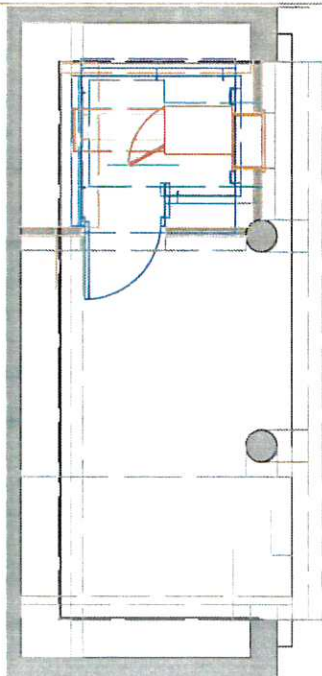
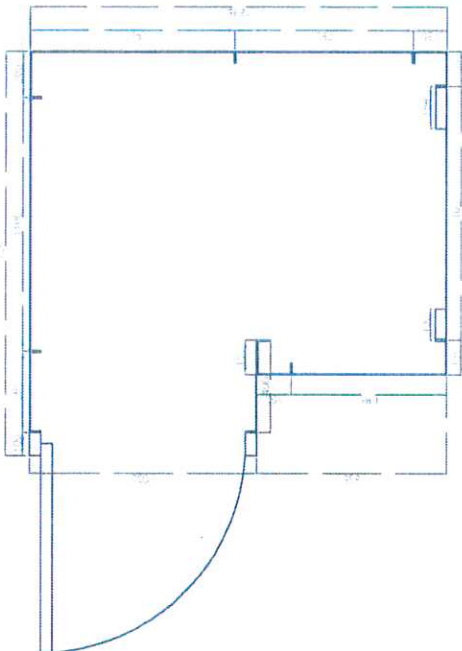
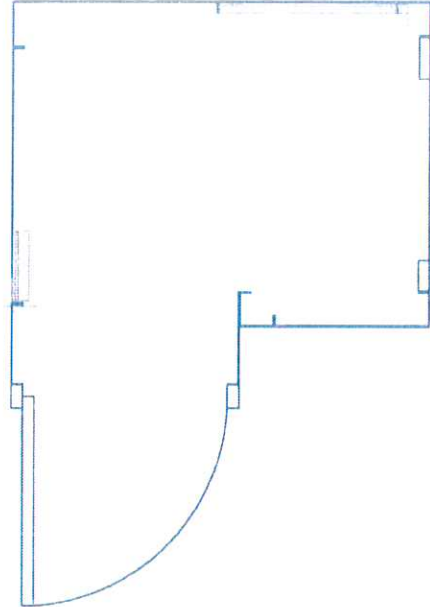
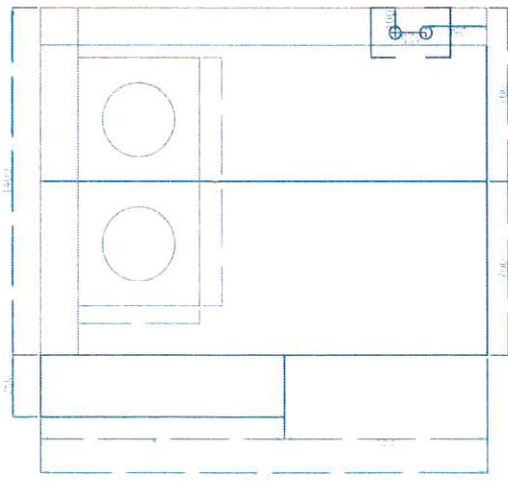
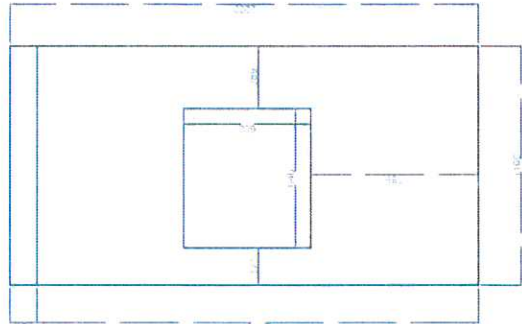
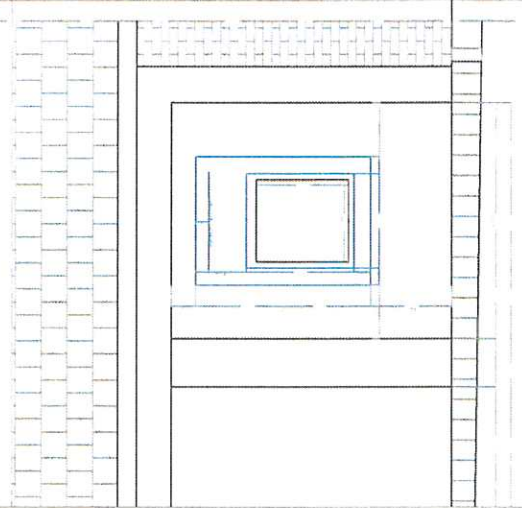
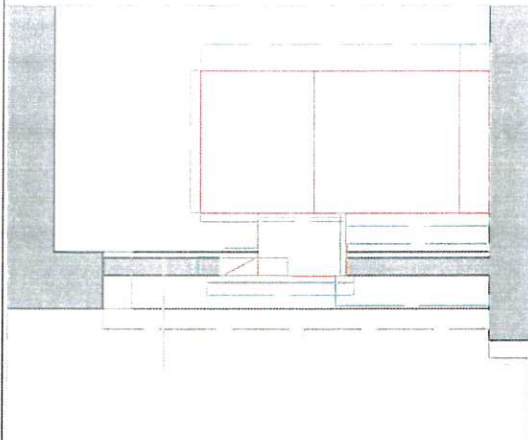


