

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

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Telephone: 01903 812042

MEETING OF FULL PARISH COUNCIL
HELD ON MONDAY 19TH June 2017 AT 7.30PM
IN THE STEYNING CENTRE

Present : Cllrs Northam, Bowell, Goldsmith, Willett, Hanson, Muggridge, Percy, G. Sullivan, S. Sullivan, Toomey

Clerk : John Fullbrook
Deputy Clerk : Hazel Roxby
Responsible Finance Officer : Carol Stephenson

Members of the Public : 10 {2 of whom were Wardens (Paul Conroy and Mike Pearce)}

Meeting commenced 7.30pm

MINUTES

Before the meeting started Cllr Northam welcomed the new Clerk and then thanked the RFO for attending the meeting and her continued support

FULL/17/
48.1

APOLOGIES

ACTION

Cllrs Trundle, Lloyd, Muncey, Syred, Picking and WSCC Cllr David Barling(Who said we would attend when he could, but only arrived shortly before the end of the meeting and therefore left without taking part)

FULL/17/
49.1

DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs S. Sullivan, G. Sullivan and R Goldsmith – declared interest in Item 15.1
Cllrs. S. Northam, S Sullivan, G Sullivan and R Goldsmith – declared interest in Item 16.0

FULL/17/
50.1

Presentation by Acting Inspector Chalcroft

Unfortunately Inspector Chalcroft could not attend due to illness – Clerk to arrange presentation at Future meeting

CLERK

FULL/17/
51.1

QUESTIONS FROM THE FLOOR

Q. From Mike Kelly – Wondered on progress of proposal to develop Skate Park facility

A. Cllr Bowell replied that he wasn't sure about the progress that the Amenities



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- 51.2 committee had made and Cllrs informed that the working party that had been set up had not presented their findings as yet.
Q. Trevor Cree read out a statement – the full text of which is attached as appendix item 1 to these minutes.
A. Cllr Northam acknowledged receipt of the statement and thanked Mr Cree.

Cllr Goldsmith suggested that the Neighbourhood Wardens report be brought forward. Agreed

- FULL/17/**
52.1 **NEIGHBOURHOOD WARDENS REPORT**
Neighbourhood wardens' report attached – Appendix Item 2.

- FULL/17/**
53.1 **MINUTES OF PREVIOUS MEETINGS**
Cllr Muggeridge **proposed** the minutes of the EO Meeting held on 12.May .17.be agreed. Cllr Pearcey **seconded. Agreed. 3 Abstentions**
Cllr Northam **proposed** the minutes of the meeting held on 15.5.17 be agreed. Cllr Bowell **seconded. Unanimously Agreed**

Both documents signed by the Chair

- FULL/17/**
54.1 **MATTERS ARISING AND ACTIONS**
FULL/16/26.5 – noted. Clerk advised this item being discussed under this meeting's Agenda Item 12.0
54.2 FULL/16/30.5 – Joint Parishes Cemetery committee. Cllr Bowel advised a Change of date for meeting had been received

- FULL/17/**
55.1 **REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
Cllr Lloyd – (HDC) Update – Nothing to report as absent
55.2 Cllr Willett – (HDC) Update – Nothing to report
55.3 Cllr Barling – (WSCC) Update – Not in Attendance
55.4 Cllr Toomey – HALC update – Nothing to report

- FULL/17/**
56.1 **APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT**
Cllr Bowell suggested that on behalf of the Committee, the Responsible Finance officer (Carol Stephenson) be wholeheartedly thanked and congratulated on her work on the Annual budgetary reports and end of year audit. **Agreed**
56.2 Cllr Northam **Proposed** to accept the Internal Audit Report Year ended 31 March 2017 Cllr Toomey **Seconded. Agreed.**
56.3 Cllr Northam **Proposed** to consider, approve and sign the Annual Governance Statement for 2016/17. Cllr Goldsmith objected as he felt the potential Judicial review and the financial implications had not been taken into account. The RFO said that any future financial implications would fall within the year it occurs. This return applies only to 2016/17. Cllr Bowell **Seconded. Recorded vote requested-** Agreed by 7 votes **For** (Cllrs Toomey, Pearcey, Bowell, Northam, Willet, Muggeridge and Hanson) to 3 **Against** (Cllrs S Sullivan, G Sullivan and R Goldsmith).

- 56.4 Cllr Northam **Proposed** to consider, approve and sign the Accounting Statements 2016/17. Cllr Howell **Seconded. Unanimously Agreed**
- 56.5 Cllr Northam **Proposed** to consider, approve and sign the Accounts for the year ending 31st March 2017. Cllr Howell **Seconded. Agreed** by 7 votes **For**(Cllrs Toomey, Pearcey, Howell, Northam, Willet, Muggeridge and Hanson) to 3 **Against**(Cllrs S Sullivan, G Sullivan and R Goldsmith).
The RFO left the meeting at the conclusion of this discussion (relating to 9.5).

