

Steyping Parish Council



The Steyping Centre, Fletcher's Croft, Steyping,
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MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 16th NOVEMBER 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link: Cllrs Norcross (Chairman), Campbell, Lloyd, Saunders, Goldsmith, Hanson, Rudkin, Young, S. Sullivan, G. Sullivan, Northam, and Alexander.

Clerk: John Fullbrook

Members of the Public: 14 (including District Cllr Bob Platt and West Sussex Cllr David Barling as well as two local Police representatives and the two Steyping Neighbourhood wardens)

Meeting commenced 7.31 pm

DRAFT MINUTES

FULL/20/85 APOLOGIES

85.1 Apologies received from Cllr Trundle. Cllr Saunders arrived late and during item 88.2.1

ACTIONS

FULL/20/86 STATEMENT FROM THE CHAIRMAN

86.1 Cllr Norcross outlined her concerns regarding the issues prevalent within Steyping Parish Council and called the current councils functioning demonstrably untenable, notably citing that the in-fighting between councillors needed to stop for the good of the running of the council and therefore for the good of the community. The full transcript is attached to these minutes

86.2 Cllr Campbell raised a point of order suggesting the process by which the Chair can mute councillors if they were being disruptive was undemocratic, rather the Chair should use her natural authority and standing order two if a councillor fails to do so.
Cllr Northam supported the use of muting of microphones from those councillors who were talking over others or not yielding to the direction of the Chair in that it was proving to be a useful tool to help manage the meeting.

FULL/20/87 DECLARATIONS OF INTEREST AND DISPENSATIONS

87.1 None.

FULL/20/88 QUESTIONS FROM THE FLOOR

88.1.1 Q – Phil Howell – ‘The practice of muting councillors makes for a much more orderly meeting’. {Then In summary} - During the September Full Council meeting, 6 councillors abstained from voting for a new Chairman. It is unacceptable for a councillor to not vote either for or against, and as they are representatives of the Community, perhaps they might want to consider whether they want to continue membership of SPC.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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88.1.2	<i>A – Cllr Campbell answered that ‘ as a former Chairman, Mr Bowell should know you can either vote for an appointment or abstain, not vote against it’</i>	
88.1.3	<i>Q – In reply - when talking about the position of Chairman of the Council you should have an opinion or make an alternative suggestion from the beginning of the meeting.</i>	
88.2.1	<i>Q – Mr Muggridge - Thanked the Clerk for his well-measured and much needed intervention regards his paper for Agenda item 10.1. And in support of this the ‘SPC watch Facebook group’ with over 540 members, will be suspending immediately and indefinitely their Facebook page in the hope that different viewpoints can and should be contained within the Council and their public meetings rather than being played out on various social media platforms. He hoped that Councillors are now able to rise to the challenge associated with collaborative working as stated by both the Chair and the Clerk, and that this is needed for the benefit of the wider Steyning community.</i>	
88.2.2	<i>A – Cllr Norcross- Thanked Mr Muggridge for this very positive move and hoped we can all embrace it in the spirit in which she was sure it was intended.</i>	
88.3	Cllr Goldsmith proposed, seconded by Cllr Alexander that three Steyning High Street traders are written to by SPC and congratulated for working hard and achieving good publicity for themselves and Steyning by receiving awards for their businesses. The ‘Cobblestone Coffee House’ was the winner of the Café of the year competition {For the Horsham district} run by the West Sussex County Times , and ‘Victoria Sponge’ was the runner up. ‘The Steyning Tea Rooms’ also won a competition run by a Brighton organisation recently {were number 16 in the top 20 of ‘Brighton’s finest restaurant’ awards, as per the ‘Bravo’ online voting}. Agreed	CLERK
FULL/20/89	MINUTES OF PREVIOUS MEETINGS	
89.1	Cllr Campbell proposed, seconded by Cllr Young that the following amendments were made to the 19 th October minutes - under item 71.1.2 the word ‘sub-committee’ changed to ‘sub-committees’ and under item 68.5 the word ‘here’ changed to ‘hear’. Agreed	CLERK
89.2	Cllr Norcross proposed, seconded by Cllr Alexander that the minutes for the Full Council meeting on the 19 th October 2020 be accepted as a true and fair record. Agreed	
FULL/20/90	MATTERS ARISING	
90.1	Steyning High Street proposed development – Clerk to communicate to HDC, SPC’s support - Actioned / Ongoing	CLERK
90.2	Clerk’s office to communicate to HDC that there is to be no official response from SPC to the government white paper planning consultation - Actioned	
90.3	Clerk to remove committee ‘terms of reference’ and committee ‘outlines of delegated responsibilities’ from web site as the ‘scheme of delegation’ to stand alone – Actioned	
90.4	Clerk to update and publish new ‘scheme of delegation’ – Actioned . However, this document needs to be changed from ‘draft’ and an ‘s’ added to ‘subcommittee’ as per item 89.1	CLERK
90.5	Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary - Ongoing	CLERK
90.6	Clerk to contact Sussex Police Commissioner to gain response to previous request for an understanding of PCSO’s current and future visibility within the community – Actioned	
90.7	Care quality commission consultation and other NHS news to go on web site – Actioned	
90.8	Set up and convene Personnel Committee – Actioned	
90.9	Discuss contracts of employment for staff and pay rates at Personnel Committee – Actioned	

- 90.10** Add Cllr G. Sullivan to Community Committee membership – **Actioned**
- 90.11** Clerk to invite Wardens to next Full Council Meeting – **See item 92.2**
- 90.12** SPC Land Register to be brought back to Full Council – **Ongoing** **CLERK**
- FULL/20/91** **REPORT FROM COUNTY COUNCILLOR**
- 91.1** Cllr Barling reported that the soft sand policy has been approved at WSCC and therefore Ham Farm as a theoretical site has been approved. The conditions relating to the site were significantly upgraded.
The Mouse lane path has been agreed to be designated as per SPC D.M.M.O application. David reported significant flooding issues across the county, including Steyning's 'King Barn Lane' which is being dealt with at the moment.
The 20-mph project – Steve Douglas (WSCC Highways manager) will be joining the SPC working party and has already suggested the project is 'doable'.
There was a request for Ham Farm papers to be put on web site **CLERK**
- FULL/20/92** **NEIGHBOURHOOD WARDENS' REPORT**
- 92.1** The Neighbourhood Wardens report for October was received, and the Wardens were in attendance and read from the report, as well as extra information relating to it and answered questions arising. They reported disturbances and damage caused in or around the Fletchers Croft area recently. CCTV coverage was also commented on and further installation in 'hot spots' was agreed to be beneficial provided the cameras were of sufficient quality. The Wardens reported fewer incidents at the High Street bus shelter. Sergeant McManaman confirmed there will soon be more PCSO coverage in the Steyning District.
- FULL/20/93** **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 93.1** Cllr Tim Lloyd – updated regards HDC / HALC. The HDC priority issue is currently in consideration of housing numbers, with the likelihood of reaching the proposed new target figure thought to be low. HDC have commissioned the carbon trust to provide a carbon audit. Many parts of this were discussed and details can be found on the HDC web site. One element is electric car charging point installations. Cllr Sullivan asked that this matter and Fletchers Croft car park be discussed at the next Community meeting. Cllr Lloyd confirmed that the charging point issues have now nearly been resolved. HDC will probably show a deficit this year in the region of £4 million and are seeking further support.
WSALC is intending to break away from SALC and is to be consulting its member councils shortly. **CLERK**
- 93.2** Cllr Bob Platt – Added that the 'Wilder Horsham' project has begun work on wildlife corridors. The associated newly appointed team is working successfully in liaison with local Landowners
- 93.3** Cllr Chris Young/ Hanson – Isolation and loneliness / PPG – Reported on a recent PPG and medical practice meeting, with the main item discussed being the results published from the annual government survey. The presentation showed that overall, the 'Steyning Practice' scored very well. An additional marquee shelter is to be installed to provide shelter for the queues outside the health centre and extra staff are being appointed within the primary care network.
- 93.4** Cllrs Norcross – Joint Parishes Cemetery Committee updated there had been a meeting in October, the minutes of which will be circulated via the Clerk in due course. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Northam also be appointed representative to help cover this committee. **Agreed** **CLERK**

93.5 Cllrs Alexander and Lloyd – Update on Wardens Steering Group – A meeting took place earlier this month. Further to the Wardens report, there is now a tracking of items discussed to see if there are any trends forthcoming. Also, the issue with late night working was discussed, and to reiterate there should be no lone working beyond 9.30pm, yet the SPC wardens often work beyond this time. – There is to be some discussion to see if the wardens can work more closely with the PCSO's during these shifts.

The wardens will also be checking establishments to help ensure the working practices are Covid safe. Also, for information there will be an aim from the police to ensure a 2minute response time on the 101 number.

93.6 Cllrs Saunders updated on the Climate Change Emergency Working Party – Moving forward on the paperless council initiative (hence the recently distributed questionnaire to all Councillors) and the Chandlers Way development – this project soon to be heard at the next Community committee meeting. Cllr Saunders urged once more for the paperless council survey to be completed and returned to the Clerk.

FULL/20/94 MANAGEMENT OF SPC RESOURCES

94.1 Councillors discussed the supporting paper presented by the Clerk at some length. The main point being that the council's many valuable resources are not being best used, and that also there are far too many code of conduct issues being raised with HDC at present, and that SPC needs to address this fact. Cllr Lloyd **proposed, seconded** by Cllr Campbell that we (SPC) defer this item, and that council convenes a 'team meeting' where we (SPC) can sit down hopefully as responsible adults and discuss the way forward, and how we can work together effectively and efficiently on behalf of the community. **Agreed. 11 For, 1 Abstained**

94.2 Cllr Norcross **proposed** then Cllr Campbell **proposed an amended motion, seconded** by Cllr Northam that Horsham {standards committee representatives} should be present at the 'Team meeting' but that there should be two separate meetings. **Agreed. 7 For, 4 Against.** The discussion before the decision was made and then following it was that Horsham would certainly be involved with one of these meetings, though did not necessarily agree that the first meeting would include or exclude the welcome support from the HDC Standards Committee in order to resolve any SPC issues. Following this decision, the Clerk to organise a meeting date and to invite suggestions from councillors regards agenda items.

CLERK

FULL/20/95 SOFT SANDS WORKING PARTY

95.1 Cllr Hanson updated that the Inspector had not concluded his deliberations following the August 2020 'Hearings' where SPC representatives had presented the case in support of the wishes of the Steyning residents. Papers from WSCC had recently been received noting proposed modifications to the scope of the likely development, and these modifications were to be reviewed and commented on by those who had disputed the necessity for the development to be undertaken. Cllr Cree's excellent contribution was appreciated but his recent resignation from the Council left a vacancy and Cllr Hanson therefore asked for new support from her colleagues to assist the soft sands working party.

95.2 Cllr Hanson **proposed, seconded** by Cllr S. Sullivan that the soft sands working party should consist of Cllrs Hanson, Campbell and Norcross plus other representatives that have previously served on it, to include Cllr David Barling, Reina Alston from the Steyning and District Partnership, Trevor Cree, and Denvil Coombe. **Agreed**

CLERK

FULL/20/96 PERSONNEL COMMITTEE MEMBERSHIP

96.1 Cllr Norcross **proposed, seconded** by Cllr Alexander that Council accepts the recommendation from the Personnel Committee for an increase of £895.00 per annum for the Clerk subject to

a satisfactory appraisal by the Chairman and Vice Chair of the Council and the increment be backdated to June 2020 as per the Clerks contract. **Agreed**

FULL/20/97 *All other matters not discussed on the Agenda taken forward to the next meeting*

DATE OF NEXT FULL COUNCIL MEETING: 18th January 2021 at 7.30pm

Meeting closed at 10:00pm

Signed Date 18th January 2021

Chairman

Video recording of this meeting is available at

Video: <https://archive.org/details/2020-11-16-steyning-parish-council-full-council>

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MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 14th DECEMBER 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

Present via video link: Cllrs Norcross (Chairman), Campbell, Lloyd, Goldsmith, Hanson, Rudkin, Young, Northam, S. Sullivan, G. Sullivan, and Alexander.

Clerk: John Fullbrook

Members of the Public: 12 (including District Cllr Bob Platt and Debbie Wood and Peter Butchers from the Upper Beeding Hub)

Meeting commenced 7.31 pm

DRAFT MINUTES

		ACTIONS
FULL/20/98 98.1	APOLOGIES Apologies received from Cllr Trundle. Cllr Saunders absent. {Reported later in meeting} Cllr Barling sent his apologies as his Wi-Fi reception was poor. <i>The Chair pointed out that for this meeting the Clerk would be trialling a timing device to help councillors with the timing of their responses</i>	
FULL/20/99 99.1	DECLARATIONS OF INTEREST AND DISPENSATIONS None.	
FULL/20/100 100.1.1	QUESTIONS FROM THE FLOOR Q – Cllr Goldsmith (on behalf of a member of the public) – We don't have anything on the Agenda about committee meetings- why not? Is there any progress about the South Ash fence issue? Following Cllr Cree's resignation, why is there no item on the agenda to fill the vacant position on the F&GP committee?	
100.1.2	A – The Clerk answered in the order of questions asked – Receiving the committee meeting minutes does not have to be on every Full Council Agenda and will be on the next one. Further to previous replies given, the Clerk's office are trying to communicate directly with the owner of the fence at South Ash, and the F&GP vacant position will be discussed at the next Full Council meeting.	CLERK
FULL/20/101 101.1	MINUTES OF PREVIOUS MEETINGS Cllr Campbell proposed changes to the 16 th November minutes. Point 1 – re. Item 86.2. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the wording in parenthesis 'To possibly remove a councillor from a meeting' be removed. Agreed	CLERK
101.2	Point 2.- re. Item 92.1. Cllr Campbell had a problem with the word 'agreed', and wanted to insert the wording 'was considered by the Wardens as being potentially beneficial'	CLERK



