

Steyning Parish Council



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

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**MEETING OF FULL PARISH COUNCIL
HELD ON MONDAY 20th FEBRUARY 2017 AT 7.30PM
IN THE STEYNING CENTRE**

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

Clerk : Carol Stephenson

Members of the Public : 10 and 2 Wardens (part)

Meeting commenced 7.30pm

MINUTES

FULL/16/200 200.1	APOLOGIES Cllrs Bowell, Syred, Goldsmith, Muncey	ACTION
FULL/16/201 201.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllrs S. Sullivan – member of SCOG, lives adj MPF, prejudicial interest in item 19 Cllr G Sullivan - prejudicial interest in item 19 Cllrs. Muggridge – SAYS	
FULL/16/202 202.1	QUESTIONS FROM THE FLOOR Q. Mr Kelly referred to two documents in circulating regarding the Rublees hedge on the Memorial Playing Field and sought confirmation from the council that a number allegations made therein are untrue. A. Cllr Lloyd to address some under item xx and will respond in writing on others. Q Mrs Ghaye read a statement regarding the proposed telecommunications mast at the Steyning Football Club. A. Cllr Muggridge replied that this had been discussed by the Council's Planning Committee who felt were not qualified to comment on certain aspects of Mrs Ghaye's concerns and that it was felt to be premature to comment further until a formal application is submitted. Q. Mr Cree referred to item 18 as to why this was a confidential item. A. Mr Cree was advised that certain issues needed to be discussed and that no decision would be made at this meeting and that it would be discussed in public at Finance and Community Committee on 14.3.17.	

Q. Mr Cree welcomed the Wiston Estate public exhibition and asked if the council would upload the papers from the Billingshurst meeting onto the council's website and the link to the Housing White Paper. Could the Clerk and the SWAB Steering Group could upload the existing HDC link to the HDC Neighbourhood Plan conference papers so that residents are better informed about that meeting.

A Agreed

Q. Mr Cree - Is the Gatewick Farm site still included in current SWAB housing plans or has it been removed?

A. Cllr Northam advised that the pre-submission document will go on display in due course; HDC have acknowledged that best practice is being followed; all sites seen before are still in the Plan.

Q. Mr Ashby wished to record his and the Allotment Association's appreciation to Cllr Pearcey for all his help and support on the Rublees fence project. He advised that Tesco had visited the site and are satisfied with the work, have released remaining funds, have closed the file and have invited the Allotment Association to apply again in the future if they wish. He also advised that the pot holes in the track adjoining the allotments were already there prior to the contractors arriving on site, indeed HDC had already deemed the track un-seable prior to the erection of the new fence.

FULL/16/202

202.1

MINUTES OF PREVIOUS MEETING

Cllr Northam **proposed** and Cllr Pearcey **seconded** that the minutes of the meeting held on 16.1.17 be accepted as a true record of that meeting. **Agreed.**
Cllr Northam **proposed** and Cllr Hanson that the minutes of the meeting held on 23.1.17 be accepted as a true record of that meeting. **Agreed**

FULL/16/203

203.1

MATTERS ARISING

FULL/16/182.1 – Noted. Clerk to invite Steve Chalcraft.

203.2

FULL/16/83.3 - noted

203.3

FULL/16/183.4 - noted

203.4

FULL/16/185.1 – awaiting response from HDC re Art IV progress

203.5

FULL/16/186.1 – noted

203.6

FULL/16/188.1 – noted

203.7

FULL/16/190.1 - noted

203.8

FULL/16/192.2 - noted

Clerk

FULL/16/204

204.1

WARDENS REPORT

Copy of report on council's website. Pattern of break ins leading to more Police presence – patrols including unmarked cars. Campaign underway to encourage reporting crime. Trading Standard leaflets available. Cllr Willett had heard of Police impersonators, Wardens unaware of this but will report back.

FULL/16/205

205.1

REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS

Cllr Lloyd – HDC have agreed increase in Council Tax. There is no restrictive covenant on High St car park. HDC responses to comments made re car park charging proposal are on their web site. Status of all Neighbourhood Plans have been circulated. Volunteers on SWAB to be congratulated.

205.2

Cllr Willett – advised HDC are waiting to hear from SPC re parking requirements

	for Steyning asap. Clerk to obtain copies of visitor leaflets on Market Towns – maps incorrect, ask if still time to comment. HDC budgets on their web site. No change in Electoral Review of HDC for Steyning. Council and Cabinet meetings at HDC now being recorded.	Clerk
205.3	HALC – Cllr Toomey advised met 18.1.17. Two presentations Community Link Service and Age UK Horsham District. HALC conference scheduled for Sat 8 th April 2017 Davinia House – details from Cllr Toomey.	ALL
FULL/16/206 206.1	NEIGHBOURHOOD PLAN Latest update on web site. Cllr Muggridge advised it's now being acknowledged that to prepare a Neighbourhood Plan takes much longer than originally envisaged, partly due to moving goal posts and complexity.	
FULL/16/207 207.1	WEST SUSSEX MINERALS PLAN CONSULTATION Cllr Hanson provided update emphasising the need for the council to comment on the proposals. SQAG are asking if the council has any funds to help challenge the proposals e.g. employ a barrister. SQAG to raise at Finance and Community Committee. Cllr Hanson proposed and Cllr Muggridge seconded that Cllr Syred prepare a response for submission by 13.3.17. Agreed. Cllr Lloyd proposed and Cllr Muggridge seconded that the response be circulated to all members for comment before submitting. Agreed. Clerk to attach submission to next agenda.	MS ALL Clerk
FULL/16/208 208.1	GRASS CUTTING CONTRACT Cllr Lloyd advised 15 tenders had been received. Decision to be made at EOM meeting on 22.2.17	
FULL/16/209 209.1	RURAL CAR PARK CHARGING Cllr Muggridge advised traders not yet in a position to decide if to go to JR. List of issues and mitigating measures had been circulated to all members. Cllr Muggridge proposed and Cllr Hanson seconded that Cllrs Lloyd and Willett use the list v2 dated 20.2.17 as the basis of negotiations with HDC. Agreed. Cllr Muggridge proposed and Cllr Northam seconded that the number of long terms spaces in Newman Gardens and Fletchers Croft remain as originally agreed by HDC. Agreed. Cllr S Sullivan proposed that the council offer an apology to HDC for having missed their deadline. This was unsupported unanimously. This was a Recorded vote.	TL/MW
FULL/16/210 210.1	ANNUAL PARISH MEETING 20.3.17 Chris Lyons HDC is unavailable to attend this meeting but has offered a member of his staff to talk about Neighbourhood Planning. Clerk to follow up or find alternative speaker if unsuccessful and consult councillors first.	Clerk
FULL/16/211 211.1	FREEDOM OF INFORMATION PANEL Cllrs Cllr Northam proposed and Cllr Hanson seconded that Cllrs Lloyd and Picking join this panel increasing the number to 7. Agreed. Clerk to provide notes. Need to create Terms of Reference for this group.	TL/BP Clerk
FULL/16/212	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS	

- 212.1** Playing Fields Committee – draft revised allotment agreement following NALC template to be considered by this committee 22.2.17; Cllr Lloyd **proposed** and Cllr S Sullivan **seconded** that the minutes of the meeting held on 7.2.17 be accepted subject to amending 114.3 - to Goldsmith and 113.2 – before any action. **Agreed** Clerk
- 212.2** Planning Committee – Cllr Muggridge **proposed** and Cllr Hanson **seconded** that the minutes of the meeting held on 24.1.17 be accepted as a true record of that meeting. **Agreed**. Minutes of the meeting held on 14.2 17 were not yet available - add to next agenda Clerk
- 212.3** Noted
- 212.4** Noted

FULL/16/213 COMMITTEE STRUCTURE

- 213.1** Due to time constraints Cllr Northam **proposed** and Cllr Willett **seconded** that this item be deferred until April meeting. **Agreed**. Cllr Muggridge lodged his objection to the delay.

FUL/16/214 CORRESPONDENCE AND INFORMATION ITEMS

- 214.1** It is hoped that new Government funding will support this initiative.
- 214.2** HDC Electoral Reform - See item xx above
- 214.3** Councillors noted this item and acknowledged cost of related event too costly.
- 214.4** Housing White Paper - noted
- 214.5** Community Infrastructure Levy - noted
- 214.6** HDC Economic Strategy - Cllr Lloyd **proposed**, Cllr Muggridge **seconded** that the council seek a full response from HDC to the comments made by SPC. Delegate to Clerk to prepare response. **Agreed** Clerk

FULL/16/215 DATE OF NEXT MEETING – Annual Parish Meeting 7.30pm 20th March 2017

Due to the confidential nature of the next items, the Chairman Cllr Northam **proposed** this meeting move into confidential session and asked the public to leave at this point. Standing Order 3e applies. Cllr Lloyd **seconded**. **Agreed**. **Recorded Vote** - all in favour except Cllrs G. Sullivan and S. Sullivan who were against.

FULL/16/216 SAYS

- 216.1** Due to time constraints, Cllr Northam **proposed** and Cllr Pearcey **seconded** that this item be delegated to the Finance and Community Committee to consider on 14.3.17. **Agreed**

FULL/16/217 CANCELLATION OF PLANNED FACILITATION SESSION

- 217.1** Councillors S. Sullivan and G. Sullivan having declared a prejudicial interest at the beginning of this meeting made to leave at this point. Cllr Northam invited them to stay but they declined. Remaining councillors discussed the confidential item and agreed a way forward.

