
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

DRAFT 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 Chanders 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>**

Abbey Road Report

Briefing Notes

Following last months meeting when members agreed to work being carried out at Abbey Road by volunteers, given Environmental Agency permissions were in place, please see below the correspondence subsequent to these works being carried out, which very much tell the story of a good job very well done.

Huge thanks must go again to our philanthropic neighbour adjacent the Abbey Road conservation area, Mr Guy Sanderson, and of course Roger for making this all happen, and the willing volunteers who were prepared to be marshals for a few hours each on the day.

Roger

That is such good news, and the photos look wonderful. I'll stroll round on the weekend and have a look. Only too delighted to have been able to help with such important work. We also have EA permission and will strengthen our banks. We will also be putting in 200m of hedging and the first 50 new trees this winter. With two ponds and better planting I'm hopefully the combined Gatewick/Abbey Road will be a vital natural lung full of biodiversity.

Best wishes

Guy

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On Thu 13 Nov 2025 at 17:52, Roger < > wrote:
Hello Guy,

Thank you so much for offering to fund the work that was carried out yesterday on our Abbey Road Winter Pond. It was very generous of you, and we are very grateful.

Eric (excavator driver) was really helpful, and incredibly skilled in handling the machine with such dexterity. What initially became a worrying sea of muddy water and thick sticky mud, was turned into a well-profiled pond with sloping banks. Just what we were hoping for.

James dropped to see how it was going, and lots of local passers-by also stopped to chat. All their comments were positive, and I met several today who were taking a look at the pond and admiring it.

I've added a few pictures below to show you how impressive it now looks. One of the first visitors yesterday as soon as the excavator moved off was a Grey Wagtail pecking in the exposed mud. It has also opened up possibilities for extra marginal and bank-side planting. We already had some plants ordered from the Woodland Trust, so some of those will find a home here.

After completing work on the pond, Eric had time to move over to the stream bank and create a scrape in the flood area there. This is what OART and the EA had suggested we do, and I got the Exemption Notice from the EA to do the work just in time at the end of last week.

So we completed everything we had hoped for. An excellent day!

With Kind Regards,

Roger. (on behalf of the Abbey Rd Conservation Area Volunteers)

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Hello all,

We had an exciting day yesterday with an excavator on site re-profiling the winter pond and creating a scrape next to the stream. (see pics and video below).

Thanks to Gerard, Simon P, Adam and Brendan for taking turns acting as safety marshals.

All the work had been previously suggested and discussed with OART and The Environment Agency, and a permit obtained from the EA for the scrape just a few days ago. (needed because it is work near a 'Major River' i.e. the Tanyard stream!)

Our neighbour at Gatewick, Guy Sanderson, very generously offered to pay for one of his contractors to do the work for us.

If you are coming to the WP on Saturday, do make sure you have a look. It is quite a dramatic change!

Two local residents (Mark in Abbey Rd and Hannah in Cannons Way) stopped to chat, and said to pass on their thanks to all the volunteers who help manage the site. They love it, and are delighted to have such a special place on their doorstep.

Regards,
Roger.

Roger Brown

before and after pics





during.. scrape..



TAX INVOICE

Steyning Parish Council
 The Steyning Centre, Fletchers Croft
 Steyning
 West Sussex
 BN44 3XZ

Invoice Date
 5 Nov 2025

Invoice Number
 INV-

Reference

VAT Number

Sussex Timber Company
 Limited
 Steyning Road
 Wiston
 STEYNING
 West Sussex
 BN44 3DD
 email:info@sussextimberco.co.uk
 Office Tel: 01903
 www.sussextimberco.co.uk
 GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Reduce height of Perry pear hedge, last third. Down to 3.5m leaving the selected stand alone trees.	1.00	1,350.00	20%	1,350.00
Subtotal				1,350.00
TOTAL VAT 20%				270.00
TOTAL GBP				1,620.00

Due Date: 12 Nov 2025

A 50% deposit is required to process your order and the balance is payable before collection of the product. By paying the deposit the customer confirms that the product specifications are correct and that cutting and processing can go ahead. We take no responsibility for customer projects and measurements. For Sawmill orders there is a tolerance level of 3mm. We request that all orders are removed from the yard within 14 days of completion and take no responsibility for product condition thereafter. Any product issues need to be reported to the office within 7 days. For full Ts&Cs please see our website.
 Bacs details: Sussex Timber Company Limited

