

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 15TH January 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Northam, Willett, Pearcey, Toomey, Hanson, Muggridge, S Sullivan, G Sullivan, Bowell, Syred, Goldsmith and Lloyd.

Clerk: John Fullbrook

Members of the Public: 10 {including Wardens - Paul Conroy, WSCC Cllr Barling}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/17/157
157.1

APOLOGIES

Apologies were received from Cllrs Trundle, Picking and Cllr Muncey will be arriving late as is involved in other Council business.

FULL/17/158
158.1

DECLARATIONS OF INTEREST AND DISPENSATIONS

There were declarations of interest from Cllr S Sullivan – being a member of the Steyning Community Orchard group and Cllr Goldsmith declared interest in Agenda Items 16, 17, and 18.

FULL/17/159
159.1

QUESTIONS FROM THE FLOOR

Statement From Mr Cree - *I should firstly like to congratulate Councillors Muncey and Trundle for progressing the Steyning Neighbourhood Plan and I wish them every success. I very much hope that it will remain an open, honest and transparent process as required by the agreed Terms of Reference. In direct contrast the SWAB neighbourhood plan was a disaster from beginning to end and over £30,000 of public funds was wasted without the housing need and Draft Pre-Submission report papers ever being made available to the residents of Steyning. Yet none of those responsible, particularly Councillors Muggridge, Northam and Nick Mills, have been publicly called to account by the Steyning Parish Council to answer for this failure. In direct contrast Councillor Goldsmith, who has worked very hard in trying through correspondence to bring about good governance, is predictably accused of some minor discretions. I have worked in many despotic countries around the world including Iran, Iraq, Syria, North Korea and China among others. However when I see what is going on tonight I am very much reminded of China and its Show Trials. All we need is our two Neighbourhood Wardens to stand stern faced either side of Councillor Goldsmith and the scene will be complete. As in China the accused will have already been found Guilty but unlike China his trial will be undertaken in confidential session where justice will*



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not be possible. It is just yet another example of how the Gang of Four have abused parish council democracy. Fortunately the reign of those particular councillors is rapidly coming to an end.

159.1.2 *Response – Council declined to comment on Mr Cree’s statement*

159.2.1 **Q.** From Bob Brown – *Why can’t we hear Cllr Goldsmith answer the questions being put to him in open session?*

159.2.2 **A.** Cllr Northam answered – *We will be voting to agree or not whether the discussion is heard in open or confidential session at item 15 on the Agenda*

159.3.1 Statement from Cllr S Sullivan – *It is unusual to have so much information under the confidential section of the Agenda and I believe this is another attempt to intimidate and muzzle Cllr Goldsmith.*

FULL/17/160 MINUTES OF PREVIOUS MINUTES

160.1 Cllr Northam **Proposed**, Cllr Muggridge **seconded** the minutes of the meeting held on the 18th December 2017 be agreed as a true and accurate record of proceedings.
Agreed - 8 For, 3 Abstentions

FULL/17/160 MINUTES ARISING AND ACTIONS

160.1 FULL/17/140.2 – Briefing note re the membership of the Jnt. Cemetery committee – ongoing

Cllr Howell Cllr Willett

160.2 FULL/17/140.3 – Neighbourhood Wardens scheme incentives – Ongoing

CLERK

160.3 FULL/17/140.6 – Neighbourhood Wardens steering group representation – The First meeting of the newly reformed steering group is due to take place on the 1st February at the Steyning centre, with Cllrs Hanson and Pearcey due to attend with Cllrs Lloyd and Muggridge to be available at later meetings if needs be.

160.4 FULL/17/143.2.2 – Police station front desk enquiry – Cllr Barling confirmed that the station will keep a front desk operation, but there is to be some refurbishment first.

160.5 FULL/17/143.3.2 – Response from HDC regarding Steyning P.C queries on Car Park developments – Covered under item 163.5

160.6 FULL/17/146.2 – Receiving Amenities minutes of 28th November – under item 166.2

160.7 FULL/17/148.1 – West Sussex rights of way Management plan consultation – under item 167.1

160.8 FULL/17/149.1 – Section 106 monies, letter from Project Obligations officer to be recirculated – Clerk actioned

160.9 FULL/17/150.1 – Response to Mr Aubrey’s letter concerning the Police station – Clerk confirmed that his correspondence and concerns had been forwarded to Cllr Barling

160.10 FULL/17/150.2 – Invitation to new Chair of Governors of Steyning Grammar school to attend Council meeting – Clerk had invited the new Chair of Governors to this meeting but due to previous commitments she could not attend. The invitation is therefore extended to the next Full Council meeting.

