

Steyning Parish Council



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

www.steyningpc.gov.uk

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Telephone: 01903 812042

TO ALL MEMBERS OF STEYNING PARISH COUNCIL

**YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 16TH JANUARY 2017 AT 7.30 PM IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND THE MEETING

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to note declarations of interest and any dispensations.
- 3.0 PUBLIC QUESTIONS FROM THE FLOOR**
Written questions submitted under this item will not be discussed in the council meeting, but will be posted on the council website along with an answer as appropriate.
- 4.0 MINUTES OF THE PREVIOUS MEETING** - to agree the minutes of the previous meetings held on 12.12.16
- 5.0 MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meeting.
 - 5.1** FULL/16/164.2 – HDC have confirmed no covenants on High Street car park.
 - 5.2** FULL/16/169.1 – Cllr Syred to update on contact with Mrs Acton
 - 5.3** FULL/16/170.1 – Neighbourhood Plan report uploaded to website
 - 5.4** FULL/16/173.3 – vacancy on Planning committee -see item 13 on this agenda.
 - 5.5** FULL/16/174.1 – letter sent to James Hermon congratulating him on becoming a retained firefighter
- 6.0 NEIGHBOURHOOD WARDENS REPORT – DECEMBER 2016**
- 7.0 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
 - 7.1** Cllr Lloyd – (HDC) update
 - 7.2** Cllr Willett – (HDC) update
 - 7.3** Cllr Barling – (WSCC) update
 - 7.4** Cllr Toomey – HALC update



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 8.0 **SAYS**
8.1 Update
- 9.0 **NEIGHBOURHOOD PLAN**
9.1 Nothing further to report - pending the forthcoming Parishes' Conference scheduled for 25th Jan 2017
- 10.0 **BUDGETS AND PRECEPT FIGURE FOR 2017/18**
10.1 Agree budgets and precept figure for 2017/18
- 11.0 **FINANCIAL REGULATIONS**
11.1 To agree revised Financial Regulations
- 12.0 **STREET CLEANING/ LITTER CONTRACT**
12.1 Update following outcome of tenders received
12.2 Agree letting of new contract and/or discuss and agree way forward
- 13.0 **VACANCY ON PLANNING COMMITTEE**
13.1 To receive nominations and appoint to vacancy
- 14.0 **RURAL CAR PARK CHARGING**
14.1 Update and agree formal response to HDC
- 15.0 **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – to receive and adopt Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.
15.1 **Playing Fields Committee** – to receive the minutes and recommendations of the Playing Field Committees held on 20.12.16. Rublees fence update; Grass contract out to tender, closes 13.2.17
15.2 **Planning Committee** - to receive the minutes and recommendations of the meeting held on 20.12.16 and 10.1.17
15.3 **Steyning Centre** – to receive the minutes and recommendations of the meeting held on 3.1.17
15.4 **Finance & Community Committee** – to receive the minutes and recommendations of the meeting held on 10.1.17
- 16.0 **COMMITTEES**
16.1 Discuss formation of Premises Committee
16.2 Discuss start times for Committee meetings
- 17.0 **CORRESPONDENCE AND INFORMATION ITEMS**
17.1 Meeting & question time with Nick Herbert MP for councillors and the public on 3rd March email
- 18.0 **DATE OF NEXT MEETING: 7.30 PM on 20th February 2017**

Carol Stephenson

Carol Stephenson
Clerk to the Council



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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MEETING OF FULL PARISH COUNCIL HELD ON MONDAY 12TH DECEMBER 2016 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs Northam, Syred, Lloyd, Willett, Hanson, Muggridge, Pearcey, Picking, Muncey, G. Sullivan, S. Sullivan, Goldsmith, Toomey, Trundle

Clerk : Carol Stephenson

Members of the Public : 25 and Cllr Barling (part) 2 Wardens

Meeting commenced 7.30pm

MINUTES

FULL/16/160	160.1	APOLOGIES		ACTION
		Cllr Howell		
FULL/16/161	161.1	DECLARATIONS OF INTEREST AND DISPENSATIONS		
		Cllrs. Syred, Muggridge – SAYS		
		Cllrs Willett, Lloyd – HDC interest – rural car parks		
FULL/16/162	162.1	QUESTIONS FROM THE FLOOR		
		Q. Mr. Hempleman asked the Council to support the campaign to oppose the introduction of car park charges in Steyning.		
		A. The Council confirmed its support.		
		Q. Mr B Hanson asked – why the decision had been taken to abolish the Joint Parishes Burial Board; why there had been no consultation; by what authority the decision had been taken not to allow the churches to have voting rights on the new Cemetery Committee.		
		A. It was felt only council members should vote on council monies; there will be representatives from various denominations on the Committee; the Board has been operating incorrectly for some years and to become lawful needs to be reconstituted as a Committee.		
		Q. Mr Ashby asked if Cllrs Goldsmith and S Sullivan made enquiries regarding the grant application submitted by Mr Ashby to WSCC and if they know anything about a letter challenging the grant.		

A. Cllr Northam said to revisit the question when item 10 is discussed.

Q. Mr Ashby asked if the Council would agree to delegate powers to a councillor to work with SAA to move the Rublees fence project forward rather than returning to committee each time.

A. Discuss under item 10

Q. written letter received from Mr Cree who was absent from the meeting regarding the Neighbourhood Plan process. Cllr Northam confirmed that all councils may take a different approach. SPC is exceeding requirements for public consultation.

