

Date published 6th April 2022

TO ALL MEMBERS OF STEYNING PARISH COUNCIL
YOU ARE HEREBY SUMMONED TO A FULL COUNCIL MEETING TO BE HELD ON
MONDAY 11th APRIL 2022 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

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

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regard their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** - Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded in the minutes,
- 4.0 MINUTES OF PREVIOUS MEETINGS** - to agree the draft minutes of the meetings held on the 21st February 2022 as a true and fair record.
- 5.0 MATTERS ARISING**
These items to be taken as read
 - 5.1** Cllr Linehan to report back on Bus Subsidies, Police station manning of front desk and Cuthman Centre - **See item 6.3**
 - 5.2** Steyping in Bloom donation paid - **Actioned**
 - 5.3** Contractor appointed to complete water service works at Rublees allotments - **Actioned**
 - 5.4** SPC to publicise Horsham Old Peoples Forum Meetings – **Actioned**
 - 5.5** Wardens Steering Committee meeting to be attended in March- **Actioned**
 - 5.6** JPYC to continue to secure Youth Club venue – **See item 11.1**
 - 5.7** Neighbourhood Plan Steering Committee to be convened – **Actioned / See item 10.1**
 - 5.8** N. Plan Terms of Reference to be amended and distributed to Steering Committee members - **Actioned**
 - 5.9** Date availability for Chairman's function considered and councillors informed - **Actioned**
 - 5.10** External Auditors 2019/20 End of Year Review published - **Actioned**
 - 5.11** SDNP 'Landscape Review' consultation taken to Community Committee- **Actioned**
 - 5.12** SDNP 'Self- Build and Custom Housing register' consultation taken to Planning and Premises Committee - **Actioned**
 - 5.13** Additional amendments made to SPC Councillors Code of Conduct policy - **Actioned**
 - 5.14** Adopted SPC Code of conduct policy published, and Standards informed - **Actioned**
 - 5.15** Clerk to investigate any need for an additional Councillor / Officer protocol – **See item 11.2**
 - 5.16** SPC Standing Order amendments completed, and new document published and circulated - **Actioned**
 - 5.17** CCD Local Transport Plan Consultation taken to Community Committee - **Actioned**
 - 5.18** Huddleston Farm Proposed Solar Farm planning application to be discussed by SPC Planning Committee – **Actioned**
 - 5.19** HDC Letter re Code of Conducts – Councillor comments taken back to HDC Standards Team - **Actioned**
 - 5.20** Staffing Salary agreements processed - **Actioned**

6.0 REPORT FROM DISTRICT COUNCILLORS

- 6.1 Cllr Bob Platt – (HDC) update
- 6.2 Cllr Tim Lloyd – (HDC) update
- 6.3 Cllr Paul Linehan – WSCC update

7.0 NEIGHBOURHOOD WARDENS' REPORT *(Supporting papers)*

- 7.1 To receive the Neighbourhood Wardens report for February and March 2022

8.0 COMMUNITY MATTERS *(Supporting papers)*

- 8.1 To discuss and agree a request for funding support for the Steyning 'Ukrainian disaster refuge'
- 8.2 To discuss and agree support for the 20's plenty group to consider ways to reduce speed on the Steyning by pass

9.0 REPORTS FROM OUTSIDE BODIES

- 9.1 Cllr Lloyd and Trundle – (HALC/ WSALC/NALC) update
- 9.2 Cllrs Chris Young and Bell – Isolation and loneliness / PPG update
- 9.3 Cllrs S. Alexander and Lloyd – Update on Wardens Steering Group
- 9.4 Cllr Northam and Norcross – Joint Parishes Cemetery Committee
- 9.5 Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party
- 9.6 Cllrs S. Alexander and I. Alexander – South Downs National Park
- 9.7 Cllr Norcross and S. Alexander – Update on Joint Parishes Youth Committee
- 9.8 Cllr I. Alexander – Steyning Society - update on the Steyning Heritage List Project

10.0 NEIGHBOURHOOD PLAN *(Supporting papers)*

- 10.1 Update from the Chair following Neighbourhood Plan Steering working party and to discuss and agree any actions following the recommendations from the working party to include an approval of the reply back to Horsham District Council following their request for SPC to 'Fact Check' the Examiners report on the SPC Neighbourhood Development Plan

11.0 GOVERNANCE MATTERS *(Supporting papers)*

- 11.1 To discuss and agree possible relocation of Steyning youth service into the MPF changing rooms on a Monday early evening, and until another more suitable venue becomes available
- 11.2 Update from clerk in respect to whether there is a need for an additional Councillor / Officer protocol

12.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS *(Supporting papers)*

- 12.1 **Community Committee** – To receive the Minutes and Draft Minutes from the meetings held on the 2nd November, 8th December '21, 8th February '22 and 8th March '22 and to adopt or otherwise, any recommendations.
- 12.2 **Finance and General Purposes Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 14th December '21, 11th January '22 and 15th March and to adopt or otherwise any recommendations.
- 12.3 **Planning and Premises Committee** – To receive the Minutes and Draft Minutes of the meetings held on the 25th October, 22nd November, 13th December '21, 24th January '22, 14th February '22, 28th February '22 and 28th March '22 and to adopt or otherwise any recommendations
- 12.4 **Personnel Committee** - To receive the Minutes and Draft Minutes of the meetings held on the 14th September '21, 11th November '21, 10th January '22, 1st February '22 and 6th April '22 and to adopt or otherwise any recommendations.

13.0 PROGRESS REPORT

- To receive the following ongoing items and to discuss and agree any necessary actions to be taken
- 13.1 SPC Land Register to be brought back to Full Council, subject to ongoing processing of non-registered land by solicitors
- 13.2 Wardens and PCSO's to report on antisocial behaviour issues and what is being done to avoid further issues
- 13.3 Matters to be raised at next Wardens Steering Committee
- 13.4 How to interpret Risk Assessments – Cllr Training exercise from the Clerk
- 13.5 Water works Contractor details distributed to Councillors for inspection

14.0 CORRESPONDENCE AND INFORMATION ITEMS

14.1 Correspondence from HDC Standards Committee concerning possible SPC review

14.2 Invitation from the Leader of Horsham District Council to public meetings to discuss The Climate and Environment, The Local Plan and water Neutrality, and the Queens Platinum Jubilee.

15.0 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 16 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

16.0 STAFFING MATTERS *(supporting papers)*

16.1 To discuss and agree the recommendation from the Personnel Committee in respect to proposed staff discounts for Steyning Centre Hall Hire fees, for personal events only

16.2 To discuss and approve the recommendation from Personnel committee concerning the Clerks annual appraisal

17.0 CCTV *(supporting papers)*

17.1 To discuss and agree if Full Council considers the enhancement of the existing SPC CCTV operation to be a worthwhile project for the current fiscal year - 2022/23

18.0 DATE OF NEXT FULL COUNCIL MEETING: 16th May 2022 {Annual Parish Council Meeting}

John Fullbrook
Clerk to the Council

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 21st FEBRUARY 2022 AT 7.30PM

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

Clerks in attendance : John Fullbrook

Members of the Public : 17 {including District Cllr Bob Platt and WSCC Cllr Paul Linehan}

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

- FULL/21/89 APOLOGIES FOR ABSENCE**
89.1 Apologies were received from Cllrs Lloyd and Trundle.
- FULL/21/90 DECLARATIONS OF INTEREST**
90.1 None received
- FULL/21/91 QUESTIONS FROM THE FLOOR (in Summary)**
91.1.1 **Q** - *Helen Sweet – I voluntarily pick up litter on the Steyping Bypass – and recently I’ve noticed whomever is renewing the large Road Signs is throwing the old, rusted metal poles into the verges.*
91.1.2 **A** – *The Clerk responded this was not a Parish matter but was the responsibility of the West Sussex County Council. Cllr Norcross added that perhaps with a WSCC Councillor in attendance we could ask him if he wouldn’t mind responding*
91.1.3 **A** – Cllr Linehan responded he didn’t know but would find out and contact Helen directly.
- FULL/21/92 MINUTES OF PREVIOUS MEETINGS**
92.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the 17th January 2022 draft minutes be accepted as a true and fair record. **Agreed**
- FULL/21/93 MATTERS ARISING** - These were taken as read
93.1 Clerk to complete application for 2022/23 Precept to Horsham for SPC -**Actioned**
93.2 Youth Service MOU to be signed by all Parishes and sent to service provider -**Actioned**
93.3 SPC Grants Awarding policy amended and put on Web Site after Council approval -**Actioned**
93.4 Cllr Campbell’s rebuttal statement placed on SPC web site and to also include Personnel Committee’s counter arguments - **Actioned**
93.5 SPC approved committee calendar placed on Web Site - **Actioned**
93.6 Amended SPC Finance Regulation document placed on Web Site - **Actioned**

93.7 Chairman's function and Annual Parish Meeting to be discussed again at next meeting - **See item 99.1**

FULL/21/94 **REPORT FROM DISTRICT AND COUNTY COUNCILLORS**

94.1 Cllr Bob Platt – (HDC) updated in summary as follows

- Water neutrality issue will continue to hold up the Local Plan - It seems it could therefore take several months before passing 'Regulation 19' is now to be achieved
- HDC can also therefore currently not process planning applications that involve high levels of water consumption.
- The Leader of the Council, Paul Clark has stepped down. A new Cabinet has been appointed with new positions including a post covering environment issues.
- There have been three By-elections
- The new Chief Executive is Jane Eaton
- HDC Budget for the next financial year agreed – with a 2.9% rise in council tax
- Rate relief scheme has been maintained

94.2 Cllr Paul Linehan – (WSCC) update in summary

- WSCC Budget yet to be finalised – meeting to be next week.
- Council tax probably to be raised in line with Government guidelines – 1.99%, with an additional 1% for adult social care precept
- Net revenue expenditure proposed to be £648Million – a rise of £23.5Million
- No cuts to any services proposed
- CLC's have been abandoned – Traffic Regulation Orders under £3K will go direct to cabinet members for decisions – these to be dealt with within a 6-month period
- 14th March from 7 to 8pm at County Hall, there is a chance to meet and chat with County Councillors and the Leader of WSCC
- Responding to questions raised – Cllr Linehan will check on Bus subsidies and the manning of the front desk at the Steyning Police Station and that further enquiries will be made re the suitability of the Cuthman Centre for Youth Club Sessions.

