
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd NOVEMBER 2021 AT 7.30PM AT THE STEYPING CENTRE

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

Clerk: John Fullbrook

Members of the public: Five {including Cllrs S. Sullivan and G. Sullivan}

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/21/35 APOLOGIES FOR ABSENCE

ACTIONS

- 35.1** Apologies were received from Cllrs Bell and Lloyd.
In Cllr Lloyds absence, Cllr I Alexander as Vice Chair of this committee presided over proceedings

C/21/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 36.1** None

C/21/37 QUESTIONS FROM THE FLOOR

- 37.1** None

C/21/38 MINUTES OF PREVIOUS MEETINGS

- 38.1** Cllr Campbell **proposed** an amendment by way of substitution to the text within the draft minutes of the 7th September meeting under item 31.2.1, **seconded** by Cllr Goldsmith, and then read out a statement detailing the proposed change to the narrative. {Full text can be found on Web Site recording from 2 Min. 10 secs}. **Not agreed 2 For {RG, PC} 4 Against {IA, DH, CY, SA} 1 Abstained {JN}**
- 38.2** Cllr Young made a statement concerning her seconding of the motion under 32.2.1, in response to Cllr Campbell's statement, saying that her seconding of the motion was not that she felt that the slide was 'dangerous', rather she thought it best removed from service as the situation had been so contentious, and that it would need to be removed in preparation for the proposed 'pocket park' anyway. Cllr I. Alexander **proposed**, **seconded** by Cllr S. Alexander to accept the minutes of the 7th September as a true and fair record. **Agreed. 4 For {IA,DH, SA, CY}, 1 Against {PC}, 2 Abstained {JN,RG}**

C/21/39 MATTERS ARISING AND ACTIONS – These items were taken as read except items 39.3 - see below

- 39.1** Pizza Van's use of MPF car park end date to be determined – **Actioned**
- 39.2** Insurance documents and risk assessment received for Abbey Road Pond works - **Actioned**
- 39.3** Deputy Clerk to chase HDC for Cleansing grant receipts – **Actioned**
{Two applications have been made to HDC – the due amount being £24,610}
- 39.4** Deputy Clerk to ensure Abbey Road grass cutting is completed early - **Actioned**

- 39.5 The Children's Play Area Slide at Chandlers way to be removed - **Actioned**
- 39.6 D. Clerk to obtain visibility protocols for highways verges and respond to enquiry about potential re-wilding – **Actioned/ See item 42.2**
- 39.7 Clerk to convene an all-councillor working party to discuss possible play equipment installations - **Actioned/ See item 41.4**
- 39.8 Gain three quotes and complete works on water tank replacement at MPF changing rooms - **Actioned**
- 39.9 Cllr Goldsmith asked for information that Cllr Lloyd said he would forward from insurance company and equipment engineers to councillors; however, this was not noted as a matter arising in the minutes – The Clerk said he would have no problem sending out the information **CLERK/
Cllr Lloyd**
- C/21/40 COMMUNITY MATTERS**
- 40.1 To discuss the SCO proposal to plant an Orchard at Abbey Road as per supporting papers. Cllr S. Alexander raised the need for a tidying of the northern boundary, which can be completed by the team of volunteers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee accepts the proposal from the Steyning Community Orchard group to put a community orchard on the Abbey Road village green {as per supporting papers}. **Agreed** **CLERK**
- C/21/41 FINANCE**
- 41.1.1 Cllr I. Alexander **proposed, seconded** by Cllr Norcross that the Community Income and Expenditure reports for the August 2021 period be accepted as a true and fair record. **Agreed**
- 41.1.2 Committee wanted to discuss at future meetings possible High Street Bin painting, Street Jet Washing operatives and writing letters to High Street shop owners about birds' droppings and gutter issues. **CLERK**
- 41.2 Priorities for Community works/projects to be completed over the next five years. The Clerk once again attempted to obtain the Committee's intentions in terms of community projects. The Clerk to send out the list of projects once again to committee members so that a consolidated list could be brought to the next meeting for further discussion. At this point there was an extended period of disruption in the meeting and it was dealt with by the following proposal. Cllr S. Alexander **proposed, seconded** by Cllr Norcross that under Standing Order 2b that Cllr Goldsmith no longer be heard from in this meeting. **Agreed** **CLERK**
- Cllr Goldsmith then left the meeting.*
- 41.3 Committee discussed the Community Budget for the forthcoming fiscal year - 2022/23 as per Papers prepared by the Clerk. To be brought back and agreed at next meeting - with councillors to contact the Clerk with points raised or suggestions in the meantime. Clerk to check further details for Lamp post testing and maintenance for Adult Exercise Area. **CLERK**
- 41.4 Following recommendations from the Playground Working Party. These recommendations to be brought forward to next meeting with another working party taking place if possible, to further discuss. **CLERK**
- C/21/42 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**
- 42.1 To receive an update from the Clerk regards playground works. The Clerk supplied a table showing remedial works both completed and yet to be completed following the Wicksteed annual inspection. Adult Exercise Area still needs attention. **CLERK**

- 42.2** To discuss possible support for re-wilding of grass verges as per supporting papers. The Deputy Clerk has been working with other authorities and the residents since the last meeting, and the proposal is currently being discussed directly between the residents and WSCC.
- 42.3** To discuss details for the next tranche of tree works for the hedge on the boundary of the MPF and the Allotments as per supporting papers. Cllr I. Alexander **proposed, seconded by** Cllr S. Alexander that the clerk obtains quotes for Hedge works on the MPF for two heights of 3.5 and 4 meters. **Agreed** **CLERK**
- 42.4** The committee received the grass cutting report.
- C/21/43 PROGRESS REPORT**
- 43.1** 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**
- 43.2** C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** Details have been kindly supplied by the SCO to assist this process **CLERK**
- 43.3** 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**
- 43.4** 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**
- 43.5** C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk - **Ongoing** **CLERK**
- 43.6** 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** **CLERK**
- 43.7** C/20/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable - **Ongoing** **CLERK**
- 43.8** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** **CLERK**
- 43.9** C/21/21.11 Clerk to obtain quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 43.10** C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - **Ongoing** **CLERK**
- 43.11** C/21/31.2 Chairman and Clerks office to prepare any reports necessary on the issue of playground safety and unfounded allegations made against the Council and report to Full Council if appropriate – **Actioned**
- C/21/44 DATE OF NEXT MEETING – 7th December 2021 at 7.30 pm.**
- 44.1** *Committee ran out of time to complete business, so the Chair closed the meeting at 10.02pm* **CLERK**

