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

Present: Cllrs Norcross (Vice Chair), S Alexander, Lloyd, Hanson, Linfield and Young.

Clerk: John Fullbrook

Members of the public: 1

Meeting Commenced : 7.31 pm

MINUTES

C/24/44 APOLOGIES FOR ABSENCE

ACTIONS

44.1 Apologies received from Cllrs Sharp, Bell and I Alexander.

C/24/45 DECLARATIONS OF INTEREST AND DISPENSATIONS

45.1 None

C/24/46 QUESTIONS FROM THE FLOOR {in summary}

46.1 None

C/24/47 MINUTES OF PREVIOUS MEETINGS - To agree 4th November draft minutes.

47.1 Cllr Norcross **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 November 2024. **Agreed**

C/24/48 MATTERS ARISING AND ACTIONS - These items were taken as read.

48.1 Armistice Day service to be undertaken, with the support of SPC Cllrs and staff – **Actioned**

48.2 Remembrance week commemorated by adapted Logo – **Actioned**

48.3 Clerk to inform Steyning for Trees of SPC support for Hedge laying project at Abbey Road – **Actioned**

48.4 Clerk to provide signage on site to inform residents regards hedgerow management – **Actioned**

48.5 To progress work on MPF interpretation panels with residents / Local groups assistance – **See item 49.3**

48.6 Clerk to complete work on phase one of Chandlers Way planting programme – **Actioned / item 49.2**

48.7 Clerk to arrange pick up of Planters and associated plants as per donated by resident - **Actioned**

48.8 Clerk to purchase for installation @ Chandlers Way 2 x Compost Bins – **Actioned**

48.9 Cllr Lloyd to prepare papers for Trellis Tunnel project – **Actioned/ See item 49.2**

48.10 Clerk to arrange for installation of fencing and planting @ Abbey Road Copse - **Actioned**

48.11 Clerk, Chair & SPC Chair to meet with Steyning in Bloom representatives to discuss project – **Item 49.3**

- 48.12 Clerk to instruct payment of Steyning in Bloom annual grant – **Actioned**
- 48.13 Clerk to arrange meeting - Gatewick Terrace residents & Chair to explore Tanyard Lane parking - **Actioned**
- 48.14 Clerk & Cllr Finnegan to arrange for redesignation of Newman Gardens Car Park for permits – **Actioned**
- 48.15 Clerk to bring back updated Budget details for December meeting – **Actioned / See item 51.2**
- 48.16 Clerk to write back to Chanctonbury Landfill Action Group – **Actioned**
- 48.17 Clerk to encourage residents to access and complete Southern Water consultation request – **Actioned**
- 48.18 ‘Snow Angels’ preparedness message to go out on WhatsApp group – **See item 50.1**

C/24/49 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

49.1.1 Abbey Road Report, and agree any amendments to the Abbey Road Management Plan

The lead Abbey Road conservation volunteer, Roger Brown, updated members on the history of the site and the extraordinary progress that had been made over the last 5 years in turning this open space into an important developing nature conservation area.

A consequence of the many changes and especially the new planting that had been undertaken in the interim, was that the Management Plan for Abbey Road needed to be amended to show the need for a wider scope of works to be detailed, plus an update on the greater diversity of flora and fauna which were now identifiable within the area. To this end Roger had completed extensive amendments to the plan and these were shown in red text within the draft 12-page document received as a supporting paper, for members to consider.

- 49.1.2 Members also welcomed the support from the new residents at Gatewick house as they continue to work with the SPC volunteers to further establish a significant new wildlife corridor. Cllr Norcross **proposed, seconded** by Cllr Young that SPC agree the amended document {Abbey Road Management Plan}, as it stands. **Agreed.** Clerk to publish on the web site

CLERK

49.2 To consider the next phase of works including phase one of the planting programme, security access, trellis tunnel, and associated community engagement at Chandlers Way Pocket Park.

Members received a list of requests as per supporting papers and the Clerk updated on the projects progress. Before the next stage of community engagement was to be organised in the form of the next working party to include residents, it was felt that progress could be made on items already recommended from previous resident attended meetings.

CLERK

- 49.2.1 **Lockable gate installation at park entrance.** Members continued to consider ensuring ease of access, against ensuring a need for greater security, and it was felt that if at this stage the idea was supported, the details of the necessary arrangements could be assessed by working party and with the help of the residents. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC installs a lockable gate at Chandlers Way Pocket park. **Agreed.**

CLERK

- 49.2.2 **First tree to be planted.** SPC had been donated a Horse Chestnut Tree and in keeping with the fun nature of the park, it was felt planting a conker tree adjacent the Play Area would be likely in keeping with this idea, and could in the fullness of time provide some welcome shading to that area. Cllr Norcross **proposed, seconded** by Cllr Hanson that the first tree be planted – a horse chestnut that has been donated to SPC – in a location as specified within supporting paper diagram, albeit slightly further away from the boundary of the Play Park. **Agreed**

CLERK

- 49.2.3 **Agree positioning of the new compost bins.** The proposed position was presented to members via diagrammatic representation. Members were keen that notes were posted by the bins when in place to show volunteers how best to manage compost bins. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC install the compost bins as per shown within supporting papers. **Agreed**

