

# Steyning Parish Council



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

HELD ON MONDAY 20<sup>th</sup> APRIL 2020 AT 7.30PM

Hosted by Hazel Roxby – Deputy Clerk

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

**Clerk:** John Fullbrook

**Members of the Public:** 7 (including District Cllr Bob Platt and WSCC Cllr David Barling)

**Meeting commenced** 7.30 pm

## DRAFT MINUTES

### FULL/19/172 CHAIRMAN'S ANNOUNCEMENTS

172.1

The Chairman reported on the huge changes that had occurred since the last Full Council meeting in February with the Steyning Centre closed, and Parish Council forced to change its habits. He praised fellow councillors Campbell and Cree for their assistance in ensuring Zoom remote meetings could be undertaken. He updated on the SPC Neighbourhood plan consultation process, Freedom of information responses and the range of Covid-19 information available on the SPC web site. {The full transcript is appended to these minutes}.

**ACTIONS**

**CLERK**

### FULL/19/173 APOLOGIES

173.1

Apologies received from Cllrs Young and Taylor. Cllr Northam had sent apologies by email saying his attendance would be delayed but this was only picked up after the meeting by the clerk.

### FULL/19/174 DECLARATIONS OF INTEREST AND DISPENSATIONS

174.1

None received.

### FULL/19/175 QUESTIONS FROM THE FLOOR

Answers given by Councillors noted in this section are not necessarily the considered and agreed position of the Council

175.1.1

**Q – Russell Barnes – Following information From Horsham District council regarding the postponement of Reg 16 concerning the Steyning Parish Councils Neighbourhood Plan. (in summary): - Were the Parish Council prepared to discuss and agree withdrawal of our Neighbourhood Plan and to take this opportunity to add additional policies and enhance/review those that exist already? It would mean that the council would need to go back to Reg 14 however it is a good opportunity to provide a better plan for the community and future generations.**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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- 175.1.2** A – Councillor Campbell read out a response that he had prepared in advance, the contents of which are available on the recording of the meeting and accessible via the web site.
- 175.2.1** Q – Mr Phil Bowell - What is Steyning Parish Council doing for the isolated and lonely in the community - I haven't heard anything at all
- 175.2.2** A – Cllr Goldsmith replied – (In summary) - We are leaving it to the experts at the upper Beeding Hub, backed by WSCC and HDC.
- 175.2.3** Q – Cllr Norcross –Are we are giving our unequivocal support for the work being undertaken by the Hub
- 175.2.4** A – Cllr Goldsmith - Yes, we are
- 175.2.5** Q – Cllr Alexander- Where did the signpost go publicising the Hub's work and why was it removed from the web site
- 175.2.6** A – Cllr Goldsmith – you have seen the emails, so you should know

#### **FULL/19/176 MINUTES OF PREVIOUS MINUTES**

- 176.1** Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the Amended version of the draft minutes of 27<sup>th</sup> November '19 ( as per supporting papers) be approved as an accurate record. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 6 Against (JN, TL, G.Saun, LT, DN, SA). The Chairman used his casting vote to carry the proposal.**
- 176.2** Cllr Goldsmith **proposed , seconded** by Cllr Campbell to defer the minutes from the 20<sup>th</sup> January '20 so that greater detail be added to the discussion regarding the Precept. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 3 Against (SA, TL, G.Saun), 2 Abstained (JN, DH). Cllr Trundle had dropped offline during the vote and did not vote.**
- 178.3** Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that the draft minutes for 17<sup>th</sup> February be approved as an accurate record. **Agreed 11 For. Cllr Trundle still offline**

**CLERK**

#### **FULL/19/177 EMAIL DECISIONS**

- 177.1** Whilst the government had determined social distancing had to be observed during the Covid-19 crisis, the SPC had determined to make decisions via email votes. The votes that took place are reported below for confirmation.
- To confirm the decision of 3 April 2020 that:-**
1. For an experimental period (and so not bound by the "six-month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.
  2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.
  3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote -though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

**177.2** And to resolve that the decisions now be varied and supplemented to provide as follows:-

**177.2.1** 1. - Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that- For the period authorised by The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and not bound by the “six-month rule”, all further meetings by SPC and its committees be remote ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule and the said Regulations. **Agreed 7 For (S.Sull, G.Sull, TC, PC, RG, TR, JN), 3 Abstained (DH, SA, TL), Cllr Saunders and Trundle had fallen offline during the vote and did not vote.**

**177.2.2** 2. - Cllr Goldsmith **proposed, seconded** by Cllr Cree that - Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way. **Agreed 10 For (S.Sull, G.Sull, TC, PC, RG, TR, DH, SA, TL, G. Saun), 1 Abstained (JN). Cllr Trundle offline and did not vote.**

**177.2.3** 3. – Cllr Goldsmith **proposed, seconded** by Cllr Campbell that - For the period of the remote meetings all agendas must carry a summons and a GDPR notice in substantially the same terms as the wording used at the head of this agenda. **Agreed - Unanimous**  
***Cllr Northam joins the meeting at this point***

**177.2.4** 4. – Cllr Goldsmith **proposed, seconded** by Cllr Cree that - It is resolved that for GDPR purposes the lawful basis for processing the data in the Parish Council’s recording of the meeting are:-  
a. Consent  
b. Legal obligation; and  
c. Public task  
(Supporting Papers re GDPR and re Regulations). **Agreed, 11 for, 1 Abstained (SN) and Cllr Trundle still offline.**

**177.3** Cllr Goldsmith **proposed, seconded** by Cllr Cree that - To confirm the decision of 23 March 2020 that the public toilets on the High Street and at Fletchers Croft are closed forthwith to avoid transmission of the Covid-19 disease.  
Also, To confirm the decision of 23 March 2020 that the Clerk is instructed forthwith:-  
1. To affix a notice on all SPC Playground gates / access points and in the vicinity of the adult gym equipment confirming the relevant facility is closed until further notice as a precaution against Covid – 19 virus spread.  
2. If practicable the gates and gym equipment should be taped off until further notice  
3. The caretakers be tasked to make a daily inspection and if it is necessary to reaffix any notices and/or tape. **Agreed 11 For, 1 Abstained (SN). Cllr Trundle offline.**

**FULL/19/178 NEIGHBOURHOOD WARDENS REPORT**

**178.1** The report as per supporting papers was discussed by Councillors. It was suggested that the Wardens report distinguishes between the drugs and alcoholism joint total. The Clerk to ensure this is discussed at the next wardens steering group.  
{The full report summary is available on the web site}

**CLERK**

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                   |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>FULL/19/179<br/>179.1</b> | <b>REPORT FROM COUNCILLOR BARLING {County Councillor representative}</b><br>i, Sand quarry consultation latest news – Cllr Barling to report back<br>ii, WSCC has set up its own Hub to help the more vulnerable members of the community - which continues to be busy<br>iii, 820 confirmed hospital cases of Covid-19 in West Sussex<br>iv, 20% of Care homes have cases of Covid-19 in the County<br>v, The Cases are due to peak in mid-May<br>vi, Children’s scrutiny committee meetings via Zoom have gone very well<br>vii, Chris Stark, the Highways Manager has moved on and the new incumbent is Mike Thomas<br>ix, Drainage problems in Tanyards lane and Kings Barn lane have now been resolved<br>x, Cyclists on Footpaths complaint from a resident being dealt with at present | <b>Cllr Barling</b>               |
| <b>FULL/19/180<br/>180.1</b> | <b>REPORT FROM HDC COUNCILLORS PLATT AND LLOYD</b><br>Cllr Lloyd reported that HDC are to start their remote meetings soon.<br>Cllr Platt reported that the Budget which was sorted and in good shape before the crisis, now has like most other Councils, serious financial issues. Works to establish Community hubs has gone particularly well, and Recycling is also going particularly well at present.                                                                                                                                                                                                                                                                                                                                                                                  |                                   |
| <b>FULL/19/181<br/>181.1</b> | <b>COMMUNITY MATTERS</b><br>The clerk’s office are ensuring up to date information on Covid-19 is posted on the web site. Cllr Alexander requested again that the Hub signpost be put back onto the web site so that SPC can ensure it is informing the community about the help that’s available. The Chair will speak with the clerk regarding this issue.                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CLERK /<br/>Cllr Goldsmith</b> |
| <b>FULL/19/182<br/>182.1</b> | <b>COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS</b><br><b>Planning Committee</b> – Cllr Goldsmith <b>proposed, seconded</b> by Cllr S. Sullivan to receive the minutes of the meeting held on the 24 <sup>th</sup> February 2020 . <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                   |
| <b>182.2</b>                 | <b>Amenities Committee</b> – Cllr Goldsmith <b>proposed, seconded</b> by Cllr campbell, to receive the draft minutes of the meeting held on the 25 <sup>th</sup> February 2019. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
| <b>182.3.1</b>               | <b>Premises Committee</b> – Cllr Goldsmith <b>proposed, seconded</b> by Cllr Campbell to receive the minutes of the meeting held on the 3 <sup>rd</sup> March 2020. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                   |
| <b>182.3.2</b>               | <b>Premises Committee</b> – Cllr Cree <b>proposed, seconded</b> by Cllr Alexander to receive the draft minutes of the meeting held on the 7 <sup>th</sup> April 2020. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
| <b>182.4.1</b>               | <b>Finance and General Purposes committee</b> – To receive the minutes of the meeting held on the 10 <sup>th</sup> December 2019. Cllr Goldsmith <b>proposed, seconded</b> by Cllr Cree. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <b>182.4.2</b>               | <b>Finance and General Purposes committee</b> – To receive the minutes of the meeting held on the 11 <sup>th</sup> February 2020. Cllr Goldsmith <b>proposed, seconded</b> by Cllr Lloyd. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |
| <b>182.4.3</b>               | <b>Finance and General Purposes committee</b> – To receive the minutes of the meeting held on the 10 <sup>th</sup> March 2020, and to defer discussion on the recommendations until the next Full Council meeting. Cllr Campbell <b>proposed, seconded</b> by Cllr Goldsmith. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>CLERK</b>                      |
| <b>FULL/19/183<br/>183.1</b> | <b>CORRESPONDANCE AND INFORMATION ITEMS</b><br>Nothing to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |

**FULL/19/184 CONFIDENTIAL SESSION**

**184.1** Cllr Goldsmith **proposed, seconded** by Cllr Cree to resolve, under the public Bodies (Admissions to meetings) Act 1960 and in accordance with standing order 3d to exclude the press and public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns employment and contractual matters. **Agreed**

**FULL/19/185 STAFFING MATTERS**

**185.1** Cllr Northam **proposed, seconded** by Cllr Lloyd to as per working party recommendation pay staff a monthly average amount based on their salary for the last financial year, this would be for the month of April only. That is, Caretaking staff should continue to be paid their average monthly income, but with the proviso that Steve, Matthew and Rob could be set tasks which would accumulate a minimum of 10 hours per week working but only if strict guidelines via Risk assessments were put into place and followed. **Agreed Unanimous**

**CLERK**

**185.2** Cllr Lloyd **proposed, seconded** by Cllr Cree that the working party reconvene as soon as possible having taken advice from NALC. **Agreed 10 For, 2 Against, 1 Abstention.** Cllr Campbell had suggested the advice be sort from HR services and wanted this fact noted.

**CLERK**

**185.3** Cllr Goldsmith **proposed, seconded** by Cllr Lloyd for HR services to provide the Council with professional advice on the contracts of the staff as the existing agreements are now somewhat out of date, for up to a sum of £2,000 for this service. **Agreed 12 For, 1 Abstained**

**CLERK**

**FULL/19/186 DATE OF NEXT MEETING: 18<sup>th</sup> May 2020 at 7.30pm**

**Meeting closed at 9.51pm**

**Signed ..... Date 18<sup>th</sup> May 2020**

**Chairman**

# Steyning Parish Council



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

HELD ON MONDAY 15<sup>th</sup> JUNE 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 5 (including District Cllr Bob Platt and West Sussex Cllr David Barling)

Meeting commenced 7.30 pm

## DRAFT MINUTES

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ACTIONS      |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>FULL/20/16</b><br><b>16.1</b>   | <b>APOLOGIES</b><br>No Apologies received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| <b>FULL/20/17</b><br><b>17.1</b>   | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br>Cllr S. Sullivan declared an interest as is a committee member of the Steyning Community Orchard group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| <b>FULL/20/18</b><br><b>18.1</b>   | <b>CHAIRMAN'S STATEMENT</b><br><i>{in summary} Cllr Cree thanked the outgoing Chairman and Vice Chairman of the Council for 2019/20, Cllrs Goldsmith and Campbell respectively, for their good work in a particularly testing year for SPC. He also thanked active members of the Council and the Clerk's office and support staff. He announced that unfortunately Cllr Kerry Taylor had resigned from her position on the Council due to work commitments, and this was confirmed earlier this day (15<sup>th</sup> June). He also, despite the continuing Covid crisis, looked forward with a positive attitude to the challenges faced in the coming year knowing he had an excellent core of Councillors and Cllr Young as his Vice Chair. {Full text appended to these minutes}.</i> |              |
| <b>FULL/19/19</b><br><b>19.1.1</b> | <b>QUESTIONS FROM THE FLOOR</b><br><b>Q</b> – Mr Muggridge – Concerned about the proposed 18 additional trees to be planted on the MPF by the Steyning Community Orchard Group, and the recent decision passed at Amenities on the 26 <sup>th</sup> May 2020 on the final boundary of the Orchard. Any permanent change of land use ought to be considered fully by Council, and residents ought to be consulted and a more complete assessment undertaken before a decision is made. Possibly to include some of the seven constructive suggestions he put forward in the supporting paper?                                                                                                                                                                                               |              |
| <b>19.1.2</b>                      | <b>A</b> – Cllr Cree said though not on Amenities Committee himself, he was certain that the creation of the Steyning Community Orchard was a magnificent achievement. He went on to propose that this item be included on the Agenda of the following weeks Amenities committee meeting for more extensive discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>CLERK</b> |



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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**19.1.3** *A – Cllr Hanson agreed the item needed greater consultation. Cllr Rudkin stated in his opinion the more trees planted the better. Cllr S. Sullivan said that Amenities Committee were unanimous in their agreed decision as to the proposed final extent of the Orchard on the MPF. Cllr Goldsmith stated the ground 'from Play area up' was purchased by the Parish Council from a Mr Lewis Wood as an 'informal area for families' and this included the Orchard, so really this is replacing the previous Orchard. Cllr Trundle suggested the dimensions of the proposed final extent of the Orchard ought to be more accurately calculated and sent round once more to all Cllrs. Cllr Northam was in complete support of the Orchard Group but suggested this ought to be considered in more detail with councils' oversight especially as this was a change of land use.*

**Chair's note** Under standing order 1a the Chair brought forward Agenda items 14 and 14 until directly after Agenda item 9.

**FULL/20/20 REPORT FROM COUNTY COUNCILLOR**

**20.1** Cllr David Barling reported WSCC was fully functioning despite the difficult current financial position – the estimated cost of the Covid crisis for the year may be £80-£85 million with many staff being successfully deployed on community aid projects. A government aid package of £36 million has helped but leaves a shortfall of £44 million. There is also liable to be a shortfall in Council Tax of approx. £20 million. This challenging position will lead to changes in Council service provision. There is however an additional fund to deal with potholes.

**20.2** All schools in West Sussex are now open if only partially on some sites. There are no County Local Committee's at the moment. Next full council is due on the 17<sup>th</sup> July 2020.

**20.3** Soft Sands issue at Ham Farm – A reply needs to go back from the Steyning Parish. Council to WSCC this Friday 19<sup>th</sup> June 2020 as to whether the Council continues to make a representation in August 2020. The Working Party will be meeting before this date to consider this.

**FULL/20/21 CONFIRM COMMITTEE TERMS OF REFERENCE**

**21.1** Cllr Cree **proposed, seconded** by Cllr S. Sullivan that (SPC) agree and adopts the terms of reference for the Planning Committee as recommended by F&GP on the 9<sup>th</sup> June 2020. **Agreed**

**CLERK**

**FULL/20/22 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES**

**22.1** Cllr Cree **proposed, seconded** by Cllr Northam that the Council agree and adopts the Dignity at Work / Bullying and Harassment Policy as per unanimous recommendation from Working practices group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**CLERK**

**22.2** Cllr Cree **proposed, seconded** by Cllr Hanson that the Council agree and adopts the Email Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**22.3** Cllr Cree **proposed, seconded** by Cllr Young that the Council agree and adopts the Social Media Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed**

**22.4** Cllrs Northam questioned what was meant by the term 'untrue statements' and who was the arbiter of what was 'true' when dealing with unacceptable behaviour. After further discussion Cllr Cree **proposed, seconded** by Cllr S. Sullivan that the Council adopts the Unacceptable Behaviour Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed 10 For (CY, PC, TC, SSu, GS, GSu, TR, TL, RG, JN),**

**3 Abstained (SN, LT, SA). {Cllr Hanson briefly offline and not therefore able to vote}**

- 22.5** Cllr Cree **proposed, seconded** by Cllr Campbell that the Council adopts the Over-arching Protocol for Conduct Policy as per unanimous recommendation from Working Practices Group and the F&GP committee {as per the circulated supporting papers} . **Agreed.** {Cllr Hanson re-joined the meeting after this item having experienced IT issues}

**FULL/20/23 FINANCIAL MATTERS**

- 23.1** Cllr Cree **proposed, seconded** by Cllr Norcross to agree following recommendation from F&GP Committee, that Section 1 and 2 of the Annual Governance and Accountability Statements with associated notes for 2019/2020 be sent to the External Auditor having been signed by the Steyning Parish Council Chair and that the 'Notice of Public Rights' be published on the 16<sup>th</sup> June 2020 {as per the circulated supporting papers}. **Agreed**

**CLERK**

**FULL/20/24 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES**

- 24.1** Cllr Cree **proposed, seconded** by Cllr Campbell that all the policies listed within the Agenda 14.1 to 14.10 {Privacy Notice, SPC Health and Safety Policy, SPC Memorial Seat Policy, Equality Policy, SPC Community Engagement Policy, Grant awarding Policy, SPC Training statement of intent, SPC Communications Policy, and SPC Staff Discipline Policy} are to be adopted en bloc excepting 14.9 {SPC Staff Grievance Policy}. **Agreed**

**CLERK**

**FULL/20/25 COMMUNITY MATTERS**

- 25.1** Proposed widening of the High Street pedestrian area. A working party met including Cllrs Campbell, Goldsmith, Hanson, and Cree, to discuss the proposals from the Steyning and District Partnership that had been sent to HDC as they sought grant support for various schemes. The working party supported all the proposals other than the suggestion to make the pavements into a one-way pedestrian system to aid social distancing during the Covid crisis. There was discussion about pedestrianisation of the High Street and a possible 20 mile an hour speed limit through Steyning, but it was understood that this would need a lot of work and include public consultation.

**FULL/20/26 REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**

- 26.1** Cllr Lloyd (HDC) – Finance issues similar to WSCC being experienced at HDC. So far as Steyning is concerned, it is now unlikely that the car park refurbishment at Newman's Gardens will go ahead this year. Parking discs validity will be extended to 30<sup>th</sup> June 2020. The Local Plan consultation process is heavily affected and slowed.

- 26.2** Cllr Bob Platt – (HDC) nothing to add.

- 26.3** Cllr Rodney Goldsmith – (HALC/SALC/NALC/LAT) update – No meetings.

- 26.4** Cllr Chris Young – Isolation and Loneliness / PPG – Nothing to update.

- 26.5** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – No meetings.

- 26.6** Cllr S. Sullivan – SCO Update – including improved grass cutting, all looking very good

- 26.7** Cllrs Saunders – Joint Parishes Youth Committee. Next meeting planned for week beginning 29<sup>th</sup> June 2020.

- 26.8** Cllr Campbell, Goldsmith, Alexander – Wardens Steering Group – No meetings

- 26.9** Cllrs Cree and Young – South Downs National Park – No meetings

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 26.10             | Cllr Saunders – ‘Steyping Greening’ group - No meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |
| <b>FULL/20/27</b> | <b>COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |
| 27.1              | Cllr Campbell <b>proposed, seconded</b> by Cllr Northam that the receiving of these committee minutes {as per Agenda item 13} be adjourned to the next meeting. <b>Agreed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CLERK                                |
| <b>FULL/20/28</b> | <b>NEIGHBOURHOOD WARDENS’ REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |
| 28.1              | The report as per supporting papers was received and discussed. Additional categories were suggested to cover their location during lock down, record when duties are doubled up, and drugs and alcohol offences are split up. Also, were the police reports from residents or from Wardens to the Police. These points to be raised at the next Liaison Group. Clerk to invite Wardens to next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CLERK<br>Cllr Campbell/<br>Goldsmith |
| <b>FULL/20/29</b> | <b>LAND REGISTER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |
| 29.1              | Cllr Cree commented that on the written list the Abbey Road Village Green number could be added. Cllr Campbell <b>proposed, seconded</b> by Cllr S. Sullivan that the Clerk’s Office needs to update/re-draft the Land Register to include for each separate land package, whether they are registered and if so number stated, details of the deeds, whether subject to tenancy agreements, had public rights of way, etc. in liaison with the line managers as to timing. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CLERK                                |
| <b>FULL/20/30</b> | <b>CORRESPONDENCE AND INFORMATION ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |
| 30.1              | SPC public toilets were opened on the 10 <sup>th</sup> June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |
| 30.2              | Correspondence had been received regarding the MPF Orchard, but this had been discussed under 19.1 (above)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |
| <b>FULL/20/31</b> | <b>MINUTES OF PREVIOUS MEETINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                      |
| 31.1              | Cllr Cree <b>proposed, seconded</b> by Cllr S. Sullivan that the minutes for the 18 <sup>th</sup> May 2020 be deferred until the next meeting. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLERK                                |
| 31.2              | Cllr Cree <b>proposed, seconded</b> by Cllr G. Sullivan that the minutes for the 20 <sup>th</sup> April 2020 be deferred until the next meeting. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CLERK                                |
| 31.3.1            | Cllr Cree had put forward and the Clerk had circulated a Version 4 of the 20 <sup>th</sup> January 2020 draft Full Council minutes that Cllr Cree hoped would be an acceptable compromise after so many months without agreement. Cllr Campbell <b>proposed, seconded</b> by Cllr R. Goldsmith that the minutes for the 20 <sup>th</sup> January 2020 be deferred until the next meeting, in order to allow time for a proper consensus to be reached by Chairman and previous Chairman and the Clerk at a zoom meeting. <b>Not Agreed</b><br>- 5 For {PC, RG, SSu, GSu, TR}, 9 Against {TC, JN, SA, SN, GSa, LT, CY, DH, TL}                                                                                                                                                                                                                                                                                                                                                |                                      |
| 31.3.2            | Cllr Alexander <b>proposed, seconded</b> by Cllr Northam that Version 4 of the 20 <sup>th</sup> January 2020 draft Full Council minutes be accepted as a true and fair record. <b>Agreed</b><br>- 9 For {TL, JN, SN, LT, DH, CY, SA, GS, TC}, 5 Against {TR, PC, SSu, GSu, RG}. Cllr Goldsmith then required that the following statement be added to these minutes. - <i>Under SO12 d the Chair of the meeting does not believe these minutes to be a true and fair record because they omit important information concerning the matters councillors took into account before making their decision over the precept. The Chair’s version which included those matters was not upheld at the meeting despite no one suggesting they were inaccurate or giving any other adequate reason other than that the minutes would be too lengthy. The Chair observed that his version comprised 688 words for thirty-three minutes of debate, compared with 650 words for five</i> | CLERK                                |

*minutes of question time. These minutes are confirmed by majority vote as true and fair despite the Chair's objection*

**31.3.3** Following a difficult debate and heated statements Cllr Goldsmith then left the meeting @ 9.39pm.

**FULL/20/32 MATTERS ARISING FROM PREVIOUS MEETINGS**

**32.1** Draft minutes agreement for 20<sup>th</sup> January 2020 deferred to next meeting with Cllr Goldsmith asking Clerk to include additional narrative- **Actioned**

**32.2** Cllr Barling to report back on Sand Quarry latest – **See item 20.3**

**32.3** The Hub signpost to go back on the SPC web site - **Actioned**

**32.4** Receiving of 10<sup>th</sup> March 2020 F&GP Minutes deferred to next meeting – **Ongoing** **CLERK**

**32.5** Staff payment recommendation for May to be actioned by Clerk – **Actioned**

**32.6** Staff payments working party to be convened as soon as possible – **Actioned**

**32.7** HR services to provide the Council with professional advice on staff contracts – **Ongoing / Actioned** **CLERK**

**32.8** Clerk's Office to change committee membership details – **Actioned**

**32.9** Clerk to take FOI panel membership to working practices group for discussion – **Ongoing** **CLERK**

**32.10** Clerk to ensure those policies that required further scrutiny were discussed at a working practices group meeting – **Actioned**

**32.11** Clerk's Office to amend Councillor representation on 'outside bodies' details – **Actioned**

**32.12** Clerk to provisionally book the next JPYC meeting – **See item 26.7**

**32.13** Clerk to look into Insurance policy options leading up to present cover expiring on August 31<sup>st</sup> 2020<sup>t</sup> – The Clerk reported the current Policy does expire on the 31<sup>st</sup> August 2020, but added that SPC are in a three year long term agreement with our current provider, and therefore all the office awaits is the renewal notification and then the Clerk will check details are up to date. **CLERK**

**FULL/20/33 DATE OF NEXT FULL COUNCIL MEETING: 20<sup>th</sup> July 2020 at 7.30pm**

**Meeting closed at 9:48pm**

**Signed ..... Date 20<sup>th</sup> July 2020**

**Chairman**

**A Video and Audio recordings of this meeting are available at**

Video: <https://archive.org/details/steyning-parish-council-full-council-15-june-2020-video>

Audio: [https://archive.org/details/steyning-parish-council-full-council-15-june-2020-audio\\_202006](https://archive.org/details/steyning-parish-council-full-council-15-june-2020-audio_202006)



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### **Chairman's Statement** (Monday, 15th June 2020)

I should like to begin this statement by thanking the previous Chairman of the Steyning Parish Council, Councillor Rodney Goldsmith, for all the good work that he did in what was a particularly testing year. I would also like to thank Councillor Paul Campbell who as Vice-Chairman provided his considerable expertise to guide the Council in so many crucial areas. Thanks are also due to all those councillors who have actively contributed to the four committees, namely Premises, Amenities, Planning, and Finance and General Purposes, where so much of the hard work is done behind the scenes. And we should not forget the councillors who have left us during the last year for various reasons because they all contributed something of value to our community whilst they were in office. Today it was confirmed that Councillor Kerry Taylor has resigned because of work commitments and we thank Kerry for her past contributions. And last but not least many thanks to our SPC Clerk, John, our Deputy Clerk, Hazel, Tessa and the four caretakers who do so much in support of our council.

For those who do not know me I was born in Steyning, attended the primary school and played for the Steyning Football Club. I have lived in Steyning virtually all of my life and you could say that Steyning is in my blood. I therefore have the best interests of Steyning and its residents at heart.

It has in many ways it has been a gruelling year for everyone and the onset of Covid-19 has not made it any easier. Nevertheless we have shown great resilience as exemplified by the way that ever since it was legally permitted we have held 'virtual' main council and committee meetings on Zoom every single week since the 7th April 2020, a record that I believe has not been equalled by a parish council in the whole of Horsham District and perhaps beyond. It has not necessarily been business as usual but we have been getting on with business as best we can rather than abandoning our obligations as democratically elected parish council representatives.

At its core the Steyning Parish Council has an excellent team of councillors and there is much to do in the year ahead. Tonight we will be adopting better standards of governance that have been long overdue. We have already seen better standards of street cleaning and grass mowing whilst our public toilets were opened last week in preparation for our High Street shops that are the lifeblood of our town. With Councillor Chris Young as my Vice-Chair I know that we will do our very best to make this a successful year but we have no illusions at all that it will be easy.

Trevor Cree

SPC Chairman

# Steyning Parish Council



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

HELD ON MONDAY 21<sup>st</sup> SEPTEMBER 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

**Clerk:** John Fullbrook

**Members of the Public:** 8 (including District Cllr Bob Platt and West Sussex Cllr David Barling)

**Meeting commenced** 7.31 pm

## DRAFT MINUTES

*Cllr Chris Young as Vice Chairman started the meeting in the Chair as the previous Chairman resigned at the end of the August meeting*

### ACTIONS

#### FULL/20/49 APOLOGIES

**49.1** None received. Cllr Saunders had problems logging on and though temporarily involved did not take part in any voting process at this meeting.

#### FULL/20/50 ELECTION OF CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/21

**50.1** Cllr Hanson nominated Cllr Norcross who agreed she would stand for the vacant Chairman position. Cllr S. Sullivan nominated Cllr Lloyd who said he would not stand. Cllr Hanson **proposed, seconded** by Cllr Alexander that Cllr Norcross be Chairman of Steyning Parish Council for the remainder of the municipal year 20/21. **Agreed 6 For {JN, CY, DH, SN, TL, SA} 6 Abstained {PC, RG, SSu, GSu, TR, TC}**

#### FULL/20/51 DECLARATIONS OF INTEREST AND DISPENSATIONS

**51.1** None.

#### FULL/20/52 QUESTIONS FROM THE FLOOR

**52.1** None.

#### FULL/20/53 MINUTES OF PREVIOUS MEETINGS

**53.1.1** 20<sup>th</sup> April 2020 Draft Minutes approval. Cllr Norcross **proposed, seconded** by Cllr Alexander that the points 175.1.2, 175.1.3 and 175.1.4 noted in the draft minutes which represented an answer to a residents question, a follow up question and a follow up answer, be deleted from the text and be amended to say the following – 'Cllr Campbell read out a response that he had prepared in advance, the contents of which are available on the recording of the meeting and accessible via the SPC website'. **Agreed 7 For {TL, JN, CY, LT, SN, SA, DH} 6 Against {RG, SSu, TR, GSu, TC, PC}**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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|                   |                                                                                                                                                                                                                                                                                                            |       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 53.1.2            | Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that the adoption of the April 20 <sup>th</sup> 2020 draft minutes be deferred to the next Full Council meeting. <b>Agreed 11 For 2 Against {PC, SSu}</b> Clerk to include appended text for councillors to approve at the next meeting             | CLERK |
| 53.2              | Cllr Norcross <b>proposed, seconded</b> by Cllr Lloyd that the 18 <sup>th</sup> May 2020 draft minutes be accepted as a true and fair record. <b>Agreed 12 For, 1 Abstained {RG}</b>                                                                                                                       |       |
| 53.3              | Cllr Campbell <b>proposed, seconded</b> by Cllr Goldsmith that the adoption of the 15 <sup>th</sup> June 2020 minutes be deferred to the next Full Council meeting. <b>Agreed 11 For, 1 Against {DH}, 1 Abstained {SN}</b> . Clerk to include appended text for councillors to approve at the next meeting | CLERK |
| 53.4              | Cllr Campbell <b>proposed, seconded</b> by Cllr S. Sullivan that at point 46.2.1 the word 'Not' has incorrectly been omitted from the draft minutes of the 20 <sup>th</sup> July 2020 and it should read 'Not Agreed'. <b>Agreed</b>                                                                       | CLERK |
| 53.5              | Cllr Norcross <b>proposed, seconded</b> by Cllr Alexander that the draft minutes of the 20 <sup>th</sup> July 2020 be accepted as a true and fair record. <b>Agreed</b>                                                                                                                                    |       |
| 53.6              | Cllr Norcross <b>proposed, seconded</b> by Cllr Lloyd that the draft minutes of the 20 <sup>th</sup> August 2020 be accepted as a true and fair record. <b>Agreed 10 For, 3 Abstained.</b>                                                                                                                 |       |
| <b>FULL/20/54</b> | <b>MATTERS ARISING</b>                                                                                                                                                                                                                                                                                     |       |
| 54.1              | Cllr Norcross proposed, seconded by Cllr Northam that the matters arising noted in the Agenda were agreed and taken as read, but then withdrew that proposal as councillors wished to discuss certain items.                                                                                               |       |
| 54.1              | Receiving Committee minutes be deferred until next Full Council meeting – <b>See Agenda item 13.1</b>                                                                                                                                                                                                      |       |
| 54.2              | HR services to provide the Council with professional advice on staff contracts – <b>See Agenda item 15.1</b>                                                                                                                                                                                               | CLERK |
| 54.3              | Clerk's office to update Land Register to include Land Registry information – <b>Ongoing</b>                                                                                                                                                                                                               | CLERK |
| 54.4              | Adoption of draft minutes from Full Council meetings 20 <sup>th</sup> April and 18 <sup>th</sup> May – <b>Actioned</b>                                                                                                                                                                                     |       |
| 54.5              | Clerk to update insurance policy renewal details when documents available – <b>Actioned</b>                                                                                                                                                                                                                |       |
| 54.6              | Clay's Hill proposed road works – Cllr Barling to update via email – <b>Actioned</b>                                                                                                                                                                                                                       |       |
| 54.7              | Cllrs Hanson and Cree, the Clerk and working party members to represent SPC at Soft Sands Hearings – <b>Actioned, Cllr Cree reported</b> good support from local groups – Clerk to send on representative report to these groups                                                                           | CLERK |
| 54.8              | Cllr Cree to head an all councillor working party to prepare and send Local Plan submission – <b>Actioned</b>                                                                                                                                                                                              |       |
| 54.9              | Clerk to respond to HDC open space, sports, and recreation review – <b>Actioned</b>                                                                                                                                                                                                                        |       |
| 54.10             | PPG information to be placed on Web site – <b>Actioned</b>                                                                                                                                                                                                                                                 |       |
| 54.11             | Clerk to begin to adopt actions agreed by motions as outlined in 'moving towards a paperless council' – <b>Ongoing</b>                                                                                                                                                                                     | CLERK |
| 54.12             | Clerk to send out letters in relation to the 20 <sup>th</sup> July Full Council correspondence items – <b>Actioned</b> Clerk to share correspondence with Councillors                                                                                                                                      | CLERK |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 54.13             | Clerk to amend committee, working party, and outside body representative membership as per agreed motions of the 20 <sup>th</sup> August Full Council EOM – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                             |       |
| 54.14             | Clerk delegated to appoint two additional F&GP committee members – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| 54.15             | Clerk to convene a Working Practices Group meeting in order to gain recommendations for any amendments to the draft ‘Scheme of delegation’ document and the SPC public meetings ‘Calendar’ – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                                                            | CLERK |
| <b>FULL/20/55</b> | <b>NEIGHBOURHOOD WARDENS’ REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 55.1              | Council discussed the Neighbourhood Wardens report. Clerk to contact Katy Bourne – ‘Sussex Police and Crime commissioner’ to see if it were possible PCSO’s could be more visible                                                                                                                                                                                                                                                                                                                                                                                       | CLERK |
| <b>FULL/20/56</b> | <b>REPORT FROM COUNTY COUNCILLOR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 56.1.1            | Covid update – Cases rising across West Sussex – The council does have contingency plans. Pupils are going back to school successfully. No CLC’s convening currently – Cllrs meeting informally instead.                                                                                                                                                                                                                                                                                                                                                                |       |
| 56.1.2            | There remains a £9 million funding gap at WSCC. There is no specific information about what services may be cut at this point.                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| <b>FULL/20/57</b> | <b>PROPOSED SOFT SANDS EXCAVATION AT HAM FARM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| 57.1              | Cllr Cree reported on a very successful representation at the recent WSCC Hearings on the 25 <sup>th</sup> August and 27 <sup>th</sup> August. A very strong case was put forward in opposition to soft sands extraction at Ham Road. The inspector seemed very fair and is due to respond as regards his decisions two to four weeks from date of the Hearings and when news is received it will be distributed by the Clerk. The last ‘extraction potential at Ham farm’ report to be distributed to all Councillors and placed on the SPC web site also by the Clerk | CLERK |
| 57.2              | Cllr Norcross <b>proposed, seconded</b> by Cllr Lloyd that the meeting moved forward to Agenda items 14 to 19. <b>Agreed 7 For, 2 Against, 3 Abstentions</b>                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| <b>FULL/20/58</b> | <b>SPC SCHEME OF DELEGATION AND COMMITTEE OUTLINES OF DELEGATED RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
| 58.1              | Council members discussed two new draft documents as per supplied via supporting papers, these being the ‘SPC Scheme of Delegation’ and ‘Committee Outlines of Delegated Responsibilities’. Cllr Norcross <b>proposed, seconded</b> by Cllr Young that all councillors read it and come back with any issues, queries and concerns to the working practices group and then back to Full Council for approval, with Cllr Campbell invited to attend this meeting. <b>Agreed</b>                                                                                          | CLERK |
| <b>FULL/20/59</b> | <b>REPORTS FROM DISTRICT COUNCILLORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |
| 59.1              | Cllr Bob Platt – HDC declared a climate emergency some time ago, and actions are beginning to come into focus. The Carbon Trust has calculated the councils baseline carbon footprint and used that to help advise on how to reduce it. Zero emissions being the target for 2050.                                                                                                                                                                                                                                                                                       |       |
| <b>FULL/20/60</b> | <b>STEYNING HIGH STREET CHRISTMAS LIGHTS PROJECT 2020</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |
| 60.1              | Cllr Alexander <b>proposed, seconded</b> by Cllr Lloyd that the parish council will give by way of a grant of £1500 to the Steyning Business Chamber to assist with the purchase of High street decorations. Cllr Campbell <b>proposed</b> an amendment <b>seconded</b> by Cllr Norcross that council first acknowledges that the council are not complying with the SPC Grant Policy and in the light of this council agrees to suspend the policy for this item only and grant this £1500 funding. <b>Both Agreed</b>                                                 | CLERK |

***All other matters not discussed on the Agenda taken forward to the next meeting***

**FULL/20/61 DATE OF NEXT FULL COUNCIL MEETING: 19<sup>th</sup> October 2020 at 7.30pm**

**Meeting closed at 10:00pm**

**Signed ..... Date 19<sup>th</sup> October 2020**

**Chairman**

**Video recording of this meeting is available at**

**Video: <https://archive.org/details/2020-09-21-steyning-parish-council-full>**



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## **Soundness - Ham Farm Soft Sand Workable Reserve Report**

### **Summary and Conclusions**

The revised Ham Farm soft sand reserve was estimated by the developer in 2016 to be 725,000 tonnes. A subsequent review undertaken by Cuesta Consulting Ltd. in May 2017, commissioned by the WSCC and SDNPA, determined a workable reserve level of 722,639 tonnes.

The Steyning Parish Council (SPC) and other interested parties were denied access to the geological and borehole investigation of the site on the basis that the information was considered to be '*commercially sensitive*'. The SPC were also not permitted access to the detailed calculations undertaken by Cuesta Consulting Ltd. in 2017. Prior to 2020 the SPC and local community therefore had no means of being able to challenge key numbers that were the foundation of the whole Ham Farm soft sand project.

However in late February 2020, following an intensive internet search, the SPC gained access to the 2007 D.K Symes Associates geological investigation report. A detailed analysis was subsequently undertaken employing Heron's Formula for area calculations whilst a computer software programme was developed to mathematically determine the workable volume and workable soft sand reserve. The volume calculation took direct account of the thickness of soft sand in six actual boreholes and four interpolated boreholes combined with the relative spatial locations of the boreholes within the site.

After making due allowance for non-workable areas previously identified in the 2007 report and allowing for essential buffer zones around the excavated area the SPC has come to the conclusion that the Ham Farm workable soft sand reserves are in fact significantly lower than that stated by the developer.

The developer should therefore be required to prove to the Inspector, preferably in advance of the Examination, that their declared soft sand reserve figure of 722,639 tonnes is in fact correct. In order to verify this the developer should provide the Inspector with:

- (a) the detailed geological calculations and borehole analysis utilised to determine the stated mean soft sand thickness figure of 7.329 m;
- (b) the calculation of the net workable area of 5.8 ha;
- (c) the subsequent volume calculation that allowed the stated soft sand extraction figure of 722,639 tonnes to be derived.

Without an open and transparent confirmation of the methodology and calculations employed to achieve those figures the Ham Farm soft sand project cannot be considered 'sound'.

## KEY ISSUES

- The plan drawing provided of the revised Ham Farm soft sand development (Ham Farm 1) is woefully inadequate because it does not show details of the actual workable area after allowance has been made for buffer zones and non-workable areas.
- The detailed calculations used to determine the soft sand reserve have not been made public by the developer.
- The calculation undertaken by the SPC estimates the soft sand resource may be far less than the stated 722,639 tonnes.
- The deepest soft sand resource is located closest to the A283 highway requiring an extensive buffer zone to avoid the undermining of a strategically important highway.
- The preservation of the tree line that marks the historic Steyning/Wiston parish boundary was fully recognised in the 2007 Symes report and once allowance is made for an adequate buffer zone either side of that line then the workable soft sand reserve is significantly reduced.
- The physical layout of the site is impracticable because it is divided into two distinct areas separated by the line of mature trees.
- In comparison to the depth of soft sand reserves found to the west of Washington the Ham Farm resource is very shallow thereby requiring a much greater surface area for the same soft sand output and a disproportionate negative impact on the surrounding landscape.

## 1. Introduction

A fundamental issue in relation to the 'soundness' of the Ham Farm site is that prior to 2020 the Steyning Parish Council, residents and other interested parties were never given access to the geological investigation that had been undertaken in 2005 for the Dudman Group of Companies. The land owner, potential site developer, West Sussex County Council (WSCC) and South Downs National Park Authority (SDNPA) stated that the data was '*commercially sensitive*' knowing that without independent access to that data the 'soundness' of the Ham Farm project could not be challenged.

Following significant concerns expressed by various parties during the 2016 representations the WSCC/SDNPA commissioned Cuesta Consulting Ltd. to undertake an independent review of the soft sand reserves at Ham Farm based on the borehole evidence provided by the Dudman Group and on the reduced boundaries of the Ham Farm workable area. A brief one page 'Technical Note' was produced by Cuesta on the 8th May 2017 that identified that:

- the revised site had a gross area of 7.9 ha.
- only 5.8 ha was capable of being worked after allowance had been made for stand-off distances and an internal tree belt that was to be retained.
- seven boreholes were located within the 5.8 ha workable area.
- the arithmetical mean thickness of the workable sand was stated to be 7.329 m.
- the calculated volume was determined to be 7.329 m x 5.8 ha equaling 425,082 cu. m.
- the bulk density of soft sand was taken as 1.70 t/cu. m.
- the resulting workable reserve was estimated to be  $1.70 \times 425,082 = 722,639$  tonnes.
- this revised figure equated closely with the previous developer estimation of 725,000 tonnes.

The primary conclusion to be drawn from this WSCC/SDNPA initiated review is that it remains completely opaque because no information is given at all as to the detailed calculation utilised to determine the key mean thickness of workable sand (7.329 m). The mean sand thickness, when combined with the stated workable area (5.8 ha), is fundamental to the calculation of the workable reserve. By using the phrase '*Based on the original estimates submitted by the operator, the site has a total area of 7.9 ha, although only 5.8 ha of that is understood to be capable of being worked*' it would appear that the Cuesta review did not independently measure either the gross area nor the net area of the Ham Farm site. If that was the case then the failure to confirm the net workable area was a significant shortcoming.

On the 10th October 2017 an additional letter was submitted on behalf of the Dudman Group to the WSCC/SDNPA by Terrestria Ltd. The letter covered the content of the Wappingthorn Farm geological investigation report that was produced in February 2007 although based on 2005 borehole investigations. The letter stated that the original report estimated that the Ham Farm site reserves ranged from between 860,000 and 894,000 tonnes depending on whether or not all of the mature hedge/tree line would be retained. The letter also confirmed that the Cuesta review had concluded that the workable reserve was 722,639 tonnes (based on the specific assumptions made in that assessment). The letter of the 10th October 2017 primarily sought to explain the following:

*'It has been questioned why the potential recoverable reserve has remained the same (or similar) despite the overall area of the proposed allocation having reduced since the site was first promoted by the Dudman Group'.*

The Terrestria letter directly refers to the Plan No 0533/W/1 (Ham Farm 2) but at that time the map that had not been made accessible to the SPC. It was only in 2020 that the Terrestria letter was found to be correct in stating that the borehole (BH10/05) referred to by the SPC in their 2016 submission was indeed outside of the proposed workable area. However the letter failed to explain why the workable area of 6.2 ha identified in 2007 had only been marginally reduced to 5.8 ha in the 2016 revision. The area of land removed from the original project can be seen by the red line demarcated area gouged out of the overall field boundary to the south of Horsebrook Cottage. This loss of workable area appears to be much larger than 0.4 ha., hence the original SPC question. The revised site map (Ham Farm 1) makes no allowance for the loss of workable area in the Cow Shed Studio corner; the area omitted south of Horsebrook Cottage due to telegraph poles (EFL); the internal hedge/tree line that is to be retained; the transport access requirements to the site; nor the critical buffer zones required around the whole workable area.

In summary, the information provided by the developer, landowner, WSCC and SDNPA to the SPC, residents and other interested parties prior to 2020 was unacceptable because it was impossible for them to determine the 'soundness' or otherwise of the stated soft sand reserves at Ham Farm. There has therefore been a major deficit in openness and transparency in relation to the community most impacted by this proposed Ham Farm development.

