
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6th FEBRUARY 2024 AT 7.30 PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

MINUTES

C/23/59 APOLOGIES FOR ABSENCE

59.1 Apologies received from Cllr Johnson

ACTIONS

C/23/60 DECLARATIONS OF INTEREST AND DISPENSATIONS

60.1 Cllr Sharp declared an interest in Agenda item 6.1, as resident of Jarvis Lane and actively involved in the possible associated TRO application.

C/23/61 QUESTIONS FROM THE FLOOR {in summary}

61.1 None

C/23/62 MINUTES OF PREVIOUS MEETINGS

62.1 To agree 5th December 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 December 2023. **Agreed**

C/23/63 MATTERS ARISING AND ACTIONS - These items were taken as read.

63.1 Clerk's office to ensure 20's plenty / SPC decision is published in Your Steypning - **Actioned**

63.2 Clerk to relay the SPC message to prompt the 'Sustainable Travel Group' into continuing the promotion of lower speed limits - **Actioned**

63.3 Clerk to compile a map showing distribution of grit bins for Snow Angel What's App group - **Actioned**

63.4 Clerk and Community Chair to write letter as follow up to White Bridge correspondence – **Actioned**

63.5 Clerk's office to add to Steypning street signage upgrade W. Party names to What's App group - **Item 64.4**

63.6 Clerk's office to continue with Play Area Maintenance Plan – **Actioned / See item 65.1**

63.7 Clerk to find most cost-effective way to renew Basketball play facility at Normans Way - **Actioned**

63.8 Modified Hedgerow planting plan completed - **Actioned**

63.9 Clerk to accept Marley Shed quote and write note of thanks for Cricket Club donation - **Actioned**

63.10 Clerk to engage Tree consultants to complete exploratory works near Cricket nets - **Actioned**

63.11 Fallen Tree works completed at Abbey Road, as per agreed scope of works - **Actioned**

- 63.12 Cllr Hanson to update regarding Remembrance Day service information - **See item 65.8**
- 63.13 Clerk to relay thanks to resident for their MPF entrance gate repair donation - **Actioned**
- 63.14 Project aspirations responses to be dealt with by Community Engagement Committee - **Actioned**
- 63.15 Clerk to take Community Budget recommendation to F&GP Committee - **Actioned**
- 63.16 Clerk to take Community project prioritisation to F&GP Committee - **Actioned**
- 63.17 Clerk to respond to Allotment A., following matters discussed at the last meeting – **Actioned / item 65.6**
- 63.18 Clerk to attempt once more a WMT funding application for MPF Play equip’ renewal assist. - **Actioned**

C/23/64 HIGHWAYS

- 64.1 **To report on the SPC Traffic Regulation Order project 23/24.** The Clerk reviewed this 23/24 SPC Project for members, following recent collaborative work with the County Councillor, Paul Linehan. From an initial list, there were four TROs agreed for further consideration, these being – Vicarage lane, by the Fletchers Croft entrance; Jarvis Lane; Church Lane and Tanyard Lane. There had also been 2 other TRO’s that had come before the Committee and were given SPC support. One scheme proposed at Godstalls Lane had partial success with some work agreed and carried out at the entrance to the lane, it having been reconstructed to provide a safer pedestrian route. Unfortunately, the Wykeham close request had not passed the WSCC engineer tests and remained unresolved.
Of the four TROs the Clerk and Cllr Linehan have been processing, two (at Church Lane and Tanyard Lane) were ruled out due to a lack of support from residents and there being an unclear scheme resolution.
The Vicarage Lane scheme had been completed and submitted recently. The application included over a hundred signatures gathered that confirmed resident’s support. Plus pictures, diagrams and substantive evidence. The determination is due within the next 10 days.
The last TRO at Jarvis Lane is yet to be completed, as it is complex, and involves possibly three traffic issues. Further work is needed, and this will be brought back to the next meeting. **CLERK**
- 64.2 **Clerk to update on the High Street Bins project 23/24.** The Clerk reviewed this project, with some bins having been painted by HDC, with some more promised to be painted this financial year, a recycling bin had also been purchased and installed. Though this bin had recently been demolished accidentally by a vehicle, the police had been working with the Clerk’s office to identify the individual and it was hoped that an insurance claim could be made. The Clerk confirmed that a new bin had been ordered and was to be installed in the same place, soon. **CLERK**
- 64.3 **Update from the Cllr I Alexander concerning the White Bridge link project.** The Chair confirmed the WSCC budgets were in place to ensure surveys and scope of works could be completed in preparation for a reconstruction, likely scheduled for summer 2025. Cllr I Alexander also confirmed that he and the Clerk had drafted letters to go to WSCC chief exec’, our MP and others, but had not sent them yet, as their scope had been expanded to include some quotes for temporary bridge replacements to add strength and context to the need for urgent action. **CLERK**
- 64.4 **Update regarding possible Steyning Street Sign upgrading programme.** The Clerk still to set up the new What’s App group. **CLERK**
- 64.5 **The SPC draft Car Park Plan.** The Clerk updated that Cllr Finnegan had been continuing to discuss the SPC draft plan with HDC officers and there was news that the conversion of the Fletchers Croft Car Park back into a Long-Stay facility was gaining momentum, and had successfully passed through several HDC committees, with a public consultation to be planned soon. **CLERK**

