
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th DECEMBER 2023 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/23/48 APOLOGIES FOR ABSENCE

48.1 Apologies received from Cllr Sharp

ACTIONS

C/23/49 DECLARATIONS OF INTEREST AND DISPENSATIONS

49.1 None

C/23/50 QUESTIONS FROM THE FLOOR {in summary}

50.1 None

C/23/51 MINUTES OF PREVIOUS MEETINGS

51.1 To agree 7th November 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 7th of November 2023. **Agreed**

C/23/52 MATTERS ARISING AND ACTIONS - These items were taken as read.

52.1 Clerk to inform Cllr Linehan that SPC will not be pursuing 20mph Scheme in its current form – **Actioned**

52.2 Clerk to reconvene the 20's plenty Working party to craft a message to residents - **Actioned/ see 53.1**

52.3 Clerk's office to place Winter Plan volunteer advert in 'Your Steypning' - **Actioned/See item 53.2**

52.4 Clerk to send letter to WSCC Chief Exec' concerning the White Bridge project – **Actioned**

52.5 Clerk to send letter to the Steypning MP concerning the White Bridge project – **Actioned**

52.6 Clerk to send draft Car Park Plan to District Cllrs for them to liaise with appropriate HDC officers- **Actioned**

52.7 Clerk to visit Abbey Rd with Tree Warden to agree emergency works concerning fallen Trees - **Actioned**

52.8 Normans Way Basketball hoop and backboard to be refurbished - **See item 54.2**

52.9 Clerk to take Grass contractor recommendation to F&GP Committee for a decision - **Actioned**

52.10 Clerk to bring back to committee MPF Hedgerow planting project modification - **See item 54.3**

52.11 Clerk to meet with SPC Tree consultant to discuss tree root ingress under the Cricket nets – **See 54.5**

52.12 Clerk to bring back Marley Shed quote for discussion – **Actioned/ See item 54.4**

- 52.13 Mobile Sauna siting now to be dealt with by Steyning Centre office & Premises Com. - **Actioned**
- 52.14 Clerk to sign up all the SPC land to the Weald to Waves project online mapping – **Actioned**
- 52.15 Clerk to arrange Tree works to be completed as per committee decision - **Actioned**
- 52.16 Fallen tree in front of A283 sign dealt with – **Actioned**
- 52.17 Clerk to return updated community budget & respond to questions in-between meetings - **See item 55 .2**
- 52.18 Lobbying WSCC for better quality road signs in Steyning - **See item 53.4**

C/23/53 HIGHWAYS

- 53.1.1 **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 the notes from this meeting and the proposed statement as they were presented within supporting papers. The statements had been drafted and agreed for recommendation for SPC to publish, by the working party, so the councils could explain the reasoning behind their decision not to continue with the scheme in its latest format. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the two documents {as per supporting papers}, and that the Clerk is asked to publish them {on SPC web site and in 'Your Steyning'}. **Agreed** CLERK
- 53.1.2 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC requests the continued support from the Community Partnership 'Sustainable Travel Group', and for them to consider working towards trying to promote lower speed limits within the local community. **Agreed** CLERK
- 53.2 **To consider the SPC Winter Plan 2023/24 updated call out procedure.** The Chairman and the Clerk have been working in preparation for winter in order to ensure SPC are best prepared for inclement weather. A duty officer's emergency contact phone has been purchased and on it has been installed a WhatsApp group with all the current SPC Winter programme volunteers' numbers included, plus the relevant street cleaning and snow clearing contractors. A call for volunteers to join the group (in the Dec. 'Your Steyning') did not receive any responses. When the Clerk or Deputy Clerk are provided with an imminent weather event alert then the WhatsApp group of volunteers and contractors will be sent an Amber 'Standby Warning' message. Should this turn into an actual event which precipitates a snow and or ice issue 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 rock salt spreading using the town's salt bins. The Chair and Clerk are to compile a map of Steyning town showing grit bin locations and this will be sent to the members of the WhatsApp group for information. A training video was also discussed. Cllr I Alexander **proposed, seconded** by Cllr Young that Cllrs S Alexander and I Alexander are delegated responsibility to work together to create a video to publish on the WhatsApp site. **Agreed.** Cllrs I & S Alexander
- 53.3 **Update on the White Bridge link following correspondence with WSCC and the Local MP.** The Clerk was delegated to write letters to both WSCC CEO and the Local MP to promote the swift replacement of the White bridge, and had received responses of support from both parties. Whilst supportive, both correspondence were not able however to detail any proposed timescale involvement, as there were complications associated with dealing with the possible re-routing of the main gas line. The Chair also reported that in the previous week a meeting had been convened which was attended by the WSC Cllr Paul Linehan who reported that the new bridge would likely be replaced in the current location, with a proposed completion date of the summer of 2025. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC delegate authority for Clerk and Cllr I Alexander to write another letter to all the relevant parties re the White bridge {stressing how important the rebuilding is and urge all parties to move the process forward as soon as possible}. **Agreed** CLERK

- 53.4 To consider a Steyning Street Sign upgrading programme.** This is not a Parish Council responsibility, however, the point was discussed in order to begin a process to raise the matter with WSCC / HDC and for them to consider upgrading signage as appropriate. With SPC needing to gather pictures and report on locations and the poor state of many of Steyning's signs. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC create a working party to look at the Steyning road signs. **Agreed**
Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC set up a committee WhatsApp group dedicated to taking photographs and reporting back on road signs {in Steyning Parish}. **Agreed** **CLERK**
- C/23/54 COMMUNITY MATTERS AND OPEN SPACE PROJECTS**
- 54.1 To receive the annual 'Play Area Inspection' Report, and update from the Clerk concerning related maintenance plan.** Given the age of the majority of the play areas, the relatively low number of items noted as being of a moderate risk status was welcomed. All these items were being attended to by the SPC maintenance operative in order of priority. In all 32 of the 121 moderate to very low risk items notified were being dealt with in the first round of maintenance works, and progress on these works would be reported back on in future Community Committee meetings. It was noted there was only one item which scored 15 and this was a wooden bench which was rotting away and could not be saved without prohibitive expense, so this will be removed from service.
Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accepts the Wicksteed report. **Agreed** **CLERK**
- 54.2 To consider a replacement basketball post installation at Normans Way.** Members considered five options for replacement or renewal of the Basketball post and backboard as per presented within supporting papers. Cllr I Alexander **proposed, seconded** by Cllr Young that the SPC clerk look at a cost-effective way of replacing the backboard for the Basketball facility in Normans Way. **Agreed, 7 For, 1 Against.** **CLERK**
- 54.3 MPF Hedgerow planting project and to agree a modification to previous decision.** The clerk updated on an additional hedgerow planting project to deal with the MPF/Rublees border gaps. There was some correspondence received from the Allotment Association and this view was considered during the discussion about this item. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the modified plan for the hedgerow planting {at the MPF / Rublees border}. **Agreed** **CLERK**
- 54.4 To discuss the Marley Shed roof replacement.** The Clerk presented a quote via supporting papers plus an offer of financial support from the Steyning Cricket Club.
Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the quote as presented to replace the roof on the Marley shed. **Agreed.** And also, that the Clerk writes a note of thanks from the Council for their generous offer of financial support. **CLERK**
- 54.5 To discuss visit from SPC Tree consultant concerning issues with the safety of continued use of the Steyning Cricket nets.** The clerk explained the nature of the issue, with tree roots which are growing underneath the playing surface and which are protruding and causing variable bounce which can be a safety issue for batsmen. The consultant had produced a report following the visit with a cost for the proposed exploratory works. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC asks the Clerk to engage the tree consultants - to complete the exploratory works as noted within the quote {supporting papers}. **Agreed** **CLERK**
- 54.6 To consider Abbey Road tree works as per supporting papers.** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC ask the Clerk to engage the tree surgeons to complete the clearance works {on the fallen trees} and thank the volunteers for their offer. **Agreed** **CLERK**