## **2. Geological Investigation, Wappingthorn Farm, Steyning, West Sussex. (February 2007)**

In late February 2020, following an intensive internet search, the SPC finally gained sight of the 2007 report, entitled 'Geological Investigation, Wappingthorn Farm, Steyning, West Sussex', that detailed the geological and borehole investigations that were undertaken at Ham Farm in 2005.

Geological Investigation, Wappingthorn Farm, Steyning, West Sussex  
([http://www2.westsussex.gov.uk/mlp/rep1510\\_003.pdf](http://www2.westsussex.gov.uk/mlp/rep1510_003.pdf))

The main findings contained within the 2007 report were:

- the gross area of the site was 8.8 ha.
- buffer margins of 10.0 m were to be allowed to the A283 highway and north western ditch; a 20.0 m margin to Ham Farm; and a smaller margin close to the telegraph poles (TFL) and farmland to the north.
- the net area of the site was determined to be 6.2 ha.
- the average depth of the overburden was 3.0 m.
- the average thickness of the soft sand was 9.0 m.
- the volume of workable soft sand was stated to be 560,000 cu. m. minus a 10 % allowance for safe working
- the net recoverable volume was 504,000 cu. m.
- the bulk density of sand was taken as 1.7 t/cu. m.
- the recoverable soft sand reserve was estimated to be 894,000 tonnes

The SPC did not have the time nor resources to immediately analyse the 2007 Ham Farm report prior to the March 2020 deadline for representations. However the required analysis has now been undertaken in some depth. In total 12 boreholes were drilled in 2005 in the

immediate vicinity of Ham Farm numbered from BH1/05 to BH12/05 (Ham Farm 2). Of that total only seven boreholes were located within the field boundary and only six of that number can be considered as being effectively within the workable area, namely BH1/05, BH5/05, BH8/05, BH9/05, BH11/05 and BH12/05. The vertical depth of soft sand within each borehole was recorded in the report diagrams as follows:

## 2.1 Depth of Soft Sand within each Borehole

### BH. Actual boreholes (2005)

- (i) Borehole BH1/05:  $1.8\text{ m} + 3.6\text{ m} + 2.9\text{ m} = \mathbf{8.3\text{ m}}$
- (ii) Borehole BH5/05:  $1.6\text{ m} + 1.6\text{ m} + 0.3\text{ m} = \mathbf{3.5\text{ m}}$
- (iii) Borehole BH6/05:  $\mathbf{1.7\text{ m}}$
- (iv) Borehole BH7/05:  $1.5\text{ m} + 2.4\text{ m} = \mathbf{3.9\text{ m}}$
- (v) Borehole BH8/05:  $5.8\text{ m} + 1.1\text{ m} + 1.0\text{ m} + 2.4\text{ m} + 3.0\text{ m} = \mathbf{13.3\text{ m}}$
- (vi) Borehole BH9/05:  $2.2\text{ m} + 4.8\text{ m} = \mathbf{7.0\text{ m}}$
- (vii) Borehole BH11/05:  $1.1\text{ m} + 4.3\text{ m} + 0.6\text{ m} = \mathbf{6.0\text{ m}}$
- (viii) Borehole BH12/05:  $2.0\text{ m} + 2.3\text{ m} + 4.0\text{ m} + 2.0\text{ m} + 2.5\text{ m} = \mathbf{12.8\text{ m}}$

Neither the original 2007 report nor the 2017 Cuesta review revealed how the critically important mean thickness of the soft sand layer identified in their reports were calculated. In the 2007 report the mean sand thickness was stated to be 9.0 m but in 2017, based on a much revised and reduced site area, the mean sand thickness was stated to be shallower at a very precise 7.329 m. The fact that the mean sand thickness of a reduced area was less than that stated in 2007 is of particular interest because the borehole data actually shows a declining sand thickness towards the north of the site that was later excluded due to a restrictive covenant land area. It would have been expected that the 2017 mean sand thickness of the site would have been greater than that derived in 2007 because shallower areas had been excluded?

Even though it is located within the field boundary borehole BH10/05 would have been omitted from the mean sand thickness calculations because it did not contain recoverable soft sand whilst BH6/05 was located outside of the northern boundary of the site. In themselves the six remaining 2005 boreholes (BH1/05, BH5/05, BH8/05, BH9/05, BH11/05, BH12/05) would not have provided sufficient coverage of the workable area to enable an accurate estimation to be obtained of the Ham Farm soft sand reserve.

It was therefore concluded that the only way to obtain a reliable assessment of recoverable sand volume was to interpolate sand depths at key points along the workable excavation boundary in locations where no boreholes were actually drilled in 2005. Four 'virtual' borehole were therefore identified on the map (E1, E2, E3 and E4) in key workable boundary locations (Ham Farm 3).

### **3. Distance Between Boreholes, Actual (BH) and Interpolated (E)**

However before 'virtual' soft sand depths could be interpolated it was necessary to measure the distance between each of the actual (BH) and 'virtual' boreholes (E) and those distances are recorded below. Measurements in millimetres were taken directly off the available 2007 map that in A4 format had a scale of 1.0 mm = 3.7 m.

BH11 to E3:  $36 \text{ mm} \times 3.70 = 133.2 \text{ m}$   
E3 to BH5:  $20 \text{ mm} \times 3.70 = 74.0 \text{ m}$   
BH5 to E4:  $32 \text{ mm} \times 3.70 = 118.4 \text{ m}$   
E4 to BH8:  $23 \text{ mm} \times 3.70 = 85.1 \text{ m}$   
BH8 to BH12:  $34 \text{ mm} \times 3.70 = 125.8 \text{ m}$   
BH12 to BH11:  $45 \text{ mm} \times 3.70 = 166.5 \text{ m}$   
BH12 to E3:  $39 \text{ mm} \times 3.70 = 144.3 \text{ m}$   
BH12 to BH5:  $33 \text{ mm} \times 3.70 = 122.1 \text{ m}$   
BH12 to E4:  $22 \text{ mm} \times 3.70 = 81.4 \text{ m}$   
E4 to BH8:  $23 \text{ mm} \times 3.70 = 85.1 \text{ m}$   
BH8 to E2:  $51 \text{ mm} \times 3.70 = 188.7 \text{ m}$   
E2 to BH9:  $25 \text{ mm} \times 3.70 = 92.5 \text{ m}$   
BH9 to E1:  $13 \text{ mm} \times 3.70 = 48.1 \text{ m}$   
E1 to BH1:  $43 \text{ mm} \times 3.70 = 159.1 \text{ m}$   
BH1 to E4:  $31 \text{ mm} \times 3.70 = 114.7 \text{ m}$   
BH1 to BH8:  $37 \text{ mm} \times 3.70 = 136.9 \text{ m}$   
BH1 to E2:  $40 \text{ mm} \times 3.70 = 148.0 \text{ m}$   
BH1 to BH9:  $40 \text{ mm} \times 3.70 = 148.0 \text{ m}$

Once those distances had been measured it was then possible to interpolate the sand depth in each of the 'virtual' boreholes using not just one but two different sets of actual boreholes.

### **4. Calculation of Interpolated Borehole Sand Depths in E1, E2, E3 and E4.**

#### **4a(i) Interpolated Borehole Sand Depth E1 using Boreholes BH1/05 and BH7/05**

Distance Borehole BH1 to Borehole BH7 equals  $71 \text{ mm} \times 3.7 = 262.7 \text{ m}$   
Distance Borehole BH1 to Borehole E1 equals  $42 \text{ mm} \times 3.7 = 155.4 \text{ m}$   
Proportional Distance =  $155.4/262.7 = 0.59$   
Difference in Borehole Sand Depth between BH1 and BH7 =  $8.3 \text{ m} - 3.9 \text{ m} = 4.4 \text{ m}$   
Difference =  $0.59 \times 4.4 \text{ m} = 2.60 \text{ m}$   
Depth of Sand at E1 =  $8.3 \text{ m} - 2.60 \text{ m} = \mathbf{5.70 \text{ m}}$

#### **4a(ii) Interpolated Borehole Sand Depth E1 using Boreholes BH9/05 and BH7/05**

Distance Borehole BH9 to Borehole BH7 equals  $48 \text{ mm} \times 3.7 = 177.6 \text{ m}$   
Distance Borehole BH9 to Borehole E1 equals  $17 \text{ mm} \times 3.7 = 62.9 \text{ m}$   
Proportional Distance =  $62.9/177.6 = 0.35$   
Difference in Borehole Sand Depth between BH9 and BH7 =  $7.0 \text{ m} - 3.9 \text{ m} = 3.1 \text{ m}$   
Difference =  $0.35 \times 3.1 \text{ m} = 1.09 \text{ m}$   
Depth of Sand at E1 =  $7.0 \text{ m} - 1.09 \text{ m} = \mathbf{5.91 \text{ m}}$

Interpolated depth of sand at E1 equals  $(\mathbf{5.70 \text{ m} + 5.91 \text{ m}})/2 = \mathbf{5.80 \text{ m}}$

4b(i) Interpolated Borehole Sand Depth **E2** using Boreholes BH8/05 and BH9/05

Distance Borehole BH8 to Borehole BH9 equals  $66 \text{ mm} \times 3.7 = 244.2 \text{ m}$

Distance Borehole BH8 to Borehole E2 equals  $46 \text{ mm} \times 3.7 = 170.2 \text{ m}$

Proportional Distance =  $170.2/244.2 = 0.70$

Difference in Borehole Sand Depth between BH8 and BH9 =  $13.3 \text{ m} - 7.0 \text{ m} = 6.3 \text{ m}$

Difference =  $0.70 \times 6.3 \text{ m} = 4.41 \text{ m}$

Depth of Sand at E2 =  $13.3 \text{ m} - 4.41 \text{ m} = \mathbf{8.89 \text{ m}}$

4b(ii) Interpolated Borehole Sand Depth **E2** using Boreholes BH9/05 and BH10/05

Distance Borehole BH9 to Borehole BH10 equals  $46 \text{ mm} \times 3.7 = 170.2 \text{ m}$

Distance Borehole BH10 to Borehole E2 equals  $21 \text{ mm} \times 3.7 = 77.7 \text{ m}$

Proportional Distance =  $77.7/170.2 = 0.46$

Difference in Borehole Sand Depth between BH9 and BH10 =  $7.0 \text{ m} - 0.0 \text{ m} = 7.0 \text{ m}$

Difference =  $0.46 \times 7.0 \text{ m} = 3.22 \text{ m}$

Depth of Sand at E2 =  $0.0 \text{ m} + 3.22 \text{ m} = \mathbf{3.22 \text{ m}}$

Interpolated depth of sand at **E2** equals  $(\mathbf{8.89 \text{ m}} + \mathbf{3.22 \text{ m}})/2 = \mathbf{6.06 \text{ m}}$

4c(i) Interpolated Borehole Sand Depth **E3** using Boreholes BH11/05 and BH5/05

Distance Borehole BH11 to Borehole BH5 equals  $51 \text{ mm} \times 3.7 = 188.7 \text{ m}$

Distance Borehole BH11 to Borehole E3 equals  $33 \text{ mm} \times 3.7 = 122.1 \text{ m}$

Proportional Distance =  $122.1/188.7 = 0.65$

Difference in Borehole Sand Depth between BH11 and BH5 =  $6.0 \text{ m} - 3.5 \text{ m} = 2.5 \text{ m}$

Difference =  $0.65 \times 2.5 \text{ m} = 1.63 \text{ m}$

Depth of Sand at E3 =  $6.0 \text{ m} - 1.63 \text{ m} = \mathbf{4.37 \text{ m}}$

4c(ii) Interpolated Borehole Sand Depth **E3** using Boreholes BH11/05 and BH4/05

Distance Borehole BH11 to Borehole BH4 equals  $77 \text{ mm} \times 3.7 = 284.9 \text{ m}$

Distance Borehole BH11 to Borehole E3 equals  $36 \text{ mm} \times 3.7 = 133.2 \text{ m}$

Proportional Distance =  $133.2/284.9 = 0.47$

Difference in Borehole Sand Depth between BH11 and BH4 =  $6.0 \text{ m} - 0.0 \text{ m} = 6.0 \text{ m}$

Difference =  $0.47 \times 6.0 \text{ m} = 2.82 \text{ m}$

Depth of Sand at E1 =  $6.0 \text{ m} - 2.82 \text{ m} = \mathbf{3.18 \text{ m}}$

Interpolated depth of sand at **E3** equals  $(\mathbf{4.37 \text{ m}} + \mathbf{3.18 \text{ m}})/2 = \mathbf{3.78 \text{ m}}$

4d(i) Interpolated Borehole Sand Depth **E4** using Boreholes BH12/05 and BH1/05

Distance Borehole BH12 to Borehole BH1 equals  $53 \text{ mm} \times 3.7 = 196.1 \text{ m}$

Distance Borehole BH12 to Borehole E4 equals  $23 \text{ mm} \times 3.7 = 85.1 \text{ m}$

Proportional Distance =  $85.1/196.1 = 0.43$

Difference in Borehole Sand Depth between BH12 and BH1 =  $12.8 \text{ m} - 8.3 \text{ m} = 4.5 \text{ m}$

Difference =  $0.43 \times 4.5 \text{ m} = 1.94 \text{ m}$

Depth of Sand at E4 =  $12.8 \text{ m} - 1.94 \text{ m} = \mathbf{10.86 \text{ m}}$

4d(ii) Interpolated Borehole Sand Depth **E4** using Boreholes BH8/05 and BH5/05

Distance Borehole BH8 to Borehole BH5 equals  $55 \text{ m} \times 3.7 = 203.5 \text{ m}$   
Distance Borehole BH8 to Borehole E4 equals  $23 \text{ m} \times 3.7 = 85.1 \text{ m}$   
Proportional Distance =  $85.1/203.1 = 0.42$   
Difference in Borehole Sand Depth between BH8 and BH5 =  $13.3 \text{ m} - 3.30 \text{ m} = 9.80 \text{ m}$   
Difference -  $0.42 \times 9.80 \text{ m} = 4.12 \text{ m}$   
Depth of Sand at E4 =  $13.3 \text{ m} - 4.1 \text{ m} = \mathbf{9.20 \text{ m}}$

Interpolated depth of sand at **E4** equals  **$(10.86 \text{ m} + 9.20 \text{ m})/2 = \underline{10.03 \text{ m}}$**

In general the derived thickness of sand in 'virtual' boreholes E1, E2 and E4 appear to be realistic because the two different interpolations closely correspond. The difficulty relates to borehole E2 because the effective thickness of sand in borehole BH10/05 was 0.0 m when used for interpolating sand depth between borehole BH9/05 and BH10/05. Nevertheless it is concluded that the use of interpolated sand depths significantly increases the accuracy of the workable sand volume calculation in comparison to relying solely on the six actual boreholes located within the workable area. The interpolated borehole thicknesses are summarised below.

(i) Borehole E1: **5.80 m**

(ii) Borehole E2: **6.06 m**

(iii) Borehole E3: **3.78 m**

(iv) Borehole E4: **10.03 m**

## **5. Estimation of the workable sand volume contained within the boundary demarcated by the 10 selected boreholes, six actual (BH) and four interpolated (E).**

The Ham Farm site basically consists of two separate fields divided by a mature tree line that marks the parish boundary between Steyning and Wiston (Ham Farm 4). Broadly speaking all of the selected boreholes are located along the boundary of the workable area although additional allowance should be made for adequate buffer zones where the proposed excavations are close to the field boundaries, electricity poles, the A283 road, housing, gardens, watercourses and tree lines.

The variation in sand thickness between individual boreholes is significant ranging from 1.7 m (BH6/05) up to 13.3 m (BH/805). This can be best seen in photographic representations (Ham Farm 5 and Ham Farm 6). The individual black or white stripes on the straws represent 1.0 m sand depths for actual boreholes whilst the black dotted straws represent 'virtual' boreholes that are also to scale. The deepest reserves of soft sand at Ham Farm lie closest to the busy main A283 highway and therefore a significantly wider buffer zone is required at that location in comparison to the northern boundary of the workable area which is adjacent to open fields.

The complex volume caused by the variable depths of sand necessitates dividing the workable area located between the 10 boreholes into 8 triangles with a borehole located at each apex to the specified sand depth (Ham Farm 7). Each irregularly shaped volume therefore has 5 sides, two triangular and three rectangular, and the terminology for such a structure is a polyhedron. The SPC obtained the services of a qualified engineer/mathematician to write a program to calculate the volume of each of the eight

polyhedrons that subsequently make up the total soft sand volume bounded by the boreholes.

In practice geological strata are not usually parallel to the ground surface but are more often on a slope. This means that the real thickness of the strata will be less than that indicated by the vertical borehole sand depth. The 2007 report identified that the angle of dip of the Folkestone Beds in the northerly direction was approximately 5 - 6 degrees whereas between boreholes BH08/05 and BH10/05 the dip was found to be around 14 degrees. The conclusion was that the thickness of the sand increased rapidly in a north to south direction.

For the purposes of this SPC analysis it has been assumed that the boreholes pass perpendicularly through horizontal strata and therefore the final workable volumes will be slightly greater than they would be in practice. In other words the SPC working party calculation is likely to overestimate rather than underestimate the Ham Farm soft sand reserves. The data sheet input into the software programme is shown below with the first three numbers being the length of the triangular sides of each polyhedron and the second set of three numbers being the sand depth at each apex:

#### Data Entry Sheet for Calculation of Volume Enclosed by Boreholes

% Triangular patches - defined by their side lengths, and depths at 3 corners, offzone is used to indicate which side a buffer zone might be required.

% BH11, BH12, E3

patch(1,:) = [166.5, 144.3, 133.2]; depth(1,:) = [6, 12.8, 3.78]; offzone(1,:) = [1,0,1];

% BH12, BH5, E3

patch(2,:) = [122.1, 74., 144.3]; depth(2,:) = [12.8, 3.5, 3.78]; offzone(2,:) = [0,0,0];

% BH12, E4, BH5

patch(3,:) = [81.4, 118.4, 122.1]; depth(3,:) = [12.8, 10., 3.5]; offzone(3,:) = [0,1,0];

% BH12, BH8, E4

patch(4,:) = [125.8, 85.1, 81.4]; depth(4,:) = [12.8, 13.3, 10]; offzone(4,:) = [1,1,0];

% BH8, BH1, E4

patch(5,:) = [136.9, 114.7, 85.1]; depth(5,:) = [13.3, 8.3, 10]; offzone(5,:) = [0,1,1];

% BH8, E2, BH1

patch(6,:) = [188.7, 148., 136.9]; depth(6,:) = [13.3, 5.6, 8.3]; offzone(6,:) = [0,0,0];

% E2, BH9, BH1

patch(7,:) = [92.5, 148.0, 148.0]; depth(7,:) = [5.6, 7., 8.3]; offzone(7,:) = [1,0,0];

% BH9, E1, BH1

patch(8,:) = [48.1, 159.1, 148.0]; depth(8,:) = [7., 5.80, 8.3]; offzone(8,:) = [1,1,0];

The results of the polyhedron computation were as follows:

Area contained within the boundary of the ten boreholes = **46,732 sq. m.**

Volume of soft sand contained within the borehole boundary = **393,838 cu. m.**

Average depth of soft sand contained within the borehole boundary =  $393,838/46,732 =$  **8.428 m.**

Based on a bulk density of 1.7 t/cu. m. the potential soft sand recovery from within the borehole boundary at Ham Farm is calculated to be  $393,838 \times 1.7 =$  **669,952 tonnes.** This

figure does not make any allowance for the loss of soft sand excavation due to the retention of the parish boundary hedge/tree line that bisects the site. Allowing for a buffer zone each side of the parish boundary tree line of 15.0 m results in the further loss of 99,817 tonnes, tonnes of soft sand thereby reducing the Ham Farm reserves to 570,135 tonnes.

It is fully acknowledged that this SPC working party analysis has not been undertaken by a qualified geologist but it does raise fundamental questions as to the soundness of the previously stated Ham Farm soft sand reserves. It is therefore proposed that the site developer should therefore be required to prove to the Inspector in advance of the Examination that the declared workable soft sand reserve estimation of 722,639 tonnes at Ham Farm is in fact correct. In order to achieve this the developer and/or their technical experts should provide the Inspector with the detailed mathematical calculations used to attain the figure of 722,639 tonnes based on the geological investigation and borehole sampling programme undertaken by D.K. Symes Associates in 2005. Without an open and transparent confirmation of those figures the Steyning Parish Council is of the opinion that the Ham Farm soft sand project cannot be considered as being 'sound'.

## **Appendix A: Buffer Zones and Non-Workable Areas**

### **A1.1 Non-Workable Areas**

The map (Ham Farm 2) clearly illustrates the three main areas of the Ham Farm site that the appointed consultant, D.K. Symes Associates, considered to be unworkable for different reasons in 2007. Those areas consist of the southern triangular corner closest to Ham Farm itself, the area where transport access is required from the main A283 highway and the northern triangular area closest to the tennis court at Horsebrook Cottage where excavation is restricted by a line of telegraph poles (EFL).

The justification for eliminating the triangular area of land closest to the southern part of Ham Farm (Cow Shed Studio) is that investigations undertaken at borehole BH10/05 in 2005 revealed that below a shallow 0.4 m depth of topsoil a very thick band of clay extended to a depth of 23.7 m before the first Folkestone Beds were reached. The consultant therefore concluded that this sand was not economically viable to exploit and based on the predicted soft sand slope angle an area of approximately 8,522 sq. m was identified as being economically unworkable.

The existing gate for the site access off the A283 highway is approximately 8.0 m from the edge of the road. The 2007 map illustrated a triangular transport access area within the site that measures approximately 1,112 sq. m. in area. In addition the triangular area of land close to Horsebrook Cottage that is restricted by the line of telegraph poles measures approximately 1,873 sq. m.

The total non-workable area of the Ham Farm site but not associated with buffer zones is therefore estimated to be 8,522 sq. m + 1,112 sq. m + 1,873 sq. m = **11,507 sq. m.**

### **A1.2 Buffer Zones**

The 2007 map illustrates a series buffer zones of varying widths between the external field boundaries and the proposed excavation area. These areas are essential to provide adequate distance from existing housing and domestic gardens; distance from water courses; distance from roads and tree lines; and safety requirements related to potential slope collapse.

The 2007 plan allowed a '*support margin of 10 metres to the A283*' but it is assumed that referred to the internal distance from the site fence line that runs parallel to the A283 (The area closest to the Cow Shed Studio is not to be excavated and therefore no buffer zone is required adjacent to the A283 in that area). In the buffer area under review it can be seen that there is a line of mature trees external to the site and these need to be maintained for site shielding purposes (Ham Farm 4). The proposed depth of excavation in the whole site is deepest closest to the A283 (Boreholes BH11/05, BH12/05 and BH8/05) and additional precautions therefore have to be taken against slope collapse. The rooting zone of the mature trees will extend into the site and therefore sufficient allowance has to be made to ensure that the tree root system is not damaged and that they do not collapse due to the nearby excavation. The traffic on the A283 has increased significantly in recent years and it now operates as the unofficial Worthing by-pass. Any road failure due to subsidence would have a major impact on the east-west traffic logistics in this area of Sussex. It is therefore proposed that a minimum buffer zone of 15.0 m from the fence line rather than

10.0 m is required extending from the site access area to borehole BH11/05. This results in a workable area loss of 3,497 sq m.