A. Full letter and response will be posted on SPC website.

FULL/16/163 MINUTES OF THE PREVIOUS MEETING

163.1 Cllr Northam **proposed** and Cllr Muncey **seconded** that the minutes of the EOM meeting held on 3.11.16 be accepted as a true record of that meeting. **Agreed**

163.2 Cllr Northam **proposed** and Cllr Lloyd **seconded** that the minutes of the meeting held on 7.11.16 be accepted as a true record of that meeting. **Agreed**

FULL/16/164 MATTERS ARISING AND ACTIONS

164.1 FULL/16/139.8 – noted

164.2 FULL/16/139.9 – Clerk to chase HDC for response if there are any restrictive covenants **Clerk**

164.3 FULL/16/144.1 – noted

164.4 FULL/16/147.3 – see FULL/16/171 below

164.5 FULL/16/148.1 – noted

164.6 FULL/16/149.1 – noted

164.7 FULL/16/152.1 – see FULL/16/167 below

164.8 FULL/16/153.1 – noted

164.9 FULL/16/154.1 – see FULL/16/172 below

164.10 FULL/16/158.1 – noted

FULL/16/165 WARDENS REPORT – NOVEMBER 2016

165.1 Report noted. Wardens thanked for their ongoing help and support in the community

165.2 Cllr Northam **proposed** and Cllr Muggridge **seconded** that Cllrs Toomey and Pearcey be SPC representatives on Steering Group. **Agreed**

FULL/16/166 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

166.1 Cllr Lloyd – ongoing issues with fence project at Rublees allotment; SPC continue to oppose HDC regarding introduction of car park charges 1.4.17.

Cllr Willett – added - the need to use Sec 106 monies held by HDC, Cllr Muncey reminded already being looked at by committees, HDC undertaking Constitutional review.

166.3 Cllr Barling – WSCC budget meeting Feb 2017; congratulations to Cllr Muncey for successfully pursuing Rights of Way application; asked if the council would invite new Director Communities Rachel North to meet with SPC; report due on review of Fire and Rescue Service; Steyning Fire Station successfully recruited 5 new recruits; improvements to various roads inc Wiston bends and corner of B2315 at Ashurst; new booklet available covers many facts about West Sussex; WSCC recommends all consultations should ideally allow 3 months for meaningful

consultations, due consideration etc. Cllr Barling confirmed this would apply to the Joint Minerals Plan inc. Ham Farm quarry proposal; fire engine back up response times satisfactory.

FULL/16/167 RURAL CAR PARKS

167.1 HDC Cabinet have voted through the scheme to introduce car park charging in rural car parks from 1.4.17. Now a formal 21 day consultation period, expires 12.1.17. Agreed to request further meeting with HDC before Christmas and before formally replying to consultation. Still conflicting data supplied by HDC. HDC remain resolute to introduce charging. Cllr Muncey **proposed** and Cllr Syred **seconded** that SPC negotiates with HDC to accept, in principle, a payment from SPC to match the net costs of running the three Steyning car parks using the current no-charge disc system in the financial year 2017/18. Further discussions on a long term solution to take place over the next year. **Agreed. Recorded vote** – all councillors agreed except Cllrs Northam, Willett and Lloyd who abstained.

FULL/16/168 SAYS

168.1 Youth worker's report to be uploaded to website. Joint Youth Parish Committee are drafting MOU, Terms of Reference and new contract. **Clerk**

FULL/16/169 RUBLEES ALLOTMENTS

169.1 Cllr Lloyd advised an email had been received proposing new fence now be erected on the northern and southern boundaries; that the SAA now wish to undertake the project; now no need to move any sheds; will still need to clear hedgerow creep; still outstanding issues including - whether planning permission is needed, land ownership still unresolved, no deeds are available, query re position of electricity cable. Mr Ashby confirmed SAA not likely to need the £7k from SPC as previously agreed, just £1,133 difference between grant amount and anticipated costs obtained by SAA for revised proposal. Clerk advised Chairman the revised proposal would normally be referred to Playing Field Committee for consideration but Full Council confirmed they are happy to deal with this item in view of "urgency" so as not to lose grant and for works to commence. Cllr Syred to contact Mrs Acton tomorrow re outstanding land ownership query. Cllr Goldsmith asked for spec from SAA for fence. Cllr Lloyd **proposed** and Cllr Willett **seconded** that the council agrees to grant permission for fencing/gates on northern and southern ends of Rublees allotments. **Agreed. Recorded vote** - all councillors in favour except Cllrs Goldsmith, S. Sullivan and G. Sullivan against. This decision reverses the decision taken at the Playing Field Committee on 25th October 2016 (min. no. PF/16/80) due to the new information available regarding the issues surrounding the removal and re-siting of sheds in the originally proposed location. Cllr Lloyd **proposed** and Cllr Syred **seconded** that Cllr Pearcey act as liaison between the SAA and the Playing Field Committee and be the point of contact with the allotment association. Cllr Northam confirmed no authority to make decisions or spend monies, to refer back to Committee. **Agreed**
Cllr Northam asked if Cllr Goldsmith or S Sullivan contacted WSCC as suggested by Mr Ashby at the start of the meeting. Cllr Goldsmith declined to answer. Cllr S. Sullivan answered – no.

