

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

HELD ON MONDAY 15th FEBRUARY 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 8 (including District Cllr Bob Platt and County Councillor David Barling)

Meeting commenced 7.31 pm

DRAFT MINUTES

ACTIONS

FULL/20/128 APOLOGIES FOR ABSENCE

128.1 Cllr Saunders was absent.

FULL/20/129 DECLARATIONS OF INTEREST

129.1 None for this meeting

FULL/20/130 QUESTIONS FROM THE FLOOR

130.1 None received

FULL/20/131 MINUTES OF PREVIOUS MEETINGS –

131.1 To agree draft minutes for 18th January 2021. Cllr Campbell raised issues with minute items 125.2.1 to 125.4.3. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the agreement of the minutes be deferred to next meeting. **Not agreed, 5 For {RG, PC, SSu, GSu, TR}, 7 Against {TL, CY, JN, SN, LT, DH, SA}**

131.2 Cllr Northam **proposed, seconded** by Cllr Trundle that the draft minutes of the meeting held on the 18th January 2021 be accepted as a true and fair record subject to the clerk amending each entry where it states, 'adopt or otherwise' (in items 125.2.1 through to 124.4.3) and {include} rewording to say 'adopt any recommendations'. **Agreed. 7 for (JN,SA,TL,DH,CY,LT,SN) 3 Against (PC, TR, RG).** Cllrs S. Sullivan and G. Sullivan lost Wi Fi signal and did not vote.

CLERK

FULL/20/132 MATTERS ARISING

132.1 Question raised by resident regards Neighbourhood Plan to be dealt with at a later meeting – **See item 138.1**

132.2 Working practices group to consider situation over maintenance contracts within scheme of delegation and come back to Full council with amendments if necessary – **See item 137.2**

132.3 SPC Land Register to be brought back to Full Council, subject to processing of non-registered land – **See item 132.9**

132.4	Cllr Norcross to present Millennium Award to the Upper Beeding Hub in person when able – Ongoing	CLERK
132.5	Clerk to invite PCSO's to a Full Council Meeting – Ongoing	CLERK
132.6	Cllr Responses to be sent to Climate change group – Actioned	
132.7	SPC Meeting schedule to be discussed at Personnel committee and brought back to Full Council – See item 135.1	
132.8	Internal Auditor appointment details to be brought back to Full Council – Clerk updated that this item can be looked at with other items raised by Cllr Campbell at F&GP working party	CLERK
132.9	Clerk charged with obtaining solicitors costs to undertake voluntary first registration of SPC land – Clerk updated that communications ongoing with the Solicitor and that the Land register will be updated as appropriate subsequent to this process being completed.	CLERK
132.10	Approved budget recommendation to be submitted as a precept request to HDC – Actioned	
132.11	New Web Site to be updated and amended as soon as possible – Actioned / Ongoing	
132.12	Newly approved Logo to be utilised on SPC publications and other relevant material as soon as possible – Actioned	
132.13	Cllr Barling to check on whether 'Cats eyes' are no longer being used in road renewals – Cllr Barling confirmed there is no policy to disallow them, so if there are instances where the road works have happened, but they have not been renewed, then please inform Cllr Barling.	
132.14	Deputy Clerk to send photos of High street pothole and manhole cover issues to Cllr Barling – Actioned	
132.15	Clerk to write congratulatory letter to High street shop on winning award – Actioned	
132.16	New F&GP and Planning Councillor representatives to join their new committees - Actioned	
132.17	5 th January Community Committee draft minutes to be taken to future Full Council to be received – Ongoing	CLERK
132.18	Cllr Lloyd to see if a response to public spaces protection order could be sent in late – Cllr Lloyd reported he was awaiting a response from HDC and when there is one Clerk to distribute	Cllr Lloyd / CLERK
132.19	Vaccine helpline to possibly go onto 'Visual display boards' in Steyning Car Parks – Cllr Lloyd reported that HDC had said these display boards were never meant for community notices, however HDC will be reviewing this policy.	
FULL/20/133	REPORT FROM COUNTY COUNCILLOR	
133.1	Cllr David Barling updated a positive outcome relating to the investigation into the WSCC's Children's services, with the Government agreeing it does not need to set up a Trust for these services. Following a poor inspection relating to the Fire services, another positive outcome from the West Sussex Fire Inspectorate who are not pursuing the matter.	

- 133.2** There will be an increase in Council Tax of 4.99% relating to WSCC services. Cllr Barling explained their revenue budget of £624Million is to be balanced with no funding gap for next year – this achieved by increased tax, and grants from the government.
- 133.3** There will be WSCC elections this May albeit in unusual circumstances – details to follow. Cllr Goldsmith raised points on Bus services, Shooting field road surfaces and Graffiti cleaning. Cllr Barling later reported (when he had found details) that there isn't a denudation of the Bus subsidy; the concessions remain in place. Cllr Hanson also asked about WSCC considering the Potholes on the Bramber roundabout and By-pass - Cllr Barling to action.
- FULL/20/134 GOVERNANCE MATTERS**
- 134.1.1** To discuss and agree the SPC position with regards to SSALC and WSALC and to agree the councillor representatives to be named on the proxy form and to attend the meeting to be held on the 25th February. Cllr Campbell **proposed** an amendment to the proposal that whoever is appointed {to represent the Council at this meeting} it would be subject to terms of reference being given. This was **seconded** by Cllr Goldsmith. **Not agreed 5 For, 5 Against, 1 Abstention.**
- 134.1.2** After repeated interruptions from Cllr Goldsmith, Cllr Northam **proposed, seconded** by Cllr Alexander that as per standing order 2(b) that as Cllr Goldsmith had persistently ignored the Chairs calls to come to order that he no longer be heard at this meeting. **Agreed, 6 For, 5 Against, 1 Abstained.**
- 134.1.3** Cllr Norcross **proposed, seconded** by Cllr Alexander that SPC has a pool of three people {representatives} two of whom will attend the 25th February meeting – these three being: Cllr Norcross, Cllr Young and the Clerk. [Cllr Campbell nominated himself before a vote was taken. Councillors discussed the voting process - Votes then took place for the three positions proposed]. Out of the 11 Councillors present. 7 Votes for Cllr Norcross, 7 Votes for Cllr Young, 4 Votes for Cllr Campbell, 7 Votes for the Clerk. **Motion agreed.** {Cllrs Norcross and Young to attend with the Clerk.} **CLERK**
- FULL/20/135 PARISH COUNCIL MEETING SCHEDULE**
- 135.1** To discuss the 2021/22 SPC Meeting schedule as recommended by the Personnel Committee. Cllr Norcross **proposed, seconded** by Cllr Trundle that Council accept the revised meeting schedule [As per supporting paper]. **Agreed 7 For, 5 Against** **CLERK**
- FULL/20/136 FREEDOM OF INFORMATION REVIEW PANEL APPOINTMENTS**
- 136.2** To discuss and agree to appoint 3 councillors to sit on an FOI review panel {Councillor representatives should not be the same as those who made judgement on the original requests on the last FOI panel as per SPC policy}. Cllr Norcross **proposed, seconded** by Cllr Alexander that the FOI review panel consists of Cllr Norcross, Cllr Young and Cllr Northam. **Agreed 7 For, 4 Abstentions** **CLERK**
- Cllr Goldsmith left the meeting at this point. Cllr Rudkin had left the meeting during this discussion.*
- FULL/20/137 GOVERNANCE MATTERS**
- 137.1** To agree the Working Practices Group recommendation in regard to whether residents have option to remain anonymous when asking questions at SPC meetings. The motion being - that members of the public should be able to remain anonymous in our live meetings, the same as we might expect in 'Normal' meetings held at the Steyning Centre where people did not need to give their names when asking a question. On Zoom if someone needs to ask a question anonymously, they can just use their audio facility. And if there is a question that really requires a written response then residents can be told to pass their contact details to

the Clerk and receive that response without the concern that their names are made public therefore protecting their personal data. Cllr Northam **proposed an amendment to the recommendation, seconded** by Cllr Alexander that members of the public may remain anonymous at all Council meetings, but the Council reserves the right not to respond to any question that is anonymous. **Agreed**

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| 137.2 | To agree the Working Practices Group recommendation to amend the scheme of delegation concerning the management of maintenance contracts as per supporting papers. Cllr Norcross proposed, seconded the amendment to the scheme of delegation in order to add the following to item 3.1.12 – Management of maintenance contracts {as follows} <i>and, where necessary, to enter into new contracts using the procedure laid out within the SPC 'Finance Regulations policy.'</i> Agreed | CLERK |
| 137.3 | To agree the Personnel Committee recommendation to achieve paying a real living wage. The motion being – that the Council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process over the next 2 years . Cllr Campbell proposed an amendment to the recommendation, seconded by Cllr Norcross that the council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process. Agreed. | CLERK |
| 137.4 | To agree the Personnel Committee recommendation to not furlough any staff, as per supporting papers. Cllr Norcross proposed, seconded by Cllr Alexander that the committee having discussed this and in view of the Governments advice on public sector employers and the fact that the hours for Caretakers have already been cut by 50% and with the received grants to cover some of the loss of income for the Steyning Centre; the Personnel Committee are therefore, not recommending any staff to be furloughed. Agreed 7 For, 3 Against | |
| 137.5 | To agree the Personnel Committee recommendation to amend the email policy, as per supporting papers. Cllr Alexander proposed, seconded by Cllr Lloyd that the current email policy, agreed May 2020, is considered by the personnel committee to be sufficient guidance for councillors, but in view of the desire by the personnel committee to ensure the wellbeing of the officers, Para 3.1.11 is changed to: ' Emails should only be sent during normal business hours and up to 7pm on weekdays, up to 1pm on Fridays and not to be sent during weekends and holiday periods' Agreed 5 For, 5 Against. Carried by the Chairs casting vote | CLERK |
| FULL/20/138 | NEIGHBOURHOOD PLAN | |
| 138.1 | The Clerk updated on where the SPC are in terms of the current process. The latest email dated 5 th February stated that there were some issues with some of the representations and reference to individuals including personal information, which needed to be redacted where necessary and this was undertaken by the South Downs National Park Community Lead Officer, in charge of our application. The documents have been sent to HDC and are now with their legal department. The appointment of the examiner has progressed, so SPC are awaiting confirmation that the representations can be published and sent to the examiner. | |
| 138.2 | There was some discussion about whether Council revisits the Neighbourhood plan submission. Cllr Norcross proposed, seconded by Cllr Alexander that the Clerk ask the {Neighbourhood plan} consultant what the ramifications would be if we {SPC} were to withdraw the plan and how much that would likely cost. Cllr Campbell proposed an | |

amendment that such consultation be delayed until the examiner has reported. **Seconded** by Cllr G. Sullivan. **Agreed, 6 For {PC, TL, SSu, GSu, JN, LT}, 2 Against{SN, SA} 2 Abstentions {CY, DH}**

FULL/20/139 GOVERNANCE MATTERS

139.1

To agree any recommendations from the Personnel working party regarding suggestions put forward by James Corrigan – However, no recommendations were forthcoming yet, and the matter was to be further discussed at personnel committee.

No further items could be discussed in full as the meeting ran out of time.

FULL/20/140 DATE OF ANNUAL PARISH MEETING: 15TH March 2021 at 7.30pm

Meeting closed at 10.01 pm

Signed Date 15th March 2021
Chairman

Video recording of this meeting is available at :

<https://archive.org/details/2021-02-15-steyning-parish-council-full-council-meeting-offical-copy>

EXTRAORDINARY MEETING OF THE FULL PARISH COUNCIL

(via Zoom video conferencing platform)

HELD ON MONDAY 15TH MARCH 2020 AT 9.00PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 10 (including District Councillor Bob Platt)

Meeting commenced 9.00PM

DRAFT MINUTES

FULL/20/141 APOLOGIES FOR ABSENCE

141.1 None

FULL/20/142 DECLARATIONS OF INTEREST. –

142.1 Cllrs Campbell and Goldsmith declared a personal interest in items 4 and 5 on the agenda.

FULL/20/143 QUESTIONS FROM THE FLOOR –

143.1 Mr Trevor Cree made a statement concerning the Personnel Committee and stated that all the items used to be discussed and dealt with under F&GP Committee. The Personnel Committee is not on the meeting schedule and often it is not known by the public in good time when a meeting will be held. There is not always 'question from the floor' on the agenda and it quite often goes into confidential session. He acknowledged that staff matters such as pay and other issues should be in confidential session but felt that the Personnel Committee is not serving any purpose and should go back to being F&GP.

The Chairman thanked Trevor Cree and stated that the comments were duly noted.

143.2 Mr Philip Bowell noted that he believed item 4 and 5 on the agenda covering continuous disrespect to the office staff ought to be heard in public session.

FULL/20/144 PROPOSED CONFIDENTIAL SESSION

144.1 The Chairman read out the proposal for entering into confidential session.

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 5 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

144.2 Cllr Campbell raised 3 points of order regarding the wording, the decision-making process, the confidential motion and the lack of evidence to deal with the discussions on the agenda and stated that he felt the meeting would be a disciplinary meeting and would likely not be discussed in an unbiased or rational way, in his opinion.

Cllr Northam made a point of order that the meeting seemed to be entering into discussions under item 5 before it had been agreed whether or not it should be confidential or otherwise. The Clerk informed that the item on the agenda was recommended by the personnel committee, and was derived from the Duty of Care report authored by James Corrigan and concerning the inappropriate behaviour by some councillors and the need for the council to deal with these issues. Cllr Campbell queried whether the motion proposed for the meeting had been signed by 8 councillors in accordance with Standing Order 26b as is stated as a requirement when amending standing Orders.

- 144.3** The Chairman asked if there was a proposer for the meeting to go into confidential session. There was no proposer for this therefore the meeting continued in public session.

FULL/20/145 STAFFING MATTERS

- 145.1** **The Personnel Committee have recommended a motion to be agreed by Full Council in respect of the vexatious nature of continued disrespectful personal attacks by two Councillors on the integrity and standing of the Steyning Parish Council's Officers.**

Cllr Lloyd acknowledged that the point made by Cllr Campbell was a valid point as eight councillors had not proposed the motion as per standing orders. Cllr Lloyd **proposed** that the motion was withdrawn and that the Personnel Committee re-visit it. Cllr Campbell **seconded**, providing the following be added, - that he would like to see evidence of the emails put in the public domain providing that there is a complete trail. Cllr Goldsmith reiterated that he was happy for emails, providing they were complete trails, to be put in the public domain.

Cllr Northam reminded Cllrs that the council has a Duty of Care to the staff and that the council should act quickly to get this sorted for the benefit of the staff.

- 145.2** Cllr Lloyd proposed that the motion as per the confidential supporting paper be withdrawn and that the personnel committee meet to discuss the evidence that it is going to provide for members of the council and to decide on a new motion that is in line with the standing orders as they currently stand.
Following a brief discussion, it was noted that as the original motion had been withdrawn, therefore there was no requirement for a further motion.

FULL/20/146 DATE OF NEXT FULL COUNCIL MEETING: 19th APRIL 2021 at 7.30pm

The meeting was closed at 9.40pm

Signed Date 19th April 2021
Chairman

Video link to this meeting - <https://archive.org/details/2021-03-15-steyning-parish-council-eom>

EXTRAORDINARY MEETING OF THE FULL PARISH COUNCIL

(via Zoom video conferencing platform)

HELD ON MONDAY 25TH MARCH 2020 AT 7.30PM - Hosted by Hazel Roxby – Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 9

Meeting commenced 7.31PM

DRAFT MINUTES

FULL/20/147 APOLOGIES FOR ABSENCE

147.1 None

FULL/20/148 DECLARATIONS OF INTEREST

148.1 Cllrs Campbell and Goldsmith declared a personal, but not prejudicial interest in item 6 on the agenda. Cllr Alexander declared a personal interest in the agenda items.

FULL/20/149 QUESTIONS FROM THE FLOOR (in summary)

149.1.1 *Mr Catchpole asked, following the Decision Notices from HDC, why Cllr Alexander was still on the Council as in his opinion he was unsuitable to hold such a position?*

149.1.2 *Cllr Norcross replied that the Council has no remit nor authority to remove any serving Councillor from office.*

149.1.3 *In that case, could you ask him to resign? And if you asked him to resign and he did not, what can you do?*

149.1.4 *We have no authority to compel any Councillor to resign and leave the Council*

149.1.5 *So are you not going to ask him to resign?*

149.1.6 *This is not an appropriate forum for this discussion.*

149.2.1 *Mr Bowel, regarding agenda item 6, suggested that because statements made by two Councillors in recent public meetings have already been heard in open session, that he did not believe the discussion about any decision ought to be in a confidential session and he hoped Councillors would vote not to go into confidential session.*

149.2.2 *Cllr Norcross said that Council would vote under item 5 whether to go into confidential session.*

149.3.1 *Mr Muggridge asked whether the Chair would agree with him - it's sad that the topics on this EOM have been pre-empted by the anonymous resident {Name redacted} on Facebook with misinformation and unsubstantiated accusations against a number of Councillors. Can the chair confirm his understanding that no former SPC Cllr resigned citing bullying by an independent Cllr as their reason for leaving?*
Q2 - No current Cllrs were co-opted under this council as they were all elected, and indeed even if a Cllr is co-opted, they are still elected only by the Cllrs rather than the public – that is misinformation.
Q3 – And finally the point that wasn't made at the EOM last week is really important - Item 6 is about safeguarding the staff of this council and hopefully this should be dealt with tonight.

149.3.1 Cllr Norcross said, with ref to your first question and the posting on social media I think it would be very inappropriate as a council to discuss that. I'm sure we have our own views about the appropriateness of social media, and I think its something individual Cllrs need to look at and consider themselves. In terms of bullying being cited as a reason for leaving, no I'm not aware that any councillor did actually cite bullying as a reason for leaving the council and if anyone believes that to be the case then I'm sure they can discuss this with previous Cllrs or ask the Clerk. Lastly no Cllr was co-opted. 2 Cllrs - myself and Cllr Alexander were elected unopposed

149.4.1 Mr Cree stated in his opinion 'Simon Alexander began his social media abuse of Steyning Parish councillors long before his election to the Council. On the 4th May 2020, after continuing social media breaches of the Code of Conduct in his opinion by Simon Alexander, Mr Cree wrote to all councillors requesting that both Cllr Northam and Cllr Alexander make a written commitment to the other 13 councillors and our two Parish Clerks to not post on social media any further misinformation related to council business but it didn't happen.
Tonight, is Steyning's version of the Oscars except that we are here to witness awards for the multiple violation of SPC Codes of Conduct, namely the HDC Decision Notices. Simon Alexander was nominated for four awards, but he only achieved three and that must be a disappointment. Simon Alexander is unfit for public office. Anyone with an ounce of integrity would resign and publicly apologise to the HDC Standards Committee, the SPC as a body, SPC councillors who were subject to his vile postings and the innocent Steyning residents that he continuously attacked on social media.'

149.4.2 Cllr Norcross responded that though anyone is at liberty to criticise, she personally considered this personal attack by a former Councillor unedifying and unpleasant especially when Cllr Alexander doesn't have the right of reply.

FULL/20/150 CODE OF CONDUCT NOTICES

150.1 The Chairman **proposed** a motion that Steyning Parish Council accepts all the recommendations made by the HDC standards committee in relation to the Code of conduct complaints as per the three decision notices within the supporting papers and further that SPC accepts Cllr Alexanders acquiescence of the sanctions including his written apology dated 10th March 2021.

150.2 Cllr Campbell raised three points of order. The first – The ICO requires us to publish supporting papers unless they are confidential – Could the Clerk explain why the decision notices are not on the web site and if he continues to maintain they are confidential could he explain this, seeing as they are on the HDC web site and that they say within them that they are for publication?

150.3 The Clerk explained that he placed on the agenda for council to decide upon publication and if he had not made them confidential papers that in effect he would already be publishing them without Council approval, because non-confidential papers are provided on the SPC web site. When agreed they will be published.

150.4 Cllr Campbells second point of order - Cllr Campbell and Goldsmith asked for an EOM to be called as there appeared to be no appetite within SPC to discuss the matter with any urgency – their motions put forward are on page two on this agenda under 4.3. Please could the clerk explain why what appears to be a pre-emptive motion being similar but significantly different has been put at 4.2, which seems to be requiring a rubber stamp to the decision notice rather than consider any possible departures from it and it seems to be rather different to HDC's recommendations as well.

150.5 The Clerk explained that there was an urgency to discuss it and that he and the Chair had already met and decided upon calling an EOM before Paul's request was received, but he did not necessarily agree with the content of the suggested motion in terms of the idea that SPC consider departure from the HDC recommendations in terms of the further imposition of sanctions. However, in order to be inclusive of the request, the differently worded motion was also added to the agenda for discussion.

150.6 Cllr Campbell asked which elements the Clerk was not prepared to include in his motion. The Clerk responded – the imposition of further unspecified sanctions.

150.7 Cllr Campbell's third point of order – We have been provided with no briefing paper setting out our powers and duties, could the Clerk confirm we are not bound by the recommendations and that it is for us to decide to accept or reject or accept with modifications these sanctions and what additional sanctions are available to us.

- 150.8** The Clerk responded that Councillors powers are set out within the standing orders, policies and documents already available. In terms of additional sanctions, we have been advised not to impose additional sanctions and he had stated this many times previously.
- 150.9** Cllr Northam suggested the discussion had moved away from the motion and **seconded** the motion proposed by Councillor Norcross under 150.1 (noted above).
- 150.10** Cllr Campbell continued to discuss the possibilities of further sanctions. Cllr Northam under a point of order asked if therefore Cllr Campbell was going to propose an amendment. Cllr Campbell **proposed** that Council consider a different motion under agenda item 4.3, **seconded** by Cllr Goldsmith but then he **withdrew the motion**. Then he **proposed** another amendment to the motion proposed by Cllr Norcross under 150.1, that in addition from not attending committee and sub-committee meetings Cllr Alexander be restricted from attendance at 'working parties and external bodies and this being subject to this additional sanction being lawful', **seconded** by Cllr Goldsmith. **Not Agreed**
5 For {PC,PC,SSu,GS,TR}, 7 Against {SA,LT,TL,JN,CY,SN,DH}
- 150.11** Cllr Norcross read out her motion once again whereby she **proposed, seconded** by Cllr Northam, a motion that Steyning Parish Council accepts all the recommendations made by the HDC standards committee in relation to the Code of Conduct complaints as per the three decision notices within the supporting papers and further that SPC accepts Simon's {Cllr Alexanders} acquiescence of the sanctions including his written apology dated 10th March 2021. **Agreed 6 For {LT,TL,JN,CY,SN,DH}, 6 Abstained {SA,PC,PC,SSu,GS,TR}, Motion carried**
- 150.12** Cllr Norcross **proposed, seconded** by Cllr Lloyd that SPC publishes on its web site all Code of Conduct decision notices where sanctions are recommended. **Agreed**
- 150.13** Cllr Norcross read Agenda item 4.3 which was a motion brought by Cllr Campbell, However he then wished to withdraw the motion, and no further discussion took place.
- FULL/20/151 CONFIDENTIAL SESSION.**
- 151.1** There was a motion on the agenda to agree or not whether Council goes into confidential session, but no proposer came forward, so the meeting continued in open session
- FULL/20/152 STAFFING MATTERS**
- 152.1** Cllr Goldsmith made a statement (Full statement available at 1 Hour 0 Minutes, via video link below). In it he stated in his and Cllr Campbell's opinion the motion (quoted in supporting papers and noted below) was unlawful as it would not allow him to perform the duties of a councillor properly and that he believed other Councillors were predetermined in this matter. He believed that his emails were not vexatious in nature, nor disrespectful.
- 152.2** Cllr Campbell put forward four points of order, first why was SPC not bound by the leading case Harvey v Ledbury Council which says that any sanction against a councillor must use the Code of Conduct procedure. The Clerk explained that the proposed motion would not be to impose a sanction, in that the Councillors ability to act as such would remain unfettered. Just that the communications would first go through a third party.
- 152.3** Cllr Campbells second point of order, - could the Clerk explain the legal basis of a sanction whereby two councillors are to have their emails vetted and censored by another councillor. The Clerk referred to his previous reply and Cllr Young stated that the personnel committee in reaching the recommendation had previously sought advice from SALC and the advice given was that if the office staff were being distressed and over-whelmed by overlong, complex, and intimidating emails that this process was the only viable administrative course of action

- 152.4** Cllr Lloyd elaborated that this action would assist the office staff by helping avoid them receiving emails which were using inappropriate language and tone, and that in these instances the emails would be returned to sender in order to modify the tone or language, not their content. Cllr Norcross confirmed this.
- 152.5** Cllr Campbell stated that he had self-referred to the HDC standards committee in this instance so that his case can be properly judged by an independent process. His point of order being that on top of what was in his opinion the unlawful nature of the proposed motion, it would also be improper for SPC to continue with this process now that HDC as the appropriate body are now involved. The only thing that SPC can continue with, in his opinion, would be to attempt another mediation process.
- 152.6** Cllr Campbell wanted to know what was meant by attacks on the standing of the Clerk and Deputy Clerk and why was no evidence provided to prove this. It was pointed out that evidence had been provided. Under a point of order Cllr Northam asked could we please debate the motion, which was to protect the well-being of the staff
- 152.7** Cllr Norcross **proposed, seconded** by Cllr Lloyd that in the interests of the Council's legal duty-of-care and the well-being of its staff, the Personnel Committee recommends to Council that all emails and correspondence from Cllrs. Campbell and Goldsmith to the Council's staff be directed through the Chair of the Council for the present time. This will be reviewed at each Personnel Committee meeting. **Agreed 7 For, 5 chose not to vote for, against nor abstain {PC, SSu, GSu, RG, TR}** Cllr S. Sullivan wanted it noted that she would not participate as she thought it was Ultra Vires.

FULL/20/153 **DATE OF NEXT FULL COUNCIL MEETING: 19th APRIL 2021 at 7.30pm**

The meeting was closed at 9.03pm

Signed **Date 19th April 2021**
Chairman

Video link to this meeting - <https://archive.org/details/2021-03-25-steyning-parish-council-eom>

Subject: Support required for Community Highways Scheme application - in Godstalls and Perrots Lane, Steyning BN44 3NB

BRIEFING NOTE

Dear All

ITEM 6.2

We have been asked by a group of residents to lend our support to a proposed scheme to widen the road at Godstalls Lane to allow for more reasonable and essential access.

Cllr Barling will speak in support of the application but noted below and redacted is the relevant email stream to give you the full picture as to the situation.

Kind regards

John

From: John [REDACTED] **Sent:** 26 March 2021 12:13

To: Steyning Parish Council - Clerk

Subject: Fwd: Refuse Collections in Godstalls and Perrots Lane, Steyning BN44 3NB

Dear Sir/Madam,

Below you will find attached a series of mails pertaining to the issue of access past parked cars along Godstalls Lane. My wife and I are residents of Perrots Lane living at [REDACTED] on the junction with Godstalls Lane. As you can see from the mails, and clearly illustrated by the photograph, Godstalls Lane is narrow which results in problems when large vehicles such as the rubbish lorry attempting to get past the parked cars. The resulting damage is both unsightly and dangerous. There is also the problem of instances where trucks have not been able to make deliveries to residents of Godstalls and Perrots Lanes because of such restricted access.

To overcome this problem, as a group we have submitted a Community Highways Scheme application seeking to widen Godstalls Lane. As you can see our application has the support of HDC and we would be very grateful if Steyning Parish Council could also give their backing to the proposal.

Best Regards

[REDACTED]
To: Gill

Dear Gill

Thank you for your email. My apologies, as I thought I had acknowledged receipt of your email dated 8 March.

I have again spoken to my colleagues here at the council and we would be in support of your application to remove the grass verge and widen the road surface, which would indeed be welcomed and beneficial for our crews.

If you need anything else from me, please do let me know.

Kind Regards

Sarah Hunter
Resources Manager



From: Gill **Sent:** 23 March 2021 09:44

To: Sarah. **Subject:** Fwd: Refuse Collections in Godstalls and Perrots Lane, Steyning

Dear Sarah

I would be most grateful to receive a reply to the email below. If you are unsure about supporting our application for Community Highways Scheme Funding it would be fine just to say you support whatever solution the Highways Authority thinks best to deal with the problem of access along Godstalls Lane for wider vehicles.

We are holding our scheme application until we hear from you as we have been told that stakeholder support is important.

Kind regards

Gill [REDACTED] on behalf of 14 households on Perrots and Godstalls Lane, Steyning

Dear Sarah

Since receiving your email below I have spoken to our County Councillor, David Barling about possible highways improvements in Godstalls Lane, Steyning. He does not support the extension of double yellow lines as he fears that would just move the problem further along Perrots and Godstalls Lane. Instead he has suggested that we make an application under the Community Highways Scheme for the removal of the grass verge and widening of the road surface. This would be a permanent solution and I am sure would be welcomed by your refuse staff.

The application process is fairly long and even if we are successful the works would not be undertaken until financial year 2022/23. The Highways and Transport Manager in charge of the Community Highways Scheme informs me that stakeholder support is an important and when I mentioned that you were aware of the problem and had offered support in our case to WSCC he was very encouraged. Would you be prepared to offer a letter or email stating support for our application that I could send to him?

Kind regards

Gill

On 08/02/2021 07:44, Sarah.Hunter wrote:

Dear Gill

Following my email to you dated 29 January, a copy of which is below, I can confirm that I have met with my internal colleagues to discuss the issues you have raised.

When I spoke with the Zonal Manager for your area, Keith Hollingsworth, he confirmed that he visited the location again last week on your scheduled collection day and reported that the number of cars in the area had reduced. Keith has confirmed that he will conduct a regular site visit to your location. He has also provided the crews with a supply of the letters so that if they do experience similar issues, they can place letters on those vehicles whilst they are in the area.

I have also now met with the Parking Services Manager and we have agreed that the difficulties our crews have experienced with accessing the bins which in turn leads to us to a situation where we are not fulfilling our statutory obligations, that we would be able to support your case to WSCC to have the additional yellow lines as outlined in your email. My colleague confirmed that it would be the Highways Agency at WSCC that you should make contact with and if you experience any difficulties with that, please come back to me as we may be able to assist.

In terms of the process WSCC follow, I understand that they would then visit the area, install equipment and review and monitor this over a period of time. If they agree with the proposals, there would then follow a consultation period for local residents etc to provide feedback prior to a decision being made.

In the meantime, if I can be of any further assistance, please do let me know.

Kind Regards

Sarah Hunter
Resources Manager



Sent: 29 January 2021 15:59

To: Gill **Subject:** FW: Refuse Collections in Godstalls and Perrots Lane,

Dear Gill

Following my email below, I did say that I would contact you again at the end of this week.

I can confirm that 2 of my colleagues visited your location on the 14 January following a discussion with one of the crews that collect the bins in the area. One of those colleagues also visited your location on Monday 25 January.

I am meeting with both of those individuals next Monday to discuss their findings and how we may be able to resolve this for you and in the meantime, letters have been placed on the vehicles parked in the lanes when my colleagues visited, requesting that the vehicle owners avoid parking there on collection days.

I will also be speaking to my colleagues in Parking regarding the issue of additional double yellow lines and how we may be able to support you with that.

Once I have had those discussions, I will contact you again with an update.

Kind Regards

Sarah Hunter
Resources Manager



From: Sarah.Hunter **Sent:** 25 January 2021 10:41

To: Gill **Subject:** RE: Refuse Collections in Godstalls and Perrots Lane, Steyning BN44 3NB

Dear Gill

Thank you for your email and attachments which I acknowledge receipt of.

I have forwarded your email onto my colleagues who have responsibility for waste related matters in your area and asked them to report back to me.

I am expecting them to respond by the end of this week, at which point I will contact you again.

In the meantime, if you have any further information that you think may be relevant and assist us in any way, please feel free to contact me.

Kind Regards

Sarah Hunter
Resources Manager



From: Gill **Sent:** 15 January 2021 20:17

To: Sarah.Hunter

Subject: Refuse Collections in Godstalls and Perrots Lane, Steyning BN44 3NB

Dear Ms Hunter

I have been informed by the switchboard that you are the manager in charge of refuse collections at Horsham District Council. I am writing on behalf of ten households in Godstalls Lane and Perrots Lane in Steyning (BN44 3NB) to seek your support to strengthen our case

with West Sussex County Council for lengthening the double yellow lines in Godstalls Lane. I attach two photos so you can see the problem your staff are having accessing our properties, and repeatedly bumping on and off a high kerb must be damaging to your vehicles as well as causing a dangerous highway due to mud.

For several years now we have had problems with cars parking along Godstalls Lane which is a narrow residential street (only 4.5 m wide) serving two cul-de-sacs. In 2018 we had correspondence with Ben North (Team Leader) and in 2016 with Colin Mee and Chris Double at Hop Oast regarding the problem refuse lorries have in accessing our houses, as our bins were missed on several occasions due to access problems. They offered to write to residents asking them not to park on bin days but this was no solution as the residents of our roads are not the ones parking there. They also offered to have the damaged verge repaired but this never happened. The situation is now worse as car park charges have been introduced in Steyning car parks and people park along Godstalls Lane for the majority of the working day.

Last Tuesday (11th January) I spoke to the driver of your Green refuse lorry and he said he was very fed up with the difficulty in accessing our properties past the parked cars and would report this back to the Hop Oast office. Recently residents have had deliveries of furniture and tiles turn back as the lorries could not gain access and we obviously fear that emergency vehicles would also have problems and delay us getting help.

Would you be willing to support our plea to West Sussex County Council to have the existing short stretch of yellow lines on the corner between Newham Lane and Godstalls Lane extended, at least past the curve in the road? We feel if we had the support of the refuse team then our case would be treated far more sympathetically.

Yours,

Gill on behalf of

{The Residents of 14 households in Perrots Lane and Godstalls Lane}



WSALC Meeting for Clerks 15th April 2021 - Attended by Deputy Clerk

There were 57 parish councils represented at the meeting.

The new Chairman of the Board Douglas Denham advise that there is now a new board of directors for WSALC. He informed that they are working with other Associations to form a common constitution for all Associations to work to. They are also working towards appointing 2 parish Clerks to the board to ensure there is fair representation to Clerks and Councillors. WASLC will be working closely with NALC to ensure that they give better support to councils.

The annual fee for WSALC and NALC has been discounted by 10% from £1,928.99 to £1,770.68 for this year, 2021-2022.

Trevor Leggo, Anna Beams and Mark Mulberry will be working for WSALC as the support and advisors to parish councils and this will be available every day. The board have also retained the services of Surrey Hill Solicitor at a discounted cost and a limited amount of free legal advice for Councils.

There will be regular newsletters and information provided. There will also be a rolling program of discounted training for Councillors and Clerks provided in more manageable 90 minute bite size sessions.

There is a new website www.wsalc.co.uk this does not require a log in password.

Item 8.2.1

Briefing Note

With our Annual Parish Meeting fast approaching we will need to discuss and agree our SPC policies.

I think with this in mind we are best to agree to convene a working practices WP in order to make recommendations with regards to some of our policies.

