
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd APRIL 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 0

Meeting Commenced : 7.32 pm

DRAFT MINUTES

C/23/81 APOLOGIES FOR ABSENCE

81.1 Apologies received from Cllrs Sharp and Norcross, {with Cllr Lloyd providing late apologies}.

ACTIONS

C/23/82 DECLARATIONS OF INTEREST AND DISPENSATIONS

82.1 None

C/23/83 QUESTIONS FROM THE FLOOR {in summary}

83.1 None

C/23/84 MINUTES OF PREVIOUS MEETINGS

84.1 To agree 5th March 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 March 2024. **Agreed 5 For, 1 Abstained**

C/23/85 MATTERS ARISING AND ACTIONS - These items were taken as read.

85.1 Clerk to order woodchips for spreading onto MPF entrances - **Actioned**

85.2 Roger Brown, Cllr I Alexander & Clerk to complete leaflets/ posters & 'Your Steyning' promotion for Open Day at Abbey Road – **Actioned/ See item 86.1**

85.3 Annual Play equip. maintenance to be brought back for further discussion - **Actioned/ See item 86.2**

85.4 Clerk's office to inform Allotment holders of Skip, Bonfire and Clear-up day arrangements – **Actioned**

85.5 Skip service to be rolled out for Allotmenters – **Actioned**

85.6 Enhanced Grass cutting requester informed of committee's decision - **Actioned**

85.7 Fletchers Croft 'Open Space' security meeting to take place. Clerk to inform committee – **See item 86.6**

85.8 WhatsApp group extended to include reporting of Potholes and blocked drains - **Actioned**

85.9 Vicarage Lane TRO WSCC response - replied to with suggested amendments - **Actioned**

85.10 White Bridge Link Project response awaited – **See item 87.1**

85.11 WhatsApp group extended to include impassable twittens and paths submerged in earth - **Actioned**

- 85.12** Dog Fouling Clearance Trial period to be discussed in April 2024 - **See item 86.4**
- 85.13** Clerk to engage Tree consultants to complete exploratory works near Cricket nets- **Actioned/ item 86.3**
- 85.14** Clerk to organise installation replacement of recycling bin adjacent Bus Shelter - **Actioned**
- 85.15** Clerk to ensure correspondence item taken to F&GP – **Actioned**

C/23/86 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 86.1** **Abbey Road Open Day** – Cllr S Alexander updated that preparations were continuing well for the 20th of April event. Flyers had been printed and posters and other promotions were continuing including at the local school. Willing volunteers were being organised by the committee in charge and all members present hoped for a good weather day for those involved.
- 86.2** **Annual Play Inspection Report - ongoing maintenance plan.** The Clerk updated that recently the Normans Play Area works had been completed, which included surface moss, mud and lichen removal works, vegetative cutbacks, replacement of fencing uprights, re-tensioning of fencing supporting wire (to high level), painting of existing Basketball post and (new) hoop to match, plus and replacement of damaged backboard. The Clerk provided 'before' and 'after' pictures, and commended both the contractor for his work and the committee for choosing what was clearly the correct, and as it happens, cheapest option in terms of the scope of works for this project.
- 86.3** **Report on exploratory tree root investigation works at the MPF cricket nets.** The contractor had completed a comprehensive report, as per supporting papers. The Clerk summarised its findings and the members discussed its recommendations. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC accept the recommendations from the Tree Surgeon and a price is sought for the appropriate roots to be severed, an anti-fungicidal treatment and the installation of a root barrier. **Agreed.** The Clerk was also asked to pursue possible financial assistance from the Cricket Club. **CLERK**
- 86.4** **Report following Dog Fouling Clearance Trial.** A brief report was provided and summarised by the Clerk. One year's trial had now been completed. Each clearance costed £25 and the service for the year had cost approx. £1800. There had been very few comments/ complaints received by the office from park users and residents, both before the service commenced and subsequent to its starting, however to those who had complained, the trial could at least be put forward as a point of reference in that the Council had attempted to do something rather than nothing. Members discussed other ways of combating dog fouling and thought the money could perhaps be better spent on appropriate signage instead. Cllr I Alexander **proposed, seconded** by Cllr Johnson that SPC end the dog fouling clearance trial. **Agreed** **CLERK**
- 86.5** **Grass cutting report** – The clerk reported positive comments on the new contractor's work.
- 86.6** **Planned security developments at Fletchers Croft 'Open Space' from HDC.** The clerk updated subsequent to an onsite meeting with HDC Parks department officers and representatives from the Steyning Festival. He also presented the 'Option 3' plan via supporting papers which appeared by consensus to give the best site security, yet provide facility enhancement and increased aesthetic value. The Clerk will maintain a supervisory brief for this development. **CLERK**
- 86.7** **Future project aspirations for the Community Committee.** None discussed
- 86.8** **Goal post storage on the MPF.** The clerk confirmed that conversations had taken place with the Steyning Football Club and that a contractor will be used to dismantle them. Then they will be transported back to the Football Club ground, for the clubs future use. **CLERK**

C/23/87 HIGHWAYS

87.1 The White Bridge Link project. The Chair updated members on an exchange of communications between the WSCC Highways department and himself and the Clerk. It appeared that a joint Community Funding Award Scheme application would not be an appropriate way forward. WSCC reaffirmed their commitment to the bridge being replaced, but could not guarantee that finance would be found until budgets were formally agreed in February 2025.

87.2.1 Information collected by members concerning Steyning's potholes, blocked drains and issues with paths and twittens. Members discussed the idea that SPC write a letter to WSCC in relation to the perceived poor service received over the last several years in terms of general highway maintenance. Letter to include a spirit of collaboration, by suggesting working together on solutions to issues and include feedback on the reporting system, in that it appears to have become less user friendly, and to include pictures from the WhatsApp group to illustrate the point. Members agreed that District and County Councillors be involved in its compilation.