Cllr Linehan

FULL/21/95 **NEIGHBOURHOOD WARDENS' REPORT**

95.1 To receive the Neighbourhood Wardens report for January 2022. – There were no questions raised.

FULL/21/96 **FINANCIAL MATTERS**

96.1 **A request from the Steyning in Bloom group for an increased donation for the year 2021/22, to counteract the shortfall in their funds due to Covid.** Via supporting papers and in response to questions raised, the Clerk explained why, though the years financial commitment to Steyning in Bloom had been concluded, there were still funds available that could facilitate this special request. Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC make a donation of £2,600 to the Steyning in Bloom group this financial year. **Agreed**

CLERK

96.2 **To agree the contractor to undertake the water service improvement works at the Rublees allotments.** Council discussed the facets involved with each quote, and the lead in dates towards completing the works and service provision, as well as a suggestion to gain further information relating to the companies involved to ensure they had a good track record. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accepts the contractor 3 quote {as per supporting papers}, subject to due diligence being entertained and presented back to Council so that members are confident that this contractor is able to do the work **Agreed, 7 For {JN,CY,RP,DH,SA,RB,IA}, 4 Against {PC,TR,RG,GS}, 1 Abstained {SN}**

CLERK

FULL/21/97	REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS	
97.1	Cllr Trundle and Cllr Lloyd – (HALC/ WSALC/NALC) – Neither Cllr present	
97.2.1	Cllrs Young and Bell – Isolation and Loneliness / PPG – Cllr Bell advised the PPG had met on the 9th Feb via zoom and agreed a revised constitution and discussed at length a ‘Raspberry Pi’ project which enables an information feed to various outlets where the appropriate monitor has been installed. The Clerk advised one location might be the Steyning Centre and that this would be discussed at the next Premises Committee.	
97.2.2	Cllr Young advised the Horsham Old Peoples forum had some meetings coming up and that residents should view their web site for details; 1st March in person or via zoom, and on the 1st of April MP Andrew Griffiths would be in attendance – details via web site. The Steyning Health Centre continues to offer Covid Vaccinations to those eligible on Tuesday afternoons, but booking is required. The Sussex Health Care partnership have been looking at working more closely working with families who might consider the vaccination of their 5- to 11-year-old children and there is a link on their web site to a consultation questionnaire.	CLERK
97.3	Wardens Steering Committee - Cllr S. Alexander updated that the 16th February meeting was inquorate, so another meeting was planned for 17th March at 3pm.	CLERK
97.4	Cllr Northam and Norcross – Joint Parishes Cemetery Committee – A meeting took place on the 19th January, with the main points being that the option for prebooking a space in the cemetery was to remain suspended while plots were so limited. It was also a main task for the JPCC Clerk to continue to find options on extending the boundaries via land acquisition. The Standing orders were amended including a reduction in the number of annual meetings to not less than two with an option to increase this if necessary to do so. Fees were reviewed with some increases. A Defra consultation document was discussed but with little time to respond and the JPCC Clerk was asked to write to MP Andrew Griffiths on this matter, due to possible changes in space allocation for each burial and what this meant in terms of further loss of burial capacity.	
97.5	Cllrs S. Alexander, Trundle, Bell and Hanson – Climate Change Emergency working party – No meeting planned, but there is a meeting that Cllr S. Alexander is attending soon regarding sustainable transport with the Steyning Grammar School.	Cllr Alexander
97.6	Cllrs S. Alexander and I. Alexander – South Downs National Park - No meeting has been held.	
97.7	Cllr Norcross and S. Alexander – Updated on the Joint Parishes Youth Committee – The search is still on to find a permanent home for the Youth Club Service, and this will be discussed at greater length at the next Full Council Meeting.	CLERK
97.8	Cllr I. Alexander – Steyning Society – Nothing to report	
FULL/21/98	NEIGHBOURHOOD PLAN	
98.1	To reconvene the Neighbourhood Plan Steering Committee in preparation for the receipt of the Examiners recommendation. It was agreed there would not need to be a motion but simply to reconvene the existing Steering Committee when necessary to do so.	CLERK
98.2	Neighbourhood Plan Steering Committee Terms of Reference. Council viewed the proposed amendments as per supporting papers and decided to change the wording from ‘has been’ to ‘is’ within paragraph 2e. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC agree the Steyning Neighbourhood Plan Committee Terms of reference as per supporting papers and the amendment just discussed. Agreed	CLERK

FULL/21/99	GOVERNANCE MATTERS	
99.1	Annual Parish Meeting and Chairman's function format. The Clerk stated that the Chair of the Business Chamber / Chair of Steyning and District Partnership was due to give a short speech outlining the current and future plans at the Annual Parish Meeting next month, and that also the local PCSO's were invited to give an update on their work concerning antisocial behaviour. It was thought that Community Awards could be distributed at this meeting. Cllr Norcross reminded all Chairmen to send on reports to her for this meeting. The proposed Chairman's function could take place in July. And there was a call for the Awards to be presented at this function instead. The Clerk was tasked with considering room availability on Monday to Wednesday nights from the first two weeks in July onwards.	CLERK
99.2	To receive the External Auditors 'End of Year Report' and the SPC 'Notification of End of Year' documents. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC receives the {External Auditors} End of Year report for 2019/20. Agreed	CLERK
99.3	SDNP 'Landscape review'. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC delegates Community Committee to have authority to consolidate any comments and make a response. Agreed, 9 For, 2 Against, 1 Abstain.	CLERK
99.4	SDNP 'Self Build and Custom Housing register'. Cllr Norcross proposed, seconded by Cllr I. Alexander that SPC delegates Premises and Planning Committee to have authority to consolidate any comments with these comments needed by next Monday {28th February}, and that they then make a response. Agreed.	D. Clerk
99.5	HDC's model Code of Conduct to be adopted by SPC as per recommendation from the Working Practices Committee as per supporting papers. There were a number of additional amendments proposed. 1. Cllr Campbell proposed, seconded by Cllr Hanson the following amendment to paragraph 9 in the Appendices. <i>'Where the matter (referred to in paragraph 8 above) affects the financial interest or well-being of a person or body, referred to in paragraph 8 above: Agreed</i> 2. Cllr Campbell proposed, seconded by Cllr Northam that the word otherwise be removed from Paragraph 9 in the Appendices. Agreed 3. Cllr Northam proposed, seconded by Cllr Young in paragraph 4 iv 3 to read 'I have consulted made in consultation with either the Clerk in the first instance and or the Monitoring Officer prior to its release. Agreed 4. Cllr Norcross proposed, seconded by Cllr S. Alexander to include the words 'or Parish' in paragraph 9a. Agreed Cllr Norcross proposed, seconded by Cllr S. Alexander to adopt the Code of Conduct policy {as per supporting papers and including amendments above}. Agreed NB. On Page 5 there is reference to '<i>in line with Local Authorities Councillor-Officer protocol</i>' Clerk to investigate if another policy is required	CLERK CLERK
99.6.1	SPC Standing Orders. There were a number of amendments that had been recommended by the Working Practices group. Cllr Campbell suggested that each amendment was taken in turn and agreed separately. Cllr Norcross proposed, seconded by Cllr S. Alexander to amend standing order 2e to include the words ' <i>in respect of the business on the agenda</i> '. Not Agreed 4 For, 8 Against	CLERK
99.6.2	Page 10, 4d as per supporting papers amendments - but also to correctly spell 'quorum'. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC accept amendments to standing order 4d {as per supporting papers}. Agreed 8 For, 1 Against, 3 Abstained	

- 99.6.3** Page 11, 4div to remove '(14) days'. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to remove the words 14 days. **Agreed 7 For, 4 Against, 1 Abstained**
- 99.6.4** Page 14, 8. As per supporting papers. It was suggested that the 'i. e.' be changed to 'e. g.'. Cllr Norcross **proposed, seconded** by Cllr S. Alexander the amendment as it stands on Page 14 {as per supporting papers but to include e. g. instead of i. e.}. **Agreed 8 For, 4 Against**
- 99.6.5** Page 24, 19 a to e as per supporting papers, the reason was that it would ensure the Standing Orders were a better fit with the SPC Scheme of Delegation. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree the amendments {to page 24, 19a to e as per supporting papers}. **Agreed 8 For, 4 Against**

Note *The Chair decided at this point to bring forward Agenda items 14, 15, 16 and 17.*

FULL/21/100 CORRESPONDENCE AND INFORMATION ITEMS

- 100.1** **CCD Local Transport Plan Consultation.** It was suggested that this item be discussed at Community Committee **CLERK**
- 100.2** **Huddleston Farm Proposed Solar Farm planning application** to be discussed by SPC Planning Committee on the 28th of February. **D. Clerk**
- 100.3** **Correspondence from the HDC Standards Department.** Council received a letter from the Standards committee which outlined a suggested solution to the ongoing Code of Conduct issue. The Chair asked for comments and a show of hands for support. Cllr Campbell commented that the proposal '*would be an excellent idea for the future but for the existing complaints I am certainly not going to consent to mine being held back, and I want the ones against me to proceed*'. Cllr Goldsmith said, '*he would make his own representation*'. Everyone else simply stated whether they were for or against the idea. General consensus was that 8 Councillors were in support of the idea {JN,SA,CY,SN,DH,IA,RP} and 4 did not support the idea {PC,RG,GS,TR} **CLERK**

FULL/21/101 CONFIDENTIAL SESSION

- 101.1** Cllr Norcross **proposed, seconded** by Cllr S. 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 (Agenda) items 16 and 17 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

FULL/21/102 STAFFING MATTERS

- 102.1** **To agree a recommendation from Personnel Committee regarding Salary re-grading for Clerk and Deputy Clerk.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale. Also, in accordance with the independent evaluation, the Deputy Clerk's salary is to be paid at the full rate of the salary scale LC2 rather than the current 75% of that scale and that the Deputy Clerk starts from spinal point 27 on 1st April 2022. **Agreed. 8 For {JN, CY, SA, IA, RB, DH, SN, RP}, 4 Against {PC, TR, GS, RG}.** **CLERK**

102.2 **To agree a recommendation from Personnel Committee to raise the hourly rates for Caretakers and Admin Assistant, to coincide with the mandatory rise to the National Minimum Wage due in April 2022.** Council considered two proposals as per confidential supporting papers. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that both proposals be voted on at the same time and that Full Council agrees that the hourly rates increase as per supporting papers proposals, for above the minimum wage levels, for both Steyning Centre Caretakers and Administrative Assistant and to commence this arrangement from the 1st of April 2022. **Agreed. Unanimous**

