

Steypning Parish Council



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MEETING OF FULL PARISH COUNCIL HELD ON WEDNESDAY 19TH APRIL 2017 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk : Carol Stephenson

Members of the Public : 6, Cllr Barling WSCC (part) and 2 Wardens (part)

Meeting commenced 7.30pm

MINUTES

FULL/17/ 1.1	APOLOGIES Cllrs Trundle	ACTION
FULL/17/ 2.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllrs S. Sullivan – member of SCOG, lives adj MPF, prejudicial interest in item 19 Cllrs. Muggridge, Syred, Bowell – JPYC (formerly SAYS) Cllr Barling had asked if his report might be considered at this point due to a prior commitment elsewhere. Agreed	
FULL/17/ 3.1	REPORT FORM CLLR BARLING WSCC Bridge over A283 at Bramber over River Adur will be closed for urgent repairs on 3 consecutive days - from 8pm Fri 16 th June – 6am Mon 19 th June.	
3.2	Footpath from Downslink to Whitesbridge will be closed for temporarily on 15 th May 2017. Agreed to circulate and add both to website.	CLERK Cllr Barling
3.3	Cllr Barling will investigate potholes on Bostal Road.	
3.4	Cllr Barling has written to HDC expressing concern re triangle of land near Chalk pit layby.	
3.5	Cllr Syred to email Cllr Barling advising of areas in Steypning where very poor broadband reception which falls under his portfolio "Better Connected".	MS
3.6	Cllr Barling all waste point closed for 2 days a week and reminded all facilities across WSx are now on summer opening times. Cllr Barling left at this point.	

FULL/17/ 4.1	QUESTIONS FROM THE FLOOR Q. From Seth – can SPC influence HDC and Police to enforce parking restrictions in Whitehorse Way and make themselves more visible/contactable in Steyning ? A. Cllrs Muncey and Northam to write to HDC and Police.	SN/GM
4.2	Q. Christine Young asked for update on SWAB Neighbourhood Plan progress. A. on this agenda.	
4.3	Q. Mr Cree asked for more information on item 9 on the agenda and the meeting held on 5.4.17 including precise proposals. A. Cllr Northam advised he wait for the minutes of that meeting and would ask when these might be available.	
4.4	Q. Cllr S Sullivan expressed disappointment written questions are not answered at these meetings. A. Entitled to this view. Can be debated further at another time.	
FULL/17/ 5.1	MINUTES OF PREVIOUS MEETINGS Cllr Northam proposed the minutes of the meeting held on 20.2.17 be agreed. Cllr Howell seconded. Agreed. Cllr Goldsmith abstained as not present at that meeting	
5.2	Cllr Northam proposed the minutes of the meeting held on 20.3.17 be agreed. Cllr Howell seconded. Agreed	
5.3	Cllr Northam proposed the minutes of the EOM meeting held on 27.3.17 be agreed. Cllr Syred seconded. Agreed. Cllr Willett abstained and Cllr Goldsmith against.	
FULL/17/ 6.1	MATTERS ARISING AND ACTIONS FULL/16/221.1 – noted. Cllr Lloyd advised HDC have agreed to undertake a review Oct 2017.	
6.2	FULL/16/223.1 – Committee Structure, see 15.1 below	
6.3	FULL/16/225.1 - noted	
FULL/17/ 7.1	ELECTION OF VICE CHAIR OF THE COUNCIL Cllr Northam proposed and Cllr Howell seconded that this be deferred, and dealt with at May Full Council meeting. Agreed	
FULL/17/ 8.1	WARDENS REPORT Copy of report on council’s website. Wardens are aware of petty vandalism in Steyning leading to an increased Police presence. Cllr Toomey reminded member of the public referred to above re Police and Wardens in Steyning that the Warden’s reports are presented here every month for public information. Clerk to follow up invitation to Steven Chalcraft Police to attend SPC Full Council meeting.	CLERK
FULL/17/ 9.1	REPORTS FROM OUTSIDE BODIES/DISTRICT COUNCILLORS Cllr Lloyd – no change in number of councillor positions for Steyning; suggested Cllrs visit HDC website for Q and A on HDC Economic Strategy. Clerk to arrange link/signpost on SPC website	CLERK
9.2	Cllr Willett – undertook to follow up issue of yellow lines and to advise Seth of	MW

