
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th JUNE 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

MINUTES

C/24/01 APOLOGIES FOR ABSENCE

ACTIONS

01.1 Apologies received from Cllrs Lloyd and Norcross.

C/24/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Declarations received from Cllr Sharp re possible discussion about Jarvis Lane TRO under item 7.2
And Cllr I Alexander for matter relating to Steyning in Bloom request under item 6.10

C/24/03 QUESTIONS FROM THE FLOOR {in summary}

03.1 None

C/24/04 MINUTES OF PREVIOUS MEETINGS

04.1 To agree 2nd April draft minutes. Cllr I Alexander **proposed**, **seconded** by Cllr Sharp to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 2nd of April 2024. **Agreed**

C/24/05 MATTERS ARISING AND ACTIONS - These items were taken as read.

- 5.1 Clerk to seek quote for root pruning/ barrier/ fungicidal treatment @Cricket Nets - **Actioned/Item 6.4**
- 5.2 Clerk to discuss financial support for these root works from the Cricket club – **Actioned/ See item 6.4**
- 5.3 Clerk to suspend the weekly dog fouling clearance service for the MPF – **Actioned**
- 5.4 Planned 'open space' security works at Fletcher's Croft to be undertaken by HDC – **Actioned**
- 5.5 Clerk to compose & send letter to the WSCC highways dept. concerning items discussed at meeting – **Actioned**
- 5.6 Clerk to obtain permissions for movement of the SPC noticeboard on High Street – **Item 6.3/ Actioned**
- 5.7 Chandlers Way pocket Park working party to convene and move process forward – **Actioned/ Item 6.2**
- 5.8 Clerk to set up working party to discuss EV Charging points in Steyning – **Actioned/Item 7.1**
- 5.9 Horsham DC to respond to requests for meeting with SPC to discuss Car Park Plan – **Actioned/ Item 7.1**
- 5.10 Jarvis Lane TRO completed including SPC decisions, resident signatories & submitted to WSCC -**Actioned**

- 5.11 Clerk to promote LEAP Green development grants on SPC Web Site - **Actioned**
- 5.12 Following email - re Cllr Linehan concerning Proposed A283 speed reduction, Clerk to progress – **Item 7.2**
- 5.13 Fallen Tree at Abbey Road - Clerk to organise tree warden to initially make area safe, then to arrange Tree Surgeon to remove tree, tidy area and redistribute wood chippings to appropriate areas in S. P. - **Actioned**
- 5.14 Clerk to discuss remedial works to resident's car & open space caused by fallen Tree - **Actioned / Item 6.6**

C/24/06 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 6.1.1 **Abbey Road Report, including 'Open Day'** – A comprehensive report was provided within supporting papers, which had been supplied by Roger Brown. It included an update on each micro habitat and how it has developed over the last four years, as well as a summary of the work that has been undertaken by the Abbey Road volunteers over the last 6 months. This included 5 scheduled working parties, plus other ad hoc sessions, which had been arranged when needs arose. 10 different volunteers had been involved and approx. 80 hours of voluntary service completed between them. Cllr S Alexander then further updated on the recent 'Open Day' at Abbey Road which recorded 125 visitors, and saw many activities undertaken such as five informative 'Site tours'.
- 6.1.2 A survey was also carried out at the 'Open Day' to gain residents feedback concerning the project. Results showed that those asked were overwhelmingly satisfied with the work of the volunteers, and the amended grass cutting regime. There was also a request for more bins and for the one in situ to be repositioned, as well as a request for SPC to consider additional bench installation/s. **CLERK**
- 6.1.3 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree in principle to the installation of a picnic table, and to it being placed as per the map supplied as a supporting paper. **Agreed** **CLERK**
- 6.1.4 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree to a carved tree bench installation being placed as per location on map (supporting paper) assuming a suitable tree can be located. **Agreed** **CLERK**
- 6.1.5 The proposed bin installations are to be dealt with later in this meeting – see item 9.6
The clerk also mentioned that the report suggested SPC prevail upon WSCC to replant and reinstate tree cover along the A283. The Clerk was also asked to check Land Register details re a query about a boundary issue. **CLERK**
CLERK
- 6.2.1 **To agree the final play area proposal which has been a recommendation from the Chandlers Way working party.** The Clerk summarised the work undertaken by the working party over the course of many months and a great number of meetings of various membership. Meetings which dealt with various specific items including in its final iteration some voluntary assistance from a number of residents who had expressed an interest in particular with the children's play area installation. Indeed over time the criteria for getting the installation right had in itself evolved with 15 main aims for achieving the final choice being agreed by the group. Then each individual piece of equipment was debated against similar items from other manufacturers and agreed in turn by ensuring these aims were encapsulated by that choice. Each final choice was then brought to this meeting via supporting papers {the manufacturers quote for installation} and it was noted that the recommended proposal had received unanimous approval by the working party, before being presented to this committee. **CLERK**
- 6.2.2 Members further considered the recommendation. The Clerk pointed out that any decision to proceed would need to be taken for approval to Full Council as the amount exceeded £5,000. Cllr I Alexander **proposed, seconded** by Cllr Bell that SPC accept the quote from Playsafe Playgrounds Ltd as set out within supporting papers for £25,295.00 {Ex VAT} to complete the installation of this play equipment at Chandlers Way. **Agreed**

