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## COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8<sup>th</sup> APRIL 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

**Clerk:** John Fullbrook

**Members of the public:** 1

**Meeting Commenced :** 7.31 pm

# MINUTES

### C/24/76 APOLOGIES FOR ABSENCE

76.1 Apologies received from Cllr Norcross.

### ACTIONS

### C/24/77 DECLARATIONS OF INTEREST AND DISPENSATIONS

77.1 Cllr I Alexander declared an interest in agenda item 6.7 and would not take part in the vote, as he is Chairman of the Steypning and District Partnership

### C/24/78 QUESTIONS FROM THE FLOOR {in summary}

78.1 None

### C/24/79 MINUTES OF PREVIOUS MEETINGS - To agree 4<sup>th</sup> March draft minutes.

79.1 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 4<sup>th</sup> March 2025. **Agreed, 7 For 1 Abstained**

### C/24/80 MATTERS ARISING AND ACTIONS - These items were taken as read.

80.1 Play Area remedial works delegated to Clerks office – **Actioned**

80.2 Clerk to arrange Cil Monies application to go towards interpretation panels installation – **Actioned**

80.3 Clerk and District Partnership Reps to pursue new interpretation panel funding application – **Item 81.4**

80.4 Clerk's office to purchase VE Day flags – **Actioned / See item 81.5**

80.5 Donation received for VE Day flags from Cllr Hanson – **Actioned**

80.6 Clerk's office to organise field trip with school to action planting programme phase 1 – **See item 81.3**

80.7 Replacement of High Street bench to be actioned – **See item 81.6**

80.8 Series of skips organised for allotment clearance weeks – **Actioned**

80.9 Possible bat box purchases for Abbey Road – **See item 81.2**

80.10 *Earmarked Reserve* requests taken to F&GP – **Actioned**

80.11 Clerk to take digital screen transfer of ownership discussion to F&GP Committee – **Actioned**

80.12 Clerk and Chair to meet on site {25<sup>th</sup> March} with OART reps. to discuss riparian ownership requirement - **Actioned / See item 81.1**

80.13 Black and white vintage road sign at Bostal road to be repainted – **Actioned**

## **C/24/81 COMMUNITY MATTERS AND OPEN SPACE PROJECTS**

81.1 **Abbey Road. To report on meeting with Environment Agency and Ouse & Adur Rivers Trust reps to discuss the streams riparian management requirements.**

81.1.1 The Chair briefed members on this recent meeting. The meeting included Cllrs Ian and Simon Alexander, the Clerk, the lead Abbey Road volunteer – Roger Brown, and representatives from the Environment Agency and the Ouse and Adur Rivers Trust. The purpose was to clarify responsibilities associated with the Tanyard Stream which runs through Abbey Rd, and to look at ideas for further improvements. This group last met in 2021, so another meeting was overdue.

81.1.2 Discussion points included:-

- Completing a 'Review of the drainage management plan for Abbey Road'
- Identifying the 'Flood Map' on line, and allaying fears associated with any future flooding events
- Riparian responsibilities
- Managing the river banks on the '*residents side*'
- When the PC might need to apply for a FRAP – '*Flood Risk Activity Permit*', or rather how to avoid having to apply for one, and the associated costs involved
- The need to request a maintenance schedule from WSCC concerning drain clearance
- Several ideas for adding more deflectors in the stream to improve habitats were discussed. These might be that larger tree logs are fixed in position, rather than the willow bundles used before.
- It was suggested that some more stream-side tree planting would be good (e.g. Black Poplar/Alder/Willow)
- The potential need to establish a PC Flood Plan
- That it would be possible to add some shallow scrapes to the area that was cleared from bramble last year. These would add to the standing water on site (smaller versions of the winter pond we already have). As this area is designed as a flood plain to hold water in times of a flood event (as has been seen twice this year already) these scrapes would help slow down the rush of water downstream.
- Needing to communicate this plan to neighbouring residents to assure them that anything done on site will not have any effect on flood risk to their properties!
- The fact that neighbours who had removed trees, bushes and vegetation from the river banks adjacent the end of their properties (which was not on their land, and was not permitted), may well have destabilised their bank, and there may therefore be a need to replant on these banks.