- 54.7 To discuss the MPF 11th November Remembrance Day service arrangements for next year.**
The Chair explained why this item was under consideration. He noted that until this year the Steyning branch of the Royal British Legion have made all the arrangements for the MPF service and that this had not been taken on by the RBL regional coordinators since, so members discussed the Parish Council taking over its coordination. Cllrs understood that the parochial church were involved with the memorial Sunday service in the church, and Cllr Hanson was asked to find out more information from them and bring back to the next meeting. The main point being that it was clear that there needed to be a greater level of support (in terms of what the RBL used to do) to ensure that both services were well attended and well organised. **Cllr Hanson**
- 54.8 Notification of the broken MPF entrance gate replacement & payment arrangements.** The Clerk presented before and after pictures reminding members of the nature of the initial issue and showing the results of replacement. Refabrication cost £425, installation cost £175, and the lady who drove into the gate by accident had agreed to pay the full amount of the replacement. **CLERK**
- 54.9 To discuss future project aspirations for the Community Committee.**
The Chair reminded that items from the suggestion box were to be discussed by this committee, and that this will be brought back to a future meeting. The clerk to circulate to members what the items raised were, and invite members to make comments in advance of that meeting. **CLERK**
- C/23/55 FINANCE AND GOVERNANCE**
- 55.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Reports for October '23 be accepted as a true and fair record. **Agreed**
- 55.2.1 To consider the draft Community committee budget for the next financial year - 2024/25.** The Clerk had produced a second draft Community budget document for members to consider. There were some amendments made from version 1, and members further considered each budget line and any possible adjustment. There was a call to bring back for further discussion Street lighting cost review as a non-urgent item.
Cllr I Alexander **proposed, seconded** by Cllr Hanson that committee accepts the latest budget paper as presented and recommend it to F&GP. **Agreed** **CLERK**
- 55.2.2 Community Committee project prioritisation for 2024/25.** Members considered projects as per via a listing and costs noted within supporting papers. There was consensus that the listing as presented with MPF and Chandlers Way Play Area renewals at the top and then next with MPF entrance resurfacing, notice boards and bollard installation be taken to F&GP Committee. **CLERK**
- C/23/56 INFORMATION / CORRESPONDENCE ITEMS**
- 56.1 Correspondence from the Allotment Association dated 23 Nov.** Members considered the points raised within a letter received from the Allotment Association. The Clerk to write back to the association noting matters discussed. **CLERK**
- C/23/57 PROGRESS REPORT – All the following items were described as ongoing, but were not discussed as the meeting ran out of time – they will be discussed at the following meeting** **CLERK**
- 57.1** Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing**
- 57.2** Mouse Lane drainage W Party to be convened when quotes available – **Ongoing**
- 57.3** Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing**
- 57.4** Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing**

- 57.5 *MPF entrance development ideas to be brought back to this committee after next working party - Ongoing*
- 57.6 *Possible installation of a refuse bin at Abbey Road - To be discussed - Ongoing*
- 57.7 *Chandlers Way Pocket Park W Party to reconvene – Ongoing*
- 57.8 *Clerk to set up a working party to discuss HDC plans for EV Charging points - Ongoing*
- 57.9 *Pathway improvements on the Abbey Road site to be undertaken – Ongoing*
- 57.10 *Clerk's office to place advert for more Abbey Road volunteers in 'Your Steyning'- Ongoing*
- 57.11 *Clerk to attempt once more a WMT funding application for MPF Play Equip assist- Ongoing*
- 57.12 *Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - Ongoing*
- 57.13 *Virgin Broadband installation legacy to be brought back to this committee - Ongoing*

C/23/58 DATE OF NEXT MEETING – 6th February 2024 at 7.30 pm.

Meeting ended at 10.01 pm

Signed by the Chair: Date: 6th February 2024

A recording of this meeting can be found using this link: <https://youtu.be/PqNKmxzJczo>



Remembrance Garden Signage – Finger Post installation

Briefing Note

In 2022 we convened a working party consisting Community Committee members and members of the then local arm of the Royal British Legion, plus a representative from the Steyning and District Partnership. The discussion centered around the need to promote visitors to our beautiful remembrance garden (adjacent the MPF). As the recommendations were brought to the then Community Committee, discussion veered away from the finger post installation and there then started a discussion about disabled access and Steyning Town Signage as a whole. The recommendation was forgotten in favour of the Parish Council looking at a possible upgrade of all of Steyning Signs. – This didn't affectively go anywhere, lacking time, money & permissions

The Finger post installation was identified as a project to be completed by this council within the agreed 'Action Plan' this year, and with this in mind I have two considerations for you (these having been agreed at the recent convening of the MPF Access Development Working Party).

Proposal One - Part one is to consider the wording for two finger posts (below) and then to agree for the installation to take place {The cost which comes out of this years Projects Pot amounts to £865 (Net of VAT) – See Proforma invoice which follows:-

I need committee to approve these recommendations please:

Location 1 – On High Street, East side, onto lamp post with existing Finger Post sign. Sign to be pointing towards the footpath entrance on the opposite side of the road (Pointing west) with suggested text as follows:-

***'Remembrance Garden, next
to Memorial Playing Field'*** – {to possibly include poppy symbol}

Location 2 – On entrance to MPF (Charlton Street), using existing Footpath signpost pole or perhaps a new signpost pole – See 2nd recommendation proposal overpage, and assuming all the right permissions have been granted by WSCC. Our Finger post would point North along line of Charlton Street and towards Mill Road. With suggested text as follows:-

'Remembrance Garden, in 100 meters' – {to possibly include poppy symbol}



Proposal Two

To install a new Finger Post Pole/ Column and to choose preferred Finial design, for the installation. The cost of this project would come from SPC Earmarked Reserves. {Allotment/MPF Upgrades} – The cost is also noted on the proforma invoice, followed by representation of the Column and the Finial options for your agreement.

Below is a picture of the existing WSCC Post.

The working party considered this installation to be possibly the start of similar installations at two other MPF entrances/ exits, as well as a storyboard/ notice board installation, and possibly planters adjacent the main MPF Car Park – But we will return to this idea if agreed to be a priority project for next year.



Compiled by J. Fullbrook



Issued To:

John Fullbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Issue Date 30/01/2024
Expiry Date
Reference
Number

SALES QUOTE

Code	Description	Qty	Price/Rate	VAT %	Net
Finger Arm	LA001 Finger Arm (90mm tall - Single line with split collar). Cast aluminium with bespoke text. Fully painted RAL 6007 Green & highlighted Gold Lettering and border.	1.00	400.00	20.00	400.00
Finger Arm	LA002 Finger Arm (150mm tall - Double line with split collar). Cast aluminium with bespoke text. Fully painted RAL 6007 Green & highlighted Gold Lettering and border.	1.00	465.00	20.00	465.00
LF 2168 - cast finial	OPTION 1 - Cast aluminium ring finial with crest. Finished in RAL 6007 green and full colour crest	1.00	560.00	20.00	560.00
LF 2168 - cast finial	OPTION 2 - Cast aluminium ring finial. Finished in RAL6007	1.00	510.00	20.00	510.00
Fingerpost Sign	FPC115 Fingerpost column finished to RAL6007 - Comprising of LC115/89 column base, LC8926 column collar and LC115C Reducer Collar - Finger arms NOT included.	1.00	595.00	20.00	595.00
	Carriage			20.00	450.00

VAT Rate	Net	VAT	Total Net	
Standard 20.00% (20.00%)	£2,980.00	£596.00	Total Net	2,980.00
			Total VAT	596.00
			TOTAL	£3,576.00

Notes:

LEADTIME: 6 weeks from Pre-Production checklist sign off.