CLERK

Note ***Meeting closed and had run out of time before Agenda items 12, 13 and 17 could be discussed – these taken therefore to next Full Council meeting***

CLERK

FULL/21/103 **DATE OF NEXT FULL COUNCIL MEETING: 11th April 2022 at 7.30pm**
DATE OF ANNUAL PARISH MEETING : 21st March 2022 at 7.30pm

Meeting Closed at 9.57pm

Signed **Date 11th April 2022**
Chairman

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

Warden Monthly Report

Feb 2022

Patrol hours (foot and vehicle) TOTAL:	66	ASB incidents TOTAL:	14
Foot patrol TOTAL:	22	Noise	0
Foot (high visibility) – Steyning	12	Neighbours	3
Foot (high visibility) – Bramber	3	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	7	Bikes	0
Vehicle patrol TOTAL:	44	Alcohol 1/drugs 2	5
Vehicle patrol - Steyning	24	Public order	5
Vehicle patrol - Bramber	5	Clear up/disposal reports TOTAL:	6
Vehicle patrol - Upper Beeding	15	Fly tipping / flyposting	5
Notices/warnings TOTAL:	7	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	1
Parking alert	7	Hazards	0
Police reports TOTAL:	8	Community events attended	0
Phone (including 101 and 999)	0	School contact/engagement	1
Email	2	Reports to DVLA	1
Intelligence report	0	Reports to Operation Crackdown	1
E-CINS (multi-agency reporting)	0	Admin	25
Verbal	6	Visits to vulnerable people (all ages)	13
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

Received a report relating to a young person carrying a BB Gun.

6 reports of ASB relating to young people ASB Fletchers Croft, MPF & High Street.

A resident reported that two young people climbed onto the roof of their house in Da Browse Way. They believe the accessed via twitten that runs to the footbridge as a nearby fence was also damaged, unfortunately there is no CCTV footage but we have increased out late night foot patrols of the twitten and surrounding areas.

A resident reported that she had a Planter Stolen from outside her house, two young men took it, they had a van but she wasn't able to get the registration.

A resident contacted to let us know that the Defibrillator in the high street had potentially been tampered with.

We received 3 reports of issues relating to Anti-Social Behaviour between neighbours.

Bramber –

No ASB to report

Upper Beeding –

Nisa contacted us in relation to shoplifting, they have the registration of regular offender and we have passed it onto the Police.

We received a box of Nitrous Oxide canisters which were found in the playpark by the litter warden, we are currently unsure who they belong to or how they got there but Nitrous Oxide is a psychoactive substance often used as a recreational drug. We have increased our extra patrols there due to concerns of drug use.

It was reported to us that there were sheds broken into in the allotments, we can't access the area only monitor from the playpark and footpath. If the Parish are happy to give us access we would be more than happy to patrol the allotments of an evening.

There was also a report of ASB at the Cemetery at Boltophs, we have also increased our patrols there.

Parking/vehicles

Steyning –

4 parking alerts issued

Bramber-

1 parking alert issued

Upper Beeding-

Vehicle causing obstruction in Lay-By Hyde Street due to roadworks.

2 parking alerts issued

Fly tipping/littering/graffiti

Steyning –

3 bags reported for clearing (bostal)

Upper Beeding

2 bags reported for clearing (BeedingHill)

Bramber

1 bag reported (castle way)

Community engagement/events/meetings

Online training for Community Speed Watch

Elderly and Youth

We have continued with regular visits to vulnerable people known to us and have been working our way through the list of residents provided the Community Link alarm system.

We are supporting Julie Bean from Age UK with a new coffee morning in Steyning running for elderly residents.

Dog related issues

We received a report of an owner letting their Dog out regularly in Kings Barn Lane and causing a problem, the resident who reported it is mainly concerned the dog will get run over. We have tried to contact the resident to find out which property we need to visit but haven't yet been able to get in contact.

Other

We assisted the police with a road closure due to downed tree during Storm Eunice.

Warden Monthly Report

March 2022

Patrol hours (foot and vehicle) TOTAL:	73	ASB incidents TOTAL:	4
Foot patrol TOTAL:	29	Noise	0
Foot (high visibility) – Steyning	14	Neighbours	2
Foot (high visibility) – Bramber	5	Driving/vehicles	1
Foot (high visibility) – Upper Beeding	10	Bikes	0
Vehicle patrol TOTAL:	44	Alcohol 1/drugs 2	1
Vehicle patrol - Steyning	24	Public order	0
Vehicle patrol - Bramber	5	Clear up/disposal reports TOTAL:	5
Vehicle patrol - Upper Beeding	15	Fly tipping / flyposting	1
Notices/warnings TOTAL:	5	Graffiti	0
Fixed Penalty Notice	0	Dog fouling	2
Yellow card warning	0	Litter	2
Community Protection Warning/Notice	0	Drug litter	0
Parking alert	5	Hazards	1
Police reports TOTAL:	7	Community events attended	0
Phone (including 101 and 999)	2	School contact/engagement	1
Email	2	Reports to DVLA	1
Intelligence report	0	Reports to Operation Crackdown	1
E-CINS (multi-agency reporting)	0	Admin	22
Verbal	3	Visits to vulnerable people (all ages)	6
		Signposting	0
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning-

We have had reports that once again youths are gathering on the bench adjacent to the back gardens of Charlton Street properties. One resident claims that some are smoking cannabis. We have stepped up our foot patrols of the area and fed the information into the Neighbourhood Police Team.

Police have concerns that person or persons are smoking Cannabis in the Memorial Playing Field near the Cricket Club and the smell is wafting into the Police Station Car park. We have agreed to feed any Intel we have on identification into them.

We had a report from a resident that a group of young females were throwing bottles in the High Street bus stop.

We witnessed what we suspected to be a drug deal taking place in Fletchers Croft Car Park between 4 male youths, all known to us. We have passed on the information to the Neighbourhood Police team.

We had a report of Dog fouling witnessed by a resident who claims there has been an increase of incidents on the Memorial Playing Field, particularly in the early morning. We will program a weekly patrol.

We had a report from a resident in Tanyard Lane that their window had been broken by a ball bearing. The incident took place between 8.00am -9.00am. The resident has reported it to the police and we will carry out foot patrols in the surrounding twittens.

Bramber –

We have had reports of littering in the grounds of Bramber Castle and are looking into obtaining signs for the area to encourage people to take their litter home with them.

We came across an adult male in the Street Car Park who was sitting on the wall looking despondent and obviously in a drunken state. We managed to get him to ring his wife to come and collect him from Small Dole.

Upper Beeding –

We had a report from a resident alleging that school children were carrying out a Knock Down Ginger campaign in Church Street. We have carried out foot patrols at end of School Day and have made the School Secretary and Head Teacher aware.

We have had reports from residents and the Police that there are concerns that cannabis use has increased in the area and in particular at the car Park by The Gladys Bevin Hall and St Peters Church. We will carry out patrols and static monitoring of the area.

We have had a report from a resident about a suspicious person hanging around the garages area in Undermill road. He is often seen accompanied by a female and the resident believes they are smoking cannabis. We will increase our patrols of the area.

We have also had reports of teenagers causing nuisance and under the influence of alcohol in the High Street.

Parking/vehicles

Steyping –

We have had a report of anti-social parking in Jarvis Lane and are currently advising the resident on action that we can take.

Bramber-

None reported

Upper Beeding-

None reported

Fly tipping/littering/graffiti

Steyping –

None reported

Upper Beeding

None reported

Bramber

None reported

Community engagement/events/meetings

Introductory meeting with pupils at Lower School Steyping Grammar.

Event at Jules Café with Age Concern Worker Julie Bean

Elderly and Youth

Link up with Youth Workers.

Dog related issues

Dog Fouling Memorial Playing Field Steyning

Other

Briefing Note for item 8.1

This is to discuss and agree or otherwise the request for a grant from SPC for this particular project. (Email Seen below, and further paper attached)

My suggestion is that in order to follow the SRC Grant policy we might consider a grant for up to £250 to 'kick start' this new charity.

If we wanted to consider further support, in whatever form that might take, then this is something we might also want to discuss.

From: John Stevenson <Sent: 01 April 2022 19:38

To: John Fullbrook <**Subject:** STEYNING UKRAINIAN REFUGE

Dear John

Three weeks ago I had a light bulb moment which is now one of the biggest challenges in my life! I'm a Foundation Trustee of Steyning Grammar and deeply involved in the future of the, now redundant, Church Street School, which has been empty for over 6 months.

So I've founded the Steyning Ukrainian Refuge, a new charity separate to the Foundation. I attach a brief overview of our objectives. It's moving quite fast and we are recruiting volunteers in many disciplines.

We start to fundraise at the Farmers Market tomorrow, with a target of £30,000 initially.

Brotherhood Hall, which we will use as a Day Centre, does not require much money spent on it.

However, the Headmasters House, that we propose to turn into a HMO, to house up to 8 families; is in a bit of a sad state. We need funds to repurpose and refurbish it.

Also we have to furnish the whole place as well as fund the refugees when they eventually come to Steyning and the surrounding communities.

We would appreciate any help that the Parish Council can offer, especially any grants that you may be willing to give.

Kind regards

John Stevenson

Lead Steyning Ukrainian Refuge

[REDACTED]

STEYNING UKRAINIAN REFUGE

18th March 2022

We are setting up a CIO (Charitable Incorporated Organisation) to look after Ukrainian refugees centred around the use of Brotherhood Hall, Grade 1 listed, dating back to 1500s, which was part of the Church Street campus of Steyning Grammar School, and is now redundant as a school but remains owned by the SGS Foundation.

Our 3 main objectives: -

1. To be a Day Centre to provide support for refugees, to be run by volunteers & refugee self-help groups, with expertise in IT; Medical – GPs & Nurses; Mental health; dealing with PTSD; Physiotherapist; Psychotherapist; Wellbeing; Counselling; Stress relief; Relaxation Pilates; Creche, Nursery, Adult Education; Mental health; Facilities; Security; Finance; HR; Church- C of E, RC, Orthodox; Legal; Job search/Employment. Hand hold them through the UK benefits, to which they will be entitled, get them involved in community activities, shopping; clubs, local organisations - become part of our, and their, community. To offer support and guidance to our community who take refugees into their homes
2. Brotherhood Hall will be the central hub and store for all the necessary furnishings and essentials required to fully equip rented accommodation, along with clothing for all ages.
3. To refurbish existing accommodation that we have for 6-8 'families' turning them into a HMO (house of multi occupancy) with bed sits and communal kitchens etc. To be the search for rented accommodation to give independency to those who require it.
My definition of 'families' - highly likely to be mothers & children of all ages, with hardly any men; they are fighting for their country, wounded or fatally wounded. There may also be a few elderly refugees.
We have to give all refugees a safe and secure refuge in order for them to rebuild their shattered lives, some may wish to stay, and some may return to their own country eventually. Within our communities there are a host of people with expertise, skills, and talents who we can call on. There are Ukrainians who have been living within our communities, we will call on their help as well.

