

Steypning Parish Council



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

www.steypningpc.gov.uk
www.thesteypningcentre.co.uk

Telephone: 01903 812042

MEETING OF AMENITIES COMMITTEE HELD ON 27th JUNE 2017 AT 7.30PM IN THE STEYPNING CENTRE

Present : Cllrs Lloyd, Muncey, Goldsmith, and S Sullivan

Clerk : John Fullbrook

Members of the Public : 2 plus Cllr G Sullivan

Meeting started at 7.30pm

MINUTES

		ACTION
A/17/10 10.1	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 to preside at the meeting. Cllr Tim proposed, and Cllr Goldsmith seconded, Cllr Muncey to preside. Agreed	
A/17/11 11.1	APOLOGIES FOR ABSENCE Apologies were received from Cllr Toomey, Cllr Willett and Cllr Bowell	
A/17/12 12.1	DECLARATIONS OF INTEREST Cllr S Sullivan member of SCO (Steypning Community Orchard) and lives adjacent to MPF	
PF/17/13 13.1	QUESTIONS FROM THE FLOOR Q. From John Catchpole – Recently it has been noted there are issues with the Tarmac strip at Rublees, firstly with broken glass and other debris and what is to be done about this, also is it time to consider removing it for health and safety reasons A. Cllr Muncey thanked Mr Catchpole for his question and said that it would be dealt with later on in the meeting	
A/17/14 14.1	MINUTES OF PREVIOUS MEETING Cllr Muncey proposed the minutes of the meeting on the 23 rd May be agreed.	CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steypningcentre@btconnect.com

Cllr Goldsmith agreed that provided the audio recordings are kept (and Clerk confirmed they were kept as per Standing Orders) and that these minutes were a fair record. Cllr Sullivan **seconded. Agreed** - Unanimous.

A/17/15	MATTERS ARISING AND ACTIONS	
15.1	A/17/4 Having chased on a number of occasions Cllr Lloyd confirmed he was still requiring written confirmation from HDC with regards to Max size of shed that does not require Planning permission	Cllr Lloyd
15.2	A/17/5.3 Cllr Sullivan proposed acceptance of the minutes dated 28.03 17 provided item 132 was accurate and was happy for Clerk to check, and for item to be struck from subsequent agenda. Cllr Goldsmith seconded. Agreed unanimously	CLERK
15.3	A/17/6.1 Re-structured budget details dealt with under item A/17/18	
15.4	A/17/6.2 Tilley's commission to clean and re-paint Poem on stone completed and checked by Cllr Lloyd with invoice paid – Looks good	
15.5	A/17/7.1 Weller Hedley's guidance on new allotment tenancy agreement had been circulated	
15.6	A/17/7.1.1 To be discussed under item A/17/19.2	
15.7	A/17/7.2 Cllr Muncey reported on progress with Allotment security padlocks – after meeting with a locksmith, Roger Brown and Teresa Avery it was agreed that a form of bicycle combination lock was best option. Cllr Muncey proposed that the clerk sends details of combination code in letter that's going out to tenants anyway first week in August so new lock functioning from second week in August. Cllr Lloyd seconded. Agreed	CLERK
15.8	A/17/8.1 To be discussed under item A/17/22.1	
15.9	A/17/9.2 Risk assessment from Round hill romp had now been received	
15.10	A/17/9.5 Clerk reported that Bowling club chain link repair was on hold as club had said they may prefer to ask contractor to complete full replacement of section of fence rather than merely a repair and that if this was agreed that they would fund the difference. The Bowling club are due to come back to contractor if and when they agree additional payment, and then we would subsequently be informed.	CLERK
15.11	A/17/9.6 Quote had been received from ID Verde £8 per visit. All agreed it was a fair price but that we would discuss this issue in greater detail under Item 21.2.	
15.12	A/17/9.7 Waste bin removal date not yet agreed – Council determined that that contractor is liable to reposition at own cost provided proof existed of original scope of works including detailed plan as to where he was asked for it to be located. Clerk to pursue and email Cllrs when resolved either way.	CLERK
15.13	A/17/9.8 Several present had viewed the work undertaken by contractors by way of Flint wall groundworks clearance and all agreed that more needed to be done. Unfortunately as Clerk pointed out the scope of works did not detail stump and root clearance but detailed that Ivy stumps would be treated. Clerk asked to arrange for quotes , firstly for root removal but also for permanent option proposal and quote (paving/tarmac/planting?).	CLERK/RG

