

# Steyning Parish Council



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## HIGHWAYS & LIGHTING COMMITTEE MEETING TUESDAY 7.30pm, 18<sup>th</sup> August 2015 AT THE STEYNING CENTRE

**Present:** Cllrs Muncey, Northam, S Sullivan, and G Sullivan. Cllr Bowell arrived at 20.58pm

**Members of the public:** 5 including Cllrs Muggridge, Picking and Goldsmith.

**Clerk:** Rebecca Luckin

### Questions from the floor:

1. Q – I would like an update from Cllr Barling regarding 'stop' signs at the roundabout?  
A – He has advised that he will be attending the meeting.

**The meeting was convened at 7.45pm**

## MINUTES

**H15/13.ELECTION OF CHAIR** (following resignation from the role by Cllr Muncey)

- 13.1 Cllr Muncey **proposed, seconded** by Cllr Northam that Cllr Bowell take up the role of Chair, to be reviewed at a time when a 'new' Councillor could be considered for the role. **Agreed.**

**H15/14.ELECTION OF VICE-CHAIR**

- 14.1 Cllr Northam **proposed, seconded** by Cllr S Sullivan that Cllr Muncey take on the role of Vice-Chair. **Agreed.**

**H15/15.ADOPTION OF TERMS OF REFERENCE**

- 15.1 Cllr Muncey **proposed, seconded** by Cllr G Sullivan that the H&L Terms of Reference be adopted. **Agreed.**

**H15/16.APOLOGIES FOR ABSENCE** – apologies were accepted and received from Cllr Lloyd and Cllr Bowell.

**H15/17.DECLARATIONS OF INTEREST AND DISPENSATIONS** – none for this meeting.

**H15/18.MINUTES OF THE PREVIOUS MEETING**

- 18.1 Cllr S Sullivan **proposed, seconded** by Cllr G Sullivan that the minutes of the meeting held on 23<sup>rd</sup> June 2015 were a true record of the meeting and be duly signed by the Chair. **Agreed.**

**H15/19.MATTERS ARISING FROM PREVIOUS MINUTES AND ACTIONS**

- 19.1 (H&L/15/Q1) Stop signs at roundabouts update to be provided Cllr Barling.



Parish Clerk: Rebecca Luckin  
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- 19.2 (H&L15/7.3) Post and railings by junction of Church St / High St have been replaced by Steyning Grammar School, as agreed. The Clerk will ask SGS / WSCC to remove blue barriers and replace metal caps on posts and will ask WSCC to check remaining posts.
- 19.3 (H&L/15/103) Parking enforcement update – HDC confirmed that in the period Jan – July 2015, 64 Enforcement notices had been issued to cars parked in the High Street, and 60 to those in car parks.
- 19.4 (H&L/15/10.6) Poem on the stone – the Clerk confirmed that the stone was listed on the SPC Asset Register and covered by SPC insurance schedule. Balfour Beatty will be reminded to be mindful when undertaking works.
- 19.5 (H&L/15/10.8) Keep clear sign by Bowling Club update. Cllr Barling had advised that the wording was on private land.
- 19.6 The Police Authority had advised that a Community Speed Watch scheme would not be suitable in Steyning.

#### H15/20.HIGHWAYS / PUBLIC RIGHTS OF WAY MATTERS

- 20.1 a) High Street Toilets project update – Cllr Muncey advised that three quotes had been considered. Andrews Building Services provided the lowest quote for ventilation of the smaller toilet - £305+VAT.

b) Cllr Muncey **proposed, seconded** by Cllr G Sullivan that minor ventilation improvement works be undertaken using funds that had been allocated for ‘town improvement’ works. **Agreed.**

Councillors discussed the conversion of the rear High St toilet. HDC advised that one car park space would be lost and the pedestrian access would require alteration. A safety rail may need to be provided.

Cllr Muncey **proposed, seconded** by Cllr Northam that the Clerk request a quote for possible alternative works to convert toilets, and to ask HDC to measure up car park to maintain spaces and quote for costs of the above.

Quotes will be obtained to convert previous ladies toilets and/or enter the toilets through the bus shelter. **Agreed.**

Cllr Picking to research grant funding, in partnership with the Community Partnership.

The Clerk will obtain quotes to re-varnish unisex toilet doors or to replace doors and locks completely and to repair windows as required.

- 20.2 Goring road twitten lighting update – Cllr Muncey outlined the history and progress to date, including the options and quotes that had been considered. Cllr Muncey will continue to investigate the project. Cllr Picking to research grant funding.
- 20.3 Mouse Lane drainage proposals update – Cllr Muncey advised that Balfour Beatty had been appointed for works to be undertaken in September, a letter drop will take place to residents. The road will be closed for one day.
- 20.4 Dog fouling campaign - Cllr Northam **proposed, seconded** by Cllr S Sullivan that for a two week period in October Wardens are asked to be especially mindful of anyone committing an offence, as they are undertaking their duties, especially at dusk and on the MPF as it is felt a prosecution would act as a deterrent. The Clerk will contact the school regarding campaign posters. **Agreed.**
- 20.5 Litter monitoring - Councillors discussed the current arrangement regarding litter inspections undertaken by Councillors. Cllr Muncey **proposed, seconded** by Cllr Northam that mindful of the fact that the litter monitoring route is time consuming, Councillors should focus on the High Street if pressed for time and before setting out, check how much of the route has been monitored by the previous Councillor on the list to try to visit previously uninspected areas. **Agreed.**
- The Clerk will ask the litter contractor if he has pavement sweeping machinery and research the cost.

