

Steyning Parish Council



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

Telephone: 01903 812042

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

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY 18TH SEPTEMBER 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 AND PRESS ARE WELCOME TO ATTEND THE MEETING BUT WILL BE ASKED TO
LEAVE BEFORE ITEM 15 DUE TO THE CONFIDENTIAL NATURE OF THE ITEM. (Standing order 3e)**

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR**
Up to 15 minutes will be available to allow for the public to make representations, (2 minutes per person) answer questions or give evidence **in respect of any item of business on the agenda**, in accordance with Standing Orders.
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the held on 17th July 2017.
- 5.0 MATTERS ARISING AND ACTIONS** – to confirm the matters arising from last meeting unless stated and report actions from previous meeting.
 - 5.1** FULL/17/26.5 - Membership of Finance and General Purposes Committee
 - 5.2** FULL/17/69.1 - Quarterly Presentation from Acting inspector - update
 - 5.3** FULL/17/69.2 - Reserve Bank account transfer.
 - 5.4** FULL/17/71.4.3 - To be discussed under item 7.4.
 - 5.5** FULL/17/73.4 - Re Quarry report – Clerk to check when Council made formal objection.
 - 5.6** FULL/17/73.4 - Richard Maille officially appointed as planning expert to assist Council
 - 5.7** FULL/17/75.4 - Minutes from F&GP on 17th July were not completed – therefore need to be received for acceptance (supporting papers)

- 6.0 NEIGHBOURHOOD WARDENS' REPORT**
- 6.1 Neighbourhood Wardens' Report
- 7.0 JOINT PARISH YOUTH COMMITTEE**
- 7.1 Presentation for 15minutes from Emma Edwards – Community Youth Work Team Leader
- 8.0 REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS**
- 8.1 Cllr Lloyd – (HDC) update
- 8.2 Cllr Willett – (HDC) update
- 8.3 Cllr Barling – (WSCC) update
- 8.4 Cllr Toomey/ Muncey – HALC update and Car parking update
- 8.5 Cllr Bowell / Willett – Cemetery Committee update
- 8.6 Cllr Bowell – PPG update
- 9.0 QUARRY UPDATE**
- 9.1 D. Barling and Cllr Syred to update
- 10.0 NEIGHBOURHOOD PLAN**
- 10.1 Update on the Neighbourhood Plan
- 11.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – to receive and adopt Minutes and authorise expenditure for the previous period and consider other matters in relation to the committees.
- 11.1 **Planning Committee** – to receive the minutes and recommendations of the meetings held on 24th July and 21st August 2017
- 11.2 **Amenities Committee** – to receive the minutes and recommendations of the meeting and held on 26th July 2017
- 11.4 **Premises committee** - to receive the minutes and recommendations of the meeting held on 5th September 2017
- 11.5 **Finance and General Purposes Committee** – to receive the minutes and recommendations of the meeting held on 11th July and 12th September 2017
- 12.0 RESPONSE TO CONSERVATION AREA PLAN**
- 12.1 **EOM** – to receive the minutes and recommendations of the meeting held on 11th September 2017
- 13.0 SDNPA LOCAL PLAN**
- 13.1 Request for submission of expression of interests for infrastructure projects
- 13.2 Training course
- 14.0 STATEMENTS FROM THE COUNCIL – presented by Clerk**
- 14.1 Councillor's conduct
- 15.0 FINANCIAL MATTERS**
- 15.1 To agree funds 'SAVED' from up to date project list (see supporting paper) be put forward for additional projects – which can be discussed at next Premises and Amenities committees.
- 15.2 CiLCA course for Clerk (See supporting paper)
- 15.3 Training session for Chairs and Clerks in October – subject – conduct of meetings. Approx. £250 for Approx. 2 hours with SALC representatives
- 15.4 Pension request – Clerk to go onto scheme
- 15.5 Royal British Legion request for reimbursement of hall costs for AGM and Poppy appeal festival lunch (See supporting papers)

16.0 STEYNING IN BLOOM
16.1 Reports from Cllrs Pearcey and Cllr Bowell

17.0 ALLOTMENTS

17.1 An update on figures relating to annual subscription payments and lease agreement signatories from Clerk

18.0 STAFF MATTERS

18.1 Clerk's 3 month review due soon

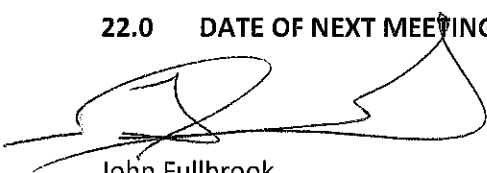
19.0 CORRESPONDANCE AND INFORMATION ITEMS

20.0 To resolve, under the public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.3 (e) to exclude the press and public on the grounds that the confidential matters to discussed under items 13.1 below would be prejudicial in the public interest.

21.0 CCTV

Update from Clerk

22.0 DATE OF NEXT MEETING: 16th October 2017 at 7.30pm



John Fullbrook
Clerk to the Council

Steypning Parish Council



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

Present : Cllrs Willett, Goldsmith, G Sullivan, Lloyd and Pearcey

Clerk: John Fullbrook

Members of the Public in attendance: 2

DRAFT MINUTES

ACTIONS

F&GP/17/35 APOLOGIES FOR ABSENCE

35.1 *There were apologies received from Cllrs Muggridge, Trundle, Bowell, and Northam and also received via email before meeting started from Cllr Syred.*

F&GP/17/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

36.1 There were no declarations of Interest from Cllrs.

F&GP/17/37 QUESTIONS FROM THE FLOOR

37.1 There were no questions received from the floor.

F&GP/17/38 MINUTES OF PREVIOUS MEETING

38.1 Cllr Pearcey **proposed** and Cllr Willett **seconded** that the minutes for the meeting held on 11th July 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/39 MATTERS ARISING AND ACTIONS

39.1 F&GP/17/23.2 Car Park update. Clerk reported –The working group met on the 14th August with most items having already been agreed at Full Council. A letter then went out to Cllr Lindsey from the clerk to communicate all that been agreed. In the meantime and as per previous agreement, the Car Park Ticket machine mechanisms changed from Card only payments to allow for cash transactions.

39.2 F&GP/17/23.3 Clerk reported - With regards to Legionella Water Testing. We are now getting regular checks via TSS facilities Ltd as part

of the preventative maintenance schedule and whenever there is an issue such as a need for water temperatures to increase to ensure the correct conditions are in place to avoid legionella then the engineer either raises the temperature himself or ensures a note is made on report and this is then actioned by the centre staff. Therefore this item can come off future Agenda's unless any problems requiring major works in the future.

- | | | |
|------|---|-------|
| 39.3 | F&GP/17/23.4 Deed of Variation of Lease on High Street Toilets – update. We owed £500 but had still not received an invoice from last year – this amount had been accrued. Cllr Muncey emailed John Loxley at HDC on behalf of the Council and received an encouraging reply saying – <i>‘The recovery of the Council’s costs had been overlooked in the changes that have taken place in the interim period and I have asked our Legal Services department to provide the figures’</i> - Clerk has since chased Mr Loxley asking once more for invoice and it now appears the amount owed is to be a reduced figure of £460 | CLERK |
| 39.4 | F&GP/17/23.5 Telephony. Investigation of alternative provider update from Clerk. In discussion with this supplier, received quote – noted in supporting papers – If all the details of service with existing supplier are equitable then using this firm could give us a saving of £44 per month – making a saving of £528 per annum. Cllr Lloyd proposed and Cllr Willett seconded that Clerk be delegated with responsibility to interrogate existing supplier and see if same saving can be made, and that if existing supplier cannot meet this saving that Clerk can progress to change to new supplier. Agreed | CLERK |
| 39.5 | F&GP/17/23.6 Steyning in Bloom. Cllrs Bowell, Pearcey and the Clerk met with Steyning in Bloom (SiB) representatives in order to discuss whether the Council could offer further assistance, and that this assistance would be to help manage the ordering of flowers and the fiscal arrangements – notably to pay invoices relating to supply of flowers and other associated display requirements, then instead of the Parish offering SiB the annual £1000 grant, the Parish would receive funds from SiB, the Council’s contribution remaining same or very similar to before. All other works and associated liability would remain with SiB. This year’s payment of invoice still to happen, but full fiscal management responsibility to begin next year. Cllr Pearcey proposed and Cllr Lloyd seconded that the Council/Clerk takes on this responsibility. Agreed | CLERK |
| 39.6 | F&GP/17/25.1 Bowling club lease – ongoing –Clerk met with Keith Scott who has suggested for future reference in terms of negotiations, we need to speak directly with Bowling club committee. | CLERK |
| 39.7 | F&GP/17/28.1 1 Finance reports – As per actions from last F&GP minutes and actions from other committees Clerk, Cllrs Pearcey and Bowell initially met to familiarise all with existing finance software package, Cllr Bowell’s finance spreadsheets and then to go through the Projects (Funds to carry forward) position. Then Clerk organised a meeting on the 29th August to discuss this latest position and any other finance questions with past and current chairs. The updated project list to be further discussed under Agenda item 10.2 together with supporting paper. | |

39.8	F&GP/17/28.2 Funds to carry forward – see Agenda item 10.2	
39.9	F&GP/17/28.4 Bank Mandate completed but needs signature from Chair of Council and can then be sent off	CLERK/SN
39.10	F&GP/17/28.5 Transfer of £80K to Barclays account completed	
39.11	F&GP/17/29.1 Insurance renewal Annual premium paid and cover now provided	
39.12	F&GP/17/30.1 Councillor Allowances – No formal requests have been made at this stage. Clerk to ensure members who may want to claim are made aware that they can do so but that there is no formal policy in place at this stage. Also Clerk to check whether the Council has agreed to cover child minding expenses, and that if not minuted, that it be put on a future Agenda	CLERK
39.13.1	F&GP/17/33.2 Street cleaning contract - A walk round of areas covered in contract took place earlier today with Clerk and contractor and a number of issues were discussed with contractor to modify quality of service provision, and weeds to be dealt with via chemical application possibly next week. Cllr Lloyd proposed, seconded by Cllr Goldsmith that Clerk be delegated responsibility to get quote and instruct for one month that during farmers market weekend that High street cleaned on both weekend days, then Council to decide subsequently whether it is undertaken each Farmers Market weekend after that. Agreed	CLERK
39.13.2	It was thought that we should also obtain a quote from our contractor to cover the High street car park as this is often not up to required standard via the work undertaken by Horsham contractor	CLERK
F&GP/17/40 40.1	PAYMENTS LIST 2017-18 To approve list of payments made by the council 1.7.17 – 31.7.17 and 1.8.17 – 31.8.17. Cllr Pearcey proposed, seconded by Cllr Lloyd that the list of payments for July 2017 be agreed. Agreed. Cllr Pearcey proposed, seconded by Cllr Willett that the list of payments for August 2017 be agreed. Agreed	
F&GP/17/41 41.1	Statements from the Clerk Councillor conduct – The Clerk’s intention was to refresh Councillors memory with regards to the adopted Code of conduct policy, Dignity at work policy, and Standing orders in order to help foster a more congenial working environment both in Committees and whilst communicating outside the chamber, primarily to promote dignity and respect amongst councillors and to allow us to focus on the matters in hand. Cllr Goldsmith did not agree with the statement and declared his intentions to leave the meeting.	
	The other reason for the statement was to illustrate the need (as determined by the Clerk) that Chairs and Clerks take on additional training relating to Management of Council meetings, and especially due to new Chairs being in position – the cost would be approx. £250	CLERK

and provided by SALC. Cllr Pearcey **proposed, seconded by** Cllr Lloyd that the Clerk can proceed to organise this training session. **Agreed.**

Cllrs Goldsmith and G Sullivan then again declared they would leave in protest of this item, which made the meeting inquorate and therefore the meeting ended

The Chairman closed the closed the meeting at 8.15pm

DATE OF NEXT MEETING 10TH October 2017

Signed Date 10th October
Chairman of F&GP Committee

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MINUTES OF THE EXTRA ORDINARY MEETING OF THE PLANNING COMMITTEE HELD ON MONDAY 11TH SEPTEMBER 2017 AT 7.00PM AT THE STEYNING CENTRE

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

Members of the public: 29 including Cllrs G Muncey, M Willett, R Goldsmith and G Sullivan

Clerk – Hazel Roxby

MINUTES

P17/44 APOLOGIES

There were apologies received from Cllrs. Muggridge

P17/45 DECLARATIONS OF INTEREST –

45.1 There were no declarations of interest from councillors.

P17/46 RESPONSE TO THE HDC DRAFT CHARACTER ASSESSMENT DOCUMENT – CONSULTATION –

46.1 The Chairman informed the audience that although the meeting is open to the public there are no questions from the floor this evening. This meeting is primarily to discuss key issues from councillors and to begin the process of considering the parish council's response to Horsham District Council's draft Conservation Area Appraisal & Management Plan for Steyning – Consultation.