And certainly, I would suggest we need to update our Health and Safety policy and I would like us to consider a new policy – see attached as item 8.2.2 – Marking the Death of the Sovereign or other National Figure SPC Policy

End of Year Finance Figures

Item 8.5

Bank Balances as of 31st March regards the SPC Accounts

Account 1 – Current Account - £105,787.91

Account 2 – Savings Account - £115,658.94

Account 3 – Emergency Reserves - £80,000.00

Total - £301,446.85

Current net income over expenditure from 2020/21 Budget - £136,945 (underspend)

Minus

Accruals - Approx. £76,800 {including notably Wardens @ £42,570, Swimming pool @ approx. £15,000,
MPF Concrete removal works @ approx. £4,000}

Earmarked Reserves - Proposed @ £27,918 {See item 6.4 for details}

Leaving Approx. £32,200 underspend on 2020/21 Budget **(subject to final calculations)**

Combined Warden Monthly Report

Jan 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	108	ASB incidents TOTAL:	8
Foot patrol TOTAL:	39	Noise	1
Foot (high visibility) – Steyning	18	Neighbours	1
Foot (high visibility) – Bramber	8	Driving/vehicles	4
Foot (high visibility) – Upper Beeding	13	Bikes	0
Vehicle patrol TOTAL:	69	Alcohol /drugs	0/2
Vehicle patrol - Steyning	36	Public order	0
Vehicle patrol - Bramber	11	Clear up/disposal reports TOTAL:	8
Vehicle patrol - Upper Beeding	22	Fly tipping / flyposting	1
Notices/warnings TOTAL:	4	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	5
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	1	Drug litter	2
Parking alert	3	Hazards	0
Police reports TOTAL:	16	Admin	30
Phone (including 101 and 999)	0	School contact / Youth Engagement	2
Email	11	Reports to DVLA	0
E-CINS (multi-agency reporting)	0	Community events attended	0
Verbal	5	Calls and Visits to vulnerable people (all ages)	35
Media reports TOTAL:	6	Signposting	0
Press release / Community magazines	3	Safeguarding referral	0
Social Media	3	Reports to Operation Crackdown	3

ASB/crime/criminal damage

Steyning –

We were alerted to a group of 14 young people breaching Covid-19 regulations in Fletchers Croft by PCSO Foster, most individuals are already known to us for regular breaches over the past few months.

We were also alerted by the school that some of the same members of this group were also congregating in Coxham Lane regularly.

A resident contacted alerting us to the presence of a group of young people who had been gaining access to an unused building in Charlton Street. (Possibly belonging to or was part of the old Lloyds bank) The members of this group are well known to us and have had many previous interventions with ourselves and the Police over the past few months. We removed drug litter from the area and updated the PCSO's. PCSO Foster subsequently carried out visits to all of the parents with regards to COVID Breaches, this was well received by the parents and since then we've had no further issues with this group during the current lockdown.

We have had cause to report several vehicles frequenting Fetchers Croft Car Park and The Leisure Centre Car Park of an evening and breaching lockdown restrictions.

There have been ongoing issues with regards to Noise Nuisance in Chancton House. (Goring Road) Last month we issued a Community Protection Warning (CPW) since then environmental health have installed equipment to monitor the level of noise and this may result in the serving of a Noise Abatement Notice. If this is issued HDC will look to issue a Community Protection Notice. (CPN)

Bramber –

Generally very quiet in current lockdown with regards to ASB, we had a few complaints regarding an individual with mental health issues causing concern for residents. This has been ongoing for a few months across the three parishes, we have been working closely with the Police who have informed us that the individual has now left the area for mental health treatment.

Upper Beeding –

We contacted the manager of the NISA regarding their persistent and ongoing shoplifting issue. They confirmed they have been getting a positive Police response with more regular patrols and they also had a Police Sergeant in the office for an hour in a bid to catch the shoplifters. This is part of an ongoing operation as the Police have identified a group of the shoplifters who are doing this regularly across the district. We have agreed to increase our patrols in store to help deter shoplifting.

Parking/vehicles

Steyping –

Parking Alert issued, vehicle in dangerous position close to junction of Mouse Lane.

A resident informed us of a vehicle wheel spinning and doing doughnuts in Fletchers Croft car park and the Leisure Centre Car Park and also driving at high speeds in Shooting Field regularly. This is not the first report we've received in relation to this particular vehicle. We have encouraged the resident (And previous residents) to report this to Operation Crackdown. We continue to patrol these areas and are keeping an eye out for this vehicle.

Bramber-

None

Upper Beeding-

Parking alert issued, vehicle blocking junction (Hyde Street)

Parking alert issued, vehicle in Saltings Way causing obstruction.

Fly tipping/littering/graffiti

Steyping –

Large Fly Tip reported and cleared at The Bostal.

Bramber –

None reported

Upper Beeding –

None reported

Community engagement/events/meetings

None to report

Patrols (foot/visible and car)

Dog fouling patrols across the three parishes increased due to an increase in reports, this is probably due to more people out walking during the current lockdown.

Elderly and Youth

We continue our annual checks on the elderly and vulnerable of all three parishes, we have asked Bramber Parish if they have any further residents that would like contact from ourselves, they have agreed to contact residents for permissions and will send us the details of any residents that would like extra support.

We started an initiative for the residents and Dingemans which ran in line with the RSPB Bird Count 29th – 31st January. We used some funds from the Wardens Project Support budget to purchase a couple of bird feeding stations, window feeders, bird baths and bird food etc. To encourage the residents to join in we also left several RSPB magazines in the communal living room which we hope will have sparked their interest. We are hopeful this project will help to ease any feelings of isolation the residents may be facing during the current lockdown.

We will visit weekly to clean and restock the feeders for the next month and are going to install a chart with different species of birds on, so they can tick them off the list if they've spotted them! We are ever hopeful that we can resume our normal club activities for the residents in the not too distant future. This initiative was publicised on local PC Facebook groups and newsletters.

Licensing

Nothing to report.

Steining –

Bramber –

Upper Beeding –

Dog related issues

Steining –

Dog Fouling report regarding increase in dog fouling in Cuthmans Field.

Dog Fouling report regarding fouling on greenspace at Abbey Road.

Bramber –

Dog fouling issue reported in Clays Field. Double checked with Parish Chairman regarding Clays Field and the current land owners are not looking for enforce for dog fouling. We agreed a practical solution to deter people from fouling would be to add signage on the public entrances to Clays Field so people may think twice about not picking up. Roger Potter arranged for a volunteer to add signage in the area.

Another report of Dog Fouling along the river path where volunteers had actually removed two bags full of dog waste. We will increase foot patrols on the footpath to help deter this behaviour and look at existing signage to see if there's anything further we can do to help educate people regarding their behaviour.

Upper Beeding –

Dog fouling report sent to us via environmental services following a report from a resident relating to a dog fouling issue in Pound Lane. The resident witnessed the owner not picking up and when challenged was verbally abused in response. We called the resident to discuss the issue and have agreed to patrol at certain times to challenge the owner if we witness further incidents of dog fouling.

Cycling

No reports

Steyping –

Bramber –

Upper Beeding –

Combined Warden Monthly Report

Feb 2021 – Steyning, Bramber & Upper Beeding

Patrol hours (foot and vehicle) TOTAL:	108	ASB incidents TOTAL:	8
Foot patrol TOTAL:	38	Noise	3
Foot (high visibility) – Steyning	17	Neighbours	2
Foot (high visibility) – Bramber	6	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	15	Bikes	0
Vehicle patrol TOTAL:	63	Alcohol /drugs	0/0
Vehicle patrol - Steyning	33	Public order	1
Vehicle patrol - Bramber	10	Clear up/disposal reports TOTAL:	5
Vehicle patrol - Upper Beeding	20	Fly tipping / flyposting	1
Notices/warnings TOTAL:	3	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	3
Yellow card warning	0	Litter	1
Community Protection Warning/Notice	1	Drug litter	0
Parking alert	2	Hazards	0
Police reports TOTAL:	7	Admin	25
Phone (including 101 and 999)	0	School contact / Youth Engagement	2
Email	2	Reports to DVLA	1
E-CINS (multi-agency reporting)	1	Community events attended	0
Verbal	4	Calls and Visits to vulnerable people (all ages)	20
Media reports TOTAL:	5	Signposting	0
Press release / Community magazines	1	Safeguarding referral	0
Social Media	4	Reports to Operation Crackdown	1

ASB/crime/criminal damage

Steyning –

We received reports and video footage of a vehicle driving dangerously in snowy conditions in Fletchers Croft Car Park. We were given the registrations of two vehicles involved and following an investigation by a Police Traffic officer a Section 59 Warning was issued by P.C.S.O.Tracy Bicknell to the owner of a vehicle in Upper Beeding.

There have been reports of a number of Scams circulating in the Parishes. These have included fake calls from Amazon and the D.V.L.A amongst others. Residents should be aware and are advised to ignore them and never to give out personal details.

There have been increasing reports of the thefts of dogs in the Horsham District. Dog owners are advised to take particular care to ensure their pets security.

We received a report of a suspicious motorcyclist seen in the garages area of Kings Barn Lane. The motorcycle has been sorned by its owner and we have reported the matter to the local Police and D.V.L.A.

A male adult who has been causing excessive noise nuisance in a residence in Goring rd. was questioned by Police when he was found drunk and disorderly and playing very loud music in the entrance of a shop in Steyning High St.

We had cause to engage with a group of young males who were gathered together in the twitten that runs from the Health Centre Car Park. There was a strong smell of cannabis although they were not smoking at the time. We advised them that they were in breach of Social Distancing Regulations and have reported the matter to the Police as they are known to us.

Bramber –

Nothing to report

Upper Beeding –

We had cause to engage with two females and three children who were holding an impromptu birthday picnic on the recreation ground in Upper Beeding. We advised them of the Social Distancing Regulations.

We had cause to move on a group of young males and females who had gathered inside a football shelter on the recreation ground.

We received a report from a concerned parent regarding a group of five youths who were harassing his daughter and friend in the Hyde st open space. One of the boys was taking pictures of them. The two young girls were distressed by the experience. We now have possible names for two of the boys and we will carry out parental visits once we establish their addresses. The parent has submitted a report to the police.

Parking/vehicles

Steyning –

We have received a report of parking issues in Dog Lane that has resulted in a neighbourhood dispute. We are currently trying to mediate with the two parties involved.

Bramber-

Nothing to report

Upper Beeding-

We have received numerous reports regarding vehicles that are being parked in Pound Lane without a current M.O.T and are currently looking into suggestions that they are being left outside residents homes whilst awaiting a test.

Fly tipping/littering/graffiti

Steyning –

We have reported fly tipping in a layby of the Steyning Bostal to Horsham Environmental Services.

Bramber –

Upper Beeding –

We cleared litter including a wooden pallet and car tyre from inside a football shelter that was being used as a den in the recreation ground.

Community engagement/events/meetings

Nothing to report

Patrols (foot/visible and car)

We carried out dog fouling patrols in Bramber Castle grounds and Steyning High St. We increased static monitoring patrols of Fletchers Croft Car park and Upper Beeding recreation ground.

Elderly and Youth

Working in partnership with Horsham Matters we delivered food Parcels during school half term to those in need across three Parishes.

We continue our annual checks on the elderly and vulnerable of all three parishes. We were able to enable a resident in Upper Beeding to contact her extended family in Australia, whom had contacted the Parish Clerk concerned that they had been unable to speak to her on the phone.

Licensing

Nothing to report.

Steyping –

Bramber –

Upper Beeding –

Dog related issues

Steyping –

Dog Fouling report regarding increase in dog fouling Steyping High Street.

Dog Fouling report regarding fouling on greenspace at Abbey Road.

Bramber –

Dog fouling increased Bramber Castle.

Upper Beeding –

None reported.

Cycling

No reports

Steyping –

Bramber –

Upper Beeding –



[News](#) > [People](#)

Steyning Wardens help deliver more than 200 food parcels

Neighbourhood wardens in Steyning, Bramber and Upper Beeding have been distributing food parcels to those in need.

By Connor Gormley

Wednesday, 17th February 2021, 3:22 pm

Updated Tuesday, 23rd February 2021, 10:48 am



Up next in 4

Getty

Edinburgh with Princess Margaret on July 09, 1947 - the day the engagement of Princess Elizabeth and Philip Mountbatten was officially announced

Everything you need to know about Stena Line...

02:00

Cold weather - How to avoid common winter...

02:39

Lent - Five ideas for things to give up during Lent

01:42

Five safe

They've been working with Horsham Matters foodbank to help deliver 206 food parcels across the district, enough food to keep 836 people- including 500 children- fed over a difficult half term.

The effort began after the council received an appeal for help from the food bank which needed volunteers to deliver food throughout Steyning.

Happy to help, the neighbourhood wardens stepped up to the plate, delivering 33 parcels to residents throughout the towns.

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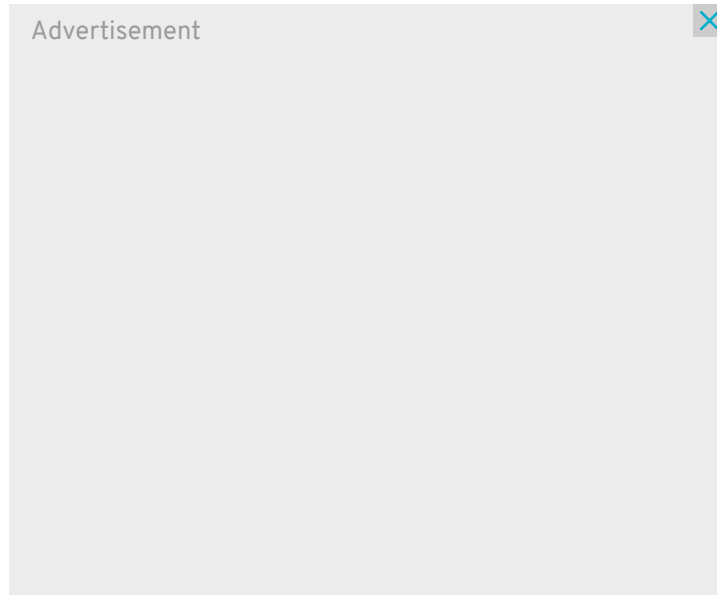
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by Taboola 

Neighbourhood Warden Mike Pearce giving a helping hand to Horsham Matters' Mike Pell



Councillor Tricia Youtan, Cabinet Member for Community Matters and Wellbeing said: “Horsham Matters Food Bank does a terrific job of helping local people and I am so pleased that our neighbourhood wardens have been able to help distribute food to those who need it in Steyning.”

A message from the Editor, Gary Shipton:

In order for us to continue to provide high quality and trusted local news, I am asking you to please purchase a copy of our newspapers.

With the coronavirus lockdown having a major impact on many of our local valued advertisers - and consequently the advertising that we receive - we are more reliant than ever on you helping us to provide you with news and information by buying a copy of our newspapers.

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Stay safe, and best wishes



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Council speaks out over teen gangs running amok in Southwater

West Sussex County Times

Romesh Ranganathan jokes ‘Horsham’s a bit posher than Crawley – it has cobbled streets’

West Sussex County Times



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Briefing Notes for Item 10 – SPC Projects update

10.1 – Steyning 20mph speed limit questionnaire update

Latest on the 20MPH survey FYI - 1058 responses, 66% in favour - 28% against.

Closing date for responses 30th April

Then responses will need to be collated and reported back to a future Full Council meeting.

10.2 – Pocket Park possible future funding application

There is a meeting planned for Thursday afternoon – 29th April – involving members of the Steyning Greening group and members of the SPC climate change working party.

This was mentioned at F&GP meeting on 22nd April when the supporting paper was discussed.

There is a hope that there could perhaps be a joint venture between Parish Council, Steyning Greening group, perhaps the Steyning for trees group and maybe others.

There is an opportunity currently for grants from the HDC Climate fund, but rather than make an application by the 14th May when the group would not be adequately prepared, it was suggested that a letter of intent was written to suggest that the next time funds were available, this group would be putting in an application for a Pocket Park project or similar at Chandlers way.

This letter of intent would not necessarily commit the Council to such a project, but it would however give notice to HDC that there is a plan in place to make an application when funds become available once again – and this we believe will benefit the final application whenever it is finally submitted – and therefore it is hoped Full Council will agree to this letter being written.

10.3 – Possible removal of Temporary Pedestrianization Scheme measures

As per emails sent to Councillors – the Temporary measures put in place on the High street have caused some issues – we need to discuss and agree a course of action please

10.4 – Steyning Society request – to discuss and agree

Mr Tony Struthers of the Steyning Society informed that there is no local heritage list for Steyning. A local heritage list is for buildings that are important in the historic local context but are not nationally important enough to be included on a statutory list. Communities are being encouraged by Government and Historic England to compile a list. The Conservation Area Management Plan and Neighbourhood Plan identified the need for this in Steyning.

The Steyning Society are proposing to set up a working party, in consultation with HDC's Conservation Officer, and are hoping to put together a list and would like to invite the Parish Council to nominate a councillor to get involved with the project to sit on the assessment panel once it reaches the assessment stage. The Steyning Society are working with the Steyning Museum and are hoping that the assessment panel can be made up of 1 representative from the Museum, the Parish Council and the Steyning Society. Members of the Steyning Society are at present working on a draft list of buildings and structures, once this is complete, in about 2 to 3 months' time, the assessment team would be required before the list is presented to the District Council for agreement and adoption. Cllr Northam asked what the significance and impact the list would have on land and Property owners in Steyning. Tony responded that it can be used when looking at into Planning applications. Tony was thanked for his presentation and for the request for the Parish council to be involved in their project.

Cllr Young asked that this request be put on the agenda for the April Parish Council meeting in the hope of being able to appoint a representative to sit on the assessment panel

Item 11.1

Notes from the Soft Sands working party meeting held 20th April 2021

The working party first discussed the outcome of the August 2020 Hearings and the way the Examiner had handled them and the nature and content of his subsequent report.

It was thought that our presentation was professional and robust and that the examiner had not always satisfactorily dealt with the issues that we raised, nor effectively or objectively was he able to ensure there was a robust argument in support of the case for the commercial operator to proceed to planning stage, other than it seemed to suggest that further and stronger levels of mitigation ought to be employed in certain respects and especially when considering Potential Yield, Soil Quality and Amenity.

Then those present considered the letter and documents from the West Sussex County Council and South Downs National Park Authority dated 1st April 2021. Covering email as follows: -

Dear Stakeholder,

In partnership, West Sussex County Council and the South Downs National Park Authority have undertaken a Soft Sand Review of the West Sussex Joint Minerals Local Plan, as required by Policy M2 of the adopted Plan.

The Inspector's Report and modifications recommended by the Planning Inspector were considered by West Sussex County Council on 19 March 2021, and by the South Downs National Park Authority on 25 March 2021.

Both Authorities resolved to adopt the formal changes to the JMLP, with effect from 25 March 2021.

Within the letter was the request to those stakeholders whom considered an application for a high court action if they felt aggrieved by the Soft Sand Review and WSCC Joint Minerals Action Plan, to make that application before the 6th May 2021.

The Working Party then determined the following recommendations to SPC Full Council.