The 2007 report also recommended a 10.0 m buffer zone adjacent to the watercourse along the north-western boundary and this results in a workable area loss of 1,221 sq. m. The area of telegraph poles just south of Horsebrook Cottage requires a smaller buffer zone of at least 5.0 m and this leads to a workable area loss of 370 sq. m. Adjacent to Ham Farm itself the 2007 report recommended an increased buffer zone of 20.0 m *'in order to provide sufficient width for additional planting to protect the amenities at Ham Farm and adjacent properties.'* This results in a further loss in workable area of 3,330 sq. m.

The historic parish boundary between Steyning and Wiston is demarcated by a hedgerow and line of mature trees that divides the proposed Ham Farm soft sand excavation site into two parts (Ham Farm 4). The analysis undertaken in the 2007 report makes the primary assumption that the entire tree line will be retained and for the reasons previously given elsewhere it is essential that the rooting zone is not impacted by the proposed excavation. The 2007 scale drawing allows a buffer zone approximately 13.0 m each side of the trees but this analysis will use a figure of 15.0 m as previously employed adjacent to the road. The loss of workable area due to the parish boundary tree line is therefore 6,993 sq.m. The 2007 plan did envisage part of the hedge/tree line being removed to allow access between the two halves of the site. Whether or not there would be permission to remove the historic parish boundary is currently unclear but it is assumed not. Even if it were the 2007 report estimated the increase in workable area at a relatively small 2,000 sq. m.

The total area of the site required for buffer zones is therefore  $3,497 + 1,221 + 370 + 3,330 + 6,993 = \mathbf{15,411 \text{ sq. m.}}$

#### A1.3 Gross Area of Ham Farm site lost to Non-Workable Areas and Buffer Zones

The estimated area of the Ham Farm site lost to non-workable and buffer zone areas is therefore calculated to be  $11,507 \text{ sq. m.} + 15,411 = \mathbf{26,918 \text{ sq. m.}}$  The 2007 report identified a Gross Area of 8.8 ha and a Net Area of 6.2 ha giving rise to a difference of 2.6 ha or 26,000 sq. m. The close relationship between these two figures is not surprising because the loss due to unworkable areas and buffer zones has not changed greatly between 2007 and 2020.

#### A1.4 Reduction in soft sand extraction potential due to internal parish boundary tree line buffer zone

The length of the internal parish boundary tree line is estimated to be 233.0 m whilst a 15.0 m buffer has been allowed each side of the tree line in order to protect the trees from the adjacent excavation. The sand depth at borehole BH5/05 is 3.5 m whilst at BH8/05 it is 13.3 m. The volume of soft sand reduction is therefore:

$$(3.5 \text{ m} \times 233.0 \text{ m} \times 15 \text{ m} \times 2) + ((9.8 \text{ m} \times 233.0 \text{ m} \times 15 \text{ m} \times 2)/2) = 58,716 \text{ cu. m.}$$

The reduction in soft sand extraction capacity is therefore  $58,716 \text{ cu. m.} \times 1.7 \text{ t/cu. m.} = \mathbf{99,817 \text{ tonnes.}}$

## **Appendix 2. Ham Farm site area reduction between 2007 and 2017.**

In 2007 the gross area of the Ham Farm site was stated in the D.K. Symes Associates report to be 8.8 ha with a net workable area of 6.2 ha. In May 2017 Cuesta Consulting reported the revised gross area as being 7.9 ha and the net area as 5.8 ha.

It can therefore be concluded that the gross area had been reduced by  $8.8 - 7.9 = 0.9$  ha or 9,000 sq. m. whilst the net workable area had only been reduced by  $6.2 - 5.8 = 0.4$  ha or 4,000 sq. m. The area reduction is understood to have been necessitated due to a historic restrictive covenant on an area of land associated with the neighbouring Wappingthorn Manor.

### **A2.1. SPC calculation of the revised Ham Farm gross area using Heron's Formula.**

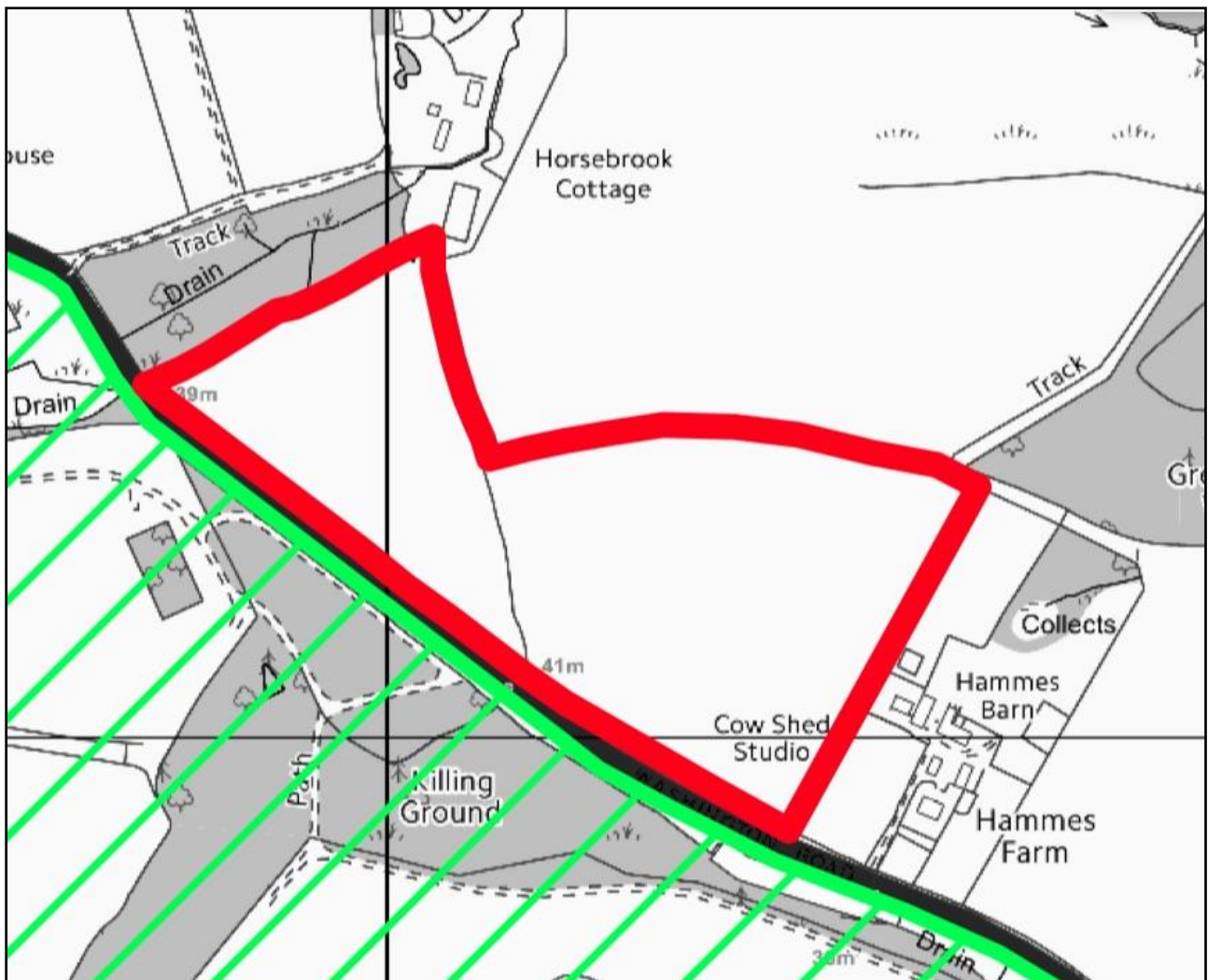
The revised gross area of the Ham Farm site was calculated by dividing the total area into four triangular sections of land and thereafter using Heron's Formula to calculate the area of each section (Ham Farm 8). Those individual areas were then added together.

- A. (212.5 m, 275.0 m, 300.0 m) Area of A = 28,187 sq. m (2.82 ha)
- B. (200.0 m, 262.5 m, 312.5 m) Area of B = 26,098 sq. m (2.61 ha)
- C (137.5 m, 312.5 m, 312.5 m) Area of C = 20,958 sq. m (2.09 ha)
- D (160.0 m, 160.0 m, 312.5 m) Area of D = 5,380 sq. m (0.54 ha)

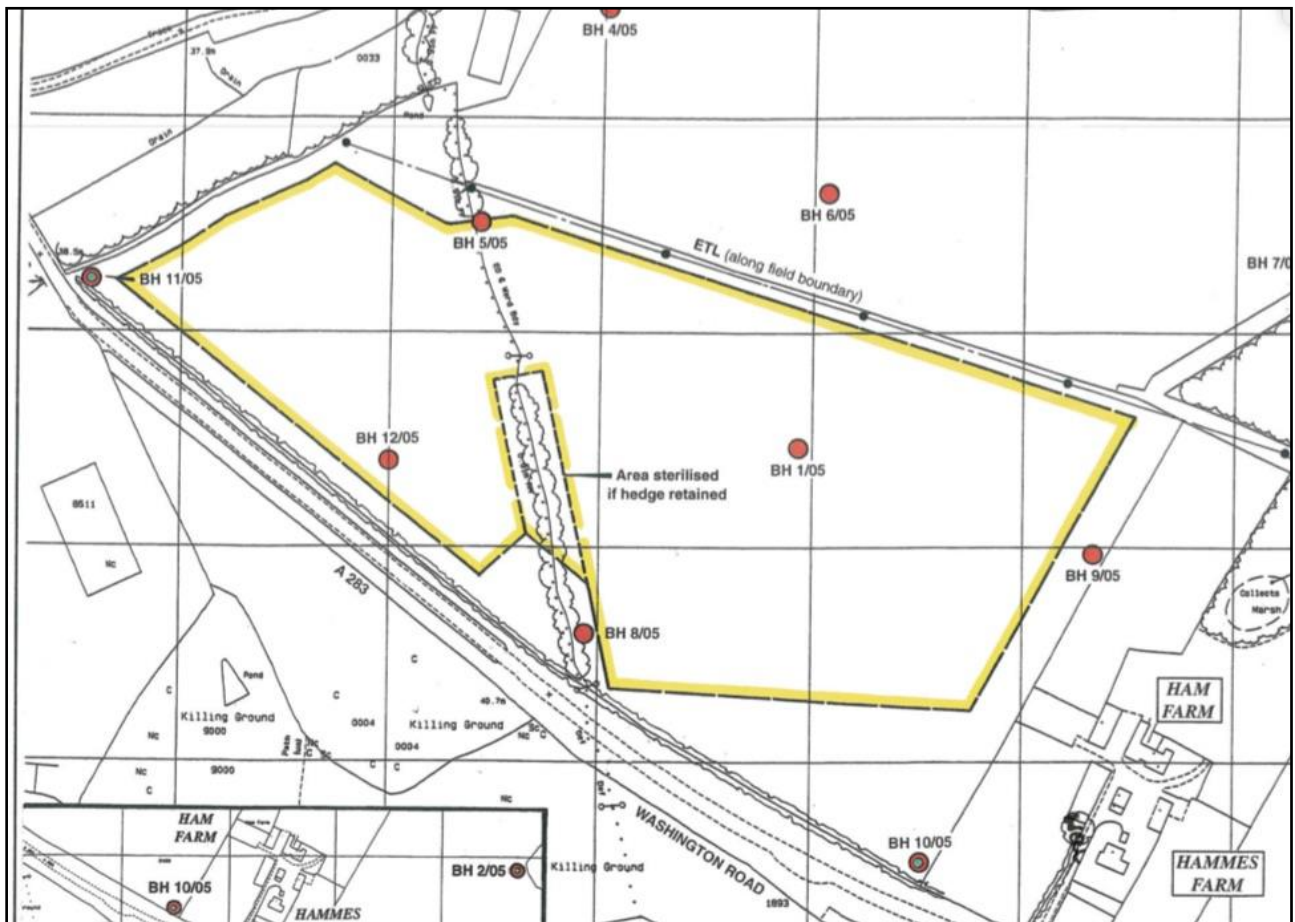
Total Area of Ham Farm site to the revised boundary =  $28,187 + 26,098 + 20,958 + 5,380 = 80,623 \text{ sq. m}$  (8.06 ha). The Cuesta Consulting letter dated the 8th May 2017 identified that the revised Ham Farm site gross area was 7.9 ha. It is assumed that this measurement (7.9 ha) was achieved using a planimeter or an electronic device on the 1:2,500 scale plan drawing. The SPC Heron's Formula assessment of 8.06 ha was therefore within 1.5 % of the 2017 stated gross area.

### Appendix 3: Photographs and Plans

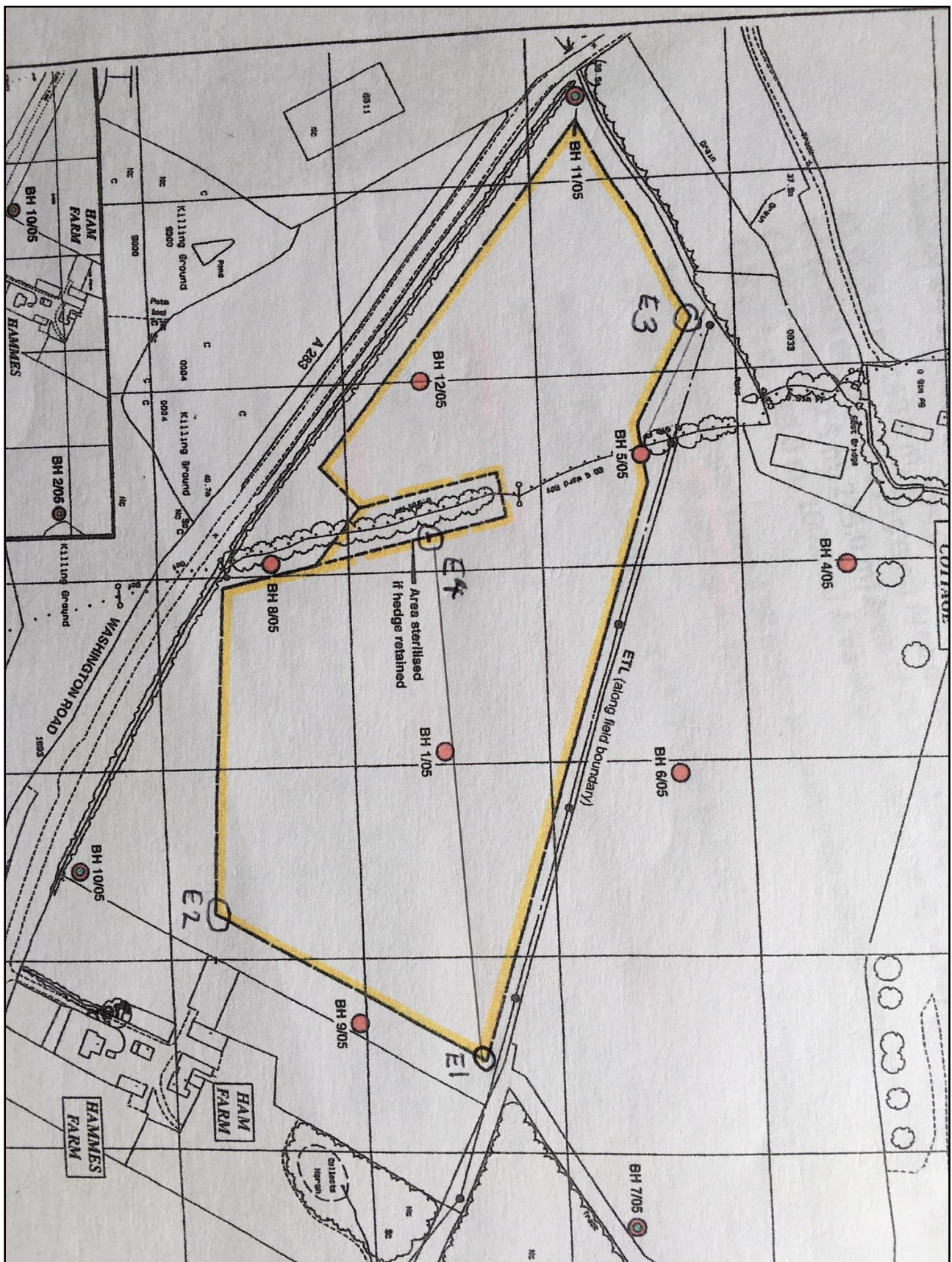
#### Ham Farm 1 - Revised Boundary of Site



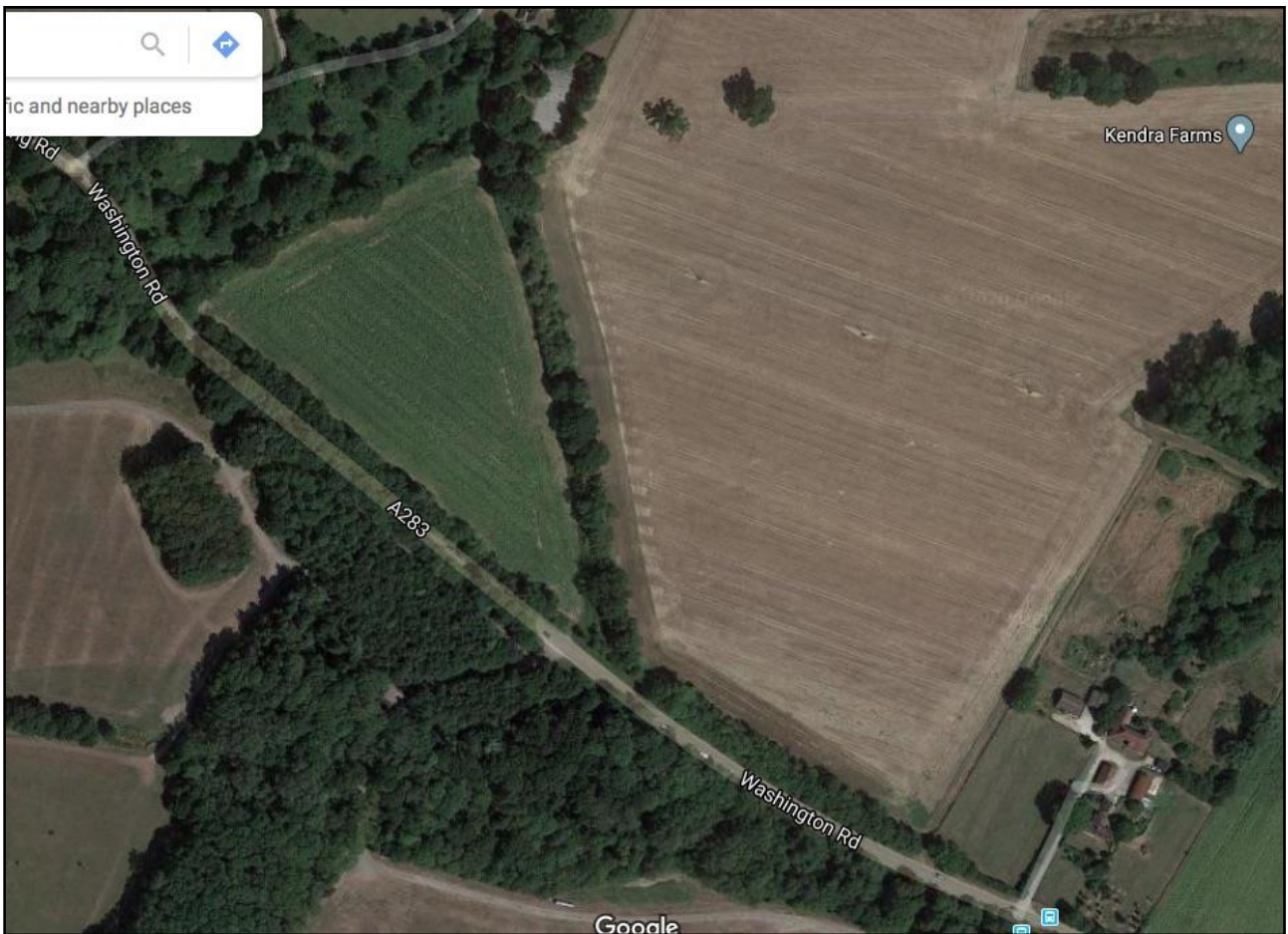
## Ham Farm 2 - Location of boreholes drilled during 2005 geological investigation



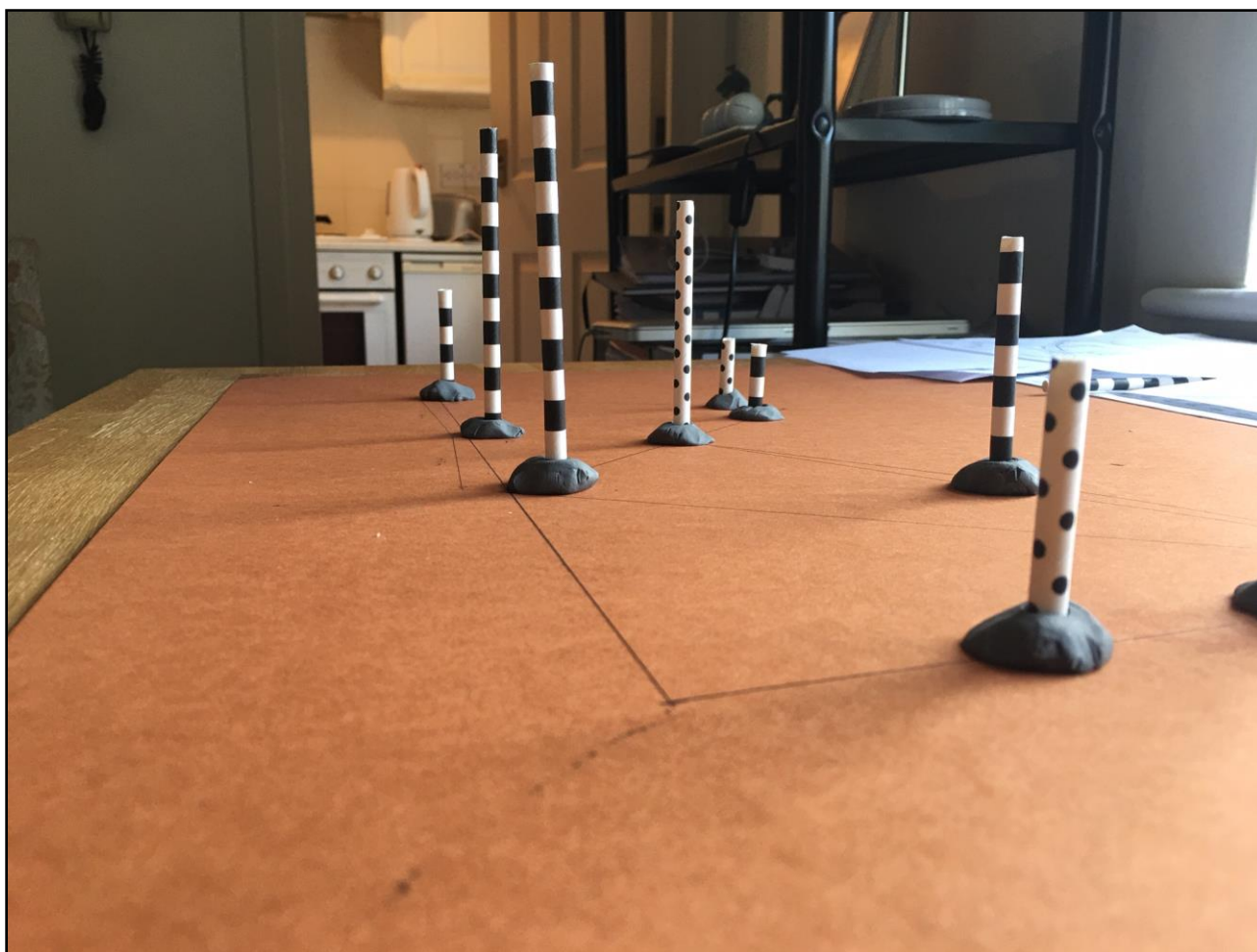
# **Ham Farm 3 - Location of original and 'virtual' boreholes (E1 - E4)**