I can go on and on, but hopefully this gives you a bit of a flavour of what is happening locally. Our government is still on the back foot, so we have to try to do the most sensible things ourselves.

There are many of us throughout the local communities all attempting to reinvent the wheel!

We should have a web site up and running within the next week.

Kind regards

John Stevenson Lead on Steyning Ukrainian Refuge
& SGS Foundation Trustee 07989569342



A283 STEYNING BYPASS SPEED REDUCTION

A BRIEFING PAPER APRIL 2022

INTRODUCTION

Steypning & District Community Partnership is responding to increasing concerns about the existing dangers of Steypning bypass and the potential for further problems when the Glebe Farm and housing and Ham Farm sand quarry projects commence. We are also aware of school children travelling across the bypass to and from the new Towers department of Steypning Grammar School. Speeding traffic can be an emotive subject, but we want to base any future proposals on firm evidence and to manage this project in stages.

THE PROJECT

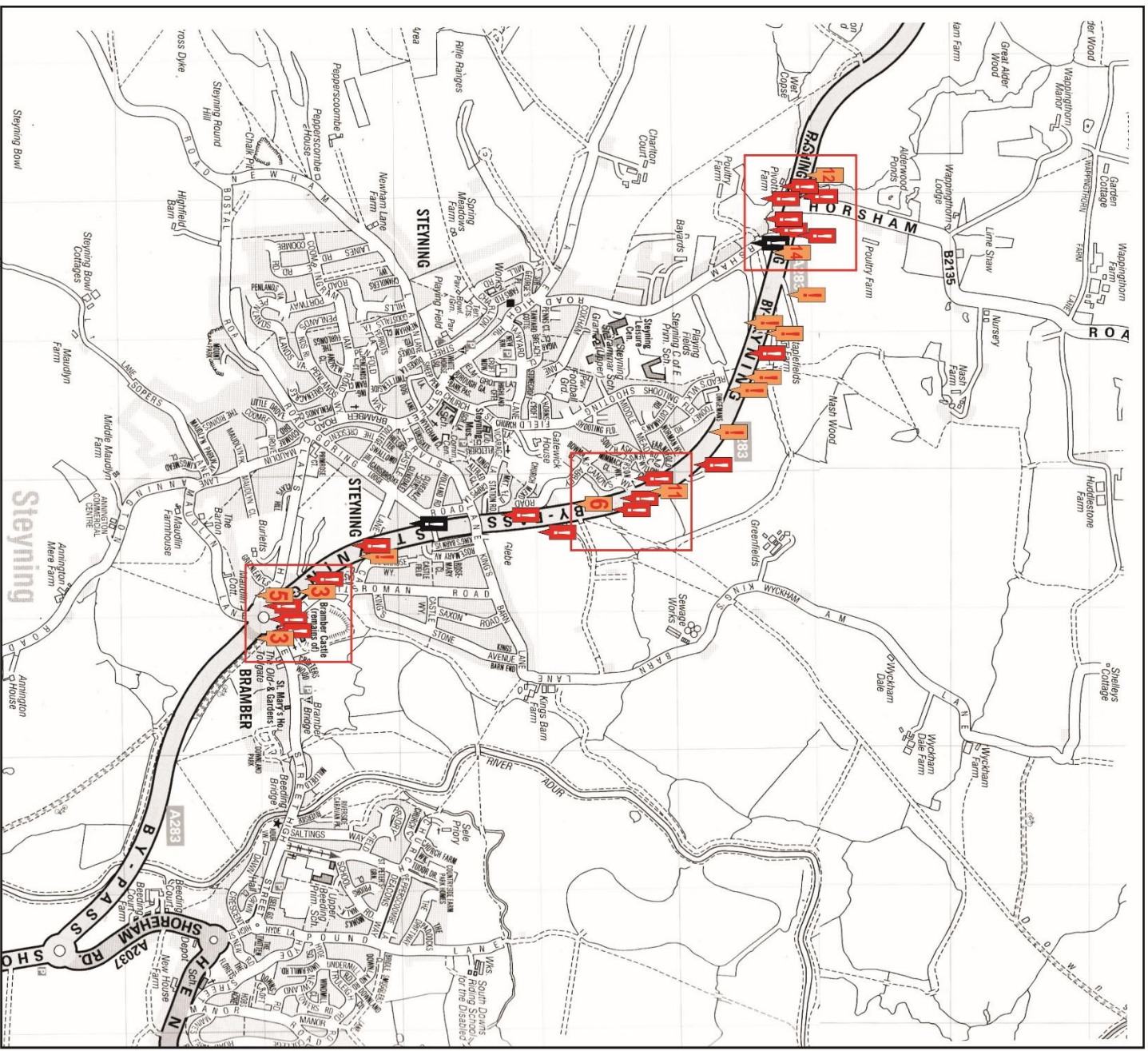
In the next few weeks, West Sussex County Council will install 'speed loops' at several points on the A283 between Bramber roundabout and the B2135 Ashurst junction. This will provide accurate statistical information about vehicle numbers and speeds so as to measure whether there is a need for speeds to be reduced on this unlimited stretch of road. The attached "speed limit" plan shows one possible outcome of the research, but other modifications may also be suggested.

The Department of Transport issues firm statistical information about road traffic accidents, classified as fatal, serious and slight. The second attached plan shows the number of accidents since 1999, a revealing and very concerning total of reported 86 accidents. Minor 'bumps' and near-misses cannot, of course, be measured.

Once firm evidence has been gathered, and with the full involvement of the WSCC Highways Department AND OUR LOCAL Councillor Paul Linehan, we may proceed to the next stage and a more definite set of proposals.

COMMUNITY SUPPORT

This project may affect the whole community, so it is vital that they are aware and fully informed. The Partnership is asking both Steypning and Bramber Parish Councils to give their approval to this first research stage, on the basis that they will be kept notified of the proposal as matters proceed and offered the opportunity for more detailed comments based upon our firm evidence.



KEY 1999 - 2020 : (Statistics only available from 1999)

	FATAL ACCIDENTS	2 no.
	SERIOUS INJURY ACCIDENTS	18 no.
	SLIGHT ACCIDENTS	66 no.
	TOTAL :	86 no. in 21 years

"HOTSPOTS" AT BRAMBER ROUNDABOUT,
CANON'S WAY JUNCTION AND HORSHAM
ROAD JUNCTION

YEAR:	DETAILS:	YEAR:	DETAILS:
1999		2010	
2000		2011	
2001		2012	
2002		2013	
2003		2014	
2004		2015	
2005		2016	
2006		2017	
2007		2018	
2008		2019	
2009		2020	

STEYNING BY-PASS CRASH PLAN 1999 - 2020

Do Not Scale

CRASH MAP



KEY:

- 1 Downs Link
- 2 Castle Lane Footpath
- 3 Abbey Road playground footpath
- 4 Entrance to Kier
- 5 Canon's Way
- 6 Gatewyke Farm
- 7 Footpath
- 8 Footpath
- 9 Road Junction

- ▲ Pedestrian routes across by-pass and The Street Bramber
- ▼ Vehicular access to/from by-pass

Note:
The Glebe Farm development is subject to detailed design proposals prior to submission for planning approval. The roundabout shown on the A283 is shown on the current 'masterplan'

- 30 mph LIMIT FROM BRAMBER ROUNDABOUT THROUGH CASTLE LANE PEDESTRIAN CROSSING TO FOOTBRIDGE
 - 40 mph LIMIT BETWEEN FOOTBRIDGE & CANON'S WAY
 - 50 mph FROM CANON'S WAY TO HORSHAM ROAD JUNCTIONS AND BEYOND
- STEYNING BY-PASS PLAN**
Do Not Scale

SPEED LIMITS

Response to request to 'Fact Check' of Examiners report

Briefing Note – This item is for SPC to agree to a response to HDC highlighting all the points 2, 3 and 5 noted below by the SPC N. Plan Steering Committee.

Neighbourhood Plan Steering Committee

Working party meeting notes

Dated 31st March '22

Start time – 6.30pm

In attendance – Cllr Norcross, Paul Cotton, Paul Maidment, Nick Muggridge, Mariella Alexander, Murray Van der Poll and John Fullbrook - SPC Clerk

Apologies from – Cllr Bell, Cllr Young, Russell Barnes and Cllr Northam

Notes from the meeting: -

1. **Nomination of Chair for the meeting** – Cllr Norcross **proposed** herself, **seconded** by Nick Muggridge, **Agreed – Unanimous**

2. **Members then considered the 'Fact check' of the report from the Independent Examiner**

Two typo errors were found and agreed as needing to be changed

– as at 5.11 '**Crippps**' should read '**Cripps**'

- as at 7.11 – remove one must from the sentence

- '**Developments within Steyning must therefore must not add to this impact**

Cllr Norcross **proposed, seconded** by Nick Muggridge that the Steering group could find only two factual errors (noted above) and recommend to Full Council that a response be sent to HDC noting these two points. **Unanimously agreed**

3. The Clerk highlighted that within the email from Norman Kwan he had mentioned that he '*would be happy to receive a set of comments from the Parish Council which I will pass onto the Examiner for modifications, and he can finally issue his final report*'. The group suggested that within the reply to HDC it is written by the Clerk that there are no comments from SPC at this stage, but that Council reserves the right to comment once the final report has been issued formally to the Council.

4. The Clerk stated that he had asked the Consultant to provide an outline guide to how SPC would go about completing the process of making our N. Plan, but as yet he hadn't received it.

