

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th SEPTEMBER 2021 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Northam, Hanson, Trundle, Rudkin, Lloyd, S. Sullivan, G. Sullivan, I. Alexander, Goldsmith, Bell, Young, Campbell and S. Alexander.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 15 {including WSCC Cllr Linehan and District Cllr Bob Platt}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/21/45 APOLOGIES FOR ABSENCE

- 45.1 No Apologies received from Cllrs.
The Clerk reported the two Wardens had sent apologies

FULL/21/46 DECLARATIONS OF INTEREST

- 46.1 None received

FULL/21/47 STATEMENTS FROM CLERK AND CHAIRMAN

- 47.1 The Clerk conveyed words of thanks for the support, understanding and kind condolences he had received from councillors, residents and staff in relation to two months of tragic family related issues he had personally been facing.
- 47.2 The Chair read out a statement {appended to these minutes} reminding councillors of the protocols she wanted observed at meetings following the poor behaviour displayed at the last SPC Communities Committee. The main points being that whatever our individual differences, we treat each other, the staff and the residents, with dignity and respect.

FULL/21/48 CO-OPTION OF A PARISH COUNCILLOR

- 48.1 There had been an SPC Councillor vacancy for some time. An expression of interest in fulfilling the role had been received from a Steyping resident and this had been sent as a supporting paper to councillors so that questions could be raised to the prospective councillor at this point in the meeting – the resident being present and able to answer questions from the public gallery. After presenting her case, Council voted.
Cllr Norcross **proposed, seconded** Cllr S. Alexander that Rona Parsons be co-opted onto Steyping Parish Council. **Agreed.** Rona did not sign her acceptance papers at this point and so was to join the Council officially for the next meeting.

CLERK

FULL/21/49 QUESTIONS FROM THE FLOOR (in Summary)

- 49.1.1 **Q.** – Trevor Cree asked three questions
1. – Under agenda item 8.1, the Council had sought legal advice- How much was it costing & from whom?
2. – Item 11.1 – No responsible council would sign a confidentiality agreement – please explain why SPC would?

3. – There are no meetings due in October for Community, F&GP nor Full Council and therefore no official decisions can be made- when will SPC reinstate all the council and committee meetings?

- 49.1.2** **A.** – 1. - *The SPC solicitors, Wellers Headley, were consulted for this advice and there is no specific cost known at this stage.*
2. – *The possible signing of a confidentiality agreement will be discussed later in this meeting.*
3. – *The SPC meeting schedule has been agreed and will not be changed. However, there will be a rearranged F&GP Meeting on the 12th of October '21.*

- 49.2.1** **Q.** – *Robert Mattinson made a statement saying – He soon hopes to hear a response to the Neighbourhood plan public consultation as it been two years since the process began and his land was being proposed LGS against his wishes. He suspects one of the responses which might be prompting a possible confidentiality agreement might be concerning his land, and he wanted to say if anyone said anything of a damaging nature concerning his conduct or his intentions, he was more than happy that any comments should be published, because he has nothing to hide.*

- 49.2.2** **A.** – *The Chair wanted to make it absolutely clear that any proposed confidentiality agreement issue sits with Horsham district council, and that SPC did not propose it nor wants it and instead would prefer transparency.*

FULL/21/50 MINUTES OF PREVIOUS MEETINGS

- 50.1** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that subject to the 'explanation' text noted within item 42.1 being appended to the 19th July 2021 minutes, that these minutes be accepted as a true and fair record. **Agreed**

CLERK

FULL/21/51 MATTERS ARISING

These were taken as read as per agenda (Except item 51.3, as the clerk pointed out the wardens were not now in attendance and so therefore could not verbally report on antisocial behaviour at this time).

- 51.1** Cllr Linehan to pursue WSCC Highways to see if deregistered disabled parking bay lines can be removed – **Update at 53.1 from Cllr Linehan**
- 51.2** Clerk and Mr Barnard to submit Highways Scheme Application online including amendments to WSCC - **Actioned**
- 51.3** Wardens to report on antisocial behaviour issues and what is being done to avoid further issues – **Ongoing**
- 51.4** Clerk to obtain further information relating to proposed confidentiality agreement with HDC – **See item 55.1**
- 51.5** Clerk to inform residents who are to be members of the NP Steering Committee – **Actioned**
- 51.6** Clerk to update NP Steering Committee Terms of Reference and distribute – **Actioned**
- 51.7** Payment of Grant to Vintage Years - **Actioned**

CLERK

FULL/21/52 TO RECEIVE RECOMMENDATIONS FROM THE SPC PERSONNEL COMMITTEE

- 52.1** Cllr Campbell stated he thought neither item discussed at this committee meeting – dated 14th September - was within the terms of reference of that committee and that it was wrong that he had been criticised in this way and that he had sent a very long rebuttal to all councillors and invited the Chair to consider that this rebuttal be posted on the web site, as he had concerns about what had been said, and that the statement put on the web site by the Chair was false. The Chair utterly refuted that her statement was false. In terms of placing Cllr Campbells views (rebuttal) on the web site, the Chair stated that provided that with those views, was the counter argument to those views, which would be presented by the serving members of the personnel committee, then this would offer the public the fairest overview.

**Personnel
Committee
members**

Cllr Campbell accepted this suggestion. Cllr S. Alexander further pointed out that in so far as the items discussed were concerning criticism of the staff then it was entirely appropriate that the matter was being dealt with by the Personnel Committee.

FULL/21/53 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

53.1 Cllr Linehan (WSCC) – He confirmed that he would not necessarily be reporting at every Full Council meeting as he believed his work dealing with resident's issues would not necessarily need to be reported to SPC. He will set up and promote surgeries for residents to attend in the near future.

Relating to disabled bays – unless they are supported by appropriate notices then they are not enforceable. Deregistered bays are not painted over or removed generally, rather their paint is allowed to wear away.

53.2 Cllr Bob Platt (HDC) – The Horsham District Plan is still being discussed, with a briefing due on the 24th of October as to proposed changes following movement on the government guidelines. At the last Council meeting, there was a motion passed to actively help any refugees that might seek to settle from Afghanistan.

Horsham District Council and the Sussex Wildlife Trust have now come up with a joint plan which covers green space initiatives in the district, and this is available on the HDC website. Lastly, a food waste collection service will be trialed in the district shortly.

53.3 Cllr Tim Lloyd (HDC) – Re-iterated the importance that the Local plan is agreed very soon

FULL/21/54 NEIGHBOURHOOD WARDENS' REPORT

54.1 Council received the Neighbourhood Wardens report for July and August 2021. There was continued concern raised with regards to antisocial behaviour and especially within play areas – it was noted that the wardens and PCSO's had raised their profile and attendance in these areas in the last month. Cllr Northam raised the issue once again of data evaluation – there is a need to analyse the data within these reports and provide evidence of a change in the service provided based upon changes in trends in antisocial behaviour for example.

FULL/21/55 SPC NEIGHBOURHOOD PLAN

55.1.1 The Clerk had been tasked with finding out further details as to why there was a proposed confidentiality agreement and sent an email soon after the last Full Council meeting to the monitoring officer in which he asked for answers to the following -

1. *What happens if SPC refuses to sign this confidentiality agreement?*
2. *Is the reason HDC are pushing for this to be signed, that it believes there may be instances where litigation might be possible, due to potentially defamatory content of some of the representations. And If this is not the case please can we be provided with the reason as to why?*

There had been further approaches to HDC via email, phone and virtual meeting and it had been stated that there would be further clarification for this meeting.

55.1.2 On Friday 17th September the following email was received from Norman Kwan, Senior Neighbourhood Planning Officer - *'We have just received legal opinion today from our colleagues regarding proceeding with the confidentiality agreement and are considering its contents with my senior managers. I envisage to resolve the issue of release of representations to the {SPC} steering group early next {this} week and will look to inform the parish {SPC} before the end of next {this} week on how you should proceed with the examination.'*

55.1.3 The Clerk was asked to circulate any new information, representations, guidance or any amended proposed agreements as they arrive.

CLERK

FULL/21/56 GOVERNANCE AND FINANCE MATTERS

- 56.1** To discuss the appointment of the internal auditor. The Clerk spoke in support of the current provider. Cllr Norcross **proposed a motion** (Noted below). Cllr Campbell **proposed, seconded** by Cllr Goldsmith **an amended motion** that we {SPC} agree to appoint Mulberry and Co as Internal Auditor (for the next current financial year 2021/22) after first seeking quotes for an alternative accountant. **Not Agreed 6 For {SSu, GS, TR, RG, PC, RB} 6 Against {JN, TL, SN, LT, IA, SA}, 2 Abstained {CY, DH} - not agreed on the Chairs casting vote.** Cllr Norcross **proposed, seconded** Cllr Northam that we {SPC} agree to appoint Mulberry and Co as Internal Auditor (for the current financial year 2021/22). **Agreed - 9 For {SA, IA, TL, CY, JN, RB, SN, DH, LT}, 5 Against {PC, RG, SSu, GSu, TR}**

CLERK**FULL/21/57 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**

- 57.1** Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) No update as no meeting
- 57.2** Cllrs Chris Young and Bell – Isolation and loneliness / PPG update – Cllr Young updated that the Flu vaccinations are well under way at the surgery. That there are two new salaried GP's at the surgery and that Vintage Years group have made a welcome return – with two meetings having taken place at the Steyning Centre recently.
- 57.3** Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group – no meetings, nothing to report.
- 57.4** Cllr Northam and Norcross – Joint Parishes Cemetery Committee – next meeting in October but no agenda as yet and nothing else to report.
- 57.5** Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – nothing to report
- 57.6** Cllrs S. Alexander and I. Alexander – South Downs National Park – no meeting and nothing to report

Note ***Cllr Rudkin left the meeting at this point without explanation – 8.55pm***

- 57.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee – There is a meeting with the school in the next few days to discuss future use of the Cuthman centre. And there is then planned a meeting of the Youth Committee for the following week. The last Committee minutes {26th May} are to be placed on the web site. Cllr Linehan offered to attend the meeting with the school.

D. CLERK**FULL/21/58 PROGRESS REPORT**

- To receive the following ongoing items and to discuss and agree any necessary actions to be taken -
- 58.1** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able - **Ongoing**
- 58.2** Internal Auditor appointment details to be brought back to Full Council - **Actioned**
- 58.3** Take HDC approved Code of Conduct to a Working Practices Group then back to Full Council - **Ongoing**
- 58.4** SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors – **Ongoing – with the SPC Solicitors**

**Cllr
Norcross****CLERK****CLERK /
Wellers
Headley**

- 58.5 Personnel Committee to seek legal advice as to how the council can protect its staff as per decision at Full Council – **Actioned**
- 58.6 Soft Sands Working party members to liaise with residents/groups to offer support - **Ongoing** **CLERK**
- 58.7 Clerk to inform NP Steering committee members that they have agreement to proceed once SPC receive final clarification note – **Ongoing – based upon the need for further information from HDC** **CLERK**
- 58.8 Christmas lights, alternative quotes to be obtained – **Ongoing – to be dealt with as a priority** **CLERK**
- FULL/21/59 CORRESPONDENCE AND INFORMATION ITEMS**
- 59.1 Cllr Goldsmith raised two points – he wanted to know more about the planning EOM decisions concerning the Washington Land fill site – the minutes will be uploaded to the SPC web site. **D. CLERK**
Also, he pointed out that a traffic order associated with Shooting fields wasn't given out in a timely fashion
- 59.2 Cllr I. Alexander reported on his representative role with the Steyning Society - He informed that the Steyning Society is undertaking the compilation of a local heritage list, consisting of buildings of historic local context. SPC were requested to assist with the process and as part of this there is to be a walkaround with the HDC conservation team later this month. Once the List is completed there will be a public consultation with SPC asked to assist with promotion and to give comments.

FULL/21/60 DATE OF NEXT FULL COUNCIL MEETING: 15th November 2021 at 7.30pm

Meeting closed at 9.10 pm

Signed Date 15th November 2021
Chairman

A Video recording of this meeting is available on the SPC Website or via this link below
<https://youtu.be/zYwxXED37UQ>

APPENDIX

Statement from the Chair – Item 47.2

Following the last Communities committee meeting and some of the behaviour on display at that meeting I would just like to remind all present of the protocols under which meetings are held and the standard of behaviour expected at these meetings.

Our Standing Orders make it quite clear that each Councillor is permitted up to two minutes to speak on any agenda item, and that they have a right of reply should it so arise. So as a reminder to all present this is, as per usual, the system under which this meeting will be conducted.

As Councillors we are here to represent the residents of Steyning and as such we need to be able to all work together. We do not have to like each other, nor to always agree with each other. In fact, disagreement and debate is an expected part of the role. It is however imperative that, whatever our individual differences, we treat each other, the staff and the residents, with dignity and respect. Consequently, shouting, constantly interrupting and/or insulting each other or the staff will not be tolerated. The same applies to members of the public. Council meetings are, in the main, held in public and there is always an opportunity for questions and or statements at the beginning of the meetings. However once that part of the meeting is concluded the expectation is that the public will remain silent, unless expressly asked to contribute. Heckling, shouting and any form of abuse, to both Councillors and other members of the public will not be tolerated and anybody engaging in this behaviour will be asked to leave the meeting.

Combined Warden Monthly Report

September 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	105	ASB incidents TOTAL:	7
Foot patrol TOTAL:	45	Noise	2
Foot (high visibility) – Steyning	25	Neighbours	1
Foot (high visibility) – Bramber	5	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	61	Alcohol /drugs	2/2
Vehicle patrol - Steyning	35	Public order	1
Vehicle patrol - Bramber	8	Clear up/disposal reports TOTAL:	8
Vehicle patrol - Upper Beeding	18	Fly tipping / flyposting	5
Notices/warnings TOTAL:	0	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	4
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	3	Hazards	0
Police reports TOTAL:	10	Admin	35
Phone (including 101 and 999)	0	School contact / Youth Engagement	2
Email	6	Reports to DVLA	2
E-CINS (multi-agency reporting)	0	Community events attended	0
Verbal	4	Calls and Visits to vulnerable people (all ages)	23
Media reports TOTAL:	1	Signposting	3
Press release / Community magazines	0	Safeguarding referral	0
Social Media	1	Reports to Operation Crackdown	2

ASB/crime/criminal damage

Steyning –

We received a report of ASB occurring in the High Street (6th September) where a large group of young people were under the influence, causing a noise nuisance, throwing cans & bottles and climbing the lamppost from the roof of Charlcroft. The Police were called but most of the group had dispersed on arrival. It is reported that several members of this group have had banning letters from the Community Centre and Bus Shelter. Since that incident we have had no reports relating to them and haven't seen them whilst on regular patrols.

We were contacted by several residents relating to noise nuisance in Goring Road relating to Dogs barking throughout the day and into the early hours. We witnessed this ourselves whilst visiting and the residents were not at home. We re-visited and spoke to the owners who were unaware of the issue, they were very compliant and seem to have sorted the problem as we have had no further reports.

We received new reports relating to Noise Nuisance flaring up again at Chancton House (Goring Rd). This issue had gone quiet after interventions a few months ago. We provided the Environmental

Health Team with evidence of Anti-Social Behaviour and they were due to obtain a warrant to seize all noise making equipment from the property. The warrant was never executed as the issue had died down but now has taken place with the help of Sussex Police. We have not received any further complaints but still regularly check the property on late shifts to monitor.

There was further damage to the play equipment in the play park at Fletchers Croft. Part of the bridge on the climbing equipment was broken. We are unsure who has caused this damage but reports suggest it was accidental and not malicious.

A group of young people gained entry to the back of the community centre and decided to trash the playschool equipment. We have viewed the CCTV Footage and this group are not our regular group that have been banned from the premises. They appear to be a lot younger and under the influence of Drugs or Alcohol. We are taking this to the School to see if they recognise any of them so we can engage with them and their parents.

On patrol in Fletchers Croft we came across another large group of young people playing loud music and throwing an American football to each other over and close to cars. We intervened and they were very compliant. They turned the music down and played their game away from the cars for a short while before leaving the area. Once again this was a new group of younger people not previously known to us.

Upper Beeding –

We were contacted by the Clerk to alert us to damage that had been caused to the Sports Hall where a strip of wood was removed and the door was kicked. We viewed the CCTV and it was done by young people in school uniform. We visited the school and identified the children involved. They have now been dealt with and parents informed. The parents responded positively to the intervention.

More incidences of shop lifting with CCTV reported to us by the Manager of the NISA. This has been passed onto the Police.

Bramber–

Bramber has been quiet relating to ASB in September, nothing to report.

Parking/vehicles

Steyping

Parking Alert Issued - Newham Close

Bramber-

Untaxed no MOT car in Bramber Car Park – reported to Op Crackdown.

Upper Beeding-

Car no MOT – Hyde Lane – Reported to Op Crackdown

Fly tipping/littering/graffiti

Steyping – Fly Tip on the road and layby (Bostal)

Bramber – Fly Posting removed (Bramber Roundabout and Clays Hill) Bag removed at Bramber Castle.

Upper Beeding- None Reported

Community Events/Meetings

Every Tuesday during the school summer holidays we assisted with a Talking Tent initiative at various venues across the Parishes. With the help of workers from the MIND association its aim was to signpost young people to various mental health support services available. Many thanks to Andrea Burfiend the school liaison and pastoral officer at Steyning Grammar School for volunteering.

Patrols (foot/visible and car)

We continue our increased static monitoring of Fletchers Croft Car Park, the Steyning Community Centre and the High Street Bus Shelter. Patrols increased in Goring Road in relation to two separate noise nuisance complaints.

Elderly and Youth

Continuing our regular Social trips for the residents of Dingemans and indoor activities at our Thursday afternoon social club. Working through list of vulnerable residents on run up to winter. We have increasingly been asked for advice by residents in relation to Energy Bills, this is probably due to upcoming price increases.

Licensing

Nothing to report.

Steyning –

Bramber –

Upper Beeding –

Dog related issues

Steyning –

See ASB – Noise Complaint

Bramber –

Upper Beeding

Briefing Note for SPC Neighbourhood Plan item – 9.1 and 9.2

9.1 – At Wednesday night's SPC N. Plan Steering Committee meeting {10th November} the following motions was agreed. And 9 out of the 10 members were in attendance.

Cllr Young **proposed, seconded** by Mr R. Barnes that the steering committee recommend to full council for agreement the following motion (as amended in the meeting) - The Parish Council resolve that, once the Steyning Neighbourhood Plan is 'made', they will commence a review of the plan when other changes are made to the adopted Development Plan for the neighbourhood plan area. This review will consider whether the Steyning Neighbourhood Plan still aligns with strategic policy and include consideration of the delivery of new homes, design codes, our economy, the High Street, open space, transport, infrastructure, Local Green Space, the 'climate emergency' and any other matters considered relevant at that time. **Agreed. Unanimous**

9.2 - At the same committee meeting, The Steering Committee members considered the draft Response to the Examiners Clarification note Version 5 which included a number of suggested amendments from version 4 which had been agreed at the previous meeting as a working document, plus in tandem with this they considered Cllr Campbell's notes regarding the version 5 draft, with his additional proposed suggestions or comments on the other amendments.

After a great deal of deliberations, the following motion was agreed.

Cllr Northam **proposed, seconded** by Mr P Maidment, that we {N. Plan Steering Committee members} recommend the {draft response to the Examiners Clarification Note} copy as amended in this meeting {N. Plan Steering Committee – 10th November} to full council as supported by Andrew Metcalf {The SPC N. Plan Consultant}. **Agreed . 8 For, 1 Abstained**

This agreed draft – Version 6, is also a supporting paper under document number 9.2.2

Please note that there are two (either/or) paragraphs on pages 4 and 10, within the draft document version 6 which will need to be adopted and appropriately amended dependant on whether Full Council agree or not the recommended motion under 9.1,

Steypning Parish Council



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Mr Ashcroft
c/o Horsham District Council
Parkside
Chart Way
Horsham
West Sussex RN12 1RL

12 November 2021

Dear Mr Ashcroft,

The Parish Council would like to thank you for kind words regarding the neighbourhood plan. Great care has been taken to ensure the vision was concise and policies reflected the needs and character of the parish.

The Parish Council welcomes this opportunity to provide clarifications requested and would ask that if any further queries arise out of the comments below that we are approached again for comment.

For clarity, this letter sets out your comments verbatim in a box, followed by the response from the Parish Council.

Consultation and Engagement

Does the Parish Council have any observations on the extent to which it fully engaged with local residents, landowners and interested parties during the preparation of the Plan?

The consultation and engagement activities undertaken are set out in the Consultation Statement submitted alongside the plan.

We do not wish to duplicate the Consultation Statement in this letter but can confirm that we have engaged with residents, landowners and interested parties in the preparation of the Plan. This has been through a combination of informal engagement and events, and then statutory consultation in accordance with the regulations.

We note that the amount of consultation waned towards the end of the plan preparation process - this is mainly due to the time constraints set out in the plan and the desire to get a plan in place. This change in the amount of consultation is particularly noticeable to stakeholders, as a great deal of engagement was undertaken earlier in the process. Towards the end, and to ensure the plan could progress to submission in a timely manner, consultation was undertaken in line with regulations and guidance.

In particular does it have any observations of the specific representations which address this matter?

Regarding specific representations, we note that concerns have been raised by some about the consultation process relating to proposed Local Green Spaces. This topic is considered in the Consultation Statement (page 23) and our response at this time remains the same.

In a broader sense to what extent does the Parish Council consider that it has developed a shared vision 'for the neighbourhood plan area' and has identified 'the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area' as anticipated in Planning Practice Guidance 41-001-20190509?

We accept that views in our community are diverse, but the Parish Council believe that overall, the submitted Neighbourhood Plan provides a shared vision for the area.

