
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th MARCH 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

MINUTES

C/24/66 APOLOGIES FOR ABSENCE

66.1 Apologies received from Cllrs Linfield.

ACTIONS

C/24/67 DECLARATIONS OF INTEREST AND DISPENSATIONS

67.1 None

C/24/68 QUESTIONS FROM THE FLOOR {in summary}

68.1 **Q** – Dave, a local resident – Wanted to speak to members about the possibility of the Council allowing installation of a DIY Dog washing machine for the MPF to enhance Steypning visitors' and residents' experience, drive new footfall to the cricket club and generate additional revenue: His company provide unit, installation and ongoing maintenance
Requirements: • A suitable space; • Cold water feed; • Ability to pipe into waste; • 32amp power supply.

68.2 **A** – The members were interested in the idea, however queried the requirements involved. The Chair suggested it goes onto a future agenda

CLERK

C/24/69 MINUTES OF PREVIOUS MEETINGS - To agree 4th February draft minutes.

69.1 Cllr I Alexander **proposed, seconded** by Cllr Norcross to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th February 2025. **Agreed**

C/24/70 MATTERS ARISING AND ACTIONS - These items were taken as read.

70.1 Abbey Road additional hedgerow planting request agreement taken back to volunteers - **Actioned**

70.2 Community Orchard affirmative request for Abbey Rd orchard extension taken back to group - **Actioned**

70.3 Clerk to report back on follow-up meeting with the primary school re Chandlers Way – **See item 71.3**

70.4 Joint application regards grant for interpretation panel on MPF to be resubmitted – **See item 71.4**

70.5 80th Anniversary VE Day flags purchase and Business chamber agreement – **Actioned/ See item 71.5**

70.6 Signs placed on Grit bins to inform re litter avoidance – **Actioned**

70.7 Parish-wide disability awareness to be discussed SPC, taken to Full Council – **Actioned**

70.8 Fire Station bench to be removed when permissions given – **Actioned / See item 71.6**

C/24/71 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

71.1 Abbey Road update concerning recent works

New 'Dead hedge' installation is fully 40 meters long. New hedgerow involved 150 whips being planted. 3 x Apple trees, 2 x disease resistant elms, 1 x Black poplar all planted recently.

71.2.1 Annual Play Inspection Report, and remedial works programme

SPC asks a company – Wicksteed, to complete a thorough annual inspection of all of its play and exercise park assets, as part of its ongoing regular inspection regime. The 2024/25 inspection had been delayed due the company losing inspection personnel; however the detailed reports are now almost all completed (Only waiting for Normans Way). The full reports were put on the website as supporting papers to this item, and the office had also completed an extensive list of remedial prioritised works.

71.2.2 The one reasonably urgent maintenance requirement was related to the fact that the wooden pole part of the seesaw in the Fletchers Croft Play Area is noted as having started to rot and is beginning to lose structural integrity. The Deputy Clerk asked for a replacement quote from the installers – Creative Play. And then pointed out that there was a lifetime guarantee of 10 years on all such wooden structures associated with the 2019 installation. After lengthy correspondence and a need to prove regular inspections had taken place, Creative Play agreed to reduce the installation by £312.00. {Inc. VAT}. Due to the need for speed of action, the Clerk's office subsequently authorised this payment and associated works.

71.2.3 In terms of the remaining remedial works programme the Clerk reported on what had already been done, and what else was planned. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk's office has delegated responsibility to complete the programme-based remedial actions on play areas {with decisions taken based on priority and available resources}. **Agreed**

CLERK

71.3.1 **Report concerning the recent Steyning Primary School presentation in regard to Chandlers Way Pocket Park project, and working party meeting.** The Clerk and Cllrs Hanson and Young updated on the recent working party discussions in which there was consensus on some of the criteria {currently 27 noted within supporting papers} which the council would attempt to abide by in terms of what it is hoped that the Pocket Park would evolve into. The working party also agreed that there needed to be one more full community engagement meeting with local residents to discuss final plans.

CLERK

71.3.2 Cllr Young reported that a really positive relationship is building up with the school following three meetings and a school visit to site, and that it bodes well for the future of this project. The Clerk will continue to work with the Head teacher and will report back on progress.

