

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 23rd June 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: Five plus Cllr Cree {Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.30 pm

DRAFT MINUTES

ACTION

A/20/12 APOLOGIES FOR ABSENCE

- 12.1 No apologies received. Though Cllr Lloyd experienced technical issues and joined the meeting late - at the beginning of declarations of interests (Next item)

A/20/13 DECLARATIONS OF INTEREST

- 13.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group with declared interest in item 7.2.

A/20/14 CHAIRS ANNOUNCEMENTS

- 14.1 Cllr Campbell said he had two statements to make – One at this point in the meeting, and one later and before Agenda item 7.2. The Chair reminded councillors as to decision-making and the scope of the powers of the Clerks, Councillors, Working Parties, Committees, and Full Council {Full text appended to these minutes}.

CLERK

A/20/15 QUESTIONS FROM THE FLOOR (Full Q and A's appended to these minutes)

- 15.1.1 *Q – Mike Kelly and Jane Oxley – Cllr Campbell summarised the question that had been written and submitted in advance of the meeting. In summary and concerning the boundary of the Orchard on the MPF.- While great supporters of the work of the Community Orchard, they were concerned to see the proposed expansion of an Orchard might compromise the main point of the MPF, that of a community asset providing general sport and recreation opportunities.*
- 15.1.2 *A - Cllr Campbell replied, he felt the opportunities for recreation within an orchard are compatible with a village green status. He contested their understanding of where the new proposed boundary would be as he felt it would not compromise its ability to be used as a playing field and also said that the purpose of the memorial tree planting would not be lost.*
- 15.2.1 *Q - Russell Barnes – Concerning Public Rights of Way: - Strong working relationships with local landowners are very important, are currently it seems in good order, and these good relations should not be jeopardised.*



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Could the Parish Council please confirm; 1. What the benefits would be for local residents and regular visitors alike by having these permissive footpaths changed to public rights of way, and 2. What the potential risks might be for local residents and regular visitors alike if the landowners are disadvantaged / aggrieved by a successful or unsuccessful application by the Parish Council?

15.2.2 **A** – Cllr Campbell replied, if registered as public right of way, then everyone enjoys those rights in perpetuity, whereas permissive rights can be withdrawn at any time and the Goring family has formally confirmed that it wishes always to retain the right to withdraw the permission as it has a principle that one generation should not make decisions binding on the next. Concerning risks of failure, in his opinion there are many not least because the latest edition of the OSS magazine makes it clear that they think the West Sussex rights of way team is in a muddle, and that is a great concern to all of us as it means the outcome of the application is difficult to predict.

15.2.3 **A** - Cllr Young, in reply to the question raised – the benefits of our local footpaths are even more noticeable during lock down, and these permissive paths over the rifle range do link with other paths creating circular courses and the rifle range targets are of historical interest, yet if not designated as rights of way could be lost. The landowner is sympathetic to the community's well-being and enjoyment enabled by the use of the current permissive paths and Cllr Young hopes to foster good relations working with the local landowner towards a satisfactory outcome.

A/20/16 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

16.1.1 Abbey Road Village Green. Roger Brown had communicated with Mr Daters and they agreed that the glyphosate was indeed the preferred option to kill the willows within the pond which is to be cleared, and informed the Clerk who had obtained one estimate and two other quotes and consequently appointed the contractor as per delegated authority from the April Amenities meeting. The Clerk had presented via supporting papers the range of costs. Cllr Campbell felt it important to further establish and agree the scope of works before work should begin. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk should circulate the quote to committee members before placing the order giving 48hrs to comment. **Agreed. 5 For {PC, RG, JN, SA, SSu}, 2 Abstained {CY, TL}**

CLERK

16.1.2 Roger Brown continued to present proposals for further works at Abbey road including goat willow planting and creating some 'scrapes' {slightly deeper trenches within the pond}. The Clerk reminded committee at the previous meeting it was suggested that the full plan was to be agreed before each strand was to be actioned. Cllr Campbell and Roger said the goat willow planting would be undertaken in any event. Roger urged Cllr Campbell to convene the working party to discuss the plan for this project. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that this committee authorises Roger Brown and any other volunteers working under his supervision, subject to a risk assessment agreed by the clerk, to plant the bank of the abbey road village green stream with pussy willow cuttings making due regard for the likely wish to plant specimen weeping willow trees and or alder trees at a later date. **Agreed. 6 For {PC, SA, JN, SSu, RG}, 2 Abstained {TL, CY}**

