

AMENITIES COMMITTEE 26 MAY 2020

AGENDA ITEM 9.0 MATTERS ARISING ETC.SPLIT INTO TWO

Part 1 MATTERS TO BE DISCUSSED

9.1 A/19/117.1 Clerk to obtain up to three quotes for works to pond in Abbey Road V.G. – Clerk to update

9.2 A/19/117.1 Clerk to obtain quotes to fell willow tree in Abbey Road Village Green – Clerk to update

28 April 2020 Cllr Campbell proposed, seconded by Cllr Alexander for the Clerk to be given delegated responsibility, with the Chair if necessary because of the sum involved, to instruct a contractor(s) after obtaining up to 3 quotes (all to be liaised with Roger Brown) to:-

- 1) Cut half of the self-rooted trees within the winter pond area, and to treat the stumps with Glyphosate and then stash the resulting brash at the rear of the site (by-pass slope). Agreed;*
- 2) Fell the largest of the willows and similarly treat the stump and felled timber and brash Agreed*

9.6 A/19/117.5 Bin rationalisation on the MPF – Clerk to negotiate with contractors to move the process forward – Clerk to update

28 April 2020 - Bin rationalisation – The work did not start on this as the MPF was too wet for contractor vehicles in early March. Then, due to Covid-19 compliance factors the contractor has not been available to complete works. Cllr Campbell proposed, seconded by Cllr Lloyd to delegate the Clerk to get the chosen contractor on site in the next three weeks and to simultaneously negotiate with the second contractor to make sure there is a workable alternative if possible. Agreed. 4 for, 2 Abstained.

A separate running briefing paper is under preparation. PSC.

9.7 A/19/117.6 Concrete removals to the MPF – Clerk to implement on basis of existing quotes – Clerk to update

28 April 2020 - Concrete removals on the MPF - Clerk has been unable to meet contractors to obtain a third quote due to Covid – 19 lockdown. Cllr Campbell proposed, seconded by Cllr Lloyd to delegate to the Clerk to do everything necessary to implement the scope of works and to proceed (with cost limit of £5,000) and to if possible, use a local tradesperson and recognising that the cheapest quote would not necessarily be the most satisfactory quote. Agreed

A separate running briefing paper is under preparation. PSC.

9.8 A/19/117.8 Normans way play area – Cllrs Young and Goldsmith chasing HDC for response - Update (also from Cllr Lloyd)

28 April 2020 - Normans Way Play Area – Cllr Goldsmith reported that despite chasers he had not been able to obtain any further information from HDC. Cllr Lloyd offered to do what he could to chase matters. Chair expressed gratitude for this.

9.11 A/19/117.11 Basketball courts plaques to be ordered and fixed in position – Clerk to update

28 April 2020 Basketball court plaque to acknowledge Wilson Memorial Trust grant - Clerk reported no progress but assured that he had a contractor who would install at no cost by the time of the next meeting.

See separate running briefing paper in 26 May 2020 supporting papers. PSC.

9.12 A/19/117.12 Fletchers Croft WP – negotiations continuing with HDC – Update from Cllrs

28 April 2020 Fletcher’s Croft WP re HDC proposals – Cllr Campbell reported on the problem that the new play equipment and the adult play equipment were installed by the previous council despite SPC’s right to use any of Fletcher’s Croft having expired in 2005 (supporting paper 6.8 to 28 April meeting). This needs to be resolved. Negotiations are continuing with HDC having just indicated that they will not wish to dispose of the freehold but in principle are willing to grant a lease. Clarification is needed over whether they still wish to have a five-yearly break-clause for redevelopment and if so, how much notice they would give as that has serious implications for future capital expenditure by SPC. The extent of the demised area also needs to be clarified.

9.15 A/19/117.17 Temporary silhouette for NHS, Cllr Campbell to contact resident – Update

28 April 2020 Temporary silhouette to honour the NHS at the plinth awaiting the Cuthman wheelbarrow at the “Welcome to Steyning” sign by the Catholic Church– The Committee were united in thinking it an excellent initiative. Cllr Campbell to telephone the member of the public who had put forward the proposal to see if this item could be progressed or whether it really was the case that the blacksmith had been so offended by a councillor (not on this committee) having queried the potential suitability of the proposal that he was no longer prepared to work with SPC.

Phone call made and unshakeable withdrawal caused by the offence taken was confirmed. PSC.