9.3	outcome. Reminded HDC website very useful for many sources of information. Clerk to see if there are links to HDC website from SPC website. HALC – Cllr Toomey advised notes of recent conference due shortly and will circulate. Next meeting 27.4.17, Cllr Toomey to report back at next meeting of Full Council.	CLERK
FULL/17/ 10.1	NEIGHBOURHOOD PLAN Latest update on web site and end of these minutes. Cllr Muggridge advised process has become so complicated and that significant changes have happened. HDC experiencing difficulties as SPC in taking this forward. Cllr S Sullivan asked how much SPC has spent on this to date. Grants are available going forwards. Steering Group still to discuss how much it will cost to go forward. Might be possible to target for example open spaces rather than Housing if this might be more successful/possible.	
FULL/17/ 11.1	WEST SUSSEX MINERALS PLAN CONSULTATION Cllr Syred advised submission made on time and now awaiting feedback on next step. She will enquire and update members.	MS
FULL/17/ 12.1	JYPC (formerly SAYS) Cllr Syred asked if anyone is willing to be a representative on this group for SPC and to contact her if they are. This will be picked up at next Full council meeting in May when cllrs are allocated to outside bodies.	ALL
FULL/17/ 13.1	NEW STEYNING PARISH COUNCIL POLICIES Cllr Northam proposed and Cllr Howell seconded that the Data Protection Policy attached to this agenda be accepted. Agreed	
13.2	Cllr Northam proposed and Cllr Pearcey seconded that the Social Media Policy attached to this agenda be accepted. Agreed	
FULL/17/ 14.1	COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS Playing Fields Committee – Subject to the draft minutes of the meeting held on 22.2.17 being amended to read “new allotment tenancy agreement commencing on 1 st September 2017 Cllr Lloyd proposed and Cllr Pearcey seconded that the minutes of this meeting and those of the 28.3.17 be accepted. Agreed. Recorded vote requested - all in favour except Cllrs S Sullivan, G Sullivan and Cllr Goldsmith. Clerk to add PF/134.4 to next Playing Field Committee agenda.	CLERK
14.2	Planning Committee – Cllr Muggridge proposed and Cllr Pearcey seconded that the minutes of the meeting held on 14.2.17 be accepted. Agreed. Cllr Muggridge proposed and Cllr Hanson seconded that the minutes of the meeting held on 28.2.17 be accepted. Agreed. Cllr Muggridge proposed and Cllr Pearcey seconded that the minutes of the meeting held on 14.3.17 be accepted. Agreed. Cllr Muggridge proposed and Cllr Syred seconded that the minutes of the meeting held on 28.3.17 be accepted. Agreed. Cllr Goldsmith’s comments were noted. Cllr Muggridge proposed and Cllr Hanson seconded that the minutes of the meeting held on 11.4.17 be accepted. Agreed	CLERK

