

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 28th MAY 2019 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs S. Sullivan (Chair), Campbell, Goldsmith, Taylor and Young.

Clerk: John Fullbrook

Members of the Public: 7 {including the Tree Warden, Simon Zec who made a report}

Meeting started at: 7.30 pm

MINUTES

ACTION

A/19/1 APOLOGIES FOR ABSENCE

1.1 Apologies received from Cllr Ray and later, Cllr Lloyd.

A/19/2 DECLARATIONS OF INTEREST

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

A/19/3 QUESTIONS FROM THE FLOOR

3.1.1 *Q- Roger Brown - Welcome to the new Councillors – Community Orchard group would like to invite the Councillors to tour the Orchard to discuss the group's future plans. Grass cutting contract seems to be going well this year. Two points from last meeting to clarify – The extra meter wide wildlife strip of non-grass cutting had been agreed by Amenities committee last year as part of a schedule produced by the Hedgerow group. Also, the 'Den' was removed as part of the agreed Hedgerow group document.*

3.1.2 *A- Perhaps we could show formal support for these points under Agenda points 8.3 and 8.4*

3.2.1 *Q- Mike Warren - Representing Allotment Association – we put forward the idea of updating the Notice Boards at the Allotment entrances to replace the existing Boards and produced a quote and urge the council moves forward with this proposal and can confirm the Association are willing to offer financial assistance. The Association are also keen to hear news under Agenda item 5.1 – water supply to the Allotments. Also, the entrance to the MPF by Rublees from Newman's lane often becomes very slippery when it is wet – Are the Council going to supply some type of hard core to help dog walkers etc. to avoid this hazard?*

CLERK

3.2.2 *A- Regarding the notice boards we can put that on next Month's Agenda – would it be possible to provide a drawing with the quote for committee to consider next time please.*

CLERK

A/19/4 The Chairman S. Sullivan **proposed, seconded** by Cllr Goldsmith that Agenda items 8.3, 8.4, 8.5 and 8.6 were moved up the Agenda so that those in the public gallery were not waiting too long for their topic to come up - **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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		ACTION
4.1	MEMORIAL PLAYING FIELD AND OPEN SPACE	
	Steyning community Orchard – Alec Harden reported that there had been much improvement in the area around the Orchard and its entrance in the last couple of years. It was proposed that a meeting take place with Councillors and SCO members in attendance to consider ideas for the future and address any questions/concerns as this would be an appropriate next step forward and should be convened before the next Amenities meeting – Agreed	CLERK
4.2	Hedgerow group – Mr Brown updated from the Hedgerow group and pointed out there was one Cllr representative spot now vacant – Cllr Taylor volunteered for this position. The previously agreed recommendations compiled by the Hedgerow group to be redistributed by the Clerk and to be on the Agenda for next meeting for new Councillors to agree. Next meeting to be convened in September/October time – Roger Brown to suggest dates for this meeting. In the meantime, it was suggested that the SCO, Hedgerow and Allotments are ‘toured’ by Cllrs on the same date	CLERK
4.3	Grass cutting contract – The year has started well with only one item to be mentioned to the contractors – involving the agreement to sympathetically cut the wildlife strip adjacent the Orchard as per agreement at previous Amenities meeting.	CLERK
4.4.1	Tree Wardens report – Warden had been on site with the Clerk and reported back on his recommendations to the committee. First, two over-hanging trees to the rear of Newham lane - Some dead wooding of sycamore and dead wooding and thinning out of Red horse chestnut suggested. Second, and in connection with this, it was suggested that a regular maintenance schedule on a 4-year cyclical period be put in place for all trees throughout the Parish and certainly the MPF. It was proposed that Andrew Gale’s new schedule report and plan be distributed to all members of the committee by the Clerk	CLERK
4.4.2	Third, the large sycamore overhanging the Bowling club - Mr Zec’s personal view was that the tree could be removed because although lovely and mature, it is a regular annoyance and cost and is only a self-seeded Sycamore - provided a tree planting programme be put in place and perhaps making a carving of the large tree stump (Hedge height) that would be left so that this in itself became a feature. The tree planting could consist of 6 or 7 new trees of an appropriate species variety to rejuvenate that area and would need to be close to the hedge to avoid impeding any future playing area requirements and could include any spare plantings that the Orchard may have. It was suggested that the Bowling club and Andrew Gale also be asked about providing a report on this particular issue – Clerk to pursue.	CLERK
4.4.3	Forth, Planting of a memorial tree for Pete - ‘our kid’. It was suggested that Simon Zec come up with proposed spot with the family for such a tree and this could be further discussed on the proposed walk around. Simon was also asked to provide a written report to include proposed species and locations	Mr Zec
4.4.4	Cherry tree in the Orchard showing signs of fungal growth – Roger Brown to send pictures to the Clerk and Clerk to urgently pursue with Andrew Gale.	CLERK

