

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 19th JULY 2021 AT 7.30PM

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

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 11

Meeting commenced 7.30 pm

MINUTES

ACTION

FULL/21/34 APOLOGIES FOR ABSENCE

34.1 Apologies were received from Cllr Northam, Hanson, and Trundle. Cllr Rudkin was absent. Apologies also received from West Sussex County Councillor Linehan, and District Councillor Platt

FULL/21/35 DECLARATIONS OF INTEREST

35.1 None received

FULL/21/36 QUESTIONS FROM THE FLOOR (in Summary)

36.1.1 Q. – A lady made a statement and asked - At the 22nd June meeting of the full council Councillor Norcross wanted to put the record straight, indicating that Cllr Campbell has misled everyone by wrongly reporting that the SPC plan had passed HDC analysis with flying colours and by wrongly reporting that Chris Paterson praised the plan and in particular the local green space designation. My question is- Is it true that Cllr Campbell misled everyone in this way?

36.1.2 A. – Cllr Campbell made a statement in which he refuted the statement Councillor Norcross made at the previous meeting noting that the plan had indeed passed an initial legal compliance check and that also he had been at a meeting in March 2020 with Chris Paterson, and at that meeting he had noted that Mr Paterson had said the plan was well written and that he appreciated the granularity within the LGS assessment. The full statement can be heard between minute 2.11 and 7.35 on the video on the SPC Web site via the link below

36.2.1 Q. - Mr Russell Barnes asked questions relating to item 9 on the agenda. Question 1 – There has been some speculation on social media by a resident with regards to the Confidentiality Agreement, but I wondered if the Chair could confirm who is actioning this request, SPC or HDC? Question 2 – If it is the latter, is the Chair able to advise on the reasoning behind the need for a Confidentiality Agreement, I assume there is a reasonable and valid need? Question 3a – Subject to the outcome of all items relating to the Neighbourhood Plan tonight, can the Chair advise if the Council are mindful to offer an ongoing and long-term commitment to Neighbourhood Planning post the short-term need that we assume the Committee will be tasked with? Note I think the community were previously advised there would be a review every 5 years rather than ongoing development. Question 3b – If there is a keenness to keep the Plan relevant and response to current needs, will it be directed to specifically address the; environmental, social, and economic objectives in modern society in response to the global pandemic and the acknowledged global Climate Emergency and will a responsive Plan seek to support established groups in Steyping and District to meet the 2030 target many of us are working toward presently?

- 36.2.2** *A. – The Chair replied that these matters will be discussed under item 9, however for clarity the confidentiality agreement was issued by HDC not SPC*
- 36.3.1** *Q. – Mr Trevor Cree made a statement - If anyone wants to know what the SDNP thought about the neighbourhood plan you can do a google search SDNP authority – Steyning neighbourhood plan and it's all there and its very positive what was written by the SDNP authority. His question - I see there is no discussion or agreement about the appointment of Andrew Metcalfe who obviously is a key person in the steering committee's response to examiners questions. Can we therefore have some clarification is he still employed and has the relative pay been agreed because its fundamentally important that he is involved?*
- 36.3.2** *A – The Clerk replied that the appointment terms and pay rate had been established at a previous Full Council meeting and that the agreement still applies.*
- 36.3.3** *Q. – Mr Cree asked do we need to re-appoint him and for how long is he going to be involved*
- 36.2.4** *A. – The Clerk replied it depended on the amount of work involved*
- 36.4.1** *Q. – Robert Mattinson made a statement saying - may I make a comment about what Trevor has just mentioned. I agree with him that the national park policy is there and its informative and worth reading and does address some of the issues that we are all involved in. He says it's very supportive but again it's like saying 'approving' or 'approving of' certain things, there is a distinction. The last paragraph of that document says The SDNP authority is supportive of the principle of local green space designation, we are mindful however of the criteria of the national planning framework that state LGS designation should only be used where a green space is special to the local community and holds a particular local significance and that designated land that is LGS should be consistent with the local planning saleable development. In light of this the independent examiner may come to a view one or more of the proposed sites do not meet the tests of the NPPF. The SDNP Authority will duly consider any recommendation the examiner decides to make, which puts a slightly different light on Trevor's idea that its fully supportive.*

FULL/21/37 MINUTES OF PREVIOUS MEETINGS

- 37.1** Cllr Campbell **proposed, seconded** by Cllr S. Sullivan an amendment to the 22nd June 2021 minutes so that item 26.1 to read 'Cllr Campbell' rather than 'an SPC Councillor'. **Agreed**
- 37.2** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the 22nd June 2021 meeting be accepted, subject to amendment at 26.1, as a true and fair record. **Agreed**

FULL/21/38 MATTERS ARISING

- were taken as read as per agenda (Except item 38.2 as Cllr Linehan not in attendance).
- 38.1** Clerk to send details of Ham Farm Soft Sands to Cllr Linehan – **Actioned**
- 38.2** Cllr Linehan to pursue WSCC Highways to see if deregistered disabled parking bay lines can be removed – **Ongoing** Cllr Linehan
- 38.3** Report back on Ham Farm Soft Sands Working Party Meeting – **See item 39.3**
- 38.4** Cllr S Alexander to be representative for Towers Campus and Steyning Grammar School travel initiatives - **Actioned**
- 38.5** Steyning Neighbourhood plan to be reconstituted – **Actioned**
- 38.6** Clerk and Cllr Bell to contact previous steering committee persons to see if they are willing to put their name forward for the new steering group – **Actioned / See item 42.2**
- 38.7** Update Steering Committee Terms of Reference – **See item 42.3**
- 38.8** Send signed section 1 and 2 with associated notes to the external auditor and publish 'Notice of Public Rights' - **Actioned**

- 38.9 SPC publish amended Steyning PC Meeting Schedule 2021/22 - **Actioned**
- 38.10 Request HR services to send copies of all correspondence between them and Steyning Parish Councillors - **Actioned**
- 38.11 Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 42.3**
- FULL/21/39 SPC COMMUNITY PROJECTS**
- 39.1.1 **Short presentation on ‘Broadband for Rural Communities’ proposed rollout from Virgin Mobile Regional Community Liaison Officer** – This presentation was primarily to familiarise Councillors and residents in attendance with the proposed scheme whereby Virgin Media are utilizing the governments gigabit voucher scheme to benefit the Steyning and surrounding communities and help make the parish ‘future safe’ in terms of high-speed internet connection. {Details of the content can be seen via SPC Web site video/audio link and supporting papers}
- 39.1.2 A Q&A session followed – items discussed included the fact that other providers could well take up the scheme although the Virgin Media roll out, being the only company actively pursuing the scheme locally, has been endorsed by WSCC. The area of rollout is restricted, with outlying residents not currently being serviced, although they could be added on. There were also concerns as to the nature of the commitment Steyning residents would have to make when ‘signing up’ to a twelve-month contract. The Chair suggested that any further questions be brought to the public meeting due to take place in the Steyning Centre on the 27th July 2021.
- 39.2 To discuss the Highways Scheme Application from the ‘20 mph Steyning Speed Limit’ project working party following SPC Community Committees recommendation to so. Cllr I. Alexander **proposed, seconded** by Cllr Lloyd that SPC support the Highways Scheme application to West Sussex subject to agreed changes to improved economic growth section and improving traveller experience. **Agreed** {Clerk to amend , liaise with Geoff Barnard and send application} **CLERK**
- 39.3 Clerk updated on progress concerning the proposed Ham Farm Soft Sands and stated the working party had completed a draft brief for planning consultants as per supporting papers. The working party had also made contact with residents {or group} who lived in close proximity and who might want to take the matter forward for themselves, as it was felt that SPC could not commit to the kinds of expenditure that this was liable to take. Cllr Lloyd **proposed, seconded** by Cllr Campbell to liaise with the group, offer moral support and any other support the that the Council is able to give. **Agreed** **CLERK**
- FULL/21/40 REPORT FROM COUNTY AND DISTRICT COUNCILLORS**
- 40.1 Neither Cllr Linehan (WSCC) nor Cllr Bob Platt (HDC) were in attendance. Cllr Tim Lloyd – (HDC) had already updated on the Broadband rollout under item 39.1. And updated that the HDC Draft Local Plan was due to come before their Council – Further news to follow.
- FULL/21/41 NEIGHBOURHOOD WARDENS’ REPORT**
- 41.1 Council received the Neighbourhood Wardens report for July 2021. Cllr Lloyd suggested the Wardens report in the future on the rise in antisocial behaviour and what is being done to avoid the issue. **CLERK**
- 41.2 The unlicensed music event / rave at the end of June 2021 was discussed. Information had been immediately placed on the SPC web site at the time, as had a link to police news releases (See supporting papers for details). The Chief Constable had been in contact with Cllr **Cllr Lloyd**

Lloyd who had expressed concern at the recent public consultation event at the High Street Car Park and reported that there is a meeting planned to include other District and County Council representatives and that he would report back to SPC on that meeting.

