

Steyning Parish Council



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

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MEETING OF FULL PARISH COUNCIL
HELD ON MONDAY 20TH November 2017 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Northam, Bowell, Willett, Pearcey, Lloyd, Toomey, Syred, Picking, Trundle, Muggeridge, and Muncey.

Clerk: John Fullbrook

Members of the Public: 11 {including Wardens - Paul Conroy, Mike Pearce and Police representatives – Mandy Symes, Damien Cecil and Karen Deannes}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/17/117 **APOLOGIES**
117.1 Apologies received from Cllrs Goldsmith, S Sullivan, Picking and G Sullivan. Also
 apologies received from Cllr Barling.

FULL/17/118 **Statement from the Chairman**
118.1 The Chairman read out a statement, in which he reiterated the need for
 Councillors to be aware of the details set out in the approved Steyning Council
 Standing orders (Available on the Web site). He reasoned that at the last Full
 Council meeting Councillors regularly interrupted and spoke over one another
 which was not conducive to the affective conduct of the meeting. He was also
 aware that without this explanation the public might think it unfair for the
 Chairman to refuse a Councillor the opportunity to speak, or in asking them to
 stop speaking on occasions, if they were not aware that the reasoning behind
 these decisions is sanctioned by the Standing Orders.

118.2 Cllr Toomey asked that a copy of the statement be distributed separately.

CLERK

FULL/17/119 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
119.1 There were no declarations of interest received.



LOCAL COUNCIL
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have had to save money but protect service provision. With less resources there has to be less visibility – Reduced presence during festivals, fetes, fairs, and other events – whilst devoting proportionally more time to response.

- 123.3** There is close liaison with the Neighbourhood Wardens team, and formal communication also undertaken through 'ESIN' which is a multi-adjacency portal. More 'Response' is being handled remotely via phone and email links – Main contact details being 101@sussex.pnn.list.uk or email 'Crime stoppers'

FULL/17/124 NEIGHBOURHOOD WARDENS REPORT

- 124.1** Mike Pearce read out the Monthly statement – (Available on the Website)
Cllr Northam expressed the thanks from Council for both the huge variety of tasks undertaken but also for the importance of their service to the community

- 124.2** In terms of the new SPO's – the ability to undertake extra responsibilities are due to be rolled out in the next few weeks once procedures sanctioned – Mike and Paul are trained and ready to go. Also said that they might have to assist with Parking enforcement.

FULL/17/125 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS

- 125.1** Cllr Lloyd – HDC update – There has been a lot of concern reported from residents with regards to domestic waste collections – becoming fortnightly that is due to go live in February. Cllr Lloyd asked for recycling information to be recirculated by HDC (it is also available on web site), and had reported back that there is some opposition to moving to a fortnightly service as it could increase odours and vermin. However Horsham district is comparatively poorly rated in terms of recycling and something had to be done.

- 125.2.1** Cllr Willett – HDC update – Regarding Section 106 monies – The information relating to available funds is and has been available through HDC, and the Clerks have now also been sent these details. The Council ought to proceed with plans to utilise these funds.

- 125.2.2** The Council will have a new chief executive officer next year – selection process in operation

- 125.2.3** Public and Council again advised to utilise the HDC Website where all this information and much more is available and frequently updated

- 125.3** Cllr Barling - WSCC update – No update as Cllr Barling not present

- 125.4.1** Cllr Toomey / Cllr Muncey – HALC update – If the Government white paper goes through the district council plan housing target would rise from 800 to 974

- 125.4.2** Neighbourhood warden scheme is being incentivised with up to £30K available for schemes to cover new areas. Councillors were interested to hear if Steyning had received seed money and if not could we possibly still access these funds as otherwise it would seem unfair – Clerk to check