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101.3	Cllr Norcross proposed, seconded by Cllr S. Sullivan that the acceptance of the draft minutes of the 16 th November be deferred until the next Full Council Meeting. Agreed	CLERK
101.4	Cllr Norcross proposed, seconded by Cllr Alexander that the minutes for the Full Council meeting on the 12 th November 2020 be accepted as a true and fair record. Agreed	CLERK
FULL/20/102	COMMUNITY MATTERS	
102.1	Debbie Wood and Peter Butchers from the Upper Beeding Hub reported on what their team had been doing in regard to the Covid pandemic and their work in support of the Steyning Residents. In summary, their team of up to 60 volunteers (though many more were interested) were involved during this crisis in helping to provide food and medical supplies to residents plus offered a food bank service and even a telephone befriending service where isolated and older people and a few younger people with mental health issues were phoned weekly. They passed on their thanks to Cllr Alexander who supplied tech knowhow and a free phone number and Russell Barnes who helped set up the 'WhatsApp Warriors'. This testing time proved how positively responsive and agile our community was.	
FULL/20/103	MILLENIUM AWARDS	
103.1	The Chairman, on behalf of the Steyning Parish Council, presented (virtually) the SPC Millennium Award to Debbie Wood and Peter Butchers as representatives and coordinators of the Upper Beeding Hub and in recognition of the superb work they and their team had done for the Steyning Residents not only in recent lock downs, but also over the years in terms of support for those less fortunate within the community.	Cllr Norcross
FULL/20/104	MATTERS ARISING	
104.1	Clerk to write to three Steyning High Street Traders and congratulated them on their awards – Actioned	
104.2	19 th October Full Council minutes amendments to be done as per minutes – Actioned	
104.3	Clerk's office to make 'Scheme of delegation' amendments as per minutes - Actioned	
104.4	Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary – Ongoing	CLERK
104.5	Ham Farm papers to be put on web site – Actioned	
104.6	Electric charging points to be further discussed at Community committee – Actioned	
104.7	Joint Parishes Cemetery Committee draft minutes to be distributed in due course – Actioned	
104.8	Clerk to set up first 'Team Meeting' for Full Council to discuss management of SPC resources – Actioned	
104.9	Re-appointed Soft sands working party to meet – Clerk to set date/s - Actioned	
104.10	SPC Land Register to be brought back to Full Council – Ongoing	CLERK
104.11	Cllr Campbell raised a question regards being informed the name of the Neighbourhood plan examiner – Clerk to find out and inform councillors.	CLERK
FULL/20/105	REPORT FROM COUNTY COUNCILLOR	
105.1	No report as unfortunately Cllr Barling did not have adequate Wi-Fi coverage to join the meeting virtually to present his report	

FULL/20/106	NEIGHBOURHOOD WARDENS' REPORT	
106.1	The Neighbourhood Wardens report for November was received. The Chair asked for questions – Cllr S. Sullivan asked whether the trend was for antisocial behaviour due to drugs rather than alcohol – this question to go to the Wardens. Cllr Goldsmith asked that the new Steyning PCSO's are invited to a Full Council Meeting.	CLERK
FULL/20/107	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
107.1	Cllr Tim Lloyd – updated regards HDC. The HDC priority issues remain attempting to balance the Year 2021/22 budget plus deciding upon strategic housing sites.	
107.2	Cllr Bob Platt – Added that HDC has decided to adopt a walking, cycling and infrastructure plan which will affect Horsham more than anywhere else, though the cycling infrastructure will be given wider scope. Indeed, all new road building and renewal works in the region asking for grants have now to consider fully the cycling and pedestrian's infrastructure.	
	<i>Cllr Rudkin left the meeting at this point (Had given apologies earlier)</i>	
107.3	Cllr Tim Lloyd – (HALC) update – There is a meeting on the 15 th December 2020 and there will be a report back for next meeting.	
107.4	Cllr Chris Young/ Hanson – Isolation and loneliness / PPG – Cllr Young clarified that the Steyning Health Centre now has a Perspex shelter across the entrance, to provide protection against inclement weather, plus the waiting room is reopening for those people with appointments. Also, the government are giving additional funding over three years to the clinical commissioning group for provision of extra non-medical staff.	
107.5	Cllrs Alexander and Norcross – South Downs National Park – No meetings or update.	
107.6	Cllrs Alexander (Climate change emergency WP) - reminded that councillors could please supply details of the paperless council survey to the Clerk	All Councillors
FULL/20/108	SOFT SANDS WORKING PARTY	
108.1	Cllr Hanson updated that the working party had met, and Mr Coombe had subsequently, and on behalf of the group, produced an excellent document (as per supporting papers). Cllr Hanson proposed, seconded by Cllr Norcross that the clerk sends the response as per supporting paper off to WSCC as recommended by the soft sands working party. Agreed	CLERK
FULL/20/109	YOUTH SERVICE MEMORANDUM OF UNDERSTANDING {MOU}	
109.1	Cllr Alexander proposed, seconded by Cllr Norcross to agree the MOU for the next financial year 2021/22 as per supporting papers and as recommended by the Joint Parishes Youth Committee. Agreed	CLERK
FULL/20/110	LOGO FOR STEYNING PARISH COUNCIL	
110.1	Cllr Norcross proposed, seconded by Cllr Young that people {Councillors} either choose from the Logo options provided {within supporting papers} or come up with an alternative option and circulate before next Full Council so that we {SPC} come up with a short list of Logos. Agreed	CLERK
FULL/20/111	GOVERNANCE ITEMS	
111.1	Parish Council Meeting schedule. Cllr Lloyd proposed, seconded by Cllr Campbell that this item is deferred until the February Full Council Meeting to give us {SPC} time to work together with the Clerk's office to ensure all the strategies and priorities are correct, so we {SPC} are in a position to have a shortened number of meetings. Agreed	CLERK

- 111.2** To approve the interim Internal Audit letter – October 2020. Cllr Campbell questioned the appointment of the internal auditor, and several other items. The Clerk responded. **CLERK**
Cllr Hanson amended the motion from Cllr Norcross who **proposed, seconded** by Cllr Campbell that this item and the item regards the external auditor, be taken back to F&GP committee and that any items needing discussion be brought to the attention of the Clerk in advance of that meeting. **Agreed.** Also, that the appointment of the internal auditor be brought back to next meeting **CLERK**

FULL/20/112 REQUESTED MOTIONS

- 112.1** The Clerk's office gave assurance that planning decisions would be made at properly constituted meetings. Cllr Campbell withdrew his motion.

Cllr Northam left the meeting at this point giving apologies

- 112.2** Cllr Lloyd amended the motion from Cllr Campbell and **proposed, seconded** by Cllr Campbell that the Clerk is charged with obtaining costs for solicitors to undertake voluntary first registration at HM Land Registry of all SPC's parcels of land which are currently unregistered and then to bring it back to Full Council. **Agreed** **CLERK**
- 112.3** Cllr Campbell **proposed, seconded** by Cllr Lloyd that the Clerk is directed that information given in response to an FoI or EIR request must be uploaded to the SPC register of requests and answers maintained on the SPC website as soon as practicable after any response is given. **Agreed**

FULL/20/113 DATE OF NEXT FULL COUNCIL MEETING: 18th January 2021 at 7.30pm

Meeting closed at 9.55pm

Signed Date 18th January 2021

Chairman

Video recording of this meeting is available at

Video: <https://archive.org/details/2020-12-14-steyning-parish-council-full-council-meeting>



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Warden Monthly Report December 2020

Patrol hours (foot and vehicle) TOTAL:	105	ASB incidents TOTAL:	6
Foot patrol TOTAL:	50	Noise	2
Foot (high visibility) – Steyning	25	Neighbours	1
Foot (high visibility) – Bramber	10	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	65	Alcohol 1/drugs 2	0
Vehicle patrol - Steyning	35	Public order	3
Vehicle patrol - Bramber	10	Clear up/disposal reports TOTAL:	2
Vehicle patrol - Upper Beeding	20	Fly tipping / flyposting	2
Notices/warnings TOTAL:	1	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	1	Drug litter	0
Parking alert	0	Hazards	0
Police reports TOTAL:	9	Community events attended	1
Phone (including 101 and 999)	2	School contact/engagement	0
Email	3	Reports to DVLA	0
E-CINS (multi-agency reporting)	0	Admin	35
Verbal	4	Calls and Visits to vulnerable people (all ages)	60
		Signposting	0
		Safeguarding referral	1

Please note that figures in table reflect Christmas Holiday period and leave taken.

ASB/crime/criminal damage

Steyning –

We have been engaging with an older adult who suffers from mental health issues who has been causing problems in the Parish due to his erratic behaviour and mood swings. We are working with the PCSOs to try to establish the level of care he is currently receiving and make referrals where necessary.

We continue to experience problems with youths gathering outside the Community Centre. We have updated the Police when this happens and there is now a Direct Patrol Activity of Fletchers Croft and the Community Centre.

We received a report from the Parish Clerk regarding damage to the front door of the Community Centre. We have checked the C.C.T.V. footage at the centre but have been unable to positively identify any persons on the footage.

We received reports of noise nuisance regarding a new resident in Chancton House. Co –residents had complained to Environmental Health regarding the behaviour of this resident and it was decided that a Community Protection Warning was to be issued to this person. It was duly delivered but residents are still complaining that the noise is continuing. We have been asked to monitor the situation and report back any further breaches so that a full Community Protection Notice can be served on him, and further enforcement can be taken.

Bramber –

We intervened following a report from a resident regarding a group of youths who were congregating in the Car Park opposite the Castle Inn. They ran off when we arrived.

Upper Beeding –

We came across a group of 7 youths who were congregating in the bandstand on the recreation ground. They ran off when we arrived.

Parking/vehicles

Steyning –

Nothing to report.

Bramber-

Nothing to report.

Upper Beeding-

Nothing to report.

Fly tipping/littering/graffiti

Steyning –

Domestic Rubbish has been tipped in the car park on the Steyning Bostal. We have reported this to HDC Waste Management to clear it.

Upper Beeding

Domestic Rubbish has been tipped at the National Trust Car Park on Truleigh Hill. We have reported this to HDC Waste Management to clear it.

Bramber

Nothing to report.

Community engagement/events/meetings

On Dec 8th we took part in a joint exercise with Police and Environmental Health to evaluate the Covid compliance of traders in the High Street, Steyning. We also had a street briefing to advise members of the public and answer any questions they had about the current restrictions. This was well received by the public and the businesses alike, with one restaurant posting their compliance report on social media to show that they were Covid-19 secure.

Patrols (foot/visible and car)

We have focused foot patrols and vehicle patrols on Fletchers Croft Car Park, Bramber Castle, Upper Beeding Recreation Ground, Gladys Bevan Hall Car Park Upper Beeding, and the Small Dole Skate Park.

Elderly and Youth

We have started and continue our annual checks on the elderly and vulnerable of all three Parishes. This will continue into the New Year.

Licensing

Steyning –

Nothing to report.

Bramber –

Nothing to report.

Upper Beeding –

Nothing to report.

Dog related issues

Steyping –

None to report.

Bramber –

None to report.

Upper Beeding –

None to report.

Cycling

Steyping –

Nothing to report.

Bramber –

Nothing to report.

Upper Beeding –

Nothing to report.

CONSOLIDATED P & L ACCOUNT

Item 8.1

CODE	EXPENDITURE	CURRENT BUDGET 20/21		PROPOSED BUDGET 21/22	
4000	Salaries	£	137,000.00	£	116,300.00
4002	Printing/Stationery/Stamps	£	3,200.00	£	2,500.00
4003	Staff Health Insurance	£	1,350.00	£	1,350.00
4004	Telephones and alarm	£	3,000.00	£	2,700.00
4005	Insurance	£	5,915.00	£	5,250.00
4006	Salaries outsourcing	£	900.00	£	900.00
4007	Data Protection	£	1,700.00	£	1,200.00
4010	Audit Fees/Internal Audit	£	1,750.00	£	1,850.00
4016	Legal Fees / Election	£	10,000.00	£	10,000.00
4017	Bank Charges	£	650.00	£	283.00
4021	General Grants Fund	£	2,000.00	£	2,000.00
4023	Youth Service Expenditure	£	26,930.00	£	27,200.00
4025	CCTV Maintenance Town	£	160.00	£	160.00
4030	Steyping Bloom	£	4,400.00	£	4,600.00
4032	Royal British Legion	£	415.00	£	412.00
4033	Christmas Lights	£	1,500.00	£	1,500.00
4036	SALC NALC subs	£	1,950.00	£	1,880.00
4039	Publicity & Advertising	£	3,000.00	£	2,000.00
4040	Town Clock	£	450.00	£	450.00
4045	Misc. & Petty Cash	£	275.00	£	275.00
4047	Training	£	1,500.00	£	1,500.00
4049	Showcase	£	200.00	£	200.00
4053	Entertainment Licence	£	2,500.00	£	2,500.00
4055	HR Services/James Corrigan	£	5,000.00	£	5,000.00
4060	Chairman's Function	£	500.00	£	100.00
4061	Councillors' Allowances	£	100.00	£	100.00
4063	Legionnaires	£	2,500.00	£	2,500.00
4070	Software support and packages	£	2,000.00	£	2,400.00
4071	IT Equipment	£	1,700.00	£	1,700.00
4072	Website development	£	1,000.00	£	1,000.00
4073	Neighbourhood Plan exp.	£	1,050.00	£	1,050.00
4075	Isolation and Lonliness	£	3,000.00	£	3,000.00
4100	Neighbourhood Wardens	£	45,000.00	£	45,105.00
4101	Swimming Pool	£	15,750.00	£	15,750.00
4200	Street Light Energy	£	785.00	£	810.00
4201	Street Light Maintenance	£	1,920.00	£	1,960.00
4202	Lamppost testing	£	100.00	£	100.00
4210	Sweeping / Litter	£	20,000.00	£	17,300.00
4211	Town Improvements	£	1,500.00	£	1,500.00
4250	Public Toilets (Open/close)	£	2,500.00	£	2,200.00
4252	Electricity	£	5,680.00	£	5,830.00
	Public Toilets	£650	Spent: £672		
	MPF	£500	Spent: £0		
	Steyping Cen.	£4,530	Spent: £351		

4253	Water	£	3,800.00	£	4,750.00
	Allotments £600 Spent: £1,191				
	Public Toilets £500 Spent: £128				
	MPF £600 Spent: £238				
	Steining Cen. £2,100 Spent: £408				
4254	Rates	£	11,050.00	£	11,050.00
	Public Toilets £400 Spent: £198				
	Steining Cen. £10,650 Spent: £4,470				
4256	Repairs and renewals	£	1,200.00	£	1,200.00
4257	Gas (Steining Centre)	£	3,600.00	£	3,400.00
4259	Grit	£	600.00	£	200.00
4260	Pressure wash High Street	£	700.00	£	400.00
4276	Annual tree and hedge cutting	£	5,000.00	£	5,000.00
4300	Grass cutting	£	7,000.00	£	5,380.00
4310	Grounds Maintenance	£	17,000.00	£	7,000.00
4311	Tree Reports and essential works	£	-	£	10,000.00
4312	Waste removal PF	£	1,025.00	£	1,450.00
4320	Play Equip Inspections	£	1,200.00	£	1,200.00
4321	Play equip maintenance	£	-	£	1,500.00
4341	Repairs and renewals	£	750.00	£	750.00
4342	Repairs & renewals SC	£	12,000.00	£	9,000.00
4352	Litter and bins	£	5,000.00	£	2,500.00
4360	Allotments maintenance	£	3,800.00	£	3,800.00
4401	Trade Waste SC	£	2,900.00	£	2,500.00
4402	Annual Maint. Contracts	£	10,000.00	£	8,500.00
4404	Alarm System SC	£	500.00	£	500.00
4406	Cleaning & Consumables	£	2,500.00	£	3,000.00
4407	Coffee machine supplies	£	350.00	£	80.00
4408	Film night	£	4,150.00	£	4,250.00
4977	Earmarked res. Special projects	£	12,700.00	£	11,550.00
TOTAL EXPENDITURE		£	427,655.00	£	393,375.00

CODE	INCOME				
1000	Donations received	£	3,400.00	£	2,800.00
1001	HDC Cleansing Grant	£	20,000.00	£	24,350.00
1002	Cil Receipts	£	-	£	2,000.00
1003	Club Lease Rentals	£	3,400.00	£	2,500.00
1004	Reimbursed charges	£	700.00	£	700.00
1005	Allotment Rents	£	4,400.00	£	4,400.00
1007	Room Hire	£	63,000.00	£	27,600.00
1010	Misc Income	£	1,750.00	£	650.00
1015	Coffee machine income	£	1,050.00	£	450.00
1017	Income Film night	£	6,500.00	£	4,200.00
1020	Feed in Tariff	£	900.00	£	1,200.00
1076	Precept Received	£	322,305.00	£	322,305.00
1090	Bank Interest (5)	£	250.00	£	220.00
TOTAL INCOME		£	427,655.00	£	393,375.00
TOTAL INCOME OVER EXPENDITURE		£	-	£	-

Notes

I have included two additional expenditure lines in yellow by removing same amounts from 4310 and 4342 - for greater accountability purposes

I have included additional line for Cil income - also in yellow

Subject:

FW: Logos

Steypning Parish Council Logo decision

Item 9.2

Briefing Note

Prior to Christmas we had the discussion at Full Council then followed with a very positive email exchange (including most councillors) on the selection of our new logo and below are the four final logo options there was growing consensus on.



