**Minutes of the Facilities Committee meeting held at The Gladys Bevan Hall**

**on Tuesday 4th April 2023 at 7pm**

**Present:** Councillors:C. Warren, S Birnstingl, J. Cannon, A. Chilver, C. Deadman, B Harber, F. Heaver.

**Also, present:**  Steve Keogh (Parish Clerk)

John Young (Maintenance Manager)

**F: 0423:01** **Apologies for absence**

Apologies were received from Cllr Tom Kardos.

Apologies were also received fromStephie Shorey (Tree Warden).

**F: 0423:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). No further declarations received on this occasion.

**F: 0423:03 Minutes of the last meeting**

The minutes of the Facilities Committee meeting held on [7th February 2023](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/Ef6WwEiCVLtLuZjapgcOGawB8_JscyMPFOXMnKZluIzxZQ?e=x0lZ61) were approved as a true record. Proposed: Cllr Heaver; seconded: Cllr Cannon & agreed.

**F: 0423:04 Public Adjournment**

There were no public questions.

**F: 0423:05 Tree Warden Report**

The only recent tree work was the planting of the second Queens Canopy tree, a Hornbeam, which has been planted in Mackley Field in Small Dole.

The Tree Warden report was **NOTED.**

**F: 0423:06 Skatepark**

The Clerk’s report was **NOTED.**

As detailed in the report circulated with the agenda, the Radii Ramps team had proposed some works at the skate ramp to improve the whole park and these works would include the highlighted repairs to the ramps.

It was **AGREED** to **RECOMMEND** to Full Council that the works should be carried out and the funds would be used from the section 106 funds.

Clerk to apply for the funds.

**F: 0423:07 Committee Priorities and Projects**

The Clerk’s [report](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/ETSZRqtt9CpPuOA1USpqVA0BWDXMvXWLQDQWOEaDMo-VgQ) circulated with the agenda was **NOTED.**

**F: 0423:08 Facilities –** to receive a [report](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EShy2SB2FpFJhevxx3b77bwB14oNBSoWKTlcJtpc3yr0gA) from John Young, Maintenance Manager

The Maintenance Manager’s report circulated with the agenda was **NOTED.**

Cllr Heaver asked if the issue regarding the tree roots affecting the drains could be covered by the Council insurance policy.

Clerk to investigate.

The Members were pleased that the Maintenance Manager had sourced a drain jetting company who were reasonably priced.

Cllr Warren was concerned about the cost of the play area safety surface repairs, alternative options need to be investigated.

One item which was brought up verbally was the issue of the lighting close to the Hyde Street Garages. This has been ongoing for some months

Cllr Warren asked the Clerk to contact the District Councillor or the Saxon Weald CEO. To try to speed up the repair.

**F: 0423:09 Riverside Walk**

The Steyning and District Community Partnership have now started to promote the work to improve the surface of the pathways along the riverside.

The first section would be the White Bridge Link, and the second phase would include the Parish Council owned land from the bridge to the Dawn Crescent.

The group are working to move the project forward but the main hurdle is the funding, this may mean that the UB Parish Council section will move quicker as the majority of funding is in place.

The contractor needs to be appointed and then the Clerk and Cllr Harber will be able to work with them and the Environment Agency to prepare the necessary permit.

Cllr Warren asked if the residents had been informed that the Parish Council was the new owner?

The Clerk explained that the uncertainty regarding the timescale for the improvement works had delayed this.

Cllr Heaver asked if the grass contractor could be requested to cut the area.

The Clerk will request this and ask WSCC what can be done.

The Clerk’s report circulated with the agenda was **NOTED.**

**F: 0423:10 Allotments   -** To consider the sheds policy

The Clerk’s report was **NOTED.**

The policy was read by Members. And the following comments made:

The Council should make it clear that the sheds need to be removed at the plot holder’s cost.

The plot holders should also agree to the shed being removed should they decide to vacate their plot. The plot holder can also agree to transfer ownership, at no cost, to the Council.

It was **AGREED** to **RECOMMEND** to Full Council that, subject to the minor changes to the wording, the policy should be adopted.

Cllr Harber offered some leaflets about the national allotment society which the Council could become members of.

The issue of plot holders not working the plots was discussed as there were concerns that the Council cannot take the plots back if they are not kept in a good condition.

It was felt that the rules need to be reviewed at the next meeting.

The subject of an allotment holders meeting was also discussed and a date for the meeting will be agreed at the next Facilities Meeting.

**F: 0423:11 Sports Hall –**

The Maintenance Managers verbal report [was](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUmSdNRDb8xIp-4QOGCJR1ABQP62PodrjvDHAaJ0taKeLw) **[NOTED.](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EUmSdNRDb8xIp-4QOGCJR1ABQP62PodrjvDHAaJ0taKeLw)**

The main issue was that the lights appear to be too bright.

The lights selected were for the particular use as a sports hall, but on first inspection they may be too bright.

The lighting can be adjusted so that some of the bulbs are off, which may help.

The heating has also been made more user friendly as the controls have been moved lower.

The hirers are able to use the facility now and so will be reporting back.

**F: 0423: 12 CIL / section 106 Funds –** To consider projects for the funds

The Clerk’s report circulated with the agenda was **NOTED.**

The subject would be brought to the table as projects become in need of funding and the best way to fund them needs to be discussed.

It was **AGREED** to **RECOMMEND** to Full Council that the Sports Hall lighting should be paid for using the CIL funds.

**F: 0423: 13 Matters raised by Councillors –** to receive matters for information or discussion for future agendas**.**

**Cllr Chilver**

Cllr Chilver commented that the pathways were still uneven in some areas, despite being reported a number of times.

Cllr Heaver commented that he had seen WSCC staff marking some of them for repair.

**Cllr Heaver**

Commented that the leaks at Pound Lane are still ongoing with Southern Water carrying out investigation works.

He was also perturbed by the issue of TROs being issued for works which are not emergency works, also there appears to be two occasions where the Hyde Street will be dug up for cable works and BT works. Can these not be done at the same time?

The Clerk would contact Highways to ask.

There being no further business the meeting closed at8pm

Signed: Date: