



STEYNING WARDENS' REPORT

January 2018

ITEM 8.1

Criminal damage
None Reported
Anti-social behaviour
We have been having problems with a group of young males who have been responsible for various acts of anti-social behaviour throughout the Parish, but in particular at Fletchers Croft whilst the development of the Car Park has been underway. Barriers were scattered across the Car Park area as well as Traffic Cones. We have also had numerous reports regarding dangerous cycling by the group in and around the high street. Fortunately, a Police Officer has stopped one of the young males after witnessing the behaviour and we were given his name and address. We have since carried out a parental visit and obtained assurances from the father that he would be dealt with. We had a meeting with the head of the Steyning Grammar Boarding school following reports of anti-social driving in the car park and he has given us the registrations of the vehicles involved. We have drawn up warning letters to issue to them the next time we come across them. We had occasion to confiscate alcohol from two under age boys in the Steyning Grammar school grounds, late on a Friday evening. We have taken their names and advised them that warnings will be issued if there are any further occurrences.
Parking
We have issued two Parking advice slips on vehicles parked in the Bus Stop in Tanyard Lane.
Cold callers
We received two calls from residents regarding aggressive cold callers, unfortunately we could not find any trace on this occasion.
Neighbourhood disputes
None received.
Fly-tipping
None .
Dog fouling / issues with dogs
We have now received a standard dog-warning letter from HDC to issue when it is appropriate or necessary.
Elderly / vulnerable
We have now established a dominoes club at Dingemans.
Minibus

We carried out two trips for the month of January.
Other
N/A

STEYNING WARDENS' REPORT

December/Jan 2019

Criminal damage/Other Crime

We have received numerous reports of tampering of the equipment in the Fletchers Croft car park left overnight by the contactors. This started with equipment being moved around but has now escalated to criminal damage as the temporary traffic lights have been damaged on two occasions. We are and have been regularly patrolling and monitoring the area and prior to the most recent damage we were able to tie a group of young people to the area a few minutes prior to receiving a call about the damage. We are now seeking Police involvement to work alongside ourselves to deal with these individuals.

Anti-Social Behaviour, ASB Driving & Parking

Relatively quiet period regarding ASB in Steyning. We had cause to visit a resident regarding reported Anti-Social behaviour that occurred on the MPF. The incident involved a young teenager who caused alarm to a local resident by stating he was building a bomb when asked what he was doing with a wheelie bin on the MPF. The wheelie bin was for a mobile goal but his comments caused a great deal of concern for the resident. We have spoken with the individuals parents who were very responsive and have dealt with the issue. We are happy that this was an isolated incident and no longer a cause for concern.

We had cause to intervene and move a group of young people away from the Grammar School grounds where they were playing football and drinking. The ball was kicked at one of the windows and thankfully there wasn't any damage. The group are known to us and complied fully before moving away from the area.

We received a report of an individual who is potentially homeless, causing concern with his behaviour in Steyning High Street and drinking in public. We can now identify the individual but are yet to obtain his name and address details (if he isn't homeless as suspected)

We received a further report that he stole some plants from the co-op and are currently paying passing attention on patrol for this individual.

Cold callers

We received a call regarding a cold caller and checked his details, the individual was working on behalf of the British Heart foundation and we verified this with the company.

Fly-tipping

Several Christmas trees dumped around the three parishes reported for clearing.

Dog fouling

No dog fouling issues this month

Community

We ran a new initiative alongside Age UK for residents at Dingemans, this has started off a reading club but may evolve depending on common interests of the residents.

We have arranged to assist Alan at SAYS with a youth club trip on the 11th February to Flip Out in Brighton.

Elderly and vulnerable

We ran a trip out for our Dingemans Thursday Club and two indoor sessions.

We also ran our annual race night the week before Christmas. This was a very successful event which was well attended by residents at Digemans and the surrounding area.

Continued with regular welfare visits for Elderly Vulnerable residents who we have been alerted to by Adult Social Care and others over the past months.



