
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6th JUNE 2023 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Norcross, Sharp, Lloyd, Hanson, Young, Foxwell, and Johnson.

Clerk: John Fullbrook

Members of the public: 5 {Including WSCC Cllr Linehan, and SP Cllr Ballance}

Meeting Commenced : 7.32pm

MINUTES

C/23/01 APOLOGIES FOR ABSENCE

01.1 Apologies received from Cllr S. Alexander.

ACTIONS

C/23/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr I Alexander declared an interest in item 8.5 as he is an allotment holder

C/23/03 QUESTIONS FROM THE FLOOR {in summary}

03.1.1 **Q** – A resident raised concerns about the standard of grass cutting so far this season on the MPF, and about the mess being left by the HDC contractors as they install the EV Charging points at the Fletchers Croft Car Park, and that the recycling bin installation on the High Street ought to be mindful of disabled access. He also asked that the Clerk explain what was meant by figures within brackets within the I&E Reports under agenda item 8.1 and he asked that Cllr Linehan prompt WSCC to do something about some loose kerb stones near the access to the High St. Car Park.

03.1.2 **A** – Cllr Linehan asked that the resident email him with the details of the kerb issue. The Chair explained that all the other items were due to be discussed on the agenda and that concerns were already being raised by the clerk regarding these items. The clerk said that he would indeed be explaining what the figures within brackets meant under item 8.1

03.2.1 **Q** – Cllr Robin Ballance – Drew attention to the number of contractor vehicles being parked at the MPF Car Park recently, and that a lack of parking spaces was more of an issue because the 5 bays had been removed from Fletchers Croft. Further, he suggested that council ought to consider lobbying HDC for the reinstatement of the 5 parking bays as it didn't appear that such a move would impact anyone.

03.2.2 **A** – The Clerk pointed out that the contractor vehicles were there largely because of the works being undertaken at the old Lloyds bank building and this use was being monitored by Cricket club and clerk's office. The Clerk said that he would place the Fletchers Croft parking bay item on the next Community agenda.

CLERK

C/23/04 MINUTES OF PREVIOUS MEETINGS

04.1 To agree 4th April draft minutes. Cllr I Alexander **proposed, seconded** by Cllr Norcross to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th of April 2023. **Agreed 7 For, 1 abstain**

C/23/05 MATTERS ARISING AND ACTIONS

These items were taken as read.

05.1 Grit Bin purchased and installed at Fairfield's - **Actioned**

05.2 Bring back proposal for recycling bin installation after April 2023 – **See item 7.6**

- 05.3 Community Working party convening to discuss MPF signage, TBD by next council- **See item 7.7**
- 05.4 Lost Woods project. Representation from local groups being assembled to start project- **item 7.8**
- 05.5 Steyning 20mph Highway's Scheme working party date to be determined - **item 6.1**
- 05.6 Clerk & R. Brown to complete draft hedge plan for MPF/Rublees border in spring '23- **item 7.9**
- 05.7 Clerk to reapply to WMT for grant for assistance with MPF play area - **item 7.10**
- 05.8 DMMO statement amended and sent off to WSCC – **Actioned/ item 6.3**
- 05.9 Post-16 transport policy statement survey publicised – **Actioned**
- 05.10 Roger Brown receives a vote of thanks from the Committee for his continued voluntary service - **Actioned**
- 05.11 Chandlers Way proposed Community Engagement meeting to be convened – **See item 7.3**
- 05.12 Clerk to relay committee's support for Tennis Club floodlight application to proceed - **Actioned**
- 05.13 Permissions for event use of Bus Shelter to be relayed to the Partnership - **Actioned**