Meeting closed at 10pm

Signed Date 19th April 2017
Chairman

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MEETING OF THE ANNUAL PARISH COUNCIL HELD ON MONDAY 20th MARCH 2017 AT 7.30PM IN THE STEYNING CENTRE

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

Speaker : Barbara Childs, Head of Strategic Planning & Sustainability HDC
Clerk : Carol Stephenson

Members of the Public : 19 and Cllr David Barling

Meeting commenced 7.30pm

MINUTES

1. MINUTES OF THE LAST ANNUAL PARISH MEETING 7.3.16

Cllr Northam **proposed** and Cllr Muggridge **seconded** that the minutes be accepted as a true record of that meeting. **Agreed**

ACTION

2. MATTERS ARISING

There were no matters outstanding or arising.

At this point Cllr Northam proposed that items 4 & 5 be brought forward. **Agreed.**

3. PRESENTATION BY BARBARA CHILDS, HEAD OF STRATEGIC PLANNING & SUSTAINABILITY HDC

Barbara gave a presentation on Neighbourhood Planning. She outlined the structure within her department for dealing with planning matters at HDC both planning applications and strategic planning policy matters. She referred to the progress being made by some smaller councils but gave recognition to the complex and diverse nature of the Steyning, Wiston, Ashurst, Bramber (SWAB) cluster working together on a joint Neighbourhood Plan for the area, including different committees arrangement and dates which are not always compatible with each other but nevertheless an important part of the democratic process. With the help of some staff at HDC it is hoped that ultimately a robust, evidenced based, Pre submission plan can be submitted which will stand the test of scrutiny and review as part of the process. She emphasised that having an approved Neighbourhood Plan is pivotal to the HDC Local plan and future development proposals for the area. The process provides for the Plan to be reviewed/updated every 5 years. Barbara advised that a "light touch approach" previously suggested by the Government is no longer acceptable. HDC have now made a new offer of support proposing regular meetings with



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the SWAB Steering Group and at various stages throughout the process. There are templates available, they will help with co-ordinating a referendum, help with pre submission document but sadly there are no funds available from HDC.

4. QUESTIONS TO BARBARA CHILDS

Q. Is SPC on track for producing its Neighbourhood Plan ?

A. Barbara confirmed there is no strict deadline. The Council was designated in sept 2014 however being such a large cluster with all the different issues referred to above, it would be far better to spend the time at this end before publication, having the right information/ evidence etc before reaching the consultation stage.

Q. Mr Cree advised that in other Parish Councils there appears to be more openness and transparency and a willingness to allow members of the public to attend their Neighbourhood Planning meetings than in Steyning.

A. HDC are meeting with SWAB on 5th April 2017 and from what they've seen openness and transparency appears to be happening here. If others do things differently that's fine for them. Would encourage learning from one another. Neighbourhood Planning is still new, still evolving.

Q. What is the relationship between the SDNP who it is understood are working on their own Neighbourhood Plan and HDC Planning matters ?

A. HDC Development Management Team (Planning Team) deal with planning applications on behalf of the SDNP. Barbara confirmed from a Policy perspective, SDNP are working on their own Plan but the two are working closely together .

Q. Could Barbara please explain what's happening about the funding allocated by the Government for 2014-2018 ?

A. Government have reduced funding to councils by 2/3 but have increased local funding for Neighbourhood Planning. There are funds available to claim to do some technical work. HDC can only offer time not cash. HDC provided legal support and financial support to Henfield Parish Council in respect of the Judicial Review which proved to be very costly.

Q. Disappointment was expressed as to the lack of progress by HDC on SPC's submission of the Conservation Area Assessment document and Article 1V.

A. HDC only have 1 Conservation Officer who's time is mainly dealing with Planning applications, although Consultants have been appointed to help in other areas. Barbara agreed to come back to us and update us.

Q. Reference was made to Upper Beeding Cement works and whether the site could be used for future Housing ?

A. Barbara is aware that part of the site is being considered for housing, offices, factory but there are natural constraints i.e the river/possible flooding and the SDNP. HDC Policy is "restoration" looking at alternative users e.g. recreation/employment, but as part of this site falls in SDNP it will largely be up to them to decide what to put in their Plan. HDC have taken over spill responsibility for providing housing from other councils and the cement work site might be one solution.

Q. Why not support housing on brownfield site?

A. "Employment" side is in HDC not the other part of the site. Housing on "road" side wasn't supported by Planning Inspector.

Q. Hamm Farm Quarry site- can HDC provide any help or advice to SPC put forward a good case to WSCC ?

HDC are also a consultee in this process and their influence is limited so not well placed to help but happy to talk separately on this matter.

At this point, Cllr Northam drew the questions to a close and thanked Barbara for

attending tonight. Barbara left the meeting after this item.

5. CHAIRMAN'S REPORT

Cllr Northam read his annual report which included summaries of reports from each of the chairs of the five Committees – copy attached. Full copies of all reports were made available on the night.

6. RESPONSES TO WRITTEN QUESTIONS

Q. One written question had been received asking why written questions had been requested for this evenings meeting which was felt to be contrary to the Council's Standing Orders.

A. An email reply had been sent but was referred to at the meeting which stated that the Annual Parish Meeting is not a "normal" formal council meeting and therefore the Council's Standing Orders do not apply on this occasion. This is an informal meeting for the council to report on progress over the past year and engage with the electorate on community/ council issues.

QUESTIONS FROM THE FLOOR

Q. Can the public attend the meeting referred to above with HDC on 5th April.

A. This is a meeting between SWAB Steering Group and HDC officers. There will be public events during the process as more information becomes available. Cllr Northam provides regular monthly updates to Full Council meetings which are open to the public should they wish to attend.

Q. It was felt if the council consulted long the way this might help inform any future proposals.

A. Public consultation took place in January 2016 to help inform the original 32 sites to be considered. The council will be obliged to demonstrate that it has asked for and considered feedback from the public as part of its submission and that all input has been considered as part of the legal process it has to follow.

Q. A member of the public felt it was wrong for Cllr Northam to dismiss comments being made by another member of the public at this meeting because they disagree with the SWAB process.

A. Apologies were made if this was how it was seen. Cllr Northam was wanting only to correct what he felt to be mis-information.

The member of the public had expressed an interest in joining the Housing focus group some time ago but unfortunately it was full at that time.

Q. What does the Council consider to be the definition of "affordable" homes ?

A. SPC is using the "older" version of affordability, aiming to provide "rented" accommodation to local people at an affordable rent in perpetuity.

Q. Is there a list of people who qualify for such housing ?

A. Yes - but the names are not known to the council. This information is confidential.

Q. A member of the public expressed their thanks to everyone this evening for explaining everything so clearly.

Q. Is this meeting being reported to the press. Is the Chairman going to rebut comments received from a member of the public ?

A. Cllr Northam said no. He also stated that should he stand and be re-elected as Chairman for another term, he will endeavour to instil a more professional image to the way council business is conducted, with shared responsibility between all councillors for decisions being made and would encourage the Chairs of each of the committees to do likewise.

Cllr Northam thanked everyone for attending this meeting of the Annual Parish Meeting and declared the meeting closed at 8.54pm

Signed Date 19th April 2017
Chairman

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EXTRAORDINARY MEETING OF FULL PARISH COUNCIL HELD ON MONDAY 27th MARCH 2017 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk : Carol Stephenson

Members of the Public : 2

Meeting commenced 7.30pm

MINUTES

FULL/16/218 218.1	APOLOGIES Cllrs Howell, Willett	ACTION
FULL/16/219 219.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllrs. Muggridge, Syred – SAYS	
FULL/16/220 220.1	QUESTIONS FROM THE FLOOR None	
FULL/16/221 221.1	RURAL CAR PARKS Current proposal by HDC is for 3 hour maximum stay, no return within 2 hours at Fletchers Croft. (4 hour stay at High St car park). Operating hours 9am – 6pm Mon – Sat with Sun and bank holidays excluded. However, in recognition of events held at the Steyning Centre e.g. whole day events such as weddings, fairs, scouts regional functions, art open days, HDC have offered a local agreement (outside of the Road Traffic Order) for this car park alone, which would allow users to purchase additional tickets from the machine providing a maximum stay of up to 9 hours to accommodate such functions. However, Members felt this proposal to be unfair and that it would not encourage natural turnover of usage of the car park. Members were reminded that the Council relies heavily upon income generated by the Steyning Centre for budget purposes and of the risk of losing bookings	



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because of the new parking arrangements if people are unable to park for longer periods of time whilst attending such functions. Cllr Lloyd advised that the council has already lost one regular booking because of this and would not wish to see more people move their activities elsewhere. Cllr Lloyd therefore **proposed** that the Council accept the offer of a local agreement from HDC allowing up to 9 hrs max stay at Fletchers Croft car park for users of the Steyning Centre, to be managed by Steyning Centre staff in association with room bookings. Cllr Syred **seconded**. Vote - 3 for and 9 against. **Rejected**. Letter to be written to HDC advising of outcome.

Clerk

221.2

Cllr Toomey **proposed** and Cllr Lloyd **seconded** that the Council agree to work with the Chamber of Trade to monitor the new parking arrangements with a view to establishing a workable policy going forwards. Cllr Lloyd **seconded**. **Agreed**. Cllr Muncey asked for volunteers to help monitor. Cllr Lloyd reminded of the apparent disconnect between the new HDC parking arrangements and their Economic Strategy. Clerk reminded that HDC have been invited to meet with SPC councillors on this matter as agreed at F&C Committee on 14.3.17.