5. The group considered what should be done after the Examiner sends his final report in terms of the rewriting of the document based upon the agreed viewpoint of the Council. Nick Muggridge **proposed, seconded** by Cllr Norcross that the working party recommend to Council that Andrew Metcalfe, 'our' consultant, makes the necessary modifications to the existing plan in line with the finalised examiners report. **Unanimously Agreed**

Finding a new location for Steyning Youth Service

Item 11.1.1

Briefing Note

Before the Covid 19 pandemic struck, our Youth Service was located at the Cuthman Centre. During the pandemic the service was having to operate largely either via Zoom or in open spaces at Fetchers Croft or the MPF, and with the assistance of their mobile unit (Purple Bus).

As we came out of the worst effects of the Pandemic restrictions, we found that circumstances had changed at the School, and that the facilities and access were somewhat compromised. We attempted therefore to look elsewhere for a location, but it appeared nothing else was available in Steyning that was suitable for our youth service.

After much discussion we have now returned for one weekly session at a changed Cuthman Centre, but we still have one other session to find a permanent home for – The Monday Youth Club for the 8 to 11yrs. Temporarily this is being housed in Upper Beeding, but we really need to find a home once more in Steyning.

The Steyning Centre was a consideration, however the Centre is not available on a Monday. Long standing classes could be rearranged to accommodate a Tuesday 4.30 to 6.30 but that does not fit with what the service needs and can do

After much debate the preference from the Youth Service is that we relocate the Monday club to the MPF Changing rooms between 4.30 and 6.30pm. The Cricket Club have written with an objection to this idea in December. There has been correspondence since then with the Clerk being tasked with ascertaining if there were any more details concerning the objections being raised by the Cricket committee, so that Council could have as informed discussion as possible. The Cricket Chairman has assured the Clerk that following club meetings, there is nothing else to add to the contents of the letter and email that followed – supplied once again for your information under Confidential item 11.1.2.

Could we please conclude this discussion with agreement or otherwise on the use of the Changing rooms for our youth club on a Monday 4.30 to 6.30?

Additional Councillor / Officer protocol?

Item 11.2

Briefing Note

At the last Full Council Meeting there was a request for the Clerk to consider if there was a need for an additional Councillor / Officer protocol. After consideration I would say that there are already many policies and statements which deal with Councillor / Officer protocol. Notably the 'Good Councillors guide', 'SPC email policy', 'SPC complaints procedure', 'SPC Dignity at Work Policy', 'SPC overarching protocol for Councillors conduct', 'Three Counties Training Notes' and the 'SPC Staff Grievance Policy'.

I would suggest that firstly we are well covered as it stands, however I would also suggest that with a review being undertaken by Hoey Ainscough there could be opportunity to ask their advice on the matter, and I will endeavor to do so.

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 2nd NOVEMBER 2021 AT 7.30PM AT THE STEYPING CENTRE

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

Clerk: John Fullbrook

Members of the public: Five {including Cllrs S. Sullivan and G. Sullivan}

Meeting Commenced : 7.30pm

MINUTES

C/21/35 APOLOGIES FOR ABSENCE

ACTIONS

- 35.1** Apologies were received from Cllrs Bell and Lloyd.
In Cllr Lloyds absence, Cllr I Alexander as Vice Chair of this committee presided over proceedings

C/21/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 36.1** None

C/21/37 QUESTIONS FROM THE FLOOR

- 37.1** None

C/21/38 MINUTES OF PREVIOUS MEETINGS

- 38.1** Cllr Campbell **proposed** an amendment by way of substitution to the text within the draft minutes of the 7th September meeting under item 31.2.1, **seconded** by Cllr Goldsmith, and then read out a statement detailing the proposed change to the narrative. {Full text can be found on Web Site recording from 2 Min. 10 secs}. **Not agreed 2 For {RG, PC} 4 Against {IA, DH, CY, SA} 1 Abstained {JN}**
- 38.2** Cllr Young made a statement concerning her seconding of the motion under 32.2.1, in response to Cllr Campbell's statement, saying that her seconding of the motion was not that she felt that the slide was 'dangerous', rather she thought it best removed from service as the situation had been so contentious, and that it would need to be removed in preparation for the proposed 'pocket park' anyway. Cllr I. Alexander **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 7th September as a true and fair record. **Agreed. 4 For {IA,DH, SA, CY}, 1 Against {PC}, 2 Abstained {JN,RG}**

C/21/39 MATTERS ARISING AND ACTIONS – These items were taken as read except items 39.3 - see below

- 39.1** Pizza Van's use of MPF car park end date to be determined – **Actioned**
- 39.2** Insurance documents and risk assessment received for Abbey Road Pond works - **Actioned**
- 39.3** Deputy Clerk to chase HDC for Cleansing grant receipts – **Actioned**
{Two applications have been made to HDC – the due amount being £24,610}
- 39.4** Deputy Clerk to ensure Abbey Road grass cutting is completed early - **Actioned**

- 39.5 The Children's Play Area Slide at Chandlers way to be removed - **Actioned**
- 39.6 D. Clerk to obtain visibility protocols for highways verges and respond to enquiry about potential re-wilding – **Actioned/ See item 42.2**
- 39.7 Clerk to convene an all-councillor working party to discuss possible play equipment installations - **Actioned/ See item 41.4**
- 39.8 Gain three quotes and complete works on water tank replacement at MPF changing rooms - **Actioned**
- 39.9 Cllr Goldsmith asked for information that Cllr Lloyd said he would forward from insurance company and equipment engineers to councillors; however, this was not noted as a matter arising in the minutes – The Clerk said he would have no problem sending out the information **CLERK/ Cllr Lloyd**
- C/21/40 COMMUNITY MATTERS**
- 40.1 To discuss the SCO proposal to plant an Orchard at Abbey Road as per supporting papers. Cllr S. Alexander raised the need for a tidying of the northern boundary, which can be completed by the team of volunteers. Cllr I. Alexander **proposed, seconded** by Cllr Norcross that committee accepts the proposal from the Steyning Community Orchard group to put a community orchard on the Abbey Road village green {as per supporting papers}. **Agreed** **CLERK**
- C/21/41 FINANCE**
- 41.1.1 Cllr I. Alexander **proposed, seconded** by Cllr Norcross that the Community Income and Expenditure reports for the August 2021 period be accepted as a true and fair record. **Agreed**
- 41.1.2 Committee wanted to discuss at future meetings possible High Street Bin painting, Street Jet Washing operatives and writing letters to High Street shop owners about birds' droppings and gutter issues. **CLERK**
- 41.2 Priorities for Community works/projects to be completed over the next five years. The Clerk once again attempted to obtain the Committee's intentions in terms of community projects. The Clerk to send out the list of projects once again to committee members so that a consolidated list could be brought to the next meeting for further discussion. At this point there was an extended period of disruption in the meeting and it was dealt with by the following proposal. Cllr S. Alexander **proposed, seconded** by Cllr Norcross that under Standing Order 2b that Cllr Goldsmith no longer be heard from in this meeting. **Agreed** **CLERK**
- Cllr Goldsmith then left the meeting.*
- 41.3 Committee discussed the Community Budget for the forthcoming fiscal year - 2022/23 as per Papers prepared by the Clerk. To be brought back and agreed at next meeting - with councillors to contact the Clerk with points raised or suggestions in the meantime. Clerk to check further details for Lamp post testing and maintenance for Adult Exercise Area. **CLERK**
- 41.4 Following recommendations from the Playground Working Party. These recommendations to be brought forward to next meeting with another working party taking place, if possible, to further discuss. **CLERK**
- C/21/42 MEMORIAL PLAYING FIELD AND OTHER OPEN SPACE**
- 42.1 To receive an update from the Clerk regards playground works. The Clerk supplied a table showing remedial works both completed and yet to be completed following the Wicksteed annual inspection. Adult Exercise Area still needs attention. **CLERK**

- 42.2** To discuss possible support for re-wilding of grass verges as per supporting papers. The Deputy Clerk has been working with other authorities and the residents since the last meeting, and the proposal is currently being discussed directly between the residents and WSCC.
- 42.3** To discuss details for the next tranche of tree works for the hedge on the boundary of the MPF and the Allotments as per supporting papers. Cllr I. Alexander **proposed, seconded by** Cllr S. Alexander that the clerk obtains quotes for Hedge works on the MPF for two heights of 3.5 and 4 meters. **Agreed** **CLERK**
- 42.4** The committee received the grass cutting report.
- C/21/43 PROGRESS REPORT**
- 43.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn't been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 43.2** C/20/59.3 Memorial / Celebration tree policy to be reviewed. **Ongoing** Details have been kindly supplied by the SCO to assist this process **CLERK**
- 43.3** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 43.4** C/20/116.4 Chandler's Way project consultation papers to be re sent to councillors and brought back to committee. - The Clerk informed that there has been a site meeting and more detailed papers will be sent out and the item will come to next meeting. **Ongoing** **CLERK**
- 43.5** C/21/9.6 2 Newham Lane letter to be drafted by Cllrs Lloyd, Campbell, and the Clerk - **Ongoing** **CLERK**
- 43.6** C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence - **Ongoing** **CLERK**
- 43.7** C/20/18.1 'A' Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable - **Ongoing** **CLERK**
- 43.8** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** **CLERK**
- 43.9** C/21/21.11 Clerk to obtain quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 43.10** C/21/29.2 Steyning 20mph Highway's scheme working party date to be determined - **Ongoing** **CLERK**
- 43.11** C/21/31.2 Chairman and Clerks office to prepare any reports necessary on the issue of playground safety and unfounded allegations made against the Council and report to Full Council if appropriate – **Actioned**
- C/21/44 DATE OF NEXT MEETING – 7th December 2021 at 7.30 pm.**
- 44.1** *Committee ran out of time to complete business, so the Chair closed the meeting at 10.02pm* **CLERK**

Signed: Date: 7th December 2021
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/l-xgR68M_yA

**COMMUNITY COMMITTEE MEETING HELD ON WEDNESDAY 8th DECEMBER 2021
AT 7.30PM AT THE STEYNING CENTRE**

Present: Cllrs T. Lloyd (Chair), I Alexander (Vice Chair), Norcross, Goldsmith, S. Alexander, Hanson and Young,
Clerk: John Fullbrook

Members of the public: One

Meeting Commenced : 7.30pm

MINUTES

C/21/45 APOLOGIES FOR ABSENCE

ACTIONS

- 45.1** Apologies were received from Cllrs Bell and Campbell. With Cllr S. Alexander likely to arrive later in the meeting. Cllr Lloyd passed on best wishes on behalf of the committee members to Cllr Bell who had recently undergone surgery and wishing him a speedy recovery.

