
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th MARCH 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.35 pm

MINUTES

C/23/70 APOLOGIES FOR ABSENCE

70.1 Apologies received from Cllrs Sharp, Young, Norcross and Linfield.

ACTIONS

C/23/71 DECLARATIONS OF INTEREST AND DISPENSATIONS

71.1 None

C/23/72 QUESTIONS FROM THE FLOOR {in summary}

72.1.1 **Q** – Roger Brown – *Can there be consideration for a more permanent and substantial solution to the muddy quagmire surface of a path that goes through the first 10 meters of the Community Orchard on the MPF?*

72.1.2 **A** – The Chairman – *We do have the entrances of the MPF on next year's budget, some of which is to improve signage, but also, we are looking at the possible improvement of entrance pathway surfaces*

72.1.3 *The Clerk added that in past years there had been a spreading of woodchips to alleviate the slippery nature of the surfaces, and indeed there had been some spread earlier in the season this year. More permanent solutions need to be avoided situations where stray stones may interfere with grass cutting, but clearly this can be brought back for further discussion at a future meeting.*

CLERK

72.1.4 *Cllrs Hanson and S Alexander then put forward some ideas for possible solutions.*

C/23/73 MINUTES OF PREVIOUS MEETINGS

73.1 To agree 6th February 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 6th of February 2024, plus appended document concerning Armistice Day arrangements. **Agreed**

C/23/74 MATTERS ARISING AND ACTIONS - These items were taken as read.

74.1 Clerk to progress Vicarage Lane and Jarvis Lane TRO's - **Actioned/ See item 76.1 & 76.2**

74.2 Clerk's office to set up Steypning Street sign What's App group - **Actioned**

74.3 Letters/communications concerning progress of White Bridge link project sent- **Actioned/ See item 76.3**

74.4 Cllr Finnegan to update on Fletchers Croft Car Park long stay status & gain support from SPC – **Actioned**

74.5 Clerk to order finger post equipment as per agreed details - **Actioned**

- 74.6** Clerk to continue to update on SPC Play Area maintenance programme – **See item 75.2**
- 74.7** Further discussion required on Abbey Road ‘Open Day’ details and event plan - **See item 75.1**
- 74.8** Clerk to instruct contractor to complete remaining Hedgerow scope of works for Spring ‘24 - **Actioned**
- 74.9** Clerk to relay unsuccessful licence application result to Burger Van proprietor, and Cricket Club - **Actioned**
- 74.10** Deputy Clerk to process Pizza Van MPF licence application - **Actioned**
- 74.11** Clerk to respond to Allotment Association communication - **Actioned**
- 74.12** Clerk to progress positively, the HDC plans to help secure Fletchers Croft open space - **See item 75.6**
- 74.13** Possible installation of a new refuse bin at Abbey Road Open Space - **See item 75.1**
- 74.14** Pathway improvements to Abbey Road undertaken - **Actioned**
- 74.15** Clerk to arrange Digger hire for Abbey Road Pond works as and when required – **See item 75.1**

C/23/75 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 75.1.1** **Abbey Road Volunteers and Steyning Community Orchard combined update** - Roger Brown reported on both items and was supported by his own written report via supporting papers. First, he drew attention to the Abbey Road ‘Open Day’ planning, which had included agreement from the organising committee that A4 and A5 posters and leaflets should be printed (as per tabled doc.) to help with publicity, if agreed by this committee to do so, at a meagre cost of approx. £25. The leaflet to be dropped off at approx. 150 local addresses. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC support the Abbey Road open day with ‘Flyers’ produced at a cost of no more than £30. **Agreed** **CLERK**
- 75.1.2** Members then discussed publicity for this event via ‘Your Steyning’. Roger was willing to complete the article himself, and previous agreements allowed for no necessity for a new motion to do so. Roger also reported that work from the volunteer group was continuing to proceed exceptionally well.
- 75.1.3** The Community Orchard Group had been running for 10 years now. During this period nearly 50 trees had been donated by resident families/ groups and planted by the SCO. Limits as to how large the Orchards should be, were agreed in previous Community meetings, however due to gaps forming at both the MPF and Abbey Road due to peripheral scrub clearance works, Roger was minded to ask for permission for an amended request to a later committee. **CLERK**
- 75.2** **Annual Play Inspection Report ongoing maintenance plan.** The Clerk updated that recently the Play Surface moss, mud and lichen removal works had gone very well with this being supported by ‘before’ and ‘after’ pictures. Normans’ Way basketball backboard and ring have been delivered and will shortly be used to help renew this play park. The MPF swing renewal needs to be completed after a period of dry weather. Indeed persistent poor weather has delayed maintenance plans this year. **CLERK**
- 75.3.1** **Annual Allotment ‘Clear up’ day arrangements.** Details as per supporting paper. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC has the Allotment Clear up day on the 13th April, start time 10am, finish 2pm, with a reserve date of the 27th April in case of bad weather on the 13th. **Agreed** **CLERK**
- 75.3.2** Cllr I Alexander **proposed, seconded** by S Alexander that SPC allow the office to spend up to £2,000 on skips for the Allotment clear up period, **Agreed** **CLERK**
Clerk to check if the Skip firm recycles contents.

