
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th APRIL 2022 AT 7.30PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/21/75	APOLOGIES FOR ABSENCE	ACTIONS
75.1	None	
C/21/76	DECLARATIONS OF INTEREST AND DISPENSATIONS	
76.1	Cllr Campbell declared an interest in agenda item 6.13 as he lived close to the Bench which was being discussed for consideration of being relocated	
C/21/77	QUESTIONS FROM THE FLOOR	
77.1.1	<i>Statement from a resident {7 minutes approx.} (summarised) – There is antisocial behaviour with a group of youths being rude and aggressive and often playing loud music Monday to Friday between approx. 10.30am and 3pm located at the top end of the MPF. The resident thought they were often drunk, on acid, smoking cannabis and talking about pornography. The resident had apparently contacted the Police and the Wardens, but often got an answer machine message so hadn't spoken with wardens.</i>	
77.1.2	<i>The Chair asked the Clerk to also contact the wardens and PCSO's. The Clerk asked the resident if she had left a message with the Wardens – she had not.</i>	CLERK
77.1.3	<i>The resident also asked if a tree with tag number 0289 (Cyprus tree) on the MPF could be checked as it appeared to be in distress.</i>	
77.1.4	<i>The Chair said that this would be checked</i>	CLERK
C/21/78	MINUTES OF PREVIOUS MEETINGS	
78.1	Cllr Lloyd proposed, seconded by Cllr S Alexander to accept the minutes of the 8th of March as a true and fair record. Agreed.	
C/21/79	MATTERS ARISING AND ACTIONS	
79.1	Amendments made to 6th February Draft minutes and then placed on Web Site - Actioned	
79.2	Skips ordered for Allotment clear up period - Actioned	
79.3	Response sent to the SDHP 'Landscape review' - Actioned	
79.4	Chandlers Way Pocket Park - Amendments to letter completed - Actioned	
79.5	Chandlers Way Pocket Park – 100 Letters to be Hand-delivered to local residents – Actioned	

- 79.6 Chandlers Way Pocket Park and MPF Play area,- Clerk to pursue funding with WMT- **Actioned/See item 80.4**
- 79.7 Response to the CCD Local Transport feasibility study – **Actioned**
- 79.8 Memorial Garden signage working party to report back on further considerations – **Actioned / See item 80.2**
- 79.9 Cllr Lloyd to take up the committee’s views on the Car Park digital screens with HDC - **Actioned** Cllr Lloyd has contacted HDC but awaited a response and will report back at next meeting **Cllr Lloyd**
- 79.10 Works and purchases for Bus Shelter enhancement to be completed – **Actioned**
- 79.11 Clock Tower maintenance project taken to F&GP as a priority item for consideration - **Actioned**
- 79.12 Cllr Hanson to report back from meeting with School Foundation Trust re parking at the library-**See item 80.8**
- 79.13 Renewal of concrete at MPF changing rooms taken to F&GP – **Actioned**
- 79.14 Committee to decide location for Jubilee Bench installation – **See item 80.3**
- 79.15 Agreement for Pizza Van to be produced and sent – **Actioned / See item 80.1**
- 79.16 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that all the matters arising other than 79.9 which had been further discussed, be taken as read. **Agreed**

C/21/80 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 80.1.1 **To discuss Trade/Licence agreements for the Pizza Van and Ice Cream traders based at the MPF.** – The Clerk explained that the draft Licence agreements which were distributed as supporting papers, had been compiled by the Chairman in the first instance and that then he had amended the documents which were in themselves based upon the licence which HDC was using to cover the Pizza Van’s use of the Steyning High Street Car Park. Cllr Campbell proposed some amendments via an email earlier in the day and these were then considered. Cllr Lloyd **proposed, seconded** by Cllr Young that the Clerk is tasked with amending the licences based upon the amendments proposed by Cllr Campbell. **Agreed** **CLERK**
- 80.1.2 Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Clerk’s office contact the Pizza Van trader to inform them that there will be a charge for the use of the MPF next year and that they will be informed in the next few months what that charge is likely to be. **Agreed** **CLERK**
- 80.1.3 Cllr Lloyd **proposed, seconded** by Cllr Young that the Clerk is tasked with applying the same licence agreement amendments {to Ice Cream vendor} as per pizza van licence and that the Clerk has the same conversation with her as to what that figure {charge} might be. **Agreed** **CLERK**
- 80.2.1 **Memorial Gardens Finger Post signage installation.** Cllr Young explained that having taken on the comments from the last committee meetings and individual councillors in the interim that the working party had once again agreed upon their original recommendation as per supporting papers of February 8th Community Committee meeting. Cllr I Alexander added further detail in agreement with Cllr Youngs report. The Clerk reminded the Councillors what the original remit was, that to agree upon the location of two finger posts and that the cost for these two signs had already been agreed. Cllr S Alexander **proposed, seconded** by Cllr Norcross that committee agree on the recommendation of the working party and install the two ‘Finger Posts’ as per supporting papers. **Agreed** **CLERK**