The vision for Steyning is concise and succinct and aims to tackle the key issues which the parish faces. The vision was formed by considering responses received prior to and during the Regulation 14 Consultation which occurred in the summer of 2019. Of note was the Vision Statement Survey which ran in 2018, as described within the Consultation Statement, which enabled the community to have a direct involvement in the production of the long term vision so that it catered for their specific wants and needs and their ambitions for the future of the parish.

Paragraph 41-001-20190509 of the National Planning Practice Guidance (NPPG) does not set out a list of things that a neighbourhood plan must do. Instead, this paragraph provides a synopsis of what neighbourhood planning could do, intended to inform those looking into neighbourhood planning of the potential benefits. Paragraph 41-001-20190509 states:

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They are able to choose where they want new homes, shops and offices to be built, have their say on what those new buildings should look like and what infrastructure should be provided, and grant planning permission for the new buildings they want to see go ahead. Neighbourhood planning provides a powerful set of tools for local people to plan for the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

This should also be read alongside National Planning Policy Framework (NPPF) para 29 which states:

Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies

When read in full both the NPPF and NPPG neighbourhood planning gives our community the power to develop a shared vision for their area. This has been done as best possible given the opposing and vocal views of differing parts of our community.

The NPPF and NPPG does not require a neighbourhood plan to identify 'the types of development to meet their community's needs and where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area'. Instead, they merely confirm that neighbourhood planning provides

a community with powers to do so if it wished. In this case, a plan has been progressed which does not allocate land for development, and we are pleased to note that this approach is supported by Horsham District Council in their response to the Regulation 16 consultation.

Regardless of the above discussion, the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area. That includes those of the South Downs National Park and the Horsham District Planning Framework. To this end, no part of the neighbourhood plan conflicts with the adopted Development Plans of either Local Planning Authority (LPA).

Broader development within the Plan period

The neighbourhood plan has been prepared and submitted whilst the emerging Local Plan is being developed. This process has taken place within the context of the wider neighbourhood plan protocol in the district, and section 3 of the Plan comments about decisions which were taken to press ahead with the neighbourhood plan in mid-2019. The submitted Plan proposes the designation of parcels of land in general, and on the immediate edge of the built part of the village in particular, as local green spaces in advance of a broader understanding of the longer-term development requirements in the district in general, and in the neighbourhood area in particular. In addition, it does not allocate sites for development.

In this context:

- is this approach taken in the Plan appropriate in setting a context for future growth in the neighbourhood area?*
- has the Parish Council considered how and when it would review any 'made' neighbourhood plan once the emerging Local Plan has been adopted?*

We note that your comments are framed in the context of Horsham District, however it is important to note that the Plan Area falls into two LPAs, Horsham District Council (HDC) and the South Downs National Park Authority (SDNPA). We would like to respond to each of your points in relation to both areas. At all times in the preparation of the neighbourhood plan we have been very aware of the strategic context.

Regarding the area within SDNPA, a new Local Plan was adopted by the SDNPA very recently in July 2019. This plan sets out the strategic aspirations for the area between 2014-2033, including where development should occur in these years. It is also worth noting that this plan (whilst not yet adopted) was largely in the public domain for much of the time our neighbourhood plan was being prepared. As the neighbourhood plan was being prepared there was great care to ensure that there would be no conflict with strategic policy contained in SDNPA's adopted development plan. In the context of knowing where development and longer-term growth is planned to come forward in the SDNPA it is entirely appropriate to then designate parcels of land as local green space where appropriate. The proposed designations do not conflict with the recently adopted development plan for the area which provides a framework, and the context, for future growth in the plan and wider area.

Regarding the area within HDC, your summary is correct in that the neighbourhood plan was prepared without knowing the detail of the emerging plan. However, close communication was had with key personnel at HDC throughout to discuss and agree the relationship between policies in the emerging neighbourhood plan, the adopted development plan and the emerging local plan (to the extent it was known by those at HDC). This is the approach advocated in the NPPG (Reference ID: 41-009-20190509) 'to minimise any conflicts between policies in the neighbourhood plan and those in the emerging local plan'.

One such area of agreement was that the neighbourhood plan would not include sites for residential development. We now have the benefit of having sight of the emerging HDC local plan and, although it has not yet proceeded to consultation (due to recent updates to the NPPG and latterly the new requirement for water neutrality) are pleased to see that there are no apparent conflicts between the proposed neighbourhood plan and emerging local plan.

INSERT EITHER PARA A OR B

A. IF RESOLUTION CONFIRMING REVIEW IS MADE BY FULL COUNCIL INSERT:

The Parish Council have made a resolution to review the plan at their meeting on 15/11/2021. This review will be triggered by the inclusion of new planning policy in the adopted Development Plan that is relevant to the neighbourhood plan area. Such a review will be open to include any relevant matters but will include consideration of the delivery of new homes, our economy, open space, and climate change.

The neighbourhood plan already confirms at para 1.14 that when the emerging Horsham Local Plan is adopted it would be reviewed. Given the resolution by Full Council we would suggest that paragraph 1.14 be updated to read:

‘However, Horsham District Council are currently preparing a new Local Plan for the district which will replace this document in the next few years. This new document may change the strategic spatial strategy for the wider area meaning this plan will need to be reviewed on adoption of the new Local Plan.

We also suggest a new section is added after para 1.17:

‘Plan Review

Given the reduced scope of this plan, the Parish Council have made a resolution to review the plan at their meeting on 15/11/2021. That review will be triggered by the inclusion of new planning policy in the adopted Development Plan that is relevant to the neighbourhood plan area. This review will consider whether the Steyning Neighbourhood Plan still aligns with strategic policy, and include consideration of the delivery of new homes, design codes, our economy, the high street, open space, transport, infrastructure, Local Green Space, the climate change emergency and another matters considered relevant at that time.’

B. IF NO RESOLUTION CONFIRMING REVIEW IS MADE BY FULL COUNCIL INSERT:

It was always intended that this neighbourhood plan would be reviewed when new planning policy becomes part of the adopted Development Plan for the Steyning Neighbourhood Plan Area. Such a review would include consideration of whether the neighbourhood plan’s policies were still in general conformity with strategic policies, and any matters considered relevant at the time, but will include consideration of the delivery of new homes, our economy, open space, and climate change.

The neighbourhood plan already confirms at para 1.14 that when the emerging Horsham Local Plan is adopted it would be reviewed. Given the resolution by Full Council we would suggest that paragraph 1.14 be updated to read:

‘However, Horsham District Council are currently preparing a new Local Plan for the district which will replace this document in the next few years. This new document may change the strategic spatial strategy for the wider area meaning this plan will need to be reviewed on adoption of the new Local Plan.’

We also suggest a new section is added after para 1.17:

‘Plan Review

A review of this plan will be needed when new planning policy is included in the adopted Development Plan for the neighbourhood plan area. This review will consider whether the Steyning Neighbourhood Plan still aligns with strategic policy and include consideration of the delivery of new homes, design codes, our economy, the high street, open space, transport, infrastructure, Local Green Space, the climate change emergency and another matters considered relevant at that time.'

Policy SNDP1

The first part of the policy is well-intentioned. However other than in relation to the six general matters listed in the policy did the Parish Council seek to define any specific parts of the neighbourhood area to which it would apply?

The policy applies to the whole plan area. Defining 'Valued landscape features' on the policies map was considered when the policy was drafted, however most of the Parish contains 'Valued landscape features' such as those listed in SNDP1.1 and there was and is concern that in trying to map them we may miss as many 'Valued landscape features' as we identify. As a result, a criteria-based policy was introduced to allow judgements to be made by the decision maker on a site-by-site basis. Such criteria-based policies are common place in Local Plans. We strongly disagree with the comments made by HDC in relation to this policy.

To what extent does the second part of the policy add value to national policy?

It is noted that NPPF paras 8, 32, 174(d), 179(b) and 180(d) all encourage development to deliver biodiversity net gain. It is accepted that SNDP1 largely mirrors this requirement. However, it also adds to national and local policy by also providing policy support for proposals that '*would increase the amount of publicly accessible green infrastructure*'. The policy therefore builds on national policy and introduces a locally specific policy requirement.

Policy SNDP2

To what extent does the policy add any distinctive local value to national and local policies?

The distinctive local value of the policy is that it sets out the aspirations of a large part of our community. NPPG para 41-001-20190509 and NPPF para 29 confirm that neighbourhood planning gives our community the '*power to develop a shared vision for their neighbourhood*'. This policy includes what is possibly the most important set of requirements for new development to parts of our community and helps build on that shared vision.

This topic is particularly important to our local community and is demonstrated in some part by several local community groups and organisations who are trying to make our lives more sustainable. Examples of such groups include, but are not limited to, Greening Steyning, Steyning Downlands Scheme, the Steyning & District Business Chamber, Steyning for Trees and the Steyning Grammar School Eco Council to name a few.

SNDP2.1 requires development to consider the impact it will have on the environment over its lifetime. Currently, the adopted development plan does not take this properly into account. For example, the long-

term carbon footprint or the impact of materials used is not currently a material consideration, it is hoped that this policy will address that.

SNDP2.2 builds upon existing national and local requirements to explicitly identify those elements that locally we value and want to see. The design criteria are drawn from the Character Appraisal which is submitted alongside the plan.

Overall, the policy seeks to ensure that development is responsibly designed taking its environmental impacts into account.

I am minded to recommend that the second part of the policy is modified so that it takes a proportionate approach. This would acknowledge that many development proposals in the Plan period will be of a minor or domestic nature. Does the Parish Council have any comments on this proposition?

We note the point made but strongly believe that all development should try and accord with the requirements (even householder proposals) but do accept that it may not always be possible. If a proportionate approach required, we would suggest that the opening sentence be reworded to state:

'As a minimum all developments should accord with the National Design Guide and where possible:'

Policy SNDP5

As submitted the policy reads as a process matter (how the Parish Council will apply developer contributions) rather than a policy in its own right. Please could the Parish Council advise on its intentions for the policy?

We note the point made and agree that it may be better placed in the text. We would suggest that the policy is deleted and para 6.6 and 6.7 replaced with the following:

6.6 In England, where there is a neighbourhood plan in place, the neighbourhood is entitled to 25% of CIL revenues from new development taking place in the Plan Area (for areas without a neighbourhood plan, the neighbourhood proportion of CIL is a lower figure of 15%, capped at £100 per dwelling for residential development). This money is paid to Parish Councils to spend on local priorities.

6.7 CIL funds raised by development within the Plan Area and paid to Steyning Parish Council will be used to support infrastructure projects identified as a priority by the Parish Council. The Parish Council will maintain an Infrastructure Delivery Plan identifying priority infrastructure projects.

Policy SNDP6

Plainly this policy is at the heart of the submitted Plan. The Local Green Space (LGS) Review has helpfully assessed the potential designation of parcels of land as LGSs in the parish. I am satisfied that the proposed Fletcher's Croft LGS meets the three tests in paragraph 102 of the NPPF. The Review has principally assessed each parcel of land considered to have the potential to be designated as a LGS against the three criteria in paragraph 102 of the NPPF. Has the Parish Council separately assessed each proposed LGSs against the more general matters in paragraph 101 of the NPPF, namely:

- whether their designation is consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services?*
- the extent to which it is capable of enduring beyond the end of the plan period?*

The whole plan has been prepared having regard to national policies and advice contained in guidance issued by the Secretary of State. This contains the fundamental purpose of the planning system which is to contribute to the achievement of sustainable development. In line with this, the designations proposed in the plan are consistent with the local planning of sustainable development.

As set out previously in this letter, in SDNPA there is a relatively new local plan which provides a framework for future growth and in HDC we have worked with officers as the plan was prepared. None of the proposed designations conflict with proposals for homes, jobs and other essential services in either of the relevant adopted development plans.

Regarding the proposed Local Green Space (LGS) designations enduring beyond the end of the plan period, we see no reason why they could not. We acknowledge that there are stakeholders who have promoted land for development in the area, but that should not be a reason to not designate a LGS when it meets the tests set out in the NPPF.

Paragraphs 3.18 to 3.21 of the Review address the issue of the relationship between the protection afforded by the location of a parcel of land within the South Downs National Park and any added protection which would follow from a LGS designation. Am I correct to infer from paragraph 3.21 of the Review that the Parish Council has concluded that there is a general benefit to designating parcels of land (which meet the test of paragraph 102 of the NPPF) within the National Park as LGSs?

That is correct.

Has the Parish Council undertaken a site-by-site assessment of each proposed LGS within the National Park on the added value of such a designation over and above national park status as required by Planning Practice Guidance 37-011-20140306?

‘Stage 3 – Validation’ (from page 44 of the Local Green Space evidence base document) considers whether each parcel of land being assessed is already protected by designation, then forms a view on whether any additional local benefit would be gained by designation as Local Green Space. Where spaces are within the National Park this is noted in overview and outcome of the assessment of that space. In short, yes, a site-by-site assessment has been undertaken.

From my observations in relation to the proposed LGS 2 (The Rifle Range) it appeared that the former rifle range consisted of the strip of land in the western part of the proposed designation. Were my observations correct and/or is there historic evidence to support the use of the wider parcel of land as a firing range? What is the significance of the pond and the downstream mill as set out in the Historic significance section in the Review (page 14) relating to this proposed LGS?

The proposed ‘The Rifle Range’ LGS is, on reflection, poorly named. The area does indeed include part of the old rifle range (running broadly East/West across the northern part of the proposed designation) but also includes the valley to the south which has several ways in which it is demonstrably special to the local community, such as beauty, recreational value, tranquility and wildlife. To clarify this we suggest renaming the proposed LGS to ‘Rifle Range & Valley’.

The significance of the pond is that is upper reservoir for the historic mill downstream and has been a permanent feature in our landscape for many years.

To what extent did the consideration of the proposed package of LGS designations take account of the contents of the Wiston Whole Estate Plan?

The Wiston Whole Estate Plan is a document prepared by the landowner of the estate. It set out the assets of the organisation and the opportunities and threats which the organisation may encounter and describes their plans for the future. The SDNPA confirms that a Whole Estate Plan should include environmental and social assets and issues as well as economic development projects. The concept is to encourage open dialogue between land owning organisations and the National Park, to look at land holdings in their entirety in order to be as holistic as possible.

Whole Estate Plans have an interesting position in the policy makeup of the national park. The SDNPA Local Plan refers to them in two policies:

- Policy SD23 confirms that development proposals for visitor accommodation, visitor attractions and recreation facilities will be permitted where compliance can be demonstrated that seven criteria are met. One part of one criteria refers to a proposal being *'part of a farm diversification schemes or endorsed Whole Estate'*.
- Policy SD25 provides a development strategy for the National Park. It confirms that when *'considering development proposals outside settlement boundaries within rural estates and large farms'*, positive regard will be had to two factors, one of which is the inclusion of the development proposals within an endorsed Whole Estate Plan.

The Wiston Whole Estate Plan (WWEP) includes a number of projects such as Great Barn (Conversion of existing listed barns and upgrading of modern farm buildings to create new retreat accommodation, refectory, chapel, market garden and 'trailside' café and to improve the facilities of this rare breed organic beef Farm) and Rock Common Quarry (A new ecology focused visitor destination incorporating an eco-lodge development set within the restored sand quarry). These specific projects would benefit from policy support from SD23 and SD25.

The WWEP is a material consideration in the determination of certain planning applications. But being a material consideration in the determination of a planning application should not be confused with being part of the adopted development plan for the National Park, of which the WWEP is not.

The WWEP also plays no part in key strategic matters set out in the Local Plan. An example of this can be seen when comparing the content of the WWEP, and the delivery of new homes across the National Park. Policy SD26 confirms the distribution of new homes and how they will come about – no reference to Whole Estate Plans is made.

The WWEP is not part of the development plan. The inclusion of a project (such as those outlined above) in the WWEP is a material consideration in the determination of a planning application but the WWEP has little, if any, bearing on the preparation of a neighbourhood plan which must meet the basic conditions.

The Wiston Estate in their response have directed us to page 78 and 79 of the WWEP which considers Local Housing Needs. Here the WWEP talks of how it will work *'alongside local Neighbourhood Planning groups to enable future housing for the future sustainability of a diverse community.'* It also sets out a vision to create *'high quality homes for estate workers [former, current and new], local people and those wishing to join the community with a strong sense of place supported by the provision and shared maintenance of community buildings and open space'*. We commend this aspiration and the objective to *'increase the availability of housing suitable for those engaged in stewardship, landscape and estate management; to*

add to the stock of affordable housing available locally and to provide new homes for 'down-sizers' and young families to enable the sustainable growth of this important local service centre.' However, the WWEP stops short of identifying specific projects like it does elsewhere in the document and only through inferring meaning into the illustrative map annotated with '*Recommended by the neighbourhood plans*' and '*Not currently recommended by the neighbourhood plans*' could a potential project be identified.

Comments on Representations

We have been provided with the opportunity to comment on specific representations as we see fit.

Before we do that, we would like to take this opportunity to thank everyone who has taken the time to respond to the Regulation 16 Consultation, and consultations before that – regardless of whether those responses are supportive or raising concerns.

Horsham District Council

We would like to thank HDC for their kind words in relation to the efforts of those involved.

We note the confirmation from HDC that they support our position of not allocating land for development.

As set out above, we disagree with HDC's comments regarding Policy SNDP 1 and SNDP 2. Both of these policies, and the current wording of them, are crucial in setting out local development requirements.

Other changes requested are minor and relate to paragraph wording / formatting and we have no issue with any of them. However, we are keen to ensure that the plan does not become out of date and therefore do have reservations with the prospect of linking documents such as the Local Plan timetable which can have a short shelf life.

Richborough Estate

We note the comments and concerns expressed by Richborough Estate. We have reviewed the representation in detail and believe that the main matters are already addressed in this letter.

South Downs National Park Authority

We would like to thank SDNPA for their kind words in relation to the plan and the presentation of it.

We note that the SDNPA consider the neighbourhood plan to be in general conformity with these strategic policies of the SDLP, as we have set out above.

We believe that the remainder of the comments raised are already addressed in this letter.

Cala Homes

We note the concerns made but would advise the Examiner to refer to the Local Green Space evidence base document for our position in relation to 'Sweetland'.

The Wiston Estate

We again note the concerns raised by the Wiston Estate, but do not propose to make any further comment as we believe that the pertinent matters have already been addressed in this letter.

Final Remarks

It is apparent that the Steyning Neighbourhood Plan, as submitted by the Parish Council, has attracted both support and criticism from our community and other Stakeholders. We would like to reiterate that through this process, the Parish Council has sought to work with our community and relevant stakeholders to develop the neighbourhood plan. It aligns with the overarching strategy for growth as set out by the two relevant LPA's, meets the basic conditions, and should in our opinion be allowed to proceed to referendum.

However, we do note the concerns raised by some and therefore offer the following commentary without prejudice to our position that the plan as submitted meets the basic conditions. The Parish Council **INSERT EITHER: are committed by way of a resolution by Full Council OR plan on** undertaking a review of the neighbourhood plan as soon as the emerging Horsham District Local Plan is adopted, or other policy is brought into the adopted development plan for the neighbourhood plan area. This review will likely result in a plan with a wider scope than the one currently submitted. Objections to the submitted plan appear to focus on the designation of some Local Green Spaces, citing their incompatibility with the future growth of the area and arguing they conflict with sustainable development. We disagree with this assessment but if the examiner were to agree, we suggest designations of concern are removed by the Examiner at this time to enable the plan to proceed to referendum. The Parish Council would then reconsider the removed designations alongside any proposals for development by stakeholders, as part of the upcoming neighbourhood plan review.

We trust that this letter provides a useful response to your Clarification Note and we look forward to receiving your report on our neighbourhood plan.

Kind regards,

John Fullbrook

Steyning Parish Council Clerk

{On behalf of Steyning Parish Council}

Briefing Paper prepared by Cllr Campbell

The Proposal In Summary From the Current Landowner

1 A gift of about 92.5% of Clays Field to SPC for the use of residents. Approx. 19.5 acres. The right to use for sport and recreation in perpetuity achieved by voluntarily giving it Village Green status

2 A gift of £200,000 to SPC as a capitalised contribution to future maintenance.

3 About 7.5% of the land (approx.1.5 acres) along Castle Lane to be developed by the landowner with six homes.

All to be achieved through the planning process and in particular a s106 agreement

The Background

Clays Field is currently owned by Mr Cameron Robertson-Aikman

His family has lived in the large house on Goring Road overlooking Clays Field for many years.

Several years ago Mr Robertson-Aikman sold SME which his father had established.

Mr Robertson-Aikman has moved from Steyning. His mother is soon to move from Goring Road. The family is basically severing its ties with Steyning.

Throughout the family's long period of ownership it has voluntarily maintained and insured Clays Field as a recreational space for residents.

The public has no right of access except along the public right of way between Goring Road and Clays Hill.

Claims that the land is protected as Local Green Space under the Bramber Neighbourhood Plan are false. It is not designated because the Examiner concluded that to do so would be contrary to national planning policies.

Accordingly, the whole of Clays Field is currently vulnerable to development and to the exclusion of the public except along the right of way.

Because of the long family connections with Steyning Mr Robertson-Aikman says he and his mother wish to act philanthropically and to gift the vast majority of the land as open space in

perpetuity for the benefit of Steyning residents – which will also benefit Bramber residents. If that is their wish. If it is not, then he will simply sell to a developer. No doubt the public access would soon be ended.

The Motion

The motion if passed does not commit SPC to anything except exploring the matter further with the landowner and Bramber Parish Council.