ITEM 6.10 OPTION C

Main Building Layout With LPS Room			LPS Room Dimensions		Room Layout With Containment & Fixings		
							
Roof Layout With Cable Trays		ATM Room Aperture (Do Not Use For Building Works)		External ATM Aperture Details (Please Use For Building Works)		Floor Levels & Side View Of ATM	
							
Site No.	N/A	Site Name	Notes:-				
Revision Version	Original	Format	NCR Constructed				
Date	06-03-19	Originator	Katarina Milisavljevic				
			NCR Constructed				ATM Room constructed to LPCB LPS 1175 Level 4
					© NCR Ltd		W2 1BQ

ALTERNATIVE OPTION FOR CASH POINT LOCATION IN HIGH STREET



To locate a cash point within the third 'bay' of the bus shelter would disfigure the front elevation of an important high street feature.

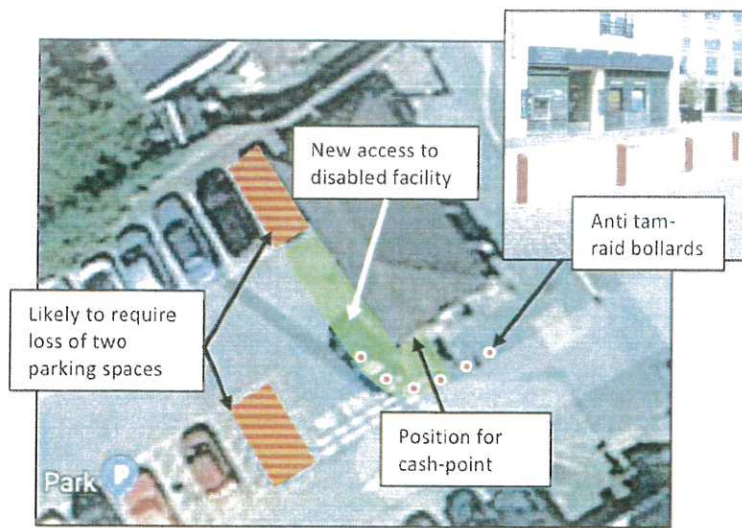
ALTERNATIVE

- The current disabled toilet facility is excessively large. This is because we chose to locate the entrance in the end wall in order to avoid losing two car parking spaces.
- Now that we are faced with the likelihood of losing an out of hours cash withdrawal facility, maybe the loss of two car park spaces is more acceptable.



- This new proposal is to locate the cash point in the end wall (where the current disabled WC entrance door is positioned)
- A new access c/w protective barrier between the pavement and car park would be required.
- One, or possibly two, car parking spaces would be lost.