ITEM 8.2

WARDENS' STEERING GROUP REPORT

Nov 2018 - Jan 2019

Criminal damage/Other Crime

We have received numerous reports of tampering of the equipment in the Fletchers Croft car park left overnight by the contactors. This started with equipment being moved around but has now escalated to criminal damage as the temporary traffic lights have been damaged on two occasions. We are and have been regularly patrolling and monitoring the area and prior to the most recent damage we were able to tie a group of young people to the area a few minutes prior to receiving a call about the damage. We are now seeking Police involvement to work alongside ourselves to deal with these individuals. (have now done home visit following police involvement)

Criminal damage in the Street Bramber between Christmas and New Year. On duty that evening and patrolled area so assume this was done in the early hours.

Anti-Social Behaviour, ASB Driving & Parking

Individual in high Trees car park intimidating dog walkers. CPW (Community Protection Warning)

Incident with young person stating they were making a bomb.

Issues regarding "homeless man" in Steyning and Upper Beeding.

Parking. Continue to give advice slips where necessary. (Seem to have been effective in Tanyard lane Bus stop & Hyde Lane)

We are now able to joint work with parking services to tackle any major parking issues within the community. Haven't required any joint patrols as yet, but it's good to have the option if a major issue does arise. Reports in Hyde Lane double yellow and obstructing view at school times. Advice warning given and also reported vehicle to parking services.

Cold callers

No significant increase and no major causes for concern when checking credentials. (Although we must continue to remain vigilant) (Aggressive caller reported in Bramber but no trace after responding to the call)

Fly-tipping

Continues to be consistent across the three parishes in regular locations but in small quantities. Hotspots include Bramber Castle (Bramber roundabout) Truleigh Hill car park and Steyning Bostal. Continue with routine patrols to deter behaviour and report tips for clearing as and when.

Dog fouling – Issues with dogs

Very quiet period relating to reports of dog fouling across the three parishes.

We have now received a standard dog warning letter from HDC to issue when appropriate or necessary.

Community

We ran a new initiative alongside Age UK for residents at Dingemans, this has started off a reading club but may evolve depending on common interests of the residents.

We have arranged to assist Alan at SAYS with a youth club trip on the 11th February to Flip Out in Brighton.

We attended the Christmas carol service the car park in the street Bramber.
Steyning Christmas Fayre. Management of traffic & diversion.

Programmed more Static observations in relation to speeding at Clays Hill and will update Cllr Croker as to results of these. (discuss community speed watch.)

Elderly and vulnerable

Continue with Thursday club at Dingemans. Some trips including residents from Upper Beeding.

Annual race night (Dingemans) the week before Christmas. This was a very successful event which was well attended by residents at Digemans and the surrounding area. We have now been asked to run another race night for the over 60's club at the Hub.

Continued with regular welfare visits for Elderly Vulnerable residents who we have been alerted to by Adult Social Care and others over the past months. Also we have now had a referral off the back of our appeal to residents in the Bramber newsletter for residents to let us know if they have potentially vulnerable neighbours.



Horsham
District
Council

Steyning, Bramber and Upper Beeding Neighbourhood Warden Scheme Steering Group Meeting Monday 11th February 2019 at the Steyning Centre

Attendees:

Sharon Cadman, Community Safety Officer, HDC
Mike Pearce, Neighbourhood Warden
John Fullbrook, Steyning Parish Council Clerk
Celia Price, Upper Beeding Parish Council Clerk

Cllr Deborah Hanson, Steyning Parish Council
Cllr Roger Potter, Bramber Parish Council Chair
Cllr Pauline Kentell, Upper Beeding Parish Council

