
MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 5th January 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: Nine {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

MINUTES

ACTION

C/20/64 APOLOGIES FOR ABSENCE

64.1 None for this meeting.

C/20/65 DECLARATIONS OF INTEREST AND DISPENSATIONS

65.1 None

C/20/66 QUESTIONS FROM THE FLOOR (Questions, answers and statements are summarised)

66.1.1 Q – Mr Tony White – Had emailed the following question

In April, Steyning Parish Council made the following statement regarding Covid "Stay safe, stay alert, and together we can beat the scourge of coronavirus." So, when are you going to proactively engage in arranging measures that do that?

At the meeting Mr White voiced his disappointment for the lack of actions being carried out by Steyning Parish Council and especially not having placed bollards or barriers to widen the pavements in the High Street to ensure that 2 metre safe distancing could be maintained when requiring to pass other residents, especially on narrow pavement areas, and also to stop cars parking on the yellow lined areas in the High Street. He requested that something be done to ensure that this happens.

66.1.2 A – Cllr Norcross responded that the Parish Council has no power to stop the parking or to be able to put barriers in place to widen the pavements. She stated that the parish council had been able to keep the playgrounds and public toilets open by carrying out an enhanced cleaning regime and signage to inform residents of the government guidelines. Allotments have also been able to remain open due to signage and service from the Parish Council. She noted more instances of working with other organisations in order to help serve the community over this difficult period. The Parish Council have done their best within the powers and responsibilities that it has.

66.1.3 Mr White responded that he feels more can be done without asking permission of Horsham District Council as the worst they can do is take the council to court.

66.1.4 Cllr Hanson Thanked Mr White for his comments and said his concerns would be further considered, and the council would continue discussions with partner organisations and with HDC to look for resolutions.

C/20/67	MINUTES OF PREVIOUS MEETINGS	
67.1	To agree the minutes held on the 24 th November 2020 as a true and fair record. Cllr Campbell proposed, seconded by Cllr S Sullivan that considering Item 60.3. <i>“Clerk asked once again for priority project items to be emailed to him”</i> . That ‘once again’ is removed as he doesn’t recall a request for the information previously. Agreed 7 for (SA,TL,JN,SS,GS,PC,RG) and 1 abstention (DH).	CLERK
67.2	Cllr Campbell proposed, seconded by Cllr G Sullivan under Item 61.2.2. the phrase <i>“Cllr Goldsmith asked for the residents’ back gate access to the Car Park to be investigated and the clerk to write a letter to the residents if needs be”</i> does not accurately record the type of letter that was requested should be sent. Following a lengthy discussion Cllr Hanson proposed, seconded by Cllr Alexander that the agreement of these minutes be deferred until the next meeting to allow for further investigation to what was agreed as regards to the letter to be written. Agreed 4 for (DH,TL,SA,JN), 4 against (SS,GS,RG,PC). The Chairman used her casting in favour of deferring the minutes, therefore the proposal to defer was carried. <i>The Chairman informed that the next item would be brought forward.</i>	CLERK
C/20/68	COMMUNITY PROJECTS (Brought Forward)	
68.1	Dean Haysom, Chairman of the 20 miles per hour working party reported that the group consists of representatives of the Parish Council, WSCC, HDC and 3 community groups, The Business Chamber, Steyning and District Partnership and the Greening Group. He informed that the working party had discussed several possible options for moving forward with a 20mph speed limit for Steyning, and with the advice from Steve Douglas, Highways officer from WSCC, have opted to progress a Community Highway Scheme. This will require a questionnaire going out to residents to get support for the project. The estimated cost for the project will be approximately £12,000 to £15,000. S106 money could be used to help fund this the project. Cllr Campbell asked if there is an intention to bring in road sharing? Dean responded that it may be possible to consider road sharing at a later stage of the project. The notes for the working party will be uploaded to the parish council website. Cllr Goldsmith asked if the Steyning Bypass would be included in the speed limit plan. Dean responded that WSCC had informed that to include the bypass would take a long time and slow progress in other areas, therefore this has been put on the back burner at present. Dean was thanked for his update.	CLERK
68.2	To agree representatives from Bramber Parish Council Cllr Hanson proposed, seconded by Cllr Lloyd that 2 representatives from Bramber Parish be appointed to the working party. Agreed 5 for (DH,TL,JN,SA,RG) 3 Abstentions (SS,GS,PC)	CLERK
C/20/69	PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS	
69.1	Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner - The Clerk updated that contact with the new owner of the property has been made and they have promised to email him to discuss the way forward. – This will be reported to committee when there is significant progress	CLERK
69.2	Answer to residents’ question from 29 th September to go on web site – Actioned	
69.3	Amendment to 27 th October minutes to be completed – Actioned	
69.4	Lanyards to be produced subject to Logo agreement - now with Full Council	
69.5	D. Clerk to produce Trade Waste alternative contractors’ costings – On Agenda / Ongoing	CLERK

