
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5th NOVEMBER 2024 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 7

Meeting Commenced : 7.31 pm

MINUTES

C/24/33 APOLOGIES FOR ABSENCE

ACTIONS

33.1 Apologies received from Cllr Lloyd and Hanson.

C/24/34 DECLARATIONS OF INTEREST AND DISPENSATIONS

34.1 Cllr Sharp declared an interest in agenda item 7.1 as he lives in Jarvis Lane (TRO application).
Cllr I Alexander declared an interest in anything related to Steyning & District Partnership as he is the Chair of that group, plus he helps the Steyning in Bloom group with planter displays.

C/24/35 QUESTIONS FROM THE FLOOR {in summary}

35.1 None

C/24/36 MINUTES OF PREVIOUS MEETINGS

36.1 To agree 3rd September 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 3rd September 2024. **Agreed 6 For, 1 Abstained**

C/24/37 MATTERS ARISING AND ACTIONS - These items were taken as read.

37.1 Goal Posts from the MPF dismantled and taken off site for utilisation elsewhere – **Actioned**

37.2 Abbey Road Copse working party to convene – **See item 6.7**

37.3 Clerk to have finger post equipment installed when delivered to SPC – **Actioned**

37.4 MPF entrance development ideas to be brought back to this committee after next W. Party – **Item 38.2**

37.5 Clerk to ensure High St. noticeboard relocation completed – **Actioned**

37.6 Clerk to approach 'Steyning in Bloom' to suggest poss. joint planter project at MPF - **Actioned/Item 38.8**

37.7 Clerk to set up working parties & start proposed project for parish wide noticeboard installs. - **Item 38.3**

37.8 Clerk and Chair to contact various groups to ensure attendance or otherwise at Armistice Day service, and to bring item back to complete service arrangements at the next Community meeting– **Item 38.1**

37.9 Clerk to arrange for additional autumn skip hire service for Allotment Holders – **Actioned**

- 37.10 Clerk to send out information letter to 150 nearby homes updating on Chandlers Way Project - **Actioned**
- 37.11 Clerk to lobby district & county councils on road directional signage and twitten maintenance – **Item 39.2**
- 37.12 Clerk to continue to liaise with WSCC to continue progress with Steyning TRO projects – **See item 39.1**
- 37.13 Clerk's office to chase two biannual payment/s of HDC Cleansing grants - **Actioned**
- 37.14 Members to report back on Steyning Food Festival vendor potential for MPF service - **Item 38.10**

C/24/38 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 38.1.1 **To consider further the Armistice Day service planning arrangements.** The Chair updated members on a meeting held with the Clerk and Father Mark, where the final running order was set for the 11th November service at the remembrance gardens. Mr Whittiker and Mr Walker were in attendance at this meeting, and as ex members of the local Royal British Legion and long time organisers of the event, contributed their thoughts so that all present understood the service schedule and arrangements, with SPC assisting where necessary. Father Mark was providing 'Order of Service' copies on the day, and taking the service after an introduction to proceedings from Mr Whittiker. Cllr I Alexander to lay the SPC wreath. Cllr S Alexander providing music and timing the 'Minutes Silence'. Mr Whittiker to possibly 'Read the names' if required. Mr Walker to lay wreath. Father Mark had arranged for a bugler and School to attend and lay wreath also. **CLERK**
- 38.1.2 Cllr S Alexander had tabled the idea of changing the SPC logo temporarily, for one week, and provided artwork showing the adapted SPC logo which included a poppy and a 'Tommy silhouette', to be part of the Council's remembrance preparations. Cllr S Alexander **proposed, seconded** by Cllr S Alexander that SPC amend the SPC logo to include poppy and 'Tommy' as per supporting paper for a period of one week commencing 4th November. **Agreed** **CLERK**
- 38.1.3 Members also discussed the idea of SPC, in forthcoming years, putting more effort into dressing the town with SPC possibly installing 'Tommy' silhouette and poppies and or flags on lamp posts. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC consider marking the occasion of remembrance with more installations in keeping with the appropriate theme. **Agreed** **CLERK**
- 38.1.4 The Clerk asked for members to consider attendance at the church remembrance service on 10th November as Father Mark needed to know names of representatives. Cllr Young, Cllrs Ian and Mariella Alexander to attend and lay wreath. The Clerk to send on these names to church. **CLERK**
- 38.2 **Abbey Road report including approval for a request from Steyning for Trees.** Members were informed of the latest works that had taken place at Abbey Road, including the hiring of a bush cutter, and clearance of large areas of brambles by the volunteers which were choking growth of more varied and important flora varieties, (particular thanks go to Cllr S Alexander and Roger Brown). The Chair spoke in support of a Steyning for Trees request to complete a hedge lying project in February / March of next year on their recently planted hedge sited adjacent the Abbey Road. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree the Steyning for Trees group laying their hedge when it is tall enough. **Agreed.** The Clerk also to provide signage on site to inform residents as to this project. **CLERK**
- 38.3 **Update concerning proposed noticeboards for the MPF, (inc. other areas of interest around the parish) following the first of two planned working party meetings.** The Clerk spoke in support of the project with papers showing options and some prices of comparative interpretation panels. Progress had been made and the working parties had proved there was a level of support from local groups. Much work is still to be done in terms of gaining more detailed quotes, graphics and storylines, plus possibly gaining funding either directly or indirectly via working collaboratively with partner groups. **CLERK**

