

Steyning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

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, ~~Goldsmith~~, ~~Lloyd~~, Norcross, ~~Young~~ and ~~Lloyd Young~~.

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>

N.B. Unless otherwise stated, "Agreed" for a motion means that the decision was unanimous.

DRAFT MINUTES

ACTION

A/20/1 APOLOGIES FOR ABSENCE

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

A/20/2 CHAIR'S 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~~to reflect 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 and openness and could drive decisions towards an earlier conclusion. ~~The briefing papers are also on the website.~~

Note

- ~~For the benefit of ease of revue and consistency, the items discussed have been put back into the order published on the Agenda from this item onwards.~~

A/20/3

3.1

DECLARATIONS OF INTEREST

Cllr S. Sullivan lives adjacent the Memorial Playing Field (MPF) and is a committee member of the Steyning Community Orchard Group (SCO Group). Cllr Campbell declared a ~~potential personal~~ interest in items 7.5, 8.4, 8.5 and 8.6 as the new street cleaning contractor also mows his lawn.

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ACTION

A/20/4	QUESTIONS FROM THE FLOOR	Formatted
4.1.1	Q – Jo Gordon – Regarding the establishment of a ‘grove’ at Abbey Road <u>Village Green</u> , Mrs Gordon voiced disappointment from herself and the proposer that <u>in her opinion Cllr Campbell’s initial interest in this element of the scheme had waned. ‘Steyning for Trees’ believes it has a duty to spend the well over £1600 worth of funds gathered on tree</u>	Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri)
4.1.2	<u>planting to help combat climate change.</u>	Formatted
4.1.3	A – Cllr Campbell <u>spoke by reference to briefing paper 7.2 and</u> , replied <u>that</u> there were now several strands to the Abbey Road <u>Village Green (ARVG)</u> project, and <u>he</u> went on to explain <u>the several different elements and</u> that some of these strands such as the ‘hedgerow’, the ‘grove’, <u>and</u> the ‘ <u>a</u> Avenue of trees’ <u>and the meadowdo meadow may not</u> currently complement one another . <u>The avenue and the hedge planting are now seen by the Steyning for Trees Group as being in conflict. Hence the recent floating by</u>	Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri) Formatted: Font: (Default) +Body (Calibri), 11 pt
4.1.4	<u>them of the idea of a grove instead of the original SPC agreed aim of an avenue.</u> Cllr Campbell spoke of the advice received from the SDNPA Lead Ranger, Craig Daters, when he met the ARVG Working Party on site – we should make sure we understood the value of what we have and then be measured about making any changes. Cllr Campbell and therefore proposed thought that the Wworking Party needs to should meet again in	Formatted: Font: (Default) +Body (Calibri)
4.1.5	<u>order to study all consider of the evolving strands once more so that the goals of the entire project {A masterplanmasterplan} could can be established before individual elements of it are developedare progressed.</u>	Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted Formatted: Font: (Default) +Body (Calibri) Formatted: Font: (Default) +Body (Calibri), 11 pt
A/20/5		
5.1.1	A – Mrs Gordon – Disappointed that <u>in her opinion Cllr Campbell</u> had sent out mixed messages and <u>had spoken of talks</u> about managing expectations. <u>She spoke of reversed decisions. She felt this would result in an inappropriate slowing of the process. ‘Steyning for Trees’ believes it has a duty to spend their £1600 gathered on tree planting to help combat climate change as a matter of urgency and so they may now plant elsewhere, and slowing the process. Cllr Campbell-Cllr Campbell stated that there had been no reversed decisions but that further attempts to resolve matters were best discussed at the proposed working party meetingreiterated the advice received from the SDNPA ranger – to be sure we understood the value of what we have and to be measured in making changes Jo wanting to meet expectations.</u>	Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri) Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted
5.1.2		Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri) Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri), 11 pt
5.1.3	A – Cllr Lloyd agreed <u>entirely with what Cllr Campbell had said and that a-a more cohesive cohesive</u> plan needed to be <u>agreedworked on by the Working Party with appropriate expert advice.</u>	Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri) Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri)
5.2.1	Cllr S. Sullivan said it was much <u>preferablered</u> to work with <u>the external groupspotential tree donors</u> in the same way as the <u>SPC’s relationship with the ‘Steyning Community O works with potential donors of apple trees. The SCO decides on location and variety and then seeks a donor, not vice versa. rehard’.</u>	Formatted Formatted Formatted: Font: (Default) +Body (Calibri), 11 pt Formatted: Font: (Default) +Body (Calibri)
	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.	Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold
	Cllr Young wondered if the hedgerow planting ought still to go ahead.	Formatted
5.2.2	Roger Mr. Brown – agreed that <u>the SDNP officer’s advice was of general application.</u> There were many different partsstrands to the Abbey Road <u>Village Green</u> plan that will couldcould potentially enhance the area but <u>he</u> believed there may be little further	Formatted

