
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th NOVEMBER 2023 AT 7.30 PM AT THE STEYPNING CENTRE

Present: Cllrs I Alexander (Chair), S Alexander, Sharp, Lloyd, Hanson, Young, Linfield, and Johnson.

Clerk: John Fullbrook

Members of the public: 8

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/23/37 APOLOGIES FOR ABSENCE

37.1 Apologies received from Cllr Norcross

ACTIONS

C/23/38 DECLARATIONS OF INTEREST AND DISPENSATIONS

38.1 None

C/23/39 QUESTIONS FROM THE FLOOR {in summary}

39.1.1 *Resident – stated his interest in the work of the Mouse Lane working party, and particularly the recent Nightingale Lane gate installation and proposed resurfacing of the lane, and wanted to lobby SPC to consider not going for the concrete option and instead deploy a more permeable surface as a solution as it would reduce surface runoff and be more aesthetically pleasing.*

39.1.2 *The Clerk – responded by saying this was to be considered when the working party reconvened and that this would be subsequent to the Wiston Estate receiving quotes in regards possible flooding solutions.*

C/23/40 MINUTES OF PREVIOUS MEETINGS

40.1 To agree 5th September draft minutes. Cllr I Alexander **proposed, seconded** by Cllr S Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 5th of September 2023. **Agreed**

C/23/41 MATTERS ARISING AND ACTIONS - These items were taken as read.

41.1 Clerk to send out MPF licence agreement to applicant - **Actioned/ See item 43.7**

41.2 Clerk to write to Cllr Linehan to advocate grass cutting of area surrounding 'Welcome sign' – **Actioned**

41.3 Clerk to write to Mr Ashby and the Steypning Horticultural Society to advise on decision - **See item 43.2**

41.4 Clerk to reconvene (expanded) 20's plenty working party – **See item 42.1**

41.5 Cllr Johnson to contact 'Covid Co-ord. group' asking for voluntary assistance, and agreed Winter Programme to be sent off - **See item 41.2**

41.6 Clerk to discuss new Wykeham TRO idea with resident and to continue to progress TRO's – **Actioned**

41.7 D. Clerk to reaffirm DMMO Rifle Range application, and publicise successful Mouse L app.– **Actioned**

41.8 Memorial donation of storage facility and 'Community Tools' to be installed at Allotments - **Actioned**

- 41.9 Play Area W. Party to convene and recommendations brought back to this committee - **See item 43.3**
- 41.10 Cricket club issues regarding Pothole, Marley Shed, Tree root, Ent. Gate to be progressed – **See item 43.6**
- 41.11 Clerk to arrange visit from specialist arboriculturist to discuss Tree root & disease issues – **See item 43.6**
- 41.12 SPC Memorial Tributes Policy amendment recommendation taken to Full Council – **Actioned**
- 41.13 Hedgerow planting on MPF update – **See item 43.5**
- 41.14 Weald to Waves project to be discussed at the next SPC Community Committee meeting – **See item 43.8**
- 41.15 Lost Woods Working Party to be convened – **See item 43.9**
- 41.16 Convene a 'Plan for Parking' W. Party and draft first outline plan – **Actioned / See item 42.4**
- 41.17 Clerk to ask Arboriculturist opinion on Trees diseased or with Trauma at Cripps Lane - **Actioned/See 43.10**
- 41.18 Clerk to report Committee decision regarding memorial seat renovation to resident - **Actioned**

C/23/42 HIGHWAYS

- 42.1.1 **To receive a recommendation from the 20's plenty working party regarding the proposed Highway Scheme.** Cllr I Alexander reported from the working party, and from the notes from this meeting as they were presented within supporting papers. Members confirmed that in essence the working party were saying 'No' to the scheme in its WSCC revised format – (which did not include several elements from the original application, which members had considered essential for reasons of improved pedestrian safety and vehicular emissions).
- 42.1.2 WSCC Cllr Linehan had also recently carried out a survey subsequent to the working party meeting and the results of this had been presented as a report to Cllrs on the day of this meeting.
- 42.1.3 Members determined that it was very important to explain in some detail, the correct message to residents as to the reasoning behind the decision of this committee, and that in order to do that it would be prudent to convene the working party one more time to craft this message, and to discuss other/alternative traffic calming measures.
- 42.1.4 Cllr Johnson **proposed, seconded** by Cllr S Alexander to agree with the working party recommendation, to decline to pursue the revised proposal in its current format, because it does not believe the scheme is good value for money, and it does not meet the requirements of the original application. **Agreed 7 For, 1 Against.** **CLERK**
- 42.1.5 Cllr I Alexander **proposed, seconded** by Cllr Hanson that the {20's plenty} working party is reconvened. **Agreed** **CLERK**
- 42.2 **To agree the SPC draft Winter Plan for 2023/24 and subject to the need for volunteer assistance recruitment.** Members considered the need for further recruitment as there were currently 5 volunteers identified, plus two contractors involved with the winter plan service if required. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert into 'Your Steyning' {to recruit new volunteers for the 'Winter Plan service' delivery}. **Agreed** Also suggested was that the PPG monitors be utilised as a way of publicising the request. **CLERK**
- 42.3.1 **To agree communicating via letter to local MP about the White Bridge link, and any other actions in order to add momentum for its possible renewal/replacement.** The Clerk had presented a draft letter for consideration within the supporting papers. The Chair emphasised how important it was to try and ensure the possible replacement would need to have budget funding agreed at WSCC soon if it were to be considered for replacement next year. Members considered writing therefore to the MP and to the WSCC Chief Exec to stress how important this 'link' is. Amendments to the letter were then discussed.

- 42.3.2** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC send a letter to our representative MP {as per drafted within supporting paper}, but to include the amendments as per discussed. **Agreed.** **CLERK**
- 42.3.3** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that a similar letter be sent to the WSCC Chief Exec. with added emphasis on the budgetary side of it. **Agreed** **CLERK**
- 42.4.1** **To agree amendments & actions in relation to the first draft of Steyning 's 'Plan for Parking'**
Cllr I Alexander spoke in support of the supporting paper which identified a long list of issues related to the Steyning Car Parks such as the tariffs, length of stay, EV charging points, and their street signage, with a number of solutions also being proffered. The idea being that this becomes a working document and rather than being prescriptive, SPC instead work collaboratively with the District Councillor representatives and HDC officers to see what can affectively be achieved for the benefit of both parties, and therefore, the Steyning residents. Of particular concern was the lack of EV charging service provision after 5 years of lobbying to include some installations within Steyning. Cllr I Alexander **proposed, seconded** by S Alexander that SPC set up a working party to engage in discussion with HDC, to discuss their plans for EV Charging point installation over the next three years, including quantity of bays, and charging capacity. **Agreed** **CLERK**
- 42.4.2** Cllr I Alexander **proposed, seconded** by Cllr Johnson that the clerk asks District Cllr Victoria Finnegan to work with the draft SPC 'Plan for parking' and the HDC Parking and Parks Managers to gain their views and ask them to work with SPC on this. **Agreed** **CLERK**

C/23/43 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 43.1** **Abbey Road Update.** Roger Brown had produced a report (supporting paper) updating on the volunteer groups recent workdays, and Cllr S Alexander spoke in support of it. The wildlife, habitat and general biodiversity improvements were impressive, but there were some concerns about the need to improve pathways as the area is, it seems, gaining more popularity with local residents. The clerk had discussed pathway improvement options and some of these were to be put into action in the oncoming weeks. There was also mention of some trees that had fallen in the recent gales, and again the clerk is checking the site with the SPC Tree Warden on the 9th Nov to see if works are required. It was suggested that there be a call for further volunteers within 'Your Steyning' whilst once again promoting the good work achieved at Abbey Road. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert in 'Your Steyning' for volunteers to help with the Abbey Road volunteer work party. **Agreed** **CLERK**
- 43.2** **Steyning Horticultural Society decision regarding planter decision – notification.** The clerk explained that SPC had been asked at the last Community Committee to consider backing a proposal from the Steyning Horticultural Society and to agree to help with the maintenance of that project, which was to install planters or a planter near the entrance to the Fletchers Croft Car Park. SPC were not in a position to fully agree as such, because it was not being installed on SPC land, nor were there any details of how it might look. Instead, committee members suggested that the Society possibly consider planters on the MPF, which SPC does own. This suggestion, with pictorial representation, was taken to their meeting and the clerk was subsequently informed by the Chair of the Horticultural Society that the SPC suggestion was not eligible for full consideration as it was not a fully costed design and had not been drawn to scale. Their Chair was sorry that they were therefore unable to help SPC with this its plans.
- 43.3** **Childrens Play Area W. Party recommendations to be discussed and agreed.** These being: **CLERK**
- 43.3.1** **1.** *That the large MPF Play Park remain the first priority in terms of trying to obtain enough funds to complete a redevelopment of the entire area. In the first instance the Clerk was asked to rewrite the latest unsuccessful application to the Wilson Memorial Trust, with this time a greater emphasis being placed on the Health and Well-being of the older youths as an add-on to the previous agreed scope of works.*

