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

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30pm

MINUTES

C/22/11 APOLOGIES FOR ABSENCE

11.1 Apologies received from Cllrs Hanson and Campbell

ACTIONS

C/22/12 DECLARATIONS OF INTEREST AND DISPENSATIONS

12.1 None

C/22/13 QUESTIONS FROM THE FLOOR

13.1 None

C/22/14 MINUTES OF PREVIOUS MEETINGS

14.1 Cllr Norcross **proposed, seconded** by Cllr Young to accept the minutes of the 7th of June '22 meeting as a true and fair record. **Agreed.**

C/22/15 MATTERS ARISING AND ACTIONS

15.1 C/22/6.1 Fletchers Croft amended Licence agreement returned to HDC - **Actioned**

15.2 C/22/6.2 Adult gym maintenance agreement put in place - **Actioned**

15.3 C/22/6.5 High Street jet washing (over two days) - **Actioned**

15.4 C/22/6.8 Steyning Country Fair agreed permissions communicated to organisers - **Actioned**

15.5 C/22/6.10 Football goal storage on the MPF – **See item 16.5**

15.6 C/22/9.1 Action in Rural Sussex information sent to Cllrs and Greening Steyning – **Actioned**

15.7 C/22/6.12 Jubilee commemorative Tree: Clerk to discuss possible locations with Roger Brown - **Actioned / See item 16.2**

15.8 C/21/79.9 Car Park digital Screens, Cllr Lloyd to report when HDC have responded - **See item 16.8**

C/22/16 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

16.1 **Abbey Road Village Green update from the volunteer group.** The Clerk reported as per supporting paper (6.1) from Roger Brown. This included a summary of the results from the Tanyard stream survey, the latest botany survey, a pond update and news on the work carried

out during the most recent working party. The clerk also reported the 5th July 'Walk on the Wild Side' guided walk around Abbey Road with Roger Brown had been fully booked.

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| 16.2 | Jubilee Commemorative Tree location installation to be agreed. The Clerk reported a working party consisting of five Cllrs met earlier in the day to discuss the two suggested locations for a commemorative tree planting – these being first, adjacent the Car Park on the MPF, and second adjacent the stream at the western side of the Abbey Road village green as per detailed within the supporting papers. These sites having been proposed by Roger Brown as per suggested at the previous meeting. The merits of both sites were considered at length. Cllr S. Alexander proposed, seconded by Cllr Goldsmith that SPC plants {installs} the tree as per option 2 {At Abbey Road and as per pictured within supporting papers}. Agreed 5 For, 2 Against | CLERK |
| 16.3.1 | Jubilee Commemorative Tree guard and signage. The clerk reported as per tree guard options illustrated within the supporting papers. Cllr Goldsmith proposed, seconded by Cllr Sullivan that option 1 be purchased {and installed} and that it be painted black {costed at £695}. Agreed 6 For, 1 Against | CLERK |
| 16.3.2 | Cllr Norcross proposed, seconded by S. Alexander that the clerk research and sources an appropriate Brass plaque for it then to be fixed to the tree guard, but to bring the costings back to the next meeting. Agreed | CLERK |
| 16.4 | The Committee received the grass cutting report | |
| 16.5 | Steyning Football club goals on the Memorial Playing fields, to discuss where they should be left when not in use for matches. After discussions with the football club, the goals are to be left at the northwest part of the MPF adjacent the Bowls club hedgerow, for a trial period. Cllr Lloyd proposed, seconded by Cllr Norcross that the clerk be delegated to agree with the football club as to where the goals are going to be stored taking the committees comments on board. Agreed | CLERK |
| 16.6.1 | To agree use of the MPF and changing rooms for a Cricket Academy Summer Camp. The clerk outlined the proposal as per supporting papers. The committee were in support of the idea and agreed that it was 'good for Steyning' and they then considered any charges for Changing room facilities. Cllr Goldsmith proposed, seconded by Cllr Sullivan that SPC make a £100 charge for the four days – 15 th to 18 th August '22. Agreed | CLERK |
| 16.6.2 | Cllr Goldsmith proposed, seconded by Cllr Sullivan that SPC give approval for the use of the MPF to the Cricket Academy. Agreed | CLERK |
| 16.7.1 | To discuss the long-term gardening and maintenance arrangements for the MPF Memorial Garden. The clerk reported on the latest situation following the Royal British Legion changing their status to a county support branch and having to relinquish maintenance and upkeep of the gardens, and their suggestions were put forward via supporting papers following a discussion with the RBL representative, and these were considered at length by committee. Cllr Norcross proposed, seconded by Cllr Young that the clerk be delegated to write a formal thank you to the Royal British Legion for all the work they have done for SPC {looking after the Memorial Gardens} over the years. Agreed | CLERK |
| 16.7.2 | Cllr Norcross proposed, seconded by Cllr Lloyd that the clerk be delegated to write to the lady who is currently involved in the maintenance and upkeep of the gardens to thank her for all the work she has done and for also agreeing to continue to do this work on a voluntary basis and to assure her that SPC will reimburse her for all expenses associated with the continued care of the gardens subject to all the usual financial checks. Agreed | CLERK |

