



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

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE

HELD ON 8th June 2021 AT 7.30PM at the Steyping Centre .

Present: Cllrs Lloyd (Chair), Norcross, I. Alexander, Bell, Hanson, Young, Campbell and Goldsmith.

Clerk: John Fullbrook **Minutes** Hazel Roxby

Members of the Public: 1

Meeting started at: 7.34 pm

DRAFT MINUTES

C/21/01 APOLOGIES FOR ABSENCE

1.1 There were no apologies from Councillors.

Actions

C/21/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllrs I. Alexander and Bell declared a personal interest in Item 7 concerning Allotments.
Cllr Campbell declared a personal interest in item 9.2 concerning the bench on the MPF as it is near his property.

C/21/03 QUESTIONS FROM THE FLOOR (*Questions, answers and statements are summarised*)

3.1 There were no questions from the floor.

C/21/04 MINUTES OF PREVIOUS MEETINGS

4.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of 6th April 2021 be accepted as a true and fair record of the meeting. Cllr Hanson requested that the following statement, in accordance with Standing order 12d, be added to 6th April minutes concerning the agreement of the minutes of 2nd March.

'The Chairman of the meeting does not believe that the minutes of the Community committee Meeting held on 2nd March and altered on 6th April in respect of item 9.2 of 2nd March were a correct record but her view was not upheld by the meeting and the minutes are confirmed as a true and fair record of the meeting'. **Agreed** 4 for 4 abstentions.

CLERK

4.2 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of 6th May 2021 be accepted as a true and fair record of the meeting. **Agreed** 5 for 3 abstentions.

C/21/05 MATTERS ARISING AND ACTIONS –

5.1 Letter to be written and sent to the residents of Newham Lane regards access to MPF –
Actioned/See Item 9.6

5.2 Clerk to set up working party with HDC regards Fletcher's Croft Lease-**Actioned, See item 9.5**

5.3 Clerk to set up working party to further discuss Allotment agreement-**Actioned, See item 7.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 5.4 March minutes amended – **Actioned**
- 5.5 Steyning 20mph consultation report to be completed and brought to next Agenda–**Actioned- See item 6.1**
- 5.6 Permissions given to Sharna for Ice Cream vend on MPF subsequent to papers checks – **Actioned**
- 5.7 Feedback concerning request for burger van to operate on High St. to be relayed to HDC – **Actioned** - Cllr Goldsmith requested that a copy of what was said to HDC be sent to all cllrs.
- 5.8 Grass cutting contract to be amended regards Abbey Rd. – **Actioned**
- 5.9 Allotment Tenancy Agreement to go out to plot holders as a consultation –**Actioned.**
- 5.10 Clerk to organise 8 skips for the Allotments – **Actioned**
- 5.11 Contractors to complete light installation at toilets and external lights to Steyning Centre building- **Actioned**
- 5.12 Legionella inspection report chased, and actions completed – **Actions being undertaken via Premises Committee.**
- 5.13 Community Committee EOM to be convened – **Actioned**
- 5.14 Clerk to organise fence repairs at South Ash and reclaim monies from join owners – **Actioned**
The fence repairs have been reimbursed by joint owner.
- 5.15 Concrete repairs to front apron of Changing rooms – quotes to be brought to next meeting – **See item 9.1**
- 5.16 Paul Shippam to bring back to Committee Cricket Club proposals regards Car Park management- **See item 6.2**
- 5.17 Joint ownership of South Ash fence to be written into Asset /Land register – **Actioned**
- 5.18 Committee to have playground reports every meeting – **See item 9.4**

C/21/06 COMMUNITY MATTERS - To agree to the publication of the reports from the Steyning 20mph Scheme working party following the end of the public consultation and also to recommend to Full Council that SPC proceeds with a Community Highways Scheme application, as recommended by the Working Party, and to suggest a provisional figure for how much S106 funds to apply for.

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| 6.1.1 | Cllr Lloyd proposed, seconded by Cllr Hanson that the Clerk, Cllr Lloyd and Geoff Barnard put together a draft application for the S106 funds and the Clerk put it forward to WSCC and speak to the Fund Manager to see if there are any issues. Agreed. | Clerk/Lloyd
G Barnard |
| 6.1.2 | Cllr Lloyd proposed, seconded by Cllr Bell that part 1 and Part 2 of the reports be uploaded to the website subject to the removal of the wording 'and speeding traffic' from the first sentence of part one report. Agreed | D Clerk |
| 6.1.3 | Cllr Lloyd proposed, seconded by Cllr Bell that the committee recommends that SPC proceeds with the Highways Scheme Application and present to Full Council when recommended by the working party. Agreed. | Clerk |

- 6.3 To receive a report from Steyning Cricket Club Chairman and to agree any actions arising.**
 Follow a long discussion on this item.
 Cllr Lloyd **proposed, seconded** by Cllr Young that following the report from the Cricket Club the Committee authorise the Cricket Club to move forward on items 4 to 6, subject to the committee's approval on the wording for the temporary signage (item 4) and notices on vehicles (item 6), and subject to them producing a management plan of how the gate will be locked and unlocked and a plan in the case of emergencies. **Agreed**
 The committee will supply the permanent signage and carry out the car park lining to include an emergency access hatched area. A plan of the Car Park to be seen and agreed by Cllrs before the line painting is done.
- Cricket Club

Clerk / Committee

C/21/07 ALLOTMENTS

- 7.1 Update from the Allotment working party on the new 'Allotment Agreement', and to discuss and agree any actions arising following working party recommendations.**
 The Working Party met on the 3rd June (last week) The draft agreement was considered, including all of the points raised by the Allotment holders via feedback from the consultation process. The amended version of the agreement was sent out to committee members.
 Follow discussions and concerns raised with the annual rent payment clause and the need to renumber the document Cllr Lloyd **proposed, seconded** by Cllr Hanson that this item be deferred for approval until the next meeting. **Agreed.**
 The working party to meet to discuss the pricing and rental clause and the legal advice received is to be sent out to Cllrs.
- Working party / Clerk
- 7.2 To receive the Allotment report from the Clerk**
 The allotment report was read out - There were no comments made.
- 7.3 To agree the recommendation from the working party that the clerk be delegated to a cost of up to £4,000 to complete installation of Phases 1A, 1B and 1D plus to replace standpipe tap head with double headed tap (as specified in supporting papers) and any other actions as necessary.**
 The Working Party met on the 13th May. The meeting notes and recommendation from the working party, a draft scope of works as per agreed and an estimate for ground works quoted from a contractor based on the draft scope of works was sent to Cllrs.
 Cllr Lloyd **proposed, seconded** by Cllr Norcross that following the recommendations from the working party as per briefing paper, the project be moved forward and that the Clerk be delegated to get 3 quotes for the proposed work and to ask the contractors to confirm if the suggested spec is the best method for the work and if not then quote accordingly. **Agreed.**
- CLERK

C/21/08 FINANCE - To agree the Income & Expenditure reports for April & May 2021

- 8.1** Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to accept the income and expenditure report as a true and fair record of the financial report. **Agreed**

C/21/09 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

- 9.1 To receive quotes regrading widening of the area of concrete in front of Changing rooms.**
 The Cricket Club have obtained 3 quotes for the work from contractors, the Clerk was asked to produce these to the committee.
 Cllrs discussed the work required and whether it would need the amount of work that has been quoted for. Cllrs requested to see drawings and a specification of the work.
 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk be delegated to appoint an independent person to look at the ground and to advise what is required to be done, get a drawing and a spec for the work up to a cost of £500 and report to the next meeting. **Agreed**
- CLERK