2. *That Chandlers Way community engagement continues with the planned approx. £25K for that play area redevelopment needing to be scoped by Chandlers Way WP and then agreed by committee with the majority of this cost being met, subject to approval, with use of the current SPC Cil money reserves.* **CLERK**
3. *That Normans Way Basketball post be refurbished, if possible, with a new Backboard and net combo provided a compatible replacement can be found and installed by the appropriate engineer then at the same time a letter be sent round to nearby residents by way of community engagement asking them for their opinion as to what they would like to see installed in this location.* **CLERK**
- 43.3.2 Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the three recommendations from the Childrens Play Area working party. **Agreed**
- 43.4 **To receive Grass Cutting Report and agree any actions necessary.** The clerk had previously explained the difficulties that the office had consistently experienced whilst attempting to monitor and manage this contract. Members had agreed that there were clearly recurring issues which had produced poor results, and no amount of collaborative work with their management team could redress this. The supporting paper therefore gave some options for members to consider in terms of moving the process forward. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC accepts recommendation {option} 2 , with the caveat that SPC goes to option 3 if that contractor is not willing to consider retendering, and that this is the recommendation to be taken to F&GP. **Agreed** **CLERK**
- 43.5 **Clerk to update on MPF Hedgerow planting project.** Whilst undertaking the council's hedgerow cutting program, it was discovered that part of the MPF/Rublees hedgerow was now at a height {3.5 meters} which allowed for it be maintained annually by this contractor rather than a tree surgeon every three years at a greater cost and with less pleasing results. The Clerk wondered therefore, if committee would reconsider the project and allow for the clerk to modify the scope of works – to be brought back to the next meeting. Members agreed that it was worth further consideration. **CLERK**
- 43.6 **Steyning Cricket Club maintenance works report.** The Clerk reported that since the last Community meeting: the replacement gate had been fabricated (but not yet installed); a pot hole in the Car Park fixed; the Cricket net issue was being attended to by the SPC arboriculturist; a new memorial bench had replaced two old ones which were beyond repair; and the Marley shed roof replacement had been quoted for and that this would be discussed at next meeting, **CLERK**
- 43.7 **To consider an application for a new mobile leisure facility on SPC land.** The Clerk had completed a new licence agreement and met with the prospective operator on site at both the Steyning Centre, and the MPF. Because of access issues and the possibility of cutting up the MPF turf if the facility was to be in position during the winter months, it was agreed that to start with, the Sauna could operate at the Steyning Centre instead, and the office could agree terms initially, with the Premises committee then being informed in due course. **D CLERK**
- 43.8 **Weald to Waves project to be discussed and any actions agreed.** Cllr Johnson reported on the project and how important it could be for SPC to be considering the concept, especially in the light of the council having declared a climate emergency. The idea has been developed by the charitable arm of the Knepp Estate while initially working with farmers to create wildlife corridors from the Weald through Knepp to Climping beach, and past Steyning to the Adur estuary, and also a corridor following the river Ouse to the coast. At this point they are extending the scope of the corridors to include domestic gardens and other open spaces and are asking that people register their land online, without obligation, and consider habitat connectivity improvements. Cllr Johnson **proposed, seconded** by Cllr I Alexander that SPC sign up all of its SPC owned land onto the map at this stage and see how it flows from there. **Agreed** **CLERK**

43.9	Report from the Lost Woods W. Party. Cllr Johnson reported on progress. The project is funded for three years and is focused primarily on identifying ancient woodland and where it was not being looked after, or where there were opportunities for residents to access and enjoy this space for reasons of health and vitality, as well as a consideration to provide advice for landowners to gain possible improvements for local fauna and flora. A working party had been convened which included the SPC Tree Warden and the Lost Woods Community Development Worker, Michael Blencowe. There were at least 9 prospective wooded areas already identified within the parish, the largest being at Wappingthorn, and in the first instance the clerk will attempt to introduce the members of the working party to the landowners in order to begin the process. Cllr Johnson proposed, seconded by Cllr I Alexander that SPC work with local landowners so that they sign up to the 'Lost Woods' project. Agreed	CLERK
43.10	To discuss and agree Tree works as per supporting papers. The clerk had identified the required scope of works and had obtained and supplied a quote from a preferred contractor. Cllr I Alexander proposed, seconded by Cllr Johnson that SPC accept these works and quote and that the clerk gets the work done. Agreed	CLERK
43.11	To discuss future project aspirations for the Community Committee.	CLERK
43.11.1	There is a road sign that has been obstructed by a fallen tree for months. The Clerk stated the WSCC Cllr was aware of this.	
43.11.2	There was a call to bring back what happened following the poor Virgin broadband installation. The Chair asked that Cllrs collected photos in support of possible agenda items and especially when needing to lobby other councils for work not completed, and send to the clerk to help this process.	
C/23/44	FINANCE AND GOVERNANCE	
44.1	To accept the I & E Reports. Cllr I Alexander proposed, seconded by Cllr S alexander that the Community Income and Expenditure Reports for August and September '23 be accepted as a true and fair record. Agreed	
44.2	To consider the draft Community Committee budget for the next financial year - 2024/25. The Clerk had produced a first draft Community budget document for members to consider. Final agreement being necessary in the December meeting, but members were asked to contact the clerk if they were concerned with any issues in the meantime.	CLERK
C/23/45	PROGRESS REPORT – All the following items were described as ongoing	
45.1	<i>Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- Ongoing</i>	CLERK
45.2	<i>Mouse Lane drainage W Party to be convened when quotes available – Ongoing</i>	CLERK
45.3	<i>Clerk to arrange Digger hire for Abbey Road Pond works as and when required - Ongoing</i>	CLERK
45.4	<i>Dog Fouling Clearance Trial period to be discussed April 2024 - Ongoing</i>	CLERK
45.5	<i>MPF entrance development ideas to be brought back to this committee after next working party - Ongoing</i>	CLERK
45.6	<i>Possible installation of a refuse bin at Abbey Road - To be discussed - Ongoing</i>	CLERK
45.7	<i>Lobbying WSCC for better quality road signs in Steyning - To be discussed – Ongoing</i>	CLERK
45.8	<i>Chandlers Way Pocket Park W Party to reconvene - Ongoing</i>	CLERK

C/23/46 INFORMATION / CORRESPONDENCE ITEMS

- 46.1 Correspondence from SDNPA Cllr Rep.** The Clerk presented the document for members information
- 46.2 Request from resident for voluntary support for Steyning Christmas Event.** There was a request from the Steyning and District Partnership for assistance with their 3rd December Shopping Event – Some Cllrs had already agreed to offer some support, but it was hoped the wider community would also volunteer their time to support the project.

C/23/47 DATE OF NEXT MEETING – 5th December 2023 at 7.30 pm.

Meeting ended at 9.45 pm

Signed by the Chair: Date: 5th December 2023

A recording of this meeting can be found using this link:

<https://youtu.be/sbcbGC0w-MA>

Notes from the 20mph Working Party Meeting (V1)

Held at the Steyning Centre on 28th Nov' 2023 @ 6.30pm

Purpose: To discuss the message to go out to residents following SPC decision on the 7th Nov '23

Present:

Ian Alexander (IA) – Steyning Parish Council/Steyning & District Community Partnership – Chair

Geoff Barnard (GB) – Greening Steyning

Deborah Hanson (DH), Andrew Sharp (AS) - Steyning Parish Council

John Fullbrook (JF) – SPC Clerk

Reasons for Remit:

SPC Community Committee Minutes - decision of the 7th Nov. 23 Meeting

To receive a recommendation from the 20's plenty working party regarding the proposed Highway Scheme. Cllr I Alexander reported from the working party, and from the notes from this meeting as they were presented within supporting papers. Members confirmed that in essence the working party were saying 'No' to the scheme in its WSCC revised format – (which did not include several elements from the original application, which members had considered essential for reasons of improved pedestrian safety and vehicular emissions). WSCC Cllr Linehan had also recently carried out a survey subsequent to the working party meeting and the results of this had been presented as a report to Cllrs on the day of this meeting.

*Members determined that it was very important to explain in some detail, the correct message to residents as to the reasoning behind the decision of this committee, and that in order to do that it would be prudent to convene the working party one more time to craft this message, and to discuss other/alternative traffic calming measures. Cllr Johnson **proposed, seconded** by Cllr S Alexander to agree with the working party recommendation, to decline to pursue the revised proposal in its current format, because it does not believe the scheme is good value for money, and it does not meet the requirements of the original application.*

Agreed 7 For, 1 Against.

*Cllr I Alexander **proposed, seconded** by Cllr Hanson that the {20's plenty} working party is reconvened. **Agreed***

Notes from this meeting

1. Appointment of Chair/Secretary

IA offered to chair the group, and JF to take notes. This was agreed, with thanks.

2. Apologies received and feedback from non-present members

Apologies were received from Cllrs Sharp, Croker and Johnson, and Steyning Business Chamber Chair Russell Barnes.

All Members had received a first draft publicity statement that had been compiled in preparation of this meeting. Three members in non-attendance responded with the following comments.

Vicci said via email - Although the first draft is a bit long, she felt it was appropriate as it included all the pertinent facts. She also queried whether the new speed limit determinant from WSCC was 23 mph not 26mph. **GB was to check this**

Russell said via phone - that his group are still committed to road safety in Steyning and having not had time to review the first draft asked for time to review and comment on the second draft as it became available subsequent to this meeting.

Mike said via email – That he had reviewed the first draft and was happy with its contents, but that as he had explained previously, any emphasis on '20mph zone' might be a mistake, as there are certain legal infrastructure requirements for a 'zone' which are not strictly required if the speed limit is just lowered to 20mph via a TRO ('recommended' but not 'required').

3. These were the views expressed by the Working Party members.

- The Chair thanked **GB** for his assistance with the first draft.
- The members then proceeded to go through the document checking for errors and discussed alternative language, whilst taking on board the comments of those members not present
- It was therefore agreed that the word 'Zone' be replaced by 'area' or 'scheme' when appropriate.
- Also, more specifically there needed to be references made to 'WSCC Highways department' in para 1 and 'WSCC' in para 5
- Members also agreed that despite the document being fairly lengthy, there was still a need to include further information to ensure residents were given a true, balanced and informative as possible representation as to why the Council came to the conclusion it did.
- Members agreed therefore that 4 more short paragraphs/sentences need to be included. One at the beginning to explain why the application for the reduced scheme was withdrawn. Two sentences /paragraphs following that to help introduce the concept of the initial requested scheme/ application (and to identify the main roads involved) and a fourth paragraph to explain that at the same time as the SPC were concluding their decision-making process, an independent survey was being carried out by the WSCC Cllr Paul Linehan, and to attempt to explain the basis for this undertaking and why it did not necessarily affect the SPC decision.
- GB agreed that he would amend the document and circulate it to members present for any additions or amendments and that the Clerk be given the final copy to add to support papers for discussion and agreement at the forthcoming Community Committee meeting.
- JF likewise would circulate these working party notes to members for their scrutiny before adding to supporting papers for the same meeting.
- Members then discussed how the message could be put out subsequent to approval by the Community Committee
- Lastly members considered how the matter be moved forward and wondered if the Community Partnership 'Sustainable Travel Group' could be asked again to help consider possible alternative solutions to cover the continuing need for improving road safety and encouraging active travel within the three parishes.

4. Recommendations to be considered by SPC Community Com. as follows

- The members asked that SPC Community Committee approve their document for publication

- Members further asked that SPC Community Committee agree that the document be published in its entirety on Bramber and Steyning Parish Council Web Sites for resident information. Then that if the mailing list (of email addresses from the original greening Steyning survey) was reestablished then the document could be sent out to those interested parties. And that finally the document be published in 'Your Steyning' {if space allowed, or a reduced/summerised version if the amount of text was an issue}.