One hopes that at the meeting on Monday – 18th January, we will be in a position to choose a winner.

Here they are again in monochrome



Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 26TH OCTOBER 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle, Sullivan and Northam

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P20/53
53.1

APOLOGIES

There were apologies received from Cllr Saunders
Cllr Rudkin was Absent

P20/54
54.1

DECLARATIONS OF INTEREST –

There was a declaration of interest from Cllr Northam on item 58.2 as he lives near the property.

P20/55
55.1

MINUTES – to agree and sign the minutes of the 28th September 2020

It was **Resolved** that the minutes of 28th September 2020 be accepted as a true and fair record of the meeting. **Agreed.**

P20/56
56.1

MATTERS ARISING AND ACTIONS.

The Chalk Pit, Newham Lane issues have now been investigated by Reg Hawks, Principal Planning Compliance Officer South Downs National Park Authority, he has informed that following a site visit and assessment of the works within the context of the current legislation and the planning history of the property there is no breach of planning control and subsequently no action needs to be taken. The case is now closed.

P20/57
57.1

PLANNING APPLICATIONS

DC/20/1835 – 51 Coombe Road – Erection of a single storey front and side extension and new roof to conservatory at rear.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** 3 for and 1 abstention.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 57.2 DC/20/1889 – Gatewick Farm, Steyning Bypass** - Retrospective for the change of use of the land to mixed use, comprising of caravan storage, storage within containers placed on the land. Construction of No 4 caravan/camping pitches, together with associated hard standing.
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed** 3 for and 1 abstention.
- 57.3 DC/20/1932 – 7 Roman Road** – Erection of a single storey rear garden office and integral garden shed.
Cllr Sullivan **proposed, seconded** by Cllr Young **OBJECTION due to concern that the proposed building will be too close to the side of the property of 14 Kings Barn Lane which backs on to the garden. Agreed** 3 for and 1 abstention.
- 57.4 DC/20/1890 – Gatewick Farm Steyning Bypass** – Retrospective application for the construction of a sand school for private use.
Cllr Trundle **proposed seconded** by Cllr Sullivan **No Objection. Agreed.**
- 57.5 DC/20/1963 – Post Office and Store, 44 High Street** – Provision of a separation between the Post Office and Store. Creation of residential accommodation above **(Listed Building Consent)**
Cllr Sullivan **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- P20/58 LATE PLANS**
- 58.1 DC/20/2032 – 39 Kings Stone Avenue** – Erection of a single storey rear extension. Raise of roof of existing rear extension. Alterations to rear elevation and existing rear terrace
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 58.2 DC/20/2025 – 31 Roman Road** – Construction of a new roof with front and rear dormers. Erection of a single storey side extension.
Cllr Northam took no part in the discussion or vote on this application.
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection. Agreed**
- P20/59 ENFORCEMENT NOTIFICATIONS**
- 59.1** The Chalk Pit, Newham Lane, Untidy Land Notice (s215). Update received from Principal Planning Compliance Officer, South Downs National Park Authority. This item was updated at item 56.1
- P20/60 PLANNING DECISIONS FROM HDC and SDNP**
Agreed
- 60.1 DC/20/1355 - Haven St Mary, Little Drove** - Surgery to 1 x Group of Ash and Sycamore and 1 x Copper Beech
- 60.2 DC/20/1374 - Ashenhurst House Bostal Road** - Fell 1 x Ash, 1 x Beech, 1 x Sycamore and Surgery to 1 x Horse Chestnut
- 60.3 DC/20/1437 - Beeches College Hill** - Erection of a single storey side and rear extension.
- 60.4 DC/20/1573 - Mousetows Mouse Lane** - Fell 6 x Beech Trees (Works to Trees in a Conservation Area)

- 60.5** **DC/19/2130- Northover Horsham Road** - Conversion of existing building to one bedroom dwelling
- 60.6** **DC/20/1603 - Star Inn 130 High Street** - Fell 1 x Group of Cypress, 1 x Pine and Surgery to 1 x Group of Laurel and Willow (Works to Trees in a Conservation Area)
- 60.7** **DC/20/1470 - Robins Wood Horsham Road** - Removal of existing buildings and construction of 1No. 4 x bedroom dwelling.
- 60.8** **DC/20/1749 - Testers White Horse Square** - Surgery to 3 x Horse Chestnuts (Works to Trees in a Conservation Area)
- 60.9** **DC/20/1695 Gatewick Church Lane** - Surgery to 2 x Field Maples, 2 x Hawthorn, 1 x Portuguese Laurel, 1 x Silver Birch and 1 x White Willow (Works to Trees in a Conservation Area)

Refused

- 60.10** **DC/20/1336 - 41 Hills Road** - Non Material Amendment to previously approved application DC/19/0572 (Erection of a ground and first floor rear extension and front porch) Amendments include an extension to rear balcony.
- 60.11** **DC/20/0789 - Former B and W Building Elm Grove Lane** - Demolition of existing buildings and erection of a residential building comprising 9no. houses and apartments and a B1 commercial office building with associated vehicle parking, cycle parking, bin storage and landscaping

P20/61 PLANNING CONSULTATIONS

- 61.1** To discuss and agree responses to the following consultation
SDNPA - Parking Supplementary Planning Document (SPD) Consultation
[SDNPA website](#)
Following a short discussion the committee decided not to compile a response to the SDNPA Parking Supplementary Planning Document Consultation.

P20/62 CORRESPONDENCE/INFORMATION.

- 62.1** An email has been received from HDC Planning Compliance Team regarding a change of duties for 2 of their compliance staff and an addition of a Senior Planning Compliance Officer to their team.

P20/63 DATE OF NEXT MEETING - Monday 23rd November 2020

Chairman closed the meeting at 20.28pm

Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 23RD NOVEMBER 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle, Sullivan and Rudkin

Members of the public: None

Clerk – John Fullbrook

MINUTES

- P20/64** **APOLOGIES**
64.1 There were apologies received from Cllr Northam and Saunders
- P20/65** **DECLARATIONS OF INTEREST –**
65.1 There were no declarations of interest from councillors.
- P20/66** **MINUTES** – to agree and sign the minutes of the Monday 26th October 2020
66.1 Cllr Trundle proposed, seconded by Cllr Young that the minutes of Monday 26th October 2020 be accepted as a true and fair record of the meeting. **Agreed.**
- P20/67** **MATTERS ARISING AND ACTIONS.**
67.1 **None**
- P20/68** **PLANNING APPLICATIONS**
68.1 **DC/20/1759 – 114 High Street** – Erection of a single storey rear extension and alterations to existing garden annex
Cllr Trundle **Proposed, seconded by** Cllr Sullivan **No Objection. Agreed**
- 68.2** **DC/20/2122 – 15 Chandlers Way** - Erection of a single storey front extension.
Cllr Trundle **Proposed, seconded by** Cllr Sullivan **No Objection. Agreed** 3 for and 1 Abstention
- 68.3** **DC/20/2172 – 1 Gatewycke Terrace, Tanyard Lane** – Fell 1 field Maple (Works to Trees in a Conservation Area)
Cllr Trundle **Proposed, seconded by** Cllr Rudkin **No Objection** subject to the advice of the HDC Arboricultural Officer and Cllrs recommend that the felled tree is replaced with another tree. **Agreed** 3 for 1 (LT, TR,CY) Against (SS)

- 68.4** **DC/20/2081 – Ashenhurst House, Bostal Road** - Fell 1 x Beech
Cllr Trundle Proposed, seconded by Cllr Rudkin No Objection subject to the advice of the Arboricultural Officer. **Agreed**
- 68.5** **DC/20/2131 – Alders, Horsham Road** – Change of use of a redundant agricultural building to a dance studio (Class Sui Generis).
Cllr Trundle **Proposed, seconded by Cllr Sullivan No Objection. Agreed**
- 68.6** **DC/20/2048 - 6 Tanyard Cottages, Tanyard Lane** – Erection of a double storey side extension
Cllr Trundle **Proposed, seconded Cllr Young No Objection Agreed**
- P20/69** **LATE PLANS**
- 69.1** **DC/20/2205 – Spring Cottage, Jarvis Lane** – Demolition of existing conservatory. Erection of a double storey side and rear extension and a single storey rear extension.
Cllr Trundle Proposed, seconded by Cllr Young OBJECTION on the basis of overdevelopment of the property. Agreed.
- P20/70** **ENFORCEMENT NOTIFICATIONS**
- 70.1** **None**
- P20/71** **PLANNING DECISIONS FROM HDC and SDNP**
Agreed Applications
- 71.1** **DC/20/1405 - The Dairy 5 Coxham Lane** - Erection of a two-storey side and rear extension.
- 71.2** **DC/20/1602 - Kings Barn Farm Kings Barn Lane** - surgery to 36 x Poplars
- 71.3** **DC/20/1659 - Northover Horsham Road**, - Prior notification for the change of use of an agricultural building to 5 No. dwellings. Deputy Clerk to ask HDC if local residents were consulted on this application.
- 71.4** **DC/20/1835 - 51 Coombe Road** - Erection of a single storey front and side extension and installation of a new roof to conservatory at rear.
- Refused Applications**
- 71.4** **DC/20/1474 - 2 Mill Road** - Erection of a single storey rear extension.
- P20/72** **CORRESPONDENCE/INFORMATION.**
- 72.1** Cllrs noted that there had been an item in the Argus Newspaper concerning parking being allowed at the Chalk Pit in Newham Lane. Cllrs requested that this be for information under correspondence/information on the Full Council agenda and to place the information on the SPC web site.
- P20/73** **DATE OF NEXT MEETING –**
- 73.1** Tuesday 15th December 2020

Chairman closed the meeting at 20.37pm

Steyning Parish Council



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West Sussex, BN44 3XZ

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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 15TH DECEMBER 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle, S. Sullivan, and Northam

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P20/74** **APOLOGIES**
74.1 There were apologies received from Cllrs Saunders and Rudkin
- P20/75** **DECLARATIONS OF INTEREST –**
75.1 There was a declaration of interest from councillor Sullivan to Item 78.3 as she lives close by.
- P20/76** **MINUTES** – to agree and sign the minutes of the Monday 23rd November 2020
76.1 Cllr Trundle **proposed, seconded** by Cllr Northam that the minutes of Monday 23rd November 2020 be accepted as a true and fair record of the meeting. **Agreed**
- P20/77** **MATTERS ARISING AND ACTIONS.**
77.1 **None**
- P20/78** **PLANNING APPLICATIONS**
78.1 **DC/20/2353 – Rosebank, Jarvis Lane** – Surgery to 1 x Hawthorn (Works to Trees in a Conservation Area)
Cllrs Considered that a TPO was not required.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection** subject to the advice of HDC's Arboricultural Officer **Agreed**
- 78.2** **DC/20/2294 – Fantasy Cottage, Elm Grove Lane** – Change of use from a holiday cottage (ClassC1) to a residential dwelling (Class C3) (Full Application)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection** **Agreed** 3 for and 1 Objection.
- 78.3** **DC/20/2323 – 37 Penfold Way** – Erection of a single storey rear extension. Erection of a double storey side extension, Installation of an entrance porch and pitched roof to front elevation.
Cllr Sullivan took no part or vote in this application.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection** **Agreed** 2 for and 1 abstention.