FULL/21/42 SPC NEIGHBOURHOOD PLAN

- 42.1** SPC had been asked to sign a confidentiality agreement between SPC and HDC in relation to responses to resident representations regarding the SPC Neighbourhood Plan consultation process. A great deal was discussed and especially in relation to the explanation given by HDC for the reasons associated with their proposal. {The main reason appended to these minutes}. It was felt greater explanation was required. Cllr Campbell **proposed, seconded** Cllr S. Sullivan that SPC defer the decision (signing the agreement) until such time as the Clerk has had adequate explanation from Horsham (HDC). **Agreed 9 For, 1 Abstained JN.** **CLERK**
- 42.2** Council discussed the appointment of the resident volunteers to the reconstituted Steyning Neighbourhood Plan Steering Committee. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that every candidate needs to be asked to certify that at no time have they had any meetings with, discussions with, email correspondence with, phone conversations with, any landowner or their representative without the Clerk being present and if they have to give full evidence of the particulars. **Not Agreed 4 For {RG, PC, SS, GS}, 5 Against {JN, IA, SA, RB, TL} 1 Abstained {CY}.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the six named volunteers who had expressed a continued interest, these being Mariella Alexander, Russell Barnes, Paul Cotton, Paul Maidment, Nick Muggridge and Murray van der Poll are appointed the resident volunteers to the Steyning Neighbourhood Plan Steering Committee. **Agreed 5 For {JN, CY, RB, SA, TL}, 4 Against {SS, GS, RG, PC}, 1 Abstained {IA, as declared personal interest}** **CLERK**
- 42.3** To discuss the Steyning Neighbourhood Plan Steering Committee's Terms of Reference as per supporting papers supplied and amended by the current members of the NP Steering Committee. Further amendments were suggested – these as follows. Cllr Campbell **proposed** an amendment to Cllr Lloyds **proposal, seconded** by Cllr S. Sullivan that the main purpose is to respond to the questions raised by the examiner and look at where any amendments to the Neighbourhood plan submitted in 2019 are considered necessary in order to meet any objections raised by the examiner, such motion to substitute 1A {within the N. Plan terms of reference}. **Not Agreed 4 For {PC, RG, SSu, GSu}, 6 Against {SA, IA, TL, CY, JN, RB}:** The following original proposal was to replace 1a within the N. Plan - Cllr Lloyd **proposed, seconded** by Cllr I Alexander that the main purpose is to respond to the questions raised by the Examiner and look at where any amendments to the Neighbourhood Plan submitted in 2019 are considered necessary. **Agreed- 6 For {SA, IA, TL, CY, JN, RB} 4 Against {PC, RG, SSu, GSu}** Cllr Campbell **proposed, seconded** by Cllr S Sullivan that the provision within the {Terms of reference} agreement 6d, which currently reads 'The Steering Committee will agree Chair and Vice Chair, from its membership.' is struck out and in its place, it reads 'The Full Council will agree a Chair and a Vice Chair.' **Agreed.** Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC accepts the terms of reference subject to the two amendments that have been agreed this evening {earlier in this meeting}. **Agreed - 6 For {SA, IA, TL, CY, JN, RB} 4 Against {PC, RG, SSu, GSu}** **CLERK**
- 42.4** Cllr Campbell **proposed, seconded** by Cllr S Sullivan that when SPC receive a final version clarification note from the Examiner and a complete summary of representations that the SPC N. Plan Steering committee has authority to prepare a draft response, in consultation with Andrew Metcalf, for recommendation for Full Council's agreement. **Agreed** **CLERK**

FULL/21/43 GOVERNANCE AND FINANCE MATTERS

43.1 Cllr Norcross **proposed, seconded** Cllr Young to agree payment of the £1,512 Vintage Years grant. **Agreed.** The Clerk was also asked to suggest to Vintage Years an update of their web site to possibly include thanks to SPC as well as the Wilson Memorial Trust for sponsorship of the staffing position this grant relates to. **CLERK**

43.2 To discuss the recommendation from the budget working party that SPC purchase the Christmas light package for Steyning High Street as per supporting papers. The larger sum proposed for year 1 was in order to cover installation, thereafter the main cost is that of the light rental. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that we agree the installation costs of up to £3,474 (18 x £193 per lamppost) for the Christmas lights plus VAT {that's to provide fittings for the ongoing years} and that SPC further agree up to a total maximum charge of £5822.90 per annum for the three year rental of the lights to be fixed to various fixings subject to the clerk finding alternative quotes and then the community committee making a final choice. **Agreed - 6 For {SA, IA, TL, CY, JN, RB} 4 Abstentions {PC, RG, SSu, GSu}** **CLERK**

Note *The Meeting ran out of time at this point with the remaining agenda items to be brought forward to future Full Council Meeting.* **CLERK**

FULL/21/44 DATE OF NEXT FULL COUNCIL MEETING: 20th September 2021 at 7.30pm

Meeting closed at 10.01 pm

Signed Date 20th September 2021
Chairman

A Video recording of this meeting is available on the SPC Website or via this link below
<https://www.youtube.com/watch?v=cJjCAoRbyLU>

To: John Fullbrook
Subject: Steyning Neighbourhood Plan and the Proposed Confidentiality Agreement

APPENDIX

- Noted in Minutes item 42.1 –

To be attached

From: Sharon.Evans <Sent: 19 July 2021 15:58

Subject: RE: Steyning Neighbourhood Plan and the Proposed Secrecy/Confidentiality Agreement

Dear Paul, John and Hazel

The disclosure of the representations (with some redactions) to the Neighbourhood Plan is being made to Steyning Parish Council so that the Parish Council can respond to the examiner on the representations made. It is considered that this would be more helpful to the Parish Council than simply providing a summarised versions of the responses, Horsham District Council will only be publishing a summary of the responses, and the non-disclosure/ confidentiality agreement is necessary to facilitate this disclosure for the purposes of responding to the examiner and to ensure that the representations are not published or provided to any other parties.

I trusts this clarifies our position.

