

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2nd March 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 11 {including Cllr Young and 5 representatives of the 20mph working party}

Meeting started at: 7.32 pm

DRAFT MINUTES

		ACTIONS
C/20/86 86.1	APOLOGIES FOR ABSENCE None for this meeting.	
C/20/87 87.1	DECLARATIONS OF INTEREST AND DISPENSATIONS None	
C/20/88 88.1.1	QUESTIONS FROM THE FLOOR (<i>Questions, answers and statements are summarised</i>) Q – Mrs Sally Sanderson – Asked if the parish council could confirm that there will be skips provided in March this year and if possible, could there be a communal bonfire around the time that the skips arrive to be able to get rid of burnable rubbish.	
88.1.2	A – Cllr Campbell responded, at Cllr Hanson's request, the working party for proposed new allotment agreements had discussions on 1 st March, the consensus had been that as the council provide skips it is hoped to move towards no bonfires in the future, however this has not been properly discussed or consulted on, therefore it would be possible to go ahead with this year's bonfire subject to a risk assessment being carried out beforehand. It was noted that Horsham District Council discourage bonfires, but they do not ban them. Cllr Hanson suggested that the bonfire go ahead this year as long as HDC don't change their mind. Clerk suggested to put this as an agenda item for the April Meeting.	CLERK
C/20/89 89.1	MINUTES OF PREVIOUS MEETINGS Cllr Hanson proposed, seconded by Cllr Alexander that the minutes of the 5 th January, with the amendment to Item 4.1, which was sent to all members prior to the meeting, be agreed as a true and fair record of the meeting. Agreed.	CLERK
89.2	Cllr Campbell had requested, by email, some amendments to the minutes of 2 nd February. Having listened to the recording, the Clerk read out the suggested amendments to Items 80.3 and 84.1. (the proposed amendments had been sent to Cllrs earlier). Cllr Hanson proposed, seconded by Cllr Alexander that subject to these amendments, the minutes of 2 nd February be agreed as a true and fair record of meeting. Agreed.	CLERK

The Chairman brought forward Agenda item 6.1 at this point of the meeting.

C/20/90 COMMUNITY PROJECTS

90.1 Update from the Steyning 20 miles per hour working party and to agree printing and distribution details for the 'Community Consultation' questionnaire and any other actions arising from the working party.

Geoff Barnard stated there was some positive feedback from the last meeting and due to the working party have made a few alterations to the questionnaire following the suggestions made. The closing date has now been extended to 30th April 2021. The working party aim to have the report and survey results written up in May and have scheduled a meeting for 11th May to discuss this. The next step will be to draft an application to WSCC for the scheme and hope to submit this in June. WSCC will need to carry out speed monitoring on some of the roads before they are able to make a decision. The cost for printing and distribution, including up to 50 houses in the outskirts of the area, should be no more than £750.00. Cllr Lloyd commented that the questionnaire and survey were very good documents and thanked Geoff, Dean, Ian and the working party for their hard work. Cllr Lloyd informed that Bramber Parish Council are happy to contribute 10% of the costs for the printing and will undertake the postal side of Bramber deliveries other than the roads that are abutting Steyning Parish boundaries subject to the delegation of the Clerk and the Chairman. Cllr Lloyd proposed a motion but before a vote was taken there followed a debate on whether the inclusion of Bramber Parish Council should or should not be within the proposed resolution.

Cllr Lloyd **proposed, seconded** by Cllr Campbell that the committee agree the recommendations for the 20mph working party to move forward with the postal and online questionnaires subject to the changes to the 'Electrical vehicle charging point' questions, which was raised this evening, up to a value of £750.00 which is to cover the cost of the questionnaire, hand delivery and postage to outlying homes within the parish. This will include homes in Bramber Parish directly abutting the Steyning Parish boundary and within the proposed 20mph scheme. The Committee agrees to delegate the Clerk to liaise with the Chairman to action the printing and delivery of the questionnaire. **Agreed**

