

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 27th October 2020 AT 7.30PM

Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: Five, {Including Cllrs Cree and Young. The Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.32 pm

DRAFT MINUTES

ACTION

The Chairman made a statement requesting that Cllrs follow the practise that was used at the Full Council Meeting and stay muted until requested to speak and if members of the public that intend to ask a question could have their video camera turned on but have their microphone muted.

C/20/43 APOLOGIES FOR ABSENCE

43.1 None for this meeting.

C/20/44 DECLARATIONS OF INTEREST AND DISPENSATIONS

44.1 Cllr S. Sullivan declared that she has a building plot adjacent to the memorial playing field and is a committee member of the Steyning Community Orchard.

C/20/45 QUESTIONS FROM THE FLOOR -

45.1.1 *A member of the public made a statement relating to the investigations carried out by the councils working party concerning the water supply to the Rublees Allotment site and asked: Since the changes to the council in May and the revoking of the working party that had carried out investigations for the allotment water supply, will there be a new and representative working party appointed as soon as possible.*

45.1.2 *A - The Clerk informed that a working party of representatives of the Allotment Association, non-members of the Association and all committee members that wished to be involved be appointed to agree a specification, and once agreed, to gain quotes and move forward depending on budgetary constraints, or at least put forward a plan for next year's budgetary discussions.*

45.1.3 *A - Cllr Alexander informed that some investigative work has been carried out and this will be reported at item 10.4.*

45.2.1 *Q - Cllr Goldsmith asked for an update on the Winter Maintenance programme.*

45.2.1 *A - The Clerk informed it will be on the Agenda for the November Meeting.*

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

C/20/46 MINUTES OF PREVIOUS MEETINGS

- 46.1** To approve the minutes of the Community Committee meeting held on the 29th September 2020. Cllr Campbell **proposed, seconded** by Cllr S Sullivan an amendment to change item 37.1 of the minutes of 29th September to read Cllr Hanson as Chairman stated that for the time being, and subject to review from time to time, an email or other written response will be given to residents' questions, and will be uploaded to the SPC website. **Agreed.**
- 46.2** Cllr Campbell **proposed, seconded** by Cllr Goldsmith an amendment to change item 37.1.2 of the 29th September minutes to read 'The Chairman declined Mr Brown's request to advance the order of items on which residents had arranged to speak because she considered that the prior items of business on the agenda were "quite important", but she offered the assurance that she would try to deal with these prior items as swiftly as possible. **Agreed 7 for (DH,SS,GS,PC,JN,RG) and 1 abstention (TL).**
{The Chairman noted she agreed to this amendment without reviewing the recording}
- 46.3** Cllr Campbell **proposed, seconded** by Cllr Goldsmith that 38.1.1 of the previous minutes be amended to include a summary of Cllr Campbells right of reply which is 'Cllr Campbell exercised a right of reply and said that contrary to Cllr Lloyds statement there was evidence to support Cllr Campbells claim of predetermination, namely internal emails to that effect. Cllr Campbell went on to observe that in his opinion this was all part of an unacceptable policy of certain Cllrs voting to remove from the record things that have been said that that they did not wish to hear and furthermore refusing to respond in public to members of the public. **Agreed 6 for (DH,TL,SS,GS,PC,RG) 2 abstentions (SA,JN).**
- 46.4** Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to the changes made that the minutes be accepted as a true record. **Agreed**

CLERK

C/20/47 PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS

- 47.1** **A/20/30.3.2** Clerk delegated to provide Lanyards for all Councillors usage – This item will be taken to the next Full Council meeting with the intention of agreeing a logo before the lanyards are created- **Ongoing**
- 47.2** **A/20/30.4** Bin relocation deferred until the next meeting subsequent to meeting with Cricket Club – **Ongoing**
- 47.3** **A/20/30.5** D. Clerk to produce trade waste alternative contractors' costings – **Ongoing**
- 47.4** **A/20/5.2.3** Hedgerow works on MPF: postponed to the Autumn – The Clerk updated that the works that were postponed to the Autumn to avoid bird nesting season the contractor has stated it will be undertaken some time in November. Mr Brown will be informed of the date to ensure he is aware and available to be in attendance.
- 47.5** **A/20/22.16** Concrete removals on MPF – The Clerk updated that one concrete area has been removed and the area of the old roundabout has been dug out but the concrete still needs to be removed from the site. The depth of the concrete at one metre was greater than anticipated. Due to this extra work there was an increase in cost by £300 over that quoted price, agreed by the Clerk and Chairman of the committee in accordance with Standing Orders. It was noted that there is still a third area of work to be carried out as part of the quoted work.

