

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 24th November 2020 AT 7.30PM. Hosted by the Clerk

Present: Cllrs Hanson (Chair), S. Sullivan, G. Sullivan, Norcross, Alexander, Lloyd, Campbell, and Goldsmith.

Clerk: John Fullbrook

Members of the Public: Five {including Cllrs Saunders and Young}

Meeting started at: 7.32 pm

DRAFT MINUTES

ACTION

C/20/54 APOLOGIES FOR ABSENCE

54.1 None for this meeting.

C/20/55 DECLARATIONS OF INTEREST AND DISPENSATIONS

55.1 Cllr S. Sullivan declared that she is a committee member of the Steyning Community Orchard.

C/20/56 QUESTIONS FROM THE FLOOR *(Questions, answers and statements are summarised)*

56.1.1 **Q** – Cllr Goldsmith questioned the Clerk about the perimeter fence that was leaning over into the SPC play area at South Ash which had been initially pointed out by him in September 2019, and said that it was dangerous and that the clerk ought to have reported on it to committee, and seeing as he had pointed it out to the clerk that neither he nor the council nor the councils insurers ought to be held responsible should there be an incident with injury to a child and because the Clerk had not remedied the situation that the Clerk be held responsible.

56.1.2 **A** - The Clerk informed that he had reported on this item at public meetings previously, that the fence was checked on a monthly basis by a contractor and that it appeared to be fixed in position with concrete posts and had appeared not to have become worse. The fence belonged to a neighbour, and he had made several attempts to try and ensure the fence was dealt with by the owner.

56.1.3 **A** - Cllr Alexander confirmed that the fence appeared to be fixed in position. Cllr Goldsmith disagreed with the Clerk and Cllr Alexanders assessment. Cllr Campbell suggested the Clerk checked through land registry search to find out the contact details of the owner. Cllr Hanson asked the Clerk to pursue it further.

56.2.1 **Q** - Cllr Campbell asked that the answer to the member of the public given on the 29th September '20 be uploaded to the web site as previously agreed. Clerk to action.

C/20/57 MINUTES OF PREVIOUS MEETINGS

57.1 Cllr Hanson **proposed, seconded** by Cllr Lloyd to agree the minutes held on the 27th October 2020 were a true and fair record subject to adding Cllr Gary Sullivan's name to the attendees listing. **Agreed.**

CLERK

CLERK

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

ACTION

C/20/58 PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS

58.1	Winter Maintenance programme to be on next Agenda – See item 62.1	
58.2	29 th September 2020 Minutes to include agreed amendments and placed on web site – Actioned	
58.3	Lanyards to be produced subject to Logo agreement - Ongoing – with Full Council	CLERK
58.4	Bin relocation deferred until the next meeting subsequent to meeting with Cricket Club – See item 61.2.1	
58.5	D. Clerk to produce Trade Waste alternative contractors' costings – Actioned / Ongoing	CLERK
58.6	Fletchers Croft WP – negotiations continuing with HDC – Ongoing	CLERK
58.7	Cllr Alexander and Roger Brown to work on an outline overall plan regards the Abbey Road project – See item 59.3	
58.8	Clerk to send around correspondence response to resident re Coxham Lane – Actioned	
58.9	Gill Muncey to work with the Clerk's office to pursue a new simplified DMMO application at the Rifle range – Process begun and ongoing	
58.10	Allotments proposed water supply report (old and new) to be sent to Cllrs – Actioned	
58.11	Water supply engineer meeting arranged and report to be discussed at next meeting – See item 59.1	
58.12	Monthly utility meter reading schedule established – Actioned	
58.13	Working Party convened to discuss possible 20mph speed limit in Steyning – Actioned	
58.14	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement – Ongoing	CLERK
58.15	Steyning Centre Lean-to project details to be brought back to committee – Ongoing	CLERK

The Chairman informed that some items would be brought forward to be discussed after the next item.

