

Minutes of Amenities and Environment Committee held on 6th December 2017

Minute	Meeting Commenced at 7.05pm	Action
733	Attendance: Cllrs, Bashford, Mansfield, Smith, Nicklen Sue Tubb – Assistant Parish Clerk	
734	Apologies for Absence: Cllr Mear - absent Cllr Glynn-Davis - absent (it was thought that Cllr Glyn Davis was never voted on to this committee) <i>Assistant Clerk has since looked at AGM minutes Cllr Glyn Davis was elected on to that committee May 2017 (minute 2411)</i> In the absence of the Chair – the Vice Chair Cllr Mansfield chaired the meeting	Asst Clerk
735	Declarations of interest by councillors on any of the agenda items below: None	
736	Request for DPI Dispensations: None	
737	Public Participation: None	
738	Minutes of last meeting: 1 st Nov 2017 – agreed and signed as a true record by Cllr Bashford, as Cllr Mansfield not at November meeting.	
739	Millfield Planters -- To discuss update on planters and e mail from local resident. The committee were shown an e mail from local resident who expressed her concerns of using slate to put on the brick planters. It could cause damage if it was thrown at property or persons. A suggestion was made by her to create a mosaic on each planter instead. By not using plants/shrubs, it would reduce maintenance costs to the parish. She also suggested solar tube wooden lights be installed, by bolting on to the brickwork. This would make the walkway lit and open for residents to use safely at night. Cllr Mansfield thought the suggestion of the lighting was a good idea. As the properties face on to this it would hopefully be safe. As the Chair of this committee was not present – the item has been deferred to the January meeting as the Chair has other information regarding the planters to put forward.	
740	Public toilets Sompting Recreation Ground – Discuss ongoing arrangements for opening/ closing etc. Cllr Mansfield to raise state of guttering on the toilets.	

The Committee were shown figures for opening, closing, cleaning and providing consumables for the toilets that had been obtained by the Clerk (via Adur/Worthing). An approximate figure for the year April 2018/Mar 2019 is £4500. If the committee wanted to commence earlier in January 2018, the cost would be slightly higher a quarter of £5475 to March 2018 as it would be part of an additional round.

A discussion followed – Cllr Mansfield said if the cleaning of the toilets was taken away from the Caretaker, – he is concerned that his duties are being reduced - so he would like the Caretaker to continue cleaning. He may know of a lady who would be interested in opening and closing them, maybe on a casual basis – and she could be paid for this. Would it be possible for Cllr Mansfield’s company to employ this lady? Cllr Bashford said we must be mindful of the minimum wage and employment regulations.

Cllr
Mansfield

Cllr Mansfield says it is not ideal to have it closed but unfortunately until a satisfactory solution is found it has to be at the moment. Decision not to have contract from January 2018, to give time for other avenues to be explored. Maybe consider from April 2018 if no other solution is found, so this would need to be budgeted for.

Guttering – Cllr Mansfield is concerned that there is no guttering on the toilets. It was felt that it should be replaced so that it drains into the correct soakaway. Cllr Nicklen asked if this would incur additional waste water charges, but it was thought not, as this is how it used to be. An allowance to be put in the budget for it.

Budgets for this Committee

741

The Committee were given a copy of their budget sheet produced by the Clerk. The amendments agreed were as follows:-

- 4412 Rec toilet water – 2017/2018 - £350 (2018/2019 £450)
- 4414 Rec toilet repairs – 2017/2018 - £60 (2018/2019 £200)
- 4416 Rec toilet materials – 2017/2018 - £50 (2018/2019 £200)
- 4407 service 7a payment – 2017/2018 - £6000 (2018/2019 £0.00)
- 4274 toddlers play equipment 2017/2018 £1000 plus additional £2000 carried over 2018/2019 still £1000 but with the option of £2000 carried over.

