

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

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MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 28th April 2020 AT 7.30PM

Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 1 {Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.30 pm

Video recording of this meeting can be found using this link: -

<https://archive.org/details/2020-04-28-steyning-parish-council-amenities-committee>

DRAFT MINUTES

ACTION

A/19/112 APOLOGIES FOR ABSENCE

112.1 No apologies received. Cllr Taylor absent

A/19/113 DECLARATIONS OF INTEREST

113.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group - agenda item 7.2. Cllr Young declared she lives on the same road as the proposed grit bin installation (in Mouse Lane) – Agenda item 8.1

A/19/114 QUESTIONS FROM THE FLOOR

114.1 *None*

A/19/115 MINUTES OF PREVIOUS MEETING

115.1 Cllr Campbell **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 25th February be approved and signed as a true and fair record. **Agreed.**

A/19/116 CHAIRS ANNOUNCEMENTS

116.1 *None*

A/19/117 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

117.1 Abbey Road planting proposals – The Chair reported that the proposed tree and hedgerow planting events have been postponed to an unspecified date given the Covid – 19 crisis. Regarding the winter pond: Cllr Campbell summarised the supporting paper – 6.1.1. A meeting took place on the 13th March 2020 involving two members from the



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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		ACTION
	'Steining for Trees' Group, a member of the 'Steining Community Orchard' Group, a representative from the SDNPA – Craig Daters (Lead Ranger), and Cllrs Campbell and S. Sullivan. Mr Daters advised on the pond's management. He made recommendations which are encapsulated in the following decisions. All to help the pond from drying out. 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 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 brush at the rear of the site (by-pass slope). Agreed And 2. To fell the largest of the willows and similarly treat the felled timber and brash. Agreed	CLERK
117.1.2	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	CLERK
117.2.1	The Chair also summarised the Steining for Trees Group newsletter (supporting paper 6.1.1) concerning the grant they had obtained and the potential CPRE award they had entered for. He also publicised their email address for potential subscribers SteiningForTrees@gmail.com	
117.2.2	Clerk reported on sponsored tree situation with particular regard to correspondence with resident who had wanted a memorial tree on the MPF. The resident in question had been informed that the Amenities Committee had decided future memorial tree donations were to be directed towards Abbey Road. Although she was not interested in that option, she is pursuing the purchase of a memorial bench with SPC for an MPF installation instead.	CLERK
117.3	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.	CLERK
117.4	In terms of the plum trees on the MPF the contractor was to meet the Clerk the next day – 29 th 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	CLERK
117.5	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.	CLERK
117.6	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	CLERK

ACTION

	recognising that the cheapest quote would not necessarily be the most satisfactory quote. Agreed	
117.7	Steyping Community Orchard – Report by the Clerk . Newsletter coming out soon. No Group work taking place at the moment with just basic maintenance being undertaken. The Group is very happy with the current grass cutting and will aim to get orchard plan finalised for the next Amenities meeting.	
117.8	Normans Way Play Area – Cllrs Young and Goldsmith are continuing to chase HDC for a response and Cllr Lloyd said he would assist.	<i>Cllrs Young & Goldsmith & Lloyd</i>
117.9	Planned Preventative Maintenance Schedule for Playgrounds and adult gym equipment. – Clerk to continue to enquire of HDC what maintenance team could be provided and will prepare the schedule for next meeting.	CLERK
117.10	No monthly inspections have been completed by HDC since the last meetings due to Covid-19 lockdown. Clerk to distribute reports when available. Committee members were concerned that a number of ‘medium risk’ work remained uncompleted. Cllr Campbell proposed, seconded by Cllr S. Sullivan 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. Agreed	CLERK
117.11	Basketball court plaque to acknowledge Wilson memorial Trust grants - Clerk reported no progress.	CLERK
117.12	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). 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.	<i>Cllrs Goldsmith & Campbell</i>
117.13	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 surgeons’ business is currently closed. – This item on hold	CLERK
117.14	Monthly report giving running total of grass cuts completed by contractor was reported. Clarification was needed over the number of cuts due on the ‘Wild side’ of Abbey Rd VG.	
117.15	Memorial Gardens signage – Working party – no progress due to lock down with the Clerk exploring convening the meeting via zoom platform.	CLERK
117.16	Chandlers Way environmental enhancement proposals – Cllr Saunders through the Clerk had nothing to report due to Covid -19 lockdown	
117.17	Temporary silhouette to honour the NHS at the plinth by the new Welcome sign – Cllr Campbell to telephone the member of the public who had put forward the proposal to see if this item could be progressed.	Cllr Campbell

		ACTION
A/19/118	FINANCE	
118.1.1	The Income & Expenditure reports were discussed for the February 2020 period. Cllr Campbell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for February 2020 be accepted as a true record. Agreed. Requested Clerk to move the MPF changing room electric costs to the Premises Committee budget	CLERK
118.1.2	The Income & Expenditure reports were discussed for the March 2020 period. Cllr Campbell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for March 2020 be accepted as a true record. Agreed.	
118.2	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	CLERK
A/19/119	HIGHWAYS & LIGHTING	
119.1	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 – costed at £45.89 Ex VAT. Agreed	CLERK
119.2	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. Cllr Young to check. 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	Cllr Young / Cllr Campbell
119.3	SSE Light renewal proposal for High Street clock tower – Clerk had spoken with the engineers 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 onto the Steyning Society for their views as it is within the Conservation Area.	CLERK
119.4	Electric charging points – Cllr Alexander reported he is continuing to investigate	Cllr Alexander
119.5	Potholes draft letter – Cllr Goldsmith reported his letter was drafted and would be ready to send soon.	Cllr Goldsmith
A/19/120	ALLOTMENTS	
120.1	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	CLERK
120.2	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. Agreed	CLERK

120.3 Allotment tenancy agreement- the Clerk reported on the 'notice to quit' letter and 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 as per previous decision made. **ACTION CLERK**

A/19/121 INFORMATION / CORRESPONDENCE ITEMS

121.1 Email from local resident: complaint regarding the alleged poor standard of service provided by the Steyning Leisure Centre. 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 concerns about the alleged issues raised in the letter and asking that they be investigated and addressed. **Agreed** **CLERK**

121.2 Notice of 'Steyning Horseshoe' Path temporary closure, to complete tree management – as per supporting paper 10.2.

121.3 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. **CLERK**

A/19/122 DATE OF NEXT MEETING – 26th May 2020 at 7.30pm

Meeting closed at 10.01pm

Signed: Date: 26th May 2020

Chairman