FULL/17/

NEIGHBOURHOOD PLAN

- 57.1 The Committee were to consider whether SPC wished to continue with the process and how the steering group would be reconstituted.
- 57.2.1 Cllr Northam **Proposed** that rather than consider 10.2 (5 separate elements to a motion proposed by himself and that of the three proposed by Cllr Goldsmith), that it would be more prudent to consider them as one main item to save time. Cllr Goldsmith suggested its best to consider them separately as they dealt with opposing views.
- 57.2.2 Cllr Toomey suggested we follow the Henfield example and continue with the Neighbourhood plan.
- 57.2.3 **Cllr Northam proposed the following motion - That Steyning Parish Council resolves as follows:**
 (i) to confirm to the other SWAB parishes that Steyning Parish Council wishes to continue with the SWAB Neighbourhood Planning process.
 (ii) to invite residents and councillors to volunteer to join a new SWAB Working Group, which will replace the current Steering Group and become the body now tasked with bringing the NP to completion.
 (iii) to recommend to the other SWAB Parish Councils that the SWAB Working Group should consist of 2 councillors and 2 residents from Steyning, plus 1 councillor and 1 resident from each of the other three parishes, making a total of 10 members. In the event that there are more applicants than posts, each PC is to select representatives accordingly on the basis of merit.
 (iv) to ask the other SWAB parishes to confirm their intention to continue on this basis.
 (v) to record our thanks to the members the SWAB Steering Group, and members of the many Focus Groups who have contributed to the SWAB process to date.
Seconded by Cllr Muggeridge. Agreed - Recorded vote requested- Agreed by 7 votes **For** (Cllrs Toomey, Pearcey, Howell, Northam, Willet, Muggeridge and Hanson) to 3 **Against** (Cllrs S Sullivan, G Sullivan and R Goldsmith).
- 57.3 **Cllr Goldsmith proposed the motion - Steyning Parish Council resolves that**
 (i) it will invite the other councils within SWAB to join with SPC in taking legal advice on the merits of recovering some or all of the fees paid re the SWAB NDP, on grounds to be discussed confidentially. The costs of this advice to be borne in the same proportion as the fees paid.
 (ii) that in principle it wishes to complete a neighbourhood development plan limited to the designation of Local Green Space and to design principles for any future development within the Steyning Built up Area.
 (iii) that in principle it wishes to de-cluster from the other three parishes participating in SWAB and will work with the other councils to prepare a recommended course of action to achieve this.

Cllr Toomey suggested it would have destroyed the work undertaken with regards to the Neighbourhood plan if council approved the motion. **Seconded** by Cllr S. Sullivan. **Recorded vote requested- Rejected** by 7 votes **Against** (Cllrs Toomey, Pearcey, Bowell, Northam, Willet, Muggeridge and Hanson) to 3 **For** (Cllrs S Sullivan, G Sullivan and R Goldsmith).

FULL/17/

COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

- 58.1 Planning Committee** – Minutes for the meeting held on 22 May 2017 be accepted. Cllr Muggeridge **Proposed**. Cllr Pearcey **Seconded**. Agreed (9 For and 1 abstention)
- 58.2 Amenities Committee** – Minutes for the meeting held on 23 May 2017 be accepted. Cllr Bowell **proposed**. Cllr Pearcey **seconded**. **Agreed unanimously**
- 59.3 Premises Committee** – Minutes for the meeting held on 6th June 2017 be accepted. Cllr Hanson **Proposed**. Cllr Northam. **Seconded**. **Agreed** (9 for and 1 abstention)
- 59.4.1 Finance and General Purposes committee** – That the minutes for the following meetings be accepted (Dated 11th April, 9th May and 13 June 2017). Concern was raised with regards to the loss of income due to the newly enforced Steyning Centre Car Park fees by Cllr Pearcey. Cllr Pearcey said that the Working party had requested a letter be sent to Horsham district council; to ask for coin machines and an increase in hours for Fletcher's croft and Newman's gardens car park. There was also noted to be a loss of bookings at the health centre. Cllr Willet reminded Cllrs that he and Cllr Lloyd had worked to get 9 hours which was then deferred by the committee and until they had carried out a car park survey and had an option to go back to Horsham at a later date and that it was Horsham's authority to decide anyway.
- 59.4.2** Cllr Bowell **proposed** that we trial the new Bank account by transferring £5 before we transfer the larger amount into the new balance. S. Sullivan **seconded**. **Agreed Unanimously**. **CLERK**
- 59.4.3** Cllr Bowell reported that the SAYS account had been closed down with the remaining balance of £86.01 having been transferred to Horsham Matters. Cllr Goldsmith stated the charities commission had been advised that the charity had been dissolved. Cllr Pearcey **proposed** that all three minutes therefore be Accepted. Cllr Bowell **Seconded**. **Unanimously agreed**