Item	Notes	Actions
Updates on actions from previous minutes	<u>Extraordinary Meeting - updates</u> - None of the Parish Councils requested additional reporting headings so the wardens will continue to report as usual. - Mike and Paul will request a joint patrol with HDC Parking Services in the Hyde Lane / Pound Lane area of Upper Beeding. - HDC is hoping that the new Warden Supervisor will be in place by April. <u>Steering Group Meeting</u> All actions from this meeting have been completed apart from the following: - Parking – HDC Parking Services are putting together a plan for parking enforcement in the district and have asked for specific issues in the three parishes. Paul will forward the email to all Clerks. - A group is using the Upper Beeding football ground although it is not part of the club. They meet at 10am on Sunday mornings. Concerns were raised about possible safeguarding issues as the group is run by parents for children. The grounds are owned by the PC so it has been suggested the group formally asks for permission to use the space and provides DBS checks, risk assessments and insurance cover as appropriate. The wardens will go along one Sunday to talk to the group organisers.	Mike and Paul to arrange a joint patrol. Paul to forward the email from Parking Services to the Clerks. Paul and Mike to talk to the group and feed back information to the PC. Mike has offered to change his shift this Sunday in order to do this.

ITEM 8.2



Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat Nav Use BN44 3YL

Telephone: 01903 812042

www.steyningpc.gov.uk

January 2019

Dear Householder,

Important Consultation Regarding Your Property in the Conservation Area

As the owner of a property in the Conservation Area of the town you will probably be aware of the long-running efforts of Steyning Parish Council to protect and preserve the very special historic character of the town. Steyning has an impressive total of 109 Listed Buildings and in 2017 Horsham District Council (HDC) adopted a new Conservation Area Appraisal and Management Plan which extended the existing Conservation Area. Steyning High Street is already an Area of Special Advertisement Control.

We know the heritage issue is very important for residents and local businesses alike. In the 2015 survey carried out for the Neighbourhood Plan 84% of respondents chose to comment on the importance of our heritage, and the tourists who come to shop and relax in our historic environment help to keep our High Street alive. Living in a Conservation Area also has proven economic benefits for property owners; the 2012 report 'An assessment of the effects of conservation areas on value' by the London School of Economics concluded that 'The most demanding conditional estimates still reveal a price premium for properties inside designated conservation areas of about 8.5-9.5%'.

Steyning Parish Council is now consulting householders over our proposal to seek extra protection to preserve the character of our Conservation Area by asking HDC to introduce an Article 4 Direction, as is already in place locally in Amberley and Slinfold. The reason for introducing a Direction is not to prevent owners from undertaking normal repairs or changes to their properties. Rather, it is to ensure that full consideration is given to the likely effect of any proposed alterations, not only on the character of individual buildings, but also on the appearance of the whole conservation area.

The proposed Article 4 Direction would mean that householders would be required to seek planning permission for the following categories of works which they could otherwise undertake under permitted development rights; primarily where works would be visible from the highway or publicly accessible open space. At present no planning fee is charged for such applications necessitated only because of an Article 4 Direction. Please note that a significant number of what are permitted development rights elsewhere, such as loft conversions, are already excluded within conservation areas and so already need planning permission. Listed buildings also already have additional protections. For full details please consult HDC Planning Department before carrying out any work.

The additional permitted development rights which would be excluded by the proposed Article 4 Direction **only if they face a highway or publicly accessible land** are shown overleaf:

Town and Country Planning (General Permitted Development) (England) Order 2015



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

Part 1 of Schedule 2:

- **Class A** The improvement or alteration of a dwellinghouse where the works comprise:
 - (a) replacement of windows
 - (b) replacement of external doors
 - (c) replacement of render; or
 - (d) replacement of rainwater goods
- **Class C** Any other alteration to the roof of a dwellinghouse such as roof lights or changing tiles or slates
- **Class D** The erection or construction of a porch outside any external door of a dwellinghouse
- **Class E** The provision maintenance, improvement or alteration within the curtilage of the dwellinghouse of
 - (a) any building or enclosure, swimming or other pool required for a purpose incidental to the enjoyment of the dwellinghouse as such; or
 - (b) a container used for domestic heating purposes for the storage of oil or liquid petroleum gas
- **Class F** Development consisting of:
 - (a) hard surfacing within the curtilage incidental to the enjoyment of the dwellinghouse; or
 - (b) replacement in whole or in part of such a surface
- **Class G** Installation, alteration or replacement of a chimney
- **Class H** Installation, alteration or replacement of an aerial or satellite dish on or within the curtilage of a dwellinghouse which is on a building which exceeds 15 metres in height or on a chimney, wall or roof slope which faces onto, and is visible from, a highway or publicly accessible land;