Best regards

Sharon Evans

Head of Legal and Democratic Services, Monitoring Officer.
Data Protection Officer and Solicitor

Telephone:



Date published 14th July 2021

TO ALL MEMBERS OF STEYPING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD ON
MONDAY 19TH JULY 2021 AT 7.30 PM AT THE STEYPING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BY SUBMITTING A
REQUEST TO THE CLERK IN ADVANCE, AS **DUE TO COVID RESTRICTIONS SPACES ARE LIMITED –**

***GDPR Notice** : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyping Parish Council. Members of the public are also advised that by attending a meeting of Steyping Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place. Any equipment used in the Steyping Centre and plugged into the main electrical supply must be PAT tested.*

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes,*
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 22nd June 2021 as a true and fair record.
- 5.0 MATTERS ARISING**
These items to be taken as read
 - 5.1** Clerk to send details of Ham Farm Soft Sands to Cllr Linehan - **Actioned**
 - 5.2** Cllr Linehan to pursue WSCC Highways to see if deregistered disabled parking bay lines can be removed - **See item 7.1**
 - 5.3** Report back on Ham Farm Soft Sands Working Party Meeting – **See item 6.3**
 - 5.4** Cllr S Alexander to be representative for Towers Campus and Steyping Grammar School travel initiatives - **Actioned**
 - 5.5** Steyping Neighbourhood plan to be reconstituted - **Actioned**
 - 5.6** Clerk and Cllr Bell to contact previous steering committee persons to see if they are willing to put their name forward for the new steering group – **Actioned / See item 9.2**
 - 5.7** Update Steering Committee Terms of Reference – **See item 9.3**
 - 5.8** Send signed section 1 and 2 with associated notes to the external auditor and publish 'Notice of Public Rights'- **Actioned**
 - 5.9** SPC publish amended Steyping PC Meeting Schedule 2021/22 - **Actioned**
 - 5.10** Request HR services to send copies of all correspondence between them and Steyping Parish Councillors - **Actioned**
 - 5.11** Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 9.3**
- 6.0 SPC COMMUNITY PROJECTS** (*Supporting papers*)
 - 6.1** Short presentation on 'Broadband for Rural Communities' proposed rollout from Virgin mobile
 - 6.2** SPC to discuss and agree support for the Highways Scheme Application from the '20 mph Steyping Speed Limit' project working party following SPC Community Committees recommendation to so.

- 6.3** To receive an update from the Soft Sands Working Party and discuss and agree any actions necessary
- 7.0 REPORT FROM COUNTY AND DISTRICT COUNCILLORS**
- 7.1** Cllr Linehan – (WSCC) update
- 7.2** Cllr Bob Platt – (HDC) update
- 7.3** Cllr Tim Lloyd – (HDC) update
- 8.0 NEIGHBOURHOOD WARDENS' REPORT *(Supporting papers)***
- 8.1** To receive the Neighbourhood Wardens report for June /July 2021
- 8.2** Information update following the unlicensed music event / rave at the end of June 2021
- 9.0 SPC NEIGHBOURHOOD PLAN *(Supporting papers)***
- 9.1** To discuss and agree that SPC sign the confidentiality agreement between SPC and HDC in relation to responses to the SPC Neighbourhood Plan as per confidential supporting papers.
- 9.2** To discuss and agree the appointment of the resident volunteers to the reconstituted Steyning Neighbourhood Plan Steering Committee.
- 9.3** To discuss and agree the Steyning Neighbourhood Plan Steering Committee's Terms of Reference
- 9.4** To discuss and agree that when SPC receive a final version clarification note from the Examiner and complete summary of representations that the SPC N. Plan Steering committee have authority to prepare a draft response for recommendation for Full Council's agreement.
- 10.0 GOVERNANCE AND FINANCE MATTERS *(Supporting papers)***
- 10.1** To discuss and agree £1,512 Vintage Years payment, as per SPC agreement.
- 10.2** To discuss and agree the recommendation from the budget working party that SPC purchase the Christmas light package for Steyning High Street as per supporting papers.
- 11.0 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 11.1** Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) update
- 11.2** Cllrs Chris Young and Bell – Isolation and Loneliness / PPG update
- 11.3** Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group
- 11.4** Cllr Northam and Norcross – Joint Parishes Cemetery Committee
- 11.5** Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party
- 11.6** Cllrs S. Alexander and I. Alexander – South Downs National Park
- 11.7** Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee
- 12.0 PROGRESS REPORT**
- To receive the following ongoing items and to discuss and agree any necessary actions to be taken
- 12.1** Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able
- 12.2** Internal Auditor appointment details to be brought back to Full Council
- 12.3** Take HDC approved Code of Conduct to a Working Practices Group then back to Full Council
- 12.4** SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors
- 12.5** Personnel Committee to seek legal advice as to how the council can protect its staff as per decision at Full Council
- 13.0 CORRESPONDENCE AND INFORMATION ITEMS *(Supporting papers)***
- To discuss and agree any necessary actions
- 13.1** Correspondence from the St Andrews Pre School Manager
- 13.2** Census 2021 outputs public consultation
- 14.0 DATE OF NEXT FULL COUNCIL MEETING: 20th September 2021 at 7.30pm**

John Fullbrook
Clerk to the Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF FULL PARISH COUNCIL

HELD ON TUESDAY 22nd JUNE 2021 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Lloyd, Hanson, Northam, I. Alexander, Trundle, Bell, and S. Alexander.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 8 including {Neighbourhood Warden Conroy, WSCC Cllr Paul Linehan and HDC Cllr Bob Platt}

Meeting commenced 7.32 pm

DRAFT MINUTES

ACTION

FULL/21/18 APOLOGIES FOR ABSENCE

18.1 Apologies were received from Cllr Young, Rudkin, S. Sullivan and G. Sullivan. Cllrs Campbell and Goldsmith were absent.

FULL/21/19 DECLARATIONS OF INTEREST

19.1 Cllr I. Alexander declared a personal interest in item 25.3 as he is Chair of the Steyping and District Community Partnership. Cllr Bell declared a personal interest in item 26.1. as former Chair of the NP steering committee

FULL/21/20 QUESTIONS FROM THE FLOOR (in Summary)

20.1.1 **Q.** – Mr Trevor Cree made a statement and had three questions. He was pleased that after a period of time the Steyping Neighbourhood plan was being discussed once again and hoped Cllr Bell would take up the position of Chairman once again on the new SPC NP Steering Committee. His questions as follows:-
1. Has the Steyping NP consultant been briefed to save any further delays being encountered?
2. Regarding item {28.1 (below)} - Is it the intention of the Personnel committee to spend taxpayer's money on seeking legal advice from a solicitor when free of charge advice is at hand from WSALC or Monitoring office?
3. Has the SPC Clerk or any other staff member made a formal complaint about any SPC Councillor because if they have then the correct channel is to make an official code of conduct complaint to the HDC standards office via the agreement of the SPC Council.

20.1.2 **A.** – 1. The Clerk answered that he had been in touch with the consultant to check his availability and willingness to assist over the next two months, so he is aware that we may well need his services.
2. – The Chair answered that there is an item on the agenda to discuss whether legal advice is sort, and a decision will be made then.
3. – The Chair said, 'that's confidential business within the Council, and I don't therefore think it appropriate to answer that question'. {However later it transpired that no such complaint by a member of staff had been made}

20.2.1 **Q.** – Robert Mattinson made a statement saying he was hoping to address the full council regards Neighbourhood Plan (N.Plan), but that there are notable absentees tonight, Questions as follows:-
1. – Given that SPC is keen to promote transparency and accountability, in respect to the end of the N. plan consultation process, why haven't the residents received the response that they are entitled to?
2. – Agenda item 9 suggests there is knowledge that there are certain important areas of the supposed robust plan that is not entirely fit for purpose as was claimed at the time. Please can the Council share that information?

3. – We are aware of Bramber PC's failed attempt to designate Clays Field a Local Green Space (LGS) despite some strong credentials. I objected strongly to my land at Sweetlands being brought forward for LGS designation especially as it was clear that the national planning framework states that LGS should not be used to undermine current and emerging policy in town planning. SDNP has made it a priority commitment to ensure affordable homes are built working with local N.Plans. I think it vitally important that the whole community gets to see the examiners verdict immediately. Can the council agree that we hear the decision before any possible decision is undertaken to form further volunteer groups?