FULL/17/
60.1

FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Northam **proposed** to defer the review of the membership of the Finance and General Purposes Committee following the appointment of committee Chairmen for council committees. **Seconded** by Cllr S. Sullivan. **Agreed Unanimously**

FULL/17/
61.1

AMENITIES COMMITTEE

The proposal to change the name was deferred as there were not 10 councillors available to sanction it

FULL/17/
62.1

CORRESPONDENCE AND INFORMATION ITEMS

Cllr Goldsmith raised an item based on previous correspondence following a spate of vandalism noting that the Parish council ought to have a better system of emergency response , and Cllr Northam while accepting we could discuss the item suggested it would best be tabled at next Finance and General Purposes committee

FULL/17/
63.1

CONFIDENTIAL SESSION

Cllr Northam **proposed** and Cllr Muggeridge **seconded** to go into Confidential session.

Decision - FOI request was refused.

Cllrs Northam, S.Sullivan and G. Sullivan left the room having declared an interest

63.2

Insurance advice be resent to relevant Cllrs

63.3

**Motion – Councillor to Councillor action is not insured under that policy
Proposed by Cllr Willett, Seconded by Cllr Pearcey. Unanimously agreed.**

Meeting closed at 9.09 pm

FULL/17/
64.1

DATE OF NEXT MEETING – 17.07.17

Signed Date 17th July 2017
Chairman

Appendix 1

Full SPC Meeting (19th June 2017)

"I should like to make a statement about the following items on the Agenda:

- Item 10 Neighbourhood Plan

- Item 16.0 To consider email concerning threatened legal action

At the Annual Parish Meeting on the 20th March 2017 the Chairman of the Steyning Parish Council, Councillor Northam, accused me of the constant spread of misinformation about the SWAB neighbourhood plan, namely the continual spread of false or inaccurate information especially that which is deliberately intended to deceive. Those accusations were and remain without foundation. I therefore set a deadline for Councillor Northam to make a public retraction and unconditional apology at the last full SPC meeting held on the 15th May 2017 that would have been at no cost to the council finances.

Councillor Northam failed to make that retraction and apology and therefore I have had no other option but to pursue this matter through the courts. I therefore assume that the companies currently preparing insurance quotations for the parish council to cover the next three years have been duly informed and that certain councillors who have given Councillor Northam tacit or direct support for his defamatory statements are fully aware of the substantial costs and damages that they will be individually responsible for causing the council should my case prove successful."

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 26TH JUNE 2017 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Muggridge, Trundle, Pearcey, Picking and Hanson

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- | | | actions |
|--------|--|---------|
| P17/13 | APOLOGIES | |
| 13.1 | Apologies were received and accepted from Cllr S Sullivan | |
| P17/14 | DECLARATIONS OF INTEREST – | |
| 14.1 | Cllr Pearcey declared a personal interest as a neighbour to item 17.8. | |
| P17/15 | MINUTES – to agree and sign the minutes of the 22 nd May 2017 | |
| 15.1 | Cllr Trundle proposed, seconded by Cllr Pearcey that the minutes of the meeting of 22 nd May 2017 be accepted as a true record of the meeting. Agreed. | |
| P17/16 | MATTERS ARISING AND ACTIONS. | |
| 16.1 | None for this meeting | |
| P17/17 | PLANNING APPLICATIONS | |
| 17.1 | DC/17/1063 – Aneadada, Twittenside, Penfold Way – To fell 1 x Eucalyptus, Surgrey to 2 x Limes, 1 x Ash and 1 x Copper Beech (Works to Trees in a Conservation Area).
Cllr Trundle Proposed, seconded by Cllr Muggridge No Objection to the application subject to the advice of Horsham District Council's Arboricultural Officer. Agreed | |
| 17.2 | DC/17/1161 – Fringe Cottage, Mouse Lane – Proposed single storey front extension.
Cllr Trundle proposed, seconded by Cllr Hanson No Objection. Agreed with 1 abstention. | |
| 17.3 | DC/17/1096 – Chequers Orchard, White Horse Square – Demolition of existing single storey rear extension and erection of replacement single storey rear extension.
Cllr Trundle proposed, seconded by Cllr Muggridge No Objection. Agreed. | |