1. – That SPC agree not to make an application to the High Court as it would be an inappropriate use of time, effort, resources and finance to do so, rather that the Clerk responds to the letter saying that no challenge will be made by SPC at this stage.
2. – The second recommendation is that SPC is best to wait to make a possible challenge to points contained within the document if and when a planning application is submitted by the commercial operator to undertake a Quarry excavation project at the Ham Farm site. In the meantime, Council agrees that the working party continue to look at gaining technical advice and expertise from a suitable planning consultancy or similar. To effectively enable this, the working party should compile an outline brief of points mostly likely to be successfully questioned (to be agreed by SPC) so that it is possible to gain a realistic estimate as to what it would cost to successfully challenge a planning application in this instance.

Notes by J. Fullbrook 21st April

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 25TH JANUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Trundle and Northam

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P20/84 APOLOGIES

84.1 There were apologies received from Cllr Sullivan, Rudkin and Norcross
Cllr Saunders was absent.

P20/85 DECLARATIONS OF INTEREST –

85.1 There were no declarations of interest from Cllrs.

**P20/86 MINUTES – to agree and sign the minutes of the Tuesday 15TH December 2020 and
86.1 Tuesday 5th January 2021**

86.1 Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of Tuesday
15th December 2020 be accepted as a true and fair record of the meeting. **Agreed**
86.2 Cllr Trundle **proposed, seconded** by Cllr Northam that the minutes of Tuesday 5th January
2021 be accepted as a true and fair record of the meeting. **Agreed.**

P20/87 MATTERS ARISING AND ACTIONS.

87.1 None

P20/88 PLANNING APPLICATIONS

88.1 **DC/20/2588 – 2 Mill Road** – Erection of a single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**

88.2 **DC/20/2541 – 88 High Street** – Replacement shopfront
Cllr Northam **proposed, seconded** by Cllr Young **No Objection. Agreed**

88.3 **DC/21/0076 – Kings Barn House, Kings Barn Lane** – Surgery to 1 x Cherry and 1x Silver
Birch
Cllrs considered a TPO is not required.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection** subject to the Arboricultural
Officers advice. **Agreed.**

- 88.4** **DC/20/2498 – 38 Penlands Rise** - Loft conversion with installation of dormer window to front elevation.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 88.5** **DC/21/0006 - Footings Gatewick Farm Steyning Bypass** - Retrospective application for the construction of a detached outbuilding and use as a self-contained Annexe.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- 88.6** **DC/21/0001 - 21 Coxham Lane** - Demolition of existing bungalow and construction of a detached double storey dwelling.
Cllr Young **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- P20/89** **LATE PLANS**
89.1 **SDNP/21/00066/FUL - Maudlin Mill Farm, Bostal Road** - Conversion of existing bunker to residential use.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- P20/90** **ENFORCEMENT NOTIFICATIONS**
90.1 **EN/21/0001 - 8 Saxon Road** - Alleged: use of garden building and patio for Pilates studio/classes several times per week
- P20/91** **PLANNING DECISIONS FROM HDC and SDNP**
Applications Permitted
- 91.1** **DC/20/2032 - 39 Kings Stone Avenue** - Erection of a single storey rear extension. Raise of roof of existing rear extension. Alterations to rear elevation and existing rear terrace.
- 91.2** **DC/20/2172 - 1 Gatewycke Terrace Tanyard Lane** - Fell 1 x Field Maple and 1 x Bush (Works to Trees in a Conservation Area)
- 91.3** **DC/20/2122 - 15 Chandlers Way** -Erection of a single storey front extension.
- 91.4** **DC/20/2353 - Rosebank Jarvis Lane** - Surgery to 1 x Hawthorn (Works to Trees in a Conservation Area)
- 91.5** **DC/20/1759 - 114 High Street** - Erection of a single storey rear extension and alterations to existing garden annex.
- 91.6** **DC/20/1158 - Three Tuns House, High Street** - Retrospective application for the erection of 1x non-illuminated free standing sign.
- 91.7** **DC/20/2081 - Ashenhurst House, Bostal Road** - Fell 1 x Beech
- 91.8** **DC/20/1890 - Gatewick Farm Steyning Bypass** - Retrospective application for the construction of a sand school for private use
- WITHDRAWN APPLICATION**
- 91.9** **DC/20/2205 - Spring Cottage Jarvis Lane** - Demolition of existing conservatory. Erection of a double storey side and rear extension and a single storey rear extension.
- 91.10** **REFUSED APPLICATIONS**
None at time of publishing
- P20/92** **CORRESPONDENCE/INFORMATION.**
92.1 South Downs Planning Newsletter for December 2020 and January 2021 –
<https://www.steyningpc.gov.uk/community-services/south-downs-national-park-information/>

92.2 Email from Steyning Society requesting a representative to go on their working party for compiling a Local Heritage List and assist with publicity and consultation. Tony Struthers, secretary of the Steyning Society, has been invited to attend the next planning meeting to speak to their proposal.

P20/93 **DATE OF NEXT MEETING** – Monday 22nd February 2021

Chairman closed the meeting at 8.20pm

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON THURSDAY 11TH FEBRUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

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

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P20/94** **APOLOGIES**
94.1 There were no apologies received from Cllrs
 Cllrs Saunders was absent
- P20/95** **DECLARATIONS OF INTEREST –**
95.1 There were no declarations of interest from councillors.
- P20/96** **PLANNING APPLICATIONS**
96.1 **DC/21/0176 Penns Cottage, Horsham Road** - Surgery to 3 x Beech and 1 x Tree of Heaven.
 Fell 1 x Beech, 1 x Cherry and 1 x Locust (Works to Trees in a Conservation Area).
 Cllr Trundle **proposed, seconded** by Cllr Norcross No Objection, no requirement for a TPO
 subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**
- P20/97** **LATE PLANS**
97.1 None at time of printing
- P20/98** **DATE OF NEXT MEETING**
98.1 Monday 22nd February 2021 at 7.30pm

The Chairman closed the meeting at 7.08pm



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND FEBRUARY 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Young, Norcross and Northam

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P20/94 APOLOGIES

94.1 There were apologies received from Cllr Sullivan, Trundle and Saunders.
Cllr Rudkin was absent.

P20/95 DECLARATIONS OF INTEREST –

95.1 There were no declarations of interest from Cllrs.

P20/96 MINUTES – to agree and sign the minutes of the Monday 25th January and Thursday 11th February 2021

96.1 Cllr Young **proposed, seconded** by Cllr Northam that the minutes of Monday 25th January and of Thursday 11th February 2021 be accepted as a true and fair record of the meeting.
Agreed.

P20/97 MATTERS ARISING AND ACTIONS.

97.1 None for this meeting.

P20/98 Request from the Steypning Society - to Discuss and agree a request from Steypning Society regarding assistance with a Local -Heritage List

98.1 Mr Tony Struthers of the Steypning Society informed that there is no local heritage list for Steypning. A local heritage list is for buildings that are important in the historic local context but are not nationally important enough to be included on a statutory list. Communities are being encouraged by Government and Historic England to compile a list. The Conservation Area Management Plan and Neighbourhood Plan identified the need for this in Steypning.
The Steypning Society are proposing to set up a working party, in consultation with HDC's Conservation Officer, and are hoping to put together a list and would like to invite the Parish Council to nominate a councillor to get involved with the project to sit on the assessment panel once it reaches the assessment stage. The Steypning Society are working with the Steypning Museum and are hoping that the assessment panel can be made up of 1 representative from the Museum, the Parish Council and the Steypning Society. Members

of the Steyning Society are at present working on a draft list of buildings and structures, once this is complete, in about 2 to 3 months' time, the assessment team would be required before the list is presented to the District Council for agreement and adoption. Cllr Northam asked what the significance and impact the list would have on land and Property owners in Steyning. Tony responded that it can be used when looking at in to Planning applications.

Tony was thanked for his presentation and for the request for the Parish council to be involved in their project.

Cllr Young asked that this request be put on the agenda for the April Parish Council meeting in the hope of being able to appoint a representative to sit on the assessment panel.

D.Clerk

**P20/99
99.1**

PLANNING APPLICATIONS

DC/21/0128 - Spring Cottage Jarvis Lane - Demolition of existing conservatory and garage. Erection of a double storey side extension and single storey rear extension.
Cllr Northam **proposed, seconded** by Cllr Norcross **No Objection. Agreed**

99.2

DC/21/0212 & 0213 – Penns Cottage, Horsham Road – Removal of existing outbuildings and erection of a replacement detached garage, open car port & attached shed/store (Householder application and Listed Building Consent)
Cllr Young **proposed, seconded** by Cllr Norcross **No Objection. Agreed**

99.3

Amended Plan – DC/20/2025 31 Roman Road – Construction of a roof with front and rear dormers. Erection of a single storey side extension.
Cllr Northam **proposed, seconded** by Cllr Norcross that the original decision of **No Objection** is still valid. **Agreed**

**P20/100
100.1**

LATE PLANS

DC/21/0381 -75 High Street – Surgery to 1 x Silver Birch (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr Norcross **that a TPO is not required and there is No Objection to the surgery subject to HDC's Arboricultural Officer's advice. Agreed.**

100.2

DC/20353 – 95 High Street = Fell 1 x Cypress (Works to Trees in a Conservation Area)
Cllr Young **proposed, seconded** by Cllr Northam **that a TPO is not required and there is No Objection to the Felling subject to HDC's Arboricultural Officers advice. Agreed.**

**P20/101
101.1**

ENFORCEMENT NOTIFICATIONS

An enforcement notice has been issued to 14 Coxham Lane with regards to breach of planning control for erection of a garden shed forward of a wall forming the principle elevation of the dwelling house

P20/102

**PLANNING DECISIONS FROM HDC and SDNP
Applications Permitted**

102.1

DC/20/2323 - 37 Penfold Way - Erection of a single storey rear extension. Erection of a double storey side extension. Installation of an entrance porch and pitched roof to front elevation.

- 102.2** **DC/20/2430 - Sir Georges Place** - Surgery to 1 x Willow (Adj to no.s 22 - 28)
- 102.3** **DC/20/2550 - 4 Gatewayke Terrace, Tanyard Lane** - Surgery to 1 x Yew, 1 x Bay and 1 x Sycamore (Works to Trees in a Conservation Area).
- 102.4** **DC/20/2428 - The Willows 23 Penlands Rise** - Erection of a single storey side extension and installation of a rear dormer
- 102.5** **DC/20/2048 -6 Tanyard Lane Cottages Tanyard Lane** - Erection of a double storey side extension.
- 102.6** **DC/20/2131 - Alders Horsham Road** - Change of use of a redundant agricultural building to a dance studio (Class Sui Generis)

REFUSED

- 102.7** **DC/20/1045 - 5 Penfold Way** - Demolition of existing detached garage, construction of a new attached garage. Conversion of loft into a habitable living space.

P20/103 CORRESPONDENCE/INFORMATION.

- 103.1** Town and Country Planning Act 1990 Appeal under section 78 – Appeal against refusal of application **DC/20/0789 - Former B and W Building, Elm Grove Lane** – Demolition of existing buildings and erection of a residential building comprising 9 houses and apartments and a B1 commercial office building with associated vehicle parking, cycle parking, bin storage and landscaping

- P20/104 DATE OF NEXT MEETING – Monday 22nd March 2021**

Chairman closed the meeting at 8.03pm

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 8TH MARCH 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young and Northam,

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P20/105** **APOLOGIES**
105.1 There were apologies received from Cllrs Norcross, Rudkin and S Sullivan
- P20/106** **DECLARATIONS OF INTEREST –**
106.1 There were no declarations of interest from councillors.
- P20/107** **PLANNING APPLICATIONS**
107.1 DC/20/0198 – The Green House, Wappingthorne Farm Lane – Application to confirm the continuous use as temporary residential/holiday accommodation for a period in excess of ten years (Certificate of Lawful Development – Existing)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 107.2** DC/21/0447 - 10 Gatewaycke Terrace Tanyard Lane - Surgery to 1 x Ash (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Young No Objection and nor TPO recommended subject to the advice of Horsham District Councils Arboricultural Officer. **Agreed**
- P20/108** **DATE OF NEXT MEETING**
108.1 Monday 22nd March 2021 at 7.30pm
- The Chairman closed the meeting at 7.11pm



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 22ND MARCH 2021 AT 7.30PM VIA ZOOM VIRTUAL MEETING

Present: Cllrs Trundle, Young and Northam

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P20/109
109.1

APOLOGIES

There were apologies received from Cllrs S Sullivan and Norcross
Cllr Rudkin was absent.

P20/110
110.1

DECLARATIONS OF INTEREST –

There was a declaration of personal interest from Cllr Young in item 113.4 as she lives near the property.

113.4
Brought
Forward

The Chairman brought forward item 113.4 forward at this point of the meeting

DC/21/0230 -Ivy Cottage, Mouse Lane – Demolition of existing single story side extension and erection of a replacement single storey side extension.

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

P20/111

MINUTES – to agree and sign the minutes of the Monday 22nd February and Monday 8th March 2021

111.1

Cllr Trundle **proposed, seconded** by Cllr Young that the minutes of Monday 22nd February and of Monday 8th March 2021 be accepted as a true and fair record of the meeting. **Agreed.**

P20/112
112.1

MATTERS ARISING AND ACTIONS.

None for this meeting.

P20/113
113.1

PLANNING APPLICATIONS

DC/21/0361 – Bidlington Cottage, High Street – Erection of single-storey side extension with extended roof, erection of single-storey rear/side extension and rear dormer. Replacement of windows and doors and erection of detached outbuilding to rear.

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

- 113.2 DC/21/0088 – 1 Gatewycke Terrace – Tanyard Lane** – Erection of a single storey side and rear extension with pitched roof.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 113.3 DC/21/0052 – 9 Farnefold Road** – Erection of a single storey rear infill extension.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 113.4 DC/21/0230 -Ivy Cottage, Mouse Lane** – Demolition of existing single story side extension and erection of a replacement single storey side extension.
Discussed earlier in the meeting .
- 113.5 DC/21/0493 – 12 Shooting Field** – Demolition of existing conservatory and single storey side and rear extensions and erection of a single storey rear extension. Erection of an open entrance porch to front elevation and partial installation of fibre cement cladding to their first floor elevations.
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 113.6 DC/21/0370 – 41 Hills Road** – Erection of a ground and first floor rear extension and front porch
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection . Agreed**
- P20/114 LATE PLANS**
- 114.1 DC/21/0509 -4 Southdown Terrace** – Fell 1 x Mixed Species Group (Works to Trees in a Conservation Area)
Cllr Northam **proposed, seconded** by Cllr Trundle **No Objection and no requirement for a TPO subject to the advice of Horsham District Council’s Arboricultural Officer. Agreed**
- 114.2 DC/21/0629 – Silvermead, Cripps Lane** – Surgery to 1 x Japanese Maple and 1 x Honey Locust. Fell 1 X Honey Locust (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection and no requirement for a TPO subject to the advice of Horsham District Council’s Arboricultural Officer. Agreed**
- P20/115 ENFORCEMENT NOTIFICATIONS**
- 115.1 EN/21/0102 - Clivedale Castle Lane** - Alleged: unauthorised commercial use of residential garages Officer dealing - Rob Leet
- P20/116 PLANNING DECISIONS FROM HDC and SDNP**
- Applications Permitted**
- 116.1 DC/20/2588 - 2 Mill Road** - Erection of a single storey rear extension.
- 116.2 DC/20/2511 -Kingswood Newham Lane** - Erection of a front porch, single storey rear extension, single storey side extension and enclosure to front and side boundaries.
- 116.3 DC/20/2541 - 88 High Street-** Replacement shopfront. Application Number:
- 116.4 DC/21/0176 - Penns Cottage Horsham Road** - Surgery to 3 x Beech and 1 x Tree of Heaven. Fell 1 x Beech, 1 x Cherry and 1 x Locust (Works to Trees in a Conservation Area).
- 116.5 DC/21/0218 - 38 Kings Barn Lane** - Alterations to the low voltage (LV) overhead lines, including the installation of a new service pole on the edge of the property known as 38 Kings Barn Lane, and the realignment of associated overhead lines and underground cable.
- 116.6 DC/20/2025 - 31 Roman Road** - Construction of a new roof with front and rear dormers. Erection of a single storey side extension.
- 116.7 DC/20/2498 - 38 Penlands Rise** - Loft conversion into habitable living space with installation of dormer window to front elevation.

