

Published 1st November 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 8th NOVEMBER 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 4th October 2022. (*Supporting Papers*)
- 5.0 MATTERS ARISING AND ACTIONS** – These items to be taken as read
 - 5.1** C/22/26.1 – The Clerk's office makes an appeal to the Secretary of State for Environment, Food and Rural affairs in the relation to the Rifle range DMMO application - **Actioned**
 - 5.2** C/22/26.2 – The Clerk relays to the W.I. the fact that a position has been identified and agreed for a proposed tree planting should Steypning for Trees installation be happening at Fletchers Croft instead - **Actioned / See item 6.1**
 - 5.3** C/22/26.2 – Clerks office to work with 'Steypning for Trees' on a joint reception to celebrate their Tree of Trees award and subsequent Tree planting ceremony – **Actioned / See item 6.2**
 - 5.4** C/22/26.5 – Clerk's office to order Commemorative Tree plaque - **Actioned**
 - 5.5** C/22/26.6 – Deputy Clerk to relay decision to delay Abbey Road meadow cut until spring 2023 – **Actioned**
 - 5.6** C/22/26.7 – Draft MPF mobile catering Licences to be discussed with vendor's and brought back to next meeting for agreement – **Actioned / See item 6.5**
 - 5.7** C/22/26.8 – SPC Memorial Garden hedge cutting arrangement agreed and trimming completed - **Actioned**
 - 5.8** C/21/26.9 – Jubilee bench purchased and installed when HDC agreement secured – **Actioned**
 - 5.9** C/22/26.10 – Children's play area working party recommendations still to be discussed – **See item 6.10**
 - 5.10** C/22/26.11 – Bus Shelter beautification working party to convene – **Actioned / See item 6.7**
 - 5.11** C/22/26.12 – All recommendations from Hedgerow W. Party noted and used for subsequent scope of works - **Actioned**
 - 5.12** C/22/26.13 – Clerk to engage contractor to complete comprehensive tree works at Godstalls Lane – **Actioned**
 - 5.13** C/22/26.13 – Clerk to engage contractor to complete tree works at the MPF - **Actioned**
 - 5.14** C/22/26.13 – Clerk to engage contractor to complete tree works at Abbey Road - **Actioned**
 - 5.15** C/22/26.13 – Clerk to engage contractor to complete tree works at Cripps Lane - **Actioned**

- 5.16 C/22/26.13 – Clerk to engage contractor to complete hedgerow works at Rublees/MPF - **Actioned**
- 5.17 C/22/26.14 – Clerk to use agreed outline tree maintenance plan to prepare next year's tree works actions - **Actioned**
- 5.18 C/22/26.15 – Clerk to report to HDC the views of committee regarding digital screen installation replacement - **Actioned**
- 5.19 C/22/26.17 – Clerk to continue to discuss proposal for new memorial picnic bench installation - **Actioned / 6.3**
- 5.20 C/22/26.18 – Clerk to bring back quote for works to Sycamore tree adjacent Bowls Club – **Actioned / See item 6.9**
- 5.21 C/22/26.19 – Clerk to relay to HDC the non-support from committee for proposed High Street concession stall - **Actioned**
- 5.22 C/22/27.2 – Clerk to add proposed water service enhancement item to draft Community project list – **Actioned**

6.0 COMMUNITY MATTERS AND OPEN SPACE PROJECTS (supporting papers)

- 6.1 To discuss and agree the Steyning Downlands W.I. proposal to plant a commemorative Jubilee Tree at an agreed location in the Abbey Road village green
- 6.2 To discuss and agree arrangements for the joint reception for 'Steyning For Trees' Award and Tree planting with the reception to be held at the Steyning Centre
- 6.3 To consider new memorial picnic bench installation proposal as per supporting papers
- 6.4 To receive the Grass Cutting report.
- 6.5 MPF Licenses for mobile caterers for the 2023 summer season to be discussed and agreed
- 6.6 To discuss and agree the SPC commemorative Jubilee Tree planting ceremony arrangements at Abbey Road
- 6.7 To discuss matters arising from the Bus Shelter Beautification working party and agree any actions.
- 6.8 To discuss and agree the request from the Steyning Bowls club concerning tree maintenance
- 6.9 To discuss and agree the request from the Steyning Bowls club concerning hedge maintenance
- 6.10 Play area working party update from the clerk, and to discuss and agree any actions

7.0 FINANCE AND GOVERNANCE (supporting papers)

- 7.1 To agree the Community Committee Income & Expenditure reports for September and October 2022
- 7.2 To consider and agree 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/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project
- 8.7 C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works
- 8.8 C/22/26.12 Clerk to discuss a proposal to add a hedge line on west side of MPF with Roger and bring back to committee
- 8.9 C/22/26.12 Clerk to engage contractor to complete tree works at the Steyning Centre in liaison & support from neighbour
- 8.10 C/22/26.16 Clerk to complete new SPC Memorial Tree policy based upon agreed working party recommendations

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1 None at time of printing

10.0 DATE OF NEXT MEETING – 6th December 2022 at 7.30 pm.

**John Fullbrook,
Clerk to the Council**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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