- 78.4** **DC/20/2430 – Sir Georges Place – Surgery to 1 X Willow (Adj to Nos 22 – 28)**
Cllr Trundle **proposed, seconded** by Cllr Sullivan **No Objection Agreed**
- 78.5** **DC/20/1798 – The Old Brewery Cottage, Jarvis Lane – Change of use from a Class A1 (shop and retail outlets) to class C3 (Dwelling houses)**
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed**
- 78.6** **DC/20/2428 – The Willows, 23 Penlands Rise – Erection of a single storey side extension. Erection of a first-floor rear elevation extension.**
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection Agreed**
- P20/79** **LATE PLANS**
- 79.1** SDNP/20/05190/LIS – The White House, Newham Lane – Replace the existing tiles with handmade traditional peg tiles (Listed Building Consent)
Cllr Sullivan **proposed, seconded** by Cllr Trundle **No Objection Agreed**
- P20/80** **ENFORCEMENT NOTIFICATIONS**
- 80.1** **EN/20/0580 01/12/2020 - 36 Penlands Rise** - Alleged: erection of 2m high fence at front of property. Officer dealing with the complaint - Officer - Rob Leet - resolution date - 8th March 2021
- 80.2** **EN/20/0585 02/12/2020 Land West of The Sewage Works Kings Barn Lane** - Alleged: unauthorised engineering operations, and operation of rifle range - Officer - Rob Leet – Resolution Date 9th March 2021
- 80.3** **EN/20/0590 07/12/2020 Star Inn 130 High Street** -Alleged: unauthorised works to Listed Building – Officer – Rob Leet – resolution date 12th March 2021
- P20/81** **PLANNING DECISIONS FROM HDC and SDNP**
- 81.1** **Applications Permitted**
- 81.2** **DC/19/2230 -4 High Street** - Retrospective application for the installation of air conditioning units within a dental practice
- 81.3** **DC/20/1213 Horsebrook Cottage Steyning Road**, Erection of a double storey rear extension to existing double garage (Householder Application)
- 81.4** **DC/20/1932 -7 Roman Road** - Erection of a single storey rear garden office and integral garden shed.
DC/20/1963 Site: Post Office and Store 44 High Street - Provision of a separation between the Post Office / Store and residential accommodation above (retrospective) (Listed Building Consent).
- 81.5** **Refused Applications**
DC/20/0789 Former B and W Building Elm Grove Lane - Demolition of existing buildings and erection of a residential building comprising 9 no. houses and apartments and a B1 commercial office building with associated vehicle parking, cycle parking, bin storage and landscaping.
- P20/82** **CORRESPONDENCE/INFORMATION.**
- 82.1** Appeal Decision – For Application DC/19/1795 Calcot Farm Bungalow., Horsham Road – the appeal for the two-storey extension was **Dismissed** due to the flat roofed design of the extension.
- 82.2** Cllr Trundle reported that at the junction of Jarvis Lane and Castle Lane there is some Ivy and tree foliage that has collapsed onto the footpath. Deputy Clerk to report to WSCC.
- P20/83** **DATE OF NEXT MEETING – Tuesday 25th January 2021**

Chairman closed the meeting at 8.16pm

Steyning Parish Council



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MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 5TH JANUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle, S. Sullivan, and Northam

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P20/84 APOLOGIES

84.1 There were late apologies received from Cllr Saunders
Cllrs Rudkin was absent

P20/85 DECLARATIONS OF INTEREST –

85.1 There was a declaration of interest from councillor Sullivan to Item 86.2 as the property is within view from her house.

P20/86 PLANNING APPLICATIONS

86.1 **DC/20/2492 - 32 Coombe Road** - Demolition of attached single storey outbuilding and erection of double storey rear extension.

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

86.2 **DC/20/2511 – Kingswood Newham Lane** - Erection of a new front porch and single storey extension. Creation of a side lean-to, replacement of cladding to the front elevation. Installation of No 4 Rooflights to the south elevation. Construction of new trellis and wall to front and side elevations.

Cllr Sullivan declared an interest in this application and took no part in the discussion or vote
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed.**

86.3 **DC/20/2550 – 4 Gatewycke Terrace, Tanyard Lane** – Surgery to 1 x Yew, 1 X Bay and 1 x Sycamore (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection** to the works to the trees and do not consider the trees require TPO status, subject to the advice of Horsham District Council's Arboricultural Officer. **Agreed.**

P20/87 LATE PLANS

87.1 None

P20/88 **DATE OF NEXT MEETING** – Tuesday 25th January 2021

88.1 Chairman closed the meeting at 7.21pm



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 27th October 2020 AT 7.30PM

Hosted by the Deputy Clerk

Present: Cllrs Hanson (Chair), S. Sullivan, G. Sullivan, Norcross, Alexander, Lloyd, Campbell, and Goldsmith.

Clerk: John Fullbrook

Members of the Public: Five, {Including Cllrs Cree and Young. The Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.32 pm

MINUTES

ACTION

The Chairman made a statement requesting that Cllrs follow the practise that was used at the Full Council Meeting and stay muted until requested to speak and if members of the public that intend to ask a question could have their video camera turned on but have their microphone muted.

C/20/43 APOLOGIES FOR ABSENCE

43.1 None for this meeting.

C/20/44 DECLARATIONS OF INTEREST AND DISPENSATIONS

44.1 Cllr S. Sullivan declared that she has a building plot adjacent to the memorial playing field and is a committee member of the Steyning Community Orchard.

C/20/45 QUESTIONS FROM THE FLOOR -

45.1.1 *A member of the public made a statement relating to the investigations carried out by the councils working party concerning the water supply to the Rublees Allotment site and asked: Since the changes to the council in May and the revoking of the working party that had carried out investigations for the allotment water supply, will there be a new and representative working party appointed as soon as possible.*

45.1.2 *A - The Clerk informed that a working party of representatives of the Allotment Association, non-members of the Association and all committee members that wished to be involved be appointed to agree a specification, and once agreed, to gain quotes and move forward depending on budgetary constraints, or at least put forward a plan for next year's budgetary discussions.*

45.1.3 *A - Cllr Alexander informed that some investigative work has been carried out and this will be reported at item 10.4.*

45.2.1 *Q - Cllr Goldsmith asked for an update on the Winter Maintenance programme.*

45.2.1 *A - The Clerk informed it will be on the Agenda for the November Meeting.*

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

C/20/46 MINUTES OF PREVIOUS MEETINGS

- 46.1** To approve the minutes of the Community Committee meeting held on the 29th September 2020. Cllr Campbell **proposed, seconded** by Cllr S Sullivan an amendment to change item 37.1 of the minutes of 29th September to read Cllr Hanson as Chairman stated that for the time being, and subject to review from time to time, an email or other written response will be given to residents' questions, and will be uploaded to the SPC website. **Agreed.**
- 46.2** Cllr Campbell **proposed, seconded** by Cllr Goldsmith an amendment to change item 37.1.2 of the 29th September minutes to read 'The Chairman declined Mr Brown's request to advance the order of items on which residents had arranged to speak because she considered that the prior items of business on the agenda were "quite important", but she offered the assurance that she would try to deal with these prior items as swiftly as possible. **Agreed 7 for (DH,SS,GS,PC,JN,RG) and 1 abstention (TL).**
{The Chairman noted she agreed to this amendment without reviewing the recording}
- 46.3** Cllr Campbell **proposed, seconded** by Cllr Goldsmith that 38.1.1 of the previous minutes be amended to include a summary of Cllr Campbells right of reply which is 'Cllr Campbell exercised a right of reply and said that contrary to Cllr Lloyds statement there was evidence to support Cllr Campbells claim of predetermination, namely internal emails to that effect. Cllr Campbell went on to observe that in his opinion this was all part of an unacceptable policy of certain Cllrs voting to remove from the record things that have been said that that they did not wish to hear and furthermore refusing to respond in public to members of the public. **Agreed 6 for (DH,TL,SS,GS,PC,RG) 2 abstentions (SA,JN).**
- 46.4** Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to the changes made that the minutes be accepted as a true record. **Agreed**

CLERK

C/20/47 PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS

- 47.1** **A/20/30.3.2** Clerk delegated to provide Lanyards for all Councillors usage – This item will be taken to the next Full Council meeting with the intention of agreeing a logo before the lanyards are created- **Ongoing**
- 47.2** **A/20/30.4** Bin relocation deferred until the next meeting subsequent to meeting with Cricket Club – **Ongoing**
- 47.3** **A/20/30.5** D. Clerk to produce trade waste alternative contractors' costings – **Ongoing**
- 47.4** **A/20/5.2.3** Hedgerow works on MPF: postponed to the Autumn – The Clerk updated that the works that were postponed to the Autumn to avoid bird nesting season the contractor has stated it will be undertaken some time in November. Mr Brown will be informed of the date to ensure he is aware and available to be in attendance.
- 47.5** **A/20/22.16** Concrete removals on MPF – The Clerk updated that one concrete area has been removed and the area of the old roundabout has been dug out but the concrete still needs to be removed from the site. The depth of the concrete at one metre was greater than anticipated. Due to this extra work there was an increase in cost by £300 over that quoted price, agreed by the Clerk and Chairman of the committee in accordance with Standing Orders. It was noted that there is still a third area of work to be carried out as part of the quoted work.

CLERK

CLERK

CLERK

47.6	A/20/7.12	Fletchers Croft WP – negotiations continuing with HDC – Ongoing	ACTION CLERK
47.7	A/20/28.1.2	Clerks office to establish whether obligations are being met regards agreements made in 2006/7 with Steyning school regards the Car Park adjacent Library – See item 51.2	
47.8	C/20/37.2.1	Clerk & Chairman to respond to questions raised at the 29 th September Meeting question time – Actioned	
47.9	C/20/38.1.2	Clerk to amend date within 23 rd July 2020 Amenities Minutes - Actioned	
47.10	C/20/41.1.1	Cllr Alexander and Roger Brown to work on an outline overall plan regards the Abbey Road project – Ongoing	Roger Brown / Cllr Alexander
47.11	C/20/41.1.1	A Biological survey be undertaken and paid for and yellow rattle seed purchased - Actioned	
47.12	C/20/41.1.2	The working party to convene regards Abbey road project – See item 49.2	
47.13	C/20/41.3	Allotments proposed upgraded water supply – To agree specification and gain quotes – See item 49.1	
47.14		Cllr Goldsmith asked if the correspondence from a resident at Coxham Lane concerning traffic calming had been acknowledged. The Chairman and Clerk informed that it had been done. Clerk to send the responding email to the committee members.	CLERK
		<i>The Chairman informed that some items would be brought forward to be discussed at this point.</i>	
C/20/48	HIGHWAYS AND LIGHTING		
48.1		DMMO for the Rifle range – Mrs Gill Muncey and Cllr Young updated the committee with a brief precis on the history of the Rights of Way issues. The first application submitted in 2019 for footpath 2704 from Steyning Leisure centre past Charlton Court Farm and to Mouse Lane and is being ‘heard’ at WSCC on 3 rd November 2020. The second request was for paths on the rifle range incorporating Nightingale Lane and the Lower Horseshoe Path which unfortunately WSCC has requested further information for. Gill Muncey asked if the committee would support this application which would need to be a new simplified application. The committee unanimously agreed in principle that the Clerk should start a new application form and bring it back to next month’s meeting. Gill Muncey to begin to collect signatures for this application.	Gill Muncey / Clerk
C/20/49	CURRENT COMMUNITY PROJECTS		
49.1		Allotments proposed upgraded water supply – Councillor Alexander informed that Southern Water have been contacted to arrange a meeting to get a report on the water meter and the supply pipes to find out if there is a problem and if it is found that there is, how the issue can be rectified. The report will be brought back to the next meeting. It was requested that the old report is circulated to the committee.	Cllr Alexander
49.2		Update on Abbey Road Village Green – Cllr Alexander informed that a disease-free Elm Tree has been donated, and the conservation group plus ‘Steyning for trees’ members met at Abbey Road and have decided on a position suitable for the planting of the tree. A map with the location had been circulated to Cllrs with the position marked for information. Cllr Alexander proposed, seconded by Cllr Hanson to agree the position for the planting of the	

Elm Tree. **Agreed.** Cllr Alexander also informed that the working party had completed a very productive day at the Abbey Road site. The report from Roger Brown on this work is a supporting paper on the website.

C/20/50 FINANCE

- 50.1** To agree Income & Expenditure reports for September 2020. Cllr Goldsmith queried the water charge cost on the allotment sites. It was noted that there had been a larger than normal 'catch up' invoice following many estimated readings which were found to be an underestimation. A monthly meter reading system to be implemented with the caretakers ensuring that best use of time is considered and report to next meeting. The club rental invoicing was queried. The committee was informed all rents were paid with the exception of one Club at present. Cllr Hanson **proposed, seconded by** Cllr Alexander to accept the reports as a true record of the financial report. **Agreed** **CLERK**
- 50.2** To discuss the draft Community committee budget for the year 2021/22 and any proposed project funding. Following a lengthy discussion and some queries on items for budgeting Cllr Lloyd informed that a working Party meeting to discuss the finance and budget will be held before the next F&GP Committee meeting. Cllr Lloyd to send out papers to all committee members.

C/20/51 HIGHWAYS & LIGHTING

- 51.1** To consider possible 20 mph speed limit and other traffic management measures for Steyning or parts thereof, using WSCC Community Highways Scheme and/or such other schemes as may be appropriate. To discuss, and agree if appropriate, the establishment of, and appointments to, a working party charged with:- **CLERK**
- Consulting residents, traders, businesses, and other stakeholders.
 - Liaising with the Chamber of Trade and the Steyning Partnership both as to the desirability of such a scheme or of any other traffic management scheme(s); and
 - Bringing forward recommendations to Full Council
- Cllr Hanson **proposed, seconded by** Cllr Lloyd that a working party for the project be formed of Cllrs Hanson, Lloyd, G Sullivan, Campbell plus County Cllr David Barling and District Cllr Bob Platt with one representative from each of the Steyning Partnership, the Steyning Business Chamber and the Climate Change Group. **Agreed**
- 51.2** Car Park at the Library – The Clerk updated that the signed agreement with the Parish Council and the School was sent to all committee members. Due to the wording of the agreement there is no further action to be taken concerning the Schools decision to remove the permission of use by the public. Cllr Hanson to work with the Clerk to appeal to the School for use of the carpark by the public. **CLERK / Cllr Hanson**
- 51.3** Definitive Map Modification Order (DMMO) for the Bostal footpath – Clerk updated. There has been no further information since the confirmation of receipt of the DMMO that was sent in on 6th August 2020.

C/20/52 PREMISES MATTERS

- 52.1** Lean-to project proposed by the Steyning Centre Playgroup – The Clerk reported that the pre-school had requested permission to erect a temporary fixture for shelter for the children against inclement weather. The preschool has secured funding for the project. **CLERK**

ACTION

Cllr Hanson **proposed, seconded** by Cllr Campbell to accept the project in principle and for the pre-school to report back to the committee before it is implemented with a report and plans to be agreed. **Agreed.**

All other items on the Agenda were not discussed as the meeting ran out of time.

C/20/53 DATE OF NEXT MEETING – 24th November 2020 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 24th November 2020

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2020-10-27-steyning-parish-council-community-committee-offical-copy>

Steyning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 24th November 2020 AT 7.30PM. Hosted by the Clerk

Present: Cllrs Hanson (Chair), S. Sullivan, G. Sullivan, Norcross, Alexander, Lloyd, Campbell, and Goldsmith.