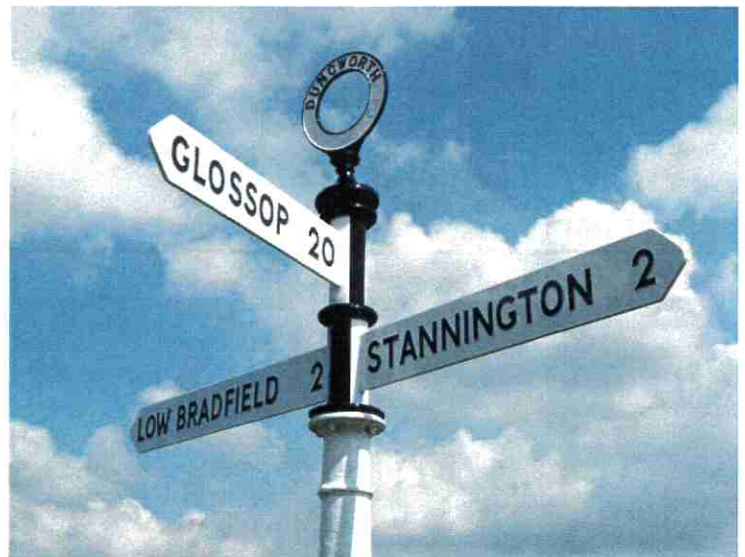
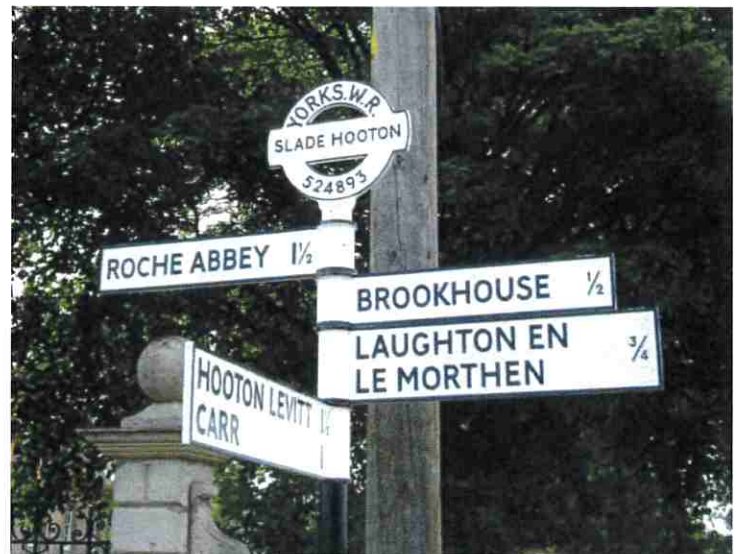
SHIPPING TIME IS TYPICALLY 2-3 DAYS (INTERNAL UK) FROM PRODUCTION COMPLETION.
FAST-TRACK orders are typically shipped on a next working day service.

PAYMENT BY BACS CAN BE MADE DIRECTLY TO MIDDLEPEAK ENGINEERING BANK ACCOUNT: STATE THE QUOTATION NUMBER AS REFERENCE
Sort Code: 01-06-05 | Account Number: 43204759 | IBAN: GB76NWBK01060543204759 | BIC code: NWBKGB2L

COLUMNS

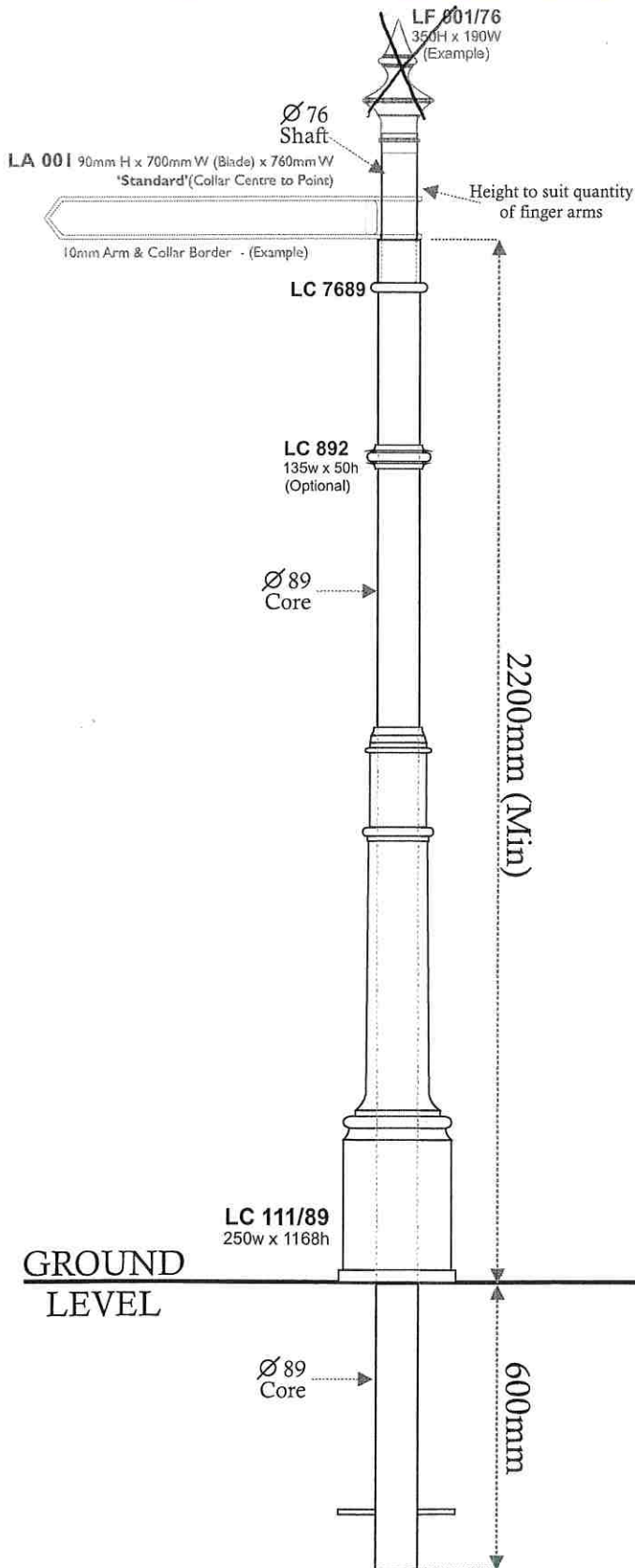
EXAMPLES

Leander Architectural - 139 years of quality and service

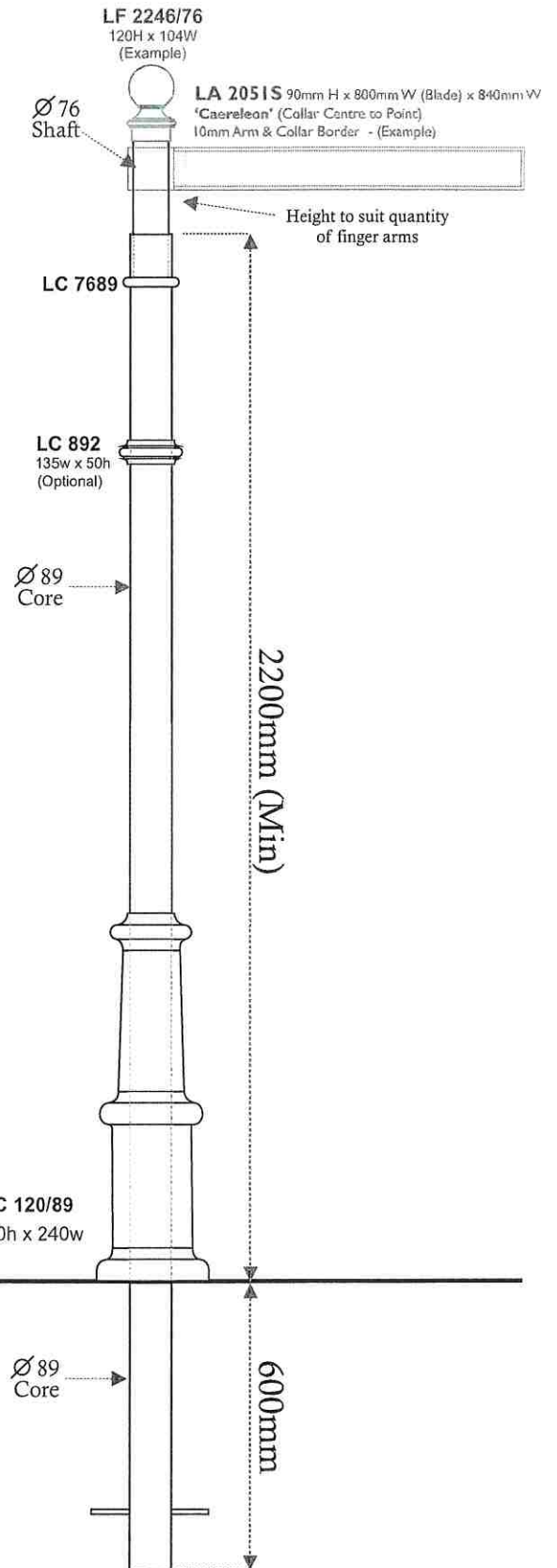




FPC III STYLE



FPC I20 STYLE



Leander Ring Finial Options for Steyning PC

Option 1



LRF 120

300w x 410h

(solid ~~or hollow~~ centre)