CLERK

- 49.2.4 **First row of Hedgerow Shrubs to be planted.** The proposed position was presented to members via diagrammatic representation. These plants had been nurtured by staff and volunteers over

CLERK

the last year. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC plant a row of hedgerow shrubs as per shown within supporting papers. **Agreed**

- 49.2.5 Installation of a 'Living Tunnel'.** The working party, and especially Cllr Lloyd, had been working on the concept of a willow / trellis / wicker tunnel sited as a second access to the play area and a 'fun' connection to the rest of the play park. Initial discussions with contractors had not been as productive as hoped, but this being likely one of the main assets / attractions of the Park it would take some time to formulate definitive options for both working party, and then committee, to decide upon. Cllr Lloyd presented some of the options currently being considered. Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC agree that a trellis/ living tunnel be installed as per supporting diagrams, the details of which need to be determined by the working party, and then brought back to this committee. **Agreed** **CLERK**
- 49.2.6 Installing logs for play park seating area.** The logs were kept after a tree was felled at Abbey Road and have been stored at the Steyning Centre, the installation being proposed as per diagrammatic representation. Cllr Norcross **proposed, seconded** by Cllr Lloyd that the logs be installed to provide a play park seated area as per supporting diagram, and as per recommendation from the working party. **Agreed** **CLERK**
- 49.2.7 Maintenance and long term ownership of the project.** The Clerk explained the need for residents and / or groups to start 'owning' the project and suggested the school may well be interested in contributing something to the scheme – in particular it was thought a large 'Bug Hotel' construction could be achieved with their assistance. Cllr Norcross **proposed, seconded** by Cllr Young that SPC delegate the clerk to approach Steyning Primary School to see if they would like to be part of the ongoing development of the site. **Agreed** **CLERK**
- 49.3 Progress on MPF Interpretation Panel and MPF Planters projects, and to consider support for a funding application to the South Downs National Park.** The Clerk updated members on the recent meetings with the District Partnership, the Cricket Club and Steyning in Bloom committee members, who are all keen to support both of these projects. Councillors became aware that the next step needed to involve the seeking of possible grant funding, and the Clerk was informed those present that he had already received a draft application document from the interpretation panel designer to help with this process. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to approach the Steyning and District Partnership to progress a grant application to the South Downs National Park as per supporting papers. **Agreed** **CLERK**
- 49.4 This seasons project priorities and to consider any future project aspirations for this committee**
No new project was suggested by members at this meeting
- C/24/50 HIGHWAYS**
- 50.1 Report on Winter Plan and Snow Angels messaging / communications in readiness for any poor weather.** There was a need to get a message out on the WhatsApp group to ask if anyone of the existing list of 'snow angels' wanted not to be reconsidered as a seasonal volunteer keeping paths usable during inclement weather this year. Then the new names would be added to the group and Cllr I Alexander could resend his small training video on how paths can be best 'gritted'. **CLERK**
- 50.2 To consider responses to the HDC transport consultation request.** The Clerk advised there were several transport documents recently sent through, two of which requesting a response from councillors if they were so inclined. Members then considered their highest priority issue related to public transportation delivery in Steyning – that of a need for more frequent bus service provision. Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to find out if there is a mechanism by which SPC can lobby for an improved bus service. **Agreed** **CLERK**

50.3 Update from Clerk concerning recent flooding on High Street and Horsham Road The Clerk outlined the impact of the most recent storms and was indebted to a resident who had supplied the Clerk with a video showing dramatic pictures of flooding which occurred recently in the High Street near Mouse Lane entrance, and up to the fire station. The Clerk to now press the WSCC drainage engineers to ensure that preventative maintenance had been completed in the timescale that SPC had been made aware of. **CLERK**

C/24/51 FINANCE AND GOVERNANCE

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

51.2 To agree to recommend the Community Committee 2025/26 draft budget. The Clerk and F&GP Vice Chair, Cllr S Alexander, went through the details of the budget paper as per supporting papers and answered any questions relating to the figures, and the reasoning behind the calculations. Cllr Norcross **proposed, seconded** by Cllr Linfield that this committee recommends the Community budget figures as per supporting papers as the final draft to the F&GP Committee. **Agreed** **CLERK**

C/24/52 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

52.1 C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC** **CLERK**

52.2 C/23/43.9 Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites **CLERK**

52.3 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk **CLERK**

52.4 C/24/27.6 Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court **CLERK**

52.5 C/24/27.8 Black & white vintage sign to receive maintenance {Bostal Road} **CLERK**

52.6 C/24/38.1 Forthcoming remembrance period to be marked by greater effort to dress town appropriately **CLERK**

52.7 C/24/38.11 Clerk to bring back to this committee the digital screen transfer of ownership details when received **CLERK**

52.8 C/24/38.12 Cycle crossing at Horsham Road / Bypass junction project proposal **CLERK**

52.9 C/24/38.12 Parish-wide disability awareness to be discussed **CLERK**

52.10 C/24/42.2 Fire Station bench to be removed when permissions given **CLERK**

C/24/53 INFORMATION / CORRESPONDENCE ITEMS

53.1 None

C/24/54 DATE OF NEXT MEETING – 4th February 2025 at 7.30 pm.

Meeting ended at 8.44 pm

Signed by the Chair: Date: 4th February 2025

A recording of this meeting can be found using this link: <https://youtu.be/LtOdRRhrHI4>