

From: Tim Lloyd <...>
Sent: 20 March 2017 10:35
To: Nick Muggridge; Gill Muncey; Steve Northam SPC; Michelle Syred; Carol Stephenson
Subject: Fw: Fwd: Car parking

You may already have this, but not the news we were expecting. I have asked for a meeting with Ben for tomorrow to find out how this decision was made. Tim

----- Forwarded Message -----

From: ...v.uk>
To: ...>
Sent: Friday, 17 March 2017, 9:24
Subject: Fwd: Car parking

FYI

Begin forwarded message:

From: ...
Date: 15 March 2017 at 13:36:24 GMT

Cc: ...uk>
Subject: Re: Car parking

Hi Tim,

As you are aware we have had a large demand in season tickets within the Steyning area. Managing the long stay needs along with enabling sufficient spaces for visitors and shoppers is very important in ensuring success of the car parks.

We have agreed that we will be issuing 70 season tickets in total split between the Fletchers Croft and Newmans Gardens car parks. We have split the 70 into 30 for Newmans and 40 in Fletchers Croft. The reason for this is that the proximity of Newmans Gardens car park is closer to the 'shopping centre' so along with the Highstreet car park it's likely to be the more focused short stay visitor car park.

We are currently working with those that have applied for season tickets, not everyone who has applied will be able to get one and there will have to be a waiting list.

Thanks,

...
 Parking Services Manager
 Horsham District Council
 01403 215055

07826943515

On 14 Mar 2017, at 21:12, Benjamin Lloyd wrote:

Dear Tim

Sorry for not getting back to you at the end of last week when you chased for a reply.

Many thanks for your good wishes regarding my new role at Crawley.

I can confirm regarding the purchase of parking tickets that as long as there is continuity in the time running, the ticket doesn't need to be bought up front. This means if your disc or ticket expires at say 12 noon, then as long as you return to your vehicle to top it up before it expires that will be ok. If there is a period where the CEO notices a break in the times then you would be vulnerable to a PCN.

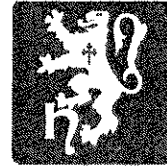
With regard to the season tickets I'm awaiting a reply from Ben. I will ask him to confirm directly to you the numbers we have allocated to each of the car parks. I know we took into consideration the issue raised by Gill Muncey regarding Heath centre car parking which was the SPC's main concern.

I've copied Ben into this email so he can confirm directly to you, as I will be interviewing all day tomorrow for a joint waste partnership manager (shared across all 7 districts and Wscc).

Regards

Benjamin Lloyd
Director of Community Services
Horsham District Council

On 14 Mar 2017, at 16:44, Lloyd, Tim



**Horsham
District
Council**

02663-B1 / 2

Our ref: Annual Parking Disc

Your ref: 170999

Date March 2017

Dear Mrs G Muncey,

Re: Annual Parking Disc

Thank you for purchasing your new Annual Parking Disc(s) from Horsham District Council which you will find enclosed. The disc is valid from Monday 3 April 2017 – Friday 31 March 2018.

Your new parking disc can be used in all of Horsham District Council's market town and village car parks excluding Horsham Town Centre and Southwater Country Park.

Please note that the car parks will have different maximum stay times, these details can be found on the reverse of this letter and on the tariff boards within each car park.

Please remember to set the parking disc to your time of arrival at the car park and ensure that it is clearly displayed on your dashboard.

Conditions of use and a list of eligible car parks are displayed on the reverse of your parking disc.

Early next year you will be sent a reminder notice in good time to purchase a renewal disc. This can be bought online via our website (www.horsham.gov.uk/annualparkingdisc) or payment may be made by phone through our Contact Centre on 01403 215100.

