

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), S. Sullivan, Alexander, Goldsmith, Lloyd, Norcross, and 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 resolution means that the decision was unanimous.

DRAFT MINUTES

ACTION

A/20/1 APOLOGIES FOR ABSENCE

- 1.1 No apologies received. Cllrs Young and Norcross were absent at the beginning of the meeting, joining before the conclusion of the third item discussed – declarations 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 to reflect relative priority of the items and to ensure residents in attendance were not kept waiting unnecessarily.. Also, having sent out to members and Clerk (a series of running briefing papers by way of an experiment, he hoped this would aid transparency and openness and could drive decisions towards an earlier conclusion. The briefing papers are also on the website.

A/20/3 DECLARATIONS OF INTEREST

- 3.1 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.

A/20/4 QUESTIONS FROM THE FLOOR

- 4.1.1 Q – Jo Gordon – Regarding the establishment of a 'grove' at Abbey Road Village Green. Mrs Gordon voiced disappointment that in her opinion Cllr Campbell's initial interest in this element of the scheme had waned.

A – Cllr Campbell spoke by reference to Briefing Paper 7.2 and replied that there were now several strands to the Abbey Road Village Green (ARVG) project, and he went on to explain that some of these strands such as the ‘hedgerow’, the ‘grove’, the ‘avenue of trees’ and the meadow may not currently complement one another. For example, the avenue and the hedge planting are now seen by the Steyning for Trees Group (STG) as being in conflict with one another. Hence the recent floating by STG of the idea of a grove instead of the original SPC agreed aim of an avenue.

Cllr Campbell spoke of the advice received from the SDNPA Lead Ranger, Craig Daters, when he met the ARVG Working Party on site – that we should make sure we understood the value of what we have and then be measured about making any changes. Cllr Campbell therefore thought that the Working Party should meet to consider the evolving strands so that a masterplan can be established before individual elements are progressed.

Mrs Gordon – Disappointed that in her opinion Cllr Campbell had sent out mixed messages and had spoken about managing expectations. She spoke of reversed decisions. She felt this would result in an inappropriate slowing of the process. STG 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 it may now plant elsewhere.

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 meeting.

Cllr Lloyd agreed entirely with what Cllr Campbell had said and that a cohesive plan needed to be worked on by the Working Party, with appropriate expert advice.

Cllr S. Sullivan said it was much preferable to work with potential tree donors in the same way as the SCO works with potential donors of apple trees. The SCO decides on location and variety and then seeks a donor, not vice versa.

Cllr Alexander agreed that an overall 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.

Mr Brown agreed that the SDNP officer’s advice was of general application. There were many strands to the Abbey Road Village Green plan that could potentially enhance the area but he believed there may be little further project work required as there is an increasing appreciation of the value of what is already there. There is a need to reassess given the realisation that there are potentially quite large but currently immature trees already there and he supported a reconvening of the Working Party.

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.

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

5.1.1 Abbey Road Village Green Taking account of the above discussion in “question time”, Cllr Campbell, **proposed, seconded** by Cllr Lloyd that the ARVG Working Party should

continue to work towards preparing the location and species plan which was directed on 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 (JN).**

- 5.1.2 Abbey Road Village Green Stream Banks** - Planting with willow and alder had been supported by the SDNPA officer, Mr Daters. This strand to be looked at by the Working Party at the same time.

- 5.1.3 Abbey Road Village Green Winter Pond.** The Clerk reported that having met with Roger Brown and the Tree Warden, Simon Zec, He had obtained an estimate of probable cost from Mr Zec for checking purposes, and having seen a contractor the Clerk is now awaiting a single contractor's quote for the work on both the pond trees and the marginal large tree.

Under the previous decision of delegation to implement the work, the Clerk will further liaise with Mr Brown and via him Craig Daters (Lead Ranger South Downs National Park Authority) to ensure the best method of work is used as Mr Daters has recommended the use of Glyphosate and the contractor who is a licenced user had expressed some concern about using it at this site. Clerk then to implement.

CLERK

- 5.2.1 Steyning Community Orchard** – Mr Brown reported briefly on the history of the MPF Orchard and reported 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 as a supporting paper as to the SCO's vision for the MPF Orchard. This included final suggested boundary limits. The plan included sixteen historic trees from the original 1930s orchard. 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 proposed additional eighteen trees would take three to five years to plant to achieve the final limits of the Orchard.