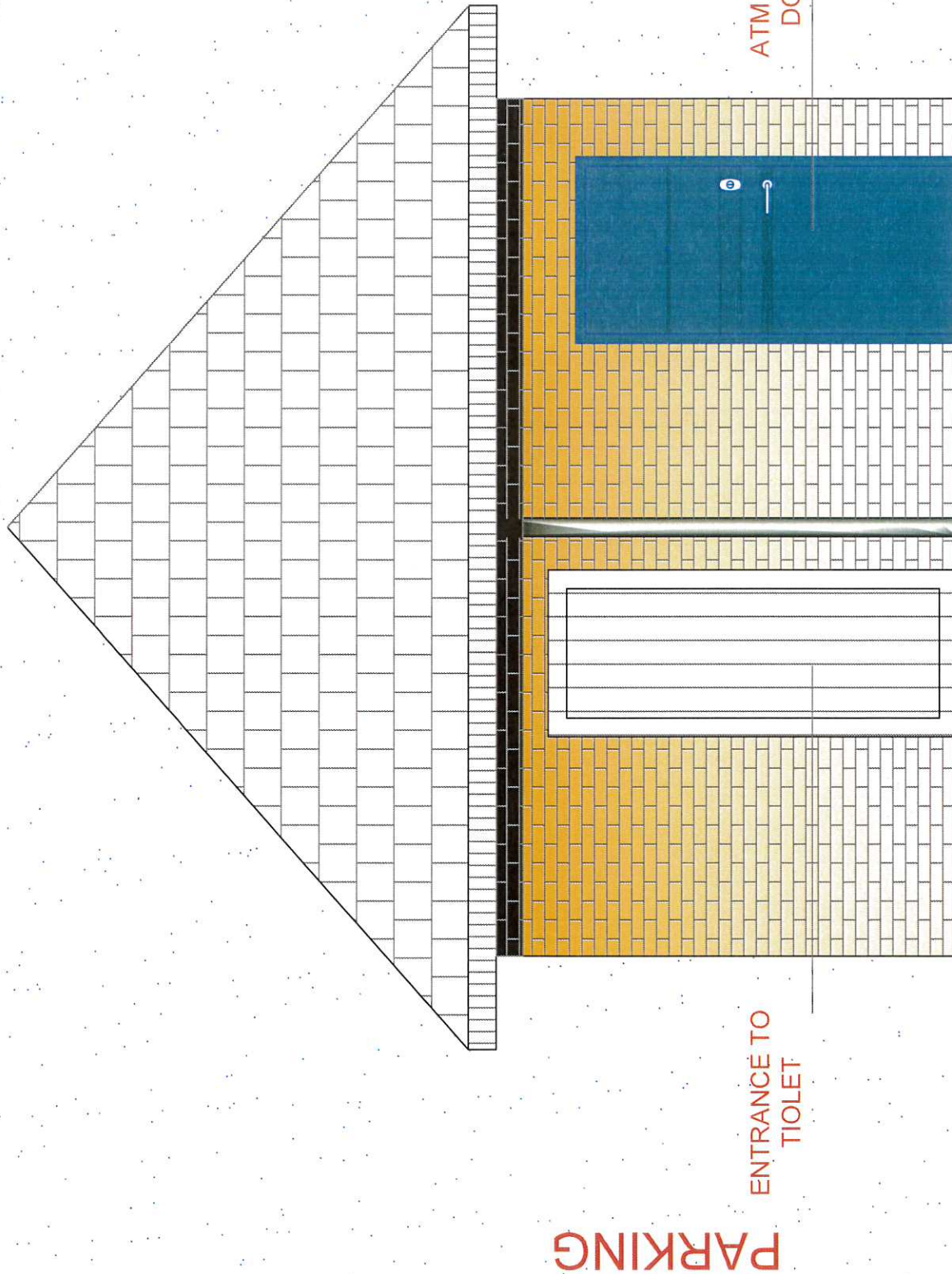
PROPOSED MOTION FOR FULL COUNCIL

The council authorises the clerk in conjunction with the Premises Committee to investigate the feasibility of the alternative location for a new ATM as tabled to today's meeting.

Authorisation includes no-commitment discussions with one or more banks, and with HDC as owners of the bus shelter building. The clerk and Premises Committee may also prepare a draft preliminary planning application to be brought back to Full Council.

