
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7th FEBRUARY 2023 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 6

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/49 APOLOGIES FOR ABSENCE

49.1 Apologies received from Cllrs Norcross and Hanson

ACTIONS

C/22/50 DECLARATIONS OF INTEREST AND DISPENSATIONS

50.1 Cllr Young declared an interest in agenda item 6.6, as a resident of Mouse Lane.

C/22/51 QUESTIONS FROM THE FLOOR (*summary of statements, questions and responses*)

51.1 *Q - Mr Comber – Had recently written to the Clerk and received a reply to a statement and associated questions regarding the chosen location for a memorial picnic bench on the Memorial Playing Field, and he requested the Councillors perspective in terms of his questions. The question was also being posed as a correspondence item – which the councillors had already received – under minute item 58.3*

51.1.2 *A - The Chair responded that if the question was not answered during the meeting, then it would be answered after the meeting via email.*

51.2.1 *Q – A lady made a statement in support of another resident who wanted to remain anonymous as they felt too threatened to come in themselves or to state their name, due to an antisocial behaviour problem. The letter from the anonymous resident was handed to the Clerk. The lady spoke in support of further CCTV installation on the High Street.*

51.2.2 *A – The Clerk asked whether the Police were informed and dealing with the matter – (this was confirmed)*

A – The Chair reiterated that for all incidents the Police and the Wardens need to be informed.

A – The Clerk confirmed there was a SPC working party on the 22nd of February to draw residents together with other parties such as the Wardens and PCSO's to further discuss the problem

51.3.1 *Q – A Lady – Talked about antisocial behavioural issues surrounding a bench on the MPF adjacent to her back garden, and stated that although the council had reduced the frequency of the issue via Wardens and PCSO involvement from when it was a bad problem two years ago, she was preparing for the worse this year, and would the council therefore again reconsider the movement of the bench.*

51.3.2 *A–The Chair responded that this item had been discussed and it had been agreed to not relocate the bench, rather to continue to monitor the situation. He also expressed some anxiety regarding the number of calls for the removal or relocation of benches or other facilities which might be focal points for the gathering of youths because where does it end, in other words, will it be that all provision of facilities is removed to avoid gatherings because even if that was done it would not stop gatherings, it would simply stop the Council providing facilities for its residents. Rather the Council has been advised to deal with the problem itself if possible and that is why it is actively seeking support from the police and is why it is so important for residents to log issues with them. Cllr Goldsmith added that the Wardens could make further patrols in this area to again alleviate the issue. Cllr Campbell also stated that a Community Trigger Process had been instigated by a resident. This will make the investigation a statutory responsibility of HDC*

C/22/52 MINUTES OF PREVIOUS MEETINGS

- 52.1 To agree December 6th Draft Community Minutes.** Cllr I Alexander **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 6th December 2022. **Agreed**

C/22/53 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

- 53.1** Agreed Location of memorial bench installation to be discussed with requester - **Actioned**
- 53.2** Clerk to discuss a proposal to add a hedge line on west side of MPF with Roger and bring back to committee - **Actioned /See item 54.2**
- 53.3** Hedgerow works adjacent Bowls club to be completed - **Actioned**
- 53.4** Ongoing actions required on play area maintenance schedule - **Actioned/see item 54.4**
- 53.5** Clerk to view and agree Cricket Astro turf Contractor RAMS when available – **Actioned**
- 53.6** Clerk to engage contractor to complete tree works at the Steyning Centre in liaison & support from neighbour – **Actioned**
- 53.7** Take draft Community Budget agreement to F&GP Committee - **Actioned**
- 53.8** Progress grant applications and bring back update for Committee - **Actioned/item 54.8**
- 53.9** Convene Mouse Lane working party to further understand the issues with drainage - **Actioned**

C/22/54 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 54.1 Allotments – To discuss and agree the annual ‘Clear up’ arrangements for this year.** The Clerk briefed as to preparations for the proposed Allotments annual clearance. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC hold a Bonfire at both the allotment sites as part of the annual clear up on the 22nd of April weather permitting and that the Clerk will provide a safety checklist for the Allotment Association. **Agreed** **CLERK**
- Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk be allowed to spend up to £2,100 for Skip hire to facilitate the allotment annual clearance for the two sites. **Agreed** **CLERK**
- 54.2 MPF Hedgerow – Draft plans for future enhancement of the MPF / Allotment Hedgerow.** The Clerk updated committee as to progress and that plans would be further compiled and brought back to committee when Roger Brown was more available to work with him. **CLERK / R. Brown**
- 54.3 Installation of Hanging Troughs at the High St. Bus Shelter.** The Clerk briefed as per S. papers and showed members a hanging trough for scale. Cllr I Alexander **proposed, seconded** by Cllr Young that SPC approve installation of the two troughs on the Bus Shelter. **Agreed** **CLERK**
- 54.4 Children’s Play Area and Adult Exercise Maintenance Schedule.** The Clerk updated on works following the annual play area safety check inspection from Wicksteed on the 19th of October. The Clerk said he would be seeking quotes for fencing at Normans Way and would be only installing a temporary sign for now at this site. The Clerk also reported on the annual inspection report of the Outdoor Exercise area. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the annual inspection report be accepted. **Agreed.** **CLERK**
- Cllr Campbell made a statement and offered a motion. Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the motion proposed by Cllr Campbell be deferred to the next meeting to give every member the opportunity to address it and for the Clerk to find the necessary information. **Agreed** **Cllr Campbell / CLERK**