- 14.3 Finance and Community Committee – Cllr Bowell **proposed** and Cllr Syred **seconded** that the minutes of the meeting held on 14.3.17 be accepted. **Agreed.** Cllr Bowell **proposed** and Cllr Willett **seconded** that, subject to last sentence of minute F&C/16/173.1 being amended – to delete Cllr Goldsmith and insert Cllr Syred, that the minutes of the meeting held on 11.4.17 be accepted. **Agreed.** **CLERK**
- 14.4 Steyning Centre Committee - Cllr Willett **proposed** and Cllr Hanson **seconded** that the minutes of the meeting held on 28.2.17 be accepted. **Agreed.** Cllr Willett **proposed** and Cllr S Sullivan **seconded** that the minutes of the meeting held on 4.4.17 be accepted. **Agreed.**
- 14.5 Highways and Lighting Committee – Cllr Muncey **proposed** and Cllr Bowell **seconded** that the minutes of the meeting held on 7.3.17 be accepted. **Agreed.**
- FULL/17/**
15.1 **REVISED COMMITTEE STRUCTURE**
Cllr Northam **proposed** and Cllr Muggridge **seconded** that Option 2 on appendix A attached to the report be accepted. **Agreed.**
Cllr Northam **proposed** and Cllr Pearcey **seconded** that the following be accepted :
a) The number of councillors on Full Council and each committee be as follows
- | | | |
|------------------------------|----------------|-----------------------------|
| Full Council | 15 councillors | 8 councillors to be quorate |
| Planning | 9 councillors | 5 councillors to be quorate |
| Finance and General Purposes | 7 councillors | 3 councillors to be quorate |
| Amenities | 7 councillors | 3 councillors to be quorate |
| Premises | 7 councillors | 3 councillors to be quorate |
- b) that the Chair and Vice Chair sit on Finance and General Purposes Committee and one other committee.
c) that all councillors sit on 2 committees each.
All Agreed.
Cllr Northam **proposed** and Cllr Hanson **seconded** that Full Council and all committee meetings will start at 7.30pm and the maximum length of time for any of the meetings to be 2.5 hours. **Agreed.**
Cllr Northam **proposed** and Cllr Syred **seconded** that Full Council and each Committee will meet monthly except in August and except Planning Committee which will meet throughout the year. **Agreed.**
At this point, Cllr Northam suggested in view of the time, that items 3.7 – 3.13 be deferred to the next meeting. **Agreed.** **CLERK**
- 15.2 The matter of nominating substitute members will be addressed at the Full Council meeting on 15.5.17.
- 15.3 Cllr Willett **proposed** and Cllr Syred **seconded** that the Clerk email all members seeking their 2 preferred committees, if they are willing to act as a Chair and nominations for Chair and Vice Chair of the council. **Agreed.** **CLERK/ALL**
- FUL/17/**
16.1 **CORRESPONDENCE AND INFORMATION ITEMS**
Steyning Patient Participation Group – Cllr Bowell has volunteered to be on this group. **PB**
- In view of the confidential nature of next item, Cllr Northam **proposed** and Cllr

Lloyd **seconded** that it move to a confidential session. **Agreed.**

The meeting was temporarily suspended at 9.52pm . Cllrs Northam and Goldsmith (prejudicial interest) left the meeting at this point.

Cllr Willett **proposed** and Cllr Hanson **seconded** that Cllr Syred chair the remainder of the meeting. **Agreed.**

Cllr Syred advised of the background to this item. Cllrs agreed for the need of confidentiality in this matter. Clerk requested to write to complainant and ask that all correspondence be sent to the Clerk and not directly to individual councillors. Cllr Muggridge **proposed** and Cllr Hanson **seconded** that all Cllrs be instructed not to reply to any correspondence on this matter. **Agreed.**

CLERK

ALL

Meeting closed at 10.07pm

FULL/17/
17.1

DATE OF NEXT MEETING – 15.5.17

Signed Date 15th May 2017
Chairman

SWAB Report 19th April 2017

Meeting with HDC

- SG members met with HDC planning representatives, our consultants AiRS and a representative from SDNPA 5th April.
- Neither HDC or SDNPA have criticised any of the existing work or the approach that SWAB has taken.
- However, we have been overtaken by events elsewhere that have forced HDC to completely change their own involvement in the projects and entirely new demands of the now proscriptive evidence base that HDC now requires.

