

Steypning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 25th JUNE 2019 AT 7.30PM

IN THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the Public: 5

Meeting started at: 7.30 pm

MINUTES

		ACTION
A/19/11	APOLOGIES FOR ABSENCE	
11.1	Apologies received from Cllr Ray.	
A/19/12	DECLARATIONS OF INTEREST	
12.1	Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steypning Community Orchard group.	
A/19/13	QUESTIONS FROM THE FLOOR	
13.1	Q- <i>Could I possibly request that the Allotments item is heard earlier – Agenda Item 9.1</i>	
	A- <i>Chairman said - Yes, we will bring that forward for you</i>	
A/19/14	ALLOTMENTS	
14.1	Allotments - Update from Cllr Campbell on any proposed amendments to the Allotment Agreement – Committee agreed that it would consider this item on next month's Amenities Agenda, noting that in order to make effective changes for the following year 2020/21 (to consider use of plastics etc) this committee needed to agree to a new contract by the 29 th September 2019 as there is a year's notice for plot holders. Cllr Goldsmith proposed, seconded by Cllr Taylor {that leading up to a requirement for further investigations into water issues} for the Clerk to purchase a piece of equipment in order to make checks on flowrates at the standpipes on the Allotments as per Cllr Cree's suggestion up to an amount of £120. Agreed	CLERK
14.2	To discuss and agree any renewal of Allotment notice boards. Committee decided to consider this item under play park notice boards later in the meeting as the styling of the	CLERK

Allotment notice could mirror other similar Parish Council notice boards and Committee could consider therefore a wider perspective.

A/19/15 MINUTES OF PREVIOUS MEETING

15.1 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 25th April be agreed and signed as a true record. **Agreed.**

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

A/19/16 MEMORIAL PLAYING FIELD AND OPEN SPACE

16.1 **To discuss and agree wording to go on Play Park notice boards** – Thanks to Cllr Bissett-Powell a supporting paper was designed which is an example of proposed wording for a notice board, this having been amended during a Local Action Team meeting with the Wardens. Cllr Goldsmith was to find out preliminary Play park notice board quotes for next meeting, and Cllr Bissett-Powell to create a further design to be presented to Sally Sanderson so that an initial quote could be obtained for an Allotment notice board.

Cllr Goldsmith

Cllr Bissett-Powell

A/19/17 MATTERS ARISING FROM PREVIOUS MEETING

17.1 **A/18/3.2.1** Is there going to be hard-core placed on path by Rublees for walkers?- Clerk reported, - The Council undertook a risk assessment and completed a top dressing of wood chippings on this footpath to mitigate against slipping in February of this year and this was reported at an Amenities meeting.

17.2 **A/19/3.2.2** Notice board quote and drawing from Allotment Association to be provided for next Meeting – See item 16.1

17.3 **A/19/4.1** Meeting with SCO to be convened prior to next Amenities meeting – **Actioned**

17.4 **A/19/4.2** Previous Hedgerow group recommendations and some updates to be distributed to Amenities members - **Actioned**

17.5 **A/19/4.3** Grass cutting contractors made aware once more of additional cut – **Actioned**

17.6 **A/19/4.4.1** New tree schedule report sent round to all Amenities members for information – **Actioned**

17.7 **A/19/4.4.2** Andrew Gale and Bowling club to provide information regarding Sycamore tree – See item 19.1

CLERK

17.8 **A/19/4.4.3** Tree Warden to make contact with resident – re possible planting of memorial tree – **Ongoing**

Tree Warden

17.9 **A/19/4.4.4** MPF Orchard Cherry tree fungal growth reported and action required – See item 19.1

17.10 **A/19/4.4.5** Clerk to gain costs for other tree works as per Tree wardens report – **Actioned/Ongoing**