9.2	To discuss and agree a possible movement of an MPF bench following the representation made by a local Resident at a previous meeting. Following a long discussion on this issue and possible solutions and implications if the bench is moved. Cllr Lloyd proposed, seconded by Cllr I. Alexander that the bench should not be moved at this time as the council are in touch with the Neighbourhood Wardens and PCSO's who are aware of the issues and the Committee will re-look at the situation at an appropriate time. The Clerk is delegated to write to the residents to inform of the committee decision and ask that they report to them if the problem does not improve. Agreed.	CLERK
9.3	To receive the Grass Cutting update The Deputy Clerk informed that she is in communication with the contractors regarding the grass cutting issues of the week of 31st May. The Contractors have apologised for the cutting and will ensure that it is corrected the week commencing 7th June. The Deputy Clerk to monitor this.	D. Clerk
9.4	To receive the Playground report from the Clerk. The Playground report highlighting work completed set against inspection reports which were sent out to Cllrs. Cllr Campbell requested to see a list of the work that the contractor is unable to do. A working party is necessary to discuss the work that is required to be carried out that the contractor is unable to do.	D. Clerk
9.5	To receive working party recommendations regarding Fletchers Croft lease renewal and to discuss and agree any actions. Cllr Lloyd proposed, seconded by Cllr Hanson to reply to HDC to agree the outline for the licence of Fletchers Croft play area and outdoor Gym area and that Cllrs look forward to receiving the licence for committee to approve. Agreed. Cllr Lloyd to speak to HDC regarding adding to the licence that play equipment would be moved by HDC expense should the need arise at their request.	D. Clerk Cllr Lloyd
9.6	To receive an update from the Clerk regards access to the MPF from rear 2 Newham Lane – correspondence. Following a lengthy discussion on this item Cllr Lloyd proposed, seconded by Cllr Goldsmith that the Clerk, Cllrs Lloyd and Campbell work together on the wording for a further letter to be sent to the residents of 2 Newham Lane. Agreed 7 for 1 against.	Clerk/Cllrs Lloyd and Campbell
9.7	Change of lock to emergency access gate at the MPF. The Clerk will be changing the padlock to a new code lock and inform the appropriate persons and contractors that use the MPF and Cllrs	CLERK
9.8	To discuss and agree a request from a resident to place a memorial plaque on an existing bench on the MPF with a contribution to SPC. The Cllrs wholeheartedly agreed with this request. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the resident be allowed to place the memorial plaque on the bench and that a contribution is not required however should the resident still wish to contribute, the Committee would support a donation to a charity of their choice. Agreed.	D Clerk
C/21/10	PROGRESS REPORT – To discuss and agree if necessary, the following ongoing actions.	
10.1	C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement - not been possible as there is no person to speak to yet appointed.	Cllr Hanson
10.2	C/20/59.3 Memorial / Celebration tree policy to be reviewed, will need discussion with other groups first and bring back to another meeting.	CLERK

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| 10.3 | C/20/101.2 Further discussions regards Steyning Centre LED light installation to be undertaken through F&GP. - A quote is being obtained from the present contractor and will taken to budget working party for discussion. | D Clerk |
| 10.4 | C/20/113.1 Clerk to proceed with MPF Car Park re-painting of lines project
Possible date to be done is provisionally 17 th June. | Clerk |
| 10.5 | C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works. | Clerk |
| 10.6 | C/20/113.3 Support for recycling bin in High Street conveyed to Greening Group and firm proposal sought. | Clerk |
| 10.7 | C/20/114.3 Clerk to proceed to purchase basket swing replacement and install
Taken pictures of fixings and sent to company to see if we can get confirmation and a quote | Clerk |
| 10.8 | C/20/114.3 Clerk to supply installation cost to Councillors before installation commences | Clerk |
| 10.9 | C/20/115.1 Clerk to convene an all-councillor working party to discuss possible play equipment installations. - Working party to be convened | Clerk |
| 10.10 | C/20/116.4 Chandler's way project consultation papers to be re sent to councillors and brought back to committee. - A working party meeting was held on site and reported to Council. An agreed letter of intent to apply for a funding grant was sent to HDC. Further information to be brought back to next meeting. | Clerk |

C/21/11 INFORMATION / CORRESPONDENCE ITEMS

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| 11.1 | It was noted that the Pizza Van has been using the MPF Car Park without our permission for approximately 7 weeks. Clerk is in contact with the owners at present. | Clerk |
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C/21/12 DATE OF NEXT MEETING – 6th July 2021 at 7.30 pm.

The Chairman Closed the meeting at 10.04pm

Signed: **Date:** 6TH July 2021
Chair

An audio recording of this meeting can be found using the following link: -

<https://youtu.be/tpnyxThRcrk> - (Unfortunately there was an error with the video recording on this occasion)