54.5	Winter Maintenance Program. The Clerk reported that there had been a heavy use of grit this winter thus far, and that there had been a need for more regular topping up of the bins to the point where the extensive SPC reserves had been exhausted. Indeed, there had been a need to collect further supplies from West Sussex direct. There were also two requests to be dealt with under proposals as per supporting papers. Cllr I Alexander proposed, seconded by Cllr S Alexander that an additional grit bin be purchased and installed at Fairfield. Agreed	D CLERK
54.6	Mouse Lane Flooding issues. There had been a working party convened with attendance from residents, councillors and members of the Wiston Estate. There were notes from the meeting via supporting papers and Cllr S Alexander spoke in support of a well-attended and productive first working party. The Wiston Estate officers were subsequently going to consider land works and provide the Clerk with some quotes. When these are available, a second working party will be convened to further discuss the possible resultant scheme. Gullies to be maintained by WSCC	CLERK
54.7	Wilder Horsham Workshop Day. The Clerk had reserved two tickets for delegates to attend. Cllr I Alexander proposed, seconded by Cllr Young that Cllr Bell and Roger Brown be confirmed as the two SPC delegate representatives for the Wilder Horsham Workshop. Agreed	D CLERK
54.8	Progress report on outstanding SPC Grant Applications to assist with Communities Projects. The Clerk reported that the office were still awaiting a response from the Wilson Memorial Trust concerning the MPF Play Area funding application, and the Chandlers Way funding application to the Nature Recovery Award Team should be considered and an answer given by early March.	CLERK
54.9	Chargepoint Network Webinar. The Clerk had reserved two tickets for delegates to attend. Cllr I Alexander proposed, seconded by Cllr Lloyd that Cllr S Alexander be confirmed as the SPC delegate representative for the Chargepoint Network Webinar session. Agreed	CLERK
54.10	Notification for information regarding a fence line renewal on the MPF. The Clerk informed as to the renewal of fence panels adjacent the MPF Orchard for members information	
54.11	To agree a promotional publication concerning the Abbey Road Village Green Rewilding scheme The Clerk had compiled a promotional article for proposed inclusion within the 'Your Steyning' Publication. Cllr I Alexander proposed, seconded by Cllr S Alexander that the amended version as discussed, of the promotional article, is published in the next 'Your Steyning' magazine. Agreed	CLERK
C/22/55 HIGHWAYS AND PUBLIC RIGHTS OF WAY		
55.1	Notification regarding the proposed HDC Newman's Garden Car Park renewal plan. The Clerk briefed as per supporting papers regarding the proposed plan. Cllr I Alexander proposed, seconded by Cllr S. Alexander that the Council agrees to support the proposed plan from HDC as per supporting papers. Agreed. The Clerk was also asked to liaise with Cllr Lloyd to find out from HDC, how car charging point installation at the Fletchers Croft Car Park was advancing.	CLERK
55.2	Current Highways issues. The Clerk reported a meeting with Cllr Linehan and a WSCC Highways officer, which was a discussion regarding issues on Church Street, Jarvis Road, Horsham Road and Shooting Fields. This will be reported back by Cllr Linehan. The Clerk had also enquired about possible replanting of the verges along the Bypass after the Ash Dieback felling had decimated the street scene – and it seemed that a joint scheme with WSCC might be possible.	CLERK / Cllr Lloyd
55.3	Definitive Map Modification Order applications. The Clerk updated on three DMMO's as per	CLERK

supporting papers. There was an issue regarding the need for clarification on two items that the Clerk and Cllr Young will investigate and then inform members appropriately.

Cllr Young

C/22/56 FINANCE AND GOVERNANCE

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

C/22/57 PROGRESS REPORT – All the following items were described as ongoing

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| 57.1 | School Car Park adjacent the Library - possible use for the community | Cllr Hanson |
| 57.2 | Steyning 20mph Highway's scheme working party date to be determined. Cllr S Alexander updated that Speed Loops have been installed. | CLERK |
| 57.3 | Clerk to complete a new SPC Memorial Tree policy based upon working party recommendations | CLERK |
| 57.4 | Cllr Lloyd to work on a proposal to cover future signage requirements for the town. Members discussed the fact that this ongoing matter ought to be more specifically focused on entrance signs for the MPF and that a working party from this committee be set up to consider this item. | CLERK / Cllrs |
| 57.5 | Lost Woods project – Representatives from various groups to be assembled to kick start project | CLERK |
| 57.6 | Bring back proposal for Recycling bin installation in April 2023 | CLERK |
| 57.7 | Install picnic bench on the MPF as per agreement and following payment from the requester | CLERK |

C/22/58 INFORMATION / CORRESPONDENCE ITEMS (as per supporting papers)

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| 58.1 | Letter from resident - Mr Comber had raised questions; These included whether the Wardens were contacted about the positioning of the bench. And location of the bench needing to be in full view | |
| 58.2 | Letter from resident – Regarding Dog fouling and signage on the MPF. Members considered if there were any appropriate actions which could be discussed including appointing Dog Wardens The Clerk to bring this back to a future meeting. | CLERK |
| 58.3 | Southern Water – Information for Key Stakeholders | |
| 58.4 | Queens Green Canopy - Virtual Plaque to save and share | |

C/22/59 DATE OF NEXT MEETING – 7th March 2023 at 7.30 pm.
Meeting ended at 9.55 pm

Signed: Date: 7th March 2023
Chair

A recording of this meeting can be found using this link: <https://youtu.be/ifzw0ebyxYk>