
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd SEPTEMBER 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.33 pm

MINUTES

C/24/22 APOLOGIES FOR ABSENCE

22.1 Apologies received from Cllr Norcross.

ACTIONS

C/24/23 DECLARATIONS OF INTEREST AND DISPENSATIONS

23.1 Cllr Simon Alexander declared an interest in agenda item 6.5 as he is an allotment holder, and Cllr Sharp declared an interest in agenda item 7.1 as he lives in Jarvis Lane (TRO application).

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

24.1 None

C/24/25 MINUTES OF PREVIOUS MEETINGS

25.1 To agree 2nd July 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 2nd July 2024. **Agreed**

C/24/26 MATTERS ARISING AND ACTIONS - These items were taken as read.

26.1 Clerk to ensure Marley Shed door replacement works are completed – **Actioned**

26.2 Armistice Day actions to be progressed and the matter brought back to next meeting – **See item 27.1**

26.3 Tessa to action Allotment price increases and to send out payment requests – **Actioned**

26.4 Clerk to progress the concessionary licence at MPF solutions – **See item 27.6**

26.5 Clerk to engage with Cricket Club to discuss possible bollard installation – **Actioned**

26.6 Clerk to have signage installed adjacent bins at the MPF – **Actioned**

26.7 Clerk to bring back further updates regards TRO progress – **Actioned**

26.8 Clerk's office to tighten up chasing uncultivated allotment plot issues if necessary & inform SAA – **Actioned**

26.9 Clerk to take Steypning sewage works proposed upgrade news and schedule to Full Council – **Actioned**

C/24/27 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 27.1 Clerk to update on SPC 'summer recess' maintenance works.** Using pictures as supporting papers, the Clerk updated that 7 benches, some fencing panels and barriers to the MPF had been painted, some 'Twittens' tidied/vegetation removed; play area equipment painted at MPF; anti-climb paint used near position of new noticeboard installation; other fence/gate repairs and weeding completed; with preparation for removal of old High Street notice board and installation of new noticeboard due to take place on the 4th September (Next day). **CLERK**
- 27.2 To consider approaching the Steyning in Bloom group to see if they might consider a joint project at the Memorial Playing Field.** The Clerk outlined the plan which included an impression as to what the finished project would look like. Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Clerk and Cllrs I Alexander and possibly another Cllr (as necessary) are authorised to pursue this idea with Steyning in Bloom. **Agreed** **CLERK**
- 27.3 To consider noticeboards for the MPF, and other areas of interest around the parish & agree any actions.** SPC have recently agreed that improved signage, and more specifically MPF welcome signage, be one of this year's installation project targets. With this in mind, a local resident has come up with a briefing note, illustrating his thoughts on what might be a solution to this council 'Action Plan' target. It was suggested that committee needs to work closely with the Steyning and District Partnership for this project. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC set up a working party to look at signage around the town, including important areas such as the MPF, Abbey Fields and others, and on that working party will be the resident who drafted out the briefing note, a representative from the community partnership (ideally the chairman of the visitor and tourism committee), the Clerk, and Cllrs I Alexander, S Alexander and A Sharp. **Agreed** **CLERK**
- 27.4 To consider further the Armistice Day service planning arrangements.** **CLERK**
Following the discussion at the last Com. meeting, there were a number of actions which needed to be progressed. The Clerk updated that works had been completed to tidy the memorial gardens, and that Lewis Whittaker and Peter Walker had said they were happy to read the 'names' and the epitaph. Peter Walker had also informed the Clerk that he had ordered the wreaths. The Clerk contacted both Army and Air Cadet groups within the parish, but no response had yet been received. S Alexander to bring music system and appropriate recorded Armistice Day salutes. Clerk yet to approach the school as had been on summer break in reference to Head Boy and Girl attendance. Clerk suggested that on the 5th November Com. meeting, Peter and Lewis be invited to complete arrangements. The Chair reminded that SPC would be publicising using any and all means. Cllr Hanson confirmed that Father Mark would be happy to attend and needs the Clerk to approach him to confirm arrangements. Cllr S Alexander confirmed Freemasons could attend if needed. The Chair confirmed he would be happy to help in terms of contacting the Cadets. **CLERK**
- 27.5 To agree a skip hire for the autumn period for SPC Allotment holders.** The Steyning Allotment Association had suggested an additional skip hire arrangement to supplement the service SPC currently offered in Spring of each year. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC arranges for one skip to be placed in each of the allotments this Autumn. **Agreed** **CLERK**
- 27.6 Update regarding the MPF Friday night Concessionary License agreement.** The Clerk and Chair reported on issues relating to gaining the outstanding balance from the existing vendor, despite many attempts to chase payments. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC put forward a letter for action to the vendor asking for payment within 14 days, or that alternatively SPC will take them to a small claims court. **Agreed** **CLERK**
Members were asked to attend the food festival and assess alternative vendors for next meeting. **All**