- 116.8** **DC/21/0001 - 21 Coxham Lane** - Demolition of existing bungalow and construction of a detached double storey dwelling.
- 116.9** **DC/21/0006 - Footings Gatewick Farm**, Steyning Bypass - Retrospective application for the construction of a detached outbuilding and use as a self-contained Annexe.
- 116.10** **DC/21/0076 - Kings Barn House Kings Barn Lane**- Surgery to 1 x Cherry and 1 x Silver Birch.
- 116.11** **DC/20/1798 - The Old Brewery Cottage Jarvis Lane** - Retrospective change of use from a Class E (shop and retail outlets) to Class C3 (dwellinghouses) and external alterations.
- 116.12** **DC/20/1889 - Gatewick Farm Steyning Bypass** - Retrospective application for the change of use of the land to mixed use, comprising of caravan storage, storage within containers placed on the land. Provision of No.4 caravan/camping pitches, together with associated hard standing.
- 116.13** **DC/20/2492 - 32 Coombe Road** - Demolition of attached single storey outbuilding and erection of double storey rear extension.
- P20/117** **CORRESPONDENCE/INFORMATION.**
- 117.1** South Downs Newsletter
- 117.2** Information from Ministry of Housing Communities and Local Government
- P20/118** **DATE OF NEXT MEETING** – Monday 26th April 2021

The Chairman closed the meeting at 8.32pm

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

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

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

Clerk: John Fullbrook

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

Meeting started at: 7.32 pm

MINUTES

ACTION

C/20/64 APOLOGIES FOR ABSENCE

64.1 None for this meeting.

C/20/65 DECLARATIONS OF INTEREST AND DISPENSATIONS

65.1 None

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

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

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

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

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

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

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

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

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

C/20/70 FINANCE

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

C/20/71 PREMISES MATTERS

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

The Chairman informed that she was bringing forward the next item

C/20/72 ALLOTMENTS

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

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

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

Meeting closed at 10.02pm

Signed: Date: 2nd February 2021

Chair

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

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

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2nd February 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 9 {including Cllr Young and 3 representatives of the 20mph working party}

Meeting started at: 7.32 pm

MINUTES

C/20/74	APOLOGIES FOR ABSENCE	ACTIONS
74.1	None for this meeting.	
C/20/75	DECLARATIONS OF INTEREST AND DISPENSATIONS	
75.1	None	
C/20/76	QUESTIONS FROM THE FLOOR <i>(Questions, answers and statements are summarised)</i>	
76.1.1	<i>Q – Mrs Sally Sanderson – Can the Council confirm that there is a 3-year plan to reduce the height of the Rublees/Memorial Playing Field hedge and will it be carried out before the 28th February cut-off date for hedge cutting to be able to be carried out .</i>	
76.1.2	<i>A – The Clerk confirmed that there is a 3-year plan, and that the contractor is waiting for a window of dry weather to be able to get on the Memorial playing field without causing damage to the ground.</i>	CLERK
C/20/77	MINUTES OF PREVIOUS MEETINGS	
77.1	Cllr Hanson informed that the minutes of 24 th November 2020 which were deferred at the last meeting have been altered to say 'Cllr Goldsmith asked for residents back gate access to MPF car park to be investigated. Chairman agreed that the Clerk write a letter to the residents to further the investigation. She and the Clerk would report progress back to this committee. Cllr Lloyd proposed, seconded by Cllr Hanson that subject to the above change the minutes of the meeting held on the 24 th November 2020 be accepted as a true and fair record of the meeting. Agreed	CLERK
77.2	Cllr Hanson Proposed to accept the minutes of the meeting held on of 5 th January, Cllr Campbell referred to an email he had sent earlier that day to councillors with concerns for the wording of the proposed minutes at item 69.20. Cllrs had not had time to check this as the email had only arrived today (02.02.21). Cllr Hanson proposed, seconded by Cllr Campbell that the minutes be deferred until the next meeting to give Cllrs chance to listen to the recording. Agreed. Cllr Hanson informed that a letter had been sent to the resident. Clerk to send a copy of the letter out to all Cllrs.	CLERK

C/20/78 MATTERS ARISING AND ACTIONS

- 78.1** C/20/67.1 Clerk to amend item 60.3 in 24th November Draft Minutes – **Actioned**
- 78.2** C/20/67.2 Clerk to check item 61.1.2 on 24th November Draft Minutes, and bring these back to next meeting - **See item 77.1**
- 78.3** C/20/68.1 20 Miles per hour working party notes to be placed on the Web Site – **Actioned**
- 78.4** C/20/68.2 Two Bramber PC member representatives to be included within the 20mph working party – **Actioned**
- 78.5** C/20/69.5 D. Clerk to produce Trade Waste alternative contractors' costings – **See item 82.1**
- 78.6** C/20/7.12 Fletchers Croft WP – negotiations continuing with HDC – **See item 82.2**
- 78.7** C/20/69.10 Working party to consider Allotment water supply enhancement quotes – **See item 80.2**
- 78.8** C/20/71.2 Defer discussion on Steyning Centre room hire charges but advise where necessary that possible price increase will be in region of 2 to 3% - **Actioned / Ongoing**
- 78.9** C/20/72.1 Clerks office to communicate with Allotment holder re their request to place Hens on plot - **Actioned**

C/20/79 COMMUNITY PROJECTS

- 79.1** Ian Alexander, member of the 20pmh working party, updated the committee on the progress of the project so far. He informed that the proposed questionnaire and online survey would help to back up the scheme and should clarify the level of support from residents for the project. The consultation for the scheme will be carried out by West Sussex County Council. There was a query regarding a question in the survey re electric vehicles infrastructure, as at present there are no charging points in the area. Cllr Lloyd informed that Horsham District Council had a contract in place to carry out the installation of electric charging points in car parks but unfortunately, the contract had to be cancelled and they now have to go out to tender again for more quotes. Cllrs felt that the questionnaire was an excellent piece of work. Thanks were given to Ian, Geoff, Dean and the working party for the work that had been put into this project.
- 79.2** Quotes had been sought for the printing and delivery of the questionnaire. Prices received so far are in the region of £413.50 which can be agreed by the Clerk under delegated authority. Further quotes are awaited. Mike Croker informed that there is a general intention for Bramber Parish Council to financially support costs of printing and delivery but nothing has been officially agreed yet. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the committee agree to the {content of} the printed and online versions of the questionnaire and that the Clerk obtains quotes to bring back to the next meeting. **Agreed 7 for (DH,LT,JN,SA,PC,GS,SS) 1 Abstention (RG)**. Cllr Goldsmith felt the proper prices for a project have not been obtained, however he is not against the project. Cllr Lloyd informed that F&GP working party would discuss the proposals and a cost agreement with Bramber Parish Council. **CLERK**
Working Party
- 79.3** To approve the Abbey Road Open Space – 'Ecological report and Management plan'. Thanks to Roger Brown were expressed by the committee for the excellent report and for his work that had gone into producing it. Cllr Campbell **proposed, seconded** by Cllr Sullivan to approve the Ecological report and Management plan. **Agreed**

- 79.4 The Abbey Road Open Space update from Roger Brown. Cllr Campbell **proposed, seconded** by Cllr Hanson to receive the update on Abbey Road Open Space and to thank Roger for the update and his time. **Agreed**
- C/20/80 ALLOTMENTS**
- 80.1 The notes of the working party meeting held on 28th January were sent out to all members of the working party. The working party had a long discussion concerning digging a hole at the water meter site to ascertain the width of the pipes going in and coming out of said meter. Cllr Campbell **proposed, seconded** by Cllr G Sullivan that Mark Streeter, Contractor, is authorised up to the cost of £250.00, subject to liaison with Southern Water to dig a hole to ascertain the bore of the pipe both to and from the water meter. **Agreed.** **CLERK**
- 80.2 There was a discussion on the quotes that have been received so far for the water project for Rublees allotments. All the suggested plans were discussed. It was noted that a detailed specification will be required before further quotes can be requested. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Alexander be authorised to gain further quotes from various companies for the designs {already} submitted and to include replacement of the existing pipes and pipes from road into the meter and bring back to the committee. **Agreed.** **Cllr Alexander**
- 80.3 Cllr Hanson stated there was a need to discuss and agree the time scales for working out a new allotment agreement and when and if allotment fees are to be discussed. The Clerk informed that the new allotment agreement will need to be in place by July 2021. It was suggested a working party be organised as soon as possible for Cllrs to have initial discussions for a new agreement and to invite some allotment holders to join the working party at a later date. Cllr Hanson **proposed, seconded** by Cllr Alexander that a working party {consisting of} of Cllrs Lloyd, Hanson, Norcross, S Sullivan and Campbell meet to look at the allotment agreement details and work out a new allotment lease. **Agreed** **CLERK / W. Party**
- C/20/81 FINANCE**
- 81.1 Cllr Hanson **proposed, seconded** by Cllr Lloyd that the income and expenditure for December 2020 be accepted as a true and correct record of the financial report. **Agreed.**
- C/20/82 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE**
- 82.1 There was a discussion on trade waste options already received and the clerk explained the reasons the current provider was favoured. Cllrs showed concern that the waste removal options received go to land fill and requested to look into providers that take the waste to incinerators rather than taking the waste to land fill sites. Cllr Campbell **proposed, seconded** by Cllr Hanson that the Deputy Clerk and Cllr Alexander investigate options for more recycling and incinerator options and query if dog waste can be included in incinerator waste. **Agreed** **D. CLERK / Cllr Alexander**
- 82.2 Fletchers Croft WP – To discuss and agree to set up a working party to further discuss with HDC and secure a licence for the Fletchers Croft Play area and Fitness area. Clerk informed that there have been conversations with HDC and Cllrs Campbell and Goldsmith regarding the Licence being renewed for 30 years and other possible opportunities. The Clerk was asked to re-circulate a briefing paper written by Cllr Campbell in May 2020. Cllr Hanson **proposed, seconded** by Cllr Campbell that the Deputy Clerk be delegated to make contact with HDC to ascertain the position at present on the lease for Fletchers play area and report back to the next meeting. **Agreed.** **CLERK**

C/20/83 HIGHWAYS

83.1 A letter of complaint has been received from a resident in relation to dog fouling on the High street- There was a lengthy conversation on this, and many suggestions made, it was noted that dog fouling is at present a nationwide problem. It was agreed to ask the SPC street cleaner if he feels the situation is worse than usual and to ask the Wardens to pay more attention to this and include this in their foot patrols.

CLERK

C/20/84 PROGRESS REPORT

84.1 C/20/56.1 Clerk to pursue resolution to South Ash fence issue and effectively correspond with owner – Clerk informed that correspondence had continued with the owner and the office had presented the owners with a quote to get the fence repaired. Cllrs voiced concern for the safety of the fence, the Clerk informed that the fence is checked regularly for safety reasons. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the South Ash Play Area be closed for Health and Safety reasons until such times that the adjoining abutting fence is put into a safe condition. Cllr Campbell suggested an **amendment proposal** to Cllr Lloyds proposal to add to it 'that the parish council look into the extent of the obligations that rest on the owner of the fence and in the event that the council is unable to force the repair the council enter into negotiations under which the council may pay for some or all of the fence, Cllr Goldsmith **seconded** the proposed amendment. **Not Agreed 4 for (PC, RG, SS, GS) 4 against (DH, JN, TL, SA) Chairman's casting vote was used against the proposal.**

The original **proposal** from Cllr Lloyd **seconded** by Cllr Campbell that the South Ash Play Area be closed for Health and Safety reasons until such time that the adjoining abutting fence is put into a safe condition, was revisited. **Agreed, 7 (TL, DH, SA, JN, SS, GS, PC) 1 abstention (RG).**

Clerk to write to resident to inform them that the play area has been closed and request that the fence is repaired as soon as possible. Additional proposals for the fence being repaired were discussed but time ran out before any agreement was made, and no further business was discussed.

CLERK

CLERK

CLERK

Clerk to bring back to next meeting progress report matters not discussed

C/20/85 DATE OF NEXT MEETING – 2nd March 2021 at 7.30pm

Meeting closed at 10.02pm

Signed: Date: 2nd March 2021

Chair

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

<https://archive.org/details/2021-02-02-steyning-parish-council-community-committee-meeting-offical-copy>

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 2nd March 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 11 {including Cllr Young and 5 representatives of the 20mph working party}

Meeting started at: 7.32 pm

DRAFT MINUTES

C/20/86 APOLOGIES FOR ABSENCE

86.1 None for this meeting.

ACTIONS

C/20/87 DECLARATIONS OF INTEREST AND DISPENSATIONS

87.1 None

C/20/88 QUESTIONS FROM THE FLOOR (Questions, answers and statements are summarised)

88.1.1 **Q – Mrs Sally Sanderson** – Asked if the parish council could confirm that there will be skips provided in March this year and if possible, could there be a communal bonfire around the time that the skips arrive to be able to get rid of burnable rubbish.

88.1.2 **A – Cllr Campbell** responded, at Cllr Hanson's request, the working party for proposed new allotment agreements had discussions on 1st March, the consensus had been that as the council provide skips it is hoped to move towards no bonfires in the future, however this has not been properly discussed or consulted on, therefore it would be possible to go ahead with this year's bonfire subject to a risk assessment being carried out beforehand.

It was noted that Horsham District Council discourage bonfires, but they do not ban them. Cllr Hanson suggested that the bonfire go ahead this year as long as HDC don't change their mind.

Clerk suggested to put this as an agenda item for the April Meeting.

CLERK

C/20/89 MINUTES OF PREVIOUS MEETINGS

89.1 Cllr Hanson **proposed, seconded** by Cllr Alexander that the minutes of the 5th January, with the amendment to Item 4.1, which was sent to all members prior to the meeting, be agreed as a true and fair record of the meeting. **Agreed.**

CLERK

89.2 Cllr Campbell had requested, by email, some amendments to the minutes of 2nd February. Having listened to the recording, the Clerk read out the suggested amendments to Items 80.3 and 84.1. (the proposed amendments had been sent to Cllrs earlier).

Cllr Hanson **proposed, seconded** by Cllr Alexander that subject to these amendments, the minutes of 2nd February be agreed as a true and fair record of meeting. **Agreed.**

CLERK

The Chairman brought forward Agenda item 6.1 at this point of the meeting.

C/20/90 COMMUNITY PROJECTS

90.1 Update from the Steyning 20 miles per hour working party and to agree printing and distribution details for the 'Community Consultation' questionnaire and any other actions arising from the working party.

Geoff Barnard stated there was some positive feedback from the last meeting and due to the working party have made a few alterations to the questionnaire following the suggestions made. The closing date has now been extended to 30th April 2021. The working party aim to have the report and survey results written up in May and have scheduled a meeting for 11th May to discuss this. The next step will be to draft an application to WSCC for the scheme and hope to submit this in June. WSCC will need to carry out speed monitoring on some of the roads before they are able to make a decision. The cost for printing and distribution, including up to 50 houses in the outskirts of the area, should be no more than £750.00. Cllr Lloyd commented that the questionnaire and survey were very good documents and thanked Geoff, Dean, Ian and the working party for their hard work. Cllr Lloyd informed that Bramber Parish Council are happy to contribute 10% of the costs for the printing and will undertake the postal side of Bramber deliveries other than the roads that are abutting Steyning Parish boundaries subject to the delegation of the Clerk and the Chairman. Cllr Lloyd proposed a motion but before a vote was taken there followed a debate on whether the inclusion of Bramber Parish Council should or should not be within the proposed resolution.

Cllr Lloyd **proposed, seconded** by Cllr Campbell that the committee agree the recommendations for the 20mph working party to move forward with the postal and online questionnaires subject to the changes to the 'Electrical vehicle charging point' questions, which was raised this evening, up to a value of £750.00 which is to cover the cost of the questionnaire, hand delivery and postage to outlying homes within the parish. This will include homes in Bramber Parish directly abutting the Steyning Parish boundary and within the proposed 20mph scheme. The Committee agrees to delegate the Clerk to liaise with the Chairman to action the printing and delivery of the questionnaire. **Agreed**

CLERK

Chairman brought forward Agenda item 10.1 at this point of the meeting

- 90.2 To discuss and agree to deliver the completed DMMO application for the Rifle Range footpaths to WSCC.** Cllr Campbell expressed a concern that the item should possibly be discussed under confidential session. Cllr Young informed that the DMMO Application has been put together for popular walks on the Rifle Range. The paths in question are linked to the Horseshoe and the South Downs way along to Chanctonbury. It also incorporates the historic section of the Rifle Range. Gill Muncey reminded the Committee that the project was started in 2018 and this is an amendment to the first application. She informed that it will be WSCC that will make the final decision on the application and whether the use of the specified paths as Public Rights of Way will be approved. Richard Goring thanked Cllr Young and Gill Muncey for giving some time to talk through the proposed application. He said that he was saddened that the council felt the need to request a DMMO from WSCC. He explained that the work the estate has been trying to do is to build a relationship with Steyning to help residents to learn about conservation and how nature and farming can work symbiotically. He explained that having a DMMO makes the flexibility of this relationship more difficult. The cost of closing an area whilst work is carried out for Health and Safety reasons is approx. £2000. During previous conversations, and more recently at a meeting with Cllr Young and Gill Muncey, he had spoken about a giving a 10-year licence for the use of the footpaths and he reiterated this offer to the council. He informed that if the DMMO is submitted to WSCC the Wiston Estate would be opposing the application. Cllr Young confirmed there had been a meeting at Richard's request and that the Deputy Clerk also attended.

Cllr Campbell **proposed, seconded** by Cllr S Sullivan to go into a confidential session at the end of this meeting to discuss issues. **Not Agreed, 4 for (RG,PC,SS,GS), 4 against (DH,TL,SA,JN) the Chairman used her casting vote against going into confidential session.**

Following further discussions concerning the DMMO. Cllr Campbell **proposed, seconded** by Cllr Goldsmith to agree to deliver the completed DMMO application and supporting evidence for the Rifle Range footpaths to WSCC. **Agreed 5 for (PC,RG,SS,GS,TL) 3 against (DH,JN,SA)**
Cllr Young, Gill Muncy and Richard Goring were thanked for attending the meeting.

CLERK

The Chairman returned to Agenda item 5 at this point of the meeting.

C/20/91 MATTERS ARISING AND ACTIONS

- 91.1** Works to MPF/Allotment hedgerow to be completed – **Actioned**
- 91.2** Residents back gate access to MPF Car Park – The Clerk informed the committee that 2 letters have been found from the archive written by the council to previous owners of the property refusing permission for the use of the back gates as access to their property. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to delegate the Clerk to write a more forceful letter to the residents in liaison with Cllrs Campbell and the Chairman over its content. **Agreed 7 for (PC,RG,SS,GS,TL,DH,SA), 1 against (JN).** It was suggested the letter be sent by registered post.
- 91.3** Clerk and Chair to check issue raised by Cllr Campbell and update committee – **See item 89.1**
- 91.4** Clerk to send out resident access letter to all Cllrs – **Actioned**
- 91.5** Clerk to obtain further quotes and bring back to next meeting – **See item 90.2**
- 91.6** 20mph WP to discuss the proposals and cost agreement with Bramber PC – **See item 90.2**
- 91.7** Clerk to ensure contractor digs hole to ascertain pipe width at Allotment meter – **Actioned**
- 91.8** Cllr Alexander tasked with gaining further quotes in respect to enhanced Allotment water supply - Cllr Alexander updated that the schematics from Cllr Campbell have been sent to Hollinger. Cllr Campbell queried if the other prices had been obtained. Cllr Alexander explained that he was amending the schematics and would then pursue prices. Cllr Goldsmith stated that he has details of a firm that do water works and will forward it to Cllr Alexander.
- 91.9** Clerk to set up working party to discuss proposed new Allotment agreement – **See item 93.1**
- 91.10** D. Clerk and Cllr Alexander explore trade waste options to avoid using landfill sites - **See item 95.2**
- 91.11** D. Clerk to contact HDC and ascertain current position on Fletchers Croft Lease - **See item 95.1**
- 91.12** Clerk to re-distribute briefing paper from Cllr Campbell re Fletchers Croft Lease – **Actioned**
- 91.13** Clerk's office to highlight dog fouling issue with street cleaner and Wardens – **Actioned**
- 91.14** Clerk to write to resident to inform them of play area closure and to progress work ASAP. Clerk informed that play area is closed, the resident has been informed and a response is Awaited.
- 91.15** Clerk to close South Ash play area – **Actioned**
- 91.16** DMMO application at the rifle range – **See item 90.2**

CLERK /
Cllr PC & DH

Cllr Alexander
/ Goldsmith

CLERK

C/20/92 COMMUNITY PROJECTS

- 92.1 To receive an update on the Abbey Road project.** The Clerk read out Roger Browns report which was a supporting paper. Thanks were conveyed to Roger Brown for this report.