	A meeting to discuss the plan, directly with HDC officers, including signage improvements, was still planned, but members expressed disbelief that following the points being raised in October, almost all issues which had been acknowledged by HDC still remained unresolved.	CLERK
64.6	The ‘Fingerpost installation’ 23/24 project. The Clerk had presented a supporting paper detailing a number of options for members to consider. These included variation on the text included on the finger posts themselves; whether to install a new post at location 2; its proposed styling; and two options presented for the ‘finials’ which sat at the top of the post.	
64.6.1	Cllr I Alexander proposed, seconded by Cllr S Alexander that the first finger post {at Location 1, on the High street and adjacent the Tanyard Lane entrance – pointing west towards the footpath opposite} should say ‘Memorial Playing Field and Remembrance Garden’ and the second one {at location 2, at the Charlton street entrance to the MPF} should say ‘Remembrance Garden (100M)’ . Agreed	CLERK
64.6.2	Cllr I Alexander proposed, seconded by Cllr Norcross that SPC purchase a new post {as per specified within supporting papers} with the ‘finial’ design as agreed, as per Option One, with the {purchase of the} two associated finger posts. Agreed	CLERK
C/23/65	COMMUNITY MATTERS AND OPEN SPACE PROJECTS	
65.1	Following the annual Play Area Inspection Report, to receive an update concerning the ongoing maintenance plan. A supporting paper which listed the detail of the works completed and those awaiting completion was briefly discussed.	CLERK
65.2	Steyning Community Orchard and Abbey Road Volunteer update & planting programmes. The Clerk updated with news of a very successful Wassail event which this year welcomed in excess of 200 people. He also spoke of a successful recent volunteer workday at Abbey Road (20 th Jan), and the fact that the Community Orchard group were to be completing their agreed tree planting programme this season.	
65.3	Abbey Road Open day event in April 24. The Abbey Road volunteers had suggested holding an ‘Open Day’ event on the 20 th of April to include activities, guided walks, displays, pond dipping and refreshments.	
65.3.1	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC agree for the ‘open day’ event at Abbey Road to go ahead {on the 20 th April}. Agreed	CLERK
65.3.2	Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC support the Abbey Road volunteers with a leaflet drop, posters and include the community engagement committee’s work with publicity including an article in ‘Your Steyning’. Agreed	CLERK
65.4	MPF Hedgerow planting and maintenance project - 23/24, and to agree final works. The clerk updated via a supporting paper which detailed the remaining scope of works, the remaining budgets and outlined one final project which was to cut back the side of the Rublees Allotment hedge {Eastern boundary}. Cllr Norcross proposed, seconded by Cllr Hanson that SPC agree to the hedgerow works as specified within supporting papers – costed at £1,400. Agreed 7 For, 1 Abstained	CLERK
65.5	MPF Food unit Licence enquiries for 2024. Two enquiries were put to members, one being an extension to a previous request – The Pizza Van; and one from a new burger van contractor. Members welcomed the thoughts communicated via the Cricket Club committee representative	CLERK
65.5.1	Cllr I Alexander proposed, seconded by Cllr Norcross that SPC agree to the Pizza Van licence arrangement for the coming year 24/25 {as per supporting papers and costed at £600}. Agreed	CLERK
65.5.2	Cllr I Alexander proposed, seconded by Cllr S Alexander that SPC do not agree to the application for an almost permanent spot for a burger van at the MPF Car Park {request as presented within supporting papers}. Agreed	