PAYMENT ADVICE

To: Sussex Timber Company Limited
 Steyning Road
 Wiston
 STEYNING
 West Sussex
 BN44 3DD

Customer Steyning Parish Council

Invoice Number

Amount Due 1,620.00

Due Date

Amount Enclosed

Enter the amount you are paying above

TAX INVOICE

Steyping Parish Council
 The Steyping Centre, Fletchers Croft
 Steyping
 West Sussex
 BN44 3XZ

Invoice Date
 5 Nov 2025

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 Office Tel: 01903
 www.sussextimberco.co.uk
 GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Tree surgery work to 1 x Purple leaf maple tree T5 by the car park. Crown lift all round and reduce back away from Car park. Remove dead wood.	1.00	550.00	20%	550.00
Silver Birch tree T6, Sever Ivy and remove severed band	1.00	60.00	20%	60.00
Norway Maple tree T9, crown lift and remove dead wood.	1.00	480.00	20%	480.00
Silver Birch T10, remove declining Apical growth back to sound wood.	1.00	280.00	20%	280.00
Cherry Plum T14, sever ivy and remove severed section.	1.00	60.00	20%	60.00
			Subtotal	1,430.00
			TOTAL VAT 20%	286.00
			TOTAL GBP	1,716.00

Due Date: 12 Nov 2025

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 GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Crown Reduce 1 x Hornbeam and 1 x Sycamore tree on the memorial playing fields. Reduce back to old reduction points and shape.	1.00	800.00	20%	800.00
1 x Sycamore tree by cricket netts, reduce tree back to old reduction points and shape.	1.00	700.00	20%	700.00
Clear debris, leave woodchip for council use.				
			Subtotal	1,500.00
			TOTAL VAT 20%	300.00
			TOTAL GBP	1,800.00

Due Date: 12 Nov 2025

A 50% deposit is required to process your order and the balance is payable before collection of the product. By paying the deposit the customer confirms that the product specifications are correct and that cutting and processing can go ahead. We take no responsibility for customer projects and measurements. For Sawmill orders there is a tolerance level of 3mm. We request that all orders are removed from the yard within 14 days of completion and take no responsibility for product condition thereafter. Any product issues need to be reported to the office within 7 days. For full Ts&Cs please see our website.
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Chandlers Way Pocket Park development update

Briefing note

On the 7th November the CEO of the Wilder Horsham district partnership together with his deputy met the Clerk at Chandlers way to check on progress and to finalise the planting programme. It was a horribly inclement day but the visit went very well indeed, with Richard Black giving SPC the green light to spend monies from the grant awarded {£5,000} on a full range of plants, and during an in-depth discussion also offered several alternatives for members to consider – please see his report noted below. The Clerk will elaborate on the visit during his update at the meeting.

Dear John

It was great to catch up with you too. Yes, it was very interesting to see both sites.

Please find a pdf attached with notes from the visit. I hope it's helpful but please let me know if you have any questions. I have also attached some advice notes that might be useful.

I think the main bit of advice from the visit to Abbey Road was to refresh the Blackthorn scrub and get it on a cutting rotation to maintain its value as a habitat. I know Roger Brown has been over to look at the conservation laying of Blackthorn we did at Woods Mill.

Best wishes,

Rich



Otter © Stephen Bray

Visit us at: www.sussexwildlifetrust.org.uk or connect with us on:

Chandlers Way Pocket Park Advice Note

Site visit by Richard Black and Steve Tillman

07/11/2025

Boundaries

Western Edge: Think about the spacing of the trees along this edge. Trees have the most wildlife value when they have large spreading canopies. If planted close together they will tend to grow tall and straight with restricted canopies. This is particularly true for Oaks and open-grown Pedunculate or Sessile Oaks are probably the single most valuable wildlife habitat in England. Under such circumstances their canopy spread can be in the 15 to 25 metre range (or even more) and although it can take several hundred years for them to reach this size when planting trees it is important to think long-term. On the diagram it looks as if the oak only has about 8m of space before it is likely to start overlapping with other canopies. We think it would be worth reducing the number of trees intended to grow to maturity along this edge (although it might be worth planting several of each initially and keeping the best to grow on) and changing the planting order a bit.

Typical lifespans of some of the other trees are: Horse Chestnut up to 300 years, Wild Service tree about 200 years, Silver Birch around 100 years and Wild Cherry around 80 years. As some of the shorter lived trees die the longer lived species could grow into the space. For this reason we wouldn't put the Oak and the Horse Chestnut next to each other – put shorter lived or smaller growing trees between them. We would also avoid putting the Horse Chestnut (which drops big conkers) overhanging the playground area. A smaller tree such as the Wild Service Tree would be a good choice for this location.