Signed: Date: 7th December 2021
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/l-xgR68M_yA



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

Tel. 01903 812042

www.steyningpc.gov.uk

New Owners
2 Newham Lane
Steypning
BN44 3LR

Dated 31st November 2021.

Dear Resident of 2 Newham Lane

Welcome to Steypning, and your new property.

I do not know precisely when you moved in , nor what the estate agents or previous owners have discussed in relation to the rear access from your property, but on behalf of the Council I need to inform you of the need for you to gain permissions if you want to use your rear gate for vehicular access.

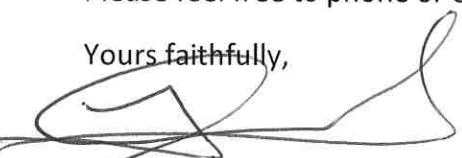
I am sending previous correspondence to your address so that you are more familiar with the situation (Please find enclosed)

Further to these letters, I have been asked to write formally to request that you cease, with immediate effect, to access the rear of your property from the Memorial Playing Field car park. The car park is owned by Steypning Parish Council and access to the car park is therefore with the permission of the Council.

Should you require access to your property for any special reason then you must apply to the Council for permission to do so on each occasion. You should also note that under new arrangements with the cricket club, the access to the car park will be locked from time to time.

Please feel free to phone or email on the address below should you want to discuss this matter further

Yours faithfully,



John Fullbrook

Steypning Parish Council Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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



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Mr and Mrs. S Taylor
2 Newham Lane
Steypning
BN44 3LR

Dated 12th March 2021.

Dear Mr and Mrs. S Taylor

I have been asked to send this letter onto you on behalf of the Steypning Parish Council Community Committee

Further to our letter of 28th January {copy enclosed}, as we have had no acknowledgement or written reply to our query, we are now writing formally to require you to cease to drive over the Memorial Playing Field to and from the access created in your fence, assuming it is you who is doing so. Please send us written assurance to that effect. If you contend that you or your predecessors have permission from Steypning Parish Council to such vehicular access, we must ask you to furnish us with written evidence of such permission by no later than March 31st.

For your information, our records lead us to believe that you and your predecessors have not been granted vehicular access across the Parish Council's land. Indeed, our records show that a request for this was declined in August 2006.

You should know that the Parish Council needs to be in a position to control access to its car park and to the Memorial Playing Field generally. Although the vehicle gate is rarely locked at present, we must be in a position to do so in future either temporarily or permanently without having to concern ourselves with any access rights by neighbouring properties.

We look forward to hearing from you shortly.

Kind regards

John Fullbrook

Steypning Parish Council Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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



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Mr and Mrs. S Taylor
2 Newham Lane
Steypning
BN44 3LR

Dated 28th January 2021.

Dear Mr and Mrs. S Taylor

You may have spotted that in the course of the last 12 months a litter bin had been relocated adjacent to your back gate next to the Parish Council Car Park, and then later removed and relocated elsewhere once more following a complaint from some of your neighbours, suggesting it was inappropriate to place it in such close proximity to their gardens.

During discussions about this process, pictures were taken to aid the decision-making process, and there followed a concern raised by a councillor who asked whether permission had been granted for vehicular access via your back gate to the Car Park / Memorial Playing Field (MPF) as no other resident who has property adjacent the MPF seems to have such an access.

The Parish Council does not appear to have available on record any such agreement.

Can you help us please to understand when the gate was installed and if you have record of any discussions with our council or the district council to gain permissions?

Thank you in anticipation of your helping us in this matter.

Kind regards

John Fullbrook

Steypning Parish Council Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

John Fullbrook

From: John Fullbrook
Sent: 02 December 2021 12:39
To: Steyning Parish Council - Clerk
Subject: FW: Abbey Rd items for 7th Dec Comms Cttee
Attachments: AR Advisory Group meeting notes 10.11.21.docx

ITEM 6.1.1

From: BROWNS <**Sent:** 28 November 2021 18:58
To: John Fullbrook <**Subject:** Abbey Rd items for 7th Dec Comms Cttee

Hello John,

Can you please add these 2 items to the Communities Cttee agenda for 7th Dec?

1. The first are notes from a walk-around the site by the Abbey Road Advisory Group as an Information item. **Item 6.1.2**

2. A request to plant 6 Silver Birch trees on the 'hump' in the meadow at Abbey Rd, as recommended by the Advisory Group in the accompanying information paper.

The 'hump' is towards the pond area, and trees planted here would not be in line of sight from any of the neighbouring houses.

Ashridge Nurseries have small trees in stock at 150cm-175cm (between 5 and 6 feet) tall for just £10.20 each. Total plus delivery would be £79.

Roger.

Roger Brown

**Abbey Road Advisory Group meeting
10th Nov 2021 . 3.00-4.30pm**

Present:

Tony Whitbread. President Sussex Wildlife Trust
Colin Holter. Local bird expert and AR Bird surveyor
Roger Brown. AR Coordinator.

Apologies:

Craig Daters. SDNPA,
Rachel Paget OART.

Also attended:

Viv Doussy (Tony's wife),
Bob Platt. (AR Botany surveyor. HDC Councillor),
Peter Chase (local OART volunteer).