**CLERK**

**CLERK**

**Abbey Road Volunteers**

**CLERK**

**Abbey Road Volunteers**

**CLERK**

81.1.3 Other points brought up included that the EA free phone number ought to be included on the new signs to be placed at Abbey Road. Also noting therefore, '*who to notify in the event of a flood*'. It was suggested that expert advice may need to be sought when looking at the replanting of River Banks, and that the 10 properties adjacent the river ought to be contacted. Cllr I Alexander **proposed, seconded** by Cllr Hanson that the Clerk be authorised to start a process of community engagement with adjacent properties to discuss riparian responsibilities for their section of the river. **Agreed**

**CLERK**

**CLERK**

81.2 **To agree potential Bat Box purchases for Abbey Road**

It was suggested that members consider the installation of Bat Boxes at Abbey Road, and various options were discussed, but members chose not to pursue the idea

**CLERK**

- 81.3 Update regarding future Steyning Primary School field trip to complete phase 1 of Chandlers Way Pocket Park planting.** In partnership with the Schools Head Teacher, and their Student Eco Committee, the Clerk and a team of volunteers will be attempting an 'Activity Day' at Chandlers Way to include planting about 100 hedging plants, a small tree and perhaps some climbing plants. If its good weather, the children can have a picnic, play on the play equipment, and perhaps go via Abbey Road so that they can see a maturing conservation area. The School have reserved the afternoon of the 1<sup>st</sup> of May. The Clerk and the Pocket Park working party will meet with the volunteers to work on an outline plan for the day on Friday 11<sup>th</sup> April. **CLERK**
- 81.4 Update on MPF Interpretation panel and planters project, following meeting with SDNP Representative.** To augment and strengthen the recent SDNP grant application for this installation panel match funding, the District Partnership representatives, Sustainable Travel Rep and the Clerk met with the South Downs National Park Interpretation and Place Officer on the 19<sup>th</sup> March, to discuss the details of the project, to visit the site, and to talk about the wider strategy of making Steyning a SDNP 'gateway'. The meeting went well, and it is hoped that the officer's support for the project and wider strategy will bring a positive response. **CLERK**
- 81.5 VE Day Commemorations update.** The commemorative flags have been purchased and attached to mini flag poles for High Street usage {to be inserted into existing wall-brackets}. Dependant on volunteer availability it is possible they may be installed before the Easter weekend, in preparation for both VE Day itself, and also some of the Spring / Summer High Street events such as the '*Vintage Revival*'. **CLERK**
- 81.6 To agree replacement bench {adjacent Fire station entrance}.** Following previous Community Committee meetings agreement, the dilapidated bench situated on the High Street, by the entrance to the Fire Station, was removed and disposed of by SPC. The Clerk's office has since been in contact with a Fire Station representative to see if they wouldn't mind part or full funding of a possible replacement 5 Ft. bench. Unfortunately the Fire Service is willing but unable to secure funding for a replacement. A standard teak bench has been earmarked for purchase by the office, and three variants were discussed by members.
- 81.6.1** Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC find the money to replace the bench adjacent the Fire Station entrance. **Agreed**
- 81.6.2** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC agrees to the purchase of Option 1. **Agreed** **CLERK**
- 81.6.3** Cllr I Alexander **proposed, seconded** by Cllr Hanson that a small brass plaque be affixed to the bench saying that this bench was supplied by Steyning Parish Council for the benefit of the Community. **Agreed** **CLERK**
- 81.7 To agree High Street planters installation match funding, as potential Town Improvement Project.** Cllr Foxwell is attempting to coordinate the completion of a long term project which has involved the District Partnership and the Steyning in Bloom group, as well as the Parish Council. There are four Planters which have been purchased and previously installed on the High Street only to be removed after WSCC received a campaign of complaints from two local residents. These same planters were put into storage, and in the meantime, the Partnership has gained permission from shop owners/ residents for installation in front of their properties. The reinstallation has therefore been agreed, and with no permissions necessary from WSCC as the planters will be placed on the cobbles immediately in front of the properties - therefore not on the public highways. Subsequent to this, the project now needs to cover the cost of re-filling said planters with suitable compost and flowers/ shrubs / bulbs. The total cost is £1,212.00 as per quote {supporting paper}. There is a £450 commitment from the Partnership, and it is hoped there might also be a financial

contribution from Steyning in Bloom. The budget expenditure would come out of 'Town Improvements'. Cllr Sharp **proposed, seconded** by Cllr Hanson that SPC allocate £560 towards the 'Planters on the High Street' project, and work with Steyning & District Partnership and Steyning in Bloom to install. **Agreed 7 For, 1 Abstained**

CLERK

- 81.8 To receive members comments in consideration of the work being achieved by the current Grass Cutting and Street Cleaning contractors.** All members were invited to give their opinion with regards to the Grass and Street Cleaning contractors work over the last year. This with a view to the Clerk compiling an interim report for the contractors, giving them a precis of the standard of their service. Members gave a range of largely positive responses, with both contractors it seemed providing a much better quality of service than was the case more than a few years ago. There were three issues raised concerning, stickers being attached to bins, bird droppings on pavements, and a blocked drain, but none of these were the street cleaners responsibility. It was suggested that the contractor raise more issues when witnessed or observed by him, to the Clerk's office in future.