Other trees that might be worth considering as mature trees are Small-leaved Lime, Dutch Elm Resistant Elm and several species of willow (although obviously they won't all fit in so something else would have to be dropped).

Southern Edge: The plants along the southern edge will be shaded by the fence. We'd suggest planting yew here, perhaps mixed with holly and maintaining it this as a hedge. Both are valuable wildlife plants and shade tolerant.

Eastern Edge: We like the mix of smaller and fruiting trees along the eastern boundary. Again think about the spacing of the trees and how they will grow. In the longer term stretches could be managed as a laid hedge.

Northern Edge: The cotoneaster shrubs growing beside the playground are non-native and, in the longer term, we would be inclined to replace them with native shrubs. In the short term they are providing some cover and a source of berries so it could be beneficial to leave them in place while the rest of the site develops. However, note that there are some varieties of cotoneaster that are not favoured by UK bird species. If the berries on these are not eaten over-winter we'd be inclined to replace them sooner rather than later.

We suggest not planting Blackthorn in the North East corner. It is a really good wildlife plant but suckers really aggressively, which can be a problem on a small site. A little bit of blackthorn can rapidly turn into a lot, especially if it has open space to grow into. Also Blackthorn thorns are very long and sharp and can occasionally cause infected wounds. Another reason for avoiding it on a small family site.

Be aware that Box Tree Moth has arrived in the UK with devastating effect on Boxwood plants.

Islands of Interest

Shrubby Islands: Even if you opt against a willow as a mature tree it would be worth considering them as part of the shrubby planting. Willows are in the second tier of trees providing insect habitat, just after oaks, and unlike oaks which don't become really outstanding until a couple of hundred years old, willows start providing that value almost straight away. The description in the application mentions Goat Willow but I couldn't see any on the 3rd Draft of the planting diagram. It would be worth considering planting willow instead of some or all of the Juniper, which is really a chalk downland plant in Sussex and might struggle in this location. Hazel and hawthorn also make really good understory plants and we'd be tempted to increase the numbers of those.

These areas will provide the greatest value for wildlife and complement to the mature trees if they are kept in a shrubby growth form. Creating thick growth especially at the base will give more opportunities for wildlife. To this end the shrubs should be cut back hard in their first autumn to promote a bushy form. In the longer term aim for rotational management with some but not all cut back each year.

Wild Meadow: The wild meadow looks rather shaded out on the diagram. Initially it will probably be fine if it is well prepared but in the longer term it may be difficult to maintain especially as leaf fall will increase fertility unless the leaves are raked away each year. It is by no means impossible but will require a lot of work to maintain. It might be worth considering taking the two Silver Birches out of the planting plan if you want to go ahead with the meadow. They will, in time, give a nice dappled shade but they will likely make the meadow harder to maintain.

Woodland flowers: Another option for this area would be to try to create a woodland glade by planting native species found in woodland habitats. Since many of these plants are shade tolerant they might be easier to maintain in the scrubby-woodland habitat you are creating. Under this scenario there would be no problem retaining the Silver Birch in their current locations. Around the edges of the glade you could plant selected native ferns which would provide some green colour in autumn and winter. Even if you opt to retain the meadow it would be worth considering planting some of these shade tolerant species in the areas where you will be planting trees. Many woodland plants flower early in the spring providing early colour and nectar before the leaves come on the trees. The following lists contains suggestions but is by no means exhaustive.

Broad Buckler Fern
Common Spotted Orchid
Cyclamen
Early Purple Orchid
Foxglove
Hard Fern
Hart's tongue fern
Lords-and-ladies
Lady Fern
Male Fern
Primrose
Red Campion
Sweet woodruff
Wood anemone
Wood Meadow-grass
Wood Melick
Wood sage

Bee Hives

While Honey bees are a useful generalist pollinator they are generally less effective than native wild bees. We do not particularly recommend installing bee hives for pollination. A better option is to create nesting opportunities for wild bees. We have attached a couple of advice notes that might be useful. One option would be to build a bee bank at the Northern end, approximately where the box bushes are shown on the map. This would have a nice sunny aspect (but might attract playing children as well as bees!)

Bug Hotels

Particularly at the beginning it might be worth adding a few bog hotels to be "instant habitat". We have attached an advice note that might be useful.