C/21/46 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 46.1** None

C/21/47 QUESTIONS FROM THE FLOOR

- 47.1** None

C/21/48 MINUTES OF PREVIOUS MEETINGS

- 48.1** Cllr I. Alexander **proposed, seconded** by Cllr Norcross to accept the minutes of the 2nd November as a true and fair record. **Agreed.**

C/21/49 MATTERS ARISING AND ACTIONS

- 49.1** Information from Insurance company and equipment engineers to be distributed to committee members with regards to recent playground safety checks.- **Actioned**
- 49.2** Clerk's Office to inform the Steyning Community Orchard group as to the agreed motion that a new Orchard can be planted on Abbey Road - **Actioned**
- 49.3** High Street Jet washing, Bird droppings and Gutter Issues to be discussed at next meeting – **See item 50.4**
- 49.4** Prioritising Community Projects – Prompt to Councillors for a response ahead of next meeting – **Actioned**
- 49.5** Clerk to find out more about Lamp Post testing and Adult Exercise area maintenance costings - **Actioned**
- 49.6** Update Community Budget paper for next meeting – **See item 51.2**
- 49.7** Playground Working Party to be convened – **Actioned**

- 49.8 Clerk to update Cllrs on any outstanding Playground maintenance issues - **Actioned**
- 49.9 Draft Memorial Tree / Bench Policy to be brought back to Community Committee – **Actioned / See item 51.4**
- 49.10 Newham Lane Letter to be sent - **Actioned**
- 49.11 Cllr Lloyd **proposed, seconded** by Cllr I. Alexander that Matters Arising taken as read. **Agreed**

C/21/50 COMMUNITY MATTERS

- 50.1.1 The Clerk presented a report from the Abbey Road Village Green volunteers group regards recent workdays and meeting (details were within supporting papers and had been compiled by Roger Brown), then committee discussed a request to plant additional trees as per supporting papers at Abbey Road. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee grants the request from the Abbey Road advisory group that six silver birch trees be planted on the hump within the meadow and adjacent the pond as per supporting papers. **Agreed** **CLERK**
- 50.1.2 Committee requested the Clerk and Roger Brown were also asked to check the Abbey Road Boundary encroachment with the Tree Warden and then to organise what works are needed, and that the Voluntary group could then undertake what work was agreed. **CLERK**
- 50.2 The Clerk read a report from the Royal British Legion representative with regards to the Steyning Memorial Gardens and the committee discussed the report and associated supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee form a working party {Cllrs C.Y. and I.A. volunteered} with RBL and the Steyning Partnership representatives in order to agree location of two finger post signage installations provided works completed for less than £600. **Agreed** **CLERK**
Cllrs Young,
I. Alexander
- 50.3 The Clerk updated the committee with regards to the Rublees Allotment Water supply service upgrade and any other SPC Allotment matters. The Chair replied to a letter sent to committee by the Allotment Association. And asked the Clerk to reply briefly and in a positive fashion to the letter. The Clerk explained that as per agreed motion in June '21, the first engineer invited to quote had made a recommendation to amend the scope of works to one pipe rather than two as one pipe installation would still provide more than adequate contingency for any future development, also, that the trench be dug to depth of 750 mm. On the basis of this modified scope of works the Clerk had asked other contractors to quote appropriately. The Clerk said he would send out a modified scope of works for Councillors to be aware of the variation. **CLERK**
- 50.4 High Street Jet washing, Bin Cleaning and Gutter and Bird Dropping issues. Clerk updated on what HDC operatives would be able to achieve in terms of bin cleaning and Jet washing. Councillors suggested it might be best to concentrate on two smaller areas and get it done in one day – the councillors pinpointing the pavement where it needs to be done as they'll be in attendance (Cllrs Lloyd, Hanson, Norcross having volunteered). Office to coordinate **CLERK**
- 50.5 'Round Hill Romp' request for use of MPF and facilities. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that council offer use of the MPF and Changing rooms, if they require them, free of Charge, subject to the usual risk assessments being submitted and checked by the Clerk. **Agreed** **CLERK**

C/21/51 FINANCE AND GOVERNANCE

- 51.1 Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Community Income and Expenditure reports for the September and October 2021 period be accepted as a true and fair record. **Agreed** **CLERK**
- {Cllr S. Alexander joined the meeting during the discussion of the next item}

- 51.2** The proposed Community Committee budget paper for the next fiscal year – 2022/23 from the Clerk (as per supporting paper) was discussed. Two amendments were suggested – that of increasing Lamp post testing by £150 and streetlight energy expenditure by £55. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Committee accepts the Clerks draft Budget paper subject to the two proposed amendments on Lamp post testing and streetlight energy which would take total expenditure to £58,900 and keep income at £29,900. **Agreed** **CLERK**
- 51.3** Community projects to be proposed to be completed for the next fiscal year 2022/23. The Clerk reported on this supporting paper. Committee agreed to amend several items which the Clerk will bring back to future meetings. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Committee agree to the Clerks project list with items noted as ‘Project’ and ‘Close to commitment’ being top priority, with the next group ‘Other projects being discussed for this year into 22.23’ being second priority (except ‘Cripps Lane’ and ‘Bench and tree policy’ being removed, with instead the inclusion of ‘paving slabs for benches’ and ‘Street lights to LED’ being included). **Agreed** **CLERK**
- 51.4** To discuss a draft SPC Memorial Bench and Tree policy document. Committee discussed draft document compiled by the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee set up a working party to include ‘Steining for Trees’ and the ‘Steining Community Orchard’ group reps to create the new SPC memorial tree policy, and that it be an all-member WP. **Agreed** **CLERK**
- 51.4** Clerk updated on Swimming Pool payments for the last two years as per supporting papers and by way of information.
- 51.5** To receive notification regards the Steining PC 2021/22 Winter Plan – The Clerk confirmed the amended plan has been received by WSCC
- 51.6** Committee received the SPC Grass Cutting report and the Clerk confirmed there was one cut still owed from this year’s contract which SPC will receive in early March of next year.

C/21/52 PROGRESS REPORT

- 52.1** C/20/58.14 Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - There hasn’t been a Chairman of the School Board appointed to be able to discuss this issue. **Ongoing** **Cllr Hanson**
- 52.2** C/20/113.2 Clerk to obtain quotes for Godstalls Lane autumn tree works - One quote has been obtained and others are being sought - **Ongoing** **CLERK**
- 52.3** C/20/113.3 Support for recycling bin in High Street – Office to find out more information regards provision – **Ongoing** **CLERK**
- 52.4** C/20/7.3 Clerk to collect quotes for Allotment water service enhancement works - **Ongoing** **CLERK**
- 52.5** C/20/9.5 Cllr Lloyd to speak to HDC regarding adding play equipment moved at HDC expense, if needs be, onto Fletchers Croft licence – **Ongoing** – A new seven-year lease has now been proposed and will need to be discussed at next meeting **CLERK**
- 52.6** C/20/18.1 ‘A’ Frame to be purchased for notification purposes in MPF Car Park with dates and times interchangeable – **Actioned by Cricket Club with Clerk to now supply Notice information** **CLERK**
- 52.7** C/20/18.3 Licence agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – **Ongoing** – **Cllr Lloyd suggested as per HDC a normal agreement be written** **CLERK**
- 52.8** C/21/29.2 Steining 20mph Highway’s scheme working party date to be determined – **Ongoing** **CLERK**

- | | | | |
|-------|-----------|---|--------------|
| 52.9 | C/21/42.3 | Next tranche of tree works to be completed on the MPF/Allotment hedgerow – quotes to be obtained – Ongoing | CLERK |
| 52.10 | C/21/31.5 | A date to be set with regards to Tree management plan/Conditioning report Meeting – Ongoing | CLERK |
| 52.11 | C/21/31.5 | Three quotes sought for replacement and widening of concrete at MPF changing rooms – Ongoing | CLERK |

C/21/53 INFORMATION / CORRESPONDENCE ITEMS

- | | | |
|------|---|--------------|
| 53.1 | To receive the Ouse and Adur Rivers Trust newsletter and to agree any actions. Cllr Lloyd Proposed, seconded by Cllr I. Alexander that the Clerk write an email in response to express appreciation for what they are trying to do and for the office to put the information request on the web site {Headline with ‘Have you got an issue with flooding’} for public comment and also suggest to them that they convene a public meeting. Agreed | CLERK |
|------|---|--------------|

C/21/54 DATE OF NEXT MEETING – 2nd February 2022 at 7.30 pm.

Meeting ended at 9.55pm

Signed: Date: 2nd February 2022
Chair

A recording of this meeting can be found using the following link:
<https://youtu.be/xUST6mhuUd0>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 8th FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs T. Lloyd (Chair), Goldsmith, S. Alexander, Bell and Hanson.

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

MINUTES

C/21/55 APOLOGIES FOR ABSENCE

55.1 Apologies were received from Cllrs I. Alexander, Norcross, Young and Campbell.

ACTIONS

C/21/56 DECLARATIONS OF INTEREST AND DISPENSATIONS

56.1 Cllr Bell and S. Alexander declared they both had Allotment plots – Item 60.4

C/21/57 QUESTIONS FROM THE FLOOR

57.1 None

C/21/58 MINUTES OF PREVIOUS MEETINGS

58.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 8th of December '21 Community Committee meeting as a true and fair record, subject to an amendment to point 51.2, changing year date to 2022/23. **Agreed.**

C/21/59 MATTERS ARISING AND ACTIONS

59.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the following actioned items taken as read. **Agreed**

59.2 Committee grants request for Silver Birch tree planting at Abbey Road – Clerk to inform - **Actioned**

59.3 Clerk and Roger Brown to visit Abbey Road to check boundary encroachment - **Actioned**

59.4 Working party convene to agree location of two finger posts to promote British Legion Memorial Gardens – **Actioned / See item 60.9**

59.5 Clerk to send out amended Allotment water services upgrade scope of works - **Actioned / See item 60.4**

59.6 Clerk to obtain quotes for Godstalls Lane autumn tree works - **Actioned / See item 60.5**

59.7 Next tranche of tree works to be completed on the MPF/Allotment hedgerow – **Actioned / See item 6.4**

59.8 Round Hill Romp organisers informed as to decision to allow use of facilities - **Actioned**

- 59.9 Agreed Budget changes taken to F&GP – **Actioned**
- 59.10 Community project priorities taken to F&GP for budget commitments - **Actioned**
- 59.11 Ouse and Adur Rivers Trust newsletter information and request publicised - **Actioned**