Kind regards

Parking Services Team

The disc entitles you to park only at the following locations:

Location	Car Park	Maximum Stay
Billingshurst	Library Car Park	3 hours no return within 2
Billingshurst	Six Bells	3 hours no return within 2
Henfield	Library Car Park	4 hours no return within 2
Henfield	Coopers Way	4 hours no return within 2
Roffey	Godwin Way	3 hours no return within 2
Pulborough	Lower Street	4 hours no return within 2
Steyning	High Street	2 hour no return within 2
Steyning	Newmans Gardens	3 hours no return within 2
Steyning	Fletchers Croft	3 hours no return within 2
Storrington	Monastery Lane	3 hours no return within 2
Storrington	Mill Lane	2 hours no return within 2
Storrington	Library Car Park (North Street)	4 hours no return within 2

How to Use

Once you have parked your vehicle the disc needs to be set to the time of arrival and displayed clearly on the dashboard. Conditions of use and a list of eligible car parks are also displayed on the reverse of your parking disc.

If you have the need to stay beyond the maximum period within the car park you will be able to purchase a pay and display ticket and then set your clock to the time when the ticket expires and display both in your vehicle side by side.

Are you an all-day parker?

Long stay parking season tickets are also available for certain car parks, there a limited number available in each car park so are dealt with on a first come first serve basis.

For more details on how to purchase as season ticket please email parking@horsham.gov.uk

Don't want to buy a disc?

There is also the option of Pay and Display machines for infrequent users in all of the above mentioned car parks.

- 75p for the first hour
- £1.50 for the maximum stay of the car park
- Card Only (except for Mill Lane, Storrington and Newmans Gardens, Steyning which also accept cash)

The Annual Parking Discs (Rural Parking Discs) will no longer be available for purchase from retail outlets but through the Council only.

NOTES FROM MEETING WITH : [REDACTED]

Present: [REDACTED] Director of Community Services

Cllr. Tim Lloyd

Cllr. Michael Willett

- 1: As Steyning had not responded within the consultation period the General Orders 27/28 allowing a change in maximum parking hours to 3 hours cannot be changed to 4 hours but will be reviewed 12 months from the scheme going live in April 2017.
- 2: It was agreed that a localised informal amendment would be put in place to allow visitors to park for a maximum 9 hour stay in Fletchers Croft car park (due to its role as a community facility) by buying 3 x multiple 3 hour tickets (£4.50 per day) and for disc holders by buying further 2 x multiple 3 hour tickets after the initial maximum parking time has expired (a further £3). It was requested that multiple tickets would not have to be purchased at the same time but within the 3 hour period to allow people to extend their time if there is an event at the Steyning Centre. This will be confirmed.
- 3: Information/Signage will be put in place at/in the Steyning Centre to explain the localised parking arrangement. This was a local arrangement to assist Steyning parish to use the Steyning centre for events e.g. Wedding receptions, parties etc. As it is a local arrangement it wouldn't feature on the Parking notice.
- 4: Steyning will be supplied 3-5 volunteer complimentary discs to give to volunteers who will be using the Steyning centre eg. Volunteers who run lunch clubs, Give Blood arrangements etc and it will up to Steyning to decide the mechanics of how this will work to ensure that the discs are returned - they will not be for non- volunteer use or staff based at the centre, playgroup providers etc.
- 5: Newmans Gardens will temporarily be cash machines only, due to issues with BT. When these are resolved HDC will take a view on whether to offer cash/card machines based on the usage data.
- 6: There will be no cash option in the High Street and Fletchers Croft but this will be reviewed in November 2017.
- 7: Season tickets will remain as agreed as 28 in Newmans Gardens and 10 in Fletchers Croft. Although HDC consider this allocation to be too small to accommodate visitors and local . It was necessary to get a balance of both but not disadvantage or unnecessarily displace onto the highway. Over 90 applications (mainly from local traders) had been received so far but local members felt that too many season tickets would restrict visitor

parking. A further email on this has been subsequently sent as HDC still consider the number of season tickets to be too low.

- 8: The red parking zones will go. Season ticket users will no longer have designated areas, as this isn't good parking practice.
- 9: HDC will discuss with the school whether they need to retain the bus turning area in Fletchers Croft.
- 10: NB-P will look into the grasscrete area to see if that is included within the order. (since confirmed as being included and white lines will be installed in the next few weeks).
- 11: The farmers market, summer fayre and late-night shopping events will not suffer but they will need to apply for a licence and appropriate permissions in the normal way. We also discussed the farmers market, what permissions existed and who organised/ held liability insurance etc, as HDC could not find anything. This required further investigation
- 12: Parking enquiries will be dealt with Mon – Fri by HDC – tel. no. on website.
- 13: Sundays/Bank holidays – car parks are free.