Option 2



List of SPC Playground Equipment					
Fletchers Croft	Issue	Risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Chair Spinner	None	low	All previous work with manufacturer has been done	completed	Creative play
See Saw	none	low	all works done	Completed	Creative play
Rocking dog	None	low	all work done	Completed	Creative play
Surface/grass	Ground Eroded	Moderate	Reinstate Surface	Monitor Monthly	Creative play
Multi Play bridge	Algae or moss needs clearin	Moderate	Treat and Clean	Moss has been treated - Coming back to clean	Creative play
Rocking Duck	Handgrip/foot grip rotate and loose fixings	Moderate	SPC Contractor has Checked & Tightened	Work Done - Continue to Monitor Monthly	Creative play
Wet Pour	Gaps in surface	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Creative play
Litter Bin	not securely fixed to ground	Moderate		SPC Contractor to secure	Creative play
Picnic tables	fire damage	Low	Contractor to continue to monitor	Monitor Monthly	SPC
Gate	Gap less the 12mm	Low	Contractor to continue to monitor	Monitor Monthly	Wicksteed
1 Bay 2 swings (Cradle)	parts of timber rough	moderate	Monitor for further deterioration	Monitor Monthly	Creative play
1 bay 2 swings (flat)	Gaps in surface edging	moderate	Work Ordered - Waiting for better weather to carry out the work	SPC Contractor	Creative play
Tractor	Gaps in surface edging	moderate	Work Ordered - Waiting for better weather to carry out the work	SPC Contractor	Creative play
play panel	some damage to bottom of posts	Moderate	Monitor for further damage or rotting posts	Monitor monthly	Creative play
Bench	surface has eroded	Moderate	Reinstate Surface	spc contractor	SPC
Fence	Posts damage	Moderate	Posts replaced	Completed	SPC
sign	Damaged	Moderate	Remove	completed	SPC
Memorial Playing Field	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Over Head Rotator	Surface damaged	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Wicksteed
1 bay 2 swings (flat)	Surface damaged Timber has some cracks	Moderate	Work Ordered - Waiting for better weather to carry out the work Monitor cracks	To be completed by SPC Contractor	unknown
Rotating net	Surface damaged	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Wicksteed
Basket swing	Surface damaged Timber has some cracks	Moderate	Work Ordered Waiting for better weather to carry out the work Monitor cracks	To be completed by SPC Contractor	Creative Play
Rocking & Cross equipment	Surface is damaged around the item	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Big Toys
Gates to park	Surface is eroding	Moderate	Monitor	Monitor Monthly	wicksteeds
Bench seats	rotted timber	Moderate	contractor to remove as unfixable	Completed	SPC
Parallel Bars	some tmber rotted	Moderate	Contractor to obtain covers and make good	Waiting for better weather to carry out this work	Fawns Recreational services
1 bay 2 swings (Cradle)	seats are too close	Low	1 Seat has been removed	completed	big Toys
Somersault bars	parts of timber rough	Low	Contractor to monitor	Monitor Monthly	wicksteed
Balance beam	Surface is damaged around the item	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	wicksteed
Slide Unit	parts of steel have corroded	Moderate	Rub down and Paint Dry weather needed	To be completed by SPC Contractor	unknown
Multi Play	Paint flaking	low	rub down and repaint	To be completed by SPC Contractor	wicksteed
Boulders	None	Very Low	None		unknown
Fence	Holes In fence	low	Patching the mesh	monitor and repair	SPC
Shelter	Graffiti	Very Low	Remove	To be completed by SPC Contractor	Wicksteed
Spinning Pole	None	Very Low	None		Wicksteed
Log Walk	None	Very Low	None		Unknown
Litter Bin	None	Very Low	None		SPC

Chandlers Way	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
1 Bay 2 swings (cradle and flat)	bushes are worn	Low	Monitor	Monthly Monitoring	unknown
Slide	removed				unknown
Fence	damaged panel	low	Repair as required	Done	SPC
Gate	Snagging on ground surface	moderate	Contractor can Rub down or replace gate	Done	SPC
Benches	Timber rough and splintered	low	Contractor can Rub down but needs replacing	done	SPC
Waste bin	Damage on lid	low	Monitor	monthly monitor	SPC
Hedge	overgrown vegetation	low	Caretaker to cut back	DONE	SPC
Sign on gate	None	very low			
South Ash	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Path way surface	weeds and debris on surface	Moderate	Moss and alga to be removed	Moss has been treated - Coming back to clean	unknown
Multi Play	surface damage	low	Work Ordered - Waiting for better weather to carry out the work	to be done by SPC Contractor	unknown
fence/ground surface	fence leaning	low	to monitor	Monthly Monitoring	unknown
1 bay 2 swings	bushes are worn	Low	Monitor	Monthly Monitoring	unknown
Bench seat	None	Very low	none		SPC
Fence Bow Top	none	Very low	none		unknown
Gate	Gate rebounds	moderate	adjust as appropriate	contractor to monitor	unknown
sign	None	Very low	none		SPC
Abbey Road	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Pathway	Cracked tarmac	Moderate	Contractor to do tarmac repairs in better weather	to be done by SPC Contractor	unknown
Safety surface tiles	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Coming back to clean	unknown
1 bay 1 swing	Chain Wear	low	monitor	monthly monitor	unknown
bin	removed				HDC
Bench	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Coming back to clean	SPC
fence	none	very low	none		unknown
gate	Closing too quick	Moderate	contractor to adjust	done	unknown
Multi play	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Coming back to clean	unknown
Hedges/bushes	none	very low	Monitor and cut when required	monthly monitor	

List of SPC Playground Equipment					
Fletchers Croft	Issue	Risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Chair Spinner	loose in foundation	Moderate	Reinstall item to secure. Manufacturer contacted and quote agreed for works to be completed (under guarantee) - Due on site 7th October	Works to be completed on the 7th October - the contractors earliest availability - Now 3rd Nov. due to Covid- Has been taken out of service to allow playground re-opening	Creative play
See Saw	Fixings Loose	Moderate	SPC Contractor has Checked & Tightened	Completed	Creative play
Rocking dog	Handgrip/foot rest loose & Fixings Missing	Moderate	SPC Contractor has Checked & Tightened	This then to be checked by Creative play engineer as still some movement	Creative play
Surface/grass	trip hazards	Moderate	Top soil to be added to uneven grassed areas	Grass unevenness works Completed	Creative play
Multi Play bridge	Rough/splintered timber	Low	Rub Back or replace to be completed	To be completed week beginning 7th October - Now by 3rd November due to engineers having Covid	Creative play
Rocking Duck	Handgrip/foot grip rotate and loose fixings	Moderate	SPC Contractor has Checked & Tightened	This then to be checked by Creative play engineer as still some movement	Creative play
Wet Pour	Gaps in surface	low	Wet pour kits have been purchased to complete crack repairs	Gaps to be monitored as have shrunk due to weather	Creative play
Litter Bin	Bin Liner loose	low	SPC Contractor to put bolt liner back on - Ground fixing recommended ??	Completed	Creative play
Picnic tables	fire damage	Low	Contractor to continue to monitor		SPC
Gate	Gap less the 12mm	Low	Contractor to look and inform if he can remedy	To be completed by SPC Contractor	Wicksteed
1 Bay 2 swings (Cradle)	bolt caps missing	very low	Replacement caps ordered - To be remedied when caps arrive by contractor	Completed	Creative play
1 bay 2 swings (flat)	bolt caps missing	very Low	Replacement caps ordered - To be remedied when caps arrive by contractor	Completed	Creative play
Train	None	very low	None		Creative play
play panel	None	Very Low	None		Creative play
Train	None	very low	None		Creative play
Bench	None	Very Low	none		SPC
Fence	None	very low	None		SPC
sign	None	Very low	None		SPC
Memorial Playing Field	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Over Head Rotator	Surface damaged	Moderate	Wet pour kits have been purchased to complete crack and hole repairs - Repair kits have been delivered - Cracks to be repaired week beginning 6th September	Completed	Wicksteed
1 bay 2 swings (flat)	loose fixings on top bar	Moderate	1 swing tightened and 1 removed as unable to tighten and was too loose to leave in play. New fixings to be purchased when back in stock	To be completed - awaiting new brackets to come in stockBrackets arrived 27th Oct.	unknown
Rotating net	Surface damaged	Moderate	Wet pour kits have been purchased to complete crack and hole repairs	Cracks and holes repaired - Tape to repair reinforced also used WORK COMPLETED	Wicksteed
Basket swing	basket swing removed	Moderate	Manufacturer to replace Basket Swing (on 17th August)	Completed - New equipment installed	Creative Play
Rocking & Cross equipment	Surface is damaged around the item	Moderate	SPC Contractor is investigating wet pour kits to purchase and complete repairs	Completed	Big Toys
Gates to park	Surface is damaged	Moderate	Contractor to build up earth and secure rubber mats in place and grass seed them	Completed	wicksteeds
Bench seats	rotted timber	Moderate	Contractor to replace affected timbers	Completed	SPC
Parallel Bars	loose fixings and eroded ground surface	Moderate	Contractor to tighten - and to re turf ground	Partially Completed - more ground works and soil required	Fawns Recreational services
1 bay 2 swings (Cradle)	Surface is damaged around the item	Low	Contractor is investigating wet pour kits to purchase	Surface repaired but seat has been removed as seats are perishing - parts arrived on 27th Oct.	big Toys
Somersault bars	Surface is damaged around the item	Low	Contractor can re turf or put down mats and grass seed	To be completed	wicksteed
Balance beam	Surface is damaged around the item	Low	Contractor can re-turf	To be completed	wicksteed
Slide Unit	Rope nets are worn Graffiti requires removing	Low	Contractor to monitor nets Caretaker to remove graffiti if possible - Done	To be completed	unknown
Multi play	None	Very Low	None		wicksteed
Boulders	None	Very Low	None		unknown