A/17/16	MATTERS STILL ARISING FROM PLAYING FIELDS MEETING 2nd MAY	
16.1	PF/17/138.1 Cllr Lloyd proposed and Cllr Goldsmith seconded that the minutes of the meeting from February 22 nd 2017 finally be agreed. Agreed - unanimous	CLERK
16.2	PF/17/139.1 Letter had not been sent to Allotment holders re hedge responsibility rather this responsibility was detailed in new agreement. Cllr Sullivan said that substantial part of hedge had been lost and action required quickly. Cllr Lloyd proposed that this be included in letter due to go out to Allotment holders in July/August, draft to be circulated so that it could be discussed at next meeting.	CLERK
16.3	PF/17/139.6 Cricket club returned risk assessment form – actioned	
16.4	PF/17/139.8 Chandlers way tree - Need an update on what needs to be done and why not done in the first place. Clerk to speak with Danny	CLERK
16.5	PF/17/139.9 Cllr Goldsmith suggested to speed the process up that any Councillors wanting to visit Henfield Cricket’s artificial grass could go at any time rather than there having to be an arranged meeting. All to visit prior to next meeting. Clerk to inform other Cllrs not present.	ALL/CLERK
16.6	PF/17/139.15 Replacement of damaged holm oak tree with apple tree. Agreed that responsibility for replacement including cost lies with SPC. SCO will still assist with planting and Clerk to write to Ian Ivatt to update him on situation	CLERK
16.7	PF/17/139.16 Chippings from hedgerow removal started by Caretakers but after James strained his back Clerk has suggested we ask contractors to quote. Cllr Sullivan also suggested the chippings be redistributed to Allotments. Cllr Muncey to contact David Bucket to see if he could use chippings – Clerk to find costs involved if needs be.	CLERK/GM
16.8	PF/17/142.1. Only one suitable quote received so far but because there was uncertainty as to precisely what should be done Cllr Goldsmith will organise site meeting to include Simon Zec, Andrew Gale and Clerk	RG/CLERK
16.9	PF/17/144.4 See agenda item A/17/20.1	
16.10	PF/17/144.5 Cleaning quote had been obtained for all 5 play areas and Cllr Lloyd suggested we ask contractor to inform us as to what product ought to be used after one-off cleaning in order to maintain and avoid further moss growth. Cllr Sullivan said we needed to avoid grass cuttings going onto paving if possibly by use of blower – Cllr Muncey proposed Clerk accept quote for initial clean, ask contractor to clear cuttings from tiles and obtain cost of annual or biannual maintenance as a matter of course. Cllr Sullivan seconded. Agreed	CLERK
16.11	Norman’s way Bench removal Cllr Sullivan proposed and Cllr Goldsmith seconded the motion that 2 Cllrs to check location so that Danny can be instructed to move as per quote received (£240). Agreed	SS/GM
A/17/17	MINUTES STILL ARISING FROM HIGHWAYS & LIGHTING MEETING 25th APRIL	
17.1	H/L/17/85.1 - Identification of Illegal dropped kerbs and overhanging vegetation – Nothing to report as PB absent- Ongoing (PB/BP)	PB/BP
17.2	H/L/17/85.17 – Operation Watershed – Meeting had taken place between Wiston Estate and Trevor Cree and Cllr Muncey re proposal for further works in Mouse lane. Agreed by all parties not proceed at present. Also, Work ongoing with Landowners re 2 areas of flooding in Ashurst Road with Cllr Muncey and Seb (Highways Engineer).	GM
17.3	H/L/17/85.18 – Rate relief for Public toilets – Clerk to write supporting the	CLERK

removal of rate relief.

