

# Steyning Parish Council



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## TO ALL MEMBERS OF THE AMENITIES COMMITTEE :-

Cllrs Campbell (Chair), S. Sullivan, Norcross, Alexander, Goldsmith, Lloyd & Young.

**YOU ARE HEREBY SUMMONED TO A REMOTE MEETING OF THE AMENITIES TO BE HELD ON  
TUESDAY 23<sup>rd</sup> JUNE 2020 AT 7.30 PM VIA THE ZOOM VIDEO CONFERENCING PLATFORM**

**This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO 'ATTEND' THE MEETING BY USING THESE  
MEETING DETAILS:-**

***Join Zoom meeting by logging onto***

***<https://us02web.zoom.us/j/84434306044?pwd=MGQvNHNwTnRmMVhKaDV5UTlLa29LZz09>***

***Meeting ID: 844 3430 6044***

***Password: 125113***

**(Please join with your own video camera turned off and keep it turned off unless invited to participate)**

### **GDPR Notice**

*Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to the meeting*

## AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by councillors of personal interests in matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by Midnight on Monday 22<sup>nd</sup> June 2020. You will be asked to turn on your video camera if participating. SPC will control your microphone.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors' to approve as a true and fair record, and the Chair to sign the minutes of the Amenities Committee meetings held on the 28<sup>th</sup> April and the 26<sup>th</sup> May 2020 (Supporting Papers)
- 5.0 CHAIR'S ANNOUNCEMENTS**
- 6.0 FINANCE** (supporting papers)
  - 6.1** To agree Income & Expenditure reports for May 2020
  - 6.2** Waste removal at the MPF; additional costs – Report from Clerk



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- 7.0 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE** (supporting papers)
- 7.1** Abbey Road Village Green – Update on any meetings and to discuss and agree actions to be taken
  - 7.2** Steyning Community Orchard – An update and to discuss and agree any actions relating to the Memorial Playing Field orchard plan.
  - 7.3** Playground planned preventative Maintenance (PPM) schedules – Report from the Clerk and to discuss and agree actions.
  - 7.4** MPF Bin relocation – To discuss any actions in view of recent residents' complaints
  - 7.5** Grass cutting at Fletchers Croft, and monthly report giving running total of grass cuts by SPC contractor.
  - 7.6** Allotments water supply working party - update from Councillors
  - 7.7** Godstalls Lane remedial Tree works – Clerk to report
  - 7.8** Allotments general admin report
- 8.0 HIGHWAYS & LIGHTING** (supporting papers)
- 8.1** Public Rights of Way designation - report from Cllr Young
  - 8.2** Litter picking - generally – Report by Cllr Goldsmith and to discuss and agree actions to be taken
  - 8.3** Community Car Parking – Report from Cllr Goldsmith / Cllr Cree
- 9.0 PROGRESS STATEMENT MATTERS ARISING AND ACTIONS**
- 9.1** A/20/5.1.3 Abbey Road winter pond: Clerk to liaise with Roger Brown on scope of works - **Ongoing**
  - 9.2** A/20/5.2.2 Steyning Community Orchard: Sketch map to be attached to Minutes - **Actioned**
  - 9.3** A/20/5.2.3 Hedgerow works on MPF: postponed to the Autumn – **Clerk to update**
  - 9.4** A/20/5.3 Playground PPM: Adult exercise equipment to be added to process - **Actioned**
  - 9.5** A/20/5.5 Clerk to extend the terms of the street cleaning contract - **Ongoing**
  - 9.6** A/20/5.7 Clerk to take advice on final draft of 'Notice to quit ' letter and then act on that advice – **Ongoing**
  - 9.7** A/20/6.1 Cllr Young to continue to process applications on public rights of way designation - **Ongoing**
  - 9.8** A/20/6.2.1 Street cleaning contractor to clean George Corner to Coach park - **Actioned**
  - 9.9** A/20/6.2.2 Street cleaning contractor to clean Jarvis Lane to Welcome sign - **Actioned**
  - 9.10** A/20/6.3 Litter Picking item to come back to next meeting – **See item 8.2**
  - 9.11** A/20/6.4 Street Lighting information added to Asset register and taken to F&GP – **Actioned**
  - 9.12** A/20/6.5 SSE – High street Clock Tower Light renewal: SPC writes to SSE giving Councils support to project – **Update from Clerk**
  - 9.13** A/20/7.4 Clerks office to ensure memorial bench request processed – **Ongoing**
  - 9.14** A/20/7.6 Bin rationalisation – Simon Zec to complete works – **See item 7.4**
  - 9.15** A/20/7.7 Concrete removals to the MPF – Clerk to implement on basis of exiting quotes – **Clerk to update**
  - 9.16** A/20/7.8 Normans way play area – Cllrs Young, Goldsmith & Lloyd chasing HDC for response - **Update**
  - 9.17** A/20/7.11 Basketball courts plaques to be ordered and fixed in position – **Actioned**
  - 9.18** A/20/7.12 Fletchers Croft WP – negotiations continuing with HDC – **Update from Cllrs**
  - 9.19** A/20/7.13 Tree management strategy – working party to meet with tree surgeon – **Ongoing**
  - 9.20** A/20/7.14 Memorial gardens signage – working party to meet via zoom – **Ongoing**
  - 9.21** A/20/7.18 Clerks office to place Grit bin in Water lane and fill in preparation for winter plan - **Actioned**
  - 9.22** A/20/7.21 Electric charging points – Cllr Alexander to investigate – **Update**
  - 9.23** A/20/7.22 Potholes draft letter – Cllr Goldsmith waiting until new Highways Manager available to discuss on site - **Ongoing**
  - 9.24** A/20/7.24 Allotment water supply terms of reference adopted - **Actioned**
  - 9.25** A/20/7.26 Clerk to check letter of support regards complaint to leisure centre sent to Cllrs - **Actioned**
  - 9.26** A/20/7.27 Clerk to check positive feedback regards street cleaning contractor on web site - **Actioned**
  - 9.27** A/20/7.29 Chandlers Way environmental enhancement proposals – **Clerk to update**
  - 9.28** A/20/9.1 April Minutes approval deferred to next meeting - **Actioned**
  - 9.29** A/20/10.1 WSCC questionnaire to be posted on Notice boards and web site - **Actioned**

**10.0 INFORMATION / CORRESPONDENCE ITEMS**

**10.1** WSCC Potholes money boost (Supporting paper)

**10.2** Link to wild meadow video; A vision for Abbey Road sent in by resident - <https://youtu.be/nS39p1Dvq5Y>

**11.0 DATE OF NEXT MEETING – 29<sup>th</sup> September 2020 at 7.30 pm.**

**John Fullbrook**  
**Clerk to the Council**