87.2.2 Cllr I Alexander **proposed, seconded** by Cllr Johnson that SPC write a letter saying that Steyning Parish had been let down by WSCC in relation to issues concerning potholes, blocked drains, poor signage, overgrown twittens and footpath surface maintenance, and include specific items discussed in this meeting. **Agreed**

CLERK

87.3 Definitive Map Modification Order (DMMO) application for the Rifle Range. Cllr Young reported that she and former councillor Gill Muncey had attended the Planning and Rights of Way committee meeting on the 19th March where the application was discussed and spoke in favour of the submission. Statements were read from the landowner and Cllr Linehan who opposed the application. However the legal team who assessed the application felt that it had met the criteria under common law and that the modification could therefore be granted. The motion was agreed 8 for, 1 against and 1 abstained. There is now a six-month period during which an appeal may be made.

C/23/88 FINANCE AND GOVERNANCE

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

C/23/89 PROGRESS REPORT – All the following items were described as ongoing

89.1 Clerk to obtain permissions for movement of SPC Notice board adjacent High St. car park- **Ongoing**

CLERK

89.2 Mouse Lane drainage W Party to be convened in April - **Clerk awaiting date from the Landowner – Ongoing**

CLERK

89.3 MPF entrance development ideas to be brought back to this committee after next working party to be convened in April - **Ongoing**

CLERK

89.4 Chandlers Way Pocket Park W Party to reconvene in April – **Ongoing**

CLERK

89.5 Clerk to set up a working party to discuss HDC plans for EV Charging points - **Ongoing**

CLERK

89.6 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites - **Ongoing**

CLERK

89.7 Virgin Broadband installation legacy to be brought back to this committee following discussion with Cllr Linehan – **Ongoing**

CLERK

89.8 Horsham DC to respond to requests for meeting with SPC Car Park Plan – **Ongoing**

CLERK

89.9	<i>Clerk to have finger post equipment installed when delivered to SPC – Ongoing</i>	CLERK
89.10	<i>Parish-wide litter/Dog bin provision to be investigated by Chairman and Clerk – Ongoing</i>	CLERK
89.11	<i>Remembrance Day service arrangements to be discussed at July Community meeting – Ongoing</i>	CLERK
89.12	<i>Clerk to receive information from SCO concerning memorial tree installations in the Parish - Ongoing</i>	CLERK
89.13	<i>Jarvis Lane TRO completed to include Committee decisions, resident signed confirmation and submitted to WSCC – The Clerk stated that Cllr Sharp had successfully gained a number of signatories from Jarvis lane residents which can now be appended to the TRO submission - Ongoing</i>	CLERK

C/23/90 INFORMATION / CORRESPONDENCE ITEMS

90.1	HDC Green LEAP Small Business Development Grant Scheme now launched - This scheme from HDC aimed to introduce a fresh focus on supporting business startups and small businesses to achieve their climate improvement ambitions. The Clerk to help promote via SPC Web Site.	CLERK
90.2	Email from Paul Linehan. He planned to meet with WSCC Highways officers on the 22 nd April to discuss in more detail the challenges faced by those attempting to obtain a speed reduction on the A283 (Steyning bypass).	Cllr Linehan
90.3.1	Fallen Tree at Abbey Road. The Clerk had been informed that morning (2 nd April), that a tree had come down and hit a parked car near the Abbey Road Play Area. This was on SPC land. The Clerk arranged for the Tree Warden to attend site with him, and the resident involved, and he confirmed the tree was not diseased but was a small willow tree whose root system could simply not sustain the weight of the tree anymore, during the recent strong winds, and given the recent heavy and persistent rain.	CLERK
90.3.2	The Tree Warden will attempt to complete an initial clearance to provide access for the resident, and another Tree Surgeon will be organised to complete full clearance and chipping works. There will be an ongoing need for the Clerk to further organise fence repairs, replanting and deal with the resident's car repairs claim.	CLERK CLERK
90.4	Thanks from the Chairman. This meeting represented the final convening of this committee in its current form as per agreed for this municipal year and the chairman took the opportunity of thanking committee members for their help and assistance during the last 11 months. Members thanked him in turn for his excellent chairmanship.	

C/23/91 DATE OF NEXT MEETING – 4th June 2024 at 7.30 pm.

Meeting ended at 9.12 pm

Signed by the Chair: Date: 4th June 2024

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

https://youtu.be/z6CgufAN_ul

Abbey Road Conservation Volunteers.

Progress Report for November 2023 to April 2024.

For Communities Committee meeting 4th June

Pond.

Unsurprisingly, given the rain we had over the winter and early Spring, the pond was completely full and overflowing for most of this period.

Unfortunately, the Tanyard Chalk Stream that overflows into the pond has all the run-off water from Mouse Lane added to it outside the Star pub, and so it is dirty and full of silt when it reaches the pond. This silt then lies at the bottom of the pond as the water recedes. Ideally this run-off water should be directed away from a precious Chalk Stream such as this.

Then the rains stopped, and as usual, the levels dropped quickly. At the end of April, the pond was about 50% full. We have been reminded by the Weald to Waves project team that an ephemeral (temporary) pond that dries up in the summer is an important and quite rare habitat. When we started work here, the pond was very shallow and dried up very quickly in the Spring. It now holds water until mid-May, allowing some of the wildlife such as frogs to complete their lifecycle before all the water goes.

