

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

---

## MEETING OF AMENITIES COMMITTEE HELD ON 23<sup>rd</sup> MAY 2017 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs Bowell, Muncey, Lloyd, Willett, Goldsmith, S Sullivan and Toomey

Locum Clerk : Linda Baker

Members of the Public : 5

Meeting started at 7.30pm

### MINUTES

**A17/1 ELECTION OF CHAIRMAN FOR 2017/18.** There was no agreement on the election of a Chairman for 2017/18, so, in accordance with Standing Orders, a councillor was chosen by councillors present to preside at the meeting. Cllr Bowell proposed, and Cllr Willett seconded, Cllr Muncey to preside. **Agreed.** **Actions**

**A17/2 APOLOGIES FOR ABSENCE**  
2.1 None.

**A17/3 DECLARATIONS OF INTEREST**

3.1 A declaration of interest was received from Cllr S Sullivan as a member of the Steyning Orchard Group, and living adjacent to the Memorial Playing Field.

**A17/4 QUESTIONS FROM THE FLOOR**

Teresa Avery of the Steyning Allotment Association was concerned about the state of the communal shed. The Allotment Association was responsible for replacing the shed, and Cllr Lloyd reported that the HDC Compliance Team had indicated that planning permission would not be required. Once this had been confirmed in writing by HDC, the confirmation would be circulated to the Allotment Association and councillors. **Clerk**

Kevin Hammond, Chair of the Allotment Association, emphasised the need for a secure shed so that the Association could buy and store materials in bulk for allotment holders. There was still an issue with crops being stolen and the security



Locum Parish Clerk: Linda Baker  
Deputy Clerk: Hazel Roxby

Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

of the site. He thanked SPC for reducing the height of the hedge and hoped this could be done every year. Sally Sanderson asked if planning permission was required if it would specify the size of shed, but this would be dealt with in the event that planning permission was required.

## **A17/5**

### **MINUTES OF PREVIOUS MEETINGS**

- 5.1** Cllr Muncey **proposed, seconded** by Cllr Bowell that the minutes of the Highways and Lighting meeting held on 25.4.17 be accepted. **Agreed.**
- 5.2** Cllr Lloyd **proposed, seconded** by Cllr Muncey that the minutes of the Playing Fields meeting held on 2.5.17 be accepted. **Agreed.**
- 5.3** Acceptance of the minutes of the 28.3.17 Playing Fields Committee meeting would be carried over to the next meeting. **Clerk**

## **A17/6**

### **BUDGETS**

- 6.1** Cllr Bowell was working with the RFO on how the budgets and income and expenditure for the new committees should be dealt with now the Playing Fields and Highways and Lighting Committees had been combined. A draft had been produced, transferring some costs between committees, but there was no change to the overall numbers. Cllr Bowell proposed, and Cllr Willett seconded, that the budget changes should be submitted to the relevant committees for approval. **Cllr Bowell/Clerk**
- 6.2** **Agreed.**  
Quotations to clean the Poem in the Stone, deferred from the 25.4.17 Highways & Lighting meeting, (minute 85.15 refers) were considered. Cllr Willett proposed and Cllr S Sullivan seconded a proposal that the quotation from Tilleys Stonemasons of £312.00, including VAT, be accepted. **Agreed.** The Clerk would ask the caretakers to cut the grass around the Stone, and clean it in six month's time. **Clerk**

## **A17/7**

### **ALLOTMENTS**

- 7.1** **New Tenancy Agreement.**  
It was reported that 94 tenancy agreements out of 150 had been signed and returned to date. Wellers Hedleys solicitors had confirmed that the new tenancy agreement could be introduced with allotment holders consent. If allotment holders did not consent, a year's notice would be required, which meant that the new agreement would not be operative until 1 October 2018. The email received from Wellers Hedleys would be circulated to councillors. **Clerk**
- 7.1.1** Proposals on possible amendments to the tenancy agreement on issues such as rights of entry for SPC and the movement of sheds, and whether further legal advice was required, would be put to the next meeting for consideration. **Cllr Lloyd/Clerk**
- Other Issues**
- 7.2** **Padlock.** Problems had been experienced with the padlocks on the allotment gates. Cllr Muncey proposed and Cllr Willett seconded, that Cllr Muncey would meet a locksmith, and a representative of the Allotment Association, also involving Roger Brown, on site to resolve the problem, at a cost of up to £150, ensuring that the padlock could be unlocked from the inside as well as outside. **Agreed.** **Cllr Muncey**  
Report of damage to some of the new hedge plants at new fence on lower

horseshoe track  
**7.3 Northern Hump.** It was reported that cars had been grounded on the northern hump. This issue would be raised at the next meeting. **Clerk**

**A17/8 HEDGEROW GROUP**

**8.1** It was agreed that the SPC representatives on the Hedgerow Group, formed to advise on the management of the hedges around the Rublees allotments, would be Cllrs Goldsmith, S Sullivan, Bowell and Lloyd. The group would report back to the Amenities Committee and a copy of the hedgerow report would be circulated before the first meeting of the group on 29 June 2017. Cllr Goldsmith was asked to finalise the time and place of the meeting. **Clerk/Cllr Goldsmith**

**A17/9 INFORMATION/CORRESPONDENCE ITEMS**

**9.1** A letter of thanks had been received for “job well done” for the grass cutting at Abbey Road.

**9.2** The Athletic Club had requested permission for use of MPF for the annual Steyning Round Hill Romp. Cllr Muncey proposed and Cllr Willett seconded that permission be granted, subject to a risk assessment being submitted. **Agreed.** **Clerk**

**9.3** Self-closing device for changing rooms- this would be a matter for the Premises Committee.

**9.4** Some of the new allotment hedging plants had been damaged on 14 May 2017, but they had been replanted and tidied up by Roger Brown.

**9.5** Bowling Club chain link fence. Cllr Lloyd proposed and Cllr S Sullivan seconded a proposal that the quotation from M J W Streeter of £230 for repair to the chain link fence at the Bowling Club is accepted. **Agreed.** **Clerk**

**9.6** Rublees Tarmac Strip. Broken glass had been reported on the tarmac strip in the Rublees field, and this had been cleared up. Any further reports of broken glass would be dealt with by SPC, and the issue would be discussed at the next meeting to see if any further measures were required. **Clerk**

**9.7** The waste bin in the MPF which was in the way of the grass contractors would be moved.

**9.8** Flint Wall in the car park adjacent to the Police Station. This would be discussed at the next meeting. **Clerk**

**A17/10 DATE OF NEXT MEETING - 27 June 2017 at 7.30 pm.** (Cllr Willett tendered his apologies for the meeting).

Meeting closed at 9.00 pm.

Chairman.....

Date.....



Locum Parish Clerk: Linda Baker  
Deputy Clerk: Hazel Roxby

Email:spcclerk@btconnect.com  
Email: steyningcentre@btconnect.com