Part 2 of Schedule 2:

- **Class A** The erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure where it would front a highway or open space
- **Class B** The formation, laying out and construction of a means of access to a highway
- **Class C** The painting (i.e. any application of colour) of any exterior part of
 - (a) the dwellinghouse; or
 - (b) other building or enclosure in the curtilage that fronts a highway or open space

Part 11 of Schedule 2:

- **Class C** The demolition of the whole or part of any gate, fence, wall or other means of enclosure

There is the opportunity to attend a question and answer session on the Article 4 Direction proposal prior to the full Parish Council Meeting being held at the Steyning Centre at 6.30pm on Monday 18th February. Please submit any questions you would like to raise at this meeting in writing to me by 11th February so they can be answered in public at the meeting. My email address is given below.

If there are any of the above permitted development rights that you would object to having removed, Please respond to me in writing by Wednesday 6th March 2019 so we can ensure we have the support of the majority of the householders in the Conservation Area to conserve and protect its special character. If you are not the property-owner please pass this letter onto them as a matter of urgency.

Yours faithfully

John Fullbrook
Clerk to Steyning Parish Council
E Mail: clerk@steyningpc.gov.uk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

ITEM 13.1



7th February 2019

Dear John

I am writing with regard to our Community Youth Work contracts across the Horsham District.

As I am sure you are aware all sectors are facing significant financial uncertainty, with the very public demise of both small and large sized organisations. The charity sector has not been unaffected by the financial climate, particularly those with local government contracts such as ourselves where allocations of ever-diminishing public funds are squeezed.

Sadly, we are facing a critical time for the future of this charity, our reserves are falling year on year and as such we have had to assess the financial viability of all our services. For a long period, we were able to absorb underwriting community projects, but unfortunately that is no longer the case. Our core funds are stretched to breaking point supporting crisis services for example, Foodbank, Night Shelter and individual crisis support, as well as all of our Youth contracts.

We do not expect our financial position to improve over the next couple of years as we have been dealt a devastating blow with the reduction of our West Sussex Local Network Assistant grant from £100k to £10k per annum. There is no guarantee of the £10k at the moment. I am sure you understand that the needs of these vulnerable clients are not going to disappear, the trend over the past 6 months is an increase in need. This crisis support will need to be funded from our Core funds going forward.

We have already reviewed our operations and retail sectors in an effort to reduce financial losses. We implemented a staffing restructure which unfortunately resulted in redundancies across those teams.

The time has come to review our Community Youth Work contracts which had been prompted by the following:

- A number of staff leaving the Community Youth Work team
- Approaching the end of the financial year and the majority of contracts coming to end

As you know Horsham Matters has been underwriting all CYW contracts up to the value of 25% for the last 5 years through our core funding. At the time when the Charity began Youth Work we were financially buoyant, with significant reserves generated via a profitable retail effort. Sadly this is no longer the case and this level of underwriting is now unsustainable.

We have endeavoured to take action to move towards a more sustainable model through the following:

- We re-designed our CYW contracts for this financial year. Previously, our contract sums had been fluctuating considerably when we were crediting money for door and tuck. Some Parish Councils were very much benefitting from their popular clubs receiving large sums in credit against their operation costs. Despite these clubs requiring more staff and therefore having increased salary costs.
- At the end of last year we endeavoured to agree 2% increases (below inflation despite rising costs such as employment), we did so with the best of intentions to minimise increases to yourselves and with the acceptance we would still underwrite a significant percentage of the core operating costs. That said, we have been unable to negotiate this increase with some areas.

Despite the restructuring and cost-cutting measures described above, we have not been able to reduce financial losses quickly enough or deeply enough to lessen the impact upon the Charity as a whole.

We fully appreciate that Parish Councils are also facing difficult choices re: allocation of their funds and therefore understand and accept that contract negotiations are complex.