CLERK

- 128.3.1** **Amenities Committee** – Subsequent to this Amenities meeting there were two working groups set up. Firstly Cllr Howell **proposed** Council accept recommendations from working group and the response to HDC proposed Car Parking developments drafted by Cllr Muncey, **Seconded** by Cllr Pearcey. **Agreed.**
- 128.3.2** Secondly Cllr Howell **proposed** to adopt the administrative guidelines for advertising on the fence line on entrance from Bypass – a light touch proposal managed by Clerk and Deputy clerk in line with a successful Henfield project, **Seconded** by Cllr Willett. **Agreed**
- 128.3.3** **Amenities Committee** – To receive the minutes and recommendations of the meeting held on 24th October 2017. Cllr Howell **Proposed.** Cllr Pearcey **Seconded.** **Agreed**
- 128.4** **Premises Committee** – Cllr Muncey outlined a bid for funding that together with Clerk she was putting together for LED lighting. Cllr Muncey then **Proposed** To receive the minutes and recommendations of the meeting held on 7th November 2017.. **Seconded** by Cllr Hanson. **Agreed**
- 128.5.1** **Finance and General Purpose's committee** – To receive the minutes and recommendations of the meeting held on 10th October 2017. Cllr Pearcey **Proposed, seconded** by Cllr Howell. **Agreed** **CLERK**
- 128.5.2** The minutes from previous week were completed and distributed but not in enough time to be scrutinised before approval – They will be put forward for next Full Council.
- FULL/17/129** **RESPONSE TO CONSERVATION AREA PLAN**
129.1 Cllr Trundle Proposed Council adopts the SPC response to the SDNPA pre submission document. Cllr Muncey **Proposed** an amendment to withdraw the final Wiston Estate plan reference in the final paragraph. Cllr Syred **seconded.** **Agreed**
- FULL/17/130** **CORRESPONDANCE AND INFORMATION ITEMS**
130.1 Steyning festival has been accepted as a worthy cause by the Co Op. Could everybody support this fund via web site etc.
- FULL/17/131** **CONFIDENTIAL SESSION**
131.1 Cllr Northam **proposed, seconded** by Cllr Howell to go into Council Session. **Agreed**
- FULL/17/132** **JOINT PARISHES YOUTH COMMITTEE**
132.1 Budget requirements into the next financial year. The clerk was asked to carry this item forward to the next meeting when more information would be available. **CLERK**



NEIGHBOURHOOD WARDENS REPORT

NOVEMBER 2017 TO DATE

ANTI-SOCIAL BEHAVIOUR.

Following a call from a resident, we had reason to move on a group of young males and females who had gathered by the tennis courts late on a Friday evening. They were shouting, screaming, and playing loud music. We also confiscated some alcohol from under age members of the group and took their names and addresses.

We received a call from a resident regarding a suspicious vehicle in Kings Barn Lane that was continually driving up and down, described as a white Citroen. In response, we patrolled the area but found no trace. However later on that evening, we received another call from a resident that a white vehicle and its occupants were behaving suspiciously in the Car Park at Bramber Castle. On arriving at the Car Park, we saw a White Peugeot with four male adults. The occupants were known to us and explained that they were just driving around the area for something to do. We issued words of advice and told them that the police had been alerted.

We had to give assistance to an elderly man we came across in Toomey road who had been drinking alcohol and was sitting on the pavement. We know the male and after checking his welfare we took him home.

COMMUNITY.

We supported the volunteer Team managing the Christmas Late night shopping event by sourcing and supplying Road Closure Signs and helping with the Road closure itself. We patrolled the event and ensured that traffic moved smoothly through the diversion and especially at the pinch points such as Tanyard Lane. We were also on hand to give help and directions to people visiting the event and those unaware of it and unsure of alternative ways through the town.

Each Year we hold a Festive Race night at Dingemans. This year's event included a Christmas buffet and Raffle.

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th December 2017 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/70 APOLOGIES FOR ABSENCE

70.1 There were apologies received from Cllr Pearcey

F&GP/17/71 DECLARATIONS OF INTEREST AND DISPENSATIONS

71.1 Cllr Muggeridge declared an interest in item 11 on this agenda, Youth service provision, as he undertakes voluntary service for the JYPC.

F&GP/17/72 QUESTIONS FROM THE FLOOR

72.1 There were no questions from the floor.

F&GP/17/73 MINUTES OF PREVIOUS MEETING

73.1 Cllr Bowell **proposed** and Cllr Syred **seconded** that the minutes for the meeting held on 14th November 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/74 MATTERS ARISING AND ACTIONS

74.1 F&GP/17/61.1 Telephony. Investigation of alternative provider - ongoing.

CLERK

74.2 F&GP/17/61.2 Bowling club lease – ongoing.

CLERK

74.3 F&GP/17/61.3 Chairs and Clerks training - Clerk has arranged for the date to be 11th January and for it to take place from 6.30 to 8.30pm. The numbers have now been increased so all Councillors can attend. Clerk to ensure all Councillors made aware.