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47.6	A/20/7.12	Fletchers Croft WP – negotiations continuing with HDC – Ongoing	ACTION CLERK
47.7	A/20/28.1.2	Clerks office to establish whether obligations are being met regards agreements made in 2006/7 with Steyning school regards the Car Park adjacent Library – See item 51.2	
47.8	C/20/37.2.1	Clerk & Chairman to respond to questions raised at the 29 th September Meeting question time – Actioned	
47.9	C/20/38.1.2	Clerk to amend date within 23 rd July 2020 Amenities Minutes - Actioned	
47.10	C/20/41.1.1	Cllr Alexander and Roger Brown to work on an outline overall plan regards the Abbey Road project – Ongoing	Roger Brown / Cllr Alexander
47.11	C/20/41.1.1	A Biological survey be undertaken and paid for and yellow rattle seed purchased - Actioned	
47.12	C/20/41.1.2	The working party to convene regards Abbey road project – See item 49.2	
47.13	C/20/41.3	Allotments proposed upgraded water supply – To agree specification and gain quotes – See item 49.1	
47.14		Cllr Goldsmith asked if the correspondence from a resident at Coxham Lane concerning traffic calming had been acknowledged. The Chairman and Clerk informed that it had been done. Clerk to send the responding email to the committee members.	CLERK
		<i>The Chairman informed that some items would be brought forward to be discussed at this point.</i>	
C/20/48	HIGHWAYS AND LIGHTING		
48.1		DMMO for the Rifle range – Mrs Gill Muncey and Cllr Young updated the committee with a brief precis on the history of the Rights of Way issues. The first application submitted in 2019 for footpath 2704 from Steyning Leisure centre past Charlton Court Farm and to Mouse Lane and is being ‘heard’ at WSCC on 3 rd November 2020. The second request was for paths on the rifle range incorporating Nightingale Lane and the Lower Horseshoe Path which unfortunately WSCC has requested further information for. Gill Muncey asked if the committee would support this application which would need to be a new simplified application. The committee unanimously agreed in principle that the Clerk should start a new application form and bring it back to next month’s meeting. Gill Muncey to begin to collect signatures for this application.	Gill Muncey / Clerk
C/20/49	CURRENT COMMUNITY PROJECTS		
49.1		Allotments proposed upgraded water supply – Councillor Alexander informed that Southern Water have been contacted to arrange a meeting to get a report on the water meter and the supply pipes to find out if there is a problem and if it is found that there is, how the issue can be rectified. The report will be brought back to the next meeting. It was requested that the old report is circulated to the committee.	Cllr Alexander
49.2		Update on Abbey Road Village Green – Cllr Alexander informed that a disease-free Elm Tree has been donated, and the conservation group plus ‘Steyning for trees’ members met at Abbey Road and have decided on a position suitable for the planting of the tree. A map with the location had been circulated to Cllrs with the position marked for information. Cllr Alexander proposed, seconded by Cllr Hanson to agree the position for the planting of the	

Elm Tree. **Agreed.** Cllr Alexander also informed that the working party had completed a very productive day at the Abbey Road site. The report from Roger Brown on this work is a supporting paper on the website.

C/20/50 FINANCE

- 50.1** To agree Income & Expenditure reports for September 2020. Cllr Goldsmith queried the water charge cost on the allotment sites. It was noted that there had been a larger than normal 'catch up' invoice following many estimated readings which were found to be an underestimation. A monthly meter reading system to be implemented with the caretakers ensuring that best use of time is considered and report to next meeting. The club rental invoicing was queried. The committee was informed all rents were paid with the exception of one Club at present. Cllr Hanson **proposed, seconded by** Cllr Alexander to accept the reports as a true record of the financial report. **Agreed** **CLERK**
- 50.2** To discuss the draft Community committee budget for the year 2021/22 and any proposed project funding. Following a lengthy discussion and some queries on items for budgeting Cllr Lloyd informed that a working Party meeting to discuss the finance and budget will be held before the next F&GP Committee meeting. Cllr Lloyd to send out papers to all committee members.

C/20/51 HIGHWAYS & LIGHTING

- 51.1** To consider possible 20 mph speed limit and other traffic management measures for Steyning or parts thereof, using WSCC Community Highways Scheme and/or such other schemes as may be appropriate. To discuss, and agree if appropriate, the establishment of, and appointments to, a working party charged with:- **CLERK**
- Consulting residents, traders, businesses, and other stakeholders.
 - Liaising with the Chamber of Trade and the Steyning Partnership both as to the desirability of such a scheme or of any other traffic management scheme(s); and
 - Bringing forward recommendations to Full Council
- Cllr Hanson **proposed, seconded by** Cllr Lloyd that a working party for the project be formed of Cllrs Hanson, Lloyd, G Sullivan, Campbell plus County Cllr David Barling and District Cllr Bob Platt with one representative from each of the Steyning Partnership, the Steyning Business Chamber and the Climate Change Group. **Agreed**
- 51.2** Car Park at the Library – The Clerk updated that the signed agreement with the Parish Council and the School was sent to all committee members. Due to the wording of the agreement there is no further action to be taken concerning the Schools decision to remove the permission of use by the public. Cllr Hanson to work with the Clerk to appeal to the School for use of the carpark by the public. **CLERK / Cllr Hanson**
- 51.3** Definitive Map Modification Order (DMMO) for the Bostal footpath – Clerk updated. There has been no further information since the confirmation of receipt of the DMMO that was sent in on 6th August 2020.

C/20/52 PREMISES MATTERS

- 52.1** Lean-to project proposed by the Steyning Centre Playgroup – The Clerk reported that the pre-school had requested permission to erect a temporary fixture for shelter for the children against inclement weather. The preschool has secured funding for the project. **CLERK**

ACTION

Cllr Hanson **proposed, seconded** by Cllr Campbell to accept the project in principle and for the pre-school to report back to the committee before it is implemented with a report and plans to be agreed. **Agreed.**

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

C/20/53 DATE OF NEXT MEETING – 24th November 2020 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 24th November 2020

Chair

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

<https://archive.org/details/2020-10-27-steyning-parish-council-community-committee-offical-copy>