A copy of the collated responses received from councillors since the presentation meeting held on 29th August was circulated to all councillors.

46.2 The Chairman asked the committee for their views of the document and their feedback/amendments to be consideration for the response to HDC. The initial comments made were:

- The draft was a good and thorough document
- Bayards- there were varying views for and against the area being classed as High Sensitivity and in need of protection
- Memorial Playing Field must be kept in the Conservation Area document
- MPF is being incorrectly titled the recreation ground
- Rublees hedgerow should be included in the document



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- War Memorial Garden should be included in the document
- Mill Road is authentic and worthy of preservation
- The proposed extensions to the Conservation Area are very pleasing
- Article 4 Direction – must emphasise how important it is to have this in place

46.3 It was suggested that the way forward to collate and agree a response to HDC would be to set up a working party with all councillors that would like to be involved present. Cllr Trundle **proposed, seconded** by Cllr Pearcey that a working party of all councillors wishing to be involved be appointed and ask Full Council to delegate the working party to view the summary of comments, complete and send the response that will fully represent the council's opinions to HDC to comply with the closing date of 3rd October.
This was unanimously agreed.

46.4 It was noted that members of the public wishing to make comments on the Draft Conservation Area Appraisals and Management Plans can do so using the on-line form available on www.horsham.gov.uk/planning/design-and-conservation/conservation-areas or email strategic.planning@horsham.gov.uk
A recording of the meeting held on 29th August can be heard on www.archive.org/details/20170829steiningconservationplanmeeting
The above details will be placed on the website

P17/47.1 DATE OF NEXT PLANNING MEETING Monday 25th September 2017 at 7.30

The Chairman closed the meeting at 7.37pm



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THE MINUTES OF THE PREMISES COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 5TH SEPTEMBER 2017 AT 7.45PM

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

Members of the public: 1 - Steyning Town FC rep

Minutes: Hazel Roxby

Also present: John Fullbrook (Clerk)

Minutes

It was agreed by the committee that item 34 would be discussed first to allow Mr Groves to answer any queries on item 34.3 and leave the meeting.

Action

- PR17/27** **Apologies for absence**
Apologies of absence were received and accepted from Cllrs Muncey and Northam
- PR17/28** **Declarations of Interest**
28.1 There were no declarations of Interest received from Cllrs.
- PR17/29** **Questions from the Floor**
29.1 None
- PR17/30** **Minutes of the previous meeting**
18.1 Cllr Syred **proposed, seconded by** Cllr Picking that the minutes of the meeting of 4th July 2017 be accepted as a true record of the meeting. **Agreed with 2 abstentions as they were not present at the previous meeting.**
- PR17/31** **Matters arising and Actions**
31.1-20.1 The RADAR lock that was planned for the high Street disabled toilet door has proved not to be a feasible solution as the RADAR lock cannot be left unlocked. It is also not possible to fit the lock to the rear toilet as it opens onto the carpark and is an unsafe exit especially for wheelchair users. It was noted that a sign should be placed on the outside of the door to warn car drivers that the



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- door is outward opening.
- 31.2-20.2** The self-closing door and security key lock have been fitted to the Pavilion at the MPF.
- 31.3 – 20.3** A letter was sent to HDC on 28th June re car parking issues further to this letter HDC have made some beneficial changes to the car parks. Cash options have been added to all machines, this was due to be carried out on 14th August. The hours for parking have been increase to 4 hours and a double up to 8 hours is now available in Fletchers croft car park and signs with this information have been put on the machines.
- 31.4 – 20.4** All groups using the Steyning Centre are now informed of the reasons for the need for public liability and a copy of the insurance is requested.
- 31.5 – 21.2** The caretakers have carried out the extensive planned maintenance work to the Steyning Centre during the summer period. There have been many positive comments from customers on the upkeep of the building.
- 31.6-21.3** Legionella testing is now being carried out on a monthly basis. There have been no issues reported from the last tests carried out.
- 31.7 – 23.1** Inspection of bowling club has been carried out. Report to be discussed under item 34.1
- 31.8 – 23.3** Inspection of High Street Toilets, Pavilion and Steyning Centre – Report is an agenda item
- 31.9 – 24.2** Update on quotes for changing over to LED Lighting is an agenda item
- 31.10-24.3** Update on quotes for kitchen work required to comply with HSE regulations is an agenda item

PR17/32 Deputy Clerk's Report and Steyning Centre update

- 32.1** A new canister for the water softener has been fitted to the dishwasher in Coombe court.
- 32.2** The maintenance to scrub and re polish Coombe Court and Saxon Room floors was carried out in August.
- 32.3.** The annual PATs testing and electrical testing was carried out in August – a report from this is awaited.
- 32.4** Kestral alarms have carried out the annual service of the Steyning Centre CCTV
- 32.5** **Pavilion Update**
The pump and motorised valve have been replaced at the pavilion. The immersion heating is now work as it should be.

PR17/33 Business performance

- 33.1** The film night in August had 87 attendances giving a net profit of £88.41
The profit for the month from wine sales was £11. 00
The film this month is Viceroy House

PR17/34 Cricket Pavilion, Bowling and Tennis Club Houses and High Street Toilets

- 34.1** Cllrs Syred, Muncney and Picking visited the Bowling Club on 5th July found the club in a good state of repair. The Club mentioned an issue with the Sycamore tree that had been recently trimmed - this was dealt with at the Amenities

Committee. F&GP Committee will now start the process to renew the lease that runs out in March 2018.

34.2

Cllrs Syred, Muncey and Hanson visited the Pavilion at the MPF, the High Street toilets and the Steyning Centre on 28th July. It was reported that the High Street toilet floors need some extra cleaning attention and a new baby change unit is required as the existing one is in a state of disrepair. The Deputy Clerk to research prices and report back to the next meeting. The bus stop in the High Street needs to be repainted, Deputy Clerk to organise this with the Caretakers.

D/Clerk

D/Clerk

One of the windows in Coombe Court kitchen needs replacing- Deputy Clerk to get prices and report to next meeting.

D/Clerk

It was noted that the paper towel holder and soap dispenser are on the wall above the cooker – Deputy Clerk to arrange for caretakers to move this to an area above the sink.