Key Points

1. The Advisory Group were pleased that steady progress has been made and that the Management Plan was working. A few changes were suggested: -
2. Tanyard Stream flood terrace. Possibly create breaks in the bank to allow stream water to flood this area more often.
3. Spread the excavated clay from the pond to create more gently sloping banks.
4. Positions for approx 15 new trees agreed. Should be mostly native wetland species such as Alder and Black Poplar.
5. Meadow. May be too wet and fertile to create a 'traditional' wildflower meadow. Give it one more year, then may need to change tactics and encourage wetland wildflowers, and review the cutting programme.

Post-Meeting response to these notes from Rachel (OART) : “

Yes, happy with the stream notes (pending the detail). I'm sure you are aware of this, the Tanyard Stream is a main river so you may need a flood risk permit to undertake bank works or increase temporary water storage on the floodplain. You can install additional deflectors under an exemption and we can supply materials again if you want to go ahead after the fish spawning season next year

Rachel (Rachel Paget. Senior Project Manager. Ouse and Adur Rivers Trust)

Post-Meeting response to these notes from Craig (SDNPA) “

This all reads very positively Roger and the group have achieved a huge amount. I think TW's final comment about 'not doing it all at once' is spot on, both in terms of habitat creation/management and by providing hands on tasks for your group over many years and seasons.

Survey data is the key thing for you to collect I'd suggest, as that may give you clues as to what tweaks/interventions you may wish to choose.

Apart from that, don't forget to provide opportunities for the group and the community to enjoy and celebrate it!

Craig. (Craig Daters. Lead Ranger. Central Downs Team SDNPA)

Tanyard Stream

- Looks good. Vegetation died back from mid-summer. Large Cupressus overhanging stream could be trimmed, but on householder's bank. Liaise with them?
- Deflectors installed with OART still in place and doing their job. Could do with a top up with hazel bundles during the winter. (ARCVs can do this).

Streamside terrace/flood area

- Stream side bank could be lowered in a couple of places, to allow water to flood onto it when the stream is in spate? Check with OART. (Believe bank has been built up by EA dredging over the years, so that the stream only floods onto its natural flood terrace when stream is in full spate. Cutting slots in the bank would increase the frequency of this area holding water back, as it was meant to do.)
- No real need to cut any of the vegetation in this flood terrace area, as it holds up the water flow, as it provides cover for amphibians, nesting birds etc. But watch encroachment of bramble. Don't want it to dominate. May need to cut in future. But more flooding (prev point) would tend to suppress the bramble growth.
- Could extend hedgeline on bank with hawthorn/blackthorn
- Dip in path towards the large willows. Water drains from pond area across here towards the stream. Could dig a small ditch to the pond side of the path, to see what happens over a year.

Glade

- Cut back some bramble on right
- Trim willows that have fallen sideways
- Leave selected saplings to grow. (Field maple, Ash - seemingly recovering from die-back)
- Could plant Cuckoo Flower here in bare areas.
- Good to keep open enough for dappled sunlight.

Pond

- All agreed looking great. The newly excavated pond now holding good quantity of water.
- The excavated clay on both sides of the pond could be spread so that it doesn't 'trap' the water in a narrow area.
- Request contractor to come back in late Autumn and spread the clay banks.

Meadow

- Very vigorous grass spp and almost permanently wet soil. Position of the meadow draining water from the surrounding area and its past use as cattle grazing probably means it also has high fertility.
- May be difficult to establish yellow rattle because of this.
- Try cutting and sowing one more year, but then may need to change tactics.
- One success is Meadowsweet, a wet grassland/marsh plant. Growing strongly in the south-eastern corner. Have transplanted some in other areas. Continue to do this.
- Investigate adding other sturdy wildflowers that could cope with the vigorous grass e.g. Yarrow, Wild Carrot, Ox-eye Daisy, Angelica.
- Silver Birch trees could be planted on the 'nettle/dock hump'

Scrub

- Several areas identified as important for bird feeding/nesting areas. No need to do anything, apart from keeping paths clear.

New Tree Planting

- As mentioned 4/6 Silver Birch trees could be planted on the 'nettle/dock hump'.
- 9 positions around the site were identified as suitable for either Alder or Black Poplar, both of which thrive in wet soils.
- We have an offer to dig some Alder saplings at Phil Clay's Mumbles site just the other side of the by-pass.
- RB has a new contact for Black Poplar trees at the Plant Propagation Unit at Wakehurst.

General Points

- Looked at new orchard site on the south part of Abbey Rd.
- Noted the 'tree and shrub creep' into this mown area from the Gatewick House boundary.
- Scope for more tree planting on the western boundary with Gatewick House.
- Tony identified Grey Willow as well as Goat Willow at edge of the meadow.
- Agreed if fallen fractured willows are in the way of planting something else, then cut them back to create the space, if not then leave them alone. The cut willow stumps will re-shoot anyway.

Roger. 28th Nov 2021.

Roger Brown
Coordinator Abbey Road Conservation Volunteers.

John Fullbrook

From: Steyning Parish Council - Clerk
Sent: 02 December 2021 12:32
To: Steyning Parish Council - Clerk
Subject: FW: AR Conservation Volunteers. Work Day report.

From: Roger **Sent:** 21 November 2021 08:34
Cc: John Fullbrook <john.fullbrook@steyningpc.gov.uk>
Subject: AR Conservation Volunteers. Work Day report.

Hello everyone,

We had 6 volunteers at Abbey Rd yesterday. (Myself, Simon A, Simon K, Vanessa, Sheila and Brendan). Several others had other commitments but wanted to be kept up to date, so here is a quick summary of what we did.