Cllrs. Tim Lloyd and Michael Willet

Joint Parishes Youth Committee

Meeting

Monday, 13th March 2017 at 6 p.m. in the Steyning Centre

DRAFT MINUTES

Present: Alistair Russell (APC) Chair, Roger Potter (BPC), Philip Howell (APC), Katherine Bowlan (UBPC), Alan Chilver (UPC), Les Nicholson (APC) and Michelle Syred (SPC) until 6.50 p.m.

In Attendance: Emma Edwards, Liz Burt and David Sheldon (Horsham Matters)

Clerk: Paddy Robson

1. Apologies for Absence

Apologies had been received from Nick Muggridge (SPC) and Marilyn Goddard (BPC)

The Chairman then introduced Councillor Nicholson to the committee and said that he had been appointed as the second representative for Ashurst Parish Council.

2. Minutes of last Meeting

The minutes of the last meeting were read and proposed for signature by Councillor Howell, seconded by Councillor Potter and approved.

3. Revision of Documents

Following feedback from a member of the public it had been agreed that all documentation should receive a further revision.

a) Horsham Matters Contract

Much work had been done by Horsham Matters and Councillor Potter to revise this document and the committee went through it line by line. In reply to a question about 1.1 Mr Sheldon explained the reason for 41.82 hours worked as this included sessional workers and worked out on an annual basis.

Slight alterations of words to aid clarification were made to 1.2 and 3.2.

5.2 was amended to read: The Parish Council has agreed a maximum budget of.... for the delivery of Services and Horsham Matters will invoice the parish Council quarterly in arrears for the costs associated with the delivery of the Services as they arise and will not exceed this budget without prior approval. This document was then approved by the committee.

Action: Clerk to forward Councillor Howell's summary of the budget to all members.

b) Terms of Reference

The committee agreed that the following should be included in this document:

The committee should comprise 2 councillors from each of the parish councils to be elected annually.

The committee will also have the authority to invite non-voting members to support the Youth Service on an as required basis.

There must be 4 councillors present for the meeting to be quorate.

All committee meetings will be open to the public and there will be an open forum section at the beginning of the agenda subject to the Standing Orders of either Bramber or Steyning.

Action: Clerk to send copy of Bramber Standing Orders to members.

c) Memorandum of Understanding

2.2 will now state number of councillors as 2 per parish.

2.3 now states that non councillor members will have no voting rights

3.4 agreed key performance indicators will be detailed in Appendix A of the contracts.

6.0 will now just state that the role of the JPYC is as stated in the Terms of Reference.

4. Arrangements for Publishing Minutes etc.

It was agreed by the committee that the draft minutes of all meetings will be forwarded to members and clerks as promptly as possible. These, together with the Youth Worker's report and any other reports will be available for publication on all the parish Council websites.

5. There being no other business the meeting closed at 7.05 p.m.

6. Date of Next Meeting Monday, 10th April 2017 at 6 p.m. in the Steyning Centre

This will be the first meeting held under standing orders and therefore open to the public.

JOINT PARISHES YOUTH COMMITTEE

TERMS OF REFERENCE

N.B. This is a working document to be reviewed regularly.

1. This is a committee comprising two councillors from each of the participating Parish Councils set up to monitor the Youth Service provided by these councils. The quorum of a meeting will be four members.
2. These councillors will be appointed on an annual basis at the respective Annual General Meetings.
3. The committee may elect a Chairman and Deputy and appoint a clerk as it wishes.
4. The committee is expected to determine its own terms and/or priorities to include:
 - a) Provide an oversight and review of the activities of Horsham Matters in respect of the service provided.
 - b) Report back to the Parish Councils quarterly on all operational and financial matters.
 - c) Provide direction, as necessary, to the service provider.
 - d) Receive reports to include activities, progress against performance measures and financial matters from the service provider and action as necessary.
5. All committee meetings will be open to the public and there will be an open forum section on every agenda. Meetings will conform to the Standing Orders of Parish Council and the draft minutes will be sent to all the clerks and published on all the participating council's websites.
6. The committee reserves the right to operate a closed section in exceptional circumstances when it is deemed necessary to discuss personal client information.
7. The committee has the authority to invite non-voting members to support the Youth Service on an as required basis.