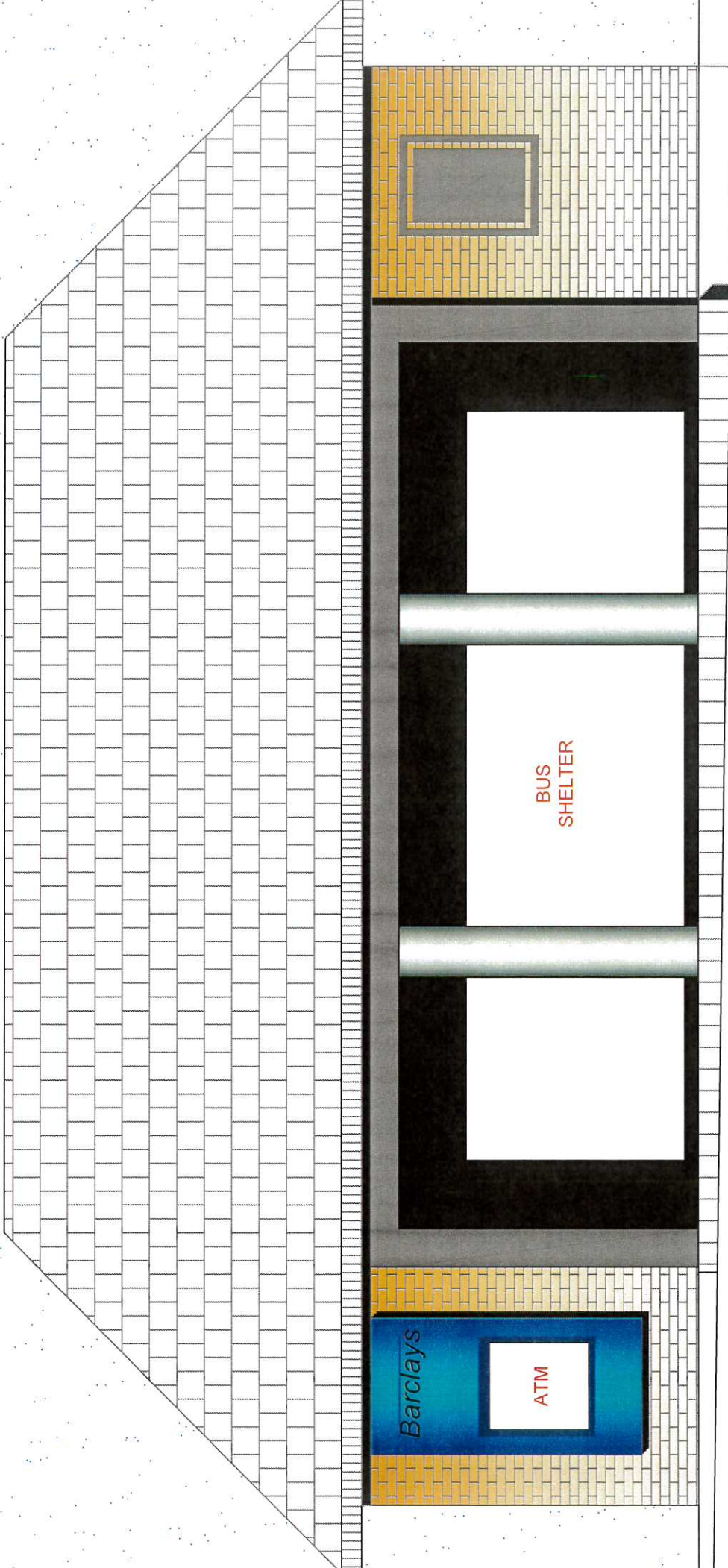
Steve Northam
22nd March 2019

SIDE ELEVATION



Site No.	N/A	Site Name	Steyning	Notes:-		NCR Contacts:- Out Of Hours - 01698 838490 In Hours Only (8am - 5pm) 1st - Damien Cleary - 01217 940391 2nd - Katarina Milisavljevic - 01698 838039		ATM Room constructed to LPCB LPS 1175 Level 4 © NCR Ltd 9th Floor, 5 Merchant Square London W2 1BQ
Revision Version	Original	Format	New Install					
Date	08-04-19	Originator	Katarina Milisavljevic					

FRONT ELEVATION



76 HIGH STREET

Site No.	N/A	Site Name	Steyning	Notes:-	NCR Contacts:- Out Of Hours - 01698 838490 In Hours Only (8am - 5pm) 1st - Damien Cleary - 01217 940391 2nd - Katarina Milisavljevic - 01698 838039	 NCR	ATM Room constructed to LPCB LPS 1175 Level 4
Revision Version	Original	Format	New Install				
Date	08-04-19	Originator	Katarina Milisavljevic				
				© NCR Ltd 9th Floor, 5 Merchant Square London W2 1BQ			

F&GP Committee recommendations to amend SPC Financial regulations

The following two items were discussed and agreed by F&GP committee on the 9th April and put forward for approval by Full Council

Item 1. Bacs Payments

The Policy Working Party considered the situation and agreed that it was simpler and entirely appropriate to follow the paragraph {6.9} in our existing Financial Regulations which states the following;

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained, and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

The working party agreed and recommends that a list of BACS payments could be compiled by the Deputy Clerk and checked by the RFO and finally authorised by a signatory on a weekly basis.

