

Steypning Parish Council



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MEETING OF AMENITIES COMMITTEE HELD ON 24TH OCTOBER 2017 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk : John Fullbrook

Members of the Public: 3

Meeting started at 7.30pm

DRAFT MINUTES

		ACTION
A/17/50 50.1	APOLOGIES FOR ABSENCE Apologies received from Cllr Willet	
A/17/51 51.1	DECLARATIONS OF INTEREST Cllr S Sullivan - member of SCO (Steypning Community Orchard) and lives adjacent to MPF	
A/17/52 52.1.1	QUESTIONS FROM THE FLOOR Q. From Sally Sanderson - <i>When cutting down the Sycamore trees from the Allotment hedgerow as proposed in the meeting later could the chippings be left, rather than taken away, as they are useful for mulching purposes?</i>	
52.1.2	A. <i>Yes we will ensure that happens for you</i>	
52.2.1	Q. From John – <i>Car Park proposals – Is this something that has been going on for sometime?</i>	
52.2.2	A. <i>This has been on the Agenda for some time, but in particular tonight we are discussing possible developments proposed by Horsham, as they had promised they would, to invest in the Car parks following the extra cash raised by the Parking fees. – It was suggested that the Proposed plans could go on Web site – Clerk will do so</i>	CLERK
52.3.1	Q. From John – <i>Grass cutting seems to be erratic recently – and would there be a situation whereby at the beginning of next year we suggest the grass cutters remove the cuttings rather than have huge piles of cuttings left on site?</i>	



Parish Clerk: John Fullbrook
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- 52.3.2** *A. The Clerk regularly talks with contractors and regularly monitors the situation- we are aware and dealt with uneven cutting issues when the machine was at fault, and have spoken with management to avoid skid marks left by machines when the cutting has been too speedy, and will suggest an earlier cut next season to avoid 'Hay making'. We are after all owed an extra cut.*
- A/17/53** **MINUTES OF PREVIOUS MEETING** **CLERK**
53.1 3 Type errors – pointed out by Cllr Muncey. Cllr Goldsmith pointed out an action missing from 42.7 re ownership of MPF entrances. Chair altered hard copy and Clerk noted changes for web site/ Office copy Cllr Howell **proposed, seconded** by Cllr Muncey that the minutes of the meeting held on 26th September be agreed and signed as a true record of the meeting. **Agreed**
- A/17/54** {This item brought forward because of request of member of public}
54.1 **ALLOTMENTS**
 Contracts and Annual rents. All rents paid. 2 Contracts still to be signed – Letters have gone out to allotment holders giving notice
- 54.2** Works associated with Allotment hedgerow group report – work commenced on MPF side of Eastern boundary – been cleared of Nettles and shrubs, 2 humps still need to be levelled. On the Orchard side there will be some planting put in place from the Orchard group on 11th November. Lots of rubbish has been found and needs to be dealt with. Meeting due with Tree surgeon on 27th October to clarify works to be undertaken including 2 x sycamore trees and Ash tree. We can also proceed with fencing now having received quote from Roger (earlier this day). Skips were again suggested could be provided for Allotment holders. Cllr Muncey and Howell suggested they could complete a litter pick. Suggested that when vacant Allotment plots are cleared by Council, this is when we could provide plot holders opportunity to clear their plots of debris. **CLERK**
- 54.3** Shrubs and Walnut tree adjacent memorial gardens. Quotes received from Tree surgeons. Cllr Howell **Proposed, seconded** by Cllr S Sullivan that quote to complete works is accepted and Clerk to arrange. **Agreed** **CLERK**
- A/17/55** **MATTERS ARISING FROM PREVIOUS MINUTES**
55.1 A/17/42.1. Scope of works and quotes for root removal and completing ground works at flint wall by Police house. Clerk has so far asked for two contractors to provide 4 options, and will present these at next meeting when costs have been returned. **CLERK**
- 55.2** A/17/42.2 Chandlers way tree – Seeing Tree surgeon in order to supply quote for removal of this tree on 27th October. Check on other tree that had been mentioned. **CLERK**
- 55.3** A/17/42.5 Artificial grass into MPF play area – Clerk seeing contractor who supplied quote previously. British standard EN1176 Safety surface needs to be observed. **CLERK**
- 55.4** A/17/42.6 Update on Holm oak replacement tree – Planting to be undertaken in March of next year – actioned.