- 75.4 Request for enhanced grass cutting at WSCC ground - surrounding Steyning 'Welcome sign'.** **CLERK**
Members discussed once more the area in question, and the fact that each additional cut by the existing WSCC contractors would cost £57. Cllr I Alexander **proposed, seconded** by Cllr Johnson that SPC do not engage the {WSCC} contractors to do the extra 10 cuts. **Agreed 4 For, 1 Abstained**
- 75.5 Installation of a litter bin at Abbey Road open space and also to consider dog fouling issues in the Steyning Parish.** **CLERK**
The Chair dealt with two agenda items at the same time. Rather, the Chair suggested this could be a longer-term project to take stock of all Litter bin provision throughout Steyning, as litter bins can be used for dog waste, provided the bags are properly wrapped and tied. Also added signage could be agreed which could be placed on each bin to promote an avoidance of dog fouling. Cllr Hanson **proposed, seconded** by Cllr I Alexander that the Chair and the Clerk will work on litter bin labels, and where to put bins in Steyning. **Agreed**
It was also suggested that at the Abbey Road open day – residents are asked about their preference in terms of the position of a proposed new bin installation. Roger was also asked to provide the Clerk, if possible, the SCO list of memorial tree donations, to assist with a possible future compilation and mapping of parish wide tribute/memorial installations. **Roger**
- 75.6 Planned security developments at Fletchers Croft 'Open Space' from HDC.** **CLERK**
The clerk updated on draft plans which had arrived from HDC on the 5th March. There is to be a meeting on site which will include 'Festival' reps in the near future. Members were briefed on the two options. The Clerk was asked to continue to represent the residents/ members wishes at this meeting
- 75.7 Future project aspirations for the Community Committee.** **CLERK**
Cllr I Alexander spoke in support of recent project initiatives such as the identification of below standard Steyning Road Sign What's App group, and suggested it be extended to include blocked drains and pothole identification. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that Community committee requests SPC Full Council considers sending a strong letter to West Sussex highways department about the situation regarding Steyning's Potholes, Drains and Road Signs. **Agreed.** Information to be identified on the What's App group.
- C/23/76 HIGHWAYS**
- 76.1 Vicarage Lane Traffic Regulation Order (TRO) application.** **CLERK**
The Clerk confirmed the submission had been responded to positively by the West Sussex Highways officer in charge, indeed as per the supporting papers, there was a suggestion to add further restrictions to avoid inappropriate 'displacement issues' arising. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the {amended} submission from West Sussex Highways with the exception that the layby outside Penfold Hall should remain as a single yellow line, not changed to double yellows, {to continue to allow loading/ off-loading}, and also propose that the double yellow lines that are going up Cripps Lane are repainted because they have disappeared. **Agreed**
The Clerk also to mention in communication about the Car Park designation changing to 'Long Stay' and that this will help alleviate any displacement issues.
- 76.2 To consider support for a Jarvis Lane TRO.** **CLERK**
Cllr Sharp and the Clerk had compiled a document with assistance from residents, in support of the proposed TRO application for Jarvis Lane. Members considered its details, and made remarks about it being a comprehensive analysis. WSCC Cllr Paul Linehan had already 'fully endorsed the decision to seek a TRO in respect of Jarvis Lane'. Cllr I Alexander **proposed, seconded** by Cllr Hanson that solution one as per supporting document is accepted as a good way forward to help resolve the traffic problems on Jarvis Lane. **Agreed**
- 76.2.1**
- 76.2.2.** Cllr I Alexander **proposed seconded** by Cllr S Alexander that solution two as per Supporting Paper is given SPC support and ask that the clerk progress with the TRO application. **Agreed**

