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

DRAFT 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 Steyping - **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 Steyping 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}

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.

Community Orchards and Abbey Road Open Space Reports

from Roger Brown

Part 1. - Update on plans for an Open Day at Abbey Rd. Sat 20th April.

We held our first planning meeting for this event on 12th Feb, and have another on 11th March. (***Organising Cttee: Roger Brown, Simon Alexander, Simon Knowles, Adam Hollis, Gerard Bagley, Jenny Knowles***)

Main 12th Feb meeting decisions were:

- Date set for Saturday 20th April. 11am to 3pm
- purpose is to publicise the site and show local residents and other interested parties what we are doing now, and what our plans are for the future, with particular focus on engaging children. To gather feedback from users/residents.
- as this is our first public event, we agreed to keep the organisation of the event as simple as possible.

So...

- we will not invite other organisations to take part (i.e. with their own stall), but would welcome individuals from these groups to join us.
- we will not provide refreshments
- will have children's activities, but not games, bug hunt or pond dipping.

But we will...

- set up based on the drier, flatter Orchard side of the site, away from the road.
- have display board with large site map, showing different habitats, pointers to other parts of the site where there are things worth looking at.
- have other displays of things we've found on site. Photos, lists of findings, live exhibits. (frogs, tadpoles, toads, slow worms etc?)
- hold regular site tours around the whole site. (involves crossing the road) Stop off points with things to look out for/script... (prob need 3 people just for this)
- have a 'birder's corner' (Jenny/Gerard/ John Woodward?) Pics/ bird song/bird id
- have a "Can you find"... sheet for children. Scatter pics of wildlife around site. Tick off as you find them. Prizes for completed sheets?
- need Equipment. We can borrow the Community Orchard gazebos and tables.
- need to manage road safety issue. Need a crossing patrol, and limit parking on this part of the road.
- ask ARCVs to do a site 'tidy up' the week before.
- produce Risk Assessments. Will check AR insurance status with SPC.
- arrange First Aiders. Simon K, Alec?
- have name badges for helpers

Publicity

- main poster. RB to ask Simon A to revise. e.g. Portrait, QR code, location map,
- Leaflet drop. Feel this is cost effective and we can deliver them locally. A5 version of poster with picture for children to colour on back, bring along to get a gift? Print 250?
- Your Steyning article. (due by 10th March for April issue) SPC Community Engagement Working Party now vehicle for SPC publicity (RB to liaise with Clerk/Simon A)
- Simon K will be our liaison with the Primary School to advertise the Open Day in their weekly Newsletter, and any other opportunities he can arrange.

Part 2. - Steyning Community Orchard. Report on the 1st 10 years...

2 of the 5 Orchards we currently manage are on land owned by Steyning Parish Council.

1. Our main Orchard is on the Memorial Playing Field, where we have revitalised and replanted an old Orchard that was run semi-commercially in the 1930's and beyond. When we started work here in 2004 there were just fragments of that old Orchard remaining, with the 1987 felling most of what remained up to that point. We do have 3 old Bramley Apple trees, a Plum tree and many self-seeded Cherry Plums, but have added almost 50 new trees including Plums, Pears, Damson, Quince and Apples. The central part of the Orchard holds 27 Sussex heritage variety apple trees, believed to be the largest collection in the county.

All the new trees have been sponsored and paid for by local residents.

This Orchard is now nearing completion, as we have planted 17 of the 18 trees agreed with your Committee in June 2020. There is potential space for a few more within the existing Orchard area, so we will investigate this and come back to this Committee with a proposal/request if we wish to pursue this.

2. Our other Orchard on SPC land is at Abbey Road. Here we have planted 3 trees per year for the last 3 years, again all sponsored and paid for by local residents. Our original agreement with you in November 2019 was that we would plant 12 trees here. But over the last 5 years, we have cleared nettles and brambles towards the Gatewick boundary, opening up some more tree planting possibilities. Again, we will come back to you with a plan and proposal for your review, if we decide to pursue this.

FYI Our other Orchards are :-

- The Downland Orchard on the Steyning Downland Scheme. 22 trees planted.
- Primrose Court on Goring Rd, where we have planted 18 trees in an old Orchard once owned by Dr Dingeman.
- Bramber Brooks Orchard. We planted 18 trees here with Nick Mills, the previous owner. We are now working with the new owners Horsham District Council, who have indicated that they are very happy for us to 'adopt' this Orchard and for us to manage the trees here.

We are also having discussions with the National Trust and English Heritage to establish a new Orchard on a field to the west of Bramber Castle adjacent to Castle Lane. We have had a very productive site meeting and zoom call, and it is looking very likely that we might start planting next winter.

As the title of this report indicates, we have now been running for almost 10 years.

20th March 2024 is our actual 10th birthday.