80.2.2	Cllr Lloyd suggested he would like a working party, to include himself, to consider a third sign. Cllr I Alexander suggested all signage in the Town and MPF ought to be considered. The Clerk pointed out the Steyning and District Partnership had worked a great deal on this matter and ought to be included in any discussion. Cllr Lloyd said he would work with the Clerk and Cllrs Ian Alexander and Young to formulate a proposal concerning all the signage for the town.	Cllr Lloyd
80.3	To discuss the provision of a Jubilee bench. Six different Bench designs were considered and also, three locations were considered {Fletchers Croft by St Cuthman statue, The MPF, Adjacent the 'Welcome sign' on Bramber Road}. Cllr Lloyd proposed, seconded by Cllr Hanson that committee agree to purchase a traditional Oak Bench to mark the Queens platinum jubilee and that the Chair will research relative costs and bring those back to the next meeting and that the position of the bench will be either by the Fletchers Croft statue or on the opposite side of the entrance road. Agreed {The Clerk had noted permissions would need to be sought if not installed on the MPF}	Cllr Lloyd
80.4.1	Chandlers Way Pocket Park Project. The Clerk updated on the responses received from the residents that had had letters sent to them concerning this project proposal. There had been 14 responses so far to the 104 letters sent out two weeks earlier, which was extraordinary, and without exception the comments have been positive. The clerk stated that he would now convene the working party once more so that the next steps of the process could be agreed.	CLERK / W. Party
80.4.2	The Clerk went on to give two further updates concerning the project. The first concerned the application he had made to HDC for grant funding. There had been a response regards the initial application to say that the awarding panel for the 'Community Climate Fund' thought it was better suited for consideration under the HDC 'Nature Recovery Fund', therefore the Clerk acquired a redirection application and having completed and submitted it, there will be a further wait of three to four weeks while the new application is considered. The second point is that the Wilson Memorial Trust representative will be meeting the Clerk soon to give further indication as to the possible funding opportunities for this and other proposed projects.	CLERK CLERK
80.5	To consider the provision of a compost heap or an updated 'green' waste bin service at the MPF. The Steyning Cricket club groundsman had approached the Clerk's office with a request for this provision for his grass cuttings. The Committee thought the matter better handled by the Cricket Club. Cllr Goldsmith will liaise with the club chairman and Clerk to seek resolution.	Cllr Goldsmith
80.6	The Winter storms. The Clerk reported on maintenance issues arising, and dealt with, following the recent severe storms. This included dealing with two small trees that had fallen, one on the Southern boundary of Abbey Road and one on the MPF boundary with the Allotments. Both were cut down, largely removed from site and the area tidied in swift order. Regarding the other SPC Assets, the play areas, other trees and hedges were okay, some fencing had received minor damage but was being dealt with and the buildings were not damaged. The Allotments were badly affected with plot holder's sheds, and other structures being damaged. The plot holders are completing most of the clear up with assistance from our Caretaker and the office has provided the first 'Annual allotment skip provision' earlier than normal.	
80.7	Recycling Bin provision adjacent the Bus Shelter. The Clerk had answered previous questions raised via the supporting paper and requested the committee consider this provision following the fact that the purchase of it was now not going to be covered by the HDC 'Welcome Back' fund. Cllr Lloyd proposed, seconded by Cllr I Alexander that SPC purchase and install the Recycling bin {Final location unconfirmed} as per specified within the Supporting papers. Agreed	CLERK
80.8	Library Car Park. Cllr Hanson updated that she had met with the School Trust Foundation Chairman on site and had discussed the situation concerning the past, current and possible future use of the Library Car Park, including signage provision. The Chairman's personal view	Cllr Hanson

was that the previous provision to help with resident and visitor parking should continue as there was currently less necessity, it seemed, for the school to need these spaces. However, this view needed to be agreed by both the Foundation committee and the school's new Headmaster and Senior management team. Cllr Hanson will report further at future meetings.

80.9 The Clerk, using the Deputy clerk report, updated on the grass cutting program stating that there had been two extra cuts which had taken place in mid-March which had been credited from last Year's contract. Also, that the Abbey Road Meadow had been cut two weeks previously.