Members to consider a request for a TRO at Coxham Lane

Briefing Note

There have been two recent requests from residents for further TRO's. At the last meeting members agreed that they would want to move forward with a request for one on Tanyard Lane. The Coxham Lane consideration was deferred so that members could take time to visit the site. Please see below a note and pictures from Ian's subsequent visit, plus the original request letter for your information, and so that we might want to consider as adding to the list of potential projects for next year's Business Action Plan.

Email to Community members From Cllr Ian Alexander

On Tuesday we deferred a decision on whether or not to support a residents request to have yellow lines all around the turning circle at the end of Coxham lane. The resident lives at the end of Coxham lane.

I visited today, photos attached. One of the vehicles supports the resident's comment re vehicles parking and also brambles is where they are all over what should be part of the turning area. There is nowhere to turn other than at the end of the lane and a medium sized delivery vehicle would have struggled today. This is also the junction of three twittens.

I've asked John to put it back on December's agenda with supporting paper.

Coxham Lane

'I recently made an application to Horsham council regarding having double yellow lines placed at the end of Coxham Lane principally on the grounds of pedestrian safety. I believed that as there is no footpath and that they would affect no one save the few that park selfishly and irresponsibly that road safety would be a priority; however they insist I have the backing of the local Parish Council before they will consider my application.

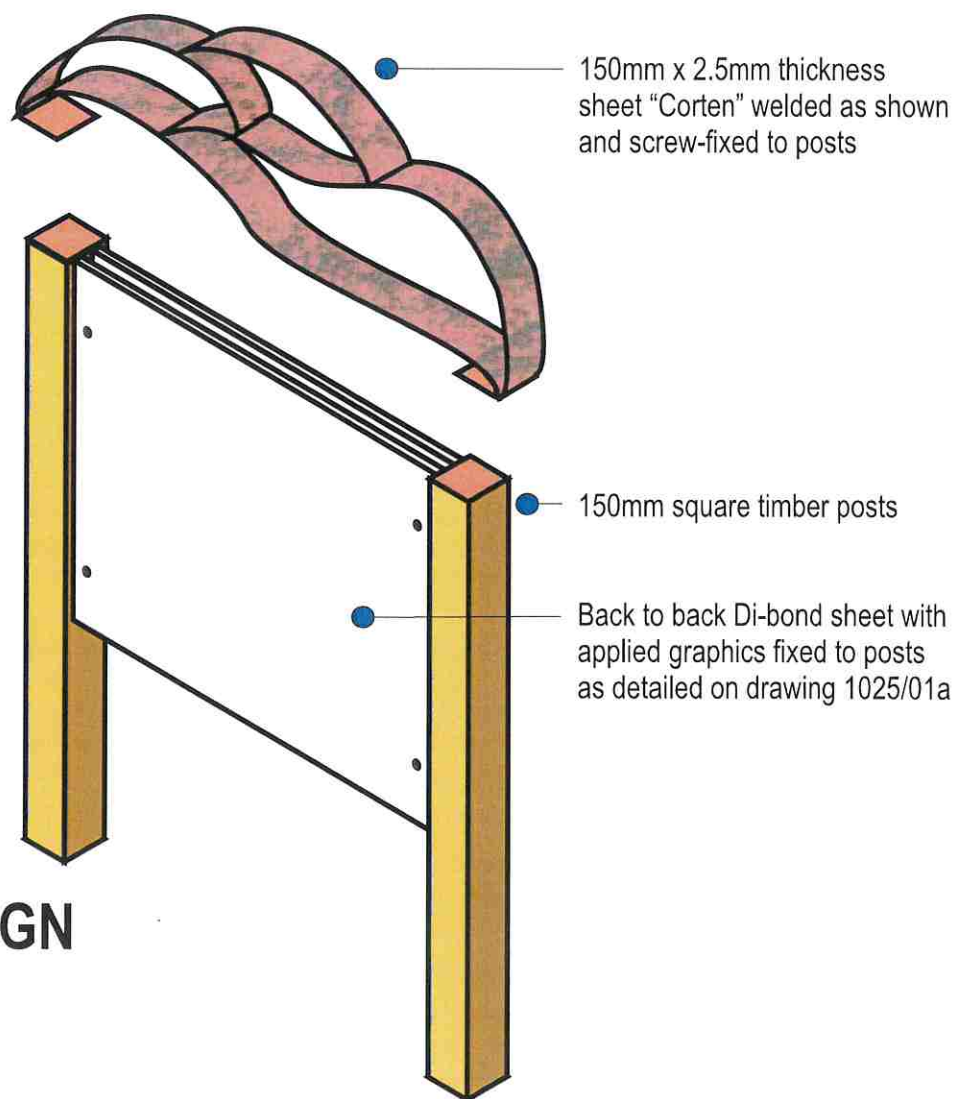
Coxham Lane terminates in a dead end, the short spur on the left allows access purely to The Beeches & 2 Coxham Cottages whilst also allowing larger vehicles including dust carts to turn around. There is no footpath at this point but 3 Twittens converge on it and those pedestrians needing to use this road way include local Residents, the vast majority of those attending the 2 Steyning Schools & Steyning Football Club who are either their way to these points or going to the High Street / Doctors Surgery / car parks activity occurs throughout the day and night.