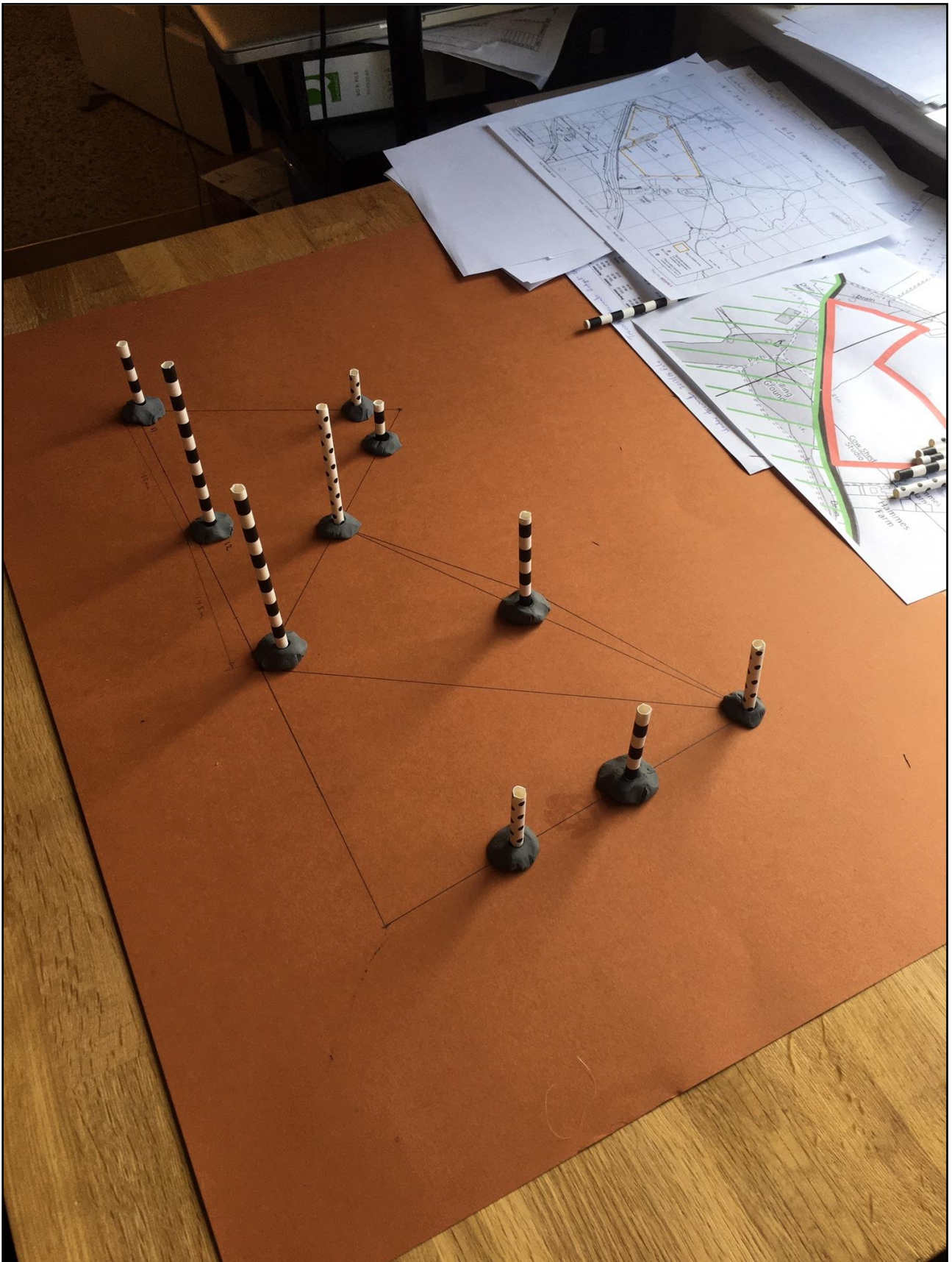
#### Ham Farm 4 - The location of the parish boundary tree line that dissects the site



### Ham Farm 5 - Photographic Illustration of relative soft sand thicknesses



### Ham Farm 6 - Photographic Illustration of relative soft sand thicknesses

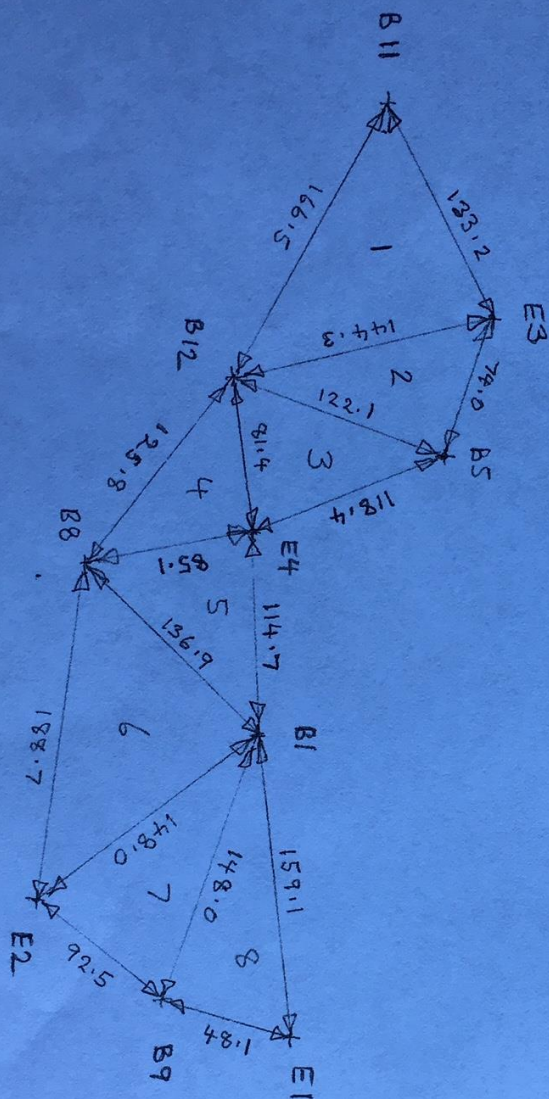


**Ham Farm 7 - Spatial location of actual and 'virtual' boreholes**

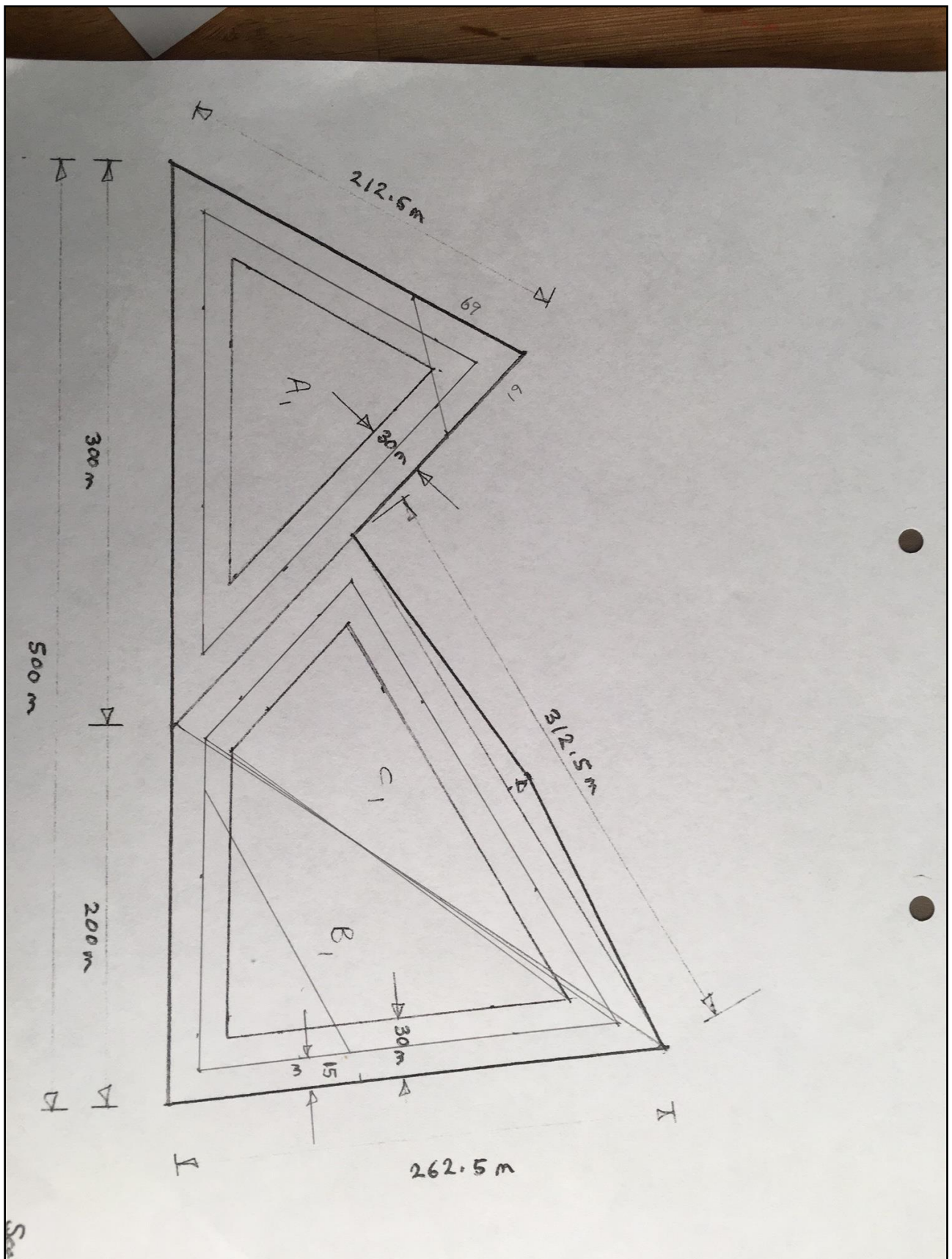
# Ham Farm 13

Distance Between Boreholes (Actual and Interpolated)

Actual B  
Interpolated E



Ham Farm 8 - Illustration of 15 m and 30 m buffer zones



**Subject:** Steyning Town Covid Response

Dear Tony

I hope you are keeping well

I know that we have discussed this matter on the phone but I wanted to formally respond to you regards your initial enquiry and email letter, below.

The contents of your letter were discussed at Full Council as part of a debate on the issue of ongoing Covid measures. As yet there is no agreement from Council to engage directly with any of the High street retail operators regards their own measures, however there are discussions ongoing with the retailers representative organisation 'The Steyning Business Chamber' regards this and other issues such as better pedestrianisation measures on the High street, and indeed this is due to be discussed once more at tonight's Full Council meeting.

Hopefully updates with regards to any of these developments will be posted on SPC's website and or other Parish wide platforms/publications.

Kind regards

John

**From:** Tony **Sent:** 02 July 2020 15:09**To:** Steyning Parish Council - Clerk <**Subject:** Steyning Town Covid Response

Dear John,

Thank you for your time and patience in responding to my phonecall today. As agreed, please find a summary of my concerns below, the content of which you may use/publish as appropriate;

Having made a shopping trip to Steyning High Street today, I am extremely disappointed that no attempt at social distancing, pedestrian control, parking control, sanitation etc. has been in place in Steyning. We are now 3 months into this crisis so one would hope some innovative measures would have happened. A walk along the High Street is entirely "normal". This crisis, regrettably, is here for the foreseeable future, but right now, is the time for some action. Steyning is lagging behind.

#### **PARKING**

Illegal parking on double yellow lines continues unchecked along the East side of the high Street. Today outside the Post Office along with a P.O. van legally loading, there were 2 other vans parked, which along with wide wing mirrors and overhanging "box" bodywork caused a narrow pinch-point on the already narrow pavement. I was quite surprised to see about 12 people, including a mum and pushchair, trying to squeeze past in either direction. "Social Distancing" temporarily and understandably forgotten.

On the West side of the street [outside the co-op] the legal line of parked cars causes a narrow pavement anyway. The unkempt Co-Op queue causes further narrowing. Consequently pedestrians passing in either direction are very close.

#### **SHOP RESPONSES**

Mixed attempts at social distancing and customer control are very evident. Paydens` Pharmacy have got it sorted. Others not bad, whilst, frankly, the Co-Op's is pathetic. Two wobbly barriers with a stool in the middle joined by tape have been erected [eventually!]. Today's queue spilled along the front of the shop, around the litter bin [which may or may not be full of used tissues/hand wipes/used masks etc] and in front of the bay window of the Chequer Inn [further narrowing the pavement]. The Co-Ops national response is inadequate; locally more so. It seems to be acceptable that the Co-Op places beacons outside to stop parking when a delivery is due, but no initiative is shown during this crisis? Other supermarkets present a hugely more professional and socially responsible solution, including sanitised trollies, hand wash stations, marked spacing and flow markings etc.

Whilst I realise that these concerns are not directly attributable to Steyning Parish Council, one would hope that S.P.C. would have the ear of shop managers etc. to suggest that their measures are not adequate and that they need to do better.

Proper social distancing is not possible on the narrow pavements. In the examples given above, the opportunity to sidestep out of someone's way is often not possible due to parked vehicles. However, many towns and cities in the UK have already improved their pavement widths with measures including temporary barriers, plant pots and chains, temporary cycle lanes, curtailing parking etc. Nothing is happening in Steyning in this regard. If other communities have resolved these issues already, why the inaction is Steyning?

Enforcing the existing parking restrictions in the High Street would be a start [east side] and even better a row of barriers/chain whatever would allow for a doubling of pavement width, one way flow and space for people...not cars!

I applaud the recent measures to open the public toilets and children's playground with regular sanitisation checks. I also understand that some sanitisation stations will be in place in the High Street. It would be encouraging if other innovative measures were taken, sooner rather than later. Steyning is already "too little". It would be good not to be "too late".

Yours sincerely

Tony

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ  
For Sat. Nav. Use BN44 3YL

Telephone: 01903 812042

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

*The Sisters of the Blessed Sacrament  
The Towers  
Henfield Rd, Upper  
Upper Beeding,  
Steyning  
BN44 3TF*

*Dated 21<sup>st</sup> July 2020*

*Dear Sisters*

*The Chairman and Vice Chair of Steyning Parish Council recently met with Sue Gearing, Chair of Steyning Grammar School Board of Governors, and learnt of your incredibly generous gift to the Steyning school and the local community.*

*It is very regretful that the Towers Convent School could not avoid closure as its reputation for academic excellence was so highly regarded. You must be very proud of all it achieved over the years.*

*The Steyning Parish Council would like to add our heartfelt thanks for your selfless beneficence that will enable Steyning Grammar School and their pupils to move forwards to a more certain future. Without your generosity this would not have been possible.*

*We would like to extend an invitation to you in the future, when it is possible to do things safely, to participate in the many events that take place at the Steyning Centre that may be of interest to you.*

*With our grateful thanks and very best wishes to you all,*

*Yours sincerely,*

*John Fullbrook  
Steyning Parish Council Clerk*

***{This letter written by the Steyning Parish Council Chairman and signed by the Clerk on behalf of the Council}***



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel.roxby@steyningpc.gov.uk](mailto:hazel.roxby@steyningpc.gov.uk)

## John Fullbrook

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**Subject:** FW: Steyning - Re-Opening High Streets Safely (RHSS) - Govt/ERDF Funding  
**Attachments:** Steyning High Street SHS 01.pdf

ITEM 8.1.1.

**From:** Clive.Burley <  
**Sent:** 28 August 2020 17:31  
**To:**  
**Subject:** FW: Steyning - Re-Opening High Streets Safely (RHSS) - Govt/ERDF Funding

Dear All,

Following receipt of grant aid from the Government (Re-Opening High Streets Safely) via the European Regional Development Fund our Economic Development Team, liaising with local Parishes and representatives, are seeking to progress a number of schemes across the District including a proposal for Steyning High Street:

- South side of carriageway, footway widening for social distancing.

The proposal provides for a coned area in line with the current 'ghosted area' only while retaining the current one hour parking bays. This is a provisional 90 day scheme, in line with [Government Guidelines](#).

I would be grateful if you would review the attached proposal and let me have any final comments as soon as practicably possible so that we can commence the necessary works without undue delay.

I am aware the Parish are seeking to progress other traffic schemes including a possible 20 mph speed restriction which should be progressed via the WSCC Community Highways Scheme route to provide a permanent solution should the scheme criteria can be met.

Regards Clive

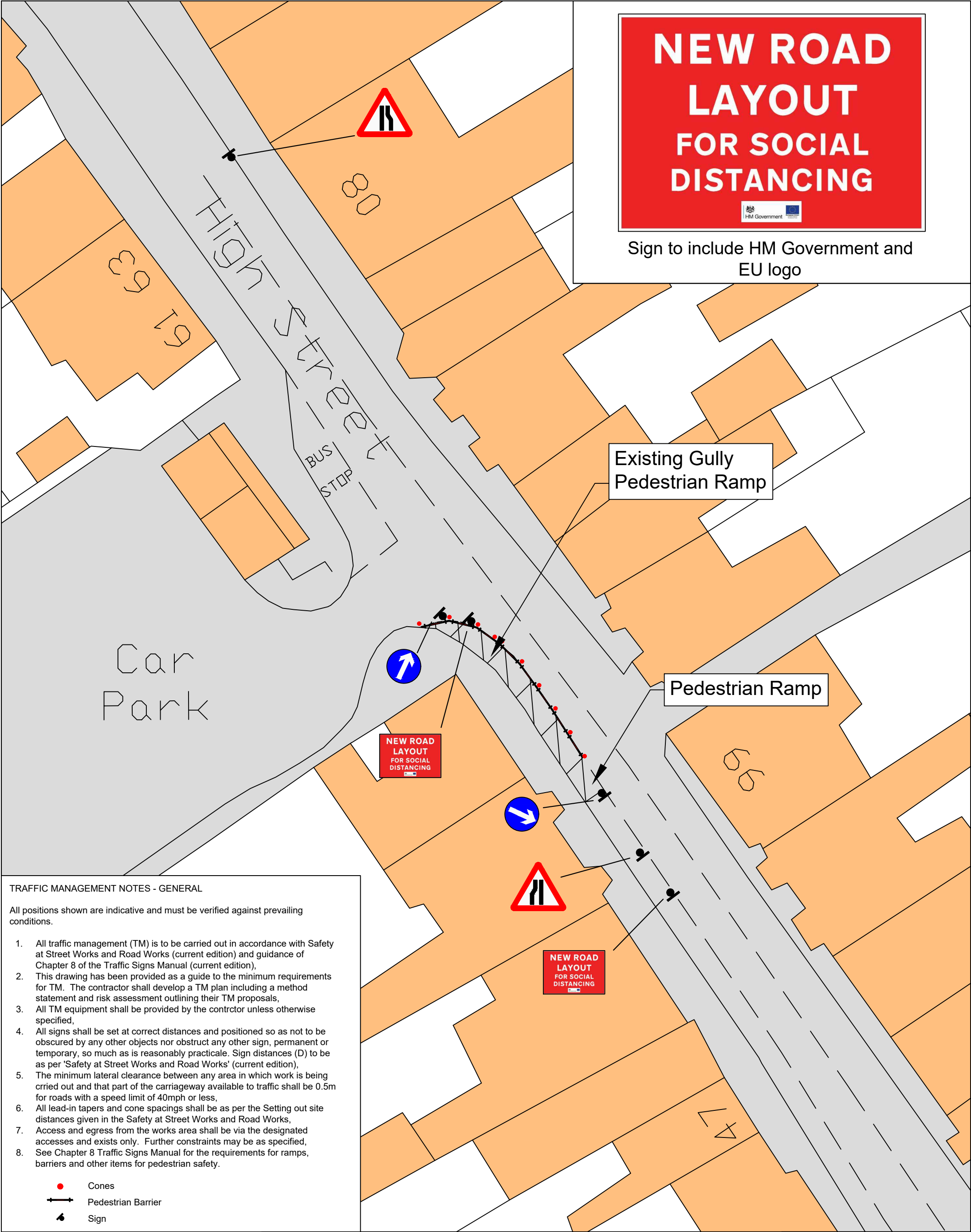
**Clive Burley**  
Corporate Project Manager

**Telephone:**



---

**Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL**  
Telephone: 01403 215100 (calls may be recorded) [www.horsham.gov.uk](http://www.horsham.gov.uk) Chief Executive: Glen Chipp

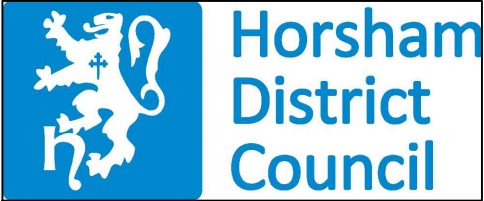


TRAFFIC MANAGEMENT NOTES - GENERAL

All positions shown are indicative and must be verified against prevailing conditions.

