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

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

Clerk: John Fullbrook

Members of the public: 3

Meeting Commenced : 7.30pm

MINUTES

C/22/60 APOLOGIES FOR ABSENCE

ACTIONS

- 60.1** Apologies received from Cllr Lloyd who due to a District Council commitment was going to be approx. 30 minutes late.

C/22/61 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 61.1** Cllr I Alexander asked for dispensation from the Chair to speak for 3 minutes on Agenda item 6.3. This was duly accepted.

C/22/62 QUESTIONS FROM THE FLOOR

- 62.1** None

C/22/63 MINUTES OF PREVIOUS MEETINGS

- 63.1** To agree February 7th '23 Draft Community Minutes. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 7th February 2023. **Agreed**

C/22/64 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

- 64.1** Clerk to - **Actioned**
- 64.2** Clerk to complete Bonfire safety checklist for the Allotment Association - **Actioned**
- 64.3** Clerk's office to schedule in and notify in preparation of Skip hires at the Allotments - **Actioned**
- 64.4** Steypning in Bloom informed of trough installation at Bus Shelter & complete installation - **Actioned**
- 64.5** Continued works to play area after maintenance inspection – **Actioned / See item 65.4**
- 64.6** Deferred item regarding motion on play area maintenance brought back to committee – **See item 65.4**
- 64.7** Dog Fouling on the MPF item to be brought back to a future meeting – **See item 65.7**
- 64.8** Mouse Lane gulley maintenance chased with WSCC – **Actioned**

- 64.9 Wilder Horsham representation report taken to Full Council – **Actioned**
- 64.10 Clerk to report back on Grant application results – **Actioned / See item 65.8**
- 64.11 Chargepoint webinar session report brought back to next meeting – **Actioned / See item 65.6**
- 64.12 Abbey Road Rewilding publication to go in Your Steyning – **Actioned**
- 64.13 Councils support for the HDC Newman’s Garden Car Park renewal passed on to HDC – **Actioned**
- 64.14 Cllr Lloyd to ascertain info’ on charge point installation plans at Fletchers Croft - **See item 65.6**

C/22/65 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 65.1 **To agree proposed actions from Bus Shelter working party and make recommendations to Premises Committee.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that this committee sends the items noted from the Bus Shelter working party, back to the premises committee with the recommendation that they take up (move forward with) the items that are highlighted within supporting papers 6.1. **Agreed 5 For, 3 Abstained.** **CLERK**

- 65.2 **To agree the movement of the SPC Notice board on the High Street.** There were four options presented as per suggestions raised at the Bus Shelter working parties. Members discussed these further and suggested and discussed two more. Cllr Campbell **proposed, seconded** by Cllr I Alexander that because a position (on poles adjacent to the wall of the former bank and in between the electric box and the electronic information device) is aesthetically better, it {the SPC Notice Board} goes there, unless there is a problem with the cables underneath, in which case it goes in the second position, that is, turned through 90 degrees and adjacent the brick wall, so that it is next to the electrical box. **Agreed** **CLERK**

- 65.3 **Risk Assessment Awareness in relation to Children’s play areas.** {Cllr Lloyd arrived during this item} The Clerk gave an illustrated presentation on the importance of risk assessments to the Council and especially in relation to children’s play areas. It was an interactive discussion with most councillors taking part and contributing usefully.

- 65.4 **Children’s Play Area and Adult Exercise Maintenance Schedule.** Cllr Campbell made a statement and offered a motion. Four issues were raised including routine safety inspections, planned preventative maintenance, annual risk inspections and carrying out maintenance in a given timeframe. Cllr Campbell **proposed, seconded** by Cllr Sullivan that the clerk urgently to make his recommendations to an all-committee working party for it in turn to make recommendations to this committee regarding firstly the frequency and nature of inspections to be carried out on play and gym areas and equipment, secondly a protocol for actions by the office re different categories of risk identified on inspections and thirdly the nature and frequency of planned preventative maintenance to be carried out on gym and play equipment by reference to the manufacturers specifications. **Not Agreed, 3 For, 5 Against, 1 Abstained**
The Clerk pointed out the internal auditor was content with the current schedule of maintenance and risk assessments.

- 65.5 **Wilder Horsham Workshop in Ashington on the 9th of February.** The Clerk presented and commended the report compiled by the two SPC representatives in attendance on the day and urged members to follow the links on the notes as there was so much relevant and important information that needed to be further considered by this committee.

