
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th JULY 2023 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

MINUTES

C/23/12 APOLOGIES FOR ABSENCE

12.1 None – All Councillors present.

ACTIONS

C/23/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

C/23/14 QUESTIONS FROM THE FLOOR {in summary}

14.1 None

C/23/15 MINUTES OF PREVIOUS MEETINGS

15.1 To agree 6th June draft minutes. Cllr I Alexander **proposed**, **seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 6th of June 2023. **Agreed**

C/23/16 MATTERS ARISING AND ACTIONS - These items were taken as read.

16.1 Install picnic bench on the MPF as per agreed & following payment from requester - **Actioned**

16.2 Clerk to bring back item on Parking management in Steyning to next meeting – **See item 17.2**

16.3 20's Plenty working party convening to discuss recent communications – **Actioned**

16.4 TRO's to be discussed at a future meeting – **See item 17.2**

16.5 Car Park closures agreement to be communicated to the Cricket Club – **Actioned**

16.6 SPC grass cutting issues at Abbey Road taken back to contractor - **See item 18.1**

16.7 Steyning Round Hill Romp organisers informed as per permissions agreement – **Actioned**

16.8 Chandlers Way Pocket Park Working Party convened - **Actioned / See item 18.3**

16.9 Issues with grass cutting contractor to be followed up by Clerks office – **Actioned / Item 18.4**

16.10 Rublees Allotment entrance renewal works to be completed - **Actioned**

16.11 Steyning FC informed about relocating football posts on the MPF - **Actioned**

- 16.12 MPF signage working party to convene – **Actioned / See item 18.7**
- 16.13 HDC contacted to discuss SPC members concern as to install' of EV charging points - **Actioned**
- 16.14 HDC lobbied re. restriction to numbers of dogs involved in commercial dog walking – **Actioned**
- 16.15 Clerk to bring back items on project aspirations and Car Parking signage – **Actioned**
- 16.16 Community Vice Chairman position to be agreed at SPC Full Council - **Actioned**
- 16.17 Concessionary licence second payment requested – **Actioned**
- 16.18 MPF Play Area replacement gate ordered – **Actioned**
- 16.19 Allotment Fees increase agreement communicated to plot holders - **Actioned**

C/23/17 HIGHWAYS

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| 17.1 | <p>A report from the 20's plenty highway scheme working party. The working party met on the 3rd July with 3 SPC Cllrs and 3 other key stakeholders invited and present, with Cllr Linehan in attendance in an observational capacity. The Chair updated from the working party, and the Clerk stated that the meeting notes had been distributed and received by him a few minutes before this meeting. Geoff Barnard had taken these minutes by members agreement, and it seemed after some discussion there was consensus opinion from the working party in terms of what the response to WSCC ought to be. Cllr I Alexander proposed, seconded by Cllr Hanson that the 20's plenty working party members check the minutes and when they are happy with them, {via email agreement} that they are sent to Cllr Linehan {via the Clerk}. Agreed</p> | <p>W. Party
Members</p> <p>CLERK</p> |
| 17.2.1 | <p>To agree priorities for Traffic Regulation Orders and a 'plan for parking' discussion with HDC. The 'plan for parking' was to include consideration of street signage, tariffs, access, promotion, and parking bay designations. Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC set up a 'Plan for Parking' working party looking at all car parking issues, and that it should comprise of Cllrs S Alexander, I Alexander, Norcross and Sharp. Agreed</p> | <p>CLERK</p> |
| 17.2.2 | <p>Members discussed the outstanding proposed Traffic Regulation Order projects to see if it could agree that one, or some, be taken forward for the next deadline for submissions, that being the end of July '23. Cllr I Alexander proposed, seconded by Cllr Norcross that SPC ask the Clerk to liaise with Cllr Linehan in order to compile TRO applications for Church Lane, Vicarage Lane and the corner of Tanyard Lane and into Shooting Field. Agreed</p> | <p>CLERK</p> |
| 17.3.1 | <p>To consider opening discussions with the Coop management team in terms of possible TRO's for the High Street to assist them with deliveries, and in order to reduce traffic problems along Charlton Street. The Clerk reported that there had already been discussions between the Coop management team and Cllr Linehan in consideration of options for unloading delivery lorries, and that the Coop were against trying to unload from the High Street side due primarily to safety concerns connected with having to take deliveries through the store, as well as height differentials associated with pavements, road and shop entrance as well as the shop floor possibly not being robust enough to cope with weighted trollies. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Clerk liaise with Cllr Linehan on issues concerning HGV's in Charlton street. Agreed</p> | <p>CLERK</p> |
| 17.3.2 | <p>To consider as part of the discussion, a proposal for double yellow lines along part of Steyning High St. This was discussed under the previous item and thought not to be one of the top project priorities at this time.</p> | <p>CLERK</p> |

