

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 26th May 2020 AT 7.30PM

Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: Four plus Cllr Cree {Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.32 pm

Recordings of this meeting can be found using the following links: -

Video <https://archive.org/details/2020-05-26-spc-amenities-committee-video>

Audio <https://archive.org/details/2020-05-26-spc-amenities-committee-audio>

DRAFT MINUTES

ACTION

A/20/1 APOLOGIES FOR ABSENCE

- 1.1 No apologies received. Though Cllr Young and Norcross were absent at the beginning of the meeting, joining before the conclusion of the third item discussed – Declaration of interests.

A/20/2 CHAIRS ANNOUNCEMENTS

- 2.1 The Chair announced that due to the length of the agenda he would be changing the running order throughout the meeting as per his thoughts on the relative priority of the items and to ensure residents in attendance were not kept waiting unnecessarily for their item to be discussed. Also, having sent out to members and clerk (for SPC web site upload) a series of running briefing papers by way of an experiment, he hoped this would aid the transparency, openness and could drive decisions towards an earlier conclusion.

A/20/3 DECLARATIONS OF INTEREST

- 3.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group. Cllr Campbell declared an interest in items 7.5, 8.4, 8.5 and 8.6 as the new street cleaning contractor also mows his lawn.

A/20/4 QUESTIONS FROM THE FLOOR

- 4.1.1 Q – Jo Gordon – Regarding the establishment of a 'grove' at Abbey Road. Jo voiced disappointment from herself and the proposer that Cllr Campbell's initial interest in this element of the scheme had waned.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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'Steyning for Trees' believes it has a duty to spend the well over £1600 worth of funds gathered on tree planting to help combat climate change.

- 4.1.2** *A – Cllr Campbell replied there were now several strands to the Abbey Road project, and went on to explain the several different elements and that some of these strands such as the 'hedgerow', the 'grove', and the 'Avenue of trees' do not currently complement one another and therefore proposed that the working party needs to meet again in order to study all of the strands once more so that the goals of the entire project {A masterplan} could be established before elements of it are developed.*
- 4.1.3** *Jo Gordon – Disappointed that Cllr Campbell had sent out mixed messages and talks about managing expectations and slowing the process. Jo wanting to meet expectations.*
- 4.1.4** *A – Cllr Lloyd agreed that a more cohesive plan needed to be agreed. Cllr S. Sullivan said it was much preferred to work with the external groups in the same way as the SPC's relationship with the 'Steyning Community Orchard'. Cllr Alexander agreed that a plan was required and suggested that the working party could be extended to encompass further groups and individuals and suggested his own inclusion. Cllr Young wondered if the hedgerow planting ought still to go ahead.*
- 4.1.5** *Roger Brown – agreed that there were many different parts to the Abbey road plan that will enhance the area but believed there may be little further development required as there is so much already there.*

A/20/5 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

- 5.1.1** Abbey Road. Cllr Campbell, **proposed, seconded** by Cllr Lloyd that the working party should continue to work towards preparing the location and species plan which was directed on the 26th November 2019, and that it should also simultaneously work towards recommendations over any wild flower meadow with each aspect having regard to the other and with a view to preparing an overall masterplan for Abbey road village green which all project strands can work towards in an integrated way. **Agreed. 6 For, 1 Abstained**
- 5.1.2** Abbey road stream banks. This strand to be looked at by the working party at the same time
- 5.1.3** Abbey road winter pond. The clerk reported progress, having met with Roger Brown and the Tree Warden and having gained an estimate from the Tree Warden and had also seen a contractor and is awaiting the contractor's quote for the agreed works. Clerk to further liaise with Roger Brown and via him Craig Daters (Lead Ranger SDNP) to ensure the correct scope of works undertaken.
- 5.2.1** Steyning Community Orchard – Roger Brown reported that after a suggestion from Cllr Campbell, he had submitted a plan (received for this meeting as a Supporting Paper) as to what he imagined the final plan for the Community Orchard at the MPF would look like and this included final suggested boundary limits. This included sixteen existing trees from the old Orchard (from the 1930's) and since 2014, thirty-one additional fruit trees have been planted (four or five per year paid for by Steyning residents and mostly as memorial trees). If approved the additional eighteen trees would take three or four more years to plant. Cllr Lloyd voiced concern as to the fact that limits had been set and agreed before and who was to be responsible for the long-term maintenance of these trees. The suggestion was that the Steyning Community Orchard group would look after the tree's maintenance in the long term.

