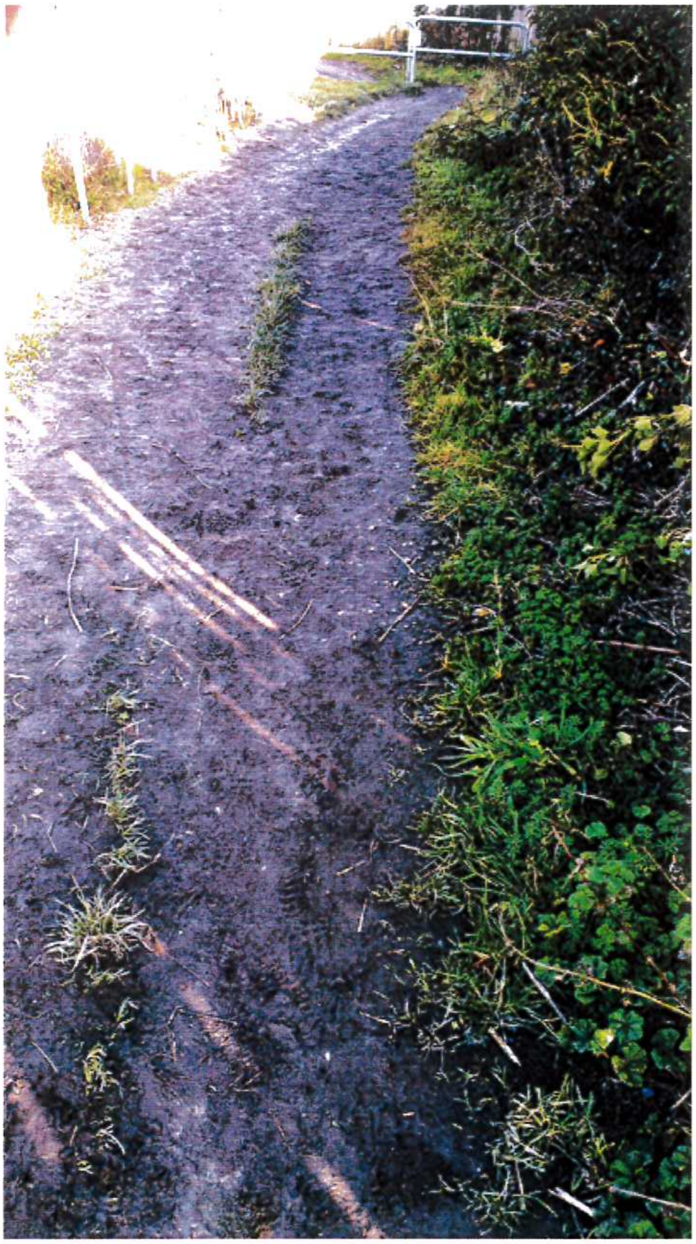
ITEM 5.19



Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Committee Report

Month No: 8

NOVEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Amenities Cttee							
201 Highways & Lighting							
1001 HDC Cleaning Grant	0	9,782	9,782	19,564			0.0%
1004 Reimbursed Charges & donations	5,205	0	(5,205)	0			0.0%
Highways & Lighting :- Income	**5,205**	**9,782**	**4,577**	**19,564**			26.6%
4200 Street Light Energy	640	600	(40)	600		(40)	106.7%
4201 Street Light Maintenance	1,728	1,750	22	1,750		22	98.8%
4202 Lamp Post Testing	0	100	100	100		100	0.0%
4210 Road Sweeping	9,737	11,016	1,279	16,529		6,792	58.9%
4211 Town Improvements	0	0	0	1,000		1,000	0.0%
4259 Grit	0	0	0	600		600	0.0%
4260 Pressure wash High St	0	500	500	700		700	0.0%
Highways & Lighting :- Indirect Expenditure	12,106	13,966	1,860	21,279	0	9,173	56.9%
Movement to/(from) Gen Reserve	**(6,900)**						
301 Playing Fields							
1004 Reimbursed Charges & donations	0	336	336	500			0.0%
Playing Fields :- Income	**0**	**336**	**336**	**500**			0.0%
4252 Electricity	0	336	336	500		500	0.0%
4310 Grounds Maintenance	4,235	6,664	2,429	10,000		5,765	42.4%
4312 Waste Removal	1,016	850	(166)	850		(166)	119.5%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Committee Report

NOVEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320 Play Equipment Inspections	799	600	(199)	970		171	82.4%
4341 Repairs & Tree works	1,129	1,336	207	2,000		871	56.4%
4352 Litter and Bins	2,409	2,272	(137)	3,412		1,004	70.6%
4360 Allotment Maintenance	1,277	2,400	1,123	3,600		2,323	35.5%
Playing Fields :- Indirect Expenditure	10,865	14,458	3,593	21,332	0	10,467	50.9%
Movement to/(from) Gen Reserve	(10,865)						
302 Allotments							
1005 Allotment Rents	4,025	3,600	(425)	3,600			111.8%
Allotments :- Income	4,025	3,600	(425)	3,600			111.8%
4253 Water Charges	232	550	318	550		318	42.1%
Allotments :- Indirect Expenditure	232	550	318	550	0	318	42.1%
Movement to/(from) Gen Reserve	3,794						
Amenities Cttee :- Income	9,230	13,718	4,488	23,664			39.0%
Expenditure	23,202	28,974	5,772	43,161	0	19,959	53.8%
Movement to/(from) Gen Reserve	(13,971)						

Continued over page

ITEM 6 1

Month No: 9

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/01/2019

Committee Report

DECEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Amenities Cttee							
201 Highways & Lighting							
1001 HDC Cleaning Grant	0	9,782	9,782	19,564			0.0%
1004 Reimbursed Charges & donations	5,205	0	(5,205)	0			0.0%
Highways & Lighting :- Income	5,205	9,782	4,577	19,564			26.6%
4200 Street Light Energy	640	600	(40)	600		(40)	106.7%
4201 Street Light Maintenance	1,728	1,750	22	1,750		22	98.8%
4202 Lamp Post Testing	0	100	100	100		100	0.0%
4210 Road Sweeping	11,115	12,393	1,278	16,529		5,414	67.2%
4211 Town Improvements	0	0	0	1,000		1,000	0.0%
4259 Grit	0	600	600	600		600	0.0%
4260 Pressure wash High St	0	500	500	700		700	0.0%
Highways & Lighting :- Indirect Expenditure	13,483	15,943	2,460	21,279	0	7,796	63.4%
Movement to/(from) Gen Reserve	(8,278)						
301 Playing Fields							
1004 Reimbursed Charges & donations	0	378	378	500			0.0%
Playing Fields :- Income	0	378	378	500			0.0%
4252 Electricity	0	378	378	500		500	0.0%
4310 Grounds Maintenance	4,765	7,497	2,732	10,000		5,235	47.6%
4312 Waste Removal	1,016	850	(166)	850		(166)	119.5%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/01/2019

Committee Report

DECEMBER

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320 Play Equipment Inspections	799	600	(199)	970		171	82.4%
4341 Repairs & Tree works	1,129	1,503	374	2,000		871	56.4%
4352 Litter and Bins	2,727	2,556	(171)	3,412		685	79.9%
4360 Allotment Maintenance	1,277	2,700	1,423	3,600		2,323	35.5%
Playing Fields :- Indirect Expenditure	11,712	16,084	4,372	21,332	0	9,620	54.9%
Movement to/(from) Gen Reserve	(11,712)						
302 Allotments							
1005 Allotment Rents	4,040	3,600	(440)	3,600			112.2%
Allotments :- Income	4,040	3,600	(440)	3,600			112.2%
4253 Water Charges	232	550	318	550		318	42.1%
Allotments :- Indirect Expenditure	232	550	318	550	0	318	42.1%
Movement to/(from) Gen Reserve	3,809						
Amenities Cttee :- Income	9,245	13,760	4,515	23,664			39.1%
Expenditure	25,427	32,577	7,150	43,161	0	17,734	58.9%
Movement to/(from) Gen Reserve	(16,181)						

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/02/2019

Month No: 10

Committee Report

JANUARY

Amenities Cttee

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
201 Highways & Lighting							
1001 HDC Cleaning Grant	0	9,782	9,782	19,564			0.0%
1004 Reimbursed Charges & donations	5,205	0	(5,205)	0			0.0%
Highways & Lighting :- Income	**5,205**	**9,782**	**4,577**	**19,564**			**26.6%**
4200 Street Light Energy	640	600	(40)	600		(40)	106.7%
4201 Street Light Maintenance	1,728	1,750	22	1,750		22	98.8%
4202 Lamp Post Testing	0	100	100	100		100	0.0%
4210 Road Sweeping	12,492	13,770	1,278	16,529		4,037	75.6%
4211 Town Improvements	0	0	0	1,000		1,000	0.0%
4259 Grit	0	600	600	600		600	0.0%
4260 Pressure wash High St	0	500	500	700		700	0.0%
Highways & Lighting :- Indirect Expenditure	**14,861**	**17,320**	**2,459**	**21,279**	**0**	**6,418**	**69.8%**
Movement to/(from) Gen Reserve	**(9,655)**						
301 Playing Fields							
1004 Reimbursed Charges & donations	0	420	420	500			0.0%
Playing Fields :- Income	**0**	**420**	**420**	**500**			**0.0%**
4252 Electricity	0	420	420	500		500	0.0%
4310 Grounds Maintenance	4,765	8,330	3,565	10,000		5,235	47.6%
4312 Waste Removal	1,016	850	(166)	850		(166)	119.5%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/02/2019