C/21/60 COMMUNITY MATTERS AND OPEN SPACES

The Chairmen brought forward agenda item 6.7 as members of the Cricket club were in the audience and able to make a presentation in support of their application for a new Astro turf strip installation

- 60.1 **Installation of a new Astro Turf Strip on the Steyning Memorial Playing Field (MPF).** Following the Cricket Club presentation and in consideration of the supporting papers provided, the committee discussed the matter taking into account the fact that the pitch was to be installed on what was designated as a Village Green. The Clerk informed that it was important to note the phrase that in this instance the installation would be for a purpose that is for *‘the better enjoyment of the Green’* {Section 29 – Commons Act 1976}. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that Council grants permission to install a new Astro Turf strip subject to the Clerk seeing evidence of contractors Risk Assessment, Health and Safety documents and Scope of Works and agrees that they are suitable. **Agreed** **CLERK**
- 60.2.1 **Purchase of Diversionary Signs** to assist Steyning Event organisers who needed to close certain roads to enable these future events to occur. This proposal was put forward by the Jubilee Event organisers but made on behalf of all future event organising committees. It was noted that the cost was covered under the SPC budget line – ‘Town Improvement Schemes’. Cllr Lloyd **proposed, seconded** by Cllr Hanson that Council agree to the cost of £1,339.65, to include cost of Cones, to purchase these signs {as per supporting papers} subject to the Clerk confirming that the storage facilities are outside the remit of the school and that there will be unlimited access. **Agreed** **CLERK**
- 60.2.2 **Jubilee Celebrations.** The Chair suggested there could be provision of a Jubilee Bench at a site yet to be agreed. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that Council purchases one of these benches to include installation up to a value of £1250 subject to the Clerk circulating round to Committee the low carbon recycled option to avoid long term repairs. **Agreed** **CLERK**
- 60.3 **Steyning in Bloom proposal to enhance the Bus shelter with floral displays.** There was a suggestion to widen the scope of the proposed scheme to include the surrounding street scene. Cllr Lloyd **proposed, seconded** by Cllr Hanson that committee sets up an all-member working party to look at how Council can improve the existing bus shelter to include planting and ramp and come back to committee at a later time, and that the working party include members from Steyning in Bloom and the Steyning and District Partnership. **Agreed** **CLERK**
- 60.4 **Update on Rublees Allotments water supply upgrade.** The Clerk had received two quotes from the five contractors contacted, with two of the five confirming their non-interest in the works. The scope of works had been distributed and there were no issues raised by members present. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee recommends that this agenda item be moved up to Full Council for discussion and agreement. **Agreed** **CLERK**
- 60.5.1 **Update from the Clerk to review recent Tree and Hedgerow works.** The Clerk spoke in support of his supporting paper which detailed the many works completed including Godstalls Lane and Newham Close and he stated that before further work was to be completed (Phase 5) that Tree Wardens and our specialist Tree Surgeon would need to provide further advice which can then be brought back to this committee, and the Chair stated that the Clerk should advise local residents that this advice and permissions would need to be sought before works undertaken. **CLERK**

60.5.2	The Clerk also confirmed that the next Tree 'Conditioning Report' would be undertaken as soon as was practicable (provided the quote was reasonable). The Clerk having asked that this be completed in October of last year, but unfortunately the contractor being too busy to currently provide this service.	CLERK
60.6	Hedgerow Working Party. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the committee reconvenes the hedgerow working party to look at hedge maintenance and that the clerk asks the SPC tree warden, and for Allotment Association representation, and a non-member of the AA, Steyning for Trees, Roger Brown and Steyning Community group to join the working party Together with three Councillors. Agreed	CLERK
60.7	South Downs National Park 'Landscape Review' consultation. The Chair suggested that the Clerk put this item on the Full Council agenda so that all members could be invited to make comments by the 1st March and so that Council can then delegate the committee to have authority to consolidate the comments and make a response, plus the Clerk was asked to ensure there was a promotion of the consultation to residents via web site and notice boards.	CLERK CLERK
60.8	Support for the 'Lost Woods' project. Committee suggested the Clerk ask Simon Zec if he would like to be involved and that the Clerk also ask all councillors if there was a willing volunteer to take on the responsibility for this worthwhile project. If Simon unable to participate then to ask 'Steyning for Trees' or the SCO for involvement.	CLERK
60.9	Update from the Memorial Garden Signage Working Party. The Clerk reported on agreement and recommendation from the working party as per supporting papers. There was concern that not enough thought had gone into disabled access and that other signs might be required. The Clerk pointed out that there had been consideration of disabled access and that the working party had come up with their best solution, given there was a remit to provide for two signposts Cllr Lloyd proposed, seconded by Cllr Hanson that committee do not agree with the recommendations as per supporting papers and that it goes back to the working party to take into consideration access to the Remembrance Gardens by disabled users, and that there may need to be further provision for additional signs. Agreed	CLERK
60.10.1	Update from Playground Working Party on proposed developments and funding applications. The Clerk reported on the proposed MPF playground development to say that he is conferring with two contractors who had originally placed a quote for the development in 2018, to see how their costs may have increased so that there is a price check in place for the preferred bid, then assuming updated bids are provided the working party would be better positioned to make a recommendation back to Committee.	CLERK
60.10.2	The Clerk reported that an annual service had taken place for the adult gym equipment and site, and that he was in communication with the Wilson Memorial Trust for them to take on board the ongoing funding of future maintenance of the facility	CLERK
60.10.3	The Clerk also reported he would continue to pursue the application to HDC for Pocket Park funding – Maximum possible could be £5,000, and in this instance, it would be to help with the purchase of shrubs and trees to whatever degree was established via public consultation at a later date	CLERK
60.11	Agreement on contents and distribution of informative letter to Steyning Residents in the Abbey Road area regarding Orchard planting scheme. Cllr Lloyd proposed, seconded by Cllr S. Alexander that subject to a correct spelling of the word 'metre' that the letter be distributed to the residents of Abbey Road. Agreed. The Clerk was also asked to publicise the Orchard planting, and the Abbey Road Volunteering scheme, on notice boards and via the SPC web site.	CLERK CLERK

60.12 WSCC EV Chargepoint Network initiative consultation. It was suggested the Clerk register interest and explain there could be an opportunity for a ChargePoint at the MPF Car Park **CLERK**

C/21/61 FINANCE AND GOVERNANCE

61.1 Cllr Lloyd **proposed, seconded** by Cllr Bell that the Community Income and Expenditure reports for the November and December 2021 periods be accepted as a true and fair record.
Agreed

C/21/62 PROGRESS REPORT

62.1	C/20/58.14	Cllr Hanson / Clerk to appeal to school for reinstatement of Library Car Park arrangement. - Ongoing - School to be approached to make a presentation to SPC	Cllr Hanson CLERK
62.2	C/20/113.3	Support for recycling bin in High Street – This now to be dealt with by Bus Shelter working party	CLERK
62.3	C/20/9.5	To discuss a new seven-year deal proposed by HDC regarding the Fletchers Croft Licence – Ongoing (Currently with HDC's legal team)	CLERK
62.4	C/20/18.3	Agreement for the Pizza Van to be produced and agreed by Chair and Vice Chair – Ongoing	CLERK
62.5	C/21/29.2	Steyning 20mph Highway's scheme working party date to be determined – Ongoing	CLERK
62.6	C/21/31.5	A date to be set with regards to Tree Management Plan/Conditioning Report meeting – Ongoing	CLERK
62.7	C/21/31.5	Three quotes sought for replacement and widening of concrete at MPF changing rooms – To be taken to F&GP to see if this is a project for this year or not	CLERK
62.8	C/21/50.4	High Street Jet washing (Cllrs Norcross, Lloyd and Hanson attending) - Office to Coordinate - Ongoing	CLERK
62.9	C/21/51.4	SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps - Ongoing	CLERK

C/21/63 INFORMATION / CORRESPONDENCE ITEMS

63.1 Committee recognised Steyning Cricket Club's successful application and installation of a Defibrillator at the MPF

63.2 Cllr Goldsmith raised the issue of the proposed Steyning High Street Cycle Racks and Planters installation. It was noted that this project was being proposed by the Steyning and District Community Partnership and was currently not involving the Parish Council.

C/21/64 DATE OF NEXT MEETING – 8th March 2022 at 7.30 pm.

Meeting ended at 9.29pm

Signed: Date: 8th March 2022
Chair

A recording of this meeting can be found using the following link:
https://youtu.be/bHjQsuuZ_Xc



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th DECEMBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/21/24 APOLOGIES FOR ABSENCE

24.1 Apologies received from Cllrs Norcross, Sullivan and Campbell. With Cllr Trundle having to leave this meeting at 9pm due to a pressing engagement elsewhere.