Work still required

- Sustainability Assessment (SA)
- Strategic Environmental Assessment (SEA)
- More robust evidence for recommended housing sites and green spaces
- More work on community needs
- Improved evidence of housing needs, especially market housing
- Increased and improved communication with the community
- Push towards the Pre-submission Document being finished and public consultation on the proposals

- New volunteers with energy, time and enthusiasm to drive the project forward

Challenges

- Legal challenges to Neighbourhood Plans (eg Henfield NP)
- Horsham District Council no longer taking a 'light touch' approach
- SDNPA resisting new housing within the National Park
- Fierce and prolonged criticism from a small local minority causing additional work for volunteers and consultants

Key issues

- The requirement for additional evidence in a new format is not in itself a major issue, but it would require additional resource and expenditure on consultants.
- However, we are faced with the question of what sites we can now realistically deliver.
- It is quite possible that the Bayards Field development could be delivered indeoendently as part of the Wiston Estate Plan, leaving us with Sweetlands and Gatewick Farm as our key sites.
- The SG chairman has announced that he will be resigning.
- The chairs of the parishes plan to meet with the outgoing SG chair to decide a way forward, which will have to be agreed by SG and presumably by the four councils.

Steve Northam

19th April 2017

STEYNING PARISH COUNCIL

AMENITIES COMMITTEE

TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Main functions: To manage and make decisions on the management of all Parish Council playing fields and open spaces and the Village Greens (VG 30/42, 65 and 93); the provision and maintenance of playground and other equipment and recreational buildings; the provision, management and maintenance of trees situated on parish owned land and the provision and management of allotments. To oversee all highways and lighting issues in liaison with West Sussex County Council. To manage and make decisions on the upkeep and repair of the town clock, parish owned bus shelters and public toilets, street sweeping, litter-picking and litter-bin emptying. To liaise with HDC over the operation of the HDC owned public car parks and oversee other parking issues in the town. To make recommendations to the Council on any matters it deems necessary.

1. General Responsibilities

- (a) To prepare an annual budget for submission to the Finance & General Purposes Committee (F&GPC) before the end of the fiscal year.
- (b) To monitor the Committee's monthly and annual budget and to advise the F&GPC Committee of any potential overspend.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- (e) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee
- (f) To be responsible for and make decisions where appropriate on the following;
 - (i) the effective management of the Village Greens (VG 65 and 93) (Memorial Playing Field) and all open spaces and to have due regard for South Downs National Park purposes.
 - (ii) ensuring that all clubs operate with consideration of the Village Green purposes and protocols.
 - (iii) the maintenance and provision of play areas and arrangements for monthly and yearly play equipment inspections; the maintenance and provision of public seats and all other equipment and fencing.
 - (iv) the provision, management and maintenance of trees and hedgerows situated on parish land owned by the parish.
 - (v) grass-cutting contracts and agreements and to monitor all grass-cutting.
 - (vi) monitoring and taking measures as appropriate concerning dog fouling of recreation/sports areas controlled by the Parish Council.
 - (vii) Public Rights of Way matters.
 - (viii) management and allocation of public allotments.
 - (ix) maintenance of bus shelters
 - (x) maintenance of the Town Clock
 - (xi) maintenance of the Public Notice Board
 - (xii) parish footway lighting and all up-grading schemes
 - (xiii) road safety issues and TRO's
 - (xiv) hanging baskets, flower tubs and lamp post testing as required
 - (xv) monitoring contracts and agreements with regard to litter clearance and bin emptying

- (xvi) the provision, management and maintenance of trees situated on parish owned land
- (xvii) To deal with other matters that may from time to time be delegated by Full Council or those that are deemed appropriate for this committee.
- (g) to liaise with WSCFC on local highway matters and to deal with flooding on the highways as appropriate
- (h) to liaise with HDC over the operation of the HDC owned public car parks cars and other parking issues.

2. Membership.

The maximum membership of the committee shall be seven, the quorum to be three councillors.

