

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 25th February 2020 AT 7.30PM

IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 8

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/19/101 APOLOGIES FOR ABSENCE

101.1 Apologies received from Cllr Alexander and Young. Cllr Taylor absent

A/19/102 DECLARATIONS OF INTEREST

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

A/19/103 QUESTIONS FROM THE FLOOR

103.1 *None*

A/19/104 MINUTES OF PREVIOUS MEETING

104.1 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the minutes of the meeting held on 26th November be agreed and signed as a true record. **Agreed.**

104.2 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the minutes of the meeting held on 28th January be agreed and signed as a true record. **Agreed.**

The Chair left Agenda item 5 until later in the meeting but it is noted in original order for continuity purposes

A/19/105 PROGRESS STATEMENT

105.1 A/19/56.10 Letter in support of Bramber Brooks project to be written by Clerk - **Actioned**
Clerk Copy to Cllrs

CLERK

105.2 A/19/58.1 Wood stove pollution correspondence to be sent to HDC and resident informed – **Actioned** – Clerk copy to Cllrs

CLERK

105.3 A/19/29.26 Cllrs Goldsmith and Young to contact Saxon Weald re Norman's Way –
Update from Cllrs–This is in the hands of HDC – Cllr Goldsmith to report more next meeting

Cllr Goldsmith



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

105.4	A/19/47.5.3 Clerk to produce a maintenance schedule for the SPC playgrounds – Ongoing Playground maintenance to go on next Agenda to include exploring what HDC could provide.	ACTION CLERK
105.5	A/19/47.7 Basketball court official opening – plaque to be supplied. The Clerk had quotes for brass plaques but tabled an alternative sign option for Councillors to consider but the preference remained a brass plaque installation. -To be actioned	CLERK
105.6	A/19/67.6 Clerk to send copy of resolution to 6 x households in the Abbey Road area as specified – Actioned – letters to be distributed to Cllrs	CLERK
105.7	A/19/68.5 Working Party set up to discuss Fletcher’s Croft Lease – See item 106.6	
105.8	A/19/75.1 Clerk to check whether intended pre-meeting introductory message was appropriate – Clerk reported that the monitoring officer had not yet replied.	CLERK
105.9	A/19/80.4 Clerk to seek three quotes for MPF/Allotment hedge works – See item 106.7	
105.10	A/19/80.5 Clerk to write to Resident in response to query about Hedgerow height – Actioned – Clerk to distribute letters to Cllrs	CLERK
105.11	A/19/82.1 Clerk to supply Risk Assessment papers for Amenity Committee’s scrutiny – Actioned	
105.12	A/19/82.10 Clerk to write to Allotment Association regarding notice board renewal – Actioned – The Notice board work was completed and invoice received and has been paid	
105.13	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 – Cllr Goldsmith proposed, seconded by Cllr Lloyd that all future memorial tree donations be directed towards the Abbey road area. Agreed	
105.14	A/19/82.19 Clerk to supply water bill information for allotments – Actioned	
105.15	A/19/82.22 PROW working party to compile dossier before actions to be agreed – Ongoing	CLERK
105.16	A/19/82.28 Clerk to send to Cllrs correspondence re SSE light renewal proposal for High Street clock tower – Ongoing – Clerk to supply correspondence	CLERK
105.17	A/19/89.1 Allotment water supply solutions – item deferred to next meeting – See item 106.5	
105.18	A/19/89.2 Allotment tenancy agreement – Clerk updated; Chair and Clerk had delegated responsibility to draft a notice to quit letter and to then send off to the solicitors for their approval / comments which was actioned. No reply as yet. – Correspondence to go to Chair, and to be discussed at next meeting assuming reply received.	CLERK
105.19	A/19/89.2 Allotment skip hire arrangements for next Meeting – See item 106.8	
105.20	A/19/90.1 Draft Minutes from 26 th November deferred to next meeting– See item 104.1	

105.21	A/19/91.1 Meeting to be arranged with Tree surgeon to discuss Parish Management strategy – Clerk updated that meeting dates had been difficult to coordinate so far but dates to be sent to Clerk from Cllrs following this meeting in order to ensure this happens.	ACTION CLERK
105.22	A/19/91.3 Clerk, Deputy Clerk, and two Councillors to attend meeting to open Grass cutting Tenders and select preferred contractor - Actioned	
105.23	A/19/91.3 Grass Cutting contract selection to be made by F&GP – Actioned	
105.24	A/19/91.5 Bin relocation arrangements to be finalised with contractor and project completed – Ongoing . Cllr Goldsmith suggested there is a need to avoid contractors going on the MPF currently as the ground is so wet.	CLERK
105.25	A/19/91.8 Play park inspections to be circulated - Actioned	
105.26	A/19/92.2 Year end projects to be discussed at next meeting – See item 107.2	
105.27	A/19/93.1 Cllr Alexander to bring electric charging points to Climate change working party - ongoing	CLERK
105.28	A/19/93.3 Proposed additional grit bin installation at Mouse Lane environment agency enquiry – See item 108.2	
105.29	A/19/95.1 Proposal for wildlife habitat development at Chandlers way – See item 106.3	
105.30	A/19/96.2 Clerk to get quotes for concrete removal plus bench installation, Cllrs to feed back any issues – Ongoing – No feedback received from Cllrs. Clerk so far has one quote with two more to follow.	CLERK
105.31	A/19/96.5 A working party to be set up regarding Memorial Gardens signage – Clerk to invite non-Councillor representatives to join – Clerk has agreement from all the bodies contacted that they would like to be involved and can attend a meeting – Clerk now to organise a meeting for the group	CLERK
105.32	A/19/96.13 Chair to report on Abbey Road planting proposals next meeting- See item 106.1	
105.33	A/19/98.2 Clerk instructed to issue Street cleaning tender documents – Actioned	
105.34	A/19/98.3 Clerk to work with Chair to complete amendments of Cleaning contract document – Actioned	
105.35	A/19/99.1 Cllr Lloyd to bring possible re-siting of SPC notice board to HDC’s attention – Cllr Lloyd updated no progress as yet, however it was proposed that the Car park renovation needs to happen first, and that during the pre-development liaison with HDC the matter be raised. Cllr Lloyd suggested this item be removed for next meeting which was agreed	
105.36	Cllr Campbell proposed that some further items be discussed from previous meetings. 96.14 & 96.15 & 96.22 & 96.28 be put back on for the next meeting to include writing to the Tree warden.	CLERK