CLERK

- 81.9 To discuss this seasons project priorities and consider any future project aspirations for this Committee.** Drains clearance and Bin cleaning to be brought back to a future meeting. Clerk also to report back to members on WSCC engineer visit week beginning 28<sup>th</sup> April, and report barriers being left, and the traffic lights opposite the leisure centre.

CLERK

#### **C/24/82 FINANCE AND GOVERNANCE**

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

- 82.2 To agree to recommend to F&GP an MPF Licence for trading agreement as per supporting papers.** A replacement trader for the Friday evening pitch at the MPF has been found. The Gorilla Kitchen Pizza unit is familiar to many, as they frequent the Star PH Car Park most weeks, and were indeed approached by Councillors and the Clerk last year, but were not interested at the time. Circumstances have changed with the owner now definitely interested in this commitment. There was a request for a small reduction in the first payment which members considered {from £300 for first three months which is to be paid in advance}. Cllr I Alexander **proposed, seconded** by Cllr Young that this committee recommends the Gorilla Kitchen {be granted a licence to trade on the MPF each Friday over the extended summer Period}, and that the first three months be a discount charge of £250. **Agreed 6 For, 2 Against.** To begin trading on the 18<sup>th</sup> April.

CLERK

#### **C/24/83 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING**

- 83.1 C/23/30.2** Mouse Lane Drainage W. Party to be reconvened. - **SPC are awaiting engineers reports from WSCC**
- 83.2 C/23/43.9** Lost Woods project – Landowners to be encouraged to 'sign-up' with working party members to visit sites
- 83.3 C/23/75.5** Parish-wide litter/dog bin provision to be investigated by Chairman & Clerk – **Communication with HDC to better understand costs of additional installations is underway**
- 83.4 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**
- 83.5 C/24/ 49.2** Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way plus convene working party. **Ongoing**
- 83.6 C/24/38.11** Clerk DIY Dog washing machine to be brought back to future agenda. **Ongoing**

CLERK

CLERK

CLERK

CLERK

CLERK

CLERK

83.7 C/24/71.3 Chandlers Way residents working party to convene. **Ongoing** **CLERK**

83.8 C/24/71.7 Allotment Clearance day, organised for the 12<sup>th</sup> April 2025. **Member volunteers welcomed** **CLERK**

**C/24/84 INFORMATION / CORRESPONDENCE ITEMS**

84.1 The traditional hedgerow construction project undertaken at Abbey Road – photos of the work completed were distributed. Half the cost of £664 is being paid by the *Sussex Ornithological Society*. The rest from *Steyning for Trees*. Members asked the Clerk to thank both organisations for the excellent work achieved. **CLERK**

84.2 Charlton Street Party request for use of the MPF {30 guests} – Sunday afternoon in June or July. Members agreed for it to take place provided the Cricket Club were informed and Clerk made aware of any 'Risks'. **CLERK**

84.3 The Clerk informed members regards a repair to the large Wheely bin at the MPF, doors being Painted on the changing rooms, and play equipment being painted in several play areas.

84.4 Pete Crawford, the HDC Parks and Countryside manager, had emailed the following information - *'Confirmation from the EA that work will begin again at Bramber Brooks from Tuesday 6<sup>th</sup> May. This week will see the delivery and set-up of cabins and plant, with work on the ground scheduled to begin on the 12<sup>th</sup>. There may be a little bit of preparatory work – grass cutting etc prior to this. Signage will be updated in due course'*. **CLERK**

84.5 The Chairman thanked members for their efforts over the last year, as this was the last meeting before a new committee membership was to be voted in at the May Annual Full Council.

**C/24/85 DATE OF NEXT MEETING – 3<sup>rd</sup> June 2025 at 7.30 pm.**

**Meeting ended at 8.55 pm**

**Signed by the Chair: ..... Date: 3<sup>rd</sup> June 2025**

**A recording of this meeting can be found using this link: <https://youtu.be/ulmlb-xrzHk>**