- Members asked that SPC consider requesting the continued support from the Community Partnership 'Active Travel Group' to consider other alternative solutions to local travel issues

Meeting ended at 7.25pm

Compiled by JF - 29th Nov. 2023

Agreed by W. Party members 30th Nov'23

Withdrawal of Proposals for a Steyning & Bramber 20MPH Scheme

Statement from Steyning Parish Council (draft)

Steyning Parish Council has decided to withdraw its application to West Sussex County Council for a 20mph scheme in the town. This statement explains the reasoning for this and the background to the decision.

In 2021 Steyning Parish Council submitted an application to West Sussex County Council (WSSC) to set up a 20mph scheme covering the whole of the built-up area in Steyning, and adjoining parts of Bramber.

The proposal was for the 20mph area to begin somewhere on Clays Hill to the East and extend to just beyond the Leisure Centre to the West. The Maudlyn Lane and Newham Lane areas would be included, as well as the whole of Shooting field and the Roman Road area.

The application was put together by a multi-stakeholder Working Party convened by Steyning Parish Council. This comprised members of Steyning and Bramber Parish Councils, Two District and One County Councillors, and a representative from WSSC Highways Department. Three local community groups: Steyning & District Business Chamber, Steyning & District Community Partnership, and Greening Steyning.

The primary objectives were to:

- calm traffic in the area and make our streets feel safer, healthier, and more welcoming for everyone.
- shift the balance in favour of walking and cycling and help get people out of their cars.
- benefit children and vulnerable groups who find our busy streets daunting.

Residents' reactions to the idea of the proposed 20mph Scheme had been tested through a large public survey in Spring 2021. This received over 1500 responses and showed a clear majority, of nearly two to one, in favour of the proposed scheme (see details in the [survey report](#)).

The application was submitted to WSSC via their Community Highways Scheme. As part of their normal procedures, the Council Highways Department carried out tests to measure current traffic speeds on a number of roads in the area. In May 2023, the Council came back with their proposal for a 20mph scheme for Steyning.

The WSSC proposal was for a much less ambitious scheme than originally suggested. Rather than the whole built up area, it covered just the centre of town, and a few adjoining streets (see map attached). With the exception of Goring Road, it covered none of the streets the Working Party had identified where speeding is a particular problem, such as Roman Road, Newham Lane, Clays Hill or the Horsham Road. Adjoining areas of Bramber had also been omitted entirely, as had the streets near the Primary and Grammar Schools.

The 20mph Working Party was surprised and disappointed by these proposals and put a series of questions to WSSC to better understand their thinking and see if they would be prepared to amend the scheme to expand its scope.

WSSC were unwilling to do this, citing council speed policies and the problem of ensuring drivers comply with reduced speed limits when current average speeds are well above the proposed limit. According to their policy guidelines, current average speeds have to be no more than 26MPH to

introduce a 20mph limit. This means that if traffic is going too fast you can't reduce speed limits just by introducing new speed limit signs.

This limitation can be circumvented by introducing physical traffic calming measures, such as pinch points or speed humps, but the Highways Department explained that that this would be well beyond the budget they had available (which was estimated at £53,000 for just the reduced scheme).

On the basis of this response, the 20mph Working Party recommended that the Parish Council should not go ahead with the proposed WSCC scheme on the grounds that it would have little effect on traffic speeds, would not achieve its stated aims, and would therefore not be value for money.

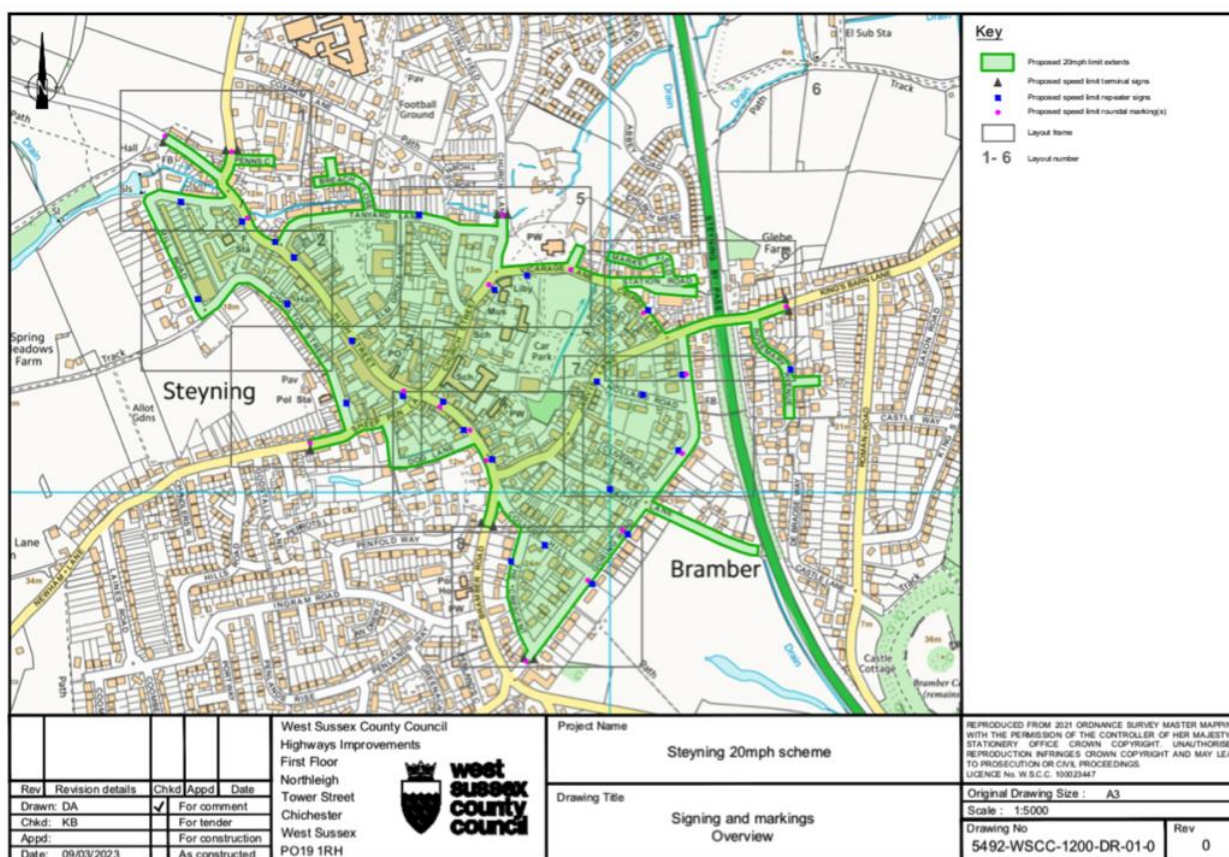
Local County Councillor, Paul Linehan, conducted his own survey to gauge reactions to the 20mph scheme proposed by WSCC. This showed that 55% of those who responded did not back the pared down scheme.

Following paras to be confirmed once the Communities Committee has met:

Independently, SPC's Community Committee had come to the same conclusion, and has decided - reluctantly - to withdraw its Community Highways Scheme application.

Steyning and Bramber Parish Councils and the other Working Party members regret this outcome as they were hoping for a much more positive and proactive response from WSCC.

They are still committed, however, to finding ways of encouraging safer streets and promoting more active travel, so will continue to pursue these aims through other means.



Map of WSCC's Proposed Scheme – 20mph area shaded in green

Steypning & Bramber 20MPH Scheme: a statement by Steypning Parish Council

Steypning Parish Council has decided to withdraw its application to West Sussex County Council for a 20mph scheme in the town. This statement explains the reasoning for this and the background to the decision.

In 2021 Steypning Parish Council submitted an application to West Sussex County Council (WSSC) to set up a 20mph scheme covering the whole of the built-up area in Steypning, and adjoining parts of Bramber.

The proposal was for the 20mph area to begin somewhere on Clays Hill to the East and extend to just beyond the Leisure Centre to the West. The Maudlyn Lane and Newham Lane areas would be included, as well as the whole of Shooting field and the Roman Road area.

The application was put together by a multi-stakeholder Working Party convened by Steypning Parish Council. This comprised members of Steypning and Bramber Parish Councils, Two District and One County Councillors, and a representative from WSSC Highways Department. Three local community groups: Steypning & District Business Chamber, Steypning & District Community Partnership, and Greening Steypning.

The primary objectives were to:

- calm traffic in the area and make our streets feel safer, healthier, and more welcoming for everyone.
- shift the balance in favour of walking and cycling and help get people out of their cars.
- benefit children and vulnerable groups who find our busy streets daunting.

Residents' reactions to the idea of the proposed 20mph Scheme had been tested through a large public survey in Spring 2021. This received over 1500 responses and showed a clear majority, of nearly two to one, in favour of the proposed scheme.

The application was submitted to WSSC via their Community Highways Scheme. As part of their normal procedures, the Council Highways Department carried out tests to measure current traffic speeds on a number of roads in the area. In May 2023, the Council came back with their proposal for a 20mph scheme for Steypning.

The WSSC proposal was for a much less ambitious scheme than originally suggested. Rather than the whole built up area, it covered just the centre of town, and a few adjoining streets. With the exception of Goring Road, it covered none of the streets the Working Party had identified where speeding is a particular problem, such as Roman Road, Newham Lane, Clays Hill or the Horsham Road. Adjoining areas of Bramber had also been omitted entirely, as had the streets near the Primary and Grammar Schools.

The 20mph Working Party was surprised and disappointed by these proposals and put a series of questions to WSSC to better understand their thinking and see if they would be prepared to amend the scheme to expand its scope.

WSSC were unwilling to do this, citing council speed policies and the problem of ensuring drivers comply with reduced speed limits when current average speeds are well above the proposed limit. According to their policy guidelines, current average speeds have to be no more than 26MPH to introduce a 20mph limit. This means that if traffic is going too fast you can't reduce speed limits just by introducing new speed limit signs.

This limitation can be circumvented by introducing physical traffic calming measures, such as pinch points or speed humps, but the Highways Department explained that that this would be well beyond the budget they had available (which was estimated at £53,000 for just the reduced scheme).

On the basis of this response, the 20mph Working Party recommended that the Parish Council should not go ahead with the proposed WSCC scheme on the grounds that it would have little effect on traffic speeds, would not achieve its stated aims, and would therefore not be value for money.