FULL/16/222
222.1

SAYS

The new Joint Parishes Youth Committee starts on 1.4.17. Cllr Syred **proposed** the Council accepts the MOU. **Seconded** by Cllr Muncey. **Agreed**. Cllr Syred **proposed** the Council accepts the Terms of Reference. **Seconded** by Cllr Pearcey. **Agreed**. Cllr Syred **proposed** the Council accepts the new Contract between SPC and Horsham Matters with employment costs of £20305.84 and operational costs of £4781.93 pa. **Seconded** by Cllr Hanson. **Agreed**.

FULL/16/223
223.1

COMMITTEE STRUCTURE

Clerk introduced the proposed changes to the committee structure as suggested by the working party commissioned by Full Council on xxx – copy attached to these minutes. The proposal is to make the committee meetings more efficient and effective by reducing the number of committees; hold meetings more frequently i.e monthly (with some exceptions) etc.; timed agendas, more background work to be undertaken by working parties outside of the committee meetings to allow more focussed and shorter discussions at public committee meetings thus reducing time and clutter. Planning Committee have expressed an interest in holding those meetings on a Monday going forwards. Cllr Muggridge **proposed** that Planning Committee move to a Monday evening and to be held monthly. Cllr Hanson **seconded**. **Agreed**. Regarding the proposed changes to all other committees and Full Council meetings, it was agreed that further work be undertaken to clarify some points being made and Cllr Northam **proposed** that the these be deferred and brought back to the next meeting in April for decision; that councillors advise the Clerk of any comments on the current within the next 5 days; and that a further meeting of the working party take place, Cllr Northam to attend, to look at this and

ALL
TL/MS/NM,SN
Clerk

any other proposals. **Seconded** by Cllr Goldsmith. **Agreed**

FULL/16/224 Cllr Northam **proposed** and Cllr Syred **seconded** that the meeting now move into confidential session to discuss the following two items. **Agreed.**

FULL/16/225 STAFF MATTER

225.1 Cllr Northam **proposed** the Chairman and Chairs of each committee meet with the Clerk and Deputy Clerk on Friday 31st March 2017 to discuss future staffing arrangements for Clerk position. Clerk advised, in the meantime, Deputy Clerk be added to bank mandate as an interim measure. **Agreed**

**SN/TL/GM/NM/MW/PB
CLERK/DEPUTY**

FULL/16/226 INSURANCE COVER

226.1 Cllr Northam **proposed** and Cllr Syred **seconded** that this item be deferred as Cllrs Bowell and Willett not present to discuss. **Agreed**

FULL/16/227 Date of next meeting 19.4.17

Meeting closed at 10pm

Signed Date 19th April 2017
Chairman

Neighbourhood Warden Report
Steyping Parish Council – March 2017

Anti-Social Behaviour & Crime

March has again seen the continuation of Anti-Social behaviour in and around the fletcher's croft area with our "upcoming" group of youths. On three separate occasions we have had cause to intervene & confiscate alcohol from minors and certain known individuals in the group. As reported upon in February, we have been feeding information into the Police and Anti-Social Behaviour Team. We have seen an increased Police presence and a decrease of associated criminal damage in the past month.

Over the past month we've had concerns relating to a young person from outside the area who has been regularly drinking under age and been involved with associated ASB. This individual is now known to us but on three occasions had failed to provide name and address details and on two separate occasions refused to surrender alcohol. The individual has been informed that not to comply is committing a further offence, but has still failed on several occasions. We are now working with the Police and Anti-Social behaviour team in relation to this.

We received a call from a resident from the cricket club on Friday the 31st informing us of a large group of young people in the Orchard area drinking and causing a noise nuisance. Upon attending the group immediately dispersed.

Community

The Dingemans Club met four times in March including two outings which were well attended. We also organised two indoor sessions which included indoor games, a quiz and refreshments.

We assisted with the Piazza Italia event on Sunday the 26th by organising the closure of the High Street and helping to manage the flow of diverted traffic. The event was very well attended and there were no reports of any Anti-Social Behaviour.

We have engaged with local skateboarders across the three parishes and will shortly be organising a trip to the Skatepark in Small Dole.

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DRAFT

DATA PROTECTION POLICY

One of the Council's roles is to encourage community involvement and participation; publication of some personal information is integral to this aim. At the same time, such publication must minimise any potential negative impact on individuals, e.g. intrusive marketing or identity theft.

The Council is bound by law to abide by the provisions of the Data Protection Act 1998. The eight principles of the act are given at the end of this Policy along with a link to the full online definition of the Act. It should be noted that any individual has the right to make a complaint to the Information Commissioner and that any upheld complaint against the Council could result in a fine.

The simplest way of ensuring compliance is to adopt a simple set of over-arching principles, since individuals acting for the Council may not be familiar with the full Act. The following principles apply:

Principle 1: Permission

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and permission has been obtained from, the data owner.

Principle 2: Single Use

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained. For example, if the Council gathers personal data for a paper publication it may not subsequently publish that data on the internet, and vice versa.

Principle 3: Protection of Electronic Data

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication. The Council will require that any files thus released are deleted after use.

As further protection, avoid presenting long lists of personal data. In general, contact information should be "dotted around" and presented in the context of other information. This is because there are always people who will use data from the internet for purposes other than that intended. An example would be gathering contact lists for onward sale; in this case, understanding the demographic or locality of contacts makes them more valuable. The way data is presented online may deter such misuse.

The Data Protection Act 1998

For full information see: http://www.ico.gov.uk/for_organisations/data_protection.aspx

The following are the eight principles of the Act reproduced from UK Government web site above:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Agreed April 2017
Review Feb 2019

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DRAFT

SOCIAL MEDIA POLICY

Social Media Policy

What is Social Media?

'Social media' is the term commonly given to websites and online tools allowing users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This interaction can be through computers, mobile phones and new generation technology such as i-pads.

Examples of social media websites include:

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)

Council Use of Social Media Principles

- To publish information about the work of the Parish Council to a wider audience.
- Not to enter into online debates on the work of the Council.
- Social Media must NOT be used in the recruitment process for employees or Councillors as this could lead to privacy, potential discrimination claims and also data protection issues, with the exception of placing vacancy advertisements.

Approved Council Social Media

- Facebook – Set up page to publish Council information that is locked for editing.
- Twitter – The Chairman and the Clerk post updates on the Parish Council's Twitter feed.
- Parish Council website www.steyningpc.gov.uk

Users of Council Social Media

- In accordance with the Council's adopted Standing Orders, the Parish Clerk is the Council's nominated Press Officer authorised to issue press releases. No other member of staff (except for the Deputy Clerk deputising for the Parish Clerk) should be issuing public statements on behalf of the Council.

Guidance for Officers on the Use of Council Social Media

- Officers should know the terms of use on third party websites, e.g. Facebook.
- No information should be published that is not already in the public domain, e.g. already available on the Council's website.
- Information should be factual, fair, thorough and transparent.
- Be mindful that this information may stay in the public domain ad infinitum.
- Respect copyright laws.
- Do not publish or report on conversations that are meant to be private or internal without permission.
- Do not reference other organisations without their approval. When you do make a reference, link back to the source where possible.
- Do not publish anything that would not be acceptable in the workplace.
- Remember that you are an ambassador for the Council and be cordial at all times

Third Party Social Media and Councillor Usage

Relevant Social Media

- Facebook
- Twitter
- Bebo
- Linked in

Usage of Third Party Media in your Official Capacity as a Parish Councillor

You will need to think about whether you are acting as a Councillor, or giving the impression that you are representing your authority. The Council has adopted a Code of Members Conduct which is binding for all members of the Council.

Do

- Set appropriate privacy settings for your blog or networking site – especially if you have a private, non-political blog
- Keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views
- Be aware that the higher your profile as a Councillor, the more likely it is you will be seen as acting in your official capacity when you blog or network
- Ensure you use Council facilities appropriately; if you use a Council provided blog site or social networking area, any posts you make are likely to be viewed as made in your official capacity
- Be aware that by publishing information that you could not have accessed without your position as a Councillor you are likely to be seen as acting in

your official capacity

- Make political points if you wish, but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespect.

Don't

- Blog in haste.
- Post comments that you would not be prepared to make in writing or face to face or could leave you open to allegations of libel.
- Use Council facilities for personal or political blogs.

