

## MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2<sup>nd</sup> February 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: 9 {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

## MINUTES

| C/20/74 | APOLOGIES FOR ABSENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ACTIONS |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 74.1    | None for this meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| C/20/75 | DECLARATIONS OF INTEREST AND DISPENSATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |
| 75.1    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |         |
| C/20/76 | QUESTIONS FROM THE FLOOR <i>(Questions, answers and statements are summarised)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |
| 76.1.1  | <b>Q – Mrs Sally Sanderson</b> – Can the Council confirm that there is a 3-year plan to reduce the height of the Rublees/Memorial Playing Field hedge and will it be carried out before the 28 <sup>th</sup> February cut-off date for hedge cutting to be able to be carried out .                                                                                                                                                                                                                                                                                                                                                      |         |
| 76.1.2  | <b>A – The Clerk</b> confirmed that there is a 3-year plan, and that the contractor is waiting for a window of dry weather to be able to get on the Memorial playing field without causing damage to the ground.                                                                                                                                                                                                                                                                                                                                                                                                                         | CLERK   |
| C/20/77 | MINUTES OF PREVIOUS MEETINGS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |
| 77.1    | Cllr Hanson informed that the minutes of 24 <sup>th</sup> November 2020 which were deferred at the last meeting have been altered to say 'Cllr Goldsmith asked for residents back gate access to MPF car park to be investigated. Chairman agreed that the Clerk write a letter to the residents to further the investigation. She and the Clerk would report progress back to this committee. Cllr Lloyd <b>proposed, seconded</b> by Cllr Hanson that subject to the above change the minutes of the meeting held on the 24 <sup>th</sup> November 2020 be accepted as a true and fair record of the meeting. <b>Agreed</b>            | CLERK   |
| 77.2    | Cllr Hanson Proposed to accept the minutes of the meeting held on of 5 <sup>th</sup> January, Cllr Campbell referred to an email he had sent earlier that day to councillors with concerns for the wording of the proposed minutes at item 69.20. Cllrs had not had time to check this as the email had only arrived today (02.02.21). Cllr Hanson <b>proposed, seconded</b> by Cllr Campbell that the minutes be deferred until the next meeting to give Cllrs chance to listen to the recording. <b>Agreed.</b> Cllr Hanson informed that a letter had been sent to the resident. Clerk to send a copy of the letter out to all Cllrs. | CLERK   |

## **C/20/78 MATTERS ARISING AND ACTIONS**

- 78.1** C/20/67.1 Clerk to amend item 60.3 in 24<sup>th</sup> November Draft Minutes – **Actioned**
- 78.2** C/20/67.2 Clerk to check item 61.1.2 on 24<sup>th</sup> November Draft Minutes, and bring these back to next meeting - **See item 77.1**
- 78.3** C/20/68.1 20 Miles per hour working party notes to be placed on the Web Site – **Actioned**
- 78.4** C/20/68.2 Two Bramber PC member representatives to be included within the 20mph working party – **Actioned**
- 78.5** C/20/69.5 D. Clerk to produce Trade Waste alternative contractors' costings – **See item 82.1**
- 78.6** C/20/7.12 Fletchers Croft WP – negotiations continuing with HDC – **See item 82.2**
- 78.7** C/20/69.10 Working party to consider Allotment water supply enhancement quotes – **See item 80.2**
- 78.8** C/20/71.2 Defer discussion on Steyning Centre room hire charges but advise where necessary that possible price increase will be in region of 2 to 3% - **Actioned / Ongoing**
- 78.9** C/20/72.1 Clerks office to communicate with Allotment holder re their request to place Hens on plot - **Actioned**

## **C/20/79 COMMUNITY PROJECTS**

- 79.1** Ian Alexander, member of the 20pmh working party, updated the committee on the progress of the project so far. He informed that the proposed questionnaire and online survey would help to back up the scheme and should clarify the level of support from residents for the project. The consultation for the scheme will be carried out by West Sussex County Council. There was a query regarding a question in the survey re electric vehicles infrastructure, as at present there are no charging points in the area. Cllr Lloyd informed that Horsham District Council had a contract in place to carry out the installation of electric charging points in car parks but unfortunately, the contract had to be cancelled and they now have to go out to tender again for more quotes. Cllrs felt that the questionnaire was an excellent piece of work. Thanks were given to Ian, Geoff, Dean and the working party for the work that had been put into this project.
- 79.2** Quotes had been sought for the printing and delivery of the questionnaire. Prices received so far are in the region of £413.50 which can be agreed by the Clerk under delegated authority. Further quotes are awaited. Mike Croker informed that there is a general intention for Bramber Parish Council to financially support costs of printing and delivery but nothing has been officially agreed yet. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the committee agree to the {content of} the printed and online versions of the questionnaire and that the Clerk obtains quotes to bring back to the next meeting. **Agreed 7 for (DH,LT,JN,SA,PC,GS,SS) 1 Abstention (RG)**. Cllr Goldsmith felt the proper prices for a project have not been obtained, however he is not against the project. Cllr Lloyd informed that F&GP working party would discuss the proposals and a cost agreement with Bramber Parish Council.
- 79.3** To approve the Abbey Road Open Space – 'Ecological report and Management plan'. Thanks to Roger Brown were expressed by the committee for the excellent report and for his work that had gone into producing it. Cllr Campbell **proposed, seconded** by Cllr Sullivan to approve the Ecological report and Management plan. **Agreed**

