.9 **A/19/80.4** Clerk to seek three quotes for MPF/Allotment hedge works – **See item 6.7**
 - 5.10 **A/19/80.5** Clerk to write to Resident in response to query about Hedgerow height – **Actioned**
 - 5.11 **A/19/82.1** Clerk to supply Risk Assessment papers for Amenity Committee's scrutiny – **Actioned**
 - 5.12 **A/19/82.10** Clerk to write to Allotment Association regarding notice board renewal – **Actioned**
 - 5.13 **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**
 - 5.14 **A/19/82.19** Clerk to supply water bill information for allotments – **Actioned**
 - 5.15 **A/19/82.22** PROW working party to compile dossier before actions to be agreed – **Ongoing**
 - 5.16 **A/19/82.28** Clerk to send to Cllrs correspondence re SSE light renewal proposal for High Street clock tower - **Actioned**
 - 5.17 **A/19/89.1** Allotment water supply solutions – item deferred to next meeting – **See item 6.5**
 - 5.18 **A/19/89.2** Allotment tenancy agreement – **Update from Clerk**
 - 5.19 **A/19/89.2** Allotment skip hire arrangements for next Meeting – **See item 6.8**
 - 5.20 **A/19/90.1** Draft Minutes from 26th November deferred to next meeting – **See item 4.0**
 - 5.21 **A/19/91.1** Meeting to be arranged with Tree surgeon to discuss Parish Management strategy – **Update from Clerk**
 - 5.22 **A/19/91.3** Clerk, Deputy Clerk, and two Councillors to attend meeting to open Grass cutting Tenders and select preferred contractor - **Actioned**



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- 5.23 A/19/91.3 Grass Cutting contract selection to be made by F&GP - **Actioned**
 - 5.24 A/19/91.5 Bin relocation arrangements to be finalised with contractor and project completed - **Ongoing**
 - 5.25 A/19/91.8 Play park inspections to be circulated - **Actioned**
 - 5.26 A/19/92.2 Year end projects to be discussed at next meeting – **See item 7.2**
 - 5.27 A/19/93.1 Cllr Alexander to bring electric charging points to Climate change working party – **update from Cllr Alexander**
 - 5.28 A/19/93.3 Proposed additional grit bin installation at Mouse Lane environment agency enquiry – **See item 8.2**
 - 5.29 A/19/95.1 Proposal for wildlife habitat development at Chandlers way – **See item 6.3**
 - 5.30 A/19/96.2 Clerk to get quotes for concrete removal plus bench installation, Cllrs to feed back any issues - **Ongoing**
 - 5.31 A/19/96.5 A working party to be set up regarding Memorial Gardens signage – Clerk to invite non-Councillor representatives to join – **update from Clerk**
 - 5.32 A/19/96.13 Chair to report on Abbey Road planting proposals next meeting – **See item 6.1**
 - 5.33 A/19/98.2 Clerk instructed to issue Street cleaning tender documents - **Actioned**
 - 5.34 A/19/98.3 Clerk to work with Chair to complete amendments of Cleaning contract document - **Actioned**
 - 5.35 A/19/99.1 Cllr Lloyd to bring possible re-siting of SPC notice board to HDC's attention – **update by Cllr Lloyd**
 - 5.36 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**
- 6.0 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE (supporting papers)**
- 6.1 Abbey Road planting proposals – Chair to report and to then discuss and agree any actions
 - 6.2 To discuss proposals for Wildlife corridors within the Steyning Parish
 - 6.3 Proposal from Cllr Saunders regarding Chandlers Way upgrade – Report from Cllr Saunders
 - 6.4 Steyning Community Orchard – Update
 - 6.5 Allotment water supply solutions – To discuss and agree any actions
 - 6.6 Fletchers Croft proposed lease – Report from Cllrs Goldsmith and Campbell – To discuss and agree actions
 - 6.7 To discuss and agree preferred option for hedgerow works – S. papers
 - 6.8 To discuss and agree skip hire for the Allotments
- 7.0 FINANCE**
- 7.1 To agree Income & Expenditure reports for January 2020 – (Supporting papers)
 - 7.2 Year end projects to be discussed
- 8.0 HIGHWAYS & LIGHTING**
- 8.1 Rights of Way Working Party initial meeting update from Cllr Young
 - 8.2 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
- 11.0 DATE OF NEXT MEETING – 24th March 2020 at 7.30 pm.**

John Fullbrook
Clerk to the Council



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 Deputy Clerk: Hazel Roxby

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