That being said, we still intend to carry out more work on the pond in late summer this year to widen the banks and take out a little more depth in the middle of the pond to extend it. This will hopefully then hold water into early Summer each year

Trees

We planted 3 more Black Poplar trees adding to the 6 Black Poplars added last year. We have now planted 20 trees and 40 native shrubs here. The Black Poplar were again provided free through the Black Poplar project run jointly by the Sussex Wildlife Trust and Kew Gardens staff at Wakehurst.

But the dramatic 'Ash die-back' tree felling along the A283 adjacent to Abbey Rd has opened up the canopy, with the traffic now much more obtrusive than before. Another effect has been that the remaining trees along the highway, having lost their supporting neighbours, are now susceptible to high winds, with several falling across the boundary fence between the A283 and Abbey Rd. Hopefully WSCC can be prevailed upon to replant, to reinstate the tree cover along this part of the A283.

Meadow

After several years of trying different cutting regimes, we now cut half the field in early September, then the other half the following September. This allows long grasses to flourish for a year before being cut, stopping them from becoming too rampant.

Tony Whitbread (Sussex Wildlife President) reviewed the meadow area on his visit for our Open Day and agreed that this plan is probably the best for this site

Pathways

The new cut paths we introduced last year and the one we blocked off, continue to work well. The results of our Open Day survey on this topic confirmed that we have got the balance about right, between access for people, and quieter areas for wildlife.

Wildlife

Many of the migrant birds reappeared this year with several Whitethroats and Cetti's Warblers establishing breeding territories here. There have now been 42 bird species recorded here. In early Spring there were many clumps of frogspawn again in the pond. We recorded good numbers of early Butterflies including Brimstone and Tortoiseshell. Recently we have seen Broad Bodied Chaser Dragonflies and Beautiful Demoiselle Dragonflies over the pond.

A full Botany survey is being carried out on 13th June.

Orchard

Steyning Community Orchard planted a further 3 apple trees into the Orchard in February, attended by the tree donors, their families and many Abbey Rd Volunteers. They were all Sussex variety apple trees; Steyning Scarlet, Sussex Mother and Blackjack. There are now 9 trees in this Orchard

Working Parties/Volunteers.

We held 5 working parties in this period on the third Saturday each month, plus a few ad hoc sessions to deal with particular jobs. 10 different volunteers were involved in at least one of them, contributing 80hrs work between them. We currently have 17 people on our volunteers' list, plus 3 more who help with bird and botany surveys.

Report of the Abbey Road Open Day. 20th April 2024.

We had been planning to have an Open Day for several years, but finally managed to arrange it for this year.

The intent was to showcase the site and its habitats to the local community.

Simon Alexander, Simon Knowles, Gerard Bagley, Jenny Knowles, Adam Hollis and myself planned and delivered the day with help from several of our volunteers and families. Tony Whitbread and Katie Parker from the Sussex Wildlife Trust also helped us on the day.

It would have been good to have seen a few more people, (possibly some put off by the strong cold wind) but those who did come were genuinely interested in everything. Many of them had never seen the site before, or knew where it was. So, in that respect it was a success.

We estimate we had over 125 visitors, including about 30 children. We showed 50 people around the site on 5 site tours.

Abbey Rd Volunteers Gerard and Jenny, together with John Woodward (a local birding expert) had a stall showing the 20 commonest birds likely to be seen at Abbey Rd. Children's activities included a bug search, making a bug hotel, word searches and crosswords, colouring sheets and colouring wooden discs. (Thanks especially to Katie from Sussex Wildlife Trust for helping with this)

We also had live exhibits of frogs, tadpoles, toad and slow worms.

Tony Whitbread (Sussex Wildlife Trust and our key Abbey Rd advisor) led the walks around the site. We had scheduled these to last about 20-30mins, but most took 45mins, just in time to set off with the next group!

We asked visitors to complete a survey sheet asking what they thought about our work on the site; if they wanted more paths across the wilder area; their views on benches and waste and dog poo bins

(A separate report on this survey is a supporting document to this meeting's agenda.

Thanks to Simon Alexander for setting this up and processing the results)

Key Points from this:-

1. Those asked, were very satisfied with the work of the volunteers and the grass cutting.
2. We asked about making more cut paths. Consensus was that we had the balance about right, and no more access paths were needed
3. Waste/dog poo bins. Yes, more needed. Propose moving one and provide 2 more. (see report)
4. Benches. Yes, more requested. Away from houses. (see report for locations)

Compiled by

Roger Brown. Abbey Rd Conservation Volunteer Coordinator. 29th May 2024

A survey was taken during the recent Abbey Road Open Day and these are the results

A total of 20 responses were taken and members of the public were asked these 5 questions and asked to score each based on 1 to 5 with 1 meaning they were unhappy or disagreed and 5 they were very happy or strongly agree

Question 1	Average Score
How satisfied are you with the work of the Abbey Road Conservation volunteers?	4.9
General comments • We love they are supported in their work by the council – it all benefits Steyning • Happy it's being managed • encouraging but will need more as the area develops • Excellent Job • Excellent • Very satisfied so dedicated • Love it and praise the upkeep	

Question 2	Average Score
The grass-cutting regime on Abbey Road is such that one side is cut regularly and the wild side is cut once or twice a year. Are you happy with this?	4.9
General comments • New contractors seem very good • Yes, perfect balance • Yes • So much work and thought has been put into this!	