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~~development project work required as there is an increasing appreciation so much of the value of what is already there. There is a need to reassess given the realisation that there are potentially quite large trees already there and he supported a reconvening of the working party.~~

5.2.3

~~Mrs Gordon expressed her disappointment and considered that there was back-tracking going on and indicated she might not wish to join a reconvened working party.~~

MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

5.3

~~Abbey Road Village Green~~ – Taking account of the above discussion in “question time”, Cllr Campbell, **proposed, seconded** by Cllr Lloyd that the ~~ARVG W~~working ~~P~~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 ~~R~~oad ~~V~~village ~~G~~reen which all project strands can work towards in an integrated way. **Agreed. 6 For, 1 Abstained.**

~~Abbey R~~oad ~~V~~village ~~G~~reen ~~S~~-stream ~~B~~anks - Planting with willow and alder had been supported by the SDNPA officer, Mr Daters- This strand to be looked at by the ~~W~~working ~~P~~party at the same time.

~~Abbey R~~oad ~~V~~village ~~G~~reen ~~W~~winter ~~P~~pond. The ~~C~~lerk reported progress -, having met with Roger Brown and the Tree Warden, ~~Simon Zec~~, and having ~~gained obtained~~ an estimate ~~of probable cost by a contractor from the Tree Warden~~Mr Zec for checking purposes and ~~had also having~~ seen a contractor and the Clerk is now awaiting the contractor's quote for the ~~agreed work on both the pond trees and the marginal large tree.s-~~

Clerk to further liaise ~~under the previous delegating decision~~ with ~~Roger-Mr~~ Brown and via him Craig Daters (Lead Ranger ~~South Downs National Park Authority~~) to ensure the ~~correct bestscope method~~ of work ~~is s-undertaken-used~~ as Mr Daters has recommended the use of Glyphosate and the contractor who is a licenced user had expressed some concern about ~~its use~~using it at this site. Clerk then to implement-

Steyning Community Orchard – ~~Roger-Mr~~ Brown reported ~~briefly on the history of the MPF Orchard and reported that after a suggestion from that after a suggestion from~~ Cllr Campbell that annual applications for permission were a burden on both the SCO and SPC, he had submitted a plan (~~received for this meeting as a s~~supporting ~~p~~paper) as to ~~what he imagined the SCO's final plan~~vision for the ~~Community MPF Orchard at the MPF would look like and this~~which included final suggested boundary limits. This included ~~16 sixteen existing historic trees from the old original 1930s oOrchard, (from the 1930's) and s~~Since 2014, ~~thirty one~~31 additional fruit trees have been planted (~~4 or four or five~~5 per year paid for by Steyning residents and mostly as memorial trees). If approved, the ~~proposed additional 18- eighteen trees would take three3 or 4 more to five years to plant to achieve the final limits of the Orchard.~~ Cllr Lloyd ~~voiced concern as to the~~reminded ~~councillors, fact~~ that limits had been set and agreed before ~~and while he was not minded to object to the new boundary as the area was not useful for much else, he was concerned about who was and who was to be responsible for the long-term maintenance of these trees. The suggestion assurance was given by Mr Brown that the~~

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Steyning Community Orchard SCO Group would look after the tree's maintenance in the long-term be responsible.

Cllr Sullivan reassured about the ultimate size of the mature trees and that the careful planning by the SCO Group, the existing management by it, and the healthy state of the SCO organisation should all give SPC comfort for the future.

Cllr Campbell proposed, seconded by Cllr Alexander that the Committee approves the final extent of the MPF eCommunity Orchard on the MPF in accordance with the sketch plan from the community orchard SCO-g Group which has been submitted as a supporting paper and which the Clerk is requested to attach to the minutes. Agreed

Hedgerow Works – Cllr Campbell summarised Briefing Paper 9.28. There is a long-term strategy set out in a paper prepared by Mr Brown in September 2017. A three-year strategy was authorised by this committee on 7 January 2020. The Clerk confirmed that although the Committee has not seen it, there is a contract and specification in place with the contractor with just the commencement date to be agreed. The intended Spring commencement was missed and it is now intended for the Autumn. Mr Brown summarised the intended work and suggested that Cllr Alexander might join the Rublees Hedgerow Working Party. Cllr Campbell proposed, seconded by Cllr Goldsmith that: -

1. ~~{item 1}~~ Cllr Alexander is henceforth included in the Rublees Hedgerow Working Party; and
2. ~~{item 2}~~ that the Clerk to proceed with ensure that a firm order is placed with the contractor for the first third of the Rublees Hedgerow works, with the specification set out therein and with the exchange of emails with the contractor ~~(copying copied in to Councillors and Mr Brown and)~~ to ensure the agreed works to the Rublees Hedge are scheduled is to proceed on a the first available date soon after 1st November 2020, with the scope of works being agreed by Roger Brown beforehand. Agreed

Playground Planned Preventative Maintenance (PPM) – Cllr Campbell referred to Briefing Paper 9.10 and said he wanted to discuss both preventative and reactive maintenance as discrete and different things. The Clerk reported the required reactive playground works were well under way with most of the medium risk items having been ~~done completed~~. About twenty five percent of medium risk outstanding. Chair expressed disappointment that there was no written report requested that the detail of completed and outstanding matters should be in the form of a written report for Committee sent out after the meeting.