Cllr Lloyd reminded councillors 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 to be responsible for the long-term maintenance of these trees. The assurance was given by Mr Brown that the SCO Group would be responsible.

Cllr Sullivan reassured about the ultimate size of the mature trees and explained 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.

- 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 SCO Group which has been submitted as a supporting paper and which the Clerk is requested to attach to the minutes. **Agreed.**

CLERK

- 5.3 Rublees 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 the 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.

5.3.1 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that: -

1. Cllr Alexander is henceforth included in the Rublees Hedgerow Working Party; and
2. The Clerk is to 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. The exchange of emails with the contractor to be copied in to councillors and Mr Brown. The Clerk to ensure the agreed works are scheduled to proceed on the first available date after 1st November 2020. **Agreed.**

CLERK

5.4 **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 that the required reactive playground works were well under way, with most of the medium risk items having been completed. About twenty five percent of medium risk ones outstanding. Chair expressed disappointment that there was no written report and 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.

CLERK

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 be included in the same document.

CLERK

5.5 **Bin Emptying on the MPF** - Cllr Campbell referred to the confidential Briefing Paper 7.5 all councillors had seen, and referred to the non-confidential version uploaded. He summarised that it was agreed with HDC that bin emptying would be done by HDC on Monday and Friday of each week starting at the beginning of November 2019 at £2.49 per bin per empty. HDC also complete a dog waste bin emptying service on Thursdays. This happened with little or no issues up to very recently when there started to be reports of overflowing bins. The Clerk 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.

The new street cleaning contractor, Jack Lee, had stepped in at short notice to complete a one-off bin lift on Saturday evening at £1.15 per bin. Cllr Goldsmith had gained a price from him for a regular service (to empty thirteen bins), that being £32 per visit - £2.46 per bin empty which was lower than the HDC price. The Chair suggested the contractor could take over from HDC the additional MPF bin emptying service it had failed on, while

ACTION

HDC could revert to Thursdays only. Two contractors would provide resilience and this solution would keep money in the local economy. The Clerk pointed out that it was a contract and should go to tender. The Chair pointed out that it had not gone to tender before the contract was placed with HDC at a higher price. Cllr Lloyd clarified that it could be treated as an extension of the street cleaner's existing contract.

On the basis of the Committee's understanding that it would be arranged by the Office that HDC would empty all the bins (not just the dog waste bins) each Thursday instead of on Mondays and Fridays, and on the basis that it was envisaged that the ad hoc emptying by Mr Lee would probably be a regular additional day per week during the summer months; probably each Wednesday morning: -

CLERK

- 5.5.1** 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, 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
CLLRS
CREE &
CAMPBELL

- 5.6** **Grass Cuts** – The Deputy Clerk reported all is going well and as per contract.

- 5.7** **Allotment Tenancy Agreement** – The Allotment Association Secretary, Sally Sanderson joined the meeting for this item. Cllr Campbell summarised Briefing Paper 7.1. By statute there are only two valid dates for termination each year. 6 April and 29 September. The notice, which Committee had not approved, had been sent recently to allotment holders and had an invalid expiry date. Because of the need to give at least twelve months' notice, the next feasible expiry date would be 29th September 2021.

- 5.7.1** 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

Cllr Campbell went on to assure all plot holders through Ms Sanderson that the serving of notice was not a hostile move and was merely a legally necessary precursor to being able to update the allotment tenancy agreement which would be done in consultation with plot-holders. Any plot-holder who wanted to retain their plot on the new terms was guaranteed to be allowed to do so.

Ms Sanderson expressed the appreciation of plot holders for the provision of the series of waste skips.

A/20/6 HIGHWAYS AND LIGHTING

- 6.1** **Public Rights of Way** – Cllr Campbell summarised Briefing Paper 8.1. Public rights of way which are not on the definitive map by January 2026 are likely to be lost for ever. Since March 2018 SPC has been working on paths at two locations, Charlton Court and the Rifle Range.

ACTION

The applications had run into some difficulty and the Committee had been wanting further information before going further, with work in the meantime delegated to Cllr Young and the Clerk.

Cllr Young reported that the Charlton Court application is currently being considered by WSCC. More evidence forms have very recently been submitted for this application. The Rifle Range submission is still being considered.