“The owner of Clays Fields, Bramber having asked Steyning Parish Council to consider an offer in principle for him to:-

- *Transfer to Steyning Parish Council as a gift approximately ninety percent of the area of Clays Fields;*
- *Simultaneously register the gifted area as a village green for local people to enjoy as a place of sport and recreation in perpetuity; and*
- *Simultaneously contribute to SPC a substantial sum as a capitalised contribution to future maintenance of the Fields;*

All of the above expressed as Section 106/Community Infrastructure Levy obligations in connection with a proposed development on his retained portion of approximately 10% of the land and all in accordance with HMG Guidance published at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69515/pb13733-rural-villagegreens-voluntary-guidance.pdf and in particular paragraphs 12 and/or 26 thereof;

the Council resolves to enter into discussions with the landowner and his representatives and, to the extent considered appropriate, with Bramber Parish Council within whose boundary the area is located and/or with Horsham District Council as the Planning Authority with a view to deciding whether the offer is in the interests of Steyning Parish Council and its residents and to seek to bring matters to such conclusion as is considered by SPC to be in the public interest”.

Next Steps?

If our judgment was that there was insufficient benefit to the community or that the detriment to those who live nearby was such that we chose not to support, then of course that is as it should be. I believe however that the benefit to the public is potentially very great and that we should at least explore this further with the landowner and with Bramber PC.

If this was to go further then naturally I would expect us to be liaising with the HDC planning department from the outset to ensure that all the principles of planning probity are fully complied with.

The landowner has said that if the motion is passed then he would try to attend the January 2022 Full Council meeting if that was SPC's wish.

Transparency

In the interests of transparency I need to report that before I was elected I acted in a paid consultancy role for Mr Robertson-Aikman when he was first formulating a significantly different proposal to submit to Bramber's neighbourhood plan team and I met once with Cllr Roger Potter about that. I dropped out when other professionals were instructed, and I was not involved in the final version which was eventually put forward.

Until he contacted me recently I have had no contact with Mr Robertson-Aikman since I was elected, and I am not retained now.

I have no financial interest in the land or in any development of any part of it.

My sole aim is to act in what I believe to be the interests of Steyning's residents, who I was elected to serve.

Footnotes

1 A landowner is always entitled to voluntarily dedicate their land as a village green. The guidance to this specifically recognizes the designation of land as a village green as part of the planning process.

<https://www.gov.uk/government/publications/guidance-on-voluntary-registration-of-land-as-a-town-or-village-green>

"Public space secured through the planning system

12. *The planning system may be used to secure an area of public open space in accordance with Local Development Framework policies through the use of planning conditions or planning obligations ('section 106 agreements'). The new power in the Commons Act 2006 for a landowner to dedicate a new green may be appropriate where you are required to provide an area of public open space as part of a development. In such cases the authority may wish to require that you dedicate the area as a town or village green to ensure it is protected in perpetuity.*

13. *More information on planning obligations and planning conditions, including Circular 5/05: Planning Obligations and Circular 11/95: Use of conditions in planning permission, is available via the Department for Communities and Local Government website at: www.communities.gov.uk.*

AGENDA ITEM 10.1

2 Bramber was not able to designate Clays Field as Local Green Space (LGS) under its neighbourhood plan.

It should be noted that even if it was registered as LGS this gives no right of public access. Conversely, designation as a Village Green gives the right of access for sport and recreation in perpetuity.

https://www.horsham.gov.uk/_data/assets/pdf_file/0009/87966/Bramber-Neighbourhood-Plan-Referendum-Version-26-August-2020_FINAL.pdf

See Page 90

“Clays Field was assessed as being close to the community, being demonstrably special and local in scale, factors supported in the Examination of the Neighbourhood Plan. Its proposed designation, however, was not found by the Examiner to be consistent with the local planning of sustainable development and complementing investment in sufficient homes, jobs and other essential services. It has therefore not been designated as a local green space.”

Cllr Paul Campbell

10 November 2021

This V2 with amendments in red has been produced at the request of the SPC Clerk to include information which Bramber Parish Council provided to me on 28 October 2021. I have acceded to the request although none of the information is, in my view, relevant to the motion which is aimed merely at authorising SPC to enter into discussions. Only if the motion is passed will the Bramber Parish Council points be relevant.

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Claims that the land is protected as Local Green Space under the Bramber Neighbourhood Plan are false. It is not designated because the Examiner concluded that to do so would be contrary to national planning policies.

Accordingly, the whole of Clays Field is currently vulnerable to development and to the exclusion of the public except along the right of way

Because of the long family connections with Steyning Mr Robertson-Aikman says he and his mother wish to act philanthropically and to gift the vast majority of the land as open space in perpetuity for the benefit of Steyning residents – which will also benefit Bramber residents. If that is their wish. If it is not, then he will simply sell to a developer. No doubt the public access would soon be ended.

Points from Bramber Parish Council's Clerk (which are precisely the sort of points which would be for discussion if the motion is passed but which seem to me not pertinent to the simple issue of whether we wish to enter into discussions with all interested parties including BPC).

1 Bramber Parish Council says it likely intends having another attempt at obtaining LGS status after the new Horsham Local Plan is adopted.

I observe: -

Firstly, that it seems to me that this is unlikely to succeed for the same reasons as the examiner gave when rejecting the first time;

Secondly, and crucially, even if the area was registered as LGS the public would not gain any rights of access – unlike the situation if it was dedicated as a village green; and

Thirdly, LGS gives powerful, but not complete protection as an open space. Building is still permitted in exceptional circumstances. Village Green protection, in contrast, gives almost total protection

The issue in a nutshell is - will the public benefit more by acquiring the unfettered right to use in perpetuity 92.5% of the area, or alternatively will the public benefit more by having the right to enjoy the view 100% of the area, but having the right to access only the public footpath?

2 Bramber Parish Council reports that it was approached by a developer acting for the owner of Clays Field. The Council reports that it advised the developer that the position of Bramber PC is that it would be happy to hear his proposals at a parish council meeting in public to ensure transparency. BPC reports that the developer did not take up the offer.

I observe:-

I do not know if BPC is wanting to imply some sort of intended impropriety by the developer reportedly not taking up the offer - but complete openness is the intention of the landowner which is why he has wanted this discussed by SPC at tonight's meeting with a view to further exploration with all relevant parties, including Bramber Parish Council.

3 Bramber Parish Council asserts that as Clays Field sits within Bramber Parish all matters relating to this land are a matter for Bramber Parish Council.

I observe that it is simply not the case that all matters relating to Clays Field are a matter for Bramber Parish Council. That would only be the case if it owned the land. As it does not own the land it in fact has very little power or influence over Clays Field. Bramber Parish Council is a non-statutory, and thus only a courtesy, consultee by HDC in the event of any planning application. BPC can also either attempt to designate some or all of the Field for housing under any neighbourhood plan review or attempt to designate some or all as Local Green Space. It says it likely intends the latter. For the reasons given by the examiner the first time around, this seems to me unlikely to succeed and as stated, will give no right of access even if it did succeed.

The Motion

The motion, if passed, does not commit SPC to anything except exploring the matter further with the landowner and Bramber Parish Council.

“The owner of Clays Fields, Bramber having asked Steyning Parish Council to consider an offer in principle for him to:-

- *Transfer to Steyning Parish Council as a gift approximately ninety percent of the area of Clays Fields;*
- *Simultaneously register the gifted area as a village green for local people to enjoy as a place of sport and recreation in perpetuity; and*
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All of the above expressed as Section 106/Community Infrastructure Levy obligations in connection with a proposed development on his retained portion of approximately 10% of the land and all in accordance with HMG Guidance published at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69515/pb13733-rural-villagegreens-voluntary-guidance.pdf and in particular paragraphs 12 and/or 26 thereof;

the Council resolves to enter into discussions with the landowner and his representatives and, to the extent considered appropriate, with Bramber Parish Council within whose boundary the area is located and/or with Horsham District Council as the Planning Authority with a view to deciding whether the offer is in the interests of Steyning Parish Council and its residents and to seek to bring matters to such conclusion as is considered by SPC to be in the public interest”.

Next Steps?

If our judgment was that there was insufficient benefit to the community or that the detriment to those who live nearby was such that we chose not to support, then of course that is as it should be. I believe however that the benefit to the public is potentially very great and that we should at least explore this further with the landowner and with Bramber PC.

If this was to go further then naturally I would expect us to be liaising with the HDC planning department from the outset to ensure that all the principles of planning probity are fully complied with.

The landowner has said that if the motion is passed then he would try to attend the January 2022 Full Council meeting if that was SPC's wish.

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"Public space secured through the planning system

12. The planning system may be used to secure an area of public open space in accordance with Local Development Framework policies through the use of planning conditions or planning obligations ('section 106 agreements'). ***The new power in the Commons Act 2006***

for a landowner to dedicate a new green may be appropriate where you are required to provide an area of public open space as part of a development. In such cases the authority may wish to require that you dedicate the area as a town or village green to ensure it is protected in perpetuity.

13. More information on planning obligations and planning conditions, including Circular 5/05: Planning Obligations and Circular 11/95: Use of conditions in planning permission, is available via the Department for Communities and Local Government website at: www.communities.gov.uk.

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See Page 90

“Clays Field was assessed as being close to the community, being demonstrably special and local in scale, factors supported in the Examination of the Neighbourhood Plan. Its proposed designation, however, was not found by the Examiner to be consistent with the local planning of sustainable development and complementing investment in sufficient homes, jobs and other essential services. It has therefore not been designated as a local green space”.

Cllr Paul Campbell

10 November 2021

Amended in red 14 November 2021

Briefing paper 11.1

Working Practices working party – dated 7th October

3pm start time

In attendance – Cllrs Lloyd, S. Alexander, Norcross and Young, plus Clerk and deputy clerk.

Cllrs agreed to recommend to Full Council the following two items

1. Amendment to Standing Orders under paragraph 4 d. – when talking about F&GP membership, paragraph 5 – to remove the words '*and Vice Chair*'
2. That Full Council agree to adopt the new code of conduct as compiled by Horsham District Council and as per supporting papers, without amendment.

Code of Conduct

Adopted by Horsham District Council on 28 April 2021, following the decision by full Council to adopt the Local Government Association's New Model Code (with minor amendments as recommended by Standards Committee).

Statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as individual Councillors affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed its Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All Councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of its Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local Councils can offer advice and support to Town and Parish Councils.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a Local Authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and
- c) who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” covers county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Local Authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and Local Authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Local Authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a Councillor and/or as a representative of your Council
- you are claiming to act as a Councillor and/or as a representative of your council
- you are giving the impression that you are acting as a Councillor and/or as a representative of your Council
- you refer publicly to your role as a Councillor or use knowledge you could only obtain in your role as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. *Respect*

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Local Authority, (you can contact the Monitoring Officer or Standards Team) and/or the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Local Authority employees, where concerns should be raised in line with the Local Authority's Councillor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equality and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Local Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Local Authority.

Officers work for the Local Authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Local Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or Local Authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Local Authority and may lower the public's confidence in you or your Local Authority's ability to discharge your/ its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Local Authority into disrepute.

You are able to hold the Local Authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a Member of the Local Authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Local Authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the Local Authority or authorising their use by others:

- a. act in accordance with the Local Authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Local Authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Local Authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Local Authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Local Authority's own policies regarding their use.

8. *Complying with the Code of Conduct*

As a Councillor:

8.1 I undertake Code of Conduct training provided by my Local Authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Local Authority or its governance. If you do not understand or are concerned about the Local Authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the Local Authority

9. *Interests*

As a Councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises.

The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Councillor:

10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Local Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – the Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the Local Authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor/Member or co-opted Member, or a person connected with the Member or co-opted Member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room

unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the

	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a Local Authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A Local Authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A Local Authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

All Parish Councils

Our ref: SE
Email: Sharon.evans@horsham.gov.uk
Direct Line: 01403 215538
Date: 24th May 2021

Dear Sir / Madam

Local Government Association – Model Councillor Code of Conduct

I write to inform you that following the Local Government Associations publication of their model Councillor Code of Conduct, that Horsham District Council Standards Committee considered, debated, and ultimately recommended the adoption of the new model Code of Conduct.

On the 28th April 2021, Full Council resolved to adopt the new model Code of Conduct with minor amendments, ("new Code"), which were mainly grammar and punctuation corrections.

I attach a copy of the new Code with tracked changes from the original LGA model and I ask that you as a Parish Council seriously consider adopting this new Code as soon as possible, hopefully without further amendment or modification.

There are numerous reasons why it is considered beneficial to adopt what is hoped will become the national adopted model including the following:

- Ultimately there should be additional guidance, working examples and explanatory text. If adopted, all Parish Councils will be applying current national best practice and will mean that the case law and guidance can be applied in a straightforward and simple manner.
- The clarity of a national Code of Conduct model means that it can be well understood by the public and Councillors.
- The Code addresses issues arising through more communication taking place remotely and through social media, which is currently where most problems arise.
- Relevant training and guidance will be easier to deliver and resource.
- If the District Code of Conduct is adopted by Parish Councils, it is easier to administer and allows for more consistent approaches to conduct to be applied at each tier of government.

- The Code has been designed to “protect Members’ democratic role, encourage good conduct, and safeguard the public’s trust in local government.” It focuses upon setting high standards and expecting demonstrable good conduct but also looks to ensure that Councillors can themselves undertake their role without being intimidated or bullied.
- Whilst it is acknowledged that the model Code is not perfect, and it does not deal with the lack of appropriate sanctions, for breaches, where we are still awaiting legislative change, it is still considered a substantial improvement on existing Codes of Conduct. It will also be reviewed and updated regularly.

It is considered advantageous for all, if Parish Councils would adopt the Code of Conduct of their principal authority. One of the recommendations from the Local Government Ethical Standards – A review by the Committee on Standards in Public Life was as follows:

“20. Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code.”

Whilst this and other recommendations have not been made law yet, this may (or may not) happen in any event, in due course.

A uniform approach using national standards of conduct in accordance with good practice is desirable. It will allow for more consistent approaches to be applied in relation to conduct without the need to clarify or interpret individual wording of each Parish Council’s own Code of Conduct, particularly important, as we have 32 different Parish Councils.

This, together with a revised and streamlined process and procedure in dealing with Code of Conduct complaints, will ensure an effective and efficient standards regime. Further information and detail regarding what will be a new complaints process and procedure will follow in due course.

Whilst this is a matter for each Parish Council, I strongly urge you to adopt the Code of Conduct of the principal authority, Horsham District Council. If you require any further information or detail then please do not hesitate to contact the standards team at standards@horsham.gov.uk

Yours sincerely



Sharon Evans
Monitoring Officer &
Head of Legal & Democratic Services



GRANT AWARDING POLICY

Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area of some or all of its residents (Local Government Act 1972 s137).

In addition to annual grants supporting Steyning Royal British Legion, Steyning in Bloom and the Christmas lights appeal of Steyning and District Business Chamber it will also budget a General Grant fund to assist local charities and volunteer groups. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered quarterly by Finance & Community (March, June, September, December), unless there are special circumstances which require more immediate consideration. In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes applications will be considered for:

1. To purchase equipment either in part or in full.
2. For the funding of transport to enable members to partake in a group trip or outing.
3. For training activities.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.
8. The above are examples.

Conditions:

1. Grants will not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award before the proposed end date, then an explanation should be provided to the Parish Council.
5. Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to require a refund.
6. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
7. Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
8. An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisation's annual accounts.
9. This policy may be amended at any time by the Council following a motion having been published on the agenda.

Eligibility:

1. Any Charity, Voluntary Group or Community Organisation operating within the parish.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
3. The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
4. Applications from schools for an activity that takes place within the school day will not be considered.
5. The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

1. Applications must be submitted to the Clerk at the address given above.
2. The application should be supported by a copy of the latest set of annual accounts.

Adopted by Full Council at their meeting of 17th May 2021

Briefing Note – 11.3.1

To discuss and agree to recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "*....Applications for grants over £250 should be supported by a copy of the latest set of annual accounts*".



The Steyping Centre, Fletchers Croft, Steyping
West Sussex, BN44 3XL

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE

HELD ON 8th June 2021 AT 7.30PM at the Steyping Centre .

Present: Cllrs Lloyd (Chair), Norcross, I. Alexander, Bell, Hanson, Young, Campbell and Goldsmith.

Clerk: John Fullbrook **Minutes** Hazel Roxby

Members of the Public: 1

Meeting started at: 7.34 pm

MINUTES

C/21/01 APOLOGIES FOR ABSENCE

1.1 There were no apologies from Councillors.

Actions

C/21/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 Cllrs I. Alexander and Bell declared a personal interest in Item 7 concerning Allotments.
Cllr Campbell declared a personal interest in item 9.2 concerning the bench on the MPF as it is near his property.

C/21/03 QUESTIONS FROM THE FLOOR (*Questions, answers and statements are summarised*)

3.1 There were no questions from the floor.

C/21/04 MINUTES OF PREVIOUS MEETINGS

4.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of 6th April 2021 be accepted as a true and fair record of the meeting. Cllr Hanson requested that the following statement, in accordance with Standing order 12d, be added to 6th April minutes concerning the agreement of the minutes of 2nd March.

'The Chairman of the meeting does not believe that the minutes of the Community committee Meeting held on 2nd March and altered on 6th April in respect of item 9.2 of 2nd March were a correct record but her view was not upheld by the meeting and the minutes are confirmed as a true and fair record of the meeting'. **Agreed** 4 for 4 abstentions.

CLERK

4.2 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of 6th May 2021 be accepted as a true and fair record of the meeting. **Agreed** 5 for 3 abstentions.

C/21/05 MATTERS ARISING AND ACTIONS –

5.1 Letter to be written and sent to the residents of Newham Lane regards access to MPF –
Actioned/See Item 9.6

5.2 Clerk to set up working party with HDC regards Fletcher's Croft Lease-**Actioned, See item 9.5**

5.3 Clerk to set up working party to further discuss Allotment agreement-**Actioned, See item 7.1**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 5.4 March minutes amended – **Actioned**
- 5.5 Steyning 20mph consultation report to be completed and brought to next Agenda–**Actioned- See item 6.1**
- 5.6 Permissions given to Sharna for Ice Cream vend on MPF subsequent to papers checks – **Actioned**
- 5.7 Feedback concerning request for burger van to operate on High St. to be relayed to HDC – **Actioned** - Cllr Goldsmith requested that a copy of what was said to HDC be sent to all cllrs.
- 5.8 Grass cutting contract to be amended regards Abbey Rd. – **Actioned**
- 5.9 Allotment Tenancy Agreement to go out to plot holders as a consultation –**Actioned.**
- 5.10 Clerk to organise 8 skips for the Allotments – **Actioned**
- 5.11 Contractors to complete light installation at toilets and external lights to Steyning Centre building- **Actioned**
- 5.12 Legionella inspection report chased, and actions completed – **Actions being undertaken via Premises Committee.**
- 5.13 Community Committee EOM to be convened – **Actioned**
- 5.14 Clerk to organise fence repairs at South Ash and reclaim monies from join owners – **Actioned**
The fence repairs have been reimbursed by joint owner.
- 5.15 Concrete repairs to front apron of Changing rooms – quotes to be brought to next meeting – **See item 9.1**
- 5.16 Paul Shippam to bring back to Committee Cricket Club proposals regards Car Park management- **See item 6.2**
- 5.17 Joint ownership of South Ash fence to be written into Asset /Land register – **Actioned**
- 5.18 Committee to have playground reports every meeting – **See item 9.4**

C/21/06 COMMUNITY MATTERS - To agree to the publication of the reports from the Steyning 20mph Scheme working party following the end of the public consultation and also to recommend to Full Council that SPC proceeds with a Community Highways Scheme application, as recommended by the Working Party, and to suggest a provisional figure for how much S106 funds to apply for.