Clerk: John Fullbrook

Members of the Public: Five {including Cllrs Saunders and Young}

Meeting started at: 7.32 pm

DRAFT MINUTES

ACTION

C/20/54 APOLOGIES FOR ABSENCE

54.1 None for this meeting.

C/20/55 DECLARATIONS OF INTEREST AND DISPENSATIONS

55.1 Cllr S. Sullivan declared that she is a committee member of the Steyning Community Orchard.

C/20/56 QUESTIONS FROM THE FLOOR *(Questions, answers and statements are summarised)*

56.1.1 **Q** – Cllr Goldsmith questioned the Clerk about the perimeter fence that was leaning over into the SPC play area at South Ash which had been initially pointed out by him in September 2019, and said that it was dangerous and that the clerk ought to have reported on it to committee, and seeing as he had pointed it out to the clerk that neither he nor the council nor the councils insurers ought to be held responsible should there be an incident with injury to a child and because the Clerk had not remedied the situation that the Clerk be held responsible.

56.1.2 **A** - The Clerk informed that he had reported on this item at public meetings previously, that the fence was checked on a monthly basis by a contractor and that it appeared to be fixed in position with concrete posts and had appeared not to have become worse. The fence belonged to a neighbour, and he had made several attempts to try and ensure the fence was dealt with by the owner.

56.1.3 **A** - Cllr Alexander confirmed that the fence appeared to be fixed in position. Cllr Goldsmith disagreed with the Clerk and Cllr Alexanders assessment. Cllr Campbell suggested the Clerk checked through land registry search to find out the contact details of the owner. Cllr Hanson asked the Clerk to pursue it further.

56.2.1 **Q** - Cllr Campbell asked that the answer to the member of the public given on the 29th September '20 be uploaded to the web site as previously agreed. Clerk to action.

C/20/57 MINUTES OF PREVIOUS MEETINGS

57.1 Cllr Hanson **proposed, seconded** by Cllr Lloyd to agree the minutes held on the 27th October 2020 were a true and fair record subject to adding Cllr Gary Sullivan's name to the attendees listing. **Agreed.**

CLERK

CLERK

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

ACTION

C/20/58 PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS

58.1	Winter Maintenance programme to be on next Agenda – See item 62.1	
58.2	29 th September 2020 Minutes to include agreed amendments and placed on web site – Actioned	
58.3	Lanyards to be produced subject to Logo agreement - Ongoing – with Full Council	CLERK
58.4	Bin relocation deferred until the next meeting subsequent to meeting with Cricket Club – See item 61.2.1	
58.5	D. Clerk to produce Trade Waste alternative contractors' costings – Actioned / Ongoing	CLERK
58.6	Fletchers Croft WP – negotiations continuing with HDC – Ongoing	CLERK
58.7	Cllr Alexander and Roger Brown to work on an outline overall plan regards the Abbey Road project – See item 59.3	
58.8	Clerk to send around correspondence response to resident re Coxham Lane – Actioned	
58.9	Gill Muncey to work with the Clerk's office to pursue a new simplified DMMO application at the Rifle range – Process begun and ongoing	
58.10	Allotments proposed water supply report (old and new) to be sent to Cllrs – Actioned	
58.11	Water supply engineer meeting arranged and report to be discussed at next meeting – See item 59.1	
58.12	Monthly utility meter reading schedule established – Actioned	
58.13	Working Party convened to discuss possible 20mph speed limit in Steyning – Actioned	
58.14	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement – Ongoing	CLERK
58.15	Steyning Centre Lean-to project details to be brought back to committee – Ongoing	CLERK

The Chairman informed that some items would be brought forward to be discussed after the next item.

C/20/59 CURRENT COMMUNITY PROJECTS

59.1	Allotments proposed upgraded water supply – Councillor Alexander informed that he had spoken with the water engineer at a recent on-site meeting and following this, and further to a briefing paper sent to all councillors, outlined ideas in relation to a solution. These ideas and Mr Crees previous report to be further discussed by the working party and their recommendations to be brought back to this committee. To move the process forward the committee also discussed gaining quotes. Cllr Campbell proposed an amended motion, seconded by Cllr S. Sullivan that whilst the allotment working party continue with their deliberations in terms of water supply enhancement at the Allotments, the Clerk, supported by Cllr Alexander, is delegated to seek appropriate quotes from professional engineers, to give options on a design for a suitable water supply system for our allotments. Agreed	Cllr Alexander & working party
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59.2	Chandlers Way Environmental enhancement project – Cllr Saunders reported on the project planning progress so far and presented supporting papers for scrutiny and discussion. This included the fact that at this early stage and because the project is still in the consultation stage, costs have as yet not been forecast. Cllr Hanson proposed, seconded by Cllr Alexander that committee approve the supporting papers {supplied in conjunction with this item} to include small amendments suggested and to allow the Clerk and Cllr Saunders to determine which houses will be sent the documents over the next month or so as part of the consultation and for the letter and questionnaire to be sent out subject to approval by committee members via email. Agreed.	ACTION CLERK / Cllr Saunders
59.3	Update on Abbey Road Village Green – Cllr Alexander informed as per supporting paper that progress on the project is underway, and that the next meeting of the volunteers was due to take place on the 15 th December 2020. It was thought that the planting of memorial and celebratory tree policy needs reviewing – to go on future agenda. The committee thanked Roger Brown for his report and this to be put on the SPC web site. The Clerk's office to continue to look for the report noted by Roger as being useful.	CLERK CLERK CLERK
C/20/60	FINANCE	
60.1	The Steyning Centre proposed as possible NHS Mass Vaccination Site – The Clerk reported on the latest developments and communications with HDC. Cllr Hanson proposed, seconded by Cllr Lloyd for all four committee chairs to liaise with the clerk in terms of this ongoing negotiation, and to report back to Community Committee and then full council. Agreed	CLERK & Chairs
60.2	To agree Income & Expenditure reports for October 2020. Cllr Hanson proposed, seconded by Cllr Alexander to accept the October 2020 reports as a true record of the financial report. Agreed	
60.3	Community Committee briefly discussed its budget for the year 2021/22 and any proposed project funding. Clerk to resend tree reports to inform councillors. Fund for this to be reinstated to this budget line for next year. Clerk asked for priority project items to be emailed to him.	CLERK Councillors
C/20/61	MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE	
61.1	Playground planned preventative maintenance (PPM) scheme – The clerk updated as per supporting papers briefing note. Cllr Hanson proposed, seconded by Cllr Goldsmith that the clerk is delegated to ensure that on a designated date each month, the {playground maintenance} contractor completes checks on each playground and exercise area on a month-by-month basis, {for the agreed £50 per visit} and for all twelve months, with the scope of works as per detailed within the briefing paper. Agreed	CLERK
61.2.1	MPF Bin relocation. Cllr Hanson proposed, seconded by Cllr Alexander to relocate one of the two bins {said to be incorrectly sited} to adjacent to the dog bins next to the MPF car park and to remove and store the second bin. Agreed	CLERK
61.2.2	Cllr Goldsmith asked for residents' back gate access to the Car Park to be investigated and the Clerk to write a letter to the residents if needs be.	CLERK / Cllr Hanson

ACTION

C/20/62 HIGHWAYS & LIGHTING

62.1 To discuss and agree the SPC 2020 Winter maintenance programme as per supporting papers. Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to a date amendment under items 2 and 4, that the 2020 winter maintenance programme be accepted. **Agreed**

D. Clerk

All other items on the Agenda were not discussed as the meeting ran out of time.

C/20/63 DATE OF NEXT MEETING – 5th January 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 5th January 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2020-11-24-steyning-parish-council-community-committee-meeting-offical-copy>

g Steyning Parish Council



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West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 5th January 2021 AT 7.30PM. Hosted by the Deputy Clerk

Present: Cllrs Hanson (Chair), S. Sullivan, G. Sullivan, Norcross, Alexander, Lloyd, Campbell, and Goldsmith.

Clerk: John Fullbrook

Members of the Public: Nine {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

DRAFT MINUTES

ACTION

C/20/64 APOLOGIES FOR ABSENCE

64.1 None for this meeting.

C/20/65 DECLARATIONS OF INTEREST AND DISPENSATIONS

65.1 None

C/20/66 QUESTIONS FROM THE FLOOR (Questions, answers and statements are summarised)

66.1.1 Q – Mr Tony White – Had emailed the following question

In April, Steyning Parish Council made the following statement regarding Covid "Stay safe, stay alert, and together we can beat the scourge of coronavirus." So, when are you going to proactively engage in arranging measures that do that?

At the meeting Mr White voiced his disappointment for the lack of actions being carried out by Steyning Parish Council and especially not having placed bollards or barriers to widen the pavements in the High Street to ensure that 2 metre safe distancing could be maintained when requiring to pass other residents, especially on narrow pavement areas, and also to stop cars parking on the yellow lined areas in the High Street. He requested that something be done to ensure that this happens.

66.1.2 A – Cllr Norcross responded that the Parish Council has no power to stop the parking or to be able to put barriers in place to widen the pavements. She stated that the parish council had been able to keep the playgrounds and public toilets open by carrying out an enhanced cleaning regime and signage to inform residents of the government guidelines. Allotments have also been able to remain open due to signage and service from the Parish Council. She noted more instances of working with other organisations in order to help serve the community over this difficult period. The Parish Council have done their best within the powers and responsibilities that it has.

66.1.3 Mr White responded that he feels more can be done without asking permission of Horsham District Council as the worst they can do is take the council to court.

66.1.4 Cllr Hanson Thanked Mr White for his comments and said his concerns would be further considered, and the council would continue discussions with partner organisations and with HDC to look for resolutions.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Email: hazel.roxby@steyningpc.gov.uk

C/20/67	MINUTES OF PREVIOUS MEETINGS	
67.1	To agree the minutes held on the 24 th November 2020 as a true and fair record. Cllr Campbell proposed, seconded by Cllr S Sullivan that considering Item 60.3. <i>“Clerk asked once again for priority project items to be emailed to him”</i> . That ‘once again’ is removed as he doesn’t recall a request for the information previously. Agreed 7 for (SA,TL,JN,SS,GS,PC,RG) and 1 abstention (DH).	CLERK
67.2	Cllr Campbell proposed, seconded by Cllr G Sullivan under Item 61.2.2. the phrase <i>“Cllr Goldsmith asked for the residents’ back gate access to the Car Park to be investigated and the clerk to write a letter to the residents if needs be”</i> does not accurately record the type of letter that was requested should be sent. Following a lengthy discussion Cllr Hanson proposed, seconded by Cllr Alexander that the agreement of these minutes be deferred until the next meeting to allow for further investigation to what was agreed as regards to the letter to be written. Agreed 4 for (DH,TL,SA,JN), 4 against (SS,GS,RG,PC). The Chairman used her casting in favour of deferring the minutes, therefore the proposal to defer was carried. <i>The Chairman informed that the next item would be brought forward.</i>	CLERK
C/20/68	COMMUNITY PROJECTS (Brought Forward)	
68.1	Dean Haysom, Chairman of the 20 miles per hour working party reported that the group consists of representatives of the Parish Council, WSCC, HDC and 3 community groups, The Business Chamber, Steyning and District Partnership and the Greening Group. He informed that the working party had discussed several possible options for moving forward with a 20mph speed limit for Steyning, and with the advice from Steve Douglas, Highways officer from WSCC, have opted to progress a Community Highway Scheme. This will require a questionnaire going out to residents to get support for the project. The estimated cost for the project will be approximately £12,000 to £15,000. S106 money could be used to help fund this the project. Cllr Campbell asked if there is an intention to bring in road sharing? Dean responded that it may be possible to consider road sharing at a later stage of the project. The notes for the working party will be uploaded to the parish council website. Cllr Goldsmith asked if the Steyning Bypass would be included in the speed limit plan. Dean responded that WSCC had informed that to include the bypass would take a long time and slow progress in other areas, therefore this has been put on the back burner at present. Dean was thanked for his update.	CLERK
68.2	To agree representatives from Bramber Parish Council Cllr Hanson proposed, seconded by Cllr Lloyd that 2 representatives from Bramber Parish be appointed to the working party. Agreed 5 for (DH,TL,JN,SA,RG) 3 Abstentions (SS,GS,PC)	CLERK
C/20/69	PROGRESS STATEMENT: MATTERS ARISING AND ACTIONS	
69.1	Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner - The Clerk updated that contact with the new owner of the property has been made and they have promised to email him to discuss the way forward. – This will be reported to committee when there is significant progress	CLERK
69.2	Answer to residents’ question from 29 th September to go on web site – Actioned	
69.3	Amendment to 27 th October minutes to be completed – Actioned	
69.4	Lanyards to be produced subject to Logo agreement - now with Full Council	
69.5	D. Clerk to produce Trade Waste alternative contractors’ costings – On Agenda / Ongoing	CLERK

69.6	Fletchers Croft WP – negotiations continuing with HDC – On Agenda/Ongoing	CLERK
69.7	DMMO application at the rifle range – Completed forms from residents are still being received. A report will be brought back at a future meeting. Cllrs questions will be dealt with during that future report.	
69.8	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement Cllr Hanson has made contact with the school senior management team and as and when there is significant progress, a report will be brought to a future meeting	CLERK
69.9	Steyning Centre Lean-to project details to be brought back to committee - Ongoing	CLERK
69.10	The Clerk and Cllr Alexander to pursue quotes for Allotment upgraded supply – The Clerk updated. Quotes had been received from various engineers and these will be taken to the next working party meeting convening on the 14 th January as they pursue recommendation to bring back to this committee at a future meeting,	Cllr Alexander & working party
69.11	Clerk and Cllr Saunders to make small amendments to resident’s consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters – The Clerk corrected that this action is still on going. There has been a hold up and it is hoped that a report can be given at next meeting.	CLERK
69.12	Memorial / Celebration tree policy to be reviewed – This item will require some time as it is a new policy and therefore merits thorough discussion at a future meeting.	CLERK
69.13	Roger Brown’s report to go on web site – Actioned	
69.14	Clerk to search for Abbey road archive report – Some references to a report have been found in Minutes from the mid 1990’s but the actual Abbey Road report Roger had referred to has not been found yet - Ongoing	CLERK
69.15	Clerk and chairs to liaise re possible mass vaccination site at Steyning Centre - The Clerk updated that information had been received to inform that second phase mass vaccination centre arrangements have as yet not been determined; further information is awaited. Storrington Health Centre are at present the hub for the Chanctonbury Area which includes Steyning and they will be starting vaccinations for Steyning over 80’s as soon as possible.	CLERK
69.16	Clerk to resend tree reports to councillors – The Tree reports have been sent out to all councillors .	
69.17	Councillors to send project priorities to Clerk – Ongoing	
69.18	Clerk to ensure playground PPM scheme initiated - Actioned The contractor has been informed of the committee’s decision.	
69.19	MPF bin relocation works commenced - Actioned	
69.20	Residents rear gated access to MPF investigated - Ongoing - it was suggested that a letter be written to the resident requesting if permission has been granted for vehicular access and if not to request that the access is no longer used.	
69.21	Winter programme amended and sent to WSCC - Actioned	CLERK

C/20/70 FINANCE

- 70.1** To agree Income & Expenditure reports for November 2020. Cllr Hanson **proposed, seconded** by Cllr Alexander to accept the November 2020 reports as a true record of the financial report. **Agreed**
- 70.2** To discuss and agree the priorities in regards proposed project funding for the year 2021/22 and the councillor's involvement in the projects for next year. Cllr Lloyd suggested that this be discussed at the budget discussion.

