
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd JUNE 2025 AT 7.30 PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 3

Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/25/01 APOLOGIES FOR ABSENCE

01.1 Apologies received from Cllr Lloyd.

ACTIONS

C/25/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

C/25/03 ELECTION OF VICE CHAIRMAN OF THE COMMUNITY COMMITTEE FOR 2025/26 MUNICIPAL YEAR

03.1 Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander that Cllr Norcross be the Community Committee Vice Chair for the 2025/25 Municipal Year. **Agreed**

C/25/04 QUESTIONS FROM THE FLOOR {in summary}

04.1 2 members of the public gallery asked the Chair for permission to comment on, or be available to answer members queries, during the appropriate items of the meeting, and the Chair agreed

C/25/05 MINUTES OF PREVIOUS MEETINGS - To agree 8th April draft minutes.

05.1 Cllr I Alexander **proposed, seconded** by Cllr Young to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 8th April 2025. **Agreed, 7 For & 1 Abstained**

C/25/06 MATTERS ARISING AND ACTIONS - These items were taken as read.

06.1 Allotment Clearance day, organised for the 12th April 2025 – **Actioned**

06.2 Chandlers Way residents working party to convene – **Actioned / See item 07.4**

06.3 Parish-wide litter/Dog bin provision – **See item 07.5.1**

06.4 Mouse Lane Drainage project – **See item 07.3**

06.5 Drainage maintenance schedule for Steypning received from WSCC – **Actioned**

06.6 Bat box decision relayed to volunteers – **Actioned**

06.7 Steypning Primary School Planting Day on the 1st May – **Actioned / See item 07.4**

06.8 MPF Interpretation panel project new funding application submitted – **Actioned / See item 07.6**

- 06.9 Clerk to purchase, construct and ensure installation of VE Day flags – **Actioned**
- 06.10 Clerk's office to purchase bench for High St adjacent Fire Station and complete installation – **Actioned**
- 06.11 Clerk's office to work with *Partnership* to ensure planters project completed on the High St. – **Actioned**
- 06.12 Clerk to contact street cleaners to ensure they continue conveying observations to the office – **Actioned**
- 06.13 Clerk to bring back Bin cleaning to future meetings – **Actioned / See item 07.5.2**
- 06.14 Clerk's office to agree terms for Gorilla Kitchen to start trading at MPF – **Actioned**
- 06.15 Clerk to convey gratitude to Hedge laying contractor & Steyning for Trees for excellent result – **Actioned**
- 06.16 Clerk to inform Requester of positive response regarding Street party on the MPF – **Actioned**
- 06.17 Clerk's office to publicise Bramber Brooks works rescheduled timetable via social media – **Actioned**

C/25/07 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

The Chair moved forward two items on the agenda so that residents could take part and be able to leave earlier if they so wished.

- 07.1 **To consider a request from the Steyning Tennis Club for access and skip arrangements** **CLERK**
 The Club were undertaking some court resurfacing works and needed heavy plant equipment, and raw material deliveries access, and waste material removals to be granted. To facilitate this would require the removal of the adjacent gate and for members to agree location of the waste skip so that pedestrian access could be maintained to the MPF. The gate would need to be reinstated by the Club after works had been completed and in the same state or better.
 Cllr I Alexander **proposed, seconded** by Cllr Norcross to allow the Steyning Tennis club to go ahead with their works and have access as requested, and to position the skip as agreed {with club representative during the meeting and as per supporting papers}. **Agreed**

- 07.2 **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.** **CLERK**
 There were detailed supporting papers and a personal representation from the potential Beekeeper, and members discussed the matter at length and covered many aspects and potential issues and benefits. Members were generally supportive of this green initiative and especially in the light of the current *Climate Emergency* and the associated general plight of the local bee population. However they were mindful of bee flight paths, and any residents who might have allergies or generally find them off-putting, which could lead to them giving up plots. With this in mind the Clerks' office was to seek agreement from plot holders who were within a two plot radius of wherever they were to be located.
 Cllr I Alexander **proposed, seconded** by Cllr S Alexander that SPC work with {the beekeeper} to try and find a suitable location on SPC land for some beehives (initially this will likely be within the allotments but not on a residents plot) and in the event that this is on an allotment, to then speak with the Allotment Association and also work to amend the '*Allotment Agreement*'. **Agreed**

