

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 26th November 2019 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, S. Sullivan, Campbell, Lloyd, Alexander and Young.

Clerk: John Fullbrook

Members of the Public: 7

Meeting started at: 7.30 pm

MINUTES

ACTION

- A/19/63 63.1 APOLOGIES FOR ABSENCE**
Apologies received from Cllr Taylor.
- A/19/64 64.1 DECLARATIONS OF INTEREST**
Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard group
- A/19/66 66.1.1 QUESTIONS FROM THE FLOOR**
Q- Item 6.3 –**Roger Brown** - One area on the MPF in terms of grass cutting – We (SCO) would prefer the strip mentioned in the existing contract as to be cut twice a year - adjacent the SCO trees -if it was not part of the new contract of works as it is can be dealt with by the SCO
- 66.1 A- The Chair responded - Thank you – That's useful to know.**
- 66.2.1 Q- David Cubey** - Just a thank you – My wife and I wrote to the Clerk recently in regard to the fact that there had been occasions when dog faeces had been left within the Fletchers Croft playground – I understand new notices have or are being erected to avoid future occurrences. A thank you to the Clerk.
- 66.2.2 A – The Clerk responded that thanks ought to go to this Committee for their work on this item.**
- The Chair deferred item 4 on the Agenda, moving straight to item 5*
- A/19/67 67.1 TREE PLANTING AND LANDSCAPING PROPOSALS FOR ABBEY ROAD.**
The Chairman updated that an interim meeting had taken place with the working party on 13th November '19 to discuss the two proposed plans previously submitted to the Council and members of the public in attendance at this Amenities committee meeting helped report details.

67.2	Access for Tractor adjacent Hedgerows on both sides to be taken into account. Cllr Campbell proposed, seconded by Cllr Lloyd, that this committee authorises the establishment of two lengths of new hedgerow extending to approximately ninety linear metres on ARVG on the North side of Abbey Road (ARVG North). The approximate location of the new hedgerows is shown marked A-E and D-C on the sketch plan initialled by the Clerk this evening – which is an updated version of the one in the supporting papers. {NB Clerk to please annex initialled plan to these minutes}. The hedgerow plants are to be provided by representatives of the “Steyping for Trees” Community Group which must work with the Council’s Clerk and the two councillor representatives (Sarah Sullivan and Paul Campbell) to agree precise locations and extent, species, and all health and safety protocols which must be formally signed off by the Clerk before work starts. Agreed - Unanimous	ACTION Working Party
67.3	Area of ‘Winter Pond’ to be marked out by Roger Brown. Cllr Campbell proposed, seconded by Cllr S. Sullivan, that this committee directs the Clerk to obtain quotes for such work (to be carried out in an environmentally friendly manner) as is required to remove the self-seeded trees and saplings within the “winter pond” area up to a maximum cost of £400 with the aim of preventing this area of valuable habitat from being lost. Agreed - Unanimous	CLERK
67.4	Cllr Campbell proposed, seconded by Cllr Alexander that this committee supports the principle of well-spaced specimen trees for both carbon sequestration and amenity purposes being planted broadly parallel to, and close to, Abbey Road and authorises the working party to explore financing options including grants with the aim of the scheme being at a nil cost to the Parish Council through the establishment of a memorial donation scheme and grants. The working party is also requested to produce a location and species plan, including an accessible all weather wheel-chair accessible path in accordance with the Council’s Equalities Duty, with a view to future approval by the Committee and particularly having in mind the need not to adversely affect the use of ARVG on the South side of Abbey Road (ARVG South) for sporting use. Agreed - Unanimous	Working Party
67.5	Cllr Campbell proposed, seconded by Cllr Goldsmith that the committee directs the Clerk to ensure that the new grass cutting contract scheduled to commence in 2020 makes provision for the sports area of ARVG South being mown once per week (currently it is once per fortnight). Agreed - Unanimous	CLERK
67.6	Cllr Lloyd proposed, seconded by Cllr Goldsmith directs the Clerk as a courtesy to send a copy of the resolution concerning the hedgerow (under item A/19/67.2) to the occupiers of the six houses overlooking the south eastern boundary of ARVG North. Agreed - Unanimous	CLERK
67.7	Cllr Campbell proposed, seconded by Cllr Goldsmith the committee notes the proposal from the Orchard Group shown in Roger Browns paper within supporting paper 5 for ARVG South and directs the Trees Working Party to liaise with the Orchard Group to produce firm proposals and recommendations for the Committee. Agreed - Unanimous	Working Party
A/19/68	MEMORIAL PLAYING FIELD and OTHER OPEN SPACE	
68.1	Hedgerow group meeting of 11th November ’19 reported on by Roger Brown, included hedgerow trimming to be undertaken adjacent the Allotments as per supporting papers.	CLERK

ACTION

Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Hedgerow working party proposals for the Eastern hedge, the Committee is minded to support in principle and will make a decision at the next meeting subject to the Clerk gaining quotes for that purpose and subject to a height recommendation coming back to the next committee. **Agreed**

68.2 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk be charged with arranging with Rowan (Contractor) that the work referred to in 1.7 of the Hedgerow Working party report be undertaken and to liaise with Alec Harden who in turn can delegate so that one of the members of the SCO will be present and supervises on the day. **Agreed**

CLERK

68.3 Steyning Community Orchard – Report had been produced by Alec Harden as a supporting paper. ‘Wassail’ event will be taking place on the 18th January

68.4 To consider the tendering of the Grass cutting contract. The previous contract was sent as a supporting paper and Clerk pointed out some proposed changes and stated that the existing contractor had been asked and would like to be considered. Clerk will bring back to next meeting for agreement.