In that time we have:-

- planted 120 fruit trees in our Orchards,
- planted another 50 in other orchards locally.
- also sold/supplied a further 75 trees to individuals who have asked us for our help.
- given advice and practical help to 4 other local Community Orchard groups.
- held 5 Apple Days and 12 public Apple juicing events in the MPF Orchard.
- held 6 Wassails in the MPF Orchard.
- taken part in 4 Steyning Festivals, 4 May Fairs and sold our apple juice at 5 Farmers' Market days.
- contributed almost 100 Community Orchard articles to the 'Your Steyning' magazine.
- over 350 subscribers to our email Newsletters.
- gained over 700 Facebook followers.

List of SPC Playground Equipment					
Fletchers Croft	Issue	Risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Chair Spinner	None	low	All previous work with manufacturer has been done	completed	Creative play
See Saw	none	low	all works done	Completed	Creative play
Rocking dog	None	low	all work done	Completed	Creative play
Surface/grass	Ground Eroded	Moderate	Reinstate Surface	Monitor Monthly	Creative play
Multi Play bridge	Algae or moss needs clearin	Moderate	Treat and Clean	Moss has been treated - Cpmpleted	Creative play
Rocking Duck	Handgrip/foot grip rotate and loose fixings	Moderate	SPC Contractor has Checked & Tightened	Work Done - Continue to Monitor Monthly	Creative play
Wet Pour	Gaps in surface	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Creative play
Litter Bin	not securely fixed to ground	Moderate		SPC Contractor to secure	Creative play
Picnic tables	fire damage	Low	Contractor to continue to monitor	Monitor Monthly	SPC
Gate	Gap less the 12mm	Low	Contractor to continue to monitor	Monitor Monthly	Wicksteed
1 Bay 2 swings (Cradle)	parts of timber rough	moderate	Monitor for further deterioration	Monitor Monthly	Creative play
1 bay 2 swings (flat)	Gaps in surface edging	moderate	Work Ordered - Waiting for better weather to carry out the work	SPC Contractor	Creative play
Tractor	Gaps in surface edging	moderate	Work Ordered - Waiting for better weather to carry out the work	SPC Contractor	Creative play
play panel	some damage to bottom of posts	Moderate	Monitor for further damage or rotting posts	Monitor monthly	Creative play
Bench	surface has eroded	Moderate	Reinstate Surface	spc contractor	SPC
Fence	Posts damage	Moderate	Posts replaced	Completed	SPC
sign	Damaged	Moderate	Remove	completed	SPC
Memorial Playing Field	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Over Head Rotator	Surface damaged	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Wicksteed
1 bay 2 swings (flat)	Surface damaged Timber has some cracks	Moderate	Work Ordered - Waiting for better weather to carry out the work Monitor cracks	To be completed by SPC Contractor	unknown
Rotating net	Surface damaged	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Wicksteed
Basket swing	Surface damaged Timber has some cracks	Moderate	Work Ordered Waiting for better weather to carry out the work Monitor cracks	To be completed by SPC Contractor	Creative Play
Rocking & Cross equipment	Surface is damaged around the item	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	Big Toys
Gates to park	Surface is eroding	Moderate	Monitor	Monitor Monthly	wicksteeds
Bench seats	rotted timber	Moderate	contractor to remove as unfixable	Completed	SPC
Parallel Bars	some tmber rotted	Moderate	Contractor to obtain covers and make good	Waiting for better weather to carry out this work	Fawns Recreational services
1 bay 2 swings (Cradle)	seats are too close	Low	1 Seat has been removed	completed	big Toys
Somersault bars	parts of timber rough	Low	Contractor to monitor	Monitor Monthly	wicksteed
Balance beam	Surface is damaged around the item	Moderate	Work Ordered - Waiting for better weather to carry out the work	To be completed by SPC Contractor	wicksteed
Slide Unit	parts of steel have corroded	Moderate	Rub down and Paint Dry weather needed	To be completed by SPC Contractor	unknown
Multi Play	Paint flaking	low	rub down and repaint	To be completed by SPC Contractor	wicksteed
Boulders	None	Very Low	None		unknown
Fence	Holes In fence	low	Patching the mesh	monitor and repair	SPC
Shelter	Graffiti	Very Low	Remove	To be completed by SPC Contractor	Wicksteed
Spinning Pole	None	Very Low	None		Wicksteed
Log Walk	None	Very Low	None		Unknown
Litter Bin	None	Very Low	None		SPC