Question 3 It has been suggested that more walkways would be beneficial on the wild side of Abbey Road. Do you agree? If so, where would you suggest	Average Score 2.3
General comments • Not in favor- leave the wildlife undisturbed • Not needed • No More thank you, plenty to enable access & encourage more wildlife • No need for any more • Perfect for us and the dog • Not really necessary as long as the correct path is walkable	

Question 4 It has been suggested that more bins for waste and dog poop are needed on the site. Do you agree, and if so, where should they be located?	Average Score 3.8
General comments • Ok but maybe extra on the wild side of Abbey Road • 1 refuge bin or 2 if dog bin changed • Not near houses • At the entrance to orchard and pond area • I think 1 more is reasonable • By Orchard entrance and on the wild side • Near road on wild side • By the orchard	

Question 5

We have received a suggestion that having seating benches would be helpful for you. We would like to know your opinion on this matter. Please let us know where you would prefer to have these benches

Average Score

4.0

General comments

- By the memorial tree
- Yes benches would be good
- Picnic benches on green side for families
- Good idea
- Orchard area
- Would be worth a trial on the green side
- Away from houses

Individual scores can be seen below

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Average
Q1	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5			4.9
Q2	5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5				4.9
Q3	1	1	5	1	1	1	3	3	3	3	1	4	1	1	2	5	3				2.3
Q4	5	5	5	1	5	5	3	5	5	3	3	5	2	4	5	1	3				3.8
Q5	5	5	3	5	5	5	3	5	5	3	2	1	3	5	5	5	3				4.0

Chandlers Way Working Party

At the most recent meeting of this working party on the 22nd May, members resolved to finalise their recommendation concerning the Chandlers Way 'Play Area Installation'.

Those attending : Cllrs Lloyd, Hanson and Young
Residents, Samuel Bethwaite and Katie Sales
John Fullbrook as Clerk

These were the main aims of the group

1. Construct a play area development recommendation for minimum costs and to include **upcycling** of existing decent facilities {Play surface, wooden perimeter and Swing frame}
2. Aim at the **Toddler Age Range** in keeping with the focus of the pocket park as a whole
3. Include as much 'play interest' from as little cost as possible – **Good 'Bang for Bucks'**
4. The theme ought to be consistent with the Pocket Park as a whole – Wooden for the most part - warm and naturally tactile, low impact colours and **woodland orientation**
5. **Avoid the ugly!**
6. Ensure **good Green Credentials** – Use in the most part natural materials and including wood and bark, and try to source equipment from local suppliers
7. Attempt to gain firsthand **experience of suppliers' installations** elsewhere
8. Include **Hidey Holes** – Consider Dens, Playhouses, Tunnels, Wigwams and Huts
9. Include **driving feature** – Play vehicle or at least a seat in front of an activity panel
10. Include equipment which promotes **Balancing skills**
11. Include **Feature Slide and climbing options**
12. Include **Easy transition to Pocket Park** while maintaining play park security
13. Be careful to locate appropriate orientation and quantity of parental **seating facility**
14. High quality materials and finish to ensure **good durability**
15. Make sure it's **'Fun'**

Recommendation

There follows a guide to the play options chosen and a quote for purchase and installation. The working party recommends to Community Committee that these options be agreed for installation at Chandlers Way and that the working party members have an opportunity to present their choice and reasoning for it to the wider local community, with the full support of this committee.

Proposed new Equipment for the Chandlers Way Play Area

Briefing Note

The Chandlers Way Play Area working party have been meeting regularly and frequently for the last several months as they have sought resolution to the question as to what items of equipment should be installed in the Play Area at Chandlers Way. One existing swing will remain in place. These other elements noted below are the recommended items that the working party members seek approval for purchase. A Full installation quote is being prepared for the meeting



£16,211 + VAT



£1,088 + VAT



£1,450 + VAT



£1,140 + VAT

SPC Notice Board movement

Briefing Note

Following probable agreement for our Notice board to be moved – I would like this committee to consider using this opportunity to renew the equipment or even enhance it. Our current notice board is broken in several respects – Its movement may well make it not fit for purpose. Could we therefore consider some of the following ideas and discuss agreement at a future meeting please.



FROM £1,292.94(INC. VAT)



FROM £1,755.88(INC. VAT)



£1,050.00 – £1,695.00 Ex. VAT - depending on size



Solar spotlights - £39.90

Steyping Cricket Nets Maintenance Works

Briefing Notes

At the last meeting of the Community Committee, the following motion was passed:-

*Report on exploratory tree root investigation works at the MPF cricket nets. The contractor had completed a comprehensive report, as per supporting papers. The Clerk summarised its findings and the members discussed its recommendations. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC accept the recommendations from the Tree Surgeon and a price is sought for the appropriate roots to be severed, an anti-fungicidal treatment and the installation of a root barrier. **Agreed.** The Clerk was also asked to pursue possible financial assistance from the Cricket Club.*

There follows a quote from our usual preferred tree surgeon contractor. It includes both the price that was sought as per last Community meetings agreement (above), as well as a price for possible tree canopy reduction, as this tree surgeon felt it important to give an idea of the cost if the tree ends up showing signs of distress. I would however at this stage advise as before that we should consider agreeing just the root works at this stage if you wouldn't mind.

I am pleased to announce also that the Cricket club have again agreed to a donation (as per the minutes request states) to help us with these works.



QUOTE

John Fullbrook
Steyning Parish Council
Steyning

Date
17 Apr 2024

Quote Number

VAT Number

Sussex Timber Company
Limited
Steyning Road
Wiston
STEYNING
West Sussex
BN44 3DD
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Work to prune roots from a Maple tree adjacent the cricket nets. Install root barrier and treat roots with Trichoderma fungal application. This is recommended to be 4 times through the first year.	1.00	970.00	20%	970.00
Reduce the maple tree by approximately 20% to compensate for loss of root system.	1.00	650.00	20%	650.00
			Subtotal	1,620.00
			TOTAL VAT 20%	324.00
			TOTAL GBP	1,944.00

Terms

Quotes are valid for 30 days

Remedial works at Abbey Road Copse

Briefing Note

After a recent storm you may recall a Willow Tree came down and narrowly missed crushing a resident's car, but unfortunately it took out two other smaller trees/bushes and an entire length of fencing.