STEYNING PARISH COUNCIL

PREMISES COMMITTEE

TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Main functions: To oversee and make decisions on the maintenance and efficient management of the Steyning Community Centre. To oversee the maintenance and management of the public toilets and lease arrangements with HDC. To oversee the maintenance and management of the changing rooms at the Memorial Playing Field. To work with the Amenities Committee over the maintenance and leasing of other premises such as sports facilities. To make recommendations to the Council on any matters it deems necessary.

1. General responsibilities.

With the Proper Officer to prepare an annual budget for submission to the Finance & General Purposes Committee (F&GPC) before the end of the fiscal year.

- (a) To monitor the Committee's monthly and annual budget and to advise the F&GPC Committee of any potential overspend.
- (b) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (c) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Committee's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Premises Committee on what actions have been taken on its behalf.
- (d) To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Premises Committee.

2. Steyning Community Centre and Premises owned by Steyning Parish Council.

- (e) To be responsible for all matters concerning premises owned by Steyning Parish Council including letting, maintenance, health & safety, staffing and cleaning.
- (g) To be responsible for all matters concerning charges for the use of premises owned by Steyning Parish Council.
- (h) To be responsible for and deal with future improvements and repairs to premises owned by Steyning Parish Council.
- (i) To be responsible for the remuneration and recruitment of caretaking staff and report to Finance & General Purposes Committee.
- (j) To deal with any complaints from users.
- (k) To be responsible for the maintenance of the grounds and outside area.
- (l) To be responsible for any contracts for the provision of services, maintenance or security of premises owned by Steyning Parish Council.
- (m) To be responsible for other matters that may from time to time be delegated by Full Council or deemed appropriate for this committee.
- (n) To ensure that insurance provision for premises owned by Steyning Parish Council are in place and provides adequate cover including but not limited to cover for buildings and contents, public liability and employer liability. Furthermore to ensure that any conditions pertaining to the insurance schedule are observed.

3. Membership.

- (o) The maximum membership of the committee shall be seven, the quorum to be three councillors.

Steyning Parish Council

Neighbourhood Wardens Report April 2017

Anti-Social Behaviour and Crime

We have had a report regarding youths climbing scaffolded areas in both Church St and Tanyard Lane. We have stepped up our Patrols and Monitoring of these areas.

We have had reports from members of the public regarding Youths smoking Cannabis in Fletchers Croft. We have passed intel to the police and a group of youths were intercepted by Police and Cannabis confiscated.

We have received a report from a member of public regarding the flying of a drone on the memorial playing field. It is unclear if it was fitted with a camera. The member of public was concerned as there were a lot of young children on the recreation ground at the time. The Police have been informed. The use of drones is forbidden in any congested areas which include recreation grounds if the Drone is fitted with surveillance equipment. We have stepped up our patrols of the area in order to intercept the individual concerned.

A shed was broken into sometime between the 7th April and 13th April in Roman Rd Steyning Tools were taken

Police Appeal

Police are appealing for a jogger who might be able to help in a sexual assault enquiry.

The woman was running along a path alongside Steyning Cricket Ground at around 4pm on Friday, April 7. She stopped and spoke to a teenage girl who was stuck on a bush as she'd attempted to get back to the path.

The woman was running towards the Downs and had a small dog with her. She was wearing running clothes.

Detective Constable Andy Roe said: "The girl was leaving the area where she was assaulted at the time she spoke to the jogger. She could hold important information to be able to help us."

If this jogger was you please contact police online or call 101, quoting serial 1229 of 07/04.

Fraud Alert

There has been a series of recent incidents reported to Action Fraud where a lone fraudster has approached victims whom they believe to be unfamiliar with the local area. They make an excuse to talk to the victims such as enquiring about directions or offering a recommendation for a good hotel.

After this interaction, several other fraudsters will intervene purporting to be police officers in plain clothes and will sometimes present false identification as proof. The fake officers will then give a reason to examine the victims' wallet, purse or personal items. They may also examine the first fraudster's items or try to tell victims that the first fraudster is suspicious in order to gain victim trust and appear more realistic in their guise.

