
**MINUTES OF THE COMMUNITY COMMITTEE MEETING HELD ON
TUESDAY 6TH JULY 2021 AT 7.30PM AT THE STEYPNING CENTRE.**

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

Clerk: John Fullbrook **Minutes** Hazel Roxby

Members of the public: None

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/21/13 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Alexander and Goldsmith. Cllr Campbell was absent.

ACTIONS

C/21/14 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs I Alexander and Bell declared personal interests to item 7.0 as their wives have allotment plots.

C/21/15 QUESTIONS FROM THE FLOOR

None

C/21/16 MINUTES OF PREVIOUS MEETINGS

Cllr Lloyd **proposed, seconded** by Cllr Norcross to accept the minutes of the 8th June as a true and fair record. **Agreed.**

C/21/17 MATTERS ARISING AND ACTIONS – These items were taken as read

17.1 Clerk to amend minutes of the 2nd March and 6th April to include Chairs statement – **Actioned**

17.2 20mph scheme reports to be published – **Actioned**

17.3 Clerk to send out MPF Car Park re-lining plan before work to commence for Cllrs comments – **Actioned**

17.4 Clerk to complete re-lining of MPF Car Park – **Actioned**

17.5 Clerk to convene Working party to discuss payment options/pricing for Allotments - **Actioned**

17.6 Steypning Cricket Club to supply wording on Car Park notices for Clerk and Councillors – **Actioned / See item 18.1**

17.7 Cricket club to produce management plan for MPF Car Park – **Actioned/ See item 18.2**

17.8 Working party to meet to discuss Allotment pricing and rental clause – **Actioned/ See item 19**

17.9 Clerk to inform resident regarding the committee's decision on possible Bench movement on the MPF - **Actioned**

- 17.10 D. Clerk to monitor grass cutting issues – **Actioned**
- 17.11 Request to see work that contractor not able to complete in regard to playground PPM – **Actioned/See item 8.2**
- 17.12 D. Clerk to write to HDC to agree outline for the Fletchers Croft licence – **Actioned**
- 17.13 Bench memorial plaque request to be processed – **Actioned**
- 17.14 LED Light installation discussion to be undertaken through F&GP working party – **Actioned**

C/21/18 COMMUNITY MATTERS

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| 18.1.1 | <p>The Cricket Club had sent through a draft of the parking notice – for agreement. Cllr Lloyd proposed, seconded by Cllr Norcross that the committee agree the parking notice subject to changes to be made by the Clerk and the Chairman and send to committee members by email. Agreed</p> | CLERK/
Cllr Lloyd |
| 18.1.2 | <p>The Cricket Club had sent a draft of the carpark closure sign. Cllr Lloyd proposed, seconded by Cllr Hanson that the carpark sign should be a large permanent 'A' frame sign and one that the times and the dates can be changed. The sign should be chained in place to make it secure. Agreed.</p> | CLERK |
| 18.2 | <p>Cricket Club Management plan. The Cricket Club had completed and sent in a draft car park management plan which was sent out as a supporting paper. It was noted that there were no dates or times of closures mentioned within the plan. Cllr Lloyd proposed, seconded by Cllr Hanson that the Management Plan from the Cricket Club be agreed subject to the inclusion of 'the office to be notified of date and times of when the car park will be closed within a reasonable time before the closure'. Agreed.</p> | CLERK |
| 18.3 | <p>Request for Pizza Van to have permission to use the MPF Car Park
Cllr Lloyd proposed, seconded by Cllr Hanson to delegate the Clerk to draw up a temporary Licence Agreement subject to approval by the Chair and Vice Chair of the Committee. The licence will have to be subject to their agreement to clearing up all the pizza boxes that are left on the MPF and any litter collected to be put in a plastic bag and disposed of in the parish council bins by the changing rooms. Also, the licence will be subject to the agreement by the Cricket Club of where the van should be parked so that there are no issues for them. It cannot be parked on the grass of the MPF and must not impede the access to the Club House or the Changing Rooms. Agreed</p> <p>It was noted that the public liability and employer's documents have been seen. The committee needed to know if the pizza van will be using the car park during the winter. All information and licence to be brought back to next Committee meeting.</p> | CLERK |
| 18.4 | <p>Installation of replacement Water tank at the MPF changing rooms as per Supporting Papers
Due to the breakdown of the 3 hot water tanks in the changing rooms there is a need to replace at least 1 tank urgently. The Clerk informed that three contractors have been contacted for the work but only one of the contractors appeared to have an understanding of how the problem could be dealt with. Cllr Lloyd proposed, seconded by Cllr Hanson that there is a logic to having 2 tanks replaced and the best of the 3 tanks to be left as a backup tank and to delegate the clerk to appoint the most appropriate Contractor up to a value of £5330.00 having gained 3 quotes if practical, but which may not be possible, and to agree the final appointment with the Chairman. Agreed. It was noted the finances would initially come from the renewals budget but would eventually need come out of reserves.</p> | CLERK |