C/20/71 PREMISES MATTERS

- 71.1** To receive the Steyning Centre report and to discuss and agree any actions necessary. The report was taken as read. Cllr Goldsmith asked if any groups are able to still use the centre, and the Deputy Clerk responded that the only groups allowed to continue under the current guidelines are the pre-school and blood donors. It was noted; discussions on saving of salaries and furlough options will be discussed at a Personnel Meeting soon. Cllr Campbell queried how many hours caretakers are working at the allotments. The Clerk advised that work done is approximately 3 hours per week at the allotments and has improved the conditions of the sites and relations with plot holders considerably.
- 71.2** To discuss and agree the Steyning Centre proposed Room Hire fees for the year 22/23 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Hanson to defer the discussion of the proposed room hire fees to a later date dependant on the effects of the Coronavirus Pandemic, and to, when asked for prices by customers, advise them of a possible price increase in the region of around 2 to 3%. **Agreed** **CLERK**
- 71.3** Items brought forward by the Cricket club – There have been some items requested by the Cricket Club that they wished to discuss with the Parish Council. The Chairman and Vice Chairman to arrange a meeting with the Cricket Club to discuss and report back at a future meeting. **Cllr Hanson / Cllr Alexander**

The Chairman informed that she was bringing forward the next item

C/20/72 ALLOTMENTS

- 72.1** To discuss and agree an allotment holder's request to place hens on their plot. It was noted that there is agreement for this within the allotment tenancy agreement and Plot holder to be informed that a small number of hens allowed and an indication of what the construction of the coop will look like is given before it is erected. **D. CLERK**

All other items on the agenda were not discussed as the meeting ran out of time

C/20/73 DATE OF NEXT MEETING – 2nd February 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 2nd February 2021

Chair

A Video Recording of this meeting can be found using the following link: -

<https://archive.org/details/2021.01.05-steyning-parish-council-community-committee-meeting-official-copy>

Steyning Parish Council



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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 9TH NOVEMBER 2020 AT 11.30AM

Present: Cllrs Norcross, Hanson, Alexander, Lloyd, Young and Northam

Clerk and Deputy Clerk : John Fullbrook and Hazel Roxby

Members of the Public: None

MINUTES

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllr Trundle.

2.0 ELECTION OF CHAIRMAN

2.1 Cllr Lloyd **proposed, seconded** by Cllr Alexander that Cllr Norcross be Chairman for this meeting of the personnel committee. **Agreed**

2.0 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest declared by Cllrs.

4.0 CONFIDENTIAL SESSION

4.1 Cllr Norcross **proposed, seconded** by Cllr Alexander to resolve, under the 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 5 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

5.0 STAFFING MATTERS

5.1a To discuss and agree to recommend any actions regarding staff pay rates and proposed incremental rises Cllr Norcross **proposed, seconded** by Cllr Hanson to accept to recommend to F&GP Committee to increase the Admin Assistants hourly rate by 2.75% from £8.72 to £9.00 . **Agreed**

5.1b Cllr Alexander **proposed seconded** by Cllr Lloyd to agree an incremental increase of £895.00 per annum for the Clerk subject to a satisfactory appraisal by the Chairman and Vice Chair of the Council and that the increment be backdated to June 2020 as per the Clerks contract. **Agreed.**
It was noted that an appraisal of the Clerk hasn't been carried out since March 2019.

5.2 To receive new draft staff part-time contracts and recommend any actions arising
The Clerk informed that redrafting the caretaker's contracts was agreed in July 2020, however this has been the first opportunity since then to discuss this.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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Cllr Norcross **proposed, seconded** by Cllr Northam that the Clerk should circulate a draft NALC contract for the caretakers to the personnel committee in contrast to the HR drafted contract. **Agreed.**

- 5.3** To receive James Corrigan report and discuss and agree to recommend any actions arising
Cllr Norcross **proposed, seconded** by Cllr Alexander that the report from James Corrigan be sent out to all councillors for information and any comments from councillors on the report should be received by a date (to be determined) with a view to creating a strategy to resolve fractions within the council. **Agreed**

Cllr Northam left the meeting at 12.37pm due to a prior arrangement.

- 5.4** To discuss the Clerks recommendation for the work to be undertaken over the forthcoming lockdown period and for these to be taken to Full Council for agreement.
Cllr Norcross **proposed, seconded** by Cllr Hanson to recommended to full council that the caretakers to carry out maintenance work during lockdown using the minimum hours of work previously agreed so as not to incur extra budget expenditure. **Agreed**

6.0 DATE OF NEXT FULL COUNCIL MEETING: 16th NOVEMBER 2020 at 7.30pm

Meeting closed 1.14pm

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 7TH DECEMBER 2020 AT 2PM

Present: Cllrs Norcross, Hanson, Lloyd, Young and Northam

Clerk : John Fullbrook

Members of the Public: None

Meeting commenced: 2.02pm

DRAFT MINUTES

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllrs Alexander and Trundle.

2.0 ELECTION OF CHAIRMAN

2.1 Cllr Norcross **proposed, seconded** by Cllr Northam that Cllr Young be appointed as Chairman of the personnel committee for the remainder of the municipal year 20/21. **Agreed**

3.0 DECLARATIONS OF INTEREST

3.1 Cllr Norcross declared a possible personal interest in part of Agenda item 6.2 depending on what was to be discussed

4.0 MINUTES OF PREVIOUS MEETING

Cllr Lloyd **proposed, seconded** by Cllr Norcross that the personnel committee draft minutes from 9th November 2020 be accepted as a true and fair record. **Agreed**

5.0 CONFIDENTIAL SESSION

5.1 Cllr Lloyd **proposed, seconded** by Cllr Young to resolve, under the 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 {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

6.0 STAFFING MATTERS

6.1.1 To discuss and agree any actions following the reports received from James Corrigan and make any recommendations to Full Council. Cllr Lloyd **proposed, seconded** by Cllr Young to convene a working party consisting of Cllrs Lloyd, Northam and Young and the Clerk in order to put together an action plan based upon the reports submitted to the Council by James Corrigan and that this plan is brought back to this committee for discussion {Personnel} in January and for then recommendations to go to Full Council. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

6.1.2 Cllr Young **proposed, seconded** by Cllr Lloyd that committee would consider recommending the implementation of James Corrigan's suggestions and that committee would therefore if necessary, come back to James on a case-by-case basis. **Agreed**

6.2.1 To discuss the recent formal and non-formal complaints raised by two councillors (details as per confidential supporting papers) and to agree any actions necessary.

{The Clerk left the Meeting at this point as he had to declare an interest in this item – The time was 4.06pm}

6.2.2 Committee agreed that the Chairman (Chris Young) would formulate a response to the complaint, to be circulated to all committee members for amendment / approval before being sent to the complainant.

6.2.3 The Committee also wanted it minuted that all members were concerned with the nature and series of ongoing pejorative complaints against the Clerk

7.0 DATE OF NEXT FULL COUNCIL MEETING: 14th DECEMBER 2020 at 7.30pm

Meeting closed at 4.27pm

Steypning Parish Council



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

Telephone: 01903 812042

www.steypningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th OCTOBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Cree, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: four including Cllr S Sullivan

Meeting commenced: 7:32 pm

MINUTES

ACTIONS

F&GP/20/36 **APOLOGIES FOR ABSENCE**
36.1 None

F&GP/20/37 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
37.1 None

F&GP/20/38 **QUESTIONS FROM THE FLOOR**
38.1 None

F&GP/20/39 **MINUTES OF PREVIOUS MEETING**
39.1 Cllr Lloyd **proposed**, and Cllr Alexander **seconded** that the draft minutes for the meeting held on 15th September were agreed as a true and fair record of the proceedings. **Agreed**

F&GP/20/40 **MATTERS ARISING AND ACTIONS**
40.1 Financial Matters training for Councillors: further dates required – Ongoing, but Cllr Lloyd suggested it is taken off Agenda's until such time as Councillors can meet in the Clerks office

40.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Ongoing** **CLERK**

40.3 Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals – **See item 41.3**

40.4 Bus Shelter Lease review working party to be deferred – Agreed to be removed from Agenda

40.5 Asset register to be updated and brought to next F&GP meeting – **See item 41.3**

40.6 Three-year budget discussions deferred to full F&GP working party – **See item 41.4**

40.7	Clerk to provide a Cil report at next meeting – See item 41.6	
40.8	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, plus to update on a meeting enquiry – Cllr Lloyd reported there has not been a meeting yet but that reimbursements or the right not to pay if there is a breach of contract would be pursued. Clerk also to pursue getting a response from HDC concerning a resident's complaint regards swimming pool cleanliness.	CLERK / Cllr Lloyd
40.9	Cllr reimbursements/Allowances to be discussed at budgets working party – See item 41.4	
40.10	Steyning High Street Christmas decorations – To be discussed at Full Council – Actioned Clerk to ask Business Chamber how funds granted are being used	CLERK
40.11	Grant to be paid to Steyning and District Partnership – Actioned	
40.12	New Web site provider to be appointed - Actioned	
40.13	Playground cleaning procedures to be reviewed by budget working party – See item 41.4	
40.14	SPC Newsletter to be discussed by the budget working party – See item 41.4	
40.15	Committee to defer Facebook development until it decides there is a suitable time to progress it - Ongoing	CLERK
40.16	Clerk to send out details of salary percentage rise agreed – Actioned	
40.17	D. Clerk to provide Community Committee with alternative water supplier – Ongoing	CLERK
40.18	Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion – See item 42.7	
40.19	Bowls Club Lease final version to go to Councillors before it goes to Bowls Club for signing – See item 42.2	
F&GP/20/41	FINANCE MATTERS	
41.1	To approve list of payments for September 2020. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the September 2020 list of payments. Agreed Clerk and Chair to discuss whether more details to be shown on list	CLERK
41.2	Cllr Lloyd proposed, seconded by Cllr Young to agree the F&GP income and expenditure report for September 2020. Agreed	
41.3	Asset Register adoption. Cllr Lloyd proposed, seconded by Cllr Young to defer the adoption of the Asset register to the next meeting to give an opportunity to resolve outstanding issues / additions and the Clerk could ask for assistance from any Councillor if required . Agreed.	CLERK
41.4	To agree Schedule for SPC's Final 2021/22 Budget agreement – It was noted that there is to be a working party meeting convened for Thursday 15 th October to discuss the F&GP budget. The Chairman set out a proposed timeline for the budget meetings over November and December, as per supporting paper, and a completed budget is expected by 12 th January for Agreement at Parish Council meeting on the 18 th January 2021. Cllr Lloyd reported in preparation for the all-member working party meeting, he would work with the Clerk to provide a consolidated budget plan in the light of the Covid crisis including estimates regarding new year end budget projections. To assist with budget calculations, the Clerk to ascertain how long groups that are paying for room hire, even though they are not using them, may be able to continue with these payments.	CLERK CLERK
41.5	To receive and agree the SPC Cil report for 2019/20. Cllr Lloyd proposed, seconded by Cllr Alexander to receive and agree the CIL reports. Cllr Campbell amended the proposal to say,	

before it is agreed, firstly the date on which money received is inserted within it, secondly, it becomes a monthly report and thirdly, that it should include the Section 106 fixed monies owed to the council categorised according to the authority which holds it and which development it relates to. Cllr Goldsmith **seconded, 2 for, 5 against, 2 abstained, not carried.** Cllr Northam **amended the proposal, seconded** by Cllr Alexander to, before it is agreed, the date on which the money is spent is inserted, and that it becomes a monthly report, however the 106 report is picked up at a later date. **Agreed.**

CLERK

F&GP/20/42

GOVERNANCE ITEMS

42.1

To discuss and agree the SPC meetings calendar. Cllr Lloyd **proposed seconded** by Cllr Northam that the parish council calendar (as per supporting paper) be agreed and uploaded to the website with a note that it will be reviewed on 14th December parish council meeting and that dates after this may be changed. **Agreed**

CLERK

42.2

To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Lease should be signed by the Clerk and Chair of Council and Chair of F&GP, subject to 3.3.1 being checked by the Clerk with the Solicitors. **Cllr Lloyd withdrew his proposal.** Cllr Goldsmith **proposed, seconded** by Cllr Northam that it be deferred until the queries are checked with the solicitor and report back to next committee. **Agreed**

CLERK

42.3

Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the updated SPC Financial Risk Assessment (as per supporting paper) with a change to item 9 heading to become 'Asset/Land Register'. **Agreed**

CLERK

42.4

To discuss and agree the preference for the Examiner that is to be appointed by HDC concerning the SPC Neighbourhood Plan. Cllr Alexander **proposed, seconded** by Cllr Norcross that Andrew Ashcroft be appointed as the Examiner for the SPC Neighbourhood Plan. **Agreed**

CLERK

42.5

To discuss and agree the implementation of a Clerks table of outstanding tasks Cllr Lloyd **proposed, seconded** by Cllr Hanson asked the Clerk to produce the table of outstanding tasks as well as matters arising and actions for the next F&GP committee. **Agreed**

CLERK

42.6

Cllr Lloyd **proposed, seconded** by Cllr Goldsmith the Chairman's function be postponed this year due to Covid 19 but that the council will award the Millennium Community Awards for 2020 and will aim to have them awarded at Christmas as normal, but it may be postponed. **Agreed 8.** Nominations to be sent to the Clerk for reporting at next month's meeting.

CLERK

42.7

To discuss and agree that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions. There was a discussion on this matter but there was no time for a proposal or conclusion and all further business on the agenda was not conducted.

CLERK

F&GP/20/43

DATE OF NEXT MEETING – 10th November 2020 @7.30pm.

