**Minutes of the Community Committee meeting held virtually using Microsoft Teams on Tuesday 1st December 2020 at 7pm**

**Present:** **Councillors:** C. Verney (Chair), A. Chilver, F. Heaver, S. Teatum, D. Wood

**Also, present:** Clerk: Celia Price, UBPC Vice Chairman: B. Harber, Councillor: C. Warren

Members of the public: None

**CC:1220:01 Apologies for absence**

Apologies were received and accepted from Cllr Newton. Cllr Shaw was unable to join the meeting due to technical difficulties.

**CC:1220:02 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**CC:1220:03 Minutes of the last meeting**

The minutes of the meeting held on [3rd November 2020](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EVUJMV_j-QdClGFQXXNShp4BlF6LEwG3Ap-6C3PuPhXK5A?e=GK0lcm) were approved as a true record. Proposed by Cllr Chilver, seconded Cllr Wood and agreed by all. The Chairman will sign the minutes as soon as is practical.

**CC:1220:04 Public Adjournment**

None present

**CC:1220:05 Hyde Street Community Orchard**

The Clerk reported that the tree warden has been working with representatives from both Bramber and Steyning Community Orchards. Councillors discussed the location of the proposed orchard and the types of trees to be planted. It was resolved that the new trees be planted on the south side of the open space and should consist of one plum, two pear and three apple trees.

It was also agreed that each tree should have a substantial wrought iron guard which will protect them from strimmer damage and potential vandalism.

**CC:1220:06 Newsletter and Website**

The newsletter will be delivered to residents tomorrow. The final design was done by the Clerk (saving £350 design fee). A ‘brand’ is starting to develop with the website and newsletter having the same style.

The website is almost ready to ‘go live’. All the statutory information is in place but there is some optional and community information to be added. It is important that time is dedicated to checking and updating the website on a regular basis. The Clerk will let councillors know when the new website is up and running.

**CC:1220:07 Upper Beeding Parish Council - Dementia Friendly Community**

Cllr Wood distributed a written [report](https://upperbeedingpc.sharepoint.com/:w:/s/UBPC/EZFt5ci6pP9Omt-3Hu_k7KUBly6K-ROW5VcSf3A59u9OFA?e=FQ7YBS) prior to the meeting, the contents of which was discussed. It was resolved to progress Cllr Wood’s recommendation that the Parish Council join the Horsham District Dementia Action Alliance (HDDAA) and develop the action plan as proposed. This item will therefore be added to the next full council meeting for ratification.

**CC:1120:08 Community Allotment Project**

Cllr Wood is the lead for the Community Allotment project and has been working with the Clerk. Clearance of the two plots allocated for this project has been delayed due to COVID-19 restrictions and the weather, however, plans are underway. There will be no rental charge for the plots and a tenancy agreement is being prepared.

It was resolved that the committee support this project.

**CC:1220:09 2021/22 Budget**

The Clerk reported that the draft budget was agreed by the Finance Committee at their meeting on 24th November and this will be presented to full council for approval at the meeting on 15th December. The Community Committee’s requests for both an events and a dementia friends budget are included in the draft budget.

**CC:1220:10 Matters raised by Councillors**

Cllr Teatum requested that all councillors receive the newsletter before residents so they are fully informed prior to distribution. The Clerk apologised for this oversight and will forward the Winter newsletter immediately following the meeting, agreeing that future editions will be distributed earlier.

Cllr Heaver reiterated his offer of help for both the Community Orchard and other volunteer projects.

Cllr Verney suggested a working party with representatives from both the Community Committee and the Facilities Committee to lead a project to recruit and manage volunteers. This will be put to full council for consideration.

There being no other business the meeting concluded at 7:56pm

Minutes Signed By: Date: