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

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

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.30 pm

MINUTES

C/24/12 APOLOGIES FOR ABSENCE

12.1 Apologies received from Cllrs Bell, Linfield, Young, and Sharp.

ACTIONS

C/24/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 Cllrs Ian and Simon Alexander declared an interest in item 17.4 as they were both Allotment holders, and stated they would not propose a motion but also asked members for them to be able to vote on the matter as the amount of likely rent increase was going to be so small.

C/24/14 QUESTIONS FROM THE FLOOR {in summary}

14.1 None

C/24/15 MINUTES OF PREVIOUS MEETINGS

15.1 To agree 4th June 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 4th of June 2024. **Agreed**

C/24/16 MATTERS ARISING AND ACTIONS - These items were taken as read.

16.1 Clerk to take 'Chandlers Way Play Area' installation recommendation to Full Council – **Actioned**

16.2 Clerk to obtain further quote/s from Cricket club for Marley Shed doors – **Actioned/ See item 17.1**

16.3 Clerk to arrange for tree root works at Steypning Cricket club to be completed – **Actioned**

16.4 Abbey Road Copse working party to be set up – **See item 17.2**

16.5 Clerk to respond to request from HDC planning Officer concerning a possible play area installation – **Actioned**

16.6 Clerk to respond positively to request from the Steypning Athletic Club – **Actioned**

16.7 Clerk to respond favourably to request from Steypning in Bloom request for project support – **Actioned**

16.8 Clerk to bring back item regarding TRO application meetings undertaken with Cllr Linehan – **Item 18.1**

16.9 Clerk to send reply and amended option preference to WSCC Highways engineers re TRO App.– **Actioned**

16.10 Clerk to bring back item concerning Armistice Day service arrangements – **Actioned/ See item 17.3**

C/24/17 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 17.1 To agree quote for Marley Shed door replacement.** Following the recent roof replacement for the Marley Shed, the final renewal concern was to replace its double door entrance. The replacement doors needed to be fabricated to accommodate a bespoke brief both in terms of width of aperture (to allow for large machinery access) and to allow for heavy security/ locking measures. Two differing quotes were discussed as per detailed within supporting papers. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC accepts the quote from Steve Duffett to replace the Marley Shed doors. **Agreed** **CLERK**
- 17.2 To agree the membership for the Abbey Road Copse working party.** The Chair reminded members concerning the need for a working party to be convened regards this matter, with the assistance of the supporting papers. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk arrange a meeting of this working party whose membership was to consist of the Clerk plus Cllrs Ian and Simon Alexander, and for it to work with the local residents who live adjacent the land involved. **Agreed** **CLERK**
- 17.3 To consider Armistice Day service arrangement planning, and agree any actions.** Members were reminded of the exploratory work undertaken by Cllrs Hanson and I. Alexander in advance of this meeting, and the following list represents the initial action plan in no particular order:-
1. Cllr S Alexander to provide the appropriate sound system for the day
 2. Steyning Army and Air Cadets to be invited to join proceedings – Clerk to action
 3. Wreaths to be ordered and distributed via the Clerk's Office
 4. In terms of 'Readings' inc. *Poem for the Fallen* there needs to be a 'Plan B' - offer from Cllr Hanson
 5. Order of Service to be determined by this committee, and Clerk to keep Lewis informed
 6. Local Free Masons to be asked to assist in some respects
 7. Schools Head Boy and/or Head Girl to be involved?
 8. Service to be promoted on Web Site and Notice Boards, possibly A Frame.
- Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk invites the Schools Head Boy and Girl, and Army and Air cadets and liaises with Lewis Whittaker to check invite processes and procedures with him, in order to support him in this matter. **Agreed**
- Cllr S. Alex.
CLERK
D. Clerk
Cllr Hanson
CLERK
Cllr S. Alex.
CLERK
CLERK
- 17.4 To agree a proposed increase to SPC Allotment fees for 2024/25.** The Clerk's office had produced a supporting paper showing allotment price comparisons at other local council's and had also suggested preferred annual charges as part of a range of options for SPC. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC increase the allotment prices as per the recommendations noted within the supporting papers {Full Plot - £38 to £42, Half Plot - £20 to £21 , Monthly Full plot £5.50 to £6 and Half Plot monthly from £4.20 to £4.50}. **Agreed** **Tessa**
- 17.5 To receive an update from the Clerk regarding the MPF Concessionary License and agree any actions.** The Clerk and Chair explained that the Pizza Van licence for trading on a Friday night at the MPF Car Park was in jeopardy, as the company had regularly not achieved post trading site rubbish clearance as per the agreement, nor had they paid SPC this years fees as yet. The Cricket Club have been working with the vendors in the meantime to ensure their site clearance was more in keeping with expectations, and the club have agreed they are not averse to SPC gaining a more appreciative vendor if that was what was required. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk attempts to find an alternative fast-food outlet {to the pizza van service which is letting SPC down} and that will be acceptable to SPC, the Cricket Club and to all Steyning residents. **Agreed** **CLERK**
- 17.6 To agree a preferred quote for a Bollard installation at the MPF Car Park.** The Chair explained that there is already a working party in place and will need to reconvene but to invite members of the cricket club also, to ensure all aspects of the installation are considered properly. **CLERK**