The Chair closed the meeting at 10.03 pm

Signed Date 10th November 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting

Video - https://archive.org/details/2020-10-13-steyning-parish-council-f-gp-meeting_202011

Steyning Parish Council



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

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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th NOVEMBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 3 (including Cllr S Sullivan)

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/44 APOLOGIES FOR ABSENCE

44.1 None

F&GP/20/45 DECLARATIONS OF INTEREST AND DISPENSATIONS

45.1 None

F&GP/20/46 QUESTIONS FROM THE FLOOR

46.1 None

F&GP/20/47 MINUTES OF PREVIOUS MEETING

47.1 Cllr Lloyd **proposed**, and Cllr Alexander **seconded** that the draft minutes for the meeting held on 13th October were agreed as a true and fair record of the proceedings. **Agreed**

F&GP/20/48 MATTERS ARISING AND ACTIONS

48.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Ongoing**

CLERK

48.2 To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint and check whether a decision has been made for SPC to go to Solicitors for advice -

Cllr Lloyd

Ongoing

48.3 Clerk to ask Business Chamber how funds granted are to be used – **Actioned**

48.4 Committee to defer Facebook development until it decides there is a suitable time to progress it - **Ongoing**

CLERK

48.5 Clerk to provide Community Committee with alternative water supplier - Clerk informed that this was on the agenda for the community meeting on 27th October but the meeting ran out of time before the item was reached – will be on next Community agenda. **Actioned**

48.6	Clerk and Chair to discuss whether more detail needs to be shown on list – Actioned	
48.7	Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
48.8	Budget working party to meet on 14 th October – Actioned	
48.9	Clerk to ascertain how long hirers who are paying for room hire despite non-attendance will continue with these payments – It was noted that one group has informed they are unable to sustain continued payment of donation room-hire. The other group informed that they will be making a decision on this in December. A letter of thanks for their support of the Steyning Centre to be written to both groups.	CLERK
48.10	Clerk to provide a Cil report at next meeting with dates on which money is to be spent inserted and that it becomes a monthly report– See item 49.1	
48.11	Playground cleaning procedures to be reviewed by budget working party – See item 49.5	
48.12	SPC Meetings calendar uploaded to web site – Actioned	
48.13	Bowls Club Lease proposed amendments to be checked by solicitor – Actioned	
48.14	Newly reviewed Finance Risk Assessment to be posted on web site – Actioned and Clerk to check whether the FRA has been uploaded	
48.15	Clerk to produce table of outstanding tasks as well as matters arising for next meeting. Cllr Lloyd proposed, seconded by Cllr Hanson that the outstanding task list be discussed by the Personnel Committee in the first instance and then to take it forward if it is agreed. Agreed.	CLERK
48.16	Nominations for Millennium Awards to be sent to Clerk for next month's meeting – Actioned	
48.17	Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion – See item 50.2	
F&GP/20/49	FINANCE MATTERS	
49.1	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the October 2020 list of payments. Agreed	
49.2	Cllr Lloyd proposed, seconded by Cllr Young to agree the F&GP income and expenditure report for October 2020. Agreed Clerk to explore to possibility reporting the committed expenditure facility in the account's software and report back to the next meeting	CLERK
49.3	Report from Cllr Lloyd following the 'All F&GP member budget' working party to consider its recommendations and to discuss and agree any actions as required including end of year 20/21, and draft 21/22 budgets. Cllr Lloyd made a statement concerning the current lock down uncertainties which make it very difficult to make budget plans at this time. The income from the Steyning Centre has a large impact on the budget and with the current lockdown and forced closures of the centre it is almost impossible to consider the budget figures at the present time. Cllr Lloyd proposed, seconded by Cllr Alexander to defer the finalising of the budget for 2020-21 until the December meeting of Full Council which will be after the current lockdown is over and further information from central Government and HDC is available. Agreed	CLERK
49.4.1	The SPC CIL report for 2019/20. Cllr Lloyd proposed, seconded by Cllr Alexander to receive and agree the SPC CIL report as presented by the Clerk and be uploaded. Agreed.	CLERK

49.4.2	Cllr Campbell requested that the CIL report become monthly and to also include s106 Cllr Campbell proposed that the Clerk to directed to provide an updated paper at each monthly meeting of F&FP showing:- 1. - All s106 funds available to the council, subdivided by public authority holding said funds and also showing relevant details of the development from which, the funds were derived 2. - Details of the criteria for applying each s106 funding tranche. 3. - All Community infrastructure Levy funds available to the Council, subdivided by date of receipt by SPC so that in each case the time limit for spending is apparent; and 4. - A summary of the criteria for applying the CIL funds	CLERK
49.4.3	Cllr Northam proposed an amendment to Cllr Campbell's proposal that the Clerk be directed to provide an updated paper being reported quarterly to a meeting of F&FP showing (the same details as above). The motion was not seconded. It was noted that the decision was made at the last F&GP Meeting that the report would be produced monthly. Cllr Goldsmith seconded Cllr Campbells proposal. Agreed	
49.5	Playground opening. To discuss ongoing arrangement whereby Caretakers have been cleansing SPC playgrounds twice a day during the Covid crisis. Cllr Lloyd proposed, seconded by Cllr Campbell that the cleansing of the playground equipment of twice a day ceases with immediate effect subject to the Clerk producing a temporary information sign in the first instance and getting costs for a more permanent sign to be reported at the next meeting. Agreed	CLERK CLERK
49.6	To discuss payment of outstanding invoice for Mr James Corrigan and to agree to delegate the personnel Committee to make a recommendation to F&GP as to the need for any ongoing personnel consultancy support. Cllr Lloyd proposed, seconded by Cllr Alexander that the agreed 30 hours of work should be paid. Agreed. Clerk to talk to Mr Corrigan to gain clarity on the invoice and on the whereabouts of the second report and if it has been received and to report to next meeting.	CLERK CLERK
F&GP/20/50	GOVERNANCE ITEMS	
50.1	To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd proposed, seconded by Cllr Alexander that the bowls Club lease is signed subject to the following amendments :- 1. that a change be made at 3.31 and amended to read –'maintain the exterior of the building' 2. that there is a provision for the Club to maintain the inside and the top of the hedgerow on all 4 sides plus the outer face which faces Mill Road. 3. The liability be limited to the assets of the Club. Agreed.	CLERK
50.2	To discuss that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions subject to any recommendations from the personnel Committee as to the need for any on-going personnel consultancy support. Cllr Lloyd proposed, seconded by Cllr Young that the decision of the need for ongoing personal consultancy support is delegated to the Personnel Committee. Agreed	CLERK
50.3	To discuss the forming of a working party to develop a 3-year business plan, taking into consideration the effect on the Council's finances if the Covid pandemic continues into the new financial year. Cllr Lloyd suggested that this be deferred to the Spring as long as there are no obligations with the Auditor to do the business plan at this time. Cllr Campbell proposed, seconded by Cllr Alexander that it is referred to the budget working party. Agreed.	CLERK

F&GP/20/51 FREEDOM OF INFORMATION REQUESTS

51.1 The Clerk updated there are currently three FOI / SAR requests. Two are review requests. The FOI panel had been requested to convene to assist with two of these. There is a new FOI request relating to details regarding Allotment finances.

51.2 To discuss a motion from Cllr Campbell regarding FOI information for publication. **CLERK**
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Committee to discuss and approve a recommendation to Full Council that the Clerk shall be directed by Full Council that information given in response to an FOI or EIR request must be uploaded to the SPC register of requests and answers maintained on the SPC Website as soon as practicable after any response is given.
Agreed

F&GP/20/52 INFORMATION/CORRESPONDENCE ITEMS

52.3 None for this meeting

F&GP/20/53 CONFIDENTIAL SESSION

53.1 Cllr Lloyd **proposed, seconded by** Cllr Northam to resolve, under the 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 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/20/54 MILLENNIUM AWARD

54.1 To discuss nominations for the Annual SPC Millennium awards. Due to the nominations received Cllrs Alexander and Northam declared personal interests and left the meeting. There were nominations for 2 groups and one individual. Following a brief discussion Cllr Lloyd **proposed seconded** by Cllr Norcross to award a certificate/s to the successful nominee/s and it is hoped to be able to award this at the next full council meeting. **Agreed.** **CLERK**

F&GP/20/55 DATE OF NEXT MEETING – 8th December 2020 @7.30pm.

The Chair closed the meeting at 9.39 pm

Signed Date 8th December 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting

Video - <https://archive.org/details/2020-11-10-steyning-parish-council-f-gp-meeting-offical-copy>

Steyning Parish Council



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West Sussex, BN44 3XZ

Telephone: 01903 812042

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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 8th DECEMBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 0

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/56 56.1	APOLOGIES FOR ABSENCE None	
F&GP/20/57 57.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Campbell declared a potential personal interest in agenda item 6.4	
F&GP/20/58 58.1	QUESTIONS FROM THE FLOOR None	
F&GP/20/59 59.1	MINUTES OF PREVIOUS MEETING Cllr Campbell was concerned to discuss two items (48.2 and 48.14) before agreement of the 10 th November F&GP draft minutes could take place. The Chair asked the Clerk to check the recording of the meeting to see if further clarity required. Cllr Lloyd proposed , and Cllr Alexander seconded to defer the agreement of the draft minutes to the next meeting. Agreed	CLERK
F&GP/20/60 60.1	MATTERS ARISING AND ACTIONS Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – Ongoing	CLERK
60.2	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint, and check whether a decision has been made for SPC to go to Solicitors for advice – Ongoing	Cllr Lloyd / CLERK
60.3	Committee to defer Facebook development until it decides there is a suitable time to progress it - Ongoing	CLERK
60.4	Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK

60.5	A letter of thanks to be written to both groups who were paying room hire despite non-attendance - Actioned but not sent	
60.6	Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing	CLERK
60.7	Clerk to explore within accounts software package to see if committed expenditure can be better presented – The Clerk updated that it was possible to enhance the accounts package by enabling the 'purchase ledger' section, but that there would be an additional burden on the office in terms of time required to facilitate the ability to report on committed expenditure. Clerk to take to Working practices group with a comprehensive briefing paper so a recommendation can be brought back to F&GP.	CLERK
60.8	Finalising of budget details to be deferred to December Full Council meeting – See item 61.6	
60.9	The SPC Cil report for 2019/20 to be posted onto the web site - Actioned	
60.10	Subsequent Cil accounts to be reported monthly - See agenda item 6.7 – (Not discussed)	
60.11	Playground opening information sign details to be distributed for comment - Actioned	
60.12	Playground sign costs to be reported at next meeting. The Clerk reported If SPC were to have more robust signs in place, the cost likely to be £466.00, as per previous playground signage works. Cllr Young suggested putting a hard backing on the laminated signs produced by the office and subsequently their effectiveness could be assessed to see if Council should still consider a more expensive option to cover a short-term requirement.	CLERK
60.13	James Corrigan ongoing consultancy support to be discussed by personnel committee – Actioned – The Clerk updated that personnel committee's recommendations to be reported to Full Council	
60.14	James Corrigan invoice clarity sought by Clerk. The Clerk updated he had spoken with James but is yet to receive the recalculated invoice SPC required	CLERK
60.15	Bowls club lease amendments implemented and then Lease signed. The Clerk updated he had taken the final agreed amendments from the November meeting to both Bowls club and the solicitors. The solicitors had subsequently amended the Leases and have sent back hard copies, and these have been picked up by a club representative for signing by their trustees – The final signing to be completed in the presence of (witnessed by) the Clerk and two councillors at the end of this week (11 th December) or if not, the next.	
60.16	Decision on HR services consultancy support to be discussed by personnel committee - No decision made as yet at Personnel Committee, but the details of ongoing discussions are noted within the draft minutes of this committee dated 7 th December with recommendations to be agreed at Full Council in due course.	
60.17	Cllr Campbell raised a query regards item 2 of the SPC financial risk assessment and asked that the inspections by a councillor for internal control ought to be more rigorously observed. The clerk to work with Cllr Lloyd as chair of F&GP to bring more evidence to the next F&GP meeting of this process .	CLERK
60.18	Three-year business plan compilation deferred until spring 2021 and to budget working party - Ongoing	CLERK
60.19	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Ongoing	CLERK
60.20	Millennium award certificates to be awarded at December Full Council – Actioned	
60.21	Cllr Goldsmith raised a query to better distribute the BACS payment signage lists once again.	D. CLERK

F&GP/20/61	FINANCE MATTERS	
61.1	List of payments. The Clerk to ask the internal auditors their advice regards the current financial arrangement with the Steyning in Bloom group. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the November 2020 list of payments. Agreed	CLERK
61.2	Cllr Lloyd proposed, seconded by Cllr Goldsmith to agree that the F&GP income and expenditure report for November 2020 be deferred to the January meeting. Agreed	CLERK
61.3	NHS Mass vaccination centre provision. The clerk updated that the HDC emergency planning officer had no further news regarding the Steyning Centre possibly becoming a mass vaccination provision resource. The NHS is currently reviewing the mass capacity and demand model for Sussex and early indications show that it is unlikely they will need further sites before the middle of January. The Clerk to continue to correspond with both HDC and the NHS and especially regards possible remuneration and to inform councillors with further news.	CLERK
61.4	Possible introduction of a scheme to allocate tablets/laptops to councillors. Cllr Campbell had put forward a motion but withdrew it on the basis that paperless working would not be introduced until the decision of 20 th July'20 concerning the provision of hardware and training had been implemented. This item to be discussed further at the next budget working party.	CLERK
61.5	Proposed projects list for 21/22 and to prioritise or discard options as per supporting papers. Cllr Lloyd suggested that as the Saxon room windows renewal could wait, and that this item Be removed from the list. Cllr Hanson suggested that committee room redecoration at the Steyning Centre was a priority. Cllrs Goldsmith and Hanson spoke in support of the Christmas lights project. Cllr Campbell suggested that the second phase of LED project should be low priority unless we have designated grant funds and also spoke in favour of the allotment water supply project. Cllr Young enquired about the status of CCTV installation. Further discussion to take place at the budget working party then at next F&GP committee.	CLERK
61.6	Committee discussed the SPC 2021/22 budget as per updated supporting papers supplied by the Clerk. Notably Youth service provision funding, swimming pool grant, general grants, street cleaning, allotment income and perhaps including a line to improve the SPC reserves position. The committee also considered an option to increase the precept by 2.5%. Cllr Lloyd proposed that he and the clerk looked to provide for the next meeting as well as the current 'worst case scenario', to drop the other 'best case' option currently presented and instead to include a second budget list showing details based upon a £2.5 % Precept increase.	CLERK
F&GP/20/62	STAFFING MATTERS	
62.1	Cllr Lloyd proposed, seconded by Cllr Hanson that the recommendation from the Personnel Committee to increase the Admin Assistants hourly rate by 2.75% and to agree backdating this to April 2020. Agreed, 6 For, 2 abstained. Cllr Campbell abstained as he had suggested a larger increase in line with a living wage. Personnel committee to consider this.	CLERK CLERK
F&GP/20/63	GOVERNANCE ITEMS	
63.1	There was no time to discuss internal and external audit letters so these to be dealt with at a future meeting. There was no need for an EOM.	CLERK
F&GP/20/64	DATE OF NEXT MEETING – 12th January 2021 @7.30pm.	
	The Chair closed the meeting at 10.01 pm	

Signed Date 12th January 2021

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

<https://archive.org/details/2020-12.08-steyning-parish-council-f-gp-meeting-offical-copy>

John Fullbrook

From: Nick Muggridge
Sent: 14 January 2021 17:16
To: Steyning Parish Council - Clerk
Cc: Hazel Roxby
Subject: Notes for Councillors re Planning Committee discussion at Full Council 14th Dec 2020
Attachments: Notes for SPC Councilors re Planning Committee.docx

Dear John & Hazel,

Following the recent Full Council meeting in December, I thought it may be helpful to provide all councillors with some notes which clarify why & how the SPC Planning Committee started to make representations to HDC on a few planning applications based on an exchange of emails by committee members rather than at formally convened meetings. The recent discussion by councillors focussed heavily on the alleged "unlawful" practice involved. I hope these notes explain the full context of the change, the problem we were trying to solve, the extent of the change, and the safeguards included but not fully explained in the meeting.