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- 17.4 DC/17/1153 - Steyning Grammar Lower School, Church Street** – Proposed replacement of Gymnasium roof coverings and roof structure. Replacement of timber windows (Listed Building Consent)
Cllr Hanson **proposed, seconded** by Cllr Pearcey **No Objection** subject to the confirmation from HDC's Conservation Officer that the materials being used for the windows and roof are acceptable in a Conservation Area. **Agreed**
- 17.5 SDNP/17/02782/TPO – Great Drove Farm, Bostal Road** – Fell 6 x Beech Trees.
Cllr Picking **proposed, seconded** by Cllr Hanson **No Objection** subject to the approval of the Arboricultural Officer. **Agreed.**
- 17.6 DC/17/1163 – 31 Penfold Way** – Demolition of existing garage, erection of 1 dwelling and alteration to existing access.
Cllr Pearcey **proposed, seconded** by Cllr Muggridge **OBJECTION** whilst the committee do not object to a new dwelling on this site, they are concerned that the proposed building is located well forward of the building line of neighbouring properties (27, & 25 penfold way etc.) and may therefore alter the street scene. **Agreed.**
- 17.8 SDNP/17/02663/FUL – Maudlin Hill Farm, Bostal Road** – Erection of a Roundhouse agricultural building.
cllr trundle **proposed, seconded** by cllr pearcey **objection**. Cllrs are concerned that there is a lack of clear evidence for the need for another large agricultural building, based on several other farm buildings already being present within this modest acreage, including a recently built large barn that appears to be designed for cattle. All are now being stated in this application as unsuitable for agricultural use with cattle. **Agreed.**
- 17.9 DC/17/1225 – 90 High Street** – Demolition of the existing sub- standard read extension and chimney/flue and construction of a replacement single storey extension on the same footprint (Householder Application) (Amendments to previous application DC/16/2771)
Cllr Muggridge **proposed, seconded** by Cllr Hanson **No Objection**. **Agreed.**
- 17.10 DC/17/1207 – 12 Church Street** – Proposed change of use of studio outbuilding to form two bedroom dwelling and associated rear extension.
Cllr Muggridge **proposed, seconded** by Cllr Pearcey **OBJECTION: The new residential dwelling would be inappropriate in this location, so close to other historic buildings in the conservation area. The site would also pose challenges for access for construction and associated deliveries as well as additional daily traffic movements at its dangerous position off a busy mini-roundabout on the main high street. Should any new development occur on this site Cllrs suggest that should be preceded by an archaeological survey due to excavation needs of new footings for any new dwelling.** **Agreed**
- 17.11 DC/17/1273 – 17 Laines Road** – Proposed erection of joint single storey front porch
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection**. **Agreed**
- 17.12 DC/17/1275 – 19 Laines Road** – Proposed erection of joint single storey front porch
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection**. **Agreed**

P17/18 LATE PLANS

- 18.1 DC/17/1299 – 24 Roman Road** – Proposed demolition of existing side store. Erection of two storey rear extension and construction of pitched roof over existing garage.
Cllr Muggridge **proposed, seconded** by Cllr Pearcey **No Objection. Agreed**

P17/19 ENFORCEMENT NOTIFICATIONS

- 19.1 White House** - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated.

P17/20 PLANNING DECISIONS FROM HDC

20.1 PERMITTED

- DC/17/0727 - 24 Penfold Way** - Proposed side first floor extension and single storey Rear extension and front porch extension
DC/17/0748 - 3 Coxham Lane - Replacement of existing flat roofed garage with new pitched roof garage
DC/17/0863 - Alderwood Ponds, Horsham Road - Demolition of existing nissen hut storage building, construction of new building on same site for storage of site maintenance equipment, customer reception, provision of first aid facility, and water management equipment
DC/17/0976 - 92A High Street - Non Material Amendment to previously approved applications DC/16/0030 and DC/16/2655 (demolition of existing timber and corrugated asbestos shed used as workshop and store. Erection of new 2 bedroom cottage). Amendments include revision to drainage
DC/17/1064 - 12 Church Street - Surgery to 1 x Robinia and 1 x Yew (Works to Trees in a Conservation Area)
DC/17/0660 - 22 Roman Road - Erection of single storey side extension
DC/17/1218 - Arqiva Services Limited Telecommunications Mast 141621 Sewage Works Kings Barn Lane - The installation of 1 no 0.3 dish (no objection to consultation)
DC/17/0837 - The Beeches and Land To The East of The Beeches Coxham Lane - Retrospective application for the extension of residential curtilage and the erection of fencing
DC/17/0899 - Norfolk Arms 18 Church Street - Approval for retention of replacement windows, stud wall lining to internal first floor wall, revised floor layout to flat, new ceiling to front bar area and proposed fire and sound proofing to ground floor partition (Listed Building Consent)
DC/17/1063 - Anegada Twittenside Penfold Way - Fell 1 x Eucalptus, Surgery to 2 x Limes, 1 x Ash and 1 x Copper Beech (Works to Trees in a Conservation Area)