- 6.3 SPC Notice board movement.** The Council had received an indication that it would be possible to move the High street notice board to its proposed new location. The Clerk pointed out the fact that the old notice board was in a poor state of repair and that its movement might precipitate its demise. He therefore brought forward options on a replacement notice board via supporting papers which members considered. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk purchase and install a new notice board as per presented within supporting papers – noted option bottom left {From *noticeboard online* } for £1,350 {+ VAT}. **Agreed** **CLERK**
- 6.4.1 To agree root pruning maintenance works required at the Steyning Cricket Nets, and Clerk to update on other recent maintenance works at the Cricket club.** A brief summary of the works was outlined by the Clerk. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accept the quote as per supporting papers to get the work done for pruning and treating these roots for £970 {+ VAT}. **Agreed** **CLERK**
- 6.4.2** The Marley shed roof works were completed recently and the club have reported that they are pleased with the results. The club also reported that they have been renovating areas of the club house including the ladies toilets, and whilst this was being undertaken the clerk's office allowed access for alternative toilet facilities within the changing rooms block at no cost. The club also assisted with the renewal of three changing room external light fittings. The Marley Shed doors remain to be renewed but it was felt the quote SPC received was prohibitably expensive, so the clerk asked the Cricket Club to obtain quotes from some of their contractor contacts so that this committee could review them in a future meeting and agree the preferred option. **CLERK**
- 6.5 Grass cutting report** – The clerk reported continued positive comments on the new contractor's work. One element of the contract which due to excessive rainfall has yet to be completed is the the Abbey Road 'Wild side grass walkways'. **CLERK**
- 6.6 Remedial works/ development at Abbey Road copse adjacent play park and resident's house.** The chair outlined the nature of the issues and the possible remedial works involved. He urged members to personally attend the site, to further their understanding of the issue and that the matter be returned to at a future meeting, with the possibility of a working party being convened, with membership agreed at a future meeting to consist of those members who expressed an interest. Cllr I Alexander **proposed, seconded** by Cllr Hanson that a working party be set up to look at the issue with the Abbey Road Copse. **Agreed** **CLERK**
- 6.7 To consider a request from the HDC senior planning officer concerning a possible future play park acquisition.** As part of the proposed development at Glebe farm, HDC planning officers we're considering options on open space provision, and had requested that SPC agree a position, without prejudice, regarding any hypothetical future play park installation ownership. Members considered the response that they would ask the Clerk to send on their behalf. Cllr I Alexander **proposed, seconded** by Cllr Young that it would be inconsistent for SPC to have any opinions about this request, given that this council has objected to the proposed development {at Glebe Farm}. **Agreed** **CLERK**
- 6.8 Receive notification of Canada Gardens access upgrade.** The Clerk described to members a standard piece of maintenance works concerning the access at Canada Gardens Allotments which was completed to a high standard, and he felt worthy of bringing to their attention.
- 6.9 To consider request for permission for Steyning Athletic club to use playing fields, changing rooms and High Street toilets as facilities for their 'Round Hill Romp' event, dated the 3rd July.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC accept the application. **Agreed** **CLERK**