D/Clerk

34.3

A request for use of the Cricket Pavilion has been sent by the Steyning Town Football Club. Email request has been sent to all committee members. Mr Groves informed that the under 7,8, and 9's would be using the MPF on Saturday mornings for matches and training and requested use of the toilets in the pavilion for the children. He ensured that he would be responsible for any damage and keeping the facility clean. A copy of the clubs insurance will be supplied for the office records. Deputy Clerk will supply Mr Groves with a key to the pavilion.

D/clerk

Cllr Syred **proposed, seconded** by Cllr Sullivan that the club have use of the pavilion at the 2 children's teams that play Saturday matches. The committee will monitor the cleaning of the pavilion up until Christmas. **Agreed.**

PR17/35

Financial items

35.1

The Income & Expenditure Reports for July and August 2017 were sent out to committee members. Cllr Syred **proposed, seconded** by Cllr Hanson that the income and expenditure report be accepted as a true record. **Agreed.**

35.2

The Clerk explained the reserve fund showing the allocation from the Steyning Centre budget last year. An allocation was made for the replacement of the sky lights – Deputy Clerk was ask to get quotes and report to the next meeting.

D/Clerk

35.3

Following last month's meeting the Clerk asked for fully itemised room by room quotes for the change to LED Lighting. One contractor has responded with a very detailed quote done on a room by room basis, the quote is £9,715. The Clerk highlighted the issues to take account when debating the changeover to LED lighting and which rooms would benefit the most. The best way forward would be to phase the work over a 3 year period. The Clerk was asked to continue to investigate this and report back to the next meeting.

Clerk

35.4

A new scope of works was sent out to contractors, only 1 quote has been received to carry out all the work required to ensure the kitchen equipment is

updated to comply with HSE regulations at a cost of £3,693.50. The clerk was asked to research a least 1 further quote and report back to the next meeting. *Clerk*

PR17/36 Showcase Event

The next Showcase has been agreed for 24th February 2018. A letter has been sent to approximately 100 groups/society's. Requests for tables will be on a first come first served basis. There is capacity for 54 groups/society's. Refreshment will be served throughout the day, the caterer for this is confirmed.

PR17/37 Correspondence

37.1 None for this meeting

PR17/38 Date of the next meeting

38.1 Tuesday 3rd October 2017 7.30pm

The Chairman closed the meeting at 8.36pm

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 21ST AUGUST 2017 AT 7.00PM AT THE STEYNING CENTRE

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

Members of the public: Cllr Willett

Clerk – Hazel Roxby

MINUTES

P17/33 APOLOGIES

There were apologies received from Cllrs Pearcey and Picking.

P17/34 DECLARATIONS OF INTEREST –

34.1 There were no declarations of interest from councillors.

P17/35 MINUTES – to agree and sign the minutes of the 24th July 2017

35.1 Cllr Trundle **proposed, seconded** by Cllr Muggridge that the minutes of the meeting of 24th July 2017 be accepted as a true record of the meeting. **Agreed.**

P17/36 MATTERS ARISING AND ACTIONS.

36.1 A letter has been sent to Shepherd Neame Ltd, the new Brewery, regarding the proposed plans for Chequer Inn. To date there has not been a reply. The Deputy Clerk was asked to contact the Shepherd Neame Ltd to confirm that they have received the letter and ask for feedback.

P17/37 PLANNING APPLICATIONS

37.1 **DC/17/1635 – 1 King Alfred Close – Fell 1 x Maple Tree – TPO**

Cllr Muggridge proposed, seconded by Cllr Hanson **OBJECTION**

Councillors are concerned about felling of this tree which is a prominent feature of the street scene and would ask that the Arboricultural Officer inspect the tree and the technical reports in this application to clarify whether there is sufficient evidence that the tree is in fact the cause of the subsidence damage to the property. Councillors will support the Arboricultural Officers final decision. Agreed.

- 37.2 DC/ 17/1603 – Springwells Hotel, 9 High Street** - Fell 1 x Bay Tree (Works to trees in a Conservation Area)
No Objection - Subject to the advice of Horsham District Councils Arboricultural Officer. Agreed
- 37.3 DC/17/1594- Steyning Football Club, Shooting Field** – Erection of a single storey kitchen extension and disabled WC.
 Cllr Hanson **proposed, seconded** by Cllr Sullivan **No Objection . Agreed**
- 37.4 DC/17/1639/1638 - Smugglers Cottage, 36 High Street** – Demolition of existing rear kitchen wall, erection of a single storey pitched roof rear extension and associated internal alterations. Full planning and LBC.
 Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection. Agreed**
- 37.5 DC/17/1552 – 21 Coombe Road** – Retrospective application for the erection of a single storey rear extension.
 Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection to the application. Councillors commented that the description of the application did not accurately describe the plan as the loft conversion and dormer were not mentioned. Agreed.**
- 37.6 DC/17/1730 – 19 Coxham Lane** – Proposed erection of a single storey front extension.
 Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection. Agreed.**
- 37.7 DC/17/1772 – The Granary, Dog Lane** – Removal of existing single storey side/rear extension and car port and erection of two storey side extension, two storey rear extension and single storey rear/side extension to detached property. (Amendments to previously approved application DC/16/2773)
 Cllr Muggridge **proposed, seconded** by Cllr Sullivan **OBJECTION the additional 2 storey extension on an already significant development seems excessive in terms of its relationship with the original dwelling and its location within the Conservation area. Agreed.**
- P17/39 LATE PLANS**
- 9.1 DC/17/1677 – Little Orchard 13 Kings Barn Lane** – Proposed erection of rear first floor balcony.
 Cllr Trundle **proposed, seconded** by Cllr Muggridge **No Objection. Agreed.**
- P17/40 ENFORCEMENT NOTIFICATIONS**
- 40.1 White House** - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated.
 Deputy Clerk was asked to contact enforcement at HDC to find out the next action for this property.
- P17/41 PLANNING DECISIONS FROM HDC**
- 41.1 AGREED**
- DC/17/1225 - 90 High Street** - Demolition of the existing sub standard rear extension and chimney / flue and construction of replacement single storey extension on the same footprint (Householder Application) (Amendments to previous application DC/16/2771)
- DC/17/1226 - 90 High Street** - Demolition of the existing sub standard rear extension and chimney / flue and construction of replacement single storey extension on the same footprint (Listed Building) (Amendments to previous application DC/16/2772)
- DC/17/1299 - 24 Roman Road** - Proposed demolition of existing side store. Erection of two storey side extension, single storey rear extension and construction of pitched roof over existing garage

DC/17/0686 - Kings Barn Farm Kings Barn Lane - Variation of Conditions 1 and 3 to previously approved application DC/16/1648

DC/17/0821 - 16 Laines Road - Proposed single storey rear and part single part two storey side extension

DC/17/1273- 17 Laines Road - Proposed erection of joint single storey front porch

DC/17/1275- 19 Laines Road - Proposed erection of joint single storey front porch

P17/42 CORRESPONDENCE/INFORMATION

42.1 Information has been received on the withdrawal of the planning application DC/17/0523 for an ATM at the Co-Op, High Street Steyning. The decision notice is on HDC website and the information has been sent to Committee members. N.B. An earlier plan DC/16/1893 has already been approved by HDC.