C/23/18 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 18.1 Abbey Road Update.** Roger Brown had produced an excellent report as per supporting papers which considered an update on wildlife observations, the pond, tree and meadow habitats, plus highlighting continued issues with overzealous grass cutting and the need to consider a plan for the roadside hedge in so far as its establishment had been seriously restricted by harsh weather conditions. He further reported three successful working party days with 12 volunteers actively involved, with another 3 involved with botany and bird surveys. The Clerk also reported that reimbursement had been agreed to compensate for the damage to trees, tree protectors and foliage by the grass cutting contractors. **CLERK**
- 18.2 To discuss a proposal from the 'Steining for Trees' group regards a hedgerow at Abbey Road.** The Clerk reported that since receiving the proposal to more clearly define the hedge by cutting some of the weeds and nettles growing through it and to demarcate it with bamboo sticks and red and white tape in order to protect it {as per supporting papers}, he had since met with their representatives. He reported that in line with the principles of the 'management plan' their group could reduce the height of the weeds and nettles and that a line be cut adjacent the hedge on the meadow side to create demarcation but avoid using tape to do so. Then in the Autumn that the hedge be inspected once more, and a plan formulated, with input from the Abbey Road volunteer group, and that this plan be brought back to this committee. **CLERK**
- 18.3 Changers Way working party update.** The Clerk and members of the working party reported on the first meeting which took place on the 21st June. This meeting being primarily convened so that the members could familiarise themselves with some of the long history associated with this project. They also informed that the first community engagement meeting, which would include invited members of the public who have previously shown an interest, is to take place on Wednesday the 19th July @ 7pm, and that the Clerk is communicating with these residents to ensure they are made aware. **CLERK**
- 18.4 To receive the Grass Cutting report.** Members and Clerk discussed the ongoing issues. The Clerk confirmed that the contractors had received communications underlining the dissatisfaction in regard to parts of the service received, and though some elements of the service had improved, the office were paying very close attention to the progress which it felt was still necessary. **CLERK**
- 18.5 Update on the 'rural digital screens' content following recent communication from HDC.** The Clerk relayed communications from HDC and the Steining and District Partnership. HDC had invited submission of more local information than previously requested. This seemed a positive move but was somewhat different to previous communications, and the Community Partnerships have asked for a meeting with HDC to gain further clarity.
- 18.6 Following meeting between Clerk, Committee Chair and Cricket Club representatives.** A meeting was requested by a club committee member and a number of items were discussed such as signage, parking, dog issues, emergency access, and possible entrance developments. No actions were suggested or required however the Chair reported it was a positive discussion.
- 18.7 To consider initial ideas for MPF entrance projects following working party meeting.** The working party had convened at 2pm on the 4th of July. All entrances were checked with proposals for notice board installations, planters and revamped entrance area surfaces discussed. The working party resolved that it would continue to work on a plan over the summer which could then be brought back to this committee. **CLERK**
- 18.8 To discuss future project aspirations for the Community Committee.** Members put forward that they would like to lobby for a better quality of road signs from WSCC. And possible installation of a refuse bin at Abbey Road. Plus, a need to think laterally about Normans Way. **CLERK**

- 18.9 **To agree a request from a resident concerning renovating a memorial seat on the MPF.** CLERK
Members discussed a proposal as per supporting papers to relocate slightly the bench away from the adjacent tree and clean and put it onto paving slabs. The cost would be £700 but the resident would be asked to part fund the relocation and re purposing broadly in line with the SPC memorial bench policy. Cllr I Alexander **proposed, seconded** by Cllr Young that the Clerk asks the resident for £400 to move the bench and that SPC allows them to place a memorial plaque on it. **Agreed**

C/23/19 FINANCE AND GOVERNANCE

- 19.1 **To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for May '23 be accepted as a true and fair record. **Agreed**
- 19.2 **End of SPC project notification – ‘Welcome to Steyning’ Town sign on Bramber Road.** In January 2019 SPC began a project which was inspired by Steyning in Bloom volunteers, and was funded via support from the Steyning Society, Steyning Horticultural Society, WSCC, HDC, SPC and almost £1000 raised via a crowd funding appeal organised by resident and former SPC Chairman Charles Ashby. This item is to notify council that the last of the monies raised {£10,105 in Total} is to be used shortly to pay the invoice from the Nursery which covers the purchase of the flowers for this year's display, and that then the project can be effectively and successfully termed 'complete'. Thanks were extended to Charles and the Steyning in Bloom group.

C/23/20 PROGRESS REPORT – All the following items were described as ongoing

- 20.1 *Clerk to complete new SPC Memorial Tree policy based upon agreed working party Commendations - **Ongoing*** CLERK
- 20.2 *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
- 20.3 *Mouse Lane Working party to be reconvened when quotes are available – The Clerk reported that quotes had been received and that the working party will be reconvened on the 13th July.* CLERK
- 20.4 *Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing*** CLERK
- 20.5 *Litter bin renewal / repainting Clerk to ask HDC for updates - **Ongoing*** CLERK
- 20.6 *Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing*** CLERK
- 20.7 *Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing*** CLERK
- 20.8 *Agreement for Hedgerow planting on the MPF / Rublees boundary - **Ongoing*** CLERK
- 20.9 *Recycling bin to be installed at the High Street Car Park - **Contractor has been agreed and this project will be completed shortly.*** CLERK
- 20.10 *Lost Woods working party to convene - **Ongoing*** CLERK
- 20.11 *Playgrounds working party to convene – **Ongoing*** CLERK
- 20.12 *Clerk to make necessary maintenance arrangements for the Marley shed - **Ongoing*** CLERK

C/23/21 INFORMATION / CORRESPONDENCE ITEMS

- 21.1 The Chair informed members that the Steyning & District Partnership would be moving the planters back onto the High Street shortly – into a slightly different location.

21.2 Request from the Steyning & Community Partnership that a Tug of War event be allowed to take place on the MPF at some point in August. Cllr I Alexander **proposed, seconded** by Cllr Norcross that this committee asks F&GP to approve the use of the MPF for this 'Fun' Tug of War event. **Agreed** **CLERK**

21.3 EV Charging points consultation process promotion – The HDC Environmental Coordination Manager had sent out correspondence publicising a consultation exercise promoting possible charge point installations in Steyning – notably on Kings Barn Lane and Goring Road. Residents are to be informed of more details in the week commencing 10th July '23 **CLERK**

C/23/22 DATE OF NEXT MEETING – 5th September 2023 at 7.30 pm.

Meeting ended at 9.10 pm

Signed by the Chair: Date: 5th September 2023

A recording of this meeting can be found using this link: <https://youtu.be/fGr9Sgu1d48>