DATED _____ 2017

HORSHAM MATTERS LTD

- and -

STEYNING PARISH COUNCIL

**AGREEMENT FOR THE PROVISION OF
COMMUNITY YOUTH WORK**

March 2017

THIS AGREEMENT is made the 14th day of ~~March~~December 2017 between HORSHAM MATTERS LTD ("Horsham Matters") and Steyning Parish Council ("Parish Council") to provide activities to ~~specifically~~primarily to benefit young people aged 11 to 20 in the Parishes of Steyning, Upper Beeding, Bramber and Ashurst.

1 Engagement

- 1.1 Horsham Matters will employ Youth Worker(s) to deliver 41.82 hours of youth work per week (the "Services")
- 1.2 The Services will normally take place in, ~~or specifically benefit young people from,~~ the Parishes of Steyning, Upper Beeding, Bramber and Ashurst
- 1.3 The Youth Worker(s) will be based at The Cuthman Centre, Upper School, Shooting Field, Steyning, BN44 3RX.
- 1.4 Horsham Matters will identify need in local communities to inform activity with special consideration being given to activity which addresses themes of:
 - health and wellbeing, including but not limited to: drug and alcohol misuse, mental health and identity)
 - sex and relationships
 - anti-Social Behaviour
 - empowerment
- 1.5 Horsham Matters will involve young people in the development of activity
- 1.6 Horsham Matters will ensure good working relationships with statutory and non-statutory agencies to ensure the best use of resources
- 1.7 The Parish Council agrees to pay the Fees in Section 5 below for carrying out the Services

2 Term

- 2.1 Horsham Matters shall commence provision of the Services on 1st April 2017 ("the Commencement Date") for a period of 36 months from that date subject to earlier termination as provided in Section 9 of this Agreement

3 Duties of Horsham Matters

- 3.1 Horsham Matters shall carry out the Services in a proper and efficient manner with due skill care and diligence
- 3.2 Horsham Matters shall while this agreement is in force or until the satisfactory completion of the Services advise, assist and report back ~~for the satisfactory completion thereof~~ to the Parish Council in accordance with Section 4 below
- 3.3 Horsham Matters shall comply with all reasonable requests and directions of the Parish Council.

4 Monitoring and Evaluation

- 4.1 Horsham Matters agrees to advise, assist and report back to the Parish Council as required in accordance with 3.2 above with respect to all aspects of the Services and in the performance of such duties.
- 4.2 Horsham Matters will provide a quarterly report including performance metrics and ensure that the Parish Council receives this report and budgeting information.
- 4.3 The performance metrics will be agreed with the Parish Council to ensure that they provide the most useful information and can be varied by mutual consent.
- 4.4 Horsham Matters shall supply an inventory of equipment and assets held at the end of each financial year to be included with the annual report.
- 4.5 Horsham Matters agrees to attend at least one meeting annually with each of the Parish Council to report on activity and budget.
- 4.6 Horsham Matters will demonstrate through reporting the benefit of their activity to young people.

5 Finance

- 5.1 An annual sum of ~~£20,305.84~~ £20,307.77 (excluding VAT) will be paid to Horsham Matters quarterly in advance. This fee is to cover all costs associated with employment and training of youth workers, and publicity of activities.

5.2 The Parish Council have agreed an annual budget of £4,781.93 for the delivery the Services and Horsham Matters will invoice the Parish Council quarterly in arrears for the costs associated with the delivery of the Services as these arise, but not to exceed this budget without prior approval. ~~in accordance with this budget.~~

5.3 The fees to be paid by the Parish Council will commence on 1st April 2017.

6 Liability

6.1 Horsham Matters shall indemnify and keep indemnified the Parish Council from and against all loss damage or liability (whether criminal or civil) suffered and legal fees and costs resulting from a breach of this Agreement by Horsham Matters

7 Insurance

7.1 Horsham Matters shall effect and maintain insurance with a UK insurer of repute necessary (to a minimum sum of £10,000,000) to cover its liabilities under this Agreement

7.2 Horsham Matters shall, will provide on request to the Parish Council documentary evidence showing that the insurance required by Clause 6.1 has been taken out and is being maintained

7.3 If, for whatever reason, Horsham Matters fails to maintain the insurance required by this Clause 7.2 the Parish Council may make alternative arrangements necessary to protect its interests and recover the costs thereof from Horsham Matters

8 Safeguarding Children, Young People and Vulnerable Adults

8.1 Horsham Matters will be committed to Safeguarding Children, Young People and Vulnerable Adults in accordance with its Company policies.