- 160.11** FULL/17/155.1 – Letter from Councillor Northam to Councillor Goldsmith – Chair actioned.
- 160.12** FULL/17/155.2 – Clerk to circulate advice to Councillors – Clerk actioned
- FULL/17/161** **NEIGHBOURHOOD WARDENS' REPORT**
161.1 Paul Conroy read out the Neighbourhood wardens report for the last month which covered issues and a brief summary of some of the work undertaken by the Wardens over the same period (Available on the web site)
- 161.2** Nitrous Oxide canisters found – still no leads in this case
- 161.3** Antisocial behaviour often happens after Wardens go off duty unfortunately
- FULL/17/162** **JOINT PARISH YOUTH COMMITTEE**
162.1 No meeting has taken place since last meeting – nothing to report
- FULL/17/163** **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
163.1 **Cllr Lloyd update from HDC** – Reminder that new recycling and collections regime starts on the 5th February. Information is on SPC & HDC websites.
- 163.2** **Cllr Willett reports from HDC** – New Chief executive officer appointment – to be formally approved tomorrow. Mr Glen Chip from Epping will start in April. Also a new Monitoring Officer will be starting in April
- 163.3.1** **Cllr Barling reported from WSCC.** In terms of WSCC funding, there is due to be a meeting on the 7th March, at the Steyning Centre – with all members welcome. It will be to discuss Crowd funding, with there being £8K still to be earmarked for any deserving projects.
- 163.3.2** Council tax being discussed at WSCC with proposals to include an increase of 4 or 5% to avoid a funding gap in 4 years' time of approx. £60 Million. This will mean saving money for the 'Better Care Fund', as well as avoiding having to reduce Bus services. Decision to be made on the 15th February.
- 163.3.3** Pedestrian Crossing painting still to be done – Cllr Barling chasing
- 163.4** **Cllr Toomey reported from HALC** – Applications for CIL monies need to be in before 31st January - £8K available.
- 163.5** **Cllr Muncey** – Not available to report on Steyning Car Park developments
- 163.6** **Cllr Willett** – nothing to report on Cemetery committee. Next meeting is due to be held 29th January
- 163.7** **PPG Update** – Cllr Bowell reported that the next meeting was due on 18th January at the Health Centre at 7pm. Cllrs Hanson and Trundle will be attending.

FULL/17/164 164.1	QUARRY UPDATE Schedule of modifications - Cllr Barling suggested that when the Soft sands policy is consulted on that this Council ought to be very much involved in that process	CLERK
FULL/17/165 165.1	NEIGHBOURHOOD PLAN Neither Cllr Trundle nor Cllr Muncey were available to discuss a motion as they were still involved in the N.P. interviewing process in another room in the Steyning Centre	
FULL/17/166 166.1	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS Planning Committee – Cllr Hanson reported on Lloyds Bank proposed development – 2 applications to be looked at by Planning Committee rather than just one Officer, due to complexity of the Council’s objection. Also Untidy Land order raised by Deputy Clerk as an enforcement order on the Chalk pit lay-by. Cllr Hanson proposed, seconded by Cllr Muggridge, to receive the minutes and approve the recommendations of the meeting held on the 19 th December 2017. Agreed	
166.2	Amenities Committee – To receive the minutes and approve the recommendations of the meeting held on the 28 th November 2017, Cllr Howell proposed, seconded by Cllr Lloyd. Agreed	
166.3	Premises Committee – To receive the minutes and approve the recommendations of the meeting held on the 2 nd January 2018. Cllr Syred proposed, seconded by Cllr Hanson. Agreed	
166.4	Finance and General Purposes committee – To receive the minutes and approve the recommendations of the meeting held on the 9 th January 2018. Cllr Howell proposed, seconded by Cllr Syred. Agreed	
FULL/17/167 167.1	WEST SUSSEX RIGHTS OF WAY MANAGEMENT PLAN WSCC Highways and transport seeking public consultation on draft West Sussex Rights of Way Management plan. This is a document predominantly concerning the maintenance programme of Public Rights of Way. Cllr Lloyd proposed, seconded Cllr Pearcey that a working party be set up to read through the documents and to respond on behalf of the Council with delegated authority to do so, before the closing date which is the 31 st January and circulate to councillors accordingly. Agreed	
167.2	There was a show of hands to agree who were to be involved in the working party – which included Cllrs Lloyd, Howell, Syred, and Toomey.	Cllr Lloyd
FULL/17/168 168.1	BUDGET FOR YEAR 2018/19 To confirm Budget and Precept request to HDC as discussed at the All Councillor Working Group meeting held on 11 th January. Major considerations included a significant increase in minimum wage rate and provision of Pensions for all Staff. It will mean a 1.62% increase in Precept compared to the previous year which relates to an increase of £1.12 per Band D property. Cllr Howell proposed, seconded by Cllr Pearcey that the Council agree to this Precept request of £248,489.00. Agreed 11 For, 1 Against	CLERK
FULL/17/169 169.1	CORRESPONDANCE AND INFORMATION ITEMS None	



- FULL/17/170**
170.1 **CONFIDENTIAL SESSION**
To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 16,17, and 18 would be prejudicial in the public interest Cllr Northam **proposed, seconded** by Cllr Syred that the meeting go into confidential session and be adjourned for a short period. **7 For {SN,SP,PB,DH,MS,TL,MW}, 4 Against {GS,SS,NM,RG} , 1 Abstention {MT}. Agreed**
- 170.2** Cllr S Sullivan **proposed, seconded** by Cllr G Sullivan to formally abandon the items under discussion in this confidential session as SPC had not given the what, when and how evidence required for proper consideration relating to the motions. **3 For {SS,GS,RG} , 9 Against {MS,SN,SP,NM,MW,PB,TL,MT,DH}**
- FULL/17/171**
171.1 **CONFIDENTIALITY OF EMAIL CORRESPONDANCE**
There was some uncertainty from the Cllr as to the specific emails this item referred to. Cllr Northam **proposed, seconded** by Cllr Howell that item 16.1 is deferred to the next meeting. **7 for 2 Against, 3 Abstentions. Agreed**
- Cllr Muncey joined the meeting
- FULL/17/172**
172.1 **HARRASSMENT OF A MEMBER OF STAFF**
Cllr Northam **proposed, seconded** by Cllr Howell that item 16.1 is deferred to the next meeting with the view to resolving the issue and to make recommendations to full council. Recorded vote - **8 For {MT,DH,SP,PB,SN,MW,NM,MS}, 3 Against{TL,GM,SS}, Abstaining {GS, RG}. Agreed**
- 172.2** Cllr Howell **proposed** an amended motion, **seconded** by Cllr Lloyd that no one should send any potentially harassing emails to each other and especially to a member of staff. Recorded vote- **7 For {MT, DH, SP, PB, MW, TL, GM}, 6 Abstentions {SN, MS, GS, SS, RG, NM}. Agreed**
- FULL/17/173**
173.1 **COUNCILLORS BEHAVIOUR**
Cllr Hanson **proposed, seconded** by Cllr Lloyd that item 18 be deferred until next meeting. **For 12, 1 Abstained. Agreed**
- FULL/17/174** **DATE OF NEXT MEETING – 19th February 2018**