- | | | |
|-------|--|--------------------------|
| 6.1.1 | Cllr Lloyd proposed, seconded by Cllr Hanson that the Clerk, Cllr Lloyd and Geoff Barnard put together a draft application for the S106 funds and the Clerk put it forward to WSCC and speak to the Fund Manager to see if there are any issues. Agreed. | Clerk/Lloyd
G Barnard |
| 6.1.2 | Cllr Lloyd proposed, seconded by Cllr Bell that part 1 and Part 2 of the reports be uploaded to the website subject to the removal of the wording 'and speeding traffic' from the first sentence of part one report. Agreed | D Clerk |
| 6.1.3 | Cllr Lloyd proposed, seconded by Cllr Bell that the committee recommends that SPC proceeds with the Highways Scheme Application and present to Full Council when recommended by the working party. Agreed. | Clerk |

- 6.3 To receive a report from Steyning Cricket Club Chairman and to agree any actions arising.**
 Follow a long discussion on this item.
 Cllr Lloyd **proposed, seconded** by Cllr Young that following the report from the Cricket Club the Committee authorise the Cricket Club to move forward on items 4 to 6, subject to the committee's approval on the wording for the temporary signage (item 4) and notices on vehicles (item 6), and subject to them producing a management plan of how the gate will be locked and unlocked and a plan in the case of emergencies. **Agreed**
 The committee will supply the permanent signage and carry out the car park lining to include an emergency access hatched area. A plan of the Car Park to be seen and agreed by Cllrs before the line painting is done.
- Cricket Cub

Clerk / Committee

C/21/07 ALLOTMENTS

- 7.1 Update from the Allotment working party on the new 'Allotment Agreement', and to discuss and agree any actions arising following working party recommendations.**
 The Working Party met on the 3rd June (last week) The draft agreement was considered, including all of the points raised by the Allotment holders via feedback from the consultation process. The amended version of the agreement was sent out to committee members.
 Follow discussions and concerns raised with the annual rent payment clause and the need to renumber the document Cllr Lloyd **proposed, seconded** by Cllr Hanson that this item be deferred for approval until the next meeting. **Agreed.**
 The working party to meet to discuss the pricing and rental clause and the legal advice received is to be sent out to Cllrs.
- Working party / Clerk
- 7.2 To receive the Allotment report from the Clerk**
 The allotment report was read out - There were no comments made.
- 7.3 To agree the recommendation from the working party that the clerk be delegated to a cost of up to £4,000 to complete installation of Phases 1A, 1B and 1D plus to replace standpipe tap head with double headed tap (as specified in supporting papers) and any other actions as necessary.**
 The Working Party met on the 13th May. The meeting notes and recommendation from the working party, a draft scope of works as per agreed and an estimate for ground works quoted from a contractor based on the draft scope of works was sent to Cllrs.
 Cllr Lloyd **proposed, seconded** by Cllr Norcross that following the recommendations from the working party as per briefing paper, the project be moved forward and that the Clerk be delegated to get 3 quotes for the proposed work and to ask the contractors to confirm if the suggested spec is the best method for the work and if not then quote accordingly. **Agreed.**
- CLERK

C/21/08 FINANCE - To agree the Income & Expenditure reports for April & May 2021

- 8.1** Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to accept the income and expenditure report as a true and fair record of the financial report. **Agreed**

C/21/09 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

- 9.1 To receive quotes regrading widening of the area of concrete in front of Changing rooms.**
 The Cricket Club have obtained 3 quotes for the work from contractors, the Clerk was asked to produce these to the committee.
 Cllrs discussed the work required and whether it would need the amount of work that has been quoted for. Cllrs requested to see drawings and a specification of the work.
 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk be delegated to appoint an independent person to look at the ground and to advise what is required to be done, get a drawing and a spec for the work up to a cost of £500 and report to the next meeting. **Agreed**
- CLERK

9.2	To discuss and agree a possible movement of an MPF bench following the representation made by a local Resident at a previous meeting. Following a long discussion on this issue and possible solutions and implications if the bench is moved. Cllr Lloyd proposed, seconded by Cllr I. Alexander that the bench should not be moved at this time as the council are in touch with the Neighbourhood Wardens and PCSO's who are aware of the issues and the Committee will re-look at the situation at an appropriate time. The Clerk is delegated to write to the residents to inform of the committee decision and ask that they report to them if the problem does not improve. Agreed.	CLERK
9.3	To receive the Grass Cutting update The Deputy Clerk informed that she is in communication with the contractors regarding the grass cutting issues of the week of 31st May. The Contractors have apologised for the cutting and will ensure that it is corrected the week commencing 7th June. The Deputy Clerk to monitor this.	D. Clerk
9.4	To receive the Playground report from the Clerk. The Playground report highlighting work completed set against inspection reports which were sent out to Cllrs. Cllr Campbell requested to see a list of the work that the contractor is unable to do. A working party is necessary to discuss the work that is required to be carried out that the contractor is unable to do.	D. Clerk
9.5	To receive working party recommendations regarding Fletchers Croft lease renewal and to discuss and agree any actions. Cllr Lloyd proposed, seconded by Cllr Hanson to reply to HDC to agree the outline for the licence of Fletchers Croft play area and outdoor Gym area and that Cllrs look forward to receiving the licence for committee to approve. Agreed. Cllr Lloyd to speak to HDC regarding adding to the licence that play equipment would be moved by HDC expense should the need arise at their request.	D. Clerk Cllr Lloyd
9.6	To receive an update from the Clerk regards access to the MPF from rear 2 Newham Lane – correspondence. Following a lengthy discussion on this item Cllr Lloyd proposed, seconded by Cllr Goldsmith that the Clerk, Cllrs Lloyd and Campbell work together on the wording for a further letter to be sent to the residents of 2 Newham Lane. Agreed 7 for 1 against.	Clerk/Cllrs Lloyd and Campbell
9.7	Change of lock to emergency access gate at the MPF. The Clerk will be changing the padlock to a new code lock and inform the appropriate persons and contractors that use the MPF and Cllrs	CLERK
9.8	To discuss and agree a request from a resident to place a memorial plaque on an existing bench on the MPF with a contribution to SPC. The Cllrs wholeheartedly agreed with this request. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the resident be allowed to place the memorial plaque on the bench and that a contribution is not required however should the resident still wish to contribute, the Committee would support a donation to a charity of their choice. Agreed.	D Clerk
C/21/10	PROGRESS REPORT – To discuss and agree if necessary, the following ongoing actions.	
10.1	C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement - not been possible as there is no person to speak to yet appointed.	Cllr Hanson
10.2	C/20/59.3 Memorial / Celebration tree policy to be reviewed, will need discussion with other groups first and bring back to another meeting.	CLERK

- | | | |
|--------------|--|----------------|
| 10.3 | C/20/101.2 Further discussions regards Steyning Centre LED light installation to be undertaken through F&GP. - A quote is being obtained from the present contractor and will taken to budget working party for discussion. | D Clerk |
| 10.4 | C/20/113.1 Clerk to proceed with MPF Car Park re-painting of lines project
Possible date to be done is provisionally 17 th June. | Clerk |
| 10.5 | C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works. | Clerk |
| 10.6 | C/20/113.3 Support for recycling bin in High Street conveyed to Greening Group and firm proposal sought. | Clerk |
| 10.7 | C/20/114.3 Clerk to proceed to purchase basket swing replacement and install
Taken pictures of fixings and sent to company to see if we can get confirmation and a quote | Clerk |
| 10.8 | C/20/114.3 Clerk to supply installation cost to Councillors before installation commences | Clerk |
| 10.9 | C/20/115.1 Clerk to convene an all-councillor working party to discuss possible play equipment installations. - Working party to be convened | Clerk |
| 10.10 | C/20/116.4 Chandler's way project consultation papers to be re sent to councillors and brought back to committee. - A working party meeting was held on site and reported to Council. An agreed letter of intent to apply for a funding grant was sent to HDC. Further information to be brought back to next meeting. | Clerk |

C/21/11 INFORMATION / CORRESPONDENCE ITEMS

- | | | |
|-------------|---|--------------|
| 11.1 | It was noted that the Pizza Van has been using the MPF Car Park without our permission for approximately 7 weeks. Clerk is in contact with the owners at present. | Clerk |
|-------------|---|--------------|

C/21/12 DATE OF NEXT MEETING – 6th July 2021 at 7.30 pm.

The Chairman Closed the meeting at 10.04pm

Signed: **Date:** 6TH July 2021
Chair

An audio recording of this meeting can be found using the following link: -

<https://youtu.be/tpnyxThRcrk> - (Unfortunately there was an error with the video recording on this occasion)

MINUTES OF THE COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6TH JULY 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Lloyd (Chair), Norcross, I. Alexander, Bell, Hanson and Young,

Clerk: John Fullbrook **Minutes** Hazel Roxby

Members of the public: None

Meeting Commenced : 7.30pm

MINUTES

C/21/13 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Alexander and Goldsmith. Cllr Campbell was absent.

ACTIONS

C/21/14 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs I Alexander and Bell declared personal interests to item 7.0 as their wives have allotment plots.

C/21/15 QUESTIONS FROM THE FLOOR

None

C/21/16 MINUTES OF PREVIOUS MEETINGS

Cllr Lloyd **proposed, seconded** by Cllr Norcross to accept the minutes of the 8th June as a true and fair record. **Agreed.**

C/21/17 MATTERS ARISING AND ACTIONS – These items were taken as read

17.1 Clerk to amend minutes of the 2nd March and 6th April to include Chairs statement – **Actioned**

17.2 20mph scheme reports to be published – **Actioned**

17.3 Clerk to send out MPF Car Park re-lining plan before work to commence for Cllrs comments – **Actioned**

17.4 Clerk to complete re-lining of MPF Car Park – **Actioned**

17.5 Clerk to convene Working party to discuss payment options/pricing for Allotments - **Actioned**

17.6 Steypning Cricket Club to supply wording on Car Park notices for Clerk and Councillors – **Actioned / See item 18.1**

17.7 Cricket club to produce management plan for MPF Car Park – **Actioned/ See item 18.2**

17.8 Working party to meet to discuss Allotment pricing and rental clause – **Actioned/ See item 19**

17.9 Clerk to inform resident regarding the committee's decision on possible Bench movement on the MPF - **Actioned**

- 17.10 D. Clerk to monitor grass cutting issues – **Actioned**
- 17.11 Request to see work that contractor not able to complete in regard to playground PPM – **Actioned/See item 8.2**
- 17.12 D. Clerk to write to HDC to agree outline for the Fletchers Croft licence – **Actioned**
- 17.13 Bench memorial plaque request to be processed – **Actioned**
- 17.14 LED Light installation discussion to be undertaken through F&GP working party – **Actioned**

C/21/18 COMMUNITY MATTERS

- | | | |
|--------|--|------------------------------|
| 18.1.1 | <p>The Cricket Club had sent through a draft of the parking notice – for agreement. Cllr Lloyd proposed, seconded by Cllr Norcross that the committee agree the parking notice subject to changes to be made by the Clerk and the Chairman and send to committee members by email. Agreed</p> | CLERK/
Cllr Lloyd |
| 18.1.2 | <p>The Cricket Club had sent a draft of the carpark closure sign. Cllr Lloyd proposed, seconded by Cllr Hanson that the carpark sign should be a large permanent 'A' frame sign and one that the times and the dates can be changed. The sign should be chained in place to make it secure. Agreed.</p> | CLERK |
| 18.2 | <p>Cricket Club Management plan. The Cricket Club had completed and sent in a draft car park management plan which was sent out as a supporting paper. It was noted that there were no dates or times of closures mentioned within the plan. Cllr Lloyd proposed, seconded by Cllr Hanson that the Management Plan from the Cricket Club be agreed subject to the inclusion of 'the office to be notified of date and times of when the car park will be closed within a reasonable time before the closure'. Agreed.</p> | CLERK |
| 18.3 | <p>Request for Pizza Van to have permission to use the MPF Car Park
Cllr Lloyd proposed, seconded by Cllr Hanson to delegate the Clerk to draw up a temporary Licence Agreement subject to approval by the Chair and Vice Chair of the Committee. The licence will have to be subject to their agreement to clearing up all the pizza boxes that are left on the MPF and any litter collected to be put in a plastic bag and disposed of in the parish council bins by the changing rooms. Also, the licence will be subject to the agreement by the Cricket Club of where the van should be parked so that there are no issues for them. It cannot be parked on the grass of the MPF and must not impede the access to the Club House or the Changing Rooms. Agreed</p> <p>It was noted that the public liability and employer's documents have been seen. The committee needed to know if the pizza van will be using the car park during the winter. All information and licence to be brought back to next Committee meeting.</p> | CLERK |
| 18.4 | <p>Installation of replacement Water tank at the MPF changing rooms as per Supporting Papers
Due to the breakdown of the 3 hot water tanks in the changing rooms there is a need to replace at least 1 tank urgently. The Clerk informed that three contractors have been contacted for the work but only one of the contractors appeared to have an understanding of how the problem could be dealt with. Cllr Lloyd proposed, seconded by Cllr Hanson that there is a logic to having 2 tanks replaced and the best of the 3 tanks to be left as a backup tank and to delegate the clerk to appoint the most appropriate Contractor up to a value of £5330.00 having gained 3 quotes if practical, but which may not be possible, and to agree the final appointment with the Chairman. Agreed. It was noted the finances would initially come from the renewals budget but would eventually need come out of reserves.</p> | CLERK |

C/21/19 ALLOTMENTS

- 19.1 New price proposal for the SPC Allotment plots for the year 2022/23.** **CLERK**
The working party met on 5th July and discussed the allotment agreement wording and recommended some changes to the text and the monthly payments which was sent out by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Bell that following the recommendation from the Working party that the new pricing for 22/23 be increased from £32 to £35 for a full plot and from £15 to £18 for a half plot. The notification for the increase to be sent out with the notice letter in September for the year starting 2022. **Agreed.**
- 19.2 Amended Allotment Agreement recommendation from the Allotment working party.** **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the committee agree the recommendation from the working party to accept the payment options in clause 9, which were set out in the supporting paper. **Agreed.**
- 19.3** Cllrs discussed the recommendations made by the working party on the 5th July which were sent out as a Supporting paper. Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the committee accept the recommendation from the working party to agree that the agreement be distributed to all members and (Clerks office) note the changes to clause 11, which deals with the Allotment Association sub-division of plots to perspective allotment holders. **Agreed.** **CLERK**

C/21/20 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE

- 20.1** To receive the Grass Cutting update. The Deputy Clerk informed that there had been some issues in May with the grass cutting however they were sorted out the following week.
- 20.2 To receive the Playground report from the Clerk.** A full and comprehensive report has been received from the annual inspector (Wicksteed). The report did not show any high priority items, but there were some issues that require remedial works in the near future, and in a priority order. A report was discussed at the previous meeting showing all the work that had been completed. At that meeting there was a request for a list of the work that the SPC Contractor had not able to carry out, hence the nature of the report discussed at this meeting. Some items needing to be dealt with by specific play equipment contractors. Cllr Lloyd suggested that a working party is convened with some members of the committee to start again to discuss new playground renewals following previous working party's success and that similarly, some members of the public are approached to become members of the new group. **CLERK**

C/21/21 PROGRESS REPORT

- 21.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 21.2** C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** **CLERK**
- 21.3** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 21.4** C/20/113.3 Support for recycling bin in High Street conveyed to Greening Group and firm proposal sought. - The Clerk confirmed that the proposed bin would be installed by HDC likely funded by SPC and the collections have already been agreed – When Greening group will come back with a proposal, they are considering placing some additional bins in other areas, once they have the full information. **Ongoing** **CLERK**
- 21.5** C/20/114.3 Clerk to proceed to purchase basket swing and install. Clerk sent email to all committee members notifying the contractors have confirmed swing replacement. **Actioned**

- | | | |
|---|--|--------------------------|
| 21.6 | C/20/114.3 Clerk to supply installation cost to Councillors before installation commences. Cllr Norcross proposed, seconded by Cllr Hanson to accept the quote from for the swing replacement up to £1,780 plus VAT and that the work is progressed. Agreed | CLERK |
| 21.7 | C/20/115.1 Clerk to convene an all-councillor working party to discuss possible play equipment installations. – Actioned / Ongoing | CLERK |
| 21.8 | C/20/116.4 Chandler’s way project consultation papers to be re sent to councillors and brought back to committee. - The Clerk informed that there has been a site meeting and more detailed papers will be sent out and the item will come to next meeting. Ongoing | CLERK |
| 21.9 | C/21/6.1 Clerk to work with Cllr Lloyd and Mr Barnard on S106 application. Cllr Lloyd informed that a meeting is arranged for Thursday 8 th July to start on the application - Ongoing | CLERK |
| 21.10 | C/21/6.1 20 mph Highway scheme application to progress with working party and then to present to Full Council. - This has been agreed by the working party and will be taken for agreement to the next Full Council meeting. - Ongoing | CLERK |
| 21.11 | C/21/7.3 Clerk to collect quotes for Allotment water service enhancement works. A meeting is arranged with a qualified engineer on site on Friday 9 th July to confirm Scope of Works. - Actioned / Ongoing | CLERK |
| 21.12 | C/21/9.1 Widening/ replacement of concrete in front of MPF Changing rooms, Clerk to appoint independent person. - Clerk meeting a consultant on site on Wednesday 14 th July. Ongoing | CLERK |
| 21.13 | C/21/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense if needs be, onto Fletchers Croft licence. - This is currently with HDC’s legal team and confirmation has been received that there will be agreement that play equipment will be moved at HDC expense. Ongoing | CLERK |
| 21.14 | C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk. Cllr Lloyd has drafted a letter and it has been forwarded to Cllr Campbell for comment. Ongoing | Clerk /
Cllrs TL & PC |
| C/21/22 INFORMATION / CORRESPONDENCE ITEMS | | |
| 22.1 | Southern Water New Drought Plan Consultation – To discuss and agree any actions necessary. The Email was forwarded to all councillors and also placed on notice boards. Action was to encourage all members to respond, put on the allotment sites noticeboards, on the website and sent to the Allotment Association. | D. CLERK |

C/21/23 DATE OF NEXT MEETING – 7th September 2021 at 7.30 pm.

The Chairman Closed the meeting at 8.55pm

Signed: Date: 7th September 2021
Chair

A recording of this meeting can be found using the following link:
<https://www.steyningpc.gov.uk/committees/community-committee>

MINUTES OF THE COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 7TH SEPTEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Lloyd (Chair), Bell, Hanson, Young, s. Alexander, Campbell and Goldsmith

Clerk: Hazel Roxby

Members of the public: 5 Including Cllr S Sullivan and G Sullivan .

Meeting Commenced : 7.30pm

MINUTES

C/21/24 APOLOGIES FOR ABSENCE

ACTIONS

24.1 Apologies were received from Cllrs Norcross and I Alexander

C/21/25 DECLARATIONS OF INTEREST AND DISPENSATIONS

25.1 There were no declarations of interest from Councillors.

C/21/26 QUESTIONS FROM THE FLOOR

26.1 Trevor Cree *asked if the council could confirm that permission to reopen the South Ash and Fletchers Croft play areas had been received in writing from the insurers and that the correspondence has been shared with all SPC Councillors.*
Cllr Lloyd responded that the question would be answered at 8.2 of the Agenda. (31.2.1)

C/21/27 MINUTES OF PREVIOUS MEETINGS

27.1 Cllr Lloyd **proposed, seconded** by Cllr Simon Alexander to accept the minutes of the 6th July as a true and fair record. **Agreed.** 5 in favour 2 abstentions.

C/21/28 MATTERS ARISING AND ACTIONS –

Cllr Lloyd **proposed, seconded** by Cllr Simon Alexander the following items, 28.1 to 28.10, be taken as read. **Agreed** 6 for and 1 abstention.

28.1 Clerk to proceed to purchase basket swing replacement and install – **Actioned**

28.2 Clerk to work with Cllr Lloyd and Mr Barnard on S106 application enquiry - **Actioned**

28.3 Widening/ replacement of concrete in front of MPF Changing rooms, Clerk to appoint independent person – **Actioned / See item 8.5**

28.4 Parking Notice amendments to be made and forwarded on to committee – **Actioned**

28.5 MPF Car Park management plan amendments made and sent off - **Actioned**

- 28.6 Clerks office to determine when the use of the MPF Car Park by Pizza Van to end – **Actioned** D Clerk
- 28.7 Notification of Allotment price increase to be sent out with notice letters in September – **Actioned**
- 28.8 Agreed payment options to be included in final draft of Allotment Agreement – **Actioned**
- 28.9 Final version Allotment Agreement to include Clause 11 amendments re sub-division of plots - **Actioned**
- 28.10 Drought action plan information distributed to other councillors and placed on notice boards and web site - **Actioned**

C/21/29 COMMUNITY MATTERS

- 29.1 **Update from the Abbey Road village green volunteers and to discuss and agree request to complete pond excavation works.**
 Roger Brown had sent a report which was circulated to all councillors and is on the website. He had requested Cllrs agreement to complete pond excavation works.
 Cllr Campbell **proposed, seconded** by Cllr Simon Alexander that the Abbey Road Conservation Volunteers are authorised to carry out the work to the pond as set out in the supporting paper, subject to the office carrying out the necessary risk assessment and ensure it is complied with and subject to SPC having in place its public liability insurance. **Agreed.** Clerk
- 29.2 **Update on the Steyning 20 MPH Highways scheme** – date of next working party to be agreed. Cllr Lloyd to email out to committee members once a date has been agreed. Cllr Lloyd

C/21/30 FINANCE

- 30.1 **To agree the Income & Expenditure reports for June & July 2021.**
 Cllr Goldsmith queried if the Cleansing Grant had been received for this year. Deputy Clerk informed that it hasn't yet been received. Deputy Clerk to chase HDC to request when the grant might be received. D/ Clerk
 Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the reports for June and July 2021 as per the supporting papers be accepted as a true and fair record. **Agreed.**

C/21/31 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 31.1 **To receive the Grass Cutting update**
 The grass cutting report was sent to all councillors. Cllr Campbell queried what will happen with the missed cuts. Deputy Clerk responded that they will be added to the end of the season if required and if the cuts are not required, they won't be paid for.
 Deputy Clerk informed that Idverdi have said that they hope to be able to cut the Abbey Road meadow earlier than usual as per request from the Village Green Volunteers, however it will depend on being able to change the maintenance schedule that was drawn up at the beginning of the season.
 Cllr Lloyd **proposed, seconded** by Cllr Simon Alexander to delegate the Deputy Clerk to find out how important it is the cut at Abbey Road meadow is done early and if Idverdi can do the cut. **Agreed.** D/Clerk
- 31.2.1 **To receive the Playground report from the Clerk, and discuss and agree any subsequent actions.**
 As the Clerk has been on compassionate leave there was no playground report. The Chairman read out a statement to update members and the public on the issue surrounding the closure of

the play areas. The statement will be appended to the minutes.

Cllr Lloyd stated that he was going to propose a motion without further debate as the issues have been dealt with.

Cllr Lloyd **proposed, seconded** by Cllr Simon Alexander that The Community Committee adopt the report made by the Chairman in response to the unfounded allegations made against the council. The report is appended to the minutes and is uploaded to the website. That the Deputy Clerk is delegated to send the report to our Brokers, Wicksteed, HDC inspection team, the HDC Monitoring Officer, our solicitors, our Internal and External Auditors and any other person or company who has been in receipt of any emails on this subject. To delegate the Clerk or Deputy Clerk, as the case maybe, together with the Chair and Vice-Chair of the Community Committee to prepare any other reports that they deem necessary on the issue and its implications and report this to Full Council on 20th September if appropriate. **Agreed.**

Following the Chairman's statement Cllr Campbell requested to be given a right of reply, the Chairman stated that he was not allowing any further debate on this item.