C/20/59 CURRENT COMMUNITY PROJECTS

59.1	Allotments proposed upgraded water supply – Councillor Alexander informed that he had spoken with the water engineer at a recent on-site meeting and following this, and further to a briefing paper sent to all councillors, outlined ideas in relation to a solution. These ideas and Mr Crees previous report to be further discussed by the working party and their recommendations to be brought back to this committee. To move the process forward the committee also discussed gaining quotes. Cllr Campbell proposed an amended motion, seconded by Cllr S. Sullivan that whilst the allotment working party continue with their deliberations in terms of water supply enhancement at the Allotments, the Clerk, supported by Cllr Alexander, is delegated to seek appropriate quotes from professional engineers, to give options on a design for a suitable water supply system for our allotments. Agreed	Cllr Alexander & working party
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59.2	Chandlers Way Environmental enhancement project – Cllr Saunders reported on the project planning progress so far and presented supporting papers for scrutiny and discussion. This included the fact that at this early stage and because the project is still in the consultation stage, costs have as yet not been forecast. Cllr Hanson proposed, seconded by Cllr Alexander that committee approve the supporting papers {supplied in conjunction with this item} to include small amendments suggested and to allow the Clerk and Cllr Saunders to determine which houses will be sent the documents over the next month or so as part of the consultation and for the letter and questionnaire to be sent out subject to approval by committee members via email. Agreed.	ACTION CLERK / Cllr Saunders
59.3	Update on Abbey Road Village Green – Cllr Alexander informed as per supporting paper that progress on the project is underway, and that the next meeting of the volunteers was due to take place on the 15 th December 2020. It was thought that the planting of memorial and celebratory tree policy needs reviewing – to go on future agenda. The committee thanked Roger Brown for his report and this to be put on the SPC web site. The Clerk's office to continue to look for the report noted by Roger as being useful.	CLERK CLERK CLERK
C/20/60	FINANCE	
60.1	The Steyning Centre proposed as possible NHS Mass Vaccination Site – The Clerk reported on the latest developments and communications with HDC. Cllr Hanson proposed, seconded by Cllr Lloyd for all four committee chairs to liaise with the clerk in terms of this ongoing negotiation, and to report back to Community Committee and then full council. Agreed	CLERK & Chairs
60.2	To agree Income & Expenditure reports for October 2020. Cllr Hanson proposed, seconded by Cllr Alexander to accept the October 2020 reports as a true record of the financial report. Agreed	
60.3	Community Committee briefly discussed its budget for the year 2021/22 and any proposed project funding. Clerk to resend tree reports to inform councillors. Fund for this to be reinstated to this budget line for next year. Clerk asked once again for priority project items to be emailed to him.	CLERK Councillors
C/20/61	MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE	
61.1	Playground planned preventative maintenance (PPM) scheme – The clerk updated as per supporting papers briefing note. Cllr Hanson proposed, seconded by Cllr Goldsmith that the clerk is delegated to ensure that on a designated date each month, the {playground maintenance} contractor completes checks on each playground and exercise area on a month-by-month basis, {for the agreed £50 per visit} and for all twelve months, with the scope of works as per detailed within the briefing paper. Agreed	CLERK
61.2.1	MPF Bin relocation. Cllr Hanson proposed, seconded by Cllr Alexander to relocate one of the two bins {said to be incorrectly sited} to adjacent to the dog bins next to the MPF car park and to remove and store the second bin. Agreed	CLERK
61.2.2	Cllr Goldsmith asked for residents' back gate access to the Car Park to be investigated and the Clerk to write a letter to the residents if needs be.	CLERK / Cllr Hanson

ACTION

C/20/62 HIGHWAYS & LIGHTING

62.1 To discuss and agree the SPC 2020 Winter maintenance programme as per supporting papers. Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to a date amendment under items 2 and 4, that the 2020 winter maintenance programme be accepted. **Agreed**

D. Clerk

All other items on the Agenda were not discussed as the meeting ran out of time.

C/20/63 DATE OF NEXT MEETING – 5th January 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 5th January 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2020-11-24-steyning-parish-council-community-committee-meeting-offical-copy>