Meeting closed at 9:58 pm

Signed Date 19th February 2018

Chairman

Steypning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND JANUARY 2018 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Muggridge, S Sullivan, Hanson and Trundle

Members of the public: 4 including Cllrs G Sullivan and M Willett.

Clerk – Hazel Roxby

MINUTES

P17/76 APOLOGIES

- 76.1 There were apologies received from Cllrs Picking and Pearcey

P17/77 DECLARATIONS OF INTEREST –

- 77.1 There were no declarations of interest from Councillors.

P17/78 MINUTES – to agree and sign the minutes of the 19th December 2017

- 78.1 Cllr Hanson **Proposed, seconded by** Cllr Muggridge that the minutes of 19th December be accepted as a true record. **Agreed.**

P17/79 MATTERS ARISING AND ACTIONS.

- 79.1 An email was sent to Cllr David Barling, WSCC, concerning the safety issue of the lay-by beside the Chalk Pit in Newham Lane. A response is awaited. Also noted in Enforcement Items.
- 79.2 Information has been received that Planning Applications DC/17/2620 – 2621 – 2625 and 2626 for Lloyds Bank and Land to rear of Lloyds Bank have been called in for HDC committee decision.

P17/80 PLANNING APPLICATIONS

- 80.1 **SDNP/17/06385/FUL – Highfields Cottage, Bostal Road** – Erection of a replacement property on existing site of Highfields Cottage; described as a two storey three bedroom family home with basement accommodation and garaging.
- Cllr Muggridge **proposed, seconded by** Cllr Sullivan - **OBJECTION** due to the nature and scale of the development; an over 200% increase in floor area shown as 4 floors in this application, which appears to be replacing a country cottage with something approaching a mansion. As such this proposal appears to still breach Policy SD28.



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Cllrs are concerned that the planned removal of the row of mature trees will negatively impact the views into the site from the highway. The design of the building does not seem to be in keeping with its sensitive location in the park, nor the prominence of windows at the front. The overall height of the proposed building would be in excess of the existing house, and would be highly visible and prominent when viewed from the popular bridleway extending from Sopers Lane to the scenic Steyning Bowl.

Cllrs are also concerned that the building work that will be required for this proposal will need extensive excavation into the South Downs National Park, and the removal of vast quantities of chalk & subsoil. **Agreed.**

- 80.2 DC/17/2863 – 5 Saxon Road –** Removal of Condition 1 to previously approved DC/17/0637 (Increase ridge height of roof to create habitable accommodation, erection of a single storey rear extension, garage conversion and infill with new window, demolition of front porch and erection of new front porch). Additional roof lights have been added. Two roof lights on each side elevation and three frontal roof lights.
Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection. Agreed.**

- 80.3 DC/17/2880 – 1 Gatewycke Terrace –** Fell 1 x Conifer (Work to Trees in a Conservation Area).
Cllr Trundle **Proposed, second** by Cllr Hanson **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**

- 80.4 DC/18/0031 – 7 Rosemary Close –** Side ground floor extension to infill between dwelling and detached garage and rendered finish to dwelling to match façade.
Cllr Muggridge **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

- 80.5 DC/18/0049 – Sparrows Cottage , Castle Lane –** Erection of a garage extension and a rear single storey extension.
Cllr Muggridge **proposed, seconded** by Cllr Hanson **No Objection** subject to the workshop being for private use only. **Agreed.**

- 80.6 DC/18/0013 – Rose Cottage, Jarvis Lane –** Removal of existing detached garage and side extension. Erection of replacement of single-storey extension with integral double garage and pitched roof.
Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection. Agreed.**

- 80.7 DC/17/2753 – Faggs Barn, Dog Lane –** Surgery to 1 x Holly (Works to trees in a Conservation Area).
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**

P17/81 LATE PLANS

- 81.1 DC/18/0110 – Watersmead, Dog Lane -** Surgery to 1 x Silver Birch, 1 x Cypress, 1 x Willow, 1 X Alder (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection** subject to the advice of HDC's Arboricultural Officer. **Agreed**