C/23/06 HIGHWAYS

- 06.1.1 **To agree representation on the 20's plenty Highway Scheme working party.** Cllr Linehan had received and sent on the project proposal response from the West Sussex Highways department to the clerk, and this had been distributed to Cllrs, following the highway scheme joint application. He commended the draft plan to SPC and was invited to speak to the matter by the Chair. He informed that the draft plan had been formulated under the terms of a new traffic policy. He understood that there was some disappointment from working party members as some important parts of the scheme coverage had been omitted, but stated that under the terms of the new policy, there had to be a 'genuine highway issue' identified for each road, otherwise mitigating measures would not be enforced. He further explained these issues are studied and measured by WSCC highways officers in conjunction with the Sussex Police.
- 06.1.2 Committee members voiced concerns that crucial elements of the scheme had been omitted such as coverage within Shooting Fields and that the assessment criteria could perhaps be revisited. The Chair asked therefore for representation on the working party and that the working party be reconvened. Cllr I Alexander **proposed, seconded** by Cllr Young that Cllrs Sharp, Hanson and Ian Alexander are agreed as representatives on the 20's plenty working Party. **Agreed** **CLERK**
- 06.1.3 Agenda item 9.8 was brought forward by the Chair so that again, Cllr Linehan could speak to it. Cllr Linehan confirmed he was in support of the Wykham Close TRO and that the new policy is that TRO's are now not subject to a limitation of one application per year per parish. **CLERK**
- 06.2 **To agree possible Car Park closures at the MPF - Cricket Club request.** SPC had a request from the Cricket Club for 17 Saturday closures this season to allow for easier matchday parking. Because the agreed Car Park Management plan says 'The Barrier Gate will be closed from time to time as deemed necessary' this request needed further committee agreement due to an escalation in restriction requests and in consideration of other users. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC accepts this request subject to review at the end of July and subject to the Cricket Club maintaining that the emergency access zone is kept clear. **Agreed** **CLERK**
- 06.3 **To notify about the recent DMMO submission.** We received notification from the planning inspectorate that with regards to the DMMO concerning the bridleway crossing Mouse Lane

from Charlton Court Farm to footpath 2713, they have received no comments on the submitted statements, and so the Inspector will now visit the site during the week of 31st July.

C/23/07 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

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| 07.1 | Abbey Road Volunteers report from the Clerk. The volunteer group met on the 20th May and completed a long list of works including strimming, lifting and relocating bulbs and planting wildflower plugs. Roger Brown had reported that the site looked 'great'. The Clerk also had to report that the SPC grass contractors had unfortunately mown down some flowers planted adjacent the Orchard trees. | CLERK |
| 07.2 | To agree permissions for the Steyning Round Hill Romp Event. Cllr I Alexander proposed, seconded by Cllr Hanson that SPC agree for the Steyning Athletic Club to use the MPF, Changing rooms and the High Street toilets for their Roundhill Romp event. Agreed | CLERK |
| 07.3 | Chandlers Way Pocket Park, to agree that an initial community engagement meeting be convened. Cllr I Alexander proposed, seconded by Cllr Hanson that Cllrs Hanson, Young and Lloyd represent SPC on the Chandlers Way Pocket Park working party. Agreed | CLERK |
| 07.4 | To discuss the Grass Cutting report and agree any necessary actions. The Clerk reported that the contractors had failed to complete the service for a number of reasons as noted within the supporting papers and to the required standard on a number of occasions, and though regularly chased are as yet not fulfilling their remit. Cllr I. Alexander proposed, seconded by Cllr Foxwell that SPC were unhappy that the grass cutting company were not delivering their contractual obligations. Agreed. It was suggested the Clerk also write to the Steyning football club to remind them to move or dismantle the goal posts. | CLERK |
| 07.5 | To agree upgrade of Rublees Allotment entrance area {From Newham Lane}. The clerk's office had received a letter which informed of an elderly resident tripping on uneven ground adjacent this entrance area. The Clerk explained that there needed to be some work to smooth out the undulations and recommended up to 6 tons of MOT type 1 or possibly road planings as access to electrical cabling had to be maintained. Cllr I Alexander proposed, seconded by Cllr Hanson that SPC allows the clerk to get these works done {Upgrade of the Rublees entrance from Newham Lane by usings MOT type 1 or road planings}. Agreed | CLERK |
| 07.6 | To agree installation of a recycling bin adjacent the Bus Shelter. {As per supporting papers}. To replace existing bin and to be certain that appropriate width of access to disabled toilet is maintained or expanded slightly. Cllr I Alexander proposed, seconded by Cllr Johnson that the new recycling bin is installed adjacent to the Bus Shelter, whilst taking into account the need for appropriate disabled access {Maintaining distance from the disabled toilet door}. Agreed | CLERK |
| 07.7 | To confirm remit and membership of MPF signage working party. The Chair explained that this working party would be looking at every entrance to the MPF and it would be considering a substantial upgrade to both surfaces for pedestrians, the gates, and installation of notice boards for appropriate visitor signage. Cllr I Alexander proposed, seconded by Cllr Norcross that SPC convenes a working party {to look at MPF signage and access points}, consisting of Cllrs I Alexander, Johnson and Norcross. Agreed | CLERK |
| 07.8 | To discuss and agree membership for the 'Lost Woods' project working party. Working with the SPC Tree Warden to identify ancient or significant woodland areas and working with land owners and the woodland trust to restore and conserve these copse within the Steyning Parish. Cllr I Alexander proposed, seconded by Cllr Foxwell that Cllr Johnson works with Simon Zec {SPC Tree Warden} in the working party for the Lost Woods Project. Agreed | CLERK |

