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

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

Clerk: John Fullbrook

Members of the public: 2

Meeting Commenced : 7.30 pm

MINUTES

C/25/22 APOLOGIES FOR ABSENCE

22.1 Apologies received from Cllrs Hanson, Linfield and Young.

ACTIONS

C/25/23 DECLARATIONS OF INTEREST AND DISPENSATIONS

23.1 None

C/25/24 QUESTIONS FROM THE FLOOR {in summary}

24.1 None

C/25/25 MINUTES OF PREVIOUS MEETINGS - To agree 2nd September draft minutes.

25.1 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 2nd September 2025. **Agreed**

C/25/26 MATTERS ARISING AND ACTIONS - These items were taken as read.

26.1 Steyning tennis club court resurfacing works completed, and access to site managed – **Actioned**

26.2 Clerk to try and find location for agreed Bee Hive installation – **Actioned / See item 27.9**

26.3 Stream management works undertaken at Abbey Road – **Actioned**

26.4 Suicide prevention bench installation to be completed on MPF and unveiling promoted – **Actioned**

26.5 Additional Autumn Skips supply to Allotments enabled – **Actioned**

26.6 Multiple HDC assets for Clerk to *express an interest* in – **Actioned / See item 27.8**

26.7 Multiple HDC Assets for Clerk to find out more information about in preparation for further consideration by SPC – **See item 27.8**

26.8 Ongoing Community Committee items to be considered at future meetings – **Actioned**

26.9 Clerk to take Recycling bin removal consideration to Full Council for a decision – **Actioned**

26.10 Clerk to bring back full Abbey Road update item to this committee – **See item 27.1**

C/25/27 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

27.1.1 Abbey Road Conservation Area - Update from the *Lead Volunteer* – Roger Brown

Volunteers continue to hold monthly working parties. Recent work included:-

- cleared stream side of vegetation.
- rough grass areas strimmed for daffodils to show next Spring.
- prepared area behind orchard against wall for Morello Cherries to be planted in Feb.
- cleared multiple tree branches from paths in recent months.
- cleared around the 125 hedging plants planted in March. 95% survival rate despite the dry summer.
- The 12 orchard apple trees planted so far are thriving. The 3-4 yr old trees all had good crops this year.
- The Ouse and Adur River Trust (OART) completed the first stream macro-invertebrate survey for 3 years. Results were OK, but down on earlier surveys. Investigating possible reasons for this with OART. Eg timing of survey, silt build up, previous pollution events etc.

27.1.2 Roger went on to explain via supporting papers some of the recent survey results including the identification of many additional species such as the Meadow Pipit which is confirmed as the sites 45th species of bird.

27.1.3 There is still plenty of space for a number of additional trees and shrubs and Roger had asked members if they would consider a list of tree and shrub purchases from the Woodland Trust which had been specified within supporting papers. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agrees to the purchase of packs of trees and shrubs {as per supporting papers and costed at £118.65}. **Agreed**

CLERK

27.1.4 There was no further news from the Environment Agency concerning the tankers discharge into the stream. Members discussed the sharing of volunteer information/ contacts from different groups to assist if needs be when larger numbers of volunteers are required for certain projects, and it was suggested that in the first instance this could be done by the Greening Steyning group.

27.1.5 Roger also stated that a resident had proposed to help at Abbey Road by volunteering his digger contractor to assist Roger by creating some 'scrapes' next to the stream which had been long requested, and members stated that provided Roger was in attendance and the works properly risk assessed and permission granted from the environment agency, that this could be done.

Roger B

27.2 Report concerning the recent SPC Tree Condition Report and update on the remedial works being undertaken or soon to be scheduled for completion

27.2.1 The Clerk detailed the first of three phases of tree works which are planned for this financial year and which are based upon work required via the conditioning report recommendations as well as the annual SPC outline tree management strategy, and these were set out within supporting papers. 4 of the associated quotes for work being currently completed were tabled. The Clerk detailed that each of the three phases of work would likely cost in the region of £5K (This being covered by Budget and Earmarked reserves which had been set aside last year in preparation and in anticipation) The next two phases, as per the first phase, would be further broken down into 3 or 4 separate contracts/quotes as they would be completed in different areas and on different days and the scope of work changes dependent on the requirements stipulated. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk continues to be delegated responsibility to continue to complete remedial works and manage this aspect of this committees work. **Agreed**

CLERK

27.1.2 It was further supported that 5 of the items mentioned in the conditioning report would be worked upon by members of the Community Orchard on the MPF, and by Cllr S Alexander at Canada gardens, to help keep costs down, and that this could be completed at Easter when skips and access to a bonfire would be available, to help deal with the green waste.

Volunteers

27.1.3 Members then considered the conditioning report undertaken at Fletchers Croft and determined that the Clerk could send this off as part of the Councils 'Expression of Interest' submission.