- We cleared 2 large fallen/fractured Goat Willows, making space for some new trees to be planted, hopefully in the new year.
- A branch on one of the Narrow-leaved Ash trees had snapped and got lodged. This was cut in sections and removed.
- One of the large pond-side willows previously cut down, had sprouted 10' long shoots, and if left for many more years, would have grown back into a large tree. These were removed. Advice will be sought as to how we might safely kill the roots to prevent it regrowing.
- we scarified and sowed more Yellow Rattle seed in part of the meadow area.

As we were finishing, 2 local residents chatted to Simon A and myself. They were pleased with how the site was being managed, and congratulated us all. But they then said that their neighbour's cat had caught a Water Vole from the stream! If it really was a Water Vole, though tragic to lose a Water Vole, this is fantastic news if they are present. They eat stream side vegetation in a particular way, so we will look out for this in future.

Hopefully see some of you on 18th Dec for our last session of the year. Mince pies and spiced hot apple juice will be on offer!..

Regards
Roger.

Roger Brown







Briefing Note

Item 6.2

The Royal British Legion look after our Steyning PC memorial Gardens, and they do a superb job of it too, and on our behalf.

Their representative {Lewis} would like to make a presentation for us this coming Community Committee.

In summary his presentation will include the following: -

(As per extract from his email)

The Memorial Garden, it is over a decade since a major refurbishment was completed, with maintenance, since then, in the main, being carried out by one local resident, Susan Smith, who, I have to say, has put in a considerable number of hours. This effort has been supplemented, on the odd occasion, by a local resident providing the funds for an annual "haircut" of the whole garden, together with additional funds for fencing, gates etc.. The Parish Council have occasionally been asked to contribute a relatively small amount, which was provided. No money has been requested for the last couple of years.

It has been brought to our attention that the garden should really have a layer of mulch applied, my request is that this be funded and actioned by the Parish Council.

I would just like to remind everyone where responsibilities for the garden rest. It has already been accepted that the responsibility for the garden rests totally with the Parish Council. I just need to reiterate that: Over the past years' members of the RBL have been committed to organising, with the support of local residents and businesses, a good example being the total cost of the refurbishment project, the RBL are forbidden by the rules of the Charities Commission to release funds for any memorial which is not owned by the RBL.

It is quite well known that the Officers of the local RBL branch are getting a little "longer in the tooth" department and consideration is being urgently given to downgrading the Branch to a "remote" running system, "County Support Branch".

I am arranging for mulch to be delivered and spread, and for the memorial bench seat to re-painted in spring of next year as the weather improves. What I would like us to agree, if possible, would be to pay for the installation of two finger posts (the location of which to be agreed between Steyning and District Partnership and the Royal British Legion) and to agree the costs involved which should be in the region of £275 per sign, PLUS VAT. And this would include installation – please see picture below for representation

The Royal British Legion have long wanted this extra signage to publicise the position of our memorial garden, which unless you know the town and especially the MPF well, you might otherwise might not know exists.

Compiled by the Clerk

Memorial Playing Field
Police Station
The Downs

12th C Church
Museum / Library
Theatre

Toilets



Bin Cleaning and Jet washing of the High Street

Item 6.4.1

The bin washing and cleaning has been arranged with HDC to be carried out the week beginning 29th November and the week of 6th December 2021.

The arrangements for the jet washing of the High Street were delayed due information received from HDC informing that the Cleansing Team receiving abuse from residents and Business Owners last year when the jet washing was carried out.

Having had further talks with the Cleansing Team the washing of the pavements will be carried with a sweeping instead of a jet washer as it will be less noisy. They do require a councillor or councillors to be present whilst this is being done. Due to dark mornings and also the risk of freezing weather during the winter months, which could make the pavements icy, it has been agreed to start the washing in late February/early March.

Compiled by Hazel R

{Please see appended a previous letter sent to shop owner re issues with bird droppings}

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

Telephone: 01903 812042

www.steyningpc.gov.uk

Martins Newsagents
High Street
Steyning
West Sussex
BN44 3RD

Dated 22nd June 2018

Dear Sir / Madam

The Amenities Committee members of the Steyning Parish Council have been looking at the problem of pavement cleaning for some time and other than ensuring the daily cleaning process is undertaken proficiently, have also twice yearly asked a contractor to power wash the high street to clean the more engrained detritus, chewing gum and Pidgeon droppings. Rather than deal with the consequences however the Council was hoping to deal with some of the causes and to this end the Committee had noticed that Pidgeon's are mainly finding a home on a few select properties, and unfortunately yours is one of them.

The Council was wondering if there were any proposals to deal with this issue or if you might like the council's support in trying to do something about the problem.

Please let me know and I will pass on your thoughts to the committee.

Thanks in anticipation

Yours sincerely

John

John Fullbrook

Steyning Parish Council Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

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Martins Newsagents
High Street
Steyning
West Sussex
BN44 3RD

Dated 22nd September 2018

Dear Sir / Madam

Following my letter to you in June I understand there has been some discussion regarding roof renewal over your High street Newsagents, and as part of your considerations I believe you were looking at devices to deter Pidgeon inhabitation.

I would like to thank you for looking into this situation which I'm afraid is a blight on the high street as a whole, and once again I offer our support for your endeavours.

Please don't hesitate to contact our office on the above number if there is anything we can do to help.

Thanks in anticipation

Yours sincerely

John

John Fullbrook

Steyning Parish Council Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

Subject: Item 6.5 - Use of Cricket field for Roundhill Romp.

Briefing Note – Item 6.5

Please see below request.

In reply we have asked for the usual Risk Assessments and that the club liaise with the Cricket Club to ensure there is no double booking issue.

Could I ask that we discuss and agree whether the athletic club can use the changing room facility free of charge on the day if needed or whether there needs to be a charge and if so what would that charge be.

From: Sent: 12 November 2021 13:03

To: Hazel Roxby <**Cc:** Steyning AC

Subject: Use of Cricket field for Roundhill Romp.

Dear Hazel,

Steyning Athletic Club wish to promote the 'Roundhill Romp' in 2022 as one of the West Sussex Fun Run League events.