17.11	A/19/4.5	A working party is to be set up to discuss Memorial Bench installation policy – Ongoing	ACTION CLERK
17.12	A/19/4.6	Cllrs Ray and Goldsmith to liaise with MPF Sports clubs to coordinate pitch and changing room usage – Cllr Goldsmith updated that there are currently no real problems with fixtures and use of field and changing rooms, however because each sport club is progressing so well, then there may be issues in the future, certainly with changing room usage if the junior Rugby picks up and they need facilities in the winter, but that will be a premises decision. Something that can be done to expand pitch availability would be to remove the concrete slabs adjacent the gazebo etc and by the Twitten near Charlton access, and we could see if we can get quotes for these to be removed for all three. Cllr S. Sullivan proposed, seconded by Cllr Goldsmith to ask Cllr Goldsmith and Cllr Taylor to investigate and produce quotes for the removal and making good of the three concrete areas. Agreed	Cllr Goldsmith / Cllr Taylor
17.13	A/19/5.3	Fallen Flint wall adjacent MPF – Further letter to be sent and previous correspondence sent to all Amenities members – Clerk updated that he had sent round copies of previous letters and had made an attempt to find out details via Land registry but it was going to cost us more than had been suggested at previous meeting so the office found out by other means, so Hazel managed to find out by other means, so Clerk now has details of the registered owner but is yet to write – will do so shortly.	CLERK
17.14	A/19/5.10	Clerk to distribute letter that had been sent to Police commissioner – Actioned . Question raised about finding out when police commissioner will be meeting with SALC – Clerk to find out and distribute to Cllrs.	CLERK
17.15	A/19/5.14	Clerk to ensure donation made to Steyning Scouts – Actioned	
17.16	A/19/6.1	Clerk to email around what Accrual amount relates to on budget line 4310 – Clerk sent around supporting paper (briefing note) with the details associated with the total accrual on this line which broke down into 3 invoices	
17.17	A/19/6.2	Bin rationalising working party to be set up by Cllr S. Sullivan – Ongoing	
17.18	A/19/7.1	A working party be set up by Cllr S. Sullivan to investigate a solution to Allotment water supply issues – ongoing – see item 14.1	S. Sullivan
17.19	A/19/8.1	Rights of Way - Applications for new designations- item had been deferred – See item 20.1	
17.20	A/19/8.2	Clerk to send round paperwork related to Fletchers Croft Car parking development – Actioned	
17.21	A/19/8.3	Oak Fence on corner of High street renewal – See item 20.3	CLERK
17.22	A/19/8.4	Car Park electronic signage possible installation from HDC – See item 20.4	
17.23	A/19/9.1	Temporary Play park notices to be displayed - Actioned	

A/19/18	FINANCE	
18.1	The Income & Expenditure reports were discussed for the May 2019 period. Cllr Lloyd proposed, seconded by Cllr Campbell that that the income and expenditure reports for May 2019 be accepted as a true record. Agreed.	
18.2	Projects - prioritising and setting up project team(s). Items to add to the initial list from this meeting include – Water supply in the Allotments, Obsolete Concrete removals on the MPF, Notice boards throughout the Parish, and Additional tree works.	
A/19/19	MEMORIAL PLAYING FIELD AND OPEN SPACE	
19.1.1	The Clerk sent around a report regarding his discussion with the SPC specialist Tree surgeon Andrew Gale and then sent out quotes from him that arrived at a later date in regard to felling a diseased Cherry tree in the Orchard on the MPF. Clerk has exchanged emails with HDC arboculturalist in terms of informing him as to our impending felling of this tree and will confirm this if it is the wish of the committee to proceed. Cllr Goldsmith proposed, seconded by Cllr Taylor that the Clerk proceed with getting authorisation from HDC arboculturalist in order to carry out tree works and then to ensure Andrew Gale can complete works on the Cherry tree as soon as possible subsequent to receiving this authorisation to proceed. Agreed	CLERK CLERK
19.1.2	Regarding location of trees and numbers on Andrews initial report, there was confusion arising due to an inconsistency in numbering – Clerk to send out information again to update committee members on the numbering system to help identify trees. Committee to return to item. Cllr Campbell proposed, seconded by Cllr Taylor that committee defers making a decision on other tree works to until more information is available. Agreed Clerk also to ask Andrew Gale to continue work on latest report and tree tagging.	CLERK CLERK
19.2	Report on Steyning Community Orchard and Hedgerow group and Rublees Allotment walk around with Councillors and representatives of groups for familiarisation. Successful meeting took place in order to discuss the various issues. Copy of the report produced and also Roger Browns Bat reports to be attached with these minutes.	CLERK
19.3	There are small objects/rubbish now protruding out of newly levelled ground by South West entrance to MPF. Clerk to ask contractor to return to remove these objects.	CLERK
19.4	Fletchers Croft Fit Zone free community fitness sessions - Clerk sent out a poster as a supporting paper, this being part of the project which continues to ensure community involvement and appropriate use of the facilities. The only thing that the facility now lacks is seating. The Clerk sought permission from this committee to apply to the Wilson memorial trust in order for them to purchase and install appropriate seating. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that the Clerk make an application to the Wilson Memorial Trust for additional seating for this facility. Agreed	CLERK
19.5	Grass cutting contract going well. Roger Brown had helped produce a plan in order to provide clarity for grass contractors so that the wildlife strip can be carefully looked after, following an idea from Chair and clerk. Clerk to laminate this plan and distribute to grass contractors. SCO also to provide protection for Wassail tree to guard against strimmer damage.	CLERK