- P17/82 ENFORCEMENT NOTIFICATIONS**
- 82.1** **White House** - Unauthorised high fence – Newham Lane - No updates. Deputy Clerk to follow up this enforcement.
 - 82.2** There are no updates on 47 High Street.
 - 82.3** An Enforcement has been sent to HDC Re Robins Wood.
 - 82.4** Untidy Land Notice (s215) for the lay-by at the Newham Lane quarry site has been reported to HDC. (SDNP/18/00042/SEC215)
- P17/83 PLANNING DECISIONS FROM HDC**
- Agreed**
- 83.1** **DC/17/2154 – Ashburton, High Street** - Surgery to 1 x Holm Oak, 1 x Yew and 1 x Fig
 - 83.2** **DC/17/2751 - The Old Priory, Vicarage Lane** - Fell 1 x Conifer and Surgery to 1 x Yew, 1 x Conifer, 1 x Willow and 1 x Leylandii Hedge (Works to Trees in a Conservation Area)
 - 83.3** **DC/17/2585 - Charlton House, 5 High Street** - Surgery to 2 x Yew Trees (Works to Trees in a Conservation Area)
 - 83.4** **DC/17/2732 - 81 High Street** - Fell 1 x Cordyline (Works to Trees in a Conservation Area)
 - 83.5** **DC/17/1858 - Malthouse Cottage Horsham Road** - Installation of 41 solar panels on land to north of Malthouse Cottage
- P17/84 CORRESPONDENCE/INFORMATION**
- 84-1** HDC have informed that a notification of an appeal submission against refusal of planning on **DC/17/2105 1 Rosemary Avenue** - Proposed replacement of existing boundary wall and erection of replacement wooden fence to side and rear. The appeal will be dealt with on the written representations basis (Part 1 of the Town and Country Planning regulations 2009).
 - 84.2** A new Compliance Officer has been in post from Monday 15th January. A temporary Compliance Officer will also be in place from 22nd January for approximately 3 months to deal with existing cases that John Attfield was dealing with.
- P17/85 LETTER FROM PEGASUS GROUP –**
- Following a lengthy discussion
- Cllr Sullivan **proposed, seconded** by Cllr Hanson - A majority of Cllrs, 3 for and 1 against, agreed with the Inspectors previous comments and objections to the plan DC/17/0383 and felt that the present proposal has not been significantly changed and are therefore not in favour of the altered plan.
- P17/86 DATE OF NEXT MEETING Monday 26th February 2018 at 7.30pm**

The Chairman closed the meeting at 9.02pm

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MEETING OF AMENITIES COMMITTEE

HELD ON 23rd JANUARY 2018 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Lloyd, Toomey, Goldsmith, S Sullivan, Willett, and Bowell

Clerk : John Fullbrook

Members of the Public: 4

Meeting started at 7.30pm

DRAFT MINUTES

		ACTION
A/17/73	APOLOGIES FOR ABSENCE	
73.1	Apologies received from Cllr Muncey, and Cllrs Lloyd and Willett will arrive later	
A/17/74	DECLARATIONS OF INTEREST	
74.1	Cllr S Sullivan - member of SCO (Steyning Community Orchard) and lives adjacent to MPF	
A/17/75	QUESTIONS FROM THE FLOOR	
75.1	None	
A/17/76	MINUTES OF PREVIOUS MEETING	
76.1	Cllr Bowell proposed, seconded by Cllr Toomey that the minutes of the meeting held on 28 th November be agreed and signed as a true record. Agreed	
A/17/77	MATTERS ARISING FROM PREVIOUS MEETING	
77.1	A/17/64.3.1 Contractor to leave Logs and Chippings on site during tree works – Clerk actioned	
77.2	A/17/64.4.2 Grant aid for Orchard group, and Orchard to go on the Agenda – Clerk actioned	
77.3	A/17/66.3 Ownership of entrances – Clerk has written to Mrs Acton and subsequently arranged via phone call to see her next week and will report back	CLERK



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77.4	A/17/66.9 Identification of illegal dropped kerbs, and overhanging vegetation – Cllrs PB and BP reported that no additional inspection has taken place since last meeting. As no illegal dropped kerbs have been identified so far and it would seem to be impractical to find out details in terms of the existing kerbs (new planning applications including dropped kerbs however could be inspected if needs be). Cllr Bowell proposed, seconded by Cllr Sullivan that this item now be dropped from the future Amenities Agenda's. Agreed	ACTION Cllr Bowell/Picking
77.5	A/17/66.19 Banners on fence on North entrance to A283 bypass. - Clerk updated that Banners had been cleared, an advert went into the 'Your Steyning' magazine to give guide to any perspective promoters and the Clerks office is prepared to receive enquiries to sanction or not a banner's display. Clerk to check wording of Sign to go onto fence to also promote this fact.	CLERK
	Cllr Lloyd arrived	
77.6	A/17/67.1 Car Parking issues – ongoing (Cllr Muncey to report at next meeting)	
77.7	A/17/68.1 Playground working party report - to be discussed under item 79.1	
77.8	A/17/69.2 Exercise equipment working party – Cllr Lloyd reported that he is chasing his contact at Horsham and will report back at next meeting	
77.9	A/17/69.3 Flint wall earthworks – to be discussed under item 79.5	
77.10	A/17/69.4 Thanks to Steyning staff – Actioned by Clerk	
77.11	A/17/55.9 MPF trees T40 and T41 – Clerk updated that a quote was received from the residents who lived adjacent the two trees and had been contacted by the Clerk. The Quote to complete the works, as previously specified by the Council's Tree consultant, lacked the detail required. Cllrs Bowell and Muncey met with the contractor, and later the Clerk arranged that the contractor change his scope of works to reflect that which had been specified. The contractor did so at no additional cost. Residents have requested that the Council pays part of the cost, however previously Council had said that they would be unable to contribute to the cost. Clerk to write to residents to suggest that if they were able to donate an amount equal to the works (ex. VAT) then the Council would organise its undertaking.	CLERK
77.12	A/17/69.7 Hedgerow working group progress – to be discussed under item 79.3	
77.13	A/17/70.1 Meeting with new Chairman of Allotment association - Update from Cllr Bowell to be discussed under item – 77.16	
77.14	A/17/70.3 Vacant plots Nursery – Clerk Actioned	
77.15	A/17/70.4 Works to remaining plots – ongoing and clerk will contact contractor when Committee has decided upon how much clearance is to be tackled by local residents and Allotment Association first.	CLERK