MS

SP

FULL/16/170	NEIGHBOURHOOD PLAN	
170.1	Report from Cllr Northam previously circulated. Will be uploaded to website. Will know more about way forward after conference with HDC in January 2017.	Clerk
FULL/16/171	HAM FARM QUARRY PROPOSAL	
171.1	Joint Minerals Plan - Cllr Barling advised of WSCC Full Council meeting on 16.12.16. To be followed by formal consultation in New Year. Quarry Action Group encouraged to engage professional advice and representation. Public Inquiry expected end 2017. Planning application will ultimately be needed. Cllr Muncey asked if Action Group can ensure it is properly constituted. Cllr Syred to convene meeting in the New Year.	
FULL/16/172	BUDGETS 2017/18	
172.1	Budgets in progress. EOM planned in January 2017.	ALL
FULL/16/173	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS	
173.1	Playing Field Committee – Cllr Lloyd proposed and Cllr Pearcey seconded that the minutes of the meeting held on 30.11.16 be accepted. Agreed	
173.2	Highways and Lighting Committee – Cllr Syred proposed and Cllr Northam seconded that the minutes of the meeting held on 22.11.16 be accepted. Agreed	
173.3	Planning Committee - Cllr Muggirdge proposed and Cllr Willett seconded that the minutes of the meeting held on 15.11.16 be accepted. Agreed Planning Committee - Cllr Muggridge proposed and Cllr Hanson seconded that the minutes of the meeting held on 6.12.16 be accepted. Agreed . Cllr Willett advised of his resignation from this committee. Clerk to add item to next Full Council agenda to discuss vacant position.	Clerk
173.4	Steyning Centre – Cllr Willett advised £2500 had been agreed by Finance and Community Committee on 6.12.16 for repairs to internal doors. Cllr Willett proposed and Cllr Hanson seconded that the minutes of the meeting held on 15.11.16 be accepted. Agreed	
173.5	Finance and Community Committee – Subject to Clerk amending minute 103 to Horsham Matters not HDC and 113.2 Cllr Goldsmith voted against, Cllr Syred proposed Cllr Northam seconded that the minutes of the meeting held on 6.12.16 be accepted. Agreed	
FULL/16/174	ITEMS FOR PRESS RELEASE	
174.1	Agreed to acknowledge James Hermon's appointment.	Clerk
174.2	Rural car parks - too soon	
174.3	Ham Farm – too soon	
174.4	Rublee's allotment fence –	
174.5	Neighbourhood Plan – for SWAB to deal	
174.6	SAYS –	
174.7	Joint Parishes Cemetery Committee – none	
174.8	Goal post – Clerk to draft	
174.9	Millennium Awards – already posted	
FULL/16/175	CORRESPONDENCE AND INFORMATION ITEMS	
175.1	HDC CIL - refer to Finance and Community Committee to liaise on a reply.	
175.2	Sussex Police Precept consultation – any comments to Clerk	ALL

175.3 Fraud newsletter – already on web site

FULL/16/176 DATE OF NEXT MEETING – 7.30pm on 16th January 2017

Meeting closed 10pm

Signed
Chairman

Dated 16th January 2017



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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Steyning Parish Council
Monthly Report – December 2016

December has seen a number of burglaries & break-ins across Horsham district, details of incidents in Steyning are as follows.

Between 13:30 - 04/12/16 & 07:45 - 05/12/16 – Steyning Grammar School, groundsman shed broken into. Mowers, welder, petrol trimmers and tools were stolen.

05/12/16 - A property was broken into I Coxham Lane, time frame unsure.

10/12/16 - Burglary at a property in coombe road, between approximately Midday & 21:30. Jewellery was stolen.

18/12/16 – Burglary of a property in King Stone Avenue between 11:00 & 20:30. Jewellery stolen.

Between 22nd/28th A property in Newham lane was broken into.

All of these burglaries were subject to forcible entry either by smashing a rear window or breaking in through a back door. A series of similar burglaries district wide are being investigated by the Police.

Please be aware there has been a series of cars being stolen from driveways, when owners have left the cars running to warm up due to the cold weather or ice.

We would also like to encourage people to report any suspicious activity, most of these types of crime require a vehicle so look out for suspicious vehicles and report them.

Anti-Social Behaviour & Crime

On the 10th December a vehicle was damaged in Charlton Street, a window was smashed by a member of a group of four individuals aged around 20.

On Christmas Eve there was a report of 3 youths around 15 years old running around on the roof of the grammar School. An area search yielded no trace.

A small panel window of the boot salon in the high street was smashed between the 24th & 25th.

A resident reported a group of youths setting small fires in the cricket field. There have been reports of rubbish being set alight at 15:45 on the 3rd and trying to set a hedge alight at 14:00 on the 17th. They were abusive to the resident when she spoke to them. We are working to identify & challenge this group and the resident has now provided us with pictures of some of the members.

A wheelie bin was set alight in Charlton Street at 18:30 on the 7th, it is not known if this incident relates to this group.