- 07.9 To agree possible installation of additional hedgerow planting on the MPF/Rublees boundary.** CLERK
As per supporting papers, the project scope was to plant 50 yards of new hedgerow sapling plants including Hazel, Dog Rose, Elder, Hawthorn and Holly in two rows 40 cms apart at a cost of approx. £480. The inclusion of Sloe {blackthorn} was suggested to also be included by members Cllr I Alexander **proposed, seconded** by Cllr Hanson that continuing to work with Roger Brown, the committee agrees to planting of this 'test hedgerow'. **Agreed**
- 07.10 To agree Playgrounds working party membership and its remit.** CLERK
There was a need to reinstate the working party to insure there was a continued understanding, and especially with new councillors as to the need to prioritise maintenance, renewal and redevelopment of the councils play area resources. Cllr I Alexander **proposed, seconded** by Cllr Norcross that a playground working party be reconvened and that the representatives on it are to be Cllrs Hanson, Lloyd, Young {from Community Committee} and to invite Cllr Linfield to attend also. **Agreed**
- 07.11 To agree that the clerk makes any necessary maintenance arrangements for the Marley shed.** CLERK
Cllr I Alexander **proposed, seconded** by Cllr Foxwell that SPC ask the Clerk to make any necessary arrangements for the Marley Shed's maintenance. **Agreed**
- 07.12 Notification of HDC works inc. electric charging points and digital screen maintenance at Fletchers Croft Car Park.** CLERK
The Clerk had been emailing details to councillors but for the benefit of the public, he informed that installation started on the EV Charging points in Fletcher's Croft Car Park on the 24th of May, and that the digital screen had been fixed at the same time. Operational completion of the charging points would apparently take a couple of months. The Clerk had already emailed HDC with displeasure at the state the site had been left in and that there was no signage for the benefit of residents understanding as to what was happening, and that he had noticed that sizable tree roots had been cut through during the cabling installation. The Chair and Committee voiced further objections and the clerk was tasked with writing to HDC to ensure they were aware the committee were very concerned with the way the installation was being carried out and especially in so far as previous agreements within joint working parties regarding the location of the installation had seemingly been ignored.
- 07.13 To discuss whether to support lobbying HDC on a possible restriction to numbers of dogs involved in commercial dog walking services within the Steyning Parish.** CLERK
Cllr I Alexander **proposed, seconded** by Cllr Young that SPC lobby HDC to impose a restriction to numbers of dogs involved in commercial dog walking services. **Agreed**
- 07.14 To discuss future project aspirations for the Community Committee.** CLERK
The Chair wanted to ensure there was an item regularly on the agenda so that there was an opportunity for councillors to raise issues they would like on future agendas. On this occasion he wanted to discuss further the street signage and especially concerning signage for the Steyning Car Parks.