Local County Councillor, Paul Linehan, conducted his own survey to gauge reactions to the 20mph scheme proposed by WSCC. This showed that 55% of those who responded did not back the pared down scheme.

Independently, SPC's Community Committee had come to the same conclusion, and has decided - reluctantly - to withdraw its Community Highways Scheme application.

Steyning and Bramber Parish Councils and the other Working Party members regret this outcome as they were hoping for a much more positive and proactive response from WSCC.

They are still committed, however, to finding ways of encouraging safer streets and promoting more active travel, so will continue to pursue these aims through other means.

Winter Programme Call Out Procedure

It is proposed that SPC updates its Winter programme call out procedure and the Community Chairman and the Clerk have been working behind the scenes in preparation for this meeting and this coming winter in order to ensure we are best prepared for whatever weather events are coming Steyning's way.

We have purchased a mobile phone (which will be the duty officer's emergency contact phone for all eventualities). On it we have begun a What's App group with all the current SPC Winter programme volunteers' numbers included plus the relevant street cleaning and snow clearing contractors.

It is proposed that when the Clerk or deputy Clerk are provided with an imminent weather event alert then the What's App group of volunteers and contractors be sent an Amber Warning message.

Should this turn into an actual event which precipitates a snow and or ice issue for designated roads and pathways then the group will receive a Red Alert from the Duty Officer (likely Clerk or Deputy Clerk) and the volunteers will be asked to take part (if available) in a programme of grit spreading using the nearby grit bins resources.

Appropriate equipment may be supplied including Hi Vis vests as an option.

It is also proposed that a short video be made for the What's App group to view – as a 'quick and simple' guide to spreading grit plus some dos and don'ts to assist a safe procedure is undertaken.

It is also proposed that the Chair and Clerk compile a map of Steyning town showing grit bin locations and that then the town is split into zones which it is hoped our volunteers could be designated, so that the task could be as evenly handled as possible for the entire area.

The Committee are asked to consider this procedure, make any additional suggestions and then agree that this or an amendment of it is approved.

Item 6.2

Response to the SPC letter – Agreed at the last Community Meeting

Dear Mr. Fullbrook,

I am emailing you further to your letter attached regarding the closure of Whites footbridge carrying FP2776 over the River Adur.

I do appreciate the inconvenience this closure has caused the local residents who utilise this footpath to access many services in the local area and also enjoy the countryside but I hope you can understand that we have done this for the purposes of protecting public safety subject to an inspection which ruled the structure unsafe to keep open. The replacement of this structure is not a straight forward process for a number of reasons including the scale of the structure, the fact that utilities are attached to it and also due to various consents that will be required to undertake the replacement.

I can assure you that the bridge replacement is a priority however a structure of this sort cannot be purchased off the shelf and requires a considerable amount of design work and fabrication prior to installation. Couple with the fact that the current structure does have utilities attached (namely a gas main) this also requires considerable amounts of discussions with the companies involved to try to find a solution that suit all parties.

WSCC is committed to replacing the bridge and actively working on a design and approach for this to happen. We are currently in the process of discussing programming for this work and hope to have more clarity on timescales as the financial year progresses. I should manage expectations that it is most likely that this structure replacement will not likely take place next year but I can assure you that we are working on this and will look to deliver a replacement bridge as soon as feasibly possible.

Your offer of s.106 funds is appreciated and I will note this but the bigger issue at this stage is the discussions with the utility companies impacted by a bridge replacement and the design stages required to replace such a large structure.

We will of course endeavour to keep interested parties updated as this project progresses and if you have any specific questions then do feel free to contact me directly or suggest a time that may suit and I'd be happy to set a meeting to discuss this in more detail.

Regards,

Nick Scott
Principal Rights of Way Officer
Highways & Transport
West Sussex County Council

Item 7.1.1

Annual Play Area Inspection Report and Maintenance Programme

The annual inspection of our play areas was undertaken in early October. It took two days to be completed by a qualified technician and the office received the reports on the 21st October. Since that time, we have engaged our maintenance operative, plus where we could, our caretakers, to complete some of the items noted. Below is a summary of the number of issues raised for each play area and how many items are being actively dealt with as per our current maintenance programme.

Play Area	Risk Assessment grade /	Numbers	Being actioned
MPF	Very High	0	0
	High	0	0
	Moderate	12	12
	Low	40	2
	Very Low	4	0
South Ash	Very High	0	0
	High	0	0
	Moderate	0	0
	Low	7	2
	Very Low	3	0
Normans Way	Very High	0	0
	High	0	0
	Moderate	4	4
	Low	4	2
	Very Low	1	0
Chandlers Way	Very High	0	0
	High	0	0
	Moderate	1	1
	Low	10	0
	Very Low	1	0
Abbey Road	Very High	0	0
	High	0	0
	Moderate	1	1
	Low	7	5
	Very Low	4	0
Fletchers Croft	Very High	0	0
	High	0	0
	Moderate	2	2
	Low	16	1
	Very Low	4	0
TOTALS		121	32

As well as an annual playground inspection this council has a monthly inspection carried out by HDC play officers, as well as a monthly inspection undertaken by our maintenance operative (who has a great deal of experience in this area), finally other checks are sometimes carried out by Clerk and Caretakers.

To further explain the risk assessment process –

There are five steps involved when undertaking risk assessments – they are

- 1. Identify Hazards.**
- 2. Decide who might be harmed and how.**
- 3. Evaluate the risks and decide upon precautions**
- 4. Record findings and implement mitigating processes**
- 5. Review the assessment regularly and update if necessary**

After the first round of maintenance has been completed, we review and assess what priorities should be considered and complete what is required given the funds that available to us.

**There follows the actual Reports {some pictures/details removed as such a large document}
Under item 7.1.2, for your information**



• SINCE 1918 •

Annual Inspection

Steyping Parish Council

Abbey Road Play Area

Abbey Road, Steyping, Sussex, BN44



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028

customerservices@wicksteed.co.uk

Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment

BS EN 14974 Skateparks

BS EN 16630 Permanently installed outdoor fitness equipment

BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3). Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

Abbey Road Play Area

Inspection Ref: 2204709
Property Ref: 1264128-423088

Site Ref: 81410
Service Object Ref:

Inspected: 25-October-2023 - 11:32 by Michael Allbright

Risk Assessment: 12 Moderate Risk



Location:

The site is partially overlooked by properties in the local community

Disabled Access:

Generally accessible; an area accessible to most.

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Unknown
Surface Type: Rubber Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 4



Finding 1

The item fails to meet the requirements of BS EN 1176 Part 1 for head and neck entrapment in the barriers and grabrails - Monitor - No remedial work recommended

Finding 2

The height of the bridge barrier(s) is insufficient and fails to meet the requirements of BS EN 1176 Part 1 - Monitor - No remedial work recommended

Finding 3

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 4

The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm in contravention of BS EN 1176 Part 1 - Monitor - No remedial work recommended

6 - Low Risk

Item: 1 Bay 1 Seat (Cradle) - Type 1
Manufacturer: Unknown
Surface Type: Rubber Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

i 8 - Low Risk

Item: Seat
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is algae or moss on the internal seat surface - Clean and treat appropriately

Finding 2

There is algae or moss on the surface of the external seat - Clean and treat appropriately

i 2 - Very Low Risk

Item: Fence - Timber & Mesh Infill
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 12 - Moderate Risk

Item: Gate - Self Closing
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds

Finding 2

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

 9 - Low Risk

Item: Tarmac
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are significant cracks in the surface - Repair tarmac surfacing

i 2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Findings information

5 - Very Low Risk (Finding 1)			
Item:	Activity Equipment - Multi Play (Junior)	Risk Level:	V - Very Low Risk
Manufacturer:	Unknown	Surface:	Rubber Tiles
			
Finding: The item fails to meet the requirements of BS EN 1176 Part 1 for head and neck entrapment in the barriers and grabrails		Action: Monitor - No remedial work recommended	

i 4 - Very Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Unknown

Risk Level: V - Very Low Risk
Surface: Rubber Tiles



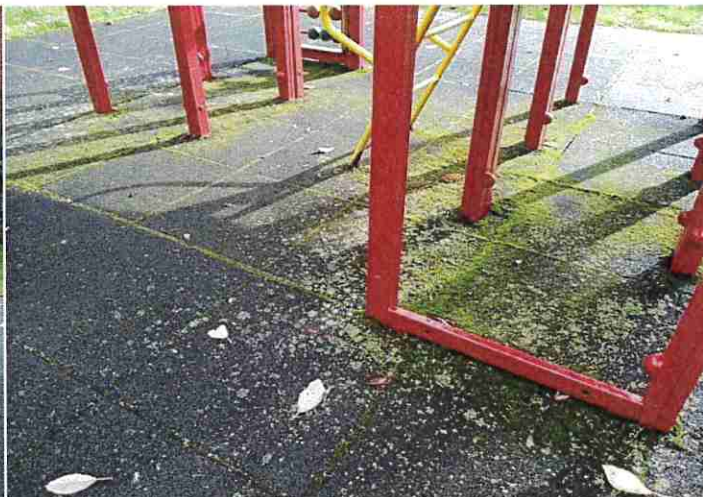
Finding: The height of the bridge barrier(s) is insufficient and fails to meet the requirements of BS EN 1176 Part 1

Action: Monitor - No remedial work recommended

i 8 - Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Rubber Tiles



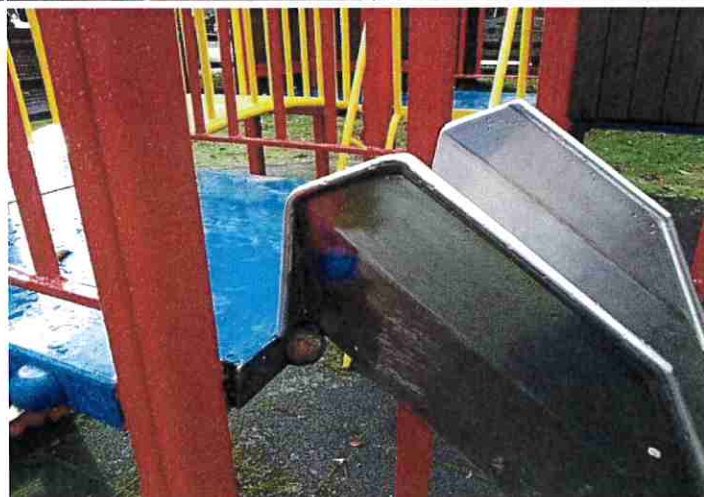
Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Rubber Tiles