CLERK

- 27.3 Report from the Clerk, updating on Grass and Street Cleaning contracts.**
The Street Cleaning contractor has informed about recent misuse and disturbance of MPF bins, and suggested a need to upgrade a few of them, and the Clerk will consequently be replacing or reinstalling two of these bins. Contract renewal is due next year but because the situation concerning HDC is so unpredictable with the Cleansing Grant potentially being reduced then certainly removed when HDC ceases to exist, and until favourable negotiations might reinstate it when the unitary authority is set up. Plus in the next two years it is very likely that the scope of the grass cutting contract could change dramatically due to potential asset transfers. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that its recommended to F&GP that SPC extend both the contracts for Grass-cutting and Street Cleaning by one year. **Agreed** **CLERK**
- 27.4 To discuss and agree a further requested memorial bench installation on the MPF**
There had been a request from parents of a long standing resident of Steyning for the installation of a memorial bench. The site of installation and type of bench are in line with what have been agreed before, with it replacing an existing but deteriorating an old wooden bench. The Clerk needed permission to go ahead with the installation of bench, paving & groundworks costed at £1,478.67 (inc VAT). Cllr I Alexander **proposed, seconded** by Cllr Sharp to accept to allow installation of this memorial bench. **Agreed** **CLERK**
- 27.5 To agree the first two planter installations for the memorial field entrance {Action Plan project}, and to further consider future MPF entrance enhancement.**
Members considered the details presented within supporting papers. The Corten planters in question cost £886 each (inc VAT) and were specifically designed to fit in-between the benches adjacent the memorial playing field car park. £500 Donations for each planter had kindly been pledged by the Steyning in Bloom group, and the Cricket Club. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk be asked to go ahead and arrange for this work to be done. **Agreed** **CLERK**
- 27.6 To consider two new potential TRO requests, and agree any actions.**
- 27.6.1** The first proposal was to create a space in the line of parked cars on Tanyard lane to allow vehicles to pass rather than having to mount the pavement which happens regularly each day and despite there being bollards in place. Members also considered the one way system idea as a wider solution. Cllr Linehan supported the initial proposal for yellow lines here. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that this committee supports the Clerk and Cllr I Alexander in engaging with WSCC Highways engineers to discuss both the one way system potentially, or yellow lines in Tanyard lane to ease the traffic congestion. **Agreed 4 For, 1 Against.** **CLERK**
- 27.6.2** The Second proposal was for yellow lines in Coxham lane to ease potential safety issues there. Cllrs discussed the matter but decided that more investigation was required and that therefore the matter be deferred until the next meeting. **CLERK**
- 27.7 Update concerning ongoing Chandlers Way Pocket Park development {Action Plan project}** **CLERK**
The Clerk reported on issues being experienced at the primary school that are delaying the development and in particular their assistance with bulb planting. Simon Knowles continues to assist with liaison with the school and it is hoped that a planting day be organised for as soon as possible. Richard Black, CEO from HDC Wilder Horsham, was meeting the Clerk on the 7th November to discuss progress and access to the funds that have been awarded for the project.
- 27.8 Update concerning Community Committee related potential transference of HDC Assets** **CLERK**
The Clerk updated on several meetings that are being undertaken concerning these matters, including with Richard Black from the Sussex Wildlife Trust to discuss Bramber Brooks. SPC to inform HDC of its interest in taking over some if not all of their Steyning Assets without delay.

- 27.9 Update concerning Beekeeping installation at the Canada Gardens Allotments.** **CLERK**
A position has been found at Canada gardens allotments that appears to be both mutually acceptable to plot holders and very much favoured by the prospective beekeeper. An agreement has been discussed and payment for the area in question made, with the Hives due to be arriving later this month. The Clerk will keep members informed, and a note will be made to plot holders to avoid use of certain chemicals / insecticides in future, and potentially an amendment could be written into the Allotment Agreement for plot holders to be allowed to keep bees, given the success of this experiment. **CLERK**
- 27.10 Update concerning Interpretation board installations {Planning Application progress}** **CLERK**
Both board designs were going through the planning processes at HDC and SDNP at present. The SDNP have asked for a reduction in size in regards their board installation application, and new drawings have been sent to them in consequence.
- 27.11 To consider any future project aspirations for this Committee to include what to do next to further facilitate and enhance car park and visitor facility signage.** **CLERK**
There were no new projects highlighted however the Clerk was asked to speak with HDC again to discuss reinstatement of the bus parking sign at Fletchers Croft and to check other signs and feedback comments. Grit bins were to be checked, and the Chair will then put out a message to the *snow angels* in preparation for the winter season. **CLERK**
The Clerk also updated on the High St. railings project that a quote had been received by WSCC but that it seemed very large, and he could also report that the White Bridge reclaimed timber had been delivered to the Steyning Centre. **CLERK**
- 27.12 To consider further the Armistice Day service planning arrangements** **CLERK**
Members discussed matters and Cllr S Alexander confirmed he would bring his sound equipment as it was not likely that the bugler would be attending. The Clerk confirmed the School reps, Lewis, Father Mark and other members would be attending, the wreaths had arrived, plus that promotion undertaken via SPC socials and poppies being placed on lamp posts around the Town. Cllr S Alexander agreed to be the Remembrance Day SPC rep at the Church on Sunday 9th. **CLERK**
Cllr S Alexander
- C/25/28 FINANCE AND GOVERNANCE**
- 28.1 To accept the I & E Reports.** Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure reports for August and September 2025 be accepted as a true and fair record. **Agreed.** The water rebate from last year has now been reclaimed and this now presented the only anomaly, but was explained and understood by members.
- 28.2 To consider the Community Budget for the next financial year 2026/27 {To be agreed next meeting}** **CLERK**
Members discussed the first draft figures and would send questions to the Clerk if necessary **Cllrs**
- C/25/29 ONGOING ITEMS – Any actions or ongoing items from the June and September meetings not completed within this agenda will be taken forward to the next Community Meeting.** **CLERK**
- 29.1**
- C/25/30 INFORMATION / CORRESPONDENCE ITEMS**
- 30.1** White Bridge official opening to take place on the 21st November at 10am.
- C/25/31 DATE OF NEXT MEETING – 2nd December 2025 at 7.30 pm.**
- Meeting ended at 9.08 pm**
- Signed by the Chair: Date: 2nd December 2025**
- A recording of this meeting can be found using this link: <https://youtu.be/5Puxi8Q67HQ>**