Item 2. Budgetary control and authority to spend

The Policy Working Party considered the recommendations from the internal auditor and recommends that F&GP agree the following amendments to Financial regulation 4.1:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £5,000;*
- ~~*a duly delegated committee of the council for items over £500; or*~~
- ~~*the RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*~~
- ***prior approval by delegated committee for items - £1,000 to £5,000***
- ***Clerk can order goods and services before speaking with chairman but making chair of committee or finance aware of this decision for items - £500 to £1,000***
- ***Clerk has authority to spend within the budget heading for items - £0 to £500***

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

EARMARKED RESERVES

CURRENT RESERVES

£180,095.00 (End of Year figure for 2017/18 and including £80K Emergency reserves)

£100,095.00 Maximum amount available for Earmarked reserves

Earmarked Reserves agreed for This Financial Year - 2018/19

- **£1,400** Neighbourhood plan additional expenditure – Agreed Jan 2018
{But not used}
- **£35,000** Playground development at Fletchers Croft – Agreed Dec 2018

Earmarked Reserves for the Next Financial Year – 2019 / 20

(Agreed)

- **£2,500** Building Asset Assessment – Agreed Jan 2019
- **£15,000** Neighbourhood Plan - Max. additional expenditure – Agreed Jan 2019
- **£14,212.50** Replacement chairs for the Steyning Centre – Agreed April 9th 2019

(Proposed)

- **£12,000** CCTV installation ?
- **£ 0** Further Playground developments – Hopefully WMT funding this
total cost – minus the SPC CiL contribution.

Maximum Potential Earmarked Reserves to be used - £78,712.50

Leaving @ 2019/20 Year End and assuming there is no surplus or deficit either this year or next - £21,382.50 -
(Plus £80K Emergency Reserve)

Change of Neighbourhood Planning Consultant from Enplan to Squires Planning

The following email and attached SP -Steyning NPA Agreement was sent to the Clerk following a meeting between the Chair of SPC Council (Cllr Lloyd), the Chair of the Neighbourhood planning Steering committee (Russell Barnes) and Andrew Metcalfe (Director of Enplan and from 30th April Director of Squires Planning) and the main liaison at Enplan for the duration of their providing a consultancy service for NP Steering committee.

Russell,

As requested please find attached a consultancy agreement letter for work moving forward.

It reflects the agreement previously signed but I enclose both the word and pdf versions of it in case any minor wording changes are requested. Given I will be continuing the work I am already engaged in it refers to the original proposal considered and agreed by the Parish Council which I prepared when at Enplan. I also attach this for your information.

Should you require anything further don't hesitate to get in touch.

Kind regards,

Andrew Metcalfe

Director |



Steyping Parish Council
The Steyping Centre
Fletcher's Croft
Steyping
BN44 3XZ

12 April 2019

Dear Mr Fullbrook,

STEYPING NEIGHBOURHOOD PLAN – PLANNING CONSULTANCY AGREEMENT

Background

From the 30th April, Andrew Metcalfe MPlan MRTPI will be leaving Enplan and be Director of Squires Planning. Mr Metcalfe has been assisting the Neighbourhood Plan Steering Group, alongside Alison Keech (self-employed planner), prepare the Steyping Community Plan.

As a result of this move, it is proposed that professional support for the preparation of the neighbourhood plan moves to Squires Planning starting on 30th April. This approach is endorsed by Enplan. Subject to Squires Planning being appointed, the professional team working with the Steering Group on the plan will remain the same.

The plan has now reached the stage where key pieces of evidence are expected imminently and as a result the speed of preparation should accelerate.

Scope of Work & Fees

The scope of work and fees previously agreed with Enplan (refer fee proposal dated 3 August 2018) will be honoured by Squires Planning.