CLERK

5.2.2	Cllr Campbell proposed, seconded by Cllr Alexander that the committee approves the final extent of the community orchard on the MPF in accordance with the sketch plan from the community orchard group which has been submitted as a supporting paper and which the Clerk is requested to attach to the minutes. Agreed	ACTION CLERK
5.2.3	Hedgerow works –Cllr Campbell proposed, seconded by Cllr Goldsmith that {item 1} Cllr Alexander is henceforth included in the working party, and {Item 2} that the Clerk to proceed with exchange of emails with contractor (copying in Councillors) to ensure the agreed works to the Rublees Hedge is to proceed on a date soon after 1 st November 2020, with the scope of works being agreed by Roger Brown beforehand. Agreed	CLERK
5.3	Playground Planned Preventative Maintenance (PPM) – The Clerk reported the required reactive playground works were well under way with most of the medium risk items having been done. Adult exercise equipment to be included in the same document.	CLERK
5.4	Bin emptying on the MPF - It was agreed with HDC that bin emptying would occur on Monday and Friday of each week starting the beginning of November – This happened with little or no issues up to very recently when there started to be reports of overflowing bins. HDC also complete dog bin emptying service on a Thursday. The Clerk's office reported HDC had experienced difficulties covering the service due to the Covid Crisis with new operatives not being familiar with the details of the service required.	
5.5	Committee were aware of the street cleaning contractors willingness to complete this additional service , him having already stepped in to complete a one-off bin lift to help out given the missed HDC service noted above, and also Cllr Goldsmith had been in contact with the SPC contractor and gained a price for a daily service (to empty 13 bins), that being £32 per visit - £2.46 per bin empty. The Chair suggested SPC could take over the MPF bin emptying service. The Clerk pointed out that it was a contract and should be discussed as a separate tender. Cllr Lloyd suggested it could be an extension of an existing contract. Cllr Campbell proposed, seconded by Cllr S. Sullivan the Clerk is authorised and directed in conjunction with the Chairman, Cllr Trevor Cree, and the Chair of this Committee to expeditiously seek to enter into an extended contract between SPC and Jack Lee on broadly the same terms as the previous MPF bin emptying contract, save that SPC will provide the consumables, the emptying will be undertaken by handcart and at a price of £32 per visit (for 13 bins), and with its expiry is to be coterminous with the street cleaning contract. Emptying to take place on Monday mornings, and Saturday mornings with additional ad hoc emptying as requested by SPC. Agreed	CLERK
5.6	Grass cuts – The deputy clerk reported all is going well and as per contract	
5.7	Allotment tenancy agreement – There are two dates for termination, the new preferred date to be 29 th September 2021. Cllr Campbell proposed, seconded by Cllr Alexander that the Clerk is directed expeditiously to take legal advice on the final version of the notice to quit and covering letter with particular regard to termination dates and method of service and then to act on that advice without delay. Agreed	CLERK
A/20/6	HIGHWAYS AND LIGHTING	
6.1	Public Rights of Way - The Charlton Court application is currently being considered by WSCC. More evidence forms have now been submitted for this application. The Rifle Range submission is still being considered. Cllr Campbell proposed, seconded by Cllr	Cllr Young

	Lloyd that the committee authorises Cllr young in conjunction with Mrs Gill Muncey to continue with processing the applications in conjunction with the Clerk. Agreed	ACTION
6.2.1	Street Cleaning – Cllr Goldsmith had sought quotes from the street cleaning contractor for additional street cleaning services. Cllr Goldsmith proposed, seconded by Cllr Lloyd that {the street cleaning contractor} be contracted at a capital cost of £140 for an initial clean and clearance and thereafter contracted to sweep the area {From George Corner up to the School’s coach park} monthly for £15 per month and by way of an extension to the existing contract. Agreed	CLERK
6.2.2	Cllr Campbell proposed, seconded by Cllr S. Sullivan that {the cleaning contractor} be contracted at a capital cost of £70 for an initial clean and clearance and thereafter contracted to sweep the area {From Jarvis Lane up to the entrance of Penlands and “Welcome” sign} monthly for £15 per month and by way of an extension to the existing contract. Agreed	CLERK
6.3	Litter picking – Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that Cllr Goldsmith is delegated to liaise with the ‘Litter crew’ and come back to committee with a proposal (for a dustcart) for the next meeting. Agreed	CLERK
6.4	Street Lighting – The Clerk reported that he awaited confirmation from WSCC regarding the responsibility of insurance cover. Cllr Campbell suggested that when amending the Asset register that greater detail is added and the Clerk suggested that reference could be made to appendices on the register itself which would explain asset details in greater depth, but that this would be taken forward at F&GP	CLERK
6.5	SSE Ltd light renewal proposal for High Street clock tower – The Clerk reported that the Steyning Society were unanimous in their approval of the proposed renewal following the pictorial evidence being sent from SSE Ltd via Clerk and which was also presented as a supporting paper. Cllr Campbell proposed, seconded by Cllr Lloyd that SPC writes to SSE giving the Councils support subject to any necessary planning or building owner consents etc. Agreed	CLERK
A/20/7	PROGRESS STATEMENT MATTERS ARISING AND ACTIONS	
7.1	A/19/117.1 Clerk to obtain up to three quotes for works to pond in Abbey Road V.G. – See item 5.1	
7.2	A/19/117.1 Clerk to obtain quotes to fell willow tree in Abbey Road Village Green See item 5.1	
7.3	A/19/117.1.2 Clerks office to prepare Caretakers for works at Abbey Road V.G. – Actioned - Not required	
7.4	A/19/117.2 Clerks office to ensure memorial bench request processed – Ongoing	CLERK
7.5	A/19/117.4 Clerk to ensure works to Plum trees and brush completed on MPF – Actioned	
7.6	A/19/117.5 Bin rationalisation on the MPF; Clerk with delegated authority to negotiate with contractors to move the process forward. – Cllr Campbell had sourced an alternative verbal quote from the SPC Tree Warden which he tabled for committee.	