69.6	Fletchers Croft WP – negotiations continuing with HDC – On Agenda/Ongoing	CLERK
69.7	DMMO application at the rifle range – Completed forms from residents are still being received. A report will be brought back at a future meeting. Cllrs questions will be dealt with during that future report.	
69.8	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement Cllr Hanson has made contact with the school senior management team and as and when there is significant progress, a report will be brought to a future meeting	CLERK
69.9	Steyning Centre Lean-to project details to be brought back to committee - Ongoing	CLERK
69.10	The Clerk and Cllr Alexander to pursue quotes for Allotment upgraded supply – The Clerk updated. Quotes had been received from various engineers and these will be taken to the next working party meeting convening on the 14 th January as they pursue recommendation to bring back to this committee at a future meeting,	Cllr Alexander & working party
69.11	Clerk and Cllr Saunders to make small amendments to resident’s consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters – The Clerk corrected that this action is still on going. There has been a hold up and it is hoped that a report can be given at next meeting.	CLERK
69.12	Memorial / Celebration tree policy to be reviewed – This item will require some time as it is a new policy and therefore merits thorough discussion at a future meeting.	CLERK
69.13	Roger Brown’s report to go on web site – Actioned	
69.14	Clerk to search for Abbey road archive report – Some references to a report have been found in Minutes from the mid 1990’s but the actual Abbey Road report Roger had referred to has not been found yet	
69.15	Clerk and chairs to liaise re possible mass vaccination site at Steyning Centre - The Clerk updated that information had been received to inform that second phase mass vaccination centre arrangements have as yet not been determined; further information is awaited. Storrington Health Centre are at present the hub for the Chanctonbury Area which includes Steyning and they will be starting vaccinations for Steyning over 80’s as soon as possible.	CLERK
69.16	Clerk to resend tree reports to councillors – The Tree reports have been sent out to all councillors .	
69.17	Councillors to send project priorities to Clerk – Ongoing	
69.18	Clerk to ensure playground PPM scheme initiated - Actioned The contractor has been informed of the committee’s decision.	
69.19	MPF bin relocation works commenced - Actioned	
69.20	Residents rear gated access to MPF investigated - Ongoing - it was suggested that a letter be written to the resident. If permission has not been granted for vehicular access, then to request that the access is no longer used.	CLERK
69.21	Winter programme amended and sent to WSCC - Actioned	

C/20/70 FINANCE

- 70.1** To agree Income & Expenditure reports for November 2020. Cllr Hanson **proposed, seconded** by Cllr Alexander to accept the November 2020 reports as a true record of the financial report. **Agreed**
- 70.2** To discuss and agree the priorities in regards proposed project funding for the year 2021/22 and the councillor's involvement in the projects for next year. Cllr Lloyd suggested that this be discussed at the budget discussion.

C/20/71 PREMISES MATTERS

- 71.1** To receive the Steyning Centre report and to discuss and agree any actions necessary. The report was taken as read. Cllr Goldsmith asked if any groups are able to still use the centre, and the Deputy Clerk responded that the only groups allowed to continue under the current guidelines are the pre-school and blood donors. It was noted; discussions on saving of salaries and furlough options will be discussed at a Personnel Meeting soon. Cllr Campbell queried how many hours caretakers are working at the allotments. The Clerk advised that work done is approximately 3 hours per week at the allotments and has improved the conditions of the sites and relations with plot holders considerably.
- 71.2** To discuss and agree the Steyning Centre proposed Room Hire fees for the year 22/23 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Hanson to defer the discussion of the proposed room hire fees to a later date dependant on the effects of the Coronavirus Pandemic, and to, when asked for prices by customers, advise them of a possible price increase in the region of around 2 to 3%. **Agreed** **CLERK**
- 71.3** Items brought forward by the Cricket club – There have been some items requested by the Cricket Club that they wished to discuss with the Parish Council. The Chairman and Vice Chairman to arrange a meeting with the Cricket Club to discuss and report back at a future meeting. **Cllr Hanson / Cllr Alexander**

The Chairman informed that she was bringing forward the next item

C/20/72 ALLOTMENTS

- 72.1** To discuss and agree an allotment holder's request to place hens on their plot. It was noted that there is agreement for this within the allotment tenancy agreement and Plot holder to be informed that a small number of hens allowed and an indication of what the construction of the coop will look like is given before it is erected. **D. CLERK**

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

C/20/73 DATE OF NEXT MEETING – 2nd February 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 2nd February 2021

Chair

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

<https://archive.org/details/2021.01.05-steyning-parish-council-community-committee-meeting-official-copy>