

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE HELD ON 26TH SEPTEMBER 2017 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk : John Fullbrook

Members of the Public : 2

Meeting started at 7.31pm

DRAFT MINUTES

		ACTION
A/17/38 38.1	APOLOGIES FOR ABSENCE Apologies received from Cllr Willet	
A/17/39 39.1	DECLARATIONS OF INTEREST Cllr S Sullivan - member of SCO (Steyning Community Orchard) and lives adjacent to MPF	
A/17/40 40.1	QUESTIONS FROM THE FLOOR There were no questions from the floor	
A/17/41 41.1	MINUTES OF PREVIOUS MEETING There were three small amendments noted under 30.16 – change spelling of surname to Barling, under 30.17 remove the word 'relief' and under item 30.24 remove the word 'not' in the last sentence so that phrase reads – 'The Clerk suggested he did not want to use the monitoring form'. And with these amendments in place Cllr Bowell proposed, seconded by Cllr Muncey that the minutes of the meeting held on 25 th July be agreed and signed as a true record of the meeting. Agreed	CLERK
A/17/42 42.1	MATTERS ARISING AND ACTIONS A/17/30.4 Update on Bowling Club chain link fence – Council have agreed the work needing to be done – The Bowling club are still negotiating the extra work	



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with the contractor – but that’s between them and the full schedule of works including the element that we are paying for will be completed as soon as they agree details.

- 42.2** A/17/30.5 Update on removal of waste bin on MPF – Clerk double checked exact new location of Bin with Rodney and then showed Danny (contractor) precisely where it should be going, and Clerk asked for it to be done before the Apple day on the 7th October.
- 42.3** A/17/30.6 Scope of works and quotes for root removal at flint wall. - Ongoing **CLERK**
- 42.4** A/17/30.8 Chandlers way Tree – Clerk visited Chandler’s way tree and tabled pictures of it and some other overgrown bushes. Both Contractors and Steyning staff believed the original scope of works included sapling removal – however the tree in question has apparently grown significantly in the meantime. Cllr Bowell **Proposed**, Cllr Lloyd **Seconded** the Clerk be given delegated responsibility to remove the tree up to an agreed value of £200. **Agreed**
- 42.4** A/17/30.9 Artificial grass into MPF play area – Clerk thought we ought to modify original quote. Clerk asked to obtain 2 more quotes as well as an updated quote following discussion with original contractor plus Clerk to provide location diagram for next meeting plus Clerk to contact HDC to see what other playground surface for similar foot traffic they would recommend **CLERK**
- 42.5** A/17/30.10 Update on Holm oak replacement tree – I communicated with both Ian Ivatt and then with Roger Brown and we worked out a way forward and then I asked both parties if they wouldn’t mind finalizing the details between themselves. Clerk needs to chase that that communication has taken place. **CLERK**
- 42.6** A/17/30.11 Update on chippings – Cllr Muncey – still cannot locate chippings as overgrown and also Mr Bucket who was to assist in the spreading of them is unfortunately unwell. Will have to wait and see if they are still usable after nettles etc. die back. Discussion continued to look at gate entrances and how to alleviate erosion issues to assist pedestrians. Various solutions put forward – resolved to find chippings first. **Cllr GM**
- 42.7** A/17/30.12 Contact residents re trees T40 and T41 – Clerk to contact residents with our quote received by Andrew Gale and communicate that should they want to fund the works we will arrange it for them as this is the only Council agreed contractor – to ensure works are completed as per specification **CLERK**
- 42.8** A/17/30.14 Benches into the MPF play ground – Following Cllr GM Cllr SS location diagram, Clerk has asked Danny (having shown him exact location) to complete this work as soon as possible. **CLERK**
- 42.9** A/17/30.15 Identification of Illegal dropped kerbs and overhanging vegetation - Cllrs PB/BP reported that they had undertaken a survey of approx. half the Steyning streets – Cllr Bowell and Clerk to draft letter to residents **CLERK/ PB**

