



The Steypning Centre, Fletchers Croft, Steypning
West Sussex, BN44 3XL

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 6th APRIL 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: 5 {including Cllr Young }

Meeting started at: 7.32 pm

DRAFT MINUTES

		Actions
C/20/99 99.1	APOLOGIES FOR ABSENCE There were apologies from Cllr Alexander	
C/20/100 100.1	DECLARATIONS OF INTEREST AND DISPENSATIONS None	
C/20/101 101.1.1	QUESTIONS FROM THE FLOOR (<i>Questions, answers and statements are summarised</i>) Q/ Sally Sanderson asked if there were any updates on the water improvement and when the project might be proceeding.	
101.1.2	A/ <i>There has not been a working party for the water improvements in the last 4 to 5 weeks and no further discussions or decisions have been made for the water improvement project. Details will be provided at a future meeting once a meeting and discussions has occurred.</i>	
101.2.1	Q/ Trevor Cree made a statement with respect to the Steypning Centre, item 8 on the agenda, regarding the LED energy saving programme and the grant received from Rampion. His question was, why have these fundamental contributions to the 2019 SPC climate change initiative been downgraded and will SPC leadership reconsider this decision without delay. A/ <i>The Clerk reported that Phases 2 and 3 are still to be looked into and some Rampion funds are still available. Other LED lights are being replaced as the bulbs are now obsolete. These replacements are not part of the remit of the LED energy saving programme. Further discussions for the priority of budgets and projects will be discussed at F&GP Committee.</i>	CLERK
C/20/102 102.1	MINUTES OF PREVIOUS MEETINGS Cllr Hanson proposed that the minutes of 2 nd March 2021 be accepted as a true and fair record of the meeting. Cllr Campbell proposed, seconded by Cllr Sullivan an amendment to the draft minutes, on page 4, item 93.2, to change the wording "following continuous disruption from Cllr Goldsmith" to "following protests from Cllr Goldsmith when the Chair made an incorrect and provocative criticism of him". Agreed. 4 for (PC, RG, SS, GS), and 3 against DH,TL,JN) Cllr Hanson proposed, seconded by Cllr Lloyd that the minutes being accepted as a true and fair record be deferred until the next meeting so that Cllrs have the chance to listen to the recording before they are agreed. Proposal not carried 3 for (DH,TL,JN) 4 against (PC,RG,SS,GS)	CLERK

- 102.2** Cllr Hanson stated that she would not propose that these minutes are accepted.
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the minutes be agreed as amended, as a true and fair record of the meeting held on the 2nd March 2021.
Agreed 4 for (PC,RG,SS,GS) 3 against (TL,DH,JN)

C/20/103 MATTERS ARISING AND ACTIONS –

- 103.1** Clerk to place Allotment Bonfire and skip request on the next agenda - **See item 105.2**
- 103.2** Clerk to amend 5th January '21 Minutes – **Actioned**
- 103.3** Clerk to amend 2nd February '21 Minutes – **Actioned**
- 103.4** Clerk and Chairman to action the printing of the Steyning 20mph consultation Questionnaire. Clerk reported the printing and distribution has been carried out. The survey is going well with so far 873 responses, of which 574 in favour, 245 against and 54 unsure. The full report will be on the agenda for next meeting. **CLERK**
- 103.5** Clerk to deliver {post} the completed Rifle Range DMMO application to WSCC – **Actioned**
- 103.6** Chairman and Vice Chairman to arrange meeting with Cricket club - **See item 108**
(meeting ran out of time before this item) **CLERK**
- 103.7** Ongoing communication with resident regards South Ash play area – **See item 108.1**
- 103.8** Clerk to set up working party to further discuss Allotment agreement – **See item 105.1**
- 103.9** D. Clerk to chase WSCC regards uneven High St. uneven road surface - **Actioned**
- 103.10** Lanyards to be produced as and when photos supplied – **Actioned**
- 103.11** Clerk to report back on possible Mass Vaccination Hub – The Emergency team advisor at WSCC has informed the Office that there have been no further requests for a vaccination site and therefore, it is unlikely that the Steyning Centre would be required.
- 103.12** Installation of proposed recycling bin in the High St. Car Park – **See item 108**
(meeting ran out of time before this item) **CLERK**

C/20/104 COMMUNITY PROJECTS

Whether proposed commercial operators' requests are given support from SPC.