Roger Brown &
CLERK

16.1.3 Abbey road grass cutting. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that this committee charges the clerk's office to renegotiate the grass cutting contract to provide that for every cut in the meadow area the arisings are collected and deposited at the location of the arisings from the spring 2020 mowing's. **Agreed**

CLERK

16.2 Steyning Community Orchard – Cllr Campbell stated that the decision the Amenities committee made on the 26th May 2020 concerning the new boundary was binding on full council and the discussion at this meeting was as a courtesy to those members of the public who had asked full council to rethink this decision. Roger Brown and Alec Harden spoke to this item in support of the project of the Steyning Community Orchard and

further to the supporting paper to build upon the knowledge on the purpose for this project which has been ostensibly to promote a pleasant wildlife and soon to be fruit laden resource for the community, which as an area was previously wild and unkempt and used merely as a walk through, and is now not least an opportunity for residents to have memorial trees planted in memory of their loved ones. It was also pointed out that historically this part of the MPF had been an Orchard certainly into the 1960's but had since fell into unmanaged disrepair.

A/20/17 MINUTES OF PREVIOUS MEETING

- | | | |
|------|---|-------|
| 17.1 | Cllr Campbell outlined that there had been a number of versions of the draft minutes for the 28 th April 2020 and he proposed changes to the version 6 draft minutes as they had been circulated as per supporting papers. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the {28 th April 2020 draft Amenities} minutes show the correct spelling of the word 'summerised'. Agreed. 4 For {PC, RG, SSu, TL}, 3 Abstained {JN, SA, CY}. | CLERK |
| 17.2 | Cllr Lloyd on a point of order said that there was a big agenda and this process of voting on individual phrasing of the draft minutes was not the best use of everyone's time. Cllr Campbell agreed and said he would be drawing the meeting to a conclusion shortly, following his proposed amendments. | |
| 17.3 | Cllr Campbell proposed, seconded by Cllr S. Sullivan that instead of the words on the fourth line down on page two, ' <i>he made recommendations which are encapsulated in the following decisions</i> ', to instead insert the following phrase into the draft minutes {for the 28 th April 2020} ' <i>he recommended the removal of self-sown trees within the pond and treatment of the stumps with glyphosate to be done over two to three years, also some of the large water edged willows starting with the largest this year all to help the pond from drying out too early in the year, non-native plants needing removal from the water's edge, excavating to increase the depth would not be appropriate</i> '. Not Agreed.
3 For {RG, PC, SSu}, 4 Against {JN, CY, TL, SA} | |
| 17.4 | Cllr Lloyd stating that he was not prepared to spend ½ hour on going through the minutes line by line and proposed, seconded by Cllr Norcross that the Clerk's version of the draft minutes {28 th April 2020} that is before us {the committee}, be accepted as a true and fair record of the meeting. Agreed. 4 For {JN, CY, TL, SA}, 3 Against {RG, PC, SSu} . Cllr Campbell added that Under SO 12d the Chair of the 28 April 2020 meeting states that he does not believe these minutes to be a true and fair record. There are significant errors and omissions, including to the wording of resolutions. The majority of councillors did not wish to have the alternative wording before them for discussion before they voted, and in the Chair's opinion some were predetermined on this issue as they have previously made plain that they will always support the Clerk's version of draft minutes. | CLERK |
| 17.5 | Cllr Campbell proposed, seconded by Cllr S. Sullivan that the draft minutes for the 26 th May 2020 be put back to the next meeting of Amenities to allow for a consensus of the minutes to be reached. Agreed. 6 For {PC, RG, SSu, TL, SA, CY}, 1 Against {JN} | CLERK |
| 17.6 | Cllr Campbell proposed, seconded by Cllr Goldsmith that if consensus is not reached, then the Clerk's version and the Chair's version are both circulated and uploaded to the website at least three clear days before the next meeting and that the Clerk's contested version be taken down in the meantime. Not Agreed. 3 For {PC, RG, SSu}, 4 Against {JN, CY, TL, SA} | |

A/20/18 CHAIRS ANNOUNCEMENTS

- 18.1** Cllr Campbell made another announcement by way of an explanation as to why he will be leaving this meeting and stepping back from most Council business – Full statement appended to these minutes. He left the meeting at 8.54pm **CLERK**
- 18.2** Cllr S. Sullivan as Vice-chair to the Amenities committee then took over the meeting and made her own statement regarding Allotment issues. Cllr Norcross on a point or order suggested the agenda should be followed. Cllr S. Sullivan stated she would also leave the meeting, though was not resigning from the Council. She left the meeting at 9.01pm
- 18.3** The Clerk pointed out the meeting was still quorate, and a chairman needed to be voted in. Cllr Young **proposed, seconded** by Cllr Norcross that Cllr Lloyd be nominated to chair the remaining part of the meeting. **Agreed. 4 For {CY, TL, JN, SA}, 1 Abstained {RG}**
Cllr Goldsmith said he was not going to waste his time either and left the meeting at 9.03pm. The meeting carried on with four members present.