1. All traffic management (TM) is to be carried out in accordance with Safety at Street Works and Road Works (current edition) and guidance of Chapter 8 of the Traffic Signs Manual (current edition),
2. This drawing has been provided as a guide to the minimum requirements for TM. The contractor shall develop a TM plan including a method statement and risk assessment outlining their TM proposals,
3. All TM equipment shall be provided by the contractor unless otherwise specified,
4. All signs shall be set at correct distances and positioned so as not to be obscured by any other objects nor obstruct any other sign, permanent or temporary, so much as is reasonably practicable. Sign distances (D) to be as per 'Safety at Street Works and Road Works' (current edition),
5. The minimum lateral clearance between any area in which work is being carried out and that part of the carriageway available to traffic shall be 0.5m for roads with a speed limit of 40mph or less,
6. All lead-in tapers and cone spacings shall be as per the Setting out site distances given in the Safety at Street Works and Road Works,
7. Access and egress from the works area shall be via the designated accesses and exists only. Further constraints may be as specified,
8. See Chapter 8 Traffic Signs Manual for the requirements for ramps, barriers and other items for pedestrian safety.

- Cones
- Pedestrian Barrier
- ▲ Sign



Park North, North Street, Horsham, West Sussex, RH12 1RL  
Telephone: 01403 215100 Fax: 01403 215371

Title

Covid-19 Social Distancing Measures  
Option - Hatched Area  
High Street, Steyning BN44 3RE

Drawn NHW

Scale NTS

Print at A3

Drawing No. SHS / 01

Working Party Thursday 11th June 2020

*NB This is Paul Campbell's draft and has not yet been approved by the WP or the Council*

Present: Cllrs Trevor Cree, Paul Campbell, Deborah Hanson and Rod Goldsmith. Apologies from Tim Lloyd.

Reina Alston from the Community Partnership discussed a few issues on the phone.

The WP's initial task was to discuss the requests submitted to HDC by the Partnership in conjunction with the Chamber of Trade and two traders. The details as follows.

The WP also briefly talked about the 'long term' future for the High Street taking into account the comments and points the traders' meeting had highlighted. It was felt that once the grant requests had been accepted by HDC (hopefully), further discussions could take place and then the Working Party could meet on a regular basis and discuss all the ideas and thoughts being put forward and of course bearing in mind, the High Street is a 'moving situation' project.

***Thoughts put forward from the Partnership Team to attract funding:***

***The working party's comments in blue. It is assumed grant funding for these projects will be via HDC.***

- a. One way system for each of the High Street pavements allowing more room for pedestrians. i.e. one heading North and vice versa. People would be able to cross the road to access businesses they want to visit, without travelling the length of the High Street. Maybe one extra temporary zebra crossing to assist the crossing of road.

Not supported. Not considered practicable now that traffic volumes are returning to normal levels.

However, as an alternative it was considered that two things might be funded which, if they became permanent, might lead in the longer term to a much more radical scheme for future discussion with all interested parties.

- 1/ An experimental 20 mph speed limit starting on the Horsham Road just before the Leisure Centre and extending along the High Street through to the new Welcome sign at Penlands.

2/ An experimental build out of the pavement in the High Street adjacent the car park outside Chalcraft Funerals, broadly following the existing hatching. Thus providing an extended pedestrian refuge to assist crossing the road. Details in attached 2016 ideas document. This shows the build-out details for the refuge including the temporary barrier materials and includes site photos.

The attachment also shows the table-top idea which could be part of the scheme in the next paragraph. Probably the table top if it ever became a reality would be more extensive than illustrated.

In the longer term after wide consultation and if supported, shared pedestrian and vehicular surface and road space in the central area of the High Street similar to Bramber. The reduced speeds this would encourage would probably mean that one or both zebra crossings could go, freeing up kerb space for pavement build-outs and/or more kerbside short-term parking.

**Funding needed for:** Street/pavement stickers/information signs suitable for use outside in order to indicate the pedestrian one way system. Temporary Zebra Crossing.

Temporary water-filled barriers delineating the pavement build-out. 20mph signage.

- b. Hand sanitizer gel stations at various spots within the High Street.

Supported

**Funding needed for:** Purchase of dispensers suitable for outside, together with extensive stocks of sanitizer (we must not run out, like so many other offerings do) plus an allowance to employ a Hand Sanitizer Marshall to go round refilling. (Again, we do not know how long this first phase of “opening up” will take, but maybe this operation should allow for at least 6 months).

- c. A Deep Clean of the High Street to make sure everything looks squeaky clean before the “re-opening”.

Supported. SPC currently do two contracted out pressure washes per year and the new street cleaner has already brought the standard up noticeably

**Funding needed for:** Increase of the hours usually worked by the company that cleans Steyning High Street.

- d. Waiving of car parking charges for perhaps the first hour – more hours if possible.  
Supported

**Funding needed for:** Compensation to HDC for loss of earnings.

- e. Business Education – HDC representatives to visit each of the Steyning High Street, Bramber High Street & Upper Beeding Square businesses and give them a short

briefing on essentials to create a “safer shopping” environment. HDC Certificate to go in the window saying they have completed this briefing. We need to create a feeling that Steyning is a caring, comfortable, safe & happy place to shop.

**Funding needed for:** HDC staff wages to carry out briefings; cost of producing certificates.

Supported

- f. Emphasis on our nearness to the SDNP and other wonderful walks. Flyers promoting how to access relevant websites for more detail. Also emphasising the tie between using the local amenities/shops etc., and enjoying the countryside.

Supported

**Funding needed for:** Production of flyer – design & print costs.

- g. Creating a printed programme of events and offers that will run alongside the Steyning & District Food and Drink Festival – giving an extra promotion avenue for businesses in the area.

Supported

**Funding required for:** Design & Print costs.

- h. Virtual Tour of businesses in Steyning & District. Creating a vital marketing tool to give long term promotion of businesses in the area. Will be added to the website Visit Steyning with links to as many local and further afield websites as possible.

Supported. Car park new digital signs to be used as well.

**Funding needed for:** Video Production and loading on to website.

Cllr Paul Campbell

12 June 2020

## **Draft Response to the Government Planning White Paper Planning for the Future**

The following bullet points are the proposed response from Steyning Parish Council to the consultation Planning for the Future. The closing date is 29<sup>th</sup> October 2020.

1. We have concerns about the methodology used to calculate the housing need – it is not clear. The proposals appear to decrease the amount of affordable homes to be built.
2. The amount of building proposed would increase the pressure on the South East. It should be noted that the South Downs National Park is the most populated National Park in the country.
3. There is no detail on how infrastructure issues will be addressed e.g. water stress is not an obstacle to development but is a problem in the South East.
4. The White paper proposes less opportunity for democratic local and community engagement. It is not clear how Neighbourhood Plans will fit in and it appears that they will have a reduced role. Parish Councils are hardly mentioned but it is vital to retain local and community involvement to protect and encourage retail & service development together with High Street vitality.
5. A building tax on developers should be levied if land is not built on after planning permission is given. Land banking must be resolved.
6. Rural and green spaces are in danger of being encroached upon rather developing brownfield sites as a priority. Loss of farmland a real risk. The proposed three zones, Growth, Renewal and Protected, are too vague and more specification is needed.
7. If exception sites are considered for development, tenures should be related to the local need. Market housing must not be developed on these sites and should be small in relation to the existing settlement.
8. Types of affordable housing should not be determined centrally and there is lack of detail on 'affordability pressure'. Local plans ensure local issues are addressed and are important as all districts are different.
9. The site size threshold in the NPPF should not be removed. Increased housing targets could disadvantage SMEs in favour of big developers, this needs to be addressed.
10. There are major concerns with the PiP (Permission in Principle) removing the restriction on major development. Applications should be very detailed to enable proper assessment and publicity should be as widespread as possible.

Proposed by Planning Committee Working Party 12<sup>th</sup> October 2020.

## **Draft Steyning Scheme of Delegation V.10**

To avoid Full Council having to make every decision the Council Scheme of Delegation is an essential policy to enable the Council to function efficiently and effectively, with decision making powers being given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Groups.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

### **1 Council Functions**

The following matters are to be dealt with by the Full Council:

- 1.1** Approval of Budget and setting the Precept.
- 1.2** Approval of the Annual Return and Audit of Accounts.
- 1.3** Authorisation of borrowing.
- 1.4** Adoption of or, changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.5** Making of Orders under any statutory powers.
- 1.6** Appointment of Standing Committees, their Chairs and Vice-Chairs.
- 1.7** Appointment of Council representatives to outside bodies.
- 1.8** Appointment of the Clerk and Deputy Clerk of the Council.
- 1.9** Receive and adopt the minutes of committees and to consider and approve any recommendations.
- 1.10** Approval of payments by committees for any single expenditure item over £5,000. *(See Appendix 1 – 4.1 Financial Regs)*
- 1.11** Consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- 1.12** All other matters which must, by law, be reserved to the Full Council.

### **2 Delegation to Committees**

Committees are given decision-making powers in respect of specific matters delegated by Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may only 'resolve' those matters within their delegated powers, making 'recommendations' to Council on all other matters. Committees may decide not to

exercise delegated responsibilities and instead make a 'recommendation' to the Council.

## **2.1 All Committees**

- 2.1.1** Creation of, and appointment to, Working Groups.
- 2.1.2** Appointment of Councillors to Working Groups by the Chair and Vice-Chair of the committee and the appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality agreements consistent with those required of Councillors.

## **2.2 Finance, General Purposes Committee**

**All matters (except for creating Council Policy) relating to:**

- 2.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.2.2** Review of budget position
- 2.2.3** To recommend and oversee the Council's Reserves policy.
- 2.2.4** Consideration of annual budget request from all standing Committees for recommendation to Council and to recommend to Council the precept for next financial year
- 2.2.5** Approval and award of grants and donations.
- 2.2.6** Ensure the Council meets its obligations to HMRC
- 2.2.7** Approval of expenditure within the budget set for the committee up to a limit of £5,000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per 4.1 of the financial regulations, see appendix 1.
- 2.2.8** Monitor the availability of section 106 and CIL Funds and make recommendations to Council on non-Council applications for S106 and CIL Funding
- 2.2.9** Consider and agree recommendations to Council on action to all Internal & External Audit reports
- 2.2.10** Approval of Risk management strategy and review annual insurance policies.
- 2.2.11** Review and agree all contractual matters regarding leases on the buildings owned by the Council or, land owned by the Council on which buildings are situated.
- 2.2.12** Review annually the Council's Fixed Asset Register and ensure that insurance cover is adequate.

- 2.2.13** Oversee all maintenance contracts and where necessary make recommendations to Full Council.
- 2.2.14** Review and make recommendations to Council on Standing Orders, all policies and protocols and other legal, administration or accounting matters.
- 2.2.15** Oversee the Council's media
- 2.2.16** Neighbourhood Wardens
- 2.2.17** To delegate authority to the Proper Officer actions as it deems necessary to ensure that the Council's decisions are carried out efficiently and expediently and to ensure that the Proper officer reports back to the Council on what actions have been taken on its behalf.
- 2.2.18** Matters specifically delegated by the Council or, any other committee
- 2.2.19** The maximum membership of the committee shall be 9, the quorum 5

## **2.3 Community Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.3.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.1
- 2.3.2** Review and submit an annual budget to the F&GP committee
- 2.3.3** Oversee the committee's annual budget
- 2.3.4** Approval of expenditure within the budget set for the committee up to a limit of £5000 on any single item and any expenditure beyond the limit to be recommended to Council for approval, as per Financial regulations 4.1, see Appendix 1.
- 2.3.5** Review and make recommendations to F&GP on contracts pertaining to the grass cutting of the playing fields and open spaces, the street cleaning and bin emptying in the High Street and the Memorial Playing Field.
- 2.3.6** Oversee the management and maintenance of the playing fields, Allotments and open spaces under the ownership of the Council and oversee the Public Rights of Way
- 2.3.7** Oversee in liaison with the Tree Warden the management and maintenance of all trees and hedgerows on Council Land.
- 2.3.8** Oversee the maintenance and opening/closing of the High Street public toilets which are leased from HDC.
- 2.3.9** Oversee the management of land, buildings, and other resources and oversee all matters concerning premises owned by Steyning parish council including letting, maintenance, Health and Safety, staffing and cleaning.

- 2.3.10** Oversee the maintenance of all play areas and fitness/outdoor gym areas.
- 2.3.11** Report to and liaise with WSCC on strategic local highway matters and flooding (These matters not being the responsibility of Steyning Parish Council)
- 2.3.12** Oversee the maintenance of Council (SPC) owned street lighting and to liaise with HDC over the operation of all HDC owned car parks and to oversee all other parking issues.
- 2.3.13** CCTV
- 2.3.14** Oversee maintenance contracts relevant to the committee and make any recommendations to F&GP.
- 2.3.15** Oversee all matters concerning premises owned by Steyning Parish Council including letting, maintenance, Health & Safety, staffing and cleaning.
- 2.3.16** Matters specifically delegated by Council or, any other committee.
- 2.3.17** The maximum membership of the committee shall be membership 8, the quorum 4

## **2.4 Planning**

### **All matters (except for creating Council Policy) relating to:**

- 2.4.1** Planning applications, making representations on all planning consultations, and making representations on all applications for public entertainment licences or liquor licences.
- 2.4.2** Tree works applications.
- 2.4.3** All other planning or highway matters the Parish Council is consulted on.
- 2.4.4** Review of the Steyning Area Conservation Character Appraisal; ensuring that development is in accordance with national or, local Conservation Area Requirements, and seeking additional protection as appropriate.
- 2.4.5** The maximum membership of the committee shall be 7, the quorum 3

## **2.5 Personnel Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.5.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 2.5.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.5.3** Make recommendations to Council or F&GP on all staffing matters including salaries

- 2.5.4** Oversee the recruitment and appointment of staff.
- 2.5.5** To support and appraise the Clerk of the Council and ensure that as the Proper Officer and Financial Officer the Clerk is complying with the job description and delegated authority and make recommendations to Council as necessary.
- 2.5.6** Amend staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
- 2.5.7** To manage the provision of training of Officers and all staff and Councillors.
- 2.5.8** Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.
- 2.5.9** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.5.10** Consider and resolve appeals to decisions relating to a Staff complaint, where this is unable to be dealt with by Officers.
- 2.5.11** Consider all appeals against decisions relating to Staff where this is available within a policy.
- 2.5.12** Matters specifically delegated by Council or, any other committee.
- 2.5.13** Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.
- 2.5.14** Consider agreement on Staff incremental pay rises subject to satisfactory performance, usually managed by a performance management system and appraisal.
- 2.5.15** The maximum membership of the committee shall be 7, the quorum 3

### **3 Delegation to Officers**

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

### **3.1 Parish Clerk – Proper Officer & Responsible Financial Officer**

- 3.1.1** The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council as defined in law.
- 3.1.2** See the table below for delegated responsibilities and the individuals to cover these in the absence of the Parish Clerk:
- 3.1.3** Proper administration of the Council's financial affairs.
- 3.1.4** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.1.5** Ensure compliance with Financial Regulations.
- 3.1.6** Ensure compliance with all financial procedures.
- 3.1.7** Determine accounting policies, records and control systems.
- 3.1.8** Manage risk management of the Council.
- 3.1.9** Overall responsibility, and the day to day management of all council employees.
- 3.1.10** Arrange and manage the Council's insurance arrangements.
- 3.1.11** Day to day management of land, buildings and other resources.
- 3.1.12** Management of maintenance contracts.
- 3.1.13** Overall responsibility for Health & Safety across all Council owned sites
- 3.1.14** Developing income generating activities for the Steyning Centre with the Deputy Parish Clerk.
- 3.1.15** Responsible for the management of the budget in accordance with Council Policy.
- 3.1.16** Ensure that employees and councillors follow the policies and protocols of the Council.
- 3.1.17** Dealing with all FOI/SAR requests as per the FOI Policy and report these to F&GP.
- 3.1.18** Dealing with all complaints as per the Complaints Policy.
- 3.1.19** Management of recruitment and payroll of Council employees in accordance with contracts of employment.
- 3.1.20** Consider and resolve all staff grievances in accordance with Grievance Policy.
- 3.1.21** Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.
- 3.1.22** Consider potential disciplinary matters relating to the Deputy Parish Clerk and make recommendations to the Personnel Committee in accordance with the provisions of the Council's complaints and disciplinary procedures

**3.1.23** Matters specifically delegated by Council or, any other committee.

**Delegated responsibilities in the absence of the Parish Clerk:**

|           | <b>Delegated Responsibility</b>                                                                           | <b>Responsible in Absence</b>                   |
|-----------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>a.</b> | The responsibilities and duties of the role of Proper Officer as set out within law and Council policies. | Deputy Parish Clerk                             |
| <b>b.</b> | Issue all statutory notifications.                                                                        | Deputy Parish Clerk                             |
| <b>c.</b> | Receive Declarations of Acceptance of Office.                                                             | Deputy Parish Clerk                             |
| <b>d.</b> | Receive and record notices disclosing pecuniary interests.                                                | Deputy Parish Clerk                             |
| <b>e.</b> | Receive and retain documents and plans.                                                                   | Deputy Parish Clerk                             |
| <b>f.</b> | Hold the Council's Seal and apply it to documents as approved.                                            | Deputy Parish Clerk                             |
| <b>g.</b> | Sign notices or other documents on behalf of the Council.                                                 | Deputy Parish Clerk                             |
| <b>h.</b> | Receive copies of By-laws made by principal authority.                                                    | Deputy Parish Clerk                             |
| <b>i.</b> | Prepare agendas and minutes for all committee meetings                                                    | Deputy Parish Clerk                             |
| <b>j.</b> | Sign summons to attend meetings.                                                                          | Deputy Parish Clerk                             |
| <b>k.</b> | Ensure compliance with Standing Orders.                                                                   | Deputy Parish Clerk                             |
| <b>l.</b> | Manage all Parish Council staff, either directly or indirectly.                                           | Deputy Parish Clerk                             |
| <b>m.</b> | Manage the provision of Council services, buildings, land and resources.                                  | Deputy Parish Clerk                             |
| <b>n.</b> | Incur expenditure in an emergency up to £1,000 whether budgeted or not.                                   | Deputy Parish Clerk                             |
| <b>o.</b> | Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.  | Deputy Parish Clerk                             |
| <b>p.</b> | Deal with dispensation requests from Members under the Code of Conduct.                                   | Deputy Parish Clerk                             |
| <b>q.</b> | Deal with matters specifically delegated by Council or Committee.                                         | Deputy Parish Clerk                             |
| <b>r.</b> | Take all decisions relating to the training of Councillors & staff.                                       | Council/Personnel Committee/Deputy Parish Clerk |

|            |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                         |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>s.</b>  | Appoint all employees in accordance with the Council's staff structure.                                                                                   | Council/Personnel Committee/D. Parish Clerk                                                                                                                                                                                                                                                                             |
| <b>t.</b>  | Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.                                  | Council/Personnel Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                         |
| <b>u.</b>  | Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.                              | Council/Personnel Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                         |
| <b>v.</b>  | Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.                                  | Council/Personnel Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                         |
| <b>w.</b>  | Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary. | Council/Personnel Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                         |
| <b>x.</b>  | Responsible for the overall management of all budgets in accordance with Council policies.                                                                | Council/F&GP Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                              |
| <b>y.</b>  | Authorised to issue press releases on any Council activity exercised in accordance with Council policy.                                                   | Deputy Parish Clerk                                                                                                                                                                                                                                                                                                     |
| <b>z..</b> | Overall responsibility for Health & Safety across all Council owned sites.                                                                                | Council/F&GP Committee/Deputy Parish Clerk                                                                                                                                                                                                                                                                              |
| <b>aa.</b> | Matters specifically delegated within Council policies.                                                                                                   | (broadly speaking)<br><br>Financial Policies –<br>Council/F&GP Committee/Deputy Parish Clerk<br><br>Personnel Policies –<br>Council/Personnel Committee<br><br>Freedom of Information/Consultation Policies – Council/FOI Panel/Deputy Parish Clerk<br><br>To be assessed individually by Council as and when required. |
|            |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                         |
|            |                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                         |

### **3.2 Deputy Parish Clerk**

- 3.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.2.3** Day to day management of the Steyning Centre.
- 3.2.4** Day to day management of the Council's website and social media activities.
- 3.2.5** Day to day management of caretakers.
- 3.2.6** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by the Parish Clerk.
- 3.2.7** Developing income generating activities for the Steyning Centre with the Parish Clerk.
- 3.2.8** Matters specifically delegated by Council or Committee.

Steyning PC October 2020

## **Appendix 1.**

*{Excerpt from SPC Financial Regulations – Agreed 2020}*

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

**4.1.** *Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- the council for all items over £5,000.*
- prior approval by delegated committee for items - £1,000 to £5,000*
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000.*
- Clerk has authority to spend within the budget heading for items - £0 - £500.*

*When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulation*

## **SPC Committees – Outline of Delegated and Other Responsibilities**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

To oversee and make decisions upon Steyning Parish Council financial matters and to oversee the administration of the Council's affairs with specific attention to resource allocation, governance, and financial well-being. To make annual budget recommendation of all the committees and the precept to Council and make any other recommendations to Council on matters it deems necessary. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link [{When available}](#)

### **COMMUNITY COMMITTEE**

To oversee and make decisions on the management of the following Steyning Parish Council owned or leased property: playing fields, open spaces and Village Greens including their grass, tree and hedge maintenance; the provision and maintenance of playgrounds, exercise areas and allotments; all highways and lighting issues in liaison with West Sussex County Council; the upkeep and repair of the town clock, bus shelter / public toilets, street sweeping, litter-picking and litter-bin emptying; to liaise with HDC over the operation of the HDC owned public car parks and other parking issues in the town; the efficient management of the Steyning Community Centre, the changing rooms at the Memorial Playing Field, and the leasing and the maintenance of other premises such as sports facilities. To make recommendations to the Council on any matters it deems necessary. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link [{When available}](#)

### **PERSONNEL COMMITTEE**

To oversee and make recommendations to Full Council on all staff related matters including the recruitment of staff; staff related policies; conditions of employment and training provision; and to ensure that the Council complies with all legislative requirements relating to the employment of staff. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link [{When available}](#)

### **PLANNING COMMITTEE**

To respond to all planning applications and make representations on all applications for public entertainment licences or liquor licences, tree work applications and all other planning or highway matters the Parish Council is consulted on. For full details of the responsibilities of this committee please see the Steyning Parish Council Scheme of delegation – following the link [{When available}](#)

# Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,  
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## MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 28<sup>TH</sup> SEPTEMBER 2020 AT 7.30PM VIA ZOOM VIRTUAL MEETING

**Present:** Cllrs Young, Trundle and Northam

**Members of the public:** Cllr Cree

**Clerk** – Hazel Roxby

## MINUTES

- P20/42**      **APOLOGIES**  
**42.1**      There were apologies received from Councillors Sullivan, Rudkin and Saunders
- P20/43**      **DECLARATIONS OF INTEREST –**  
**43.1**      There was a declaration of interest from Cllr Young to item 5.1 as she lives in Mouse Lane.
- P20/44**      **MINUTES** – to agree and sign the minutes of the 24<sup>th</sup> August 2020  
**44.1**      It was **Resolved** that the minutes of 24<sup>th</sup> August 2020 be accepted as a true and fair record of the meeting. **Agreed.**
- P20/45**      **MATTERS ARISING AND ACTIONS.**  
**45.1**      The Chalk Pit, Newham Lane issues are now being looked into by District Councillor Bob Platt.  
He has reported that Reg Hawks, Planning Officer, has informed that a meeting with the owner of the chalk pit has not yet been able to be arranged. The building works has restarted on the barn near the entrance which will result in some improvement as the building materials are being used up in the construction work.  
Paul Hobbs was approached concerning the fencing around the pit however it is felt that as the fence is some distance away from the Public Right Of Way this would not be enforceable as a safety issue.
- P20/46**      **PLANNING APPLICATIONS**  
**46.1**      **DC/20/1573 - Mousetows, Mouse Lane - fell 6 x Beech trees –**  
Cllrs are concerned that the felling of all 6 trees seems extreme and request the Arboricultural Officer's advice on whether it is necessary to fell all the trees.