C/20/93 ALLOTMENTS

- 93.1** Update from the Allotment working party in regard to the new Allotment agreement details. The Chairman reported that a working party meeting was held on 1st March to discuss the proposed Allotment agreement. Some details are being worked on by Cllrs Lloyd and Campbell which will be reported to the next working party meeting to be held before April. It is hoped at that time to have a completed draft agreement which will be sent out to all allotment holders for their comments.
- 93.2** To receive the Allotment report and to discuss and agree any other Allotment actions. Cllr Sullivan queried the grass cutting noted within the allotment report. Clerk informed that IDVerde cut the main paths and the caretaker carries out tidy up strimming of vacant plots and keeps the paths tidy. Cllr Goldsmith queried from the last allotment report why as many as 27 warning letters had been sent. The Deputy clerk said that the letters were from a period of time from spring to summer and were standard reminder letters that are sent as a normal procedure from the office to plot holders concerning weeds or non- cultivation etc. in accordance with the allotment agreement. Following protests from Councillor Goldsmith when the Chair made an incorrect and provocative criticism of him, Cllr Alexander **proposed, seconded** by Cllr Norcross to invoke standing order 2b that Cllr Goldsmith should not be heard from any further during this meeting. **Agreed 4 for (DH,TL,JN,SA) 4 against (SS,RG,PC.SG)**, the Chairman used her casting vote in favour of the proposal.

CLERK /
Cllr Lloyd
& Campbell

C/20/94 FINANCE

- 94.1 To agree the Income & Expenditure reports for January 2021.** The Clerk informed that there was a mis-posing on item 4252 which will be corrected before the next reconciliation. Cllr Hanson **proposed, seconded** by Cllr Alexander that the income and expenditure for January 2021 be accepted as a true and correct record of the financial report. **Agreed**

C/20/95 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

- 95.1 Fletchers Croft – To secure a lease/licence for the Fletchers Croft Play area and Fitness area.** Cllr Alexander **proposed, seconded** by Cllr Norcross that a working party of Cllrs Hanson and Norcross be delegated to meet with HDC. **Agreed**
- 95.2 Trade Waste Bin emptying – To discuss alternative contractors and preferred service option.** Deputy Clerk informed that 4 companies were contacted to ascertain if they took waste to landfill or incinerators, only one company used incineration and wasn't able to quote for the emptying at the MPF due to the size of their lorries and could not carry out waste collection from the Steyning Centre in the time frame that would be required to fit in with the playgroup usage of the centre. Cllr Hanson **proposed, seconded** by Cllr Alexander to continue with the current service provided by Horsham District Council. **Agreed**

CLERK /
Cllr DH & JN

C/20/96 HIGHWAYS

- 96.1 Steyning High street uneven road surface –** Deputy Clerk informed that that WSCC Highways have been informed of the issue and suspected problem with the drains under the road. They have stated that they will monitor the section of road and carry out work if required.

D. CLERK

C/20/97 PROGRESS REPORT

- 97.1 Lanyards to be produced subject to Logo agreement** – The Clerk informed the committee that this item was discussed at a recent Personnel meeting as to whether a policy would be required for the use of Lanyards. It was suggested that a policy is not required and that the Lanyards would be issued with guidance of usage printed on the back. **CLERK & Cllrs**
- 97.2** Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement **Ongoing**- Chairman informed that the person that need to be contacted has left and there has been no replacement yet. Discussions will take place once a replacement is in post. **CLERK / Cllr DH**
- 97.3** Steyning Centre Lean-to project details to be brought back to committee – **Ongoing** **CLERK**
- 97.4** Clerk and Cllr Saunders to make small amendments to resident's consultation questionnaire pack for proposed Chandlers Way project and to determine distribution parameters –**Ongoing** **CLERK**
- 97.5** Memorial / Celebration tree policy to be reviewed – **Ongoing**
- 97.6** Clerk to continue to keep councillors informed about possible Mass Vaccination Hub –**Ongoing** Clerk reported there has been no further information for the use of the Steyning Centre but program is well advanced for vaccinations and is being carried out in Henfield and Storrington. **CLERK**
- 97.7** Chairman and Vice Chairman to arrange meeting with Cricket club – **Ongoing**. **CLERK / Cllr DH & JN**

C/20/98 INFORMATION / CORRESPONDENCE ITEMS

- 98.1** The Clerk informed the Committee that a report from Roger Brown on the Steyning Community Orchard had been received for March 2021. The report is available on the parish council website. Thanks were expressed to Roger Brown for his report.
- 98.2** A letter has been received from a resident who is having discussions with HDC to place a recycling bin at the car park in Steyning High Street. A short communication has been received from HDC and the Clerk will contact them for further details and clarification on this and report back to the next meeting **CLERK**

C/20/99 DATE OF NEXT MEETING – 6th April 2021 at 7.30 pm.

The Chairman closed the meeting at 9.39pm

Signed: Date: 6th April 2021

Chair

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

<https://archive.org/details/2021-03-02-steyning-parish-council-community-meeting>



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

Tel. 01903 812042

www.steyningpc.gov.uk

MEETING OF COMMUNITY COMMITTEE (via Zoom video conferencing platform)

HELD ON 6th APRIL 2021 AT 7.30PM. Hosted by the Deputy Clerk

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

Clerk: John Fullbrook

Members of the Public: 5 {including Cllr Young }

Meeting started at: 7.32 pm

DRAFT MINUTES

C/20/99 APOLOGIES FOR ABSENCE

99.1 There were apologies from Cllr Alexander

Actions

C/20/100 DECLARATIONS OF INTEREST AND DISPENSATIONS

100.1 None

C/20/101 QUESTIONS FROM THE FLOOR (Questions, answers and statements are summarised)

101.1.1 **Q/** Sally Sanderson asked if there were any updates on the water improvement and when the project might be proceeding.

101.1.2 **A/** There has not been a working party for the water improvements in the last 4 to 5 weeks and no further discussions or decisions have been made for the water improvement project. Details will be provided at a future meeting once a meeting and discussions has occurred.

101.2.1 **Q/** Trevor Cree made a statement with respect to the Steypning Centre, item 8 on the agenda, regarding the LED energy saving programme and the grant received from Rampion. His question was, why have these fundamental contributions to the 2019 SPC climate change initiative been downgraded and will SPC leadership reconsider this decision without delay.

A/ The Clerk reported that Phases 2 and 3 are still to be looked into and some Rampion funds are still available. Other LED lights are being replaced as the bulbs are now obsolete. These replacements are not part of the remit of the LED energy saving programme. Further discussions for the priority of budgets and projects will be discussed at F&GP Committee.

CLERK

C/20/102 MINUTES OF PREVIOUS MEETINGS

102.1 Cllr Hanson proposed that the minutes of 2nd March 2021 be accepted as a true and fair record of the meeting.

Cllr Campbell **proposed, seconded** by Cllr Sullivan an amendment to the draft minutes, on page 4, item 93.2, to change the wording "following continuous disruption from Cllr Goldsmith" to "following protests from Cllr Goldsmith when the Chair made an incorrect and provocative criticism of him". **Agreed. 4 for (PC, RG, SS, GS), and 3 against DH,TL,JN)**

Cllr Hanson **proposed, seconded** by Cllr Lloyd that the minutes being accepted as a true and fair record be deferred until the next meeting so that Cllrs have the chance to listen to the recording before they are agreed. **Proposal not carried 3 for (DH,TL,JN) 4 against (PC,RG,SS,GS)**

CLERK



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 102.2** Cllr Hanson stated that she would not propose that these minutes are accepted.
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the minutes be agreed as amended, as a true and fair record of the meeting held on the 2nd March 2021.
Agreed 4 for (PC, RG, SS, GS) 3 against (TL, DH, JN)

C/20/103 MATTERS ARISING AND ACTIONS –

- 103.1** Clerk to place Allotment Bonfire and skip request on the next agenda - **See item 105.2**
- 103.2** Clerk to amend 5th January '21 Minutes – **Actioned**
- 103.3** Clerk to amend 2nd February '21 Minutes – **Actioned**
- 103.4** Clerk and Chairman to action the printing of the Steyning 20mph consultation Questionnaire. Clerk reported the printing and distribution has been carried out. The survey is going well with so far 873 responses, of which 574 in favour, 245 against and 54 unsure. The full report will be on the agenda for next meeting. **CLERK**
- 103.5** Clerk to deliver {post} the completed Rifle Range DMMO application to WSCC – **Actioned**
- 103.6** Chairman and Vice Chairman to arrange meeting with Cricket club - **See item 108**
(meeting ran out of time before this item) **CLERK**
- 103.7** Ongoing communication with resident regards South Ash play area – **See item 108.1**
- 103.8** Clerk to set up working party to further discuss Allotment agreement – **See item 105.1**
- 103.9** D. Clerk to chase WSCC regards uneven High St. uneven road surface - **Actioned**
- 103.10** Lanyards to be produced as and when photos supplied – **Actioned**
- 103.11** Clerk to report back on possible Mass Vaccination Hub – The Emergency team advisor at WSCC has informed the Office that there have been no further requests for a vaccination site and therefore, it is unlikely that the Steyning Centre would be required.
- 103.12** Installation of proposed recycling bin in the High St. Car Park – **See item 108**
(meeting ran out of time before this item) **CLERK**

C/20/104 COMMUNITY PROJECTS

Whether proposed commercial operators' requests are given support from SPC.

- 104.1.1** Sharna Leggott introduced herself and gave a short presentation concerning her request to be able to sell ice -creams on the Memorial Playing Field with her new ice cream tricycle venture. Cllr Hanson queried how often she would like to sell at the MPF, Sharna responded that she would like to do as many days as possible. Cllrs felt that it was a good idea and had no concerns for the number of days and stipulated that it should be done in the first instance for one season to be able to establish if there would be any issues.
Cllr Hanson **proposed, seconded** by Cllr G Sullivan that a licence be granted to Sharna for one season, up to the end of British Summer Time in October 2021, and the Clerk is delegated to expeditiously check the required paperwork is in place so that the licence can begin once the checks are complete. Steyning Parish Council reserve the right to terminate the licence at will.
Agreed **CLERK**
- 104.1.2** HDC have informed the Office that they will conduct a consultation with the Parish Council concerning the application for a burger van to operate in the High Street carpark on a daily

basis from 5pm to 10pm. Cllrs voiced concerns regarding:

- The van being in the carpark on a daily basis- would prefer only once or twice
- The competition against other eateries in the Town
- 5pm is too early – should be after 6pm when the carpark officially closes for the safety to pedestrians
- The smell
- Loss of one or more parking spaces

These concerns to be relayed to HDC when the consultation is received and report back to the next meeting.

D. CLERK

104.2 Grass Cutting update and to discuss request from Roger Brown re Abbey Road grass cutting regime Amendment, and whether to set up an advisory group for Abbey Road and to receive the Abbey Road report.

The Deputy Clerk informed that the grass cutting contract has started for the season. All areas in the contract have received the first cut. The Abbey Road meadow has been cut and the cuttings collected and the arisings have been put on the newly formed compost heap. Roger Brown has requested that the second cut of the Abbey Road meadow planned for early March be removed from the contract. Cllr Hanson **proposed, seconded** by Cllr S Sullivan that the contract be amended to state that the Abbey Road Meadow area be cut in late March/early April and late September each year. **Agreed.**

D. CLERK

Roger asked if he could organise an advisory group of experts for the meadow area to walk around the site with habitat action plans for the meadow, pond, scrub area etc. that can be reported back to the committee periodically. Cllrs agreed that Roger continue to work on the meadow and set up the advisory group as part of his leadership of the Abbey Road project and to report back any findings and requests to this committee in the usual way. Roger informed that the Conservation volunteer group was to meet on Saturday's 10th, 17th of April & 1st May following recent suspension due to covid regulations. Cllr Alexander remains representative for this group. The Ouse and Adur River Trust have confirmed 2 dates to work on site with the Conservation Volunteers on 21st May for an invertebrate study on the stream, and on 16th June for an in-stream habitat improvement day.

C/20/105 ALLOTMENTS

105.1 Update from the Allotment working party regarding the new 'Allotment Agreement'.

D. CLERK

Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Tenancy Agreement as drawn up by the working party goes out for consultation to Rublees and Canada Gardens allotment tenants with the exclusion of paragraph 3 of the tenant's obligations, paragraph 31 of the allotment regulations and subject to checking paragraph 9 of the lettings section. A separate consultation will be carried out with the allotment tenants for the use or not of water meters and how charges will be apportioned. **Agreed.**

105.2 To receive the Allotment report and to discuss whether Bonfires be allowed for the annual 'Clearing up weekend' and to agree how many skips are to be delivered to the allotments

CLERK

The Committee discussed possible dates for the clear up weekend and bonfire and agreed the 17th April, with 24th as a reserve in case of bad weather. Cllrs were asked to attend if possible. The time agreed for the day was from 11am to 2pm. The Clerk was delegated to create a risk assessment for the bonfire and to manage the bonfire on the preferred date of 17th April. Cllr Hanson **proposed, seconded** by Cllr Lloyd that a total number of 8 skips to be ordered for the 2 Allotment sites. **Agreed.**

C/20/106 STEYNING CENTRE

106.1 Steyning Centre Report – To receive the report from the Deputy Clerk.

The report was taken as read. Cllr Goldsmith queried the £24,000.00 grant received from Horsham District Council. The Deputy Clerk informed that there had been three separate successful grants received 1 x £10,000.00, 1 X £2,000.00 and 1 X £12,000.00.

106.2 Lighting works – Report on Outside lights and LED installation.

The Clerk reported that new LED lights for the external walls and the outside toilets at the Steyning Centre have been ordered as the current lights are old, discoloured and bulbs are now obsolete. The LED project phase one for the Saxon Room, Corridor, Committee Rooms, Foyer and Offices have been completed. This was from the Rampion Grant of £5,000 and there is still some of this money left for Phase 2 and 3 which is for Coombe Court, the toilets, cupboards and the balcony is still to be carried out. Cllr Campbell queried if phase 2 and 3 are being carried out from the ring-fenced Rampion Grant and is it enough to cover the cost of both phases. The Clerk responded that the existing funds will be used to cover as much as possible of the next phases and will return to the committee for anything that is not covered by the grant. The Premises Committee had agreed the scope of works for the LED Project and it remains a work in progress. Cllr S Sullivan queried the outstanding report from the Legionella inspection that was carried out in December 2020. Deputy Clerk responded that she would chase the company for the report.

CLERK

D. CLERK

C/20/107 FINANCE

107.1 Income & Expenditure reports for February 2021

Clerk reported that the end of Year Reconciliation will be completed soon. Cllr Campbell queried budget item 4342 - repairs and renewals that has spent only 37.5 % of the £12K, and could the surplus be used for the allotment water supply. The Clerk responded this will depend on Year end but if we were in deficit overall then we would not be able to Earmark any funds dependant on one underspend alone, however F&GP will discuss project priorities and earmarking any possible funds very soon.

Cllr Hanson **proposed, seconded** by Cllr Lloyd to accept the income and expenditure report as a true and fair record of the financial report. **Agreed** (DH,TL,JN,SS,GS,PC) 1 abstention (RG).

107.2 Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that an EOM of the Community Committee be called as soon as possible to carry on with the items for this meeting and all the other items that seem to be gradually 'dropping off the edge' and need to be brought back for discussion otherwise, the committee will never catch up. **Agreed 4 (PC,RG,SS,GS) for 1 against (JN) and 2 abstentions (DH,TL).** Cllr Hanson stated that an EOM will be held as soon as possible.

CLERK /
Cllr Hanson

As the meeting had only 4 minutes the Chairman brought forward Item 108.1 for discussion

C/20/108 Report from the Clerk on SPC Play areas and their ongoing maintenance, and to discuss any actions arising including a review of any possible new installations.

108.1 The Clerk informed that the solicitor had advised that the fence at South Ash play area is a jointly owned border and could be repaired jointly.

Cllr Goldsmith **proposed, seconded** by Cllr Hanson that the fence is repaired and Clerk to speak to the owners of the adjoining property to reclaim monies at a later date. **Agreed**

CLERK

There was no time to complete the other items on the agenda.