Having taken into account the aforementioned factors we have concluded that we are no longer in the position to offer youth work services. To continue to do so would jeopardise other areas of our work and crucially our ability to deliver crisis support to the District. As Trustees we must do all we can to safeguard the future of the Charity. That said, this has been a very difficult and sad decision for us to take.

We believe passionately that universal youth groups do have a positive impact upon young people, indeed this is the reason we have invested so heavily to date, (in excess of £100,000 over duration of the youth work project).

We hope that you are able to identify an alternative provider at the earliest opportunity. Of course, we will do all we can to ensure smooth transitions with another provider.

We will endeavour to continue to provide services until the end of March 2019, although the central Horsham area will unfortunately face lack of service due to the staff resignations. Our General Manager, Emma Elnaugh will liaise with each cluster to discuss delivery over the next couple of months.

We are embarking upon a period of consultation with staff and would also welcome your views. Please do contact us via email: emma.elnaugh@horsham.gov.uk

I am sorry to have written with such sad news but hope you understand we are faced with an impossible choice given our current circumstances.

With kind regards

Chairman
For and on behalf of the Board of Trustees

MAKE A CHANGE BECOME A LOCAL COUNCILLOR



**IF YOU CARE ABOUT
WHERE YOU LIVE AND ARE
PASSIONATE ABOUT YOUR
COMMUNITY, WE NEED YOU**

**JOIN US AND MAKE A LOCAL CHANGE
CONTACT**

MAKE A CHANGE BECOME A LOCAL COUNCILLOR



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**JOIN US AND MAKE A LOCAL CHANGE
CONTACT**

<DATE>

MAKE A CHANGE, BECOME A LOCAL COUNCILLOR

<NAME OF COUNCIL> is calling on residents, passionate about their community to stand in the local elections in 2019.

What do councillors do?

Councillors are the champions of their community and give residents a voice on the decisions the council makes. Becoming a councillor will allow you to make a real difference in your community by engaging with residents, local groups and businesses to find out their needs; making decisions on which services and projects the council should take forward; and getting involved locally to ensure the services are meeting your community's needs.

How long does it take?

The National Association of Local Councils (NALC) Local Councillor Census Survey found that councillors put aside, on average, three hours a week for council work. This often includes attending meetings, engaging with residents and speaking on behalf of the council to other bodies.

Can I stand?

There are only a few rules to stand for election. You must be:

- A British citizen, or a citizen of the Commonwealth, or the European Union
- 18 years of age or older
- Live in an area that is served by a local council

How can I get involved?

Contact <NAME OF COUNCIL> at <CONTACT DETAILS> to find out more or visit **www.nalc.gov.uk/elections**

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MAKE A CHANGE BECOME A LOCAL COUNCILLOR



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PASSIONATE ABOUT YOUR
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MAKE A CHANGE BECOME A LOCAL COUNCILLOR

WHAT DO LOCAL COUNCILS DO?

Your local council has an overall responsibility for the well-being of your local community. Their work falls into three main categories:

- Delivery of services
- Improve quality of life for residents
- Give communities a democratic voice

BECOMING A LOCAL COUNCILLOR

As a local councillor you can become a voice for your community and make a real change. Councillors are community leaders and represent the interests of the communities they serve.

Local councillors have three main responsibilities:

- Decision-making
- Monitoring
- Getting involved locally

GETTING ELECTED

To stand for election to a local council you must:

- Be a UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union
- Be at least 18 years old
- Be an elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary.

If you are interested contact the council on:

www.nalc.gov.uk/elections

From: [REDACTED]
Sent: [REDACTED]
To: Steyning Parish Council - Clerk
Subject: CTIL 235565 - Proposal for a telecoms base station in Steyning

Dear Mr Fullbrook,

Waldon Telecom has recently been instructed by Cornerstone Telecommunications Infrastructure Limited ("Cornerstone"), a joint venture company set up by Vodafone Ltd and Telefonica UK Ltd (trading as O₂). We have been tasked with identifying a suitable location for a mobile phone base station in Steyning. Our client has received customer complaints regarding coverage in Steyning and reports that the mobile phone signal for O₂ customers can be disappointing, with in-building coverage almost non-existent in some parts of the town. These complaints are something that our client takes seriously and wishes to address with improved network coverage throughout the town.