WITHDRAWN

- DC/17/0523 - Co-operative Stores 43 - 45 High Street** -The installation of a freestanding automated teller machine (Full planning)
DC/17/0524 - Co-operative Stores 43 - 45 High Street - The installation of 6 decals - non illuminated (advertisement consent)

REFUSED

- DC/17/0609 - Gatewick Church Lane** - Surgery to 1 x London Plane

P17/21 CORRESPONDENCE/INFORMATION

- 21.1** Copy of a letter send to HDC by a resident concerned that they were not informed of a

- planning application for the neighbouring property. Copy sent to all committee members.
- 21.2** Notice of Appeal Under Section 78 of the Town and Country Planning Act 1990 for DC/17/0383 AT Steyning Football Club, Shooting Field. Copy sent to Committee Members
- 21.3.** Notification from South Downs National Park concerning the West Sussex Joint Minerals Local Plan (Regulation 22) Sent to Committee members.

P17/22 **DATE OF NEXT MEETING: Monday 24th July 2017 at 7.30pm**

The Chairman closed the meeting at

Steyning Parish Council



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MEETING OF AMENITIES COMMITTEE
HELD ON 27th JUNE 2017 AT 7.30PM
IN THE STEYNING CENTRE

Present : Cllrs Lloyd, Muncey, Goldsmith, and S Sullivan

Clerk : John Fullbrook

Members of the Public : 2 plus Cllr G Sullivan

Meeting started at 7.30pm

MINUTES

ACTION

A/17/10
10.1

ELECTION OF CHAIRMAN FOR 2017/ 18

There was no agreement on the election of a chairman for 2017/18, so in accordance with Standing Orders, a councillor was chosen to preside at the meeting. Cllr Tim proposed, and Cllr Goldsmith seconded, Cllr Muncey to preside. **Agreed**

A/17/11
11.1

APOLOGIES FOR ABSENCE

Apologies were received from Cllr Toomey, Cllr Willett and Cllr Bowell

A/17/12
12.1

DECLARATIONS OF INTEREST

Cllr S Sullivan member of SCO (Steyning Community Orchard) and lives adjacent to MPF

PF/17/13
13.1

QUESTIONS FROM THE FLOOR

Q. From John Catchpole – Recently it has been noted there are issues with the Tarmac strip at Rublees, firstly with broken glass and other debris and what is to be done about this, also is it time to consider removing it for health and safety reasons

A. Cllr Muncey thanked Mr Catchpole for his question and said that it would be dealt with later on in the meeting

A/17/14
14.1

MINUTES OF PREVIOUS MEETING

Cllr Muncey **proposed** the minutes of the meeting on the 23rd May be agreed.

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Cllr Goldsmith agreed that provided the audio recordings are kept (and Clerk confirmed they were kept as per Standing Orders) and that these minutes were a fair record. Cllr Sullivan **seconded. Agreed** - Unanimous.

A/17/15

MATTERS ARISING AND ACTIONS

- | | | |
|-------|--|------------|
| 15.1 | A/17/4 Having chased on a number of occasions Cllr Lloyd confirmed he was still requiring written confirmation from HDC with regards to Max size of shed that does not require Planning permission | Cllr Lloyd |
| 15.2 | A/17/5.3 Cllr Sullivan proposed acceptance of the minutes dated 28.03 17 provided item 132 was accurate and was happy for Clerk to check, and for item to be struck from subsequent agenda. Cllr Goldsmith seconded. Agreed unanimously | CLERK |
| 15.3 | A/17/6.1 Re-structured budget details dealt with under item A/17/18 | |
| 15.4 | A/17/6.2 Tilley's commission to clean and re-paint Poem on stone completed and checked by Cllr Lloyd with invoice paid – Looks good | |
| 15.5 | A/17/7.1 Weller Hedley's guidance on new allotment tenancy agreement had been circulated | |
| 15.6 | A/17/7.1.1 To be discussed under item A/17/19.2 | |
| 15.7 | A/17/7.2 Cllr Muncey reported on progress with Allotment security padlocks – after meeting with a locksmith, Roger Brown and Teresa Avery it was agreed that a form of bicycle combination lock was best option. Cllr Muncey proposed that the clerk sends details of combination code in letter that's going out to tenants anyway first week in August so new lock functioning from second week in August. Cllr Lloyd seconded. Agreed | CLERK |
| 15.8 | A/17/8.1 To be discussed under item A/17/22.1 | |
| 15.9 | A/17/9.2 Risk assessment from Round hill romp had now been received | |
| 15.10 | A/17/9.5 Clerk reported that Bowling club chain link repair was on hold as club had said they may prefer to ask contractor to complete full replacement of section of fence rather than merely a repair and that if this was agreed that they would fund the difference. The Bowling club are due to come back to contractor if and when they agree additional payment, and then we would subsequently be informed. | CLERK |
| 15.11 | A/17/9.6 Quote had been received from ID Verde £8 per visit. All agreed it was a fair price but that we would discuss this issue in greater detail under Item 21.2. | |
| 15.12 | A/17/9.7 Waste bin removal date not yet agreed – Council determined that that contractor is liable to reposition at own cost provided proof existed of original scope of works including detailed plan as to where he was asked for it to be located. Clerk to pursue and email Cllrs when resolved either way. | CLERK |
| 15.13 | A/17/9.8 Several present had viewed the work undertaken by contractors by way of Flint wall groundworks clearance and all agreed that more needed to be done. Unfortunately as Clerk pointed out the scope of works did not detail stump and root clearance but detailed that Ivy stumps would be treated. Clerk asked to arrange for quotes , firstly for root removal but also for permanent option proposal and quote (paving/tarmac/planting?). | CLERK/RG |