55.5	A/17/42.7 Update on chippings – They have probably decomposed.	CLERK
55.6	A/17/42.8 Contact residents re trees T40 and T41 – Clerk has sent out letters. Cllr Goldsmith had been contacted by the residents and they were apparently unhappy. Clerk and Cllr Bowell will address before next meeting	CLERK/ Cllr Bowell
55.7	A/17/42.9 Benches into the MPF play ground – Date for completion still to be established with contractor.	CLERK
55.8	A/17/42.10 Identification of Illegal dropped kerbs and overhanging vegetation - Cllrs PB/BP reported that they had undertaken a survey of approx. half the Steyning streets – Ongoing.	Cllr Bowell / Cllr Picking
55.9	A/17/42.11 Rate relief letter for Public Toilets – Clerk has emailed Cllr Gordon Lindsay. – This is ongoing and will be transferred to Premises committee. Briefing paper to be completed by Clerk to assist that committee.	CLERK
55.10	A/17/42.12 Concrete humps to Allotments entrance - Clerk updated on what should be a better solution to the issue, and which had been discussed with contractor. Cllr Toomey Proposed, seconded by Cllr Muncey that the committee accept the quote to complete works on the Allotment entrances. Agreed. One Cllr abstained. History of 5 Bar gates to be checked by Clerk.	CLERK
55.12	A/17/42.16 Report back on progress re. Norman’s way – This will be looked at in future under Playground development proposals.	
55.13	A/17/42.17 Report re. Wilson Mem. Trust funded keep fit equipment – Cllr Lloyd had spoken to HDC who in principle have no objection to such a development being undertaken on Fletchers croft – They want to be sure that the Parish council then undertakes ongoing annual maintenance however.	
55.14	A/17/42.22 Outstanding tree work as per previously scheduled – This is work earmarked for completion in the original Tree condition report dated October 2015 and subsequently scheduled in December the same year. This was work that was due to be completed in this financial year and the monies were set aside for it in the Projects list – Clerk has actioned for Contractor to schedule in works and date will be provided for next meeting by Clerk	CLERK
55.15	A/17/42.23 Additional cutting back of MPF stinging nettles – Quote received and when conditions allow work can be undertaken.	CLERK
55.16	A/17/43.6 Pressure Washing the High street – Following last meeting it was agreed that Clerk would organize for this to happen. First of the two biannual cleans was completed today - this was for 13 hours’ worth at £38 per hour and over a period of 7 or 8 separate days. This then leaves us 5.5 hours later in this financial year for Part 2. Good standard of clean reported.	
55.17	A/17/45.1 Community Orchard Apple day - A successful day reported.	