Due to the proximity of the leisure centre runners also use Coxham Lane as well as residents walking dogs when heading to local fields. Unfortunately over the last few years more and more drivers are using the bottom of Coxham Lane as a car / van park at all times of the day, and this obscures views when travelling down Coxham Lane of the Twittens from both the High St and the School / Football Club directions, so it is only a matter of time before someone or their dog is injured because visibility is now so poor - a small child running into the road in any direction or a cyclist / scooter rider (of any age) flying out of a Twitten (mainly from the school side) or indeed an elderly resident using a mobility scooter who are lower than most.

On leaving my driveway I can no longer see down Coxham Lane so have to creep out and hope anyone travelling the opposite direction will make themselves known as there is nowhere to go and a head on accident would be impossible to avoid. Aside from those parking I have witnessed drivers at speed coming to this point to turn around regardless of the lack of visibility - unbelievably often to drop kids going to school or the football club. The turning area being blocked also means large delivery vehicles having to back out of the lane and onto Horsham Road again creating potential accidents. On a personal note access to and from our driveway during school start and finish times is almost impossible and delivery agents trying to go about legitimate business are also impeded.

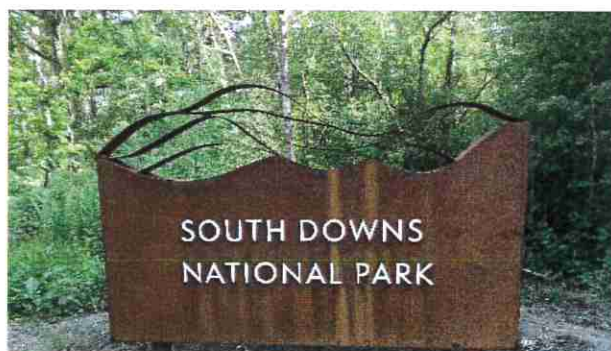
Placing yellow lines on the corner approaching the entrance to our driveway (parking should be illegal here anyway as it's a corner) opposite the drive (Football ground end), and at the end of Coxham Lane outside number 26 can only make the area safe once more for the huge numbers of pedestrians using this crossing point whilst allowing unhindered access for myself and my neighbour to our driveway, the only people to be negatively affected will be those that currently fail to use the car park - (as with your offices in Steyning is but a 2 minute walk away) and also all of the properties in the lane have ample parking for their own vehicles'





