



The Steypning Centre, Fletchers Croft, Steypning
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EXTRAORDINARY MEETING OF COMMUNITY COMMITTEE

(via Zoom video conferencing platform)

HELD ON 6TH MAY 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 6 {including Cllrs Young and Northam}

Meeting started at: 7.30 pm

DRAFT MINUTES

C/20/110	APOLOGIES FOR ABSENCE	ACTION
110.1	There were no apologies from Cllrs.	
C/20/111	DECLARATIONS OF INTEREST AND DISPENSATIONS	
111.1	None	
C/20/112	QUESTIONS FROM THE FLOOR (<i>Questions, answers and statements are summarised</i>)	
112.1	None	
C/20/113	MEMORIAL PLAYING FIELD and OTHER OPEN SPACE	
113.1.1	Report on recent meeting with the Cricket Club representative and to discuss any actions arising. The Clerk had received a quote for £450.00 to reline the parking spaces in the Memorial Playing Field Car Park. There was a discussion of ideas between Clerk, Cllrs and Paul Shippam of the Cricket Club. Cllr Goldsmith proposed, seconded by Cllr G Sullivan that the Clerk be delegated forthwith to proceed with the repainting of the Memorial Playing Field Car Park to include a potential disabled space at the bin end area and to include the hatched no parking area up to the sum of £600.00. Agreed	CLERK
113.1.2	It was noted that the concrete in front of the changing rooms is in need of repair or replacement. The Cricket Club have obtained 3 quotes for the replacement which have been passed to the Clerk on 6th May. This item will be placed on the agenda for the next Community Committee Agenda for 8th June 2021.	CLERK
113.1.3	The electric barrier or bollards and other options for closing the car park was briefly discussed. Paul Shippam was requested to come back to the Committee next month, after consultation with the Cricket Club, with written proposals. The Chairman thanked Paul Shippam for attending the meeting.	PAUL SHIPPAM



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113.2	Godstalls Lane Tree Works. Cllrs considered that the tree work should be done out of the budget allowance for 2021/22. Cllr Campbell proposed, seconded by Cllr S Sullivan that the Clerk be delegated forthwith to obtain 3 quotes and providing that the best quote does not to exceed more than £3000.00 to complete works at Godstalls Lane at the appropriate time of year. Agreed.	CLERK
113.3	Proposed Recycling Bin installation in the Steyning High Street Car Park. Cllrs discussed the proposal from the Greening Group for a recycling bin to be placed at the High Street Car Park and the possible locations for the bin. Questions asked were • Where is the bin proposed to be placed? • Is it to replace a bin that is already in place? • Should it wait until the car park is re- furnished? • What size is the proposed bin? • Who would be emptying the bin, how many times a week and at whose cost? • Concerned that the bin will cause a fly tipping issue. • Who will pay for the bin and its installation? • It would need to be agreed to be removed if an issue of fly tipping did happen. Cllr Campbell proposed, seconded Cllr Hanson by that the Clerk is delegated to convey to the Steyning Greening Group the support in principle from this committee and to liaise with them in order for them to provide a firm proposal provided the questions raised at the meeting have been answered. Agreed. <i>Cllr Goldsmith requested if the Chairman could bring forward agenda items 5. The Chairman agreed.</i>	CLERK
C/20/114 114.1	To discuss any actions needed to ensure that South Ash Play Area can be safely re-opened, with particular regard to whether SPC has the benefit of any covenant by the adjacent landowner to maintain and/ or provide the boundary fence. The Clerk informed the meeting that the South Ash fence has been repaired and has also been repainted. Cllr Campbell requested that the joint ownership of the fence be written into the Parish Council Asset Register. The Office will ensure this is done.	CLERK
114.2	To discuss whether the Committee wishes to have a monthly report from the office by reference to Wicksteed's Annual, HDC's periodic and SPC's monthly inspection reports concerning the addressing of issues raised in such reports. Clerk informed that the HDC report is expected on a monthly basis and is reported to Community committee when it is available. Monthly inspections and repairs are being carried out within the new PPM and programmed. Wicksteed do an annual inspection which is reported to the committee once it is available following the inspection. Cllr Campbell proposed, seconded by Cllr S Sullivan the Committee will have play equipment reports and updates on the agenda every month henceforth. Agreed	CLERK
114.3	To discuss the circumstance of the removal from service of the basket swing on the MPF and its ongoing suspension from service and to agree appropriate steps to achieve its return to service, or to achieve its replacement or otherwise. The Chairman informed the committee that the Clerk had sent a very detailed report on the play equipment earlier. Cllr Campbell proposed, seconded by Cllr G Sullivan that the Clerk be delegated up to a cost of £3000.00 to proceed forthwith to have the basket swing brought back into action at the earliest opportunity using Creative Play as the contractor and to include replacement of the grass mats beneath subject to the proviso that Creative Play are happy that the existing framework is up to the job . Agreed. 5 for (PC, RG, SS, GS, TL) 1 against (JN) 1 abstention (DH).	CLERK

