Steyning Parish Council

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MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 23rd July 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, {Deputy Clerk also in attendance and hosting the meeting}**

Meeting started at: **7.30 pm**

DRAFT MINUTES

ACTION

A/20/24 **APOLOGIES FOR ABSENCE**
24.1 No apologies.

A/20/25 **DECLARATIONS OF INTEREST**
25.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group and has a building plot adjacent to the memorial playing field.

A/20/26 **QUESTIONS FROM THE FLOOR**
26.1 None

A/20/27 **MINUTES OF PREVIOUS MEETING**
27.1.1 Cllr Norcross **proposed, seconded** by Cllr Alexander that the 26th May draft Amenities minutes are a true and fair record. **Agreed. 4 For {CY,SA, JN, TL}, 3 Against {PC, SSu, RG}.**

27.1.2 *Chairs Statement – 'Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes and errors and omissions. Despite a month's adjournment, the details of those errors and omissions given to the Clerk before the 23 June 2020 meeting were circulated to councillors just one day prior to the 23 July meeting. The majority on this Committee having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O. 10, and that they will always prefer the Clerk's version, only the Clerk's version was put to Committee and was agreed by majority vote with the Chair and others voting against'*
Clerk to add to agreed minutes **CLERK**

27.1.3 Cllr S. Sullivan – wanted it minuted – *When she was chair of Amenities the reason she resigned was because of issues over the minutes.*

27.2.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the 23rd June draft minutes are accepted as a true and fair record and the chairman's statement which was read out at

ACTION

said meeting should not be attached to the minutes nor uploaded to the website at this time. **Agreed**. **4 For {CY,SA, JN, TL}, 3 Against {PC, SSu, RG}.**

27.2.2 Cllr Alexander pointed out the draft minutes were in fact distributed on the 17th July

27.2.3 Chairs Statement – *'Under S.O. 12d the Chair believes that these minutes are not a true and fair record because they contain significant misquotes, errors and omissions. A majority on this committee voted to remove the Chair's statement from the Clerk's draft minutes, not because it was inaccurate, but because they disagreed with what they acknowledged the Chair had said on 26 May 2020. This airbrushing of history is a serious abuse by a dominant voting faction. Furthermore, that dominant faction having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O.10, and that they will always prefer the Clerk's version, only the Clerk's version had been put to Committee notwithstanding the Chairs' view that it was not a true and fair record'.* Clerk to add to agreed minutes. **CLERK**

A/20/28 CHAIRS STATEMENT

28.1.1 *'After three councillors left the 23rd June meeting there was an ultra vires decision relating to Agenda item 8.3. A substantive decision not on the Agenda to appoint a representative to a working party, and therefore will have to be revisited at the next meeting.* **CLERK**

28.1.2 *Car Park next to Library –*
Minutes of Dec 2006, the minutes say there are proposals to develop a new car park next to the library with 28 spaces which would be used by the teachers and staff during school times and by the community evenings and weekends. And then there is another entry on the 19th June 2007 which says the Horsham District Council planning obligations meeting where the bid by the grammar school for section 106 money for the car park was being decided, it was agreed for £25000 funds to be awarded to the school to construct the car park, some conditions were attached to the funding and these were that there would be a proper agreement on community use after school hours, at weekends and during holidays'
To be discussed at next Meeting **CLERK**

28.2 Chair Reported he had had a meeting with the Chairman of the Steyning Cricket club and discussed five issues
1. Car Park – a report of suggestions for better control of its use to be received by SPC from the Cricket club
2. Noise nuisance – Cricket club has produced notices reminding patrons to leave quietly, but satisfied its patrons not responsible for recent complaints
3. Re-siting of Rubbish bins – Club opposed to bins being placed within Car Park
4. Possible renewal of the Cricket clubhouse: early stage proposals being worked on.
5. Dealing with a complaint from resident re footballs kicked into their garden – hoping to store goals in a different place
6. Squaring off the Concrete – to be dealt with by Council at a later date

A/20/29 FINANCE

29.1 The Income & Expenditure reports were discussed for the June 2020 period.
Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that that the income and expenditure reports for June 2020 be accepted as a true record. **Agreed.**

29.2 Steyning and District Partnership requested a grant to go towards their upcoming Food and Drink Festival. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Amenities committee being mindful of the fact that the request is outside of their remit, however because of the urgency, recommends to F&GP that they give the £250 that they gave in