Fence	None	Very Low	None	Some Gravel boards, rails and mesh are being replaced - noted by contractor during monthly checks	SPC
Shelter	None	Very Low	None		Wicksteed
Bolders	None	Very Low	None		Unknown
Spinning Pole	None	Very Low	None		Wicksteed
Low Walk	None	Very Low	None		Unknown
Litter Bin	Nine	Very Low	None		SPC
Chandlers Way	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
1 Bay 2 swings (cradle and flat)	bushes are worn or missing	Moderate	Replacment items to be purchased / works to be completed by SPC contractor	Done	unknown
Slide	loose in foundation	Moderate	reinstall item to make secure / Manufacturer	Slide removed from site and ground made good - Complteed	unknown
Fence	loose slats	Moderate	Repair as required	Done	spc
Gate	Timber rough and splintered	low	Contractor can Rub down or replace gate	Done	SPC
Benches	Timber rough and splintered	low	Contractor can Rub down but needs replacing	To be completed	SPC
Waste bin	split	low	Need to replace bin	To be completed	SPC
Gate	Gap wider that 12mm	low	contractor to continue to check and adjust as necessary		SPC
Hedge	overgrown vegetation	low	To be done	DONE	SPC
Sign on gate	None	very low	Sign is now on gate		
South Ash	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Path way surface	tarmac is cracking	low	Contractor to do tarmac repairs with cold tar and remove weeds	Done	unknown
Multi Play	gaps between surface tiles	low	Contractor can take up tiles, clean and replace them	Partially done	unknown
fence/ground surface	overgrown vegetation	low	weed and cut back - To be completed by id verde contractor - ASAP - when access available	Done	unknown
1 bay 2 swings	Worn seat & chains	Low	will need to replace seats and chains when they get to 40% worn	To be completed by SPC contractor - will be monitored	unknown
Bench seat	None	Very low	none		SPC
Fence Bow Top	none	Very low	none		unknown
Fence Timber	None	Very low	none		Spc and adjoining land owner
Gate	None	Very low	none		unknown
sign	None	Very low	none		spc
Abbey Road	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Pathway	Cracked tarmac	Moderate	Contractor to do tarmac repairs with cold tar	Cracked Tarmac repairs to path completed	unknown
Safety surface tiles	gaps in between the tiles	low	Contractor can take up tiles, clean and relay the tiles	To be completed by SPC contractor	unknown
1 bay 1 swing	Chain Wear and seat with long screws	Moderate	Contractor to monitor chains and to cut off exposed threads of nuts	Exposed threads cut off - thereby reducing risk - chains to be continued to be monitored	unknown
bin	none	very low	none		HDC
Bench	none	very low	none		spc
fence	none	very low	none		unknown
gate	none	very low	none		unknown
Multi play	none	very low	none		unknown
Hedges/bushes	overgrown	very low	Cutting back - DONE		

Proposed Abbey Road Open Day on the 20th of April

Briefing Note

Please see below the outline plan for a proposed Abbey Road Open Day from the lead volunteer, Roger Brown.

Any further suggestions/comments welcome.

Roger needs our support and agreement and especially in regards to some of the proposals noted below. {Leaflet drop & Your Steyning Article}

Sat 20th April 11am - 3pm

(This is scheduled AR workday - so we should have a good number of helpers)

Suggested date to hold an Abbey Rd Open Day, to show residents and others what we are doing here and to get their feedback.

To include ?

- Parish Council, Sussex Wildlife Trust, Tree Warden, Abbey Rd Conservation Volunteers, Steyning Community Orchard, Ouse and Adur Rivers Trust.
- short guided walks around the site
- displays showing works we have done. Maps, pictures etc
- examples of flora and fauna found on site. Some live specimens: tadpoles, slow worm, toad, butterflies, beetles etc?
- children's games involving wildlife? Bug hunt.
- pond (stream?) dipping
- refreshments. Tea/coffee/hot choc
- Leaflet drop to local homes?
- Your Steyning article.? Copy deadline 10th March.
- The Community Orchard has 3 gazebos we can borrow, and lots of tables.

Look forward to hearing from you,

Regards

Roger

Remaining 23/24 Tree and Hedgerow works for agreement

Briefing Note

We need to agree a quote for works at Rublees Allotment Hedgerow please as quoted below

Current appropriate Community Committee Budget lines are as follows.

Code	Description	23/24 Budget	Spent to date
4276	Tree and Hedge cutting	£5,000	£3,159
4309	Tree Reports & Essential Works	£2,903	£2,036

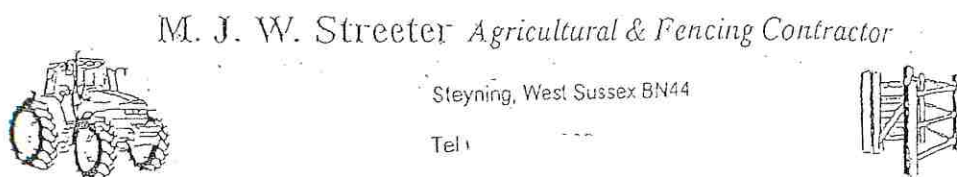
There is also £6,750 available in Earmarked Reserves

There are two current projects outstanding – (agreed and due to be completed)

1. Exploratory works to determine cause of action regarding tree roots impinging on and causing safety issue at SCC Cricket Net facility – Cost £550 (without VAT)
2. Works to install fencing within the Rublees western boundary hedge to fill gaps that are being used by animals to gain access to the allotments, which is leading to crop damage or its consumption – Cost £500 (without VAT)

.....

These proposed works are to reduce the width of the Rublees hedgerow (Eastern side) which is the boundary to the MPF. In places it has grown out 10 feet from the standard line of the hedge on the Allotment side and this is impinging on the plots. It is a long job and can be completed by qualified operatives after the End of Feb standard deadline for hedgerow works as they are being completed carefully and sympathetically with the use of handheld equipment. See quote below



The Clerk
Steyning Parish Council
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

21st January 2024

Quote

To

Hedgecutting by hand in Rublees allotment, Newham land end to Mill Road Track
3 days with 2 persons, removing from site and disposing of half of debris and creating bonfire pile
with half the debris

£1,400.00

Total for work

£1,400.00

Pictures to illustrate the problem





TERMS OF A LICENCE TO PERMIT MOBILE FOOD VANS IN THE MEMORIAL PLAYING FIELD

1: Licensors: Steyning Parish Council, Fletcher's Croft, Steyning BN44 3XZ

2: Licensee: *Lisa Aitken*

The Pizza Oven - www.thepizzaoven.co.uk

The licence is personal to the Licensee and not transferrable to any other party.

3: Licensed Area: Space in the Steyning Memorial Playing Field **Car Park**, site of which is outlined in red on the plan (Below) and hereinafter known as the Licensed Area.

Pizza Van – Licence Area (in red)



4: Licensed use: To site a mobile food van.