We need to infill with planting and fence – Cost of fence replacement will be in the region of –

See quote below

Supply and install 15m of chestnut post and rail fencing - £870.00

The resident has suggested he would like to assist/ match fund or add some suggestions regarding re-planting or the plants themselves.

Please see excerpt from our Land register following this page – so that you can gain an understanding of where we are talking about – I will supply large aerial shots also at the meeting.

I would like agreement to forge ahead with the replanting programme and replacement fence – with details to be brought back to a future meeting, before final approval please

8. South Ash Play area – Accessed from South Ash and bounded by properties in Middle Mead. Almost entirely tarmacked small children's Play area with two pieces of equipment and one seat. The fence abounding 34 Middle Mead is a jointly owned boundary.

Title Number WSX 147572

Freehold

Ordnance Survey Reference: TQ 179/117

Address – South Ash, Steyning,
West Sussex, BN44 3SJ

Area - 210 Meters²

9. Abbey Road Land – Open space which is registered as a village green. The eastern area forms a meadow (as requested by residents) and is mown once yearly, with small pond and trees on east boundary and in centre of area. The area to the west is mown regularly to provide an open space for recreation. A stream runs adjacent its northern boundary. There is an Orchard development to the west and a volunteer assisted Land management plan enabling some rewilding.

Registered 31st December 1999

Title Numbers – WSX240572, WSX192659

Freehold

Ordnance Survey Reference: TQ 179/115 and
TQ 181/116

Address – Abbey Road, Steyning,
West Sussex, BN44 3SQ

Area – 7,350 and 11,670 Meters²

10. Abbey Road Play area – Accessed from Abbey Road, with some play equipment provided. Small wooded area behind (East) of play area.

Registered 31st December 1999

Title Number - WSX240564

Freehold

Ordnance Survey Reference: TQ 182/115

Address – Abbey Road, Steyning, West Sussex
BN44 3SQ

Area - 980 Meters²



Consider request from HDC Senior planning officer concerning possible future play park acquisition

Briefing Note

We received the following request from HDC concerning any possible future housing development at Glebe Farm. I subsequently discussed the matter with the senior officer and would advise we respond with option B – which allows us to {in the event of any development} maintain flexibility and ‘keep all options on the table’

There would probably be a 5-to-10-year maintenance agreement for these sorts of installations – this is what we have done before in fact, several times.

As part of the decision motion we could throw in that we would request a level of engagement concerning the choice of equipment to be provided, if there were to be a development

This decision does not prejudice the future arrangements to be put in place, it merely informs the HDC planning office – what our likely intention could be.

Glebe Farm Planning application. DC/21/2233

Dear John Fullbrook,

This application has been subject to recent commentary from the community. HDC planning officers are continuing to consider it.

As part of that consideration, officers are looking at the open space provision within the development and how this would be managed after completion.

Often Parishes would a) like to take transfer of the open space/play equipment (LEAP) and if not, then b) they sometimes wish to retain an option in the s106 to change their mind up to point any development commences.

It would help to know the Parish position on either, on a without prejudice basis to the eventual officer recommendation on this application.

Yours sincerely,



Steyping Round Hill Romp

– Permissions to use changing rooms and toilets

Briefing Note

This time of year, we receive the annual request from our Steyping Athletic Club, for use of our facilities – at no charge. We need to consider supporting this event please.

I have received a full and completed risk assessment from them, and the Cricket club are aware.

Please see their redacted request letter below



Steyping Athletic Club

Affiliated to England Athletics

26th April 2024

Dear Sirs

Roundhill Romp – 3rd July 2024 – West Sussex Fun Run League

On behalf of Steyping Athletic Club, we request permission to hold the above annual event on the evening of Wednesday 3rd July 2024. As usual, we would like the use of the memorial playing field, use of the changing rooms on the playing field and also use of the toilets in the high street.

We will need to set up during the afternoon of the 3rd July and we will ensure clear up happens after the race has finished at around 9pm.

If you have a questions, please email

Yours faithfully

Steyping Athletic Club Committee

Steyning in Bloom request for support of Planter installation

Briefing Note

NB – We cannot agree that this installation takes place as permissions will be needed to be gained through WSCC, however we can support this request if we feel so inclined to do so.

Please therefore see request from Steyning in Bloom, and associated pictures below

Dear John, as requested, a short description of two replacement planters Steyning in Bloom wish to put against the railings either side of the steps at the junction of Church Street with the High Street . This is to replace two smaller round planters which have little impact {And are damaged, and show signs of disrepair}.

The new planters are metal cattle troughs which will match the ones on the pavement outside the White Horse, but they will be smaller . Their measurements are: length 1220mm, width 457 mm and depth 405mm. I am sending some photos to show the situation.

