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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 2nd DECEMBER 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 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.*
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th November 2025. (*Supporting Papers*)
- 5.0 MATTERS ARISING AND ACTIONS** – These items to be taken as read
 - 5.1** C/25/27.1 Clerks office to purchase Woodland Trust Trees for use at Abbey Road – **Actioned**
 - 5.2** C/25/27.1.5 Roger to oversee Abbey Road works by contractor including digging scrapes – **Actioned**
 - 5.3** C/25/27.2 Clerk to continue with remedial tree works and bring back invoices if necessary – **Actioned**
 - 5.4** C/25/27.2 Volunteer tree works as per agreed to be dealt with at an appropriate time – **Actioned**
 - 5.5** C/25/27.2 Clerk to include Fletcher's Croft Tree report as part of Expressions of interest information – **Actioned**
 - 5.6** C/25/27.3 Clerk to take grass cutting and street cleaning contract extension requests to F&GP – **Actioned**
 - 5.7** C/25/27.4 Clerk to arrange final Bench installation at Car Park on MPF – **Actioned**
 - 5.8** C/25/27.5 Clerk to arrange for Planters to be purchased & for installation to take place in early Spring '26 – **Actioned**
 - 5.9** C/25/27.6 Clerk to bring back potential TRO request for further discussion – **See item 6.4**
 - 5.10** C/25/27.7 Clerk to meet Sussex Wildlife Trust representative and report back to next meeting – **See item 6.3**
 - 5.11** C/25/27.8 Clerk to report back concerning Bramber Brooks discussion with Richard Black – **Taken to F&GP Com.**
 - 5.12** C/25/27.9 Clerk's office to continue to monitor Bee installation at Canada Gardens and report any news – **Actioned**
 - 5.13** C/25/27.10 Interpretation board project developments brought back, & ensure further actions considered – **Item 6.5**
 - 5.14** C/25/27.11 Snow angel reminder message sent by Chair and grit bins checked – **Actioned**
 - 5.15** C/25/27.11 High Street Railings item taken to F&GP for any agreement – **Actioned**
 - 5.16** C/25/27.12 Armistice Day planning, publicity, purchases and invitations completed by Clerks office – **Actioned**
 - 5.17** C/25/27.12 Cllr S Alexander to arrange Vet's support, Audio Tech, plus be SPC rep for remembrance day - **Actioned**
 - 5.18** C/25/28.1 Clerk to bring back Community Budget for final recommendation – **See item 7.2**



Parish Clerk: John Fullbrook
Deputy Clerk: Leanne Poole

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

- 6.1 Abbey Road Conservation Area - Update from the Clerk
- 6.2 Update on works concerning the recent SPC Tree Condition Report and to agree any payment of invoices
- 6.3 Update from the Clerk concerning ongoing Chandlers Way Pocket Park development *{Action Plan project}*
- 6.4 To consider a potential TRO request, and agree any actions.
- 6.5 Update from the Clerk concerning Interpretation board installations and agree to recommend payment of completed project invoices to Full Council
- 6.6 To discuss this seasons project priorities and consider any future project aspirations for this Committee

7.0 FINANCE AND GOVERNANCE *(supporting papers)*

- 7.1 To agree the Community Committee Income & Expenditure reports for October 2025
- 7.2 To consider the Community Budget for the next financial year 2026/27 and agree to make recommendation to F&GP Committee

8.0 ONGOING ITEMS – Any actions or ongoing items from the June, September and November meetings not completed within this agenda will be taken forward to the next Community Meeting.

9.0 INFORMATION / CORRESPONDENCE ITEMS

- 9.1 None at time of printing

10.0 DATE OF NEXT MEETING – 3rd February 2026 at 7.30 pm

John Fullbrook,
Clerk to the Council



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Deputy Clerk: Leanne Poole

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