A/17/16 MATTERS STILL ARISING FROM PLAYING FIELDS MEETING 2nd MAY		
16.1	PF/17/138.1 Cllr Lloyd proposed and Cllr Goldsmith seconded that the minutes of the meeting from February 22 nd 2017 finally be agreed. Agreed - unanimous	CLERK
16.2	PF/17/139.1 Letter had not been sent to Allotment holders re hedge responsibility rather this responsibility was detailed in new agreement. Cllr Sullivan said that substantial part of hedge had been lost and action required quickly. Cllr Lloyd proposed that this be included in letter due to go out to Allotment holders in July/August, draft to be circulated so that it could be discussed at next meeting.	CLERK
16.3	PF/17/139.6 Cricket club returned risk assessment form – actioned	
16.4	PF/17/139.8 Chandlers way tree - Need an update on what needs to be done and why not done in the first place. Clerk to speak with Danny	CLERK
16.5	PF/17/139.9 Cllr Goldsmith suggested to speed the process up that any Councillors wanting to visit Henfield Cricket's artificial grass could go at any time rather than there having to be an arranged meeting. All to visit prior to next meeting. Clerk to inform other Cllrs not present.	ALL/CLERK
16.6	PF/17/139.15 Replacement of damaged holm oak tree with apple tree. Agreed that responsibility for replacement including cost lies with SPC. SCO will still assist with planting and Clerk to write to Ian Ivatt to update him on situation	CLERK
16.7	PF/17/139.16 Chippings from hedgerow removal started by Caretakers but after James strained his back Clerk has suggested we ask contractors to quote. Cllr Sullivan also suggested the chippings be redistributed to Allotments. Cllr Muncey to contact David Bucket to see if he could use chippings – Clerk to find costs involved if needs be.	CLERK/GM
16.8	PF/17/142.1. Only one suitable quote received so far but because there was uncertainty as to precisely what should be done Cllr Goldsmith will organise site meeting to include Simon Zec, Andrew Gale and Clerk	RG/CLERK
16.9	PF/17/144.4 See agenda item A/17/20.1	
16.10	PF/17/144.5 Cleaning quote had been obtained for all 5 play areas and Cllr Lloyd suggested we ask contractor to inform us as to what product ought to be used after one-off cleaning in order to maintain and avoid further moss growth. Cllr Sullivan said we needed to avoid grass cuttings going onto paving if possibly by use of blower – Cllr Muncey proposed Clerk accept quote for initial clean, ask contractor to clear cuttings from tiles and obtain cost of annual or biannual maintenance as a matter of course. Cllr Sullivan seconded. Agreed	CLERK
16.11	Norman's way Bench removal Cllr Sullivan proposed and Cllr Goldsmith seconded the motion that 2 Cllrs to check location so that Danny can be instructed to move as per quote received (£240). Agreed	SS/GM
A/17/17 MINUTES STILL ARISING FROM HIGHWAYS & LIGHTING MEETING 25th APRIL		
17.1	H/L/17/85.1 - Identification of Illegal dropped kerbs and overhanging vegetation – Nothing to report as PB absent- Ongoing (PB/BP)	PB/BP
17.2	H/L/17/85.17 – Operation Watershed – Meeting had taken place between Wiston Estate and Trevor Cree and Cllr Muncey re proposal for further works in Mouse lane. Agreed by all parties not proceed at present. Also, Work ongoing with Landowners re 2 areas of flooding in Ashurst Road with Cllr Muncey and Seb (Highways Engineer).	GM
17.3	H/L/17/85.18 – Rate relief for Public toilets – Clerk to write supporting the	CLERK

removal of rate relief.