20.2.2 **A – We will be discussing this later on the agenda and I hope that at least in part this will give you some of the explanations you are looking for. Also, if you would like to submit your questions to the office, we would be able to give you greater depth of explanation.**

FULL/21/21 MINUTES OF PREVIOUS MEETINGS

21.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the minutes for the 17th May 2021 meeting be accepted as true and fair record. **Agreed**

FULL/21/22 MATTERS ARISING – were taken as read as per agenda

22.1 'Acceptance of office' forms completed and logged for newly elected SPC Chair and Vice Chair – **Actioned**

22.2 Planning and Premises Committee be formed, augmenting existing Planning Committee responsibilities – **Actioned**

22.3 Newly elected Committee membership and Chairman associated admin completed – **Actioned**

22.4 Clerk's office to respond to Steyning and District Partnership, detailing SPC support for BBQ event - **Actioned**

22.5 Clerk to amend SPC Standing Orders as per agreed – **Actioned**

22.6 Clerk to amend SPC Scheme of delegation as per agreed - **Actioned**

22.7 Clerk's office to publish on SPC web site the twenty updated SPC policies as per adopted – **Actioned**

22.8 Clerk to amend and publish SPC Health and Safety Policy as per agreed – **Actioned**

22.9 Clerk to amend and publish SPC Grant Awarding Policy as per agreed – **Actioned**

22.10 Clerk to amend and publish SPC Death of a Senior National Figure Policy – **Actioned**

22.11 Newly elected SPC members representation on outside bodies associated admin completed – **Actioned**

22.12 Four subscriptions to outside bodies having received approval to be paid - **Actioned**

22.13 Clerk to bring three governance items back to Full Council that could not be placed on agenda – **Actioned**

22.14 Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 26.1**

22.15 SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 27.4**

22.16	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing	Cllr.Norcross
22.17	Internal Auditor appointment details to be brought back to Full Council – Ongoing	CLERK
22.18	Cllr Alexander to attend 15 th June SDNP webinar session – Actioned	
22.19	Further WSCC liaison with residents for Godstalls Lane Community Highway Application - Ongoing	CLERK
22.20	Requested Motion to be brought back to Full Council Meeting – See item 31.1	
22.21	Cllr Lloyd to clarify nature of consultation response given to HDC – Cllr Lloyd updated that SPC was too late to submit a response to the public spaces protection order consultation at the end of March, but they were happy to take a representation from us {the representation having already been sent to HDC by the Deputy Clerk}	
FULL/21/23	REPORT FROM COUNTY AND DISTRICT COUNCILLORS	
23.1	Cllr Linehan – (WSCC) SPC welcomed Cllr Linehan for his first representative meeting update. Though having only been in office a short time he confirmed the re-lining of the High Street markings was via his pressing WSCC highways department for action. He confirmed he had been involved with a ‘Section 278’ submission which deals with impact on highways issues – in this case ‘The Towers’ in Upper Beeding and in relation to the school’s application for change of use of the site and the implications that has for the surrounding area including Steyning. Clerk to send on details of Ham Farm Soft Sands proposed excavations to Cllr Linehan for his information.	CLERK
23.2	Cllr Bob Platt – (HDC) updated that the Horsham District Plan is still out for consultation with much correspondence concerning complaints relating to proposed developments in the Adversane area.	
23.3	Cllr Tim Lloyd – (HDC) updated there had been reshuffles within the HDC cabinet	
FULL/21/24	NEIGHBOURHOOD WARDENS’ REPORT	
24.1	Council received the Neighbourhood Wardens report for May/June 2021 from Warden Conroy who was in attendance. One particular item focused on recent joint operations with undercover police leading to arrests on the High Street of individuals who were dealing drugs. On the 28 th May the police authorised a section 35 dispersal order due to a mass gathering of 300 people, the concern being underage drinking, antisocial behaviour and Covid rules being broken.	
24.2	Greg Charman is due to leave the Wardens coordination role. No replacement as yet. Cllr Northam made suggestion as to Wardens reports showing more comparisons between areas across the district – item to be brought to Wardens steering committee.	
24.3	Disused deregistered Disabled parking bays were discussed – noted three such bays in Charlton Street – Cllr Linehan to pursue WSCC highways to see if lines can be removed.	Cllr Linehan
FULL/21/25	SPC COMMUNITY PROJECTS	
25.1	Clerk updated on progress on the Proposed ‘20 mph Steyning Speed Limit’ project which included recent decisions at Community Committee to publish reports based upon the public consultation and continuing progress on the draft scheme application	

25.2	Clerk updated on progress concerning the proposed Ham Farm Soft Sands and stated the working party were continuing work on a draft brief for planning consultants, with another meeting due in the coming week	CLERK
25.3	Steyning Grammar School, Towers Campus – Council discussed representation on to a working group, to be led by the Steyning and District Partnership, which is to investigate transport initiatives to assist safe travel for pupils between the Towers campus and the Shooting Field site. Cllr Norcross proposed, seconded by Cllr Lloyd that Cllr S. Alexander is the representative councillor {on the working party to discuss travel initiatives between Towers campus and the schools shooting field site}. Agreed	Cllr S. Alexander
FULL/21/26	SPC NEIGHBOURHOOD PLAN	
26.1	The Chair took the opportunity to correct the details of a statement made by an SPC councillor at a previous Full Council meeting in February whereby it was stated that the SPC plan had passed HDC legal analysis with flying colours and that Chris Paterson who is the HDC advisor had praised the plan and in particular the Local Green Space designations. The Chair reported that Mr. Paterson had subsequently stated that HDC had carried out a legal compliance check and all this does is check that the correct documents have been submitted and all is in order in terms of these submitted documents. He also stated that he ‘had not thoroughly praised the report {SPC Plan}, and nor is it my place to do so’.	
26.2	In anticipation of the need for SPC to provide a response to the examiner should he require any further clarification in respect of any resident representations, Council discussed the need to reconstitute the NP steering committee so that responses can be swiftly dealt with. Cllr Norcross proposed, seconded by Cllr S. Alexander that the SPC Neighbourhood plan steering committee be reconstituted. Agreed	CLERK
26.3	Council discussed the proposed four councillor representatives as per Neighbourhood plan steering committee terms of reference. Cllr Norcross proposed, seconded by Cllr S. Alexander that the four SPC Councillors for the reconstituted SPC Neighbourhood Plan Steering Committee are Cllrs Bell, Northam, Norcross and Young. Agreed	
26.4	Councillors discussed the recruitment of resident volunteers to fill the up to eight spaces on this Steering Committee. It was felt that to speed up this selection process, which had previously taken some time, it would be prudent to return to those volunteers who had previously been selected by SPC, in the first instance. Also, it was felt this would better enable the process to benefit from wider and more relevant experience. Cllr Northam proposed, seconded by Cllr Norcross that Council wish to delegate the Clerk with Cllr Richard Bell to make contact with Steyning residents who have previously been members of the Steyning Neighbourhood plan steering committees, in the local community to ask if they would be willing to put their name forward {as resident recruits}. Agreed	CLERK
26.5	Subsequent to SPC agreeing to reconstitute the NP Steering Committee, Council discussed the NP Steering Committee’s’ Terms of Reference. Cllr Lloyd proposed, seconded by Cllr Northam that the four elected members of the newly reconstituted Steyning Neighbourhood Plan Steering Committee look at updating the Steering Committee Terms of Reference and bring it back to Full Council for agreement. Agreed	CLERK
FULL/21/27	GOVERNANCE AND FINANCE MATTERS	
27.1	Cllr Norcross proposed, seconded by Cllr Lloyd that Council agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2021 with associated notes to be sent to the external auditor having been signed by the SPC Chair, and that the ‘Notice of Public Rights’ be published as per supporting papers. Agreed	CLERK

