
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th JUNE 2022 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Norcross (Chair), Young, I Alexander, S Alexander, Sullivan, and Hanson.

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/01 APOLOGIES FOR ABSENCE

1.1 Apologies received from Cllrs Lloyd, Goldsmith and Campbell

ACTIONS

C/22/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 None

C/22/03 QUESTIONS FROM THE FLOOR *(in summary)*

3.1.1 *Statement from a resident with reference to the agenda item discussing a possible planting of a Jubilee commemorative tree. A commemorative tree had (apparently) been planted 20 odd years ago to mark the Millennium on the MPF and it has not been maintained in the way that it should – Can any new planting of a stand-alone specimen please be properly maintained?*

3.1.2 *The Clerk asked the resident if it had a Tree Ref. tag number and if there had been a plaque installed to notify of its commemoration.*

3.1.3 *The resident stated the tag number was #0288 and she thought it did not have a commemorative plaque*

C/22/04 MINUTES OF PREVIOUS MEETINGS

4.1 Cllr Norcross **proposed, seconded** by Cllr S Alexander to accept the minutes of the 5th of April as a true and fair record. **Agreed.**

C/22/05 MATTERS ARISING AND ACTIONS

5.1 Clerk took residents' concerns to the Wardens, who agreed to extend their patrols – **Actioned**

5.2 Clerk ensured concerns about a distressed tree # 0289 were considered within the Tree report - **Actioned**

5.3 Clerk to amend Pizza and Ice Cream licences - **Actioned**

5.4 Clerk to inform MPF Vendors about possible charge for Licences next year – **Actioned**

5.5 Cllr Lloyd to report back on Jubilee bench provision relative costs – **See item 6.3**

5.6 Clerk to convene Chandlers way pocket park working party – **See item 6.4**

- 5.7 Cllr Hanson to report back on Library/School Car Park – possible community use agreement – **See item 6.6**
- 5.8 Clerk to inform resident as to decision not to move bench on the MPF – **Actioned**
- 5.9 To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft licence – **See item 6.1**
- 5.10 High Street Jet washing (Cllrs Norcross and Lloyd) - Office to coordinate – **Actioned/ See item 6.5**
- 5.11 Clerk to purchase Diversionary signs and liaise with school and school trust regards storage confirmation – **Actioned**
- 5.12 Adult gym maintenance to be provided via Wilson Memorial Trust funding - **See item 6.2**
- 5.13 SPC Tree conditioning report to be completed on 26th / 27th April – **Actioned**
- 5.14 Clerk to bring back Play Area Maintenance works update onto next agenda - **See item 6.3**
- 5.15 Possible Commemorative tree and £200 Jubilee grant to be discussed at next Meeting - **See item 6.12**

C/22/06 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 6.1 **To discuss acceptance of the Licence agreement for Fletchers Croft.** Cllr Campbell had sent to the Clerk some suggested amendments and the Clerk had updated a supporting paper to show the amendments in advance of the meeting for Cllrs to consider. Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC accepts the Licence as per the supporting paper with Cllr Campbell's suggested amendments, and that's the Licence we {SPC} sign assuming, and on the proviso that, HDC are happy with that {those amendments}. **Agreed** **CLERK**
- 6.2.1 **Clerks report on the Outside Gym Area maintenance agreement in association with the Wilson Memorial Trust (WMT).** The Clerk reported ongoing discussions with the WMT Committee Chairman in which tacit agreement had been reached for WMT to pay a sum of £450 per year towards the Maintenance package for the Adult outside gym equipment and for a period of three years. With this in mind, the Clerk had drafted a Memorandum of Understanding that he asked the committee to consider agreeing. Cllr Norcross **proposed, seconded** by Cllr S Alexander that committee accepts the MOU as presented via supporting papers and sign it on the assumption that the WMT are also happy to do the same. **Agreed** **CLERK**
- 6.2.2 In terms of the annual plan for the maintenance scheme for the adult outside gym, the Clerk discussed options and made a recommendation for committee to consider. Cllr Norcross **proposed, seconded** by Cllr Young that SPC commence an annual plan for maintenance of the outside gym which includes two visits from the company that installed the equipment, with the second maintenance visit doubling up as an RPII {Register of Play Inspectors International} inspection {thus providing Health and Safety certificate}. **Agreed** **CLERK**
- 6.3 **To discuss provision and location of Jubilee bench- report from Cllr Lloyd.** Cllr Lloyd was not in attendance, but committee briefly discussed the matter. Cllr Norcross **proposed, seconded** by Cllr Sullivan that the Clerk's office explores with HDC the viability of SPC replacing one of the benches at the entrance to Fletchers Croft with a Jubilee Bench (purchased and owned by SPC). **Agreed** **Cllr Lloyd**