Chandlers Way	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
1 Bay 2 swings (cradle and flat)	bushes are worn	Low	Monitor	Monthly Monitoring	unknown
Slide	removed				unknown
Fence	damaged panel	low	Repair as required	Done	SPC
Gate	Snagging on ground surface	moderate	Contractor can Rub down or replace gate	Done	SPC
Benches	Timber rough and splintered	low	Contractor can Rub down but needs replacing	done	SPC
Waste bin	Damage on lid	low	Monitor	monthly monitor	SPC
Hedge	overgrown vegetation	low	Careteker to cut back	DONE	SPC
Sign on gate	None	very low			
South Ash	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Path way surface	weeds and debris on surface	Moderate	Moss and alga to be removed	Moss has been treated - Completed	unknown
Multi Play	surface damage	low	Work Ordered - Waiting for better weather to carry out the work	to be done by SPC Contractor	unknown
fence/ground surface	fence leaning	low	to monitor	Monthly Monitoring	unknown
1 bay 2 swings	bushes are worn	Low	Monitor	Monthly Monitoring	unknown
Bench seat	None	Very low	none		SPC
Fence Bow Top	none	Very low	none		unknown
Gate	Gate rebounds	moderate	adjust as appropriate	Completed	unknown
sign	None	Very low	none		SPC
Abbey Road	issue	risk	Actions required following June 2021 Wicksteed Inspection	Action still to be completed since inspection	manufacturer
Pathway	Cracked tarmac	Moderate	Contractor to do tarmac repairs in better weather	to be done by SPC Contractor	unknown
Safety surface tiles	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Completed	unknown
1 bay 1 swing	Chain Wear	low	monitor	monthly monitor	unknown
bin	removed				HDC
Bench	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Completed	SPC
fence	none	very low	none		unknown
gate	Closing too quick	Moderate	contractor to adjust	done	unknown
Multi play	Moss and Algae	Moderate	moss and algae treated	Moss has been treated - Completed	unknown
Hedges/bushes	none	very low	Monitor and cut when required	monthly monitor	

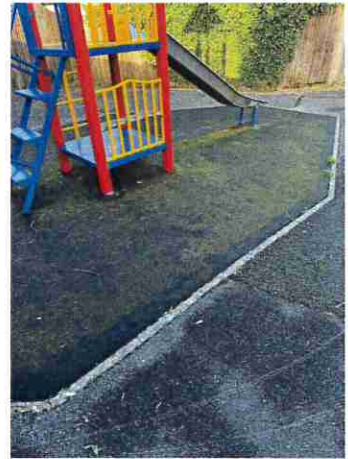
Before



After



Before



After



Before



After



Allotments Clear Up Day {inc. bonfire} plus Skip agreement

Briefing Note



The proposal this year is that we ask that the Steyning Allotment Association {SAA} to organise six to eight volunteers to look after / manage the Bon Fires at Rublees & Canada Gardens as per similar arrangement to last year, based upon a set of rules which I will compile - a '**Do's & Don'ts**' – safety check list, and that I would be in attendance from time to time to ensure this is observed at both sites, with our Caretaker as a backup for this arrangement.

Councillor volunteers are also very welcome.

The SAA committee representatives liked the idea last year and it went well with their members being more involved. Provisional date is for Saturday the 13th of April, with a reserve second option if the weather is going to be very bad, of the Saturday the 27th of April.

Start Time 10am – To Finish by 2pm {Fire extinguished}

We also propose the usual annual waste collection service using a local skip company with, say 5 or 6, possibly 7. To be used, filled and then replaced on a rolling programme at both sites.

We are proposing that this service starts on the 18th March - At a cost of approximately £260 per skip.

Could this arrangement be agreed please.

Additional cuts to the grass verge surrounding the Welcome sign

Briefing Note

In consideration of this item, we have discussed it several times, and decided that SPC would not pay its own contractor, nor another individual resident nor contractor as a one off to complete extra cuts to the grass verge surrounding the Welcome Sign. This is the relevant minute from the last time we discussed it in the September Community Meeting-

Members were pleased with how it looked but concerns were raised about the high cost, that it wasn't on SPC land, and that WSCC ought to be taking more responsibility for the upkeep of these verges.

*Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC delegate the Clerk to write to Cllr Linehan to put pressure on WSCC to support this area is cut more often. **Agreed***

- Then that this committee revisits this proposal before the next grass cutting season

The Clerk asked Cllr Linehan to pursue it and this is the response form the WSCC Highways grass cutting department to Paul following his subsequent request.

Dear Cllr Linehan

Thank you for your email regarding the grass verge by the welcome to Steyning sign, and I apologise for the delay in replying.

This verge is cut 5 time per year as part of our urban grass cutting programme and due to financial pressures, we are unable to undertake any additional cuts. However should the Parish Council be interested in funding additional cuts these can be arranged directly with our grass cutting contractor, Grastex.

The Clerk has since been discussing and negotiating the cost of additional costs with the WSCC contractors involved – 'Grastex'

The cost per cut will be passed on to committee members as soon as it is received – as a quote and will in any case be presented at the meeting itself to allow members to make a decision.