- 38.4 Update concerning current progression of Community Projects.** Members considered progress specifically on the community committee orientated SPC Action Plan targets.
- 38.5 The next phase of works and associated community engagement at Chandlers Way Pocket Park** CLERK
Members considered the inclusion of an early years woodland shelter installation – this to be brought back to a future meeting. The Clerk introduced members to the idea that for the next meeting he would be presenting a ‘Phase One’ planting programme and that the concept of the security gate will be discussed. Cllr Young reminded members that Planters, with plants, have been donated to SPC and need to be picked up by the Clerk’s staff. CLERK
- 38.6 To agree purchase of compost bins and consider ‘trellis tunnel’ for Chandlers Way Pocket Park**
The Clerk reintroduced the concept of the bespoke trellis tunnel idea for the site, the details of which are to be brought back to this committee by Cllr Lloyd for the next meeting. Members then considered acquiring compost bins for the project. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk purchase two compost bins as per supporting papers. **Agreed** Cllr Lloyd
CLERK
- 38.7 To agree recommendations from the ‘Abbey Road Copse’ working party.** The Chair informed members of the reason behind the need for this to be completed, and matters discussed by the working party, and the recommendations brought back to this committee, including £501 to replace ‘post and rail’ fence, plus to plant a tree (donated by resident) to replace the fallen Willow, and that the neighbours help with the planting of hedgerow plants from the SPC nursery. Cllr I Alexander **proposed, seconded** by Cllr Young to agree the recommendations from the working party {noted above}. **Agreed** CLERK
- 38.8 To agree any actions following the latest Steyning in Bloom committee meeting where an SPC joint project was tabled, plus to approve payment of annual grant as per proposed at F&GP Committee.** The Chair confirmed the project to install planters on the MPF was being discussed by Steyning in Bloom representatives and a meeting with them and Clerk and Chair to explore options would happen shortly. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee approve the £2,750 annual grant payment to the Steyning in Bloom group. **Agreed** CLERK
CLERK
- 38.9 To receive the latest SPC Allotment Report.** The members received the report, as per supporting papers, which outlined recent occurrences and ongoing management of this facility. The Autumn skip service initiative, plus social media promotion of vacant plots, have both been very successful.
- 38.10 Members to report back on food festival vendor potential for possible approach for MPF licence.** The members discussed the matter, but no potential new vendor was so far identified.
- 38.11 To discuss the future of the digital screen installations (Car Parks in Steyning).** Horsham District Council had proposed removal of the digital screens. The Clerk had discussed the matter with Steyning and District Partnership representatives who were keen to work with SPC on utilising the facility if the contractual arrangements were favourable. In essence it is proposed that SPC take over control and maintenance of these assets with the Partnership providing and regularly updating the content. Cllr I Alexander **proposed, seconded** by Cllr S Alexander to ask the Clerk to gain a better understanding of costs and implications from HDC, and to SPC, if these assets are to be transferred to SPC. **Agreed 6 For, 1 Abstained** CLERK
- 38.12 To discuss this seasons project priorities and consider any future project aspirations for the Community Committee.** Cllr Bell put forward the idea for an enhanced / new cycle crossing at the Horsham Road junction of the Bypass. Cllr Sharp to talk through ideas concerning disability awareness and possible projects across the parish with the Clerk. CLERK
CLERK

C/24/39 HIGHWAYS

39.1.1 Progress on outstanding SPC Traffic Regulation Orders. The Clerk confirmed almost all the yellow lines had been painted regards the Vicarage Lane, Church Lane and Tanyard Lane scheme. Residents, who were in attendance, had been frustrated with the lack of consultation from WSCC, and were not happy with some aspects of the schemes scope / line coverage. The Clerk informed concerning the nature of the County's consultation process, and that he would maintain open communication with the highways engineer in charge of this project to see if any review of the scheme, which would alleviate the issue, might be possible. Cllrs Finnegan and Linehan had been seeking further options in support of the residents of Gatewick Terrace including a possible permit holding scheme.