6.10 To consider support for a planter installation by the Steyning in Bloom Group on the Steyning High Street. As per illustrated within supporting papers, members considered a request from this group for support for an installation on the pavement adjacent the mini roundabout, and 32 High Street, and to replace aging existing planters which sit by the top of the steps to the road. Cllr I Alexander **proposed, seconded** by Cllr Young that the Clerk respond to Steyning in Bloom, - that they have their support were they to approach WSCC to gain permissions {for this installation project}. **Agreed** **CLERK**

6.11 To discuss future project aspirations for the Community Committee. Pathway cutting back to be brought back, plus cutting regimes of grass verges, which may reduce sight lines for drivers at junctions. **CLERK**

C/24/07 HIGHWAYS

07.1 The Clerk and Chair to report on Car Parks and other associated developments in the Steyning Parish. The Chair updated members on a recent meeting {22nd April}, attended by himself, the Clerk, by District Cllr Finnegan, HDC Car Park Manager, Rob Leet, and the HDC Car Park project manager, Nigel Weston. The 'Outline SPC Car Park Plan' content was discussed. as were the several developments that HDC had been working on ever since the many issues raised within this document were brought to light. It was clear that though some significant progress had been made in relation to Car Park road signage, Fletchers Croft Car Park designation changes {to long term}, and the development at Newham's Gardens Car Park renewal {planned for the end of this Summer}, it was clear that progress in most respects was slow and that there was still much to do. **CLERK**

07.2 Meeting with Cllr Linehan concerning possible A283 speed reduction, & other highway matters. The Clerk reported that this meeting had been postponed and this matter will therefore will be brought forward to the next Committee meeting. **CLERK**

07.3 Report on further Vicarage Lane TRO developments and for members to consider support for a 'final solution' as proposed by the WSCC Highways Dept. The Clerk outlined the two final options as proposed by the WSCC Highways department engineer and as per outlined within supporting papers. Members welcomed the proposals and the fact that the scope had been increased to deal with any possible parking displacement concerns, and wondered whether the engineers might consider extending the yellow lines from the corner of Tanyard lane towards the Thornscroft entrance but just on one side of the road so that cars are not displaced further, and therefore merely redirecting car owners into considering parking on the other side of the road – so that it's easier and safer for drivers, to avoid obscuring their line of sight as they round that corner. Cllr I Alexander **proposed, seconded** by Cllr Hanson, that SPC agree option 2 but with a minor modification to extend the yellow lines on the west side of the road {into shooting fields} up to the entrance of Thornscroft because of sight lines on a busy junction. **Agreed** **CLERK**

C/24/08 FINANCE AND GOVERNANCE

08.1 To accept the I & E Reports. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Report for March '24 be accepted as a true and fair record. **Agreed**

C/24/09 PROGRESS REPORT – All the following items were described as ongoing

09.1 *Mouse Lane drainage W Party to be convened in April - Clerk awaiting positive correspondence from WSCC engineers – Ongoing* **CLERK**

09.2 *MPF entrance development ideas to be brought back to this committee after next working party to be convened - Ongoing* **CLERK**

09.3	<i>Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites - Ongoing</i>	CLERK
09.4	<i>Virgin Broadband installation legacy to be brought back to this committee – Ongoing</i>	CLERK
09.5	<i>Clerk to have finger post equipment installed when delivered to SPC – Ongoing</i>	CLERK
09.6	<i>Parish-wide litter/Dog bin provision to be investigated by Chairman and Clerk – Ongoing, also regarding the Abbey road proposed installations – these to be brought back to future committee meeting</i>	CLERK
09.7	<i>Armistice Day service arrangements to be discussed at July Community meeting – Ongoing</i>	CLERK
09.8	<i>Clerk to receive information from SCO concerning memorial tree installations in the Parish - Ongoing</i>	CLERK
09.9	<i>Goal Posts from MPF dismantled and taken to Steyning FC for their utilisation - Ongoing</i>	CLERK

C/24/10 INFORMATION / CORRESPONDENCE ITEMS

10.1 None

C/24/11 DATE OF NEXT MEETING – 2nd July 2024 at 7.30 pm.

Meeting ended at 9.35 pm

Signed by the Chair: Date: 2nd July 2024

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

<https://youtu.be/aDSIGVhXmlc>