8.2 Horsham Matters acknowledges that the Parish Council has a duty to comply with the Children Act 2004 and that this duty extends to all functions the Parish Council discharges, including those discharged by third parties on its behalf. Horsham Matters shall comply with requirements of the Children Act 2004.

8.3 Horsham Matters shall make details of its Safeguarding policy available to the Parish Council on request.

9 Termination

- 9.1 Except for 9.3 below, this Agreement may only be terminated by either party on the annual anniversary of the Commencement Date , provided notice of termination is given in writing at least 90 days in advance of such date
- 9.2 Horsham Matters shall notify the Parish Council in writing immediately if it passes a resolution for winding up; or a court makes an administration order or a winding up order; or Horsham Matters makes a composition or arrangement with its creditors; or an administrative receiver, receiver or manager is appointed by a creditor or by the court; or possession is taken of any of its property under the terms of a floating charge
- 9.3 On the occurrence of any of the events described in paragraph 9.2 or if Horsham Matters shall have committed a material breach of this Agreement and (if such breach is capable of remedy) shall have failed to remedy such breach within thirty days of being required by the Parish Council in writing to do so the Parish Council shall be entitled to terminate this Agreement by notice to Horsham Matters with immediate effect

10 Equalities and Diversity

- 10.1 Both parties are committed to promoting and delivering services that ensure each individual is treated with dignity and respect in accordance with the Equality Act 2010 and our public duties. In accordance with these commitments all employees, contractors and suppliers are expected to ensure that policies, processes, services and employment practices do not impact less favourably on any of the equality groups on the basis of "protected characteristics" for age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

11 Freedom of Information

11.1 Horsham Matters and the Parish Council acknowledge that:

- (i) The Parish Council is obliged to comply with the provisions of Section 100 of the Local Government Act 1972 and Section 1(1) of the Freedom of Information Act 2000 (the "Information Acts"), meaning that any person has a right to request information including information relating to the provisions of this Agreement (the "Information"), from the Parish Council and also the Environmental Information Regulations;
- (ii) The Parish Council has a duty to communicate the Information to the individual making the request; and
- (iii) Horsham Matters shall assist and co-operate with the Parish Council in complying with its obligations under the Information Acts, but shall not disclose any Information to any individual under the provisions of the Information Acts without first obtaining the prior written consent of the Parish Council.

11.2 The following sub-clauses shall apply to the Parish Council and Horsham Matters:

- (i) both Parties shall take account of the Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 made pursuant to section 45 of the Act.
- (ii) where either Party receives a request for information in writing and that information is held by the other on behalf of the Party in receipt of the request the Party holding the information on behalf of the other shall promptly provide the Party in receipt of the request with such information as is necessary to enable it to comply or consider the request.
- (iii) for the purposes of sub-clause 11.2(ii) "in writing" shall also include any request for information where the text of the request is (i) transmitted by electronic means (ii) is received in legible form, and (iii) is capable of being used for subsequent reference.
- (iv) unless it is clear that no exemption applies under the Freedom of Information Act each Party shall notify the other within 24 hours of any requirement arising as a

result of the Freedom of Information Act whereby it may be compelled to disclose information provided to it by the other Party and shall consult with it as to whether such information should be disclosed.

(v) sub-clause 11.2(iv) shall not apply where the Party which has been provided information by the other does not intend to disclose such information.

This Agreement has been signed on behalf of the parties

.....

.....

