
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th OCTOBER 2022 AT 7.30PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/21 APOLOGIES FOR ABSENCE

21.1 Apologies received from Cllrs Hanson, Campbell and Lloyd

ACTIONS

C/22/22 DECLARATIONS OF INTEREST AND DISPENSATIONS

22.1 Cllr Sullivan declared a personal interest in Agenda item 6.12.2 as he lives adjacent a tree that works are being considered to be agreed. Cllr I Alexander declared there were several items that involved the Steyning and District Partnership, the Committee of which he chaired, but he thought it unlikely he would need to declare an interest – but would say so at the time if necessary.

C/22/23 QUESTIONS FROM THE FLOOR

23.1 None

C/22/24 MINUTES OF PREVIOUS MEETINGS

24.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 5th of July '22 meeting as a true and fair record. **Agreed.**

C/22/25 MATTERS ARISING AND ACTIONS

25.1 Commemorative tree to be ordered and agreed site for planting relayed to HDC - **Actioned**

25.2 Commemorative tree guard ordered - **Actioned**

25.3 Clerk to source and present Com. Tree Brass plaque alternatives for committee agreement – **See item 26.4**

25.4 Clerk to speak with Steyning FC to determine location/storage of goal posts (MPF) when not used – **Actioned**

25.5 Clerk to relay agreed charge for proposed Cricket Academy and approval for its MPF use – **Actioned**

25.6 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**

25.7 Clerk to write with thanks to Memorial gardener volunteer and assure her that expenses will be reimbursed – **Actioned**

- 25.8 SPC Memorial gardens hedge cutting arrangements to be brought back to committee - **Item 26.8**
- 25.9 Fletchers Croft digital screen request for repair conveyed to HDC – **Actioned / See item 26.15**
- 25.10 Outside gym MOU maintenance agreement signed by Wilson Memorial trust – **Actioned**
- 25.11 Jubilee Bench provision location to be agreed by HDC – **See item 26.9**
- 25.12 Play area working party to be convened – **Actioned / See item 26.10**
- 25.13 Second phase of Allotment water enhancement works to proceed – **Actioned / See item 26.4**
- 25.14 Bus Shelter beautification working party to be convened – **See item 26.11**
- 25.15 Hedgerow working party to be convened – **See item 26.12**
- 25.16 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps – **See item 26.16**
- 25.17 Recycling Bin installation adjacent Bus Shelter – **Actioned / See item 26.11**
- 25.18 Virgin media issues raised with Cllr Linehan and brought to SPC Full Council – **Actioned**
- 25.19 Welcome sign verge grass to be mown – request from resident taken to F&GP – **Actioned**
- 25.20 Cllr representation at the Knepp estate presentation confirmed – **Actioned**
- 25.21 Fletchers Croft Licence to be signed – **Actioned**

C/22/26 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

The Chairman brought forward the following two items on the agenda as there were representatives in the audience who were invited to speak

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|------|---|---------------------------|
| 26.1 | <p>DMMO's – To discuss progress on the current Rifle Range application and agree any actions.</p> <p>The Chair invited Gill Muncey to speak in support of this matter. To recap – The first application went in to WSCC in 2019. An amended and simplified version was later submitted by SPC in March 2021, with 28 supporting witness statements. Having checked online it appears this application is still 24th in line with, at current rates of progress, it being likely that it will take many years to be dealt with. An appeal of non-determination can be made to the Secretary of State for Environment, Food and Rural Affairs any time once 12 months have elapsed. Mrs Muncey suggested to the committee that they consider this course of action.</p> <p>Cllr Norcross proposed, seconded by Cllr Young that SPC makes an appeal of non-determination to the Secretary of State for Environment, Food and Rural Affairs in relation to the DMMO application. Agreed</p> | CLERK |
| 26.2 | <p>To consider the recent Steyning for Trees Group Award, and to discuss possible tree installation positioning. The group have received one of only four trees to be awarded in Sussex from the 'Tree of Trees' which was erected outside Buckingham Palace for the Queen's Platinum Jubilee Celebrations.</p> <p>Cllr Norcross proposed, seconded by Cllr S Alexander that the location that is shown in Abbey Road as per supporting papers is identified as a site for a tree installation either for the tree awarded to Steyning for Trees or if this is planted at Fletchers Croft, for another tree such as the one which may be forthcoming from the Women's Institute. Agreed</p> <p>Cllr Norcross proposed, seconded by Cllr Goldsmith that SPC would like to co-host a reception for the Tree planting and provide refreshments as appropriate. Agreed</p> | <p>CLERK</p> <p>CLERK</p> |