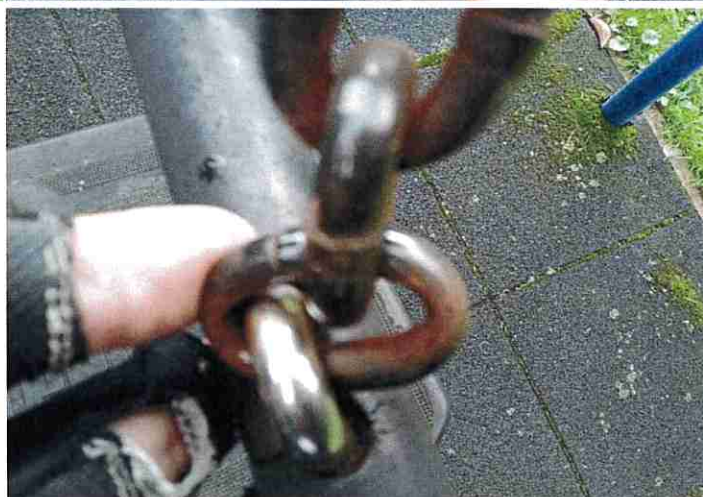
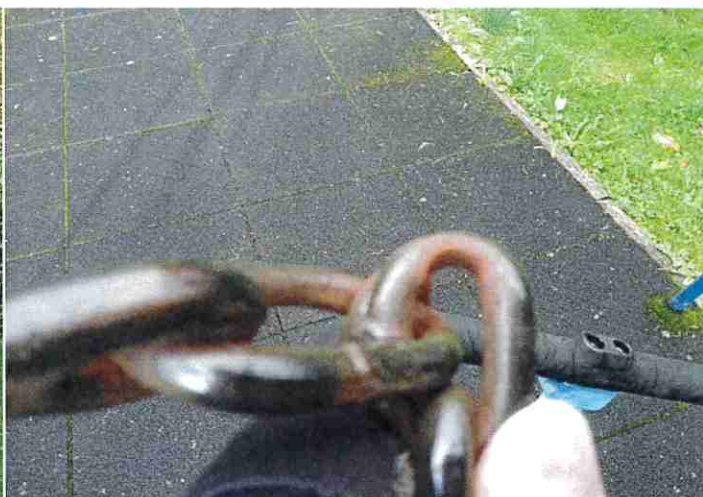


Finding: The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm in contravention of BS EN 1176 Part 1
Action: Monitor - No remedial work recommended

i 6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 1 Seat (Cradle) - Type 1
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Rubber Tiles



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Seat
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae or moss on the internal seat surface **Action:** Clean and treat appropriately

i 8 - Low Risk (Finding 2)

Item: Ancillary Items - Seat
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There is algae or moss on the surface of the external seat

Action: Clean and treat appropriately

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds

12 - Moderate Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Unknown

Risk Level: M - Moderate Risk
Surface: Tarmac



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

i 9 - Low Risk (Finding 1)

Item: Surface - Tarmac
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Tarmac



Finding: There are significant cracks in the surface

Action: Repair tarmac surfacing



• SINCE 1918 •

Annual Inspection

Steyping Parish Council

Fletchers Croft Play Area

Vicarage Lane, Steyping, Sussex, BN44 3XZ



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028

customerservices@wicksteed.co.uk

Fletchers Croft Play Area

Inspection Ref: 2204706
Property Ref: 1264128-423088

Site Ref: 81411
Service Object Ref:

Inspected: 25-October-2023 - 08:42 by Michael Allbright

Risk Assessment: 12 Moderate Risk



Location:

The site is partially overlooked by properties in the local community

Disabled Access:

Generally accessible; an area accessible to most.

6 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing - Monitor for any further deterioration and repair as required

4 - Very Low Risk

Item: Chair Spinner
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

Parts of the timber is rough or splintered - Remove all rough or sharp edges

5 - Very Low Risk

Item: Tractor
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is a finger entrapment appearing at the climbing ramp/deck and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor and review any changes

i 4 - Very Low Risk

Item: Spring Dog
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 10 - Low Risk

Item: Spring Duck
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

Footrests rotate and may cause an unexpected movement for the user item bending - Secure/replace Footrests to prevent rotation.

Finding 2

The end caps are missing on the Handgrips - Replace missing end caps

i 6 - Low Risk

Item: Play Panel
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

i 4 - Very Low Risk

Item: See Saw
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Multi Play (Senior)
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 7

Finding 1

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing - Monitor for any further deterioration and repair as required

Finding 2

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 3

Parts of the timber climbing wall to edge is rough/worn or splintered - Remove all rough or sharp edges

Finding 4

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 5

A number of climbing net and high step bridge fixing(s) have worked loose - Secure all loose fixings

Finding 6

The Guardrail rotates and may cause an unexpected movement for the user - Secure guardrail to prevent rotation.

Finding 7

There are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

6 - Low Risk

Item: Seat
Manufacturer: Unknown
Surface Type: Concrete
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The surface has eroded in some areas - Reinstate the surface

5 - Very Low Risk

Item: Seating Area
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are openings that are less than 12mm that could trap or crush fingers - Where possible a 12mm gap should be maintained on both sides or between the gate leafs

 12 - Moderate Risk

Item: Notice Board
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are areas or parts of the timber sign on the structure that have rotted - Remove or Replace

 6 - Low Risk

Item: Fencing - Timber
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 2

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

i 5 - Very Low Risk

Item: Grass
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

Ground eroded - Reinstatement surface

! 12 - Moderate Risk

Item: None
Manufacturer: Creative Play
Surface Type: Wet Pour
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing edge

8 - Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The bin is not securely fixed to the surface and there is some possibility of the item tipping or rolling over - Secure the bin to the ground

2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



• SINCE 1918 •

Annual Inspection

Steyning Parish Council

South Ash Play Area

South Ash, Steyning, Sussex, BN44 3SJ



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028
customerservices@wicksteed.co.uk

South Ash Play Area

Inspection Ref: 2203886
Property Ref: 1264128-423088

Site Ref: 81409
Service Object Ref:

Inspected: 24-October-2023 - 13:45 by Michael Allbright

Risk Assessment: 8 Low Risk



Location:

The site is partially overlooked by properties in the local community

Disabled Access:

Generally accessible; an area accessible to most.

 8 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The bushes are worn or missing - Replace worn or missing bushes

 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The unit is easily accessible and has an opening in the barrier to steep play elements in excess of 500mm in contravention of BS EN 1176 Part 1 - Monitor - No remedial work recommended

Finding 2

The tarmac surface is lifting at the edges and creating trip points - Repair perimeter of tarmac surfacing to remove trip points

i 6 - Low Risk

Item: Tarmac
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are weeds/debris on the surfacing - Remove and maintain

i 6 - Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

i 2 - Very Low Risk

Item: Seat
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 3 - Very Low Risk

Item: Fence - Bow Top
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Fencing - Timber
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is a tall leaning post around the fence line - Recommend reset as required

i 8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The gate rebounds when opened quickly and could strike the next user entering/exiting the area - Monitor use and adjust/replace as required

2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



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Annual Inspection

Steyning Parish Council

Chandlers Way Play Area

Chandlers Way, Steyning, Sussex, BN44 3NG



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028

customerservices@wicksteed.co.uk

Chandlers Way Play Area

Inspection Ref: 2204708
Property Ref: 1264128-423088

Site Ref: 81413
Service Object Ref:

Inspected: 25-October-2023 - 11:02 by Michael Allbright

Risk Assessment: 12 Moderate Risk



Location:

The site is partially overlooked by properties in the local community

Disabled Access:

Generally accessible; an area accessible to most.

i 5 - Very Low Risk

Item: 1 Bay Mixed Seat, 1 Cradle, 1 Flat
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The bush housing's are showing signs of wear - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Wet Pour
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There are gaps opening between joints in the surfacing - Monitor for any further deterioration and repair as required

Finding 2

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

i 6 - Low Risk

Item: Seat
Manufacturer: Unknown
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

Parts of the timber is rotting or rough and splintered - Remove all rough or sharp edges or replace

i 6 - Low Risk

Item: Fencing - Timber
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The adjacent foliage is overhanging - Cut back and maintain

i 6 - Low Risk

Item: Hedge
Manufacturer: Unknown
Surface Type: Soil
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The adjacent foliage is overhanging the access path - Cut back and maintain

i 10 - Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is some damage to the lid on the item - Monitor for any further deterioration and repair as required

Finding 2

The adjacent foliage is overhanging - Cut back and maintain

12 - Moderate Risk

Item: Gate - Pedestrian
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There are openings that are less than 12mm that could trap or crush fingers - Where possible a 12mm gap should be maintained on both sides or between the gate leafs

Finding 3

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 2

The gate is snagging on the surrounding surface preventing it from closing correctly - Carry out remedial works to ensure the gate closes correctly

6 - Low Risk

Item: Bitumen
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The path surfacing is cracking/damaged - Repair the damaged areas of surfacing

i 2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -



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Annual Inspection

Steyping Parish Council

Norman's Way

Norman's Way , Steyping, East Sussex, BN44 3SE



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028

customerservices@wicksteed.co.uk

Norman's Way

Inspection Ref: 2203885
Property Ref: 1264128-423088

Site Ref: 92787
Service Object Ref:

Inspected: 24-October-2023 - 13:21 by Michael Allbright

Risk Assessment: **12 Moderate Risk**



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

! 12 - Moderate Risk

Item: Basket Ball Goal
Manufacturer: Carr
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is some graffiti present - Remove the graffiti

Finding 2

The backboard is cracking/damaged - Recommend replace

! 12 - Moderate Risk

Item: Tarmac
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There are weeds/vegetation growth and overhanging foliage around the edges of the surfacing - Remove weeds/vegetation growth

Finding 2

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 3

The tarmac surface around this area is cracking/damaged - Monitor for any further deterioration and repair as required

! 12 - Moderate Risk

Item: Fence - Chainlink
Manufacturer: Unknown
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There is some damage and leaning uprights to the fence sections - Repair as required

Finding 2

The adjacent foliage is overhanging - Cut back and maintain

i 3 - Very Low Risk

Item: Gate - Pedestrian
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The gates are missing / removed from site and the inspector was unable to assess the condition - Consider replacement

8 - Low Risk

Item: Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The temporary signage is damaged and cable ties create eye projection hazards - Replace with appropriate signage