- 07.3 **Community Committee - Current projects update.** **CLERK**
 The Clerk noted that later in the meeting committee was to discuss priority projects for the new municipal year, and therefore wanted to remind members as to what level of progress the current projects were, and the committees recent accomplishments. Here is a summary of main achievements, or updates for the last year.
 1. Steyning Car Parks - Tariffs changed , Discs amended (district wide), Parking Area signage updated; Car Park Road signage overhauled/ changed /updated; Foliage cut back.
 2. Three extensive TROs completed (or soon to be) in multiple streets/ highways – SPC having never achieved anything like this before.
 3. Chandlers Way Play Area installation completed.

4. Pocket Park phase one planting programme well on way to completion with major positive engagement from the local primary school
 5. Parish wide additional bin installations well on way to completion, as currently working on details with HDC.
 6. Mouse Lane Operation Watershed associated mitigating works being completed by Wiston Estate, and process to achieve next grant application moving forward
 7. Tree management plan to be completed, with amendments being discussed (new assets)
 8. MPF Charlton street access improvements being negotiated with WSCC
 9. Fingerposts/ new signposts designed and installed or repainted with WSCC permissions
- Plus:- Flags for VE day and other events/ Remembrance day event management/ Planters and new bench installation on High St. and Allotment day events, all successfully completed.

- 07.4 Steyning Primary School field trip to Chandlers Way Pocket Park.** The Clerk updated members that the day chosen for the trip was unfortunately the hottest day of the year (to that point) and this precipitated the Head of the school having to cancel their involvement (24 children and 2 or 3 staff) on safety grounds on this occasion. However the six volunteers and Cllr Young remained on site and completed the planting of 33 hedgerow specimens, and a contractor also assembled the first archway pergola. Regular watering since has ensured the plants are still in good order. The Head Teacher has subsequently agreed for his 24 Eco committee members to go on two further excursions – one to Abbey road on the 26th June to be overseen by our volunteer representative, Simon Knowles, plus on the 3rd July they hope to visit and potentially complete some planting and watering at Chandlers Way. Other activities are being planned with the school; and the Clerk spoke in support of them and this very positive ongoing community engagement initiative. **CLERK**
- 07.5.1 To agree High street Bin Cleaning and future Bin installations.** The new bin installation programme was proceeding well, with final precise locations and installation measures, plus costings, being discussed with HDC. **CLERK**
- 07.5.2** In terms of the recent High St pavement scrubbing and bin cleaning trial, members reported they were pleased with the results and thought it a good alternative to the previously disruptive, though effective, High Street power washing. Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC authorise the clerk to make the *soap water and scrubbing brush, bin cleaning and High Street pavement washing* an annual task, and monitor the situation and agree to further cleans if needed. **Agreed** **CLERK**
- 07.6 Update on MPF Interpretation panel project, following successful grant application**
- 07.6.1** The resubmission of the grant application by the District Partnership team has been successful, with the South Downs National Park confirming their commitment to cover costs up to £2,548, which deals with potentially about a third of the likely total expenditure involved. The slightly amended project now covers two interpretation panel installations – The first by the MPF Car Park and the second either at the top right-hand corner of the MPF, or adjacent to the Mill Rd track as ramblers approach the Horseshoe walks, depending upon final agreements. The working party had completed works on the design and artwork of the panels, following discussions with SDNP and their requirements (as per part of the arrangement for funding) and these were presented to members as supporting papers. Two text amendments were identified, and the Clerk will inform the designer. There was also a request for the Clerk to send off better quality pdf versions so that members could further proofread and subsequently relay any further issues through the Clerk to the designer. **CLERK**
- 07.6.2** Members then turned their attention to the suggested locations for the installation of the two signs – again as per presented, with a fair degree of accuracy, within supporting papers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that SPC allow the Clerk to work with the Cricket Club to come up with the final installation position for sign one of this project. **Agreed** **CLERK**