We feel these planters will give a greater impact as people enter the High Street. Kind Regards



Traffic Regulation Order Agreement for Vicarage Road

Briefing Note

At the March Community Committee meeting the following minute and associated motion was agreed:-

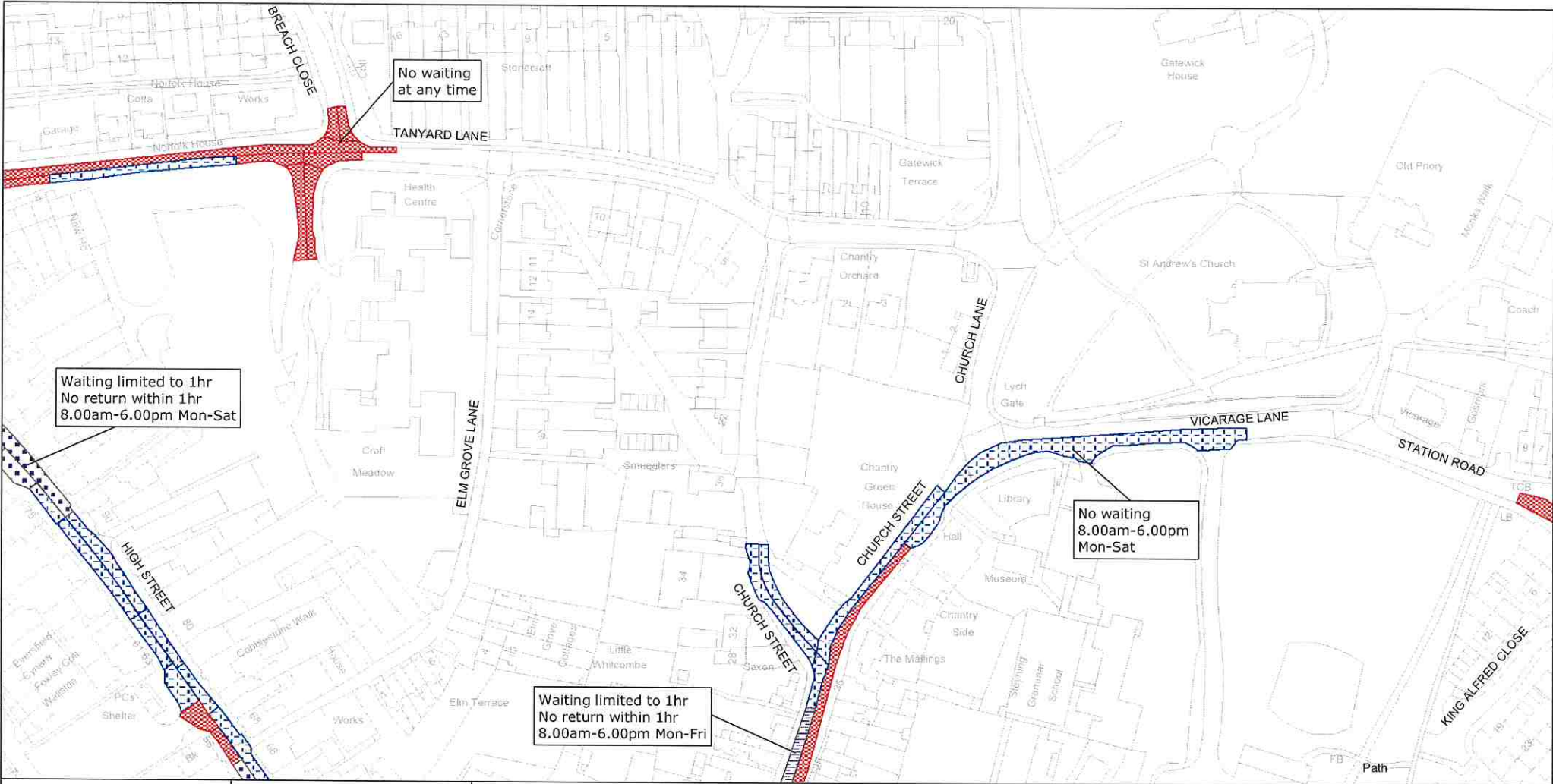
*Vicarage Lane Traffic Regulation Order (TRO) application. The Clerk confirmed the submission had been responded to positively by the West Sussex Highways officer in charge, indeed as per the supporting papers, there was a suggestion to add further restrictions to avoid inappropriate 'displacement issues' 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***

Following our agreement response to WSCC, the Highways officer further considered possible displacement issues, and the result is that he has given us a choice to continue support for the last plan considered {Option 1} or to agree an option that provides for some additional coverage into Church Road and the corner of Tanyard lane {Option 2}.

See supporting paper 7.3.2 – the maps that show the details of this coverage.