Remember:

The Council has adopted a Code of Conduct and if you use social media in your official capacity as a Parish Councillor, or may be perceived to be acting in your official capacity, you should be mindful of the seven Nolan principles of the public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Agreed April 2017
Review Feb 2019



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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Email: steyningcentre@btconnect.com

Steyning Parish Council



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MEETING OF PLAYING FIELDS COMMITTEE HELD ON 28th MARCH 2017 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Lloyd, Toomey, Goldsmith, S Sullivan

Clerk : Carol Stephenson

Members of the Public : 7

Meeting started at 7.49pm

MINUTES

PF/16/125 125.1	APOLOGIES FOR ABSENCE Cllrs Northam, Pearcey, Syred	ACTION
PF/16/126 126.1	DECLARATIONS OF INTEREST Cllr S Sullivan member of SOG and lives adj to MPF	
PF/16/127 127.1	QUESTIONS FROM THE FLOOR Mr Brown – has the membership of the proposed hedgerows working party been decided yet ? If not would like to suggest Fran Wedderburn and himself and that perhaps the first meeting could be around Apr/May 17. Cllr Lloyd thanked him and said names would be noted as requested. Could this group help with new soft planting on north and south boundaries Rublees Allotments – on this agenda. Re. Clause 21 on the new allotment agreement – may cause some concern to allotment holders, perhaps this could be softened – on this agenda. Potential confusion as to which fences, hedges allotment holders will be responsible for under new agreement, could this be clarified – Cllr Lloyd agreed to do this in a covering letter. Why are some animals mentioned in the agreement bees etc ? Cllr Lloyd advised these are contained in NALC model template for allotment agreement which has been used as the basis, therefore reluctant to change this.	Clerk TL



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PF/16/128		MINUTES OF PREVIOUS MEETING	
128.1	Cllr S Sullivan asked that Mr Culpit be changed to Dennis Goldsmith min 114.3, agreed. Cllr Lloyd proposed and Cllr S Sullivan seconded that subject to this change, the minutes of the meeting held on 2.2.17 be accepted. Agreed. The minutes for the meeting held on 22.2.17 to be added to next agenda.		CLERK
			CLERK
PF/16/129		MATTERS ARISING AND ACTIONS	
129.1	PF/16/111.1 – noted		
129.2	PF/16/112 – noted		
129.3	PF/16/113.1 – Clerk to provide cost of new litter bin		CLERK
129.4	PF/16/113.2 – noted		
129.5	PF/16/113.3 – noted. Clerk to contact contractor re turf laid beneath gates to play area MPF standing proud and seek correction		CLERK
129.6	PF/16/113.4 – item 130.4 below		
129.7	PF/16/113.6 – gravel board installed		
129.8	PF/16/114.2 – 2 litter bins being moved on MPF to new locations as agreed at committee on 2.2.17 and all open top bins being removed and put into store by 1.4.17. Clerk to advise Cllr Goldsmith which 2 bins being moved.		CLERK
129.9	PF/16/114.3 – noted. Cllr Goldsmith advised the work will be undertaken in the autumn 2017.		
129.10	PF/16/114.3 – noted. Cllr Goldsmith advised the work will be undertaken in the autumn 2017.		
129.11	PF/16/114.4 – noted		
129.12	PF/16/114.6 – noted. Clerk to send copy of risk assessment form to Cricket Club		CLERK
129.13	PF/16/114.8 – Clerk to obtain price for self closing device and for security code keys for next meeting.		CLERK
129.14	PF/16/114.9 – on this agenda		
129.15	PF/16/115.1 – new padlocks purchased for gates at Rublees allotments, code to go out with new allotment agreements.		
129.16	PF/16/115.2 – on this agenda		
129.17	PF/16/116.1 – noted		
129.18	PF/16/116.2 – Cllr Lloyd still to speak to school and scouts. Clerk to look for previous quote for tree work Chandlers Way for next meeting. PF/16/117.2 - Clerk has requested return visit for 2 nd treatment to ivy, awaiting date.		CLERK
PF/16/130		FINANCIAL MATTERS	
130.1	Cllr Lloyd proposed and Cllr Toomey seconded that the Income and Expenditure report for February 2017 be accepted. Agreed		
130.2	Cllr Goldsmith presented to the meeting the quote he had received for artificial turf approx. £2000. He suggested this be delayed until the autumn, in the meantime to visit Henfield Cricket Club where this has been laid. On this basis agreed to defer consideration of grasscrete until then too.		CLERK
130.3	Cllr Lloyd proposed and Cllr Goldsmith seconded that subject to the Clerk enquiring if a timer could be fitted later or must it be fitted now, the council accept the quote for external security light at changing rooms from Mark Perry Option 1 for £145(plus timer £30 if needed). Agreed		CLERK
130.4	Cllr Lloyd proposed and Cllr Goldsmith seconded that rents for changing room facilities be increase annually in line with RPI and that these be reviewed prior		

to new leases being issued in 2018. **Agreed.**

PF/16/131		MEMORIAL PLAYING FIELD	
131.1	Recently circulated latest newsletter from Orchard Committee. Clerk agreed to place on website.		CLERK
131.2	Cllr Lloyd proposed and Cllr S Sullivan seconded that landlord consent be granted for new clubhouse for Steyning Tennis Club. Agreed. Cllr Lloyd proposed and Cllr Goldsmith seconded that landlord consent be granted to remove approx. 2m in length hedge for contractor access and to replant with highest hedge possible on completion of works. Agreed		CLERK
131.3	Cllr Lloyd proposed that Simon Zec be asked to look at the Hornbeam and Maple tree r/o 23 -28 Charlton Street and report back to next meeting. Should works ultimately go head, resident be asked to pay for the work. Clerk to advise applicant accordingly.		CLERK
131.4	Cllr Lloyd proposed and Cllr S Sullivan seconded that permission be granted to Steyning Country Fair for their event including picnic and possible play area on MPF on 29.5.17 subject to providing roof of public liability insurance cover and completion of the council's risk assessment forms. Agreed		CLERK
131.5	Cllr Lloyd proposed and Cllr Goldsmith seconded that, subject to the Clerk contacting the applicant to confirm location, the council will pay to replace the damaged Holm Oak tree with an apple tree up to £100 Steyning Community Orchard Group have kindly offered to including purchase, plant and maintain tree, the work to be undertaken in the autumn 2017 - report back to next committee meeting. Agreed.		CLERK
131.6	Clerk to confirm ownership of chain link fence near bowls club. If the council's, Cllr Lloyd proposed and Cllr S Sullivan seconded that it be repaired up to a cost of £50. If it belongs to the bowls club ask them to repair at their cost. Agreed. Clerk to confirm who is responsible for cutting hedge facing factory and schedule for autumn 2017 if the Council.		CLERK
	Clerk to chase reply from WSCC re request for "keep clear" sign.		CLERK
	Clerk advised householder has arranged for potholes in track to be filled in, work imminent.		
	Cllr Lloyd proposed Clerk to obtain 2 quotes for removal of chippings and branches left following tree works on Rublees/MPF boundary, spend up to £250. Cllr xx seconded. Agreed. Ensure SOG chippings remain untouched.		CLERK
PF/16/132		ALLOTMENTS	
132.1	Cllr Lloyd proposed and Cllr Toomey seconded that the Steyning Parish Council Tenancy Allotment Agreement following the NALC model, with the additional clauses and changes as requested, be accepted. Agreed. Accompanying letter to be sent clarifying which hedges are responsibility of the council and allotment holders.		TL
132.2	HDC have confirmed planning permission is needed for all sheds on allotments. Cllr Lloyd to speak to HDC to see how to resolve asap and any implications for SDNP. Cllr Lloyd proposed and Cllr Toomey seconded that subject to being able to do so and with the agreement of HDC, that the Allotment Association pay SPC for the cost of purchasing a shed and SPC erect this on their behalf. Casting vote by Chairman. Agreed.		TL

132.3	HDC have confirmed, following consideration by their Legal Department that planning permission was not required for the fence at Rublees Allotments.	
132.4	Cllr Lloyd proposed and Cllr Toomey seconded that the council places an order for plants up to £350 for planting adjacent to new fence at Rublees Allotments. Agreed. Allotment Association to liaise with Roger Brown on types of planting. Allotment holders, Steyning Community Orchard and any other volunteers to help with planting.	CLERK
132.5	Item 8.5 on agenda deferred to next meeting.	
132.6	Clerk confirmed that the Allotment Association will need to obtain their own public liability insurance with respect to the proposed bbq event as not covered by council's insurance policy. Clerk to forward details to Sally Sanderson.	CLERK
PF/16/133	OPEN SPACE MATTERS	
133.1	Cllr Lloyd to meet with suppliers of playground equipment on 5 th April 2017 to obtain free, no obligation quote for replacement equipment in each play area.	TL
133.2	The above quote to inform Sec 106 application to draw down funds from HDC for new playground equipment.	TL
133.3	Abbey road – no update	
133.4	MPF – no update	
133.5	Chandlers Way – Clerk to research quote for work to tree for next meeting. Cllr G. Sullivan mentioned property being advertised for sale with “private park”. Clerk to investigate and contact agents if necessary – as is public open space.	CLERK CLERK
133.6	Fletchers Croft – all appears Ok	
133.7	South Ask – no update	
133.8	Normans Way – Cllr Lloyd to approach adjoining property thought to be South Weald to see if they are interested in this piece of land.	TL
PF/16/134	INFORMATION/CORRESPONDENCE ITEMS	
134.1	Clerk to write to Steyning Bowls Club advising track not within our ownership but we are aware home owner will be undertaking repairs to potholes shortly.	TL
134.2	HDC dealing with application for TPO on Perry Pear trees.	
134.3	See 131.6 above.	
134.4	Agreed to add item to next agenda to arrange a hedge working party meeting in October 2017.	CLERK

Meeting closed at 10.10pm

Signed: Date: tba
Chairman

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 14th MARCH 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Pearcey, Syred, Muggridge, Trundle and Picking.

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

		actions
P16/197	APOLOGIES	
197.1	There were apologies from Cllr Northam .	
P16/198	DECLARATIONS OF INTEREST – to receive Councillors declarations of interest in items on the agenda	
198.1	There were no declarations of interest from Cllrs.	
P16/199	MINUTES – to agree and sign the minutes of the 28 th February 2017	
199.1	Cllr Hanson proposed, seconded by Cllr Syred that the minutes of the meeting of 28 th February 2017 are accepted as a true record of the meeting. Agreed	
P16/200	MATTERS ARISING AND ACTIONS	
200.1 -193	Information on Maudlin Hill Farm changes to the bund and time scale for the proposed work has been requested. Response awaited.	
P16/201	PLANNING APPLICATIONS	
201.1	DC/17/0463 – 53 Coombe Road – Erection of a single storey side extension Cllr Hanson proposed, seconded by Cllr Syred No Objection in principle to the application, however Councillors have some concern that the loss of the garage significantly reduces the remaining off-street parking area. Agreed with 1 abstention.	
201.2	DC/17/0436 – 13 Penlands Rise – Erection of two storey side extension, roof conversion (hip to gable) and creation of access. Cllr Muggridge proposed, seconded by Cllr Pearcey No Objection. Agreed.	
P16/202	LATE PLANS	
202.1	DC/17/0343 – 1 Gatewaycke Terrace, Tanyard Lane – Surgery to 1 x Field Maple (Works in a Conservation Area.) Cllr Muggridge proposed, seconded by Cllr Syred No Objection subject to the Arboricultural Officers confirmation that the 80% reduction in height is necessary. Agreed.	