CLERK

Chairman brought forward Agenda item 10.1 at this point of the meeting

- 90.2 To discuss and agree to deliver the completed DMMO application for the Rifle Range footpaths to WSCC.** Cllr Campbell expressed a concern that the item should possibly be discussed under confidential session. Cllr Young informed that the DMMO Application has been put together for popular walks on the Rifle Range. The paths in question are linked to the Horseshoe and the South Downs way along to Chanctonbury. It also incorporates the historic section of the Rifle Range. Gill Muncey reminded the Committee that the project was started in 2018 and this is an amendment to the first application. She informed that it will be WSCC that will make the final decision on the application and whether the use of the specified paths as Public Rights of Way will be approved. Richard Goring thanked Cllr Young and Gill Muncey for giving some time to talk through the proposed application. He said that he was saddened that the council felt the need to request a DMMO from WSCC. He explained that the work the estate has been trying to do is to build a relationship with Steyning to help residents to learn about conservation and how nature and farming can work symbiotically. He explained that having a DMMO makes the flexibility of this relationship more difficult. The cost of closing an area whilst work is carried out for Health and Safety reasons is approx. £2000. During previous conversations, and more recently at a meeting with Cllr Young and Gill Muncey, he had spoken about a giving a 10-year licence for the use of the footpaths and he reiterated this offer to the council. He informed that if the DMMO is submitted to WSCC the Wiston Estate would be opposing the application. Cllr Young confirmed there had been a meeting at Richard's request and that the Deputy Clerk also attended.

Cllr Campbell **proposed, seconded** by Cllr S Sullivan to go into a confidential session at the end of this meeting to discuss issues. **Not Agreed, 4 for (RG,PC,SS,GS), 4 against (DH,TL,SA,JN) the Chairman used her casting vote against going into confidential session.**

Following further discussions concerning the DMMO. Cllr Campbell **proposed, seconded** by Cllr Goldsmith to agree to deliver the completed DMMO application and supporting evidence for the Rifle Range footpaths to WSCC. **Agreed 5 for (PC,RG,SS,GS,TL) 3 against (DH,JN,SA)**
Cllr Young, Gill Muncy and Richard Goring were thanked for attending the meeting.

CLERK

The Chairman returned to Agenda item 5 at this point of the meeting.

C/20/91 MATTERS ARISING AND ACTIONS

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|--------------|--|---------------------------------------|
| 91.1 | Works to MPF/Allotment hedgerow to be completed – Actioned | |
| 91.2 | Residents back gate access to MPF Car Park – The Clerk informed the committee that 2 letters have been found from the archive written by the council to previous owners of the property refusing permission for the use of the back gates as access to their property. Cllr Lloyd proposed, seconded by Cllr Goldsmith to delegate the Clerk to write a more forceful letter to the residents in liaison with Cllrs Campbell and the Chairman over its content. Agreed 7 for (PC,RG,SS,GS,TL,DH,SA), 1 against (JN). It was suggested the letter be sent by registered post. | CLERK /
Cllr PC & DH |
| 91.3 | Clerk and Chair to check issue raised by Cllr Campbell and update committee – See item 89.1 | |
| 91.4 | Clerk to send out resident access letter to all Cllrs – Actioned | |
| 91.5 | Clerk to obtain further quotes and bring back to next meeting – See item 90.2 | |
| 91.6 | 20mph WP to discuss the proposals and cost agreement with Bramber PC – See item 90.2 | |
| 91.7 | Clerk to ensure contractor digs hole to ascertain pipe width at Allotment meter – Actioned | |
| 91.8 | Cllr Alexander tasked with gaining further quotes in respect to enhanced Allotment water supply - Cllr Alexander updated that the schematics from Cllr Campbell have been sent to Hollinger. Cllr Campbell queried if the other prices had been obtained. Cllr Alexander explained that he was amending the schematics and would then pursue prices. Cllr Goldsmith stated that he has details of a firm that do water works and will forward it to Cllr Alexander. | Cllr Alexander
/ Goldsmith |
| 91.9 | Clerk to set up working party to discuss proposed new Allotment agreement – See item 93.1 | |
| 91.10 | D. Clerk and Cllr Alexander explore trade waste options to avoid using landfill sites - See item 95.2 | |
| 91.11 | D. Clerk to contact HDC and ascertain current position on Fletchers Croft Lease - See item 95.1 | |
| 91.12 | Clerk to re-distribute briefing paper from Cllr Campbell re Fletchers Croft Lease – Actioned | |
| 91.13 | Clerk's office to highlight dog fouling issue with street cleaner and Wardens – Actioned | |
| 91.14 | Clerk to write to resident to inform them of play area closure and to progress work ASAP. Clerk informed that play area is closed, the resident has been informed and a response is Awaited. | CLERK |
| 91.15 | Clerk to close South Ash play area – Actioned | |
| 91.16 | DMMO application at the rifle range – See item 90.2 | |

C/20/92 COMMUNITY PROJECTS

- 92.1 To receive an update on the Abbey Road project.** The Clerk read out Roger Browns report which was a supporting paper. Thanks were conveyed to Roger Brown for this report.