There followed disorderly conduct and disrespect to the Chairman from some Councillors and interruption from the audience which disrupted the meeting for approximately 10 minutes after which Cllrs Campbell and Goldsmith and 3 members of the public left the meeting.

D/Clerk

- 31.2.2** The Deputy Clerk requested that a decision be made on the slide in Chandlers way for either repair or removal. The Contractor is able to remove the slide and trip hazards and make good the area. Cllr Lloyd explained the slide was only rated moderate by the Wicksteed inspection report, but our individual people thought it was a bit more dangerous. Due to working party discussions concerning Chandlers way being considered for a pocket park with an incorporated play area, Cllr Lloyd **proposed, seconded** by Cllr Young that due to danger to children the slide is removed in Chandlers Way play area and it will be replaced with equipment that is going to be considered for a pocket park in due course. **Agreed**

D/Clerk

31.3 To agree to meet with the Tree Surgeon to discuss the next SPC Tree Management Plan / Conditioning Report

A date will be sent out to committee members once there is an agreed date.

Clerk

- 31.4 To discuss and agree possible support for re-wilding of grass verges as per supporting papers**
The issue with this request is that West Sussex County Council are responsible for the Highways and the Parish Council should not interfere or support the rewilding of verges if it interferes with a vehicles visibility. Cllr Lloyd suggested that WSCC are requested if they have a protocol for a vehicles visibility and the potential of rewilding on the grass verges.

Cllr Lloyd **proposed, seconded** by Cllr Bell to delegate the Deputy Clerk to contact WSCC for visibility protocols and the potential for rewilding on those displays. **Agreed.**

Respond to the lady requesting support for rewilding to inform her of the committee action.

D/Clerk

31.5 To discuss and agree any actions following the report from an engineer regards replacement and widening of concrete at MPF changing rooms.

The committee received as supporting papers the engineers report for the concrete at the MPF.

Cllr Lloyd **proposed, seconded** by Cllr Simon Alexander to delegate the Deputy Clerk to seek 3 quotations for the scope of work that has been provided by the consultant. **Agreed**

Clerk/D
Clerk

31.6 To discuss and agree any actions following support of the recycling bin request and quote received.

The committee discussed the quotation received and the issues that may occur with a public recycling bin. Cllr Lloyd suggested that HDC be contacted to find out which other councils/groups have these bins and the office to contact them to find out how good the system

has been and if there have been issues with non-emptying and recycled goods having been contaminated. Office to ask HDC to provide pictures and sizes of the bin so the council can discuss where it could be positioned in the High Street.

Clerk/d
clerk

C/21/32 PROGRESS REPORT PROGRESS REPORT – To discuss and agree, if necessary, the following ongoing actions.

- | | | |
|--------------|--|-------------------------------|
| 32.1 | C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement - Ongoing | Cllr Hanson
Clerk |
| 32.2 | C/20/59.3 Memorial / Celebration tree policy to be reviewed - ongoing | Clerk |
| 32.3 | C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - ongoing | Clerk |
| 32.4 | C/20/113.3 Support for recycling bin in High Street conveyed to Greening Group and firm proposal Sought – discussed at item 32.6 | Clerk |
| 32.5 | C/20/115.1 Clerk to convene an all-councillor working party to discuss possible play equipment installations - to be convened | Clerk |
| 32.6 | C/20/116.4 Chandler's way project consultation papers to be re sent to councillors and brought back to committee - Cllr Hanson proposed, seconded by Cllr Young to set up a working party consisting of Cllrs Hanson, Young and Simon Alexander to look at the consultation papers and come up with suggestions for the pocket park. Agreed. | w/party/
clerk |
| 32.7 | C/20/7.3 Clerk to collect quotes for Allotment water service enhancement works -ongoing | Clerk |
| 32.8 | C/20/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk – the letter has been drafted but unsure if it has been sent. | Cllr Lloyd
/clerk |
| 32.9 | C/21/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence – this is with HDC legal department - Deputy Clerk to chase. | Cllr Lloyd |
| 32.10 | C/21/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable – Cricket Club can obtain an A frame for a notice and needs further information to where a fixed sign can be placed. Deputy Clerk to request price for A Frame. | D Clerk |
| 32.11 | C/21/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair - Deputy Clerk to find out dates for use during winter. Cllr Lloyd to ask HDC for a copy of a licence agreed for a trade use in a car park. | Cllr Lloyd
D Clerk |
| 32.12 | C/21/18.4 Gain three quotes and complete works on water tank replacement at MPF changing rooms. As no further quotes for this work have forthcoming the Chairman and Deputy Clerk will arrange for the work to be carried out as agreed at the previous meeting up to the value of £5330.00. | D Clerk |

C/21/33 INFORMATION / CORRESPONDENCE ITEMS

- 33.1** None at time of publication

c/21/34 DATE OF NEXT MEETING – 2nd November 2021 at 7.30 pm.

Chairman closed the meeting at 8.44pm

Signed: Date: 7th September 2021
Chair

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th JUNE 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Norcross, Young, G. Sullivan, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/21/1	APOLOGIES FOR ABSENCE	
1.1	Apologies received from Cllrs Lloyd and Campbell.	
F&GP/21/2	DECLARATIONS OF INTEREST AND DISPENSATIONS	
2.1	None	
F&GP/21/3	QUESTIONS FROM THE FLOOR	
3.1	None received	
F&GP/21/4	MINUTES OF PREVIOUS MEETING	
4.1	Cllr Northam proposed, seconded by Cllr Alexander that the minutes of the meeting held on 22 nd April 2021 be agreed as a true and fair record of the meeting. Agreed 5 For 2 Abstained	
F&GP/21/5	MATTERS ARISING AND ACTIONS – These were taken as read as per agenda	
5.1	Asset register to be updated and brought back to F&GP meeting – See item 6.8	
5.2	Total fixed assets amount to be amended due to recent installations at end of financial year – Actioned	
5.3	Clerk to distribute amended copy of Business plan – Actioned / See item 6.10	
5.4	Recommendations from Budget working party be put back to a future meeting – See item 6.5	
5.5	Clerk's office to employ a resident to open and close toilet block at times agreed - Actioned	
5.6	Note of thanks passed to street cleaner from Clerk's office & extra payment made – Actioned	
5.7	Monthly payment amendment made to contract for street cleaner – Actioned	
5.8	High Street toilet cleaning cover to remain at three times per day for now – Actioned	
5.9	WSALC/NALC affiliation and payment to be taken to Full Council and agreed – Actioned	
5.10	SCO grant payment made - Actioned	
5.11	FOI Response to resident uploaded to web site - Actioned	

5.12	End of Year audit to be undertaken on 4 th June. Chair of F&GP invited – See item 6.7	
5.13	HDC Community Climate Fund letter of intent taken to Full Council - Actioned	
F&GP/21/6	FINANCE MATTERS	
6.1	To approve list of payments for April and May 2021. Cllr Northam proposed, seconded by Cllr G. Sullivan that the list of payments for April and May 2021 be approved. Agreed	
6.2	Cllr Northam proposed, seconded by Cllr S. Alexander to agree the income and expenditure reports for April and May 2021. Agreed Worthy of note was that the office has successfully applied for a grant of £12,000 from HDC	
6.3	The Clerk updated 'End of Year 2020/21 Finance Figures' as per supporting papers. These having been agreed by internal audit. Notable was that after a very difficult Covid affected year, the Council has realised a financial surplus against budget.	
6.4	The Clerk had presented a list of proposed Earmarked reserves. Each item was then voted separately upon as follows: 1. Neighbourhood plan - £5,513 Cllr Northam proposed, seconded by Cllr Norcross. Agreed 2. HR Services/Corrigan - £3,743 Cllr Northam proposed, seconded Cllr S. Alexander. Agreed 3. LED Lighting upgrade - £6,890 Cllr Northam proposed, seconded Cllr S. Alexander. Agreed 4. Notice Boards - £1,000 Not proposed. 5. MPF/Allot. Access - £2,000 Cllr Northam proposed, seconded Cllr Trundle. Not Agreed 6. Vintage Years - £1,238 Not proposed. 7. Cil Monies - £5,034 Cllr Northam proposed, seconded Cllr S. Alexander. Agreed	
6.5	The recommendations from the Budget Working Party dated 13 th March were discussed. Most items not dealt with elsewhere were to be discussed further at the proposed 29 th June all member working party meeting – in which all SPC projects would be discussed and prioritised leading to a draft financial plan which can then be added to the SPC Business plan	CLERK
6.6	The Monthly Cil report compiled by the Clerk was received	
6.7	The 4 th June letter (Report) from the internal auditor was discussed. No recommendations were forthcoming, therefore nothing to be actioned. Cllr Alexander proposed, seconded by Cllr Northam that the internal audit letter be accepted. Agreed . Cllr Goldsmith wanted it noted that having received the 15-page letter as a supporting paper on the 10 th June, didn't give him enough time to read it (5 days).	
6.8.1	Asset Register to August 2021 – Cllr Young proposed, seconded by Cllr Alexander that the Bowling pavilion be removed from the Asset register (under disposals), as this was originally included in error and the council has had confirmation that the pavilion is owned by the bowling club and not by SPC. Agreed	CLERK
6.8.2	Cllr Northam proposed, seconded by Cllr Alexander that the Asset register to include the disposal of the Bowling pavilion be accepted. Agreed	CLERK
6.9	Cllr Goldsmith proposed, seconded by Cllr Alexander that the £250 Grant request the from Steyning and District Partnership for the Food Festival be accepted. Agreed	CLERK
6.10	The Clerk discussed the first draft of the Steyning Parish Council Business Plan as per supporting papers and explained the importance of it in determining the way this Council can move forward in a planned, methodical, productive, and strategic way, and especially when determining priorities for projects, aims and collective goals. He then suggested that the second part of this document involving an SPC finance plan can in the first instance start to be compiled at the 29 th June working party meeting.	CLERK

6.11	SPC to pay for Street Cleaner Insurance Cover. It was confirmed that SPC have already determined that in fact it had committed to the contractor to assist with this cover for this year and the next.	CLERK
6.12	To discuss and agree to change the SPC Bank signatory mandate listing to Chair and Vice Chair of the Council and Chairs of SPC Committees. Cllr Northam proposed, seconded by Cllr Alexander that the SPC Bank signatory mandate list be amended to that which was determined within supporting papers by the deputy clerk. Agreed	CLERK
6.13	To receive notification that the SPC Emergency Reserves {£80,000} are to be moved from a non-interest account to a savings account allowing for accumulative interest to be received. Cllr Northam proposed, seconded by Cllr Norcross that the clerk moves the emergency reserve monies {£80,000} from non-interest account into a savings account. Agreed	CLERK
6.14	To discuss whether SPC once again considers CCTV renewal and improvements. Committee agreed it should be discussed further. Clerk to circulate to committee members a previous report on this subject by Cllrs Goldsmith and G. Sullivan.	CLERK
6.15	Grant to help move defibrillator currently located inside the Steyning centre foyer onto an external wall by the reception doors. Cllr Northam proposed, seconded by Cllr Young to agree with the recommendation from Planning and Premises committee to donate to SAFeR £120 for the existing Steyning Centre defibrillator to be relocated from Reception area to external wall by Steyning Centre entrance so allowing it to be more available if needs be. Agreed	CLERK
6.16	Cllr Goldsmith proposed, seconded by Cllr G. Sullivan provided the SAFeR accounts are seen by the Clerk to agree to the request from SAFeR for £250 to assist with their hall hire cost of the Steyning Centre. Agreed	CLERK
F&GP/21/7	DATA PROTECTION AND FREEDOM OF INFORMATION	
7.1.1	The Clerk received a letter from the ICO regarding SPC having to reconsider an FOI review request – the FOI originally being made on the 20 th April '20. And to this end the clerk will be calling upon the FOI panel to assist with the review request.	CLERK
7.1.2	The Clerk recognised there was an urgent need to deal with a number of outstanding FOI requests as soon as time allowed.	CLERK
F&GP/21/8	REQUESTED MOTIONS (From Councillor Campbell)	
8.1	To consider SPC earmarking a budget of £1,500 for the current year for expenditure on Abbey Road Village Green environmental enhancement and maintenance projects, in the expectation that future annual budgets will be the same or greater. Cllr Northam proposed, seconded by Cllr Alexander that the committee make a response to Roger Brown recognising the importance of the Abbey Road village green environment and that it would look favourably upon any request for future expenditure. Agreed	CLERK
F&GP/21/9	PROGRESS REPORT	
9.1	F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced - Ongoing	Cllr Lloyd
9.2	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing	CLERK
9.3	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
9.4	F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – to be taken to Working party – Ongoing	CLERK
9.5	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Ongoing	Councillor

- | | | |
|-------------|--|--------------|
| 9.6 | F&GP/20/96.3 Cllr Goldsmith to discuss his perceived issues with 20/21 End of Year figures with F&GP Chair – See item 6.3 | |
| 9.7 | F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing | CLERK |
| 9.8 | F&GP/20/96.8 Clerk to bring back cleaning contract and automatic lock options for High St. toilets to F&GP – Ongoing | CLERK |
| 9.9 | F&GP/20/96.14 Clerk and Cllr Lloyd to respond to issues raised by Cllr Campbell re Internal Audit letter – Actioned | |
| 9.10 | F&GP/20/96.15 High Street Christmas lights to be discussed by all member working party – This to discussed at the 29 th June all member working party budget/finance meeting | CLERK |
| 9.11 | F&GP/20/98.1 Questions for JPYC service providers and their reports brought back to Full Council – Ongoing {Last minutes to be circulated} | CLERK |

F&GP/21/10 INFORMATION/CORRESPONDENCE ITEMS

10.1 None

F&GP/21/11 DATE OF NEXT MEETING – 13th July 2021 @7.30pm.

The Chair closed the meeting at 9.25 pm

Signed Date 13th July 2021

Here is the link to the video recording of this meeting:-

<https://www.steyningpc.gov.uk/committees/finance-community/>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th OCTOBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Norcross, Campbell, G. Sullivan, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 2 {including Cllr S. Sullivan}

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/21/12 APOLOGIES FOR ABSENCE

12.1 Apologies received from Cllrs Lloyd and Young.

F&GP/21/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

F&GP/21/14 QUESTIONS FROM THE FLOOR

14.1 None received

F&GP/21/15 MINUTES OF PREVIOUS MEETING

15.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander that the minutes of the meeting held on 15th June 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/16 MATTERS ARISING AND ACTIONS – These were taken as read as per agenda

16.1 Report back from 29th June Working Party regarding proposed financial plan – **Actioned**

16.2 Remove Bowling Pavilion from Asset Register – **Actioned**

16.3 Grant of £250.00 to Steyping and District Partnership for Food Festival – **Actioned**.

16.4 Business Plan taken to working party 29th June for further discussion – **Actioned/See item 19.1**

16.5 SPC to pay Street Cleaner top up Insurance cover – **Actioned**

16.6 Asset Register as per agreed to be published – **Actioned**

16.7 Circulate to Cllrs previous CCTV report by Cllrs Sullivan and Goldsmith - **Actioned**

16.8 Grant of £120 to SAFeR for to assist with relocation of defibrillator costs – **Actioned**

16.9 Clerk to convene FOI panel - **See item 18.1**

16.10 Deal with FOI requests – **See item 18.1**

16.11 Response to Roger Brown re Abbey Road Village Green request for future expenditure – **Actioned**

16.12 SPC to investigate possibly establishing a Financial Reserves Policy, to discuss at Working party – **Actioned / See item 19.1**

16.13	Clerk to bring back cleaning contract and automatic lock options for High St. toilets – Actioned by Planning and Premises Committee	
16.14	High Street Christmas lights to be discussed by all member working party – Actioned / See item 17.5	
16.15	Clerk to see accounts for SAFeR before paying grant of £250 for Hall hire cost assistance - Actioned	
F&GP/21/17	FINANCE MATTERS	
17.1	To approve list of payments. Cllr Goldsmith raised a number of issues requiring the Clerk to find further details. For public information the answers to questions raised follow these minutes as appended. Cllr Northam proposed, seconded by Cllr S. Alexander that the list of payments for June, July and August 2021 be approved, subject to clarification notes to follow. Agreed	CLERK
17.2	I & E Reports. Cllr Northam proposed, seconded by Cllr R. Goldsmith to agree the F&GP income and expenditure reports for June, July and August 2021. Agreed Worthy of note was that the office has successfully applied for a grant of £3,000 from HDC	
17.3	£200/£300 grant application from the Steyning Business Chamber. Cllr S. Alexander proposed, seconded by Cllr Trundle provided the Business Chamber accounts are seen by the Clerk that committee to agree to the request for a £200 grant. Not Agreed 2 For, 3 Against, 2 Abstained. Clerk was asked to obtain accounts and bring back to next meeting	CLERK
17.4	£200 grant application from the Ouse & Adur Rivers Trust. Clerk was asked to send email of apologies, but also request accounts details and bring back to next meeting.	CLERK
17.5	SPC to purchase the Christmas light package. Cllr Northam proposed, seconded by Cllr S. Alexander that committee agrees the design 1 option and proceed {with light package purchase for the Steyning High Street as per supporting papers}. Agreed 3 For, 4 Abstained	CLERK
17.6	Whether SPC once again considers CCTV renewal and improvements. Committee decided to defer the matter directly back to Full Council	CLERK
17.7	Committee received the monthly 2020/21 Cil report for July 2021. Committee decided Cil reports to continue to be put on the agenda each month even if there is nothing to report, which for most of the year would be the case.	
17.8	To reconsider the decision made by the Planning and Premises committee concerning payment of Steyning Centre storage cupboards by group hirers. Committee thought based upon SPC Standing Order 7a that this matter either be considered once more after six months since the original decision at Premises Committee or at Full Council and not to be brought back before this time.	CLERK
17.9	Subsequent to the lifting of Covid restrictions, to discuss whether Caretakers have to wear full PPE equipment when cleaning toilets and that SPC revert to a normal cleaning regime of the public toilets. Committee decided this matter go back to Premises Committee to agree.	CLERK
F&GP/21/18	DATA PROTECTION AND FREEDOM OF INFORMATION	
18.1	The Clerk informed the last F&GP meeting that the ICO had been in touch concerning their need for SPC to reconsider an FOI review from a decision made after a request received in April 2020, but the original FOI panel meeting at the end of July had to be cancelled. The ICO then extended the period to respond in the Clerks absence. The new date for the panel to meet is the 18 th October to discuss this matter. The Clerk also mentioned the fact that some councillors had asked for FOI responses – and it was his intention to reply to those as soon as he possibly can.	CLERK

F&GP/21/19	BUSINESS PLAN	
19.1.1	It was noted that no actions were now required from the working party meeting in June as all those items requiring further processing had in fact moved forward. <i>There was a short break at this point and the meeting reconvened after 3 minutes.</i>	
19.1.2	The Committee discussed the draft plan part two and the Clerk again urged Committee to agree a prioritisation of the projects therein outlined. Cllr Northam proposed, seconded by Cllr Norcross that the project list be split under committee structures and prioritisation of these projects is delegated back to Committees for the next stage. Agreed	CLERK
19.2	To discuss if there is a need to consider increasing the number of contracted Clerking hours in order to deal with the extra work associated with SPC's internal arguments. The Clerk begun to explain why the current workload was unreasonable and that normal council functions are being affected. The Chair suggested the item be dealt with by Personnel Committee and received member's support.	CLERK
19.3	The Queens Jubilee Celebrations. Cllr Northam proposed, seconded by Cllr S. Alexander that the Clerk responds to the Jubilee celebrations organising committee apologising for the delay and asking if they could provide a copy of their accounts along with an updated grant request to the F&GP Committee and also ask if they could clarify whether they will be coordinating the Jubilee Beacon project. Agreed	CLERK
19.4	The timetable for consideration of SPC's 2022/23 Budget processing. Cllr Northam proposed, seconded by Cllr Trundle that Committee agree the budget timetable as per supporting paper. Agreed	CLERK
F&GP/21/20	COMMUNITY RELATED ITEMS	
20.1	Chairman's function for 2021. The Committee recommended to Full Council that the Chairman's function for 2021 should be cancelled.	CLERK
20.2	Millennium Awards to be discussed. Cllr Campbell proposed, seconded by Cllr G. Sullivan that the Millennium Awards be renamed to Community Awards, amend the word 'with' to 'will' and change the date for nominations to be returned to the 31 st December 2021. Agreed	CLERK
F&GP/21/21	PROGRESS REPORT	
21.1	F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced - Ongoing	Cllr Lloyd
21.2	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing	CLERK
21.3	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
21.4	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Ongoing	Councillor
21.5	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
21.6	F&GP/20/98.1 Questions for JPYC service providers and their reports brought back to Full Council – This has now been actioned. The Clerk reported that there was another planned meeting with the school on the 14 th October to discuss possible new venue arrangements for the Steyning Youth club	
21.7	F&GP/21/6.12 Amend SPC bank Mandate signatories - Ongoing	CLERK
21.8	F&GP/21/6.13 Move emergency reserve monies to a savings account - Ongoing	CLERK

F&GP/21/22	INFORMATION/CORRESPONDENCE ITEMS	
22.1	Letter from Andrew Griffith MP concerning his support for grants from voluntary groups within the Steyning Parish. Clerks office to distribute this letter to Steyning clubs.	CLERK

F&GP/21/23 DATE OF NEXT MEETING – 9th November 2021 @7.30pm.