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P16/203 ENFORCEMENT NOTIFICATIONS

Maudlin Hill Farm - Unauthorised bund- SDNP/15/05230/FUL - Owner is proposing to continue the bunding at a height of 1 metre to form a means of enclosure around the field. If the bunding is continuous and only breaks for a access point, then it would be considered a means of enclosure as Part 2 Class A of the GPDO 2015. This work is proposed to start in the Spring. This will be acceptable as long as the work is undertaken to comply with the current breach of planning. Martin Toomey queried if the works to reduce the bunding to 1 meter will resolve the issue of the view and what is the time scale for this work. Deputy Clerk to query this with the Enforcement Officer .

Chalk Pit - Unauthorised building – Newham Lane - No Updates.

White House - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated.

The Beeches, Coxham Lane -letter has not yet been sent re the possible breach of planning.

P16/204 PLANNING DECISIONS FROM HDC

PERMITTED

DC/16/2587 - Meadow Cottage 53 Coombe Road - Erection of a fence (Retrospective).

DC/16/2774 - Alders Horsham Road - Proposed erection of detached triple garage

DC/17/0097 - 57 Laines Road - Proposed single storey rear extension

DC/17/0103 - 72 Kings Stone Avenue - Removal of existing conservatory and erection of single storey rear extensions

DC/16/2771-90 High Street - Demolition of the existing sub standard rear extension and replacement single storey extension on the same footprint (Full Planning)

DC/16/2772 - 90 High Street - Demolition of the existing sub standard rear extension and replacement single storey extension on the same footprint (Listed Building Consent)

DC/17/0155 - 124 High Street - Erection of an oak framed garden room to rear elevation, replacement windows and alteration to existing driveway wall (Full Planning)

DC/17/0156 - 124 High Street - Erection of an oak framed garden room to rear elevation, replacement windows and alteration to existing driveway wall (Listed Building Consent)

P16/205 OPTIONS FOR PLANNING MEETINGS FOR 2017/18 –

205.1

A letter has been received from Manny Singh, Planning Support Team Leader, advising of how HDC need to consult on planning applications and their process for doing so.

It was suggested that a meeting be held on a 3 week rolling programme, however this would not fit in with the other regular bookings of the rooms.

All present members of the committee were amenable to a proposal to have future meetings on a Monday evenings, and on a monthly (rather than fortnightly) basis. (Subject to agreement of the Full SPC Council)

Cllr Muggridge **proposed, seconded** by Cllr Picking that one meeting a month will be held on either 2nd or 4th Monday of the month to start at 7.30pm. Should there be any plans where the due date falls out of monthly sequence councillors will correspond by email and if necessary a short supplementary meeting will be arranged. A supplementary meeting will need to be requested by at least 2 councillors from this committee (or 1 councillor and the Deputy Clerk). Agreed.

P16/206 CORRESPONDENCE/INFORMATION

None

P16/207 DATE OF NEXT MEETING: Tuesday 28th March 2017 at 7.00pm

The Chairman closed the meeting at 7.36 pm

Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 28TH FEBRUARY 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Pearcey, Syred and Picking.

Members of the public: 1 - Cllr Martin Toomey

Clerk – Hazel Roxby

MINUTES

		actions
P16/187	APOLOGIES	
187.1	There were apologies from Cllr. Muggridge, Trundle and Northam	
P16/188	DECLARATIONS OF INTEREST – to receive Councillors declarations of interest in items on the agenda	
188.1	There were no declarations of interest from Cllrs.	
P16/189	MINUTES – to agree and sign the minutes of the 14 th February 2017	
189.1	Cllr Hanson proposed, seconded by Cllr Pearcey that the minutes of the meeting of 14 th February 2017 are accepted as a true record of the meeting. Agreed	
P16/190	MATTERS ARISING AND ACTIONS	
190.1	None	
P16/191	PLANNING APPLICATIONS	
191.1	DC/17/0151 – Old Farm Cottage, Staplefields, Horsham Road – Removal and replacement of existing roof coverings cleaning and re-using Horsham stone and clay tiles. Undertake limited/essential repair to timber elements of roof structure and replace roof felt, battens, soakers valleys etc. Insert 2 x vent pipes to east for ventilation of bathroom. LBC Cllr Syred proposed, seconded by Cllr Pearcey No Objection. Agreed	
191.2	DC/17/0312 – Haven St Mary, Little Drove. – non-material amendment to DC/16/1799 to increase the length of the side extension, keeping the width the same so the front elevation remains the same. Cllr Hanson proposed, seconded by Cllr Syred No Objection. Agreed	
191.3	DC/17/0314 & 0315 – 83 High Street – Installation of 1 x conservation roof light to kitchen roof LBC & Householder permission Cllr Pearcey proposed, seconded by Cllr Hanson No Objection. Agreed	

- 191.4 **DC/17/0268 – 8 CHURCH Mead** – First floor side extension above existing garage and kitchen.
Cllr Picking **proposed, seconded by Cllr Syred No Objection. Agreed**
- 191.5 **DC/17/0349 – 11 Penlands Vale** – Surgery to 1 x Ash Tree.
Cllr Hanson **proposed, seconded by Cllr Pearcey No Objection Subject to HDC'S Arboricultural Officers advice. Agreed**
- 191.6 **DC/17/0222 – Ash Lea Coxham Lane** – Surgery to 1 x Ash tree
Cllr Hanson **proposed, seconded by Cllr Picking No Objection. Subject to HDC'S Arboricultural Officers advice. Agreed**
- P16/192 LATE PLANS**
192.1 None for this meeting
- P16/193 ENFORCEMENT NOTIFICATIONS**
Maudlin Hill Farm - Unauthorised bund- SDNP/15/05230/FUL - Owner is proposing to continue the bunding at a height of 1 metre to form a means of enclosure around the field. If the bunding is continuous and only breaks for a access point, then it would be considered a means of enclosure as Part 2 Class A of the GPDO 2015. This work is proposed to start in the Spring. This will be acceptable as long as the work is undertaken to comply with the current breach of planning. Martin Toomey queried if the works to reduce the bunding to 1 meter will resolve the issue of the view and what is the time scale for this work. Deputy Clerk to query this with the Enforcement Officer. **Action**
Chalk Pit - Unauthorised building – Newham Lane - No Updates.
White House - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft closeboard fence but has not currently been validated.
The Beeches, Coxham Lane -letter has not yet been sent re the possible breach of planning.
It was noted that trees have been planted to screen the bund at Wappingthorn Farm to comply with enforcement conditions.
- P16/194 PLANNING DECISIONS FROM HDC PERMITTED**
DC/17/0172-Land to the North of Kings Barn Farm, Kings Barn Lane – Replace an existing single steel lattice pole with a proposed wooden H pole and switch within the existing 33kv wood pole overhead line.
- REFUSED**
DC/16/2673 – 2 Henderson Walk – Erection of single and two storey rear extensions
- P16/195 CORRESPONDENCE/INFORMATION**
195.1 Information from Norman Kwan concerning the new system that is replacing CIL. The email was sent to all councillors and taken as read.
195.2 HDC have forwarded an updated Statement of Community Involvement. This has been sent to all councillors and placed on the website.
195.3 CAGNE have informed of a meeting being held on 3rd March at Warnham Village Hall doors open 7pm for a 7.30pm start.
195.4 Mark Daly, Planning Officer has sent a questionnaire for Steyning Parish Council Conservation Area Appraisal project. Cllr Muggridge and the Deputy Clerk have resent the Conservation Area Document that was worked on by Steyning Parish Council and agreed

last year and requested that he let us know if he requires more information.

P16/196 DATE OF NEXT MEETING: Tuesday 14th March 2017 at 7.00pm

The Chairman closed the meeting at 7.25pm

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Members of the public: 1 - Cllr Martin Toomey

Clerk – Hazel Roxby

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last year and requested that he let us know if he requires more information.

P16/196 DATE OF NEXT MEETING: Tuesday 14th March 2017 at 7.00pm

The Chairman closed the meeting at 7.25pm

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 28th MARCH 2017 AT 7.00PM AT THE STEYNING CENTRE

Present: Cllrs Hanson, Muggridge, Trundle and Picking.