9.18 A/19/119.1 Clerks office to purchase Grit Bin for Mouse lane (installation plans?) – Actioned

28 April 2020 - Mouse Lane grit bin proposed installation. Cllr Alexander proposed, seconded by Cllr Goldsmith to supply the basic black grit bin specified within Cllr Alexander’s supporting paper 8.1 Agreed

NB Briefing paper 8.1 is uploaded as a supporting paper to the 28 April 2020 meeting. Update needed re installation arrangements

9.19 A/19/119.2 Public rights of way working party – Cllr Young to provide dossier for committee and to discuss with Cllr Campbell – Cllrs to update

28 April 2020 - Public Rights of Way Working Party to compile dossier – Cllr Young reported progress and had supplied supporting papers specifying the paths in question. There was discussion about whether the path off Mouse Lane by “The Stone” has signage indicating that it is permissive. The Chair reported that he had seen such signage. Cllr Young to check. There was also discussion about the WSCC correspondence concerning the Rifle Range paths. The dossier had not yet been provided to the Committee because of its extensive nature. Cllr Campbell indicated that because of the extensive and complex history, the dossier needed to be provided for the Committee, or an enlarged working party as requested by Cllr Young, and he would discuss after the meeting with Cllr Young what might be brought to the next meeting with a view to taking professional advice.

Briefing paper under preparation by Cllr Young

9.21 A/19/119.4 Electric charging points – Cllr Alexander to investigate – Update

28 April 2020 - Electric charging points – Cllr Alexander reported he is continuing to investigate

Briefing paper under preparation by Cllr Alexander?

9.22 A/19/119.5 Potholes draft letter – Cllr Goldsmith draft letter to be finished, ready to send – Update

28 April 2020 Potholes draft letter – Cllr Goldsmith reported this letter is in the form of a first draft and should be ready soon

9.24 A/19/120.2 W. party to be set up to progress poss. water supply installation at the Allotments – Update

28 April 2020 Water supply discussion – The Clerk and Cllr Alexander updated regarding possible borehole and other options. Cllr Campbell proposed, seconded by Cllr Alexander that a working party comprising the Clerk and Cllrs Cree (if willing), Lloyd and Alexander be set up to explore all aspects of water supplies to both allotments as there is an increasing tendency to recognise that with global warming merely increasing the mains water capacity is not an appropriate solution. Many councils are banning hose pipes and reverting to traditional dipping tanks . Agreed

Separate briefing paper under preparation by Cllr Alexander/Cree/ Lloyd?

9.26 A/19/121.1 Clerk to write to leisure centre supporting residents claim of ‘poor’ service – Actioned

28 April 2020 - Email from local resident: complaint regarding the alleged poor standards of hygiene provided by the Steyning Leisure Centre particularly in the lead up to the Covid-19 lockdown. As SPC contributes to the running costs, Cllr Lloyd proposed, seconded by Cllr Campbell that the Clerk write a letter to the Leisure Centre expressing its concerns about the alleged issues raised in the letter and asking that they be investigated and addressed. Agreed

Sight of letter needed. Complainant copied in?

9.27 A/19/121.3 Clerk to pass on residents’ positive feedback to Street cleaning contractor – Actioned

28 April 2020 Email had come in from a resident praising the new street cleaner’s work. Clerk to pass onto the contractor and to ensure it is uploaded as a supporting paper to the website. The Deputy Clerk reported that there were widespread good reports.

Appears not to have been uploaded

9.28 A/19/117 Hedgerow works on MPF postponed to the Autumn – Clerk to update

28 April 2020 Hedgerow works at the MPF - The Clerk spoke with the chosen contractor to renegotiate the quote. Whilst the price was agreed unfortunately due to other issues at SPC connected with the Covid-19 crisis the contractor was given insufficient time to complete works before nesting season started, so works to be delayed until autumn

Separate briefing paper under preparation. Update needed as to whether contractor has been firmly booked for the Autumn and sight of specification for contract needed

NB Missing item. A/20/120.2 Grass cutting log

28 April 2020 - Monthly report giving running total of grass cuts completed by contractor was reported. Clarification is needed over the number of cuts due on the “wild side” of Abbey Road Village Green

Subsequently clarified:-

*“4.2 The **OPEN SPACE OFF ABBEY ROAD AS COLOURED PURPLE** on the map. This area to be cut in April and May. Thereafter to maintain a pathway through the area and cut once every 2 weeks. The area to be cut again in September and arisings to be removed.”*

Agreed in principle that henceforth contractors will lift the April and May arisings as well as September’s and pile them at a location agreed with Roger Brown in order to encourage wild flowers by reducing fertility plus creating a potential habitat in the grass pile for invertebrates. PSC

Part 2 PROGRESS STATEMENT - ACTIONED & ONGOING and to be taken as read. No discussion anticipated unless anyone objects.

9.3 A/19/117.1.2 Clerks office to prepare Caretakers for works at Abbey Road V.G. – Actioned / Not required

28 April 2020 Based on anticipated enthusiasm from the caretakers, the Clerk and Deputy Clerk also agreed that one or more of the caretakers would be charged with removing the non-native plants from the water margins in liaison with Roger Brown

Subsequently confirmed by Roger Brown that the plants had been identified as native and should not be removed. PSC.