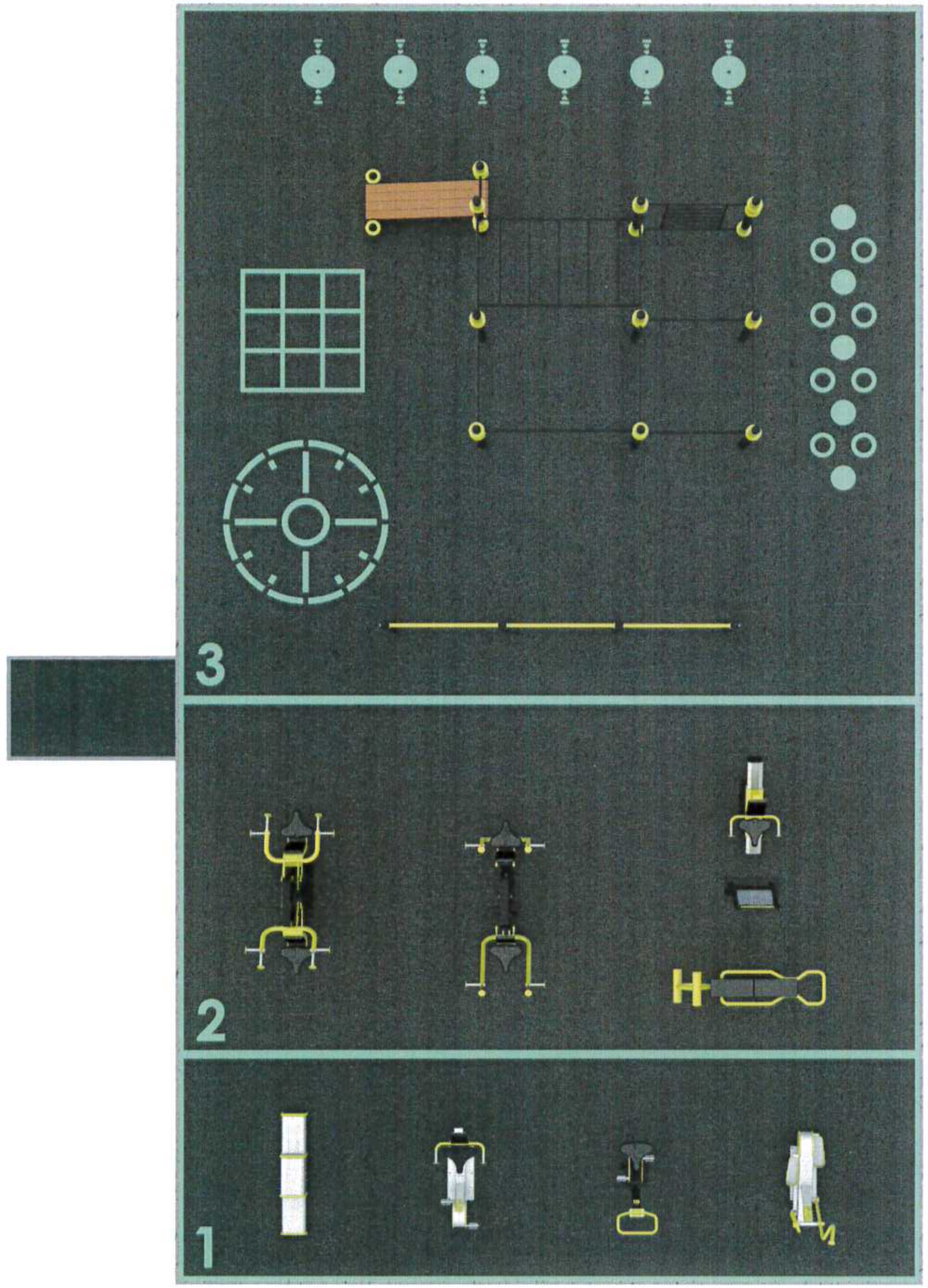
Committee Report

JANUARY

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320	Play Equipment Inspections	799	970	171	970		171	82.4%
4341	Repairs & Tree works	1,129	1,670	541	2,000		871	56.4%
4352	Litter and Bins	3,073	2,840	(233)	3,412		339	90.1%
4360	Allotment Maintenance	1,277	3,000	1,723	3,600		2,323	35.5%
	Playing Fields :- Indirect Expenditure	**12,058**	**18,080**	**6,022**	**21,332**	**0**	**9,274**	**56.5%**
	Movement to/(from) Gen Reserve	**(12,058)**						
302	Allotments							
1005	Allotment Rents	4,040	3,600	(440)	3,600			112.2%
	Allotments :- Income	**4,040**	**3,600**	**(440)**	**3,600**			**112.2%**
4253	Water Charges	458	550	92	550		92	83.2%
	Allotments :- Indirect Expenditure	**458**	**550**	**92**	**550**	**0**	**92**	**83.2%**
	Movement to/(from) Gen Reserve	**3,582**						
	Amenities Cttee :- Income	**9,245**	**13,802**	**4,557**	**23,664**			**39.1%**
	Expenditure	**27,376**	**35,950**	**8,574**	**43,161**	**0**	**15,785**	**63.4%**
	Movement to/(from) Gen Reserve	**(18,131)**						

Continued over page

ITEM 7.2



ITEM 7.5

Gale Tree Consultancy

Clerk to the Parish Council
Steyning Parish Council
Steyning Centre
Fletchers Croft Car Park
Church Street
STEYNING
BN44 3XZ

01903 812042
spcclerk@btconnect.com

Ref 6844 ~ Quotation for a Tree Risk Management Strategy (TRMS)

Dear John

Following on from my meeting with Councillor Phil Bowell please find below details of the Tree Risk Management Strategy (TRMS) we discussed.

A TRMS would provide a system in which the individual or managers in charge of a large number of trees can manage their responsibilities in terms of being a prudent landowner in such a way as to produce a proportional, rational and objective methodology in assessing their tree stock. This should be not limited to one person and should be navigable by a broader spread of personnel and once initiated will help reduce the incidences of failure outside that of extreme weather events.

The TRMS should also provide the facility to record the surveys carried out and recommend actions, provide details on the competency of the inspector required, the systems available for sourcing specialist advice where the survey reveals defects that require a more detailed assessment, or where a second opinion is needed.