80.10 The Clerk using the report from Tessa, updated on the current situation. In short there are currently five plots available with 10 cultivation letters having been sent in the last month

80.11 **To consider the 'Scope of Works' for the maintenance of the Steyning Clock Tower.** Cllr Goldsmith had sent in a draft scope of works and the Clerk via supporting papers had suggested that the committee also include consideration of a structural inspection of the Tower, and that works be undertaken to Clock Face, the Weathervane and the internal areas. Committee discussed how best to inspect the tower, and whether it was possible to survey without a scaffold having to be erected just for that purpose and before decorative works commence. Cllr S Alexander kindly offered his drone service at nil cost if it would help prevent the need for scaffolding to be installed for a period any longer than absolutely necessary. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the Clerk is delegated to speak with HDC to find out names of appropriate building surveyors or for them to support SPC by providing one of their own surveyors to look at the structural integrity of the clock tower both inside, outside and the roofing and report on the scope of works necessary. **Agreed**

CLERK

80.12 **A community initiative to 'green' some Steyning verges.** The clerk elaborated on the text from the supporting papers, and stated that the resident who had been working on this project, via the Steyning Greening Group, had taken on board the comments from SPC and had ensured WSCC had been contacted and had approved the concept and agreed that driver's line of sight would not be impeded as the managed 'Rewilding' was undertaken and matured. It was also understood that should there be significant complaints, or any other issues arise, that Greening Steyning would remain receptive to altering the nature of the project. They were also placing a sign on the verges in question to ensure people were informed that the longer grass (and hopefully wildflowers in due course) were a product of a 'managed process rather than neglect'

CLERK

80.13 **To reconsider a possible Bench relocation on the MPF following a request from a resident.** Cllr Lloyd **proposed, seconded** by Cllr Norcross 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 and to continue to monitor it and try and ensure that the antisocial behaviour does not continue. **Agreed**
The Clerk is to write to the residents to inform of the committee decision and ask that they report to them if the problem does not improve.

CLERK

C/21/81 FINANCE AND GOVERNANCE

81.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure report for February 2022 be accepted as a true and fair record. **Agreed**

C/21/82 PROGRESS REPORT

82.1 C/21/9.5 To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft Licence – Cllr Lloyd reported that he had discussed the matter with HDC, and made committee aware that the matter is entirely dependent upon whether the lease is for more or less than 7 years. The advice from HDC's legal department was that SPC agree a lease of less than 7 years and that therefore the licence can be done rapidly. Cllr Lloyd **proposed, seconded** by

Cllr Lloyd

Cllr S Alexander that Cllr Lloyd responds to HDC to inform that SPC are likely to accept the less than 7-year licence option {dependent on the content of the agreement}. **Agreed** The draft Licence will be brought back to committee for final agreement.

CLERK

82.2 C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - **Ongoing**

82.3 C/21/50.4 High Street Jet washing (Cllrs Norcross and Lloyd) – D. Clerk to Coordinate – Confirmation on the dates awaited when HDC operatives are available. D. Clerk also to continue to chase HDC about their agreement to paint the High Street Bins

D. CLERK

82.4 C/21/51.4 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - **Ongoing**

CLERK

82.5 C/21/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - **Ongoing** – Clerk to clarify with C. Club what the hold-up is.

CLERK

82.6 C/21/60.2 Clerk to purchase Diversionary signs and liaise with school and school trust regards storage confirmation – Awaiting confirmation from the school trust.

CLERK

82.7 C/21/60.3 Bus Shelter beautification working party to convene – **Ongoing** - convening Week beginning 18th April

CLERK

82.8 C/21/60.6 Hedgerow working party to be convened - **Ongoing**

CLERK

82.9 C/21/60.10 Adult gym maintenance to be provided via Wilson Memorial Trust funding – This matter is being considered by the Wilson Memorial Trust

CLERK

82.10 C/21/60.5 SPC Tree conditioning report to be completed on 26th / 27th April

CLERK

82.11 C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project - **ongoing**

CLERK

82.12 Cllr Campbell requested the Clerk reported on works to MPF play area. The Clerk updated that the Swing Basket had been replaced and the mats delivered but not yet installed as there was, as yet no need to. The cost was as per quoted. As the item was not on the agenda and therefore could not be discussed It was requested that the matter be brought back to committee.

CLERK

C/21/83 INFORMATION / CORRESPONDENCE ITEMS

83.1 The Environment Agency is consulting [on updating the River Basin Management Plans \(RBMPs\) for the protection and improvement of the water environment](#). **Closing date: Friday 22 April.**

83.2 The Clerk discussed correspondence from HDC in which there was an offer of £200 for support for events connected to the celebrations of the Queens jubilee celebrations. Also, there was an offer for a Commemorative Tree. There was some discussion as to what the £200 grant could go towards - a local group could apply for it, or possibly it could go towards the purchase of the SPC Jubilee bench. These two issues to be discussed at the next meeting.

CLERK

C/21/84 DATE OF NEXT MEETING – 7th June 2022 at 7.30 pm.

Meeting ended at 9.48pm

Signed: Date: 7th June 2022

Chair

A recording of this meeting can be found using this link: <https://youtu.be/zwW2T-O1hgA>