- 26.3 Abbey Road Village Green update from the volunteer group.** The Clerk updated on recent work undertaken by the volunteer group via supporting papers which had been kindly supplied by Roger Brown. Cllr S. Alexander elaborated on further works being considered.
- 26.4 SPC Allotment Report compiled by Admin Assist.** The Clerk summarised some of the points raised, including that a feedback survey had been undertaken following the completion of the water service enhancement works, and the results were overwhelmingly positive from plot holders who had agreed the supply and equipment installed were now indeed a great deal better.
- 26.5 To discuss ‘Commemorative Tree Brass Plaque’ installation details.** The Clerk supplied details of an option to be considered as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC purchase option B – a stainless steel tree stake, powder coated in black with 200mm x 100mm engraved plaque. **Agreed** **CLERK**
- 26.6 To receive the Grass Cutting report. Including to agree the Autumn Abbey Road meadow cutting schedule.** Cllr S. Alexander **proposed, seconded** by Cllr Norcross that the Autumn Abbey Road meadow cut be suspended until Spring of next year after a request from Abbey Road Village Green Volunteer Group Reps. **Agreed** **CLERK**
- 26.7 MPF License costs for mobile caterers for the 2023 summer season to be discussed.** The clerk updated that the office had been in discussion with both Pizza Van manager and the Ice cream vendor, and had produced supporting papers which outlined the current situation. There seemed to be support for a £20 per week fee for the Pizza Van when on site (hopefully a one off annual payment) and a ‘no cost’ for the ice cream vendor, and this will be discussed with both parties, the clerk will complete next year’s Licences for agreement in due course. **CLERK**
- 26.8 SPC Memorial gardens hedge cutting arrangements to be agreed.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Steyning PC agree to the cost of the annual works as quoted at £360 a day’s work for two people to deal with the memorial gardens hedge cutting. **Agreed** **CLERK**
- 26.9 Jubilee Bench provision and installation to be agreed.** Cllrs considered the remaining final four Options as per supporting papers. The Steyning Society’s ‘second bench’ installation was also briefly discussed but it was felt best to complete the SPC installation details first. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC purchase option one, - the ‘Balmoral’ teak bench. **Agreed** **CLERK**
- 26.10 Play area working party update from the clerk.** The clerk’s notes from the working party were challenged by Cllr Goldsmith, but with no explanation for why. The clerk informed that play-ground development priorities were discussed at the working party and recommendations were made. Cllr Goldsmith rigorously contested the notes saying the working party members had been misled but didn’t say why. The Chairman asked him to refrain from bullying the clerk. The clerk maintained that the notes were true and fair but went on to, for the benefit of those present, reiterate the position of the yet to be submitted third funding application for Chandlers’ way. Cllr Sullivan said that understanding this did not change his opinion on his agreeing with the working party recommendations. The recommendations themselves however were not discussed by committee. **CLERK**
- 26.11 Bus Shelter Beautification.** The clerk asked for support for the attendance of the working parties which were to be convened on the 11th October at 2pm and 7pm. **CLERK**
- 26.12.1 To agree Hedgerow working party recommendations.** The main focus of the group was to consider the MPF / Rublees hedge. The first recommendation was unanimously agreed but Cllr Goldsmith who was in attendance at the working party disputed the clerk’s notes saying the

height of the cut due was agreed at 4 metres, however, the other councillors in attendance at the working party pointed out his misunderstanding of the position. The recommendations were therefore agreed as follows.

- 26.12.2** 1. *The height of the majority of the hedge should be cut to 3.5 meters but that when cut there was a need to ensure the contractors did indeed cut it to this height.*
- 26.12.3** 2. *It was agreed to recommend that this financial year 22/23 the lower third of the hedge (Mill Road end) be cut to 3.5 meters excepting for the Perry Pear Trees that would be allowed to remain uncut in this section (approx. 4/5 trees) and that these trees would be identified with the kind assistance of Roger Brown and possibly other SCO volunteers as had been the case previously in the first two thirds of the hedge cutting programme.*
- 26.12.4** 3. *Also, it was agreed to recommend that to catch up on a 'slipped' programme due to Covid, that also this year 22/23, the Perry Pear trees within the first third be 'reduced and shaped', with one of these trees being cut back to the height of the main hedge as it had been left to grow during the first cut by mistake.*
- 26.12.5** 4. *It was further recommended that the following years cutting regime be discussed at a later date subsequent to gaining an understanding of how successful this year's cut was going to be.*
- 26.12.6** 5. *Lastly, there was discussion regarding how successful a programme of hedgerow planting - in the gaps - had been, and that to help with the Rublees site security further planting be considered, and a new idea was discussed which involved possibly adding an additional hedgerow in a line adjacent the main Rublees/MPF hedge on the MPF side and the group recommended to Community Committee that this idea be considered further.* **CLERK**
- 26.12.7** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agree all the recommendations {from the working party – noted above}. **Agreed** **CLERK**
- 26.13.1** **To agree SPC Tree works as per supporting papers.**
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the 'Works 1' at Godstalls lane as per Andrew Gale's scope of works for extensive tree works at Godstalls lane and opt for quote 2 which was for £3850.00 {as per supporting papers}. **Agreed** **CLERK**
- 26.13.2** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 2' {felling dead Lawson Cypress and dead Elder on the MPF as per supporting papers} as per quoted at £650. **Agreed** **CLERK**
- 26.13.3** Cllr S. Alexander **proposed, seconded** by Cllr Norcross that SPC undertake the tree works noted as 'Works 3' {felling diseased Italian Elder to coppice, cutting back field maple to kerb line and felling dead Elder and Goat Willow at Abbey Road open space as per supporting papers}, but with proviso that the diseased branches from the Elder are removed from site, and for the price quoted - £680. **Agreed** **CLERK**
- 26.13.4** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 4' {felling dead Portuguese Laurel at Cripps Lane as per supporting papers} as per quoted at £280. **Agreed** **CLERK**
- 26.13.5** 'Works 5' was split into two parts, both concerning tree surgery required at the Steyning Centre but works to the tree tagged as T4 which overhangs SPC property are to be undertaken at the cost of, and in conjunction with, the neighbour whose land the tree is growing on. The Clerks office will move this process forward. Therefore, committee were only considering the first part of these works. Cllr Norcross **proposed, seconded** by Cllr Young that SPC undertake the tree **CLERK**