- 55.18** A/17/46.2 Clearing Vacant Allotment plots – Clerk has asked three contractors to quote for clearance of the 11 vacant Allotment plots - only one back so far for approx. £3,500 – awaiting 2 other quotes. Clerk to also see if vacant plot (previous) holders could be chased to help with costs. **CLERK**
- 55.19** A/17/48.1 Shooting fields parking issues – Clerk actioned.
- 55.20** A/17/48.5 Water Pump in the High street – Clerk has contacted many sources – Ongoing matter – will also check with Springwells. **CLERK**
- A/17/56** **HIGHWAYS**
- 56.1** There was a working group meeting the previous evening and minutes were distributed earlier today. Cllrs Muncey and Toomey attended. Much of the meeting concerned ensuring previous agreed actions were taking place. – HDC had admitted changing cash machines to card only had been an error. 2 Hours max stay for High street agreed – see minutes for details. There will be no raising of £12 fee for permit next year. Suggestion was some retail outlets and indeed Steyning Centre could sell annual permits. Doubling up signs to be made clearer. Working group will continue to monitor parking and the rolling out of actions. Substantial monies (Approx £83K, of which approx 40% would be used to cover costs) becoming available for Car park developments now because of this revenue for the current financial year.
- {Cllr Lloyd left room for comfort breaks and returned within 2 minutes}
- 56.2** Committee discussed proposals for Car Park developments from HDC – Report from Cllr Muncey – There was to be one out of three Car Parks to be revamped next year – Council was to decide on which option was preferred. It was hoped that the more efficient use of space would provide for additional Parking bays as well as Coach parking which would allow for additional tourism promotions. Cllr Lloyd **Proposed, Seconded** by Cllr Muncey that the Council sets up a full committee working group to respond to HDC’s plan to develop Steyning’s Car Parks. **Agreed** **Cllr Muncey / CLERK**
- A/17/57** **CONTRACT MONITORING**
- 57.1** Clerk updated on Grass cutting – Talked through recent issues – There had been dates missed which had been recorded and Clerk had established therefore that Council received extra cuts- one at end of this year and one at beginning of next year. **CLERK**
- {Cllr Toomey and Cllr Howell left room for comfort breaks - the meeting was briefly suspended}
- 57.2** Street Cleaning – To note that this will until further notice be discussed through F&GP
- A/17/58** **MEMORIAL PLAYING FIELD AND OPEN SPACES**
- 58.1** MPF Play area Swing has been fixed once again – Report from Clerk - The large swing in the MPF was hanging off as one of the nuts had sheared off – Steyning staff purchased a replacement nut and two of the Centre staff repaired it within 24hours. This is significant as previously when this has happened the equipment has been out of action for eighteen months.

- 58.2** Holes on the MPF – Report from Clerk. Some holes were reported on the MPF – not very large but nonetheless significant enough to be a trip hazard. Clerk organized for Southern Water to come out, which they did, and sent down a CCTV camera. – Clerk had to chase the report which ended up being inconclusive and after suggesting they needed to check from the other end of the drain run as well, they came back and did so. They could not find any subsidence in their pipe nor any other issues or blockages. Clerk therefore asked for another contractor to come out to check the holes themselves just in case there was subsidence leading to any other larger underground structures or cavities. Clerk provided the report via supporting papers. Clerk has since gone back to Southern Water to ask them to check on these drains based upon these findings – Have not got a date on this yet. In meantime the holes need to be filled or marked out – Clerk to action **CLERK**
- 58.3** Playground working party – Update from Cllr Sullivan – No progress as yet, however Cllr Sullivan suggests that Cllr Syred and Pearcey received a report a year ago – so this could represent the beginning of the programme **Cllr Sullivan**
- 58.4** Wicksteed due to carry out Playground inspections in the next month – Revised date is now 7th December
- A/17/59** **FINANCE**
- 59.1** The Income & Expenditure reports were sent out for September. Clerk went through a few anomalies to explain why some bills have gone into different budget headings. Cllr Bowell **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports be accepted as a true record. **Agreed.**
- A/17/60** **INFORMATION/CORRESPONDANCE ITEMS**
- 60.1** Tennis Club have finished their building works and apparently Council will be invited to official opening - It was suggested that Club could be reminded that hedge still needs to be replaced.
- 60.2** Light on pathway not working outside Steyning Centre. Clerk to check **CLERK**
- 60.3** Complaint received by Cllr Toomey about state of fence adjacent Steyning road entrance off by pass, because of number of promotional banners. Cllr Muncey said she will be meeting with Community Partnership members this coming week and will discuss. **Cllr Muncey**
- A/17/61** **DATE OF NEXT MEETING – 28TH November 2017 at 7.30pm**

Meeting closed at 9.58 pm

Signed: Date: 28th November 2017

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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