

Published 28th September 2022

TO ALL MEMBERS OF THE COMMUNITY COMMITTEE :-

Cllrs Norcross (Chair), I Alexander, Lloyd, Young, S Alexander, Goldsmith, Hanson, Sullivan & Campbell.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON

TUESDAY 4th OCTOBER 2022 AT 7.30 PM IN THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes will be available to allow the public to make representations, (2 minutes per person) ask questions or give evidence, in accordance with Standing Orders. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 5th July 2022. (*Supporting Papers*)
- 5.0 MATTERS ARISING AND ACTIONS** – These items to be taken as read
 - 5.1** C/22/16.2 Commemorative tree to be ordered and agreed site for planting relayed to HDC - **Actioned**
 - 5.2** C/22/16.3 Commemorative tree guard ordered - **Actioned**
 - 5.3** C/22/16.3 Clerk to source and present Com. Tree Brass plaque alternatives for committee agreement – **See item 6.3**
 - 5.4** C/22/16.5 Clerk to speak with Steypning FC to determine location/storage of goal posts (MPF) when not used - **Actioned**
 - 5.5** C/22/16.6 Clerk to relay agreed charge for proposed Cricket Academy and approval for its MPF use – **Actioned**
 - 5.6** C/22/16.7 Clerk to write formal thank you to RBL for all it has done over the years in connection with the upkeep of the Memorial Gardens – **Actioned**
 - 5.7** C/22/16.7 Clerk to write with thanks to Memorial gardener volunteer and assure her that expenses will be reimbursed - **Actioned**
 - 5.8** C/21/16.7 SPC Memorial gardens hedge cutting arrangements to be brought back to committee – **See item 6.7**
 - 5.9** C/22/16.8 Fletcher Croft digital screen request for repair conveyed to HDC – **Actioned / See item 6.14**
 - 5.10** C/22/18.2 Outside gym MOU maintenance agreement signed by Wilson Memorial trust - **Actioned**
 - 5.11** C/21/18.3 Jubilee Bench provision location to be agreed by HDC – **See item 6.8**
 - 5.12** C/22/18.4 Play area working party to be convened – **Actioned / See item 6.9**
 - 5.13** C/22/6.7 Second phase of Allotment water enhancement works to proceed – **Actioned / See item 6.2**
 - 5.14** C/21/60.3 Bus Shelter beautification working party to convene – **See item 6.10**
 - 5.15** C/21/60.6 Hedgerow working party to be convened – **See item 6.11**
 - 5.16** C/21/51.4 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps – **See item 6.15**

- 5.17 C/22/80.7 Recycling Bin installation adjacent Bus Shelter – **Actioned / See item 6.10**
- 5.18 C/22/19.1 Virgin media issues raised with Cllr Linehan and brought to SPC Full Council – **Actioned**
- 5.19 C/22/19.2 Welcome sign verge grass to be mown – request from resident taken to F&GP - **Actioned**
- 5.20 C/22/19.4 Cllr representation at the Knepp estate presentation confirmed – **Actioned**
- 5.21 C/22/6.1 Fletchers Croft Licence to be signed - **Actioned**

6.0 COMMUNITY MATTERS AND OPEN SPACE PROJECTS (supporting papers)

- 6.1 Abbey Road Village Green update from the volunteer group
- 6.2 SPC Allotment Report compiled by Tessa, - An update from the Clerk
- 6.3 To discuss and agree 'Commemorative Tree Brass Plaque' installation details
- 6.4 To receive the Grass Cutting report. Including to agree that the Autumn Abbey Road meadow cut be suspended until Spring of next year after request from Abbey Road Village Green Volunteer Group Reps.
- 6.5 MPF License costs for mobile caterers for the 2023 summer season to be discussed
- 6.6 DMMO's – To discuss progress on the current applications and agree any actions
- 6.7 SPC Memorial gardens hedge cutting arrangements to be discussed and agreed
- 6.8 Jubilee Bench provision and installation to be discussed and agreed as per supporting papers
- 6.9 Play area working party update from the clerk
- 6.10 Bus Shelter Beatification working party are to convene on the 11th October. Update from the Clerk.
- 6.11 To discuss and agree Hedgerow working party recommendations
- 6.12 To discuss and agree SPC Tree works as per supporting papers
- 6.13 To discuss and agree an SPC Outline 5-Year Tree Maintenance Plan
- 6.14 Update from the clerk concerning the Fletchers Croft Car Park digital screen installation and to discuss and agree any actions
- 6.15 To discuss and agree the recommendations from the SPC Memorial Tree Policy working party
- 6.16 To consider new memorial bench installation proposal as per supporting papers
- 6.17 To consider the recent Steyning for Trees Group Award, and to discuss and agree possible Tree installation positioning as per supporting paper
- 6.18 To discuss and agree the request from the Steyning Bowls club concerning Tree and hedge maintenance
- 6.19 To discuss and agree support or otherwise for concession stall permissions at the High Street Car Park

7.0 FINANCE AND GOVERNANCE (supporting papers)

- 7.1 To agree the Community Committee Income & Expenditure reports for June, July and August 2022
- 7.2 To discuss the Community Budget and Project Priority Listings for 2023/24

8.0 PROGRESS REPORT – To discuss and agree, if necessary, any actions concerning the following ongoing items.

- 8.1 C/22/6.6 Library Car Park possible use for the community
- 8.2 C/22/29.2 Steyning 20mph Highway's scheme working party date to be determined
- 8.3 C/22/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available
- 8.4 C/21/80.2 Clerk to purchase and have installed two finger posts as per agreed.
- 8.5 C/21/80.2 Cllr Lloyd to work on a proposal to cover future signage requirements for the town
- 8.6 C/21/80.5 Cllr Goldsmith to report back to committee regards Cricket Club Green waste service
- 8.7 C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project
- 8.8 C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1 None at time of printing

10.0 DATE OF NEXT MEETING – 8th November 2022 at 7.30 pm.

**John Fullbrook,
Clerk to the Council**



Parish Clerk: John Fullbrook
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