It should also provide a format for the reporting of damaged, failed/failing trees and provide a method for the resourcing of funds necessary for its implementation including provisions for arboricultural works; it should also make auditing the system easier, and identify indicators for recognising changing circumstances that will require the amendment of the priority of inspection and its frequency. The TRMS should also give the tree manager the ability to prioritise areas that require a more regular assessment by designating them with a traffic light system.

The production of the TRMS should be undertaken with a close working relationship with those persons in charge of the management of the trees and in such a way so as to allow for revision in the case of new case law, incidences of failure and at the time of normal appraisal.

The price for the above is:

Sub-total:	£350.00
Vat @ 20%	£ 70.00
Total:	**£420.00**

This includes the initial site visit to discuss the traffic light system of site designation.

[illegible] Tree Consultancy

Regarding the supply of a site plan of the entire area that the Parish Council manages, I would recommend that you review Pear Technology and the software that they provide for land owners. They have a system where the Parish Council can not only plot trees but also their street furniture, other green areas, footpaths etc.

I hope that this fee quotation is acceptable and look forward to receiving your written instructions by letter or email shortly. If, in the meantime, you require any further information please do not hesitate to contact me.

Yours sincerely

John Fullbrook ITEM 7.6 + 7.7

From: ROGER BROWN
Sent: 20 February 2019
To: John Fullbrook
Cc:
Subject: Orchard/Hedge Amenities update for Tues 26th

Hello John,

Quick updates for Amenities on Tues 26th

Community Orchard.
1. Tree planting last Saturday went extremely well. 32 friends and relations of the two people planting trees came along to support them. One son even flew in from Jersey just to be there.
2. We are planning a Blossom Picnic in the Community Orchard on Sat 27th April. We wish to erect 2 gazebos in the Orchard on the day. Can this be on the agenda please?
3. Now we have the top area of the Orchard cleared, can we now ask (HDC?)to have the dog poo bin moved back towards the electricity sub-station against the hedge?