CLERK

C/20/109 DATE OF NEXT MEETING – 8th June 2021 at 7.30pm

The Chairman Closed the meeting at 10.02pm

Signed: Date: 8th June 2021

Chair

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

<https://archive.org/details/2021-04-06-steyning-parish-council-community-committee>

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 25TH JANUARY 2021 AT 5PM

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

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 5.00pm

MINUTES

Pe/20/8 APOLOGIES FOR ABSENCE

8.1 Apologies were received from Cllrs Lloyd and Trundle.

Pe/20/9 DECLARATIONS OF INTEREST

9.1 None.

Pe/20/10 MINUTES OF PREVIOUS MEETING

10.1 Cllr Young **proposed, seconded** by Cllr Northam that the personnel committee draft minutes from 7th December 2020 be accepted as a true and fair record. **Agreed**

Pe/20/11 CONFIDENTIAL SESSION

11.1 Cllr Young **proposed, seconded** by Cllr Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/20/12 STAFFING MATTERS

- 12.1** To discuss the report received from James Corrigan on 17th November and agree to recommend any actions arising. The "Duty of Care" report received from James Corrigan was discussed. Cllr Young **proposed, seconded** by Cllr Norcross that the "Duty of care" report and the two previous Reports be numbered and renamed and should be sent out to all councillors. **Agreed.**
- The Clerk and Cllr Young to agree on their titles.
- It was noted that there is still a lot of email traffic going to the office.
- The personnel committee is working on an action plan based on James Corrigan's recommendations and will be brought to full council at the earliest opportunity for agreement – this will be discussed further at the meeting on the 27th January 2021.
- 12.2** To discuss recent formal complaint and agree any actions necessary. The Clerk had considered the complaints as per the complaints procedure and had already responded to Cllr Goldsmith. Cllr Goldsmith has also requested a response from the personnel committee. Cllr Northam **proposed, seconded** by Cllr Alexander that they have received the complaint in question and could find no substance to the complaint

and agreed with the Clerks assessment and response already given. (Further to this) The Chairman and Vice Chairman to respond to Cllr Goldsmith **Agreed.**

- 12.3** To discuss the latest situation regarding the possible furloughing of staff during lockdown period and agree to recommend any actions necessary.
The committee thoroughly discussed the options of furloughing staff and the Governments information concerning applications from the public sector. It also noted that £12,000 worth of grant aid had been applied for and successfully obtained from HDC due to loss of income with a further £9,000 due to be applied for before the end of the current lockdown period. Also, if staff were furloughed it was noted that should the Steyning Centre become a Vaccination Hub this would create cover issues in the short term as there is a minimum period for staff to be on the scheme and therefore unavailable.
Cllr Northam **proposed, seconded** by Cllr Alexander that the committee having discussed this and in view of the Governments advice on public sector employers and the fact that the hours for Caretakers have already been cut by 50% and with the received grants to cover some of the loss of income for the Steyning Centre; the Personnel Committee are therefore not recommending any staff to be furloughed. **Agreed.**
- 12.4** To discuss and report back to Full Council with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved with particular reference to the rates of pay of its employees and pay rises needed to achieve that.
Cllrs discussed the accreditation system and noted that there was a cost involved, however the council can put a strategy in place to achieve the increase at the next budget talks.
Cllr Northam **proposed, seconded** by Cllr Hanson that the committee recommend that the council strives toward paying the real living wage, investigating the cost to move towards paying an increased rate rather than join the Living Wage Foundation, the strategy to be discussed within the budget process over the next 2 years. **Agreed**
- 12.5** To discuss reply from a councillor to the complaint response dated 4th January 2021 and any actions necessary.
- The Clerk and Deputy Clerk left the meeting at this point, the time 6.07pm*
- The committee considered the councillor’s comprehensive response of 15.01.2021 to their reply to his complaint of November 25th 2020.
Cllr Young **proposed, seconded** by Cllr Norcross that they draft a reply to the councillor to acknowledge his response and end any future discussion. **Agreed.**

Pe/20/13 DATE OF NEXT PERSONNEL MEETING: 27th January 2021 at 3.00pm

Meeting closed at 6.17pm

Signed Date 27th January 2021

Chairman



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www.steyningpc.gov.uk

MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform)

HELD ON 27TH JANUARY 2021 AT 5PM

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

Clerk : John Fullbrook

Also Present Hazel Roxby

Members of the Public: None

Meeting commenced: 3.00pm

DRAFT MINUTES

Pe/20/14 APOLOGIES FOR ABSENCE

14.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/15 DECLARATIONS OF INTEREST

15.1 None.

Pe/20/16 QUESTIONS FROM THE FLOOR

16.1 None

Pe/20/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr Young **proposed, seconded** by Cllr Norcross that the personnel committee minutes from 25th January 2021 be accepted as a true and fair record. **Agreed**

Pe/20/18 CONFIDENTIAL SESSION

18.1 Cllr Young **proposed, seconded** by Cllr Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under {the following items} may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/20/19 STAFFING MATTERS

19.1 To discuss the final invoice from James Corrigan and agree any recommendations to F&GP
A briefing paper was sent to all committee members which detailed the invoices received and confirmed that they correlated with the 40 hours previously agreed by the Personnel committee.
It was agreed to recommend to F&GP that the third and final invoice be paid. Cllr Hanson **proposed, seconded** by Cllr Young to recommend to F&GP committee that the outstanding invoice be paid. **Agreed**

19.2 To discuss and agree the proposed Meetings schedule and make recommendation to Full Council.
Cllr Lloyd **proposed, seconded** by Cllr Alexander to recommend to full council that the following additional meetings be removed from the proposed schedule as per supporting paper: 4th May 2021; 5th October 2021; 3rd May 2022 – Community meetings, 18th October 2021 - Full Council and 10th January 2022 Planning and then the new schedule be recommended for agreement. **Agreed**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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19.3 Agree any actions to recommend to Full Council following James Corrigan's reports
The committee were pleased that some of the recommendations from James Corrigan's report had already been implemented. It was noted however that the Scheme of Delegation still requires some clarity.
The email policy was discussed at length. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the current email policy, agreed May 2020, is considered by the committee to be sufficient guidance for councillors, but in view of the desire by the committee to ensure the wellbeing of the officers, Para 3.1.11 is recommended to be changed to: ' Emails should only be sent during normal business hours and up to 7pm on weekdays, up to 1pm on Fridays and not to be sent during weekends and holiday periods '. **Agreed.**

Other items discussed briefly were issues concerning the use of personal emails in relation to GDPR Regulations, issues highlighted in the reports from James Corrigan and the possible retention of him on a case to case basis. Cllr Lloyd **proposed, seconded** by Cllr Norcross that these items be deferred back to the delegated working party to discuss and recommend to full council. **Agreed**

19.4 **Motion from Cllr Campbell** - The Personnel Committee is directed to urgently discuss and report back to Full Council with recommendations concerning options for reducing its staffing costs by reason of the projected revenue from the Steyning Centre being down by approximately £45,000 from £63,000 for 2020/2021 and by an unknowable amount for 2021/2022, to include the option of furloughing staff and voluntarily topping up the 80% furlough pay to take it to up to 100% of anticipated pay, the latter as recommended by the Local Government Association.
Cllr Lloyd **proposed, seconded** by Cllr Alexander that as the committee has already discussed and agreed a recommendation to full council at their meeting of 25th January 2021, there was no need to discuss the motion. **Agreed**

Pe/20/20 DATE OF NEXT FULL COUNCIL: 15th February 2021 at 7.30pm

Meeting closed at 4.31pm

Signed

Chairman



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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON 24TH FEBRUARY 2021 AT 4.30PM

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

Clerk : John Fullbrook

Deputy Clerk : Hazel Roxby

Members of the Public: Cllr Campbell

Meeting commenced: 4.30pm

MINUTES (Non-Confidential)

Pe/20/21 APOLOGIES FOR ABSENCE

21.1 Apologies were received from Cllrs Northam and Trundle.

Pe/20/22 DECLARATIONS OF INTEREST

22.1 None.

Pe/20/23 QUESTIONS FROM THE FLOOR

23.1 Cllr Campbell asked when the agenda had had been placed on the website as he believed it had not been put up until 23rd February. Deputy Clerk responded it was posted on Monday 22nd February, however, the agenda had been posted on the public noticeboard and Clerks window on Thursday 18th February in accordance with Standing Orders.

Pe/20/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr Young **proposed, seconded** by Cllr Alexander that the personnel committee minutes from 27th January 2021 be accepted as a true and fair record. **Agreed**

Cllr Young stated that items 25.1, 25.2, 25.3 and 25.4 would be brought forward into public session

Pe/20/25 STAFFING MATTERS

25.1 **To discuss and agree to recommend time allocated items on SPC Agenda's when appropriate to do so**

Cllrs discussed having time allocated agendas as a good framework for giving times to items for discussion to ensure that meetings completed in the appropriate time. **Clerk to Action**

Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that a flexible approach to a timed agenda be printed on the agenda for future meetings. **Agreed.**

25.2 **To discuss and agree to recommend the use of hand symbols to indicate whether Cllrs want to speak within meetings.** The use of hand symbols at virtual meetings would give the Chair of the meeting an idea on how many Cllrs wish to speak on the item being discussed, this would help to ensure that discussions are kept to a reasonable time. Cllr Young **proposed, seconded** by Cllr Alexander to recommend to full council that the use of hand symbols be used at meetings to indicate the wish to speak on an agenda item. **Agreed. Action** - Cllr Alexander volunteered to produce diagrams to follow for anyone unsure of how to use the hand symbols on the zoom forum.



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 25.3 To discuss and agree to recommend the policy in connection with the use of SPC Lanyards for Cllrs and staff.** Following a short discussion Cllrs decided against the need for a policy for the use of lanyards. It was felt Cllrs should be expected and trusted to use them properly. **Action** - The Clerk to issue lanyards with instructions for the official use of when they should and should not be used.
- 25.4 To discuss and agree to recommend terms of reference to ensure contractors/consultants can only be contacted by Cllrs and Staff with delegated responsibility to do so.** Cllrs discussed that there is already the basis for this within Financial Regulations and that it could be reworded to strengthen the policy. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Working Practices W.P. be asked to look further into the terms of reference to ensure contractors/consultants can only be contacted by Cllrs or Staff with delegated responsibility to do so. **Agreed**

Pe/20/26 CONFIDENTIAL SESSION

- 26.1** Cllr Young **proposed, seconded** by Cllr Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under items 26.2 and 26.3 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**
- 26.2.1 To discuss and agree to recommend any other actions arising from the James Corrigan reports.** Many suggestions from James Corrigan's report have now been implemented:
- Office Support Team
 - Email policy tightened up to help reduce the number of emails received by the Officers.
 - Scheme of Delegation adopted to replace Committee "Terms of Reference"
 - Fewer meetings now scheduled – agreed at full Council
 - Fewer agenda items to help reduce meeting length - (Chair and Clerk)
 - Use of 2 minute speaking rule and speaking only once to an item to also help reduce meeting length – Chairs to continue to implement
- 26.2.2** Suggestions were discussed to further reduce the email traffic to the Clerks Office due to the continued vexatious and disrespectful nature of some of the emails being sent and a proposal was agreed to go forward to a future Full Council meeting. The details of the proposal are within the confidential minutes.
- 26.2.3** Cllr discussed briefing/supporting papers for Meetings. It was noted that these should be produced and sent by the Clerk's office. Cllr Young **proposed, seconded** by Cllr Hanson to recommend to working practices group to include wording into a policy and place in standing orders that Clerk is responsible for producing and sending out briefing papers. **Agreed**

Cllr Norcross left the meeting at 6,30pm

- 26.3 To discuss and agree to recommend any further works to be undertaken by James Corrigan and hours Paid.** Cllrs discussed the extra 19 hrs work put in by James Corrigan which were above the 40 hours previously agreed and paid for. It was noted that much of the time spent was collecting information from Councillors before the production of a Duty of Care Report. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk contact James Corrigan to attempt to reach a reasonable compromise. **Agreed**

Pe/20/27 Meeting Ended 6.48pm

DATE OF NEXT FULL COUNCIL MEETING: Monday 19th April 2021 at 7.30pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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MEETING OF PERSONNEL COMMITTEE (via Zoom video conferencing platform) HELD ON TUESDAY 23RD MARCH 2021 AT 4.30PM

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

Clerk : John Fullbrook **Deputy Clerk :** Hazel Roxby

Members of the Public: Cllrs Campbell and Goldsmith

Meeting commenced: 4.30 pm

DRAFT MINUTES (Non - Confidential)

Pe/20/28 APOLOGIES FOR ABSENCE

28.1 Apologies were received from Cllr Trundle.

Pe/20/29 DECLARATIONS OF INTEREST

29.1 None.

Pe/20/30 QUESTIONS FROM THE FLOOR

30.1 Cllr Campbell made a statement. – In summary, He asked the Committee to rethink and withdraw what in his opinion was an unlawful motion under Agenda item 7. He also stated in his opinion that it was an ultra vires procedure and based upon a completely flawed investigation and that the process itself was biased against him and Cllr Goldsmith. He went on to say that it would be unlawful for the Council to impose sanctions on he and Rodney, that it would be an unlawful fetter on their ability to carry on with their business as elected representatives, and that that the Harvey v Ledbury case law helped prove this fact, and indeed the Clerk had himself stated this previously. He also stated that a more proper procedure would be for the Clerk and Deputy Clerk to start a formal grievance procedure against them, or that the Committee consider taking out a code of conduct complaint against them instead. Finally, Paul suggested that the Committee once again consider mediation in order for long standing internal issues to be resolved.
{The Full statement can be heard on the video link from time frame 1.46 minutes to 11.46}

30.2 Cllr Goldsmith stated that he agreed with everything that Cllr Campbell had said in his statement.

Pe/20/31 MINUTES OF PREVIOUS MEETING

31.1 Cllr Young **proposed, seconded** by Cllr Lloyd that the personnel committee minutes from 24th February 2021 be accepted as a true and fair record. **Agreed**

Pe/20/32 CONFIDENTIAL SESSION

32.1 Cllr Young **proposed, seconded** by Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 6 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.
Agreed.



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Pe/20/33 CONFIDENTIAL MINUTES OF PREVIOUS MEETING

- 33.1** Cllr Young **proposed**, **seconded** by Cllr Norcross that the personnel committee Confidential minutes From 24th February 2021 be accepted as a true and fair record. **Agreed**

Pe/20/34 STAFFING MATTERS

- 34.1** Cllr. Lloyd **proposed** that the Clerk and Deputy Clerk leave the meeting as the discussions over the emails were pertinent to the two of them. **Seconded** by Cllr. Northam. **Agreed**

The Clerk and Deputy Clerk left the meeting at 17.05

- 34.2** **To discuss and agree to recommend to Full Council any actions arising from the James Corrigan reports.** Most of the actions had been discussed at the previous meeting on the 24th February and were minuted. The committee reviewed the emails provided in the bundle of supporting papers, which were a representative sample of the emails that members of the committee had been copied in to.
- 34.3** The Committee believed that it should be seen to be acting responsibly and reasonably in upholding its legal duty of care to the Clerks. Cllr Young **proposed** and Cllr Norcross **seconded** to recommend a motion to Council at the EOM on 25.03.202, that in the interests of complying with the Council's legal duty-of-care and the well-being of its staff that certain councillors' emails and correspondence to staff be directed through the Chair of the Council for the present time, and that this will be reviewed at each Personnel Committee meeting. **Agreed**
- 34.4** In addition, Cllr. Young **proposed** and Cllr. Norcross **seconded** that in view of the concerns over the tone, frequency and length of emails received the Clerk be asked to provide further evidence. **Agreed**
- 34.5** The committee wanted it made clear that this was not a motion to 'gag' certain councillors but was intended to ensure that the Clerks do not receive any further 'harassing or, inappropriate' emails, but that requests, comments etc. will be passed on to the Clerk.

There being no further business the meeting closed at 18.25

Pe/20/35 DATE OF NEXT FULL COUNCIL MEETING: Monday 19th April 2021 at 7.30pm

Signed 19th April 2021

Chairman



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

Tel. 01903 812042

www.steypingpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JANUARY 2020 AT 7.30PM

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

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

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/65 APOLOGIES FOR ABSENCE

65.1 None

F&GP/20/66 DECLARATIONS OF INTEREST AND DISPENSATIONS

66.1 None

F&GP/20/67 QUESTIONS FROM THE FLOOR

67.1 None

F&GP/20/68 MINUTES OF PREVIOUS MEETING

68.1.1 10th November Minutes approval. Cllr Campbell **proposed**, and Cllr Hanson **seconded** to agree to amend item 48.14 to include 'Clerk to check whether the F.R.A has been uploaded and to report back'. **Agreed** **CLERK**

68.1.2 Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the 10th November minutes {including the amendment at item 48.14} as a true and fair record. **Agreed**

68.2 8th December 2020 Minutes approval. Cllr Campbell **proposed, Seconded** by Cllr Goldsmith to amend item 60.5. **Not Agreed, 2 For, 5 Against.** Cllr Lloyd **proposed, seconded** by Cllr Hanson that item 60.5 be amended to say, 'that the letter was actioned but not sent'. **Agreed 5 For 3 Abstained (SN,PC,RG).** Cllr Lloyd **proposed, seconded** by Cllr Northam that the 8th December 2020 minutes be approved as a true and fair record. **Agreed** **CLERK**

F&GP/20/69 MATTERS ARISING AND ACTIONS

69.1 Clerk to bring back November 10th draft F&GP Minutes for agreement and to check issues raised - **Actioned**

69.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – The Clerk updated there was a W.P. group meeting on the 25th January to discuss this matter. **CLERK**

69.3	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint, and check whether a decision has been made for SPC to go to Solicitors for advice – Ongoing (Also discussed under item 73.1)	Cllr Lloyd / CLERK
69.4	Assets register to be updated and brought to next F&GP meeting – Ongoing	CLERK
69.5	Clerk's outstanding list of actions to be discussed at personnel committee - Ongoing	CLERK
69.6	Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – Ongoing – to be discussed on 25th January meeting.	CLERK
69.7	Playground temporary laminated signage to include hard backing and then to be assessed – Actioned / Ongoing – The Clerk to explore what HDC are putting on their Playground sites	CLERK
69.8	James Corrigan invoice clarity sought by Clerk – Clerk updated that he had received another invoice but that he needed to speak with Mr Corrigan once again to clarify further details. Cllr Campbell suggested that the Clerk had commissioned a third report from Mr Corrigan and that it be circulated. The Clerk said he had not received nor commissioned this report. However, the report would be circulated from Councillors who had received it.	CLERK Cllrs
69.9	Internal controls as specified by financial risk assessment {F.R.A} more rigorously observed – Actioned. Clerk to check on the relaxation of signatory requirements for financial items	CLERK
69.10	Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing	CLERK
69.11	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Actioned	
69.12	BACS payment distribution list extended once again - Actioned	
69.13	Clerk to ask advice regards current arrangement with Steyning in Bloom – Actioned , but to be further discussed in confidential session at next F&GP Meeting	CLERK
69.14	Clerk to continue to correspond with HDC regards Mass Vaccination Centre provision, especially regards remuneration - Actioned	
69.15	Scheme to allocate tablets to councillors to be discussed at budget working party – Ongoing	CLERK
69.16	Further discussion required regards proposed projects listing- See item 70.3.3	
69.17	Staff pay rise to be actioned and backdated - Actioned	
69.18	Personnel committee to consider staff's income to that which is in line with 'living wage' – See item 73.3	
69.19	Internal and External Audit letters to be discussed at future meeting – See item 71	
F&GP/20/70	FINANCE MATTERS	
70.1	List of payments. Cllr Lloyd proposed, seconded by Cllr Northam to approve the December 2020 list of payments. Agreed	
70.2.1	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for November 2020. Agreed Clerk to ask finance package company whether monthly income and expenditure figures against each code can be shown once again – to be discussed at working practices group	CLERK

