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COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 1st SEPTEMBER 2026 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs I Alexander (Chair), Norcross, Hanson, Young, S Alexander and Linfield.
Clerk: John Fullbrook
Members of the public: 2
Meeting Commenced : 7.30 pm

DRAFT MINUTES

C/26/12 APOLOGIES FOR ABSENCE **ACTIONS**

12.1 Apologies received from Cllr Sharp, with Cllr Lloyd absent.

C/26/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

C/26/14 QUESTIONS FROM THE FLOOR {in summary}

14.1.1 *Statement from David Randall {representing the Cricket Club} – Regards item 7.14, You're considering agreeing Steyning FC pitch markings on the MPF where now there are five, and last year there were three, and that they are already marked up as of 23rd August. This wasn't well received by the Cricket Club as their season is still progressing. The pitches were also not marked appropriately*

14.1.2 ***Q –*** *Would this committee consider a joint committee/ group who would have management responsibility for the use of the field?*

14.1.3 ***Q –*** *Can the football club not go back to the position as of last year – that being 3 pitches*

14.1.4 ***Response – When we get to that item we will discuss the matter, and we will take on board your comments, though I can tell you we are not happy with what has been done, as it has not been agreed by this committee.***

14.1.5 D. Randall statement – The Cricket first team have been promoted and will start next season in the top tier/30 teams out of 377 throughout the county – but this means that the field maintenance needs to be of a higher level

C/26/15 MINUTES OF PREVIOUS MEETINGS - To agree 2nd June draft minutes.

15.1 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 June 2026. **Agreed**

C/26/16 MATTTERS ARISING AND ACTIONS - These items were taken as read.

16.1 Clerk to write to Hockey Clubs concerning School development resolution **- Actioned**
16.2 Clerk to pursue Community Use Agreement meeting with WSCC & HDC **– Actioned**
16.3 Clerk to complete Interpretation board planter installation **– Actioned / See item 18.2**
16.4 Community Committee project priorities taken to F&GP Committee for approval **– Actioned**
16.5 Clerk to start process of Community Engagement regarding South Ash Play Area development**-Item 18.5**
16.6 Clerk to purchase and consider installation of new 'Third' Planter **– Actioned / See item 18.3**
16.7 Clerk's office to promote HDC Air quality consultation information **– Actioned**
16.8 Community planting projects requiring watering plan for Summer and Autumn **– Actioned**
16.9 Canada Gardens access road improvement project details to be brought back to committee when ready **– Actioned / See item 18.1**

16.10 Directional Parking signs to be done by STC & then to inform WSCC and HDC after the event **– Actioned**
16.11 Clerk to maintain advice to residents concerning antisocial behaviour near MPF bench **– Actioned**
16.12 Clerk's Office to promote 'Save our South Coast Alliance' information on Web site **– Actioned**
16.13 Chair to communicate with resident regarding management of grass verge adjacent Museum **– Actioned**

C/26/17 FINANCE AND GOVERNANCE

17.1 To accept the Community Committee I & E Reports for April, May, June and July 2026
Members considered a number of items in relation to the many reports noted.
Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Community Income and Expenditure report for April, May, June & July 2026 be accepted as a true and fair record. **Agreed**

C/26/18 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

18.1 Canada Gardens Access Road renewal project completion report

18.1.1 This project was first discussed at the May Community Com. meeting, and because of the potential damage to plot holder cars from the rutted and potholed existing entrance road, it was bumped up in terms of importance and with a strong focus on community engagement and subsequent agreed match funding, a workable low cost solution was finally brought back to the July F&GP meeting {Rather than back to Community as it involved an MOU contract agreement and a larger sum of money}.

18.1.2 A provisional date was agreed with the contractor who had submitted the best of 3 quotes, and subsequent to F&GP's approval, the project was completed within a week of that July meeting. The office are now in the process of collecting the three pledged match funding amounts totalling £4,080 to complete the project. **CLERK**

18.2 MPF Interpretation Board installation planter completion report
Now that the worst of the harsh summer heat waves are hopefully behind us, this Bank Holiday is providing an opportunity for STC staff to complete the planting of the Interpretation Board Corten Planter – with plant species agreed {Euonymous Japonicus}, and watering arrangements in place via volunteer and STC staff should there be another heat wave. **CLERK**

18.3 MPF 'Third Planter' Project update including memorial donation from a resident

18.3.1 The Clerk updated that at the June Community Meeting members had agreed that the Clerk's office could move forward on this planter installation despite at that point not having secured a sponsor or memorial donation. However the Clerk was confident that eventually a donor could be found, and that there was already some interest. It turned out that soon after the meeting and after a few discussions a resident came forward and pledged £1,800 towards this project.

18.3.2 The planter was ordered and it being a bespoke design, the delivery took until mid-August. The Clerk has agreed a contractor, and it is likely that the installation and planting will be completed by mid-September. Dependent upon weather, and plant and contractor availability. There was a suggestion made that existing planters could be enhanced by adding bulbs this autumn. **CLERK**

18.4 To agree a plan for the Chandlers Way autumn bulb planting project

18.4.1 Working with the Headteacher of the Steyning Primary School, there is a hope that this planting day will take place at some point this Autumn. The Clerk asked members to consider agreeing to expenditure for the bulbs acquisition. Cllr I Alexander **proposed, seconded** by Cllr Hanson that STC allows up to £250 for the acquisition and planting of bulbs. **Agreed** **CLERK**

18.4.2 In addition Cllr Hanson offered some additional bulbs from her property that would be available in Spring of next year and this offer was welcomed by the other members **Cllr Hanson**

18.5 To agree way forward for South Ash Play Park community engagement & equipment renewal

18.5.1 At the last meeting it was agreed that Cllr S Alexander would work with the office to produce a community engagement poster to start the process of residents assisting this committee to upgrade the South Ash play facility, and especially the swing which would soon require

replacement. Cllr S Alexander had indeed completed the task very well, and members debated how the process should go forward whilst being mindful of not raising expectations too much, as there were currently few funds available.

18.5.2 Members agreed that more time was required to think about what should be promoted to local residents, and that potentially an amended poster be compiled by Cllr S Alexander, but that this time restricting the scope and expectations of what could be achieved with members considering options in between meetings. **CLERK & Cllr S Alexander**

18.6 To consider ongoing tree works maintenance update across the STC open spaces

18.6.1 The Clerk reported that over the spring /summer period, STC has been limited as to what works can be achieved due to the necessity to avoid disturbing nesting birds. However, works have still been undertaken where possible and this includes carefully reducing the canopy on four trees on the MPF, plus removing a sapling whose roots were starting to undermine a flint wall adjacent the Cricket Club. And at Godstalls Lane there were two dead/ diseased small Elm trees removed.

18.6.2 The Clerk then reported the need to consider further works:
In 2021 STC reduced the canopy on a Eucalyptus tree on STC land near the Abbey Road play area. The owner of the adjacent property is concerned that now being more exposed (due to Glebe Fields access works) – that STC considered moving forward on canopy reduction works which were planned for next year. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk goes back to the resident to see if they would agree to it coming out. **Agreed** **CLERK**

18.6.3 Second, STC has been offered a mature memorial Oak tree plus planting costs covered to go on the MPF – adjacent the play area and by way of providing cover in the fullness of time for children using said play area against the midday sun. Cllr I Alexander **proposed, seconded** by Cllr S Alexander that the Clerk proceeds with finding out more details and bringing it back to this committee, but that at this stage the members were in favour of this idea. **Agreed** **CLERK**

18.6.4 Third, the main hedgerow planted and fashioned by *Steyning for Trees* at Abbey Road is due to be reduced in height and the Clerk asked if members could add it to its annual hedgerow cutting schedule, except *Steyning for Trees* would likely be happy to match fund this particular endeavour if agreed. Cllr I Alexander **proposed, seconded** by Cllr Norcross that STC are happy that the Clerk proceeds with this idea. **Agreed** **CLERK**

18.7 To agree a plan to renew play area access gates

18.7.1 The access gates for almost all of the STC play areas are showing their age and are at various stages of required renewal. The three most pressing examples are at the MPF x2 and one at Fletchers Croft. One gate was purchased a few years ago as an emergency replacement and can be used, plus another one is on order – as two need urgent attention. They cost approx. £1,150 each + VAT depending on the required needs and dimensions of each access position. However the Clerk pointed out the need for three more. One at Abbey Road, One at Chandlers Way and a second one at Fletchers Croft. At this stage there was only a pressing need for one additional purchase, but the Clerk also suggested a plan whereby at the end of the financial year, more are purchased if finance allows from existing and appropriate budget line.

18.7.2 Cllr I Alexander **proposed, seconded** by Cllr Young that STC replace two gates at Fletchers Croft and the MPF {at a cost of approx. £1,150 + VAT ea.}. **Agreed** **CLERK**

18.8 Update from the Clerk concerning the HDC Cleansing Grant

18.8.1 The Clerk presented information relating to this year's proposed *Cleansing Grant* from HDC, and the correspondence associated with it so that members could understand more about what the grant covered, and how much was likely expected.

18.8.2 The Clerk was asked to respond to HDC and to argue that STC should have a greater amount and that HDC be clearer as to what grant was expected. **CLERK**

18.9 **To consider request for path/ roadway surface improvement between Chalcraft/Chequers**
There had been some dispute as to ownership of this walkway, with WSCC Highways Dept. denying that it was within their ownership and that therefore they would not repair it. Members having researched the matter found that it was designated a public Right Of Way number {STE 3428} and so asked the Clerk's office to pursue them needing to deal with it. **CLERK**

18.10 **To agree Armistice Day arrangements**
After the success of last year's event, members were keen to try and repeat the arrangements. In summary therefore; Cllr I Alexander and Clerk to work out details of day and secure services of Father Mark and bugler; Cllr S Alexander provides musical and service recordings accompaniment; Clerks office provides garden presentation, purchases and distributes reefs, promotes event, installs lamp post poppies, communicates with school and veterans to secure attendance; and other Cllrs attend if possible. Cllr S Alexander who had officiated at the Church service asked for further support. **Cllr I Alexander & CLERK Plus Cllrs**