6 - Low Risk

Item: Grass Path
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The grass entry path has eroded and become waterlogged in some areas - Reinstate the surface consider upgrading

Findings information



1 - Very Low Risk (Finding 1)

Item: Multi Use Games Area - Basket Ball Goal
Manufacturer: Carr

Risk Level: V - Very Low Risk
Surface: Tarmac



Finding: There is some graffiti present

Action: Remove the graffiti



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Annual Inspection

Steyping Parish Council

Memorial Playing Field Play Area

Charlton Street, Steyping, Sussex, BN44 3LE



EMS 517057



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028

customerservices@wicksteed.co.uk

Memorial Playing Field Play Area

Inspection Ref: 2204707
Property Ref: 1264128-423088

Site Ref: 81412
Service Object Ref:

Inspected: 25-October-2023 - 09:32 by Michael Allbright

Risk Assessment: **15 Moderate Risk**



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

i 6 - Low Risk

Item: Shelter
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The surface has eroded in some areas - Reinstate the surface

Finding 2

There is some graffiti present - Remove the graffiti

i 3 - Very Low Risk

Item: Boulders
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

! 12 - Moderate Risk

Item: Overhead Rotator
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

The surfacing around the item is damaged - Repair the damaged areas of surfacing

Finding 2

The surfacing edging is severely damaged - Repair damaged areas of surfacing 3m concrete curb

Finding 3

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

! 12 - Moderate Risk

Item: Rotating Net
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing

Finding 2

The ropes on this item have been taped and we are unable to fully assess the condition of the rope, ensure no wire strands are broken beneath the tape - Repair or replace as required

6 - Low Risk

Item: Spinning Pole
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The bearing is showing signs of wear - Monitor for any further deterioration and replace as required

10 - Low Risk

Item: Rock n Cross
Manufacturer: Big Toys
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

There are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface; these are large enough for a small foot to enter - Repair surfacing around item ground covers

Finding 2

There is surface corrosion present on the item - Consider treating the item

 6 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Unknown
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

One seat and suspension was missing at the time of inspection and the inspector was unable to make a full compliance assessment - Replace missing seat and suspension

Finding 3

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

There are gaps opening between the grass mat tiles - Reinstate surface

 12 - Moderate Risk

Item: Slide Unit
Manufacturer: Unknown
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

A number of barrier fixing(s) have worked loose or are missing - Replace and Secure all loose fixings

Finding 2

Parts of the steel uprights on this item have corroded excessively in places - Ensure all affected areas are treated/repared or replaced

12 - Moderate Risk

Item: Basket Swing - Type 1
Manufacturer: Unknown
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 2

There are splits/decay in the timber top beam this could creating some instability in the structure - Replace all affected timber parts

Finding 3

There are gaps opening between the grass mat tiles - Reinstate surface

6 - Low Risk

Item: Multi Play (Senior)
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

3 - Very Low Risk

Item: Boulders
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Balance Beam
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

The surface has eroded in some areas - Reinstate the surface

 6 - Low Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The surface has eroded in some areas - Reinstate the surface

 15 - Moderate Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

Finding 3

The surface has eroded in some areas - Reinstate the surface

Finding 2

The timber on this item has severe rot - Remove and replace all affected timber sections

i 4 - Very Low Risk

Item: Log Walk
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

 8 - Low Risk

Item: Gate - Self Closing
Manufacturer: Wicksteed Playgrounds
Surface Type: Soil
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The surface has eroded in some areas - Reinstate the surface

Finding 2

One gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds

 12 - Moderate Risk

Item: Fence - Timber & Mesh Infill
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some damage to the fence sections - Monitor for any further deterioration and repair as required

2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

10 - Low Risk

Item: Balance Beam
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The surface has eroded in some areas - Reinstate the surface

Finding 2

One upright log has delaminated in some places - Remove all rough or splintered edges.

6 - Low Risk

Item: Parallel Bars
Manufacturer: Fawns Recreational Services Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

12 - Moderate Risk

Item: Somersault Bars
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required (Spare Parts Are No Longer Available)

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 2

Parts of the timber is rotten/rough or splintered - Remove all rough or sharp edges (Spare Parts Are No Longer Available)

 10 - Low Risk

Item: Multi Use Games Area (MUGA)
Manufacturer: Agoraspace
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312

Finding 3

There is some evidence of fire damage to the surfacing - Monitor for any further deterioration and repair as required

Finding 2

The item is slightly loose in its foundations and main upright fixings are loose - Monitor for any further deterioration and repair as required

 10 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 2



Finding 1

The seats are too close to the frame as defined in BS EN 1176 Part 2; this is a low risk failure and no remedial action is required - Monitor - No remedial work recommended

Finding 2

The surfacing around the item is damaged - Repair the damaged areas of surfacing or upgrade

i 2 - Very Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

i 3 - Very Low Risk

Item: Dog Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

Item 7.2

**To consider replacement of the Basketball post installation
at Normans Way**

This committee had already decided before our recent Play Area inspection report that it wanted to replace the backboard and ring to the post at Normans Way, so it was not entirely unexpected that the advice from the inspector fell into line with members thinking. {See below the specific item from the report}

This paper explores a few options and associated costs. In the lead up to the presentation of this paper the clerk had discussions with 5 companies/contractors. After some discussions one contractor was not interested, and one contractor could only supply a less robust system not suitable for our needs.

 12 - Moderate Risk (Finding 2)			
Item:	Multi Use Games Area - Basket Ball Goal	Risk Level:	M - Moderate Risk
Manufacturer:	Carr	Surface:	Tarmac
			
			
Finding: The backboard is cracking/damaged		Action: Recommend replace	

There are 4 quotes shown from three companies/ contractors.

Quote 1

This simply that given another company can supply a backboard and ring, our Play Area maintenance operative has quoted for the adaptation and installation of said board onto the existing post at a cost of £460 to £500 – allowing for the fact that it is a two-man job and that it would involve the high of a platform.

{On the following pages are the three other quotes}

Quote 2



Please see the quote below for the basketball post.

To supply and install 1x Steel post basketball hoop and backboard as per attached image, including socket. Designed to be left in situ all year round. Based on installation into the existing tarmac. The basketball ring is set at a regulation height of 3.05m. Uprights are manufactured from 4mm thick heavy-duty steel, 100mm square. Powder-coated blue. All spoil will be removed from the site.

£2,750 ex VAT

- *Subject to good site access
- *All prices exclude VAT
- *Payment on completion of work
- *Based on installation into the existing tarmac

Kind regards,

Rob

Rob Williams
Area Sales Manager



www.

Tel:

sales@



670 Gladiator All Steel Galvanised In Ground Basketball System @ 10ft height with backboard, ring, net, socket and extension arm at 1.2m projection, heavy duty zinc finished basketball posts designed for public access and inner city sports areas. The unit is designed for high intensity use, popular for outdoor leisure parks and local authority sports applications. galvanised post with 5mm thickness that withstands load bearing of 490kg, backboard 120cm x 90cm with heavy duty solid steel galvanised basketball ring. EN-1270 Certified with 7 Year anti rust warranty.

QUOTE 3.

Steyning Parish Council

Date
28 Nov 2023

Expiry
12 Dec 2023

Quote Number

Reference
670 parts

VAT Number

OMG Trading Limited t/a
Fitness Sports
5 Giffard Court
Millbrook Close
Northampton
Northamptonshire
NN5 5JF

Supply & install package for replacement 670 Gladiator Replacement Backboard and Ring

Requested by:
John Fullbrook
Clerk to the Council
01903 812042
john.fullbrook@steyningpc.gov.uk
Steyning Parish Council, West Sussex

Item	Description	Quantity	Unit Price	VAT	Amount GBP
65145	Replacement all steel backboard for all Gladiator units	1.00	585.51	20%	585.51
65266	266 Ring - Replacement ring for all Gladiator unit	1.00	190.46	20%	190.46
63407	Chain net heavy duty zinc coated	1.00	32.53	20%	32.53
65340	Replacement Fascia for all Gladiator units	1.00	114.21	20%	114.21
9926.3 Bag of Fixings	Replacement bag of fixings 670	1.00	32.92	20%	32.92
Referral Install Fee	Set price for referred independent contractor to remove existing backboard and ring then assemble and install above replacement backboard and ring on site into existing 670 gladiator unit including platform/ scaffold for height and disposal of waste materials (assuming the existing post is secure and safe, access to site, utility, cabling, or obstruction issues) NOTE: Does not include disposal of old backboard and ring. Disposal to be organised by parish council - normally to local waste disposal site collection service	1.00	652.25	20%	652.25

WARRANTY - Warranty on Supply & Install
All equipment supplied has the minimum standard manufacturers 12 month warranty to

Item	Description	Quantity	Unit Price	VAT	Amount GBP
SUPPLY & INSTALL	be fit for purpose and all installations undertaken by referred contractor are as per manufacturer instructions and have a standard 12 month warranty to be fit for purpose assuming equipment is not modified, vandalised or used for purposes other than recommended by manufacturers.				
NOTE: LT	LEAD TIME CURRENTLY 2-4 WEEKS We do not accept responsibility for uncontrollable delays on production or delivery lead times expected for any order following unprecedented recent events & imposed Government regulations on supply and distribution chains.				
NOTE: CI	We reserve the right to pass on any significant cost increases imposed by manufacturers and couriers due to inflation or increases in production, customs tariffs & transportation fees following unprecedented recent events & Government regulations affecting supply and distribution chains. Any sudden changes will be indicated prior to confirmation of acceptance of order from customer.	1.00	0.00		0.00
NOTE: Environmental Charges	ENVIRONMENTAL / TRANSPORT CHARGES Customers will be recharged any unexpected local charges incurred for travel to and from site address whilst undertaking installation regarding Government and local council Environmental Fees / ULEZ / Clean Air Zones / Congestion Charges / Waste Disposal Tip Charges / Bridge & Road Tolls and Zone Parking Charges where on site parking is not provided.	1.00	0.00		0.00
Payment install	Payment due in 2 instalments: Deposit 80% due on order Balance 20% due on installation Separate invoices raised on order				
Subtotal					1,607.88
TOTAL VAT 20%					321.57
TOTAL GBP					1,929.45

Terms

Standard Terms & Conditions apply <http://www.fitness-sports.co.uk/TERMS-CONDITIONS.pdf>. Prices are subject to VAT at the current rate. Quotes are valid for 14 days. All equipment supplied is standard. Payment in 2 instalments as above.