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MEETING OF PLAYING FIELDS COMMITTEE HELD ON 20th DECEMBER 2016 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Lloyd, Northam, Goldsmith, Toomey, S. Sullivan, S. Pearcey, Syred

Clerk : Carol Stephenson

Members of the Public : 12

MINUTES

PF/16/93 93.1	APOLOGIES FOR ABSENCE None	ACTION
PF/16/94 94.1	DECLARATIONS OF INTEREST Cllr S Sullivan lives adj MPF; Cttee member SOG	
PF/16/95	QUESTIONS FROM THE FLOOR None	
PF/16/96 96.1	MINUTES OF PREVIOUS MEETING Cllr Lloyd proposed and Cllr Toomey seconded that the minutes of the meeting held on 25.10.16 are a true record of the meeting. Agreed. Cllr Lloyd proposed and Cllr Goldsmith seconded that the minutes of the meeting held on 30.11.16 are a true record of the meeting. Agreed.	
PF/16/97 97.1	MATTERS ARISING AND ACTIONS Items 5.1 – 5.32 as per agenda except 5.29 where the Clerk is asked to find out what pesticide the contractor is using – is there one that will not affect other plants in this area ?	Clerk

PF/16/98		TREE MATTERS	
98.1	Cllr Lloyd proposed and Cllr Pearcey seconded to replace the damaged Holm Oak tree with a Sorbus Mountain Ash tree on Newham Lane boundary. Simon Zec to check position not affected by Honey fungus. Max cost of tree £20. Max cost to plant £50. Clerk and Simon Zec to liaise. A. Gale be asked to undertake the work. Agreed		Clerk
98.2	Cllr Lloyd proposed and Cllr S Sullivan seconded that the trees overhanging Rublees allotments be reduced to a height of 4.5 m. Agreed		Clerk
98.3	Cllr Lloyd proposed and Cllr S Sullivan seconded that the proposed works to the Maple tree r/o Charlton Street are agreed and the applicant be advised that her preferred contractor is acceptable. Agreed		Clerk
98.4	Cllr Lloyd proposed and Cllr Pearcey seconded that the proposed pruning of the Sycamore tree r/o Charlton Street be agreed. Agreed		Clerk
98.5	Cllr Northam proposed and Cllr Pearcey seconded that subject to discussion with Simon Zec re the branches overhanging the garage, permission be granted to reduce the height of the Sycamore tree r/o the Bowling club and take out lower limbs and to use the quote provided by D. Flynn as the contractor. Agreed		Clerk
PF/16/99		ALLOTMENTS	
99.1	Cllr Pearcey advised order has been placed with contractor for fence/gates to be erected on northern and southern boundaries. Work to start Jan 2017. Aware of electricity cable and will meet provider on site when work commences. Confirmed price obtained from contractor includes erection of fence/gates, removal of hedge and existing fence. Charles Ashby to provide copy of final spec to Clerk for works on north and south boundaries, inc removal of hedge/fence asap and before work starts. Still outstanding issues re land ownership. Committee agreed to SAA trying a lock on gates –for them to take forward and to notify the council of any changes. Cllr Lloyd proposed and Cllr Pearcey seconded that 1) Cllr Lloyd draft letter to adjoining houses advising them of proposed works/container and 2) Cllr Northam draft letter to allotment holders advising them of the revised proposals regarding the fence on the northern and southern boundaries and container to go out asap and a separate letter advising of future intention to erect fence on western and eastern boundaries and implications for sheds etc. Both draft letters to be circulated to PF Committee members. Agreed		Clerk
99.2	Cllr Lloyd confirmed as did Charles Ashby that planning permission is not required for proposed storage container 20' x8' x7'high although still awaiting this in writing. To be located on plot 6a. Clerk to find out if there is a covenant. Cllr Lloyd proposed and Cllr Pearcey seconded that the council grant permission to the SAA to erect a storage container on Rublees allotments measuring 20' x 8' x 7' high on plot 6a, preferably green in colour, sympathetic planting around container to disguise structure. Should a covenant exist container will be moved and SAA will be responsible for any subsequent costs. Agreed . Cllr Goldsmith and S Sullivan against.		Clerk
99.3	Cllr Lloyd proposed and Cllr Goldsmith seconded that 2 skips be provided on Rublees allotments and 1 on Canada Gardens. Agreed . Cllr Pearcey to arrange with Clerk, spend up to £1,000 in total. Allotment holders to be advised dates from /to when arranged. Cllr Goldsmith advised willing plot holder on Canada		SP/Clerk

99.4	Gardens to liaise with driver re positioning. Cllr Pearcey proposed and Cllr S Sullivan seconded that permission be granted To Steyning Allotment Association for a bbq to be held on Sunday 11 th June 2017. Agreed	Clerk
PF/16/100	MEMORIAL PLAYING FIELD	
100.1	Current contractor in place until 31.3.17 to empty litter bins on MPF. Contractor completing monitoring forms. To suggest part of H&L budget be transferred to PF Committee from H&L Environmental Cleansing budget going forwards to cover emptying of these bins.	TL
100.2	Letter sent to allotment holders re sighting of rats on MPF. Add requirement in new contracts for sealed compost bins.	TL
100.3	Clerk advised gap between fence and grass is to allow strimming. Order placed for repairs to fencing without pegging. Agreed works to go ahead as per order and to obtain quote for possible gravel board – add to next agenda.	Clerk
100.4	Clerk to circulate existing bowling club lease and add to next agenda for discussion	Clerk
100.5	Cllr Lloyd proposed and Cllr Pearcey seconded that a letter be written to existing users holding them responsible for locking changing rooms after use, could they nominate 1 or 2 key holders and advise the Clerk who they are, otherwise may result in being charged for any damage or possible closure. Agreed	Clerk
100.6	Cllr Lloyd proposed and Cllr Northam seconded Risk Assessment form be adopted. Agreed. Clerk/Deputy to use from now on	Clerk
100.7	No update from Steyning Community Orchard	
PF/16/101	PLAYGROUND EQUIPMENT	
101.1	Order placed for repair works for sum of £3694 – 6-8 weeks lead in time. Other works identified still to be costed, some to be undertaken in-house. Clerk to contact D. Flynn re D ring.	Clerk
PF/16/102	Cllr Lloyd proposed , Cllr Northam seconded in view of the time to bring forward item 13. No members of the public were present at this point. Agreed	
PF/16/103	BUDGETS 2017/18	
103.1	Agreed to add sums for CCTV, repairs to playground equipment, trees, legionnaires and to request monies be transferred from H&L budget for litter bins. Clerk to check salaries. Cllr Lloyd to make changes and circulate. Any comments to Cllr Lloyd asap.	TL Clerk
PF/16/104	GRASS CUTTING CONTRACT	
104.1	Cllr Lloyd proposed and Cllr S Sullivan seconded that Cllr Goldsmith's comments be added to draft document and re-circulated for comment prior to letting contract early January 2017 and budget for advertising costs in the region of £250. Agreed. Clerk to add siting of litter bins on MPF to next agenda.	Clerk