27.2	Cllr Norcross proposed, seconded by Cllr Northam that Council agrees the amended Steyning PC Meeting schedule 2021/22 (as per supporting papers). Agreed	CLERK
27.3	To discuss and agree to adopt the newly produced, and HDC approved, Code of Conduct Policy. Cllr Norcross proposed, seconded by Cllr Northam that this document {HDC approved Code of Conduct} is first taken to the Working Practices Group and then their recommendation is brought back to full council. Agreed	CLERK
27.4	The Clerk updated progress on the SPC Land register, which is still being updated with the solicitor completing searches for information on SPC's behalf but that this will continue to take some time.	CLERK
27.5	The Clerk updated that there has been no expenditure incurred by SPC under section 137 of the local government act 1972 either last year nor any planned in the forthcoming year.	
FULL/21/28 28.1	Council discussed the recommendation from SPC Personnel Committee that Full Council seek legal advice as to how the Council can protect its Staff, as a matter of urgency, from members supervising, instructing, or imposing their will on the Staff. Members emphasised that this item is not about imposing sanctions rather it is about staff welfare. Cllr Lloyd proposed, seconded by Cllr S. Alexander that Full Council delegate that Personnel Committee to seek legal advice as to how the Council can protect its Staff, as a matter of urgency, from members supervising, instructing, or imposing their will on the Staff and to bring back the legal advice as a recommendation to Full Council. Agreed	CLERK / Personnel Committee
28.2	Council discussed whether SPC should have sight of correspondence from Cllrs between Cllrs and HR Services to justify the invoices received. The Chair explained that correspondence between HR Services and some Cllrs had generated expenditure, but that neither HR services nor the Councillors were willing for the content of the correspondence to be known to other Councillors unless there was an agreed Full Council motion to that affect. Therefore, Cllr Norcross proposed, seconded by Cllr Northam that HR services are requested to send copies to SPC of all correspondence between themselves and any Steyning Parish Councillors since May 2019. Agreed	Cllr Norcross / HR Services
FULL/21/29	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
29.1	Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) No meeting or information to update.	
29.2	Cllr Bell updated regarding Isolation and Loneliness / PPG. That there had been a meeting which he was unable to attend and Cllr Young who had done so was not in attendance this evening to report.	
29.3	Cllrs Alexander and Lloyd – Wardens Steering Group – Nothing to update.	
29.4	Cllr Northam updated regarding the Joint Parishes Cemetery Committee. The Committee met on the 23 rd April. JPCC Minutes to come out in due course. However, in summary, up to the 31 st March 2021, there have been 14 new grave plots dug in the year. There now being 106 plots left available altogether with 40 being prebooked. The committee decided they should discontinue the policy of allowing the prebooking of plots due to the small number left - approximately 8 years' worth. The search for more burial space continues.	
29.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party. There had been a working party meeting to discuss the Pocket Park idea for Chandlers Way – more details will follow - when a draft application to HDC is to be produced.	

29.6 Cllr Norcross updated on the Joint Parishes Youth Committee. Minutes from the last meeting are available on the web site. The service was meant to re-establish itself at the Cuthman Centre but unfortunately the school had had to shut on that day once again due to Covid

FULL/21/30 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

30.1 **Planning Committee** – Cllr Norcross **proposed, seconded** by Cllr Northam to receive the Minutes and Draft Minutes from the meetings held on the 25th January, 11th and 22nd February, 8th and 22nd March and the 26th April 2021. **Agreed**

30.2.1 **Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Lloyd to receive the Minutes and Draft Minutes from the meetings held on the 5th January, 2nd February and 6th May 2021. **Agreed - Unanimous**

30.2.2 **Community Committee** – Cllr Norcross **proposed, seconded** by Cllr Lloyd to receive the Minutes of the meetings held on the 2nd March and the 6th April 2021. **Agreed. 6 For, 1 against, 1 abstained.**

30.3 **Personnel Committee** – Cllr Norcross **proposed, seconded** by Cllr S. Alexander to receive the Minutes and Draft Minutes from the meetings held on the 25th and 27th January, 24th February, 23rd March, and 9th June 2021 and adopt the recommendations as per the minutes. **Agreed**

30.4 **Finance and General Purposes Committee** – Cllr Norcross **proposed, seconded** by Cllr S. Alexander to receive the Minutes and Draft Minutes of the meetings held on the 12th January, 9th February, and 22nd April 2021. **Agreed**

30.5 **Planning and Premises Committee** – Cllr Norcross **proposed, seconded** by Cllr Bell to receive the Draft Minutes of the meeting held on the 24th May 2021. **Agreed.**

FULL/21/31 REQUESTED MOTION FROM CLLR CAMPBELL

31.1 In Paul's absence Cllr Norcross **proposed, seconded** by Cllr S. Alexander's Cllr Campbells motion - That the following provision in the Scheme of Delegation be amended as shown in italics '3.1.17 Dealing with all FOI/SAR requests as per the FOI Policy and report these *at its next meeting to F&GP and to copy in all relevant committee members (or full council members if the matter so relates) simultaneously with the answer being sent.*'. **Not Agreed 7 Against, 1 Abstained**

FULL/21/32 CORRESPONDENCE AND INFORMATION ITEMS

32.1 None at time of publication

FULL/21/33 DATE OF NEXT FULL COUNCIL MEETING: 19th July 2021 at 7.30pm

Meeting closed at 10.09 pm

Signed Date 19th July 2021
Chairman

A Video recording of this meeting is available on the SPC Website at :

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

The UK's fastest widely available broadband could be coming your way

We've got some great news. Virgin Media are registered suppliers to the Government's Gigabit Broadband Voucher scheme, and your home or business could be eligible for funding from the Department for Digital, Culture, Media & Sport (DCMS). The scheme provides funding in the form of vouchers to us, to deliver your connection and bring our lightning-fast broadband and amazing TV to you.

Sound good? Here's how it works...

-  Once we receive enough interest from you and your neighbours, we will apply on your behalf for a DCMS funding voucher for each of your homes
-  If you would like to get connected to our network, please follow the link below
-  Spread the word in your community to get more people to register their interest
-  If the application's approved a voucher will be issued for your premise, and the DCMS will check you are happy to go ahead via e-mail
-  Once approved, we can get to work to deliver your new voucher funded connection
-  Once Virgin Media services have been purchased and fully installed, DCMS will check via e-mail to make sure it is live and working

Scan here to register your interest
now or visit virginmedia.com/GBVS



Complete registration form virginmedia.com/GBVS to demonstrate interest in UK Government's Gigabit Broadband Voucher Scheme. Available to residents and small businesses in rural areas who are not currently able to receive over 100Mbps. The voucher will be paid to Virgin Media and subsidise the cost of cabling your area. New broadband service taken must have at least a 12-month minimum term and be double your current speed or above 100Mbps, whichever is lower. Personal data such as your name, address, email and phone number will be collected by Virgin Media and passed to The Department for Digital, Culture, Media & Sport (DCMS) in order to administer a funding voucher on your behalf. Data will be held for 8 years after your premise has been cabled. If a voucher is approved, your area should be cabled within 12 months. Registration of interest and confirmation of consent to DCMS does not guarantee that Virgin Media services will be made available. For full scheme terms and eligibility criteria see here <https://gigabitvoucher.culture.gov.uk/wp-content/uploads/2021/04/GBVS-Eligibility-Terms-and-Conditions-v0.6.pdf>



Strap yourself in

Steining, Upper Beeding and Bramber, lightning-fast broadband could be coming your way.

Supported by

 Department for Digital, Culture, Media & Sport

**GIGABIT BROADBAND
VOUCHER SCHEME**

Why gigabit?

Gigabit-capable networks are future proof. They can deliver the connection speeds we need - not only today but far into the future.



For homes

Demand for greater and greater digital connectivity around the home is only set to accelerate for

- video and music streaming
- cloud storage
- video calling
- use of internet connected devices
- flexible working opportunities



For small to medium sized businesses

Getting ready for a gigabit speed with full fibre connections will support increasing demand for

- online business applications
- internet connected devices
- cloud data storage
- cyber security systems
- streamed services such as video conferencing
- remote and flexible working for employees

www.gigabitvoucher.culture.gov.uk

 HM Government

**GIGABIT BROADBAND
VOUCHER SCHEME**

**Broadband for
Rural Communities**



NEW Some of the hard to reach places in the UK are eligible for funding towards the cost of installing gigabit-capable broadband to their premises when part of a group project.

How do you qualify?

1. Premises must be in rural areas
 2. Available broadband speeds must be less than 100 Megabits per second (and not gigabit-capable)
 3. You must be part of a group project (two or more premises)
- You can check whether you are eligible for our rural gigabit voucher and search for a registered supplier by looking up your address on gigabitvoucher.culture.gov.uk

A gigabit is the same as 1,000 megabits - so it's a big leap forward in connection speeds that will benefit you into the future.