CLERK

74.4	F&GP/17/61.4 Springwells pump ownership – Steyning society are happy to prepare (rub down) and paint it. Cllr Howell to reply positively to their offer.	Cllr Howell
74.5	F&GP/17/61.6 Additional cleansing grant – ongoing.	CLERK
74.6	F&GP/17/61.7 Additional Bin Clearances on Farmers Market - Actioned	
74.7	F&GP/17/65.1 Financial matters questions – Steyning in Bloom income can be recorded separately next year as an extra line under donations. Staff insurance increase will be accounted for on revised budgets for next year, and Clerk has chased Swimming pool, Horsham Matters and Neighbourhood warden’s invoices which are outstanding. No response re Swimming pool, H. Matters have now sent through invoices and NW finance officer said to expect an invoice in early New Year and he does not expect it to be more than a 2% rise in next year’s invoice	
74.8	F&GP/17/65.2.2 Post Office service - ongoing	
74.9	F&GP/17/65.3 Projects list updated – To be discussed under item 9.3	
74.10.1	F&GP/17/65.4 Neighbourhood Wardens Management committee representation – The Clerk has arranged for the resumption of steering group meetings with the Community Safety Officer – Sharon Cadman – A room has been booked at the Steyning centre for the first meeting on Thursday 1 st February at 11am and will involve all the Parishes representatives. The Clerk had also included as a supporting paper the suggested Terms of reference for this steering group - each parish Council has no more than two representatives. Clerk will confirm to the 4 SPC volunteers and committee will establish the agreed two representatives.	CLERK
74.10.2	There was a question relating to whether SPC had received financial assistance during the schemes start-up phase in the same way as the new proposed schemes would be picking up seed money. The Clerk confirmed SPC had indeed received assistance but had not got a figure as it was very complicated to establish the details. Clerk to find out more.	CLERK
74.11.1	F&GP/17/65.5 Phased Budget software purchase – Clerk purchased the software package after last month’s meeting, and has installed it, and has input a phased budget to cover the remainder of this year. This will ultimately provide for a split to more accurately represent the finances into monthly expected incomes and expenditures.	
74.12	F&GP/17/68.1 Millennium Awards – Actioned. Chairman’s presentation evening went well. A press release and some photos supplied by Cllr Howell sent via Clerk to Shoreham Herald and West Sussex Gazette	

F&GP/17/75	PAYMENTS LIST 2017-18	
75.1	To approve list of payments made by the council 31.10.17 – 30.11.17 Cllr Bowell proposed, seconded by Cllr Willet that the list of payments for November 2017 be agreed subject to transfers between savings and current accounts being noted as currently not shown. Agreed.	CLERK
F&GP/17/76	JOINT PARISHES CEMETRY COMMITTEE	
76.1	No meeting to report.	
F&GP/17/77	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
77.1	Premises Committee There were two items requiring approval for kitchen works £2,138.50 and radiators £1,023.00. Cllr Syred proposed, seconded by Cllr Willet. Agreed	CLERK
F&GP/17/78	Amenities Committee	
78.1	None	
F&GP/17/79	FINANCIAL MATTERS	
79.1	Cllr Bowell proposed that he rescinds his signatory on the Barclays Reserve account and gives the responsibility to the clerk as well as the other two signatories, seconded by Cllr Northam. Agreed	CLERK / Cllr Bowell
79.2	The outgoings from 'Salaries outsourcing' need to be explained further for the next meeting after Clerk has had opportunity to go through details including what coding the locum came out of, also perhaps the code naming gets changed to 'Payroll outsourcing'	CLERK
79.3	Project works which are paid for out of cash reserves are to be recorded against headings relating to the works rather than the miscellaneous term 'Projects' and show 'over budget' against those codes with appropriate notes made by way of explanation.	CLERK
79.4	Income & Expenditure Report for November 2017. Cllr Willett Proposed, seconded by Cllr Muggeridge that subject to checks and amendments upon the following lines , Projects, Salaries outsourcing and line 4045, that the income and expenditure reports for November 2017 be accepted. Agreed	CLERK
79.5	Budgets for next year – 2018/19 – Council has progressed with next year's budget lines in most areas. The major focus now has to be working out Salary budgets. Each committee is continuing to look in depth at their own budget codes. Cllr Lloyd proposed, seconded by Cllr Northam that Clerk to organise a date for a working group at the beginning of January for all Councillors to go through budgets which can then be approved at Full Council. Agreed	CLERK
79.6	Projects for next year 2018/19 – Clerk listed ideas that had been proposed and emailed through. Because there is underspend on many budget lines, mainly because there have been so many savings made against project estimates. It was proposed by Cllr Lloyd that the Clerk proceed with pricing up this year with a number of projects Council had been contemplating for next year, with a view to completing the works as funds allow. Seconded by Cllr Bowell. Agreed	CLERK