17.7 To agree additional signage at the MPF Car Park to avoid unreasonable use of bins. The Clerk explained that there had been several incidents which involved individuals unloading without permission large amounts of rubbish and or old furniture items in or near the large waste bins at the MPF Car Park. These bins are rented by SPC and the Cricket club, and it was suggested that new signage be placed above these bins with content to help avert continued issues. The Clerk had prepared a draft sign for members to consider. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC get two signs printed with content and artwork that the Clerk is happy with, and that he then gets these fixed to the wall of the SPC Changing Rooms. **Agreed** **CLERK**

17.8 To discuss future project aspirations for the Community Committee. Members did not bring forward any new ideas for consideration on this occasion. **CLERK**

C/24/18 HIGHWAYS

18.1 The Clerk to report on meeting with Cllr Linehan concerning possible A283 speed reduction, & other outstanding Traffic Regulation Order progress. The Clerk explained that he had had another productive meeting with Cllr Linehan in attempting to progress the three outstanding SPC traffic regulation orders, which covered some additional yellow line implementation within parts of Jarvis Lane, possibly Steyning High Street, Vicarage Lane, Church Lane and Tanyard Lane. Indeed the West Sussex County Council Principal Traffic Engineer had commented favourably on all these applications and the one which covered a 50 mile per hour speed restriction for the Steyning bypass. The Clerk explained they had all scored highly against qualifying criteria, which pushed them past the first part of the process, and that further news regarding the engineers moderation investigations and subsequent need for public consultation would be forthcoming shortly and would be sent to SPC Community members by the Clerk for their information. **CLERK**

C/24/19 FINANCE AND GOVERNANCE

19.1 To accept the I & E Reports. The Clerk pointed out that SPC had received a large credit from Southern Water in respect to Allotment water supply services, however it was both unexpected, and the basis for the calculation is seemingly incorrect. He reported that the Office will endeavour to get to the bottom of the situation. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure Report for April '24 be accepted as a true and fair record. **Agreed** **CLERK**

C/24/20 INFORMATION / CORRESPONDENCE ITEMS

20.1 Information – All 'Matters Arising' from the last meeting which are not yet actioned will be taken to the next Community Committee meeting **CLERK**

20.2 The Clerks office had received correspondence from the SPC Allotment Association regarding the management of uncultivated plots – members thought in the first instance the office be allowed to come up with a solution and for the committee to be informed of progress in due course. **CLERK**

20.3 Some welcome correspondence from Southern Water had been received informing as to restorative developments about to start at the Steyning Sewage Treatment works. **CLERK**

C/24/21 DATE OF NEXT MEETING – 3rd September 2024 at 7.30 pm.

Meeting ended at 8.25 pm

Signed by the Chair: Date: 3rd September 2024

A recording of this meeting can be found using this link: <https://youtu.be/0RJr07GXQgc>