SKETCH OF SIGN

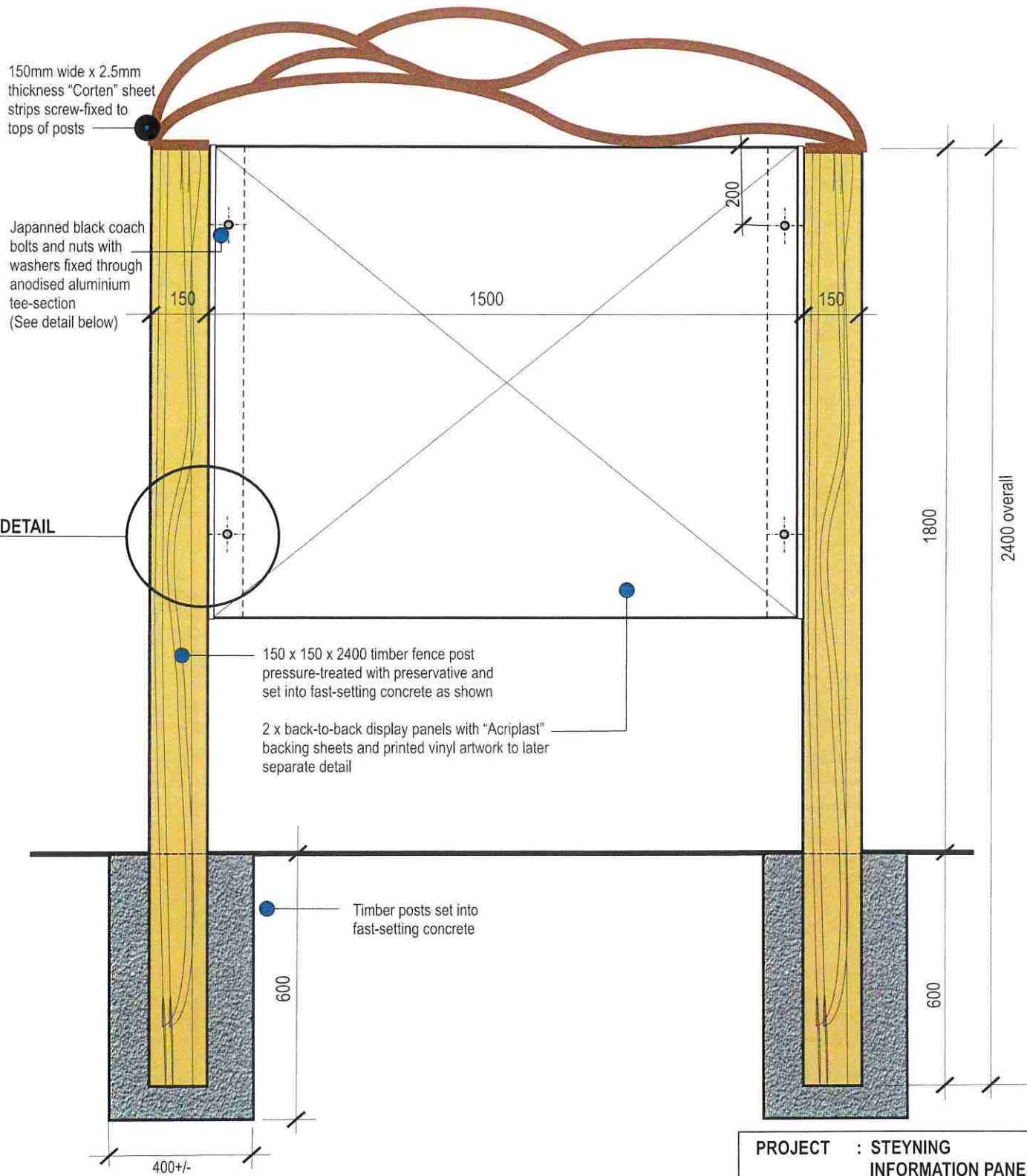
Do not scale



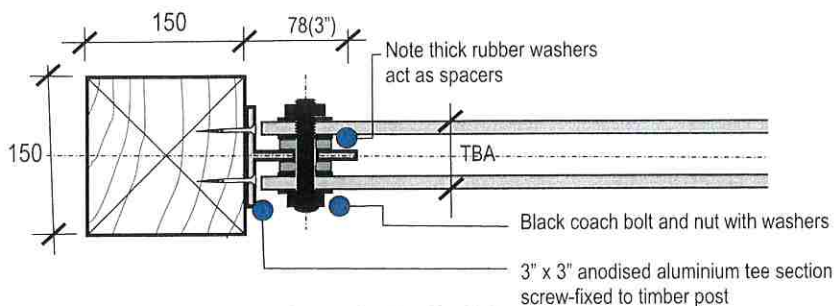
TYPICAL SDNP SIGN
showing example of
"Corten" hill representation
on top of sign

PROJECT	: STEYNING INFORMATION PANELS
DETAIL	: MEMORIAL PLAYING FIELD SDNP DISPLAY PANEL
SCALE	: NOT TO SCALE
DATE	: OCTOBER 2025
DRG. No	: 1025 / 10





ELEVATION (similar both sides) Scale - 1:10 @ A3



DETAIL Scale - 1:5 @ A3

**PROJECT : STEYNING
INFORMATION PANELS**

**DETAIL : MEMORIAL PLAYING FIELD
SDNP DISPLAY PANEL**

SCALE : 1:10 & 1:5 @ A3

**DATE : MARCH 2025
OCTOBER 2025 REVISION**

DRG. No : 1025 / 01a





QUOTATION

Customer Copy

Ref: 4

Date: 5th March, 2025

Contact Name : Mr
email :