Date of Next meeting – 3rd January 2017

Meeting finished 8.05pm

Minutes of Amenities and Environment Committee held on 1st November 2017

Minute	Meeting Commenced at 7.10pm	Action
723	Attendance: Cllrs Mear, Bashford, Mansfield, Smith, Montague, (Cllr Nicklen from 7. 25pm) Sue Tubb – Assistant Parish Clerk	
724	Apologies for Absence: Cllr Mansfield – apologies (reason approved) Cllr Glynn-Davis - absent	
725	Declarations of interest by councillors on any of the agenda items below: None	
726	Request for DPI Dispensations: None	
727	Public Participation: None	
728	Minutes of last meeting: 6 th September 2017 – agreed as a true record	
729	Millfield Planters Cllr Mear said the project was ongoing. He had contacted Travis Perkins re the slate topping for the planters (plum coloured - when wet) and it would be £110 per one tonne bag - we would need 3. The price of bricks from Travis Perkins was also favourable...maybe a coloured brick as a border round the top. He had not heard back from Northbrook College about their students having the input and would follow this up. If not he has another handyman in mind and would speak to him if necessary to obtain a cost. He has contacted Mike Tristram who may be able to supply some reasonably priced shrubs. Cllr Montague said this project should go ahead as soon as possible as it is dragging on,.	Cllr Mear
730	EPIC Project - Press Release – The committee read and noted the press release. Councillor Nicklen arrived.	
731	Public toilets Sompting Recreation Ground – There are still ongoing problems with the opening/closing of the toilets on the Recreation Ground. The Assistant Clerk explained that the Clerk had a meeting with Adur District Council on 31 st October re using their contractors, and they are subsequently sending a representative on 3 rd November to visit the venue and provide a price for a various range of services (opening, opening and cleaning, opening cleaning and providing supplies - The meeting favoured just the opening/closing option).	Clerk

Cllr Mear said there were a couple of local residents he would consider asking if the previous options were not suitable.

732 Date of Next meeting – 6th December 2017

Meeting finished 8.15pm

OCTOBER 4TH MEETING CANCELLED

Minutes of Amenities and Environment Committee held on 6th September 2017

Minute		Action
	Meeting Commenced at 7.00pm	
713	Attendance: Cllrs Mear, Bashford, Mansfield, Smith, Montague, (Nicklen from 7.10pm) Sue Tubb – Assistant Parish Clerk	
714	Apologies for Absence: Cllr Davies - (reason approved) Cllr Glynn-Davis - absent	
715	Declarations of interest by councillors on any of the agenda items below: None	
716	Request for DPI Dispensations: None	
717	Public Participation: Leighton Clay (Sompting Parish Council)	
718	Minutes of last meeting:.. 7 th June – agreed as a true record Cllr Nicklen arrived	
719	Beggars Bush Walk for All and Community Nature Area Members to discuss and present recommendations to full council meeting Leighton outlined the plans for the Beggars Bush site and referred Members to the document 'Beggars Bush Walk for all and Community Nature area' that had been sent out prior to the meeting. Questions were asked why there were two amounts of £500 under Sompting Parish Council on page 6. It was explained that these were two different parts of the project. The total amount of £1000 was minimal, considering what other agencies would be putting in and could be considered 'a good rate of return for the people of Sompting'. If a documented footpath route was available this could be put on the website so that other people could access as well Leighton offered to obtain maps so that Members could see where the footpaths will be A discussion followed about who was responsible for the upkeep in the future, this was thought to be SDNPA. If the project goes ahead it was realised it would be a long term commitment. But there would be considerable benefits for the Parish	L Clay

Council to be involved.....future plans could include rustic seats and a telescope.

Broadly speaking the Council are in favour.

Recommendation: This item to be deferred to Full Council

720

New Planters for Millfield/Busticle Lane
Members to discuss Report by Clerk on updates for planters

Cllr Mear had some suggestions regarding the way forward with the planters. (he had tried a similar solution in his own garden) . The suggestion is to remove the bulbs and small plants and trim the current shrubs and lay a membrane down on the earth (with holes for the shrubs) and cover it with grey slate chippings – which can be obtained at reasonable cost approx. £30 for 9 bags.

Northbrook College may be interested in repairing the brickwork – maybe with a different colour top row of bricks. A budget of £2000 had previously been agreed.

