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## COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 5<sup>th</sup> MAY 2026 AT 7.30 PM AT THE STEYNING CENTRE

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

**Clerk:** John Fullbrook

**Members of the public:** 2

**Meeting Commenced :** 7.30 pm

# MINUTES

### C/25/64 APOLOGIES FOR ABSENCE

### ACTIONS

64.1 Apologies received from Cllrs Linfield, Young, Lloyd and Johnson.

### C/25/65 DECLARATIONS OF INTEREST AND DISPENSATIONS

65.1 Cllr S Alexander declared an interest in agenda item 8.2, when meeting due to discuss potential Canada Gardens entrance road upgrade, as Simon is a plot holder at Canada Gardens.

### C/25/66 QUESTIONS FROM THE FLOOR {in summary}

66.1 None

### C/25/67 MINUTES OF PREVIOUS MEETINGS - To agree 3<sup>rd</sup> March draft minutes.

67.1 Cllr I Alexander **proposed, seconded** by Cllr Sharp to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 3<sup>rd</sup> March 2026. **Agreed 3 For, 1 Abstained** {Cllr Hanson had temporarily left the meeting during this item and did not vote}

### C/25/68 MATTERS ARISING AND ACTIONS - These items were taken as read.

68.1 Clerk & Chair to write to Sport England re loss of facility proposed at School redevelopment – **Actioned**

68.2 Clerk to continue with planned Hedge and Tree works – **Actioned**

68.3 Allotment rent rise agreement relayed to plot holders – **Actioned**

68.4 Skip hire for Allotments put in place – Five used, potentially one more to go – **Actioned**

68.5 Allotment tidy day organised, with support from plot holder volunteers – **Actioned/ See item 69.2**

68.6 Pot Hole works completed – **Actioned**

68.7 Pot Hole contacts for residents promoted on SPC Socials once more – **Actioned**

68.8 Log seating, lockable gate, trees, hedge and trellis installed at Chandlers Way – **See item 69.3**

68.9 Abbey Road volunteers to discuss stream location of willow bundles, potential stream side planting and additional 'scrapes' – **See item 69.1**

68.10 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 – **Actioned/ See item 69.3**

68.11 Installation of MPF improvement project features inc, grasscrete, planters and bollard – **Actioned**

68.12 Tanyard TRO project taken forward to next year's Action Plan – **See Item 69.4**

68.13 Coxham Lane TRO project taken forward to next year's Action Plan – **See Item 69.4**

68.14 Goring Rd / Clays Hill junction TRO project taken forward to next Years Action Plan – **See Item 69.4**

68.15 Charlton Street to be further considered as a TRO project – **See Item 69.4**

68.16 School planting day organised for the 13<sup>th</sup> March – **Actioned**

68.17 Annual Gym inspection moved to the Wicksteed engineers team for Winter 2026 – **Actioned/Item 69.5**

## **C/25/69 COMMUNITY MATTERS AND OPEN SPACE PROJECTS**

### **69.1 Report on the Abbey Road Conservation Area from the Lead Volunteer**

The Lead Volunteer, Roger Brown, was in attendance and spoke in support of his written report. The main theme was to outline the remarkable progress that has been made by the volunteers at Abbey Road, and especially so within the last 6 months. Dramatic improvements have been made to the pond, an additional scrape dug out, and the health of the stream, with support from the Environment Agency, and the Ouse and Adur Rivers Trust, is much improved. Hundreds of trees, shrubs and bulbs have been planted, and the variety of habitats for such a small area is outstanding, with subsequently an incredible array of flora and fauna now being observed.

### **69.2 Update regards the Allotments Tidy Day**

The 'Tidy day' went very well indeed. There were a number of skips delivered to Canada Gardens and to two locations at either end of Rublees Allotments over a period of about a month. At the same time the combustible material was accumulating at the designated positions on both sites, plus there was a pile to burn at Chandlers Way also. The accumulation of material at Rublees was significantly more than previous years. Steve the Caretaker, and the Clerk were ably assisted by a number of Allotment Association volunteers at all three sites. The whole event was completed inside of 6 hours.

### **69.3 Chandlers Way Pocket Park Project update**

The school planting day went exceptionally well. 24 children plus 6 volunteers and a teacher and the Head Teacher and the Clerk took part on the 13<sup>th</sup> March. The School's Student Eco council members took a very active role, with 150 plus plants being potted, and it is planned that these plants will continue to be looked after by the school children until either autumn this year or early spring 2027, when they may be transferred to Chandlers Way and again planted by the Children. It is possible that there will be an attempt to coordinate a significant bulb planting programme in September. Also, there are 40 odd plants and small trees donated mostly by *Steining for Trees* which are in a Nursery at the Steining Centre and are likely to be planted at Chandlers Way in two, three or four years' time.