ACTION

- 77.16** A/17/70.6 Provision of skips for Allotment clearance – Cllr Bowell reported that having spoken with Allotment Association Chairmen and others, Cllr Bowell has asked that the groups come back to us with preferred dates for clearance, then the Clerk will organise provision of 3 skips. A Scout group, and a Rugby team as well as the Allotment association could be involved. Allotment association to liaise with Deputy clerk to ensure all Allotment holders aware of this idea and the date involved and Clerk to organise posters to get the message across to all. Skips with ramps advisable, and the Clerk advised that appropriate PPE equipment be used as per Risk assessment and that this needs to be supplied by Council. A Bonfire could also be utilised to dispose of dried biomass.

CLERK**A/17/78 HIGHWAYS**

- 78.1** Car Parks - No additional information has come to the Council relating to HDC financed proposed Car Park developments despite being chased by Cllr Muncey and Clerk. Clerk to continue to chase and email to Councillors when further news is available and ensure any new plans are displayed as soon as possible

CLERK

- 78.2** WSCC Highways and transport seeking public consultation on draft West Sussex rights of way Management plan – Cllr Lloyd reported that the working party was set up and had met and had completed a response to WSCC. The Clerk also confirmed that that he had received an acknowledgement of the response from WSCC as his was the email contact detailed.

A/17/79 MEMORIAL PLAYING FIELD AND OPEN SPACE

- 79.1** Playground working party – Cllr Bowell reported that 6 members of the public are involved plus Cllr Syred, Cllr Lloyd, Cllr Picking, Cllr Barling and the Clerk. The group has met and subsequent to the initial discussion and visits to the playgrounds, the group has approached 6 companies who could provide development plan details. The groups members will then meet up with a representative from each company in the next three weeks so that a draft proposal could be sent to the Clerk in time for initial display at the 24th Feb. Showcase event to be followed by an initial public consultation on the 3rd March, when plans could be openly discussed to gain initial feedback. Funding to be sought to match Council's capital investment to include S106/CIL monies, WSCC funds, Tesco's community grant scheme and others.

- 79.2** Orchard – update on latest developments and future plans – Alec Harden reported on Cllr Sullivan's behalf – notable items included a Work day in mid-December that was a wash out, Big pile of Brush next to Ash tree to be shredded if possible, 4th March will be the planting of Holm Oak replacement at 11am, 26th May at Festival SCO will be represented under 'Garden revolution'. Successful fund raising sale on Saturday with 130 people in attendance and thanks expressed from the SCO to the Council for the financial support in terms of their successful Grant application.

Cllr Willet joined the meeting

79.3 Hedgerow group works - A supporting paper had been sent around stating recent progress, next steps and general comments. Roger Brown to drop email details to Clerk to tag onto information being sent by Allotment association so that Clerk could write to all Allotment holders with as much information as possible. Clerk to check with SALC to see if Tree warden can quote for works as well as undertake his current role. Clerk to see if tree warden is required in light of the fact that this Council has a regular tree report. Clerk to check insurance and to make this an agenda item for next meeting.

79.4 Clerk went through quote relating to works which were scoped by Roger Brown on Committee's behalf. Clerk also to collect two more quotes for Hedgerow works as soon as possible in line with a quote received in last two days prior to this meeting for works to the Rublees / MPF boundary. These works to sort out 50 plus years of accumulated rubbish. Cllr Lloyd **proposed, seconded** by Cllr Sullivan to delegate the Clerk to get two more quotes in and not exceed the value of £2,300 plus VAT if possible, then to circulate to all members of the committee with a view to picking the best quote and completing the works before the end of February. **Agreed**

CLERK

79.5 Earthworks adjacent Flint wall – Clerk reported that last meeting it was agreed for him to confirm with contractor that he could complete work based upon a variation of the 5 options that had been presented, and that provided the cost did not exceed £1740, the Clerk could circulate that quote and with delegated authority to do so proceed. The clerk reported that works were to begin on Monday 29th January, and that posters and flyers had been posted and distributed to car park users notifying of these works.

79.6 Wicksteed report – supporting paper supplied – urgent works already completed. The playground group will take these works into account and will establish what should be done and by whom subsequent to knowing what equipment is likely to be kept following the discussions relating to the likely playground developments.

CLERK

79.7 There will be another attempt to move the two benches from Normans way into the MPF playground next week

79.8 Grass cutting contract will go back on agenda for next meeting

A/17/80 ALLOTMENTS

80.1 Works associated with Allotment hedgerow group have already been covered

80.2 Vacant plot clearance – in addition to what had already been discussed, the contractor will be engaged by Council when it is known what is left to do following the works due to be undertaken by the Allotment Association and others.

80.3 The Five bar gates which were removed from Allotment entrances are available for use if needs be and are being stored by Cllr Pearcey on behalf of the Council

ACTION

A/17/81 FINANCE

81.1 The Income & Expenditure reports were discussed for the December period. Cllr Bowell **proposed, seconded** by Cllr Sullivan that that the income and expenditure reports for December be accepted as a true record. **Agreed.**

81.2 The committee briefly discussed the Amenities projects for the year 2018/19. The committee needed to know some costings for the next year. Any other items not mentioned that crop up before next meeting, concerning Amenities, ought to be sent to the Clerk.