PF/16/105	FINANCIAL REPORT	
105.1	Cllr Lloyd proposed and Cllr Northam seconded that the Income and Expenditure reports for October and November 2016 be accepted. Agreed.	
105.2	Cllr Lloyd proposed and Cllr Northam seconded the cost of no ball game signs for Chandlers Way up to £130. Clerk to place order	Clerk
105.3	Bush in Charlton Street deferred to next meeting	
PF/16/106	In view of the time all other items on this agenda were deferred to the next meeting. To decide if there is to be an extra meeting before next scheduled meeting on 7.2.17	
	Meeting closed at 10.20pm	ALL

Signed: Date: 7th February 2017
Chairman

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 10th JANUARY 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Syred, Muggridge and Trundle

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- | | | actions |
|----------------|--|---------|
| P16/157 | APOLOGIES | |
| 157.1 | There were apologies from Cllr Picking & Northam. | |
| P16/158 | DECLARATIONS OF INTEREST – to receive Councillors declarations of interest in items on the agenda | |
| 158.1 | There were no declarations of interest from Cllrs. | |
| P16/159 | MINUTES – to agree and sign the minutes of the 20 th December 2016 | |
| 159.1 | Cllr Muggridge proposed , seconded by Cllr Hanson that the minutes of the meeting of 20 th December 2016 are accepted as a true record of the meeting. Agreed | |
| P16/160 | MATTERS ARISING AND ACTIONS | |
| 160.1 | Consideration for day and timing of the planning committee further to F&C committee comments. Members noted that they have 24 meetings per year the planning committee at 7pm on 2 nd and 4 th Tuesdays. The Chairman informed that he was disinclined to make any changes until after April. The Deputy Clerk is carrying out a survey of how other similar sized Parish Councils carry out their obligation of planning consultees.
To be reported and discussed at a future meeting. | |
| P16/161 | PLANNING APPLICATIONS | |
| 161.1 | DC/16/2454- Bonnington, Jarvis Lane – Demolish existing flint boundary wall to create an off street parking bay. Reinstate with new boundary wall using existing and matching materials.
Cllr Muggridge proposed , seconded by Cllr Hanson OBJECTION to the proposed | |

plan. The plain design of the planned replacement of this historic flint & brick wall would adversely impact the street scene within the conservation area. The committee would like to see the replacement wall better reflect the existing wall, ideally including the arch, and ensuring that the existing flints are reused. The Committee would like HDC's Conservation Officer to also comment on the application. Agreed.

161.2 DC/16/2914 – 5 Church Street – Surgery to 1 beech Tree (Works to trees in a Conservation Area)
Cllr Muggridge **proposed** , **seconded** by Cllr Hanson **No Objection** subject to HDC's Arboricultural Officers advice. **Agreed**.

161.3 DC/16/2902 – 25 Abbey Road – Partial garage conversion and erection of a first floor side extension
Cllr Muggridge **proposed** , **seconded** by Cllr Trundle **No Objection**. **Agreed**.

161.4 DC/16/2920 – St Cuthmans Cottage, Holland Road – Variation of Condition no 3 to previously approved Application Reference Number DC/16/1486. The applicant wishes to seek a revision in roof tile covering.
Cllr Muggridge **proposed** , **seconded** by Cllr Syred **No Objection**. **Agreed**.

P16/162 LATE PLANS

162.1 None for this meeting

P16/163 ENFORCEMENT NOTIFICATIONS

Barbers - High Street – Pole removed. Case Closed.

Maudlin Hill Farm - SDNP/15/05230/FUL – Compliance officer has received a letter informing that the owner has just returned to the country and will be addressing the issue shortly. No updates at present.

Chalk Pit – Newham Lane – SDNP/16/00435/OPDEV – a retrospective planning application has now been requested, by the Officer, for the construction of a storage barn. No updates at present.

The White House Fence – Newham Lane -SDNP/16/00475/HOUS - Compliance officer has been informed that a new planning application is to be submitted for a reduced height fence within days. No updates at present.

P16/164 PLANNING DECISIONS FROM HDC

PERMITTED

DC/16/1649 - Footings Gatewick Farm Steyning Bypass - Proposed change of use of land to storage of caravans and associated provision of hardstanding, a new access, provision of bunds around the perimeter of the site and associated works

DC/16/1722 – Meadowsweet, Penlands Close - Demolition of existing dwelling and erection of 2 pair semi-detached properties, associated parking and landscaping

DC/16/2016 - Calcot Farm Horsham Road - Erection of Poly tunnel and Storage Building for Agricultural Aquaponics Use.