		ACTION
A/19/106	MEMORIAL PLAYING FIELD and OTHER OPEN SPACE	
106.1	Abbey Road planting proposals – Chair reported on meetings with the ‘Steyping for Trees’ group, with locations of proposed planting having been agreed at a meeting on site with the group with first planting date to be the 29 th March and follow up event on the 10 th April. These being tree group events and not a joint event with SPC. Cllr Campbell had sent an email to the group suggesting an event licence needed to be arranged, that food allergen labels needed to be posted on the day and that signage for toilets be sorted out. Also, that marshalling be in place. Clerk to ensure grass cutting even if smaller section is undertaken weather permitting.	CLERK
106.2	To discuss proposals for Wildlife corridors within the Steyping Parish. ‘The ‘Steyping for tress group’ asked specifically about the Fletchers croft area and if it was to be leased to SPC, that hedgerow and tree planting be considered.	
106.3	Proposal from Cllr Saunders regarding Chandlers Way upgrade – Cllr Saunders reported from the public gallery on her proposals to develop the land in a more climate and wildlife friendly manner. Cllr Campbell proposed, seconded by Cllr S. Sullivan that a working party be set up comprising Cllr Georgia Saunders and Sue Saunders to work on this proposal and come back to this committee after seeking more information to cover the issues raised and liaising with as many people as they can and subject to approval from the Clerk in terms of any correspondence that goes out. Agreed	Cllr Saunders
106.4	Steyping Community Orchard – Updated on tree planting and thanks was conveyed to Roger Brown on his ongoing work. Also, the bulbs were beginning to spring up now.	
106.5	Allotment water supply solutions – This item deferred to next meeting. Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk obtain from the water authority a likely cost of a new supply / connection from the Mill Road end of the Rublees Allotment into the gates (other arrangements would be made to plumb this supply in beyond this point). Agreed	CLERK / Cllr Alexander
106.6	Fletchers Croft proposed lease – Cllrs Goldsmith and Campbell reported on a site meeting with Tom Crossdale from HDC, and he is to present some updated proposals to Cllrs Goldsmith and Campbell after conferring with his colleagues.	Cllrs Goldsmith & Campbell
106.7.1	To discuss and agree preferred option for hedgerow works from the three quotes presented. Cllr Lloyd proposed, seconded by Cllr Goldsmith that point 2 of the quote from contractor #2 to include chipping it and chipping the pile from the Den and to take the chippings to the Allotments all for £750 plus VAT then he had got the job, with the Clerk running the scope of works past the committee before it goes out . Agreed	CLERK
106.7.2	Plumb trees. Clerk to obtain a quote for the work to be undertaken by the same contractor based on the wording of the first contractors quote concerning the two plumb trees, the clerk to send out the photographs of the trees to illustrate the details. Cllr Goldsmith proposed, seconded by Cllr Lloyd to delegate authority to the Clerk to organise the works to the plumb trees provided it comes in under £350. Agreed	CLERK
106.8	To discuss and agree skip hire for the Allotments. Cllr Lloyd proposed, seconded by Cllr S. Sullivan to delegate to the Clerk to organise skip delivery as appropriate to the Allotments up to a cost of £1,500. Agreed	CLERK

ACTION**A/19/107 FINANCE**

107.1 The Income & Expenditure reports were discussed for the January 2020 period. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the income and expenditure reports for January 2020 be accepted as a true record. **Agreed.**

107.2 Year End projects to be discussed. Cllrs to by email give an indication as to what projects if any are to be proposed to be undertaken provided there is a short fall – this to be confirmed by the clerk before the next meeting in March.

CLERK**A/19/108 HIGHWAYS & LIGHTING**

108.1 Rights of Way Working Party – Nothing to report - ongoing

Cllr Young

108.2 Mouse Lane grit bin proposed installation – Cllr Alexander – This item deferred to next meeting

Cllr Alexander**A/19/109 INFORMATION / CORRESPONDANCE ITEMS**

109.1 Car Park prices possibly going up – Cllr Lloyd to investigate this issue

Cllr Lloyd

109.2 South Downs National Park - Viticulture growth impact assessment – Clerk reported there was an invite for the SPC views – The clerk to invite one of the SDNP representatives.

CLERK

109.3 Join the Great British Spring Clean – The Clerk updated re. the event

A/19/110 ITEMS FOR NEXT MEETING

110.1 Potholes – from Full Council – For Amenities to put forward a representation – Cllr Goldsmith to draft a letter having discussed with Cllr Barling

Cllr Goldsmith

A/19/111 DATE OF NEXT MEETING – 24th March 2020 at 7.30pm

Meeting closed at 9.50 pm

Signed: Date: 24th March 2020

Chairman