

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 25TH JULY 2017 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk : John Fullbrook

Members of the Public : 5

Meeting started at 7.30pm

DRAFT MINUTES

		ACTION
A/17/25 25.1	ELECTION OF CHAIRMAN FOR 2017/ 18 Cllr Rodney Goldsmith was proposed by Cllr Sullivan but not seconded. Cllr Phil Bowell was proposed by Cllr Lloyd seconded by Cllr Toomey. Agreed.	
A/17/26 26.1	ELECTION OF VICE CHAIRMAN Cllr Gill Muncey was proposed by Cllr Sullivan seconded by Cllr Lloyd. Agreed.	
A/17/27 27.1	APOLOGIES FOR ABSENCE No Apologies received	
A/17/28 28.1	DECLARATIONS OF INTEREST Cllr S Sullivan member of SCO (Steypning Community Orchard) and lives adjacent to MPF	
A/17/29 29.1	QUESTIONS FROM THE FLOOR Q From Kevin Hammond – Regarding East hedge at the Allotments – I understand that the recently set up Hedgerows Working Party had complied a number of recommendations for work at the Allotments and I am happy with most of these, however, the new growth on the east hedge is very vigorous (new growth this year is so far 3 to 4 feet), can parish continue to prune this hedge annually as at a height of 16 foot plus it is difficult to grow anything adjacent A. Thank you for the Very interesting pictures and information – We will	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

consider this whilst proceeding with recommendations of hedgerow works.

A/17/30 30.1	MINUTES OF PREVIOUS MEETING Cllr Bowell proposed, seconded by Cllr Lloyd that the minutes of the meeting of the 27 th June be agreed and signed as a true record of the meeting. Agreed	
A/17/30 30.1-15.1	MATTERS ARISING AND ACTIONS Cllr Lloyd successfully chased HDC for information from their Planning department re. Max. size of shed. It has been received and Cllr Muncey proposed that the advice was sent with the letter (To be discussed later) and to go out to all Allotment holders Cllr Lloyd seconded. Agreed	CLERK
30.3-15.7	Allotment combination padlocks purchased and arranged for installation on 21 st August – Allotment holders informed via letter to be discussed later	CLERK
30.4–15.10	Update on Bowling Club chain link fence. We agreed that we should pay for work to be done to repair. The Bowling club are still working out details with the contractor re the additional work. Once that’s agreed between them and its done we will pay for our portion – Clerk to ensure any further discussions to happen directly between contractor and the Secretary Mr Scott.	CLERK
30.5–15.12	Update on removal of waste bin on MPF. Clerk spoken to Danny and he has agreed he can move it, but as it is staked into the ground and is surrounded by tree roots. It’s best done later in the year. Clerk to seek quote and proceed	CLERK
30.6–15.13	Scope of works and quotes for root removal at flint wall. Ongoing	
30.7–16.2	Allotment letters – Trees and hedgerows –see Item 9.1	
30.8-16.4	Chandlers way Tree – ongoing	
30.9-16.5	Report from Cllrs visit to Henfield Cricket’s artificial grass. Favourable reports back – This is to be a solution to protect walk through into MPF to avoid rutting and muddy and unsightly. RG has received quote and Clerk to obtain two more Clerk to provide drawing or picture to check exact location.	RG/CLERK
30.10– 16.6	Clerk contacted Ian and Mary Ivatt re Holm Oak replacement tree. Original damaged and to be replaced with Apple tree. Roger Brown to assist with planting and Steyning parish already agreed to purchase. Clerk to ensure process moves forward and Cllr Muncey proposed Clerk receive delegated authority to proceed Cllr MW seconded. Agreed	CLERK
30.11 – 16.7	Update on chippings on MPF that could be donated to Allotments via David Bucket but on inspection they had been grown over. Cllr GM to contact Mr Bucket when we can again locate them in the Autumn	GM