STEYNING TOWN GUIDES

Memorial Playing Field

- 1 off initial site visit
- 1 off 150mm square section Corten Steel framework
- 1 off Arden Pre-weathered Corten planter
- 2 off Corten arches 1400mm x 700mm, with spacers, fixings & CNC cut white lettering
- 2 off 2 m x 1.4 m graphic panels : acrycast acrylic 10mm
 - print and lamination to face
- 2 off header plates 200mm x 2000mm : acrycast acrylic 10mm
 - print and lamination to face

INSTALLATION

Full installation at Steyning Playing Field: concrete footings x 2

Removal of all refuse and leaving site clean

SUB TOTAL: £5566.00

High Street Car Park

- 1 off initial site visit
- 1 off 2 m x 1.4 m graphic panels : acrycast acrylic 10mm
 - print and lamination to face

INSTALLATION

Full installation at High Street Car Park: fitting to brickwork wall location as agreed

Removal of all existing signage and leaving site clean

SUB TOTAL: £1084.00

SINGLE MAP PANEL AT SDNP CAR PARK

Full installation of single-sided map sign, mounted on tanalised posts x 2
including vinyl graphic on 18mm phenolic panel with stained frame to later detail

SUB TOTAL: £1,500.00

Add 5% contingency

TOTAL: £8,557.00

Payment terms are:

25% payable with your order

25% payable on commencement of works

50% balance payable 30 days from installation.

This quotation is subject to Newshield's standard terms and conditions of trade (copy available upon request).

Quote valid for 28 days from issue

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

OCTOBERAmenities Cttee

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Highways & Lighting</u>							
1001 HDC Cleaning Grant	30,491	30,500	9			100.0%	
Highways & Lighting :- Income	<u>30,491</u>	<u>30,500</u>	<u>9</u>			<u>100.0%</u>	<u>0</u>
4200 Street Light Energy	1,303	1,800	497		497	72.4%	
4201 Street Light Maintenance	2,479	2,450	(29)		(29)	101.2%	
4202 Lamp Post Testing	0	1,500	1,500		1,500	0.0%	
4210 Road Sweeping	14,126	31,900	17,774		17,774	44.3%	
4211 Town Improvements	333	1,500	1,167		1,167	22.2%	333
4259 Grit	0	200	200		200	0.0%	
4260 Pressure wash High St	0	120	120		120	0.0%	
Highways & Lighting :- Indirect Expenditure	<u>18,242</u>	<u>39,470</u>	<u>21,228</u>	<u>0</u>	<u>21,228</u>	<u>46.2%</u>	<u>333</u>
Net Income over Expenditure	<u>12,249</u>	<u>(8,970)</u>	<u>(21,219)</u>				
6000 plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	<u>12,583</u>	<u>(8,970)</u>	<u>(21,553)</u>				
<u>301 Playing Fields</u>							
1004 Reimbursed Charges & donations	578	500	(78)			115.6%	
1014 Memorial Donations	0	1,000	1,000			0.0%	
Playing Fields :- Income	<u>578</u>	<u>1,500</u>	<u>922</u>			<u>38.5%</u>	<u>0</u>
4276 Tree and Hedge Cutting	430	5,000	4,570		4,570	8.6%	
4300 Grass Cutting	7,238	8,250	1,012		1,012	87.7%	
4309 Tree Reports & Essential works	1,450	2,000	550		550	72.5%	
4310 Grounds Maintenance	1,293	4,400	3,107		3,107	29.4%	
4312 Waste Removal	1,083	2,250	1,167		1,167	48.1%	
4320 Play & Gym Equip Inspections	2,243	2,550	307		307	88.0%	
4321 Play Equipment & Maintenance	2,396	4,900	2,504		2,504	48.9%	
4322 Memorial Tributes	0	1,000	1,000		1,000	0.0%	
4352 Litter and Bins	2,501	4,250	1,749		1,749	58.9%	
4360 Allotment Maintenance	1,032	3,250	2,218		2,218	31.8%	
Playing Fields :- Indirect Expenditure	<u>19,666</u>	<u>37,850</u>	<u>18,184</u>	<u>0</u>	<u>18,184</u>	<u>52.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(19,088)</u>	<u>(36,350)</u>	<u>(17,262)</u>				
<u>302 Allotments</u>							
1005 Allotment Rents	6,080	5,550	(530)			109.6%	
Allotments :- Income	<u>6,080</u>	<u>5,550</u>	<u>(530)</u>			<u>109.6%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4253 Water Charges	4,470	1,350	(3,120)		(3,120)	331.1%	
Allotments :- Indirect Expenditure	4,470	1,350	(3,120)	0	(3,120)	331.1%	0
Net Income over Expenditure	1,611	4,200	2,589				
Amenities Cttee :- Income	37,150	37,550	400			98.9%	
Expenditure	42,378	78,670	36,292	0	36,292	53.9%	
Net Income over Expenditure	(5,228)	(41,120)	(35,892)				
plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	(4,895)	(41,120)	(36,225)				