**CLERK**

**Working  
Party**

- 79.4 The Abbey Road Open Space update from Roger Brown. Cllr Campbell **proposed, seconded** by Cllr Hanson to receive the update on Abbey Road Open Space and to thank Roger for the update and his time. **Agreed**
- C/20/80 ALLOTMENTS**
- 80.1 The notes of the working party meeting held on 28<sup>th</sup> January were sent out to all members of the working party. The working party had a long discussion concerning digging a hole at the water meter site to ascertain the width of the pipes going in and coming out of said meter. Cllr Campbell **proposed, seconded** by Cllr G Sullivan that Mark Streeter, Contractor, is authorised up to the cost of £250.00, subject to liaison with Southern Water to dig a hole to ascertain the bore of the pipe both to and from the water meter. **Agreed.** **CLERK**
- 80.2 There was a discussion on the quotes that have been received so far for the water project for Rublees allotments. All the suggested plans were discussed. It was noted that a detailed specification will be required before further quotes can be requested. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Alexander be authorised to gain further quotes from various companies for the designs {already} submitted and to include replacement of the existing pipes and pipes from road into the meter and bring back to the committee. **Agreed.** **Cllr Alexander**
- 80.3 Cllr Hanson stated there was a need to discuss and agree the time scales for working out a new allotment agreement and when and if allotment fees are to be discussed. The Clerk informed that the new allotment agreement will need to be in place by July 2021. It was suggested a working party be organised as soon as possible for Cllrs to have initial discussions for a new agreement and to invite some allotment holders to join the working party at a later date. Cllr Hanson **proposed, seconded** by Cllr Alexander that a working party {consisting of} of Cllrs Lloyd, Hanson, Norcross, S Sullivan and Campbell meet to look at the allotment agreement details and work out a new allotment lease. **Agreed** **CLERK / W. Party**
- C/20/81 FINANCE**
- 81.1 Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure for December 2020 be accepted as a true and correct record of the financial report. **Agreed.**
- C/20/82 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE**
- 82.1 There was a discussion on trade waste options already received and the clerk explained the reasons the current provider was favoured. Cllrs showed concern that the waste removal options received go to land fill and requested to look into providers that take the waste to incinerators rather than taking the waste to land fill sites. Cllr Campbell **proposed, seconded** by Cllr Hanson that the Deputy Clerk and Cllr Alexander investigate options for more recycling and incinerator options and query if dog waste can be included in incinerator waste. **Agreed** **D. CLERK / Cllr Alexander**
- 82.2 Fletchers Croft WP – To discuss and agree to set up a working party to further discuss with HDC and secure a licence for the Fletchers Croft Play area and Fitness area. Clerk informed that there have been conversations with HDC and Cllrs Campbell and Goldsmith regarding the Licence being renewed for 30 years and other possible opportunities. The Clerk was asked to re-circulate a briefing paper written by Cllr Campbell in May 2020. Cllr Hanson **proposed, seconded** by Cllr Campbell that the Deputy Clerk be delegated to make contact with HDC to ascertain the position at present on the lease for Fletchers play area and report back to the next meeting. **Agreed.** **CLERK**

**C/20/83 HIGHWAYS**

**83.1** A letter of complaint has been received from a resident in relation to dog fouling on the High street- There was a lengthy conversation on this, and many suggestions made, it was noted that dog fouling is at present a nationwide problem. It was agreed to ask the SPC street cleaner if he feels the situation is worse than usual and to ask the Wardens to pay more attention to this and include this in their foot patrols.

**CLERK**

**C/20/84 PROGRESS REPORT**

**84.1 C/20/56.1** Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner – Clerk informed that correspondence had continued with the owner and the office had presented the owners with a quote to get the fence repaired. Cllrs voiced concern for the safety of the fence, the Clerk informed that the fence is checked regularly for safety reasons. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the South Ash Play Area be closed for Health and Safety reasons until such times that the adjoining abutting fence is put into a safe condition. Cllr Campbell suggested an **amendment proposal** to Cllr Lloyds proposal to add to it 'that the parish council look into the extent of the obligations that rest on the owner of the fence and in the event that the council is unable to force the repair the council enter into negotiations under which the council may pay for some or all of the fence, Cllr Goldsmith **seconded** the proposed amendment. **Not Agreed 4 for (PC, RG, SS, GS) 4 against (DH, JN, TL, SA) Chairman's casting vote was used against the proposal.**

**CLERK**

The original **proposal** from Cllr Lloyd **seconded** by Cllr Campbell that the South Ash Play Area be closed for Health and Safety reasons until such time that the adjoining abutting fence is put into a safe condition, was revisited. **Agreed, 7 (TL, DH, SA, JN, SS, GS, PC) 1 abstention (RG).**

**CLERK**

Clerk to write to resident to inform them that the play area has been closed and request that the fence is repaired as soon as possible. Additional proposals for the fence being repaired were discussed but time ran out before any agreement was made, and no further business was discussed.

**CLERK**

Clerk to bring back to next meeting progress report matters not discussed

**C/20/85 DATE OF NEXT MEETING – 2<sup>nd</sup> March 2021 at 7.30pm**

**Meeting closed at 10.02pm**

**Signed: ..... Date: 2<sup>nd</sup> March 2021**

**Chair**

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

**<https://archive.org/details/2021-02-02-steyning-parish-council-community-committee-meeting-offical-copy>**