CLERK

71.4 **Update on MPF Interpretation panel and planters project, and to consider agreeing use of SDNP Cil monies for this project.** The Clerk explained that he and the *Visitor and Tourism* representatives of the Steyning and District Partnership had not given up on the idea on attempting to gain support for a funding application for this project. There had been progress in consideration of match funding with the Cricket Club agreeing to co-fund with a £500 pledge, and there was also support from Steyning in Bloom , plus there were monies available via SDNP Cil – {£3,317.73}, and additional pledges from two residents which could reach a further £2,000. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agree to use the SDNP Cil money towards the MPF interpretation panels project. **Agreed**

CLERK
&
Partnership
Reps

CLERK

71.5.1 **VE Day Celebration project actions to be agreed.** The Community Committee discussed this matter at the last meeting and there was a suggestion to take the idea to the next Full Council meeting, but unfortunately there was no room on the very packed 17th Feb Full Council agenda. In the meantime, the Clerk had been discussing the idea with the Chair of the Steyning Business Chamber, and has agreement that flags can be put up along the High Street to commemorate this date, and it was also suggested that rather than go to a commercial company for standard

CLERK

flag production, that half of the 30 flags could be the Union Jack flags already in stores, and that half could be produced by the Steyning High Street printers. Unfortunately however, the local suppliers could not produce what was required, therefore the flags would have to be bought from another source. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agrees a budget of £150 to allow the Clerk to buy some VE Day commemorative flags, to go along with some union flags that the Business Chamber will be providing, for installation to take place on the High Street in May. **Agreed**

71.5.2 Cllr Hanson kindly agreed to donate £25 towards the purchase of two extra flags. **Cllr Hanson**
Cllr S Alexander suggested that a cast iron 'Tommy' silhouette be purchased, and the Clerk explores options and brings it back to a future meeting, but members agreed not to pursue this idea currently.

71.6 **Replacement bench {adjacent Fire station entrance}**. Following the last Community Committee meetings agreement, the dilapidated bench situated on the High Street, by the entrance to the Fire Station, was removed and disposed of. The Clerks office have since been in contact with a fire station representative to see if they wouldn't mind part or full funding of a possible replacement bench, and after initial interest, there remains hope that this might happen. The Clerk will bring this back to the next meeting. **CLERK**

71.7 **To agree suitable date and times for annual tidy, bonfire and skip hire for the allotments.** **CLERK**
For the past seven years the Clerk's office have organised a Saturday on or around the Easter break, for each of its two allotments and its approx.150 plot holders to have an opportunity to clear debris from their plots into skips if non-combustible or non-compostable, and the allotment association are asked to help on the day with the tending and management of bonfires at each site to deal with what is combustible, and delivered to the designated area by plot holders.
Skip provision is monitored by office staff and the number of skips is dependent on what is required over a three-week period to enable the process to be successful. The date is set for the 12th April. Cllr I Alexander **proposed, seconded** by Cllr Bell that SPC allows the Clerk to spend a budget of up to £1000 for supply of skips to the SPC allotments. **Agreed**

71.8 **Project priorities and to consider any future project aspirations for this Committee** **CLERK**
Members to discuss possible recommendation for acquiring land as per the HDC Leaders' suggestion at last Full Council. Possible Bat box purchases also for future meeting consideration

C/24/72 FINANCE AND GOVERNANCE

72.1.1 **To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure reports for January 2025 be accepted as a true and fair record. **Agreed.**

72.1.2 Members were asked to consider use of remaining funds, including possible earmarking of some of these funds. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee recommends to F&GP that £3,000 be earmarked out of unspent 'Tree works' budget and carried forward to next year. **Agreed** **CLERK**

C/24/73 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

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

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

73.3 C/23/75.5 Parish-wide litter/dog bin provision to be investigated by Chairman and Clerk – **Chair and Clerk to communicate with HDC to better understand costs of additional installations** **CLERK**

73.4	C/24/27.6	Clerk continues to seek MPF Concessionary Licence fee or potentially take vendor to small claims court. The Clerks office had begun the process	CLERK
73.5	C/24/ 49.2	Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way plus convene working party. Waiting for better weather to proceed with installations	CLERK
73.6	C/24/38.11	Clerk to bring back to this committee the digital screen transfer of ownership details when Received – This to be taken to F&GP as there are contractual details to be discussed	CLERK
73.7	C/24/60.2	Clerk and Chair to meet on site {25 th March} with OART rep. to discuss riparian ownership requirements	CLERK
73.8	C/24/61.2	Black and White Vintage road sign at Bostal road to be repainted. Awaiting WSCC approval to proceed	CLERK

C/24/74 INFORMATION / CORRESPONDENCE ITEMS

- 74.1** The Clerk pointed out that the MPF access points this year were requiring two dressings of wood chip to help mitigate against slippery conditions for the first time ever, as it had been so wet over the winter period.

C/24/75 DATE OF NEXT MEETING – 8th April 2025 at 7.30 pm.

Meeting ended at 8.45 pm

Signed by the Chair: Date: 8th April 2025

A recording of this meeting can be found using this link: <https://youtu.be/q8ajuiHuCxs>