

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE

HELD ON 28TH NOVEMBER 2017 AT 7.30PM
IN THE STEYNING CENTRE

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

Clerk : John Fullbrook

Members of the Public: 4

Meeting started at 7.30pm

DRAFT MINUTES

ACTION

- A/17/62**
62.1 **APOLOGIES FOR ABSENCE**
Apologies received from Cllr Toomey and Cllr Goldsmith
- A/17/63**
63.1 **DECLARATIONS OF INTEREST**
Cllr S Sullivan - member of SCO (Steyning Community Orchard) and lives adjacent to MPF
- A/17/64**
64.1.1 **QUESTIONS FROM THE FLOOR**
Q. From Sally Sanderson – re Agenda item 9.3 – In Allotments Association view the most important thing in terms of plot clearance is to trim and cover- especially over winter. Also have an offer from our Canada gardens rep. offering the services of the Scouts to assist with the clearance of the plots when the skips are provided.
- 64.1.2** **A. Chair replied with many thanks**
- 64.2.1** **Q. From Cllr Lloyd - As so many representatives from the Allotments Association here tonight is there any news relating to the recent Shed Fire?**
- 64.2.2** **A. Clerk replied the shed in question had been burnt to the ground with, it seemed, most of the contents having been removed but not stolen, prior to this happening. Clerk had contacted Fire Officers, then Neighbourhood Wardens, then Police, all of whom knew nothing about it. The Clerk had then registered a crime number. Sally S added fortunately they had removed the equipment prior to the fire and hadn't lost anything of any value**

- 64.3.1** **Q. From Roger Brown** – Raised 2 points under Agenda item 8.3 – He wanted to be sure that the Ash and Elm work was authorised and that when the Orchard Ash tree is cut down that the contractor could leave both logs and chippings?
- 64.3.2** **A.** The Chair explained that we would be explaining what has been authorised under 8.3 and that there would be no problem associated with ensuring the contractor leaves chippings and logs provided the Clerk liaises with the contractor as this should provide no additional costs. **CLERK**
- 64.3.3** **Q. From Roger Brown** - 150 hedging plants and 17 tree saplings on order to plant around Allotment hedgerow – could we possibly utilise one of the vacant plots as a nursery?
- 64.3.4** **A.** The Chair said that would be a very good idea
- 64.4.1** **Q. From the Steyning Community Orchard group** – We have sent in a request for grant aid, to the Council to cover our insurance – Is there any news?
- 64.4.2** **A.** The Chair explained it would be discussed under Finance committee – Also the Orchard to go onto next Agenda **CLERK**
- A/17/65** **MINUTES OF PREVIOUS MEETING**
- 65.1** Cllr Bowell **proposed, seconded** by Cllr Sullivan that the minutes of the meeting held on 24th October be agreed and signed as a true record of the meeting. **Agreed**
- A/17/66** **MATTERS ARISING FROM PREVIOUS MINUTES**
- 66.1** A/17/52.2.2 Proposed Car Parking plans to be put on Web site – Clerk Actioned
- 66.2** A/17/53.1 Minutes amended in accordance with request – Clerk Actioned
- 66.3** A/17/42.7 Ownership of entrances – Clerk needs to write again to Mrs Acton to gain an understanding as to the ownership of the strip of land or ‘Ransom strip’, adjacent the entrance to the North West MPF **CLERK**
- 66.4** A/17/54.2 Works associated with hedgerow group – under item 8.3
- 66.5** A/17/55.1 Scope of works and quotes for root removal at flint wall – under item 8.2
- 66.6** A/17/55.3 Artificial grass into MPF play area – under item 8.1.
- 66.7** A/17/55.6 Contact residents re trees T40 and T41 – under item 8.3
- 66.8** A/17/42.9 Benches into the MPF play ground – under item 8.3.
- 66.9** A/17/42.10 Identification of Illegal dropped kerbs and overhanging vegetation - ongoing. **Cllr Bowell**
- 66.10** A/17/42.11 Rate relief letter for Public Toilets – Director of Corporate resources Jane Eaton emailed Clerk to say – ‘Sorry, but paragraph 9 (b) of

section 47 of the Local Government Finance Act specifically excludes any precepting authority from discretionary rating relief. Your only options are government lobbying or a change of ownership'. Councillors to keep a watching brief on this situation, and if there is a new development, to contact HDC once again.

- 66.11** A/17/42.12 Concrete humps to Allotments entrance – Clerk Actioned
- 66.12** A/17/55.14 Outstanding tree work as per schedule dated 23rd Dec. 15 – under item 8.3
- 66.13** A/17/55.18 Clearing vacant Allotment plots under item 9.3
- 66.14** A/17/55.20 Water pump in High street - Cllr Bowell updated that no one appears to have ownership. –Council have added it to Asset register and Steyning society to help with renovation
- 66.15** A/17/56.1 Car Park proposals response -under item 6.2
- 66.16** A/17/57.1 Grass cutting monitoring – under item 7.1
- 66.17** A/17/58.2 Holes on the MPF - Southern water to complete their final CCTV check, but in the meantime premises team have filled up the holes with earth and there is therefore no current safety issue
- 66.18** A/17/60.2 Light on Pathway by Steyning centre – It is still unclear as to the Ownership of this light but Clerk has agreed with HDC that works can still be completed but it is not a bulb issue, more a wiring malfunction, and it is confirmed that engineers will be out by 18th December
- 66.19** A/17/60.3 Banners on fence on entrance to By-Pass. Cllr Muncey reported that new guidelines being put in place and that Council can promote via web site and Your Steyning. Steyning centre to put bookings procedure in place by January 1st. Clerk to inform Bramber re Clays hill. **CLERK**
- A/17/67** **HIGHWAYS**
- 67.1** Car Parking issues –Cllr Muncey reported, Ben Golds yet to respond to request to inform us as to when most recent changes should take place – as previously recorded – another note to go into your Steyning. **Cllr Muncey**
- 67.2** Proposed Car Park developments – no reply as yet to our response
- 67.3** Highways liaison event on the 24th November – Reports on Budget cuts to their department and the consequences of this. It should be noted that HDC Budget in 2013/14 as a whole was approx. £14 Million and for 2019/20 will be approx. £7 Million hence the reduced services. Useful contacts made by Cllrs Muncey and Lloyd. Also useful to know that response on the 'Love West Sussex' web site is comparatively swift and especially when dealing with requests for pot hole remedial action. The Chanctonbury Area only