CLERK

A/17/82 INFORMATION / CORRESPONDANCE ITEMS

82.1 Clearance works had been undertaken at Newman's garden Car Park - and Clerk will put it on next Agenda to discuss

CLERK

A/17/83 DATE OF NEXT MEETING – 27th February 2018 at 7.30pm

Meeting closed at 9.07 pm

Signed: Date: 27th February 2018

Chairman

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 6TH FEBRUARY 2018 AT 7.30PM

Present: Cllrs Hanson, Toomey, Picking, Syred and Sullivan

Members of the public:

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/85 Apologies for absence

85.1 Apologies of absence were received and accepted from Cllrs Muncey
Absent Cllr Northam

PR17/86 Declarations of Interest

86.1 There were no declarations of Interest received from Cllrs.

PR17/87 Questions from the Floor

87.1 None

PR17/88 Minutes of the previous meeting

88.1 Cllr Syred **proposed, seconded by** Cllr Toomey that the minutes of the meeting of 2nd January 2018 be accepted as a true record of the meeting. **Agreed. 4 for -1 abstention.**

PR17/89 Matters arising and Actions

89.1-66.1 The Rampion Grant request for LED lighting has been submitted. Rampion has informed that they do not accept claims from Parish Councils however the Steyning and District Partnership have stated that they are happy to assist the Council by becoming the main contact in the bidding process.

89.2-78.5 A rolling maintenance programme is being created to help plan for work to be carried out over the next few years and for annual maintenance work to be undertaken out by caretakers.



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 89.3-78.6 An income and expenditure for Steyning Centre spreadsheet is being created however the new phased budget that will be produced by the Clerk as of April will show the actual income and expenditures more accurately.
- 89.4-8.10 Showcase leaflets have been delivered to Your Steyning and should have been sent out with the Your Steyning magazine.
- 89.5-79.2 The master control card on the automated entrance doors has been replaced.
- 89.6-80.1 Work to heating panel – The insurance excess is £250.00 and the work to the panel would cost that the excess to be repaired.
- 89.7-80.2 The Tennis Club committee have prepared a sign to be displayed to inform that the toilets open to public when the club house is in use. There is an invitation to premises committee members to look at the building.
- 89.8-81.2 Southern Water has sold the non-domestic business of their company to Business Stream. There doesn't appear to be any other water companies in the Southern area
- 89.9-81.2 Electric cooker – Ordered with an expected delivery date for the end of February.
- 89.10-81.3 The new notice boards have been purchased and the caretaker has fitted 3, the other 2 will be done on his next shift.
Quotes for Blinds – Agenda Item
Quotes for Toilet flooring – Agenda Item
Quotes for New Signage - Agenda Item
Quotes for Coombe Court windows – Agenda Item
- 89.11-81.4 The proposal for a coffee machine subject to a 12 month warranty –update and agenda item

PR17/90 Deputy Clerk's Report and Steyning Centre update
90.1 The dishwasher in Coombe Court kitchen has not been filling properly and has been taking up to 1.5 hours to be ready for use. Catercraft have informed that it needs a new inlet solenoid was required. This has now been replaced at a cost of £130.55. The machine is otherwise in very good order

PR17/91 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets
91.1 A visit to view the Tennis Club has been arranged for 4pm on Friday 9th February. There are no committee members available for this date. Deputy Clerk to request more dates and let the committee know.

PR17/92 Financial items
92.1 To sign the Income & Expenditure Reports for December 2017 and January 2018. Cllr Syred **proposed, seconded** by Cllr Sullivan that the income and expenditure reports for December and January be accepted as a true record of the finances. **Agreed.**

92.2 3 quotes ranging from £417.00 to £510.00 have been received to supply and fit blinds in the Clerks, Deputy Clerks offices and the committee room kitchen. Samples of materials and colours were tabled from each of the companies that quoted.
Cllr Hanson **proposed, seconded** by Cllr Picking to accept the quote for £447.50 plus VAT. **Agreed.**

92.3 3 quotes have been requested and 2 companies have quoted for replacement

- flooring in the gents toilets. The quotes range from £1958.00 to £3162.02.
92.4 Samples of the style of flooring and colours were tabled.
 Cllr Hanson **proposed, seconded** by Cllr Toomey to accept the quote for £1958.00 plus VAT. **Agreed**
- 92.5** 3 companies were contacted and 1 price was received for new internal and external signage at the Steyning Centre. As the quote received was for signage very similar to the present style the Deputy Clerk was tasked with inviting companies to come to the centre to show samples and give ideas of different styles.
- 92.6** 3 quotes have been requested for the replacement of coombe court windows. 2 quotes have been received. Quotes to replace as existing are £10,570 and £11,306 and also to replace with less opening windows is £9426 and £10,785. Cllr Syred **proposed, seconded** by Cllr Sullivan that, subject to receiving a 3rd quote, to request that F&GP committee agree to the expenditure of up to £9426.00 plus VAT for the replacement of windows in Coombe Court. **Agreed**.
- 92.7** 2 quotes have been received for a coffee machine one at £1,175 plus VAT with a 5 year warranty. The initial supply of drinks which are sachets (7oz cups) would be £218.24. The other quote is £1,662.50 plus VAT with a 2 year warranty and promise of free labour thereafter if the ingredients are purchased from the company, the initial supply of drinks which are bags of ingredients that go inside the machines and are automatically mixed and dispensed (10oz) would be £35.00. A sample of the coffee was tested. Cllr Syred **proposed, seconded** by Cllr Picking to purchase the coffee machine at £1662.50 plus VAT. Deputy Clerk to request a selection of coffees to trial in the initial purchase of drinks. **Agreed**.

