
COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 3rd MARCH 2026 AT 7.30 PM AT THE STEYPING CENTRE

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

Clerk: John Fullbrook

Members of the public: 9

Meeting Commenced : 7.30 pm

MINUTES

C/25/53 APOLOGIES FOR ABSENCE

53.1 Apologies received from Cllrs Linfield, Young and S Alexander. Cllr Lloyd absent.

ACTIONS

C/25/54 DECLARATIONS OF INTEREST AND DISPENSATIONS

54.1 Cllr I Alexander declared an interest in agenda item 6.2, as uses Grammar School astroturf.

C/25/55 QUESTIONS FROM THE FLOOR {in summary}

55.1 **None** – The Chair suggested that residents in attendance could join in with the discussion under agenda item 6.2, in consideration of planned astroturf removal at the Grammar School.

C/25/56 MINUTES OF PREVIOUS MEETINGS - To agree 3rd February draft minutes.

56.1 Cllr I Alexander **proposed, seconded** by Cllr Hanson to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 3rd February 2026. **Agreed 4 For, 1 Abstained**

C/25/57 MATTERS ARISING AND ACTIONS - These items were taken as read.

57.1 Clerk to meet with Abbey Rd Lead Volunteer for update and consider future tree locations – **Actioned**

57.2 Clerk's office to purchase Dog Bin, Grasscrete frames and Bollard for MPF project, and arrange installation date and scope of works – **Actioned**

57.3 210 free plants delivered from woodland trust in prep. for 13th March Sch. planting day – **Actioned**

57.4 Play Area inspectors to double check South Ash slide framework integrity – **Actioned**

57.5 Clock Tower bell hammer replacement works to be completed, and chime restored – **Actioned**

57.6 Pot Hole Repairs to Health Centre access road and High St reported – **Actioned / See item 60.1**

57.7 Clerk's office to give assistance to Charlton St residents seeking TRO to alleviate issues – **Actioned**

57.8 Clerk's office & DMMO reps to continue prep. for 'Hearing' via Teams meeting attendance – **Actioned**

57.9 Clerk to send out Car Park prompting email to members in preparation for the next Community meeting – **Actioned**

- 57.10 Clerk to ensure next Community meeting is primarily to discuss the options for potential future Steyning Car Park management – **Actioned/ See item 60.2**
- 57.11 Allotment proposed rent increases to be brought back to this meeting – **Actioned/ See item 59.2**

C/25/58 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

The Chair moved item 6.2 forward on the agenda so that residents did not have to wait for it to come up later.

58.1 To consider a request from Steyning residents to act upon the news that the Grammar School's Astroturf pitch facility is to be removed.

58.1.1 The Grammar School are proposing not to replace the astroturf pitch, rather install a 3G pitch. The second issue is that it is the first facility to be removed as part of their redevelopment, and the last to be reinstated, a potential timespan nearing 5 years. This is particularly relevant for hockey teams who cannot play on 3G pitches, only astroturf pitches, and the residents spoke at length about the many ways that this decision would be devastating to their clubs and extensive club membership (4 clubs, 8 teams, over 200 members), the clubs having been in existence for well over a hundred years.

58.1.2 There are knock-on effects as the club members use the Steyning pubs and cricket club after games and practice sessions. It was noted that the primary focus should be to avoid a loss of facility and this could be taken up with Sport England if the school and WSCC were not keen on reconsidering the matter, and because the wider community was being affected it becomes something that the parish council should attempt to help resolve.

58.1.3 Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk and Chair be delegated to write to Sport England and copied to the school, to spell out the details discussed at this meeting, including loss of facility, the planning issue, likely loss of clubs, and the effects on the wider community. **Agreed**

**CLERK &
Chair**

58.2 Report on the 2025/26 SPC Tree and Hedge works

58.2.1 At the Community meeting in November this committee discussed at length the *Tree Condition Report* – initially received at the end of September 2025. There were eight pages of recommendations to be considered for action over a three to four year period – These were divided into varying priority matters from urgent/ emergency issues to general maintenance advisories and amounting to 41 different jobs. The jobs themselves varied from removal of portions of fairly simple basal ivy growth on trees through to felling of dead or dying trees. Individual jobs costing between say £50 up to £1500, and it was agreed to initially aim to achieve 24 jobs or 60% within the first of the 3 years. In addition to this it was proposed to complete the now extensive annual hedge works, and spend time, effort and money on bringing up to a higher level of appearance the Memorial Gardens on the MPF.

