
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th DECEMBER 2023 AT 7.30 PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

MINUTES

C/23/48 APOLOGIES FOR ABSENCE

48.1 Apologies received from Cllr Sharp

ACTIONS

C/23/49 DECLARATIONS OF INTEREST AND DISPENSATIONS

49.1 None

C/23/50 QUESTIONS FROM THE FLOOR {in summary}

50.1 None

C/23/51 MINUTES OF PREVIOUS MEETINGS

51.1 To agree 7th November 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 7th of November 2023. **Agreed**

C/23/52 MATTERS ARISING AND ACTIONS - These items were taken as read.

52.1 Clerk to inform Cllr Linehan that SPC will not be pursuing 20mph Scheme in its current form – **Actioned**

52.2 Clerk to reconvene the 20's plenty Working party to craft a message to residents - **Actioned/ see 53.1**

52.3 Clerk's office to place Winter Plan volunteer advert in 'Your Steypning' - **Actioned/See item 53.2**

52.4 Clerk to send letter to WSCC Chief Exec' concerning the White Bridge project – **Actioned**

52.5 Clerk to send letter to the Steypning MP concerning the White Bridge project – **Actioned**

52.6 Clerk to send draft Car Park Plan to District Cllrs for them to liaise with appropriate HDC officers- **Actioned**

52.7 Clerk to visit Abbey Rd with Tree Warden to agree emergency works concerning fallen Trees - **Actioned**

52.8 Normans Way Basketball hoop and backboard to be refurbished - **See item 54.2**

52.9 Clerk to take Grass contractor recommendation to F&GP Committee for a decision - **Actioned**

52.10 Clerk to bring back to committee MPF Hedgerow planting project modification - **See item 54.3**

52.11 Clerk to meet with SPC Tree consultant to discuss tree root ingress under the Cricket nets – **See 54.5**

52.12 Clerk to bring back Marley Shed quote for discussion – **Actioned/ See item 54.4**

- 52.13 Mobile Sauna siting now to be dealt with by Steyning Centre office & Premises Com. - **Actioned**
- 52.14 Clerk to sign up all the SPC land to the Weald to Waves project online mapping – **Actioned**
- 52.15 Clerk to arrange Tree works to be completed as per committee decision - **Actioned**
- 52.16 Fallen tree in front of A283 sign dealt with – **Actioned**
- 52.17 Clerk to return updated community budget & respond to questions in-between meetings - **See item 55 .2**
- 52.18 Lobbying WSCC for better quality road signs in Steyning - **See item 53.4**

C/23/53 HIGHWAYS

- 53.1.1 **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 the notes from this meeting and the proposed statement as they were presented within supporting papers. The statements had been drafted and agreed for recommendation for SPC to publish, by the working party, so the councils could explain the reasoning behind their decision not to continue with the scheme in its latest format. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the two documents {as per supporting papers}, and that the Clerk is asked to publish them {on SPC web site and in 'Your Steyning'}. **Agreed** CLERK
- 53.1.2 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC requests the continued support from the Community Partnership 'Sustainable Travel Group', and for them to consider working towards trying to promote lower speed limits within the local community. **Agreed** CLERK
- 53.2 **To consider the SPC Winter Plan 2023/24 updated call out procedure.** The Chairman and the Clerk have been working in preparation for winter in order to ensure SPC are best prepared for inclement weather. A duty officer's emergency contact phone has been purchased and on it has been installed a WhatsApp group with all the current SPC Winter programme volunteers' numbers included, plus the relevant street cleaning and snow clearing contractors. A call for volunteers to join the group (in the Dec. 'Your Steyning') did not receive any responses. When the Clerk or Deputy Clerk are provided with an imminent weather event alert then the WhatsApp group of volunteers and contractors will be sent an Amber 'Standby Warning' message. Should this turn into an actual event which precipitates a snow and or ice issue then the group will receive a Red Alert from the Duty Officer (likely Clerk or Deputy Clerk) and the volunteers will be asked to take part (if available) in a programme of rock salt spreading using the town's salt bins. The Chair and Clerk are to compile a map of Steyning town showing grit bin locations and this will be sent to the members of the WhatsApp group for information. A training video was also discussed. Cllr I Alexander **proposed, seconded** by Cllr Young that Cllrs S Alexander and I Alexander are delegated responsibility to work together to create a video to publish on the WhatsApp site. **Agreed.** Cllrs I & S Alexander
- 53.3 **Update on the White Bridge link following correspondence with WSCC and the Local MP.** The Clerk was delegated to write letters to both WSCC CEO and the Local MP to promote the swift replacement of the White bridge, and had received responses of support from both parties. Whilst supportive, both correspondence were not able however to detail any proposed timescale involvement, as there were complications associated with dealing with the possible re-routing of the main gas line. The Chair also reported that in the previous week a meeting had been convened which was attended by the WSC Cllr Paul Linehan who reported that the new bridge would likely be replaced in the current location, with a proposed completion date of the summer of 2025. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC delegate authority for Clerk and Cllr I Alexander to write another letter to all the relevant parties re the White bridge {stressing how important the rebuilding is and urge all parties to move the process forward as soon as possible}. **Agreed** CLERK