As you are aware this could not take place this year but we believe and hope that we can run the event in the normal way next July.

In view of this, we would like to request the use of the Memorial Field on the 6th July, this being the 1st Wednesday in the month as has been the tradition for the previous 30 years.

This year there was some confusion over the use of this date, as there was a possibility that this clashed with a cricket match. Please could you let us know the procedure to follow so that we can avoid such a situation.

Do you have any other requirements apart from the risk assessment that we need to know about?

Kind regards

Martin Ford-Dunn

Tel

29/11/2021

11:05

Steyning Parish Council

Page 4

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Committee Report

Amenities Cttee201 Highways & Lighting

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1001 HDC Cleaning Grant	0	12,000	12,000	24,350			0.0%
Highways & Lighting :- Income	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>24,350</u>			<u>0.0%</u>
4200 Street Light Energy	815	810	(5)	810		(5)	100.6%
4201 Street Light Maintenance	2,015	1,960	(55)	1,960		(55)	102.8%
4202 Lamp Post Testing	0	0	0	100		100	0.0%
4210 Road Sweeping	6,420	8,652	2,232	17,300		10,880	37.1%
4211 Town Improvements	0	0	0	1,500		1,500	0.0%
4259 Grit	0	0	0	200		200	0.0%
4260 Pressure wash High St	0	400	400	400		400	0.0%
Highways & Lighting :- Indirect Expenditure	<u>9,250</u>	<u>11,822</u>	<u>2,572</u>	<u>22,270</u>	<u>0</u>	<u>13,020</u>	<u>41.5%</u>
Net Income over Expenditure	<u>(9,250)</u>	<u>178</u>	<u>9,428</u>	<u>2,080</u>			
<u>301 Playing Fields</u>							
1004 Reimbursed Charges & donations	440	250	(190)	500			88.0%
Playing Fields :- Income	<u>440</u>	<u>250</u>	<u>(190)</u>	<u>500</u>			<u>88.0%</u>
4253 Water Charges	213	0	(213)	0		(213)	0.0%
4276 Tree and Hedge Cutting	0	3,200	3,200	5,000		5,000	0.0%
4300 Grass Cutting	0	0	0	5,380		5,380	0.0%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4309 Tree Reports & Essential works	0	4,998	4,998	10,000		10,000	0.0%
4310 Grounds Maintenance	621	1,752	1,131	3,500		2,879	17.7%
4312 Waste Removal	722	726	4	1,450		728	49.8%
4320 Play Equipment Inspections	970	950	(20)	1,200		230	80.8%
4321 Play Equipment & Maintenance	3,360	750	(2,610)	1,500		(1,860)	224.0%
4352 Litter and Bins	1,828	1,248	(580)	2,500		672	73.1%
4360 Allotment Maintenance	52	900	848	3,800		3,748	1.4%
Playing Fields :- Indirect Expenditure	<u>7,766</u>	<u>14,524</u>	<u>6,758</u>	<u>34,330</u>	<u>0</u>	<u>26,564</u>	<u>22.6%</u>
Net Income over Expenditure	<u>(7,326)</u>	<u>(14,274)</u>	<u>(6,948)</u>	<u>(33,830)</u>			
<u>302 Allotments</u>							
1005 Allotment Rents	3,496	2,400	(1,096)	4,400			79.5%
Allotments :- Income	<u>3,496</u>	<u>2,400</u>	<u>(1,096)</u>	<u>4,400</u>			<u>79.5%</u>
4253 Water Charges	511	600	89	1,100		589	46.4%
Allotments :- Indirect Expenditure	<u>511</u>	<u>600</u>	<u>89</u>	<u>1,100</u>	<u>0</u>	<u>589</u>	<u>46.4%</u>
Net Income over Expenditure	<u>2,986</u>	<u>1,800</u>	<u>(1,186)</u>	<u>3,300</u>			
Amenities Cttee :- Income	3,936	14,650	10,714	29,250			13.5%
Expenditure	17,527	26,946	9,419	57,700	0	40,173	30.4%
Movement to/(from) Gen Reserve	<u>(13,590)</u>						

01/12/2021

16:28

Steyping Parish Council

Page 4

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Committee Report

Amenities Cttee201 Highways & Lighting

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1001 HDC Cleaning Grant	0	12,000	12,000	24,350			0.0%
Highways & Lighting :- Income	<u>0</u>	<u>12,000</u>	<u>12,000</u>	<u>24,350</u>			<u>0.0%</u>
4200 Street Light Energy	815	810	(5)	810		(5)	100.6%
4201 Street Light Maintenance	2,015	1,960	(55)	1,960		(55)	102.8%
4202 Lamp Post Testing	0	0	0	100		100	0.0%
4210 Road Sweeping	7,840	10,094	2,254	17,300		9,460	45.3%
4211 Town Improvements	0	500	500	1,500		1,500	0.0%
4259 Grit	0	0	0	200		200	0.0%
4260 Pressure wash High St	0	400	400	400		400	0.0%
Highways & Lighting :- Indirect Expenditure	<u>10,670</u>	<u>13,764</u>	<u>3,094</u>	<u>22,270</u>	<u>0</u>	<u>11,600</u>	<u>47.9%</u>
Net Income over Expenditure	<u>(10,670)</u>	<u>(1,764)</u>	<u>8,906</u>	<u>2,080</u>			
<u>301 Playing Fields</u>							
1004 Reimbursed Charges & donations	440	250	(190)	500			88.0%
Playing Fields :- Income	<u>440</u>	<u>250</u>	<u>(190)</u>	<u>500</u>			<u>88.0%</u>
4253 Water Charges	0	0	0	0		0	0.0%
4276 Tree and Hedge Cutting	0	3,200	3,200	5,000		5,000	0.0%
4300 Grass Cutting	0	0	0	5,380		5,380	0.0%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/10/2021