The Chair closed the meeting at 10.03 pm

Signed Date 9th November 2021

Here is the link to the video recording of this meeting:-

<https://www.youtube.com/watch?v=0I8IGQIOhZc>

Appendix

Answers to questions raised – under item 17.1 and 17.2 (that were not answered during the meeting)

1. - Clerk will add the words 'including VAT where applicable' on Payment's list henceforth
2. - Kieron Furness invoice does not mention VAT
3. - It is within the terms of reference that Premises dealt with of the matter Nursery Letting – Under 2.4.9
4. - Clerk has sent out the New Nursery providers business plan to Councillors as per request
5. - 'Spiritual Lights' payment was a Room Hire refund for a wholistic fair that didn't happen
6. - Swimming Pool payments - coming back to next meeting

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH JUNE 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Bell, S Alexander and I Alexander

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P21/14 APOLOGIES

14.1 Belated apologies were received from Cllr Northam
Cllrs Rudkin was absent

P21/15 DECLARATIONS OF INTEREST

15.2 There was a declaration of personal interest from councillor I Alexander on item 6.4.

P21/16 QUESTIONS FROM THE FLOOR -

16.1 None.

P21/17 MINUTES – to agree and sign the minutes of the last meeting on Monday 24TH May 2021.

17.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of 24th May 2021 be accepted as a true and fair record of the meeting. **Agreed**

P21/18 MATTERS ARISING AND ACTIONS –

18.1 C/20/52 Steyning Centre Lean-to project details to be brought back to committee - **Ongoing**
– the Pre School will get in touch if this project is to be continued.

Pe/21/10.3 update and Quote for non-mandatory work highlighted in TSS report- item 11.2

18.2 Pe/21/10.4 Quote for Phase 2 of LED lighting – item 11.3

18.3 Pe/21/11.1 update on request for £120.00 for defibrillator installation - this item was

18.4 agreed at F&GP Meeting on 15th June and the grant has been paid to the Steyning Area
Community Responders.

18.5 Pe/21/12.1 Quote for CCTV monitor for the foyer - item 11.4

P21/19 PLANNING APPLICATIONS

19.1 **DC/21/0769 – 88 High Street** – Installation of external refrigeration units to rear/side
Cllr Bell **proposed, seconded** by Cllr Trundle **No Objection subject to a satisfactory noise
assessment being undertaken . Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- 19.2** **DC/21/1047 – 89 High Street** – Retrospective application for the erection of an outbuilding/ summerhouse.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.3** **DC/21/1159 – Ashburton, High Street** – Fell 3 x Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr I Alexander Cllrs discussed that there is no requirement for a TPO for the tree. **No Objection subject to the advice of HDC's Arboricultural Officer to verify that the tree needs to be felled. Agreed**
- 19.4** **DC/21/0759 – 6 Castle Way** – Erection of a first floor side extension
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.5** **DC/21/0716 – 42 High Street** – Erection of a single storey rear extension and refurbishment of existing outbuilding (listed Building Consent)
Cllr Trundle **proposed, seconded** by Cllr S Alexander **No Objection. Agreed**
- 19.6** **DC/21/0779 – 13 Shooting Field** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 19.7** **DC/21/0812 & 0813 – Wappingthorn Manor, Horsham Road** – Demolition of existing staff cottage and erection of a new staff Cottage
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 19.8** **DC/21/1404 – Jarvis, Jarvis Lane** – Surgery to 1 x Sycamore (Work to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **subject to the advice of HDC Arboricultural Officer. Agreed**
- 19.9** **DC/21/0876 – 2 Penlands Rise** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection . Agreed**
- 19.10** **DC/21/1199 - 64 Kings Stone Avenue** - Erection of a single storey side extension
Cllr Trundle **proposed, seconded** by Cllr S Alexander **No Objection . Agreed**
- P21/20** **LATE PLANS**
- 20.1** **DC/21/0756 – 15 Chandlers Way** – Single storey front extension
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 20.2** **DC/21/0984 & 1488 – Springwells , High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Full Application and LBC)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**
- P21/21** **ENFORCEMENT NOTIFICATIONS**
- 21.1** **EN/21/0277** - 27 Newham Close - Alleged: construction of large summerhouse 2.7m high in rear garden Rob Leet
- 21.2** **EN/21/0290** - Chequer Inn 41 High Street -Alleged: breach of conditions 3 (external heaters), 4 (amplified music) and 7 (external lighting) of DC/07/1683; iron fencing removed and replaced with timber structure; installation of external televisions Rob Leet

- P21/22 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED**
- 22.1 DC/21/0435 - The Dairy 5 Coxham Lane** - Non Material Amendment to previously approved application DC/20/1405 (Erection of a two storey side and rear extension) Amendment to material, adjust and reposition window to rear.
- 22.2 DC/21/0392 - Downlands, Mill Road** - Erection of a detached outbuilding providing habitable accommodation.
- 22.3 DC/21/0399 & 0400 - Wappingthorn Manor, Horsham Road** - Erection of four-bay garage and store with studio above and erection of garden room and tennis pavilion with associated works. (Full Planning) & (Listed Building Consent)
- 22.4 DC/21/0586 - 10 Church Street** - Variation of condition 1 of listed building consent DC/19/0857 (Variation of condition 1 on previously approved application DC/17/2479. (Proposed alterations and renovations to existing building, including relocation of the kitchen, construction of a mode
- 22.5 DC/21/0422 - Bradbourne House Wykeham Close** - Erection of a two-storey extension to north-east elevation and erection of a detached double carport.
- 22.6 DC/21/0678 & 0679 - Star Inn 130 High Street** - Retrospective application for the erection of a canopy and installation of decking to the side elevation. (Full Application) & (Listed Building Consent)
- 22.7 DC/21/0694 - 30 Penfold Way** - Erection of a two storey side extension.
- 22.8 DC/21/0959 - 21 Shooting Field** - Prior Approval for the erection of a single-storey rear larger home extension, which would project 5.00m from the rear elevation, comprising a maximum height 3.00m and an eaves height of 2.70m.
- 22.9 DC/21/0377 - 20 Newham Lane** - Erection of replacement single storey rear extension and front porch.
- 22.10 DC/21/0424 - Land Adjacent To 31 Penfold Way** - Erection of 1 no. dwelling.
- 22.11 DC/21/0933 - Land South of Calcot Farm Bungalow Horsham Road** - Prior Approval for the erection of an agricultural building.

P21/23 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 23.1 Bookings update** - 16 groups that have returned to their usual bookings since 17th May. There have been enquires from three new groups and one of them has confirmed to start in July. Four groups that had intended to come back at the end of June and beginning of July had to postpone when the Covid Regulations were not changed. The groups have made bookings after 19th July in the hope that the regulations will be lifted. The income for bookings recorded for June was £2,953.37 which is a shortfall of £1,197.66 against the usual predicted bookings.
- 23.2 Film nights update** - The first film night back was 2nd June, 54 persons attended. Once the hall hire, wine, film royalties and projectionist fees were paid there was a loss of £34.50. The next Film is on 7th July. The film will be Military Wives. The tickets are on sale in the office.
- 23.3 High Street Toilets/ bus shelter issues and resident request for shutters.** – the new contractor for the opening and closing of High Street toilets is working well. Due to unsociable behaviour in the High Street a request has been made by a resident for shutters to be put on the bus shelter. Cllrs discussed the issues of the anti-social behaviour and the solutions. They have been working with the Wardens, PCSO's and Police, there was recently a Dispersal Order in the High Street carried

out by the police. Cllrs suggested that they continue to work with the Wardens, PCSO'S and Police to attempt to resolve the issue. It was suggested that the request also is passed to the F&GP projects working party. Deputy Clerk to reply to the resident and inform them of the committees' decision.

- 23.4** Rates Relief for High Street Toilets – The Government have agreed a 100% rate relief on public toilet. HDC have sent the rates bill back to show that there is payment due on the toilet rates this year.

P21/24 FINANCIAL REPORT

24.1 To agree the Income & Expenditure reports for April & May 2021

Cllr S Alexander **proposed, seconded** by Cllr Trundle that the income and expenditure report be accepted as a true and fair record of the income and expenditure for April and May 2021. **Agreed**

- 24.2 To discuss and agree, if necessary, quote for non –.Mandatory work highlighted in TSS report.** Cllrs discussed the quote for the non-mandatory work amounting to £1,375.00. It was noted that the other work listed had been carried out by the caretakers or TC Maintenance.

Cllr S Alexander **proposed, seconded** by Cllr Trundle that the list of work and prices be taken to the projects working party meeting. **Agreed.**

24.3 To discuss and agree quote for phase 2 of the LED lighting project

2 quotes had been received for Phase 2 of the LED project, as per the scope of works, £4,549.25 and £3,805.00. Cllr Young proposed, seconded by Cllr S Alexander to go ahead with the quote for £3,805.00 and ensure that the toilets, outside security lights, Coombe Court and the kitchens and bar are first priority.

24.4 To discuss and agree quote, if necessary, for CCTV monitor for the foyer

The CCTV monitor in the foyer is no longer working. Kestral Alarms have quoted £270.00 to supply and fit a new monitor. It was noted that the monitor is not mandatory to the CCTV system but is a reminder to customers and visitors that CCTV is in operation. Cllr I Alexander **proposed, seconded** by Cllr Hanson to accept the quote for the monitor **Agreed** (5 for and 1 against).

24.5 To discuss and agree Cameras and Microphones options and prices for recording of meetings once the Covid Regulations are lifted and normal meeting can resume.

Cllrs discussed the options proposed by the SPC IT Advisor that was sent out as a supporting paper.

Cllr I Alexander **proposed, seconded** by Cllr S Alexander that a working party of the Planning and Premises Committee be convened to discuss the best type of equipment that is required and the prices for the equipment and report back to the next meeting. **Agreed**

P21/25 REQUEST FROM HORTICULTURAL SOCIETY AND CLLR GOLDSMITH

- 25.1 To discuss and agree the requests from Horticultural Society** - The letter from the Horticultural Society was sent to Committee members as a supporting paper. Cllr discussed the facility being provided and noted that other cupboard hirers had already paid for the facility for the 2021-22 period and that access had not been prevented to any hirer wanting to access their cupboard for any reason. They also discussed that some groups are more disadvantaged than others and could possibly be considered by F&GP for grant assistance.

Cllr Trundle **proposed, seconded** by Cllr S Alexander that the Deputy Clerk write to the Horticultural Society to inform that although the committee considered against waiving the hire charge, they suggest the group could ask F&GP Committee for a grant to assist with the cost of the cupboard hire. **Agreed**

25.2 Request from Cllr Goldsmith for consider six months free use of the Steyning Centre.

Cllrs discussed the request and the pros and cons of giving free use of the centre.

Cllr S Alexander **proposed, seconded** by Cllr I Alexander not to move forward with free use of the Steyning Centre as this would negate the grants received and subsequently could end with a higher Precept request and an increase in hall hire prices. Groups finding hardship in paying the hall hire could apply the F&GP for grant to help with costs.

P21/26 CORRESPONDENCE/INFORMATION.

26.1 Notification of Town and Country Planning Act 1990 appeal against refusal of Planning consent for 5 Penfold Way.

P21/27 DATE OF NEXT MEETING - Monday 26th July 2021 at 7.30pm

The Chairman closed the meeting at 9.45pm

Steyning Parish Council



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

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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 12th July 2021 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson & Bell.

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P21/28** **APOLOGIES**
28.1 Apologies were received from Cllr I Alexander, S Alexander,
Cllrs Rudkin was absent
- P21/29** **DECLARATIONS OF INTEREST**
29.2 There were no declarations of interest from councillors.
- P21/30** **QUESTIONS FROM THE FLOOR -**
30.1 None.
- P21/31** **PLANNING APPLICATIONS**
31.1 **DC/21/1454 – Chanctonfold Units 1 and 2 Horsham Road** – Use of land as a 'Forest School'
with construction of a detached shelter and associated landscaping works.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 31.2** **DC/21/0979 – Oak Barn, The Court Yard Elm Grove Lane-** Change of use from a holiday
cottage to a residential dwelling (Class 3)
Cllr Trundle **proposed, seconded** by Cllr Bell **No Objection. Agreed.**
- 31.3** **DC/21/0964 – 10 Church Street** – Part Demolition of existing brickwork wall to rear of
property to improve car parking provision
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 31.4** **DC/21/1326 – Hammes Farm, Washington Road** – Conversion of existing studio building to
form an annexe incorporation raising the ridge height, creation of accommodation within
the roof space, creation of 5 dormers and installation of 1 roof light and alterations and
additions to windows and doors.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- P21/32** **Confidential item**
32.1 Cllr Trundle **proposed, seconded** by Cllr Northam To resolve under Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 19 may involve disclosure of contractual and personal or privileged information which would be inappropriate to put in the public domain. **Agreed**
- P21/33** **To discuss the proposed service providers pre-school business plan and to discuss and agree the finance proposal which would enable the continuation of the pre-school at the Steyning Centre under new management from September 2021.**
33.1 Cllr Young explained to the committee the position of the pre-school and the importance of maintaining the facility for the children in the community.
The new pre-school providers intend to hire the hall for 5 days a week in term time. They have voiced the intention to run a holiday club for the children next year which would boost the income of the centre if this happened.
The committee had a long and thorough discussion for this item.
Cllr Trundle **proposed, seconded** by Cllr Young to move forward with the annual start up rate as per the business plan received on 5th July 2021 for a 5 day per week hall hire for a pre-School facility, this is to be reviewed after 1 year. **Agreed.**
- P21/34** **DATE OF NEXT MEETING** - Monday 26th July 2021 at 7.30pm

The Chairman closed the meeting at 9.02 pm

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26TH JULY 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Young, Hanson, S Alexander and I Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/35

APOLOGIES

35.1

Cllrs Trundle, Northam and Bell
Cllrs Rudkin was absent

P21/36

DECLARATIONS OF INTEREST

36.1

There was a declaration of personal interest from

P21/37

QUESTIONS FROM THE FLOOR -

37.1

Mrs Anita Rudkin read out a statement concerning Item 47.5 for a proposed solar farm at Huddlestone Farm.

'This is intended to cover 85 hectares of countryside. This is equivalent to about 140 football pitches, I don't know whether you are aware that a similar application for a much smaller solar farm of 32 hectares at Huddlestone was refused on appeal by the Secretary of State in January 2016.

The Secretary of State's dismissal document said that he: "agrees with the Inspector's analysis and conclusions regarding the impact of the proposals upon the appearance of the landscape, including impacts on the South Downs National Park". He dismissed the appeal and refused planning permission. The Inspector's analysis included that: The very local impacts of the proposal would be so pervasive to significantly and demonstrably outweigh significant benefits of the proposal.

Additionally the development would be at variance with paragraph 98 of the National Planning Policy Framework having a particular regard to one of the core planning principles, "To take account of the different roles and character of different areas, recognising the intrinsic character and beauty of the countryside". The developer has asked HDC for a screening opinion as to whether an Environmental Impact Assessment is needed. As an EIR is required to, among other things, assess the impact on the landscape, and this will clearly have a major impact - much more so than the previous rejected scheme - I ask that SPC should press HDC to require that an EIR should be undertaken.

If the Committee wishes, I can forward a copy of the Secretary of State's decision document.

I have just been informed that the South Downs Way is listed as no 10 of the world's most beautiful hiking trails'.

Secretary of States decision document to be appended to the minutes.

D.Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- P21/38 MINUTES – to agree and sign the minutes of the last meeting on Monday 28th June and 12th July 2021.**
- 38.1** Cllr Young **proposed, seconded** by Cllr S Alexander that the minutes of 28th June 2021 be accepted as a true and fair record of the meeting. **Agreed**
- 38.2** Cllr Young **proposed, seconded** by Cllr Hanson that the minutes of and 12th July be accepted as a true and fair record of the meeting. **Agreed**
- P21/39 MATTERS ARISING AND ACTIONS –**
- 39.1 C/20/52** - Update on Steyning Pre School Lean-to project - Ongoing - Remove from agenda until new pre - school is up and running and wish to return to this project.
- 39.2 Pe/21/24.2** List of non- mandatory work highlighted in TSS report to be discussed at projects working party meeting -**Actioned**
- 39.3 Pe/21/24.3** Contractor informed the Phase 2 of LED lighting can be commenced – **Actioned** Work to begin on 2nd September 21.
- 39.4 Pe/21/24.4** CCTV monitor for the foyer to be ordered - **Actioned** Chased order, awaiting to hear from the company.
- 39.5 Pe/21/24.5** Working party to discuss cameras and microphones to be organised – **Item 11.2**
- 39.6 Pe/21/25.1** Inform Horticultural Society of Committee decision and invite to apply for a grant through F& GP – **Actioned**
- P21/40 PLANNING APPLICATIONS**
- 40.1 DC/21/1120 – 31 Roman Road** – Construction of a new roof with front and rear dormers. Erection of a single storey side and rear extension.
Cllr Ian Alexander **proposed, seconded** by Cllr Simon Alexander **OBJECTION**. Cllrs are concerned that the proposal is turning a bungalow into a house and taking up a large part of the plot of land. **Agreed** 2 for and 2 abstained.
- 40.2 DC/21/1243 – 61 Laines Road** – Partial demolition of existing single storey rear extension and erection of a new single storey rear extension.
Cllr Young **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed**.
- 40.3 DC/21/1030 - 39 Shooting Field** – Extensions and alterations to existing garage to create pitched roof containing 4 rooflights with installation of weatherboarding and new window and door openings at ground floor level.
Cllr Simon Alexander **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 40.4 DC21/1287 – Downsway, Bostal Road** – Removal of existing porch to front and erection of a single storey side extension.
Cllr Simon Alexander **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 40.5 DC/21/1303 – 19 Mill Road** – Proposed loft conversion with 3 x rooflights to the front elevation and erection of rear dormer extension.
Cllr Simon Alexander **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 40.6 DC/21/1231 – Honeys 25-27 Church Street** – Fell 1 x Fir and Variegated Holly and surgery to 1 x Laurel and 1 x Pear (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr Simon Alexander **No Objection subject to the advice of HDC's Arboricultural Officer. Agreed**

- 40.7 SDNP/21/02696/FUL - Great Drove Farm Bostal Road - Use of outbuilding as self-Catering holiday let**
Cllr Young proposed, seconded by Cllr Simon Alexander No Objection. Agreed.
- P21/41 LATE PLANS**
- 41.1 DC/21/1350- 3 Newham Lane – Installation of cladding to the first floor, installation to new windows and doors and erection of pergola to the rear elevation.**
Cllr Simon Alexander proposed, seconded by Cllr Ian Alexander OBJECTION. Cllrs are concerned that the proposed cladding is out of keeping with the street scene. They have no objection to the other proposals within the application. Agreed
- P21/42 ENFORCEMENT NOTIFICATIONS**
None.
- P21/43 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED**
- 43.1 DC/21/0437 - 12 Thornscoft - Erection of a single storey rear extension, a two-storey side extension, a single storey front porch extension and a side/rear access ramp.**
- 43.2 DC/21/1404 - Jarvis, Jarvis Lane - Surgery to 1 x Sycamore (Works to Trees in a Conservation Area)**
- 43.3 DC/21/1159 -Ashburton High Street - Fell 3 x Ash (Works to Trees in a Conservation Area)**
- 43.4 DC/21/0716 - 42 High Street - Erection of a single storey rear extension and refurbishment of existing outbuilding (Listed Building Consent).**
- P21/44 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 44.1 Bookings update - 25 groups that have returned to their usual bookings. We have 2 new groups starting in September.**
The income for bookings recorded for July was £3,313.92 which is a shortfall of £1018.27 against the usual predicted bookings.
- 44.2 Film nights update - The film July was Military Wives, 45 persons attended. Once the hall hire, wine, film royalties and projectionist fees were paid there was a loss of £87.50.**
The profit made on film nights since 2014 (when the films began) is £12,096. The next Film, Cinema Paradiso is on 4th August. 18 tickets have been sold so far. We hope to continue with serving refreshments to tables depending on numbers
- 44.3 High Street Toilets/ bus shelter and Steyning Centre anti-social behaviour issues**
Anti-Social behaviour has continued at the bus shelter and the Steyning Centre since the last meeting. Clerk and Deputy Clerk have been working with the wardens and PCSO's on a daily basis, using footage from the newly installed CCTV cameras, to try to stop the youths congregating in these areas. With the aid of the Wardens, PCSO's and Police, letters have now been written to the individuals concerned to prevent them being on the grounds of the Steyning Centre and at the Bus Shelter in the High Street. The Office Staff will continue to liaise with the Wardens and PCSO's on any further issues if the behaviour continues.
- 44.4 ADT 6 Month service – the 6-month service was carried out on 7th August. The Red Care Line was undated with WI-FI connections and a battery was changed in the alarm cupboard. All the monitors are working properly.**

D Clerk

P21/45	FINANCIAL REPORT	
45.1	To agree the Income & Expenditure reports for June 2021 The report was not available for agreement on this occasion. June and July income and expenditure will be brought to the	D Clerk
45.2	To discuss and agree Cameras and Microphones options and prices for recording of meetings once the Covid Regulations are lifted and normal meetings can resume. Cllrs Simon Alexander, Ian Alexander and Tom Packer the IT adviser met on Tuesday 20th July to discuss the best options for a camera and microphones for the recording of meetings at the Steyning Centre. A supporting paper was sent out to the committee members. There was a brief discussion on the options Cllr Ian Alexander proposed, seconded by Cllr Simon Alexander that a camera, 3 tripods and 2 microphones be purchased up to the value of £1000.00. Agreed. Cllr Young proposed, seconded by Cllr Simon Alexander to recommend to full council to discuss and agree live streaming of council and committee meetings to U-tube and/or Face book. Agreed.	D Clerk
P21/46	Requested Motion	
46.1	Cllr Young proposed, seconded by Cllr Simon Alexander that this Committee resolves that in light of the number of Covid-19 cases, hospitalisation and deaths, that Covid Social Distancing measures shall continue to be applied in the public areas of SPC Premises until such time as Committee resolves otherwise. The Committee also resolves that SO 7(a) shall not apply to this motion. Agreed The Deputy Clerk informed the committee that since the change to regulations on Monday 26th July the Office have been in contact with all customers with bookings due during July and August. We have asked that masks continue to be worn in public areas of the Steyning Centre and that they continue to use the sanitiser we supply in various places in the centre. We have requested to be informed of the numbers that will be attending events and all have responded with very realistic numbers for the size of the halls being hired and all the groups are remaining very cautious and not wanting to rush back to normal usage at present. This item to be reconsidered at the September meeting.	D Clerk
P21/47	CORRESPONDENCE/INFORMATION.	
47.1	Appeal Decision for DC/20/1045 5 Penfold Way - Demolition of existing detached garage, construction of a new attached garage. Conversion of loft into a habitable living space. Appeal Dismissed	
47.2	Appeal Decision for DC/20/0789 - Former B&W Building, Elm Grove Lane – demolition of existing buildings and erection of a new residential building comprising of 9 houses and apartments and a B1 commercial office building with associated vehicle parking, cycle parking, bin storage and landscaping. Appeal Granted	
47.3	Correspondence from the St Andrews Pre School Manager. Marion Pickup has now retired, and new Preschool leaders have been booked the hall for 5 days a week from September. Deputy Clerk to write to Marion to thank her for the hard work she has done to make the pre-school so successful over the last 20+ years.	D Clerk

- 47.4** **Correspondence from Rampion Wind Farm.** The letter informs of a consultation starting 14th July to 16th September. The Parish Council has been invited to comment as a statutory consultee. Deputy Clerk to put the correspondence on the website. D Clerk
- 47.5** **Correspondence from Enso Energy re Solar Application – Land at Huddlestone Farm.** Enso Energy will be giving a short presentation at the next Planning and Premises meeting on 23rd August 2021. They also have booked Coombe Court Hall at the Steyning Centre for a public exhibition. D Clerk
- 47.6** Information has been received from a resident concerning plans to continue extracting sand from the quarry at The Hollow (off A283) and to infill with 2.7 million cubic metres of inert waste over the next 8-10 years. This infill alone will result in 300 two-way lorry movements every day from 7am to 6pm Mon to Fri and on Saturday mornings. (i.e. 600 single movements) from The Hollow, along the A283 to the A24 Washington roundabout. Public comments must be made by 22nd August on [www.westsussex.gov.uk/planning application ref WSCC/028/21](http://www.westsussex.gov.uk/planning-application-ref-WSCC/028/21). Deputy Clerk to publish the link on the parish council website. D Clerk
- 47.7** Information has been received that there is a website with details of proposed planning at land at Glebe Farm - the website link is glebefarmsteyning.co.uk Deputy Clerk to publish the link on the parish Council website. D Clerk
- P21/48** **DATE OF NEXT MEETING - Monday 23rd August 2021 at 7.30pm**

The Chairman closed the meeting at pm 8.53pm

MINUTES OF THE EXTRA ORDINARY MEETING PLANNING & PREMISES COMMITTEE MEETING HELD ON FRIDAY 13TH AUGUST 2021 AT 6.00PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Simon Alexander & Bell.