30.12–16.8	Rodney organised a meeting with myself, Simon Zec & Andrew Gale – The Quotes for these two trees that’s T40 and T41 Hornbeam and Maple (incorrectly noted as Sycamore in the quote). Clerk will now go to residents and say we have received quotes but at this time the council is unable to contribute re item PF/17/142.1 minutes 2 nd May meeting	CLERK
30.13 – 16.10	Quote accepted for cleaning of safety surfaces and work ordered.	
30.14 – 16.11	Position of Benches to be repositioned into MPF Children’s play area from Norman’s way play area - Plan provided by GM new positions agreed. Finance already agreed so Clerk to action	CLERK
30.15 – 17.1	Identification of Illegal dropped kerbs and overhanging vegetation- Ongoing	
30.16 – 17.2	Update on Operation Watershed re flooding in Ashurst Road – Cllr Muncey is still in regular meetings with David Barling, Environment agency, Southern water. GM to continue to work on this and report back	GM
30.17 – 17.3	Rate relief letter for Public Toilets we are supporting Govt. letter –proposal from Govt. to reduce rate from public toilets – we were to write to MP to support this - Ongoing	CLERK
30.18 – 18.1	Change changing room rentals to Premises budget – Clerk Doing this on Thursday 27 th July	CLERK/RFO
30.19 – 19.3	Clerk been attempting contact with contractor who put Humps in place at entrance to Allotments. We cannot ask them to change at no cost as they merely completed works as per request. Instead Clerk to discuss alternative solutions but as Councillors suggest to avoid such a steep ramp and also to avoid any additional concrete plinth	CLERK
30.20 – 19.4	Permission for greenhouse and requirements re colour etc. – Again see Item 9.1	
30.21 – 20.1	Playground equipment working party has not got going yet and amongst possible grant options we will not know how much ‘section 106’ funding is available until September. Wilson memorial trust might also be involved.	TL
30.22 – 20.2	Cllr Lloyd reported back on progress re. Norman’s way – issue with Man hole cover remains. Abbey road possible site also to be discussed further and to report back at next meeting	TL
30.23 – 20.3	Cllr Lloyd reported back on discussion with Wilson Memorial Trust on Adult keep fit Equipment / children’s play equipment. Fletcher’s croft (We would have to ask HDC permission for this option) and Norman’s way flagged up as alternative to MPF installation as it was felt by some that we were running out	TL/CLERK/PB

of room. Cllrs were concerned about proximity to houses at any location, but also wanted to outreach to wider community. Clerk to put note out to Councillors to gauge opinion as to preferred locations and also to circulate Cllr Bowell's info. re other similar installations.

30.24 – 20.4 Last meeting we discussed monitoring of both grass cutting and street cleaning contracts – Councillors were happy to continue to monitor grass cutting but not so keen to continue with the street cleaning element. Clerk was tasked with coming up with a new monitoring sheet which was completed and distributed as a supporting paper. Clerk also had meetings with both contractors. ID Verde meeting was also with Cllr Goldsmith and primarily to give feedback and ask about quotes for some additional hedge trimming and grass cutting (which are yet to come back) namely cutting back of stinging nettles and encroaching hedge requested by the Cricket club and some long grass areas in or around the Allotments. Clerk met Danny and went through the contract and any issues that were arising and attempted to get to the bottom of these issues. Clerk suggests that in future all observations and pictures (good or bad) come through the Steyning Centre and especially the Clerk so that Danny can be monitored in the same way as any other contractor. This communication has already had positive outcomes, in the last few weeks and since the meeting. Also the Clerk suggested he did not want to use the monitoring form at this time, as it will probably not serve the purpose intended – that of ensuring Danny does the right thing at the right time, nor should it be added as was not part of original terms of the contract. **CLERK**

30.25 – 21.2 Danny agreed he would in future regularly check tarmac strip during bin emptying rounds and inform Steyning staff of issues, deal with them and claim additional time if necessary to do so.

30.26 – 22.1 Report on hedgerow group meeting from Cllr Goldsmith (Agenda Item 11.1)

30.27 – 24.1 Cllr Muncey to report on liaison with David Barling re extra bollards in Tanyard Lane. Completed

30.28 – 24.2 The Correspondence items were not circulated as Clerk proposed as there was no need to as they resolved themselves {Gorilla Kitchen re-location and Risk assessment for Bouncy castle}.