DC/16/2417 - Mill End Sir Georges Place - Surgery x 1 Weeping Willow Tree and x 1 Walnut Tree (Works to Trees in a Conservation Area)

DC/16/2430 - 4 Norfolk Cottages High Street - Surgery x 1 Silver Birch Tree (Works to Trees in a Conservation Area)

DC/16/2655 - 92A High Street - Non Material Amendment to previously approved application DC/16/0030, (Demolition of existing timber and corrugated asbestos shed used as workshop and store. Erection of new 2 bedroom cottage) Omission of ground floor door on north east elevation at request

DC/16/2449 - 11 Canons Way - Change of use of land to be included within the residential curtilage of the property, and erection of new 2m closeboard boundary fence

Records are being kept of all planning responses from the Parish Council and compared with those of HDC Planning Authority. It was noted that since April 2016 the Parish Council have disagreed in decision on 10 out of 75 plans.

P16/165 CORRESPONDENCE/INFORMATION

165.1 A letter received from nearby residents of Penlands Close concerning a planning application on Meadowsweet was circulated to all committee members and taken as read.

165.2

South Downs National Park Local Plan Newsletter has been received and is available to view in the office.

P16/166 DATE OF NEXT MEETING: Tuesday 24th January 2017 at 7.00pm

The Chairman closed the meeting at 7.45pm .

Steyning Parish Council



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

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 3RD JANUARY 2017 AT 7.45PM

Present: Cllrs Willett, Toomey, Hanson, S Sullivan and Pearcey

Members of the public: None

Minutes: Hazel Roxby

The Chairman welcomed Cllrs Sullivan and Pearcey to their first meeting on this committee.

Minutes

		Action
SC16- 49	Apologies for absence	
49.1	Apologies of absence were received and accepted from Cllrs Syred and Northam.	
SC16-50	Declarations of Interest	
50.1	There were no declarations of Interest received from Cllrs.	
SC16-51	Questions from the Floor	
	None	
SC16-52	Minutes of the previous meeting	
52.1	Cllr Willett proposed, seconded by Cllr Hanson that the minutes of the meeting of 15 TH November 2016 be accepted as a true record of the meeting. Agreed.	
SC16-52	Matters arising and Actions	
52.1-41.1	Hirers have been asked for copies of Public Liability Insurance and a log is now being kept of all Insurances.	
52.2-41.2	Roger Toms and James investigated the fence and the posts are not rotten. James has taken action to secure the loose posts.	
52.3 – 43.1	Letter of confirmation of appointment has been sent to Daren Pegg	
52.4-43.2	Letter of congratulations has been sent to James Hermon.	
52.5 – 44.2	The Request for funds for the partition door service from F&C was agreed and	



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

	the service is booked for 21 st February.	Actions
52.6- 45.1	The budget requirements for 2017-18 were amended following the last meeting. It is an agenda item.	
52.7-45.2	The hot water boiler for Saxon room kitchen has been fitted.	
SC16-53	Deputy Clerk's Report and Steyning Centre update	
53.1	A 6 monthly routine inspection of the security alarm has been booked for 4 th January.	
53.2	The faulty CCTV camera in the corridor has been replaced.	
53.3	Steam cleaning of the toilets and kitchens has been done over the Christmas break.	
SC16-54	Business performance	
54.1	The film night in December, Golden Years, had 52 people attend. The sales from wine was £17.50. A loss of £11.38 was made on the evening. The Committee discussed whether to continue to have a film in December as it is a very busy time for everyone and the day has to be changed to a Monday which is out of the usual routine for the film nights. Cllr Sullivan proposed, seconded by Councillor Hanson not to have a film in December in future. Agreed.	Inform projectionist
SC16-56	Financial items	
56.1	To receive the Income & Expenditure Report for November 2016. Cllr Willett proposed, seconded by Cllr Hanson that the income and expenditure be agreed as a correct record. Agreed.	
56.2	Replacement for drinks machine, ideas circulated to all members. The Deputy Clerk had investigated the cost of renting a machine which was approximately £1000.00 per year. To buy a water 4l dispenser is approximately £80.00 and cup holders can be purchased to keep the area tidy and the cups in place. Cllr Sullivan proposed, seconded by Cllr Pearcey to purchase a water dispenser and cup holders. Agreed	Order
SC16-57	Legionella Report	
57.1	The report and recommended action and costings were circulated to all members. Remedial action is recommended for the Steyning Centre at a cost of £2,200 and a maintenance cost of £550.00 per year for 3 years thereafter. Cllr Willett proposed, seconded by Cllr Pearcey to agree the proposed works and maintenance and include the costs in the budget. Agreed	Order
SC16-58	Budget 2017-2018	
58.1	The members went through the budget items and agreed that £7000.00 should remain in the repairs and renewals budget for the skylights to be replaced. The fence will not need to be done therefore the £2000.00 budgeted can now be used for the Legionella remedial work. The budget figure for repairs and renewals will stay at £15,000 and the remaining £6000.00 will be for contingencies. £550.00 will need to be added to the	Inform Clerk of changes



annual maintenance to cover the Legionella annual maintenance.
Cllr Willett **proposed, seconded by** Cllr Toomey that the above amendments be requested at the budget meeting on 9th January 2017. **Agreed**
(N.B Some of the budgets had "awaiting HDC percentage increase " in the margin , this is an error and should have EDF, Gas, Water Company details and not HDC, the only HDC increase awaited is for Trade Waste).

SC16-59 Review Price increase for 2017-18

The prices for 2017-18 were agreed at a 5% increase from the 16-17 prices. It was agreed to increase the committee room prices to £9.00 per hour for 1 room and £12.00 per hour for both rooms. An evening rate for the committee rooms will also be introduced £11.00 per hour for 1 room and £15.00 per hour for both rooms.