42.10	A/17/30.16 Update on Operation Watershed re flooding in Ashurst Road – Cllr GM – Progress as Farmer has diverted flooding into ditch therefore alleviating issue on carriageway. Therefore - No applications to Operation watershed this year. Cllr Howell to inform Cllr Barling. Done	Cllr PB
42.11	A/17/30.17 Rate relief letter for Public Toilets – H&L agenda 22.11.16 item 5.3 refers to minute H&L/16/43.3 says - council has written to HDC asking if High St toilets can be made exempt from NDR in light of new Policy - email sent 26.10.16. Then minutes of H&L meeting dated 22.11.16 say - HDC have advised no proposal to take any action at present and to revisit in 2018. However since then a Govt. minister tried to get through the house, a rate relief bill for Public toilets and we were going to write in support of that, unfortunately the moment has passed and instead Cllr Lloyd proposed Clerk ask Cllr Lindsay at HDC that they consider the toilets rate relief as part of the overall considerations when looking at income received via the High street Car Park where the toilets are situated. Seconded by Cllr Muncey. Agreed.	CLERK
42.12	A/17/30.18 Change changing room rentals to Premises budget – Actioned, although it will not show on I & E statement until October.	
42.13	A/17/30.19 Concrete humps to Allotments entrance - Spoken with Contractor, as Clerk could not find a reasonable solution with Meekers the installation contractors – Clerk suggests Mark gives us a quote for digging out one of the ramps and extending the gate base and feathering in the other ramp. Clerk to action	CLERK
42.14	A/17/30.21 Playground equipment working party and ‘section 106’ funding – Cllr Lloyd reported no update but suggested working party be headed up by someone else more involved with young families and contacts in the field. Cllr Sullivan agreed that with Cllr Syred the group checks playgrounds, discusses and comes up with proposals on a complete plan on Playground renewal. It was suggested the project should take no longer than 6 months so it is ready in time for use next spring.	Cllr SS
42.15	A/17/30.22 Report back on progress re. Norman’s way – Cllr Lloyd reported nothing back from Scout groups yet. Cllr Goldsmith suggested the area might be developed for housing. Cllr Sullivan suggested Playground facilities and committee decided that this be the first consideration via working party	Cllr TL/Cllr SS
42.16	A/17/30.23 Report re. Wilson Mem. Trust funded keep fit /children’s play equipment – Fletchers croft suggested as location for Keep fit equipment installation. Cllr Lloyd said he would write to Bob Schuler to say we would like if possibly to proceed and are looking at details re cost and possible site, but that we need written agreement that as well as installation they would be willing to fund ongoing maintenance, and that also he writes to HDC to ask about a possible installation at Fletchers croft.	Cllr TL

- 42.17.1** A/17/30.24 Monitoring of Contracts – Grass cutting service has been generally very consistently good quality since April and until two weeks ago when some tram lines seemed to be appearing after the cut, though initially not too bad - Last week it was more pronounced – Clerk raised issue with ID Verde who apologized as apparently half the cutting blades were set incorrectly – they came back and now we are back looking okay again in most areas. However Grass at Abbey Road which has a different cutting regime to incorporate a ‘Meadow Grass like quality’ appears to be losing its definition – Clerk to discuss with contractors. Clerk also to remind HDC about the cutting of the grass and undergrowth adjacent Fletchers croft stream. **CLERK**
- 42.17.2** Street cleaning – Clerk been round streets in question with Contractor since last meeting – There are some inconsistencies that Clerk to ensure these are ironed out. Contractor was also asked to complete a weed killing roadside and path spray which was undertaken Wednesday of last week. It’s going to take a few more days for the plants to die and wither back and then they can be properly cleared once more. **CLERK**
- 42.18** A/17/31.1 I&E reports – Clerk to set up meeting to discuss items with Chair – This was actioned
- 42.19** A/17/32.1 Clerk to compose letter to accompany Allotment annual rent request, circulate to Councillors, re draft subsequent to comments then send out by end of July – Actioned and with good results as from 157 plots only 7 Agreements now left unsigned
- 42.20** A/17/33.4 Bowling club parking on MPF for charity event – Committee received letter from Bowling club thanking Council for our support for what turned out to be a well-run and supported event.
- 42.21** A/17/33.6 Outstanding tree work as per schedule dated 23rd Dec. 15 / Projects list update – Clerk to move forward with next tranche of these works and also to consider additional works – There is money set aside in the projects fund to cover the works main tranche and anything else to be discussed at next meeting with quotes **CLERK**
- 42.22** A/17/33.7 Additional cutting back of MPF stinging nettles – Quote now received and Clerk to action in next week **CLERK**
- 42.23** A/17/36.1 Response to correspondence on Heritage plaques – unfortunately we ran out of time last meeting to discuss and without a meeting in August Council missed deadline to respond on this occasion
- A/17/43** **HIGHWAYS**
- 43.1.1** To discuss Car Parking issues and reports from working group by Cllr Muncey – 4hrs parking agreed in Newman’s gardens and Fletchers croft, up to 2 hrs in High street, no changes to current prices, cash for tickets reinstated, Charge for annual permits to remain at £12, remove doubling up scheme and that meters

can allow for this instead.

