
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th NOVEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/31 APOLOGIES FOR ABSENCE

31.1 Apologies received from Cllrs Lloyd

ACTIONS

C/22/32 DECLARATIONS OF INTEREST AND DISPENSATIONS

32.1 None

C/22/33 QUESTIONS FROM THE FLOOR

33.1 There were no questions raised, however some members of the public asked permission to speak to agenda items 6.1 and 6.3, and the Chair welcomed the request and agreed that they could join the discussions at the appropriate time when asked to do so.

C/22/34 MINUTES OF PREVIOUS MEETINGS

34.1 **To agree October 4th Draft Community Minutes.** Cllr Campbell raised a point of order - concerning the calling out of bullying and disrespect. He stated that he thought there were two references in draft minute items 26.10 and 26.12.1, where he thought there were deliberate attempts to humiliate a councillor. The Clerk stated that with the council due to take a pledge of 'Civility and Respect' at next SPC Full Council, and with him as clerk having a role to play in highlighting instances of poor behaviour when it occurred, that this was such an occasion and he stood by every word of the minutes in question.

34.2 Cllr Goldsmith **proposed an amended motion, seconded** by Cllr Sullivan to remove the following wording from the 4th October minutes 26.10 - *'The Clerks notes from the working party were challenged by Cllr Goldsmith, but with no explanation for why. Cllr Goldsmith rigorously contested the notes saying the working party members were misled but didn't say why. The Chairman asked him to refrain from bullying the clerk.'* And from 26.12.1 - *'Cllr Goldsmith who was in attendance at the working party disputed the clerks' notes saying the height of the cut due was agreed at 4 meters, however, the other councillors in attendance at the working party pointed out his misunderstanding of the position'.* **Not Agreed** 3 For {RG,GS,PC}, 4 Against {JN,CY,SA,IA}, 1 Abstained {DH}

34.3 Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th October 2022. **Agreed** 5 For {PC, JN, CY, SA, IA}, 2 Against {GS, RG}, 1 Abstained {DH}

C/22/35 MATTERS ARISING AND ACTIONS

- 35.1** These items were to be taken as read. Cllr Campbell asked to see the communications in connection with the DMMO application appeal – **item 35.2** and an item that he suggested was missing – it had been established at a previous meeting that each forthcoming committee meeting would discuss Children’s play area Maintenance - the clerk explained why it had not been on some agenda’s but that it was to be on the next. Cllr Young described what had been completed, and why, regarding the DMMO appeal process {Item 35.2}, for the benefit of Cllrs. **D. CLERK**
CLERK
- 35.2** 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**
- 35.3** The Clerk relays to W.I. the fact that a position has been agreed for a proposed tree planting should Steyning for Trees installation be at Fletchers Croft instead - **Actioned / See item 36.1**
- 35.4** Clerk’s office to work with ‘Steyning for Trees’ on a joint reception to celebrate their ‘Tree of Trees’ award and subsequent Tree planting ceremony – **Actioned / See item 36.3**
- 35.5** Clerk’s office to order Commemorative Tree plaque – **Actioned**
- 35.6** Deputy Clerk to relay decision to delay Abbey Road meadow cut until spring 2023 – **Actioned**
- 35.7** Draft MPF mobile catering Licences to be discussed with vendor’s and brought back to next meeting for agreement – **Actioned / See item 36.5**
- 35.8** SPC Memorial Garden hedge cutting arrangement agreed and trimming completed – **Actioned**
- 35.9** Jubilee bench purchased and installed when HDC agreement secured – **Actioned**
- 35.10** Children’s play area working party recommendations still to be discussed – **See item 36.10**
- 35.11** Bus Shelter beautification working party to convene – **Actioned / See item 36.7**
- 35.12** All recommendations from Hedgerow W. Party noted and used for scope of works – **Actioned**
- 35.13** Clerk to engage contractor to complete comprehensive tree works at Godstalls Lane– **Actioned**
- 35.14** Clerk to engage contractor to complete tree works at the MPF - **Actioned**
- 35.15** Clerk to engage contractor to complete tree works at Abbey Road - **Actioned**
- 35.16** Clerk to engage contractor to complete tree works at Cripps Lane - **Actioned**
- 35.17** Clerk to engage contractor to complete hedgerow works at Rublees/MPF - **Actioned**
- 35.18** Clerk to use agreed outline tree maintenance plan to prepare next tree works actions-**Actioned**
- 35.19** Clerk to report to HDC the views of SPC regarding digital screen replacement – **Actioned**
- 35.20** Clerk to continue to discuss proposal for new memorial picnic bench installation-**Actioned/36.2**
- 35.21** Clerk to bring back quote for works to Sycamore tree adjacent Bowls Club –**Actioned/item 36.8**
- 35.22** Clerk to relay to HDC the non-support from committee for proposed High Street concession stall – **Actioned**
- 35.23** Clerk to add proposed Canada Gardens Allotments water service enhancement item to draft Community project list – **Actioned**