4.4.5	Cllr Goldsmith proposed, seconded by Cllr Young that the Clerk seeks a quote for works to cover the first item in the Tree wardens report, namely, to cost for dead wooding and thinning of over-hanging trees. Agreed	ACTION CLERK
4.5	Committee discussed the Clerks proposed SPC policy on Memorial Bench installations. It was proposed by Cllr Goldsmith, seconded by Cllr Campbell that a working party be put together to discuss this policy. Agreed – Cllrs Goldsmith, Campbell, Young and S. Sullivan to be on the group.	CLERK
4.6	Following previous meetings agreement to allow Junior Rugby to use MPF, - committee discussed a need to bring sports clubs together to coordinate possible pitch and Changing room usage. Cllr Campbell proposed, seconded by Cllr Young that a small working party progress with these meetings with the sports clubs. Agreed – Cllrs Ray and Goldsmith to pursue.	Ray / Goldsmith
4.7	Report on Fletchers Croft Fit Zone Opening by the Clerk. It went very well and there will be pictures and reports in the local papers in the next few weeks.	
A/19/5	MATTERS ARISING FROM PREVIOUS MEETING	
5.1	A/18/110.1 Water supply to Allotments – following meeting with contractor – See item 7.1	
5.2	A/18/110.6 Downslink improvements – Clerk updated it had not yet gone onto Full council agenda, but in the meantime, he has been in touch with the Economic Growth Team and conveyed this committee’s verbal support	CLERK
5.3	A/18/110.8 Fallen Flint wall adjacent MPF - Ongoing - Clerk to seek who owns residence via land registry and pursue and send letters by recorded delivery, and to send copies of previous correspondence to committee members.	CLERK
5.4	A/18/110.21 Memorial Bench enquiries – See item 4.5	
5.5	A/18/112.1 Rights of Way – Applications for new designations – See item 8.1	
5.6	A/18/112.2 Fletchers Croft Car park development remaining issues – See item 8.2	
5.7	A/18/112.3 Oak Fence on corner of High street renewal – See item 8.3	
5.8	A/18/113.2 Play facility Signs installations – See item 9.1	
5.9	A/18/113.7 A need for a Council policy on Memorial Benches – See item 4.5	
5.10	A/18/113.8 Clerk to write to local PCSO to reinforce previous police report on tree damage – Actioned . Clerk explained the PCSO is Erica Baxter, who serves on the Prevention Team covering Adur, Worthing and Horsham – she will be attending the next HALC meeting on the 25 th June. Clerk to distribute correspondence that had gone to the Police commissioner and pursue PCSO regarding ongoing MPF tree issues.	CLERK
5.11	A/18/113.9 Clerk to ensure ground works to MPF entrance area completed - Actioned	
5.12	A/18/113.9 Clerk to detail barrier to be painted green – Actioned	