5: Licensed period **1st April to 31st October 2024**

Each Friday Evening – Leaving site before 10pm

6: Determination: The licence shall be determined by:

- i Either party giving 1 month's written notice
- ii By a breach of licence

7: Conditions: The licensee agrees to the following conditions of use:

- i) The Licensee will submit to the Council prior to use of the Licenced Area a full Health and Safety assessment and the vehicle is to be kept within the Licensed Area.
- ii) The Licensee will ensure the implementation of safety measures to ensure the health and safety of members of the public and their vehicles throughout the licence period and submit to the Council a Risk Assessment prior to use of the Licenced Area.
- iii) To comply with all health & safety requirements in the operation of the sale of food and non-alcoholic drinks and to ensure that the public safety is not compromised in any way.
- iv) Not to allow or permit any act or thing within the Licenced Area that would be a nuisance or annoyance to adjoining owners and occupiers of land and buildings.
- v) The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the Licensed Area.
- vi) The Licensee will not cause any noxious, poisonous material or product to pollute, or cause contamination of the surrounding land and undergrowth infrastructure in contravention of the Environmental Protection Act 1990
- vii) The Licensee to ensure that all plant and materials are secured at the end of each working day and removed from site.
- viii) The Licensee to litter-pick all waste material within 50 metres of the Licensed Area and to clear and clean the Licensed Area after use.
- ix) All rubbish generated by the Licensee is to be removed from the site {The Licensed area plus a 50 meters radius} and commercially disposed of appropriately – The Parish Council and the Cricket Club bins are not to be used for this purpose.

- 8. Licence Fee:** £600 to be payable in two equal instalments, the first on the signing of the agreement, and the next on or before the 1st of July.
- To be paid in advance, at the Steyning Parish Council Offices
- 9. Indemnity:** The Licensee will indemnify Steyning Parish Council against all claims for loss or damage caused arising out of the use of the Council's land and must provide the Council with a copy of the indemnity prior to using the Licenced Area {Public Liability Schedule with Limits of £10,000,000 indemnity}.
- 10. Legal Interest:** No legal interest whatsoever is to be formed on the land during the licence period.
- 11. Miscellaneous:** No secure tenure or legal interest is to be implied or construed upon the grant of the licence and the Council does not undertake to renew the licence at the end of the licence.
- 12. Liaison:** The Licensee will liaise with the Deputy Clerk, Hazel Roxby: 01903 812042 for all matters relating to the licence prior to and upon completion of the licenced activities and in her absence the Clerk, John Fullbrook.

John Fullbrook

Steyning Parish Council Clerk

On behalf of the *Licensee*, I agree to the terms of the temporary licence as set out above:

Signed:

Description Details of signatory:

Date:

Correspondence in connection with a MPF Food Hall Licence request

Briefing Note

Most recent communication first

I need your thoughts on how to proceed please

Hi John,

Yes, we are happy that you use the CC feedback to the relevant committee. It seems to work well for everyone having a food outlet at MPF on a Friday evening. It also seems that a number of the CC committee would welcome a change if it was simply a case of pizza van or burger van on a Friday evening but I suspect that the burger van would be a seven day all or nothing scenario and, I'm guessing, on that basis and subject to your own committee's response would rule himself out. Essentially, on that basis and unless the burger van was only interested in the one evening, our inclination would be to continue with the pizza van for this summer. Perhaps the burger van could be offered a different evening on a trial basis although I suspect that this isn't what he is looking for based upon his proposal. And Saturday obviously isn't a good day in the summer as that's the main day for cricket matches when the car park will already be rammed. I respect the burger van owner's enthusiasm and ambition but I think it comes back to protecting a space which Steyning are all proud of and would want to keep that way whilst looking for ways to make improvements where appropriate and beneficial.

Cheers,
Paul

Paul Shippam
SCC

From: Paul Shippam >
Subject: Re: Steyning Cricket Club Food Stall

From: Burger DogHouse <
Subject: Re: Steyning Cricket Club Food Stall

<image001.jpg>
John,

Please see attached as requested we are currently based at Brighton Tools & Fixings and just up from Rory's Hand car wash on home farm road both in Brighton,

We do numerous events and trade shows in Brighton, hove and Shoreham, I can provide letters of recommendation from event companies, covers builders merchants, Benendean Primary PTA & many more.

After speaking with Rich at Steyning cricket club we would really prefer to be there 7 days a week as I feel we can bring a lot to the community at that location as we also do breakfast rolls with free tea & coffee and I know the dog walkers would love that as I walk my own dogs there,

I would ideally prefer to trade there Monday - Thursday 8am to 8pm Friday & Saturday 8 am to 9:30pm

Sunday 10am to 6pm I would also be offering a delivery service and I anticipate we would need to employ 5 -6 local people from Steyning to meet the demand and for deliveries.

There would be no noise as the cricket club have agreed to give us an electric hook up and we have our own food and recycling 500ltr bins that are emptied as required.

We would also check the area regularly throughout the day incase anyone litters and we would clear that also I have lived in Steyning for 2 years having moved from Shoreham and I love the area and the community spirit and I would be very proactive towards this.

Best Regards

From: John Fullbrook <

Thanks for the enquiry, Andy.

Do you have a picture of the van and inflatable for information

Also what night were you proposing to be on site?

Finally, can you let us know what other venues you pitch your service at please

Thanks in anticipation

John

John Fullbrook

Clerk to the Council

From: Burger DogHouse <

Subject: Steyning Cricket Club Food Stall

John,

I have called the PC today to enquire about placing my Gourmet Burger Van in the car park beside Steyning Cricket Club or closer to the club is possible.

I have been speaking to Rich at the cricket club since the summer time as I feel we could add value to the local community I myself live in Steyning and I know how much it would mean to the community to have another different type of takeaway and delivery service in the area.

I have agreed with Rich that we could use there seating etc and indeed give discounted rates to all Steyning cricket club members.

We also offer 20% Blue Light Card discount and 15% discount for NUS members.

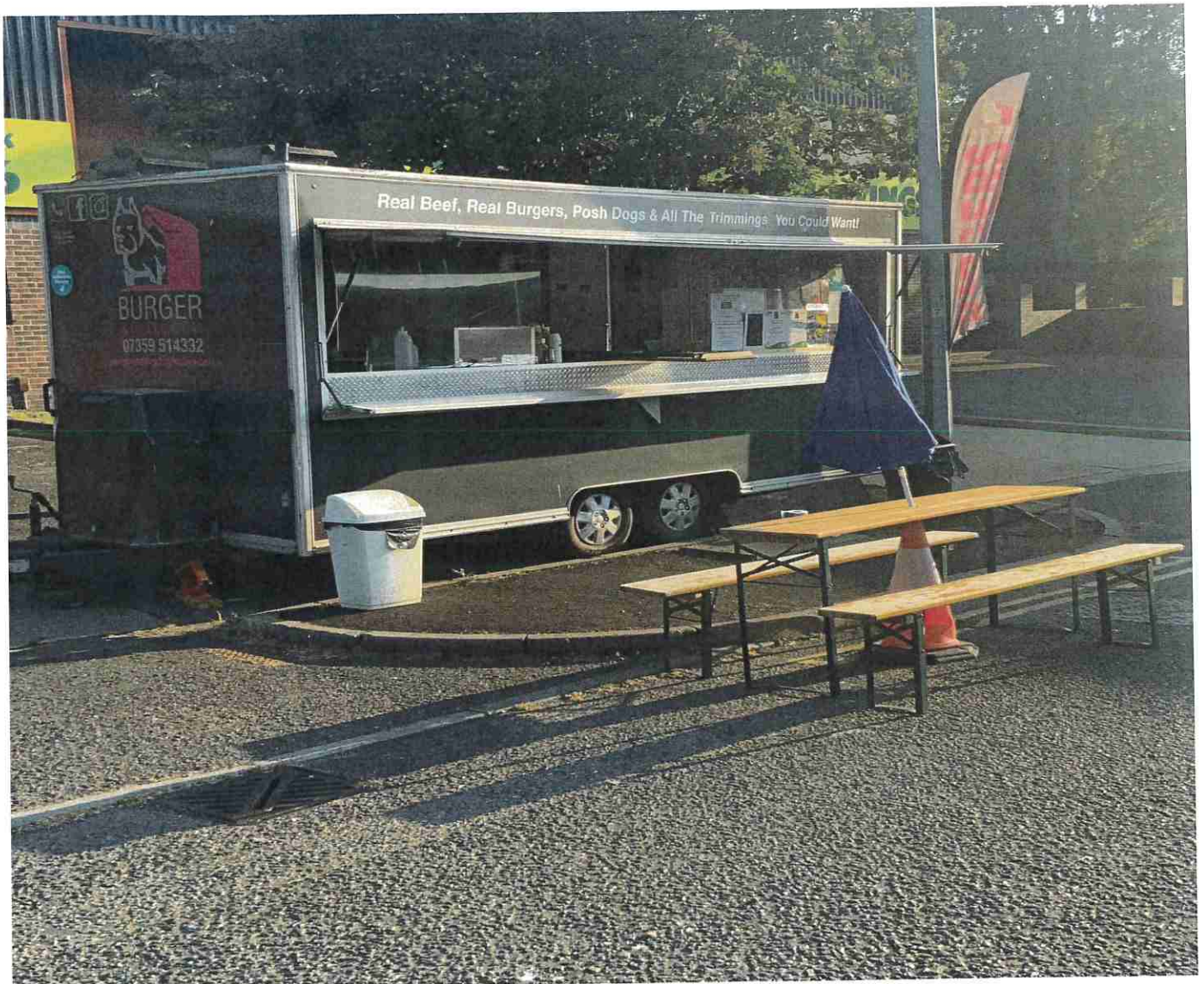
We also have a bouncy castle that is fully insured and I know this will be a hit in that area with the local children on the sunnier months.