C/22/36 COMMUNITY MATTERS AND OPEN SPACE

- 36.1 To agree the Steyning Downlands W.I. proposal to plant a commemorative Jubilee Tree at an agreed location on the Abbey Road village green.** {As stated in supporting papers and located as per the appended map}. The Clerk further outlined the request. Cllr S. Alexander **proposed, Seconded** by Cllr Hanson that SPC supports the proposal, and the tree is planted where {the Map} suggested. **Agreed** **CLERK**
- The Chair brought forward the following item as audience members were in attendance and wanted to speak to it*
- 36.2 To consider a new memorial picnic bench installation proposal as per supporting papers.** The Chair invited audience members to speak first, and they subsequently outlined concerns regarding the proposed location being in an area which can often be damp or muddy underfoot or at worse could be prone to flooding. The committee members understood these concerns and considered other possible sites on the MPF close by, as well as types of picnic benches. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agrees that a memorial picnic bench can be sited on the MPF at an as yet undecided location, {with the clerk tasked with speaking with the group involved and coming up with three different alternative locations}. **Agreed.** The members also supported that the bench be preferably made of wood. **CLERK**
- 36.3 To agree arrangements for the joint reception for the ‘Steyning for Trees’ Award and Tree Planting, with the reception to be held at the Steyning Centre.** The Clerk reported details of proposed options as per the supporting papers. Members considered these options but thought that as it was so prestigious, the SPC level of support ought to be greater than that initially tabled. Therefore, Cllr Goldsmith **proposed, seconded** by Cllr Sullivan that SPC fund the full cost of the ‘Steyning for Trees award’ reception. **Agreed.** Clerk to send out invites to all Cllrs. **CLERK**
- Further to this, Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPF fund this functions catering supplies {as per supporting papers} up to a maximum cost of £500. **Agreed** **CLERK**
- 36.4 The Grass Cutting report.** The Committee received the report.
- 36.5.1 MPF Licenses for mobile caterers for the 2023 summer season to be agreed.** The Clerk had produced amended licences for Pizza Van and Ice Cream concession service providers. Members discussed any final amendments. In the case of the Ice Cream concession Licence. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC accepts and agrees the Ice Cream trader licence as per supporting paper. But to remove line 9 ‘Costs’ and renumber the remaining points as appropriate. **Agreed.** **CLERK**
- 36.5.2** And in the case of the Pizza Van concession licence - Cllr Norcross **proposed, seconded** by Cllr I Alexander that under ‘Licence Fee’ {instead of ‘£20 per week to cover the period noted under point 5 above’ it is amended and} it now states – ‘£600 to be payable in two equal instalments, the first on the signing of the agreement, and the next on or before the 1st of July. Plus Take out the term ‘costs’ and include the amendments above but put under the ‘Licence Fee’ item and then renumber accordingly. **Agreed** **CLERK**
- 36.6 To agree the SPC commemorative Jubilee Tree planting ceremony arrangements at Abbey Road.** The Clerk presented proposed arrangements for the ceremony. Rather than gather for the tree planting it was suggested that the Tree plaque be unveiled on the day of the Chairmans function and at 2pm and that the Abbey Road volunteers be invited as well as councillors to it with pictures being taken that would then be presented at the Chairmans function later that day – 9th December **CLERK**
- 36.7.1 To discuss matters arising from the Bus Shelter Beautification working party and agree any actions.** The clerk presented notes from the two working party meetings and three ideas for possible agreement which the members went on to discuss. The first was to install a recycling **CLERK**

bin in place of the existing bin by the disabled toilet door. Cllr Campbell pointed out his concerns about the frequency of it being emptied. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the clerk be asked to contact HDC refuse department and to see if they could install the already purchased recycling bin and to ask if they can install it in place where currently sits a normal waste bin. **Not Agreed 3 For, 4 Against, 1 Abstained**

36.7.2 Members then considered the two 'restructuring of the toilet block' proposals as per supporting papers – these presented as alternatives to the works previously discussed by the Premises committee, but discussed in this committee as they were new ideas to allow for disabled access and had been proposed within the working party meetings. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC get professionals in to get quotes {in regard to the two plans proposed}. **Not Agreed. 3 For, 3 Against, 2 Abstained. It was not agreed on the Chairs casting vote.**

36.7.3 The third item proposed to be voted upon was therefore not discussed.

36.8 **To agree the request from the Steyning Bowls club concerning tree maintenance.** The clerk reported as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Campbell that the request for tree maintenance requested by Steyning Bowls Club be undertaken as per quote within supporting papers. **Agreed**

CLERK

36.9 **To agree the request from the Steyning Bowls club concerning hedge maintenance.** Cllr Campbell raised concerns about whose responsibility it should be – The Clerk to check the Bowls Club Lease to clarify whose responsibility it is and then bring it back to committee

CLERK

36.10 **Play area working party update from the clerk, and to agree any actions.** Members discussed the recommendations as per supporting papers. It was understood that whilst the recommendations specifically prioritised certain play areas, clearly other SPC play areas also needed attention and indeed the prioritisation had been discussed by F&GP before. Cllr Norcross **proposed, seconded** by Cllr Young that SPC concentrate on the MPF play area redevelopment as the main priority for the children's play areas – but that this does not preclude SPC from considering other play areas – it simply means it is SPC's main priority. **Agreed.** Cllr Goldsmith suggested that the Steyning & District Partnership could be asked to explore additional funding for further play area redevelopment. Cllr I Alexander to action.

CLERK

**Cllr I
Alexander**

C/22/37 FINANCE AND GOVERNANCE

37.1 **To accept the I & E Reports.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for September and October '22 be accepted as a true and fair record. **Agreed**

37.2 **To discuss the draft Community budget for 2023/24 & Project priority listings.** The committee considered the figures produced by the Clerk via supporting papers, and the clerk answered any questions that arose. There were no suggested amendments put forward. However, the Clerk made two further amendments adding £200 to Lamp post testing – new figure £1,550, and adding £150 to Water Allotments expenditure taking this to £1,450.

CLERK

The meeting had to draw to a close at this point – all other items not considered will go forward to the next meeting, that is, the 'progress report'.

CLERK

C/22/38 **DATE OF NEXT MEETING – 6th December 2022 at 7.30 pm.**
Meeting ended at 10pm

Signed: Date: 6th December 2022

Chair

A recording of this meeting can be found using this link: <https://youtu.be/ziilIQDV0HI>