For clarity an updated set of budgets are set out below which have been adjusted to account for expenditure and progress on the plan to date:

Stage	Est. Fee Budget
1. Getting Started	n/a
2. Screening Opinion & SA/SEA	£ 1,500
3. Preparing the evidence base and draft policies	£ 5,000
4. Prepare Pre-Submission Plan & consultation	£ 4,000
5. Pre-Submission Regulation 14 Consultation	£ 1,500
6. Prepare Submission Neighbourhood Plan	£ 2,500
7. Submission, Examination and Referendum	£ 500

As before, these budgets are based on anticipated time spent and actual expenditure may go up or down dependant on the level of support required by the Steyning Neighbourhood Plan Steering Group.

All work undertaken will be charged at the following hourly rates:

Planning Consultant	£ 75 / hour
Landscape Architect	£ 42 / hour

At the time of writing Squires Planning is not VAT registered. Should this change the Parish Council would be notified immediately and VAT would be payable on invoices. The hourly rates may be reviewed from time to time.

Invoicing

Squires Planning will invoice the amount due at the end of each calendar month. The invoice will specify, where possible, the cost incurred in relation to each of the stages set out in the scope of work. Invoiced amounts are due within 21 days of the date of the invoice.

Spend Cap & Review

This agreement has a 'Spend Cap' of £15,000 (excluding VAT but including reimbursable expenses). Squires Planning shall undertake no work beyond this figure without authorisation from Steyning Parish Council.

At the expenditure of £5,000 and £10,000 (excluding VAT but including reimbursable expenses) Squires Planning shall provide an update on the work undertaken with reference to the stages of work set out above.

Termination of Agreement

Should the need to terminate this agreement arise, Squires Planning will cease work on this project and, at the end of the calendar month in which this agreement is terminated an invoice will be generated for the amount due up to the point of termination.

This agreement comes into effect on the date it is signed by a representative of Steyning Parish Council below.

On behalf of Squires Planning Ltd:

Signature:



Date: 11 / 04 / 2019

Andrew Metcalfe
Director

On behalf of Steyning Parish Council:

Signature:

Date:

John Fullbrook
Clerk to Steyning Parish Council



STEYNING WARDENS' REPORT

FEB 2018

Criminal damage
None Reported
Anti-social behaviour
We witnessed some particularly dangerous and anti-social driving In Fletchers Croft during the daytime. Two vehicles were involved and the occupants of one of the vehicles were hanging half out of the back windows. We managed to get the registration of one of the vehicles and have reported the incident on Operation Crackdown .We have also fed this information through to local Police. We had reports of a group of males and females drinking alcohol and littering in the memorial Gardens. Having stepped up our patrols in the area we intervened with a group late on a Friday evening, and confiscated Alcohol form a group and issued warning about this behaviour.
Parking
We have issued one Parking advice slip on a vehicle parked on the pavement in Kings Barn Lane.
Cold callers
No reports
Neighbourhood disputes
None received.
Fly-tipping
None .
Dog fouling / issues with dogs
None reported or witnessed
Elderly / vulnerable
We have now established a dominoes club at Dingemans
Minibus
We carried out two trips for the month of January.
Other
N/A



ITEM 8.1

STEYNING WARDENS' REPORT

MARCH 2019

Criminal damage
Trees vandalised on the memorial playing fields. Patrols stepped up in area
Anti-social behaviour
A very quiet month. Initial problems with ASB in Fletchers Croft centred on the construction of the Play park have died down after carrying out a parental visit and a caution from a police officer. The laying down of the smooth tarmac surface of the New Car Park has attracted Skateboarders and the like, and on several occasions, we have had to remove boards that were taken from the skip and used as Ramps. This is no longer an issue as the skip has been removed We would however seek clarification as to whether the practice of skateboarding in the area is permitted and would ask the Council to ask Horsham District Council to erect a sign to deter the practice. We have spoken to a group of young people regarding the possibility of organising a weekly trip to The Small Dole Skatepark during the School Holidays.
Anti-social Parking
A member of the public has had their car splashed with white paint and believes that it was in retaliation for Parking across a residents drive. We advised the owner to report it to the police.
Cold callers
No reports of cold callers.
Neighbourhood disputes
None reported
Fly-tipping
None observed ,none reported
Dog fouling / issues with dogs
One call regarding fouling on the footpath in Kings Barn Lane
Elderly / vulnerable
We continue to support the new Reading/Social initiative. Next Monthly session in April
Minibus
We carried out three trips for the month of March
Other
We provided support for the Super Car Rally and French Market helping with road closures and Marshalling.