INSTALL T&C

- External and Internal groundworks will always require existing surfaces to be broken and disturbed and new finishes will never exactly match the existing surface.
- Prices assume all fixings are to be into a solid structure.
- Alternative fixings or additional works may incur additional charges



www.fitness-sports.co.uk
Tel: 01938 666 666

QUOTE 4.

Steyping Parish Council

Date
28 Nov 2023

Expiry
12 Dec 2023

Quote Number

Reference
670 gladiator

VAT Number

OMG Trading Limited t/a
Fitness Sports
5 Giffard Court
Millbrook Close
Northampton
Northamptonshire
NN5 5JF

Supply & install package for replacement 670 Gladiator unit

Requested by:
John Fullbrook
Clerk to the Council
01903 812042
john.fullbrook@steypingpc.gov.uk
Steyping Parish Council, West Sussex

Item	Description	Quantity	Unit Price	VAT	Amount GBP
65670+101	670 Gladiator All Steel Galvanised In Ground Basketball System @ 10ft height with backboard, ring, net and extension arm at 1.2m projection, heavy duty zinc finished basketball posts designed for public access and inner city sports areas with 101 Gladiator Socket. The unit is designed for high intensity use, popular for outdoor leisure parks and local authority sports applications. galvanised post with 5mm thickness that withstands load bearing of 490kg, backboard 120cm x 90cm with heavy duty solid steel galvanised basketball ring. EN-1270 Certified with 7 Year anti rust warranty.	1.00	2,140.67	20%	2,140.67
63407	Chain net heavy duty zinc coated	1.00	32.53	20%	32.53
Referral Install Fee	Set price for referred independent contractor to remove existing unit with socket then assemble and install above replacement unit on site into existing hard base, hole backfilled with post concrete. Including platform/ scaffold for height and Genie for lifting and disposal of waste materials (assuming access to site, utility, cabling, or obstruction issues) NOTE: Does not include disposal of old unit - to be arranged by parish council normally to dispose by local waste disposal site collection service	1.00	2,114.13	20%	2,114.13

Item	Description	Quantity	Unit Price	VAT	Amount GBP
WARRANTY - SUPPLY & INSTALL	Warranty on Supply & Install All equipment supplied has the minimum standard manufacturers 12 month warranty to be fit for purpose and all installations undertaken by referred contractor are as per manufacturer instructions and have a standard 12 month warranty to be fit for purpose assuming equipment is not modified, vandalised or used for purposes other than recommended by manufacturers.				
NOTE: LT	LEAD TIME CURRENTLY 2-4 WEEKS We do not accept responsibility for uncontrollable delays on production or delivery lead times expected for any order following unprecedented recent events & imposed Government regulations on supply and distribution chains.				
NOTE: CI	We reserve the right to pass on any significant cost increases imposed by manufacturers and couriers due to inflation or increases in production, customs tariffs & transportation fees following unprecedented recent events & Government regulations affecting supply and distribution chains. Any sudden changes will be indicated prior to confirmation of acceptance of order from customer.	1.00	0.00		0.00
NOTE: Environmental Charges	ENVIRONMENTAL / TRANSPORT CHARGES Customers will be recharged any unexpected local charges incurred for travel to and from site address whilst undertaking installation regarding Government and local council Environmental Fees / ULEZ / Clean Air Zones / Congestion Charges / Waste Disposal Tip Charges / Bridge & Road Tolls and Zone Parking Charges where on site parking is not provided.	1.00	0.00		0.00
Payment install	Payment due in 2 instalments: Deposit 80% due on order Balance 20% due on installation Separate invoices raised on order				
Subtotal					4,287.33
TOTAL VAT 20%					857.47
TOTAL GBP					5,144.80

Terms

Standard Terms & Conditions apply <http://www.fitness-sports.co.uk/TERMS-CONDITIONS.pdf>. Prices are subject to VAT at the current rate. Quotes are valid for 14 days. All equipment supplied is standard. Payment in 2 instalments as above.

INSTALL T&C

- External and Internal groundworks will always require existing surfaces to be broken and disturbed and new finishes will never exactly

Item 7.3

MPF Hedgerow planting proposed modification to plans

Briefing Note

We had discussed and previously agreed at our June Committee meeting to plant a hedge including two rows at the MPF/ Rublees boundary. The details of that discussion are noted within the supporting paper for that meeting – attached overleaf.

We have wondered about how and when to complete this project and have agreed that we attempt to plant for as soon as the plants arrive this autumn/winter.

However, in the meantime we have been going through our Autumn hedgerow cutting cycle and have found that because we changed the height of the main hedge on this boundary down to 3.5 meters – it is now possible to cut and shape via the hedgerow cutting contractor (leaving the now ever larger Perry Pears in place), rather than wait every three years and in rotation complete the works via Tree surgeons at a premium rate – we can now cut it every year at a much-reduced rate.

The Hedge cutting machinery doesn't quite trim all the way over the width of the hedge but very nearly, and it looks very good – I think you would agree if you saw it. The remaining twigs on the Allotment side can be trimmed with hand tools it is hoped.

The point is that if we go ahead with our well intentioned first plans to dig in two rows of hedging plants – we will reduce the ability to cut the full width of the hedge with the hedgerow cutter, because it won't reach.

Therefore, this item is brought back to ask committee to reconsider its previous decision, made 6 months ago.

Could we instead agree to use the funds / plants set aside already following the previous agreement, to plant one row of hedging plants as close as possible to the existing wire fence instead.

Possible Hedgerow installation at the MPF / Rublees border

Briefing Note

We had a hedgerow working party last year and the clerk was given responsibility to speak with Roger Brown in consideration of a new hedgerow planting idea for the MPF / Rublees allotment border involving hawthorn and possibly some other species like blackthorn that would be planted on the MPF side of the current fence line for the entire length, and that consideration of some additional trees and an extensive bulb planting programme could also be discussed.

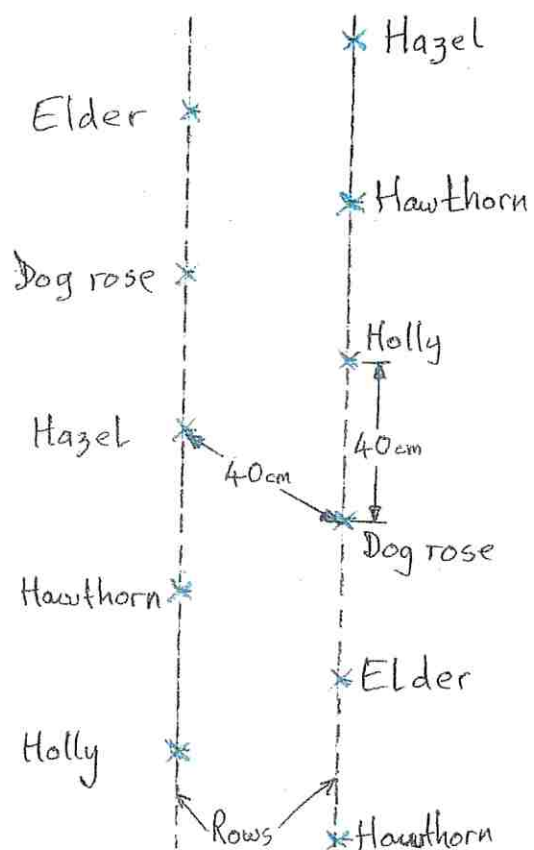
The clerk has since spoken with Roger and the suggested planting regime which has also been discussed with a Steyning for Trees representative is noted here.

Rather than plant the entire length of the border, the suggestion was that a length of approximately 50 meters could be planted as both a starter and a tester, before the commitment for the entire hedge is planted.

The saplings involved should be planted in two rows and set approximately 40cms apart in a staggered pattern.

This means that for a double row of hedgerow plants, a 50-metre length of hedge would need 250 plants.

This is liable to cost approximately £480.



Marley Shed Roof replacement

Briefing note

The Marley shed is a store owned by SPC but positioned behind the Steyning Cricket clubs main building and within a secured area. It was built long before most people can remember, but when constructed – it was with the idea that it would be ‘built to last’. There is an iron framework for both walls and roof, and I believe the side walls are a concrete panel mixture. The roof too was a corrugated panel construction and we have recently established that the mix contains a low-grade asbestos, after the Cricket Club voiced their concerns over the summer, as there were signs that it may be starting to deteriorate.

We swiftly arranged for the roof to be tested by a specialist company to check for any concerning particulates. The results of the tests were brought back to the Community Committee and at the same time the office attempted to arrange for contractors who specifically could work with the removal of the old roofing, whilst at the same time construct an appropriate replacement roof, thereby looking after the expensive equipment within.

After many fruitless conversations we found via a discussion with the company who completed the testing for us, a trusted firm whom they could either work with, or who we could trust to complete the job on their own, as they have the experience, qualifications, expertise and appropriate insurance cover.

The company in question came out and produced the estimate noted overleaf.

They are a busy firm (which generally I find can be a good indicator), but their references are good and provided members are happy with the costing noted I would like to appoint them to complete the works for as soon as possible, and certainly for this to be done before the groundsmen are going to need access on a regular basis at the beginning of the next Cricket Season.

As a side note but certainly worthy of a mention in so far as it may help us with this decision, the Cricket Club Treasurer sent me the following message on the 29th of November following their Committee meeting (And without any prompting from myself, although I did make them aware of the possible cost involved in its refurbishment).

‘We had a committee meeting last night and discussed various issues including the Store shed. The Cricket Club would like to offer a donation of £500 towards the work involved to express our appreciation and if this is acceptable to the Parish Council, please let me have the relevant bank details.’

This is of course great news, and I suspect members will be wanting to thank the Cricket Club for their offer.



MARK DOUGLAS ROOFING LTD

Steyping Parish Council
The Steyping Centre
Fletcher's Croft
Steyping
BN44 3XZ

7th November 2023

ESTIMATE

Re: Store Shed, Cricket Cub

For removal and disposal of asbestos sheets
To fix sufficient treated timber joists to accept boards
Board roof with 18mm OSB roofing boards, screwed to joists
Fit upvc fascias
Felt roof with three layers of High-Performance torch-on felt, top layer in mineral finish
Felt welted aprons to all sides

Materials and labour £2380 Plus VAT @ 20%

Nil Deposit, settlement on completion

With thanks



To consider exploratory works on tree roots adjacent the Steyning CC Nets

Item 7.5

Briefing Note

As we have discussed previously the Cricket club have a serious issue concerning a tree root that has begun to lift the playing surface 'On a length' and as the tree searches for water the issue is getting progressively worse in terms of the batsmen's safety. Members are asked to consider the SPC Tree consultants suggested course of action and potentially agree to his undertaking an exploratory dig and possibly additional related works to redress the problem.