Could members please agree or not to make a final decision to this request, - if it to be done at all, and if so, how many cuts per year and for how many years.

– Thank you

Vicarage Lane TRO – WSCC Response to SPC Submission

Briefing Note

The Clerk and WSCC Cllr Paul Linehan completed a joint Vicarage Lane TRO submission in January. The submission asked for modest additional Yellow lines in the area defined by the yellow highlight in the map below - which would affectively join up existing restricted parking zones {lines}.

The response dated 12th February from the Principal Traffic Engineer is stated here:

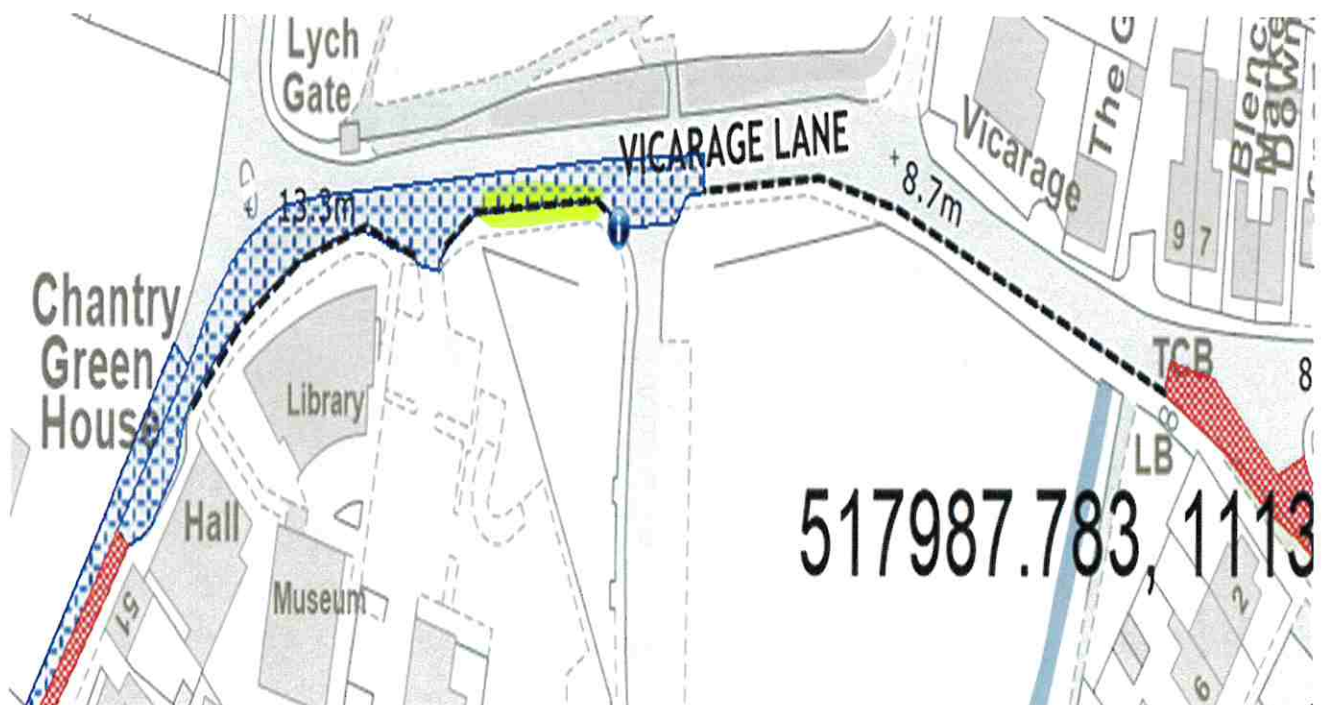
Good afternoon, John,

I have now had a look at the scheme and visited the site. Whilst we could proceed with the application suggestion, the displacement of vehicles will cause further issues. Because of this, I would suggest the same as below.

Changing the single yellow line to double yellow lines from both entrances westward to the layby and remove the single yellow line within the layby. This will create a suitable parking place for 2 vehicles, I do not understand the reason for single yellow line to be placed throughout the layby.

Again, I would suggest installing double yellow lines eastward from the both entrances to join up with the double yellow lines. This will stop any displacement causing any further issues. Throughout the whole route, only parking on the northern kerb line would be allowed.