A/17/18	BUDGETS	
18.1	Re-structured budgets and I&E reports for April and May 2017 dealt with together – Only point raised was that Changing room rentals appears to be currently on Amenities and should probably be on Premises instead, and Clerk to check and amend if necessary. Acceptance of the Budgets proposed by Cllr Muncey and seconded by Cllr Lloyd. Unanimously agreed.	CLERK
A/17/19	ALLOTMENTS	
19.1	Update on number of acceptances of new tenancy agreement – 100 out of 155. Clerk said letters have gone out last week to those we are still waiting to hear from.	
19.2	Cllr Lloyd has decided not to propose further possible amendments to the tenancy agreement as it was felt that firstly this would delay and complicate the current process. Allotment holders could be reminded of certain elements of the agreement reinforced if needs be via the letters soon to be dispatched from Clerks office.	
19.3	A number of issues were raised with regards to the concrete humps, notably cars bottoming out and also the tricky nature of the imposing gradient for some pedestrians. Sally from the Allotment association also spoke of the difficulties. Cllr Lloyd asked Clerk to arrange for original contractor to return to first explain why the humps were constructed the way they had been, then to see in their opinion what could be done to rectify the issue.	CLERK
19.4	We are awaiting a written response from HDC to our request for clarity on issue regarding request to erect aluminium greenhouse on Plot 11A Canada Gardens Allotments. Clerk to draw applicant's attention to requirements re colour etc in Allotment Agreement.	CLERK
A/17/20	MEMORIAL PLAYING FIELDS	
20.1	Playground equipment discussion. Council decided that this was an area requiring more detailed analysis and Cllr Lloyd proposed we look into forming a separate working party to include interested councillors plus Clerk to ask Tessa, Marion Pickup, a resident who had attended and also contact Primary school to see if parents association might be interested. Cllr Muncey said she would pursue determining exactly what monies might be available from Section 106 account.	CLERK/GM
20.2	Considering Saxon Weald it was felt that more liaison with Cub representative needed first. Cllr Lloyd to report back having spoken to Southern Water about possible Man hole cover movement and other issues.	TL
20.3	Request from Bob Shouler from the Wilson Memorial Trust for permission to donate Keep Fit Equipment for erection on MPF. Cllrs were concerned about ongoing maintenance costs and items being installed close to houses as they could attract noise/anti social behaviour. Initial consideration given to a number of locations including Fletcher's Croft, Chandlers Way and Normans Way. Cllr Lloyd to find out more details, to see if the Trust might be interested in funding Children's play equipment instead and circulate.	TL
20.4	Need to update monitoring schedules for grass cutting, litter bin emptying and	CLERK

street sweeping. All Cllrs happy to continue to monitor Grass cutting. Clerk to check to see if daily work sheets can be reinstalled so that street cleaning/bin emptying can be more easily monitored.

20.5 This item dealt with under item 15.13.

A/17/21 FINANCE

21.1 This Item dealt with under Item 16.10.

21.2 It was proposed by Cllr Goldsmith and seconded by Cllr Sullivan that Clerk speaks with Danny so that he may incorporate a regular check of the facility during his bin emptying rounds and if it requires cleaning or sweeping that he should take a photo and proceed to complete clear up, tell Steyning centre staff and claim additional time spent at his agreed hourly rate. **CLERK**

A/17/22 HEDGEROW GROUP

22.1 The group was yet to meet- (due on 29th June) however Cllr Goldsmith had circulated agenda items and discussion points. Cllr Lloyd suggested some additions. Cllr Goldsmith to report back at next meeting **RG**

A/17/23 CAR PARK WORKING GROUP

23.1 To receive survey figures and report and recommendations from car park working group - This item deferred due to lack of time remaining

A/17/24 INFORMATION/CORRESPONDANCE ITEMS

24.1 Only one Item discussed due to lack of time available – Re request for possible additional bollards to be erected in Tanyard Lane from Mr Dennis Muchmore – As no Parish Council funds available for such work, Council wondered if they could be purchased privately if WSCC felt they were suitable. GM to liaise with David Barling **GM**

24.2 Clerk advised that remaining corresponding items and their actions would be circulated with minutes as no time remaining **CLERK**

Meeting closed at 10.01pm

Signed:

Date:

Chairman

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4th JULY 2017 AT 7.45PM

Present: Cllrs Syred, Muncey and Picking

Members of the public: None

Minutes: Hazel Roxby

Also present: John Fullbrook (Clerk)