721

EPIC Project – To discuss and present recommendations to Full Council
Discussion followed

Leighton explained what and where this covered – the re-routing of the Teville Stream that flows into Brooklands Lake. Also to create a new significant nature area.

It seems that the ‘Friends of Brooklands’ had not been talking to the ‘EPIC’ project (Peter King) so there were conflicting plans/views. This has now been resolved and they are consulting each other. There are surveys being undertaken by top ecologists for the EPIC Project.

Recommendation to go to Centre Committee (regarding use of building) and Full Council

722

Date of Next meeting – 4th October

MEETING 5TH JULY - CANCELLED

Unconfirmed Minutes of Amenities and Environment Committee held on 7th June 2017

Minute		Action
702	Meeting Commenced at 7.00pm Attendance: Cllrs Mear, Mansfield, Smith, Montague (Nicklen) David Porter – Parish Clerk	
703	Apologies for Absence: Cllr Godley (reason approved)	
704	Election of Chair and Vice Chair: Chair – Cllr Mear Vice Chair Cllr Mansfield	
705	Declarations of interest by councillors on any of the agenda items below: None	
706	Request for DPI Dispensations: None	
707	Public Participation: None	
708	Minutes of last meeting: 3 rd May – agreed as a true record	
709	New Planters at Millfield/Busticle Lane - Members discussed the Clerks report and Cllr Mansfield informed members that he could not accept the recommendation Resolved: This item to be deferred to Full Council	
710	Millfield Drains – Update given by Cllr Mear - The work was passed to ADC and had been done.	
711	Parking on Grass Verges – Update was given and noted.	
712	Date of Next meeting – 5 th July 2017	

Minutes of Amenities and Environment Committee held on 3rd May 2017

Minute	Meeting Commenced at 7.00pm	Action
692	Attendance: Cllrs Mear, Mansfield, Bashford, Smith, David Porter – Parish Clerk	
693	Apologies for Absence: Cllr Thornton (reason approved)	
694	Declarations of interest by councillors on any of the agenda items below: None	
695	Request for DPI Dispensations: None	
696	Public Participation: None	
697	Minutes of last meeting: 5 th April 2017 – These will be agreed at Full Council.	
698	<p>Enhancing Places – Inspiring Communities (EPIC) Project Members discussed the project and how the Council may or could be involved both immediately and in the future. The Clerk wanted members to have an idea of this for discussion at full Council.</p> <p>Outcome</p> <ol style="list-style-type: none"> 1. Big Local Funding – is this possible if more funding is required. Concerned over raising the precept for Council to provide funding outside of budgets. 2. Perhaps Council to get involved through inviting residents to open meeting – project explained by P. King and questionnaire given to residents to gauge interest and possible increase of precept in future for stage 2 of project. 3. Interest in getting land under Council ownership? – possible but questionnaire could be used to obtain interest etc. but require more information to consider this option. <p>Will be discussed at Full Council 10th May</p>	
699	Millfield Drains – Cllr Mansfield informed members that he had not got any further with ADC. Cllr Mear asked for the photographs from the previous meeting (Assistant Clerk to provide) and he will get the problem on the ADC agenda.	Asst Clerk
700	Parking on Grass Verges – Cllr Mansfield updated the members saying he had really not got any further with ADC. Suggestion that Sompting Parish	

Council should write to Local Bus Companies to obtain information on roads that are of concern.

Asst
Clerk

701 Replacement of Noticeboard opposite Bowness Avenue – The Clerk informed members that replacement is being done and that the board opposite Carnforth Road is also being replaced due to vandalism

Date of Next meeting – 7th June 2017

Minutes of Amenities and Environment Committee held on 5th April 2017

Minute		Action
	Meeting Commenced at 7.00pm	
681	Attendance: Cllrs Mansfield, Bashford, Thornton, Smith Sue Tubb – Assistant Parish Clerk	
682	Apologies for Absence: Cllr Mear (reason approved)	
683	Declarations of interest by councillors on any of the agenda items below: None	
684	Request for DPI Dispensations: None	

- 685 Public Participation: None
- 686 Minutes of last meeting: 1st February 2017 – These were agreed and signed as a true record
- 687 Millfield Drains – Members to receive details from Cllr Mansfield.