- 53.4 To consider a Steyning Street Sign upgrading programme.** This is not a Parish Council responsibility, however, the point was discussed in order to begin a process to raise the matter with WSCC / HDC and for them to consider upgrading signage as appropriate. With SPC needing to gather pictures and report on locations and the poor state of many of Steyning's signs. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC create a working party to look at the Steyning road signs. **Agreed**
Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC set up a committee WhatsApp group dedicated to taking photographs and reporting back on road signs {in Steyning Parish}. **Agreed** **CLERK**
- C/23/54 COMMUNITY MATTERS AND OPEN SPACE PROJECTS**
- 54.1 To receive the annual 'Play Area Inspection' Report, and update from the Clerk concerning related maintenance plan.** Given the age of the majority of the play areas, the relatively low number of items noted as being of a moderate risk status was welcomed. All these items were being attended to by the SPC maintenance operative in order of priority. In all 32 of the 121 moderate to very low risk items notified were being dealt with in the first round of maintenance works, and progress on these works would be reported back on in future Community Committee meetings. It was noted there was only one item which scored 15 and this was a wooden bench which was rotting away and could not be saved without prohibitive expense, so this will be removed from service.
Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accepts the Wicksteed report. **Agreed** **CLERK**
- 54.2 To consider a replacement basketball post installation at Normans Way.** Members considered five options for replacement or renewal of the Basketball post and backboard as per presented within supporting papers. Cllr I Alexander **proposed, seconded** by Cllr Young that the SPC clerk look at a cost-effective way of replacing the backboard for the Basketball facility in Normans Way. **Agreed, 7 For, 1 Against.** **CLERK**
- 54.3 MPF Hedgerow planting project and to agree a modification to previous decision.** The clerk updated on an additional hedgerow planting project to deal with the MPF/Rublees border gaps. There was some correspondence received from the Allotment Association and this view was considered during the discussion about this item. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the modified plan for the hedgerow planting {at the MPF / Rublees border}. **Agreed** **CLERK**
- 54.4 To discuss the Marley Shed roof replacement.** The Clerk presented a quote via supporting papers plus an offer of financial support from the Steyning Cricket Club.
Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the quote as presented to replace the roof on the Marley shed. **Agreed.** And also, that the Clerk writes a note of thanks from the Council for their generous offer of financial support. **CLERK**
- 54.5 To discuss visit from SPC Tree consultant concerning issues with the safety of continued use of the Steyning Cricket nets.** The clerk explained the nature of the issue, with tree roots which are growing underneath the playing surface and which are protruding and causing variable bounce which can be a safety issue for batsmen. The consultant had produced a report following the visit with a cost for the proposed exploratory works. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC asks the Clerk to engage the tree consultants - to complete the exploratory works as noted within the quote {supporting papers}. **Agreed** **CLERK**
- 54.6 To consider Abbey Road tree works as per supporting papers.** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC ask the Clerk to engage the tree surgeons to complete the clearance works {on the fallen trees} and thank the volunteers for their offer. **Agreed** **CLERK**