Members of the public: Cllrs S Sullivan, G Sullivan and R Goldsmith

Clerk – Hazel Roxby

MINUTES

		actions
P16/208	APOLOGIES	
208.1	There were apologies from Cllr Northam, Pearcey and Syred.	
P16/209	DECLARATIONS OF INTEREST – to receive Councillors declarations of interest in items on the agenda	
209.1	There were no declarations of interest from Cllrs.	
P16/210	MINUTES – to agree and sign the minutes of the 14 th March 2017	
210.1	Cllr Muggridge proposed, seconded by Cllr Hanson that the minutes of the meeting of 14 th March 2017 are accepted as a true record of the meeting. Agreed	
P16/211	MATTERS ARISING AND ACTIONS	
211.1 -193	Information received on Maudlin Hill Farm is that the bund will be reduced down to a height of 1 metre which will be roughly the same height as the existing hedge. The work will commence in the spring.	
P16/212	PLANNING APPLICATIONS	
212.1	DC/17/0523 & 0524 - Co-Operative Stores 43-45 High Street – The installation of a freestanding automated teller machine(Full Planning) and installation of 6 decals – non illuminated (advertisement consent). Cllr Muggridge proposed, seconded by Cllr Trundle No Objection . Agreed	
212.2	DC/17/0246 – Long Meadows, Castle Lane – Proposed single storey extension to rear elevation and proposed 2 storey side extension Cllr Muggridge proposed, seconded by Cllr Hanson No Objection . Agreed	
212.3	DC/17/0592 – 2 Henderson Walk – Erection of single and two storey rear extensions with revised lower roof line following refusal of DC/16/2673 Cllr Muggridge proposed, seconded by Cllr Picking No Objection . Agreed	

- 212.4** DC/17/0533-The Coach House, Sheep Pen Lane – Addition of 4 new conservation style clear glass rooflights and erection of new timber clad porch to front elevation.
Cllr Muggridge **proposed, seconded by Cllr Hanson No Objection . Agreed**
- 212.5** SDNP/16/05909/FUL – The Chalk Pit, Newham Lane – Erection of a barn.
Comments: Cllrs expressed concern of the lack of detail in the supplied plan and elevations e.g.
- the orientation of the building,
 - the access in relation to the road
 - the size and scale of the building.
- Cllrs also expressed concern on the answers to some of the questions in the planning application e.g.
- the applicant claims the barn is small – This is not supported in the plan
 - it states there is no archaeological potential – Cllrs would like to know the basis supporting this comment.
 - it states trees on site are not important – however they are in the SDNP.
 - the applicant claims the barn is in a low lying area- however it is actually on an elevated site and can be seen both from the road and from the caravan site below it
- Cllrs are concerned that the planned increase in on-site parking on site should not represent an increase in traffic accessing the site, on a blind bend.
Cllrs acknowledge that the planned building with cladding would represent a visual improvement from the previous scaffold racking surrounded by tall rusty corrugated sheeting, which has been a cause of concern by local residents for several years.
Further to the above
Cllr Picking **proposed, seconded by Cllr Trundle that there is no formal objection to the plan, but requests that the Planning Officer visits the site to assess the suitability of this scale of this development within the SDNPA. Agreed with 1 objection.**

- 212.6** DC/17/0408 - Orwell, 22 High Street – Retrospective replacement of interlocking concrete roof tiles to 500.250mm natural slate roof coverings.
Cllr Hanson **proposed, seconded by Cllr Trundle No Objection. Agreed**

P16/213
213.1 **LATE PLANS**
None

- P16/214** **ENFORCEMENT NOTIFICATIONS**
Maudlin Hill Farm - Unauthorised bund- SDNP/15/05230/FUL - Work to reduce height to 1 metre to form a means of enclosure around the field is due to start in the Spring.
Chalk Pit - retrospective planning application has been received.
White House - Unauthorised high fence – Newham Lane – An Application has been submitted for an 8ft close-boarded fence but has not currently been validated.
The Beeches, Coxham Lane -A retrospective planning application is to be submitted.

- P16/215** **PLANNING DECISIONS FROM HDC**
PERMITTED
DC/17/0082 - Tribschen, Mouse Lane - Fell x 1 Leylandii (Works to Trees in a Conservation Area)
DC/17/0088 - 30 Middle Mead - Single storey side/front extension –
DC/17/0268 - 8 Church Mead - First floor side extension above existing garage and kitchen

WITHDRAWN

- P16/216** **DC/17/0312 - Haven St Mary Little Drove** - Non Material Amendment to previously approved application DC/16/1799 single storey side extension, Amendments Sought to increase the length of the side extension, keeping the width the same so that the front elevation remains the same
- 216.1**

P16/217 **CORRESPONDENCE/INFORMATION**

A press release from EON has been received on the First turbine installed a Rampion.
The item has been forwarded to committee members and will be placed on the website.

DATE OF NEXT MEETING: Tuesday 11th April 2017 at 7.00pm

The Chairman closed the meeting at 7.43 pm



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**MEETING OF FINANCE AND COMMUNITY COMMITTEE
HELD ON 14th MARCH 2017 AT 7.45PM
IN THE STEYNING CENTRE**

Present : Cllrs Bowell, Syred, Lloyd, Muncey, Willett, Muggridge

Clerk : C. Stephenson

Members of the Public : 1

MINUTES

F&C/16/139 **APOLOGIES FOR ABSENCE**
139.1 Cllr Northam, Goldsmith, G Sullivan

F&C/16/140 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
140.1 Cllrs. Bowell, Syred and Muggridge – SAYS

F&C/16/141 **QUESTIONS FROM THE FLOOR**
141.1 Q. Mr Cree – Could SAYS accounts for 2015/16 be upload onto council web site and how much was sent for 2015/16 ?
 A. Yes will place accounts on website and will come back to Mr Cree with information requested.
 Q. Mr Cree – see email
 A. every year the council works on a zero based budget. 2017/18 budgets will be uploaded onto website in due course.
 Q. Mr Cree – question was asked in relation to the proposed new committee structure.
 A. Mr Cree was advised that no decision has yet been made on the way forward and that this matter will be discussed by Full Council on 19.4.17.

F&C/16/142 **MINUTES OF PREVIOUS MEETING**
142.1 Cllr Bowell **proposed** and Cllr Muncey **seconded** that the minutes for the meeting held on 10.1.17 be accepted as a true record of that meeting. **Agreed**

F&C/16/143 **MATTERS ARISING AND ACTIONS**
143.1 F&C/16/124 - noted
143.2 F&C/16/125 - noted
143.3 F&C/16/126 - noted
143.4 F&C/16/127 -noted
143.5 F&C/16/128 - noted
143.6 F&C/16/129 - noted

143.7	F&C/16/131.2 - noted	
143.8	F&C/16/132.2 – noted	
143.9	F&C/16/132.3 – noted	
143.10	F&C/16/132.4 – noted	
143.11	F&C/16/132.6 – noted	
143.12	F&C/16/132.7 – Clerk to report back	Clerk
143.13	F&C/16/133.1 - noted	
143.14	F&C/16/135.1 – item on Full Council agenda 19.4.17	
143.15	F&C/16/137.1 – see F&C/16/155 below	
F&C/16/144	SAYS	
144.1	Cllr Bowell advised that there had been a meeting the previous evening and that the final documents to be considered and signed are still awaited. Clerk to add to agenda for EOM Full Council meeting on 27.3.17	Clerk
F&C/16/145	PAYMENTS LIST JANUARY AND FEBRUARY 2017	
145.1	Cllr Bowell proposed and Cllr Willett seconded that the list of payments for January 2017 be agreed. Agreed. Cllr Bowell proposed and Cllr Syred seconded that the list of payments for January 2017 be agreed. Agreed.	
F&C/16/146	LEGIONNAIRES	
146.1	Clerk confirmed order had been placed for remedial works at Steyning Centre, High Street toilets and the changing rooms. Works due to start w/c 20.3.17. Cllr. Lloyd proposed and Cllr Muncey seconded that the revised quote for 6 monthly and annual inspections by specialist contractor be accepted. Agreed	Clerk
F&C/16/147	SEC 106 MONIES	
147.1	Confirmation has been received that Sec 106 applications would be accepted for new playground equipment and CCTV. Cllr Lloyd to lead on Council's application.	TL
F&C.16/148	COMMITTEE ITEMS	
148.1	Playing Field Committee dated 7.2.17 and 22.2.17 – see F&C/16/150.5 and F&C/16/150.8 below Highways and Lighting Committee dated 7.3.17 – Cllr Muncey advised all within budget.	
F&C/16/149	BUSINESS PLAN/EMERGENCY PLAN	
149.1	Agreed to add these to Working Practices Group for review. In the meantime Clerk to update names and contact details on existing documents and re-circulate to emergency services.	Clerk
F&C/16/150	FINANCE MATTERS	
150.1	Clerk to check code 4032 - grant to RBL for 2016/17 has been claimed and paid and any internal recharges undertaken. Clerk to ascertain why double entry for code 4101. Cllr Lloyd proposed and Cllr Syred seconded that the income and expenditure report for January and February 2017 be accepted. Agreed.	Clerk
150.2	Cllr Bowell confirmed annual increase in salaries has been included in budget for 2017/18.	
150.3	Cllr Muncey proposed and Cllr Lloyd seconded that Cllr Bowell and the Clerk be delegated to set up a new bank account solely for Council Reserves and to operate in accordance with Council Financial Regulations. Agreed.	PB/Clerk
150.4	Members noted annual internal audit engagement letter.	