gets one Traffic regulation order per year but if Council wanted to pursue Yellow lines for instance then at a cost it is possible.

A/17/68

68.1

CONTRACT MONITORING

Clerk updated on Grass cutting – The final cuts for this year have been completed and the Council are to receive an additional cut for both the MPF and Abbey Field which will be arranged for completion prior to normal resumption of grass cutting program next spring.

A/17/69

69.1

MEMORIAL PLAYING FIELD, OPEN SPACES AND HEDGEROWS

Playground working party report. Cllr Howell is putting together a working party including four volunteer residents and two other Councillors. Contractors and suppliers have been contacted and there will be a preliminary report back for next meeting

Cllr Howell

69.2

Cllr Lloyd reported that the Wilson memorial trust have approved the plan to supply and maintain a new exercise equipment installation and the preferred location is to be , as previously discussed, between the Fletchers Car park and its playground. Council to form a working party through Cllr Lloyd and it will delegate authority to them. Cllr Lloyd will inform as to when the first meeting will convene, and will report back to next meeting.

Cllr Lloyd

69.3

Flint wall earthworks adjacent Car Park- proposed developments. 5 options were presented by the Clerk. Cllr Howell **proposed, seconded** by Cllr Lloyd that the Clerk circulates final quote which will include parts of options 4 and 5 and consequently the Clerk will have delegated authority to proceed to a cost not in excess of £1,740.00. **Agreed**

CLERK

69.4

After a discussion about additional works undertaken by Steyning Centre staff. Cllr Howell **proposed, seconded** by Cllr Muncy that a vote of thanks be given to James for his recent work notably for Bus shelter and Allotment maintenance. **Agreed**

CLERK

69.5

The clerk reported on all agreed Hedgerow and tree works due to be completed during the last week in January and then a second week in March so that Councillors are fully briefed.

69.6

MPF Trees T40 and T41 – Local residents have organised for a quote from a tree surgeon and the clerk will check and amend the scope of works based upon the guidance already produced by the Council's tree surgeon's specification. Subject to the quote specification being aligned to this, the Council agreed the Clerk can approve the works to proceed through contacting the residents.

CLERK

69.7

There has been much progress made with regards to overgrown hedge clearance, ground levelling and it is now proposed that the Hedgerow working group meet again close to Christmas to re-assess the next steps forward and especially with regards to the next phase of planting, and then this can be reported bac to the next committee.

**Cllr
Lloyd/Goldsmith**

- A/17/70**
- 70.1** **ALLOTMENTS**
Cllr Bowell will be meeting newly elected Chairman of the Allotment association and will report back to next meeting. **Cllr Bowell**
- 70.2** All contracts have now been confirmed for this year
- 70.3** Vacant plots – The council are advertising for new tenants. The clerk reported on the 10 vacant plots. Cllr Bowell **proposed, seconded** by Cllr Lloyd the hedgerow group be permitted to use Allotment 58A2 as a temporary nursery for their recently purchased plants. **Agreed** **CLERK**
- 70.4** Nine remaining plots to be strimmed and covered and some of the plots require for shrubs to be removed. Cllr Lloyd **proposed, seconded** by Cllr Muncey that the Clerk has delegated responsibility to engage contractor and complete works and purchase weed suppressing membrane for no more than a total cost of £1500. **Agreed** **CLERK**
- 70.5** Steyning centre will then be in a position to maintain the vacant plots at an average of 2 hours per week
- 70.6** The Council will still provide skips for general Allotment clearance and Cllr Bowell will liaise with the new Chairman of the Allotments Association to finalise the date for this service to be provided. **Cllr Bowell**

- A/17/71**
- 71.1** **FINANCE**
The Income & Expenditure reports were discussed for the November period. Cllr Bowell **proposed, seconded** by Cllr Lloyd that that the income and expenditure reports for November be accepted as a true record. **Agreed.**
- 71.2** The committee discussed the Amenities budget lines for the year 2018/19. The committee remained mindful of Street-cleaning and Bin emptying budgets.
- 71.3** The committee discussed priorities concerning Amenities projects for the year 2018/19. It was felt particular emphasis could be given to playground development next year as existing budgets should cover most other items.

- A/17/72**
- 72.1** **INFORMATION / CORRESPONDANCE ITEMS**
None

A/17/73 **DATE OF NEXT MEETING – 23rd January 2018 at 7.30pm**

Meeting closed at 9.35 pm

Signed: Date: 23rd January 2018

Chairman