Community Committee -

Draft Budget 1st April 2026/ 31st March 2027

Dated 29th Dec 25. {V2}

CONSOLIDATED P & L ACCOUNT

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	ACTUAL 20/21	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	ACTUAL 23/24	Budget 24/25	ACTUAL 24/25	Budget 25/26	YEAR END Estimate	Draft Budget for 26/27
4200	Street Light Energy	£ 640.00	£ 773.00	£ 796.00	£815	£900	£889	£975	£1,697	£1,800	£1,612	£ 1,800.00	£ 1,303.00	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£2,015	£2,200	£1,964	£2,250	£2,121	£2,250	£2,389	£ 2,450.00	£ 2,479.00	£ 2,650.00
4202	Lamppost testing	£ -	£ -	£ -	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00	£ 1,360.00	£ 1,500.00	£ 1,500.00	£ 1,750.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 18,078.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 29,483.00	£ 30,000.00	£ 27,396.00	£ 31,900.00	£ 31,275.00	£ 31,900.00
4211	Town Improvements	£ -	£ 150.00	£ -	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,840.00	£ 1,500.00	£ 220.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 1,888.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ 121.00	£ 1,350.00	£ 696.00	£ 1,350.00	£ 4,650.00	£ 1,650.00
4259	Grit	£ -	£ -	£ -	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ 200.00	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ -	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00	£ 250.00	£ 120.00	£ 180.00	£ 180.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 3,125.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 4,814.00	£ 5,000.00	£ 1,497.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 5,363.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ 5,634.00	£ 8,250.00	£ 7,071.00	£ 8,250.00	£ 7,900.00	£ 8,250.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 2,586.00	£ 2,000.00	£ 1,868.00	£ 2,000.00	£ 2,950.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 6,230.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 5,060.00	£ 4,200.00	£ 3,588.00	£ 4,400.00	£ 4,300.00	£ 4,400.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,610.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,884.00	£ 2,250.00	£ 2,080.00	£ 2,250.00	£ 2,150.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 702.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 2,237.00	£ 2,450.00	£ 2,575.00	£ 2,550.00	£ 2,550.00	£ 2,650.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 6,329.00	£ 4,600.00	£ 4,048.00	£ 4,900.00	£ 5,000.00	£ 5,250.00
4322	Memorial Tributes									£ 1,000.00	£ -	£ 1,000.00	£ 1,500.00	£ 1,400.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 2,936.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 3,842.00	£ 4,200.00	£ 4,223.00	£ 4,250.00	£ 4,250.00	£ 4,250.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,016.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ 1,764.00	£ 3,250.00	£ 3,200.00	£ 3,250.00	£ 3,200.00	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 45,664.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 70,732.00	£ 76,150.00	£ 62,681.00	£ 78,670.00	£ 81,887.00	£ 80,330.00
CODE	INCOME													
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 24,328.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00	£ 27,962.00	£ 29,500.00	£ 29,178.00	£ 30,500.00	£ 30,491.00	£ 32,000.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 494.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00	£ 540.00	£ 500.00	£ 204.00	£ 500.00	£ 475.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,384.00	£ 4,193.00	£ 4,600.00	£ 4,706.00	£ 4,700.00	£ 5,247.00	£ 5,400.00	£ 4,918.00	£ 5,550.00	£ 5,950.00	£ 6,450.00
1006	Memorial Donations									£ 1,000.00	£ -	£ 1,000.00	£ 1,500.00	£ 1,400.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 29,206.00	£ 29,253.00	£ 29,900.00	£ 30,673.00	£ 30,900.00	£ 33,749.00	£ 36,400.00	£ 34,300.00	£ 37,550.00	£ 38,416.00	£ 40,350.00
TOTAL INCOME OVER EXPENDITURE														-39,980.00
		£ 88,275.00	-£ 11,397.00	-£ 16,458.00	-£24,431.00	-£27,650.00	-£32,958.00	-£26,528.00	-£36,983.00	-£39,750.00	-£28,381.00	-£41,120.00	-£43,471.00	