I've attached a plan below showing the existing single yellow lines (blue) and double yellow lines (red) with my proposed double yellow lines (black line)



Can we please discuss and agree a response to this request. – Thank you

NB. -The Single yellow line layby allows for loading/offloading for Penfold Hall users

Proposed solution to main Jarvis Lane Traffic and Parking issues Traffic Regulation Order submission from SPC

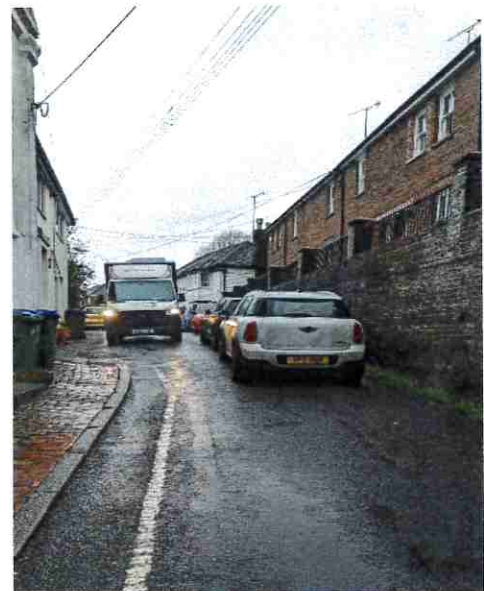
Briefing Note

There are a number of traffic problems affecting the residents of Jarvis Lane in Steyning. These issues have been prevalent for a number of years, and unfortunately the situation is getting worse to a point where it can be intolerable both to the casual user of the lane for vehicular access, many Jarvis Lane residents, and especially pedestrians who dare to wander along certain sections of the Lane, even when on pavements (if they are available).

More frequent 'Sat Nav' induced short cuts and generally increased traffic and parking pressures, have brought the matter to a head, and the Parish Council have therefore decided to submit the following suggestions for a solution to the West Sussex Highways department, by way of a Traffic Regulation Order application, and with the full backing of our local County Councillor, Paul Linehan.

I therefore need Committee consideration, possible amendments, and or agreement please for the solutions noted after each of the three sections below

{Most of the pictures in this report are from 3 days in Jan '24}



Three problems.

First, if cars/vans are parked opposite Jarvis Hall then lorries and cars have to run over the pavement to continue up the lane because otherwise there is simply not enough room, often breaking Jarvis Hall's doorstep, planters or displacing bins or pedestrians.

Second, at the Castle Lane entrance from Jarvis Lane, if a vehicle parks in the space opposite this entrance, then large vehicles have to mount the pavement if they are to progress along the lane in a northerly direction, or turning into Jarvis Lane from Castle Lane and wanting to travel in same direction {in the past destroying planters, pavement and creating potholes – on same pavement}.

Third, heavy goods vehicles shouldn't be in Jarvis Lane.

There is a blue road sign attached to a Lamppost pointing up the lane ,positioned on the opposite side of the road from the entrance from the High Street notifying vehicle users that Jarvis Lane is 'Unsuitable for HGV's'. However this is often ignored (or unseen) as a HGV's Sat-Nav will likely ensure its use either for occasional access or mainly as a cut through to all the properties on the housing estates on the other side of the By-pass {via the Cripps Lane Bridge}.

When the drivers realise, they simply cannot go any further (as the lane continually narrows) they inevitably they have to reverse out – occasionally causing damage to property, trees, parked cars, pavements, front entrances, plant pots, bins, garden walls and house steps.

Issue 1 – Opposite Jarvis Hall

If cars/vans are parked opposite Jarvis Hall, then lorries and cars have to run over the pavement to continue up the lane because otherwise there is simply not enough room



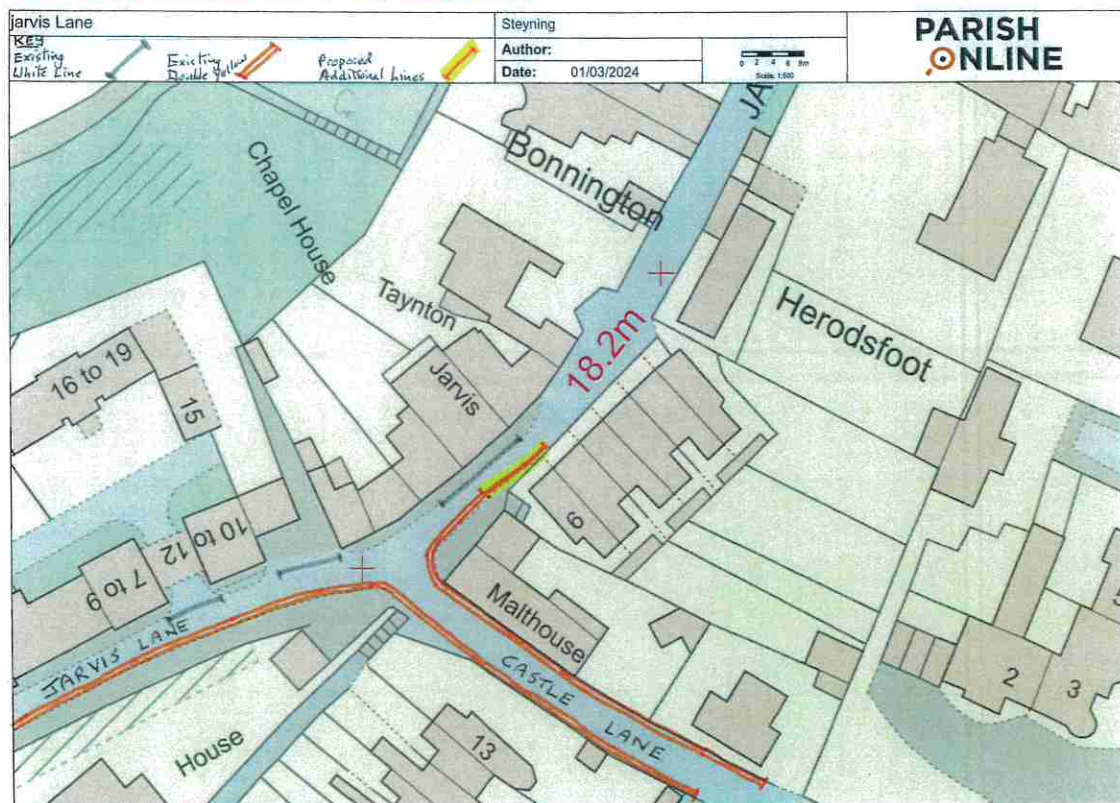
Of course the problem is not just with lorries, but delivery vans too.