The motion by Cllr Campbell was eventually withdrawn; however I don't think the Planning Committee have agreed in any detail how they will operate in the future, other than "lawfully". I hope HDC will be consulted before any changes are implemented and additional meetings required by all Planning Committee members, which could simply recreate earlier problems, or indeed create new ones.

Regards,
Nick

Notes relating to discussion about Planning Committee "decisions"
at Full Council meeting on 14th December 2020

At the Full Council meeting on 14th December 2020, item 15.1 was discussed at some length, relating to a motion by Cllr Campbell that all planning applications should be handled at formally convened Planning meetings, and not by email exchange by committee members.

I think it may be helpful for me to explain more fully, why the Planning Committee discussed and agreed at our meeting dated 14th March 2017 to change the way it operated, to solve a long-running problem.

- The HDC Planning Dept. operate to 3 week timeframes to allow for consultation responses, before they made planning recommendations to the HDC Planning Committee which meets monthly, or made planning decisions themselves.
- The SPC Planning Committee had been meeting every fortnight for several years to ensure they considered every planning application before deciding whether to object, or not to object in their response for SPC.
- It had become increasingly difficult to ensure that all Planning meetings were quorate, due to their frequency and the availability of committee members. (If meetings were cancelled then some applications would simply not be commented on)
- We were keen to consider every planning application, and agree our response to HDC, despite the timing difficulties involved, and consequently agreed the following solution, as recorded in the minutes:-

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

205.1 A letter has been received from Manny Singh, Planning Support Team Leader, advising of how HDC need to consult on planning applications and their process for doing so. It was suggested that a meeting be held on a 3 week rolling programme, however this would not fit in with the other regular bookings of the rooms.

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

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

- The Planning minutes were approved by Full Council, without challenge, on the 19th April 2017.
- Following the implementation of the change, when a planning application fell outside our scheduled meeting timeframes, the Deputy Clerk always requested an extension to the consultation timeframe from HDC Planning. So it was only when this was refused, that the new procedure using emails was invoked. A safeguard measure included in the change was that if any committee member and the Deputy Clerk, or at least two

Notes relating to discussion about Planning Committee “decisions”
at Full Council meeting on 14th December 2020

committee members, felt the planning application was significant, complex or potentially controversial with residents, then a supplementary meeting could be called to consider it. (Though I don't recall that ever happening in my time)

- In practice this exceptional way of handing planning applications only took place for a handful of applications during my term of office, often for comparatively minor building works or tree works.
- As a result of the change all planning applications were considered and commented on by the committee, and the number of meetings required of members was reduced from an onerous 24 per year to 12.
- As far as I am aware there have been no issues or complaints with this arrangement from HDC, SPC or the public until this issue was raised by Cllr Campbell.
- It was notable at the recent Full Council meeting that councillors were alarmed that it may be operating “unlawfully”, as claimed by Cllr Campbell. Clearly that was not the intent of the change.
- It is surely arguable that SPC is not making decisions at Planning meetings, but rather discussing and agreeing a consultee response on behalf of SPC. As you know, the SPC Planning Committee does not make any planning decisions, which are clearly for HDC alone. It is on that basis that we felt empowered to make the changes we did for a small proportion of planning applications.
- As Cllr Sullivan herself suggested at the recent meeting, the alternative was to make no representation at all on behalf of SPC; which though unacceptable to us would certainly not have been unlawful!
- Finally I think it important to point out that neither I nor the Deputy Clerk know of any other local Parish Council that has more than 12 meetings per year, several have less. I also seriously doubt the current operating arrangements by the SPC Planning Committee would be regarded as “unlawful” by HDC; maybe they should be consulted now to clarify this?

In summary, I hope these notes clarify how the current Planning Committee arrangements arose and were agreed to solve specific operational problems. It is entirely up to the current council to agree the way forward in the future, however it remains to be seen whether Planning committee members & clerk are prepared to meet much more frequently, or whether Full Council will instead agree the SPC response to HDC despite their lack of experience in reviewing plans and planning documents as well as planning matters.

Regards,

Nick Muggridge - Former SPC Councillor and Chair of SPC Planning

Subject:

Horsham District Council : Have your say on Council's Public Spaces Protection Order plans - embargoed until 1 January 2021

ITEM 13.2

NEWS RELEASE



Embargoed: 21 December 2020

Have your say on Council's Public Spaces Protection Order plans

Media release - embargoed until 1 January 2021

Horsham District Council would like to hear the views of people living in, working in or visiting the Horsham District on their plans to renew and extend the prohibitions on their Public Spaces Protection Order (PSPO).

There is currently a Public Spaces Protection Order in force across the Horsham District. This came into effect on 1 April 2018 with the aim of addressing anti-social behaviour issues and improving public spaces. Under legislation each PSPO lasts for three years and the current one expires on 31 March 2021.

Horsham District Council would like to renew the PSPO for a further three years (1 April 2021 - 31 March 2024) and also include new prohibitions to the Order.

The current Horsham District PSPO prohibits the following activities:

Nuisance behaviour relating to alcohol

- Anti-social use of vehicles
- Dog fouling
- Lack of control of dogs
- Unauthorised access and nuisance behaviour - Horsham town only
- Racing of horse drawn vehicles on any dual carriageway, including the A24 and A264.

The following additional prohibitions are being suggested for inclusion going forward:For the whole Horsham District it is proposed to include that there should be:

No intoxication or possession of psychoactive substances

It is proposed to add a prohibition to the Order that states that no person shall drink, inhale, inject, or otherwise use or be in possession of any intoxicating substances, or "legal highs", or drug paraphernalia including nitrous oxide canisters.

For Horsham Town Centre only it is proposed to include that there should be:

No unlicensed busking

Licensed buskers are required to meet certain conditions and to make available their badge for inspection by Horsham District Council Neighbourhood Wardens, police, Environmental Health and Licencing officers. If added to the PSPO, failure to either produce their badge or to stick to the conditions would lead to a Fixed Penalty Notice.

No selling of periodicals which include a prize competition dependent on skill

The Council has received complaints from the public about companies who purport to being charitable in status when in fact they are for profit, employing aggressive sales tactics and misleading information. Despite challenge, these companies continue to operate considering that they do not require a trader's licence as they are running a prize competition based on skill. The tickets are categorised as 'periodicals' as the competition is drawn once a year. It is proposed to implement a prohibition to deal with this problem and to tackle the aggressive selling techniques, whilst not affecting legitimate selling such as sales of the Big Issue.

No anti-social behaviour or nuisance behaviour in car parks and stairwells

There have been numerous complaints of anti-social behaviour within the car parks in the town centre, caused by young people consuming alcohol or drugs, causing damage and playing loud music. These activities have given rise to complaints to both the Council and the police from residents and are causing nuisance, annoyance and distress to other members of the public wishing to use these public spaces.

No drinking of alcohol in The Causeway and Gardens of Remembrance

The Council and police have received numerous complaints concerning individuals gathering on benches in the Causeway and the Gardens of Remembrance in Horsham Town Centre. Those gathering often do so to drink alcohol together and then to on to engage in anti-social behaviour such as public urination, using threatening and abusive language, and being drunk and disorderly. The behaviour from such individuals generally improves upon the arrival of the police or Council officers making it difficult to effectively respond to the issue. It is therefore proposed that the drinking of alcohol within the restricted areas of The Causeway and Gardens of Remembrance is prohibited.

Cllr Tricia Youtan, Horsham District Council's Cabinet Member for Community Matters and Wellbeing said:

"The current PSPO has had a positive effect on addressing anti-social behaviour in our District and we hope that not only will we get support to continue for a further three years, but also that we can include additional prohibitions to make the District a safer and better place to live."

Horsham District Council would like your views on the new prohibitions and whether they should extend the PSPO for a further three years.

An online consultation will be live on the Council's website www.horsham.gov.uk/pspoconsultation from 1 - 31 January 2021. You can also email communitysafety@horsham.gov.uk to request a paper version be sent in the post.

All responses to the consultation will be analysed and carefully considered as part of the Council's decision-making process informing the final content of the Order.

For media queries please email press@horsham.gov.uk

ENDS

Subject: FW: Help Line - Vaccine

ITEM 13.3

From: reina.alston **Sent:** 14 January 2021 18:31
To: John Fullbrook **Subject:** FW: Help Line

Hope both of you are safe and keeping well.

Just to let you all know, we have today completed connecting up our Vaccine Help Line.

Try it: 01903 651150.

Every Friday, when we receive an update on news the Health Centre has reported, we will record a different message. We are going to advertise the phone line on local websites (including Visit Steyning and hopefully the PC website ?), social media, posters in the town and hopefully on the interactive boards in the car parks. If you can think of any others areas where we can promote the number, that would be good news. It will hopefully help to ease the phone calls that the Health Centre receive, which was one of the things that Dr Galloway was saying was causing serious stress for staff at the Centre. We have also offered to add this number to the Health Centre main switchboard line, so that when anyone telephones in they would be advised to press the extension number given, which would take them straight through to this Help Line. We have not had a reply on this one yet, but today Charlotte has given us a contact at the Storrington Medical Centre, as apparently Dr Rainbow has said our appointment making help would be well received there, as they are the ones under great pressure at the moment.

So hopefully some things in place to both help the Community be able to access easy info on the Vaccination process, plus if Storrington would like our help, the telephone Appointment system we have offered as well.

Reina

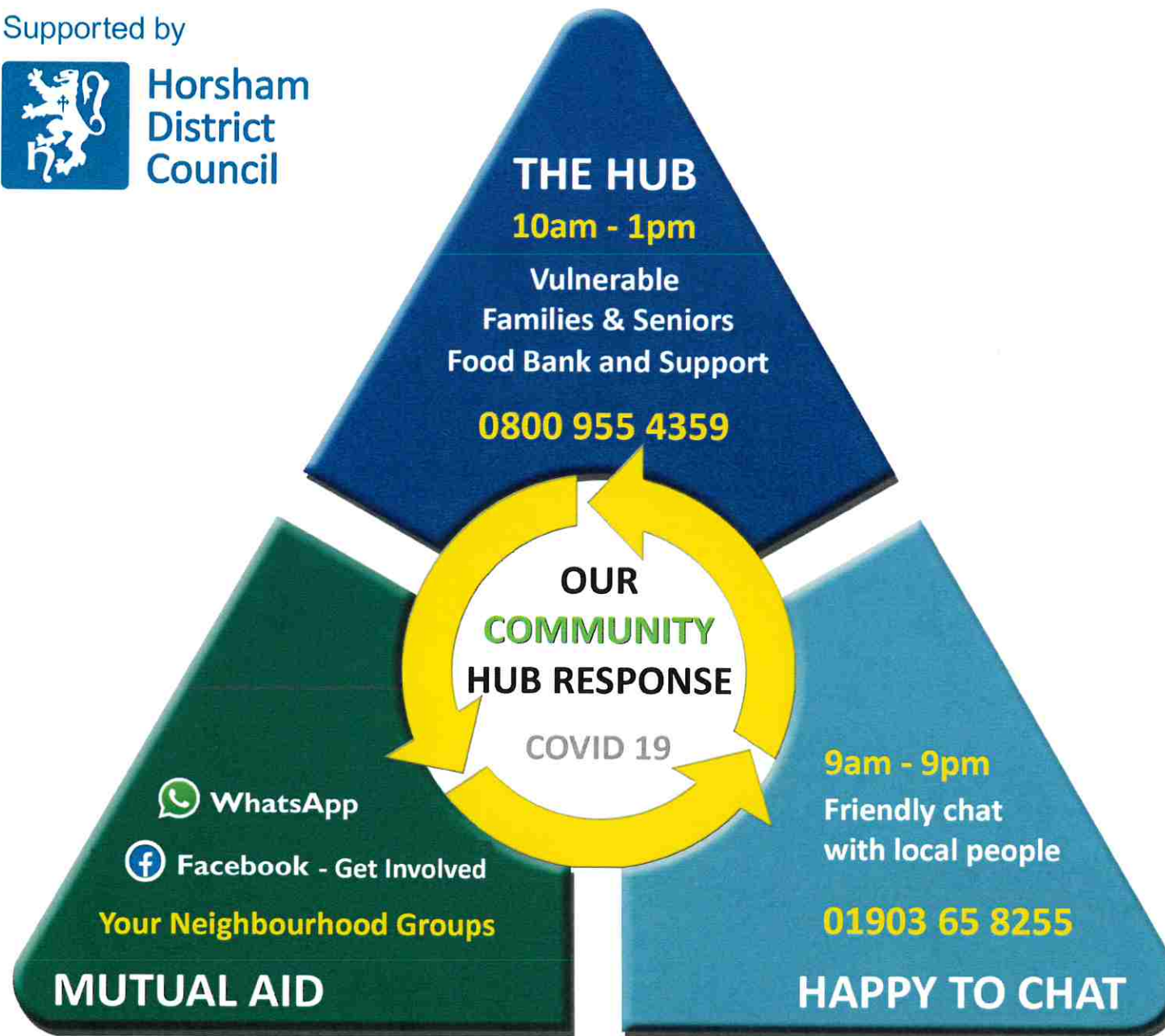
Reina Alston (Mrs)
Steyning & District Community Partnership - Director

Supported by



**Horsham
District
Council**

ITEM 13.4.



The Hub: 19 Church Lane, Upper Beeding, BN44 3HP

CALL - VOLUNTEER HELPERS : **THE HUB: 0800 955 4359**

EMAIL - NEIGHBOURHOOD GROUPS: MutualAidCHR@gmail.com

VISIT - FACEBOOK: [Beeding, Bramber, Steyning, Ashurst, Small Dole Covid 19 Mutual Aid](#)