We are NCASS members and if you approve this I would reapply with Horsham District council for there food hygiene rating.

Our website is below if you would like to click the link we already support coldean colts In brighton as we do there football every Sunday and we would look to put a % back into the community as I firmly believe in supporting local businesses.

My name is Andy, but I'm known as The Big Dog!! Hence my email signature I hope to hear from you soon as I would like to get this approved ASAP and I wish you all the best if you do not think it's feasible.

Best Regards



Allotment Association Correspondence

Item 7.6

Briefing Note

There follows some correspondence between the parish office and the Allotment Association members concerning the MPF / Rublees Allotment Hedgerow cutting programme. Most recent letter / email first.

In terms of agreements, it should be noted that Community Committee has followed precisely the recommendations of first the 11th Nov. 2017 Hedgerow working party, and more recently the October 2022 hedgerow working party (for which Mr Hammond was in attendance) which reinforced the findings of the original 2017 meeting.

There are five signatures (Plot holders) in support of this latest correspondence.

Im asking for guidance and agreement on what to do and say next please.

My suggestion would be to find the most qualified individual within the Tree consultancy field and ask that professional for his opinion and relay this precisely back to the Allotment Association representatives directly or to you in the first instance.

For this to happen, I would plan to have a discussion with the tree consultant when he is on site and completing exploratory works at the Cricket nets in a few weeks' time.

However, I would welcome your views.

The Cutting programme, by the way, is for the entire hedgerow to be cut largely to a height of 3.5 meters, with a maximum of 15 Perry Pear Trees allowed to grow to a more mature height of 7 meters. – this covers the entire length of the hedge.

Each third of the hedge to be completed each year in a rolling programme – in order to spread the costs.

Please let me know your decision.

Kevin Hammond

Steyning
West Sussex
BN44

E mail:

09-Dec-23

Steyning Parish Council

Dear Sir/Madam

Trees Bordering the Allotments to the East Side

We would like to thank you for starting to trim the hedge on the east side of Rublees allotments.

However, we are very disappointed to see that a number of very large trees have been left unpruned. As explained before, these trees deprive our allotments of vital light, nutrients and water. In addition they affect security by starving the soil around them so that smaller species cannot grow (and form a barrier to intruders).

Would you please be able to prune these large trees to the same height as the rest of the growth as soon as possible?

We hear that the council has not pruned these trees due to certain "advice" received. We understand that none of the "advisors" has an allotment that borders these trees. They do not represent Steyning residents or allotment holders, so we would politely request that you attend to the needs of the allotment holders who are actually adversely affected by these large trees.

Yours Sincerely

*Please see over
Kevin*

John Fullbrook

From: John Fullbrook
Sent: 07 December 2023 17:51
To: Kevin Hammond
Cc: Sally Sanderson; Mike Warren; Hazel Roxby; Tessa Eckert
Subject: Reply to Allotment Association Letter dated 23rd Nov - from SPC
Attachments: 10.1 - Correspondence from the Allotment Association.pdf

Hello Kevin

Thank you for the letter dated 23 November.

I hope you don't mind me replying via email, and ccing in Sally and Mike for ease of communication.

The letter was received and discussed at our recent Community Committee meeting {Tuesday, 5th December}. I have attached a copy for reference.

And the following were the points noted by members in reply to the issues raised.

1. The East side border to Rublees is indeed being cut in thirds each year as per Committee and Hedgerow working party agreement.
2. The Committee is well aware of the 28th February cutoff point for hedgerow and tree cutting. For this reason it agreed works at its last meeting in early November, with indeed these works (for the Newmans lane end) being completed by contractors earlier today.
3. The agreed works as per Hedgerow working party recommendation were completed to a height of 3.5 meters in the main with selected Perry Pear Trees left to grow as mature trees, but being shaped by the tree surgeons.
4. The committee followed advice as to the makeup of the hedgerow, but this did not include any information suggesting having mature trees within a hedge is counter productive to a balanced ecosystem – on the contrary, it is generally thought that mature trees within a hedgerow adds to the variety of flora and fauna, with little discernable loss of nutrient supply to the other hedgerow plants.
5. The committee has further agreed that another line of hedging plants on the MPF side be planted to aid the filling of gaps, and this falls into line with your suggestions and it had already been established that the plants involved would be hawthorn, blackthorn, hazel, elder etc. with nettles being allowed to grow in-between.
6. Thank you for pointing out the access gate foundation issue. Myself and a contractor visited on-site before the meeting and the contractor concurred with your assessment that the heavy skip lorries were a likely cause of some movement, but that the post appeared strong and stable currently. It was also thought it best to monitor the situation with future visits.

We hope these comments satisfies your enquires, however if there was anything else you need us to consider please let us know

Kind regards
John

John Fullbrook
Clerk to the Council

ad. 11. 1804 21st of November. Steyning Allotments Association Committee
also full evidence of some years. 11. 1804 21st of November. Steyning
allotments Association Committee. Steyning
West Sussex
BN44
E mail:
23-Nov-23

Steyning 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.

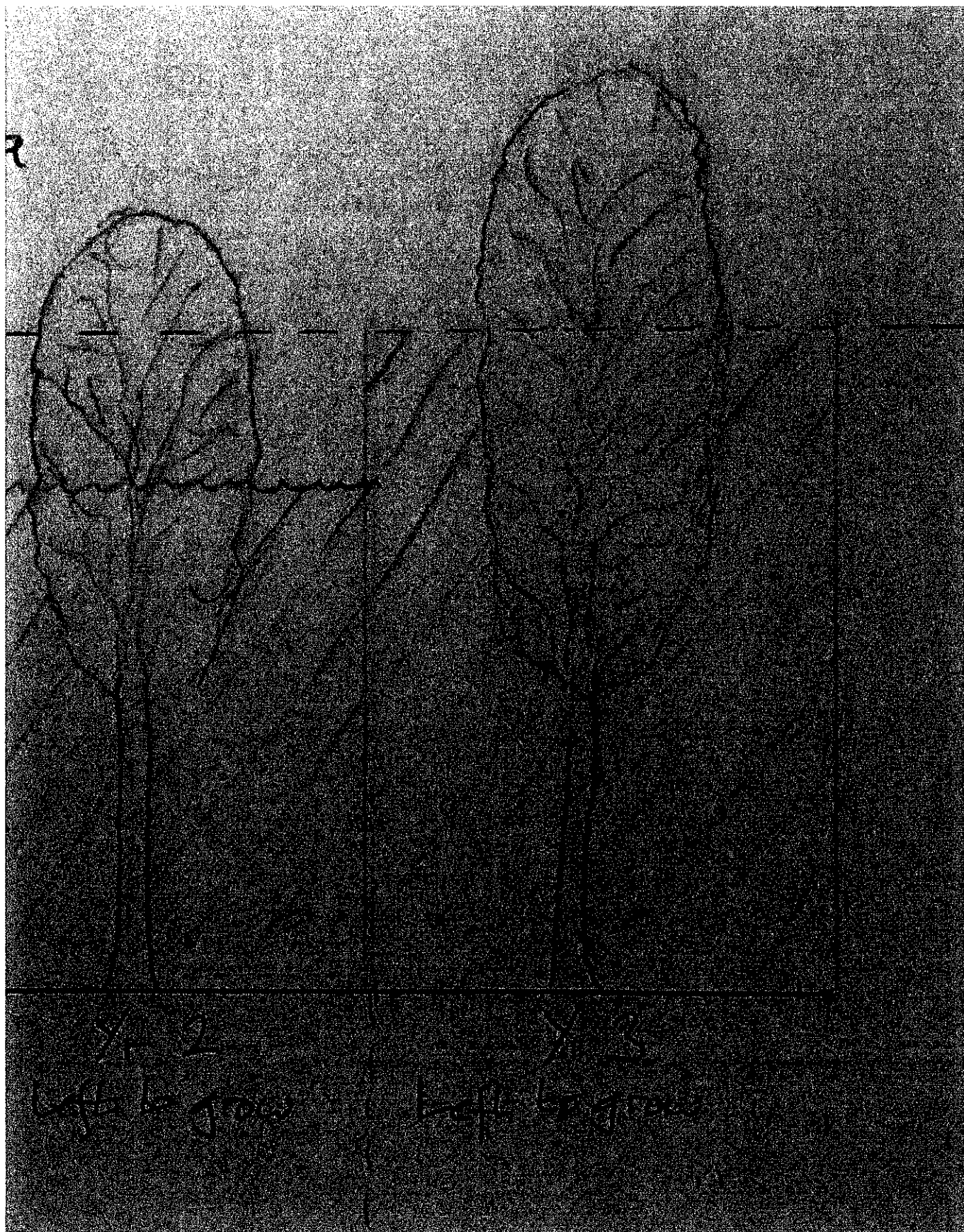
We should also like to remind the council that some of the larger mature trees are counter productive to the establishment of a hedgerow that provides a balanced ecosystem whilst providing a barrier between the playing fields and the allotments. Large trees are not appropriate as they tend to starve 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...