42.2 Reminder for Tuesday 29th August for Conservation Area Appraisal & Management Plan Information from Horsham District Council.

P17/43 DATE OF NEXT MEETING: Monday 25th September 2017 at 7.30pm

The Chairman closed the meeting at 8.30 pm

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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MEETING OF AMENITIES COMMITTEE
HELD ON 25TH JULY 2017 AT 7.30PM
IN THE STEYNING CENTRE

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

Clerk : John Fullbrook

Members of the Public : 5

Meeting started at 7.30pm

DRAFT MINUTES

ACTION

**A/17/25
25.1**

ELECTION OF CHAIRMAN FOR 2017/ 18

Cllr Rodney Goldsmith was proposed by Cllr Sullivan but not seconded.
Cllr Phil Bowell was proposed by Cllr Lloyd seconded by Cllr Toomey. Agreed.

**A/17/26
26.1**

ELECTION OF VICE CHAIRMAN

Cllr Gill Muncey was proposed by Cllr Sullivan seconded by Cllr Lloyd. Agreed.

**A/17/27
27.1**

APOLOGIES FOR ABSENCE

No Apologies received

**A/17/28
28.1**

DECLARATIONS OF INTEREST

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

**A/17/29
29.1**

QUESTIONS FROM THE FLOOR

Q From Kevin Hammond – Regarding East hedge at the Allotments – I understand that the recently set up Hedgerows Working Party had complied a number of recommendations for work at the Allotments and I am happy with most of these, however, the new growth on the east hedge is very vigorous (new growth this year is so far 3 to 4 feet), can parish continue to prune this hedge annually as at a height of 16 foot plus it is difficult to grow anything adjacent

A. Thank you for the Very interesting pictures and information – We will



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

consider this whilst proceeding with recommendations of hedgerow works.

A/17/30
30.1

MINUTES OF PREVIOUS MEETING

Cllr Bowell **proposed**, **seconded by Cllr Lloyd** that the minutes of the meeting of the 27th June be agreed and signed as a true record of the meeting. **Agreed**

A/17/30
30.1-15.1

MATTERS ARISING AND ACTIONS

Cllr Lloyd successfully chased HDC for information from their Planning department re. Max. size of shed. It has been received and Cllr Muncey **proposed** that the advice was sent with the letter (To be discussed later) and to go out to all Allotment holders Cllr Lloyd **seconded. Agreed**

CLERK

30.3-15.7

Allotment combination padlocks purchased and arranged for installation on 21st August – Allotment holders informed via letter to be discussed later

CLERK

30.4-15.10

Update on Bowling Club chain link fence. We agreed that we should pay for work to be done to repair. The Bowling club are still working out details with the contractor re the additional work. Once that's agreed between them and its done we will pay for our portion – Clerk to ensure any further discussions to happen directly between contractor and the Secretary Mr Scott.

CLERK

30.5-15.12

Update on removal of waste bin on MPF. Clerk spoken to Danny and he has agreed he can move it, but as it is staked into the ground and is surrounded by tree roots. It's best done later in the year. Clerk to seek quote and proceed

CLERK

30.6-15.13

Scope of works and quotes for root removal at flint wall. Ongoing

30.7-16.2

Allotment letters – Trees and hedgerows –see Item 9.1

30.8-16.4

Chandlers way Tree – ongoing

30.9-16.5

Report from Cllrs visit to Henfield Cricket's artificial grass. Favourable reports back – This is to be a solution to protect walk through into MPF to avoid rutting and muddy and unsightly. RG has received quote and Clerk to obtain two more Clerk to provide drawing or picture to check exact location.

RG/CLERK

30.10- 16.6

Clerk contacted Ian and Mary Ivatt re Holm Oak replacement tree. Original damaged and to be replaced with Apple tree. Roger Brown to assist with planting and Steyning parish already agreed to purchase. Clerk to ensure process moves forward and Cllr Muncey **proposed** Clerk receive delegated authority to proceed Cllr MW **seconded. Agreed**

CLERK

30.11 – 16.7

Update on chippings on MPF that could be donated to Allotments via David Bucket but on inspection they had been grown over. Cllr GM to contact Mr Bucket when we can again locate them in the Autumn

GM

30.12-16.8	Rodney organised a meeting with myself, Simon Zec & Andrew Gale – The Quotes for these two trees that's T40 and T41 Hornbeam and Maple (incorrectly noted as Sycamore in the quote). Clerk will now go to residents and say we have received quotes but at this time the council is unable to contribute re item PF/17/142.1 minutes 2 nd May meeting	CLERK
30.13 – 16.10	Quote accepted for cleaning of safety surfaces and work ordered.	
30.14 – 16.11	Position of Benches to be repositioned into MPF Children's play area from Norman's way play area - Plan provided by GM new positions agreed. Finance already agreed so Clerk to action	CLERK
30.15 – 17.1	Identification of Illegal dropped kerbs and overhanging vegetation- Ongoing	
30.16 – 17.2	Update on Operation Watershed re flooding in Ashurst Road – Cllr Muncey is still in regular meetings with David Barley, Environment agency, Southern water. GM to continue to work on this and report back	GM
30.17 – 17.3	Rate relief letter for Public Toilets we are supporting Govt. letter –proposal from Govt. to reduce rate relief from public toilets – we were to write to MP to support this - Ongoing	CLERK
30.18 – 18.1	Change changing room rentals to Premises budget – Clerk Doing this on Thursday 27 th July	CLERK/RFO
30.19 – 19.3	Clerk been attempting contact with contractor who put Humps in place at entrance to Allotments. We cannot ask them to change at no cost as they merely completed works as per request. Instead Clerk to discuss alternative solutions but as Councillors suggest to avoid such a steep ramp and also to avoid any additional concrete plinth	CLERK
30.20 – 19.4	Permission for greenhouse and requirements re colour etc. – Again see Item 9.1	
30.21 – 20.1	Playground equipment working party has not got going yet and amongst possible grant options we will not know how much 'section 106' funding is available until September. Wilson memorial trust might also be involved.	TL
30.22 – 20.2	Cllr Lloyd reported back on progress re. Norman's way – issue with Man hole cover remains. Abbey road possible site also to be discussed further and to report back at next meeting	TL
30.23 – 20.3	Cllr Lloyd reported back on discussion with Wilson Memorial Trust on Adult keep fit Equipment / children's play equipment. Fletcher's croft (We would have to ask HDC permission for this option) and Norman's way flagged up as alternative to MPF installation as it was felt by some that we were running out	TL/CLERK/PB

