
**COMMUNITY COMMITTEE MEETING HELD ON WEDNESDAY 8th DECEMBER 2021
AT 7.30PM AT THE STEYNING CENTRE**

Present: Cllrs T. Lloyd (Chair), I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Hanson and Young,
Clerk: John Fullbrook

Members of the public: One

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/21/45 APOLOGIES FOR ABSENCE

ACTIONS

- 45.1** Apologies were received from Cllrs Bell and Campbell. With Cllr S. Alexander likely to arrive later in the meeting. Cllr Lloyd passed on best wishes on behalf of the committee members to Cllr Bell who had recently undergone surgery and wishing him a speedy recovery.

C/21/46 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 46.1** None

C/21/47 QUESTIONS FROM THE FLOOR

- 47.1** None

C/21/48 MINUTES OF PREVIOUS MEETINGS

- 48.1** Cllr I. Alexander **proposed, seconded** by Cllr Norcross to accept the minutes of the 2nd November as a true and fair record. **Agreed.**

C/21/49 MATTERS ARISING AND ACTIONS

- 49.1** Information from Insurance company and equipment engineers to be distributed to committee members with regards to recent playground safety checks.- **Actioned**
- 49.2** Clerk's Office to inform the Steyning Community Orchard group as to the agreed motion that a new Orchard can be planted on Abbey Road - **Actioned**
- 49.3** High Street Jet washing, Bird droppings and Gutter Issues to be discussed at next meeting – **See item 50.4**
- 49.4** Prioritising Community Projects – Prompt to Councillors for a response ahead of next meeting – **Actioned**
- 49.5** Clerk to find out more about Lamp Post testing and Adult Exercise area maintenance costings - **Actioned**
- 49.6** Update Community Budget paper for next meeting – **See item 51.2**
- 49.7** Playground Working Party to be convened – **Actioned**

- 49.8 Clerk to update Cllrs on any outstanding Playground maintenance issues - **Actioned**
- 49.9 Draft Memorial Tree / Bench Policy to be brought back to Community Committee – **Actioned / See item 51.4**
- 49.10 Newham Lane Letter to be sent - **Actioned**
- 49.11 Cllr Lloyd **proposed, seconded** by Cllr I. Alexander that Matters Arising taken as read. **Agreed**

C/21/50 COMMUNITY MATTERS

- 50.1.1 The Clerk presented a report from the Abbey Road Village Green volunteers group regards recent workdays and meeting (details were within supporting papers and had been compiled by Roger Brown), then committee discussed a request to plant additional trees as per supporting papers at Abbey Road. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee grants the request from the Abbey Road advisory group that six silver birch trees be planted on the hump within the meadow and adjacent the pond as per supporting papers. **Agreed** **CLERK**
- 50.1.2 Committee requested the Clerk and Roger Brown were also asked to check the Abbey Road Boundary encroachment with the Tree Warden and then to organise what works are needed, and that the Voluntary group could then undertake what work was agreed. **CLERK**
- 50.2 The Clerk read a report from the Royal British Legion representative with regards to the Steyning Memorial Gardens and the committee discussed the report and associated supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee form a working party {Cllrs C.Y. and I.A. volunteered} with RBL and the Steyning Partnership representatives in order to agree location of two finger post signage installations provided works completed for less than £600. **Agreed** **CLERK**
Cllrs Young,
I. Alexander
- 50.3 The Clerk updated the committee with regards to the Rublees Allotment Water supply service upgrade and any other SPC Allotment matters. The Chair replied to a letter sent to committee by the Allotment Association. And asked the Clerk to reply briefly and in a positive fashion to the letter. The Clerk explained that as per agreed motion in June '21, the first engineer invited to quote had made a recommendation to amend the scope of works to one pipe rather than two as one pipe installation would still provide more than adequate contingency for any future development, also, that the trench be dug to depth of 750 mm. On the basis of this modified scope of works the Clerk had asked other contractors to quote appropriately. The Clerk said he would send out a modified scope of works for Councillors to be aware of the variation. **CLERK**
- 50.4 High Street Jet washing, Bin Cleaning and Gutter and Bird Dropping issues. Clerk updated on what HDC operatives would be able to achieve in terms of bin cleaning and Jet washing. Councillors suggested it might be best to concentrate on two smaller areas and get it done in one day – the councillors pinpointing the pavement where it needs to be done as they'll be in attendance (Cllrs Lloyd, Hanson, Norcross having volunteered). Office to coordinate **CLERK**
- 50.5 'Round Hill Romp' request for use of MPF and facilities. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that council offer use of the MPF and Changing rooms, if they require them, free of Charge, subject to the usual risk assessments being submitted and checked by the Clerk. **Agreed** **CLERK**