6.1.2	Cllr Campbell proposed, seconded by Cllr 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.	Cllr Young
6.2.1	Street Cleaning – Cllr Goldsmith outlined the perceived need for some additional regular street cleaning and had had sought prices from the street cleaning contractor, Jack Lee for additional street cleaning services at those locations.	
6.2.2	Cllr Goldsmith proposed, seconded by Cllr Lloyd that {Mr Lee be contracted at a 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
6.2.3	Cllr Campbell proposed, seconded by Cllr S. Sullivan that Mr Lee be contracted at a 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 reported on an informal request from one of the litter picking volunteers for them to borrow the SPC hand dust cart used by Jack Lee. This was considered impractical but the purchase of a second cart might be appropriate.	
6.3.1	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 Agreed.	CLLR GOLDSMITH
6.4	Street Lighting – The Clerk reported that he awaited confirmation from WSCC regarding the responsibility for 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 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 via Clerk and which was also presented as a supporting paper.	
6.5.1	Cllr Campbell proposed, seconded by Cllr Lloyd that SPC writes to SSE giving the Council’s 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 ARVG Pond - Clerk to obtain up to three quotes for works to pond in Abbey Road V.G. – See item 5.1	CLERK

		ACTION
7.2	A/19/117.1 ARVG Tree Removal - Clerk to obtain quotes to fell willow tree at Abbey Road Village Green See item 5.1	CLERK
7.3	A/19/117.1 ARVG Invasive Plant Removal - Clerk's Office to prepare caretakers for works at Abbey Road V.G. – Actioned - Not required as Roger Brown reported that they have since been identified as appropriate native plants.	
7.4	A/19/117.2 Memorial Bench Request - Clerk's Office to ensure memorial bench request processed – Ongoing	
7.5	A/19/117.4 Chipping at Rublees Hedge - Clerk to ensure works to plum trees and brash 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) as she had temporarily left the meeting.	CLERK
7.7	A/19/117.6 Concrete Removals 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.	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 accidentally overlooked moving the process forward but would now do so.	Cllrs Goldsmith Young & Lloyd
7.9	A/19/117.9 Playground Planned Preventative Maintenance – 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 Playground Reactive Repairs - 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 Plaque - to be ordered and fixed in position. Clerk updated that plaque is 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 WP – negotiations continuing with HDC. Cllr Campbell reported that there is a meeting set up via Zoom with HDC officers on 28 th May 2020.	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 meeting via Zoom to be arranged by Clerk– 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 had established there is no way the blacksmith will reconsider the position, therefore there will be no temporary	

	silhouette commemorating the NHS.	ACTION
7.16	A/19/118.1 MPF Changing Rooms Overheads - Clerk to move electric costs of MPF changing rooms to Premises Committee budget – Actioned	CLERK
7.17	A/19/118.2 SCO Insurance Grant - Clerk to arrange grant payment for the Steyning Community Orchard - Actioned	
7.18	A/19/119.1 Mouse Lane Grit Bin - Clerk's Office to purchase grit bin for Mouse Lane – Actioned . Office will now arrange installation.	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 further to report to Committee. Cllr Alexander will prepare a running briefing paper for future updates.	Cllr Alexander
7.22	A/19/119.5 Potholes Draft Letter to WSCC – Cllr Goldsmith draft letter almost finished and ready to send – Cllr Goldsmith updated that he wanted to wait until the new Highways Manager was available for a meeting on site.	Cllr Goldsmith
7.23	A/19/120.1 Allotments Skips - Clerk to complete series of skip deliveries to the allotments – Actioned	
7.24	A/19/120.2 Allotments Water Supplies - Working party to be set up to make recommendations concerning water supply 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 Working Party are adopted as varied by Cllr Campbell in the travelling draft. Agreed . The agreed version is annexed to these minutes.	
7.25	A/19/120.3 Updating allotment Tenancy Agreements , -Clerk to distribute 'notice to quit' letter – See item 5.7	
7.26	A/19/121.1 Leisure Centre - Clerk to write to Leisure Centre expressing concern about resident's claim of poor service – Clerk to ensure copy letter is circulated to councillors.	CLERK
7.27	A/19/121.3 Street Cleaning - Clerk to pass on residents' positive feedback to street cleaning contractor – Actioned . Clerk to also upload onto website as supporting paper to 28 April 2020 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	CLLR SAUNDERS
A/20/8	FINANCE	

ACTION

8.1 Income and Expenditure Reports for April 2020- The Reports were discussed. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that 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 the 28 April 2020 minutes are deferred to the 23rd June 2020 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:** 2020

Chair