David Sheldon

Chief Executive

Horsham Matters

Steyning Parish Council

**PARTNERSHIP AGREEMENT BETWEEN
ASHURST PARISH COUNCIL, BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL
AND UPPER BEEDING PARISH COUNCIL**

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

1.1 This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

- Ashurst Parish Council ('APC') (*insert Address*)
- Bramber Parish Council ('BPC') (*insert Address*)
- Steyning Parish Council ('SPC') (*insert Address*)
- Upper Beeding Parish Council ('UBPC') (*insert Address*)

Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and Horsham Matters , (HM), the Provider of the service, will be the persons occupying the positions of:

- Clerk to APC
- Clerk to BPC
- Clerk to SPC
- Clerk to UBPC

1.2 This Agreement is valid from 1 April 2017 until 31 March 2018. (See Clause 6)

1.3 This Agreement is for the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

1.4 In consideration of the funding specified in Clauses 4, APC, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.

1.5 The parties to this Agreement will endeavour to work within the shared principles and approach to joint working set out in the West Sussex Compact.

1.6 Formal requests of the Community Youth Worker and associated Provision must be made by the Appointed Liaisons to the Provider (i.e. Community Youth Worker's Line Manager). Agreement should be sought between Parish Councils before approaches are made to the Provider, to avoid 'conflicting' demands.

2.0 Management

2.1 Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

2.2 JPYC is a committee consisting of 2 councillors from each of the four Parish Councils.

- 2.3 The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will not have voting rights.

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

The four parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

“Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus supporting them as they transit into adulthood.”

3.2 Values

This Vision is underpinned by a set of shared Values:

- Commitment of partnership to vision and towards young people,
- Quality relationships that are built on honesty, openness and trust,
- Experience, knowledge and training,
- Serving, supporting and offering guidance to young people,
- Community leadership and ownership, which promotes investment in the community and encourages sustainability,
- Longevity,
- Conversation and Dialogue,
- Accessible, flexible and responsive approach

3.3 Services Provision

The detail of the Community Work Provision in the Parishes in pursuit of the shared Vision, will be determined by the Provider, in agreement with the JPYC.

3.4 Key Performance Indicators

Agreed key performance indicators will be detailed in Appendix A of the respective contracts between APC, BPC, SPC and UBPC and the Provider.

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 APC Responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay ‘their share’ of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.2 BPC Responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.

- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.3 SPC responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.4 UBPC Responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

- Provide suitable meeting room for JPYC meetings.
- Agree agenda for JPYC committee meetings (role for Appointed Liaisons).
- Invite the Provider to attend (and present at) Annual Parish Meetings.
- Advise the other Parish Councils and the Provider by 1st December, if they intend to commit to Community Youth Provision for the following financial year.
- Provider responsibilities are detailed in the contract. Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Provider on behalf of the four Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1 In signing this Partnership Agreement, ABC, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2017 until 31 March 2018).
- 6.2 To ensure viability of the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding, there is no mid- / part- year break point.
- 6.3 The Four Parishes intend to sustain a three year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31.3.20.
- 6.4 The four Parishes will determine if they intend to commit to Community Youth Provision for the following year by 1st December 2017.

7.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 6.2 and 6.3, the Provider will return all assets secured with financial support from, or loaned by, the JPYC to the Parishes.

These assets will be apportioned to the parties of this agreement in line with respective partner contributions.

8.0 DISPUTES BETWEEN PARTIES

- 8.1 The parties shall use their best endeavours to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

9.0 VARIATIONS TO AGREEMENT

- 9.1 The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

10.0 ACKNOWLEDGEMENTS

- 10.1 APC, BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

Signature:		Signature:	
Print Name:		Print Name:	
Position:		Position:	
Date:		Date:	
For & on behalf of Ashurst Parish Council		For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:		Print Name:	
Position:		Position:	
Date:		Date:	
For & on behalf of Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	

MEMBER BRIEFING - PROPOSED REVISION TO COMMITTEE STRUCTURE

BACKGROUND

Members will recall that at the meeting of Full Council on 23rd January 2017, it was agreed to set up a working group to review the existing committee structure and related issues.

Councillors Syred, Lloyd and Muggridge had volunteered to take part at the Finance and Communities Committee meeting held on 16th January and this was opened up to other members to participate and to contact the Clerk.

An initial meeting was held on xxxx with Councillors Lloyd, Muggridge, the Clerk and Deputy Clerk to outline the areas in need of review and consideration.