Hedgerow Working Party
1. On 2nd Feb ten volunteers cleared and planted 40 plants in 6 of the gaps on the Spackman boundary, and weeded and replaced *30 of the (dead) hawthorn on the southern (Newham Lane) fence.
2. has put new fencing in the gaps previously identified. 15 new hedging plants have been planted on the Spackman side of the longest run of fencing. Further planting can take place once more clearing has been done on his side.
3. The 'reduction/thinning' of the Rublees Field Maple is not quite what I'd expected. You might ask Simon if he thinks this is a reasonable job?
4. We have started clearing/weeding and replacing (where needed) hedging plants on the northern boundary, we hope to finish this on 9th March with another working party.
5. Fran and I are due to inspect the Perry Pears and cut ivy from a further 6 trees today (26th Feb)
6. Will the remaining 2 'red taped' Cherry Plums in the den area be cut down soon? Good job done cutting and clearing the others.

Thanks,

Regards
Roger

Roger Brown

ITEM 8.2

Your Business Name
Your Address and Postcode
Date

Economic Growth Team
West Sussex County Council
2nd Floor, Northleigh
Tower Street
Chichester PO19 1RH

Dear

Project: The Downs Link – Connecting Communities

As *(your role/position/title)* at *(your company/organisation)*, I am writing to support your full application for funding.

The Downs Link application aims to establish the Downs Link as a destination by upgrading it to an all-year connected leisure and tourism route for walkers, cyclists and horse riders, extending it to users of all ages and abilities, and supporting the local economy.

Improvements to the Downs Link will provide an accessible leisure route in West Sussex between Rudgwick in the Horsham district to the coastal town of Shoreham-by-Sea and attract visitors outside of the usual season of May to October. The Downs Link follows the route of a disused railway and therefore connects several rural villages and small towns. The project will signpost visitors to pubs, cafes, visitor attractions, accommodation providers and local businesses.

The route links to a wider network, including the North Downs Way, South Downs Way, Sussex Border Path, West Sussex Literary Trail and the Monarch's Way. Through access to these routes as well as the national cycle network, this project will encourage people to stay longer and explore the area. The improved surface will also appeal to new target markets including families, the disabled and less confident cyclists, and will support the pursuit of sustainable tourism. The project also has potential to attract into the area international visitors travelling along the interlinking NCN routes 2 and 22 from the ports of Newhaven and Portsmouth, adding value to the rural visitor economy and encouraging higher spend overnight stays or short-breaks.

The upgrade of the Downs Link to an all-weather surface is identified as an infrastructure priority in the West Sussex Walking and Cycling Strategy 2016-2026. Walking and cycling are identified in the Horsham District Visitor Economy Strategy 2018 – 2023 as opportunities to strengthen the visitor economy, whilst the Neighbourhood Development Plan for Slinfold includes recommendations to increase the opportunities for residents and visitors to travel by sustainable non-car modes of transport and supporting improvements to public pathways which would increase their accessibility.

Improvements to the Downs Link has the potential to make a valued contribution to the local economy and raise the profile of the area as a visitor destination and I am happy to support your full application.

ITEM 82.

John Fullbrook

From: Steyning Parish Council - Clerk
Subject: FW: Letter of support - Downs Link improvements bid

Subject: Letter of support - Downs Link improvements bid

Dear Phillip Bowell MBE,

As you may be aware, West Sussex County Council has been invited to submit a full application for EAFRD Growth Programme funding to finance improvements to sections of the Downs Link from Rudgwick to Henfield car park.

We would be grateful if you could provide a letter supporting this application on behalf of Steyning Parish Council. Your letter will help us to demonstrate support for the project and the benefits this can bring to the rural community and visitor economy. The funding is competitive, and you can help us to add weight to the Downs Link application.

Attached is an outline template, which you are welcome to use as the basis for your letter. Please can you top and tail this with your details, using any sections of the template you wish, and add a comment or two on the contribution the Downs Link makes to rural tourism and the local area from your point of view.

You can send your letter of support as an email attachment directly to me.

Thank you for your support.

Best,

| Economic Development Officer, Economic Growth Team, West Sussex County Council<http://www.westsussex.gov.uk/>
Location: 2nd Floor, Northleigh, Tower Street, Chichester PO19 1RH
Interna'

ITEM 9 1

Allotment Report January 2019

The allotment sites at Rublees and Canada Gardens have been running relatively smoothly with few complaints from our tenants.

Our Caretaker Steve has been making regular visits to the allotments and has worked hard in clearing communal areas and covering vacant plots with weed suppressant membrane. He also reports back any issues that need our attention so that we can begin to deal with them before they are highlighted as an issue from the Allotment holders themselves.

Of the 158 plots available in total we currently have 5 vacant plots at Canada Gardens and 3 vacant plots at Rublees. We continue to advertise on our notice board in the High Street and in the Steyning Centre and have regular enquiries with plots being given up and re-let in relatively short time periods.

As spring approaches we hope Steve will be fully equipped to continue his good work in maintaining both sites.