C/23/08 FINANCE AND GOVERNANCE

- 08.1.1 To accept the I & E Reports.** The Clerk explained that figures within brackets on these reports itemised invoices which covered goods and services that have been supplied to SPC but that at the end of the fiscal year had not been paid. In other words, these were Credits and Accruals. {They are therefore counted within the previous year's budgets. When the invoices get paid the bracketed figures are removed – Zeroed out}. Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for March '23 be accepted as a true and fair record. **Agreed**
- 08.1.2** Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for April '23 be accepted as a true and fair record. **Agreed**

- 08.2 To discuss the need for a Community Committee Vice Chairman. Cllr Norcross volunteered and Cllr Hanson seconded her nomination, and this will be taken to Full Council. CLERK
- 08.3 To receive notification from the Clerk regarding the MPF Concessionary Licenses. The Clerk reported that both Concessionary Licenses had been signed by the 'The Dairy Diva' and 'The Pizza Van Company' and that an appropriate payment had also been made for the first half of the season as per agreed by this committee. Collection of fees had been problematic, however. CLERK
- 08.4 To agree MPF Playground gate repair or replacement. The Clerk reported that two contractors had looked at the gate and it seemed it was either beyond repair or it appeared that if a repair could be made it was unlikely going to be a long-term fix. Cllr I Alexander **proposed, seconded** by Cllr Foxwell that the gate (as specified in supporting papers) be purchased and installed. **Agreed** CLERK
- 08.5 **Proposed increase to SPC Allotment fees for 2023/24.** The Clerk detailed comparative figures of plot costs at other nearby local councils, and gave a range of percentage increases for members to consider plus a highlighted figure which the Clerk's Office had recommended. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee follow the recommendations from the Office and that the annual full plot price rises to £38, the half plot to £20 {Both 8.6%} and the monthly costs rise to £5.50 from £5 and £4.20 from £4. **Agreed 7 For, 1 Abstained** CLERK
- C/23/09 PROGRESS REPORT – All the following items were described as ongoing**
- 09.1 Clerk to complete new SPC Memorial Tree policy based upon agreed working party Commendations - **Ongoing** CLERK
- 09.2 Install picnic bench on the MPF as per agreement & following payment from requester - **Ongoing** CLERK
- 09.3 Convene a meeting in Sept '23 to discuss Winter Maintenance programme with volunteers and to discuss acquiring grit spreaders and a what's app group to coordinate operations - **Ongoing** CLERK
- 09.4 Mouse Lane Working party to be reconvened when quotes are available – The Clerk reported that some quotes had been received and that the working party will now be reconvened CLERK
- 09.5 Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing** CLERK
- 09.6 Litter bin renewal / repainting Clerk to ask HDC for updates - **Ongoing** CLERK
- 09.7 Cllr Campbell to provide evidence to collaborate his ascertains at the last meeting in April – The Chair said that as Cllr Campbell had not provided any evidence, the matter was now closed.
- 09.8 TRO at Wykham Close impact confirmation from Cllr Linehan - Dealt with under item 06.1 above
- 09.9 Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing** CLERK
- 09.10 Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing** CLERK

C/23/10 INFORMATION / CORRESPONDENCE ITEMS

10.1 None

C/23/11 DATE OF NEXT MEETING – 4th July 2023 at 7.30 pm.
Meeting ended at 9.31 pm

Signed by the Chair: Date: 4th July 2023

A recording of this meeting can be found using this link: <https://youtu.be/52cZQYupRGs>