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

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

Clerk: John Fullbrook

Members of the public: 8

Meeting Commenced : 7.30 pm

MINUTES

C/23/37 APOLOGIES FOR ABSENCE

37.1 Apologies received from Cllr Norcross

ACTIONS

C/23/38 DECLARATIONS OF INTEREST AND DISPENSATIONS

38.1 None

C/23/39 QUESTIONS FROM THE FLOOR {in summary}

39.1.1 *Resident – stated his interest in the work of the Mouse Lane working party, and particularly the recent Nightingale Lane gate installation and proposed resurfacing of the lane, and wanted to lobby SPC to consider not going for the concrete option and instead deploy a more permeable surface as a solution as it would reduce surface runoff and be more aesthetically pleasing.*

39.1.2 *The Clerk – responded by saying this was to be considered when the working party reconvened and that this would be subsequent to the Wiston Estate receiving quotes in regards possible flooding solutions.*

C/23/40 MINUTES OF PREVIOUS MEETINGS

40.1 To agree 5th September draft 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 5th of September 2023. **Agreed**

C/23/41 MATTERS ARISING AND ACTIONS - These items were taken as read.

41.1 Clerk to send out MPF licence agreement to applicant - **Actioned/ See item 43.7**

41.2 Clerk to write to Cllr Linehan to advocate grass cutting of area surrounding 'Welcome sign' – **Actioned**

41.3 Clerk to write to Mr Ashby and the Steypning Horticultural Society to advise on decision - **See item 43.2**

41.4 Clerk to reconvene (expanded) 20's plenty working party – **See item 42.1**

41.5 Cllr Johnson to contact 'Covid Co-ord. group' asking for voluntary assistance, and agreed Winter Programme to be sent off - **See item 41.2**

41.6 Clerk to discuss new Wykeham TRO idea with resident and to continue to progress TRO's – **Actioned**

41.7 D. Clerk to reaffirm DMMO Rifle Range application, and publicise successful Mouse L app.– **Actioned**

41.8 Memorial donation of storage facility and 'Community Tools' to be installed at Allotments - **Actioned**

- 41.9 Play Area W. Party to convene and recommendations brought back to this committee - **See item 43.3**
- 41.10 Cricket club issues regarding Pothole, Marley Shed, Tree root, Ent. Gate to be progressed – **See item 43.6**
- 41.11 Clerk to arrange visit from specialist arboriculturist to discuss Tree root & disease issues – **See item 43.6**
- 41.12 SPC Memorial Tributes Policy amendment recommendation taken to Full Council – **Actioned**
- 41.13 Hedgerow planting on MPF update – **See item 43.5**
- 41.14 Weald to Waves project to be discussed at the next SPC Community Committee meeting – **See item 43.8**
- 41.15 Lost Woods Working Party to be convened – **See item 43.9**
- 41.16 Convene a 'Plan for Parking' W. Party and draft first outline plan – **Actioned / See item 42.4**
- 41.17 Clerk to ask Arboriculturist opinion on Trees diseased or with Trauma at Cripps Lane - **Actioned/See 43.10**
- 41.18 Clerk to report Committee decision regarding memorial seat renovation to resident - **Actioned**