in March 2017.

- the remaining Perry pears and other species will be reduced to 3.5m every 3 years. This hedge was reduced to 4m overgrown hedge plants.
- 15 (out of 60) Perry Pear trees in the hedge will be managed sympathetically and pruned as trees rather than
- cost management for the Parish Council, with a regular annual spend rather than a larger cost every 3 yrs.

The benefits of this proposal :



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 Steyning Allotments Association

Detailed Income & Expenditure by Phased Budget Heading 01/12/2023

Month No: 8

Committee Report

NOVEMBER**Amenities Cttee**

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Highways & Lighting</u>								
1001 HDC Cleaning Grant	27,962	25,700	(2,262)	25,700			108.8%	
Highways & Lighting :- Income	27,962	25,700	(2,262)	25,700			108.8%	0
4200 Street Light Energy	1,697	975	(722)	975		(722)	174.0%	
4201 Street Light Maintenance	2,121	2,250	129	2,250		129	94.3%	
4202 Lamp Post Testing	1,320	1,550	230	1,550		230	85.2%	
4210 Road Sweeping	16,516	12,264	(4,252)	18,400		1,884	89.8%	
4211 Town Improvements	0	500	500	1,500		1,500	0.0%	
4259 Grit	0	100	100	200		200	0.0%	
4260 Pressure wash High St	0	80	80	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	21,654	17,719	(3,935)	25,125	0	3,471	86.2%	0
Net Income over Expenditure	6,308	7,981	1,673	575				
<u>301 Playing Fields</u>								
1004 Reimbursed Charges & donations	540	400	(140)	500			108.0%	
Playing Fields :- Income	540	400	(140)	500			108.0%	0
4276 Tree and Hedge Cutting	512	400	(112)	5,000		4,488	10.2%	
4300 Grass Cutting	0	6,800	6,800	6,800		6,800	0.0%	
4309 Tree Reports & Essential works	1,386	1,800	414	2,903		1,517	47.7%	

Detailed Income & Expenditure by Phased Budget Heading 01/12/2023

Month No: 8

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Grounds Maintenance	5,010	2,336	(2,674)	3,500		(1,510)	143.1%	816
4312 Waste Removal	1,309	1,232	(77)	1,850		541	70.8%	
4320 Play Equipment Inspections	1,920	1,200	(720)	2,000		80	96.0%	
4321 Play Equipment & Maintenance	3,219	1,664	(1,555)	2,500		(719)	128.7%	
4352 Litter and Bins	2,612	2,168	(444)	3,250		639	80.4%	
4360 Allotment Maintenance	0	350	350	3,200		3,200	0.0%	
Playing Fields :- Indirect Expenditure	<u>15,966</u>	<u>17,950</u>	<u>1,984</u>	<u>31,003</u>	<u>0</u>	<u>15,037</u>	<u>51.5%</u>	<u>816</u>
Net Income over Expenditure	<u>(15,426)</u>	<u>(17,550)</u>	<u>(2,124)</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(14,610)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	5,211	4,400	(811)	4,700			110.9%	
Allotments :- Income	<u>5,211</u>	<u>4,400</u>	<u>(811)</u>	<u>4,700</u>			<u>110.9%</u>	<u>0</u>
4253 Water Charges	0	900	900	1,300		1,300	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>900</u>	<u>900</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>5,211</u>	<u>3,500</u>	<u>(1,711)</u>	<u>3,400</u>				
Amenities Cttee :- Income	33,714	30,500	(3,214)	30,900			109.1%	
Expenditure	37,620	36,569	(1,051)	57,428	0	19,808	65.5%	
Net Income over Expenditure	<u>(3,907)</u>	<u>(6,069)</u>	<u>(2,162)</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(3,091)</u>							

Detailed Income & Expenditure by Phased Budget Heading 01/01/2024

Month No: 9

Committee Report

DECEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities Cttee</u>								
201 Highways & Lighting								
1001 HDC Cleaning Grant	27,962	25,700	(2,262)	25,700			108.8%	
Highways & Lighting :- Income	27,962	25,700	(2,262)	25,700			108.8%	0
4200 Street Light Energy	1,697	975	(722)	975		(722)	174.0%	
4201 Street Light Maintenance	2,121	2,250	129	2,250		129	94.3%	
4202 Lamp Post Testing	1,320	1,550	230	1,550		230	85.2%	
4210 Road Sweeping	19,110	13,797	(5,313)	18,400		(710)	103.9%	
4211 Town Improvements	736	500	(236)	1,500		764	49.1%	
4259 Grit	0	100	100	200		200	0.0%	
4260 Pressure wash High St	0	80	80	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	24,983	19,252	(5,731)	25,125	0	142	99.4%	0
Net Income over Expenditure	2,979	6,448	3,469	575				
301 Playing Fields								
1004 Reimbursed Charges & donations	540	400	(140)	500			108.0%	
Playing Fields :- Income	540	400	(140)	500			108.0%	0
4276 Tree and Hedge Cutting	3,159	1,900	(1,259)	5,000		1,841	63.2%	
4300 Grass Cutting	0	6,800	6,800	6,800		6,800	0.0%	
4309 Tree Reports & Essential works	2,036	2,200	164	2,903		867	70.1%	

Detailed Income & Expenditure by Phased Budget Heading 01/01/2024

Month No: 9

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Grounds Maintenance	5,010	2,628	(2,382)	3,500		(1,510)	143.1%	816
4312 Waste Removal	1,444	1,386	(58)	1,850		406	78.1%	
4320 Play & Gym Equip Inspections	1,985	2,000	15	2,000		15	99.3%	
4321 Play Equipment & Maintenance	3,334	1,872	(1,462)	2,500		(834)	133.3%	
4341 Repairs	119	0	(119)	0		(119)	0.0%	
4352 Litter and Bins	2,812	2,439	(373)	3,250		439	86.5%	
4360 Allotment Maintenance	192	350	158	3,200		3,008	6.0%	
Playing Fields :- Indirect Expenditure	<u>20,089</u>	<u>21,575</u>	<u>1,486</u>	<u>31,003</u>	<u>0</u>	<u>10,914</u>	<u>64.8%</u>	<u>816</u>
Net Income over Expenditure	<u>(19,549)</u>	<u>(21,175)</u>	<u>(1,626)</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(18,733)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	5,211	4,500	(711)	4,700			110.9%	
Allotments :- Income	<u>5,211</u>	<u>4,500</u>	<u>(711)</u>	<u>4,700</u>			<u>110.9%</u>	<u>0</u>
4253 Water Charges	75	900	825	1,300		1,225	5.8%	
Allotments :- Indirect Expenditure	<u>75</u>	<u>900</u>	<u>825</u>	<u>1,300</u>	<u>0</u>	<u>1,225</u>	<u>5.8%</u>	<u>0</u>
Net Income over Expenditure	<u>5,136</u>	<u>3,600</u>	<u>(1,536)</u>	<u>3,400</u>				
Amenities Cttee :- Income	33,714	30,600	(3,114)	30,900			109.1%	
Expenditure	45,147	41,727	(3,420)	57,428	0	12,281	78.6%	
Net Income over Expenditure	<u>(11,434)</u>	<u>(11,127)</u>	<u>307</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(10,618)</u>							