150.5	Cllr Lloyd proposed and Cllr Syred seconded that the balance of £7k previously agreed to be used from reserves towards Rublees fence be put back into reserves. Agreed	
150.6	Clerk to advise St Barnabas that due to a shortage of funds this year the council is unable to contribute towards this cause on this occasion. Clerk to invite them to re-apply early 2017/18.	Clerk
150.7	Clerk to advise Steyning Music Society that due to a shortage of funds this year the council is unable to contribute towards this cause on this occasion. Clerk to invite them to re-apply early 2017/18. Clerk to ascertain who owns the piano.	Clerk
150.8	Cllr Lloyd proposed and Cllr Muncey seconded that a sum not exceeding £1000 be allocated to obtain legal advice in respect of the proposed of the additional clauses in the new allotment agreement. Agreed . Delegated to Cllr Lloyd and Clerk to action.	TL/Clerk
150.9	Cllr Muncey proposed and Cllr Syred seconded that the council accept the quote for £380 to paint the CCTV pole whilst installing the new camera in the High Street. Agreed .	Clerk
150.10	Cllr Syred proposed and Cllr Lloyd seconded that the Clerk and Deputy to discuss level of gas care cover required; to be referred to Steyning Centre Committee on 4.4.17 for consideration and progressing and subject to a site visit by British Gas, to obtain a gas care contract up to a maximum spend of £396 from Annual Maintenance Contract budget. Agreed .	Clerk
F&C/16/151	HDC ECONOMIC STRATEGY	
151.1	Agreed to invite Clare Mangan HDC to a meeting for HDC to outline their proposals and ideas and relation to other HDC policies e.g. car parking. To invite other councillors, Business Chamber, Partnership.	Clerk
F&C/16/152	CORRESPONDENCE/INFORMATION ITEMS	
152.1	Clerk advised that following a complaint made by a member of the public to the Information Commissioners Office regarding alleged non compliance of the Council with the mandatory Publication Scheme for Parish Councils, the Council has been advised that the Commissioner has investigated and acknowledges the Council's improvement activity with regard to compliance and has informed the complainant that the file is now closed. Noted.	
F&C/16/153	See F&C/16/141.1 above	
F&C/16/154	Cllr Bowell proposed that the meeting now move into confidential session under Standing Order 3e. Cllr Lloyd seconded . Agreed . The member of the public left the room at this point	
F&C/16/155	CCTV	
155.1	Cllrs Goldsmith and G Sullivan were not present to provide an update on any progress being made nor quotes previously requested. Clerk to arrange meeting with Police and to invite all councillors, Business Chamber, Greg Charman and Wardens to discuss possible future options. Clerk to remind Cllrs Goldsmith and G Sullivan of a) agreed trial replacement camera (with no commitments) in High Street and to progress if not already in hand; b) to undertake work to satisfy Principle 1 and report back to next F&C committee and c) to advise this committee if unable to undertake this project.	Clerk RG/GS
F&C/16/156	STAFFING MATTER	

156.1 Councillors have agreed a way forward. Clerk to follow up on agreed actions. **Clerk**

F&C/16/157 **Date of next meeting 11th April 2017**

Meeting closed at 10.15pm

Signed Date 11th April 2017
Chairman of F&C Committee

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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 4th APRIL 2017 AT 7.45PM

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

Members of the public: None

Minutes: Hazel Roxby

Minutes

Action

- | | | |
|--------------------|---|--|
| SC16- 72 | Apologies for absence | |
| 72.1 | Apologies of absence were received and accepted from Cllrs Northam and Pearcey | |
| SC16-73 | Declarations of Interest | |
| 73.1 | There were no declarations of Interest received from Cllrs. | |
| SC16-74 | Questions from the Floor | |
| 74-1 | None | |
| SC16-75 | Minutes of the previous meeting | |
| 75.1 | Cllr Hanson proposed, seconded by Cllr Toomey that the minutes of the meeting of 28 th February 2017 be accepted as a true record of the meeting.
Agreed | |
| SC16-76 | Matters arising and Actions | |
| 76.1 - 67.3 | Request advice on lubricant for partition doors and advise Easyglide of plans for future service to doors. The company have advised WD40 as a lubricant. A service will need to be ordered as and when required in the future. | |
| 76.2-69.2 | The work to replace the ladies and gents toilet fans has been booked for 12 th April. Cllr Sullivan queried if there was a reason that 3 fans had failed at the same time- it was noted that they were the original fans that were installed when the building was built and had failed through wear and tear. | |
| 76.3 | Cllr Toomey queried whether the end of year accounts had highlighted any left over budget for the skylights – it was noted the end of year accounts had not yet been processed. Bring back to next meeting. | |



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- 76.4** Cllr Toomey queried what will be done should any groups not have public liability. The Deputy Clerk to inquire with the insurance company if groups if it is a requirement for groups to hold their own insurance.
- SC16-77** **Deputy Clerk's Report and Steyning Centre update**
- 77.1** Legionaries progress Update – all the work has been carried out by Cowleys, staff training has been done. The Clerk is taking a full report to F&CP next week as the staff training has highlighted some issues that will need to be resolved.
- 77.2** Probus group have requested that if they purchase smaller round tables for their meetings once a month that they store them here at the Steyning Centre and allow other users to be able to use them. It was noted that storage and space is very short at the centre and there are already 3 different sizes of tables available to customers with this in mind it was agreed that further tables could not be accommodated.
- 77.3** It was noted that the introduction of car parking charges in Fletchers Croft has already resulted in the loss of 1 all day booking for the building amounting to approximately £400. Since the charges came in force on Monday 3rd April there has been lots of issues which result in members of the public inquiring in the centre taking up the time of the staff. There have been issues with the machine which have been reported by the staff to HDC. It was agreed that the staff should monitor the interruptions, the loss of bookings and costs and report back to next meeting.
- SC16-78** **Business performance**
- 78.1** The film night in March had 148 attendances giving a net profit of 304.00
The sales from wine was £25.50
- SC16-79** **Financial items**
- 79.1** To receive the Income & Expenditure Report for February 2017.
Cllr Syred **proposed, seconded by** Cllr Willett that the income and expenditure be agreed as a correct record. **Agreed.**
- 79.2** To discuss Gas Careplan for Steyning centre - Prices have been circulated to members for a Careplan – It was suggested at the last F&CP Meeting that a plan £396.00 per year be purchased. This would be subject to an engineer site visit and confirmation that the boiler is 40kw or below. Cllr Sullivan **Proposed, seconded by** Cllr Syred to put in place the care plan at £396.00 per year subject to boiler being below 40kw. **Agreed**
- 79.3** To discuss possibility of changing to LED lighting - It was agreed to get an Electrician to advise if the change is possible and if so to advise the best way forward and possible costs involved.
- 79.4** To agree the Gardeners annual increase - From 1st April the cost per hour for the gardener will increase from £16.00 to £17.00 as per the letter copied to members. Cllr Hanson **proposed, seconded by** Cllr Sullivan to agree the increase. **Agreed**
- 79.5** To agree expenditure for new double door panic bolt set for 1 set of Coombe Court doors. One set of opening doors in Coombe Court has been unsafe as the mechanism is failing. The caretaker has carried out many repairs however

the problem cannot be fixed. A new set can be purchased at a cost of £272.32 and can be fitted by the caretaker. Cllr Willett **Proposed, Seconded** by Cllr Toomey to purchase a new set of bolts. **Agreed**

SC16-80
80.1

Staff Matters

Daren Pegg has had to reduce his hours as caretaker due to taking a full time job elsewhere. John Connell started training on Friday 31st March and will hopefully be up to speed in 2 weeks. The Deputy Clerk has been doing some evenings and the other caretakers have done extra shifts over the last 2 weeks and will the team will continue to do so where possible until John is trained.

SC16-81
81.1

Correspondence

None for this meeting

SC16-82
82.1

Date of the next meeting

Tuesday 23rd May 2017 at 7.30pm

Cllr Willett gave apologies for the next meeting.
The Chairman closed the meeting at 8.35pm

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STEYNING CENTRE COMMITTEE MEETING THE STEYNING CENTRE TUESDAY 28th FEBRUARY 2017 AT 7.45PM

Present: Cllrs Willett, Toomey, Hanson, Syred and Pearcey

Members of the public: None

Minutes: Hazel Roxby

Minutes

		Action
SC16- 62 62.1	Apologies for absence Apologies of absence were received and accepted from Cllrs Northam and. S Sullivan	
SC16-63 63.1	Declarations of Interest There were no declarations of Interest received from Cllrs.	
SC16-64	Questions from the Floor None	
SC16-65 65.1	Minutes of the previous meeting Cllr Willett proposed, seconded by Cllr Hanson that the minutes of the meeting of 3 rd January 2017 be accepted as a true record of the meeting. Agreed	
SC16-66 66.1-54.1	Matters arising and Actions The projectionist for the film night has been informed that there will not be a film in December this year.	
66.2-56.2	The water dispenser has been purchased .	
66.3 -59.1	Price changes for 2017-18 have been changed in line with last meeting alterations and will be implemented from 1 st April.	
66.4 -53.1	The ADT security alarm routine inspection carried out on 4 th January concluded that there were no problems with the system.	
SC16-67 67.1	Deputy Clerk's Report and Steyning Centre update Legionaries progress Update. The work has been ordered and will be carried	Actions



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out as soon as possible. An online course for James Hermon and Deputy Clerk has been booked. The main stop cocks have been labelled, James is carrying out the lagging of tanks. A thermometer has been purchased to carry out the testing of hot water and not drinking signs and caution hot water signs have been placed where needed.

67.2 Public Liability log update – all regular customers have been asked for a copy of their public liability and Tessa is keeping a log. It was noted that some groups do not have public liability insurance. The Deputy Clerk was asked to inform the clubs that they do require the cover. **Action**

67.3 Partition door repairs update- the repairs and service has been carried out at a cost of £725.00 plus VAT. A report of the work has been sent to all committee members.

An annual service plan, fixed for 3 years, has been sent out (forwarded to committee members) proposing a fee of £425.00 per year which also includes telephone support and 2 free call outs per year which includes 1 hour on site. Councillors felt that the cost was high compared to the service that had just been carried out. The Deputy Clerk was asked to request instructions on maintaining the doors and to purchase the lubricant that can be used. Also to inform the company that they will be called on an ad-hoc basis and the committee would suggest a service in 3 years. Thanks were voiced for James for finding and approaching the company.