After all the fake police 'checks' are finished, victims have then reported being handed back their personal items only to later realise that a quantity of money or valuables were missing.

Community

We are working with Age UK to help plan a summer event for the residents of Dingemans Court.

STEYNING PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Main functions: To manage and make decisions on all Parish financial matters and other miscellaneous and community matters. The administration of the Parish Council's (Council) affairs with specific attention to resource allocation, staffing and financial well-being and to make decisions on those affairs within the parameters of the annual budget and to report to Council any projected overspend or, unexpected expenditure. To make recommendations to the Council on any matters it deems necessary.

- (a) To receive the budget recommendations of Committees/Management Groups and to oversee the preparation of the annual budgets for each Committee/Management Group and present those budgets as a consolidated budget of the Council's income and expenditure, for the Council's approval, before the end of the fiscal year. On the basis of those budgets to recommend to the Council the precept for the next financial year.
- (b) To monitor the Council's monthly and annual expenditure.
- (c) To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or, any matter deemed appropriate for this committee.
- (d) To create, manage and review annually the Job Descriptions, Terms and Conditions of Service, Complaints Procedures, annual salaries and Superannuation of the Parish Council's Officers and Staff and make appropriate recommendations to Council relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils and the National Association of Local Councils. To appoint, support and appraise the post-holder of Clerk to the Council.
- (d) To be responsible for and make appropriate decisions in respect of community and other grants.
- (e) To be responsible for and to, agree and make appropriate decisions in respect of the Parish Council's revenue estimates, including reimbursable expenditure.
- (f) To ensure the Council is meeting its obligations to Her Majesty's Customs and Excise.
- (g) To ensure that the Parish Council has appropriate insurance policies and review those policies annually and to review annually the Council's Risk Assessments.
- (h) To review annually the Council's Fixed Asset Register and ensure that Insurance cover is adequate.
- (i) To be responsible for maintaining annual Internal Audits of the Council using a suitable independent Internal Auditor.
- (j) To review the year-end accounts and annual return for the External Auditor and recommend to the full Council for approval.
- (k) To be responsible for other matters that may from time to time be delegated by Full Council or, other Committees or, those that are deemed appropriate for this Committee.
- (l) To be responsible for the appointment to and Constitution of Committees.
- (m) To be responsible for the review and to make recommendations to Full Council in respect of the Council's Standing Orders and Financial Standing Orders; the functions of Committees and, Sub-Committees; the Publication Scheme and compliance with the Data protection Act; the Complaints Procedures; members' Code of Conduct; any other staff, legal, administration or accounting matters that may arise from time to time.
- (n) To be responsible for setting dates of meetings of Council, Committees and the annual Parish meeting.

- (o) To be responsible for appointments or nominations by the Council of persons to fill vacancies on outside bodies arising during the Council year.
- (p) To be responsible for the filling of vacancy occurring on any Committee of the Council during the Council year and to deal with any publicly called Parish Meeting, Town Polls or, referendums.
- (q) To be responsible for and make decisions on any legal agreement that the Council might enter into or, if appropriate make recommendations to Full Council.
- (r) To monitor the availability of Section 106 and CiL Funds and to respond on behalf of Council to non-Council applications for S.106 Funding.
- (t) To manage the provision of training of Councillors.
- (u) To be responsible for the overall management and content of the Parish Council's website.
- (v) To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper Officer and/or Councillors report back to the Council on what actions have been taken on its behalf.
- (w) To ensure that the Proper Officer complies with his/her job description and any delegated authority that he/she may be given from time to time by Council/Committees.

Membership

The maximum membership of the Committee shall be nine, the quorum to be five councillors.

STEYNING PARISH COUNCIL

PLANNING COMMITTEE

COMMITTEE TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Planning Committee

Main functions: To consider and make decisions on local planning applications for recommendation to HDC Planning and other planning issues relating to the Parish. To make recommendations to the Council on any matters it deems necessary.