18.11 **To agree whether to continue autumn Allotment skip service provision**
It is anticipated STC provides 4 skips (2 per allotments area), and this would amount to approx. £750 in total. Cllr I Alexander **proposed, seconded** by Cllr Hanson that STC provide a similar service to last year, and include skips for both allotments. **Agreed** **CLERK**

18.12 **To consider the proposed positioning of Steyning FC pitch markings at the MPF**

18.12.1 The football club had supplied the office with an indication of where the 2026/27 pitches would be placed, but before this committee could agree what could be put in place, the club marked them up citing that the volunteer could only do so earlier than usually planned due to availability issues, and in any case this year there was a problem with Cricket and Football Club fixtures overlapping despite the club attempting to change things with the league.

18.12.2 Further to the Cricket Club representation earlier in the meeting, the members expressed their displeasure that the pitches had been marked prior to permission being gained. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk be asked to write a strongly worded letter to the football club saying that their actions were unacceptable and in the future this committee would consider that there would be a cost involved, and pitch removal. **Agreed** **CLERK**

18.12.3 Cllr I Alexander **proposed, seconded** by Cllr Norcross that STC allow the football club 4 out of 5 of the pitches already marked up (with Clerk to arrange with clubs which of the 5 should go). **Agreed**. **CLERK**

18.12.4 Members also stated that in reference to the suggestion by Mr Randall that a committee be set up to decide fixtures for all clubs, that the Clerk advise him that another committee is not necessary as this committee will continue to have that remit. **CLERK**

18.13 **To consider a request from the Steyning Rugby Football Club for training facilities at the MPF** **CLERK**
There had been a request for members to consider that the Rugby Club use the top of the MPF for a pitch to be marked up for training purposes and that also there could be potential use of the Changing rooms. Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk be delegated to respond to the request confirming agreement for this use for training purposes. **Agreed.**

18.14 **To consider a request from a resident of Laines Road, concerning traffic calming measures** **CLERK**
Members considered this idea and agreed there was indeed a speeding issue in this area but that the residents take some personal responsibility in the first instance and that the resident take the matter up with their County Councillor in the first instance and then at the right time, this Council would consider its support.

18.15 **To discuss this seasons project priorities and consider any future project aspirations for this Committee –** Members discussed the potential for installing a notice board at the South Ash play area – as well as other parcels of land in the future, to promote Steyning Council events community engagement and other consultations. **CLERK**

C/26/19 **ONGOING ITEMS** – These items will be taken forward to the next Community Meeting.

19.1	C/24/81.1	River bank management needs to be added to the Abbey Road Management Plan
19.2	C/24/81.1	STC to discuss the need for a Town Council Flood Plan
19.3	C/25/18.4	STC to discuss potential its future management of Twittens with WSCC at appropriate time
19.4	C/25/27.5	Clerk to obtain pledged donations following completed MPF Planter installations.
19.5	C/25/47.6	Clerk to create a counterargument to attempt to get new waste bins installed after request rebuffed by HDC
19.6	C/25/48.3	Clerk to take latest Operation Watershed project idea forward to WSCC engineers and Working Party
19.7	C/25/60.2	Clerk to seek approval for criteria which will balance the accounts in consideration of the business plan associated with Asset Transfers from HDC
19.8	C/26/07.1	Clerk & District Councillor to meet with HDC Car Park Manager to discuss possible Asset Transference

C/26/20 **INFORMATION / CORRESPONDENCE ITEMS**

20.1 There had been a recent accident at the Canons Way entrance, and residents had written in with their concern, and members were equally concerned by the fact that WSCC had not reduced the speed limit adjacent this entrance. The Clerk was asked to respond to residents saying that they should contact WSCC in the first instance, and to also lobby WSCC Councillors. **CLERK**

20.2 Residents had written in with concerns over e bike usage on the MPF. Members considered limiting bike use but thought it unwise to impose a restriction. – Again the Clerk was asked to write back and ask that in the first instance residents should contact wardens or police if the activities were very unsafe. **CLERK**

20.3 A resident had complained about a recently painted piece of play equipment where the paint had dried, blistered and cracked, because the dried paint shard had gone into their finger. The Clerk to continue to monitor the situation and staff make good. **CLERK**

20.4 A significant tree branch had broken off and was hanging on a different branch in an unsafe manner – The Clerk informed that the area was cordoned off (behind the Steyning Centre) and an emergency removal via the Tree Warden was planned for within the next 48 hours. **CLERK**

20.5 The Chair brought up the fact that there were very many laminated posters and brochures being attached to trees and lamp posts around the Town. And requested this be discussed at a future meeting. **CLERK**

C/26/21 **DATE OF NEXT MEETING – 3rd November 2026 at 7.30 pm.**

Meeting ended at 9.26pm

Signed by the Chair: . . . . . Date: 3rd November 2026

A recording of this meeting can be found using this link: *https://youtu.be/_hFGKiN-BWE*