Minutes

Action

PR17/15	Election of Vice-Chairman Cllr Syred proposed Cllr Muncey to be Vice Chairman, seconded by Cllr Picking. Agreed.	
PR17/16 16.1	Apologies for absence Apologies of absence were received and accepted from Cllrs Hanson, Northam, Toomey and G Sullivan.	
PR17/17 3.1	Declarations of Interest There were no declarations of Interest received from Cllrs.	
PR17/18 18.1	Questions from the Floor None	
PR17/19 19.1	Minutes of the previous meeting Cllr Syred proposed, seconded by Cllr Muncey that the minutes of the meeting of 6 th June 2017 be accepted as a true record of the meeting. Agreed	
PR17/20 20.1-11.4	Matters arising and Actions RADAR lock for the toilet in Steyning High Street has been received and James is going to fit it with the next 2 weeks.	James
20.2-11.5	Self-closing door and security key for the pavilion on MPF has been received. 6	James



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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	keys have been given to the cricket club and the lock will be fitted by 7 th July, the self-closer will be done within 2 weeks.	
20.3-8.1	Email to HDC re car parking issues was sent to Gordon Lindsay on 28 th June. A hard copy and attachments will also be sent. A further working party was held on 4 th July to discuss issues and resolutions ready for a review with Horsham District Council later this year. It was noted that the Grammar School have a car park behind the Library that is able to be used by the public free charge on Saturdays and Sundays.	D/Clerk
20.4-7.5	Information from the Insurance Company confirmed that clubs and groups that hire the Steyning Centre on a regular basis should purchase their own public liability insurance. Cllr Syred proposed, seconded by Cllr Muncey that the Deputy Clerk and Clerk ensure regular groups/ clubs have the correct insurance cover. A review of cover requirements should be carried out next year. Agreed	D/Clerk &Clerk
PR17/21	Deputy Clerk's Report and Steyning Centre update	
21.1	ADT security System check was carried out on 4 th July. A battery was replaced in the alarm box as it was 5 years old. All sensors have been checked and are working satisfactorily.	
21.2	A list of required cleaning and decorating has been drawn up by the Clerk and Deputy Clerk. Cllr Syred proposed, seconded by Cllr Picking that the required works to ensure the building is kept in good order be carried out by the caretakers during August.	D/clerk draw up list
21.3	Legionella's Update - The first test was carried out on 8 th June. It was noted that hot water warning signs are need in ladies and gents toilets. Work is being organised for earthling stud on one of the immersion heaters at the pavilion.	James & Plumber
21.4	Pest control call out for wasps - playgroup play area had a wasps nest	
PR17/22	Business performance	
22.1	The film night in June had 140 attendances giving a net profit of £276 The profit for the month from wine sales was £21.00.	
22.2	Cllr Lloyd emailed a request for the committee to create a rota of helpers /volunteers for the film night. Committee members agreed a system of help with the selling of tickets on the evening and there have been offers to help with teas etc. from those that regularly attend the film nights.	
PR17/23	Cricket Pavilion, Bowling and Tennis Club Houses	MS,GM,BP
23.1	The Bowling Club house inspection will be carried out by Cllrs Syred, Picking and Muncey on for 5 th July at 5pm. A report on the décor and state of repair of the building in accordance with the lease conditions will be circulated to the Premises committee and also to Finance and General Purpose committee who are responsible for the review of the Bowling Club Lease that expires on 31 st March 2018.	
23.2	It was noted that the Cricket Club Lease is due 2028 and Tennis Club Lease is not due until 2035. The Tennis Club have planning permission for a new club house to be built soon and the present club house will be demolished soon.	

- 23.3** Deputy Clerk was asked to arrange a date for the committee members that want to visit the pavilion on the MPF, High Street toilets and the Steyning Centre. *D/Clerk*
- PR17/24** **Financial items**
- 24.1** The Income & Expenditure Report for June 2017 was sent out to committee members. Cllr Syred **proposed, seconded** by Cllr Muncey that the income and expenditure report be accepted as a true record. **Agreed.**
- 24.2** The Clerk informed that 4 requests for quotes have been requested, 3 have been received ranging from £6,150 to £8,300 and 1 is still awaited. The quotes show widely differing views and specifications. It was agreed that the Clerk will produce a detailed specification and ask the contractors to re-quote according to the stated requirements. To report back to next meeting. *Clerk &D/Clerk*
- 24.3** 4 quotes have been received to carry out work required to ensure the kitchen equipment is updated to comply with HSE regulations. As the contractors have each quoted the changes required differently the Clerk has created a specification and sent it out to ensure the council get like for like quotes. Re-quotes are awaited. Report back to next meeting. *Clerk &D/Clerk*
- PR17/25** **Correspondence**
- 25.1** None for this meeting
- PR17/26** **Date of the next meeting**
Tuesday 5th September 2017 7.30pm

The Chairman closed the meeting at 8.18pm