- 54.7 To discuss the MPF 11th November Remembrance Day service arrangements for next year.**
The Chair explained why this item was under consideration. He noted that until this year the Steyning branch of the Royal British Legion have made all the arrangements for the MPF service and that this had not been taken on by the RBL regional coordinators since, so members discussed the Parish Council taking over its coordination. Cllrs understood that the parochial church were involved with the memorial Sunday service in the church, and Cllr Hanson was asked to find out more information from them and bring back to the next meeting. The main point being that it was clear that there needed to be a greater level of support (in terms of what the RBL used to do) to ensure that both services were well attended and well organised. **Cllr Hanson**
- 54.8 Notification of the broken MPF entrance gate replacement & payment arrangements.** The Clerk presented before and after pictures reminding members of the nature of the initial issue and showing the results of replacement. Refabrication cost £425, installation cost £175, and the lady who drove into the gate by accident had agreed to pay the full amount of the replacement. **CLERK**
- 54.9 To discuss future project aspirations for the Community Committee.**
The Chair reminded that items from the suggestion box were to be discussed by this committee, and that this will be brought back to a future meeting. The clerk to circulate to members what the items raised were, and invite members to make comments in advance of that meeting. **CLERK**
- C/23/55 FINANCE AND GOVERNANCE**
- 55.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Reports for October '23 be accepted as a true and fair record. **Agreed**
- 55.2.1 To consider the draft Community committee budget for the next financial year - 2024/25.** The Clerk had produced a second draft Community budget document for members to consider. There were some amendments made from version 1, and members further considered each budget line and any possible adjustment. There was a call to bring back for further discussion Street lighting cost review as a non-urgent item.
Cllr I Alexander **proposed, seconded** by Cllr Hanson that committee accepts the latest budget paper as presented and recommend it to F&GP. **Agreed** **CLERK**
- 55.2.2 Community Committee project prioritisation for 2024/25.** Members considered projects as per via a listing and costs noted within supporting papers. There was consensus that the listing as presented with MPF and Chandlers Way Play Area renewals at the top and then next with MPF entrance resurfacing, notice boards and bollard installation be taken to F&GP Committee. **CLERK**
- C/23/56 INFORMATION / CORRESPONDENCE ITEMS**
- 56.1 Correspondence from the Allotment Association dated 23 Nov.** Members considered the points raised within a letter received from the Allotment Association. The Clerk to write back to the association noting matters discussed. **CLERK**
- C/23/57 PROGRESS REPORT – All the following items were described as ongoing, but were not discussed as the meeting ran out of time – they will be discussed at the following meeting** **CLERK**
- 57.1** *Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing***
- 57.2** *Mouse Lane drainage W Party to be convened when quotes available – **Ongoing***
- 57.3** *Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing***
- 57.4** *Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing***

- 57.5 *MPF entrance development ideas to be brought back to this committee after next working party - **Ongoing***
- 57.6 *Possible installation of a refuse bin at Abbey Road - To be discussed - **Ongoing***
- 57.7 *Chandlers Way Pocket Park W Party to reconvene – **Ongoing***
- 57.8 *Clerk to set up a working party to discuss HDC plans for EV Charging points - **Ongoing***
- 57.9 *Pathway improvements on the Abbey Road site to be undertaken – **Ongoing***
- 57.10 *Clerk's office to place advert for more Abbey Road volunteers in 'Your Steyning'- **Ongoing***
- 57.11 *Clerk to attempt once more a WMT funding application for MPF Play Equip assist- **Ongoing***
- 57.12 *Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - **Ongoing***
- 57.13 *Virgin Broadband installation legacy to be brought back to this committee - **Ongoing***

C/23/58 DATE OF NEXT MEETING – 6th February 2024 at 7.30 pm.

Meeting ended at 10.01 pm

Signed by the Chair: Date: 6th February 2024

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