F&GP/17/80	GRANT REQUESTS	
80.1	The Steyning Chamber of commerce have requested for their annual grant for assistance for Christmas lights. Cllr Bowell proposed, seconded by Cllr Goldsmith that Council pay the £1000 which has been budgeted for. Agreed	CLERK
80.2	Request from Steyning Community Orchard for the Council to cover their Liability insurance via a grant as they have done in previous years. Cllr Goldsmith proposed, seconded by Cllr Lloyd that Council agree to fund this grant. Agreed	CLERK
F&GP/17/81	YOUTH SERVICE PROVISION	
81.1	Clerk to update the Youth service provision MOU by the following day so that it omits Ashurst who are pulling out of the agreement, and to send to the other two Parish councils for their approval and signature. The Steyning part of the agreement will be on the Agenda for approval and sanction at next Monday's Steyning Full Council meeting	CLERK
81.2	Discussion to agree commitment to youth service provision for the year 2018/19. Cllr Bowell proposed , Cllr Northam seconded that the Steyning PC budget for JYPC effective for the 12 months, effective 1 st April 2018 is £20,899.81 and the percentage of the £6,200 operating costs is no more than £3,639.34 making the total £24,539.15. Agreed	
F&GP/17/82	NEIGHBOURHOOD WARDENS	
82.1	Horsham DC have said that they do not anticipate a rise for next year's budget beyond 2% on top of this year's budget of £41K. Cllr Lloyd proposed that we agree the 2% increase on the budgeted £41,000 subject to the Clerk establishing that we have not made a previous agreement of £41,000 dead for the term of the three year contract. Seconded by Cllr Syred. Agreed	CLERK
F&GP/17/83	DATA PROTECTION	
83.1	The Clerk updated on the latest advice and said that the roll of the Clerk and the possible cost of buying in third party expertise is an evolving picture, but that Council needed to be aware that there would be additional budgetary requirements.	CLERK
F&GP/17/84	INFORMATION/CORRESPONDANCE ITEMS	
84.1	High street road painting message from Cllr Barling that Pedestrian crossing to be painted very shortly, and hopefully this will help push the spilt paint into the visual background as it gradually wears away	
F&GP/17/85	DATE OF NEXT MEETING 9TH JANUARY 2018	
	The Chairman closed the meeting at 9.55pm	

Signed Date 12th December

Chairman of F&GP Committee

Steypning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 5TH DECEMBER 2017 AT 7.30PM

Present: Cllrs Hanson, Muncey, Toomey, Syred and Northam

Members of the public: None.

Minutes: Deputy Clerk: Hazel Roxby

Minutes

PR17/62 Apologies for absence

62.1 Apologies of absence were received and accepted from Cllrs G Sullivan and Picking

PR17/63 Declarations of Interest

63.1 There were no declarations of Interest received from Cllrs.

PR17/64 Questions from the Floor

64.1 None

PR17/65 Minutes of the previous meeting

65.1 Cllr Muncey **proposed, seconded by** Cllr Hanson that the minutes of the meeting of 7th November 2017 be accepted as a true record of the meeting.
Agreed.

PR17/66 Matters arising and Actions

66.1-43.3 Cllr Muncey and the Clerk have started the process of applying for a grant through Rampion wind Farm, which is a very lengthy process, for the full cost of changing to LED lighting. The Clerk and Cllr Muncey will make enquiries if the Parish Councils financial circumstances will preclude the council from applying and report back to the next meeting.
If the bid is unsuccessful the replacement of lighting will be done in phases as agreed at the last meeting.

Action



Parish Clerk: Carol Stephenson
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work is awaited.

- Hot water heaters in coombe court and Saxon kitchens are 2 years old.
- The ladies toilet flooring was replaced about 8 years ago.

PR17/67
67.1

Deputy Clerk's Report and Steyning Centre update

Closing times and arrangements over Christmas period

The offices are closed from 1pm on Friday 21st December and will reopen on Tuesday 2nd January at 9am. The Steyning Centre will be open for planned bookings only. An emergency number for the Steyning centre, High Street toilets and the pavilion will be provided.

Telephone numbers for WSCC, HDC, Southern water, Gas and Electricity Are all on the web site and will be printed and advertised with the opening/closing times of the office. The notice will be sent to all councillors and placed on the website.

Action

67.2

The dishwasher in Coombe court will be serviced this week. It has been noticed that the filling of the machine is taking much longer than usual.

Action

67.3

The element for the hot water heater in the disabled toilets has blown. The heater is no longer made and needs replacing. Awaiting a quote from the plumber.

Action

PR17/68

Hire Charges Review

68.1

A comparison of local hall hire charges was forwarded to all committee members.