		ACTION
	the previous year, and that if the Clerk is satisfied that it does fall within our (Amenities Committee) remit then it is authorised. **Agreed** Clerk to advise requester and committee members	**CLERK**
A/20/30	**MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**	
30.1	Abbey Road Village Green – Cllr Campbell yet to arrange meeting for working party	**Cllr Campbell**
30.2	Steyning Community Orchard – request for possible water supply to be T'd off Allotment supply. Cllr Campbell **proposed, seconded** by Cllr Lloyd that the issue of the Water supply for the Orchard group be referred to the working party for them to include within their remit. **Agreed**	**Cllr Alexander**
30.3.1	Playground planned preventative maintenance (PPM) scheme – possible preventative maintenance contract. Clerk to send most recent HDC inspection reports. Clerk reported on site meeting with proposed contractor and Cllrs Alexander and Norcross. Cllr Alexander agreed that the contractor gave a very thorough summary of the works he would undertake for the proposed £50 per month to check all 5 playgrounds.	**CLERK** **CLERK**
30.3.2	Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the Clerk delegated to provide identification Lanyards for all councillor's usage. **Agreed 6 For, 1 Abstained {JN}**	**CLERK**
20.3.3	Cllr Campbell **proposed, seconded** by Cllr Goldsmith that in principle the committee wishes to adopt the recommendation {to agree £50 per month for preventative maintenance contract} but that the Clerk is required to come back to the next meeting with a schedule of the maintenance that the Council will be getting in return. **Agreed**	**CLERK**
30.3.4	Cllr Campbell **proposed, seconded** by Cllr Alexander that the committee request that the Clerk arrange an inspection between now and the next meeting for £50 **. Agreed**	**CLERK**
30.4	MPF Bin Relocation. Cllrs Alexander and Young with supporting papers including pictures and diagrammatic representation reported on possible relocation of two MPF bins. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the decision on this item is deferred until a discussion has been had with the Cricket club. **Agreed 5 For, 2 Against {SA, JN}**	**CLERK**
30.5	Recycling our Rubbish on the MPF – A meeting had taken place with Street cleaning contractor, Clerk, D. Clerk, and Cllrs Goldsmith and Campbell, details of which within the supporting paper. Recycling to be put on Agenda for next meeting to agree labels on bins to say 'For Landfill - please take your recyclables home. Steyning Parish Council, Thank you' The Chair hoped that other contractors could be contacted regards bin emptying cost, with quotes to be discussed at next meeting. Hi Vis jackets have been received. Clerk to write to resident regards recycling enquiry to include ccing in Councillors	**CLERK** **CLERK** **CLERK**
30.6	Grass cutting report received – nothing to report	
30.7.1	Allotments water supply upgrade – Cllr Alexander reported on progress as per supporting papers from the working party. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the working party needs to consult further before coming up with refined proposals. **Agreed**	**Cllr Alexander & w. party**
30.7.2	Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that the working party is charged with obtaining quotes from independent authorised contractors to provide an upgraded supply	**Cllr Alexander & w. party**

ACTION

to the allotments probably to include a new meter, and of a capacity of 32mm. **Agreed 6 For, 1 Abstained**

30.7.3 Clerk reported via supporting paper that allotments had only one current plot vacancy which is the best participation level recorded for many years.

A/20/31 HIGHWAYS & LIGHTING

31.1.1 Public Rights of Way designation. Cllr Young reported on a Rights of Way Definitive Map Modification Order (DMMO) being proposed for the twitten between Coombe drove and the Bostal road and being undertaken by Bramber Parish Council. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed to write to Bramber PC stating to the effect that Steyning parish council is fully supportive of the application and is prepared to offer such assistance that the Clerk may think appropriate subject to it coming back to this committee if it involves any expenditure. **Agreed 4 For, 3 Abstained {CY, JN, SA}** **CLERK**

31.1.2 Rifle range D.M.M.O – Cllr Young presented a supporting paper showing a balanced perspective as to the advantages and disadvantages in terms of proceeding with the application. The matter was discussed. **CLERK**

31.2 Litter Picking – Cllr Goldsmith reported the volunteer litter picking groups' desire to obtain a similar dust cart to that which had been purchased for the contracted street cleaner. No decision made.