**CLERK**

### **69.4 To agree priorities for the next years Action Plan projects**

The Clerk had supplied a full list of potential projects for consideration for both this committee and for the Council as a whole. It was the first chance for members to discuss a prioritisation of community committee projects with an understanding that a final recommendation would be made to F&GP at the next meeting. Members preference at this point was to defer two items and discuss further at the next meeting. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the committee park {defers} the Operation Watershed at Mouse Lane, and Twittens projects, to likely another year. **Agreed**

**CLERK**

### **69.5 To review the Wicksteed Play Area Reports 25/26 & updates concerning planned maintenance**

Since being received the office has been sorting out, one by one, a number of the issues raised. Moss growth removal from play surfaces is to be completed on the 11<sup>th</sup> May. There was an additional issue when someone decided to dig out one of the grasscrete mats from under an MPF swing. It's been put back but will need to be replaced with a new mat. The South Ash play area swing presents the costliest issue, with a possible replacement required, but members will be brought further information at the next meeting before action is taken.

**CLERK**

### **69.6 To discuss a course of action in relation to the fencing that no longer exists around the Church Church St end of the Fletcher's croft stream, with wheel and fencing debris now in the stream.**

The Clerks office had notified HDC about a fly tipping incident and it seemed that it may have been actioned, with some debris removed from site and some had been taken elsewhere.

The fencing has not been fully in place for some considerable time, and the stream containing debris has been the case for at least 6 months.

Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk is delegated to write to Horsham (and to copy in the Environment Agency), to tell them about the situation and to convey the dissatisfaction concerning the matters that members had just discussed. **Agreed**

CLERK

## **C/25/70 FINANCE AND GOVERNANCE**

### **70.1 To accept the I & E Reports.**

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

## **C/25/71 HIGHWAYS AND PARKING MATTERS**

### **71.1 To consider the recent DMMO Hearings report and agree any subsequent actions**

CLERK

Cllr Young and Gill Muncey did a very good job, and had spent some considerable time on this matter, but the Inquiry on the 19<sup>th</sup> March did not rule in favour of SPC, and therefore the ROW/3349228 permissive footpath has not been granted a *public right of way* status. Though lodging an Appeal was a consideration, members did not think the decision would likely change, however there was strong feeling that some of the administrative process and untimely and therefore unhelpful distribution of information / documentation by the WSCC office deserved further comment. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that those involved with the Hearings (including the Clerk) put together a response to West Sussex about SPC's feelings about the way this decision process was managed. **Agreed**

& W. Party

And Clerk to convey heartfelt thanks to Gill Muncey for her time and effort in this matter.

CLERK

### **71.2 To consider potential Canada Gardens entrance road upgrade**

The entrance road to Canada Gardens has been in decline for some time. A number of residents have formed a group, and the Clerk has met with them to consider options to complete repairs. Each group member is interested in potentially match funding a project with the Council. Quotes are being sought and further meetings will be undertaken, and this is all dependent upon what work will be agreed to be done and when more detailed estimates are available then these will be brought back to members.

CLERK

### **71.3 To begin to consider the Glebe Fields access pathway upgrade and agree any actions**

CLERK

The access was discussed at length and the existing pathway adjacent SPC land and Play Area was noted as being too narrow for such a potentially busy route, and members suggested the Clerk inform the appropriate group, contractor (potentially Vistry) or Council to see what can be done.

### **71.4 To discuss a course of action on what to do to ensure Fletcher's Croft car park sign is changed to say 'All Day Parking'. Cllr I Alexander proposed, seconded by Cllr S Alexander that the Clerk is asked to change the direction of the parking sign in Tanyard Lane to its correct positioning, pointing in the right direction and fixed properly, and that the Fletcher's Croft parking sign is more properly changed to show 'All Day Parking' and that this is done by SPC and that then SPC inform WSCC that it has been done. **Agreed****

CLERK

## **C/25/72 ONGOING ITEMS – These items will be taken forward to the next Community Meeting.**

- 72.1** C/24/68.2 DIY Dog washing machine to be brought back to future agenda
- 72.2** C/24/81.1 River bank management needs to be added to the Abbey Road Management Plan
- 72.3** C/24/81.1 SPC to discuss the need for a Parish Council Flood Plan
- 72.4** C/25/18.4 SPC to discuss potential its future management of Twittens with WSCC at appropriate time
- 72.5** C/25/27.5 Clerk to obtain pledged donations following completed MPF Planter installations.
- 72.6** C/25/47.6 Clerk to create a counterargument to attempt to get new waste bins installed after request rebuffed
- 72.7** C/25/47.6 Bus Shelter spot lights to be brought forward to next year's Action Plan

- 72.8** C/25/47.6 Clerk's office to attempt to remove HDC's recycling bin from the Car Park
- 72.9** C/25/48.3 Clerk to take latest Operation Watershed project idea forward to WSCC engineers and Working party
- 72.10** C/25/60.2 Clerk to work on draft Business plan for potential Car Park Asset Transfers
- 72.11** C/25/60.2 Clerk to seek approval for criteria which will balance the accounts in consideration of this business plan

**C/25/73 INFORMATION / CORRESPONDENCE ITEMS**

**73.1** None

**C/25/74 DATE OF NEXT MEETING – 2<sup>nd</sup> June 2026 at 7.30 pm.**

**Meeting ended at 8.45pm**

**Signed by the Chair: ..... Date: 2<sup>nd</sup> June 2026**

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