68.2

A sample of price lists for 2019 to 2020 was sent to all committee members with examples of increases at 2%, 3% and 5%.

Cllr Syred **proposed, seconded** by Cllr Pearcey to increase the prices on 2019/2020 by 3% with a view to reviewing and adjusting some room prices if required. **Agreed**

Action

PR17/69

Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets

69.1

Income and expenditure of the pavilion based on a full year from 2016.

Cricket Pavilion approximate expenditure:

Water £1,177.00

Electricity £ 750.00

Cleaning £ 982.80

Total £2,909.80

69.2

Cricket Pavilion income

Rent £603.72

Water charges 90% reclaim £592.95

Total £1196.67

Deputy Clerk was asked to check the wording within lease for the Cricket Clubs annual increase for rent.

Action

69.3

High Street Toilets approximate expenditure

Water Rates £763.99

Electricity £400.14

Cleaning £4585.40

Total £5,749.53

Posters will also be put up and placed on the website

Action

Correspondence

**PR17/72
72.1**

None for this meeting

Date of the next meeting

PR17/73

Tuesday 2nd January 2018 7.30pm

The Chairman closed the meeting at 9.05pm

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 27TH NOVEMBER 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Muggridge, Trundle, S Sullivan, Pearcey and Picking

Members of the public: 4 including Cllr G Sullivan

Clerk – Hazel Roxby

MINUTES

P17/55 APOLOGIES

There were apologies received from Cllrs Hanson.

P17/56 DECLARATIONS OF INTEREST –

56.1 There were no declarations of interest from councillors.

P17/57 MINUTES – to agree and sign the minutes of the 23rd October 2017

57.1 The signing of the minutes of the meeting of 23rd October 2017 was deferred as the members that attend the meeting were not present to agree the minutes.

P17/58 MATTERS ARISING AND ACTIONS.

58.1 South Downs National Park Pre-Sub Local Plan Consultation response was sent on 21st November following agreement at the Parish Council meeting on 20th November.

P17/59 PLANNING APPLICATIONS

59.1 SDNP/17/05425/LDE- Red Roofs, Broadbourne, Horsham Road - Application to confirm occupation of existing dwelling and associated residential land in breach of condition 1 of ST/3/52 (agricultural occupancy condition) for a continuous period in excess of 10 years. (Lawful Development Certificate-existing)
No Objection. Agreed



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Street.

P17/62

PLANNING DECISIONS FROM HDC

62.1 AGREED

DC/17/1889 – Springwells Hotel, 9 High Street – Demolition of 2 x garden sheds and

62.2 erection of 2 x replacement sheds

DC/17/1979 – 10 Newham Lane – Demolition of existing single storey extension and

62.3 erection of replacement two storey rear extension.

62.4 DC/17/1635 - 1 King Alfred Close - Fell 1 x Maple -

62.5 DC/17/1791 - Dingemans Court Shooting Field - Surgery to 1 x Silver Birch

DC/17/1824 - Dingemans Court Shooting Field - Surgery x 1 Silver Birch, x 1 False Acacia, x 3 Silver Maples, x 1 Apple Tree, x 1 Indian Bean and x 1 Norway Maple Tree

62.6 WITHDRAWN

DC/17/1859 – 10 Church –Removal of condition 4 (vehicle Turning) to approved application ST/1/98 (Conversion of Court House to 5 Houses and garages and associated parking) to provide temporary parking space.

P17/63

63-1 INFORMATION CONCERNING CHANGES TO THE DELEGATION OF PLANNING FUNCTIONS BY HORSHAM DISTRICT COUNCIL.

Information was sent to planning committee members concerning the changes to the delegation of Planning Functions at Horsham District Council.

Cllrs felt that the changes were very minor and based on historical planning applications for Steyning as District Councillors are still able to call in contentious applications the changes would not overly cause an issue for Steyning parish council.

P17/64

64.1 CORRESPONDENCE/INFORMATION

Cllr Trundle attended a meeting organised by SSALC, An introduction to Planning, on 21st November. Cllr Trundle will share the presentation notes from the meeting with committee members.

64.2 Gatwick Airport Airspace and Noise Management Board have informed of a public meeting on Thursday 7th December at Ascot Suite, Hilton Hotel, South Terminal, Gatwick Airport at 9am to 1pm.

64.3 CAGNE have informed of their next meeting on 29th November in Redhill, Surrey.

P17/65.

DATE OF NEXT MEETING: Tuesday 19th December 2017 at 7.30pm
PLEASE NOTE CHANGE OF DAY AND DATE DUE TO CHRISTMAS HOLIDAYS

The Chairman closed the meeting at 8.40pm



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