C/23/42 HIGHWAYS

- 42.1.1 **To receive a recommendation from the 20's plenty working party regarding the proposed Highway Scheme.** Cllr I Alexander reported from the working party, and from the notes from this meeting as they were presented within supporting papers. Members confirmed that in essence the working party were saying 'No' to the scheme in its WSCC revised format – (which did not include several elements from the original application, which members had considered essential for reasons of improved pedestrian safety and vehicular emissions).
- 42.1.2 WSCC Cllr Linehan had also recently carried out a survey subsequent to the working party meeting and the results of this had been presented as a report to Cllrs on the day of this meeting.
- 42.1.3 Members determined that it was very important to explain in some detail, the correct message to residents as to the reasoning behind the decision of this committee, and that in order to do that it would be prudent to convene the working party one more time to craft this message, and to discuss other/alternative traffic calming measures.
- 42.1.4 Cllr Johnson **proposed, seconded** by Cllr S Alexander to agree with the working party recommendation, to decline to pursue the revised proposal in its current format, because it does not believe the scheme is good value for money, and it does not meet the requirements of the original application. **Agreed 7 For, 1 Against.** **CLERK**
- 42.1.5 Cllr I Alexander **proposed, seconded** by Cllr Hanson that the {20's plenty} working party is reconvened. **Agreed** **CLERK**
- 42.2 **To agree the SPC draft Winter Plan for 2023/24 and subject to the need for volunteer assistance recruitment.** Members considered the need for further recruitment as there were currently 5 volunteers identified, plus two contractors involved with the winter plan service if required. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert into 'Your Steyning' {to recruit new volunteers for the 'Winter Plan service' delivery}. **Agreed** Also suggested was that the PPG monitors be utilised as a way of publicising the request. **CLERK**
- 42.3.1 **To agree communicating via letter to local MP about the White Bridge link, and any other actions in order to add momentum for its possible renewal/replacement.** The Clerk had presented a draft letter for consideration within the supporting papers. The Chair emphasised how important it was to try and ensure the possible replacement would need to have budget funding agreed at WSCC soon if it were to be considered for replacement next year. Members considered writing therefore to the MP and to the WSCC Chief Exec to stress how important this 'link' is. Amendments to the letter were then discussed.

- 42.3.2** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC send a letter to our representative MP {as per drafted within supporting paper}, but to include the amendments as per discussed. **Agreed.** **CLERK**
- 42.3.3** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that a similar letter be sent to the WSCC Chief Exec. with added emphasis on the budgetary side of it. **Agreed** **CLERK**
- 42.4.1** **To agree amendments & actions in relation to the first draft of Steyning 's 'Plan for Parking'**
Cllr I Alexander spoke in support of the supporting paper which identified a long list of issues related to the Steyning Car Parks such as the tariffs, length of stay, EV charging points, and their street signage, with a number of solutions also being proffered. The idea being that this becomes a working document and rather than being prescriptive, SPC instead work collaboratively with the District Councillor representatives and HDC officers to see what can affectively be achieved for the benefit of both parties, and therefore, the Steyning residents. Of particular concern was the lack of EV charging service provision after 5 years of lobbying to include some installations within Steyning. Cllr I Alexander **proposed, seconded** by S Alexander that SPC set up a working party to engage in discussion with HDC, to discuss their plans for EV Charging point installation over the next three years, including quantity of bays, and charging capacity. **Agreed** **CLERK**
- 42.4.2** Cllr I Alexander **proposed, seconded** by Cllr Johnson that the clerk asks District Cllr Victoria Finnegan to work with the draft SPC 'Plan for parking' and the HDC Parking and Parks Managers to gain their views and ask them to work with SPC on this. **Agreed** **CLERK**

C/23/43 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 43.1** **Abbey Road Update.** Roger Brown had produced a report (supporting paper) updating on the volunteer groups recent workdays, and Cllr S Alexander spoke in support of it. The wildlife, habitat and general biodiversity improvements were impressive, but there were some concerns about the need to improve pathways as the area is, it seems, gaining more popularity with local residents. The clerk had discussed pathway improvement options and some of these were to be put into action in the oncoming weeks. There was also mention of some trees that had fallen in the recent gales, and again the clerk is checking the site with the SPC Tree Warden on the 9th Nov to see if works are required. It was suggested that there be a call for further volunteers within 'Your Steyning' whilst once again promoting the good work achieved at Abbey Road. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC put an advert in 'Your Steyning' for volunteers to help with the Abbey Road volunteer work party. **Agreed** **CLERK**
- 43.2** **Steyning Horticultural Society decision regarding planter decision – notification.** The clerk explained that SPC had been asked at the last Community Committee to consider backing a proposal from the Steyning Horticultural Society and to agree to help with the maintenance of that project, which was to install planters or a planter near the entrance to the Fletchers Croft Car Park. SPC were not in a position to fully agree as such, because it was not being installed on SPC land, nor were there any details of how it might look. Instead, committee members suggested that the Society possibly consider planters on the MPF, which SPC does own. This suggestion, with pictorial representation, was taken to their meeting and the clerk was subsequently informed by the Chair of the Horticultural Society that the SPC suggestion was not eligible for full consideration as it was not a fully costed design and had not been drawn to scale. Their Chair was sorry that they were therefore unable to help SPC with this its plans.
- 43.3** **Childrens Play Area W. Party recommendations to be discussed and agreed.** These being: **CLERK**
- 43.3.1** **1.** *That the large MPF Play Park remain the first priority in terms of trying to obtain enough funds to complete a redevelopment of the entire area. In the first instance the Clerk was asked to rewrite the latest unsuccessful application to the Wilson Memorial Trust, with this time a greater emphasis being placed on the Health and Well-being of the older youths as an add-on to the previous agreed scope of works.*