of room. Cllrs were concerned about proximity to houses at any location, but also wanted to outreach to wider community. Clerk to put note out to Councillors to gauge opinion as to preferred locations and also to circulate Cllr Bowell's info. re other similar installations.

- | | | |
|-------------------------|---|-----------------|
| 30.24 – 20.4 | Last meeting we discussed monitoring of both grass cutting and street cleaning contracts – Councillors were happy to continue to monitor grass cutting but not so keen to continue with the street cleaning element. Clerk was tasked with coming up with a new monitoring sheet which was completed and distributed as a supporting paper. Clerk also had meetings with both contractors. ID Verde meeting was also with Cllr Goldsmith and primarily to give feedback and ask about quotes for some additional hedge trimming and grass cutting (which are yet to come back) namely cutting back of stinging nettles and encroaching hedge requested by the Cricket club and some long grass areas in or around the Allotments. Clerk met Danny and went through the contract and any issues that were arising and attempted to get to the bottom of these issues. Clerk suggests that in future all observations and pictures (good or bad) come through the Steyning Centre and especially the Clerk so that Danny can be monitored in the same way as any other contractor. This communication has already had positive outcomes, in the last few weeks and since the meeting. Also the Clerk suggested he did not want not to use the monitoring form at this time, as it will probably not serve the purpose intended – that of ensuring Danny does the right thing at the right time, nor should it be added as was not part of original terms of the contract. | CLERK |
| 30.25 – 21.2 | Danny agreed he would in future regularly check tarmac strip during bin emptying rounds and inform Steyning staff of issues, deal with them and claim additional time if necessary to do so. | |
| 30.26 – 22.1 | Report on hedgerow group meeting from Cllr Goldsmith (Agenda Item 11.1) | |
| 30.27 – 24.1 | Cllr Muncey to report on liaison with David Barling re extra bollards in Tanyard Lane. Completed | |
| 30.28 – 24.2 | The Correspondence items were not circulated as Clerk proposed as there was no need to as they resolved themselves {Gorilla Kitchen re-location and Risk assessment for Bouncy castle}. | |
| A/17/31
31.1 | <p>FINANCE</p> <p>I&E reports for June 2017 – Not accepted at this point as suggested perhaps all budget lines had not been transferred correctly from old committee formats into and between Premises and Amenities. Clerk confirmed he had planned to go through these figures with RFO and then Chairs of committees in August. All budget lines to be checked including Grounds maintenance and Tree works and report back at next meeting</p> | CLERK/PB |

A/17/32
32.1

ALLOTMENTS

Council went through details/amendments required in to go in Allotment Letter Draft of which was circulated as a supporting paper. {Cllr Goldsmith left meeting at 9.40pm and returned to meeting at 9.42pm during this item}. Clerk to update letter accordingly to include Cllrs additional requests and will circulate ASAP so that Cllrs can give final comments/amendments if necessary before distribution

CLERK

A/17/33
33.1

MEMORIAL PLAYING FIELDS and OPEN SPACES

Royal British Legion – care of memorial gardens – They have a contractor willing and able to trim bushes/hedge and tree undercarriage – Funded by Humphrey Avon – to go ahead 27th July – Clerk will speak with contractor in question to ask specifically are they clear as to what they are doing. – Certainly Clerk has spoken to Lewis Whitaker and he seemed very clear – also they have done this before and always maintain it well. No objections

33.2

Request for Bouncy Castle as part of event at Cricket club on 30th July – Risk assessment as supporting paper. No objections

33.3

Request for Bouncy Castle as part of event at Cricket club for 20th August - No objections

33.4

Bowling club request for parking on MPF for charity event – We had already discussed and approved this at F&GP but it was under correspondence and therefore brought up again here. Councillors concerned that we had to be seen to be fair. We had given permission for this to happen previously but had also said no to other similar requests from other worthy groups. Cllr MW **proposed** that this Council accepts the request made by the Bowling club to allow parking of approx. 20 cars on the MPF on the 4th August and between the hours of approx. 1 and 6 pm, for their Charity event, provided the conditions under foot are firm to avoid damage to playing field. Cllr MT **seconded**. **Recorded Vote - 3 For** (Cllrs MT, PB, MW) **3 – Against** (Cllrs GM, SS, RG) **and one abstention** (Cllr TL) Chair held casting vote. **Agreed**

33.5

Bowling club request for work to Sycamore tree. - work had been completed but the club are still experiencing issues with excessive leaf and tree debris to playing surface, gutter and water storage tank. Clerk had sought advice from Andrew Gale which was to not do anything as it was likely to promote another growth spurt, might create health issues to the tree, and nor did we have designated funds, but we will review this again next year.