68.5 Proposed Fletchers Croft lease agreement – Clerk had chased HDC to update this agreement for many months and had sent around an email which had been received the previous week. With a view to seeking further clarification and particularly with regard to the negotiation of the five-year termination clause, Cllr Campbell **proposed, seconded** by Cllr Goldsmith That a working party be set up comprising Cllrs Campbell and Goldsmith to explore with the Officers at Horsham the issues raised in this email (supporting paper). **Agreed**

**Cllrs Goldsmith
& Campbell**

A/19/69 MINUTES OF PREVIOUS MEETING

69.1 Draft minutes, which had been sent out to Cllrs by the Chairman, included amendments to the wording of two decisions. The Chairman included the amendments as he felt they were implicit. The Clerk pointed out changing the wording of decisions was not normal practice. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Non- confidential minutes of the meeting held on 29th October as amended and circulated by Cllr Campbell be agreed and signed as a true record. **Agreed. 5 For, 1 Abstained.**

CLERK

A/19/70 FINANCE

70.1 The Income & Expenditure reports were discussed for the October 2019 period. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that that the income and expenditure reports for October 2019 be accepted as a true record. **Agreed.**

70.2 Cllr Lloyd having raised in the context of the minutes the issue in those minutes of the “A” boards which have been discussed on Cllr Northam’s SPC Watch Facebook page and which Cllr Alexander had publicly pledged to get to the bottom of, Cllr Campbell took the opportunity to make a statement for the benefit of the recording and those present.

70.3 Chairman's Statement :-

Cllr Young reported on a meeting with Steyning in Bloom representatives and.....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

Cllr Campbell explained how there had been a discussion that on the one hand it was not really an SPC matter but was a WSCC one and we did not want to be heavy-handed but to encourage traders in difficult conditions but on the other hand it was felt that there was a duty to try to resolve the issue without WSCC coming down and potentially causing problems for traders by handing out enforcement notices. It was because the Committee wanted to avoid WSCC involvement that they made the decision to intervene as informally and as light-handedly as possible.

Cllr Campbell explained that when the Committee members saw the draft letter produced as a result of the 24 September decision, as recorded in the minutes of the 29 October meeting they decided that it seemed too heavy-handed and so did not approve it being sent and instead, at the 29 October meeting, decided that the kindest, least heavy-handed and nearest thing to turning a blind eye they could do was to ask the Chairman of the Council, Cllr Goldsmith, to call into the two traders in question and just have a quiet informal word about the fact that SPC had received complaints which it was reluctant to act on.

With the benefit of hindsight, Cllr Campbell acknowledged that the Committee should never have put the Chairman in the position of having an unwitnessed conversation. It had been done with the best of intentions but had given third parties (neither of the traders themselves had complained) the opportunity to put versions of events on Facebook which Cllr Goldsmith assured all councillors he had a very different version of.

Unless and until there was a formal complaint there was nothing more to be done and if anyone brings up the issue of 'A' boards again then they will be advised to take it to WSCC. As this is not a matter for SPC and lessons have been learnt.

A/19/71 HIGHWAYS & LIGHTING

71.1 The Winter maintenance for Highways programme. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that Cllr Alexander to be delegated to report back to next meeting on pricing of, position of and process for and perhaps a draft motion for an additional grit bin installation. **Agreed** Cllr Alexander

71.2 Cllr Campbell **proposed, seconded** by Cllr Lloyd that subject to removal of paragraph 7 {removal of the volunteers named in the plan} and production of public liability insurance from principal contractor #2 that Committee approves the Plan. **Agreed** CLERK

71.3 Cllr Campbell **proposed, seconded** by Cllr Lloyd that the Clerk returns to this item and diarises that by next June to start a recruitment for new volunteers to assist with the Winter Maintenance programme and to ensure basic Risk assessments undertaken and guidance for local residents. **Agreed** CLERK

A/19/72 CONFIDENTIAL SESSION

72.1 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that committee goes into confidential session under S03e on the grounds that confidential contractual matters were to be discussed. **Agreed**

- 72.2** Street Cleaning and Bin Emptying Contracts – The Clerk updated following discussions with HDC representatives, and the Clerk was arranging for a face to face meeting to go through details to include Cllrs Campbell, Goldsmith and Lloyd, and no other actions to be undertaken until this meeting is held.

The Meeting then reverted to Non-confidential session once again.

- A/19/73 FINANCE**
73.1 The Committee went through the draft Amenities Budget with discussion centred around the proposed significant increase in precept figure and whether the increase was justified set against proposed increase level of service provision. Due to lack of time, Committee decided to organise an EOM if time allowed to further discuss

CLERK

Committee ran out of time to consider the other matters on the agenda

- A/19/74 DATE OF NEXT MEETING – 7th January 2020 at 7.30pm {Earlier EOM on date tbc}**

Meeting closed at 10 pm

Signed: Date: 7th January 2020

Chairman

**Recording of Part 1 of Meeting (pre-confidential session) can be heard at
<https://archive.org/details/20191126steyningparishcouncilamenitiesmeetingpart1e>**

**Recording of Part 2 of Meeting (post-confidential session) can be heard at
<https://archive.org/details/20191126steyningparishcouncilamenitiesmeetingpart2>**