Proposed solution #1

This map below shows the existing situation and the suggested proposal to add (and extend) 11 meters worth of double yellow lines opposite Jarvis Hall – displacing up to two vehicles, but more than likely only one.



Issue 2 - Junction of Jarvis Lane and Castle Lane

Delivery vans – increasingly common – frequently approach Jarvis Lane from Castle Lane. If cars are parked opposite the junction, then they have to “cut the corner” by driving over the apron of Malthouse – as the two photos below illustrate. This means that the residents of the Malthouse cannot safely park on their own land. This happens so often a pothole on the apex has been created!



The photo below illustrates the tightness.



The two residents living opposite the Malthouse often have vans parked on the pavement outside their property. This not only obstructs their entrance doors but perhaps more dangerously pushes pedestrians into the road. Not good in a street which contains a nursery – and thus often mums and small children are walking up this road.



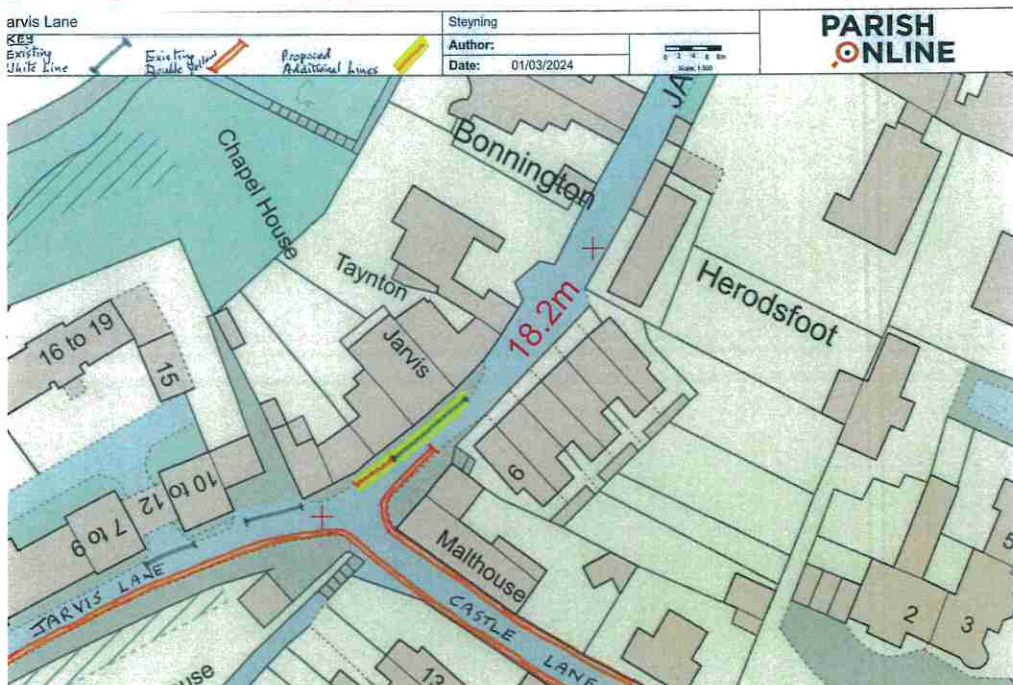
This junction is a chokepoint for lorries too, attempting to travel north up Jarvis Lane



Proposed solution #2

This map below shows the existing situation and the suggested proposal to add (and extend) 5 meters worth of single white line (*the current one is ignored!*), or to add yellow line, or add double yellow lines depending on the expert opinion and views of the WSCC Highways Department as to what the best solution might be.