33.6

There is still some outstanding tree work as per schedule dated 23rd Dec 2015 Clerk suggested we try and work out precisely what was left to do plus look at any add ons and put this towards the Amenities project wish list for Clerk and chair to start to compile over the Summer period for discussion at next meeting

CLERK/PB

- 33.7 Cricket club request for cut back of stinging nettles surrounding – Quote already requested by Clerk. Cllr GM **Proposed** Clerk be given delegated responsibility to proceed to get the work done provided it does not exceed £100 cost. Cllr Sullivan **seconded. Agreed** CLERK
- 33.8 Proposal by Cllr Goldsmith to alter bin positions in MPF circulated as a supporting paper was deferred to next meeting
- A/17/34 **HEDGEROW GROUP**
34.1 Hedgerow working group had compiled a thorough review of state of hedges surrounding Allotments, which had been circulated prior to meeting. Cllr Sullivan **proposed** we follow the recommendations of the report. Cllr Lloyd **seconded. Agreed.**
- A/17/35 **HIGHWAYS**
35.1 Letter has been sent to Cllr Lyndsey composed by Cllr Muncey and Clerk stating the latest position as discussed at Full Council. Cllrs views and suggestions which will be represented by Cllr Muncey will be discussed in more depth at tomorrow's night's working party meeting. Cllr Muncey to report back at next meeting where this issue and other Highways matters will be given higher priority.
- 35.2 Highways England A27 proposals at this stage do not include anything that directly affects Steyning parish. Proposals to be discussed in full at next meeting
- A/17/36 **INFORMATION/CORRESPONDANCE ITEMS**
36.1 No time to discuss one item on How do you want me to response to the correspondence re Heritage plaques therefore will be discussed at next meeting
- A/17/37 **DATE OF NEXT MEETING – 26TH September 2017 at 7.30pm**

Meeting closed at 10.01 pm

Signed: Date:
Chairman

Steypning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 24TH JULY 2017 AT 7.30PM AT THE STEYNING CENTRE

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

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- | | | actions |
|--------|---|---------|
| P17/23 | APOLOGIES | |
| 23.1 | There were no Apologies received. | |
| P17/24 | DECLARATIONS OF INTEREST – | |
| 24.1 | There were no declarations of interest from councillors | |
| P17/25 | MINUTES – to agree and sign the minutes of the 26th June 2017 | |
| 25.1 | Cllr Trundle proposed, seconded by Cllr Pearcey that the minutes of the meeting of 26 th June 2017 be accepted as a true record of the meeting. Agreed. | |
| P17/26 | MATTERS ARISING AND ACTIONS. | |
| 26.1 | None for this meeting | |
| P17/27 | PLANNING APPLICATIONS | |
| 27.1 | DC/17/1486 – 19 Roman Road – Retrospective application for the erection of a 2m privacy screen and 60cm tall raised decking to rear.
Cllr Trundle proposed, seconded by Cllr Muggridge OBJECTION Councillors are concerned about the overall height of the fence, effectively 2.6 metres high (2m fence on top of 60cm deck). This does not appear to comply with planning regulations which state 1.8 metres. Agreed. | |
| 27.2 | DC/17/1510 – 56 High Street – Surgery to 1 x Yew (Works to Trees in a Conservation Area)
Cllr Trundle proposed, seconded by Cllr Picking No Objection subject to the advice of Horsham District Councils Arboricultural Officer. Agreed. | |

- 27.3 DC/17/1496-Bidlington, High Street – First floor addition over existing garage to provide accommodation for live in carer
Cllr Trundle **proposed, seconded** by Cllr Picking **No Objection. Agreed** with 1 abstention
- 27.4 DC/17/1475 –Dingemans Court, Shooting Field – Surgery to 1 x Sugar Maple
Cllr Trundle **proposed, seconded** by Cllr Pearcey **No Objection** subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**
- 27.5 DC/17/1539 – Penfold Cottage, 30 High Street – Proposed removal of existing sign and fixture from front of residence. (LBC).
Cllr Hanson **proposed, seconded** by Cllr Muggridge **No Objection. Agreed**
- P17/28 LATE PLANS**
- 28.1 DC/17/1587 – 29 Breach Close – Erection of a two storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**
- 28.2 Pre Planning information received concerning proposed work to the Chequers Inn, Steyning High Street.
It was agreed to write to Shepherd Neame Brewery with concerns about their intention to replace the historic projecting Chequer Inn sign, query the reason for a “new parish council notice board” in the drawing and voice concern for the proposed outside lighting shown in the drawings.
- P17/29 ENFORCEMENT NOTIFICATIONS**
- 29.1 White House - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated.
- P17/30 PLANNING DECISIONS FROM HDC**
- 30.1 **REFUSED**
DC/17/1161 - Fringe Cottage, Mouse Lane - Proposed single storey front extension
- P17/31 CORRESPONDENCE/INFORMATION**
- 31.1 Email from Karen Roberts, HDC Special Support Officer requesting that the Conservation Officer and Principal Planning Officer to do a short presentation at the planning meeting in August to explain the reasons behind a Conservation Area Appraisal – Public Consultation. The Deputy Clerk to get more information on the presentation.
- 31.2 Rampion Newsletter Summer issue sent to committee members and placed on website. Sent to committee and on the website.
- 17/32 DATE OF NEXT MEETING: Monday 21st August 2017 at 7.00pm**

The Chairman closed the meeting at 8.40pm

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 11TH JULY 2017 AT 7.31PM
IN THE STEYNING CENTRE

Present : Cllrs Bowell, Willett, Northam, Goldsmith, G Sullivan, Syred and Pearcey

Clerk: John Fullbrook

Members of the Public: 1

DRAFT MINUTES

ACTIONS

F&GP/17/19 APOLOGIES FOR ABSENCE

19.1 *There were apologies received from Cllrs Muggridge, Trundle and Lloyd*

F&GP/17/20 DECLARATIONS OF INTEREST AND DISPENSATIONS

20.1 There were no declarations of Interest from Cllrs.

F&GP/17/21 QUESTIONS FROM THE FLOOR

21.1 Mr Trevor Cree asked

QUESTION 1: *Did the former SPC Clerk and current SPC councillors provide the new SPC Clerk, Mr Fullbrook, with the necessary briefing, support and background information of my pending case, including understanding the context of the audio recording of the 20th March 2017 meeting, all email correspondence between myself and councillors directly after that meeting and the subsequent email correspondence between Aviva, councillors and myself? In addition were the insurance companies informed that my court action is indeed pending and that costs would likely have been incurred by myself, as indeed they have?*

Response – Cllr Pearcey said that he and Clerk would need to take these thoughts away and respond in due course

CLERK/SP

F&GP/17/22 MINUTES OF PREVIOUS MEETING

22.1 Cllr Pearcey **proposed** and Cllr Syred **seconded** that the minutes for the meeting held on 13th June 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/23 MATTERS ARISING AND ACTIONS

23.1 F&GP/17/7.1 Bank Account trial a success and full amount to be transferred when on line banking details received by signatories so that transaction can be completed(see also item 28.5).