2. *That Chandlers Way community engagement continues with the planned approx. £25K for that play area redevelopment needing to be scoped by Chandlers Way WP and then agreed by committee with the majority of this cost being met, subject to approval, with use of the current SPC Cil money reserves.* **CLERK**
3. *That Normans Way Basketball post be refurbished, if possible, with a new Backboard and net combo provided a compatible replacement can be found and installed by the appropriate engineer then at the same time a letter be sent round to nearby residents by way of community engagement asking them for their opinion as to what they would like to see installed in this location.* **CLERK**
- 43.3.2 Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the three recommendations from the Childrens Play Area working party. **Agreed**
- 43.4 **To receive Grass Cutting Report and agree any actions necessary.** The clerk had previously explained the difficulties that the office had consistently experienced whilst attempting to monitor and manage this contract. Members had agreed that there were clearly recurring issues which had produced poor results, and no amount of collaborative work with their management team could redress this. The supporting paper therefore gave some options for members to consider in terms of moving the process forward. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC accepts recommendation {option} 2 , with the caveat that SPC goes to option 3 if that contractor is not willing to consider retendering, and that this is the recommendation to be taken to F&GP. **Agreed** **CLERK**
- 43.5 **Clerk to update on MPF Hedgerow planting project.** Whilst undertaking the council's hedgerow cutting program, it was discovered that part of the MPF/Rublees hedgerow was now at a height {3.5 meters} which allowed for it be maintained annually by this contractor rather than a tree surgeon every three years at a greater cost and with less pleasing results. The Clerk wondered therefore, if committee would reconsider the project and allow for the clerk to modify the scope of works – to be brought back to the next meeting. Members agreed that it was worth further consideration. **CLERK**
- 43.6 **Steyning Cricket Club maintenance works report.** The Clerk reported that since the last Community meeting: the replacement gate had been fabricated (but not yet installed); a pot hole in the Car Park fixed; the Cricket net issue was being attended to by the SPC arboriculturist; a new memorial bench had replaced two old ones which were beyond repair; and the Marley shed roof replacement had been quoted for and that this would be discussed at next meeting, **CLERK**
- 43.7 **To consider an application for a new mobile leisure facility on SPC land.** The Clerk had completed a new licence agreement and met with the prospective operator on site at both the Steyning Centre, and the MPF. Because of access issues and the possibility of cutting up the MPF turf if the facility was to be in position during the winter months, it was agreed that to start with, the Sauna could operate at the Steyning Centre instead, and the office could agree terms initially, with the Premises committee then being informed in due course. **D CLERK**
- 43.8 **Weald to Waves project to be discussed and any actions agreed.** Cllr Johnson reported on the project and how important it could be for SPC to be considering the concept, especially in the light of the council having declared a climate emergency. The idea has been developed by the charitable arm of the Knepp Estate while initially working with farmers to create wildlife corridors from the Weald through Knepp to Climping beach, and past Steyning to the Adur estuary, and also a corridor following the river Ouse to the coast. At this point they are extending the scope of the corridors to include domestic gardens and other open spaces and are asking that people register their land online, without obligation, and consider habitat connectivity improvements. Cllr Johnson **proposed, seconded** by Cllr I Alexander that SPC sign up all of its SPC owned land onto the map at this stage and see how it flows from there. **Agreed** **CLERK**