A/20/32 PROGRESS STATEMENT MATTTERS ARISING AND ACTIONS

32.1 A/20/14.1 Clerk to append Chairs statement to Draft Minutes **– Actioned**

32.2 A/20/16.1.1 Clerk to circulate contractors quote to members for approval and comment before placing order- **Actioned**

32.3 A/20/16.1.2 Roger Brown authorised to complete Abbey road planting. Clerk to approve Risk Assessments **- Ongoing** **CLERK / Roger Brown**

32.4 A/20/16.1.3 Clerk to renegotiate the grass cutting contract to include depositing of arisings at Abbey Road **– Actioned.** D. Clerk to annex to Contract and inform committee members when done **D. Clerk**

32.5 A/20/17.1 Clerk to amend a spelling error on April Minutes **– Actioned**

32.6 A/20/17.4 Clerk to add Chairs statement to April Amenities Minutes **– Actioned**

32.7 A/20/17.5 26th May Draft Minutes agreement to be deferred for next meeting **- Actioned**

32.8 A/20/18.1 Cllr Campbell's second statement to be appended to the draft Minutes **– Actioned**

32.9 A/20/19.2 Second 1100 Litre waste bin service at MPF agreed **– Actioned**

32.10 A/20/20.1 Playground PPM – Clerk to organise a walk around with prospective maintenance operative **- Actioned**

32.11 A/20/7.6 Bin rationalisation; Clerk to organise meeting at MPF **– Actioned**

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32.12	A/20/20.4 Allotment water supply – **See item 30.7**	
32.13	A/20/20.5 Godstalls Lane remedial works: Clerk updated the hedgerow has been cut back to the fence line adjacent the path. Newham close - Branches overhanging car park and alleyway have been cut back. Clerk spoke with Tree warden and has determined that diseased Elm saplings that need removal ought to be dealt with by Saxon Weald as they are growing on their land (just over the border line). **Actioned**	
32.14	A/20/21.1 Public rights of way designation – Cllr Young to extend working party if required – **Actioned**	
32.15	A/20/21.2 Litter picking item deferred until next meeting – **See item 31.2**	
32.16	A/20/21.3 Clerk to inform that Cllr Alexander will represent SPC on matters community parking related **- Actioned**	
32.17	A/20/5.2.3 Hedgerow works on MPF: postponed to the Autumn **– Ongoing**	**CLERK**
32.18	A/20/22.5 Clerk's office to extend the Street cleaning contract **- Actioned**	
32.19	A/20/5.7 Clerk to take advice on final draft of 'Notice to quit' letter and then act on that advice. Clerk to send advice received from solicitors to Councillors.	**CLERK**
32.20	A/20/22.8 Deputy Clerk to ensure ivy encroachment at George corner dealt with **- Actioned**	
32.21	A/20/7.4 Clerks office to ensure memorial bench request processed **– Ongoing**	**CLERK**
32.22	A/20/22.16 Concrete removals on MPF to progress subject to scope of works being approved by Clerk – Clerk updated that he is pursuing another quote and will act as per previous decision made by committee when quote received.	**CLERK**
32.23	A/20/22.17 Normans way play area – working party to progress this item forward: Cllr Lloyd updated that land development is possible	
32.24	A/20/7.12 Fletchers Croft WP– negotiations continuing with HDC: Cllr Campbell updated that HDC not interested in disposing of the Freehold. Refined proposals for a lease agreement are to be forthcoming.	**Cllr Campbell/ Goldsmith**
32.25	A/20/7.13 Tree management strategy– working party to meet with tree surgeon – The Chair suggested to virtually meet in September or October	**CLERK**
32.26	A/20/7.14 Memorial gardens signage – working party to meet via zoom **– Ongoing**	**CLERK**
32.27	A/20/7.21 Electric charging points: Cllr Alexander updated no progress to date but that it will be put into infrastructure report	**Cllr Alexander**
32.28	A/20/7.22 Potholes letter; Cllr Goldsmith waiting until new Highways Manager available to discuss on site **– Ongoing**	**Cllr Goldsmith**

		ACTION
32.29	A/20/22.28 Chandlers Way environmental enhancement proposals: Clerk updated Cllr Saunders had compiled draft letter and supporting documents and questionnaire. Clerk to distribute to committee members for information.	**CLERK / Cllr Saunders**

A/20/33 INFORMATION / CORRESPONDENCE ITEMS

33.1 Open Space Society – Protection of local green space – for information

A/20/34 DATE OF NEXT MEETING – 29th September 2020 at 7.30pm

Meeting closed at 9:58pm

Signed: . . . . . Date: 29th September 2020

Chair

Recordings of this meeting can be found using the following links: -
Video - https://archive.org/details/2020-07-23-steyning-parish-council-amenities-meeting-video

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