



The Steyning Centre, Fletchers Croft, Steyning
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TO ALL MEMBERS OF THE COMMUNITY COMMITTEE :-

Cllrs I Alexander (Chair), Norcross, Johnson, Young, S Alexander, Sharp, Hanson, Lloyd & Linfield.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 3rd JUNE 2025 AT 7.30 PM IN THE STEYNING CENTRE**

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

*Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting.
The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public.*

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 ELECTION OF VICE CHAIRMAN OF THE COMMUNITY COMMITTEE FOR 2025/26 MUNICIPAL YEAR**
- 4.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes will be available to allow the public to make representations, (2 minutes per person) ask questions or give evidence, in accordance with Standing Orders. NB. Under Data protection regs we ask members of the public to only state their name if they agree to their name being recorded in the minutes.*
- 5.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 8th April 2025. (*Supporting Papers*)
- 6.0 MATTERS ARISING AND ACTIONS** – These items to be taken as read
 - 6.1** C/24/71.7 Allotment Clearance day, organised for the 12th April 2025 – **Actioned**
 - 6.2** C/24/71.3 Chandlers Way residents working party to convene – **Actioned / See item**
 - 6.3** C/24/75.5 Parish-wide litter/Dog bin provision – **See item 7.3**
 - 6.4** C/24/30.2 Mouse Lane Drainage project – **See item 7.1**
 - 6.5** C/24/81.1 Drainage maintenance schedule for Steyning received from WSCC – **Actioned**
 - 6.6** C/24/81.1 Bat box decision relayed to volunteers – **Actioned**
 - 6.7** C/24/81.3 Steyning Primary School Planting Day on the 1st May – **Actioned / See item 7.2**
 - 6.8** C/24/81.4 MPF Interpretation panel project new funding application submitted – **Actioned / See item 7.4**
 - 6.9** C/24/81.5 Clerk to purchase, construct and ensure installation of VE Day flags – **Actioned**
 - 6.10** C/24/81.6 Clerk's office to purchase Bench for High St adjacent Fire Station and complete installation – **Actioned**
 - 6.11** C/24/81.7 Clerk's office to work with *Partnership* to ensure planters project completed on the High St. – **Actioned**
 - 6.12** C/24/81.8 Clerk to contact street cleaners to ensure they continue conveying observations to the office – **Actioned**
 - 6.13** C/24/81.9 Clerk to bring back Bin cleaning to future meetings – **Actioned / See item 7.3**
 - 6.14** C/24/82.2 Clerk's office to agree terms for Gorilla Kitchen to start trading at MPF – **Actioned**
 - 6.15** C/24/84.1 Clerk to convey gratitude to Hedge laying contractor & Steyning for Trees for excellent result – **Actioned**
 - 6.16** C/24/84.2 Clerk to inform Requester of positive response regarding Street party on the MPF – **Actioned**
 - 6.17** C/24/84.4 Clerk's office to publicise Bramber Brooks works rescheduled timetable via social media – **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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7.0 COMMUNITY MATTERS AND OPEN SPACE PROJECTS *(supporting papers)*

- 7.1** Community Committee - Current projects update and agree any actions necessary.
- 7.2** Update regarding future Steyning Primary School field trip to complete phase 1 of Chandlers Way Pocket Park planting, and agree any actions.
- 7.3** To discuss and agree High Street Bin Cleaning and future Bin installations
- 7.4** Update on MPF Interpretation panel project, following latest grant application and agree actions
- 7.5** To consider a request from the Steyning Tennis Club and agree a response
- 7.6** To consider a request from a resident asking for vehicular access onto the MPF
- 7.7** To agree Tree report arrangements and to decide whether Fletchers Croft assessment ought to be part of the next report – as it could be an asset transferred to SPC, and there is a need to understand any liabilities.
- 7.8** To discuss and agree a request to consider level of involvement with the Glebe Farm Play Area installation and potential Glebe Farm road naming arrangements
- 7.9** Update concerning High Street Railings renovation project from WSCC
- 7.10** Following an enquiry from a resident, who is an existing member of a Beekeeping association, for members to consider whether SPC allows Bees to be kept on its land by an appropriately experienced, insured and affiliated Beekeeper. SPC to find an agreeable site and to further agree an appropriate annual fee.
- 7.11** To discuss and agree any actions following the latest news from WSCC concerning current DMMO applications
- 7.12** To discuss this seasons project priorities and consider any future project aspirations for this Committee

8.0 FINANCE AND GOVERNANCE *(supporting papers)*

- 8.1** To agree the Community Committee Income & Expenditure reports for March 2025

9.0 ONGOING ITEMS – These items to be taken forward to the next Community Meeting Agenda.

- 9.1** C/24/27.6 Clerk's office to take MPF non-paying vendor to small claims court
- 9.2** C/23/43.9 Lost Woods project
- 9.3** C/24/68.2 DIY Dog washing machine to be brought back to future agenda
- 9.4** C/24/49.2 Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way
- 9.5** C/24/81.1 River bank management needs to be added to the Abbey Road Management Plan
- 9.6** C/24/81.1 Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional 'scrapes'
- 9.7** C/24/81.1 SPC to discuss the need for a Parish Council Flood Plan
- 9.8** C/24/81.1 Clerk to begin community engagement with 10 properties adjacent the stream when more detail agreed
- 9.9** C/24/81.7 Plaque to be ordered and affixed to new High St Bench

10.0 INFORMATION / CORRESPONDENCE ITEMS

- 10.1** Important Road works to be publicised for the Horsham Road/ Mouse Lane area
- 10.2** Fallen tree at Middle Mead – For information

11.0 DATE OF NEXT MEETING – 2nd September 2025 at 7.30 pm

John Fullbrook,
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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