43.9	Report from the Lost Woods W. Party. Cllr Johnson reported on progress. The project is funded for three years and is focused primarily on identifying ancient woodland and where it was not being looked after, or where there were opportunities for residents to access and enjoy this space for reasons of health and vitality, as well as a consideration to provide advice for landowners to gain possible improvements for local fauna and flora. A working party had been convened which included the SPC Tree Warden and the Lost Woods Community Development Worker, Michael Blencowe. There were at least 9 prospective wooded areas already identified within the parish, the largest being at Wappingthorn, and in the first instance the clerk will attempt to introduce the members of the working party to the landowners in order to begin the process. Cllr Johnson proposed, seconded by Cllr I Alexander that SPC work with local landowners so that they sign up to the 'Lost Woods' project. Agreed	CLERK
43.10	To discuss and agree Tree works as per supporting papers. The clerk had identified the required scope of works and had obtained and supplied a quote from a preferred contractor. Cllr I Alexander proposed, seconded by Cllr Johnson that SPC accept these works and quote and that the clerk gets the work done. Agreed	CLERK
43.11	To discuss future project aspirations for the Community Committee.	CLERK
43.11.1	There is a road sign that has been obstructed by a fallen tree for months. The Clerk stated the WSCC Cllr was aware of this.	
43.11.2	There was a call to bring back what happened following the poor Virgin broadband installation. The Chair asked that Cllrs collected photos in support of possible agenda items and especially when needing to lobby other councils for work not completed, and send to the clerk to help this process.	
C/23/44	FINANCE AND GOVERNANCE	
44.1	To accept the I & E Reports. Cllr I Alexander proposed, seconded by Cllr S alexander that the Community Income and Expenditure Reports for August and September '23 be accepted as a true and fair record. Agreed	
44.2	To consider the draft Community Committee budget for the next financial year - 2024/25. The Clerk had produced a first draft Community budget document for members to consider. Final agreement being necessary in the December meeting, but members were asked to contact the clerk if they were concerned with any issues in the meantime.	CLERK
C/23/45	PROGRESS REPORT – All the following items were described as ongoing	
45.1	<i>Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- Ongoing</i>	CLERK
45.2	<i>Mouse Lane drainage W Party to be convened when quotes available – Ongoing</i>	CLERK
45.3	<i>Clerk to arrange Digger hire for Abbey Road Pond works as and when required - Ongoing</i>	CLERK
45.4	<i>Dog Fouling Clearance Trial period to be discussed April 2024 - Ongoing</i>	CLERK
45.5	<i>MPF entrance development ideas to be brought back to this committee after next working party - Ongoing</i>	CLERK
45.6	<i>Possible installation of a refuse bin at Abbey Road - To be discussed - Ongoing</i>	CLERK
45.7	<i>Lobbying WSCC for better quality road signs in Steyning - To be discussed – Ongoing</i>	CLERK
45.8	<i>Chandlers Way Pocket Park W Party to reconvene - Ongoing</i>	CLERK

C/23/46 INFORMATION / CORRESPONDENCE ITEMS

- 46.1 Correspondence from SDNPA Cllr Rep.** The Clerk presented the document for members information
- 46.2 Request from resident for voluntary support for Steyning Christmas Event.** There was a request from the Steyning and District Partnership for assistance with their 3rd December Shopping Event – Some Cllrs had already agreed to offer some support, but it was hoped the wider community would also volunteer their time to support the project.

C/23/47 DATE OF NEXT MEETING – 5th December 2023 at 7.30 pm.

Meeting ended at 9.45 pm

Signed by the Chair: Date: 5th December 2023

A recording of this meeting can be found using this link:

<https://youtu.be/sbcbGC0w-MA>