PR17/93 Showcase Event

- 93.1** There are 38 tables booked for the showcase on 24th February. Cllr Syred to come in to discuss what the parish council table will display.
- 93.2** Volunteers for attendance of councillors at the event will be put on agenda for Full Council meeting.

PR17/94 Correspondence

- 94.1** A letter was received from the Steyning Festival requesting funding towards the hire of rooms for a community event. Cllrs were supportive of this request.
 Cllr Syred **proposed, seconded** by Cllr Hanson to report to F&GP committee their support for grant fund towards room hire for this community event to be run on 2nd June at the Steyning Centre. **Agreed**

PR17/95 Date of the next meeting

- 95.1** Tuesday 6th March 2018 7.30pm

The Chairman closed the meeting at 8.25pm

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th FEBRUARY 2018 AT 7.30PM

IN THE STEYNING CENTRE

Present: Cllrs Lloyd, Bowell, Northam, Goldsmith and Willett.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/104 APOLOGIES FOR ABSENCE

- 104.1** There were apologies received from Cllr Pearcey, Muggridge, Syred, and belatedly from Cllr Trundle.

F&GP/17/105 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 105.1** Declarations of interest received from Cllr Bowell as part of the Steyning festival team – Agenda Item 9.3

F&GP/17/106 QUESTIONS FROM THE FLOOR

- 106.1** There were no questions from the floor.

F&GP/17/107 MINUTES OF PREVIOUS MEETING

- 107.1** Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 9th January 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/108 MATTERS ARISING AND ACTIONS

- 108.1** F&GP/17/90.2 Bowling club lease – see item 112.2

- 108.2** F&GP/17/90.3 Chairs and Clerks training – The training session on the 11th January went well but due to strong interaction only half the issues were covered and it was suggested that we reconvene soon thereafter. The Clerk has organised for the next session to take place on the 20th February as was provisionally suggested that night, but will first need agreement to ensure Council is happy to pay the additional fee of

£250 but also Trevor has said that we must increase the numbers in attendance to at least 10, otherwise it is not worth it. Councillors agreed that a later date was needed due to current commitments. Cllr **Bowell proposed**, Cllr Northam **seconded** that Council cover the cost of the Course and the Clerk organise a later date and circulate to all Councillors plus make hard copy of first training day notes available for circulation.
Agreed

CLERK

108.3

F&GP/17/90.4 Water pump adjacent Springwells – Steyning society not responded as yet to Cllr **Bowell**. However they have intimated that they will do it.

Cllr *Bowell*

108.4

F&GP/17/90.5 Additional cleansing grant – ongoing.

CLERK

108.5

F&GP/17/90.6 Neighbourhood Wardens committee agenda sent – Clerk actioned

108.6

F&GP/17/90.7 Wardens scheme start-up funds investigation – Clerk reported on the history of HDC funding for Steyning which amounted to approx. £37,500 over the first 9 year period which is more than equitable with that which is on offer for new warden Parish Council start-up schemes

108.7

F&GP/17/90.10 Barclays account signatory to change – Ongoing. Clerk to action, and also check as to what happens in terms of legal signatories in between existing Council term ending and election of new Council members

CLERK

108.8

F&GP/17/94.3 Finance terminology – as per Steyning finance software package. Clerk reported that Council need to maintain the current terminology as this is what the external and internal auditors expect to see. However, to clarify, the General reserve plus the Earmarked reserve (as per finance software) equals the sum of all the Bank accounts, that is, the HSBC Current account, the HSBC Savings (money maker) account, the Barclays General reserve account (This is where the £80K sits) and the small petty cash account and VAT.

108.9

F&GP/17/95.2 Data protection training request – see item 113.1

108.10

F&GP/17/97.1 Street cleaning – see agenda item 114.1

108.11

F&GP/17/99.1 Telephony alternative provider - Cllr **Bowell** as chair has read and signed the agreement and received a glowing reference from another Council who had recently changed telephone provider to this same company – Therefore this has been actioned with installation date due in the next few weeks.

108.12

F&GP/17/100.1 Steyning PC web site – see agenda item 115.1

108.13

F&GP/17/101.1 Local government finance settlement 2018/19 consultation response – Clerk actioned