Full fibre is optic fibre cable connected all the way to your premises that is capable of delivering gigabit-capable broadband speed.

Gigabit-capable means that the connection can handle speeds of 1,000 Megabits per second but you only sign up to speeds you can afford. As your demand increases, you can pay for more speed.

What do you do next?

1. Talk to suppliers active in your area for the connection deal that is right for you.
2. Your chosen supplier will advise you on your eligibility and guide you through the process.
3. You must commit to a 12-month contract with your supplier for download speeds that are double your current speed and at least 30 Mbps through a gigabit-capable connection.

PROJECT GIGABIT

Fast and reliable broadband for everyone in the UK

PROJECT GIGABIT

Fast and reliable broadband for everyone in the UK

Q&A
Gigabit vouchers scheme - West Sussex

What is the gigabit voucher scheme?

As part of the Government's £5 billion 'Project Gigabit' mission to reach a minimum of 85% gigabit capable coverage by 2025, it is giving those that can only get broadband speeds below 100Mbps the ability to apply for vouchers to get gigabit speeds to their home.

More information can be found on the Govt website > <https://gigabitvoucher.culture.gov.uk/>

Is this the first time Virgin Media O2 has taken part in the scheme?

This is our first ever residential voucher scheme but have done this for business customers.

Which areas can apply?

In West Sussex, resident's and small businesses in Steyning, Upper Beeding & Bramber can pledge their vouchers to Virgin Media O2.

Who is eligible?

Those that have existing broadband speeds of less than 100Mbps and a gigabit capable network isn't likely to be built to that area commercially in the near future

How do residents apply for vouchers?

- Visit www.virginmedia.com/GBVS to register interest and request a voucher
- Select "Residential" or "Business" and complete the relevant form
- Virgin Media O2 will respond via email to residents to confirm if their premise is included within the scheme. Business customers will be contacted directly to confirm qualifying criteria
- DCMS will contact all voucher applicants via email to confirm the application and again once services have been installed

When will Virgin Media O2 begin to connect homes?

Depending on the success of the registration we will look to commence the build the end of September

How fast will broadband speeds be in the area?

Virgin Media will be bringing its 'Gig1', gigabit broadband service to all homes as part of the scheme. This will bring speeds up to 25 times faster the local average.

Virgin Media O2 has long talked about its private investment in its network, why is it now seeking funding via the scheme?

Virgin Media O2 privately invests £1billion per year as part of its network expansion programme to connect homes to its ultrafast network.

Due to the acceleration of our gigabit rollout, we want to help the govt in its mission to connect more homes to gigabit broadband speeds.

However, connecting some parts of the UK to our network isn't currently commercially viable to us due to the complexity of the civil engineering work required, so this scheme is a great opportunity for more homes to access our ultrafast speeds.

The majority of the cost of connecting these premises in West Sussex will still be from our own private investment.

Further information Item 6.1.3

Virgin Media O2 to use gigabit voucher scheme for first time to connect rural homes

- Virgin Media O2 launches its first ever residential gigabit voucher scheme to connect rural locations in West Sussex to next-generation connectivity
- Residents and small businesses in Steyning, Upper Beeding & Bramber can register their interest in the scheme now to help bring Virgin Media O2's gigabit broadband speeds to the area – 25 times faster than the local average
- The Gigabit Broadband Voucher Scheme is part of the UK Government's 'Project Gigabit' drive to connect hard-to-reach areas to gigabit broadband speeds
- Virgin Media O2 is spearheading the UK's gigabit charge with more than 7 million homes already able to access its Gig1 service, with the rest of the network set to gain access to these next-generation speeds by the end of the year

Virgin Media O2 is, for the first time, making use of the Government's Gigabit Broadband Voucher Scheme to help residents in West Sussex benefit from next-generation connectivity.

Working closely with West Sussex County Council, Horsham District Council and The Department for Digital, Culture, Media & Sport (DCMS), the scheme is part of the Government's £5 billion 'Project Gigabit' mission to bring gigabit broadband to every corner of the UK.

Virgin Media O2 is inviting residents in the area to register their interest so that Gigabit Broadband Vouchers can be used, alongside private investment from the company, to help connect them to some of the nation's fastest broadband speeds of up to 1.1Gbps. Businesses can also apply for vouchers as part of the scheme.

This is Virgin Media O2's first involvement in a DCMS residential broadband voucher scheme and is the largest of its kind in West Sussex. It is available to thousands of homes and small businesses in West Steyning, Upper Beeding and Bramber where current broadband speeds are below the national average.

The average broadband speed in the area is 43.8Mbps but many premises experience much slower connections. Virgin Media's Gig1 service will provide a boost to broadband speeds by offering services up to 25 times faster at a time when quick and reliable connectivity has never been more important.

Virgin Media O2 is leading Britain's gigabit charge and boasts the largest gigabit network in the UK. It will bring gigabit connectivity to its entire network – covering more than 15 million homes and businesses – by the end of 2021, helping to deliver nearly two thirds of the Government's 2025 broadband target four years early.

The company has committed to invest at least £10bn over the next 5 years in the UK and, building on the success of its existing fibre network expansion activity, is planning to go further and faster by deploying fibre to millions of additional homes across the country. This investment will see the business contribute even further to the

Government's connectivity targets – upgrading infrastructure in more parts of the country and bringing greater choice and competition to many areas that need it most.

Digital Infrastructure Minister, Matt Warman, said:

“Our broadband voucher scheme is energising broadband firms to deliver ultra high-speed connections to the most hard-to-reach parts and I’m delighted to hear Virgin Media O2 has joined us and launched its first scheme in West Sussex.”

“There is up to £210 million worth of vouchers up for grabs across the UK and I’d encourage anyone looking for a broadband boost to apply.”

Rob Evans, Managing Director, Fixed Network Expansion at Virgin Media O2, said:

“We’re spearheading the UK’s broadband charge with the nation’s largest gigabit network that is expanding to new areas each day.

“Our mission is to upgrade the UK and this voucher scheme, combined with our continued private investment, will help to bring the benefits of next-generation digital infrastructure to harder-to-reach areas. We urge residents in West Sussex to get involved and register their interest so that Virgin Media O2 can bring gigabit connectivity to West Sussex communities as quickly as possible.”

Steve Waight, County Council Cabinet Member responsible for Digital Infrastructure, said:

“I am delighted that Virgin Media has chosen to launch its first ever residential gigabit vouchers scheme in Steyning, Bramber and Upper Beeding. Residents and small businesses locally are set to benefit from technology that can offer the fastest, most reliable broadband speeds which will make all the difference to living, working and schooling as well as running businesses and retail, including from home.

“This opportunity is one of a kind and without it the area may have to wait years for an equivalent gigabit-capable broadband service. I encourage everyone who is minded to pledge their voucher to Virgin Media to sign up and unlock the public funding that will help to make these exciting plans a reality.”

Virgin Media O2 will be raising awareness of the Gigabit Voucher Scheme with more information being sent to eligible addresses as well as running community events in line with current Covid-19 guidelines and restrictions.

How can residents apply for the Gigabit Voucher Scheme?

- Visit www.virginmedia.com/gbvs to register interest and request a voucher
- Select “Residential” or “Business” and complete the relevant form

- Virgin Media O2 will respond via email to residents to confirm if their premises is included within the scheme. Business customers will be contacted directly to confirm qualifying criteria
- DCMS will contact all voucher applicants via email to confirm the application and again once services have been installed

For more information on the Gigabit Voucher Scheme, visit
> <https://gigabitvoucher.culture.gov.uk/>

Notes to editor

Vouchers worth up to £1,500 for homes and £3,500 for businesses help to cover the costs of installing gigabit-capable broadband. For more information on the Gigabit Voucher Scheme, visit > <https://gigabitvoucher.culture.gov.uk/>

SOFT SANDS WORKING PARTY DRAFT BRIEF FOR PLANNING CONSULTANTS

Item 6.3

Briefing Note

The Soft Sands Working Party was tasked with attempting to gain an idea of how much pursuing this matter further would cost, should a contractor put in planning permission for soft sands extraction at Ham Farm, with SPC needing to agree whether to contest the matter above and beyond what it has done so far, based upon estimates from planning consultants, and on behalf of the residents of Steyning.