Some background work had already been undertaken by the Clerk and Deputy Clerk in terms of obtaining comparative data from elsewhere – committee structures, committee cycles and so forth.

The following is a draft proposal based on the outcome of the initial meeting and research to date for member's consideration.

DRAFT PROPOSAL

1. Existing Committee Structure

FULL COUNCIL	FINANCE AND COMMUNITY	HIGHWAYS AND LIGHTING	PLAYING FIELDS	STEYNING CENTRE	PLANNING
15 members	9 members	7 members	7 members	7 members	7 members
Monthly X 12	Monthly X 12	2 months on, one month off	2 months on, one month off	2 months on, one month off	fortnightly

Proposed Committee Structure - in this order

PLANNING Monday or Tuesday	FINANCE & GENERAL PURPOSES - Tuesday	AMENITIES Tuesday	FULL COUNCIL Monday
9 members	9 members Chair & Vice Chair of Council. Chair of each committee + 4	9 members	15 members
Aim for monthly being checked with HDC	Monthly not Aug X 11	Monthly not Aug X 11	Monthly – not Aug or Dec X 10

NB No EOM's or additional meetings except in exceptional circumstances

2. Quorate Numbers

Full Council – minimum of 8 members (currently 6)

In all other committees minimum of 5 members

3. Chair and Vice Chair of the Council

To sit on Full Council and Finance and Community Committee only

4. Committee Start Time/length of meetings

All meetings to start at 7.30pm (unless agreed otherwise); all meetings to be maximum of 2 hours.

5. Layout of room

Tables closer together in horseshoe or square

6. Timed agendas

All items to have indicative time allowance on all agendas

7. Presentation/discussion of items at meetings

That the Chair of each committee present the items on the agenda, having one so, invite others to comment in turn round the table, to then ask for any new comments different to what has already been said, then to ask for a vote.

In the case of Full Council, the Chair of the council to present all items, except those relating to Committee items where the Chair of that Committee will be invited to present

8. Apologies for absence

All councillors to notify the Clerk/Deputy Clerk as soon as possible in advance of the meeting and with reason for non attendance. If on the evening of meeting, to notify the Clerk or Deputy Clerk of that meeting by mobile, telephone number to be provided. To advise Clerk/Deputy Clerk of any known holiday dates in advance.

9. Register of attendance

All members and Clerk/Deputy Clerk to sign in register for all committees/ Full Council

10. Working Parties

That working parties be used to undertake further work/research on individual items/issues, sufficient to be able to present to committee for consideration with their recommendation on a way forward.

WAY FORWARD

- a) To report to Full Council
- b) To implement agreed changes after Full Council meeting on 15th May 2017 (Municipal year),
And to elect councillors to new committees and produce new timetable accordingly

Presented by : Carol Stephenson, Clerk to Steyning Parish Council

Report to Full Council 22.3.17

Proposed Committee Structure

PLANNING COMMITTEE Tuesday	FINANCE & GENERAL PURPOSES COMMITTEE - Tuesday	AMENITIES Tuesday	FULL COUNCIL Monday
9 members Quorate 5 Remit : - Consideration of all planning applications - Response to Planning policies, Local Plan, Structure Plans etc in conjunction with Full Council if necessary	9 members Quorate 5 Chair & Vice Chair of Council. Chair of each committee. + 4 Cllrs Remit : All matters of finance, administration, council employees etc. - management of all council assets inc all buildings Steyning Centre, toilets, Changing Rooms - Corporate Policies - Overall budget responsibility - Fees and charges - Staff matters - All legal agreements inc contracts, leases - Grants - Audit - Insurances - Sec 106 - CCTV - Risk assessments inc H&S	9 members Quorate 5 Remit : - Allotments - Car Parks - Footpaths, highways, bridleways - Lighting - Recreation grounds, play areas - Bus shelters - Transport - Seats - Trees - Operational matters relating to changing rooms, toilets etc - Amenities Cttee budgets	15 members Quorate 8
Aim for monthly being checked with HDC	Monthly not Aug X 11	Monthly not Aug X 11	Monthly – not Aug or Dec X 10