C/21/51 FINANCE AND GOVERNANCE

- 51.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for the September and October 2021 period be accepted as a true and fair record. **Agreed** **CLERK**
- {Cllr S. Alexander joined the meeting during the discussion of the next item}

- 51.2** The proposed Community Committee budget paper for the next fiscal year – 2021/22 from the Clerk (as per supporting paper) was discussed. Two amendments were suggested – that of increasing Lamp post testing by £150 and streetlight energy expenditure by £55. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Committee accepts the Clerks draft Budget paper subject to the two proposed amendments on Lamp post testing and streetlight energy which would take total expenditure to £58,900 and keep income at £29,900. **Agreed** **CLERK**
- 51.3** Community projects to be proposed to be completed for the next fiscal year 2021/22. The Clerk reported on this supporting paper. Committee agreed to amend several items which the Clerk will bring back to future meetings. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Committee agree to the Clerks project list with items noted as ‘Project’ and ‘Close to commitment’ being top priority, with the next group ‘Other projects being discussed for this year into 22.23’ being second priority (except ‘Cripps Lane’ and ‘Bench and tree policy’ being removed, with instead the inclusion of ‘paving slabs for benches’ and ‘Street lights to LED’ being included). **Agreed** **CLERK**
- 51.4** To discuss a draft SPC Memorial Bench and Tree policy document. Committee discussed draft document compiled by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee set up a working party to include ‘Steining for Trees’ and the ‘Steining Community Orchard’ group reps to create the new SPC memorial tree policy, and that it be an all-member WP. **Agreed** **CLERK**
- 51.4** Clerk updated on Swimming Pool payments for the last two years as per supporting papers and by way of information.
- 51.5** To receive notification regards the Steining PC 2021/22 Winter Plan – The Clerk confirmed the amended plan has been received by WSCC
- 51.6** Committee received the SPC Grass Cutting report and the Clerk confirmed there was one cut still owed from this year’s contract which SPC will receive in early March of next year.

C/21/52 PROGRESS REPORT

- 52.1** 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**
- 52.2** 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**
- 52.3** C/20/113.3 Support for recycling bin in High Street – Office to find out more information regards provision – **Ongoing** **CLERK**
- 52.4** C/20/7.3 Clerk to collect quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 52.5** C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence – **Ongoing** – A new seven-year lease has now been proposed and will need to be discussed at next meeting **CLERK**
- 52.6** C/20/18.1 ‘A’ Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable – **Actioned by Cricket Club with Clerk to now supply Notice information** **CLERK**
- 52.7** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** – **Cllr Lloyd suggested as per HDC a normal agreement be written** **CLERK**
- 52.8** C/21/29.2 Steining 20mph Highway’s scheme working party date to be determined – **Ongoing** **CLERK**

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| 52.9 | C/21/42.3 | Next tranche of tree works to be completed on the MPF/Allotment hedgerow – quotes to be obtained – Ongoing | CLERK |
| 52.10 | C/21/31.5 | A date to be set with regards to Tree management plan/Conditioning report Meeting – Ongoing | CLERK |
| 52.11 | C/21/31.5 | Three quotes sought for replacement and widening of concrete at MPF changing rooms – Ongoing | CLERK |

C/21/53 INFORMATION / CORRESPONDENCE ITEMS

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| 53.1 | To receive the Ouse and Adur Rivers Trust newsletter and to agree any actions. Cllr Lloyd Proposed, seconded by Cllr I. Alexander that the Clerk write an email in response to express appreciation for what they are trying to do and for the office to put the information request on the web site {Headline with 'Have you got an issue with flooding'} for public comment and also suggest to them that they convene a public meeting. Agreed | CLERK |
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C/21/54 DATE OF NEXT MEETING – 2nd February 2022 at 7.30 pm.

Meeting ended at 9.55pm

Signed: Date: 2nd February 2022
Chair

A recording of this meeting can be found using the following link:
<https://youtu.be/xUST6mhuUd0>