23.2	F&GP/17/7.2 Car Park Charges: Ongoing	CLERK/TL/GM
23.3	F&GP/17/7.3 Legionella water testing. – First tests, completed with positive response. 2 actions necessary and these have already been completed -Steining centre emersion heater thermostatic controls needed to be altered to produce higher hot water temperatures, and 'Hot water stickers needed to be purchased and fixed in place in both Steining centre and High street toilet block.	
23.4	F&GP/17/7.4 Deed of Variation of Lease on High Street Toilets with HDC has been accepted, and discussed at Amenities committee and letter to go out	CLERK/GM
23.5	F&GP/17/7.5 Telephony. Investigation of alternative provider ongoing. Clerk meeting with potential provider on 25 th July and will report back. Discussion to include possible software systems enhancements.	CLERK
23.6	F&GP/17/7.7 Steining in Bloom. Committee agreed that the Parish ought to try and support Steining in Bloom more. To what extent had to be explored further by way of an initial meeting with some of their committee members so that we could understand how there group functions and in what ways they would appreciate help. Then there can be a report back as to findings at the next meeting. Cllr Pearcey to organise.	CLERK /SP/PB
23.7	F&GP/17/12.1 Clerk reported that the external audit documents had been sent off to the auditor	
F&GP/17/24	PAYMENTS LIST 2017-18	
24.1	Cllr Pearcey proposed, seconded by Cllr Northam that the list of payments for June 2017 be agreed. Agreed	
F&GP/17/25	LEASES	
25.1	Cllrs went to Bowling club to check state of the Assets and maintenance of building. All seemed in good order. The Bowling club stated they would like a shorter 'break clause' to be incorporated in the new lease as there was real concerns about the average age of the members, with very few new members. Clerk to begin prepare new lease.	CLERK
F&GP/17/26	JOINT PARISHES CEMETRY COMMITTEE	
26.1	At the recent Joint Parishes Cemetery committee meeting, Cllr Willet proposed Cllr Bowel to chair (should be noted that within their revised code of conduct, parishes no-longer take the chair in sequential order). Finances very healthy state. £35K of which earmarked to purchase nearby land in order to extend Cemetery, process has faltered somewhat due to death of the Land owner, but is still ongoing.	
26.2	Annual memorial ceremony for relatives of all those buried at St	

Botolphs on the 10th September is being promoted by SPC via web site and notice boards. Representations from all faiths to be discussed.

F&GP/17/27 ANY ITEMS FROM COMMITTEE MEETINGS

items requiring financial approval or actions from this committee

27.1 Premises - None to report

27.2 Amenities – Cllr Pearcey **proposed** we moved item 9.2 into confidential minutes following issues about street cleaning contracts. Cllr Northam **seconded. Agreed**

F&GP/17/28 FINANCIAL MATTERS

28.1 Income & Expenditure Report for June 2017. Committee felt it was worth Clerk going through once again with RFO as figures seemed to show some anomalies that it was thought could be software glitches. Work to be done on systems checks. **CLERK/RFO**

28.2 To agree funds to carry forward to 2017/18. Last year's list needs to be reconciled and after a rationalisation of current situation the Clerk to invite all Committee Chairs to meet to discuss past present and future projects in order to work out the councils priorities. **CLERK**

28.3 All Grant requests in June 13th meeting that were agreed were actioned. St Barnabas Hospice - £250. Steyning Music Society - £200.00. Steyning & District Food & Drink Festival - £200. Thanks have been received.

28.4 Cllr Pearcey **proposed** Bank Mandate to be changed to remove Deputy Clerk and to include new Clerk instead. Cllr Northam **seconded. Agreed** **CLERK**

28.5 Bank transfer from HSBC to new Barclays reserve Account. Trial achieved successfully and after more on line banking details received we will transfer full amount as previously agreed **CLERK**

F&GP/17/29 INSURANCE RENEWAL

29.1 Presentation of quotes and associated information relating to six different companies, from Clerk and via supporting papers, four of whom were through the Came and Company Insurance brokers. Breadth of Cover and cost variations discussed. Also, although a small increase to annual premium was anticipated if we were to stay with existing provider (Aviva), Clerk had negotiated zero increase therefore making small saving against budget on this option. The committee suggested there is certain value in staying with the existing company, that being Aviva, because they are well aware of this council's particular historical context and provide better continuity of cover and a good existing working relationship. Date for renewal is 1st August 2017. Cllr Pearcey **proposed** The council remain with the existing provider (Aviva) and pay the annual premium **seconded** by Cllr Syred. **Agreed** **CLERK**

F&GP/17/30 COUNCILLORS ALLOWANCES.

30.1 Committee felt the council needed a policy and procedure in place and **CLERK**

Clerk to seek additional advice from SALC and/or other similar councils

F&GP/17/31 SHOWCASE EVENT

31.1 Cllrs agreed that event should proceed on which of the two proposed dates (17th or 24th Feb2018) works best from the Steyning centres point of view. And that places be offered on a first come first served basis, and this should go back to premises to discuss in full.

31.2 Cllrs guarded against theming the whole event under the banner of the Patient Participation group – ‘Isolation and Loneliness in the community’

F&GP/17/32 INFORMATION /CORRESPONDENCE ITEMS

32.1 Bowling club request for parking on MPF for Annual charity match
This Item brought under correspondence as request arrived after this Agenda agreed, but discussed as event to happen only a week after next Amenities meeting. Also because the fact that Bowls club are struggling for members and any decision has long term financial implications to the club.
Cllr Willet **proposed** we allow parking with a proviso that the ground needs to be firm to avoid cars making any damage to the field surface. Cllr Northam **seconded**. **Recorded vote requested**. Agreed by 6 votes **for** (Cllrs Northam, Syred, Pearcey, Willet, Sullivan and Howell) to 1 against (Cllr Goldsmith).

F&GP/17/33 Cllr Pearcey **proposed, seconded** by Cllr Northam
33.1 **To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with standing Orders s.3(e), to exclude the press and public on the grounds that the confidential matters to be discussed under items 33.2 and 33.3 below would be prejudicial in the public interest. Agreed**

33.2 **STREET CLEANING CONTRACT** **CLERK**
Close monitoring required. To be discussed further in Amenities committee

33.3 **CCTV** **CLERK**
Further discussion required after other quotes sought

33.4 **STAFF HONOURARIUM** **GM**
Cllr MS will organise collection and present

F&GP/17/34 **DATE OF NEXT MEETING 12TH September 2017**

F&C/17/18 The Chairman closed the meeting at 9.37pm

Signed
Chairman of F&GP Committee

Date 12th September