This being on the corner of Jarvis Lane opposite Castle Lane and the 'Malthouse' – displacing likely one vehicle. The two residents living adjacent to this space approve the extension to this line, and are willing to lose the ability to park there as it is 'for the greater good' and is simply a much safer and more reasonable option.



Issue 3 - Heavy Goods Vehicles shouldn't be in Jarvis Lane.

As stated previously, there is a blue road sign notifying that Jarvis Lane is 'Unsuitable for HGV's'. However this is often ignored (or unseen), as an HGV's Sat-Nav will likely ensure its use either for occasional access or mainly as a cut through to all the properties on the housing estates on the other side of the Steining By-pass . When the drivers realise, they simply cannot go any further (as the lane continually narrows), inevitably they have to reverse out.

The two pictures noted below are facing towards the west end of Jarvis Lane and junction with High Street/ Bramber road

It is difficult to gain clear pictures for this problem. But you can see from the two illustrations below that if lorries enter Jarvis Lane, then they have to reverse and squeeze their way out often using the pavement to avoid hitting cars but consequently hitting trees, walls, bins and pedestrians if they happen to be on that path and don't get themselves out of the way. If there is a car parking on the pavement by the vets (which is very frequent), then reversing lorries move over and damage to #2 Jarvis Lane, which has happened so frequently that The resident from #2 Jarvis Lane has taken matters into his own hands by installing robust planters adjacent the gable ends of his often-damaged roof.



Proposed solution #3

It is difficult to establish a clear solution to this problem because signage is already in place, but simply ignored. Perhaps there could be a way of also signalling to HGV's that there is an alternative, wider and more reasonable access to the Kings barn Lane estate via Goring Road which is HGV friendly, but again it may be best to allow for a professional perspective to be put forward by the WSCC Highways team if they can find one.

Compiled by the Clerk, Cllr Sharp and with assistance from other residents of Jarvis Lane

Detailed Income & Expenditure by Phased Budget Heading 31/01/2024

Month No: 10

Committee Report

January

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Amenities Cttee</u>								
201 Highways & Lighting								
1001 HDC Cleaning Grant	27,962	25,700	(2,262)	25,700			108.8%	
Highways & Lighting :- Income	27,962	25,700	(2,262)	25,700			108.8%	0
4200 Street Light Energy	1,697	975	(722)	975		(722)	174.0%	
4201 Street Light Maintenance	2,121	2,250	129	2,250		129	94.3%	
4202 Lamp Post Testing	1,320	1,550	230	1,550		230	85.2%	
4210 Road Sweeping	24,296	15,330	(8,966)	18,400		(5,896)	132.0%	
4211 Town Improvements	736	500	(236)	1,500		764	49.1%	
4259 Grit	0	100	100	200		200	0.0%	
4260 Pressure wash High St	0	80	80	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	30,170	20,785	(9,385)	25,125	0	(5,045)	120.1%	0
Net Income over Expenditure	(2,208)	4,915	7,123	575				
301 Playing Fields								
1004 Reimbursed Charges & donations	540	400	(140)	500			108.0%	
Playing Fields :- Income	540	400	(140)	500			108.0%	0
4276 Tree and Hedge Cutting	3,159	3,000	(159)	5,000		1,841	63.2%	
4300 Grass Cutting	5,634	6,800	1,166	6,800		1,166	82.9%	
4309 Tree Reports & Essential works	2,036	2,700	664	2,903		867	70.1%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2024

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Grounds Maintenance	5,010	2,920	(2,090)	3,500		(1,510)	143.1%	816
4312 Waste Removal	1,580	1,540	(40)	1,850		271	85.4%	
4320 Play & Gym Equip Inspections	2,050	2,000	(50)	2,000		(50)	102.5%	
4321 Play Equipment & Maintenance	3,804	2,080	(1,724)	2,500		(1,304)	152.1%	
4341 Repairs	0	0	0	0		0	0.0%	
4352 Litter and Bins	3,442	2,710	(732)	3,250		(192)	105.9%	
4360 Allotment Maintenance	192	350	158	3,200		3,008	6.0%	
Playing Fields :- Indirect Expenditure	<u>26,905</u>	<u>24,100</u>	<u>(2,805)</u>	<u>31,003</u>	<u>0</u>	<u>4,098</u>	<u>86.8%</u>	<u>816</u>
Net Income over Expenditure	<u>(26,365)</u>	<u>(23,700)</u>	<u>2,665</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(25,549)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	5,247	4,600	(647)	4,700			111.6%	
Allotments :- Income	<u>5,247</u>	<u>4,600</u>	<u>(647)</u>	<u>4,700</u>			<u>111.6%</u>	<u>0</u>
4253 Water Charges	75	1,200	1,125	1,300		1,225	5.8%	
Allotments :- Indirect Expenditure	<u>75</u>	<u>1,200</u>	<u>1,125</u>	<u>1,300</u>	<u>0</u>	<u>1,225</u>	<u>5.8%</u>	<u>0</u>
Net Income over Expenditure	<u>5,172</u>	<u>3,400</u>	<u>(1,772)</u>	<u>3,400</u>				
Amenities Cttee :- Income	33,749	30,700	(3,049)	30,900			109.2%	
Expenditure	57,149	46,085	(11,064)	57,428	0	279	99.5%	
Net Income over Expenditure	<u>(23,400)</u>	<u>(15,385)</u>	<u>8,015</u>	<u>(26,528)</u>				
plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(22,584)</u>							