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/49
49.1

APOLOGIES

Apologies were received from Cllr Ian Alexander.
Cllrs Rudkin was absent

P21/50
50.2

DECLARATIONS OF INTEREST

There were no declarations of interest from councillors.

P21/51
51

QUESTIONS FROM THE FLOOR -

None.

P21/52
52.1

To discuss and agree a response to WSCC/028/21

WSCC/028/21 - Rock Common Quarry, The Hollow, Washington – The continued winning, working and processing of sand from the existing Rock Common Quarry, the importation of inert classified engineering and restoration material, the stockpiling and treating of the imported material, the placement of the imported material within the quarry void and the restoration and landscaping of the quarry.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander that the Chairman and Deputy Clerk be delegated to draft the Objection to the planning application along the lines of the following wording.

Steypning Parish Council Planning Committee on behalf of Steypning Parish Council **OBJECT** to the Application for the following reasons

1. The additional lorry movements it would impose on the A283 and the cumulative impact of increased industrial traffic resulting from the Rampion 2 Development, the proposed quarry at Ham Farm and the potential-development at Glebe Farm .
2. The negative impact it would have on air quality with the associated dust and noise resulting from the increased works traffic
3. The increased road safety risks associated with the increased traffic
4. The contradiction of the current planning approval for the extraction to stop at the end of this year and for the quarry to be filled with water. The applicant states the

deep water will be dangerous, although deep water is not inherently dangerous and exists quite naturally elsewhere.

All Committee Members present agreed the above **objections**

P21/53

DATE OF NEXT MEETING - Monday 23rd August 2021 at 7.30pm

The Chairman closed the meeting at 7.04pm

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 23RD AUGUST 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Young, Hanson, S Alexander, I Alexander, Trundle, and

Members of the public: 3 including Cllr Rudkin.

Clerk – Hazel Roxby

MINUTES

P21/54

APOLOGIES

54.1

Apologies were received from Cllrs Northam, Bell, Alexander
Cllr Rudkin attended the meeting as a member of the public and left the meeting after
item 59.

P21/55

DECLARATIONS OF INTEREST

55.1

There was a declaration of personal interest from Cllr Hanson to item 59 as she lives near
the site proposed for Solar Panels.

P21/56

QUESTIONS FROM THE FLOOR –

56.1

Trevor Cree asked if Enso Energy could clarify during their presentation when their planning
application might be submitted.

P21/57

MINUTES – to agree and sign the minutes of the last meeting on Monday 26th July and Friday 13th August 2021.

57.1

Cllr Trundle **proposed, seconded** by Cllr Hanson that the minutes of 26th July 2021 be
accepted as a true and fair record of the meeting. **Agreed**

57.2

Cllr Trundle **proposed, seconded** by Cllr Hanson that the minutes of 13th August 2021 be
accepted as a true and fair record of the meeting. **Agreed**

P21/58

MATTERS ARISING AND ACTIONS –

58.1

**Pe/21/44.3 - High Street Toilets/ bus shelter and Steypning Centre anti-social behaviour
issues.** - Anti-Social behaviour has continued at the bus shelter and the Steypning Centre
since the last meeting. Clerk and Deputy Clerk have been working with the wardens and
PCSO's on a daily basis, using footage from the newly installed CCTV cameras, to try to stop
the youths congregating in these areas. With the aid of the Wardens, PCSO's and Police,
letters have now been written to the individuals concerned to prevent them being on the
grounds of the Steypning Centre and at the Bus Shelter in the High Street. The issues are still
on going and there has also been further issues of graffiti and burning of safety surfaces in

Fletchers Croft play area. The Office Staff will continue to liaise with the Wardens and PCSO's on any further issues if the behaviour continues.

- 58.2 **Pe/21/45.2 - Cameras and Microphones for recording of meetings once the Covid Regulations are lifted and normal meetings can resume** – The cameras and microphones will be ordered on 27th August . They will be set up by the IT contractor.
- 58.3 **Pe/21/46.1 Social Distancing measures shall continue to be applied in the public areas of SPC premises until such time as Committee resolves otherwise.-** All groups are complying with the request to wear masks in the public areas. The groups are carrying out their own Covid 19 restriction measures and are also keeping to reasonable numbers for the activities they are having.
- 58.4 **Pe/21/47.3 Write letter of thanks to St Andrews Pre School Manager – Actioned.**
- 58.5 **Pe/21/47.4 Correspondence from Rampion Wind Farm** - Rampion Wind Farm information To be placed on the website. **Actioned**
- 58.6 **Pe/21/47.5 Correspondence from Enso Energy re Solar Application** - Enso Energy are attending this meeting with a short presentation and are holding an exhibition on 15th September at the Steyning Centre.
- 58.7 **Pe/21/47.6 Link to WSCC Planning application for the Rock Common Quarry to be put on website – Actioned.**
- 58.8 **Pe/21/47.7 – Glebe Farm Steyning information and link to be placed on website – Actioned**

P21/59 ENSO ENERGY PRESENTATION – Short presentation from Enso Energy re Solar Application at Huddlestone Farm.

59.1 Enso Energy gave a short presentation. The slides from the presentation will be attached to the minutes and will also be placed on the post page of the parish council website. There will a public exhibition held at the Steyning Centre on 15th September in Coombe Court from 2-7pm.

Enso Energy is planning to do a brochure delivery to all houses in the area. The brochure will include a map of the planned area of the solar panels.

There will be a statutory consultation carried out once the planning application is submitted in late October/ early September.

59.2 **Questions**

- How many panels will there be?
A- Enso Energy was unable to answer the question at this early stage of the process
- Where are the panels coming from?
A- Enso Energy was unable to answer the question at this early stage of the process
- What will be at the exhibition?
A-There will be display boards and representatives to answer questions
- How big will the site be?
A- It was explained that a size could not be given at this early stage as there are many things that will need to be considered such as footpaths, hedgerows, the ground topography etc. which will all take up space before they will know what area will be left for panels.
- It was requested that evidence from other Enso Energy sites be shown to back up their statement for the bio-diversity of the areas.
- Would the panels be coming from Australia ?
A- it is very unlikely that the panels would come from Australia

P21/60 PLANNING APPLICATIONS

60.1 **DC/21/1069 – 28 Portway** – Erection of a new boundary wall, with timber inserts, to north, east, south and western boundaries.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**

- 60.2 **DC/21/1434 – 12 Saxon Road** – Installation of cladding to the front and side elevations.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.3 **DC/21/1691 – 22 Roman Road** – Erection of a single storey side extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.4 **DC/21/1481 – 103 High Street** – Erection of a single storey rear and side extensions and associated alterations (Householder Application and LBC)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.5 **DC/21/1485 – Honeys 25-27 Church Street** – Part demolition of the existing rear extension and erection of a single storey rear extension. Installation of a new roof light to the rear elevation and internal alterations (**LBC and Householder Application**)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.6 **DC/21/1559 – 69 Kings Barn Lane** – Erection of a two storey side extension, single storey rear infill extension and first floor rear extension incorporating a balcony/deck area.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **OBJECTION due to the neighbour's loss of privacy due to being overlooked from the first floor balcony/sun deck. Agreed**
- 60.7 **DC/21/1606 – 2 Castle Way** – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.8 **DC/21/1597 – 51 Coombe Road** – Erection of a detached workshop/store building
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.** 3 votes for and 1 abstention.
- 60.9 **DC/21/1384 – Horsebrook Cottage, Steyning Road** – Erection of an agricultural outbuilding to store animal feed and Machinery.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 60.10 **DC/21/1614 & 1615 – 95 High Street** – Erection of an entrance porch at the rear of the property. (Householder and LBC)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 60.11 **DC/21/1620 & 1621– Barclays Bank Plc 40 High Street** – Change of use of first floor from Offices (use class E) to a residential use (Use Class C3) comprising of 1 apartment and 1 holiday let with associated internal and external alteration and additions (Full and LBC Applications)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 60.12 **DC/21/1661 – 1 Church Mead** – Erection of a single storey rear extension
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- Pe21/61 **LATE PLANS**
- 61.1 None

- P21/62** **ENFORCEMENT NOTIFICATIONS**
62.1 **SDNP/21/00467/BRECON** – Alleged development carried out and use implemented before discharge of conditions attached to SDNP/18/05218/FUL .
- P21/63** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 63.1** **DC/21/0198 - The Green House Wappingthorn Farm Lane** - The use of the Green House Wappingthorn Farm Lane Steyning, as a single dwelling for a continuous period in excess of four years (Certificate of Lawful Development - Existing).
- 63.2** **DC/21/0756 - 15 Chandlers Way** - Erection of a single storey front extension.
- 63.3** **DC/21/0759 - 6 Castle Way** - Erection of a first floor side extension.
- 63.4** **DC/21/0812 - Wappingthorn Manor Horsham Road** - Demolition of existing staff cottage and erection of a new staff cottage (Full Application).
- 63.5** **DC/21/0813 - Wappingthorn Manor Horsham Road** - Demolition of existing staff cottage and erection of a new staff cottage (Listed Building Consent).
- 63.6** **DC/21/0715 - The Mount Roman Road-** Extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2No. dormers and construction of a rear dormer.
- 63.7** **DC/21/1803 - Steyning Grammar School Church Street** - Installation of 3 poles Decision: NO OBJECTION to Notification
- 63.8** **DC/21/0979 - Oak Barn The Courtyard Elm Grove Lane** -Change of use from a holiday cottage to a residential dwelling (Class C3).
- 63.9** **DC/21/1120 - 31 Roman Road** - Construction of a new roof with front and rear dormers. Erection of a single storey side and rear extension.
- 63.10** **DC/21/1243 - 61 Laines Road-** Partial demolition of existing single storey rear extension and erection of a new single storey rear extension.
- 63.11** **DC/21/1454 - Chanctonfold Units 1 and 2 Horsham Road** - Use of land as a 'Forest School' with construction of detached shelter and associated landscaping works.
- 63.12** **DC/21/0876 - 2 Penlands Rise-** Erection of a single story side extension.
- 63.13** **DC/21/0964 Site: 10 Church Street** - Part demolition of existing brickwork wall to rear of property to improve car parking provision.
- 63.14** **DC/21/1199 -64 Kings Stone Avenue** - Erection of a single storey side extension.
- 63.15** **DC/21/1231 - Honeys 25 - 27 Church Street** - Fell 1 x Fir and Variegated Holly and Surgery to 1 x Laurel and 1 x Pear (Works to Trees in a Conservation Area) Application Number:
- 63.16** **DC/21/1488 - Springwells Bed and Breakfast 9 High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Full Application)
- WITHDRAWN**
- 63.17** **DC/21/1326 - Hammes Farm Washington Road** - Conversion of existing studio building to form an annexe incorporating raising of ridge height, creation of accommodation within the roof space, creation of 5no dormers and installation of 1no rooflight and alterations and additions to windows and doors
- 63.18** **DC/21/0984 - Springwells 9 High Street** - Change of use from a bed and breakfast (Class C1) to a private dwelling (Class C3) with associated alterations (Listed Building Consent).
- P21/64** **DEPUTY CLERK'S REPORT FOR STEYNING CENTRE**
64.1 **Bookings update** - Deputy Clerk reported that there are 2 new groups starting in September, and two regular customers have increased their bookings, one for dance groups from 2 times a week to 3 times and an 1 extra booking per month for the choir. The income for bookings recorded for August was £3231.78 which is a shortfall of £151.84 against the usual predicted bookings.

64.2 **Film nights update** - The film August was Cinema Paradiso, 43 persons attended. Once the hall hire, wine, film royalties and projectionist fees were paid there was a loss of £24.75. The next Film will be The Secret Garden on 1st September Tickets are on sale from the office. It is intended to continue with serving refreshments to tables however it does depend on numbers attending.

P21/65 **FINANCIAL REPORT**

65.1 **To agree the Income & Expenditure reports for June and July 2021**

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the income and expenditure report for June be accepted as a true and fair record . **Agreed** 3 votes for and 1 abstention.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the income and expenditure report for July be accepted as a true and fair record. **Agreed** 3 votes for and 1 abstention.

65.2 **To discuss and agree options for being able to accept credit card/debit card payments.**

There have been asked many requests for a credit card facility especially for customers purchasing film tickets. Cheques are still accepted and customers are encourage to use bank transfer for hall hire payments. However, it would be much appreciated if there could be credit card payment option.

There are many card machines available and having liaised with our IT contractor, the most suitable ones for our usage would be either a **Globle Payments Ingenico 5000** which is recommended by HSBC (Parish Council bank) which has a rental of £15 per month, has a 12 month contract and 1% plus 0.03p on all cards. The other is **Sumup** which has a cost of £149 plus VAT to purchase but has no monthly fees. The interest rate is 1.69% . Both of these are wi-fi and don't need to be connected to a computer or Tablet. They both have printer facility.

Tom Packer (IT Contractor) has said of the Sum up and the Globle machines:

They actually both look like pretty good options. For a smaller £5 transaction the SumUp would be half a penny more expensive in charges, so nothing in it, but on a £50 transaction the SumUp would be 30p more expensive. The printer will be useful on the sumup. And then after the initial 10 months where the HSBC hire would have effectively cost the same as the sumup, you are then paying for the HSBC whereas the sumup would still be free.

In summary, I like the SumUp as long as you're not going to be taking lots of larger transactions, where the lower % fee could be better with HSBC.

Following a discussion

Cllr Trundle **proposed, seconded** by Cllr Hanson that the Sumup machine and printer be purchased at the cost of £149.00 plus VAT. **Agreed**

P21/66 **CORRESPONDENCE/INFORMATION.**

66.1 **None**

P21/67 **DATE OF NEXT MEETING** - Monday 6th September 2021 at 7.30pm

The Chairman closed the meeting at 9.10 pm

MINUTES OF THE EXTRA ORDINARY MEETING PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 6TH SEPTEMBER 2021 AT 6.00PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Simon Alexander & Bell.

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P21/68

APOLOGIES

68.1

Apologies were received from Cllr Ian Alexander.
Cllrs Rudkin was absent

P21/69

DECLARATIONS OF INTEREST

69.1

There were declarations of interest from councillors Northam and Young on Item 71.5 and they took no part of the discussion or vote.

P21/70

QUESTIONS FROM THE FLOOR -

70.1

None.

P21/71

PLANNING APPLICATIONS

71.1

DC/21/1705 – Land at the rear of 80 High Street – Demolition of modern detached garage and erection of a chalet style dwelling.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed**

71.2

DC/21/1562 -Claytiles, Bostal Road – Surgery to 1 Ash Tree.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection subject to the advice of Horsham District Councils Arboricultural Officer. Agreed.** 5 for and 1 Abstention.

71.3

DC/21/1800 – 27 Newham Close – Erection of a log cabin style outbuilding in a rear garden.

Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**

71.4

DC/21/1801 – 2 Rosemary Avenue – Erection of a single storey front extension

Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**

71.5

DC/21/0515 – 95 High Street – Installation of 2 replacement windows, erection of rear porch and garden room (Householder)

Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**

- 71.6** **DC/21/1505 – 12 Church Street** – Fell 3 x Conifers, 1 x Hazel, 1 x snake Bark Maple and surgery to 1 x Copper Beech and 1 X Yew (works to trees is a conservation area.)
Cllr Trundle **proposed, seconded** by Cllr Young that **Cllrs felt there was not enough information for them to make a decision, they therefore request the Arboricultural Officer to look into the reasons for felling the trees instead of having surgery, especially as the trees are in a Conservation Area. Agreed.**
- 71.7** **SDNP/21/04275/LIS and 04274/FUL – Charlton Court, Mouse Lane** – Erection of a single side kitchen extension and installation of replacement windows to house, refurbishment and alterations of domestic outbuildings for use as home gym and storage, refurbishment and alterations of existing office building, erection of toilet outbuilding and decking and ancillary pool outbuilding and pergola (LBC and Full application)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** 5 for and 1 abstention.
- 71.8** **DC/21.1389 – The Maltings, Church Street** - demolition of part of garage and conversion of remaining section into a utility room with associated works. Erection of single rear extension.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- P21/72** **LATE PLANS**
- 72.1** **DC/21/1976 – 17 Thornscoft** – Demolition of existing rear conservatory and erection of a single storey and two storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 72.2** **DC/21/1708 &1709 – The Star Inn, 130 High Street** – Replacement roof covering to ground floor toilet. (Full and LBC).
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- P21/73** **DATE OF NEXT MEETING** - Monday 27TH September 2021 at 7.30pm

The Chairman closed the meeting at 8.25pm

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 27TH SEPTEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Ian Alexander, Simon Alexander & Bell.

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P21/68

APOLOGIES

68.1

Apologies were received from Cllrs Hanson, Northam and Rudkin.

P21/69

DECLARATIONS OF INTEREST

69.1

There were no declarations of interest from councillors

P21/70

QUESTIONS FROM THE FLOOR -

70.1

None.

P21/71

MINUTES – to agree and sign the Planning & Premises minutes of the last meeting on Monday 23rd August and Monday 6th September 2021

71.1

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander the minutes of the meetings held on 23rd August and 6th September 2021 be accepted as a true and fair record. **Agreed**

P21/72

MATTERS ARISING AND ACTIONS

72.1

45.2 – The camera and microphones were ordered, received and tested. Unfortunately the microphones were not suitable for the requirements and have been returned, a refund has been received. The IT Contractor is working on another possibility for microphones.

D clerk

72.2

59.1 – The Enso Energy slide of the presentation given of 23rd August are on the parish council website. The public exhibition was held as planned on 15th September.

72.3

65.2 – The Sumup Credit Card machine and printer has been purchased and received. It has been used and so far no issues have been found with it. The WIFI has coped with the usage.

P21/73

PLANNING APPLICATIONS

73.1

DC/21/2003 - Rosecot, Holland Road - Demolition of conservatory and erection of a front porch, dormer, two storey side extension, and rear dormer.