58.2.2 To do all this SPC decided at F&GP that it would put money not spent on tree and hedge works from 2024 into Earmarked Reserves – this was part of SPC's long term preplanning, and knowing that a Tree Report was imminent. So on top of the annual budget available for these works which amounted to £7,400, an additional £9,750 from Earmarked Reserves was also available.

58.2.3 Indeed so far this year SPC have used all of the annual budget available plus £4,000 from the £9,750 in Earmarked Reserves, and will probably use another £1,000 within this financial year. This nearly 12 and a half thousand pounds worth of work has taken a huge amount of time to both coordinate and to complete and this was delegated to the office, as it is classified as a maintenance job, and therefore it is not mentioned as a project on the *SPC Action Plan*.

CLERK

C/25/59 FINANCE AND GOVERNANCE

59.1 To accept the I & E Reports.

Cllr I Alexander **proposed, seconded** by Cllr Sharp that the Community Income and Expenditure report for January 2026 be accepted as a true and fair record. **Agreed.**

- 59.2 To consider Allotment rent increases this year, and annual clearance period details.**
- 59.2.1** Members had previously discussed the range of rental charges and compared with other Councils allotment charges (and as per supporting papers). Cllr I Alexander **proposed, seconded** by Cllr Hanson that SPC Allotment charges increase to £22.50 from £21.00 for a half plot, and to £45.00 from £42.00 for a whole plot. **Agreed** **CLERK**
- 59.2.2** Cllr I Alexander **proposed, seconded** by Cllr Johnson that the office be allowed to spend up to £2,000 on skips for the Allotments (as part of the biannual clearance over Easter). **Agreed** **CLERK**
- 59.2.3** Cllr I Alexander **proposed, seconded** by Cllr Johnson that SPC approves that the Allotment tidy day be 11th April 2026. **Agreed** **CLERK**
- 59.2.4** The Clerk commented that although the skip price was to increase after April 1st, the office had negotiated that the price remains in place at pre 1 April levels until the last skip has been removed

C/25/60 HIGHWAYS AND PARKING MATTERS

- 60.1 To consider the state of the road surfaces on the main Steyning Streets, and an update on Pothole maintenance**
- Recent advisory from WSCC for imminent and extensive roadworks on Mill Road, Charlton Street and St Georges Place. Also members and residents will be well aware of the large potholes on the main carriageway of Steyning High Street and having discussed this with the County Councillor the Clerk can report that this is receiving a priority one maintenance level repair. This is good news, although Cllr Linehan also pointed out that there are currently 80 odd other priority one pothole repairs on WSCC's list. Members will also be interested to learn that the Newmans Garden pothole issue has received some attention from HDC who are responsible for it, but the repair is very poor. The Clerk further advised that although pot holes are not SPC's responsibility, it would be helpful if councillors both reported issues personally, reported back to the office concerning poor repairs, and that members continued to promote residents self-reporting issues to WSCC rather than reporting them to SPC or simply discussing them without doing either. The Deputy Clerk will promote on SPC Socials once more how to report potholes on line. **D Clerk**
- 60.2 To consider future plans for Car Parking in Steyning, should their ownership be transferred from HDC to SPC. And to discuss ways in which SPC would like to develop better parking / traffic arrangements for residents, visitors and those who work on the High Street.** **CLERK**
- 60.2.1** The SPC have expressed an interest in the HDC Car Parks, and have been informed that SPC will likely need to put together a Business Plan which shows that SPC will seek to balance income with expenditure on all assets received. With this in mind members began coming up with solutions to ensure the Business Plan can balance this equation in such a way so that HDC can be convinced that SPC's organisation is competent, ready and highly motivated to receive this mixture of income generators and potential long term liabilities. Members discussed the future management of Steyning Car Parks, and how this could positively affect the Community. **CLERK**
- 60.2.2** The following bullet points are to provide a framework for a draft Business Plan which in the first Instance will be compiled by the Clerk and brought back to this committee before submission: **CLERK**
- *To incorporate some Free Parking spaces/ zones / times to enable a situation whereby less cars are on the streets near the High Street and School and therefore there is a benefit the whole town. 'SPC would be a better steward than any other remote council based operation'.*
 - *Additional Blue badge/ Disabled Bays to be put in place*
 - *Reduced parking rates to be considered as well as potentially a free parking period but just as an option, rather than a basis for a new business case*
 - *Disc Scheme details need to be worked out at a future meeting*
 - *Level and nature of Warden/ Enforcement coverage and administration to be agreed at a later date – Car Reg. recognition would allow for more flexible nature of parking restrictions.*
 - *Sustainable travel could be managed directly from head to tail including proper bike racks placed where SPC want them to be located*