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4309 Tree Reports & Essential works	0	5,831	5,831	10,000		10,000	0.0%
4310 Grounds Maintenance	621	2,044	1,423	3,500		2,879	17.7%
4312 Waste Removal	722	847	125	1,450		728	49.8%
4320 Play Equipment Inspections	970	950	(20)	1,200		230	80.8%
4321 Play Equipment & Maintenance	3,776	875	(2,901)	1,500		(2,276)	251.8%
4352 Litter and Bins	2,084	1,456	(628)	2,500		416	83.4%
4360 Allotment Maintenance	52	900	848	3,800		3,748	1.4%
Playing Fields :- Indirect Expenditure	<u>8,225</u>	<u>16,103</u>	<u>7,878</u>	<u>34,330</u>	<u>0</u>	<u>26,105</u>	<u>24.0%</u>
Net Income over Expenditure	<u>(7,785)</u>	<u>(15,853)</u>	<u>(8,068)</u>	<u>(33,830)</u>			
<u>302 Allotments</u>							
1005 Allotment Rents	3,900	2,800	(1,100)	4,400			88.6%
Allotments :- Income	<u>3,900</u>	<u>2,800</u>	<u>(1,100)</u>	<u>4,400</u>			<u>88.6%</u>
4253 Water Charges	511	600	89	1,100		589	46.4%
Allotments :- Indirect Expenditure	<u>511</u>	<u>600</u>	<u>89</u>	<u>1,100</u>	<u>0</u>	<u>589</u>	<u>46.4%</u>
Net Income over Expenditure	<u>3,390</u>	<u>2,200</u>	<u>(1,190)</u>	<u>3,300</u>			
Amenities Cttee :- Income	4,340	15,050	10,710	29,250			14.8%
Expenditure	19,406	30,467	11,061	57,700	0	38,294	33.6%
Movement to/(from) Gen Reserve	<u>(15,065)</u>						

Community Committee - Draft Budget 1st April 2022/ 31st March 2023

2 Dec - V2 JF

CONSOLIDATED P & L ACCOUNT

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	YEAR TO DATE	Budget 22/23
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£845
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,548.00	£ 850.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 16,850.00	£ 7,840.00	£ 18,250.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ -	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 511.00	£ 1,200.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 700.00	£ -	£ 700.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ -	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 6,000.00	£ 6,100.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ 6,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 621.00	£ 3,500.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,200.00	£ 722.00	£ 1,450.00
4320	Play Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 970.00	£ 1,800.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 3,776.00	£ 2,100.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 2,084.00	£ 3,200.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 52.00	£ 3,800.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,300.00	£ 26,954.00	£ 58,695.00
CODE	INCOME							
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 3,900.00	£ 4,600.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 28,960.00	£ 29,900.00
TOTAL INCOME OVER EXPENDITURE		£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,000.00	£2,006.00	-£28,795.00

Community Projects – proposed prioritisation ITEM 7.3

There follows a list showing where we are currently in terms of community project prioritisation, and I am hoping we can confirm which of the 'Other Projects into 22/23' and 'Priorities for future years' and 'Longer Term Aims' ought to be Priority A – Next Year B – Year After, C – Years Following that.

Projects 2021/22

Committed

Project	Money from	Status
1. – Allotment water service enhancement	- Special Projects / General Reserves	
2. – Replacement play equipment at MPF	- Budget	COMPLETED
3. – Abbey Road re-wilding	- Budget	ONGOING
4. – Changing Room water tank replacements	- Special Projects	COMPLETED

Close to commitment

1. – Godstalls Lane tree works	- Budget	ONGOING
2. – Chandlers Way pocket park (<i>inc. playground renewal</i>)	- Grant funded / General Reserves (GR)	
3. – 20mph Speed Limit {Twenty's plenty}	- S106 / GR	ONGOING
4. – Footpath designations	- Finance Not Applicable	ONGOING
5. – Recycling Bins	- GR / Special projects	
6. – MPF / Cricket Car Park (<i>Management plan items</i>)	- Budget / Special projects	Near Completed
7. – MPF / Allotment Hedge	- Budget	ONGOING

Other Project being discussed for this year into 22/23.

1. – Memorial Bench replacements at the MPF	- Budget
2. – MPF Changing room apron extension	- Unknown (Special Projects/ GR)
3. – Cripps Lane undergrowth tidy	- Budget
4. – Memorial Bench/ Tree policy/ project	- Budget / Partner funding
5. – MPF Playground renewals	- Cil / Grant / General Reserves
6. – Chandlers Way Playground renewal	- Cil / General Reserves

Other Projects to be prioritised for future years - 2023 to 2026.

1. – Street lights change to LED
2. – Water Fountain installations
3. – Move the MPF Gazebo
4. – Allotment entrance – Funding should be Earmarked
5. – Paving slabs in front of benches
6. – Tree management plan
7. – Permanent signage at MPF / Car Park
8. – Extra Lamp post for dark alley / Resident led

Proposed Playground Timetable of Renewals

2021/22 – Chandlers Way - (As part of Pocket Park Scheme)

2022/23 – MPF - (Complete renewal / redevelopment)

2023/24 – Abbey Road - (Additional equipment & renewal) /

South Ash - (Additional equipment & renewal plus possible plant trough screening)

2024/25 – MPF small play area / Fletchers Croft Fencing and Gates

2025/26 – MPF Fencing and gates / Normans Way redevelopment

{Agreed recommendation from Playgrounds Working party – dated 6th October on Chandlers Way and MPF timetable of renewals}

Longer Term Aims (suggested – more aims welcomed)

1. – To establish and agree the citing of a Skate Park and budget for its development
2. – Club house renewals or redevelopments on the MPF.
3. – Sustainable Transport initiatives
4. – Cycle Rack installations
5. – Electric charging point installations

John Fullbrook

Subject: Winter Plan agreement

Briefing Note - Item 7.6

This year we were required not to provide a full winter plan as you can see by the email stream below – rather update and amend as necessary the previous year's plan.