- 104.1.1** Sharna Leggott introduced herself and gave a short presentation concerning her request to be able to sell ice -creams on the Memorial Playing Field with her new ice cream tricycle venture. Cllr Hanson queried how often she would like to sell at the MPF, Sharna responded that she would like to do as many days as possible. Cllrs felt that it was a good idea and had no concerns for the number of days and stipulated that it should be done in the first instance for one season to be able to establish if there would be any issues.
Cllr Hanson **proposed, seconded** by Cllr G Sullivan that a licence be granted to Sharna for one season, up to the end of British Summer Time in October 2021, and the Clerk is delegated to expeditiously check the required paperwork is in place so that the licence can begin once the checks are complete. Steyning Parish Council reserve the right to terminate the licence at will.
Agreed **CLERK**
- 104.1.2** HDC have informed the Office that they will conduct a consultation with the Parish Council concerning the application for a burger van to operate in the High Street carpark on a daily

basis from 5pm to 10pm. Cllrs voiced concerns regarding:

- The van being in the carpark on a daily basis- would prefer only once or twice
- The competition against other eateries in the Town
- 5pm is too early – should be after 6pm when the carpark officially closes for the safety to pedestrians
- The smell
- Loss of one or more parking spaces

These concerns to be relayed to HDC when the consultation is received and report back to the next meeting.

D. CLERK

104.2 Grass Cutting update and to discuss request from Roger Brown re Abbey Road grass cutting regime Amendment, and whether to set up an advisory group for Abbey Road and to receive the Abbey Road report.

The Deputy Clerk informed that the grass cutting contract has started for the season. All areas in the contract have received the first cut. The Abbey Road meadow has been cut and the cuttings collected and the arisings have been put on the newly formed compost heap. Roger Brown has requested that the second cut of the Abbey Road meadow planned for early March be removed from the contract. Cllr Hanson **proposed, seconded** by Cllr S Sullivan that the contract be amended to state that the Abbey Road Meadow area be cut in late March/early April and late September each year. **Agreed.**

D. CLERK

Roger asked if he could organise an advisory group of experts for the meadow area to walk around the site with habitat action plans for the meadow, pond, scrub area etc. that can be reported back to the committee periodically. Cllrs agreed that Roger continue to work on the meadow and set up the advisory group as part of his leadership of the Abbey Road project and to report back any findings and requests to this committee in the usual way. Roger informed that the Conservation volunteer group was to meet on Saturday's 10th, 17th of April & 1st May following recent suspension due to covid regulations. Cllr Alexander remains representative for this group. The Ouse and Adur River Trust have confirmed 2 dates to work on site with the Conservation Volunteers on 21st May for an invertebrate study on the stream, and on 16th June for an in-stream habitat improvement day.

C/20/105 ALLOTMENTS

105.1 Update from the Allotment working party regarding the new 'Allotment Agreement'.

D. CLERK

Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Tenancy Agreement as drawn up by the working party goes out for consultation to Rublees and Canada Gardens allotment tenants with the exclusion of paragraph 3 of the tenant's obligations, paragraph 31 of the allotment regulations and subject to checking paragraph 9 of the lettings section. A separate consultation will be carried out with the allotment tenants for the use or not of water meters and how charges will be apportioned. **Agreed.**

105.2 To receive the Allotment report and to discuss whether Bonfires be allowed for the annual 'Clearing up weekend' and to agree how many skips are to be delivered to the allotments