- a. To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or any matter deemed appropriate for this committee.
- b. To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure the Committee's decisions are carried out efficiently and expediently and to ensure the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- c. To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee.
- d. The making of representations to the Local Planning Authority on applications for planning permission.
- e. The making of representations in respect of appeals against the refusal of planning permission.
- f. To make recommendations regarding street naming.
- g. To consider and monitor the SWAB Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- h. The Council has delegated the authority for the preparation of the Steyning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan to the SWAB Neighbourhood Plan Steering Committee and issues relating to the preparation of the Neighbourhood Plan will be discussed and decided in full Council.
- i. To prepare and review the Steyning Area Conservation Character Appraisal and Management Plan.
- j. To monitor the Conservation Area and ensure that the style of development and general decoration, including signage, shop fronts and street furniture is in keeping with those Listed Buildings situated therein, in accordance with national or local Conservation Area requirements.

- k. To seek additional protection for the Conservation Area, such as Article 4 Directions, as appropriate.
- l. To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches etc.
- m. To give due consideration to all environmental aspects and the SDNP purposes (where appropriate) when considering planning applications.
- n. To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- o. To consider and respond to various environmental statutory documents.
- p. To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- q. To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- r. Work to retain public open space, including playing fields whenever possible.
- s. The making of representations on all applications for public entertainment licences or liquor licenses subject to approval by the Council.
- t. The making of representations on all applications to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.

Membership.

The maximum membership of the committee shall be seven, the quorum to be three councillors.

STEYNING PARISH COUNCIL – Meeting 15 May 2017

REVISED COMMITTEE STRUCTURE – agenda item 11.1

At the 19 April 2017 Parish Council meeting, minute 15.1 refers, it was agreed that the following items included in the paper on a revised committee structure should be deferred to the 15 May 2017 parish council meeting. Councillors are invited to consider and agree the following.

3.0 DECISIONS REQUIRED

- 3.7 To review the layout of the room for Full Council and Committee meetings.
- 3.8 To introduce timed agendas. Chairs to have some flexibility of major items.
- 3.9 There will be an assumption all members will have read all papers prior to each meeting to cut down on time at the meetings and to bring copies of those papers to all meetings, either in hard copy or electronic versions.
- 3.10 To “pilot” “round the table discussion” allowing all members to participate on each agenda item.
- 3.11 Councillors will offer reasons for their absence from attending Full Council or any Committee meeting - already introduced.
- 3.12 To introduce a register of attendance for Full Council and all committee meetings – already introduced.
- 3.13 Working parties/project groups to be assigned specific pieces of work on behalf of Full Council or any Committee and report back with recommendations. (Such groups undertake a lot of useful work on behalf of committees dealing with the detail and minutiae, saving valuable time and lengthy debate at Committees). Working parties/project groups do not have decision powers, so all the findings and recommendations are open, transparent and accountable when reported to the relevant committee for wider discussion and decision in the public arena.

STEYNING PARISH COUNCIL, Meeting 15 May 2017.

COMMITTEE MEMBERSHIP, agenda item 9.

Councillors have indicated their willingness to serve on the following council committees:

FINANCE & GENERAL PURPOSES. (9 members)

Phil Howell
Rodney Goldsmith
Tim Lloyd
Nick Muggridge
Steve Northam
Steve Pearcey
Gary Sullivan
Michael Willett

AMENITIES COMMITTEE (7 members)

Deborah Hanson
Gill Muncey
Brian Picking
Sarah Sullivan
Liz Trundle

PLANNING COMMITTEE (7 members)

Deborah Hanson
Nick Muggridge
Steve Northam
Steve Pearcey
Brian Picking
Michelle Syred
Liz Trundle

PREMISES COMMITTEE (7 members)

Deborah Hanson
Gill Muncey
Brian Picking
Sarah Sullivan
Liz Trundle