07.6.3	Cllr I. Alexander proposed, seconded by Cllr Sharp that the Clerk works with the South Downs National Park representative, and the Steyning and District Community Partnership reps., to agree a position for sign 2, it being close to the gate exit of the MPF on to the Mill Lane track {Northwest Exit}. Agreed. 7 For, 1 Against. Members discussed the potential need for a change in the design of this gate and access, as part of potentially making both this sign more effective, but also making that exit, a proper 'Gateway'. Also members suggested that further sign installations could be sponsored by local companies.	CLERK
07.6.4	Members considered the need for planning applications for these board installations. Cllr I. Alexander proposed, seconded by Cllr Norcross that SPC asks the Steyning and District Community Partnership to complete the planning application for the MPF interpretation panels and to be the 'agent' for that process. Agreed	CLERK
07.6.5	Finally, members considered how this project sat in terms of its priority status for SPC in 25/26. Cllr I. Alexander proposed, seconded by Cllr Hanson that this committee recommends this project to the next F&GP meeting, for it to be signed off as one of the agreed projects for the 25/26 municipal year. Agreed	CLERK
07.7	To consider a request from a resident asking for vehicular access onto the MPF The Clerk had received a letter pointing out the current owners health issues as being a reason for this unusual request. The details of this confidential letter were discussed by members, as were any potential issues and consequences. Cllr I. Alexander proposed, seconded by Cllr Johnson that the Clerk works with the resident who requested this, and the Cricket club, to allow access on an annual basis, and that the agreement will terminate when the requirement as stated within the correspondence no longer exists, and that this arrangement is only in place for one registered car. Agreed	CLERK
07.8	To agree Tree Assessment quotes. Members considered invoices for the Steyning Parish Tree Assessment Report arrangements undertaken every 3 or 4 years, and to decide whether Fletchers Croft Trees should also be assessed – as they could be an asset transferred to SPC as part of this open space devolution of assets from HDC, and it was felt there was a need to understand any potential liabilities. Members also considered whether other companies needed to be asked to provide comparable quotes but decided against. Cllr I. Alexander proposed, seconded by Cllr S Alexander that SPC accept both the quotes as per supporting papers and ask the Clerk to proceed with them, Agreed	CLERK
07.9	To agree a request to consider level of involvement with the Glebe Farm Play Area installation and potential Glebe Farm road naming arrangements	CLERK
07.9.1	Members considered asking Glebe Farm developers (Vistry) to be willing to engage in ongoing discussions about the nature of the Play Area installation, in so far as it could be of benefit to SPC in the longer term to help determine what the facilities are which are to be put in place, with an assumption that SPC may well be taking on the responsibility of their ownership. However, as this was likely to be several years down the line, members deemed it unnecessary to gain a potential financial obligation too early. The Clerk pointed out that often Play Areas not maintained appropriately by Councils fell into disrepair, would have equipment removed when unsafe, which would likely not be replaced and at this point it would be likely that SPC would be forced to intervene. Cllr I. Alexander proposed, seconded by Cllr S Alexander that SPC do get involved with Vistry, to the level of recommending a design for the Glebe Farm Play / Adult Exercise Area. Agreed	
07.9.2	Cllr I. Alexander proposed, seconded by Cllr Johnson that SPC get involved with Vistry to help them with the Glebe Farm road naming development. Agreed	CLERK
07.10	High Street Railings renovation. The Clerk updated that as the railings continue to fall into ever worsening state of repair, that he has taken WSCC Highways engineers on site and will do so	CLERK

again on the 11th June to try and ensure their renewal remains in keeping with the significant historical value placed upon them by Steyning residents. He was to be receiving a sample 'wood effect' post from the engineers and would be seeking opinion from Cllrs and other local Key Stakeholders for their views on whether this might represent a longer term solution.