C/21/19 ALLOTMENTS

- 19.1 New price proposal for the SPC Allotment plots for the year 2022/23.** **CLERK**
The working party met on 5th July and discussed the allotment agreement wording and recommended some changes to the text and the monthly payments which was sent out by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Bell that following the recommendation from the Working party that the new pricing for 22/23 be increased from £32 to £35 for a full plot and from £15 to £18 for a half plot. The notification for the increase to be sent out with the notice letter in September for the year starting 2022. **Agreed.**
- 19.2 Amended Allotment Agreement recommendation from the Allotment working party.** **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the committee agree the recommendation from the working party to accept the payment options in clause 9, which were set out in the supporting paper. **Agreed.**
- 19.3** Cllrs discussed the recommendations made by the working party on the 5th July which were sent out as a Supporting paper. Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the committee accept the recommendation from the working party to agree that the agreement be distributed to all members and (Clerks office) note the changes to clause 11, which deals with the Allotment Association sub-division of plots to perspective allotment holders. **Agreed.** **CLERK**

C/21/20 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

- 20.1** To receive the Grass Cutting update. The Deputy Clerk informed that there had been some issues in May with the grass cutting however they were sorted out the following week.
- 20.2 To receive the Playground report from the Clerk.** A full and comprehensive report has been received from the annual inspector (Wicksteed). The report did not show any high priority items, but there were some issues that require remedial works in the near future, and in a priority order. A report was discussed at the previous meeting showing all the work that had been completed. At that meeting there was a request for a list of the work that the SPC Contractor had not able to carry out, hence the nature of the report discussed at this meeting. Some items needing to be dealt with by specific play equipment contractors. Cllr Lloyd suggested that a working party is convened with some members of the committee to start again to discuss new playground renewals following previous working party's success and that similarly, some members of the public are approached to become members of the new group. **CLERK**

C/21/21 PROGRESS REPORT

- 21.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 21.2** C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** **CLERK**
- 21.3** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 21.4** C/20/113.3 Support for recycling bin in High Street conveyed to Greening Group and firm proposal sought. - The Clerk confirmed that the proposed bin would be installed by HDC likely funded by SPC and the collections have already been agreed – When Greening group will come back with a proposal, they are considering placing some additional bins in other areas, once they have the full information. **Ongoing** **CLERK**
- 21.5** C/20/114.3 Clerk to proceed to purchase basket swing and install. Clerk sent email to all committee members notifying the contractors have confirmed swing replacement. **Actioned**

21.6	C/20/114.3 Clerk to supply installation cost to Councillors before installation commences. Cllr Norcross proposed, seconded by Cllr Hanson to accept the quote from for the swing replacement up to £1,780 plus VAT and that the work is progressed. Agreed	CLERK
21.7	C/20/115.1 Clerk to convene an all-councillor working party to discuss possible play equipment installations. – Actioned / Ongoing	CLERK
21.8	C/20/116.4 Chandler's way project consultation papers to be re sent to councillors and brought back to committee. - The Clerk informed that there has been a site meeting and more detailed papers will be sent out and the item will come to next meeting. Ongoing	CLERK
21.9	C/21/6.1 Clerk to work with Cllr Lloyd and Mr Barnard on S106 application. Cllr Lloyd informed that a meeting is arranged for Thursday 8 th July to start on the application - Ongoing	CLERK
21.10	C/21/6.1 20 mph Highway scheme application to progress with working party and then to present to Full Council. - This has been agreed by the working party and will be taken for agreement to the next Full Council meeting. - Ongoing	CLERK
21.11	C/21/7.3 Clerk to collect quotes for Allotment water service enhancement works. A meeting is arranged with a qualified engineer on site on Friday 9 th July to confirm Scope of Works. - Actioned / Ongoing	CLERK
21.12	C/21/9.1 Widening/ replacement of concrete in front of MPF Changing rooms, Clerk to appoint independent person. - Clerk meeting a consultant on site on Wednesday 14 th July. Ongoing	CLERK
21.13	C/21/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense if needs be, onto Fletchers Croft licence. - This is currently with HDC's legal team and confirmation has been received that there will be agreement that play equipment will be moved at HDC expense. Ongoing	CLERK
21.14	C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk. Cllr Lloyd has drafted a letter and it has been forwarded to Cllr Campbell for comment. Ongoing	Clerk / Cllrs TL & PC
C/21/22 INFORMATION / CORRESPONDENCE ITEMS		
22.1	Southern Water New Drought Plan Consultation – To discuss and agree any actions necessary. The Email was forwarded to all councillors and also placed on notice boards. Action was to encourage all members to respond, put on the allotment sites noticeboards, on the website and sent to the Allotment Association.	D. CLERK

C/21/23 DATE OF NEXT MEETING – 7th September 2021 at 7.30 pm.

The Chairman Closed the meeting at 8.55pm

Signed: Date: 7th September 2021
Chair

A recording of this meeting can be found using the following link:
<https://www.steyningpc.gov.uk/committees/community-committee>