- 65.6 To agree a response to the Allot. Assoc'. representative following a recent correspondence** **CLERK**
 Members reviewed the correspondence and reiterated the points discussed at previous meetings, in that there had been long standing working party agreements on hedgerow maintenance and then committee approval for these recommendations. These agreements were still relevant and until they were not, previous recommendations should stand. One further point as noted by the Clerk, was that as the SPC Tree consultant was soon to be on site, he could be asked as to an opinion regarding possible nutrient depletion in relation to distance from mature trees, and this information could be brought back to committee and to requester.
- 65.7 Planned security developments at Fletchers Croft 'Open Space' from HDC.** The Clerk updated that HDC were working on a solution to secure the Fletchers Croft open space against traveller access and subsequent encampment. The parks officers were now working with the Clerk and Steyning Festival reps on a scheme more in keeping with the local community's needs, and these plans would be made public in the next few weeks, with works due to commence in March 24. **CLERK**
- 65.8 Progress in regard to Remembrance Day service arrangements for next November.** Cllr Hanson reported back on meetings that had taken place within sub committees of the local Church council in relation to plans for next year's Armistice day service at the Remembrance Garden. It was agreed that the Church would liaise as necessary with the Parish Council in the run up to this years' service, and that this committee discuss the need for invitations and wreath ordering nearer the time as appropriate. [{# The Full text of this report is attached to these minutes for subsequent reference}](#) **CLERK**
- 65.9 Future project aspirations for the Community Committee.** Trimming back twitten and footpath surface pathways **CLERK**
- C/23/66 FINANCE AND GOVERNANCE**
- 66.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Reports for November and December '23 be accepted as a true and fair record. **Agreed**
- C/23/67 INFORMATION / CORRESPONDENCE ITEMS**
- 67.1 None**
- C/23/68 PROGRESS REPORT – All the following items were described as ongoing** **CLERK**
- 68.1** Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing**
- 68.2** Mouse Lane drainage W Party to be convened when quotes available – **Ongoing**
- 68.3** Clerk to arrange Digger hire for Abbey Road Pond works as and when required - **Ongoing**
- 68.4** Dog Fouling Clearance Trial period to be discussed April 2024 - **Ongoing**
- 68.5** MPF entrance development ideas to be brought back to this committee after next working party - **Ongoing**
- 68.6** Possible installation of a refuse bin at Abbey Road - **Ongoing**
- 68.7** Chandlers Way Pocket Park W Party to reconvene – **Ongoing**
- 68.8** Clerk to set up a working party to discuss HDC plans for EV Charging points - **Ongoing**
- 68.9** Pathway improvements on the Abbey Road site to be undertaken – **Ongoing**

- 68.10 Clerk's office to place advert for more Abbey Road volunteers in 'Your Steyning'- **Ongoing**
- 68.11 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - **Ongoing**
- 68.12 Virgin Broadband installation legacy to be brought back to this committee – **Ongoing**
- 68.13 Cllrs Ian and Simon Alexander to create an instructional video for the snow angels What's App Group – **This was completed.**
- 68.14 Clerk to engage Tree consultants to complete exploratory works near the Cricket nets – works programmed for the 6th March - **Ongoing**

C/23/69 DATE OF NEXT MEETING – 5th March 2024 at 7.30 pm.

Meeting ended at 9.20 pm

Signed by the Chair: Date: 5th March 2024

Recordings of this meeting can be found using the following links:

<https://youtu.be/PITapRGOJZ4> {First 72 minutes}

&

<https://youtu.be/ArZTo4UQZ0w> {Final 35 minutes}

APPENDIX

THE PARISH CHURCH OF ST ANDREW & ST CUTHMAN

The Worship Advisory Group (a sub-committee of the Church Council) considered an email from Deborah Hanson in which she forwarded a Parish Council Minute relating to future arrangements of the Armistice Day service at the Memorial Playing Field.

The Vicar reminded the Group that after the First World War, most unusually, it was decided that the official Town War Memorial would be situated in the Parish Church rather than an open air memorial. The Memorial Garden in the Playing Field has a tablet with the names of the Fallen of the Second World War only. The other factor is that the Steyning branch of the British Legion has now been disbanded.

The Group considered that it was important for Armistice Day to be kept and that the Church should be involved with the Parish Council in the future arrangements. Ideally, the service should be an ecumenical event which would mean that Churches Together in Steyning should be involved. However, it was recognised that, in practice, most of the arrangements would fall to the Parish Church because the Roman Catholic Church and the Methodist Church in Steyning do not have a full-time resident priest/minister.

Arrangements which need to be made include -

- publicise the event*
- portable stereo for the Last Post*
- Union flag to be carried*
- inviting the cadets (including agreeing absence from school)*
- arranging a veteran to read out the names of the Fallen*
- request choristers from the Parish Church to attend*

The Parish Council would be asked to agree with the Vicar who should be responsible for which arrangements. The Vicar would liaise as necessary with Churches Together.

It was noted that the Sunday Remembrance Service in the Parish Church would continue to be the responsibility of the Vicar and the Parochial Church Council.