The committee will be in support of the Arboricultural Officer's advice.

- 46.2 DC/20/1603 - Star Inn - fell group of cypress, 1x pine & surgery to laurel & willow**  
Cllrs are concerned for the felling of the Cypress Trees and request the Arboricultural Officer's advice as to whether surgery could achieve the greater light that is being sought.  
The committee will be in support of the Arboricultural officer's advice.

- 46.3 DC/20/1602 - Kings Barn Farm - surgery to group of poplar trees -**  
The Committee **Resolved No Objection** subject to the advice of Horsham District Council's Arboricultural Officer. **Agreed.**

- 46.4 DC/20/1749 – Testers White Horse Square – Surgery to 3 x Horse Chestnuts (Works to Trees in a Conservation Area)**  
The Committee **Resolved No - Objection** Subject to the advice of Horsham District Council's Arboricultural Officer. **Agreed**

- 46.5 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)**  
The Committee **Resolved - No Objection** Subject to the advice of Horsham District Council's Arboricultural Officer. **Agreed**

- P20/47 LATE PLANS**  
**47.1** None

- P20/48 ENFORCEMENT NOTIFICATIONS**  
**48.1** The Chalk Pit, Newham Lane, Untidy Land Notice (s215). District Councillor Bob Platt is investigating these issues. (As per matters arising and Actions)

- P20/49 PLANNING DECISIONS FROM HDC and SDNP**  
**Agreed**

- 49.1 DC/20/0451 - Penfold Cottage 30 High Street - Fell 1 x Leylandii and 1 x Oak Sapling and Surgery to 1 x Tree (Works to Trees in a Conservation Area)**
- 49.2 DC/20/1228 - Mayero Penlands Close - Erection of a double storey side extension and a single storey rear extension together with internal alterations and all associated drainage works.**
- 49.3 SDNP/20/02543/HOUS - The Coach House, Horsham Road - Demolition of existing single storey rear projection and provision of replacement single storey rear extension**
- 49.4 DC/20/0849 - Gatewick Farm Steyning Bypass - Retrospective application for the change of use of land for caravan storage and associated hard standing**
- 49.5 DC/20/1292 - 5 Castle Way - Erection of a single storey rear extension to replace existing conservatory.**
- 49.6 DC/20/1360 - 8 Saxon Road - Erection of a single storey rear extension.**
- Withdrawn**
- 49.7 DC/20/1214 - Horsebrook Cottage, Steyning Road - Erection of a double storey side extension to existing double garage (Listed Building Consent)**

- 49.8**            **DC/20/1460 - 25 High Street** - Change of use from office and retail (B1 and A1 use) to a dwelling (C3 use).
- 49.9**            **DC/20/1061-The Old Brewery Cottage Jarvis Lane** - Prior notification for the change of use from an office to dwelling house

**P20/50**            **PLANNING CONSULTATIONS**

**50.1**            To discuss and agree responses to the following consultations  
[Changes to the current planning system](#) (deadline for responses 1<sup>st</sup> October)  
A response to this application was due to be considered at the Parish Council meeting on Monday 21<sup>st</sup> September however meeting ran out of time before the response could be discussed and therefore a response will now not be sent for this consultation.

**P20/51**            [Planning for the future](#) - the planning white paper (deadline for responses 29<sup>th</sup> October)  
**51.1**

SSALC are holding a Zoom meeting to aid councils to better understand the implications of the consultation before responding to the consultation. Cllrs Trundle and Young will attend the Zoom meeting. A working party of the Planning Committee will be held on 12<sup>th</sup> October to form a draft response to present to Councillors and then to the Parish Council on 21<sup>st</sup> October 2020 for consideration and decision that it be a response to the consultation which ends on 29<sup>th</sup> October 2020.

[Transparency and competition: a call for evidence on data on land control](#) (deadline for responses 29<sup>th</sup> October)

Cllrs felt unable to consider a response to this Consultation.

SDNPA - Parking Supplementary Planning Document (SPD) Consultation

[SDNPA website](#)

Cllrs to look at this consultation ready for the next meeting on 26<sup>th</sup> October 2020

**P20/52**

**CORRESPONDENCE/INFORMATION.**

Notice of an appeal decision for **DC/20/0150 14 Coxham Lane** - Retrospective application for removal of existing shed in front garden and erection of a replacement shed. pc had no objection to this application however HDC and the Planning Inspectorate refused it due to being in the front garden

**DATE OF NEXT MEETING** - Monday 26<sup>TH</sup> October 2020

Chairman closed the meeting at 8.07pm

Link to the recording of the meeting :

<https://archive.org/details/2020-09-28-steyning-parish-council-planning-committee>

# Steyning Parish Council



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

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## MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 29<sup>th</sup> September 2020 AT 7.30PM

Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

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

Meeting started at: 7.32 pm

## DRAFT MINUTES

### ACTION

#### C/20/35 APOLOGIES FOR ABSENCE

35.1 Apologies received from Cllr Norcross.

#### C/20/36 DECLARATIONS OF INTEREST

36.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group and has a building plot adjacent to the memorial playing field. Cllr Lloyd lives in Coxham lane so declared an interest in Agenda item 7.3

#### C/20/37 QUESTIONS FROM THE FLOOR

37.1 Cllr Hanson as Chairman stated for this meeting under Standing Order 3(e) and 3(h) that a written response will be given to resident's questions.

37.1.1 *Q - Roger Brown asked that certain items be moved up the Agenda so that residents in attendance could hear their relevant items.*

37.1.2 *A - Cllr Hanson responded that the Agenda would be followed but that there would be only a short time before the relevant items were heard*

37.2.1 *Q – Resident asked - What is the overall vision for the Abbey road project and how will residents be involved? What height will the hedge be permitted to grow to? , Who will maintain the hedge and at what frequency? What is the additional expenditure for this commitment?*

CLERK

37.2.2 *A – Cllr Hanson said that a written reply would be emailed to the resident in question as soon as possible. Also, there will be further information later in the meeting under Agenda item 8.1*

37.3.1 *Q – Cllr Goldsmith – Why are there no supporting papers for Agenda item 5?*

37.3.2 *A – Cllr Hanson said she did not send a supporting paper as it was a Chairman's statement without a need for a decision to be made*



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

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Email: [hazel.roxby@steyningpc.gov.uk](mailto:hazel.roxby@steyningpc.gov.uk)

**C/20/38 MINUTES OF PREVIOUS MEETING**

**38.1.1** To approve the Amenities minutes from the 23<sup>rd</sup> July 2020. Cllr Lloyd read out a statement on behalf of himself and the Vice Chairman for the Council, in response to two statements (27.1.2 & 27.2.3) contained within these minutes from Cllr Campbell; it being a rebuttal of the following text from that meeting- *'The majority on this Committee having previously indicated that they are predetermined that they are not willing to consider amendments proposed by the Chair under S.O. 10, and that they will always prefer the Clerk's version' and within 27.2.3 'This airbrushing of history is a serious abuse by a dominant voting faction'*. Cllr Lloyd stated that these statements were subjective and, in his view, and that of the Vice Chairman of the Council, an unwarranted slur on the integrity of the councillors to whom this statement is aimed and who had merely been exercising their democratic right of self-determination by voting as they felt fit. Cllr Campbell should not have assumed that Councillors were predetermined as there is no evidence to support this: merely voting against his version of the minutes in favour of the Clerks version does not mean there has been predetermination. The accusation of 'the airbrushing of history is a serious abuse by a dominant voting faction' is a contemptuous statement, it's a matter of public record that Cllr Campbell was a leading member of the dominant group in Council for nearly a year that saw this group voting en block in every major decision the council made during that time. I am sure that Cllr Campbell would defend this voting record as the councillors democratic right of self-determination and that in every split vote there is by necessity a majority that should not be defined as being a dominant faction and he would be right, as it was right in the decision that was made on the 23<sup>rd</sup> July. It's regrettable that this statement was made as there should be no place in this council or this committee for unsubstantiated allegations from councillor to councillor'

**38.1.2** To approve the Amenities minutes from the 23<sup>rd</sup> July 2020. Cllr Campbell noted an error in the date within paragraph 27.2.3 where it had said 'the 26<sup>th</sup> May 2020' it should in fact read 'the 23<sup>rd</sup> of June 2020'. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that this date error be amended. **Agreed.**

CLERK

**38.1.3** Cllr Alexander **proposed, seconded** by Cllr Lloyd that the 23<sup>rd</sup> July draft minutes from the Amenities meeting, including this amendment, are accepted as a true and fair record. **Agreed. 3 For {DH,SA, TL}, 3 Against {PC, SSu, RG}. Agreed with Chairman's casting vote.**

**38.2** Cllr Alexander **proposed, seconded** by Cllr Hanson that the 7<sup>th</sup> July Premises draft minutes are accepted as a true and fair record. **Agreed. 3 For {DH,SA, TL}, 3 Abstained {PC, SSu, RG}.**

**C/20/39 CHAIRMANS STATEMENT**

**39.1.1** *The Chair stated that she expected Councillors to confine their remarks to not more than two minutes and they may only speak once on each item unless they are moving a motion as per Standing orders. Given the wide remit of this new committee she proposed to broadly dividing tasks into three areas with then certain Councillors overseeing those areas. The three areas being a). Town, Highways, Lighting, Car Parks and Rights of Way. b). Premises owned or controlled by SPC and c). The MPF, other Village Greens, Open Spaces and the Allotments. She hoped to utilise the existing expertise from certain Councillors in the said areas, therefore forming 3 teams, to concentrate on and take matters relating to each forward, reporting back to the full Committee, so that informed decisions may be taken. The suggested teams could be 1). Town etc - Councillor Lloyd and Councillor Campbell. 2) Premises - Councillor Hanson and Councillor Goldsmith. 3). MPF etc - Councillor Alexander, Councillor S Sullivan, and Councillor Norcross. These she suggested were not working parties, but simply a mechanism to ensure progress is being made and tasks are more focused.*

**C/20/40 FINANCE**

**40.1** The Income & Expenditure reports were discussed for the July and August 2020 period. Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure reports for July and August 2020 be accepted as a true record. **Agreed. 3 For, 1 Against, 2 Abstained**

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ACTION                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>C/20/41</b> | <b>MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
| <b>41.1.1</b>  | Abbey Road Village Green – Roger Brown reported on progress regarding the Abbey road biodiversity development scheme and put forward requests as per supporting papers. Simon and Roger to liaise regarding putting together an outline overall plan so that there could be a starting point for a proposed conservation group and working party to discuss options and make recommendations to put forward to committee. Cllr Goldsmith <b>proposed, seconded</b> by Cllr S. Sullivan that the conservation group could start work; that a full biological report for Abbey road be purchased (costed at 50% of £185 + VAT due to discount) and undertaken, and that the Clerk's office purchase some yellow rattle seed (costed at £50). <b>Agreed</b> | Roger Brown /<br>Cllr Alexander<br><br><br><br><br><br><br><br><br><br><b>CLERK</b> |
| <b>41.1.2</b>  | Cllr Alexander <b>proposed, seconded</b> by Cllr Lloyd to form a working party to include Roger Brown, Steyning for Trees, other group representatives and any residents who have written in and want to be involved or shown concern regards the Abbey Road project together with Cllrs Alexander, S. Sullivan and Norcross to oversee the new outline conservation plan for Abbey Road village green and the work to be undertaken by the conservation group. <b>Agreed, 3 For, 1 Against, 2 Abstained.</b>                                                                                                                                                                                                                                            | <b>CLERK</b>                                                                        |
| <b>41.2</b>    | Steyning Community Orchard – The Apple day was cancelled, but the SCO are going to be at the Farmers Market on Saturday 3 <sup>rd</sup> . Roger also reported on unfortunate malicious damage to the tree protective cages the previous week. The SCO will complete repairs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| <b>41.3</b>    | Allotments proposed water supply upgrade. Cllr Alexander <b>proposed, seconded</b> by Cllr Hanson that a working party be put together consisting representatives from the Allotment Association, Non-Allotment Association (plot holders), and all committee members were welcome, to agree a specification and once agreed to then gain quotes and move forward depending on budgetary constraints or at least put forward a plan for consideration for next year's budget discussions. <b>Agreed 5 For, 1 Abstained</b>                                                                                                                                                                                                                               | Cllr Alexander                                                                      |

*No other items could be discussed as the meeting ran out of time*

**C/20/42 DATE OF NEXT MEETING – 27<sup>th</sup> October 2020 at 7.30pm**

**Meeting closed at 10.02pm**

**Signed: ..... Date: 27<sup>th</sup> October 2020**

**Chair**

**Recordings of this meeting can be found using the following links: -**

**Video - [https://archive.org/details/2020-09-29-steyning-parish-council-community-committee\\_202009](https://archive.org/details/2020-09-29-steyning-parish-council-community-committee_202009)**

# Steyning Parish Council



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## REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15<sup>th</sup> SEPTEMBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Vice Chairman of the Council

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

Clerk: John Fullbrook

Members of the Public in attendance: Four.

Meeting commenced: 7:30pm

## DRAFT MINUTES

### ACTIONS

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>F&amp;GP/20/24<br/>24.1</b> | <b>APOLOGIES FOR ABSENCE</b><br>Apologies received from Cllr Northam                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>F&amp;GP/20/25<br/>25.1</b> | <b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>F&amp;GP/20/26<br/>26.1</b> | <b>QUESTIONS FROM THE FLOOR</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>F&amp;GP/20/27<br/>27.1</b> | <b>MINUTES OF PREVIOUS MEETING</b><br>To agree draft minutes for the 14 <sup>th</sup> July F&GP meeting. Cllr Campbell requested the following amendment under Item 18.2.2 which currently says<br><i>"... but the item is intended more to cover recent out of pocket expenses, rather than as a new councillor allowance",</i> to be changed to the following<br><i>"... but the item is nothing to do with allowances which we probably all agree would be unattractive. It relates only to staff and councillor out of pocket expense reimbursement".</i><br>Cllr Lloyd <b>proposed</b> , and Cllr Alexander <b>seconded</b> that the draft minutes for the meeting held on 14 <sup>th</sup> July to include this amendment are accepted as a true and fair record of the proceedings. <b>Agreed</b> |
| <b>F&amp;GP/20/28<br/>28.1</b> | Cllr Lloyd <b>proposed</b> , Cllr Alexander <b>seconded</b> that the meeting considers discussing Agenda items 6 to 9 in advance of item 5. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>F&amp;GP/20/29<br/>29.1</b> | <b>FINANCE MATTERS</b><br>Committee requested the Clerk to provide a Cil report for the next meeting.<br>To approve list of payments for July and August 2020. Cllr Lloyd <b>proposed</b> , <b>seconded</b> by Cllr Hanson to approve the July and August 2020 list of payments. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

CLERK

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 29.2               | Cllr Lloyd <b>proposed, seconded</b> by Cllr Alexander to agree the F&GP income and expenditure report for the months of July and August 2020. <b>Agreed</b><br>Clerk and Chair to investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | CLERK |
| 29.3               | To discuss and agree Councillor Expenses Reimbursements / Allowances. Cllr Lloyd <b>proposed, Seconded</b> by Cllr Alexander that a working party be set up to include all councillors to make recommendations to F&GP regarding councillor expenses and allowances. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CLERK |
| 29.4               | Asset Register adoption. Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith to defer the adoption of the Asset register to the next meeting to give an opportunity for members to evaluate the whole schedule and to come back with their queries to be included in that document. <b>Agreed.</b> Clerk to check ownership on both Welcome signs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLERK |
| 29.5               | The Clerk updated on the current SPC financial position which included possible losses associated with the Covid pandemic by years end. He also reported a successful bid by the Office to gain funds from HDC via a discretionary grant application – The amount received on the 4 <sup>th</sup> September being £10,000 which will help to decrease the year end budget deficit. Cllr Lloyd <b>proposed, seconded</b> by Cllr Hanson that there is an all member F&GP working party convened to consider the SPC financial situation leading into the budget discussions and decisions for the next financial year. <b>Agreed.</b> Clerk to organise provisional dates.                                                                                                                                                                                                            | CLERK |
| 29.6               | Steyning High Street Christmas Lights project. Committee discussed options in support of the Steyning Business Chambers proposals. Cllr Lloyd <b>proposed, seconded</b> by Cllr Campbell that the Clerk is delegated to work with Cllr Hanson to speak to the Steyning Business Chamber to; 1 - determine whether the existing Christmas lights can in fact be used again and if not why not; 2 – to see if a giant Christmas tree display is acceptable and 3 - to see if the wall hung Christmas tree displays could be augmented for this year and to report back to this committee via email to see if an EOM is required to make a decision and also if necessary to make an application to the Wilson Memorial Trust to assist with any finance that is required with a view to discussing this as briefly as possible at Full Council. <b>Agreed. 7 For, 1 Abstained {JN}</b> | CLERK |
| 29.7               | Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that committee agree a £250 grant for the Food & Drink festival event run by the Steyning & District Partnership. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | CLERK |
| 29.8               | To agree preferred option in light of requirements to update web site accessibility compliance Cllr Campbell <b>proposed, seconded</b> by Cllr Goldsmith that to agree the Council proceed with Function 28 be appointed to provide its new Web Site service designer and supplier. <b>Agreed 7 For, 1 Abstained</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLERK |
| 29.9               | Playground opening. Cllr Lloyd <b>proposed, seconded</b> by Cllr Goldsmith that the caretakers continue to complete twice-a-day playground cleaning for the time being, but that these could be subject to review and that the working party that are reviewing budgets should also consider this expenditure as part of their budget recommendations. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLERK |
| F&GP/20/30<br>30.1 | <b>PUBLICITY AND GOVERNANCE</b><br>Newsletters distribution. Cllr Lloyd <b>proposed, seconded</b> by Cllr Alexander that the budget working party consider whether council has a newsletter either in a paper or an electronic format. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CLERK |
| 30.2               | Facebook development. Cllr Lloyd <b>proposed, seconded</b> by Cllr Cree that committee defers a decision regarding the Facebook development until committee feels there is a suitable time for it. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CLERK |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                  |                   |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>F&amp;GP/20/31<br/>31.1</b> | <b>FREEDOM OF INFORMATION REQUESTS</b><br>The Clerk reported two Freedom of information requests had been received at the beginning of July. One has been dealt with and the second one the Clerk had repeatedly asked for the scope of the request to be more clearly refined but has since July not been responded to by the requester, therefore this request is not currently being pursued. |                   |
| <b>F&amp;GP/20/32<br/>32.1</b> | <b>STAFFING MATTERS</b><br>Cllr Lloyd <b>proposed, seconded</b> by Cllr Campbell that the staff annual pay increases as set out by NALC be accepted for the Clerk and Deputy Clerk. <b>Agreed.</b> Clerk to send out details of percentage rise to members                                                                                                                                       | <b>CLERK</b>      |
| <b>F&amp;GP/20/33<br/>33.1</b> | <b>MATTERS ARISING AND ACTIONS</b><br>Financial Matters training for Councillors – further dates required - <b>Ongoing</b>                                                                                                                                                                                                                                                                       | <b>CLERK</b>      |
| <b>33.2</b>                    | Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – <b>Ongoing</b>                                                                                                                                                                                                                                                        | <b>CLERK</b>      |
| <b>33.3</b>                    | Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals - <b>Ongoing</b>                                                                                                                                                                                                                                                   | <b>CLERK</b>      |
| <b>33.4</b>                    | Clerk to check for insurance requirements regarding Dustcart storage – Clerk reported the Dustcart is now covered by insurance - <b>Actioned</b>                                                                                                                                                                                                                                                 |                   |
| <b>33.5</b>                    | Bus Shelter Lease review working party to be deferred - <b>Ongoing</b>                                                                                                                                                                                                                                                                                                                           | <b>CLERK</b>      |
| <b>33.6</b>                    | HDC to respond to swimming pool enquiry – Cllr Lloyd to chase HDC in order to convene a meeting to discuss funding                                                                                                                                                                                                                                                                               | <b>Cllr Lloyd</b> |
| <b>33.7</b>                    | Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal – <b>See item 30.1</b>                                                                                                                                                                                                                                                                                        |                   |
| <b>33.8</b>                    | SPC Facebook development – <b>See item 30.2</b>                                                                                                                                                                                                                                                                                                                                                  |                   |
| <b>33.9</b>                    | Clerk to check if VAT can be claimed back from Amazon purchases – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                |                   |
| <b>33.10</b>                   | Clerk to check if business stream payments are in order – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                        |                   |
| <b>33.11</b>                   | Deputy Clerk to provide Community Committee with alternative water supplier - <b>Ongoing</b>                                                                                                                                                                                                                                                                                                     | <b>CLERK</b>      |
| <b>33.12</b>                   | Clerk asked to clarify Cleansing grant budget versus actual income figures – <b>Actioned</b>                                                                                                                                                                                                                                                                                                     |                   |
| <b>33.13</b>                   | Clerk asked to clarify 'Projects budget information – <b>Actioned</b>                                                                                                                                                                                                                                                                                                                            |                   |
| <b>33.14</b>                   | Councillor expenses reimbursements / allowances – <b>See item 29.3</b>                                                                                                                                                                                                                                                                                                                           |                   |
| <b>33.15</b>                   | Dormant Asset information to be sent out again to Councillors - <b>Actioned</b>                                                                                                                                                                                                                                                                                                                  |                   |
| <b>33.16</b>                   | Asset register to be updated and brought to September F&GP meeting – <b>See item 29.4</b>                                                                                                                                                                                                                                                                                                        |                   |
| <b>33.17</b>                   | Three-year budget discussions deferred to full F&GP working party after Sept' F&GP meeting – <b>Ongoing</b>                                                                                                                                                                                                                                                                                      | <b>CLERK</b>      |
| <b>33.18</b>                   | SPC website development – Cllrs Cree and Alexander to work on this matter and bring back to F&GP – <b>See item 29.8</b>                                                                                                                                                                                                                                                                          |                   |
| <b>33.19</b>                   | Playground cleansing by caretakers – Clerk to ensure practice continues – <b>See item 29.9</b>                                                                                                                                                                                                                                                                                                   |                   |
| <b>33.20</b>                   | Clerk to ensure budget of £600 set aside for independent advice on roles and responsibilities - <b>Actioned</b>                                                                                                                                                                                                                                                                                  |                   |