- *HDC Leader suggested each Parish Council comes up with a proposal. Each Council needs to offset income with identified expenditures, with Clerk to compile a full range of current and future liabilities off-set items to include Fletchers Croft trees, grass cutting, stream management, street furniture upkeep, lighting maintenance.*
- *Members thought best to steer clear of Bramber Brooks as its too costly and we are not equipped to manage it – consensus was that it's not mentioned in the first instance*
- *Managing the twittens is a desired outcome, but this needs to be agreed with WSCC and will be a long term target, however we can at least tell HDC that this is our intention/ aspiration*
- *Are we confident that we can offset the existing income – or do we rely on reduced income by making some parking times free-use*
- *The High Street parking could be limited to one hour only – we need to check these ideas with Business Chamber before sending to HDC. Pre-empt HDC by putting a draft plan together before it is requested*
- *All the Parish Councils with HDC Car Parks have expressed an interest in taking on their own Car Parks as transferred assets*
- *Perhaps only introduce some solutions to problems when they are agreed to be SPC assets and not before*
- *Existing Season Ticket information leaflet despite relative cheapness of this option, it is undersubscribed - perhaps Cllrs consider giving away 50 'Free' Season Tickets each year to the most deserving cases as an option to reduce congestion on adjacent streets*
- *Include some blue sky thinking ideas – such as Solar Car Port installations which could if located in Newmans Gardens could double up as a wet weather option for the Farmers Market and is in line with SPC's declaration of a Climate emergency*
- *we wouldn't necessarily be introducing any of the giveaways like free parking until we had managed them for a few months and knew what the actual income was*
- *Improved Resident, Business, Health Centre permit rates and include cost of the administration associated with this and estimates in terms of resultant income generation*

C/25/61 ONGOING ITEMS – These items will be taken forward to the next Community Meeting.

CLERK

61.1	C/24/68.2	DIY Dog washing machine to be brought back to future agenda
61.2	C/24/49.2	Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way
61.3	C/24/81.1	River bank management needs to be added to the Abbey Road Management Plan
61.4	C/24/81.1	Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional 'scrapes'
61.5	C/24/81.1	SPC to discuss the need for a Parish Council Flood Plan
61.6	C/25/18.4	SPC to discuss potential its future management of Twittens with WSCC at appropriate time
61.7	C/25/27.6	Tanyard TRO project taken forward to next year's Action Plan
61.8	C/25/37.4	Coxham Lane TRO project taken forward to next year's Action Plan
61.9	C/25/27.5	Clerk to obtain pledged donations following completed MPF Planter installations.
61.10	C/25/37.3	Clerk's office to commence purchasing plants for Chandlers Way, against agreement which is part of the successful HDC Wilder Horsham £5,000 grant application.
61.11	C/25/40.1	Goring Rd / Clays Hill junction TRO project taken forward to next Years Action Plan
61.12	C/25/47.2	Complete installation of MPF improvement project features inc, grasscrete, bin, planters and bollard
61.13	C/25/47.3	School planting day organised for the 13 th March
61.14	C/25/47.4	Annual Gym inspection moved to the Wickstead engineers team for Winter 2026
61.15	C/25/47.6	Clerk to create a counterargument to attempt to get new waste bins installed after request rebuffed
61.16	C/25/47.6	Bus Shelter spot lights to be brought forward to next year's Action Plan
61.17	C/25/47.6	Clerk's office to attempt to remove HDC's recycling bin from the Car Park
61.18	C/25/48.3	Clerk to take latest Operation Watershed project idea forward to WSCC engineers and Working party

C/25/62 INFORMATION / CORRESPONDENCE ITEMS

62.1 None

C/25/63 DATE OF NEXT MEETING – 5th May 2026 at 7.30 pm.

Meeting ended at 9.08pm

Signed by the Chair: Date: 5th May 2026

A recording of this meeting can be found using this link: <https://youtu.be/BI5LCYvraCM>