6.4	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 26 responses so far to the 104 letters sent out in March, which was extraordinary, and almost without exception the comments have been positive. The clerk stated that he had responded by asking residents if they may be interested in joining working party discussions on the matter if asked and very many had agreed to do so. In terms of funding assistance there was so far no news from HDC, and nor was there a favourable initial response from the WMT. Cllr Norcross proposed, seconded by Cllr S. Alexander that an all-member Community Committee working party be formed to discuss the playgrounds (future proposed developments) in their totality. Agreed	CLERK
6.5	High Street Jet washing update The Clerk confirmed that thanks to assistance from Cllr Norcross who had agreed to be able to attend site with the contractor, this service was to commence on the 13 th of June at 6am.	D. CLERK/ Cllr Norcross
6.6	Library Car Park, Cllr Hanson updated that she had spoken with the new Headmaster at Steyning Grammar School and that subject to further discussions with the school governors things looked promising in terms of renewing the informal arrangement to allow resident parking within the school car park adjacent the library.	Cllr Hanson
6.7	Allotments. The clerk updated that the allotment clear up day was very productive and he thanked Cllr Simon Alexander for his assistance in managing the bonfire at Canada gardens. The Skips were well used although one was exchanged before it was full – the rest were well appreciated it seemed. The first phase of the works to the Rublees Allotments enhanced water supply has been completed. The works seemed to have been completed very efficiently and professionally. The Second phase of the works will begin when the materials have been sourced from the contractor’s suppliers.	CLERK
6.8	Steyning Country Fair. To discuss permissions to use the Memorial Playing fields. {The use of the Steyning Centre to be dealt with elsewhere}. Cllr Norcross proposed, seconded by Cllr S. Alexander that provided appropriate paperwork is produced, that SPC are happy for them {Steyning Country fair} to use the MPF for their dog show. Agreed	CLERK
6.9	The Committee received the grass cutting report without comments	
6.10	Steyning Football club goals on the Memorial Playing fields, to discuss where they should be left when not in use for matches. After much discussion and consideration of many options the committee asked the clerk if it could be ascertained from the football club whether the goals could be dismantled in the off season.	CLERK
6.11	SPC Play area update. The Clerk outlined three main recent issues. First, a failure it seems of a swing chain coupling bolt on the MPF which seemed very unusual to say the least as the thick bolt simply seemed to shear off. The SPC maintenance operative attended site to make safe and later to complete a repair. Second a case of vandalism at the Basketball courts with a bonfire being set in the middle of the playing area. The clerk asked the suppliers/ installers to give SPC a price for replacement of the 12-foot round centre circle - and then the clerk may well take it up with the insurers to cover the costs of this replacement. Third, is the ongoing maintenance works to all play areas with last month the operatives concentrating on ground works, using new topsoil to level out some uneven ground issues on all of the sites, and dealing with any works highlighted by the monthly HDC inspections as well as our own site checks. Lastly, he also reported that a contractor had replaced a broken wooden seat at the MPF with a more robust recycled plastic one and put back into place a bench that had been ripped from its	CLERK

concrete base. Whilst the contractor was there, he also asked that he filled a couple of dips in the concrete apron in front of the Changing rooms with cement to make the surface more even.