- 65.6 **Chargepoint Network webinar session.** Cllr S Alexander could not login successfully to this webinar session due to a technical fault, so the clerk had distributed the subsequent PowerPoint presentation to members instead. Clerk to ask for hyperlink to the requesting location site. **CLERK**

65.7	To discuss dog fouling on the MPF. Cllr Goldsmith proposed, seconded by Cllr Campbell that this matter be deferred until the next meeting and in the meantime the clerk's office gets a quote from our {street cleaning} contractor for him to go round the field once every 24 hour period (including weekends) clearing up dog (faeces). Agreed 4 For, 3 against, 2 Abstained.	CLERK D CLERK
65.8.1	SPC Grant Applications. The Clerk updated upon the two current grant applications stating that the first which was to help fund the MPF play area development had been unsuccessful, but he felt there was still a way forward to reapply, and that it would certainly be worth the effort to do so. This time, framing the application by talking about how the grant would be enhancing the proposed development, and thereby ask for a lesser amount, rather than they fund the majority of it. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC instructs the Clerk to reapply to the Wilson Memorial Trust for a grant towards the MPF Play Area and apply for a smaller amount of money than previously applied for. Agreed	CLERK
65.8.2	The Clerk updated that regarding the second application for up to £5,000 for the Chandlers' Way proposed rewilding project – that SPC should be informed either way by HDC in the next two weeks.	CLERK
C/22/66 FINANCE AND GOVERNANCE		
66.1	To accept the I & E Reports. Cllr Norcross proposed, seconded by Cllr S. Alexander that the Community Income and Expenditure reports for January '23 be accepted as a true and fair record. Agreed	
C/22/67 PROGRESS REPORT – All the following items were described as ongoing		
67.1	School Car Park adjacent the Library - possible use for the community – Cllr Hanson reported that subsequent to meetings with the school and the foundation representatives including a discussion with the headmaster, the following statement had been agreed – <i>The Car Park adjacent the Steyning grammar school boarding house is owned by the Steyning Grammar school foundation and exclusive rights to the use of the car park subject to a small number of parking places for library and museum use has been reserved for school use. Following the move of the middle school to the 'Towers' leading to less demand for parking by school staff, the foundation and the school are content to permit an informal arrangement for short term parking to be available to members of the community at weekends and during school holidays subject to parking requirements for any extra school events.</i> - This concluded the matter	
67.2	Steyning 20mph Highway's scheme working party date to be determined.	CLERK
67.3	Clerk to complete a new SPC Memorial Tree policy based upon working party recommendations	CLERK
67.4	Clerk and R. Brown to complete draft hedgerow plan for MPF/ Allotment border in spring '23	Clerk / R Brown
67.5	Lost Woods project – Representatives from various groups to be assembled to kick start project	Cllr Rep
67.6	D Clerk to convene a meeting in September '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a possible what's app group to coordinate operations.	D Clerk
67.7	Bring back proposal for Recycling bin installation in April 2023	CLERK / Cllr Lloyd
67.8	Install picnic bench on the MPF as per agreement and following payment from the requester	CLERK
67.9	<i>Cllr Young & D Clerk to confirm latest DMMO situation and update to Cllrs by email.</i> Cllr Young updated that the Rifle range DMMO is now number 18 on the waiting list. There is a decision pending on the other two outstanding DMMO's. This will be brought back to a future meeting.	Cllr Young

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| 67.10 | Cllr Linehan highways meeting with HDC officer – update to be brought to SPC Full Council | CLERK |
| 67.11 | Mouse Lane working party to be reconvened when quotes are available | CLERK |
| 67.12 | Community Working party to convene to discuss MPF signage – this suggested to be put forward to the new council | CLERK |
| 67.13 | Grit Bin to be purchased and installed at Fairfield's | CLERK |

C/22/68 INFORMATION / CORRESPONDENCE ITEMS

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| 68.1 | The clerk had received correspondence and comments from concerned residents regarding the recent cricket astro pitch installation on the MPF, which he had dealt with by directing them to the appropriate planning portal on the HDC web site as well as informing them as to the fact that the cricket club had followed correct procedure in gaining permissions from both SPC and HDC. | CLERK |
| 68.2 | Under information the clerk updated that the Bench installations at the entrance to the MPF were proceeding well with the SPC Jubilee bench being completed within the next few days and that the Steyning Society bench would be discussed further at F&GP Committee | CLERK |
| 68.3 | Litter Bin Renewal /Repainting in the High Street – Clerk to ask HDC for an update | CLERK |

C/22/69 DATE OF NEXT MEETING – 4th April 2023 at 7.30 pm.
Meeting ended at 9.10 pm

Signed: Date: 4th April 2023
 Chair

A recording of this meeting can be found using this link: https://youtu.be/i9_UbCs7owl