Here is the consultants quote → → →

And below are some pictures showing the positioning of 'ridge' and

Proximity of tree

Gale Tree Consultancy

Tel: 01798 875731 | Email: office@galetreeconsultancy.co.uk | Web: galetreeconsultancy.co.uk
34 Carpenters Meadow, Pulborough, West Sussex RH20 2HQ

John Fulbrook
Clerk to the Parish Council
Steyning Parish Council
Steyning Centre
Church Street
STEYNING
BN44 3XZ

01903 812042
john.fulbrook@steyningpc.gov.uk

27th November 2023

Quote reference 8566 – tree root investigations around the Cricket net

Dear John

Further to our recent site meeting, please find below a fee proposal for the work we discussed. I've checked the site on Horsham District Council local plan mapping system and although the tree appears not to be subject to a tree preservation order, it does fall within the Steyning Conservation Area.

Root Investigation Report

- Undertake an assessment of the root/s from the neighbouring tree that may be potentially affecting the surface of the nearest cricket cage/practice area
- This will include the excavation of a spade width trench with a depth of c.40cm directly adjacent to the cricket cage/practice area, for a distance of c.2m either side of the affected area
- Identify any roots that may be causing an issue and photograph them in readiness for a s.211 notification
- Replace the spoil and leave the site clean and tidy
- Due to the relatively small area of assessment, at this time I have not allowed for the use of a soil pick to expose the roots. If my findings recommend the use of such a machine, this will be referenced in the report's findings
- ALL auxiliary sports equipment will need to be removed PRIOR to my arrival on site

Sub-total: £550.00
Vat @ 20% £110.00
Total: £660.00

I hope that this fee quotation is acceptable and look forward to receiving your written instructions by letter or email shortly. If, in the meantime, you require any further information please do not hesitate to contact me.







Abbey Road urgent tree works

Briefing Note

During the last storms, there were high winds, and a number of trees came down around the Abbey Road site.

None of them caused too much of an issue, however the Clerk visited site with the SPC Tree warden very soon afterwards and jointly established with input from the lead Abbey Road volunteer – Roger Brown, that two quite small hedgerow trees that had fallen could be trimmed and affectively dealt with by the volunteers during their next Saturday ‘work day’.

Two large willow trees had fallen across from the By-Pass verge and across into our land straddling the fence. It was not proposed to deal with the main trunk and branches but insofar as when they fell, they caused some problems it was agreed that these issues were best dealt with sooner than later.

The Clerk has since met with a new Tree Surgeon who was more available than our usual contractor, and asked to quote to cut back branches that are protruding towards the pathways, to cut back branches that were hit during the trees coming down and have been broken and are hanging loosely at a height and could break free and fall.

The cost for the scoped works as agreed on site was as follows

To make safe & dismantle storm damaged willow & stack branches in clearing as discussed

To dismantle smaller storm damaged willow & stack in clearing

£500 + vat

MPF Gate

Before Replacement



MPF Gate

After Replacement



Detailed Income & Expenditure by Phased Budget Heading 01/11/2023

Month No: 7

OCTOBER

Committee Report

Amenities Cttee201 Highways & Lighting

1001 HDC Cleaning Grant

Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
27,962	12,850	(15,112)	25,700		0	

Highways & Lighting :- Income

27,962	12,850	(15,112)	25,700			0
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4200 Street Light Energy

1,697	975	(722)	975		(722)	
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4201 Street Light Maintenance

2,121	2,250	129	2,250		129	
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4202 Lamp Post Testing

1,320	0	(1,320)	1,550		230	
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4210 Road Sweeping

13,923	10,731	(3,192)	18,400		4,477	
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4211 Town Improvements

0	500	500	1,500		1,500	
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4259 Grit

0	0	0	200		200	
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4260 Pressure wash High St

0	80	80	250		250	
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Highways & Lighting :- Indirect Expenditure

19,061	14,536	(4,525)	25,125	0	6,064	0
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Net Income over Expenditure

8,901	(1,686)	(10,587)	575			
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301 Playing Fields

1004 Reimbursed Charges & donations

540	200	(340)	500		0	
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Playing Fields :- Income

540	200	(340)	500			0
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4276 Tree and Hedge Cutting

512	400	(112)	5,000		4,488	
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4300 Grass Cutting

0	0	0	6,800		6,800	
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4309 Tree Reports & Essential works

1,386	1,800	414	2,903		1,517	
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Detailed Income & Expenditure by Phased Budget Heading 01/11/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4310 Grounds Maintenance	4,115	2,044	(2,071)	3,500		(615)	816
4312 Waste Removal	1,140	1,078	(62)	1,850		710	
4320 Play Equipment Inspections	1,264	400	(864)	2,000		736	
4321 Play Equipment & Maintenance	3,219	1,456	(1,763)	2,500		(719)	
4352 Litter and Bins	2,412	1,897	(515)	3,250		839	
4360 Allotment Maintenance	0	200	200	3,200		3,200	
Playing Fields :- Indirect Expenditure	<u>14,046</u>	<u>9,275</u>	<u>(4,771)</u>	<u>31,003</u>	<u>0</u>	<u>16,957</u>	<u>816</u>
Net Income over Expenditure	<u>(13,506)</u>	<u>(9,075)</u>	<u>4,431</u>	<u>(30,503)</u>			
6000 plus Transfer from EMR	816						
Movement to/(from) Gen Reserve	<u>(12,690)</u>						
<u>302 Allotments</u>							
1005 Allotment Rents	5,099	4,200	(899)	4,700		0	
Allotments :- Income	<u>5,099</u>	<u>4,200</u>	<u>(899)</u>	<u>4,700</u>			<u>0</u>
4253 Water Charges	0	700	700	1,300		1,300	
Allotments :- Indirect Expenditure	<u>0</u>	<u>700</u>	<u>700</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0</u>
Net Income over Expenditure	<u>5,099</u>	<u>3,500</u>	<u>(1,599)</u>	<u>3,400</u>			
Amenities Cttee :- Income	33,601	17,250	(16,351)	30,900			
Expenditure	33,107	24,511	(8,596)	57,428	0	24,321	
Net Income over Expenditure	<u>494</u>	<u>(7,261)</u>	<u>(7,755)</u>	<u>(26,528)</u>			
plus Transfer from EMR	816						
Movement to/(from) Gen Reserve	<u>1,310</u>						

Community Committee -
CONSOLIDATED P & L ACCOUNT

Draft Budget 1st April 2024/ 31st March 2025

Dated 29th Nov. {V2}

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	YEAR TO DATE Mid-month Nov	Draft Budget for 24/25
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975	£1,697	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250	£2,121	£ 2,250.00
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 19,109.00	£ 30,000.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,550.00	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ -	£ 1,350.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 1,020.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ 6,885.00	£ 10,500.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 1,386.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 5,010.00	£ 4,200.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,309.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 1,920.00	£ 2,450.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 3,219.00	£ 4,600.00
4322	Memorial Tributes											£ 1,000.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 2,612.00	£ 4,200.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ 192.00	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 49,350.00	£ 78,400.00
CODE	INCOME											
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00	£ 27,962.00	£ 29,500.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00	£ 540.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 4,193.00	£ 4,600.00	£ 4,706.00	£ 4,700.00	£ 5,099.00	£ 5,400.00
1006	Memorial Donations											£ 1,000.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 29,253.00	£ 29,900.00	£ 30,673.00	£ 30,900.00	£ 33,601.00	£ 36,400.00
TOTAL INCOME OVER EXPENDITURE		£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,400.00	-£24,431.00	-£27,650.00	-£32,958.00	-£26,528.00		-£ 42,000.00

Current listing of Community projects for consideration for next year - 24/25

Proposed Project	Estimate
Partly agreed.	
MPF Play Area renewal	£85 K to £130 K
Chandlers Way Play Area renewal	£25 K
Proposed	
Normans Way Play Area renewal	£18 K
Canada Gardens water supply upgrade	£2.5 K
Bin installation for Abbey Road	£1.5 K
MPF Charlton St entrance re-surfacing	£4 K
MPF entrance notice/story boards	£3 K to £11 K
MPF Car Park bollards	£1.5 K
MPF Car Park Planters	£2.5 K to £6 K
Relocate and paint MPF Gazebo	£2 K
Changing room apron surface renewal	£14 K
MPF EV Charging point	Unknown
Street lights change to LED's	Unknown

Steypning Allotments Association Committee
Chandlers Way
Steypning
West Sussex
BN44
E mail:

23-Nov-23

Steypning Parish Council

Dear Sir/Madam

Trees Bordering the Allotments to the East Side

We understand that a programme of tree cutting to the east side of Rublees allotments has been established in which one third of the hedge gets cut each year.

We should like to remind the Parish Council that the window of opportunity to carry out these works is limited. The end date is 28-Feb and works cannot take place during heavy rain, soggy ground or in ice / snow. Hence this letter is to request that the trees are reduced to a height of 3.5 m as previously agreed by the Parish Council as soon as possible.

As we have stated in previous correspondence and appeals to the council, allotment holders who border these trees suffer from shade and reduced yield.

We should also like to remind the council that some of the larger mature trees are counter productive to the establishment of a hedgerow that provides a balanced ecosystem whilst providing a barrier between the playing fields and the allotments. Large trees are not appropriate as they tend to starve the smaller varieties from nutrients, water and light – the result being large openings at the lower level within this boundary. We would strongly recommend replacement of the large wild pear trees with smaller varieties such as hawthorn, blackthorn, hazel, elder etc. and allowing nettles to grow at the edges (barrier from intruders plus food for aristocrat butterflies)

Cont...

We should also like to point out that the foundations to the gate post at the Newham lane end of the site appear to be suffering some deterioration. This can be seen in the alignment between the two gates. I.e the eastern gate is starting to tilt. This may be caused by undermining of the foundations by skip lorries etc, or may be due to tension in the fence pulling the post - we cannot be sure, but we thought it is important to alert the Parish council at this stage.

Yours Sincerely

The Committee of the Steying Allotments Association