

# Steyning Parish Council

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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)

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**TO ALL MEMBERS OF THE AMENITIES COMMITTEE  
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO  
BE HELD ON TUESDAY 27 JUNE 2017 AT 7.30 PM  
IN THE STEYNING CENTRE**

*Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.*

**MEMBERS OF THE PUBLIC ARE WELCOME TO  
ATTEND**

**AGENDA**

- 1.0 ELECTION OF CHAIRMAN FOR 2017/18**
- 2.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 3.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councilors' declarations of interest in items on the agenda and consider any dispensations
- 4.0 QUESTIONS FROM THE FLOOR**
- 5.0 MINUTES OF PREVIOUS MEETINGS** – Councilors' to agree and sign the minutes of the Amenities Committee of 23<sup>rd</sup> May 2017
- 6.0 MATTERS ARISING FROM AMENITIES MEETING 23<sup>RD</sup> MAY 2017**
  - 6.1 17.4** Awaiting written confirmation from HDC Planning re max size of shed that does not require Planning permission
  - 6.2 17.5.3** Acceptance of the minutes of the 28.3.17 Playing Fields Committee meeting (to check item 132)
  - 6.3 17.6.1** Re-structured budget on this agenda (9.1)
  - 6.4 17.6.2** Tilley's commissioned to clean and re-paint Poem on stone and diarized for caretakers to



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trim around in Dec 2017

- 6.5 **17.7.1** Email from Weller Hedley's giving guidance on new allotment tenancy agreement to be circulated
- 6.6 **17.7.1.1** Further tenancy agreement proposal on this agenda (10.2)
- 6.7 **17.7.2** Cllr Muncey to give update on progress with padlocks
- 6.8 **17.8.1** Report on first Hedgerow Group meeting on this agenda (12.1)
- 6.9 **17.9.2** Round Hill Romp – permission granted subject to submission of risk assessment
- 6.10 **17.9.5** Bowling club chain link fence
- 6.11 **17.9.6** Glass on tarmac strip on this agenda- quote awaited from ID Verde
- 6.12 **17.9.7** Contractor has been asked to remove waste bin in orchard area– no date has been given as yet
- 6.13 **17.9.8** Contract for clearance work beside flint wall to be checked by TL to see if roots should have been cleared.

## **7.0 MATTERS STILL ARISING FROM PLAYING FIELDS MEETING 2<sup>ND</sup> MAY 2017**

- 7.1 **138.1** The minutes of 22nd February 2017 should have been unchanged with the start date for the allotment agreement of 1.4.18. Clerk to reinstate original version of minutes.
- 7.2 **139.1** RG would like to see copy of letter sent to allotment holders re their hedge responsibility
- 7.3 **139.6** Cricket Club have returned completed risk assessment form.
- 7.4 **139.8** Tree at Chandlers Way still awaiting removal. Clerk to chase.
- 7.5 **139.9** Visit to Henfield Cricket Club to view artificial turf to be arranged in August.
- 7.6 **139.15** Replacement of damaged holm oak tree with apple tree up to £100 to be arranged with SCO
- 7.7 **139.16** Response awaited from Bowling Club re hedge. Chippings still to be removed from Rublees hedgerow by caretaker.
- 7.8 **142.1** Tree Matters – RE Hornbeam and Maple trees r/o 23-28 Charlton Street, up to three quotes to be obtained from qualified arboricultural officer including Andrew Gale for a reduction in the crowns of up to 30%, a crown thin of 20% and both trees to be dead wooded. Quotes to be passed to residents with message to say SPC is unable to contribute.  
Simon Zec to be asked to check that work has been correctly carried out. 3 quotes requested.  
Andrew Gale has queried the % reduction and would like to meet a Cllr or 2 to discuss the reduction.  
Danny has quoted £350.00 including waste removal.
- 7.9 **144.4** See agenda item 11.1
- 7.10 **144.5** Fletcher's Croft- Advice received from Wicksteeds how flooring tiles should be cleaned of Mold/algae ID Verde quote awaited
- 7.11 **144.7** Norman's Way –price for removal of benches to MPF play area obtained. Danny has quoted £240.00 to include fixing with concrete.

## **8.0 MATTERS STILL ARISING FROM HIGHWAYS & LIGHTING MEETING 25<sup>TH</sup> APRIL**

- 8.1 **85.1** - Identification of Illegal dropped kerbs and overhanging vegetation- Ongoing (PB/BP)
- 8.2 **85.17** - Operation Watershed – progress to be reported by Cllr Muncey
- 8.3 **85.18** - Clerk to action letter re: rate relief for public toilets

## **9.0 BUDGETS**

- 9.1 Re-structured budget
- 9.2 I&E reports for April and May 2017

## **10.0 ALLOTMENTS**

- 10.1 Update on number of acceptances of new tenancy agreement.
- 10.2 Cllr Lloyd to propose further 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 is required
- 10.3 Problems with traffic calming humps.



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- 10.4** Request to erect aluminum greenhouse on Plot 11A Canada Gardens Allotments
- 11.0** **MEMORIAL PLAYING FIELD and OPEN SPACES**
- 11.1** Discussion on visit by playgroup equipment supplier on 5.4
- 11.2** Consider contacting Saxon Weald to see if they might be interested in purchase of Norman's way
- 11.3** Request from Wilson Memorial Trust for permission to erect Keep Fit Equipment adjacent to tennis courts on MPF.
- 11.4** Discuss monitoring schedules for grass cutting, litter bin emptying and street sweeping
- 11.5** Update from Steyning Orchard Group
- 11.6** Agree date for SOG to plant new apple tree in lieu of damaged Holm Oak tree on MPF
- 11.7** Flint wall repairs in Car park adjacent Police station
- 12.0** **FINANCE**
- 12.1** To agree quote received for removing moss from tiled areas in all 5 Children's Play areas from existing Contractor – email dated 1.6.17
- 12.2** To agree quote received to sweep tarmac strip top of Memorial Playing Filed (basketball area) on a Weekly basis – see email dated 1.6.17
- 13.0** **HEDGEROW GROUP.**
- 13.1** To receive report on first meeting with any recommendations for action
- 14.0** **CAR PARK WORKING GROUP**
- 14.1** To receive survey figures and report and recommendations from car park working group
- 15.0** **INFORMATION/CORRESPONDENCE ITEMS**
- 16.0** **DATE OF NEXT MEETING - 25 July 2017 at 7.30 pm.**

**John Fullbrook**  
Clerk to the Council



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