A/17/18	BUDGETS	
18.1	Re-structured budgets and I&E reports for April and May 2017 dealt with together – Only point raised was that Changing room rentals appears to be currently on Amenities and should probably be on Premises instead, and Clerk to check and amend if necessary. Acceptance of the Budgets proposed by Cllr Muncey and seconded by Cllr Lloyd. Unanimously agreed.	CLERK
A/17/19	ALLOTMENTS	
19.1	Update on number of acceptances of new tenancy agreement – 100 out of 155. Clerk said letters have gone out last week to those we are still waiting to hear from.	
19.2	Cllr Lloyd has decided not to propose further possible amendments to the tenancy agreement as it was felt that firstly this would delay and complicate the current process. Allotment holders could be reminded of certain elements of the agreement reinforced if needs be via the letters soon to be dispatched from Clerks office.	
19.3	A number of issues were raised with regards to the concrete humps, notably cars bottoming out and also the tricky nature of the imposing gradient for some pedestrians. Sally from the Allotment association also spoke of the difficulties. Cllr Lloyd asked Clerk to arrange for original contractor to return to first explain why the humps were constructed the way they had been, then to see in their opinion what could be done to rectify the issue.	CLERK
19.4	We are awaiting a written response from HDC to our request for clarity on issue regarding request to erect aluminium greenhouse on Plot 11A Canada Gardens Allotments. Clerk to draw applicant’s attention to requirements re colour etc in Allotment Agreement.	CLERK
A/17/20	MEMORIAL PLAYING FIELDS	
20.1	Playground equipment discussion. Council decided that this was an area requiring more detailed analysis and Cllr Lloyd proposed we look into forming a separate working party to include interested councillors plus Clerk to ask Tessa, Marion Pickup, a resident who had attended and also contact Primary school to see if parents association might be interested. Cllr Muncey said she would pursue determining exactly what monies might be available from Section 106 account.	CLERK/GM
20.2	Considering Saxon Weald it was felt that more liaison with Cub representative needed first. Cllr Lloyd to report back having spoken to Southern Water about possible Man hole cover movement and other issues.	TL
20.3	Request from Bob Shouler from the Wilson Memorial Trust for permission to donate Keep Fit Equipment for erection on MPF. Cllrs were concerned about ongoing maintenance costs and items being installed close to houses as they could attract noise/anti social behaviour. Initial consideration given to a number of locations including Fletcher’s Croft, Chandlers Way and Normans Way. Cllr Lloyd to find out more details, to see if the Trust might be interested in funding Children’s play equipment instead and circulate.	TL
20.4	Need to update monitoring schedules for grass cutting, litter bin emptying and	CLERK

street sweeping. All Cllrs happy to continue to monitor Grass cutting. Clerk to check to see if daily work sheets can be reinstalled so that street cleaning/bin emptying can be more easily monitored.

20.5 This item dealt with under item 15.13.

A/17/21 FINANCE

21.1 This Item dealt with under Item 16.10.

21.2 It was proposed by Cllr Goldsmith and seconded by Cllr Sullivan that Clerk speaks with Danny so that he may incorporate a regular check of the facility during his bin emptying rounds and if it requires cleaning or sweeping that he should take a photo and proceed to complete clear up, tell Steyning centre staff and claim additional time spent at his agreed hourly rate. **CLERK**

A/17/22 HEDGEROW GROUP

22.1 The group was yet to meet- (due on 29th June) however Cllr Goldsmith had circulated agenda items and discussion points. Cllr Lloyd suggested some additions. Cllr Goldsmith to report back at next meeting **RG**

A/17/23 CAR PARK WORKING GROUP

23.1 To receive survey figures and report and recommendations from car park working group - This item deferred due to lack of time remaining

A/17/24 INFORMATION/CORRESPONDANCE ITEMS

24.1 Only one Item discussed due to lack of time available – Re request for possible additional bollards to be erected in Tanyard Lane from Mr Dennis Muchmore – As no Parish Council funds available for such work, Council wondered if they could be purchased privately if WSCC felt they were suitable. GM to liaise with David Barling **GM**

24.2 Clerk advised that remaining corresponding items and their actions would be circulated with minutes as no time remaining **CLERK**

Meeting closed at 10.01pm

Signed: Date:

Chairman