Therefore this item on the agenda is merely to record receipt that this information has been provided and that therefore Steyning Parish is covered this year by a 'Winter Plan'

From: Hazel Roxby **Sent:** 04 October 2021 11:12
To: Active Communities <**Cc:** John Fullbrook <
Subject: RE: Steyning - Farmers & Contractors Winter Agreement

Dear Jess

I can confirm that the maps for the gritting are still correct.

I have attached the Public Liability for Mark Street and Jack Lee. Jack Lee replaced Danny Flynn in last year's winter agreement.

The email addresses for 2 key contacts are Hazel.roxby@steyningpc.gov.uk (for Hazel Roxby) and
(for Mark Streeter)

Please contact me if you have any queries

Regards

Hazel

From: Steve Hill <**k**> **On Behalf Of** Active Communities
Sent: 29 September 2021 16:00 **To:** Hazel Roxby <
Subject: Steyning - Farmers & Contractors Winter Agreement

Good afternoon,

I'm getting in contact regarding this year's winter support by farmers & contractors. The plan is not to send out an agreement for winter 2021/22 unless any of the routes or information has changed from 2020/21.

Please can you:

- Confirm that the gritting maps are still correct
- Provide copies of PLI certificates covering winter 2021/22 (up to April 22) for – Mr Danny Flynn and Mr Mark Streeter
- Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.

Please note Farmers & Contractors are not eligible to participate in the pre-arranged financial contribution until they have submitted a valid PLI certificate. Please ensure any returns are made before 1st November 2021.

Any questions please let me know.

Many thanks,
Jess Meagher

GRASS CUTTING LOG																
2021-22																
week commencing 22nd March 2021																
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF and Abbey Road grass cutting											weekly cuts done		checked and verified			
week commencing 5th April 2021																
All Play areas and Abbey Road footpath area,											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF field and Abbey Road open space done											weekly cuts done		seen in progress			
										Abbey Road Meadow cut and cuttings put on compost heap						
										was agreed that 2nd Cut in May wont be required.						
week commencing 5th April 2021										Contract changed, Contractors informed						
Chandlers way field and Allotment Paths.											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF and Abbey Road grass cutting											weekly cuts done		seen in progress			
week commencing 12th April 2021																
All Play areas and Abbey Road footpath area,											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF field and Abbey Road open space done											weekly cuts done		checked and verified			
week commencing 19th April 2021																
Chandlers way field and Allotment Paths.											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF and Abbey Road grass cutting											weekly cuts done		checked and verified			
week commencing 26th April 2021																
All Play areas and Abbey Road footpath area,											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF field and Abbey Road open space done											weekly cuts done		seen in progress			
week commencing 3rd May 2021																
Chandlers way field and Allotment Paths.											bi weekly done		checked and verified			
MPF strimming and Orchard, MPF and Abbey Road grass cutting											weekly cuts done		seen in progress			
week commencing 10th May 2021																
All Play areas and Abbey Road footpath area,											bi weekly done		checked and verified			

[illegible]

Week Commencing 5th July 2021														
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified		
Week Commencing 12th July 2021														
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified		
Week Commencing 19th July 2021														
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified		
Week Commencing 26th July 2021														
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified		
Week Commencing 2nd August 2021														
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified		
											Abbey Rd Missed			
											1 cut owed			
Week Commencing 9th August 2021														
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified		
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified		
Week Commencing 16th August 2021														
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified		

MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified				
Week Commencing 23rd August 2021																
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified				
					Requested Contractors to bring forward cutting of Abbey Road Meadow											
Week Commencing 30th August 2021										Awaiting a response as they would need to alter their maintenance schedule						
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified				
									mpf							
Week Commencing 6th September 2021																
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified				
Week Commencing 14th September 2021																
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified				
									mpf							
Week Commencing 20th September 2021																
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified				
Week Commencing 27th September 2021																
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified				
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified				
									mpf							
						Abbey Road meadow				done						
Week Commencing 4th October 2021																

Chandlers way field and Allotment Paths.						no cut carried out due to petrol shortage							
MPF strimming and Orchard, MPF and Abbey Road grass cutting													
Week Commencing 11th October 2021													
All Play areas and Abbey Road footpath area,										bi weekly done		checked and verified	
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts done		checked and verified	
										mpf			
Week Commencing 18th October 2021													
Chandlers way field and Allotment Paths.										bi weekly done		checked and verified	
MPF strimming and Orchard, MPF and Abbey Road grass cutting										weekly cuts done		checked and verified	
										mpf			
Week Commencing 25TH th October 2021													
All Play areas and Abbey Road footpath area,										bi weekly		checked and verified	
MPF strimming and Orchard, MPF field and Abbey Road open space done										weekly cuts		checked and verified	
Missed cuts throughout season will either be carried over or not paid for													
The contract ended for this year at the end of october the last planned cuts were done on Thursday 28th October													
The strimming of the outside of the fileds and the allotment paths was missed on the last week of Octorber but was carried out on the week of 15th October													
Deputh Clerk organised The MPF and Abbey road field a further cut on 26th November. These are from the missed cuts in October													

From: Steyning Parish Council - Clerk
Sent: 28 October 2021 14:01
To: John Fullbrook
Subject: FW: Natural Flood Management - River Adur
Attachments: OART Adur NFM leaflet.pdf

Briefing Note 10.1.1

Please see correspondence from the Ouse and Adur Rivers Trust below and her associated request – the supporting paper (leaflet also attached under item 10.1.2)

From: Tara Dawson <Sent: 26 October 2021 15:22
Subject: Fwd: Natural Flood Management - River Adur

Hello,

Further to my email below sent back in September, in light of the recent heavy rain it would be really great to engage with your local parish and find out if anyone has been adversely affected by flooding. If possible we would like to include an article in your parish newsletter. I have included a copy of our leaflet to this email which has some further information on our project. If you have any questions or would like any further information please do not hesitate to contact me. Kind regards
Tara

Tara Dawson
Natural Flood Management Project Officer for the River Adur
Ouse and Adur Rivers Trust



----- Forwarded message -----

From: Tara Dawson <Date: Wed, 15 Sept 2021 at 11:27
Subject: Natural Flood Management - River Adur

Hello,

My name is Tara and I've recently been employed by the Ouse and Adur Rivers Trust as the new Natural Flood Management Project Officer for the River Adur.