- 07.11 To agree any actions following the latest news from WSCC concerning current DMMO applications.** Due to unresolved objections/ representations in connection with the SPC submitted Chanctonbury No1 – Steyning (addition of a footpath) Definitive Map Modification Order 2024 {Received by WSCC on the 2nd Feb 2021}, there is to be an inquiry, which is to be held on an, as yet, unspecified date. The objections have been raised by the Landowners – The Goring Estate, and WSCC needed to have confirmation of the names of prospective SPC representatives for this inquiry. Cllr I. Alexander **proposed, seconded** by Cllr Young that SPC ask Cllrs Norcross, Young and former Cllr, Gill Muncey, to represent the Parish Council application at the WSCC inquiry and in support of the DMMO in question. **Agreed 6 For, 2 Abstained** **CLERK**
- 07.12 To discuss this seasons project priorities and consider any future project aspirations for this Committee.** Members had much to consider and struggled to per se agree upon the priorities of the aspirational list for next year noted below, as some were time based, some were cost based, some were an unspecified mixture, and many were not fully understood, because for example, HDC were yet to give details in terms of potential asset transference. However, this is the full list, and with some notes to accompany:- **CLERK**
- **Interpretation Board installations** – *Priority status agreed*
 - **MPF upgraded Access including Car Park Planters**
 - **MPF Play Area renewal** - *consider part improvement or let this slip to the next year*
 - **Mill Road/ MPF Access improvements** – *could be part of interpretation board installation by necessity*
 - **Charlton Rd MPF pathway improvement** - *this is mostly lobbying WSCC to complete proper repairs, but also involves SPC groundworks*
 - **MPF {infants} Play Area turned into disabled access Play Zone** - *A new project, but one that could deal with better inclusive play equipment coverage for the parish, plus will likely speed WSCC progress to complete pathway improvement noted above.*
 - **Work on Glebe Farm Play Area** – *Lower priority*
 - **Chandlers Way Pocket Park continued development** – *Ongoing and committed to this*
 - **Fletchers Croft asset transfer**
 - **Bramber Brooks asset transfer**
 - **Car Parks potential asset transfers**
 - **Other SPC / HDC Open spaces / Twitten and other asset transfers**
 - **Abbey Road river riparian works to be completed** – *Committed to this*
 - **Glebe Farm Road names** – *might delegate to for example Steyning Society*
 - **DMMO inquiry resolution** – *Committed priority*
 - **SPC Tree management Plan** – *Committed to this from last year's action plan*
 - **Mouse lane Watershed application** - *Committed priority*
 - **Parish Flood Plan**

C/25/08 FINANCE AND GOVERNANCE

- 08.1.1** The Clerk highlighted some points of note in reference to the *End of Year reconciliation* and explained why both income and expenditure year end figures were slightly below budget – that is, 98% and 83% respectively, but also noted that the majority of the underspend has already been agreed as a carry over into next year (£4.5K Earmarked reserves for *Town Improvements*, to go towards the Interpretation board installation, and *Tree Works*)

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

C/25/09 ONGOING MATTERS ARISING TO BE TAKEN TO THE NEXT MEETING

09.1	C/23/43.9	Lost Woods project – Landowners to be encouraged to ‘sign-up’ with working party members to visit sites	CLERK
09.2	C/24/27.6	Clerk’s office to take MPF non-paying vendor to small claims court	CLERK
09.3	C/24/68.2	DIY Dog washing machine to be brought back to future agenda	CLERK
09.4	C/24/49.2	Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way	CLERK
09.5	C/24/81.1	River bank management needs to be added to the Abbey Road Management Plan	CLERK
09.6	C/24/81.1	Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional ‘scrapes’	CLERK
09.7	C/24/81.1	SPC to discuss the need for a Parish Council Flood Plan	CLERK
09.8	C/24/81.1	Clerk to begin community engagement with 10 properties adjacent the stream when more detail agreed	CLERK
09.9	C/24/81.7	Plaque to be ordered and affixed to new High St Bench	CLERK

C/25/10 INFORMATION / CORRESPONDENCE ITEMS

10.1	Important Road works to be publicised for the Horsham Road/ Mouse Lane area – <i>Clerk to find out more details and distribute to Cllrs</i>		CLERK
10.2	Fallen tree in verge at Middle Mead – <i>For information: Members were informed it had blown down and was to be replanted by Steyning for Trees</i>		
10.3	Steyning FC pitch marking on the MPF – <i>The club rep had produced a map showing where the pitches were to be located for this season</i>		CLERK
10.4	Members were informed that there was a request for a memorial bench – <i>this will come back to a future meeting</i>		CLERK
10.5	Abbey Road working party update - <i>extra working party this week on Wed 4th June. 10 -12noon - next full WP will be on Sat 21st June. whilst also hosting a Steyning Greening /Weald to Waves family ‘Bug Hunt’ that day.</i>		

C/25/11 DATE OF NEXT MEETING – 2nd September 2025 at 7.30 pm.

Meeting ended at 9.52 pm

Signed by the Chair: Date: 2nd September 2025

A recording of this meeting can be found using this link: https://youtu.be/G_cchhz-TZw