We understand that Shared Access had previously put forward a proposal for a base station at Steyning Football Club, but this was unsuccessful. We would be keen to work with you to find a location that suits all parties and delivers improved 2G, 3G and 4G coverage for O₂ customers.

As I am sure you are aware, there are a few different options available when it comes to a mobile phone site. We understand that Shared Access put forward a 'floodlight swap out' proposal, however, there several different options available; from standalone 'greenfield' masts, to street furniture-style installations which are perhaps better suited for town-centre/ urban settings, and of course rooftop based installations. The type of equipment which would be installed would depend on the site type, the local setting and the network's requirements.

We would welcome any suggested locations that you feel may be appropriate for an installation of this kind. We could then discuss what type of equipment would be better suited for each location.

At this stage we are still early-on in our site search and have undertaken a preliminary desktop study. The next step is for a search of the area, where any locations identified as potential suitable will be reviewed further. We would of course be pleased to meet you, or a representative of the Parish Council, in Steyning to look at possible options together.

We look forward to hearing from you when you have considered our query. Please do not hesitate to contact me by return email, or on the mobile number below, should you wish to discuss further or if you have any queries at all.

Kind regards,
Rachel

Acquisition Surveyor
Waldon Telecom Ltd.



South Acre | The Walnut Yard | Gelscoe Lane | Diseworth | Derby | DE74 2AN

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Horsham District and Parish All Out Elections

2 May 2019

Advice for Council Officers and Members

1. The Publicity Rules

Both the Local Elections (Horsham District Council and all Parish Councils within the District) will be held on Thursday 2 May 2019.

In the normal course of events, the Council is under a duty to have regard to the Code of recommended practice on local authority publicity (the Code) (issued under sections 2 and 4 of the Local Government Act 1986).

The general legal principle set out in the Code is that a local authority (being both the District and Parish Councils) must not at any time publish any material that in whole or in part which appears to be designed to affect support for a political party or a candidate. The run up to an election is a particularly sensitive time and it is wise to be more cautious. This is reflected in the Code which contains additional rules which apply during the pre-election period, frequently known as "purdah."

The purpose of the additional rules which apply during purdah is to ensure that the public resources of the council are not used to promote or give any political party, political campaign, or candidate an advantage during an election period. The rules apply to both Council Members and Officers.

2. The General Rules

By way of summary of the general rules about publicity:

- The Council cannot at any time publish material which is designed to influence support for a political party;
- Councillors cannot at any time use Council resources for party political purposes;
- The Council must at all times consider carefully any publicity that it sends out and what the impact of that publicity might be in accordance with a national code on publicity;
- Whilst in the normal course of events it is acceptable for the Council to publicise the work done by individual Members and to present the views of those Members on local issues, for example when a Councillor has been the 'face' of a campaign, this is not acceptable during the election period (see paragraph 3 below);
- Councillors should not use Council leaflets and publications to promote themselves/political parties.

3. The Election Period "Purdah" – Tuesday 26 March 2019 to 10pm Thursday 2 May 2019 (Poll Day)

The notice of election for the Local Elections will be published on 26 March 2019. Purdah will therefore start on 26 March 2019. During the period between the publication of the notice (26 March 2019) and 2 May 2019 the Council is subject to

further restrictions in relation to publicity. This period is commonly referred to as the election or 'purdah' period.

(a) Publishing Documents

During this time the Council must not pro-actively publish any material which could be viewed as promoting a political party or which seeks to influence voters.

Publish means to distribute to the public or a section of the public. It affects all forms of publicity including websites, public leaflets, notices etc. Leaflets, web photographs or other advertising designed to raise awareness of Council policies and services already in existence are acceptable as normal forms of communication about the Council and its services. However, if they refer to individual Councillors standing for election, that part of the information should be withdrawn during the election period.