SC16-68 Business performance

68.1 The film night in January and February had 45 and 41 attendances respectively.

The sales from wine was £17.50. A loss of £157.00 was made for the 2 months. The next film on 1st March, A street Cat named Bob, is looking more positive for ticket sales. The film booked for April is Inferno.

SC16-69 Financial items

69.1 To receive the Income & Expenditure Report for January 2017.

Cllr Toomey **proposed, seconded by** Cllr Hanson that the income and expenditure be agreed as a correct record. **Agreed.**

69.2 The 2 fans in the ladies toilet and 1 fan in the gents toilet are not working properly. A quote has been received at a cost of £320 to supply and fit all 3 fans. Cllr Willett **proposed, seconded by** Cllr Pearcey that the quote be accepted and the work ordered. **Agreed**

69.3 At the last meeting the budget figures for the Steyning Centre included £7000 for the replacement of 5 skylights. At an EOM for the whole councils budget it was agreed that the precept should be kept at a minimum increase and therefore the skylights should only be replaced if there is enough money left over at the end of the financial year (1st April). The Clerk will inform of unspent budgets in April.

69.4 The National Living Wage will increase from £7.20 per hour to £7.50 per hour on 1st April. This was included in the Steyning Centre salaries budget and will be implemented on 1st April.



SC16-57 **Correspondence**
70.1 None for this meeting

SC16-58 **Date of the next meeting**
71.1 Tuesday 4th April 2017 at 7.30pm

The Chairman closed the meeting at 8.25pm

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MEETING OF THE HIGHWAYS AND LIGHTING COMMITTEE HELD ON 7th MARCH 2017 AT 7.30PM IN THE STEYNING CENTRE

Present : Cllrs Muncey, Bowell, G. Sullivan, Picking, Trundle

Clerk : Carol Stephenson

Members of the Public : 1

MINUTES

H&L/16/67 67.1	APOLOGIES Cllrs Northam, Syred	ACTION
H&L/16/68 68.1	DECLARATIONS OF INTEREST AND DISPENSATIONS None	
H&L/16/69 69.1	QUESTIONS FROM THE FLOOR q. Mr Cree – Interested in further flood prevent work in Mouse Lane. Is Council planning to make a further bid to Operation Watershed? A. Cllr Muncey confirmed WSCC have announced there is some further funding being made available and a new round of bids will start in April. The Council will consider if there are other areas in Steyning besides Mouse Lane in agenda item 16.5.	
H&L/16/70 70.1	MINUTES OF PREVIOUS MEETING Cllr G Sullivan proposed and Cllr Picking seconded that the minutes of the meeting held on 22.11.16 be accepted as a true record of the meeting. Agreed	
H&L/16/71 71.1	MATTERS ARISING AND ACTIONS H&L/16/57.2 – Cllr Bowell and Picking still to identify any “illegal” dropped kerbs or overhanging vegetation	PB/BP
71.2	H&L/16/57.4 – item 9 on agenda	
71.3	H&L/16/58.1 – noted	
71.4	H&L/16/61.1- noted	BP



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71.5	H&L/16/62.1 – item 12 on agenda	
71.6	H&L/16/63.1 – item 6.1 on agenda	
71.7	H&L/16/64.1 noted	
H&L/16/72	FINANCIAL REPORT	
72.1	Cllrs agreed December and January budget printouts now overtaken by Februarys. Cllr Muncey proposed and Cllr Howell seconded that subject to the Clerk confirming expenditure on codes 4000, 4253, 4254, that the income and expenditure report for February 2017 be accepted. Agreed	Clerk
72.2	Clerk to ensure accruals carried forward to next financial year for electricity, water, and legal expenses re High St toilet lease	Clerk
H&L/16/73	STREET CLEANING	
73.1	Cllr Muncey proposed she and Clerk work together to produce a business case to secure additional funding of £700 via the Environmental Grant from HDC towards pressure washing of the High Street on an annual basis. Cllr G Sullivan seconded. Agreed	GM/Clerk
73.2	Cllr Muncey proposed to introduce new monitoring regime for April and May 2017 of new street cleaning/litter bin contract subject to changes discussed i.e. Cllr Howell to absorb route for Cllr Northam and Cllr Picking to absorb route for Cllr Syred. To review arrangements after introduction of new committee structure/committee membership post May Full Council. Cllr Muncey to send confirmation email.	GM/H&L members
H&L/16/74	LEGIONNAIRE REPORT	
74.1	Order placed for one-off legionnaire work to be undertaken. Training of staff in hand for ongoing monitoring. Cllr Howell confirmed funds have been made available this year and next.	
H&L/16/75	HIGH STREET TOILETS	
75.1	Cllr Muncey has inspected toilets and is satisfied work undertaken is satisfactory. Clerk to provide temporary laminate sign advising “ladies only”. Still to resolve radar lock on disabled toilet.	Clerk
75.2	Clerk to ask caretaker to start opening of new urinal from Mon 13 th March 2017. Cllr Picking to move ‘male’ sign over this weekend	Clerk
75.3	Cllr Muncey proposed and Cllr Trundle seconded purchase of new wet/vax machine at a cost of £125. Agreed	Clerk
75.4	Cllrs agreed to continue to provide consumables for town events. Clerk to advise contractor of event planned for 2.4.17 and to ask for the two litter bins at the High St toilets to be emptied by 9.30am that day.	Clerk
H&L/16/76	RURAL CAR PARKS	
76.1	Clerk advised of request received today from HDC for SPC to review the number of long term parking permits in Newman Gardens and Fletchers Croft car parks. After much discussion, Cllr Muncey proposed and Cllr Howell seconded that Cllr Muncey draft reply to HDC re-iterating decision of Full Council and circulate to H&L members, then all cllrs before submitting to HDC. Agreed.	GM
H&L/16/77	ADVERTS HORSHAM ROAD	

77.1	Cllr Picking proposed and Cllr Trundle seconded that the council advise Steyning and District Partnership of the council's support for their proposed informal agreement to manage such adverts and ask that "Election material" be added to prohibited signage. Agreed	Clerk
H&L/16/78 78.1	IMPROVEMENTS TO HIGH STREET SAFETY PEDESTRIAN/MOTOR VEHICLES Cllrs agreed to delegate to Cllr Howell to continue liaising with Mr Comber and report back to next meeting.	PB
H&L/16/79 79.1	CORRESPONDENCE/INFORMATION ITEMS Mouse Lane gullies appear to be clear, so no further action needed at present. Dog fouling – agreed to ask Wardens if they are aware of DNA testing scheme or any other form of monitoring scheme being operated elsewhere and report back to next meeting.	Clerk
79.2	Email received re dangerous parking junction Goring Road/ Bramber Road – WSCC matter. Inform resident that matter passed to D Barling.	Clerk
79.3	Clerk to obtain quote for cleaning/remedial works of Poem on the Stone and report back to next meeting.	Clerk
79.4	Clerk to see when consultation period ends – Cllr Muncey proposed and Cllr Picking seconded that if there is time add to Full Council agenda in April , if not H&L to send letter strenuously objecting to this proposal. Agreed	Clerk/GM
79.5	WSCC have announced further phase of Operation Watershed to commence this spring. Clerk to approach Chris Stark WSCC and ask for site meeting to discuss flooding on road to Ashurst and if they would support a bid. Consider further works at Mouse Lane and GM to ask Wiston Estate if they would work with the Council on a further bid.	Clerk GM
79.6	Clerk to consider if any further training required for us of Parish mapping system v.v. free course being run by WSCC. Letter received today re rate relief for public toilets – Cllr Muncey proposed and Cllr Picking seconded that SPC write letter of support for introduction of mandatory rate relief. Agreed	Clerk Clerk
H&L/16/80	Date of next meeting 25th April 2017	80

Signed Date
Chairman

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 Tuesday	FINANCE & GENERAL PURPOSES - Tuesday	AMENITIES Tuesday	FULL COUNCIL Monday
9 members	9 members Chair & Vice Chair of Council. Chair of each committee + 4 To include : - management of all assets inc all buildings - inc/expenditure inc rents - Policies - Staff matters - All contracts, leases	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.

11. Correspondence

A reminder that all correspondence should be dealt with through the Clerk/Deputy Clerk. Any councillor corresponding outside of this, should make it clear that it is their own personal view/response and not that of the council.

WAY FORWARD

- a) To report to Full Council on 20th February 2017
- b) To implement agreed changes 1st April 2017 (Financial Year or 1st May 2017 (Municipal year), elect councillors to new committees and produce new timetable accordingly

Presented by : Carol Stephenson, Clerk to Steyning Parish Council

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

Carol Stephenson

From:
Sent: 09 April 2017 17:43
To: spccclerk@btconnect.com
Subject: Steyning Patient Participation Group

This is a message for the Chair of the Parish Council

Dear Steve Northam,

I am writing as Chair of the Steyning PPG to ask if there is any interest in having representation from the Parish Council on our own committee. In the past you will recall that [redacted] performed that function.

As I had a conversation with [redacted] about this matter at your Christmas event, I did write to him a little while ago, but unfortunately have had no response.

As you are aware the NHS nationally and locally is under considerable strain, and the solutions that are being sought are far reaching.

The Clinical Commissioning Group from Coastal West Sussex have been in contact with me to determine whether Steyning might host a locality wide event in July to engage with members of the public about the changes. It seems to me that it would be appropriate to have the support of the Parish Council before going too far ahead with any such plans. The Locality encompasses Storrington, Billingshurst, Henfield and ourselves in Steyning.

Please let me know what your views are.

Best wishes

Yours sincerely