- 6.12 Possible Jubilee Commemorative Tree installation.** The Clerk had been communicating with HDC and secured a commemorative tree to be planted on SPC grounds. He suggested one of three options - As SPC is likely to be planting trees at Chandlers way, that would be one option available. Second, on the MPF, or third to consider the west side of the Abbey Road site. In the first instance the committee were evenly split on preference of all three sites. Cllr Norcross **proposed, seconded** by Cllr Hanson that the Clerk ask Roger Brown for his opinion and advice on where the most suitable place could be for the planting of a commemorative tree, given the three options available. **Agreed** **CLERK**
- 6.13 Requested motion under SO9 from Cllr Goldsmith - 'The clerk contacts HDC with regards to obtaining a grant to cover costs that occur when SPC staff have to clear damage and rubbish caused by anti-social behaviour etc on land, property and pavements which HDC are responsible for and are not covered by our existing cleaning grant from HDC. Both District Councillors to be copied into the request so they are aware and can support SPC's request if necessary.** Committee discussed the motion and felt there was no need to take the matter further so long as the clerk felt it was not an issue. The clerk confirmed it was not an issue
- 6.13 Requested motion under SO9 from Cllr Goldsmith – 'Cllr Lloyd to report and provide an update on the arrangements set in place regarding clearing up any graffiti incidents which may occur in the Parish'.** The clerk reported that this had been discussed at length on many previous occasions at committee and the position at HDC has not changed. Cllr Lloyd was not in attendance but had also previously reported back on the matter – the last time being the December '21 Community meeting.

C/22/07 FINANCE AND GOVERNANCE

- 7.1** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure report for March 2022 be accepted as a true and fair record. **Agreed**

C/22/08 PROGRESS REPORT

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|-------------|--|-----------------------|
| 8.1 | C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - Ongoing | W. Party |
| 8.2 | C/21/51.4 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - Ongoing | CLERK |
| 8.3 | C/21/79.9 Car Park digital Screens – Cllr Lloyd to report when HDC have responded – Ongoing | Cllr Lloyd |
| 8.4 | C/21/80.2 Clerk to purchase and have installed two finger posts as per agreed - Ongoing | CLERK |
| 8.5 | C/21/80.2 Cllr Lloyd to work on a proposal to cover future signage requirements for the town | Cllr Lloyd |
| 8.6 | C/21/80.4 Committee awaits response from HDC regarding funding application for Pocket Park. This was dealt with under item 6.4 | |
| 8.7 | C/21/80.5 Cllr Goldsmith to report back to committee regards Cricket Club Green waste Service - Ongoing | Cllr Goldsmith |
| 8.8 | C/21/60.3 Bus Shelter beautification working party to convene – Ongoing | CLERK |
| 8.9 | C/21/60.6 Hedgerow working party to be convened - Ongoing | CLERK |
| 8.10 | C/21/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - Ongoing | CLERK |

- 8.11** C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project - **ongoing** **CLERK**
- 82.12** C/21/80.7 Recycling Bin installation adjacent Bus Shelter – **Ongoing** **CLERK**
- 82.13** C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works - **Ongoing** **CLERK**

C/22/09 INFORMATION / CORRESPONDENCE ITEMS

- 9.1** The Clerk informed about a request from the 'Action in Rural Sussex' group who have asked for responses to their campaign - 'What is your vision for a more sustainable future?'. The clerk suggested he would send the survey link to Cllrs and the Steyning Greening group plus publicise via web site **CLERK**
- 9.2** The Chair mentioned that the public consultation about the Cement works is now open
- 9.3** Cllr Hanson and others wanted to send thanks to those involved in organising and volunteering to assist the running of both the Steyning Festival and also the Jubilee celebrations – It was further suggested that a formal note of gratitude should perhaps be stated at the next Full Council meeting **CLERK**

C/22/10 DATE OF NEXT MEETING – 5th July 2022 at 7.30 pm.

Meeting ended at 9.01pm

Signed: Date: 5th July 2022
Chair

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