works noted as 'Works 5' {pruning back and removing deadwood to Yew, Common Lime and Hornbeam trees at the Steyning Centre as per supporting papers} as per quoted at £650. **Agreed**

- 26.13.6** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 6 and 7' {reducing height of MPF / Rublees hedgerow (last third) and lowering and shaping Perry Pear trees within the hedge (first third) as per supporting papers} and as per quoted at £2,075. **Agreed** **CLERK**
- 26.14** **To agree an SPC Outline 5-Year Tree Maintenance Plan.** The clerk explained the reason for his compiling the plan which as per supporting papers was in essence to spread as evenly as possible the cost and undertaking necessary in terms of managing the SPC Tree Stock and on a more proactive basis in order to plan for budgeting expenses. To note this would run in conjunction with, and not preclude, the works that would need to be undertaken by necessity via the recommendations of the three yearly SPC Tree 'health check' Report. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agree the outline 5 Year Tree Maintenance Plan as presented in supporting papers. **Agreed** **CLERK**
- 26.15** **Update from the clerk concerning the Fletchers Croft Car Park digital screen installation and possible replacement.** Cllr Norcross **proposed, seconded** by Cllr Sullivan that SPC support the HDC proposal that they install the alternative 'Static Unit' as opposed to replacing the current digital screen installation. **Agreed** **CLERK**
- 26.16** **To agree the recommendations from the SPC Memorial Tree Policy Working Party.** The clerk summarised what had been discussed at the working party and why the wording in red as per supporting paper provides a recommended outline Memorial Tree policy. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accept the wording in red – the SPC Memorial Tree policy as an outline memorial tree policy for now. **Agreed.** The clerk stated that following this agreement he could compile a full policy based upon this outline and bring it back to committee. **CLERK**
- 26.17** **To consider a new memorial bench installation proposal.** The clerk updated that he had received a request for a memorial picnic bench installation rather than a standard Bench installation and that it be cited in another part of the MPF. The committee were not opposed to the idea of the concept of citing a picnic bench on the MPF. **CLERK**
- 26.18** **To agree the request from the Steyning Bowls club concerning Tree and Hedge maintenance.** The committee agreed some of these works under item 26.8 - above. The Clerk will bring back a quote to complete works on a sycamore tree to be discussed and agreed at the next meeting. **CLERK**
- 26.19** **To agree support or otherwise for concession stall permissions at the High Street Car Park.** The clerk had as per supporting papers outlined the request, but also went on to update on the news that in the previous few days that HDC had refused the request already based upon comments received from other local groups. Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC do not support the application for the concession stall permissions. **Agreed** **CLERK**

C/22/27 FINANCE AND GOVERNANCE

- 27.1** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for June, July and August '22 be accepted as a true and fair record. **Agreed**
- 27.2** **To discuss the Community Budget and Project Priority Listings for 2023/24.** The clerk had produced a draft community budget for consideration. He urged those member's email him if there were comments or concerns so that when it is brought back to committee there would be progress having already been made. In terms of the project list, there was a request to include an idea to enhance the water supply for Canada gardens allotments by upgrading their dipping tanks **CLERK**

C/22/28 PROGRESS REPORT

28.1	C/22/6.6 Library Car Park possible use for the community - Ongoing	Cllr Hanson
28.2	C/22/29.2 Steyning 20mph Highway's scheme working party date to be determined - Ongoing	W. Party
28.3	C/22/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - Ongoing	CLERK
28.4	C/22/80.2 Clerk to purchase and have installed two finger posts as per agreed - Ongoing	CLERK
28.5	C/22/80.2 Cllr Lloyd to work on a proposal to cover future signage requirements for the town	Cllr Lloyd
28.6	C/22/80.5 Cllr Goldsmith to report back to committee regards Cricket Club Green Waste Service – He reported the Cricket club appear to be dealing with this matter	
28.7	C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project - Ongoing	CLERK
28.8	C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works - Ongoing	CLERK

C/22/29 INFORMATION / CORRESPONDENCE ITEMS

29.1 None

C/22/30 DATE OF NEXT MEETING – 8th November 2022 at 7.30 pm.

Meeting ended at 9.54pm

Signed: Date: 8th November 2022
Chair

A recording of this meeting can be found using this link:

<https://youtu.be/R4InVLj3yJ0>