A/17/31 FINANCE

31.1 I&E reports for June 2017 – Not accepted at this point as suggested perhaps all budget lines had not been transferred correctly from old committee formats into and between Premises and Amenities. Clerk confirmed he had planned to go through these figures with RFO and then Chairs of committees in August. All budget lines to be checked including Grounds maintenance and Tree works and report back at next meeting **CLERK/PB**

A/17/32

ALLOTMENTS

32.1

Council went through details/amendments required in to go in Allotment Letter Draft of which was circulated as a supporting paper. {Cllr Goldsmith left meeting at 9.40pm and returned to meeting at 9.42pm during this item}. Clerk to update letter accordingly to include Cllrs additional requests and will circulate ASAP so that Cllrs can give final comments/amendments if necessary before distribution

CLERK

A/17/33

MEMORIAL PLAYING FIELDS and OPEN SPACES

33.1

Royal British Legion – care of memorial gardens – They have a contractor willing and able to trim bushes/hedge and tree undercarriage – Funded by Humphrey Avon – to go ahead 27th July – Clerk will speak with contractor in question to ask specifically are they clear as to what they are doing. – Certainly Clerk has spoken to Lewis Whitaker and he seemed very clear – also they have done this before and always maintain it well. No objections

33.2

Request for Bouncy Castle as part of event at Cricket club on 30th July – Risk assessment as supporting paper. No objections

33.3

Request for Bouncy Castle as part of event at Cricket club for 20th August - No objections

33.4

Bowling club request for parking on MPF for charity event – We had already discussed and approved this at F&GP but it was under correspondence and therefore brought up again here. Councillors concerned that we had to be seen to be fair. We had given permission for this to happen previously but had also said no to other similar requests from other worthy groups. Cllr MW **proposed** that this Council accepts the request made by the Bowling club to allow parking of approx. 20 cars on the MPF on the 4th August and between the hours of approx. 1 and 6 pm, for their Charity event, provided the conditions under foot are firm to avoid damage to playing field. Cllr MT **seconded. Recorded Vote - 3 For** (Cllrs MT, PB, MW) **3 – Against** (Cllrs GM, SS, RG) **and one abstention** (Cllr TL) Chair held casting vote. **Agreed**

33.5

Bowling club request for work to Sycamore tree. - work had been completed but the club are still experiencing issues with excessive leaf and tree debris to playing surface, gutter and water storage tank. Clerk had sought advice from Andrew Gale which was to not do anything as it was likely to promote another growth spurt, might create health issues to the tree, and nor did we have designated funds, but we will review this again next year.

33.6

There is still some outstanding tree work as per schedule dated 23rd Dec 2015 Clerk suggested we try and work out precisely what was left to do plus look at any add ons and put this towards the Amenities project wish list for Clerk and chair to start to compile over the Summer period for discussion at next meeting

CLERK/PB

33.7 Cricket club request for cut back of stinging nettles surrounding – Quote already requested by Clerk. Cllr GM **Proposed** Clerk be given delegated responsibility to proceed to get the work done provided it does not exceed £100 cost. Cllr Sullivan **seconded. Agreed** **CLERK**

33.8 Proposal by Cllr Goldsmith to alter bin positions in MPF circulated as a supporting paper was deferred to next meeting

A/17/34
34.1 **HEDGEROW GROUP**
Hedgerow working group had compiled a thorough review of state of hedges surrounding Allotments, which had been circulated prior to meeting. Cllr Sullivan **proposed** we follow the recommendations of the report. Cllr Lloyd **seconded. Agreed.**

A/17/35
35.1 **HIGHWAYS**
Letter has been sent to Cllr Lyndsey composed by Cllr Muncey and Clerk stating the latest position as discussed at Full Council. Cllrs views and suggestions which will be represented by Cllr Muncey will be discussed in more depth at tomorrow's night's working party meeting. Cllr Muncey to report back at next meeting where this issue and other Highways matters will be given higher priority.

35.2 Highways England A27 proposals at this stage do not include anything that directly affects Steyning parish. Proposals to be discussed in full at next meeting

A/17/36
36.1 **INFORMATION/CORRESPONDANCE ITEMS**
No time to discuss one item on How do you want me to response to the correspondence re Heritage plaques therefore will be discussed at next meeting

A/17/37 **DATE OF NEXT MEETING – 26TH September 2017 at 7.30pm**

Meeting closed at 10.01 pm

Signed: **Date:**
Chairman