Cllr Mansfield said that there had been an announcement that after the last 'Big Tidy-Up, by Adur Homes Tenancy Service staff and Adur & Worthing Waste Service Team, that members of staff would visit these areas on a weekly basis. He had looked around the local area and reported that the communal areas around some blocks of flats are still in a bad state. He said Millfield was one of the worst and photos were shown at the meeting. These showed moss which has built up over a period of time, maybe due to drains backing up and had not been cleared. This area is also used regularly by children. After discussion, the Committee agreed that a letter be sent on to Val Macleod (Housing Officer) saying that the Parish Council is concerned about the state of the area – and asking to see a copy of the maintenance schedule and their comments, with a copy going to Environmental Health.

Clerk

An Item to be put on next agenda for further discussion.

Parking on Grass Verges – Members to receive details from Cllr Mansfield.

- 688 Whilst looking around the area, Cllr Mansfield felt there are still many issues around parking on the verges/and lack of places to park. He had also been in contact with Roy Wood from Adur & Worthing – about a road sign that had been knocked down 6 months ago and was still laying on the verge. He was told that this will be replaced soon. Roy Wood also reported that Adur & Worthing were looking into the possibility of installing bollards on some verges and said that constant re-offenders are receiving fines.

A suggestion of putting boulders instead of bollards was discussed but it was thought that they would be illegal. Cllr Bashford said that WSCC charge approximately £10 per plastic bollard as he had some installed on the verge outside his house.

Parking near the corners of roads also causes an issue with buses trying to get around the corners.

There was a discussion about who owned the verges as its believed that some are Adur and some are WSCC.

It was decided to put on the next agenda and Cllr Mansfield will report back after he has made further investigations into ownership and the wider problem.

Cllr Mansfield also showed a photo of fly-tipping on the verge near Beggars Bush. Is this something that Adur Watch and the Payback team are tackling. It was decided to put an item on the next agenda. The committee felt that this problem had increased since reduced opening hours and increased costs had been introduced at the refuse sites.

Public Rights of Way – Report will be given at the meeting

The committee read through the report and the additional papers/map and the following comments were made:-

689 In principle the Council may wish to become more involved in the future, but felt that the budgets for 2017/18 had already been set and no extra provision had been made. They also commented that in the next cycle of the clearance programme, all the sites are above the A27 and in the South Downs National Park – so should they pay for their upkeep. They felt that this should be placed on the next suitable Full Council agenda for wider discussion.

Budgets for 2017/2018 – Report will be given at the meeting

Clerk

The committee read through the budgets and these were noted.

Sompting Parish Council and the Teville Stream Project – Report to be given at the meeting.

690 The committee read through the report and noted its contents, and note that it will be discussed further at Full Council

Cllr Thornton offered his apologies due to work, for the associated meeting on 19th April with Peter King

691

Date of Next meeting – 3rd May 2017

Meeting finished at 8.00pm

A & E MEETING 1st MARCH CANCELLED

Minutes of Amenities and Environment Committee held on 1st February 2017

Minute		Action
667	Meeting Commenced at 7.05pm Attendance: Cllrs Mear, Mansfield, Bashford, Thornton Sue Tubb – Assistant Parish Clerk Leighton Clay - Caretaker	
668	Apologies for Absence: Cllr Smith (reason approved)	