9.4 A/19/117.2 Clerks office to ensure memorial bench request processed – Ongoing

28 April 2020 Clerk reported on sponsored tree situation with particular regard to correspondence with resident who had wanted a memorial tree on the MPF. The woman in question had been informed that the Amenities Committee had decided future memorial tree donations were to be directed towards Abbey Road in liaison with the Trees for Steyning Grou. Although she was not interested in that option she is pursuing the purchase of a memorial bench with SPC for an MPF installation instead

9.5 A/19/117.4 Clerk to ensure works to Plum trees and brash completed on MPF – Actioned

28 April 2020 - In terms of the plum trees on the MPF the contractor was to meet the Clerk the next day – 29th April, to ensure work specification agreed. Work to then be completed within the next two weeks. Cllr Campbell proposed, seconded by S. Sullivan that the Clerk to have delegated authority to ensure the work is completed in liaison with Roger Brown. Agreed

9.9 A/19/117.9 Playground PPM – Clerk to provide schedule for 26 May meeting and to chase HDC for what maintenance they can provide – See item 7.4

28 April 2020 Planned Preventative Maintenance Schedule for playgrounds and adult gym equipment. – Clerk will prepare in readiness for next meeting and will continue to enquire of HDC what maintenance its team could provide, having had no response to his enquiry

Separate running briefing paper under preparation

9.10 A/19/117.10 Clerk to put in hand in liaison with Cllr Young, all Playground repairs above low risk level – See item 7.4

28 April 2020 No monthly inspections have been completed by HDC since the last meeting due to Covid-19 lockdown. The inspection reports since December to be produced as supporting papers for the next Amenities meeting. The Committee was concerned at the lack of correlation between the work intended to be carried out in accordance with supporting paper 6.7.2 and the work listed as “medium risk” needing to be done in a December 2019 report prepared by Cllr Young and brought to the February 2020 meeting. The Clerk said he had gone for the “medium high” and the “easy wins” in the medium risk category. The Committee felt that going for easy wins was not appropriate and all medium risk work should be given equal priority.

The Committee resolved that Cllr Young be delegated to work with the Clerk to, as expeditiously as possible, put in hand all repairs that are needed to be completed above the level of low risk items.
Unanimous

Briefing paper under preparation by Cllr Young?

9.13 A/19/117.13 Tree management strategy – working party to meet with tree surgeon – Ongoing

28 April 2020 - Tree management strategy and working party meeting with tree surgeon – A meeting was arranged but due to the lockdown it was cancelled. The Clerk has tried to book a meeting via Zoom but the tree surgeon’s business is currently closed. – This item on hold

9.14 A/19/117.15 Memorial gardens signage – working party to meet via zoom – Ongoing

28 April 2020 Memorial Gardens signage – working party to meet – no progress due to lock down. The Clerk to explore convening this by a Zoom meeting before the next meeting of Amenities

9.16 A/19/118.1 Clerk to move electric costs of Changing rooms to Premises Committee budget – Actioned

28 April 2020 Requested Clerk to move the MPF Changing Room electric costs to the Premises Committee budget

9.17 A/19/118.2 Clerk to arrange grant payment for the Steyning Community Orchard - Actioned

28 April 2020 To discuss and agree a grant request to cover Steyning Community Orchard (SCO) insurance cover. Cllr Goldsmith proposed, seconded by Cllr Young to agree to grant funds to cover the insurance costs for the SCO at £168.00. Agreed

9.20 A/19/119.3 SSE – High street Clock Tower Light renewal – Clerk to obtain more detailed information and then send on to Steyning Society for their views – Actioned / See item 8.3

28 April 2020 - SSE Light renewal proposal for High Street clock tower – Clerk had spoken with the engineers just before the meeting and asked for them to supply more details of the proposed electric box and conduit to be fixed to the building to allow for the new fitting. The Clerk will then send on to the Steyning Society for their views as it is within the Conservation Area.

Separate running briefing paper under preparation

9.23 A/19/120.1 Clerk to complete series of skip deliveries to the allotments – Actioned

28 April 2020 - Clerk Reported on the allotments via supporting paper 9.3. This included the fact that the Clerk had arranged for the first two skips to be put in place, and these having been filled within hours by plot holders, he has arranged for the service to be replenished via new skip deliveries at both sites.

9.25 A/19/120.3 Allotment tenancy agreement – Clerk to distribute ‘Notice to quit’ letter – See item 7.1 and separate briefing paper

28 April 2020 - Allotment tenancy agreement- the Clerk updated on the ‘notice to quit’ letter and reported that advice had been received back from SPC’s solicitors: Committee expressed concern that the September and April deadlines had both been missed and agreed that the letter should go out to allotment holders as soon as possible per previous decisions made.

See item 7.1 and separate briefing paper

9.29 A/19/117.16 Chandlers Way environmental enhancement proposals – Clerk to update

28 April 2020 Chandlers Way environmental enhancement proposals– Cllr Saunders through the Clerk had nothing to report due to Covid-19

Separate running briefing paper under preparation