70.2.2	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for December 2020. Agreed	CLERK
70.3.1	Committee discussed the Budget supporting papers provided for the next financial year 2021/22. Two final options for either a 2.5% Precept rise, or a 0% rise were considered. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees the budget for the year starting 1 st April 2021 to the 31 st March 2022 in accordance with the 'worst case budget' as itemised by the Clerk which is a 0% Precept increase from last year. Agreed.	
70.3.2	Cllr Lloyd proposed, seconded by Cllr Hanson to recommend this to Full Council as the SPC Budget for 2021/2022. Agreed	CLERK
70.3.3	Project details in terms of their scope and cost and priority to be discussed over the next couple of months	CLERK
F&GP/20/71	GOVERNANCE ITEMS	
71.1	To receive the external auditors signed 'External Auditor Report and Certificate 2018/2019'. Cllr Lloyd proposed, seconded by Cllr Hanson to receive the signed 2018/19 external auditors report and take note of the Box 9 section 2 of the annual governance and accountability return and increase our total fixed assets accordingly. Agreed 7 For, 1 Abstained {RG}	CLERK
71.2	To approve the interim Internal Audit letter dated October 2020. One action was raised by the internal auditor within the letter – that of a need to increase the SPC insurance fidelity cover and the Clerk reported this had already been actioned. Cllr Campbell had raised 16 additional questions. Cllr Lloyd proposed, seconded by Cllr Norcross that an all member working party convene before the February Full Council Meeting to discuss the interim internal audit letter and the queries that have been raised by members. Agreed	CLERK
71.3	Committee received the December monthly 2020/21 Cil report. Clerk to establish further details relating to 'allocations' within the small table at the end of Appendix 2	CLERK
F&GP/20/72	DATA PROTECTION AND FREEDOM OF INFORMATION	
72.1	The Clerk updated on a recent F.O.I. request dated 26 th October whereby the requester asked for information relating to the SPC allotment and open space sites. The response had been sent and uploaded onto the SPC web site. The Clerk also informed committee that there were two outstanding review requests to be completed. The Clerk was asked to supply more information regards correspondence to allotment plot holders and that this could be undertaken within the 'monthly allotment report'.	CLERK CLERK
F&GP/20/73	REQUESTED MOTIONS	
73.1	Committee discussed the 'Steyning swimming pool agreement with HDC', and whether to pursue legal advice to determine if SPC should continue to subsidise the installation as per the agreement. Cllr Campbell proposed, seconded by Cllr Goldsmith that this committee charges the Clerk with obtaining legal advice on SPC's contractual payment obligations concerning the swimming pool, taking into account all facts and matters raised in the draft letter of 16 March 2020 prepared by Councillor Campbell, but set £500 as a limit to the cost of obtaining this advice. Agreed – 4 For {TL, RG, PC, DH}, 4 Against {JN, SA, CY, SN} . Agreed on the casting vote of the Chairman	CLERK
73.2	The committee discussed the possibility of establishing an SPC financial reserves policy. The Motion discussed – 'That SPC shall establish and publish its reserves policy using the SLCC precedent as its starting point. It shall also publish for each of its F and GP meetings a statement showing what reserves it holds to include separate particulars for General, Earmarked and Ring-fenced". Cllr Lloyd proposed, seconded by Cllr Young that the SPC working practices group should in the first instance discuss whether to establish a Reserves policy. Agreed	CLERK

73.3 This committee discussed staffing pay rates. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Personnel Committee is delegated to discuss and report back to F &GP with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved by particular reference to the rates of pay of its employees and pay rises needed to achieve that”. **Agreed** **CLERK**

F&GP/20/74 **INFORMATION/CORRESPONDENCE ITEMS**
74.1 Committee discussed whether it was possible to provide a link under correspondence items on the Minutes to link to the News pages on the Web site. Therefore, the Links are provided here: **CLERK**
<https://www.steyningpc.gov.uk/news/> and <https://www.steyningpc.gov.uk/covid-19/>

F&GP/20/75 **DATE OF NEXT MEETING – 9th February 2021 @7.30pm.**

The Chair closed the meeting at 9.15 pm

Signed Date 9th February 2021

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

<https://archive.org/details/2020.01.12-steyning-parish-council-f-gp-meeting-offical-copy>



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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9TH FEBRUARY 2020 AT 7.30PM

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

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

Clerk: John Fullbrook

Deputy Clerk:

Hazel Roxby

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/20/76 APOLOGIES FOR ABSENCE

76.1 Apologies were received from Cllr Trundle and Cllr Northam who would arrive late (he arrived at 8.10pm)

F&GP/20/77 DECLARATIONS OF INTEREST AND DISPENSATIONS

77.1 None

F&GP/20/78 QUESTIONS FROM THE FLOOR

78.1 Mr Russell Barnes stated that he is hoping to speak to item 81.3. Cllr Lloyd agreed to this.

F&GP/20/79 MINUTES OF PREVIOUS MEETING

79.1 Cllr Lloyd **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 12th January 2021 be agreed as a true and fair record of the meeting . **Agreed**

F&GP/20/80 FINANCE MATTERS – This item was brought forward at this point

80.1 To discuss and agree a request for a grant application from the Steyning and District Partnership for £250. Russell Barnes gave an overview of the application for a grant seeking a contribution towards the first phase of an awareness campaign to promote Steyning as a tourist destination. The initial expense will be for a flyer which will highlight Steyning's best features such as shops, food and drink outlets, accommodation and visitor attractions. The flyers will be sent out to coach companies, tourist information centre and be available to local residents. Russell stated that Cllrs were welcome to attend the visitor and tourist zoom meetings. Cllr Alexander **proposed, seconded** by Cllr Goldsmith that a grant of £250 be given to the Partnership Group. **Agreed**

CLERK

F&GP/20/81 MATTERS ARISING AND ACTIONS.

81.1 F&GP/20/68.1 Clerk to amend 10th November Minutes – **Actioned**

81.2 F&GP/20/68.2 Clerk to amend 8th December Minutes – **Actioned**

81.3 F&GP/20/60.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Actioned**. To be discussed at Full Council **CLERK**

81.4	F&GP/20/73.1 To investigate SPC's contractual payment obligations concerning the Swimming pool – See item 82.5	
81.5	F&GP/20/60.7 Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – The Clerk updated that Working Practices WP had discussed the issue and he read out the recommendation from that meeting: <i>'Members felt the current I&E monthly accounts acceptable and informative as they clearly show the annual budget and the performance against the budget. They deemed the idea a 'nice to have' rather than a necessity and agreed to recommend they could not justify the additional cost required to offset the provision of a more accurate 'committed expenditure feature'.</i>	
81.6	F&GP/20/60.14 James Corrigan invoice clarity sought by Clerk – Actioned/ See item 82.3	
81.7	F&GP/20/69.8 James Corrigan 'Duty of Care' report circulated – Actioned	
81.8	F&GP/20/60.18 Relaxation of signatory requirements – The Clerk updated that the Internal Auditor had given the following advice: <i>'A lot of councils are stating in the minutes the documents are properly agreed and that signing will take place at a convenient time.'</i> The Chairman of each SPC committee has been asked to sign the agreed minutes as and when they are passing or collecting supporting papers from the Parish offices. This is currently working well in most cases. The monthly finance reconciliation is also up to date and other face to face checks will be carried out as soon as restrictions allow. Cllr Lloyd proposed, seconded by Cllr Alexander that the documents are properly agreed and that signing of documents will take place at a convenient time. Agreed (TL,SA,CY,DH,PC,JN) 1 abstention (RG).	CLERK/ Chairs
81.9	F&GP/20/69.13 Current arrangement with Steyning in Bloom to be discussed following advice from auditor– See item 88.1	
81.10	F&GP/20/69.1 Clerk to check if monthly cash flow totals can be displayed against each code – The Clerk updated he had discussed the option with the software provider, but there is no simple way to sort out the issue using the software. The Clerk suggested that a nominal ledger can be sent out although it is a very long document, and it was agreed the Clerk would send out the nominal ledger as a sample of this following the next bank reconciliation.	CLERK
81.11	F&GP/20/70.3 Budget recommendation taken to Full Council for approval – Actioned	
81.12	F&GP/20/71.3 S106 allocations explained – See item 82.3	
81.13	F&GP/20/72.1 Clerk informed that there were two outstanding FOI review requests– item 83.1	
81.14	F&GP/20/73.3 Personnel Committee to discuss whether SPC becomes an 'accredited living wage employer' – The Clerk updated this was discussed at Personnel committee with its recommendation going to Full Council.	
81.15	F&GP/20/74.1 Clerk asked to include links to web site information pages within minutes information items – Actioned	
F&GP/20/82	FINANCE MATTERS	
82.1	To approve list of payments for January 2021. Cllr Lloyd proposed, seconded by Cllr Alexander that the list of payments for January 2021 be approved. Agreed <i>Cllr Northam arrived. 8.10pm</i>	
82.2	Cllr Lloyd proposed, seconded by Cllr Hanson to agree the income and expenditure reports for January 2021. Agreed	

82.3	To discuss and agree payment of James Corrigan invoice following recommendation from Personnel committee. The final invoice for James Corrigan was discussed by the personnel committee and recommended to F&GP for payment in full. The Clerk gave background and explanation for the invoices received from James Corrigan and the hours that had been agreed for payment. Following a long discussion, it was agreed to pay the invoice providing that it is only for the 40 hours of work that was agreed.	CLERK
82.3	To receive the monthly 2020/21 Cil report. The Clerk gave information which was received from HDC as to the terminology of the box on the bottom of the CIL report: Potential – projects that for whatever reason have not been completed but where S106 monies have been calculated and were to be sent if the projects were to be completed. Collected – All S106 monies collected from construction projects. Spent – That amount which has been spent from that which has been collected. Available – That amount which is not yet been spent from monies collected. Allocated – Money earmarked for certain community projects but as yet unspent. Cllrs found the HDC terminology difficult to understand. The Clerk was requested to ask HDC if they are able to give more detail of the allocated funds and whether it is spent or still pending.	CLERK
82.5	To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning swimming pool. The Clerk read out the advice from the solicitor. The Clerk asked to send the email advice from the solicitor to Cllrs. Cllr Lloyd suggested the item come back to next meeting to discuss how to move forward as far as any management committee is concerned and if any possible rebates should be sought.	CLERK
F&GP/20/83	DATA PROTECTION AND FREEDOM OF INFORMATION	
83.1	The Clerk informed that there are 3 outstanding review requests at present and that it was hoped that all of these can be responded to by the end of the month. The ICO had asked the Clerk to review and reconsider one of the responses to a request made.	CLERK/ Review FOI panel
F&GP/20/84	REQUESTED MOTIONS	
84.1.1	To discuss and agree Steyning PC's views on HDC's policy and statement on graffiti (as shown in supporting paper) and to send a request to HALC for this group to support any decisions - as this will also affect other Councils - and pass on to HDC, any comments made by SPC and the other Councils – Cllr Goldsmith	
84.1.2	Following a long discussion on the issue of graffiti and the possibility of a diminished service from HDC on removing graffiti from public and private property. Cllr Goldsmith proposed, seconded by Cllr Campbell that SPC should liaise with HALC with a view to exert such pressure as it can to ensure that the graffiti removal service is maintained and/or enhanced in the rural communities. Agreed. Cllr Lloyd stated that he is also happy to support this from within HDC as a District Councillor.	CLERK
F&GP/20/85	PROGRESS REPORT	
85.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
85.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing. The next meeting is planned for 24 th February.	CLERK
85.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – Ongoing. Most of the signage back boards have now been painted black as per suggested to make them look a little more professional. Deputy Clerk has been contacting HDC to determine where they sourced their signs, so that some could be obtained but there has been no response. Cllr Lloyd offered to assist with this to get a response as from HDC.	D Clerk/ Cllr Lloyd
85.4	F&GP/20/69.10 - Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing – To be discussed at the 11 th March working party – Clerk to send the existing business plan out to committee members.	CLERK

85.5	F&GP/20/61.4 - Scheme to allocate tablets to councillors to be discussed at budget working party– Ongoing – To be discussed at the working party on 11 th March. – It may be possible to earmark funds to outstanding projects if there is an underspend in the budget to allow for this.	CLERK
85.6	F&GP/20/70.3 - Project details to be prioritised – Ongoing – To be discussed at the 11 th March meeting and to make recommendations to the full council.	CLERK
85.7	F&GP/20/71.1 - Total fixed assets amount to be amended due to recent installations at end of financial year – Ongoing – the Clerk informed that this process can only be carried out at the end of the financial year.	CLERK
85.8	F&GP/20/71.2 - Arrange an all F&GP member working party to discuss issues raised by Cllr Campbell re internal audit – Ongoing – To be discussed at the 11 th March working party.	CLERK
85.9	F&GP/20/73.2- SPC to investigate possibly establishing a Financial Reserves Policy – Ongoing - This item to be added to the 11 th March working party meeting if time allows.	CLERK
85.10	F&GP/20/69.3- Clerk to seek confirmation that Swimming pool responded to a resident's complaint – Ongoing - Clerk to contact Steyning Leisure Centre to enquire if they have responded to the resident's complaint.	CLERK
F&GP/20/86	INFORMATION/CORRESPONDENCE ITEMS	
86.1	Horsham District Council have sent information concerning grants that are available to businesses for losses incurred during the Covid 19 Pandemic. The Clerk informed that the Office have applied for 2 such grants amounting to £12,000 and have been notified that these have been successful. A third grant has been applied for and the result is awaited.	
F&GP/20/87	CONFIDENTIAL SESSION	
87.1	Following a short discussion, Cllrs agreed that a confidential session was not required for the following item.	
F&GP/20/88	STEYNING IN BLOOM	
88.1	To discuss and agree the arrangement with Steyning in Bloom The advice received from the internal auditor concerning the grant arrangement that has been in place since 2017 with the Steyning in Bloom group, and subsequently agreed by the Council each year since 2017, was sent out to all committee members, and discussed. Several other options were also discussed. Cllr Lloyd proposed, seconded by Cllr Alexander that the council resolve that a donation will not be accepted from Steyning In Bloom next year, but the council will offer at their choice a grant of £1500 or flowers to the same amount. Cllr Lloyd amended the proposal, to give a grant of £2,000.00 to Steyning In Bloom as a one-off payment for this year, which will be discussed again for next year, and that the donation from Steyning in Bloom, which has been received in previous years, will not be accepted. This was seconded by Cllr Campbell. Agreed	CLERK
F&GP/20/89	DATE OF NEXT MEETING – 13th April 2021 @7.30pm.	
	The Chair closed the meeting at 9.42pm	

Signed Date 13th April 2021

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

<https://archive.org/details/2021-02-09-steyning-parish-council-f-gp-committee-offical-copy>

From: John Fullbrook
Sent: 22 April 2021 13:21
To: John Fullbrook
Subject: HDC Request - Please help to support this year's Great British Spring Clean

Item 14.1

From: Sarah. Hogben **Sent:** 15 April 2021 17:54
Subject: Please help to support this year's Great British Spring Clean



Dear Parish and Neighbourhood Council Clerk,

**Please help to support this year's
Great British Spring Clean
28 May–13 June 2021**

Horsham District Council is backing **Keep Britain Tidy's annual litter campaign**, the Great British Spring Clean, and is calling on your help to please spread the word about this national campaign to help improve the environment on our doorstep. This is particularly important now that we are facing an ongoing battle with litter being strewn on the roadsides across the Horsham District and an increase in the incidences of fly-tipping.

This year our outdoor spaces and places have mattered more than ever before. They have been a sanctuary during challenging times. Keep Britain Tidy are calling on hundreds of thousands of volunteers from across the UK to join together and show some love for those special places that helped us all through lockdown.

How the Council is supporting the campaign

According to the [Government's roadmap out of lockdown](#), outdoor gatherings of up to six people (the rule of six) or two households are now permitted. In line with this guidance we are happy to once again support litter picking activity in small groups of up to six volunteers, or two households.

We can help them by providing equipment such as litter sticks and bin bags. We are doing this through the Waste and Recycling team's [Adopt A Street](#) initiative which is celebrating its 6th anniversary this year and now has the enthusiastic support of hundreds of volunteers across the District. These are volunteers who take pride in their neighbourhood and are happy to take ownership of the issues around litter in their area.

How you can help

Please encourage your local community to get involved. Here are some suggestions:

1. [Organise a private clean-up](#) with up to five other family members and friends and share your **#litterheroes** work on social media. Please tag **@HorshamDC** in your posts and we will share them with our residents across the District.
2. [Pledge online to do your own individual clean-up](#) - you can give as little as 15 minutes to the campaign such as picking up litter while walking the dog or on the walk to school. By making this pledge online Keep Britain Tidy can see just how many people are passionate about protecting and preserving their environment.
3. Spread the word about our [Adopt a Street](#) initiative and how Horsham District Council can help volunteers to keep our streets and parks clear of litter.

[Find out more on our website](#)

Why is this campaign important?

- Litter remains a huge problem across the country, causing harm to the environment and wildlife.
- The appearance of litter on roadsides is a blight on our landscape and its clearance currently costs Horsham District taxpayers in excess of £100,000 a year.

- Councils in England are having to spend over £700 million on street cleaning services every year.

What more are we doing?

As a Council we are also launching a major crackdown on highways littering by introducing new technology and recording equipment in key areas.

[Read the media release about our crackdown on litter and fly tipping](#)

I do hope that you can help to support this vital campaign.

Kind regards,
Sarah.

Sarah Hogben
Communications and Marketing Officer