27.7	The next phase of works and associated community engagement at Chandlers Way pocket park. Chandlers Way pocket park is due its Children's Play area upgrade within the next two months, and the Clerk reported on the schedule of installation as it currently stands, plus outlining the need to inform the local residents (involving delivering a letter to the surrounding approx. 150 homes). He confirmed the plan involved utilizing 7 different contractors, suppliers and third-party inspectors, then noted precisely who was completing what task and when this was likely to be done. Members then discussed a draft letter which it was proposed, should go out to residents who lived relatively adjacent to the new installation. Cllr I Alexander proposed, seconded by Cllr S Alexander, that the letter should go out to local residents (as per supporting papers), and to include two minor amendments. Agreed	CLERK
27.8	To discuss this seasons project priorities and consider future project aspirations for the Community Committee. Members discussed existing priorities, and the Chair reiterated the need for SPC to lobby both District and County Councils in order to deal with current highways issues, such as road directional signage, twittens maintenance, replacement street signs and pot hole maintenance. A black & white vintage finger post on Bostal Rd was noted for urgent works.	CLERK
C/24/28 HIGHWAYS		
28.1	The Clerk to report on outstanding Traffic Regulation Order progress. Details of the Clerks report are noted below:- <i>Vicarage Lane, Church Lane, Tanyard Lane to Thornscoft</i> – The final public consultation ended on the 15th August and there have been no objections to the scheme. Consequently it has been marked up on site, and a job sheet is with the contractor to install the works. This would mean likely start date in approx. two to three months' time. <i>Jarvis Lane and High Street</i> – Final Public Consultation period ends 13th September. Currently {as of 3rd Sept} no objections nor further letters of support have been received. <i>A283 Steyning Bypass</i> – Speed reduction scheme - Following discussions with 'Road Safety', the WSCC principal engineer has advised that they will be able to continue with progress for this TRO application by itself, as opposed to waiting for the Road Safety project report details to emerge. The next step will be designing the scheme, and once this has happened, the engineer will email Cllr Linehan to ensure he is happy with the proposal and the extent of its scope.	CLERK
C/24/29 FINANCE AND GOVERNANCE		
29.1	To accept the I & E Reports. It was pointed out that under line 201/1001, it seemed that SPC had not received £14,750 worth of cleansing grant. The Clerk agreed the amount from HDC was tardy, and that it had been chased, and that he hoped both halves of the annual remittance would subsequently be sent to SPC within the next two months. Cllr I Alexander proposed, seconded by Cllr Sharp that the Community Income and Expenditure reports for May, June and July '24 be accepted as a true and fair record. Agreed	CLERK
C/24/30 PROGRESS REPORT		
30.1	C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - SPC are awaiting engineers reports from WSCC	CLERK
30.2	C/23/18.7 MPF entrance development ideas to be brought back to this committee after next working party	CLERK
30.3	C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites	CLERK
30.4	C/23/64.6 Clerk to have finger post equipment installed when delivered to SPC	CLERK

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| 30.5 | C/23/75.5 | Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk | CLERK |
| 30.6 | C/23/86.8 | Goal Posts from the MPF dismantled and taken to Steyning FC for their utilisation – it was suggested that if Steyning FC decide in the end they did not want the mobile posts, that SPC seek to sell them on. | CLERK |
| 30.7 | C/23/17.2 | Abbey Road Copse working party to convene | CLERK |

C/24/31 INFORMATION / CORRESPONDENCE ITEMS

- 31.2** The Chair reported that the in terms of the White Bridge Link and Bridge replacement, WSCC have completed a lot of work on these schemes, and much of it initiated by the Steyning and District Partnership, with a completion date still set for next Summer, 2025. The gas pipe is now due to be moved under the river.

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| 31.2 | Deborah gave her apologies for the next meeting | CLERK |
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C/24/32 DATE OF NEXT MEETING – 5th November 2024 at 7.30 pm.

Meeting ended at 9.05 pm

Signed by the Chair: Date: 5th November 2024

A recording of this meeting can be found using this link: <https://youtu.be/N3RSN5KzdUE>