The Clerk to arrange a meeting with Chair and residents to further establish views and possible solutions to this issue, and so that understanding of future representation could be established. Residents pointed out that there were very often cars parked in the Bus Stop - members suggested that this be pointed out to HDC enforcement officers, via '*Operation Crackdown*'.

CLERK

39.1.2 Jarvis Lane TRO scheme – the notification of installation (line painting) from WSCC is awaited.

39.1.3 A283 Steyning Bypass speed reduction TRO scheme has been drawn up and costed, with the Clerk suggesting, if needs be, the use of SPC S106 monies to augment the WSCC financial resources. However money has been found from elsewhere. The scheme details are yet to be sent to SPC, nor has a public consultation been announced as yet for this scheme.

39.2 Improved engagement with SPC from the WSCC departments. The Clerk outlined a new arrangement involving certain WSCC officers being obtainable as direct liaison and representation for SPC and to all WSCC departments, and especially the highways section.

39.3 DMMO decision notification. A positive response to the joint parish {Bramber & Steyning} Map Modification Order #3330824 application {footpath between Coombe Drove and Bostal Road}.

39.4 To consider redesignation request for the Newmans Gardens Car Park. In support of Gatewick Terrace residents Cllr Finnegan had pursued gaining wider availability of annual parking permits. Cllr I Alexander **proposed, seconded** by Cllr Norcross that SPC asks Cllr Finnegan to pursue the redesignation of Newmans Gardens Car Park parking permit classification with HDC to include '*Residents*' and '*Members of the public*' with SPC's support. **Agreed**

CLERK

C/24/40 FINANCE AND GOVERNANCE

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

40.2 To receive notification of payment made to the Steyning & District Partnership in consideration of a previous agreement concerning the White Bridge link project. The grant payment made which covered administrative support and printing costs, amounted to £267.92.

40.3 To receive the Community Committee 2025/26 Budget for initial consideration. The budget details were received as per supporting papers with a view to agreement at the next Community Committee meeting in December, with members having the opportunity to ask questions of the Clerk on any issues in the interim.

CLERK

40.4 To discuss support for the Chanctonbury Landfill Action Group {CLAG}. Following an email request, and news on recent developments via supporting papers, members considered support for the groups views. Cllr I Alexander **proposed, seconded** by Cllr Linfield that SPC write a letter of support for their {CLAG} concerns about traffic movements on the A283 including details like not operating during rush hours and limiting the number of traffic movements on site. **Not Agreed. 3 For, 4 Against**

CLERK

Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Clerk writes to CLAG saying that SPC is not going to support their groups views. **Agreed**

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| 40.5 | Southern Water consultation request. SPC had received a revised draft Water Resources Management Plan which asked for a local community contribution. Cllr Norcross proposed, seconded by Cllr S Alexander that the details of this request go onto SPC social media and website, and encourage people to access it and fill it in. Agreed | CLERK |
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C/24/41 PROGRESS REPORT

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| 41.1 | C/23/30.2 Mouse Lane Drainage W. Party to be reconvened. - SPC are awaiting engineers reports from WSCC | CLERK |
| 41.2 | C/23/43.9 Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites | CLERK |
| 41.3 | C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk | CLERK |
| 41.4 | C/24/27.6 Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court | CLERK |
| 41.5 | C/24/27.8 Black & white vintage sign to receive maintenance {Bostal Road} | CLERK |

C/24/42 INFORMATION / CORRESPONDENCE ITEMS

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| 42.2 | Bench adjacent the Fire station entrance needs urgent attention. Clerk had already asked a contractor to see if a repair was possible – it seemed the deterioration was terminal, and so given permission, SPC will have it removed. | CLERK |
| 42.2 | Message to go out on the Snow Angels WhatsApp group in preparation for bad weather ahead | CLERK |

C/24/43 DATE OF NEXT MEETING – 3rd December 2024 at 7.30 pm.

Meeting ended at 9.53 pm

Signed by the Chair: Date: 3rd December 2024

A recording of this meeting can be found using this link: <https://youtu.be/ks0cVZdEgrk>