- 43.1.2** HDC now want to meet with us to discuss possible renovation and redevelopment of Car Parks with possible new lay outs involved, using the extra income that has obviously been generated and that the Council should be receiving data from HDC as to usage. Clerk to arrange meeting with Ben Golds and to inform committee of dates. Cllr Muncey also to report back from next month's working party at next meeting **CLERK**
Cllr Muncey
- 43.2** Any further discussion re. Highways England A27 proposals – Nothing new has come up in last two months – A283 not being discussed as an option because A283 in the South Downs National Park
- 43.3** Letter to Dog Lane residents – There is an annual letter sent to residents of Dog lane reminding them of their responsibilities associated with Gulley clearance. Clerk has updated letter and will send out next week
- 43.4** Proposed Bus Shelter painting – The Bus shelter was looking tired and a bit shabby – this was pointed out by Cllr GM and Cllr MS during Toilet inspection last month. Clerk suggested Steyning staff could repaint it but agreed that Clerk obtain quotes for repaint. Premises Committee project. **CLERK**
- 43.4** Electric re-charging points in Car Parks – Cllr PB reported this could be a community provision and committee agreed Fletchers croft best suited to this service and that it be part of the discussion involving Car Par renovations.
- 43.5** The Winter plan (grit bins etc.) – Again this plan has been updated and sent back – thanks to Cllr GM for assistance and agreeing to provide up to date pictures of Grit bin location in time for next year's submission. Stocks of Rock salt have been checked and it seems no further purchase required
- 43.6** Pressure washing the high street – £700 in budget for 2 washes per year. Cllr GM proposed we ask HDC through Clerk to complete first of the two as soon as possible **CLERK**
- A/17/44**
- 44.1** **HEDGEROW GROUP** **Cllr RG/ CLERK**
To receive report on working group meetings with any recommendations for action – Comprehensive report received with pricing. Cllr TL **proposed**, Cllr G Muncey **seconded** that we proceed with the works as specified in the working party report. **Agreed.** – Clerk to arrange details for quotes to be obtained.
- 44.2** The Committee wanted to formally thank Roger Brown and the entire working group for their commitment in providing an excellent report

A/17/45	MEMORIAL PLAYING FIELDS and OPEN SPACES	
45.1	Community Orchard Apple Day on 7 th October – We Received from S.C.O copies of temp. Event notice, Liability cover and Risk assessment form – We initially received notification of this on an email sent in May. Diagram siting the location of the gazebos was sent out for reference. Committee will assess ground conditions on the day but unless unreasonably wet underfoot approve the event and thank SCO for information received.	Committee
45.2	Use of MPF by Junior football team - Our local youth team, under 8’s and 9’s are using the MPF – The use of it transpired after a discussion we were having during a previous meeting. Clerk to ask that Football team to ask council out of courtesy in future that use of field will be going ahead in future years	CLERK
A/17/46	ALLOTMENTS	
46.1	Meeting with Allotment association following letters to the Council – Cllr PB reported a productive meeting, the primary aim of which was to bring both Chair and Vice chair up to speed with the current position	
46.2	Clearing Spare plots – Steyning Centre staff will arrange a process whereby after plots are vacated the plants are removed and weed suppressant membrane put down to provide better conditions for new tenant	CLERK
46.3	Any hedges not yet discussed – Committee will also be including Canada Gardens within focus of future reports	
46.4	Contracts and Annual rents – From the 157 plots. Only 6 remaining Rents and 7 contracts to come back. Steyning Staff are following up on outstanding issues	CLERK
A/17/47	FINANCE	
47.1	The Income & Expenditure reports were sent out covering June, July and August 2017. Cllr Lloyd proposed, seconded by Cllr Muncey that subject to amendments involving moving some additional budget lines to Premises that the income and expenditure reports be accepted as a true record. Agreed.	
A/17/48	INFORMATION/CORRESPONDANCE ITEMS	
48.1	Problems in Shooting fields – Correspondence from John Stringer -Clerk to forward to Cllr Barling as a Highways issue to action	CLERK
48.2	Surface of Saxon road issues highlighted by Cllr Bowell passed onto Cllr Barling	
48.3	Light at bottom of Path outside Steyning Centre to be changed - HDC to action – Clerk to check	CLERK
48.4	Water pumps in the High street. Cllr Goldsmith suggested they be painted but they do not appear to be on our Asset register so Clerk will check by other means who owns them to see if it can be maintained	CLERK
48.5	Holes at the MPF – ongoing issue that Clerk will report fully at next meeting	CLERK

A/17/49

DATE OF NEXT MEETING – 24TH October 2017 at 7.30pm

Meeting closed at 10.01 pm

Signed: Date: 24th October 2017

Chairman