Please see below therefore a draft brief compiled by the working party following our last meeting on the 24th June, which if sent with covering letter to a number of prospective planning consultants would, one might hope, lead to our receiving a better understanding of the likely costs without actually committing to any expenditure.

STEYNING PARISH COUNCIL

HAM FARM SOFT SAND SITE

BRIEF FOR PLANNING CONSULTANTS

Steyning Parish Council (SPC) wish to appoint a Planning Consultancy to assist SPC in responding to a Planning Application to develop the Ham Farm Soft Sand site now allocated in the West Sussex Joint Minerals Local Plan. It is anticipated that the Owner and Operator will submit a Planning Application and SPC wishes to ensure that all proper Conditions are appended to any Consent. The timing of the submission of the Application is currently unknown but SPC wishes to be in a position to react in a timely fashion.

SPC has objected to the allocation of the Site in the JMLP and further objected to the Site in the recently completed Soft Sand Review. Many of SPC's objections relate to matters of principle and procedure and are no longer relevant. It is now considered that the topics most likely to be of concern, and the expertise required, are as follows.

Topic	Expert
Impacts on historic buildings	Environmental Analyst
Impacts on amenity of neighbouring buildings	Environmental Analyst
Buffer zones along tree lines and hedge rows	Arborist
Buffer zones adjacent to properties to enable screening to be provided	Environmental Analyst
Measures to control additional noise to permitted levels	Environmental Analyst
Measures to control dust	Environmental Analyst
Mitigation of lighting pollution	Environmental Analyst

The JMLP (Amended) includes a list of Development Principles for the Ham Farm Site (see paragraph 7.2.7). SPC wishes to ensure that any Consent complies with these Development Principles and also with the additional Development Principles suggested by SPC which were subsequently omitted by the Inspector.

The commission could have three phases:

- 1 An initial assessment of the Planning Application to identify matters to which SPC might wish to object.
- 2 Preparation of Objections to the Planning Application.
- 3 Representation of SPC's case at the Public Inquiry.

Phase 1 will almost certainly be required if and when a Planning Application is submitted. The scope and content of Phase 2 is dependent on the outcome of Phase 1. The need for Phase 3 is dependent on the detailed considerations in Phase 2 and on the outcome of any negotiations initiated by the Promoter.

At this stage, SPC would like the prospective Planning Consultancy to provide:

- evidence of similar commissions carried out previously (see below), including participation in public inquiries;
- a proposed team of manager and experts with brief CVs; and
- daily fee rates.

Most Planning Consultants' websites illustrate assistance with Planning Applications and Appeals, with the aim of securing Planning Permission. The work which SPC requires is to challenge and, if possible, prevent the award of Planning Permission. Rather than being an advocate for the Promoter, the selected consultant will need to act primarily on behalf of an Objector. In responding, Consultants should highlight similar experience.

Most Planning Consultants' websites illustrate capability and prowess in developments of buildings of one kind or another. SPC's concern is a site proposed for mineral (soft sand) extraction. In responding, Consultants should highlight experience of similar applications.

Until the Application is available it is clearly difficult to gauge the amount of work involved with any precision. It is proposed, therefore, that on receipt of the Planning Application, SPC will request a fee estimate for Phase 1. At the end of Phase 1, a similar request will be made for Phases 2 and 3.

Combined Warden Monthly Report

June 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	101	ASB incidents TOTAL:	7
Foot patrol TOTAL:	38	Noise	2
Foot (high visibility) – Steyning	17	Neighbours	1
Foot (high visibility) – Bramber	6	Driving/vehicles	0
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	60	Alcohol /drugs	1/2
Vehicle patrol - Steyning	30	Public order	1
Vehicle patrol - Bramber	10	Clear up/disposal reports TOTAL:	7
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	4
Community Protection Warning/Notice	1	Drug litter	1
Parking alert	0	Hazards	0
Police reports TOTAL:	6	Admin	30
Phone (including 101 and 999)	0	School contact / Youth Engagement	1
Email	2	Reports to DVLA	2
E-CINS (multi-agency reporting)	0	Community events attended	1
Verbal	4	Calls and Visits to vulnerable people (all ages)	10
Media reports TOTAL:	0	Signposting	1
Press release / Community magazines	0	Safeguarding referral	0
Social Media	0	Reports to Operation Crackdown	1

ASB/crime/criminal damage

Steyning –

Two young males and members of the group that were arrested and cautioned by the police the previous month were arrested for being drunk and disorderly and throwing beer bottles into the Police station car park.

Steyning Community Centre Staff are once again being subjected to intimidating and nuisance behaviour from a group of young males and females. They have been identified by C.C.T.V and have been spoken to by Police. We have stepped up patrols and static monitoring of the area.

We had a report of a cat that was killed by a dog whilst off the lead .We have managed to locate the Dog's owner and have issued him with an official warning to ensure that he keeps his dog on a leash and under control. He has been warned that further action will be taken (An order to muzzle his dog) if he does not comply.

A large Rave took place on the Steyning Bostal involving over two thousand participants. Police closed roads in the area whilst they took action to disperse the crowds. Many arrests were made for drink and drug driving offences.

Following Intel regarding a planned party of end of school year pupils, we engaged with a group of young people on the memorial playing field and confiscated some alcohol.

Bramber –

We engaged with a group of young people whom we suspected of smoking cannabis in the Castle grounds. We have fed the Intel into the police.

Upper Beeding –

We have had reports of young people gathering in the grounds of the primary school in the late evening. We have stepped up our patrols of the area.

Following complaints of noise nuisance in the early hours of the morning we visited a residents premises and gave words of advice following a wedding party.

Parking/vehicles

Steyning

Nothing to report

Bramber-

Nothing to report

Upper Beeding-

Nothing to report

Fly tipping/littering/graffiti

Steyning –

Following The Rave teams from Horsham district Council and volunteers carried out an extensive clear up of the area.

Bramber –

Upper Beeding-

Community Events/Meetings

We participated in a post Rave public briefing with Police Community Support Officers.

Patrols (foot/visible and car)

We increased static monitoring of Fletchers Croft Car Park, the Steyning Community Centre and the Memorial Playing Field.

Elderly and Youth

We are now carrying out regular Social trips for the residents of Dingemans.

Licensing

Nothing to report.

Steypning –
Bramber –
Upper Beeding –

Dog related issues

See ASB Steypning

Steypning –
Bramber –
Upper Beeding

Some of the key points in relation to the Steyning 'Unlicensed music event/rave' – Dated 26th to 28th June 2021

- Police were made aware in early hours of Sunday morning via a local resident of a convoy of cars heading along Bostal Road in Steyning.
- There were approximately 3,000 people in attendance at the site of this 'rave' with a significant number of vehicles 100+ blocking the roads leading to the site. People were abandoning their cars on verges and there were also a large number of people on foot. The people who were stopped had come from across the country to attend the location.
- Due to the size of the gathering this was hugely resource intensive and required mutual aid from Hampshire, Surrey, Kent and Thames Valley Police to support the Sussex Police Force.
- There has been in excess of 80 arrests for offences including drink/drug drive and public order offences and an investigation is now underway and sits with CID at Worthing. This will include looking at any covid legislation breaches.
- To date there are still a few vehicles and their occupants in situ (Sleeping it off) but the plan this morning {Monday 28th June} will be to disperse anyone remaining and return the location back to normal.
- Police Chief Superintendent Howard Hodges will be doing media interviews today due to the fact this has made local and national press.
- The local NPT team will continue to monitor tensions and the Police have a number of street briefings planned, with Councillors, Police, PCSO's and the Wardens in attendance and working collaboratively.