A/20/19 FINANCE

- 19.1** The Income & Expenditure reports were discussed for the May 2020 period.
Cllr Lloyd **proposed, seconded** by Cllr Alexander that that the income and expenditure reports for May 2020 be accepted as a true record. **Agreed.**
- 19.2** Cllr Lloyd **proposed, seconded** by Cllr Alexander that the second 1100 Litre waste bin service at the MPF at £67 per month is agreed as a necessity as the Council needs a second bin. **Agreed** **CLERK**

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

- 20.1** Playground planned preventative maintenance (PPM) schedules – The Clerk reported in support of the papers already distributed and in support of the concept of preventative maintenance as opposed to a mainly reactive maintenance regime. In terms of the preventative weekly or bi-weekly checks by an operative Cllr Young suggested that perhaps a councillor could adopt one of the five playgrounds. Cllr Alexander pointed out the guidance from the government posted earlier this same day, that playgrounds were due to be opened on the 4th July 2020. Cllr Lloyd **proposed, seconded** by Cllr Alexander that committee delegates the Clerk to organise a first walk around with TC Maintenance {the nominated preventative maintenance operative} to a cost of £300. **Agreed.** The Clerk to put a message out to all members to be involved in the first Walk around **CLERK**
- 20.2** Bin relocations on the MPF – in view of residents' complaints re the siting of two of the relocated bins. Cllr Alexander said he had attended site and suggested alternative sites with photos already sent to other councillors. Cllr Alexander **proposed, seconded** by Cllr Norcross that committee agrees that these two bins are to be repositioned and that Cllr Alexander has delegated responsibility to look at alternatives with the Clerk so that the location plans are presented to the next meeting. **Agreed.** The clerk to send the invite to all members of the Amenities committee, and update residents **CLERK**
- 20.3** Crass cutting – Monthly report received by the committee

20.4	Allotments water supply – Cllrs Cree and Alexander reported a meeting with contractors on site to discuss options. Papers were sent out to councillors from Cllr Cree and he suggested they be sent on to allotment holders for information and be posted on the web site – Clerk to action	ACTION CLERK
20.5	Godstalls Lane remedial tree works – The Clerk reported on an initial enquiry from a resident for the office to deal with some overhanging branches and the fact that this lower priority works had now turned into a larger issue with diseased non-mature Elm trees and walkway cut backs required. – Clerk to bring back further details to next committee.	CLERK
20.6	Allotments general admin report – Clerk elaborated on the details. The Chair noted on the significant improvements to the Allotments in the last two / three years	
A/20/21	HIGHWAYS AND LIGHTING	
21.1	Public Rights of Way designation – Cllr Young reported including via her supporting papers the recent progress made and that committee consider for their approval an amended plan/ map. Cllr Alexander proposed, seconded by Cllr Young that the public rights of way working party be extended to include if possible, a member of the Goring family and members of this committee and any members of the public that would like to get involved. Agreed	Cllr Young & Others
21.2	Litter picking – In Cllr Goldsmiths absence this item deferred until next meeting	Cllr Goldsmith
21.3	Community car parking – The Clerk reported on a meeting with Cllr Barling (WSCllr) and Cllr Cree and where Traffic Orders had been discussed. Cllr Lloyd proposed, seconded by Cllr Norcross that Cllr Alexander be the Council's representative on the community parking working group and liaise with West Sussex County Councillor David Barling. Agreed	CLERK / Cllr Alexander
A/20/22	PROGRESS STATEMENT MATTERS ARISING AND ACTIONS	
22.1	A/20/5.1.3 Abbey Road winter pond: Clerk to liaise with Roger Brown on scope of works – See item 16.1.1	
22.2	A/20/5.2.2 Steyning Community Orchard: Sketch map to be attached to Minutes - Actioned	
22.3	A/20/5.2.3 Hedgerow works on MPF: postponed to the Autumn – Clerk update that the earliest these works could be done would be the end of September.	CLERK
22.4	A/20/5.3 Playground PPM: Adult exercise equipment to be added to process - Actioned	
22.5	A/20/5.5 Clerk to extend the terms of the street cleaning contract – Ongoing , amended contract to go out to all councillors	DEPUTY CLERK
22.6	A/20/5.7 Clerk to take advice on final draft of 'Notice to quit ' letter and then act on that advice – Ongoing	CLERK
22.7	A/20/6.1 Cllr Young to continue to process applications on public rights of way designation – See item 21.1	
22.8	A/20/6.2.1 Street cleaning contractor to clean George Corner to Coach park – Actioned , Deputy clerk to ensure ivy encroachment is also dealt with or explanation sought.	DEPUTY CLERK