C/20/93 ALLOTMENTS

- 93.1** Update from the Allotment working party in regard to the new Allotment agreement details. The Chairman reported that a working party meeting was held on 1st March to discuss the proposed Allotment agreement. Some details are being worked on by Cllrs Lloyd and Campbell which will be reported to the next working party meeting to be held before April. It is hoped at that time to have a completed draft agreement which will be sent out to all allotment holders for their comments.
- 93.2** To receive the Allotment report and to discuss and agree any other Allotment actions. Cllr Sullivan queried the grass cutting noted within the allotment report. Clerk informed that IDVerde cut the main paths and the caretaker carries out tidy up strimming of vacant plots and keeps the paths tidy. Cllr Goldsmith queried from the last allotment report why as many as 27 warning letters had been sent. The Deputy clerk said that the letters were from a period of time from spring to summer and were standard reminder letters that are sent as a normal procedure from the office to plot holders concerning weeds or non- cultivation etc. in accordance with the allotment agreement. Following continuous disruption from Cllr Goldsmith, Cllr Alexander **proposed, seconded** by Cllr Norcross to invoke standing order 2b that Cllr Goldsmith should not be heard from any further during this meeting. **Agreed 4 for (DH,TL,JN,SA) 4 against (SS,RG,PC.SG)**, the Chairman used her casting vote in favour of the proposal.

CLERK /
Cllr Lloyd
& Campbell

C/20/94 FINANCE

- 94.1 To agree the Income & Expenditure reports for January 2021.** The Clerk informed that there was a mis-posing on item 4252 which will be corrected before the next reconciliation. Cllr Hanson **proposed, seconded** by Cllr Alexander that the income and expenditure for January 2021 be accepted as a true and correct record of the financial report. **Agreed**

C/20/95 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 95.1 Fletchers Croft – To secure a lease/licence for the Fletchers Croft Play area and Fitness area.** Cllr Alexander **proposed, seconded** by Cllr Norcross that a working party of Cllrs Hanson and Norcross be delegated to meet with HDC. **Agreed**
- 95.2 Trade Waste Bin emptying – To discuss alternative contractors and preferred service option.** Deputy Clerk informed that 4 companies were contacted to ascertain if they took waste to landfill or incinerators, only one company used incineration and wasn't able to quote for the emptying at the MPF due to the size of their lorries and could not carry out waste collection from the Steyning Centre in the time frame that would be required to fit in with the playgroup usage of the centre. Cllr Hanson **proposed, seconded** by Cllr Alexander to continue with the current service provided by Horsham District Council. **Agreed**

CLERK /
Cllr DH & JN

C/20/96 HIGHWAYS

- 96.1 Steyning High street uneven road surface –** Deputy Clerk informed that that WSCC Highways have been informed of the issue and suspected problem with the drains under the road. They have stated that they will monitor the section of road and carry out work if required.

D. CLERK

C/20/97 PROGRESS REPORT

- 97.1 Lanyards to be produced subject to Logo agreement** – The Clerk informed the committee that this item was discussed at a recent Personnel meeting as to whether a policy would be required for the use of Lanyards. It was suggested that a policy is not required and that the Lanyards would be issued with guidance of usage printed on the back. **CLERK & Cllrs**
- 97.2** Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement **Ongoing**- Chairman informed that the person that need to be contacted has left and there has been no replacement yet. Discussions will take place once a replacement is in post. **CLERK / Cllr DH**
- 97.3** Steyning Centre Lean-to project details to be brought back to committee – **Ongoing** **CLERK**
- 97.4** Clerk and Cllr Saunders to make small amendments to resident’s consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters –**Ongoing** **CLERK**
- 97.5** Memorial / Celebration tree policy to be reviewed – **Ongoing**
- 97.6** Clerk to continue to keep councillors informed about possible Mass Vaccination Hub –**Ongoing** Clerk reported there has been no further information for the use of the Steyning Centre but program is well advanced for vaccinations and is being carried out in Henfield and Storrington. **CLERK**
- 97.7** Chairman and Vice Chairman to arrange meeting with Cricket club – **Ongoing**. **CLERK / Cllr DH & JN**

C/20/98 INFORMATION / CORRESPONDENCE ITEMS

- 98.1** The Clerk informed the Committee that a report from Roger Brown on the Steyning Community Orchard had been received for March 2021. The report is available on the parish council website. Thanks were expressed to Roger Brown for his report.
- 98.2** A letter has been received from a resident who is having discussions with HDC to place a recycling bin at the car park in Steyning High Street. A short communication has been received from HDC and the Clerk will contact them for further details and clarification on this and report back to the next meeting **CLERK**

C/20/99 DATE OF NEXT MEETING – 6th April 2021 at 7.30 pm.

The Chairman closed the meeting at 9.39pm

Signed: Date: 6th April 2021

Chair

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

<https://archive.org/details/2021-03-02-steyning-parish-council-community-meeting>