Caretakers times will be utilised more efficiently to help keep costs down.

Cllr Willett **proposed, seconded by** Cllr Hanson the above changes be implemented from 1st April 2017 and that the prices for 2018 – 19 be considered again in April 2017. **Agreed**

**Implement
changes**

**Agenda for
April**

SC16-60 Correspondence

None for this meeting

SC16-61 Date of the next meeting

Tuesday 28th February 2017 at 7.45pm

The Chairman closed the meeting at 8.25pm

Steyning Parish Council



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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 10th JANUARY 2017 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Bowell, Syred, Lloyd, Muncey, Willett, G. Sullivan, Goldsmith, Muggridge

Clerk : C. Stephenson

Members of the Public : none

MINUTES

F&C/16/117 **APOLOGIES FOR ABSENCE**
117.1 Cllr Northam

F&C/16/118 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
118.1 Cllrs. Bowell, Syred and Muggridge – SAYS

F&C/16/119 **QUESTIONS FROM THE FLOOR**
119.1 None

F&C/16/120 **MINUTES OF PREVIOUS MEETING**
120.1 Subject to the following amendments F&C/16/106.1 - should read 12.12.16; Clerk
F&C/16/107.1 - delete "but they have since rejected this"; F&C/16/113.2 -
change to " no longer submitting items to " - Cllr Bowell **proposed** and Cllr
Muncey **seconded** that the minutes for the meeting held on 6.12.12 be
accepted as a true record of that meeting. **Agreed**

F&C/16/121 **MATTERS ARISING AND ACTIONS**
121.1 F&C/16/103.1 - noted
121.2 F&C/16/106.1 - noted
121.3 F&C/16/107.1- noted
121.4 F&C/16/108.1 – Playing Field Committee to consider rents at next meeting
and report back to F&C
121.5 F&C/16/109.1 - noted
121.6 F&C/16/110.1 – noted
121.7 F&C/16/111.2 - noted
121.8 F&C/16/112.5 – noted

F&C/16/122 **SAYS**
122.1 Cllr Syred advised MOU attached to this agenda is intended as a 3 year
agreement with a break clause after 1 year. SAYS costs have been calculated

for 1 year £24,700. The proposed contract is a 3 year contract. Cllr Syred to circulate criteria to be used for monitoring the service when available.

F&C/16/123 123.1	PAYMENTS LIST DECEMBER 2016 Cllr Bowell proposed and Cllr Lloyd seconded that the list of payments for December 2016 be agreed. Agreed.	MS
F&C/16/124 124.1	RUBLEES ALLOTMENTS Cllr Lloyd advised Allotment Association have placed order for fence/gates; commencement date as yet unknown; £7k previously approved from Reserves may not be needed, Cllr Lloyd to keep F&C updated. Clerk to chase Charles Ashby for spec for fence/gates and circulate to F&C when received. Cllr Lloyd to chase confirmation from HDC regarding planning permission not being needed for proposed storage container, although Cllr Muncey advised Allotment Association may now be considering a wooden shed instead to be more in keeping with the area. Allotment Association to be reminded they will need permission from SPC for this change and to check with HDC if planning permission is needed. Cllr Pearcey be asked to update members.	TL Clerk TL Clerk Clerk
F&C/16/125 125.1	RURAL CAR PARKS On agenda for Full Council on 16.1.17 to consider response by SPC to HDC. Cllr Goldsmith has some thoughts/suggestions he would like to put forward. Encouraged by Cllr Bowell to raise at Full Council when all councillors are present and perhaps consider sharing with all Cllrs by email beforehand in order all Councillors are prepared for a discussion.	RG
F&C.16/126 126.1	STREET CLEANING/LITTER CONTRACT Cllr Muncey advised closing date is 12 noon Friday 13 th January 2017. Will report outcome to Full Council on 16.1.17	GM
F&C/16/127 127.1	GRASS CUTTING CONTRACT Cllr Lloyd advised changes have been made to draft contract in response to comments received and latest version had been circulated to Playing Field Committee members for comment as agreed on 20.12.16. Cllr Goldsmith is not in support of final version but the majority of other members have agreed the contract and the Clerk has been instructed to proceed to issuing the contract and commencing the tender process. Closing date is noon 13.2.17	Clerk
F&C/16/128 128.1	LEGIONNAIRES REPORT Reports received on Steyning Centre, High Street toilets, changing rooms. Clerk advised quotes being obtained for various works at all 3 sites. Councillors agreed these works should be carried out as soon as possible as one order. This committee acknowledged the decision made by the Steyning Centre Committee to make provision for £2500 in next year's budget to cover the works required to the Steyning Centre. However, members unanimously agreed they wished to progress the works asap so funds will need to be made available in this financial year and Cllr Bowell therefore proposed that funds be made available from General Reserves to implement recommendations asap at all 3 sites to prevent legionnaires disease and that Cllr Bowell with the Clerk will agree contractor and place order when quotes received to avoid any delay. Full Council to be updated on 16.1.17. Seconded by Cllr Lloyd. Agreed	PB/Clerk
F&C/16/129 129.1	HDC ECONOMIC STRATEGY Members felt the document was particularly Horsham centric with little or no	