ACTION

22.9	A/20/6.2.2	Street cleaning contractor to clean Jarvis Lane to Welcome sign - Actioned	
22.10	A/20/6.3	Litter Picking item to come back to next meeting – See item 21.2	
22.11	A/20/6.4	Street Lighting information added to Asset register and taken to F&GP – Actioned	
22.12		Cllr Lloyd proposed, seconded by Cllr Alexander that all following actioned items taken as read. Agreed	
22.13	A/20/6.5	SSE – High street Clock Tower Light renewal: SPC writes to SSE giving Councils support to project – Clerk updated that SSE contractors were now contacting local residents to gain access and permissions for works to be completed - Actioned	
22.14	A/20/7.4	Clerks office to ensure memorial bench request processed – Ongoing	CLERK
22.15	A/20/7.6	Bin rationalisation – Simon Zec to complete works – See item 20.2	
22.16	A/20/7.7	Concrete removals to the MPF – Clerk to implement on basis of exiting quotes - Clerk updated as per briefing paper, and outlined the concerns raised by the now absent Cllrs Goldsmith and Campbell. Cllr Lloyd, proposed, seconded by Cllr Alexander that {SPC} move ahead with this project subject to the scope of works being approved by the Clerk. Agreed	CLERK
22.17	A/20/7.8	Normans way play area; Cllrs Young, Goldsmith & Lloyd chasing HDC for response - Cllr Lloyd updated that HDC do not seem to have an issue with SPC moving forward to see if development is possible and desired. Cllr Lloyd proposed, seconded by Cllr Alexander that a working party consisting Cllrs Young, Lloyd and Goldsmith be convened {to progress this item}. Agreed	Cllr Goldsmith / Young & Lloyd
22.18	A/20/7.11	Basketball courts plaques to be ordered and fixed in position – Actioned	
22.19	A/20/7.12	Fletchers Croft WP – negotiations continuing with HDC – Ongoing	Cllr Goldsmith / Campbell
22.20	A/20/7.13	Tree management strategy; working party to meet with tree surgeon – Ongoing	CLERK
22.21	A/20/7.14	Memorial gardens signage – working party to meet via zoom – Ongoing	CLERK
22.22	A/20/7.18	Clerks office to place Grit bin in Water lane and fill in preparation for winter plan - Actioned	
22.23	A/20/7.21	Electric charging points – Cllr Alexander to investigate – Nothing to update	Cllr Alexander
22.24	A/20/7.22	Potholes draft letter – Cllr Goldsmith waiting until new Highways Manager available to discuss on site – Ongoing	Cllr Goldsmith
22.25	A/20/7.24	Allotment water supply terms of reference adopted – Actioned	
22.26	A/20/7.26	Clerk to check letter of support regards complaint to leisure centre sent to Cllrs – Actioned	

ACTION

- 22.27** A/20/7.27 Clerk to check positive feedback regards street cleaning contractor on web site - **Actioned**
- 22.28** A/20/7.29 Chandlers Way environmental enhancement proposals – Clerk updated a meeting with Cllr Saunders was planned with a view to presenting an amended plan for next meeting
- 22.29** A/20/9.1 April Minutes approval deferred to next meeting - **Actioned**
- 22.30** A/20/10.1 WSCC questionnaire to be posted on Notice boards and web site - **Actioned**

**CLERK / Cllr
Saunders**

A/20/23 DATE OF NEXT MEETING – 23rd July 2020 at 7.30pm

Meeting closed at 10.01pm

Signed: Date: 23rd July 2020

Chair

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

Video - <https://archive.org/details/2020-06-23-amenities-committee-steyning-parish-council-video>