CLERK

The Committee discussed possible dates for the clear up weekend and bonfire and agreed the 17th April, with 24th as a reserve in case of bad weather. Cllrs were asked to attend if possible. The time agreed for the day was from 11am to 2pm. The Clerk was delegated to create a risk assessment for the bonfire and to manage the bonfire on the preferred date of 17th April. Cllr Hanson **proposed, seconded** by Cllr Lloyd that a total number of 8 skips to be ordered for the 2 Allotment sites. **Agreed.**

C/20/106 STEYNING CENTRE

106.1 Steyning Centre Report – To receive the report from the Deputy Clerk.

The report was taken as read. Cllr Goldsmith queried the £24,000.00 grant received from Horsham District Council. The Deputy Clerk informed that there had been three separate successful grants received 1 x £10,000.00, 1 X £2,000.00 and 1 X £12,000.00.

106.2 Lighting works – Report on Outside lights and LED installation.

The Clerk reported that new LED lights for the external walls and the outside toilets at the Steyning Centre have been ordered as the current lights are old, discoloured and bulbs are now obsolete. The LED project phase one for the Saxon Room, Corridor, Committee Rooms, Foyer and Offices have been completed. This was from the Rampion Grant of £5,000 and there is still some of this money left for Phase 2 and 3 which is for Coombe Court, the toilets, cupboards and the balcony is still to be carried out. Cllr Campbell queried if phase 2 and 3 are being carried out from the ring-fenced Rampion Grant and is it enough to cover the cost of both phases. The Clerk responded that the existing funds will be used to cover as much as possible of the next phases and will return to the committee for anything that is not covered by the grant. The Premises Committee had agreed the scope of works for the LED Project and it remains a work in progress. Cllr S Sullivan queried the outstanding report from the Legionella inspection that was carried out in December 2020. Deputy Clerk responded that she would chase the company for the report.

CLERK

D. CLERK

C/20/107 FINANCE

107.1 Income & Expenditure reports for February 2021

Clerk reported that the end of Year Reconciliation will be completed soon. Cllr Campbell queried budget item 4342 - repairs and renewals that has spent only 37.5 % of the £12K, and could the surplus be used for the allotment water supply. The Clerk responded this will depend on Year end but if we were in deficit overall then we would not be able to Earmark any funds dependant on one underspend alone, however F&GP will discuss project priorities and earmarking any possible funds very soon.

Cllr Hanson **proposed, seconded** by Cllr Lloyd to accept the income and expenditure report as a true and fair record of the financial report. **Agreed** (DH,TL,JN,SS,GS,PC) 1 abstention (RG).

107.2 Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that an EOM of the Community Committee be called as soon as possible to carry on with the items for this meeting and all the other items that seem to be gradually 'dropping off the edge' and need to be brought back for discussion otherwise, the committee will never catch up. **Agreed 4 (PC,RG,SS,GS) for 1 against (JN) and 2 abstentions (DH,TL).** Cllr Hanson stated that an EOM will be held as soon as possible.

CLERK /
Cllr Hanson

As the meeting had only 4 minutes the Chairman brought forward Item 108.1 for discussion

C/20/108 Report from the Clerk on SPC Play areas and their ongoing maintenance, and to discuss any actions arising including a review of any possible new installations.

108.1 The Clerk informed that the solicitor had advised that the fence at South Ash play area is a jointly owned border and could be repaired jointly.

Cllr Goldsmith **proposed, seconded** by Cllr Hanson that the fence is repaired and Clerk to speak to the owners of the adjoining property to reclaim monies at a later date. **Agreed**

CLERK

There was no time to complete the other items on the agenda.

CLERK

C/20/109 DATE OF NEXT MEETING – 8th June 2021 at 7.30pm

The Chairman Closed the meeting at 10.02pm

Signed: Date: 8th June 2021

Chair

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

<https://archive.org/details/2021-04-06-steyning-parish-council-community-committee>