Cllr Howell arrived at 20.58pm

**20.6 Winter maintenance plan**

The Clerk advised that an audit of grit bins and stored grit would be undertaken and a report provided to WSCC, in order that sufficient supplies of grit could be available for the winter. A notice advising that members of the public use grit bins at their own risk will be fixed to all grit bins, as advised by WSCC. Cllr Howell **proposed, seconded** by Cllr G Sullivan that Councillors agreed to delegate to the Clerk and Cllr Muncey to order grit if necessary to a maximum of £400 from funds allocated for Town Improvement. **Agreed.**

**20.7 Mouse Lane gully clearance – has been undertaken.**

The Clerk will ask WSCC to clear the Dog Lane stream gully which is almost full with leaves.

**20.8 Fly-posting in the town – Clerk has placed a notice in Your Steyning. Cllr Muncey referred to government guidance which confirmed that fly-posters should be given two days’ notice if their identity is known, after which the sign should be removed. Consideration will be given to notices for lost pets. Wardens will be asked to remove commercial signs and all except local community events. Update on V&T signage will be requested.**

**H15/21.FINANCIAL REPORT**

**21.1 Councillors received the H&L Income & Expenditure Reports for July 2015.**

The Clerk advised that spending on electricity was over budget and that cost comparison had been undertaken prior to the renewal of contract due on 1<sup>st</sup> October 2015.

Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the report be accepted. **Agreed.**

**H15/22.INFORMATION / CORRESPONDENCE ITEMS**

**22.1 Correspondence had been received from a member of the public expressing concern regarding a planted container at the junction of Tanyard Lane / High St. Cllr Muncey had met with the member of public and representatives of Steyning in Bloom. The Chairman had sent letters to both parties.**

**22.2 WSCC Surface Water Management Plan Newsletter circulated to Councillors prior to the meeting.**

**22.3 Stuart Slater, HDC, advised that removal of ivy on lights and the wall at High St Car Park is on the programme of works to be completed when a ‘cherry picker’ is available. Temporary, partial closure of the car park will be necessary.**

**22.4 Town Clock**

Cllr Muncey **proposed, seconded** by Cllr S Sullivan that the Clerk be delegated to instruct that the clock be corrected if the cost was under £20. **Agreed.**

**H15/23.COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.**

**H15/24.DATE OF NEXT MEETING – Tuesday 22<sup>nd</sup> September 2015 – may be rescheduled.**

The meeting closed at 21.34pm

Signed: ..... Date:  
Chairman



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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## **Action list H&L 18.08.15**

- 19.1** (H&L/15/Q1) Stop signs at roundabouts update to be provided **Cllr Barling**.
- 19.2** (H&L15/7.3) Post and railings by junction of Church St / High St have been replaced by Steyning Grammar School, as agreed. **The Clerk** will ask SGS / WSCC to remove blue barriers and replace metal caps on posts and will ask WSCC to check remaining posts.  
**Ask SGS to trim vegetation / trees around lamp post in school lane.**
- 19.4** (H&L/15/10.6) Poem on the stone –**Clerk** - Balfour Beatty will be reminded to be mindful when undertaking works.
- 20.1** a) High Street Toilets project update
- b) Cllr Muncey **proposed, seconded** by Cllr G Sullivan that minor ventilation improvement works be undertaken using funds that had been allocated for ‘town improvement’ works. **Agreed.**
- Clerk request a quote for works to convert toilets, and to measure up car park to maintain spaces and quote for costs of the above.
- Quotes will be obtained to convert previous ladies toilets and/or enter the toilets through the bus shelter.  
**Agreed.**
- The Clerk will obtain quotes to repair and re-varnish toilet doors or replace doors and locks.
- 20.4** Dog fouling campaign - Wardens are asked to be mindful of anyone committing an offence as they are undertaking their duties, especially at dusk and on the MPF.
- The Clerk will contact the school regarding campaign posters.
- 20.5** Litter - Clerk will ask the litter contractor if he has pavement sweeping machinery and research the cost.
- 20.6** Winter maintenance plan  
The Clerk and Cllr Muncey to order grit if necessary to a maximum of £400 from funds allocated for Town Improvement.
- 20.8** Fly-posting in the town –  
Wardens will be asked to remove commercial sign and all except local community events.
- Update on V&T signage will be requested.
- 22.4** Town Clock Clerk be delegated to instruct that the clock be corrected if the cost was under £20. Clock corrected – 19.08.15 Donation of £10 due to First Responders.