Cllr Young stated that in her opinion the outstanding items were all in the medium – low category. Cllrs Campbell and Sullivan expressed concern that judgments were being made by those unqualified to do so and in substitution for the professional judgments already made by experts. This was a significant concern given that the issues related to health and safety, particularly to children.

The Clerk reported good progress on the PPM document he has been working on and had intended at the April meeting to have ready for this. He assured that a document for discussion would be circulated in good time for the June 2020 meeting. Adult exercise equipment ~~will to~~ be included in the same document.

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	Asset Register that greater detail is added, and the Clerk suggested that reference could	ACTION CLERK	Formatted
7.12	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		Formatted
7.13	SSE Light Renewal Proposal for High Street Clock Tower – The Clerk reported that the	Cllr Campbell / Goldsmith	Formatted
7.14	Steyning Society were unanimous in their approval of the proposed renewal following the pictorial evidence being sent from SSE via Clerk and which was also presented as a supporting paper. Cllr Campbell proposed, seconded by Cllr Lloyd that SPC writes to SSE	CLERK	Formatted
7.15	giving the Council's support subject to any necessary planning or building owner consents etc. Agreed	CLERK	Formatted
	PROGRESS STATEMENT MATTERS ARISING AND ACTIONS		Formatted
7.16	A/19/117.1 ARVG Pond - Clerk to obtain up to three quotes for works to pond in Abbey Road V.G. – See item 5.1	CLERK	Formatted
7.17	A/19/117.1 ARVG Tree Removal - Clerk to obtain quotes to fell willow tree in at Abbey Road Village Green See item 5.1		Formatted
7.18	A/19/117.1.2 ARVG Invasive Plant Removal - Clerk's Office to prepare Caretakers for works at Abbey Road V.G. –	CLERK	Formatted
7.19	Actioned - Not required as Roger Brown reported that they have since been identified as appropriate native plants.		Formatted
7.20	A/19/117.2 Memorial Bench Request - Clerk's Office to ensure memorial bench request processed – Ongoing		Formatted
7.21	A/19/117.4 Chipping at Rublees Hedge - Clerk to ensure works to Poplar trees and brush completed on MPF – Actioned	Cllr Alexander	Formatted
7.22	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	Cllr Goldsmith	Formatted
7.23	Committee.		Formatted
7.24	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) as she had temporarily left the meeting.	Cllr Alexander	Formatted
7.25	A/19/117.6 Concrete Removals to at the MPF – Clerk to implement on basis of existing quotes. – Clerk updated he was to meet the preferred contractor to confirm scope of works by the 28 th May.		Formatted
7.26	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 accidentally overlooked moving the process forward but would now do so.	CLERK	Formatted
7.27			Formatted

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ACTION

to Committee. Cllr Alexander will prepare a running briefing paper for future updates as yet.

A/19/119.5 **Potholes Draft Letter to WSCC** – Cllr Goldsmith draft letter to be almost finished – ready and ready to send – Cllr Goldsmith updated that he wanted to wait until the new Highways Manager was available for a meeting on site.

A/19/120.1 **Allotments Skips** – Clerk to complete series of skip deliveries to the allotments – **Actioned**

A/19/120.2 **Allotments Water Supplies** – Working party to be set up to progress possible recommendations concerning water supply installation issues at the allotments – Cllr Alexander had supplied draft 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.** The agreed version is annexed to these minutes.

A/19/120.3 **Updating Allotment Tenancy Agreements** – Clerk to distribute 'Notice to quit' letter – See item 5.7

A/19/121.1 **Leisure Centre** – Clerk to write to Leisure Centre supporting expressing concern residents about resident's claim of 'poor' service – Clerk to check copy ensure copy letter is sent out to Cllr councillors.

A/19/121.3 **Street Cleaning** – 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

A/19/117 **Hedgerow works on MPF** postponed to the Autumn – See item 5.2.3

A/19/117.16 **Chandlers Way** environmental enhancement proposals – No update

FINANCE

Income and Expenditure Reports for April 2020 – 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.**

MINUTES OF PREVIOUS MEETING

Cllr Campbell proposed, seconded by Cllr Alexander that these the 28 April 2020 minutes are deferred to the 23rd June 2020 meeting. **Agreed.**

INFORMATION / CORRESPONDENCE ITEMS

WSCC questionnaire (as per supporting paper) to be posted on Notice boards

DATE OF NEXT MEETING – 23rd June 2020 at 7.30pm

Meeting closed at 10.01pm

ACTION

Signed: Date: 23rd June 2020

Chairman

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