In the normal course of business it is acceptable for authorities to host publicity, such as a blog, which contains links to sites over which the authority has no control, and which contain material which does not comply with the Code. During the election period however, care must be taken to ensure the rules on publicity are not breached, and it may be necessary to suspend the hosting of third party material, public forums or links during this time.

During the election period, the Council should not publish any publicity on controversial issues or report views on proposals in such a way as to identify with any Member or political group.

The rules do not prevent responses to enquiries from the media or the issuing of press releases which do not promote candidates etc. If unforeseen events occur which require a member level public response, the response should be factual and objective. Councillors who hold positions of special responsibility within the Council, such as Cabinet members, and who would be expected to make some public comment on important issues that arise will be able to do so, but this should be kept to an absolute minimum during the election period and should only occur if absolutely necessary. Responses should be factual and non-party-political.

Sensitive or controversial matters will need very careful handling during an election period as they may impact on public opinion. The Chief Executive or Monitoring Officer should be consulted before any publicity in relation to such issues is issued.

Publicity relating to individual Councillors involved in the election (whether as a candidate or indirectly as an agent or party supporter) should not be published during this time. However, an election web site could provide the names of candidates and their parties, details of polling stations, and voting rules provided the information is factual and does not promote individual candidates or parties.

(b) Events

Proactive events due to take place during the election period, such as the launch of a new policy or the opening of a new establishment, should not involve candidates standing for election nor any Councillor who is involved directly in the election whether as a candidate or in some other capacity.

(c) Council Resources, Headed Paper, E-mail Addresses

Members and Officers should not use Council resources for private or party political purposes.

During the election period Councillors should be particularly careful about the use of any Council resources. Members should avoid corresponding about their candidacy or that of another Councillor standing for election using the Council's email address. The use of headed paper, council facilities including accommodation is made available to Councillors for council business only. These resources should never be used to raise the profile of a candidate or a political party.

(d) The Use of Photographs

The Council's photographs of Councillors with Council staff, on Council premises should not be used during this period. This includes using the logo of the Council on any photograph of a Councillor. Photographs and logos are resources of the Council.

(e) Business goes on - Council Decision Making

The Council does have to continue its business during the election period and decisions have to be made. The important thing is to make sure that the Council's 'machinery' is not used for party political purposes.

The Council is required to publish minutes and records of its decisions. These must continue to be published and may need to refer to Councillors. Particular care should be taken in recording any decisions made by individual Councillors as e.g. portfolio holders, or to the Executive which is a single party body. Decision records and minutes should be confined to a statement of the decision made and the name of the relevant decision maker.

(f) Bodies with Local Authority Funding

The restrictions imposed on publicity produced by local authorities also apply to publicity issued by other organisations which receive local authority funding. If the local authority directly funds the publicity it is caught by these rules, though not if there is specific funding for the publicity from another source. Where however there is a mixture of funding including that from a local authority it is safest to assume the publicity is subject to the rules.

(g) Consultations

As stated above, normal business must go on. The Council is periodically involved in undertaking consultation on matters affecting the public. In general it is better to avoid this sort of exercise during the election period if at all possible. This is particularly so if a consultation exercise could be interpreted as engendering support for a particular group, or campaign, or if its timing could result in a political advantage for one party or individual.

These rules are important for election purposes, and also for the reputation of the Council. All Members and Officers should strive to maintain the Council's good reputation in election matters.

WEST SUSSEX COUNTY COUNCIL
Road Traffic Regulation Act Temporary Closure Notice
STEYNING: BRIDLEWAY NO. 3182

NOTICE is hereby given that in pursuance of the provisions of Section 14 (2) of the Road Traffic Regulation Act 1984, as amended, the use of:

STEYNING: BRIDLEWAY NO. 3182 as shown on the map below.

The path closure is necessary to protect public safety whilst tree clearance works are undertaken

Use is temporarily **prohibited** with effect from **25th March 2019**.

Unfortunately there are no alternative routes available using the public rights of way network.