The Ouse & Adur Rivers Trust and Environment Agency have begun a partnership project which will assess how working with natural processes can help reduce the impact of heavy rainfall on properties and infrastructure across the River Adur catchment.

Over the next 18 months we would like to work with local parishes, landowners, and communities across the project area to increase knowledge not only of where flooding occurs but also to collect thoughts and insight as to where flood "wetspots" might be. This will enable the development of a co-designed strategy to help secure the funding needed to achieve the projects ambitious goals.

For your reference I have attached a copy of a leaflet explaining a little about the project and Natural Flood Management that we're very happy for you to share. We would love to hear from you or anyone within your parish who have been affected by flooding or are interested in working alongside us to build a more resilient River Adur. If possible we would also like to write an article for your parish newsletter so please let me know if this can be arranged.

If you have any questions, please do not hesitate to contact me directly.

Contact details:

If you are affected by flooding, want to find out more about the techniques we will be using or are interested in getting involved in creating a more resilient landscape then please get in touch.

Tara Dawson – NFM Project Officer

Email: tara.dawson@oart.org.uk

Peter King - Director

Email: peter.king@oart.org.uk

www.oart.org.uk

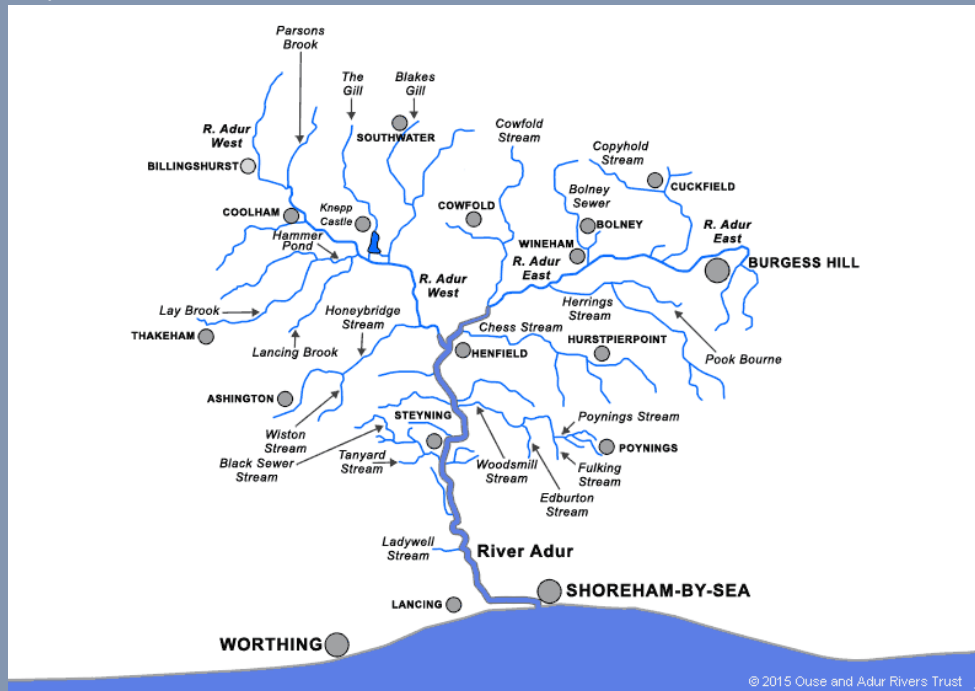


Ouse&AdurRiversTrust



@OuseAdurRT

Map of the River Adur catchment area.



Registered charity 1082447



Environment
Agency

Natural Flood Management on the River Adur Catchment



What are we doing?

Over the next 18 months the Ouse & Adur Rivers Trust (OART) will be looking at what measures can be taken to reduce the risk of flooding to people’s homes across the River Adur valley. We know that some flooding comes from rivers and some from surface water flows, and some from both. We will be assessing how we can use established Natural Flood Management techniques to reduce the risk of flooding whilst providing multiple benefits to local communities and the environment.

Alongside working in partnership with the Environment Agency, Local Authorities, and e-NGOs, we would like to talk to local parish councils and individuals to understand more about where the problems are occurring and gain more local insight. By increasing our knowledge and working with local communities we will be able to form a strategic approach to implementing Natural Flood Management measures which we plan to start delivering from 2023.

You can contact us via the details on the back of this leaflet.



What is Natural Flood Management (NFM)?

NFM uses a wide range of techniques that work with nature to temporarily hold back and store water upstream during rainfall events. This can help to reduce the risk of flooding downstream and increase the local landscapes resilience to drought during dry weather.

Examples of NFM processes:

Increase soil infiltration	Healthy soils with an open structure will enable more water to infiltrate and be stored within the land. Soil structure will be improved through root development from tree and hedgerow planting. Decaying leaf litter will benefit the soil health by adding organic matter and increasing its capacity to hold water.
Slow the flow of river water	Increase resilience to flow by planting woodlands, hedgerows and creating leaky dams.
Store water	Create, maintain, and increase the water holding capacity of ponds, ditches, floodplain washlands and scrapes.
Reduce the flow of surface water	Interrupt surface water pathways by creating buffer strips and planting trees and hedgerows. These will also help to trap sediment and reduce pollution entering the watercourses.