			ACTION
5.13	A/18/113.10	Clerk to meet with Tree Warden and ask him to report back to Committee with his thoughts on possible replacement tree planting and any other tree surgery works in the MPF – Actioned - See item 4.4	
5.14	A/18/114.1	Clerk to ensure donation made to Steyning Scouts - Ongoing	CLERK
A/19/6	FINANCE		
6.1		The Income & Expenditure reports were discussed for the April 2019 period. Cllr Young proposed, seconded by Cllr Goldsmith that that the income and expenditure reports for April 2019 be accepted as a true record. Agreed. 3 For, 2 Abstains. Clerk to email round what the accrued amount under line 4310 relates to.	CLERK
6.2		Projects - prioritising and setting up project team(s). Cllr Campbell suggested it was an opportunity to prioritise projects for the next four years and as an example proposed rationalising Bin emptying regimes. Cllr Campbell proposed, seconded by Cllr Goldsmith to organise a working party to discuss Bin emptying rationalisation and issues relating to Bin emptying. Agreed. Those to be involved include Cllrs Sullivan, Goldsmith, Campbell, Young and Taylor and that this working party be set up by Cllr S. Sullivan via emails.	Cllr S. Sullivan
A/19/7	ALLOTMENTS		
7.1		Allotments update was attached as a supporting paper. Within it there was a request from a plot holder to support a no smoking policy on the Allotments as part of our Tenants agreement. Also, in reference to matters arising – on May 9 th the Clerk spoke with an inspector of Works from the Water company to discuss the current supply to Rublees – 3 bits of good news. The investigation found there were no leaks. The pressure levels were exceptionally good at ‘7 Bar’, and third the flow rate at each standpipe was very good and it did not diminish with distance. The inspector of works said that increasing the size of the bore on a pipe would not necessarily improve the issues faced by the plot holders at the North side of the Allotments. Cllr Goldsmith proposed, seconded by Cllr Campbell that a working party be put together to investigate what solution could be found for this issue. Agreed. Working party to be set up by Cllr S. Sullivan and to include two members of the Allotment association {Sally and Mike) plus any interested members from the Amenities committee.	Cllr S. Sullivan
		<i>There was then a 5-minute recess called by the Chairman for Cllr comfort breaks</i>	
A/19/8	HIGHWAYS		
8.1		Rights of way – 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 – This item deferred to next meeting	CLERK
8.2		Fletchers Croft Car Park development – Clerk has worked with Project Manager to deal with some snagging issues. – These have included many issues relating to the lighting which have since last meeting been addressed – Also two of the four islands have now been completed. The planter installation is still with the Parks department and Clerk awaiting a date now for a meeting with their rep. Clerk to send around related paperwork to new members of the committee to provide background to future discussions.	CLERK
8.3		Oak fence on the corner of Steyning High Street and Church Street – The Office was informed that the Councils main Highways contact at WSCC moved on from his position	CLERK

ACTION

last week – His work has for now been taken on by the Head Highway engineer – Clerk has asked to speak with him, or through him the team that are assigned to complete repair works, and now await his reply.

- 8.4** Car Park electronic signage – Following on from the short supporting paper the Clerk explained two representatives from the council have been invited to attend a ‘digital content consultation meeting’ on Thursday 30th May between 2 pm and 4 pm at the Parkside offices in Horsham, but due to the very short no councillor was available to attend. Concern was expressed about opportunities for commercial advertising and the Clerk stated he had been assured this was not the intention. Cllr Goldsmith **proposed, seconded** by Cllr Taylor that the committee opposed the idea of this type of installation on every available ‘proper grounds’ in any of the three Steyning Car Parks in which they were proposed by Horsham. **Agreed**

- 8.5** Damaged Cycle rack – The Clerk sent around pictures of the Cycle rack that was reported damaged last week. A quote for repair and replacement costed at £1,045 + VAT was found but Councillors thought it best not to pursue this issue as it didn’t seem necessary as broken screen had been removed and it is sheltered anyway by the existing wall. Cllr Goldsmith **proposed, seconded** by Cllr Taylor that this item is deferred until the High street Car Park development is under discussion. **Agreed**

A/19/9 MEMORIAL PLAYING FIELD AND OPEN SPACE

- 9.1** Play Park notice boards – Clerk produced an upgraded version of a sample proof following last month’s meeting where initial proposed wording was discussed. It was suggested that further attempts were made to amend how the notice was set out for next meeting and in meantime, Clerk to ensure a laminated notice was placed on Playground fencing. A3 Size of Notices was agreed. Different ideas to be proposed by email and sent around.

A/19/10 DATE OF NEXT MEETING – 25th June 2019 at 7.30pm

Meeting closed at 10.05 pm {including 5-minute recess}.

Those items not discussed at this meeting as ran out of time will be put forward for next Amenities meeting

Signed: Date: 25th June 2019

Chairman