- 669 Declarations of interest by councillors on any of the agenda items below: None
- 670 Request for DPI Dispensations: None
- 671 Public Participation: None
- 672 Minutes of last meeting: 2nd Nov 2016 – These were agreed and signed as a true record
- 673 West Street Traffic Calming – Update from Public meeting by Cllr Godley
 The notes from Councillor Godley were discussed at some length with the following points being raised. Cllr Mansfield and Cllr Thornton had both been at the public meeting.
- There was also talk of traffic lights being installed in West Street where the school crossing was proposed. Some Councillors were opposed to this idea
 - If option 3 or 4 were adopted – the closure of the roads would be temporary and be by means of a locked gate.
 - The next public meeting date had not been set yet.
- It was proposed by Councillor Bashford that the Amenities and Environment Committee fully support Options 3 and 4 and this would be raised by Cllr Mear at Full Council on 8th February and would be an Agenda item on the Full Council in March
- 674 Tree Warden Scheme – Members to receive a report from Leighton Clay – Recommendation to resolve to proceed with a feasibility of joining the Tree Warden Scheme (with a further report after)
 Leighton gave a report on the duties of a Tree Warden – having met that morning with two Tree Wardens from West Sussex.
 He thought it would be beneficial for Sompting to have a Volunteer Tree Warden whose duties would include planning sites for trees, having input where trees are planted if the new housing development goes ahead. The position holds a lot of responsibility and a suitable volunteer would need to be found
 At this point Cllr Mansfield and Cllr Mear (Chair of the Council) left the room to discuss Council protocol.
 On their return Cllr Mansfield said he used to be a Tree Warden some 20 years ago and would volunteer to be the Tree Warden. Cllr Mansfield announced that he had an NVQ in Forestry and other relevant qualifications for chain saws etc.
 He said he was a bit out of date – but Leighton said that courses are available.
 If the Council were in favour of joining the Tree Council – there may be opportunities to get increased Public Liability Insurance, receive saplings to be planted etc.
- 675 It was resolved to proceed with the possibility of joining the Tree Council and having a Tree Warden in Sompting.
- Beggars Bush Management Plan - Members to receive update from Leighton Clay
 This has not moved on as quickly as expected. Tom Parry the National

676 Park Ranger is still seeking funding. There is another meeting later in February with Tom and Mike Tristram. At the moment the area is too wet for the contractors to get their machines on there for the first cut on the chalk downland and a problem of where to put the cuttings after. Grazing animals is not an option as the area is unfenced.

Sompting Brooks – Members to receive update from Leighton Clay. Leighton reported that Peter King, a Senior Project Consultant, who had been appointed in connection with the Teville Stream Project (which encompasses Sompting Brooks) was trying to obtain a grant from the Heritage Lottery Fund.

Peter King had a good record in other areas for securing funding so it looks hopeful.

677 On a positive note places are being booked for the walk on 25th February (a leaflet drop inviting people on the walk has been done in Ullswater Road) to try and get the nearest residents interested. Cllr Mear said that local residents were very protective of the area he also thought that many years ago a rare butterfly/creature was found in the area. Leighton thought the area was a Site of Nature Conservation Interest (SNCI) . From that walk Leighton is hoping to get new volunteers and a new volunteer form (that could be used for Sompting Council, Sompting Estates and SDNP was passed around. He also showed bird posters that he will be using.

Clerk

Cllr Bashford asked about Worthing Borough Councils involvement with the Teville Stream project. Clerk to find out.

678 Progress of Bird Box Project – Members to receive update from Leighton Clay

Very positive news that the bird box is up on the wall with a cable/camera installed. It is working but yet to be linked to the website. This could be a very exciting project. The birds are also visiting the new feeding station and some residents have donated some bird food. Leighton and a volunteer did the Great British Bird Watch at the Harriet Johnson Centre – and the results will be displayed soon.

679 Sompting Best Gardens Competition – Members to discuss plans for 2017

Competition

After much discussion – it was decided to return to the old system – whereby Councillors nominated front gardens. (Leaving it to residents to nominate had not really worked.) It was decided that each Councillor could select a few front gardens in their respective wards during the month of JULY and these be e mailed in and discussed at the September Full Council meeting.

680 Sompting Signpost – Members to be informed of cut off dates

Cut off - By 4th March

Go to print Mid March

Distribution around end March/ Beginning of April

The Assistant Clerk appealed for items to go in the Signpost as it can only be produced if there are things to write about.

Date of Next meeting – 1st March 2017

Meeting finished at 8.15pm

A & E Meeting 4th January cancelled