108.14	F&GP/17/96.1 CCTV – Clerk updated – Process has moved forward but a plan of action delayed due to additional requirements re data protection. Will revisit for next F&GP.	CLERK
108.15	FULL/17/172.1 F&GP have been tasked with Setting up a personnel subcommittee regarding alleged harassment of staff as per matter arising from Full Council - The terms of reference need to be agreed first at full council. Cllr Northam proposed, seconded by Cllr Willett that a personnel subcommittee of F&GP be constituted and that the Clerk be tasked with providing draft terms of reference and that this be agreed as soon as possible at Full Council. Agreed	CLERK
F&GP/17/109 109.1	PAYMENTS LIST 2017-18 To approve list of payments made by the council for the period 1.01.18 – 31.01.18. Cllr Howell proposed, seconded by Cllr Lloyd that the list of payments for January 2018 be approved. Agreed	
109.2	Councillors asked if an additional key could be added to the Payments list regarding some of the terminology involved. Also that the large Transfer amendment be reconciled if possible by next Month, and to confirm what Capita service is covered by payments made	CLERK
F&GP/17/110 110.1	JOINT PARISHES CEMETRY COMMITTEE There has been a meeting with draft minutes going onto the Council Web site shortly. The main consideration is still the acquisition of new burial grounds. Cllr Howell proposed, seconded by Cllr Willett that this item now only be reported at Full Council. Agreed	CLERK
F&GP/17/111 111.1	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL Premises Committee meeting dated 6th February Councillors discussed the possible purchases of Coffee machine, Gents toilet flooring and Windows and had agreed in Premises committee to proceed but needed approval from F&GP because these are projects using Cash funds. It was agreed previously that we could bring forward next year's Cash funded projects as we had made so many savings against current year's Cash funded project list. Cllr Willett proposed, seconded by Cllr Northam that F&GP agrees with the Premises Committee proposal concerning Steyning centre windows renewal. Agreed. Cllr Northam Proposed, seconded by Cllr Lloyd that F&GP supports the premises committee proposal to purchase a coffee machine. Agreed. Cllr Howell proposed, seconded by Cllr Northam that F&GP supports the premises committee proposal concerning the Steyning centre Gents toilet floor renewal. Agreed	
111.2	Amenities Committee meeting dated 23rd January Cllr Howell updated on the Playground working group's progress and that the group are actively seeking Grant funding and that the aim is to be installing new equipment before this coming Summer.	

F&GP/17/112		
112.1	FINANCIAL MATTERS Cllr Bowell proposed, seconded by Cllr Lloyd that the income and expenditure report for January 2018 be accepted. Agreed	
112.2	Bowling club lease agreement – Clerk asked for support to check the details of the existing lease agreement via a small working group. Cllrs Bowell and Cllr Lloyd agreed to assist in this process. Cllr Bowell proposed, seconded by Cllr Goldsmith that the Clerk purchase if required (under designated expenditure amount) appropriate software to allow existing Lease hard copy to be electronically read and amended as necessary. Agreed	CLERK
112.3	Councillor Bowell left the room for the following item Steining festival request for venue hire cost to be reduced, Premises committee having already supported in principle this request but asked F&GP committee to make the decision. It was felt however that to agree to this request was to be setting a precedent for many other similar organisations. Cllr Goldsmith proposed, seconded by Cllr Willett that Council rejects the request made by the Steining festival in order to be fair to all Steining centre users and that the Clerk be tasked with responding to the request on the Council's behalf. Agreed 3 For, 1 Against	CLERK
112.4	Cllr Bowell proposed, seconded by Cllr Willett that the Clerk should be granted permission to join the local government Pension scheme. Agreed	DEPUTY CLERK
F&GP/17/113		
113.1	DATA PROTECTION Clerk and deputy Clerk had recently undertaken a half day training course and subsequent to that the Clerk supplied a supporting paper detailing what he and deputy Clerk considered to be the 12 highest priorities to be considered in terms of the Councils action lists. Clerk tasked with finding organisations who can help Council as well as communicating with other Parish councils to see what they anticipate doing and whether they might consider a joint approach. Cllr Bowell proposed, seconded by Cllr Willett that through the Clerk we look to primarily the monitoring officer, but also WSCC and other Local Councils in our area to see what they want to be doing in regards to Data Protection, initially in terms of training, and also to see if Legal advice can assist Council in this matter and report back before next F&GP to members via email correspondence. Agreed	CLERK
F&GP/17/114		
114.1	STREET CLEANING CONTRACT MONITORING Clerk had a meeting with Street cleaning contractor and highlighted the need to deal with the build-up of debris around the parked cars on kerb side manually if the Cars are stopping access to him undertaking this via mechanical means. Contractor highlighted issues with full gutters overflowing, and pigeons, especially in the High street. Clerk and Cllr Pearcey to meet with Contractor again to see if there are any current breaches of contract, and Clerk to check what has been done historically with regards to Gutter clearance and Pigeon control.	CLERK

F&GP/17/115
115.1

STEYNING COUNCIL WEB SITE DEVELOPMENTS

CLERK

F&GP members had been sent a link to the new web site currently under development. There is still a need to interrogate the improved site and add information and there will be further meetings with Cllr Picking and the Centre admin staff to achieve this. When an updated version is ready- it will be released to Councillors to check it before it goes live. It is hoped to promote it at the showcase event – to show groups how they could promote events on our site so that their members needed to come to our site rather than have to wait for other means of communication. If however despite this work the system still proves inadequate to cope, then Council will need to consider investing in an improved model. Clerk to more clearly establish what the strategy is and to promote to all Councillors and ask for feedback within a week.

F&GP/17/116
116.1

STANDING ORDERS AND POLICY REVIEW

There is a need to review Standing orders and other policy's both in terms of the Data protection regulations determining the need for amendments as well as the fact that certain other policies such as the Dispensation scheme need amending to bring it in line with Standing orders. Committee agreed that it was best to wait until more information is available on Data protection as it would be affecting all other SPC policies.

F&GP/17/117
117.1

INFORMATION/CORRESPONDENCE ITEMS

The Town clock is not chiming at the moment and has not done so for a few weeks now – Council has received a few emails from residents and have attempted a few times now to organise for repairs to be carried out – The week beginning 25th Feb. is the next opportunity to rectify.

F&GP/17/118

DATE OF NEXT MEETING 10TH MARCH 2018

The Chairman closed the meeting at 9.58pm

Signed Date 10th March 2018

Chairman of F&GP Committee