	Cllr Campbell proposed, seconded by Cllr Alexander that the Clerk works with Simon Zec to implement what has previously been agreed over bin removal and re-siting for a maximum cost of £1080. Agreed 6 For, 1 Abstained (SSu)	ACTION CLERK
7.7	A/19/117.6 Concrete removals to the MPF; Clerk to implement on basis of exiting Quotes. – Clerk updated he was to meet the preferred contractor to confirm scope of works by the 28 th May.	CLERK
7.8	A/19/117.8 Normans way play area – Cllrs Young, Goldsmith and now Cllr Lloyd chasing HDC for response – Cllr Lloyd reported he had yet to move the process forward	Cllrs Goldsmith Young & Lloyd
7.9	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 5.3	
7.10	A/19/117.10 Clerk to put in hand in liaison with Cllr Young, all Playground repairs above low risk level – See item 5.3	
7.11	A/19/117.11 Basketball courts plaques to be ordered and fixed in position – Clerk Updated that plaque on order but due to supply issues because of the Covid pandemic, he was still awaiting delivery	CLERK
7.12	A/19/117.12 Fletchers Croft W. Party; negotiations continuing with HDC–Cllr Campbell reported that there is a meeting set up via zoom with HDC officers on the 28 th May.	Cllr Campbell / Goldsmith
7.13	A/19/117.13 Tree management strategy – working party to meet with tree surgeon via zoom – Ongoing	CLERK
7.14	A/19/117.15 Memorial gardens signage – working party to meet via zoom – Ongoing	CLERK
7.15	A/19/117.17 Temporary silhouette for NHS, Cllr Campbell to contact resident. – Cllr Campbell updated that having contacted the resident he established there is no way the blacksmith will reconsider the position, therefore there will be no temporary silhouette commemorating the NHS.	
7.16	A/19/118.1 Clerk to move electric costs of Changing rooms to Premises Committee budget – Actioned	CLERK
7.17	A/19/118.2 Clerk to arrange grant payment for the Steyning Community Orchard - Actioned	
7.18	A/19/119.1 Clerks office to purchase Grit Bin for Mouse lane – Actioned. Clerk's office to now put into position	CLERK
7.19	A/19/119.2 Public rights of way working party – Cllr Young to provide dossier for committee and to discuss with Cllr Campbell – See item 6.1	
7.20	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– See item 6.5	
7.21	A/19/119.4 Electric charging points, Cllr Alexander to investigate – Nothing to report to committee as yet.	Cllr Alexander

		ACTION Cllr Goldsmith
7.22	A/19/119.5 Potholes draft letter – Cllr Goldsmith draft letter to be finished, ready to send – Cllr Goldsmith updated that he wanted to wait until the new Highways Manager was available for a meeting on site.	
7.23	A/19/120.1 Clerk to complete series of skip deliveries to the allotments – Actioned	
7.24	A/19/120.2 W. party to be set up to progress poss. water supply installation at the Allotments – Cllr Alexander had supplied Terms of reference for the working party and Cllr Campbell had sent around an amended version. Cllr Campbell proposed, seconded by Cllr Alexander that the terms of reference for the Allotment water supply installation working party are adopted as varied by Cllr Campbell in the travelling draft. Agreed	Cllr Alexander
7.25	A/19/120.3 Allotment tenancy agreement, Clerk to distribute ‘Notice to quit’ letter – See item 5.7	
7.26	A/19/121.1 Clerk to write to leisure centre supporting residents claim of ‘poor’ service – Clerk to check copy letter is sent out to Cllrs.	CLERK
7.27	A/19/121.3 Clerk to pass on residents’ positive feedback to Street cleaning contractor – Actioned . Clerk to also upload onto Web site as supporting paper to last meeting	CLERK
7.28	A/19/117 Hedgerow works on MPF postponed to the Autumn – See item 5.2.3	
7.29	A/19/117.16 Chandlers Way environmental enhancement proposals – No update	CLERK
A/20/8	FINANCE	
8.1	The Income & Expenditure reports were discussed for the April 2020 period. Cllr Goldsmith proposed, seconded by Cllr Lloyd that the income and expenditure reports for April 2020 be accepted as a true record. Agreed.	
A/20/9	MINUTES OF PREVIOUS MEETING	
9.1	Cllr Campbell proposed, seconded by Cllr Alexander that these minutes are deferred to the 23 rd June meeting. Agreed.	CLERK
A/20/10	INFORMATION / CORRESPONDENCE ITEMS	
10.1	WSCC questionnaire (as per supporting paper) to be posted on Notice boards	CLERK
A/20/11	DATE OF NEXT MEETING – 23rd June 2020 at 7.30pm	

Meeting closed at 10.01pm

Signed: Date: 23rd June 2020

Chair