16.7.3	Committee considered the need for a separate hedge cutting contract and it was deferred to a future meeting when the clerk could bring back more in the way of details.	CLERK
16.8	Fletchers Croft Car Park Digital Screen update, and agree support or otherwise for the proposal from HDC to remove the screen. Committee considered a repurposing of the screen, but also were concerned that HDC had said the reason for possible removal was due to the cost of having to consistently repair it – the point being that it had it seems only be boarded up and never actually repaired. Cllr Goldsmith proposed, seconded by Cllr S Alexander that SPC ask HDC to repair {the screen} and put it back into normal working condition. Agreed 6 For , 1 against.	CLERK
C/22/17 FINANCE AND GOVERNANCE		
17.1	Cllr Norcross proposed, seconded by Cllr Lloyd that the Community Income and Expenditure reports for April and May 2022 be accepted as a true and fair record. Agreed	
C/22/18 PROGRESS REPORT		
18.1	C/22/6.1 Fletchers Croft Licence to be signed. This has gone off to HDC and response awaited	CLERK
18.2	C/22/6.2 MOU for Outside gym to be agreed and signed by Wilson Memorial Trust rep. The clerk updated that the Wilson Memorial Trust committee chairman had suggested a small amendment, and said if agreed by SPC he could sign the MOU. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC accepts to remove the phrase ‘the condition of the equipment and’ {within point 2 and as per supporting paper} and sign the MOU. Agreed 6 For, 1 Abstained.	CLERK
18.3	C/22/6.3 Jubilee bench provision and location – to be explored with HDC. HDC appears to be open to the idea that one or both benches could be renewed at the entrance to Fletchers Croft, but this has not been confirmed in writing as yet. Cllr I Alexander also confirmed that the same benches were installed via funding from the Steyning Society, and that the group were currently considering renewing one bench if SPC considered replacing the other.	CLERK
18.4	C/22/6.4 All member Com’ Committee working party convened to discuss playground Developments - Ongoing	Working Party
18.5	C/22/6.6 Library Car Park possible use for the community - Ongoing	Cllr Hanson
18.6	C/22/6.7 Second phase of Allotment water enhancement works to proceed - Ongoing	CLERK
18.7	C/21/29.2 Steyning 20mph Highway’s scheme working party date to be determined - Ongoing	CLERK
18.8	C/21/51.4 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - Ongoing	CLERK
18.9	C/21/80.2 Clerk to purchase and have installed two finger posts as per agreed - Ongoing	CLERK
18.10	C/21/80.2 Cllr Lloyd to work on a proposal to cover future signage requirements for the town	Cllr Lloyd
18.11	C/21/80.5 Cllr Goldsmith to report back to committee regards Cricket Club Green Waste Service - Ongoing	Cllr Goldsmith
18.12	C/21/60.3 Bus Shelter beautification working party to convene – Ongoing	CLERK
18.13	C/21/60.6 Hedgerow working party to be convened - Ongoing	CLERK
18.14	C/21/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - Ongoing	CLERK

- 18.15 C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project - **ongoing** **CLERK**
- 18.16 C/21/80.7 Recycling Bin installation adjacent Bus Shelter – **Ongoing** **CLERK**
- 18.17 C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works – Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that in view of the staff surveyor shortages at HDC, that SPC seeks to employ an outside consultant to review the condition of the clock tower. **Agreed** **CLERK**

C/22/19 INFORMATION / CORRESPONDENCE ITEMS

- 19.1 **Virgin Media works – issues raised by residents and Cllr Parsons.** Cllr Linehan had been working with WSCC highways and Virgin Media to work through issues on resident's behalf. It was suggested that if a statement from SPC is needed then perhaps it arises out of a discussion involving Paul Linehan at Full Council **CLERK**
- 19.2 A resident had written in wondering if SPC could consider help **mowing the grass verge surrounding the 'Welcome Sign'** and tidying up the tree also on the verge. It was suggested this matter be taken to F&GP. **CLERK**
- 19.3 Cllr I Alexander updated on the **Kings Barn Lane pathway to the white bridge** being possibly improved, certainly the other side is going to be improved and an application be made allowing for it to be designated into a public right of way.
- 19.4 The Clerk reported he had been given **two invites to an afternoon event at the Knepp estate** for Councillors, with many visiting speakers talking about local climate change issues, and asked if anyone was interested – It being for Thursday 7th July. Cllr Young showed interest. **CLERK**

C/22/20 DATE OF NEXT MEETING – 6th September 2022 at 7.30 pm.

Meeting ended at 9.01pm

Signed: Date: 6th September 2022
Chair

A recording of this meeting can be found using this link: [TBC](#)