76.2.3	Cllr I Alexander proposed, seconded by Cllr A Alexander that SPC ask some highways engineers to come up with a solution to deal with HGV's continued use of Jarvis Lane {despite current signage warning against it}, so that the solution can be brought back to this committee. Agreed	CLERK
76.3	The White Bridge link project. The Chair updated members on an exchange of communications between the WSCC Highways department, and himself and the Clerk. The last request was to ask the officer in charge, if WSCC might be receptive to the idea of a joint parishes 'Community Ownership Fund' application be submitted to help with match funding to assist with the process of a rebuild. No reply received as yet.	CLERK
76.4	To consider trimming back of Steyning parish twittens, and augment Steyning footpath surfaces Members were asked to add to the What's App group, pathways that had been submerged by earth and vegetation and twittens that are being restricted by out-of-control vegetation, so that a future submission to WSCC, including the evidence gathered, could be considered.	CLERK
C/23/77 FINANCE AND GOVERNANCE		
77.1	To accept the I & E Reports. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Community Income and Expenditure Reports for January '24 be accepted as a true and fair record. Agreed	
C/23/78 PROGRESS REPORT – All the following items were described as ongoing		
78.1	<i>Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- Ongoing</i>	CLERK
78.2	<i>Mouse Lane drainage W Party to be convened in April – Ongoing</i>	CLERK
78.3	<i>Dog Fouling Clearance Trial period to be discussed April 2024 - Ongoing</i>	CLERK
78.4	<i>MPF entrance development ideas to be brought back to this committee after next working party To be convened in April - Ongoing</i>	CLERK
78.5	<i>Chandlers Way Pocket Park W Party to reconvene in April – Ongoing</i>	CLERK
78.6	<i>Clerk to set up a working party to discuss HDC plans for EV Charging points - Ongoing</i>	CLERK
78.7	<i>Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - Ongoing</i>	CLERK
78.8	<i>Virgin Broadband installation legacy to be brought back to this committee – Ongoing</i>	CLERK
78.9	<i>Horsham DC to respond to requests for meeting with SPC Car Park Plan – Ongoing</i>	CLERK
78.10	<i>Clerk to engage Tree consultants to complete exploratory works near the Cricket nets – works programmed for the 6th March - Ongoing</i>	CLERK
78.11	<i>Clerk to organise installation replacement of recycling bin adjacent Bus Shelter – contractor to Confirm - Ongoing</i>	CLERK
78.12	<i>Clerk to have finger post equipment installed when delivered to SPC – Ongoing</i>	CLERK
78.13	<i>Community Engagement committee to consider 'Your Steyning article' to promote Abbey Road open day – Ongoing</i>	CLERK
78.14	<i>Remembrance Day service arrangements to be discussed at July Community meeting – Ongoing</i>	CLERK

C/23/79 INFORMATION / CORRESPONDENCE ITEMS

- 79.1

Creating local cycling & walking infrastructure for our area. - This paper was passed to the Clerk from the 'Active Travel' group in association with the Community Partnership but after the agenda had been published. It was recommended that F&GP consider that there be a presentation from the group at the next available Full Council meeting.

CLERK
- 79.2

The Large A283 Sign. The Clerk has discussed with WSCC Cllr Linehan the cost of replacement – Being approx. £3,000.

C/23/80 DATE OF NEXT MEETING – 2nd April 2024 at 7.30 pm.

Meeting ended at 9.58 pm

Signed by the Chair: Date: 2nd April 2024

A recording of this meeting can be found using the following link:
https://youtu.be/tOXO_ZgtWpQ