- 33.21** Cllr Norcross to take Cllr Goldsmiths place within the Staff payments working party – **Working party dissolved**
- 33.22** Working party consisting Cllrs Lloyd, Norcross, and Hanson to look at staff contracts – **Working party dissolved**
- 33.23** Chair and Vice chair of Council to liaise with HR services on employment related questions – **Ongoing** – This position to be reaffirmed with new motion **CLERK**
- F&GP/20/34** **INFORMATION/CORRESPONDENCE ITEMS**
- 34.1** Bowls club Lease is nearing completion. Members to see the final version before it goes to club for signature. **CLERK**
- F&GP/20/35** **DATE OF NEXT MEETING – 13<sup>th</sup> October 2020 @7.30pm.**
- The Chair closed the meeting at 9.56 pm

Signed ..... Date 13<sup>th</sup> October 2020

**Chairman of F&GP Committee**

Here is the link to the video recording of this meeting

**Video - <https://archive.org/details/2020-09-15-steyning-parish-council-f-gp-meeting>**

# Warden Monthly Report

Sep 2020

|                                               |            |                                               |           |
|-----------------------------------------------|------------|-----------------------------------------------|-----------|
| <b>Patrol hours (foot and vehicle) TOTAL:</b> | <b>108</b> | <b>ASB incidents TOTAL:</b>                   | <b>8</b>  |
| <b>Foot patrol TOTAL:</b>                     | <b>53</b>  | Noise                                         | 2         |
| Foot (high visibility) – Steyning             | 25         | Neighbours                                    | 1         |
| Foot (high visibility) – Bramber              | 9          | Driving/vehicles                              | 3         |
| Foot (high visibility) – Upper Beeding        | 19         | Bikes                                         | 0         |
| <b>Vehicle patrol TOTAL:</b>                  | <b>55</b>  | Alcohol/drugs                                 | 1         |
| Vehicle patrol - Steyning                     | 29         | Public order                                  | 1         |
| Vehicle patrol - Bramber                      | 8          | <b>Clear up/disposal reports TOTAL:</b>       | <b>6</b>  |
| Vehicle patrol - Upper Beeding                | 18         | Fly tipping / flyposting                      | 2         |
| <b>Notices/warnings TOTAL:</b>                | <b>2</b>   | Graffiti                                      | 0         |
| Fixed Penalty Notice                          | 0          | Dog fouling                                   | 0         |
| Yellow card warning                           | 0          | Litter                                        | 2         |
| Community Protection Warning/Notice           | 0          | Drug litter                                   | 2         |
| Parking alert                                 | 2          | Hazards                                       | 0         |
| <b>Police reports TOTAL:</b>                  | <b>17</b>  | <b>Community events attended</b>              | <b>0</b>  |
| Phone (including 101 and 999)                 | 1          | <b>School contact/engagement</b>              | <b>4</b>  |
| Email                                         | 7          | <b>Reports to DVLA</b>                        | <b>0</b>  |
| Intelligence report                           | 3          | <b>Reports to Operation Crackdown</b>         | <b>3</b>  |
| E-CINS (multi-agency reporting)               | 1          | <b>Admin</b>                                  | <b>34</b> |
| Verbal                                        | 5          | <b>Visits to vulnerable people (all ages)</b> | <b>8</b>  |
|                                               |            | <b>Signposting</b>                            | <b>0</b>  |
|                                               |            | <b>Safeguarding referral</b>                  | <b>0</b>  |

## ASB/crime/criminal damage

### All Areas.

As we are all aware, the Covid-19 social distancing rule, “The Rule of 6” was introduced by the government on the 14<sup>th</sup> of September. Since the 14<sup>th</sup> we have engaged with numerous groups across all three parishes, the most busy areas being, Fletchers Croft, Cuthmans Field, MPF, Bramber Castle, Upper Beeding Rec/MUGA & Small Dole Skate Park. We are pleased to say that every group we engaged with complied and took steps to distance in the required numbers.

### Steyning –

We continue to engage with a group of young people known to us gathering and smoking cannabis at Fletchers Croft. We have had numerous occasions where the boarding school have called us to report the smell of cannabis to which we have responded within minutes, when we arrive there is often no smell and no evidence of drug use however we do not disbelieve the information we have been given. This particular group and some individuals within it are now raising their profile and on more than one occasion have been abusive towards us when challenged. We are now taking this further with the Police and Antisocial Behaviour team. Letters have been sent to the parents and the Neighbourhood Youth Officer at Horsham Police is now involved. We will continue to engage and report to the Police where necessary.

Intel received regarding drug taking in the car park in Toomey Road. Info passed into the Police including registration numbers of a vehicle potentially involved in supplying.

A resident alerted us to a party taking place in Toomey Road that was breaking current Covid-19 rules. We encourage the resident to report to the Police.

We were contacted by a resident relating to children of school age breaking Covid-19 regulations and entering the Co-op ‘en masse’. This made the staff feel very uneasy and concerned. We visited and spoke to one of the managers

and have scheduled further patrols after 3pm when this has been reported to be happening. The Co-op is still operating a 'one in, one out' policy and the manager advised us that if too many people do enter, they will close the doors temporarily to allow people to leave the shop before letting more people in, therefore controlling the numbers more effectively. They have our contact details and we encouraged to call us if they are concerned or need support.

Intervention with PCSO re drunken male in the High Street. (Public Order)

#### Bramber –

Moved on a group of young people drinking in the bus shelter opposite The Castle.

#### Upper Beeding –

A resident called to alert us as her car window was shot at by an Air Rifle. This was the second occasion and was reported to the Police. Reassurance visit carried out and periodic static monitoring outside the property to deter this from happening again. There was also another house that had a similar incident but didn't report it. The resident encouraged them to report it to the Police.

We continue to monitor the skate park in Small Dole, there has been a drop off in its usage throughout September however we did find a jar containing cannabis & other drugs paraphernalia that were left on the grass nearby. This was taken to the Police Station to be destroyed.

### Parking/vehicles

#### Steyning –

A resident alerted us to a vehicle left in shooting field unlocked with the keys in the ignition.

#### Bramber-

Parking Advice, vehicle in Castle Lane.

#### Upper Beeding-

Resident advised us of a vehicle parked inconsiderately in Saltings way causing an obstruction, Advice issued.

### Fly tipping/littering/graffiti

#### Steyning –

Litter reported outside Steyning Centre, this was left buy a group of young people we have been dealing with. We have now told them not to gather there and have asked to duty managers to call us if they are there so we can move them on.

Fly Tipping, Steyning Bostal

#### Upper Beeding

Fly Tipping, Truleigh Hill

#### Bramber

Cleared large amount of Litter from Bramber Castle Car Park.

### Community engagement/events/meetings

Multi Agency meeting arranged with Director of Boarding to strengthen links with them, ourselves and the Police.

### Patrols (foot/visible and car)

Increased foot patrols in public spaces - education & Engagement re the 'Rule Of Six'

## Elderly and Youth

Regular welfare visits to isolated Elderly residents.

## Licensing

Steypning –

None

Bramber –

None

Upper Beeding –

None

## Dog related issues

Steypning –

None

Bramber –

None

Upper Beeding –

None

## Cycling

Steypning –

None

Bramber –

None

Upper Beeding –

None

### **Headnote**

*The Committee when considering the application and making its recommendation must have in mind that its role is to recommend to HDC whether a TPO would be appropriate.*

*Because of its local knowledge the Committee's role is to assist HDC in considering the amenity value of the tree(s) and its/their role within the conservation area*

*A section 211 Notice is not, and should not be treated as, an application for consent under a TPO - HDC cannot refuse consent or grant consent subject to conditions and so these issues are irrelevant to the Committee's deliberations.*

*HDC's consideration will be the amenity value of the tree(s)*

*In addition, HDC will pay special attention to the desirability of preserving or enhancing the character or appearance of the conservation area.*

*More information is available at*

Generally <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

Regulations <https://www.legislation.gov.uk/ukxi/2012/605/contents/made>

S211 Act <https://www.legislation.gov.uk/ukpga/1990/8/part/VIII>

### **Steyping Parish Council Planning Committee**

**Application Number:-**

DC / /

**Application Description:-**

*N.B. See headnote re s211 notices before debating the application*

### **Amenity Value of Tree or Group of Trees**

#### **Q1 Visibility**

*The extent to which the trees or woodlands can be seen by the public will inform the authority's assessment of whether the impact on the local environment is significant. The trees, or at least part of them, should normally be visible from a public place, such as a road or footpath, or accessible by the public.*

a) Tree(s) visible from public place or accessible to public? Yes/No (delete option)

Yes - Go to Q2

No – Go to Q1b)

b) Do exceptional reasons apply (e.g. Q2d)? Yes/No (delete option)

Yes – go to Q2

No - No TPO is recommended .

**Q2 Individual, collective and wider impact** *(to be completed only if Q1a or Q1b produces a “yes”)*

*Public visibility alone will not be sufficient to warrant an Order. The authority is advised to also assess the particular importance of an individual tree, or of groups of trees, or of woodlands by reference to its or their characteristics including the following: (Tick those appropriate)*

*If any are ticked then TPO is recommended*

- |                                                                        |                          |
|------------------------------------------------------------------------|--------------------------|
| a) Size and form;                                                      | <input type="checkbox"/> |
| b) Relationship to each other;                                         | <input type="checkbox"/> |
| c) Future potential as an amenity;                                     | <input type="checkbox"/> |
| d) Rarity, cultural or historic value;                                 | <input type="checkbox"/> |
| e) Contribution to, and relationship with, the landscape               | <input type="checkbox"/> |
| f) Contribution to the character or appearance of a conservation area. | <input type="checkbox"/> |
| g) Any other special reasons                                           | <input type="checkbox"/> |

Comments (if any) in support of category(s) ticked. *NB if ticked, 2g MUST have supporting comment*

**CONCLUSION**

For the reasons stated above, the committee **does/does not** *(delete one option)* recommend a TPO

Dated

20

S211 Notifications - Assessment Form re Non-TPO Trees in Conservation Area

**Headnote**

The Committee when considering ~~the application a~~ notification under s211 Town and Country Planning Act 1990 and making its recommendation must have in mind that its role is to recommend to HDC whether a TPO would be appropriate.

Because of its local knowledge the Committee's role is to assist HDC in considering the amenity value of the tree(s) and its/their role within the ~~C~~onservation ~~A~~rea

A section 211 Notification ~~is not different to~~, and should not be treated as, an application for consent to tree works subject to an existing ~~under a~~ TPO - **HDC cannot refuse consent or grant consent subject to conditions and so these issues are irrelevant to the Committee's deliberations when considering a s211 notification.**

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HDC's consideration will be the amenity value of the tree(s)

In addition, HDC will pay special attention to the desirability of preserving or enhancing the character or appearance of the ~~C~~onservation ~~a~~Area.

More information is available at

Generally <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

Regulations <https://www.legislation.gov.uk/uksi/2012/605/contents/made>

S211 Act <https://www.legislation.gov.uk/ukpga/1990/8/part/VIII>

[Planning Portal Guidance and form](https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

[https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance\\_note-works\\_to\\_trees.pdf](https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

**Steyping Parish Council Planning Committee**

Application Number:-

DC / /

Application Description:-

Notification of intended tree works within the Conservation Area concerning

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N.B. See headnote re s211 notices before debating the application

**Amenity Value of Tree or Group of Trees**

**Q1 Visibility**

The extent to which the trees or woodlands can be seen by the public will inform the authority's assessment of whether the impact on the local environment is significant. The trees, or at least part of them, should normally be visible from a public place, such as a road or footpath, or accessible by the public.

- a) Tree(s) visible from public place or accessible to public? Yes/No (delete option)

S211 Notifications - Assessment Form re Non-TPO Trees in Conservation Area

Yes - Go to Q2

No – Go to Q1b)

- b) Do exceptional reasons apply (e.g. Q2c if not visible now but potentially will be)?  
Yes/No (delete option)

Yes – go to Q2

No - ~~No~~-TPO is not recommended .

**Q2 Individual, collective and wider impact** (to be completed only if Q1a or Q1b produces a “yes”)

*Public visibility alone will not be sufficient to warrant an Order. The authority is advised to also assess the particular importance of an individual tree, or of groups of trees, or of woodlands by reference to its or their characteristics including the following: (Tick those appropriate)*

*If any are ticked then TPO is recommended*

- |                                                                        |                          |
|------------------------------------------------------------------------|--------------------------|
| a) Size and form;                                                      | <input type="checkbox"/> |
| b) Relationship to each other;                                         | <input type="checkbox"/> |
| c) Future potential as an amenity;                                     | <input type="checkbox"/> |
| d) Rarity, cultural or historic value;                                 | <input type="checkbox"/> |
| e) Contribution to, and relationship with, the landscape               | <input type="checkbox"/> |
| f) Contribution to the character or appearance of a conservation area. | <input type="checkbox"/> |
| g) Any other special reasons.                                          | <input type="checkbox"/> |

Comments (if any) in support of category(s) ticked. *NB if ticked, 2g MUST have supporting comment*

**CONCLUSION**

For the reasons stated above, the committee **does/does not** (delete one option) recommend a TPO

Dated

20

### **Headnote**

*The Committee when considering a notification under s211 Town and Country Planning Act 1990 and making its recommendation must have in mind that its role is to recommend to HDC whether a TPO would be appropriate.*

*Because of its local knowledge the Committee's role is to assist HDC in considering the amenity value of the tree(s) and its/their role within the Conservation Area*

*A section 211 Notification is different to, and should not be treated as, an application for consent to tree works subject to an existing TPO - **HDC cannot refuse consent or grant consent subject to conditions and so these issues are irrelevant to the Committee's deliberations when considering a s211 notification.***

*HDC's consideration will be the amenity value of the tree(s)*

*In addition, HDC will pay special attention to the desirability of preserving or enhancing the character or appearance of the Conservation Area.*

*More information is available at*

Generally: <https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas>

Regulations: <https://www.legislation.gov.uk/uksi/2012/605/contents/made>

S211 Act: <https://www.legislation.gov.uk/ukpga/1990/8/part/VIII>

Planning Portal Guidance and form:

[https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance\\_note-works\\_to\\_trees.pdf](https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf)

### **Steyping Parish Council Planning Committee**

**Application Number: -**

DC / /

**Application Description: -**

Notification of intended tree works within the Conservation Area concerning: -

*N.B. See headnote re s211 notices before debating the application*

### **Amenity Value of Tree or Group of Trees**

#### **Q1      Visibility**

*The extent to which the trees or woodlands can be seen by the public will inform the authority's assessment of whether the impact on the local environment is significant. The trees, or at least part of them, should normally be visible from a public place, such as a road or footpath, or accessible by the public.*

- a) Tree(s) visible from public place or accessible to public? Yes/No (delete option)

Yes - Go to Q2

No – Go to Q1b)

- b) Do exceptional reasons apply (e.g. Q2c if not visible now but potentially will be)? Yes/No (delete option)

Yes – go to Q2

No - TPO is not recommended .

**Q2 Individual, collective and wider impact** *(to be completed only if Q1a or Q1b produces a “yes”)*

*Public visibility alone will not be sufficient to warrant an Order. The authority is advised to also assess the particular importance of an individual tree, or of groups of trees, or of woodlands by reference to its or their characteristics including the following: (Tick those appropriate)*

*If any are ticked then TPO is recommended*

- |                                                                        |                          |
|------------------------------------------------------------------------|--------------------------|
| a) Size and form;                                                      | <input type="checkbox"/> |
| b) Relationship to each other;                                         | <input type="checkbox"/> |
| c) Future potential as an amenity;                                     | <input type="checkbox"/> |
| d) Rarity, cultural or historic value;                                 | <input type="checkbox"/> |
| e) Contribution to, and relationship with, the landscape               | <input type="checkbox"/> |
| f) Contribution to the character or appearance of a conservation area. | <input type="checkbox"/> |
| g) Any other special reasons                                           | <input type="checkbox"/> |

Comments (if any) in support of category(s) ticked. *NB if ticked, 2g MUST have supporting comment*

**CONCLUSION**

For the reasons stated above, the committee **does/does not** *(delete one option)* recommend a TPO

Dated

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## **Progress update on the Strategy Review adopted by the SSALC Board, 14<sup>th</sup> November 2019**

At the Board Meeting in November it was agreed that a progress report would be presented to the Board at each meeting. Whilst progress was being made up to March this year, out of necessity work was put on hold on the basis that Covid and its challenges would pass in a matter of weeks; clearly this is not the case and we are likely to live with the challenges for months or years to come. It is therefore suggested that the three current Chairmen revive the meetings with the CEO that occurred up to February and help to take the Review forward.

### **[a] Training, to examine**

- Programme of subjects to be covered – to establish demand for subjects a survey has been undertaken inviting all member councils to identify areas that we do not currently cover and are important to those councils. It also invited comment on areas we offer that they view as less relevant.
- How do we attract clerks and councillors who do not attend training ?
- How we select, regulate and remunerate trainers ?
- Venues used, location, cost per head etc. A detailed analysis is maintained with each event as its own separate cost centre

*Methodology [a] response to identified demand, [b] seek expressions of interest from those interested in providing training support, including existing trainers by advertising and presentation to Board members \*. All subject areas to be reviewed. [c] Consider alternative venues identified by Chairmen within their respective counties.*

*\* Those who put themselves forward as potential trainers will be judged on their practical experience, relevant professional qualifications and a 20 minute presentation on the subject concerned to a panel made up of Board Directors and representative Clerks.*

*Priority 1 - initially to be undertaken by March 2020 but to continue as an ongoing exercise as other training needs are identified*

*Progress The Panel of Vice Chairmen met with those who had put themselves forward to deliver new clerk, finance and planning training and declared themselves content with those they had seen. A gap in our programme covering all aspects of communication including social media is being addressed and Breakthrough Communications have been invited to deliver pilot courses to enable clerks and councillors to give feedback on the effectiveness of the delivery and subjects covered. Vice Chairmen have been invited to attend and witness the style of training following which a decision will be taken regarding continued use of Breakthrough Communications.*

*Councillor, Chairmanship and Employment training are now delivered in house by the CEO and DCEO.*

### **[b] Overheads**

- Staff costs, travelling etc
- Accommodation
- Technical support – ie phones, IT, RISO

**Methodology** [a] review **staff** costs and how the service is maintained at the level prescribed. [b] is there scope to reduce space occupied when the lease is renewed or the break clause reached. [c] Look at vfm and market test when technical contracts come up for renewal.

**Priority 5 – to be provisionally undertaken by October 2020 but in the light of Covid19 this will be ongoing as explained below**

**Progress** – the Board will appreciate that since 24<sup>th</sup> March the ability of the SSALC team to work very effectively from their homes and maintain the high quality of support to member councils raises questions about future accommodation needs; this will require the Board's attention when the Covid situation is clearer, perhaps in the spring of 2021. Since April staff travel expenses have reduced to zero but a Zoom licence cost SSALC £120 – an interesting contrast !

Staff members remain in post as previously reported, there are 2.9 whole time equivalent employees and 318 member councils, compared with Kent ALC 4.2 wte and 305 councils and Essex also with 4.2 wte and 272 members as at April 2020

Work has commenced on considering future needs relating to technical contracts, it is clear that wherever staff are based IT support from Trident or an alternative will remain a requirement whereas the large RISO print machine will have more limited use if remote training remains the norm and we are not providing hard copies of material; similarly if accommodation needs change, the phone network managed by Cavendish may no longer be required in the way it currently exists.

#### **[c] Professional Services**

- Value for money and appropriateness of legal, financial & HR support

**Methodology** – straightforward market testing against appropriate specifications of requirement.

\* Those expressing interest will be expected to produce testimonials from reference sites which must include CALCs and a cross section of town and parish councils.

**Priority 3 – to be undertaken by May 2020 [ delayed ]**

**Progress** A draft specification for legal work has been prepared and six firms of solicitors claiming to offer support to local authorities in the SE have been provisionally identified, it is not clear if they all have experience of the local council sector. Similar specifications can be developed and approved for financial and HR support.

#### **[d] Staff structure**

- Does SSALC have the right level of staff to provide coverage \* and deliver services ?

### **Methodology – as [b]**

*\* With a very limited number of staff and a significant programme of events, the office is frequently unmanned; all staff are can work from home when necessary and the CEO has a funded mobile phone for contact off site. Is the Board content with this arrangement ?*

*Is SSALC involved in activities that the Board might consider offer little benefit to member councils ?*

**Priority 2 – to be undertaken by April 2020 – events have rather overtaken the \***  
**paragraph above.**

**Progress** At [b] above reference is made to comparisons with other CALCs, SSALC has 2.9 whole time equivalent posts covering the three counties. At a NALC Policy Committee in 2014 it was accepted that for a CALC to be able to provide a full range of support and cover to member councils, 1.5 wte posts were required. In SSALC not only is there strength in unity but economy of scale.

*Whilst we all understand that the key role is to be accessible and available to our member councils to advise and assist, there are numerous other engagement and networking activities in which we are involved. It might be appropriate for a Panel – perhaps the Vice Chairmen to meet with staff, examine activities and using their experience as councillors within Sussex and Surrey give an indication as to the level of emphasis or value of each activity.*

### **[e] Governance and Constitution**

- After operating as we are for 6 years, does the Governance Model require adjustment ?
- Are we able to provide appropriate support for District Associations ?

**Methodology – [a]** by consultation with Board directors and legal advice, [b] are the DALCs operating to their best potential, do they need greater support from SSALC to be consistently effective ?

**Priority 7 – to be undertaken by December 2020**

**Progress** The Articles of Association have been circulated and a background paper providing the evolution of SSALC for the benefit of new Directors.

### **[f] Income generation**

- To look at income generated by subscriptions, training and recruitment and examine areas of potential development

**Methodology –** *is there scope for commercial sponsorship beyond the exhibitors fees currently received ? Is there scope for advertising without endorsement of a supplier ? Should we charge more for training or recruitment ? Do we actually require more income, if so what would we use it for as a not for profit organisation ?*

**Priority 6 – to be undertaken by December 2020**

*Progress – It is likely that Covid19 will prevent a great deal of progress on this; without lucrative events and exhibitor fees our income could be reduced by over £30,000 this year. There is also a limit on what can reasonably be charged for a two hour on line training session and we also have a reduction in recruitment with more Clerks remaining in post. Opportunities will be kept under review.*

**Trevor Leggo, CEO**

**August 2020**