Direct link to Police press releases concerning the incident as follows:-

<https://www.sussex.police.uk/news/sussex/news/news/further-arrests-made-at-unlicensed-music-event-in-steyning-following-identification-of-organisers/>

Below is a copy of the Last News release from the Police concerning the unlicensed music event – dated 27th June 2021

Further arrests made at unlicensed music event in Steyning following identification of organisers

Police have made further arrests after being made aware and responding to a large unlicensed music event in Steyning in the early hours of Sunday (27 June).

At its height, up to 2,000 people were present and a significant number of officers were deployed to the area to bring the event which included a large number of vehicles and pedestrians near Bostal Road to a safe conclusion.

Officers attempted to engage with those present, however were met with significant hostility. One officer was assaulted while attempting to detain an individual resisting arrest. A police community support officer is also being treated for a suspected broken arm following a collision involving a police car and a vehicle being driven by someone leaving the event. The driver and passengers of the second vehicle were also taken to hospital as a precaution. A 20-year-old man from Redditch, was arrested on suspicion of driving while under the influence of both drink and drugs in relation to this collision.

At 5.45pm, a directive to leave the area was issued by police and the event reached a conclusion at 7.15pm however there remains significant disruption on the roads in the area, owing to the high volume of vehicles in the vicinity and people are again urged to avoid the area if possible.

A large volume of music equipment, including sound systems and speakers, was seized by officers. As a result, a further eight individuals were identified as the organisers of the unlicensed event and arrested.

A second collision with another police vehicle was reported at approximately 7pm. The driver was arrested on suspicion of failing to stop, dangerous driving and failing to provide a breath test.

At this time, in excess of 50 people have been arrested on suspicion of offences including drink and drug-driving, possession of drugs and theft, and have been taken into custody. It is expected that this figure will increase, making it one of the largest, unplanned operations Sussex Police has experienced in recent years.

Detective Superintendent Juliet Parker said: "Due to the mindless actions of a large number of people, the majority of whom have travelled from out of county, the community of Steyning has experienced significant disruption and I'd like to personally thank the public for their patience, understanding and co-operation as we sought to bring this event to a close.

"With a situation of this size, our utmost priority must be the safety of the public as well as our officers and emergency services colleagues at the scene. This therefore has required a significant police response involving officers from across Sussex as well as officers from surrounding forces. Officers who would have normally been dealing with serious crime and supporting the most vulnerable in our counties.

"These individuals have demonstrated a complete disregard for the local community, the heritage of the area and the existing Covid-19 regulations. We will not tolerate behaviour like this within Sussex, as can be seen by the high volume of arrests made over the course of the event. We will continue to robustly investigate this illegal activity; seeking to further arrest and prosecute wherever possible."

Officers will remain in the area for the foreseeable time and will continue to proactively stop all vehicles leaving the area.

Item 9.2

Appointment of Resident Volunteers to Steyning Neighbourhood Plan Steering Committee

Briefing Note

We have contacted 12 former members from both the last Steering committee, and the previous SWAB steering committee who are resident in Steyning as per decision to do so at the last Full Council Meeting.

From these 12 names which included former Councillors who now could be regarded as resident volunteers, we had positive replies from 7 former members with 6 of those 7 confirming they would be willing to help us by taking up the position of Steering Committee members (One not yet committing to that fact) should SPC at Mondays Full Council meeting agree to their inclusion.

The details of those willing to stand noted below.

It should be noted that as SPC have previously agreed to their inclusion on SPC Neighbourhood plan steering committees then one would hope that this selection process is sped up to a successful conclusion at the Monday meeting.

The Clerk will be asking for updated 'register of interests' and ensure all are aware of and agree to abide by the agreed Terms of reference and the updated SPC Standing orders and other policies.

List of Proposed Members

Mariella Alexander

Russell Barnes

Paul Cotton

Sally Johnstone {Not yet confirmed as wanting to stand for membership – 15th July}

Paul Maidment

Nick Muggridge

Murray van der Poll



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Investors in Children Award
Ofsted registration

8th July 2021

Dear Steyning Parish Council and the Steyning Centre Committee

I apologise for the timing of this letter, it has been sitting in my drafts box for several months. As you may be aware I am retiring at the end of this academic year on the 16th July 2021. I have been working with my staff and various potential new owners, with a wish to pass the pre-school facility on and maintain Early Years Childcare at the hub of Steyning in The Steyning Centre. I had hoped a smooth transition could be found for children, parents and my staff team.

Unfortunately, due to unforeseen circumstances, the appointed new owner pulled out. Since then West Sussex, The Parish Clerks and myself have been working to secure a new owner and Management to hand over the pre-school to.

For those who are unaware, St Andrews pre-school has been running in the Steyning Community facilities for the past 50 years and I do hope a solution can be found for this to continue.

There was never going to be a perfect time to bow out, but with a major birthday approaching I have been working towards my retirement for many years. The pre-school has been a major part of my life for the past 28 years and the Steyning Centre my home! The joy of being with the children, caring for them and watching them flourish has always been the most rewarding part of working at pre-school. Working through so many different needs with the families together over the years has been very rewarding. Seeing these children grow into confident young adults some with children of their own, catching up on their journeys at stages in between gives me pride of being part of their journey. Now it is time for me to move on and spend time with my own family once again, something I am very much looking forward to.

The past 18 months have been extremely challenging for everyone. I would particularly like to thank Hazel and John who have always had an open door for me to air my views and talk things through with. In fact Hazel has patiently listened and supported me for over 20 years for which I am most grateful.

I am sure I will be entering The Steyning Centre to try out all the different activities held there once going to work no longer rules my days!

With very best wishes to you all.

Kind regards
Marion

Subject:

Census 2021 - Outputs Consultation Launch - LAs - Item 13.2

[View as a webpage](#)

cyfrifiad
census
2021



Launch of the Census 2021 outputs consultation

13 July 2021

Today, we've launched a public consultation, outlining our proposals for the content design and shape of the release plans for Census 2021 outputs.

We're inviting you to take part.

Why we're consulting

As a result of factors such as the coronavirus (COVID-19) pandemic and Brexit, the UK is facing rapid societal change. More than ever, our priority is to deliver timely and accurate statistics, that enable the understanding of that change to inform decision making and service provision.

The aim of this consultation is to obtain an updated view of your detailed needs for Census 2021 data and analysis, and to understand your priorities. Your feedback will help us to make decisions on the final design of the Census 2021 outputs and analysis for England and Wales.

What we're asking

We're asking for your feedback on the proposals we've outlined in the [Census 2021 outputs: content design and release phase proposals](#) document. We've

structured our proposals into sections to help you find the topics that you want to consult on. These include:

- The shape of the outputs and analysis release schedule
- Main changes to variables compared to the 2011 Census
- Proposals for feasibility work to derive new variables
- Population-base specifications
- Taking a census during a period of change
- Paradata, information about how census data was collected and processed

You can find detailed information about the consultation, as well as supporting documentation providing context for the questions we're asking, on [Citizen Space](#), the ONS's consultation platform.

How to take part

The consultation will remain open until midnight on **5 October 2021**.

We recommend you respond to the consultation in our online questionnaire.

Census 2021 outputs consultation

Other ways of responding are available. For example, you can download a word version of the questionnaire from Citizen Space and email your response to census.outputs@ons.gov.uk.

We'll publish our response to users' feedback this winter.

Consultation launch webinar

To support the launch of the consultation, we're hosting a repeated introductory webinar. In each webinar, we will discuss why we are consulting, share what types of questions we are asking and provide a demonstration of how to navigate the online consultation.

The webinar will take place on Microsoft Teams on the following dates:

- 15 July 2021, 12:45-14:00
- 16 July 2021, 12:30-13:45
- 3 August 2021, 11:15-12:30

Register on Eventbrite

Contact us

If you have any questions about the consultation please contact us, the LA Partnerships Team, at 2021Census.LA.Liaison@ons.gov.uk

On behalf of the Census Local Authority Partnership Team

Office for National Statistics | Swyddfa Ystadegau Gwladol | www.ons.gov.uk

2021Census.LA.Liaison@ons.gov.uk

[Register for email updates](#) about Census 2021



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