Cllr Lloyd asked that confirmation of prices is received from Creative Play before work Commences. **CLERK**

Chairman returned to agenda item 4

C/20/115 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACES

- 115.1** Report from the Clerk on SPC Play Areas and their ongoing maintenance, and to discuss and agree any actions arising including a review of any possible new installations.
Thanks were given to the Clerk for preparing the detailed report.
Cllr Campbell requested that there be notes of items that have not been done and time scales.
Cllr Lloyd **proposed, seconded** by Cllr Hanson that an all-Community Committee member working party be created to discuss and bring forward recommendations for possible new installations for the future. **Agreed.**
The need or not for fencing around a swing on MPF near the tennis courts was raised by the Clerk. The Clerk informed that there had been much discussion recently about the urgent need for playground works to be carried out but that there is only £1,500 specifically for playground maintenance in the budget. **CLERK/
W. PARTY**

C/20/116 PROGRESS REPORT

- 116.1** C/20/91.8 Cllr Goldsmith to send contractor details to Cllr Alexander and for further prices to be obtained by Cllr Alexander – Cllr Goldsmith informed the meeting that he has passed on the contractor details to Cllr Alexander. – **Ongoing for prices**
- 116.2** C/20/58.14 Cllr Hanson / Clerk to appeal to School for reinstatement of Library Car Park arrangement. – Cllr Hanson stated that this item is ongoing as there has been no appointment yet of a new Steyning Grammar School Governor Chairperson to discuss the issue with – **Ongoing** **CLLR HANSON**
- 116.3** C/20/52 Steyning Centre Lean to project details to be brought back to committee - **Ongoing** **CLERK**
- 116.4** C/20/59.2 Clerk and Georgia Saunders to make small amendments to residents' consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters. – **Ongoing** **CLERK**
Clerk had reported that there has been consideration with other groups for a grant application for a proposed Pocket Park and a letter of intent has been sent to HDC for this and they have acknowledged receipt. The project needs to be discussed by a reconstituted working party for discussions.
Cllr Campbell requested it goes on to next agenda for discussion and approval.
Clerk to resend consultation papers to committee submission parameters. **CLERK**
- 116.5** C/20/59.3 Memorial /Celebration tree policy to be reviewed – **Ongoing**
Cllr S Sullivan declared an interest as she is a member of the Steyning Orchard Group and informed that there is a waiting list of at least 14 memorial trees at present.
Cllr Campbell **proposed , seconded** by Cllr S Sullivan that the Clerk is delegated to liaise with 3rd party groups and to report back to next meeting with a proposal. **Agreed.** **CLERK**
- 116.6** C/20/91.2 Letter to be written and sent to residents of Newham Lane regards access to MPF – **Actioned and Ongoing**
Chairman informed that two letters have been sent to the residents. No responses have been received. **CLERK**

116.7 Cllr Goldsmith requested that an EOM be called for the following Thursday to cover items that are not being discussed this evening. Chairman informed that there was already a working party arranged for that evening.

There was no time to discuss further items.

C/20/117 DATE OF NEXT MEETING – 8th June 2021 at 7.30pm

The Chairman closed the meeting at 10.00pm

Signed: Date: 8th June 2021

Chair

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

<https://archive.org/details/2021-05-06-steyning-parish-council-community-committee-eom-offical-copy>