Creating a Local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Beeding

Briefing to Steyning Parish Council, March 2024

Rationale

Over the last few years a whole range of ‘active travel’ initiatives have been suggested for the Steyning area to encourage people to leave their cars at home, and walk and cycle more. These include introducing a 20mph zone, installing improved bike racks in the High Street, creating zebra crossings near schools, reducing speed limits on the bypass, and upgrading the White Bridge Link across the river. So far, and for a variety of different reasons, progress has been slow. But there is no doubt that many residents would welcome a shift in this direction – particularly parents with young children who need to get safely to and from school.

Up to now, these initiatives have been considered individually, with working parties set up to pursue some of these ideas, but others being progressed through a more ad hoc and piecemeal approach.

To provide a more holistic and strategic approach the suggestion has been raised of developing a Local Cycling & Walking Infrastructure Plan (LCWIP) for Steyning, Bramber and Upper Beeding – as the three communities are so close together, and interlinked.

The concept of creating LCWIPs has been actively promoted by the government as part of its strategy to encourage more active travel. The County Council has created one for West Sussex as a whole, and the District Council has produced one for Horsham District, focusing mainly on the Horsham area. The suggestion is to go down to the next level and create a more specific and fine-grained plan for our local community.

The purpose of an LCWIP is to set out an overall strategic framework for future investments in cycling and walking infrastructure. It does not come with any funding guaranteed. But it provides an agreed set of priorities so that when resources do become available they can be directed in ways to achieve the maximum benefit for the local community.

This is particularly relevant to Steyning given the Glebe Farm development, which is one of the potential schemes outlined in Horsham’s draft District Plan. If this goes ahead, it will release significant CIL funds for local infrastructure development. So having an agreed LCWIP already in place would be very timely.

What is an LCWIP?

The key outputs of LCWIPs are:

- A plan for walking and cycling which identifies preferred routes and core zones for further development
- A prioritised programme of infrastructure improvements for future investment
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements

The government has published [guidelines](#) on how to develop an LCWIP. They involve

- Agreeing the scope of the plan, and setting out roles and responsibilities

- Deciding on which stakeholders to involve and how to engage with the public
- Gathering relevant information
- Agreeing a decision-making mechanism to sign off on the plan

The guidelines are designed for local authorities to implement, so are quite detailed and elaborate. The suggestion is to come up with a lighter touch version of the process suitable for the parish level that can be developed by a Working Party of volunteers, rather than council officials or paid consultants.

Several local residents have already put their names forward to join the group* and some initial conversations have begun on how to take the process forward.

It is still very early days. But the hope is to get moving on the process over the summer, so a final plan can be agreed before the end of 2024.

Suggested governance arrangements

To provide it with the necessary legitimacy, the suggestion is that the LCWIP Working Party should be set up under the auspices of the Steyning and District Community Partnership's Sustainable Travel Committee (*note, this is still tbc*).

The District Partnership is well placed to take on this role as it already has representation from the Parish, District and County Councils on this committee, as well as local stakeholders such as Steyning Grammar School, Greening Steyning and the Business Chamber. It is an approach that has worked well in the case of the White Bridge Link project, and will allow the Working Party to tap into local expertise and enthusiasm, while being responsive to local views and concerns.

Getting Parish Council support for the process

Having explicit Parish Council buy-in to the LCWIP process will be essential for its success and for ensuring the legitimacy of the plan that will eventually emerge.

The LCWIP Working Party is now looking to engage with each of the Parish Councils to:

- Explain what the Working Party has in mind in creating an LCWIP
- Get their support for the process and any advice on how to develop the plan
- Agree how the Parish Councils would like to be involved in the creation and sign-off of the final plan

The Working Party has been invited to give a presentation on the LCWIP idea to Upper Beeding and Bramber Parish Councils at their full council meetings in March.

We would be keen to receive suggestions on how best to engage with Steyning Parish Council.

** At present, LCWIP Working Party members include: Sarah Collins, Sally Barnard, Geoff Barnard, Mike Croker, Russell Barnes, Michael Owen and Ray Powell. We expect to be expanding this group over time.*