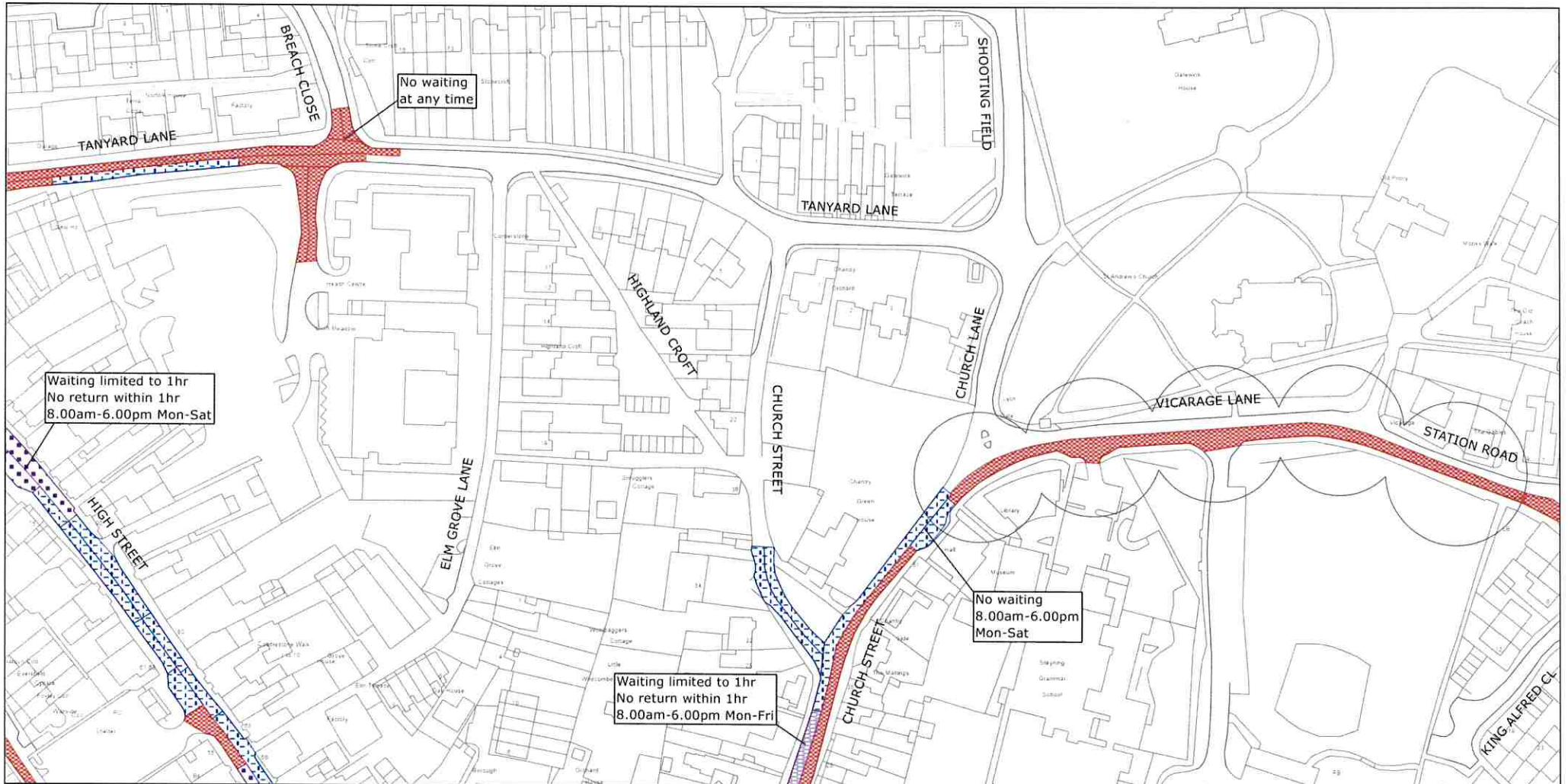
We need to agree which 'Final' option to support please.

PAGE 1 OF 2: EXISTING RESTRICTIONS ONLY



 West Sussex County Council Highways & Transport The Grange Tower Street Chichester West Sussex PO19 1RH	HORSHAM DISTRICT: STEYNING WAITING RESTRICTIONS Reproduced from or based upon 2006 Ordnance Survey mapping with permission of the Controller of HMSO (c) Crown Copyright reserved. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings West Sussex County Council Licence No. 100018485	TILE REF NO: TQ1711SEN SHEET ISSUE NO 3 SHEET ACTIVE FROM - 16/08/2006  SCALE: 1:1250 at A3 size
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PAGE 2 OF 2: PROPOSED CHANGES TO RESTRICTIONS (CIRCLED)



West Sussex County Council
Highways & Transport
The Grange
Tower Street
Chichester
West Sussex
PO19 1RH

HORSHAM DISTRICT: STEYNING

PROPOSED WAITING RESTRICTIONS (15.04.2024 - Option 1)