	recognition for Parishes, market towns, villages etc. Cllr Lloyd to draft letter to HDC in time for HDC Cabinet meeting on 12.1.17 in response to document asap and request a meeting with Clare Mangan, HDC to discuss further. Clerk to circulate.	TL Clerk
F&C/16/130	FINANCIAL REGULATIONS	
130.1	Cllr Bowell proposed and Cllr Muncey seconded that the revised Financial Regulations for Steyning Parish Council be approved. Agreed.	
F&C/16/131	ANY ITEMS FROM COMMITTEE MEETINGS	
131.1	For Playing Field, Steyning Centre - see minute F&C/16/133 below	Clerk
131.2	Vacancy on Planning Cttee – Clerk to see if any councillor is on only one committee. Item of Full Council 16.1.17	
F&C/16/132	FINANCIAL MATTERS	
132.1	Clerk to check if contribution to Pool has been paid this year and to re-allocate two grants to correct budgets. Cllr Bowell proposed and Cllr Syred seconded that the Income and Expenditure report for December 2016 be approved, subject to these changes being made. Agreed	Clerk
132.2	Cllr Bowell proposed and Cllr Muggridge seconded that on this occasion SPC will have to decline the application for a grant from CAB. Agreed.	Clerk
132.3	Cllr Bowell proposed and Cllr Lloyd seconded the funding of new member training event for Cllr Pearcey. Agreed	Clerk/SP
132.4	Cllr Bowell proposed and Cllr Muncey seconded that Cllr Bowell attend both the allotment and cemetery training event on behalf of the council. Agreed	Clerk/PB
132.5	Cllr Bowell proposed and Cllr Syred seconded that the funding of CILCA qualification for Clerk be approved. Agreed	
132.6	Cllr Willett proposed Muggridge seconded the addition of Admin Assistant post to LGPS. Agreed	Clerk
132.7	Cllrs noted payment to WSCC for Ill Health Liability insurance but asked Clerk to investigate other providers and report back.	Clerk
F&C/16/133	BUDGETS 2017/18	
133.1	Cllr Bowell advised that there had been a budget working group meeting on 9.1.17 to which all Cllrs had been invited to discuss budgets for 2017/18. Changes suggested at that meeting will be incorporated into version for Full Council on 16.1.17. Cllr Bowell to reduce budget code 4342 Steyning Centre repairs by £2500 as funds are now being made available this year for legionnaire works from reserves (previously identified for fencing -no longer needed). Cllr Bowell was thanked for his time and effort in putting together the budget in consultation with the Clerk for Member consideration.	PB
F&C/16/134	PREMISES COMMITTEE	
134.1	Cllrs discussed the possibility of widening the remit of the Steyning Centre Committee to become a Property Committee taking on responsibility for the maintenance of the High Street toilets and Changing Rooms in addition to the Steyning Centre. Rental charges to remain with relevant committee. To be discussed further with possible implementation date of 1.4.17. See F&C/16/135	
F&C/16/135	FINANCIAL AND COMMUNITY COMMITTEE	
135.1	Cllrs discussed if it would be possible to start this committee earlier than 7.45pm. Cllrs acknowledged this would have a ripple effect on other committees and members/Clerks time. Cllrs Syred, Muggridge, Lloyd	

volunteered to form a **working party** to review this in more detail with the Clerk and Deputy Clerk inc. what **cttees** are needed going forward, how many members needed for each **cttee** quorate numbers et. Cllr **Bowell proposed** and Cllr **Lloyd seconded** that the Clerk undertake some research in other parish councils, that Cllrs **Syred, Lloyd, Muggridge** form a working group as above and all that all councillors are emailed to invite them to join the working group. **Agreed.**

Clerk

Clerk

F&C/16/136 Cllr **Bowell proposed** and Cllr **Lloyd seconded** that due to the confidential nature of the next item that the meeting be closed to the public to allow discussion in confidential session. **Agreed**

F&C/16/137 **CCTV**

137.1

Cllr **Goldsmith** advised of works meeting on 27.1.17 with Police and Contractor to discuss installation of replacement camera at High St. Cllrs agreed further work needs to be undertaken to establish if we wish to replace existing CCTV elsewhere. Cllr **Lloyd proposed**, Cllr **Syred seconded** that Cllrs **Goldsmith/G Sullivan** ask our Police contact if he will meet with us if possible before the end of January, to help us review and give advice on what's needed and help identify other suitable cost effective options for the future so that ideally we have a plan of action and quotes by the end of March 2017. All F&C members welcome to attend the meeting. **Agreed**

RG/GS

ALL

F&C/16/138 Date of next meeting 14.2.17

Meeting closed at 9.51pm

Signed

Chairman F&C Cttee

Dated 14th February 2017

From: Horsham Older Peoples Forum <horshamolderpeoplesforum@gmail.com>
Sent: 09 January 2017 11:39
To: undisclosed-recipients:
Subject: Meeting & question time with Nick Herbert MP - 3rd March

Dear Clerk,

Last year Horsham District Older Peoples Forum organised and held the extremely well attended and received question and answer session with Jeremy Quin MP. It was such a success that it is to be repeated this year, this time with **Nick Herbert MP**.

There was a lot of interest last year from Parish and Neighbourhood Councils. A good number of councillors attended and enjoyed the meeting.

The meeting this year is on **Friday 3rd March 2017 10.30am - 1pm at the Drill Hall, Denne Road, Horsham**. It is open to all local councillors and anyone aged 60 or over living in Horsham District or who cares for someone who is.

Would you please circulate this event and let me know who will be attending.

Warm regards

Martin Bruton
Chairman
Horsham District Older Peoples Forum
07840 966124