Cllr Trundle proposed, seconded by Cllr Simon Alexander **OBJECTION due to loss of light and privacy to the neighbours. Agreed.**

- 73.2** **DC/21/1995 – The Beeches Coxham Lane** - Erection of 2 car oak framed garage with tiled Roof.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed**
- 73.3** **DC/21/1536 – The Beeches Coxham lane** – Replacement of all existing windows with casement windows.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 73.4** **DC/21/2019 – 2 Newham lane** – Erection of a front porch and single storey and rear Extensions.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed**
- 73.5** **DC/21/2056 – 4 Saxon Road** – loft Conversion with increased ridge height, extended side gables, rear dormer and front rooflight.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **Objection due to lack of privacy to the neighbour and over development of the plot. Agreed.**
- 73.6** **DC/21/1396 – 12 Church Street** – Conversion of existing rear studio to double garage with external alterations.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed**
- 73.7** **DC/21/2097 & 2098 – 27 High Street** – Change of Use from restaurant (Class E(b) to wine bar (Class Sui Generis & Listed Building Consent).
Cllr Trundle **proposed, seconded** by Cllr Bell **No Objection. Agreed**
- P21/74** **LATE PLANS**
- 74.1** **DC/21/2108 – Hammes Farm, Washington** – Conversion of open barn to an annexe, including new ridge height and rear dormers.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 74.2** **DC/21/2150 – Church of St Andrew and St Cuthman, Vicarage Lane** – Erection of 1 x non-Illuminated free standing sign.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection subject to the lights on the posts pointing downwards and being LED Lamps and the up- lighting also to be LED Lighting and be designed to minimise light pollution . Agreed**
- P21/75** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 75.1** **DC/21/1350 - 3 Newham Lane** - Installation of cladding to the first floor, installation and alterations to new windows and doors and erection of pergola to the rear elevation.
- 75.2** **DC/21/0713 - 23 Penfold Way** - Erection of first floor side and front extension over existing single storey side projection and installation of x4 front rooflights including a repositioned first floor side window.
- 75.3** **DC/21/1287 - Downsway, Bostal Road** - Removal of existing porch to front and erection of a single storey side extension.
- 75.4** **DC/21/1350 - 3 Newham Lane** - Installation of cladding to the first floor, installation and alterations to new windows and doors and erection of pergola to the rear elevation.
- 75.6** **DC/21/1606 - 2 Castle Way** - Erection of a single storey rear extension.
- 75.7** **DC/21/1303 - 19 Mill Road** - Proposed loft conversion with 3x rooflights to the front elevation and erection of rear dormer extension.
- 75.8** **DC/21/1484 - Honeys 25 - 27 Church Street** - Part-demolition of the existing rear extension

and erection of a single-storey rear extension. Installation of a new roof light to the rear elevation. (Householder Application).

75.9 DC/21/1485 - Honeys 25 - 27 Church Street - Part-demolition of the existing rear extension and erection of a single-storey rear extension. Installation of a new roof light to the rear elevation and internal alterations (Listed Building Consent).

75.10 DC/21/1505 - 12 Church Street - Fell 3 x Conifers, 1 x Hazel, 1 x Snake Bark Maple and Surgery to 1 x Copper Beech and 1 x Yew (Works to Trees in a Conservation Area)

75.11 DC/21/1661 - 1 Church Mead - Erection of a single storey rear extension.

75.12 DC/21/0779 -13 Shooting Field - Erection of a single storey side extension.

75.13 DC/21/1047 - 89 High Street - Retrospective application for the erection of an outbuilding / summerhouse.

75.14 DC/21/1481 - 103 High Street - Erection of single storey rear and side extensions and associated alterations (Householder Application).

75.15 DC/21/1482 - 103 High Street - Erection of single storey rear and side extensions and associated alterations (Listed Building Consent).

75.16 DC/21/1691 - 22 Roman Road - Erection of a single storey side extension.

P21/75 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

75.1 Bookings update – The bookings for September have been extremely good. All of the regular groups have returned to their normal bookings. The Saturday once a month night Jive evening have returned after 2 years of not booking. There are 2 new groups of yoga, a new choir practise group and circuit training session. There have also been 3 children's parties, a christening, a funeral reception and an exhibition. The income for the month is £6112.41

75.2 Film nights update – the film was The Secret Garden - there were 82 people attending the film. There was a profit of £34.83 from the tickets and wine sold. The next film is Nomadland. Tickets are on sale and so far 20 tickets have been sold.

75.3 High Street Toilets update / Bus Shelter issues and resident request for shutters.- There is still a request for shutters on the High Street Bus Shelter as the anti-social behaviour is still an issue inside and outside of the bus shelter. Following an update from PCSO Graeme Foster concerning continuing anti-social behaviour in the Bus Shelter and a request to support the Wardens and PCSO's issuing CPW's to those that have already received banning letters from the Council.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to support the request that the PCSO's and Wardens move forward to issuing CPW's to those that have received letters banning them from the Bus Shelter and The Steyning Centre. **Agreed.**

D clerk

Deputy Clerk reported that pressure washing of the bus shelter is carried out every 3 to 4 months and will be done before the late-night shopping event. It was noted that the bus shelter is not in a dirty state considering the amount of use it has in all weathers and the anti-social behaviour that has been happening recently.

D clerk

75.4 Anti- Social behaviour at Steyning Centre On Friday 24th September there were youths that trespassed to the back of the centre, wrenched open a play group storage cupboard and ruined the toys inside. This has been reported to the 101 number as criminal damage, and to the PCSO'S and Wardens. Footage has been recorded on the CCTV camera and the Police will be viewing the footage. Pictures of the vandalism to go on the parish council website.

D clerk

**P21/76
76.1**

FINANCIAL REPORT

To agree the Income & Expenditure reports for August 2021
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander that the reports for August 2021 be accepted as a true record for the Income and Expenditure. **Agreed**

P21/77

CORRESPONDENCE/INFORMATION.

The Clerk informed that next month will start the process for the 2022-23 precept and budget discussions.

D clerk

P21/78

DATE OF NEXT MEETING - Monday 27TH September 2021 at 7.30pm

The Chairman closed the meeting at 8.37pm

Link to meeting - <https://youtu.be/TcTHbWbPiXw>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH OCTOBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Simon Alexander, Bell and Ian Alexander

Members of the public: 39 – including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/79
791

APOLOGIES

Apologies were received from Cllr Rudkin

P21/80
80.1

DECLARATIONS OF INTEREST

There were declarations of interest from councillor Bell to item 85.2 as he lives nearby.

P21/81
81.1

QUESTIONS FROM THE FLOOR -

There were questions, statements, concerns and objections made by the members of the public attending the meeting concerning item 85.1 (which was brought forward by the Chairman to item 83.1) the outline planning application for Land North of Glebe Farm and Kings Barn Lane.

- The level of development proposed would be unsustainable with the current infrastructure of water neutrality.
- Sewage facilities are inadequate to cope with the proposed development.
- Not enough school provision and medical facilities in the town to cope with the proposed housing/population increase.
- The land is Farm Land - would prefer developments to be carried out on Brownfield sites.
- River Adur would struggle to cope with any further surface water that would be increased by the proposed development and could lead to flooding.
- Further concerns centre on the amount of increased traffic to the town and neighbouring roads specially to Castle Lane which is a single- track lane.
- Concern that a new access will be created opposite Roman Road where the proposed emergency access point is designated to be.
- Concerns that a further roundabout on the by-pass will slow the traffic and cause further bottlenecks in rush hour to Steypning, Bramber and Shoreham.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment why has this changed.
- Concerns for pollution and access to the site together with the land being adjacent to a (potential) flood plain.

- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Concern that buildings are being built close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets with this development plan
- There has been very little public consultation carried out with residents, Schools and Health centre concerning this development and the increase in population in the town.

81.2 Cllr Northam informed the members of the public that the committee are unable to answer any of the questions as the parish council are only consultees for HDC, who are the Planning Authority, and only see the same plans and have the same information as the public.

81.3 Cllr Ian Alexander informed the public that Richborough Estates are not the developers, if planning permission is agreed they will hand it over to developers and its very likely that the outline plans which have been received would be altered.

P21/82 **MINUTES** – to agree minutes of the last meeting on Monday 27th September 2021
82.1 Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 27th September as a true and fair record of the meeting. **Agreed** 7 for and 1 abstention

P21/83 **The Chairman brought forward the discussion for item 85.1 concerning the Glebe Farm planning application.**

83.1 **Land North of Glebe Farm and Kings Barn Lane – to discuss and agreed consultation Arrangements for Steyning Parish Council with residents/planning consultants in relation to the following outline planning application.**
DC/21/2233 – Land North of Glebe Farm and Kings Barn Lane - outline application for up to 265 dwellings, demolition of no. 37 Kings Barn Lane to provide new pedestrian / cycle / emergency link, provision of vehicular access from the A283 Steyning By-Pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. All matters reserved except for vehicular access from A283.
 Cllr Ian Alexander **proposed, seconded** by Cllr Young **OBJECTION to the outline planning application for the reasons listed below. Agreed**

Reasons for Objection: Overdevelopment and unsustainable with the current infrastructure and water neutrality, increased flooding risk and concerns with highway access and increased traffic (see comments below)

- Water neutrality has not been taken into consideration
- There is a chalk stream on the northern boundary which is important to the eco system water run- off from the proposed development would destroy it.
- The land is adjacent to a flood plain and the river Adur being tidal would struggle to cope (during heavy rain and spring tides) with the increased surface water produced with the proposed development and could lead to local and downstream flooding.
- Sewage facilities are currently operating beyond original capacity and would be unable to cope with additional demand from the proposed development.
- School provision and medical facilities in the town are also at capacity without taking into consideration the additional proposed housing/population increase.
- Glebe Farm is currently farm-land - and government advice is currently to develop Brownfield sites ahead of Greenfield sites.

- There are further concerns centred on the amount of increased traffic to the town and neighbouring roads specifically those which are single-track lanes.
- There are concerns that an additional access to traffic will be created opposite Roman Road where there is a proposed emergency access point.
- The proposed by-pass roundabout whilst slowing traffic speed, is likely to create rush hour bottlenecks with resulting increased pollution.
- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment in December 2018.
- The proposed buildings would be close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets including the provision of alternative energy and heating services within this development plan
- There has been very little public consultation carried out with residents, Schools and the medical centre concerning this development proposal and the resulting significant increase in the town population.

Comments:

The Planning Committee of Steyning Parish Council is delegated by the council to consider and make recommendations to Horsham District Council (HDC) and/or South Downs National Park Authority (SDNPA) on local planning applications and on other planning issues which may impact on the Parish.

The Committee has received representations from a number of residents both in writing and at a recent public committee meeting and is taking these into account in making the following comments, which in its own best judgement reflects the needs of the community as a whole.

Overdevelopment in Steyning

Two recent housing needs assessments have independently arrived at a figure of around 165 homes being required in the parish between the present day and the NP Planning horizon of 2035. At 265, the number of homes proposed in this planning application is well in excess of the stated needs; and furthermore, the developments already proposed at the former Grammar School site in Church Street and at Shooting Field will contribute significantly towards the 165 homes required, seriously exacerbating the overdevelopment that will result should this planning application succeed.

No consideration appears to have been given as to how local services will cope with such a sizeable increase in the population of Steyning likely to arise from this development. Many residents are concerned about this and given the experience of many it is hard to see how the schools and the local health services can accommodate much in the way of increased demand.

No housing type mix has been provided by the applicant. HDC has submitted a clear statement of the current demand (148 units) broken down into 1-bed, 2-bed, 3-bed and 4 or more bed units. Notwithstanding our objection, if the planning authority is minded to approve an application for development on this site, it should be a pre-condition that the developer commits to matching the unit mix in current demand as identified by HDC.

Highway Access and Parking

The main (and claimed to be the only) vehicle access to the development, emergency services excepted, being from the A283, raises concerns over the safety of both road traffic

and pedestrians, especially but not only in relation to access to and from school. With the closure of the Church Lane school site, the pedestrian route between the school and the new development will be most likely exclusively by crossing the A283, a fast and busy road on which traffic can be somewhat unsighted due to the gradual bend in the carriageway and the roadside vegetation.

The addition of a roundabout at the A283 access point is no doubt an expensive feature of the development. The council wonders whether the expense of the roundabout has led to the apparently excessive scale of this development?

The siting of a pedestrian and emergency services access point almost immediately opposite Roman Road, raises concerns that this may eventually become a second vehicle access point. This must be vehemently resisted for the following reasons. The route to the village over the Kings Barn Lane bridge, leads onto a narrow and sharp bend where Jarvis Lane becomes Cripps Lane. This is a dangerous corner even with current levels of traffic and it is not unknown for vehicles to have to mount the kerb to avoid oncoming traffic. Kings Barn Lane itself is usually restricted to a single line of traffic due to kerbside traffic and is unsuitable for any increase in traffic levels without a severe risk to road safety. The route to the A283 south from Kings Barn Lane would lead traffic down Roman Road and into Castle Lane, a single narrow lane with limited passing places with drivers unsighted due to the bend in the road and the hedgerows. This road is already made dangerous by the mix of pedestrians including dog walkers and parents with pushchairs, runners and cyclists who insist on using this road instead of the slightly longer Downs Link footpath running alongside the A283.

Water Neutrality

We see no evidence that the proposed development meets the requirements of the position statement on water neutrality issued by Natural England. The application should be rejected unless and until a binding statement of water neutrality is provided by the applicant.

d/clerk

We also see no evidence that the current sewerage provision and SuDS will be able to accommodate the increased demand and water run-off. Anecdotal evidence suggests that failures have already been observed at times of heavy rainfall.

The members of the public thanked the committee for their time and support and left the meeting.

P21/84

MATTERS ARISING AND ACTIONS

d/clerk

84.1

72.1 – The IT Contractor has been working on a solution for microphones. New equipment has been purchased and set up by the IT contractor. The equipment is being tested at this meeting.

84.2

75.3 – PCSO's and Wardens be requested to move forward to issuing CPW's to those that have already received banning letters from the Council. Letter sent to the PCSO's and Wardens. **Actioned**

84.3

75.4 – Pictures of the vandalism that happened at the Steyning Centre to go on the web site - **Actioned**.

84.4

77.1 – Agenda an item for the budget process – **see item 89.1**

P21/85

PLANNING APPLICATIONS

85.1

DC/21/2179 – 30 Middle Mead - Erection of a single storey front and side/rear extension Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**

- 85.2 DC/21/2050 – 8 Church Mead** – Surgery to 1 x Sycamore
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.3 DC/21/2340 – 75 High Street** – Fell 1 Leylandii
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- 85.4 DC/21/2343 – 6 Gatewycke Terrace, Tanyard Lane** – Surgery to 1 Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.5 DC/21/2216 – 57 Coombe Road** – Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- P21/86 LATE PLANS**
- 86.1 DC/21/2259 – Doves Place, Coxham Lane** - Fell 1 Beech and surgery to 1 Beech
Cllr Hanson **proposed, seconded** by Cllr Young No Objection. **Agreed**
- 86.2 DC/21/2384 – The Chestnuts, Twittenside, Penfold Way** – Surgery to Leylandii Hedge
Cllr Simon Alexander proposed, seconded by Cllr Ian Alexander No Objection. **Agreed**
- P21/87 PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED**
- 87.1 DC/21/1030 -39 Shooting Field** - Extensions and alterations to existing garage to create pitched roof containing 4 rooflights, with installation of weatherboarding and new window and door openings at ground floor level.
- 87.2 DC/21/1800 - 27 Newham Close** - Retrospective planning application for the erection of a log cabin style outbuilding in the rear garden.
- 87.3 DC/21/1801 - 2 Rosemary Avenue** - Erection of a single storey front extension.
- 87.4 DC/21/0515 - 95 High Street** - Installation of 2no. replacement windows and erection of a detached rear garden building (Householder Application).
- 87.5 DC/21/1559 - 69 Kings Barn Lane** - Erection of a two storey side extension, single storey rear infill extension and first floor rear extension incorporating a balcony/deck area.
- P21/88 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 88.1 Bookings update** – October has been another good month for bookings. The Drama Club have restated their rehearsals to put on a production next weekend. The Heber Opera and Kaleidoscope Singers have had events this month. There has been another new Pilates class started. The income for the month is £7,143.36.
- 88.2 Film nights update** – the film was Nomadland - there were 66 people attending the film. There was a profit of £1.83 from the tickets and wine sold. The next film is The Father Tickets are on sale and so far 20 tickets have been sold.
- 88.3 LED Lighting 2nd Phase** – The Contractor has carried half of the phase 2 LED lighting the ladies gents and disabled toilets, the outside security lights, and the balcony and boiler room have all been completed. Coombe Court, committee room 3, the disabled toilet, the kitchens and store cupboards are booked in to be done next week depending on supplies being available. This will complete the change to LED lighting at the Steyning Centre. There is no phase 3.

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|----------------------|--|----------------|
| <p>88.4</p> | <p>High Street Toilets – to discuss reverting back to normal cleaning regime now that Covid restriction have been lifted. The original regime is one clean per day from October to March (Winter months) and 2 cleans per day from April to September (summer Months) Extra cleaning is always carried out on the May fair day and Christmas late night shopping and is also arranged for any other town event being held in the High Street. Cllr Northam proposed, seconded by Cllr Hanson to move from 3 cleans a day to 2 cleans a day and ensure that wiping down toilets, sinks, surfaces and door furniture done at every clean. Agreed.</p> | <p>D/clerk</p> |
| <p>88.5</p> | <p>Boundary Fence -The fence at the back of Steyning Centre has been vandalised and is also rotting. A price is awaited for the repairs to be done. As the back is also being used as a short cut by the youths it is planned to have 3 close-board panels in an attempt to stop them using it. The Clerk is able to agree a quote up to £1000.00 and therefore if the amount is below this the fencing can be carried out.</p> | <p>Clerk</p> |
| <p>P21/89</p> | <p>FINANCIAL REPORT</p> | |
| <p>89.1</p> | <p>Budget – 2022-23 – To discuss initial thoughts of items/requirements to be considered for next year’s premises budget - It was noted that the Flooring in Coombe Court and Saxon room will require sanding and polishing in 2022. The dishwasher is starting to show signs of wear and tear and will require replacing in the next year or so. Other items suggested for a wish list are</p> <ul style="list-style-type: none"> • Replace committee room curtains with blinds • New tables for the committee rooms • Make the foyer more up to date and inviting • A re-vamp of the sound system • A re-vamp of the security cameras around the Steyning Centre | <p>d/clerk</p> |
| <p>89.2</p> | <p>To discuss and agree a request to have an external double plug socket at the bus shelter for use for the Christmas lighting, late night shopping and farmers market. Cllrs commented that the plug socket should be lockable and be able to be switched on and off from the store cupboard at the toilets and must have ICD protection. Cllr Hanson proposed, seconded by Cllr Ian Alexander that providing the above comments are followed to delegate to the Deputy Clerk to arrange for the work to be done up to the value of £300. Agreed.</p> | <p>d/clerk</p> |
| <p>P21/90</p> | <p>CORRESPONDENCE/INFORMATION.</p> | |
| <p>90.1</p> | <p>Gatwick Airport are holding a Northern Runway Public Consultation which started on 9th September and ends 1st December 2021. The office received this information on 14th October from Gatwick Airport. The notice is on the Parish Council website and the Steyning Centre notice board and the community noticeboard in the High Street.</p> | |
| <p>90.2</p> | <p>Cllr Ian Alexander informed that he had been invited to look round the Church Street ex Grammar School site where there are proposed plans for a small development of 29 dwellings for persons over the age of 55 and a community room. The property fronting in Church Street will not be changed.</p> | |
| <p>P21/91</p> | <p>DATE OF NEXT MEETING - Monday 22nd November 2021 at 7.30pm</p> | |



ANDREW GRIFFITH MP
MEMBER OF PARLIAMENT FOR ARUNDEL AND SOUTH DOWNS

HOUSE OF COMMONS
LONDON SW1A 0AA

Joanna Norcross
Steyning Parish Council
The steyning Centre, Fletchers Croft
Steyning
West Sussex
BN44 3XZ

5th November 2021
211105/MT/002

Dear Joanna

As your local Member of Parliament, I am always keen to help, and to keep you informed of current initiatives and grants that I become aware of that could be of possible benefit to the parish and communities you represent.

The recent Autumn Budget and spending review was important in setting out the spending plans which help us bounce back from the pandemic. The remarkable way that communities have come together to support each other through the pandemic has been inspiring. I would love to see us harness that resilience and neighbourliness to build up even stronger communities.

There may be opportunities for you, as a parish, to bid for grants and funds and I highlight a few which I thought may be of potential interest:

The Community Ownership Fund - which will help communities take ownership of assets and amenities at risk of closure. The £150 million fund will run for four years, with around 8 bidding rounds – the next one opening this December. If there is an asset of value locally that could be run sustainably for the long-term benefit of the community and which you think may qualify I would be happy to try to support.

Electric Vehicle charging grants - I am keen to see the roll-out of more low carbon-emission initiatives. The Government has pledged an extra £620 million for electric car grants and infrastructure. There is a wide range of support from the Government Office for Zero Emission Vehicles (OZEV) for adding on-street and car-park infrastructure for both residents and local authorities for projects that can be completed before 31st March 2023. OZEV grants are available for businesses, charities and local authorities and I would be willing to write a letter of support for any suitable scheme applying for funds.



The Youth Investment Fund - This £560 million fund will support hundreds of youth clubs in England. This includes youth centres, scout huts and activity centres. There is further funding available for grassroots sports, to include community football pitches and tennis courts.

Next year, is the Queens Platinum Jubilee and I hope that it the extended Bank Holiday in June will be a wonderful time of celebration and reflection on the work and dedication of Her Majesty The Queen. There are some grants which you might be able to access which could help get the village ready. The **Government's Welcome Back Fund** for example, which builds on the £50 million Reopening High Street Safely Fund, aims to help boost the look of high streets, which could include Jubilee flower planting, removing graffiti, and improvement of green spaces and seating areas.

I am heartened by the range of opportunities available to families, young people, and communities. If Steyning Parish Council is interested in submitting applications do please let me know so that I can get behind the bid with a suitable letter of support.

As ever, please do not hesitate to contact me if I can be help in any other way.

Kind regards

A handwritten signature in black ink, reading 'Andrew Griffith'.

Andrew Griffith MP