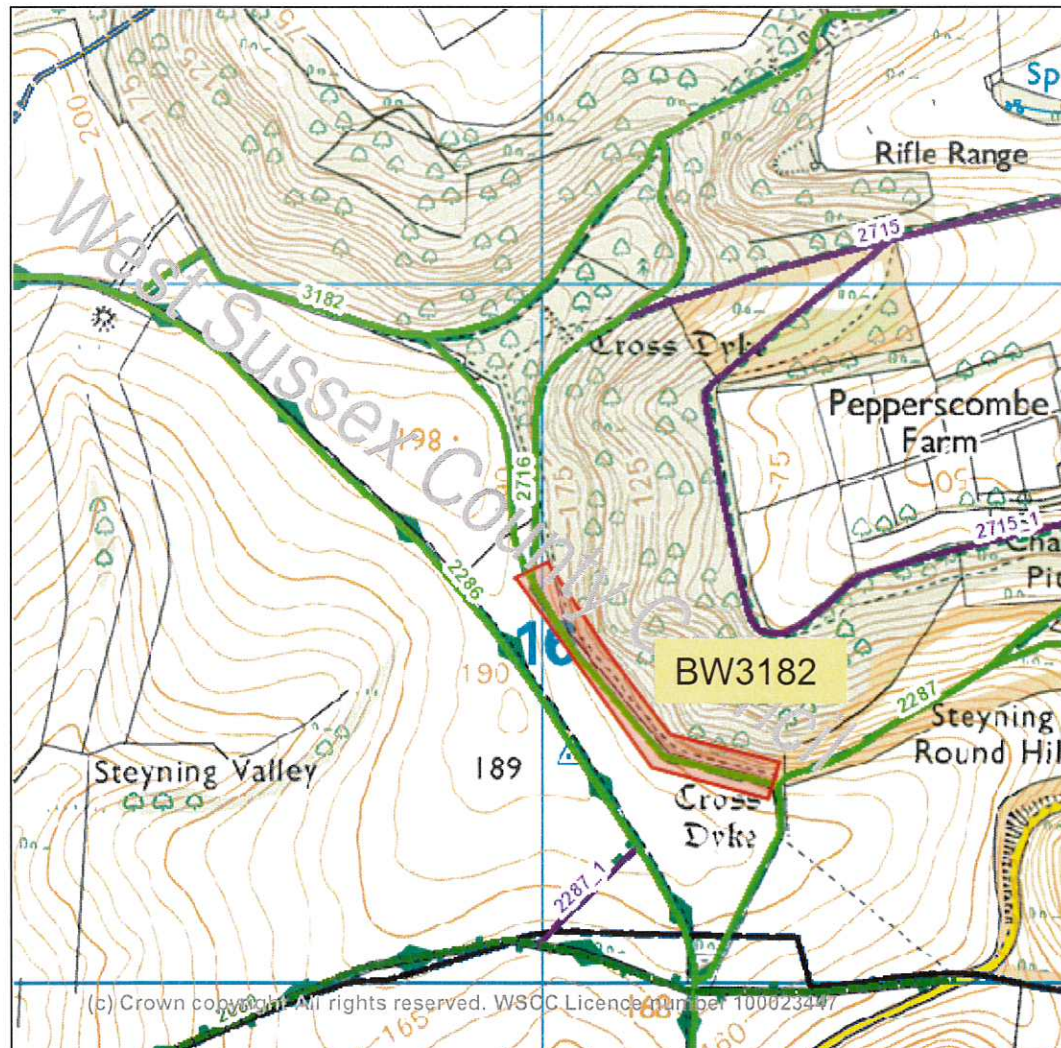
This Notice will be effective for **5** days from the date given above

Contact telephone numbers: **Public Rights of Way Team (WSCC) (01243) 777620**

Date: **12/02/2019**

Ref.: **BL/RW/BW3182/I24181**

for Director of Highways and Transport



SCALE
1:10000

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Public Footpath
 Public Bridleway

Route Temporarily Stopped Up

Countryside Services, 1st Floor Northleigh, Tower Street,
 Chichester, West Sussex, PO19 1RH