TILE REF NO:
TQ1711SEN

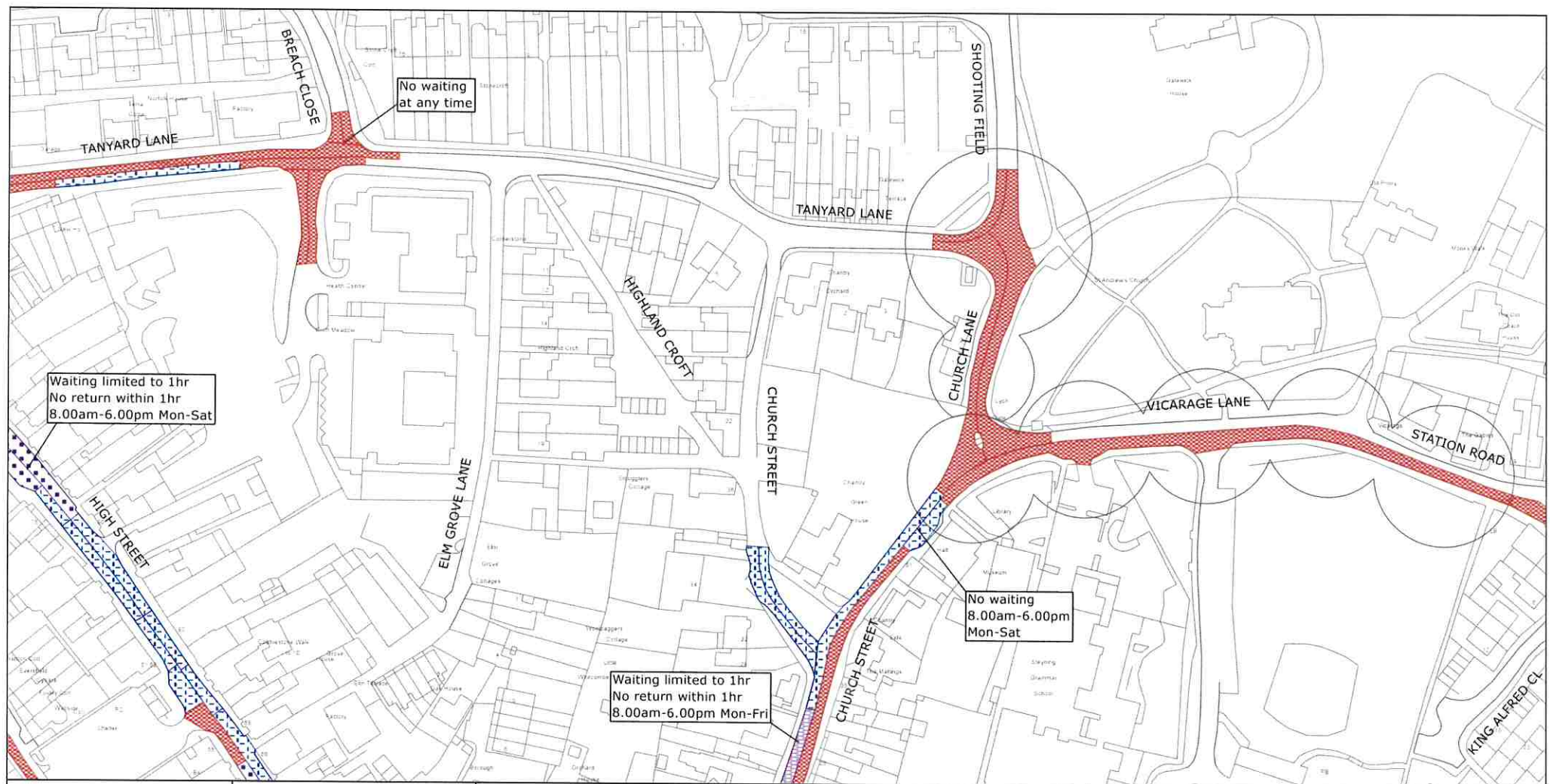
SHEET ISSUE NO 4_HOR2402

SHEET ACTIVE FROM - DD.MM.YYYY



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PAGE 2 OF 2: PROPOSED CHANGES TO RESTRICTIONS (CIRCLED)



 West Sussex County Council Highways & Transport The Grange Tower Street Chichester West Sussex PO19 1RH	HORSHAM DISTRICT: STEYNING PROPOSED WAITING RESTRICTIONS (15.04.2024 - Option 2)	TILE REF NO: TQ1711SEN SHEET ISSUE NO 4_HOR2402 SHEET ACTIVE FROM - DD.MM.YYYY	N SCALE: 1:1250 at A3 size
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Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 12

Committee Report

Amenities Cttee

	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>201 Highways & Lighting</u>								
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	26,889	18,400	(8,489)	18,400		(8,489)	146.1%	
4211 Town Improvements	1,840	1,500	(340)	1,500		(340)	122.7%	340
4259 Grit	0	200	200	200		200	0.0%	
4260 Pressure wash High St	0	250	250	250		250	0.0%	
Highways & Lighting :- Indirect Expenditure	33,867	25,125	(8,742)	25,125	0	(8,742)	134.8%	340
Net Income over Expenditure	(5,905)	575	6,480	575				
6000 plus Transfer from EMR	340							
Movement to/(from) Gen Reserve	(5,565)							
<u>301 Playing Fields</u>								
1004 Reimbursed Charges & donations	540	500	(40)	500			108.0%	
Playing Fields :- Income	540	500	(40)	500			108.0%	0
4252 Electricity	609	0	(609)	0		(609)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 01/04/2024

Month No: 12

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
4276 Tree and Hedge Cutting	4,814	5,000	186	5,000		186	96.3%	
4300 Grass Cutting	5,634	6,800	1,166	6,800		1,166	82.9%	
4309 Tree Reports & Essential works	2,586	2,903	317	2,903		317	89.1%	
4310 Grounds Maintenance	5,060	3,500	(1,560)	3,500		(1,560)	144.6%	816
4312 Waste Removal	1,749	1,850	102	1,850		102	94.5%	
4320 Play & Gym Equip Inspections	2,237	2,000	(237)	2,000		(237)	111.8%	
4321 Play Equipment & Maintenance	4,404	2,500	(1,904)	2,500		(1,904)	176.1%	
4352 Litter and Bins	3,642	3,250	(392)	3,250		(392)	112.0%	
4360 Allotment Maintenance	192	3,200	3,008	3,200		3,008	6.0%	
Playing Fields :- Indirect Expenditure	<u>30,925</u>	<u>31,003</u>	<u>78</u>	<u>31,003</u>	<u>0</u>	<u>78</u>	<u>99.7%</u>	<u>816</u>
Net Income over Expenditure	<u>(30,385)</u>	<u>(30,503)</u>	<u>(118)</u>	<u>(30,503)</u>				
6000 plus Transfer from EMR	816							
Movement to/(from) Gen Reserve	<u>(29,569)</u>							
<u>302 Allotments</u>								
1005 Allotment Rents	5,247	4,700	(547)	4,700			111.6%	
Allotments :- Income	<u>5,247</u>	<u>4,700</u>	<u>(547)</u>	<u>4,700</u>			<u>111.6%</u>	<u>0</u>
4253 Water Charges	98	1,300	1,202	1,300		1,202	7.5%	
Allotments :- Indirect Expenditure	<u>98</u>	<u>1,300</u>	<u>1,202</u>	<u>1,300</u>	<u>0</u>	<u>1,202</u>	<u>7.5%</u>	<u>0</u>
Net Income over Expenditure	<u>5,149</u>	<u>3,400</u>	<u>(1,749)</u>	<u>3,400</u>				
Amenities Cttee :- Income	33,749	30,900	(2,849)	30,900			109.2%	
Expenditure	64,890	57,428	(7,462)	57,428	0	(7,462)	113.0%	
Net Income over Expenditure	<u>(31,140)</u>	<u>(26,528)</u>	<u>4,612</u>	<u>(26,528)</u>				
plus Transfer from EMR	1,156							

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