19.6	Bowls club – request for use of MPF for car parking regarding access for event on the 2 nd August. On the basis of upholding a consistent principle that no vehicles other than those of authorised contractors should be allowed onto the MPF village green, the Bowls Club request to use part of the MPF was regretfully refused . Cllr S Sullivan proposed, seconded by Cllr Lloyd to authorise the Bowls club to work with the Clerk to produce signage and arrange management/ stewardship of the MPF Car Park to attempt to provide reserve parking for the 2 nd August Bowls club event. Agreed	ACTION CLERK
19.7	Athletics club requested use of the MPF changing rooms for their Round hill romp event. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the Council approve the Athletics club have use of the Changing rooms for their event and that the Clerk relay this approval to them. Agreed	CLERK
19.8	Bin rationalisation – Cllr Campbell briefly updated and said that hopefully the working party would be able to report more next Meeting.	CLERK
19.9	Basketball court opening on the MPF. It was suggested the Clerk asks what the Wilson memorial trust were hoping to do for an official opening and to relay to the committee any invitation if forthcoming.	CLERK
19.10	‘Grand Tour’ of Playground facilities – Update from Cllr Goldsmith that following the report committee consider when looking at the next grass cutting contract that Abbey road be cut once a week instead of once a fortnight. Also, that Goldstall lane cutting regime be checked once again as it could be WSCC responsibility. Changers way in good condition, but Committee needs to consider more hedge cutting. It was suggested that perhaps Saxon weald might be interested in developing Norman’s way for housing. Cllr S. Sullivan proposed, seconded by Cllr Lloyd that Cllr Goldsmith and Cllr Young contact Saxon weald and explore the possibilities of what can be done with Norman’s way. Agreed	CLERK Cllrs Goldsmith / Young
A/19/20	HIGHWAYS	
20.1	Rights of way designation – To discuss and agree the need for an ongoing working party to move this process forward and to see if ‘experienced’ residents could be invited to attend. Cllr Goldsmith proposed, seconded by Cllr Campbell that Clerk invites Gill Muncey along to the next meeting to report on this issue. Agreed	CLERK
20.2	Overgrowth on public footpaths – Cllr S. Sullivan suggested that something goes on the SPC web site to make it easier for members of the public to report these issues. Clerk to see what can be done	CLERK
20.3	Oak fence renewal on corner of High street – Clerk received a reply from WSCC acknowledging most recent email request to work together towards resolution of the post and rail renewal on the High street corner. Cllr Barling also received this message ‘by another route’. Clerk intends to continue to find appropriate contractor to provide a quote for WSCC, Steyning Society and Cllr Barling something to work with. Clerk pursuing two contractors currently and will sort initial scope of works - West Sussex Antique timber company Ltd and Horsham Fencing.	CLERK

20.4	Car Park electronic signage – Clerk emailed the HDC economic development officer who is championing these installations to get the message across that this committee was strongly opposed to the idea of electronic signage and forwarded on the details of Cllr Campbells email in regards to the nature of the special consideration given to the conservation area and especially it being in an area of special control. HDC will be putting in a planning application. Clerk to send out latest email response. When this planning application comes in then to be sent around to all Amenities committee members.	ACTION CLERK
20.5	Electric charging points for Cars – Cllr Lloyd said the intention is to put them in every single Car park, but that there is still a lack of parity in terms of the service provision and the different makes of cars. – As soon as that is resolved then there will be progress.	
A/19/21	INFORMATION / CORRESPONDANCE ITEMS	
21.1	Letter from disappointed resident relating to playground equipment Cllr S. Sullivan proposed, seconded by Cllr Campbell that a letter is written back to the resident by the Clerk and that further investigations occur through Cllr Taylor with assistance from Cllr Bissett-Powell and that there is a report back next meeting. Agreed	CLERK Cllr Taylor
21.2	Food Festival request for grant from Steyning and District Partnership – This item was for information purposes – the grant to be discussed at F&GP.	CLERK
A/19/22	ITEMS FOR NEXT MEETING	
22.1	To discuss and agree if there are any other items, Councillors would like to see on next month's Agenda - A resident had contacted Cllr Goldsmith regarding cyclists and horse riders around the Horseshoe footpaths. Could signs go up – to ask Cllr Barling. Another resident had asked about parking restrictions to possibly be imposed by Fletcher's croft car park entrance and along Church lane. Clerk to speak with Cllr Barling and thirdly Cllr Goldsmith said a local resident picked up litter by St Cuthman's statue and had to come all the way to the Steyning centre as there was no bins closer. Clerk to ask HDC for a map of Bins or at least to see if another Bin could be positioned in that area.	CLERK CLERK CLERK
22.2	To discuss Bin and street cleaning contract next meeting and to arrange a meeting in the meantime	CLERK
A/19/23	DATE OF NEXT MEETING – 23rd July 2019 at 7.30pm	
	Meeting closed at 9.59pm	
	Signed: Date: 23rd July 2019	
	Chairman	