F&GP/21/25 DECLARATIONS OF INTEREST AND DISPENSATIONS

25.1 None

F&GP/21/26 QUESTIONS FROM THE FLOOR

26.1 None received

F&GP/21/27 MINUTES OF PREVIOUS MEETING

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

F&GP/21/28 MATTERS ARISING AND ACTIONS

28.1 Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**

28.2 Business Chamber grant request to come back to next meeting – **Actioned / See item 29.1**

28.3 Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 29.2**

28.4 Clerk to purchase the Festive light package and progress the licence agreements – **Actioned**

28.5 Storage cupboard payment to be taken back to Premises Committee - **Actioned**

28.6 High Street Toilet cleaning regime to be taken back to Premises Committee – **Actioned**

28.7 FOI Panel to meet to discuss FOI review – **Actioned**

28.8 Business Plan project list prioritisation to be taken to Community and Premises Committee - **Actioned**

28.9 Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request - **Actioned**

28.10 Timetable for 2022/23 budget processing enabled – **Actioned**

28.11	Community Awards promotion enabled – Actioned	
28.12	Clerk's office to publicise local MP's support for grants from voluntary groups – Actioned	
28.13	Amend SPC bank Mandate signatories - Actioned	
F&GP/21/29	FINANCE MATTERS	
29.1	To discuss £200 grant application from the Steyning Business Chamber for contribution to cover costs of Event Speakers as per supporting papers. Cllr Northam proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Business Chamber}. Agreed	CLERK
29.2	To discuss the £200 grant application from the Ouse & Adur Rivers Trust concerning a request to cover costs of the materials being used by the Trust for the benefit of Steyning residents at Abbey Road /Tanyards Stream. Cllr Goldsmith proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Ouse and Adur Rivers Trust}. Agreed	CLERK
29.3	To discuss £435 grant application from the Steyning Business Chamber for a contribution to cover costs of Flag and Tree Holder brackets as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Goldsmith that committee accepts this grant {application for £435} and give it to where it is needed. Agreed	CLERK
29.4	Committee received the Briefing notes on the Finance position as at the end of October 2021.	
29.5	To discuss continued support for the 'Vintage Years group' for the next two years to help finance their administrator as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Young that committee continues support {for the Vintage Years group as per supporting papers} until the end of the period of this Council's term {March 2023}. Agreed	CLERK
29.6	To approve list of payments. Cllr Northam proposed, seconded by Cllr S. Alexander that the list of payments for September and October 2021 be approved as a correct record. Agreed	
29.7	I & E Reports. Cllr Northam proposed, seconded by Cllr S. Alexander to agree the F&GP income and expenditure reports for September and October 2021 as a correct record. Agreed	
29.8	To discuss the F&GP Committee budget for the forthcoming fiscal year – 2022/23. The Clerk reported on version 2 of the proposed F&GP budget and welcomed any suggested amendments. Cllr Northam proposed, seconded by Cllr S. Alexander committee requests the Clerk to update the F&GP Draft Budget in accordance with committees' discussion and to bring it forward to the next F&GP Meeting. Agreed	CLERK
29.9	To discuss the F&GP projects to be prioritised for the forthcoming years. Cllr Northam suggested he would compile a discussion paper template to move the process forward so that next time there could be a more informed discussion. Cllr Alexander agreed to prepare a discussion paper for CCTV renewals. Cllr Goldsmith for Town Clock. Cllr Young for Normans Way. The Clerk will update the supporting paper for presentation at the next meeting along with completed discussion papers. <i>{At this point the Chair brought forward agenda item 8.3}</i>	Cllr Northam Cllr Alexander Cllr Goldsmith Cllr Young CLERK
F&GP/21/30	GOVERNANCE ITEMS	
30.1	To discuss details of the amended Youth Service MOU for 2022/23 as per supporting paper and as recommended by the Joint Parishes Youth Committee. Cllr Northam proposed, seconded by Cllr Lloyd that F&GP recommend that Full Council approve the Youth Service MOU 2022/23 {as per supporting papers}. Agreed	CLERK
F&GP/21/31	DATA PROTECTION AND FREEDOM OF INFORMATION	
31.1	The Clerk updated that the FOI panel had met on the 18 th October in consideration of a residents FOI review and would need to convene once more after the Clerk had compiled further data, with the ICO having extended the response date in this instance. The Clerk also	CLERK

stated that there had been responses given to two FOI requests from Cllr Campbell and that he had requested a review in both instances. The Clerk also updated that there were two further FOI requests still outstanding.

F&GP/21/32 GOVERNANCE ITEMS

32.1 To discuss and approve the interim Internal Audit letter, dated November 2021 and to agree any subsequent actions. The Clerk explained there was only one recommendation from the auditor – which was to amend the financial regulations under item 4.1 by increasing the Clerks authority to spend from £500 to £1000. Cllr Alexander **proposed, seconded** by Cllr Northam that committee recommends to full council that {the Council} follows the advice of the auditor and agree with the interim auditor and his subsequent recommended action. **Agreed** **CLERK**

32.2 To discuss and agree to recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "*....Applications for grants over £250 should be supported by a copy of the latest set of annual accounts*", plus other amendments which had been detailed within the supporting paper. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee recommends to Full Council {the amendments} as per the document under 8.2. **Agreed.** {At this point Cllr Trundle left the meeting} **CLERK**

F&GP/21/33 PROGRESS REPORT

- 33.1** F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced. – Cllr Lloyd reported and reiterated the HDC position that HDC operatives will only clear graffiti from their own facilities except in instances when property owned by others is defaced by racist or other subversive graffiti.
- 33.2** F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – **Ongoing** **CLERK**
- 33.3** F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – **Ongoing** **CLERK**
- 33.4** F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Cllr Goldsmith said he would do this in his own time. Cllr Northam said that this to be brought back to next meeting and if necessary for him to sign them instead. **CLERK**
- 33.5** F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – **Ongoing** **CLERK**
- 33.6** F&GP/21/6.13 Move emergency reserve monies to a savings account – **Ongoing** **CLERK**
- 33.7** F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** **CLERK**
- 33.8** F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed - **Ongoing** **CLERK**

F&GP/21/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/21/35 DATE OF NEXT MEETING – 11th January 2022 @7.30pm.

The Chair closed the meeting at 9.24 pm

Signed Date 11th January 2022

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

<https://youtu.be/k0h-vxXuB3s>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th JANUARY 2021 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:32 pm

MINUTES

ACTIONS

F&GP/21/36 APOLOGIES FOR ABSENCE

36.1 Apologies received from Cllrs Norcross

F&GP/21/37 DECLARATIONS OF INTEREST AND DISPENSATIONS

37.1 None

F&GP/21/38 QUESTIONS FROM THE FLOOR

38.1 None received

F&GP/21/39 MINUTES OF PREVIOUS MEETING

39.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 14th December 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/40 MATTERS ARISING AND ACTIONS

40.1 Grants sent to Steyping Business Chamber - **Actioned**

40.2 Ouse and Adur Rivers Trust grant sent – **Actioned**

40.3 Vintage Years Group informed of SPC Councils continued support – **Actioned**

40.4 Budget papers to be amended and distributed in advance of next meeting – **Actioned**

40.5 Cllr Northam to compile a template for a project discussion paper and distribute - **Actioned**

40.6 Clerk to distribute the template, and Cllrs to bring back papers for next meeting – **Actioned**

40.7 Clerk to update Projects supporting paper and bring back to next meeting – **Actioned**

F&GP/21/41 FINANCE MATTERS

41.1 To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for November 2021 be approved as a correct record. **Agreed**

41.2 I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for November 2021 as a correct record. **Agreed**

41.3 To agree the recommendation from Personnel committee with regards to staff salary budget figure for the next fiscal year – 2022/23. Cllr Campbell contended that he needed to speak to certain items that should only be heard under confidential session as they related to staffing matters. The Chair determined he would bring forward the confidential session if agreed.

F&GP/21/42 CONFIDENTIAL SESSION

42.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander to resolve that 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 agenda items 6.3 and 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/21/43 FINANCE MATTERS

43.1.1 Staff Salary Budget for the next fiscal year – 2022/23.

The Personnel committee had commissioned an independent assessment of the Clerk and Deputy Clerks Jobs in relation to the market rates for their Salary, given the work that is currently undertaken. The previous assessment had been carried out over ten years earlier and it had been noted that both roles had changed dramatically since then. The Salary Evaluation was an independent report carried out by the Local Council Consultancy and undertaken in accordance with the NALC/SLCC Joint Agreement on Terms and Conditions 2005. For this discussion it was noted that the two recommendations from the Personnel Committee were to be considered for the purposes of budget provision only.

43.1.2 *The recommendations from the Salary Evaluation Report were that:*

A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).

B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).

C The council considers providing additional staffing resource to address the significant excess hours.

D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

43.1.3 Cllr Campbell **proposed an amendment, seconded** by Cllr Goldsmith that this committee accepts the recommendation from Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, subject to the word ‘alleged’ being added to recommendation C {that is – ‘alleged significant excess hours’}, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Not Agreed. 3 For {PC,GS,RG}, 5 Against {CY,SN,TL,LT,SA}**

43.1.4 Cllr Northam **proposed, seconded** by Cllr S. Alexander that this committee accepts the recommendation from the Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed. 7 For {CY,TL,LT,PC,GS,SA,SN}, 1 Abstained {RG}**

CLERK

43.2 Making budget provision to accommodate Salary increase due to possible implementation of staff salary regrading due to Job re-assessment report.

Cllr Northam **proposed, seconded** by Cllr S. Alexander that F&GP Committee accepts the recommendation from the personnel committee to make budget provision for a potential salaries increase for the fiscal year 2022/23 (Budget Line 4000) according to the budget supporting paper (£154,000). **Agreed.**

5 For {SN,TL,LT,SA,CY}, 3 Against {PC,RG,GS}

CLERK

43.3	Decision on HR Support Funding for 2022/23 (Budget Line 4053). Cllr Northam proposed, seconded by Cllr Lloyd that this committee accepts the Personnel committee recommendation that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. Agreed.	CLERK
F&GP/21/44	COMMUNITY AWARDS	
44.1	To agree nominations for SPC 2021 Community Awards. Cllr Northam proposed, seconded by Cllr Young that Council accepts both nominations for the 2021 SPC Community Awards. Agreed	CLERK
	<i>The Chairman then took committee out of confidential session and invited back into the room the three members of the public once more</i>	
F&GP/21/45	FINANCE MATTERS	
45.1	Council Projects prioritisation for the 2022/23 SPC Budget discussion. It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year. After a long discussion the committee could not agree to prioritise the projects listed on the supporting paper and chose instead to look at the consolidated budget but remain mindful that the special projects total budget figure would have to be dealt with once more before agreeing the final SPC Budget figures for 2022/23.	D. CLERK
45.2	Cllr Northam suggested committee consider agreeing the F&GP committee budget and the whole SPC consolidated budget for 2022/23 at the same time. Committee considered a zero percent increase to the budget, as well as the option to incorporate a £20,000 project budget which would result in a 3.12% increase to the SPC budget precept figure. Cllr Northam also noted that by agreeing the consolidated budget, committee would also be agreeing the F&GP budget. Cllr Northam proposed, seconded by Cllr S. Alexander to recommend to full council that SPC accepts the consolidated budget (for 2022/23) as per supporting paper 6.6.3, which includes a Precept figure of £332,357, equivalent to a 3.12% increase in Precept. Agreed, 4 For (SN,TL,SA,LT), and 4 Against (RG,CY,PC,GS), with the motion being passed on the Chairs casting vote.	CLERK
F&GP/21/46	PROGRESS REPORT	
46.1	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – This was discussed at the 10th January Personnel Committee meeting and is due to be discussed further at a Personnel working party.	
46.2	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
46.3	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Committee considered the motion – 'As Cllr Goldsmith, the former chair of F&GP, has stated over the past several months that he is too busy to sign previous minutes, the committee requests the current chair to sign minutes on his behalf'. Committee decided that this now be taken to Full Council so that Standing order 12C could be suspended and that the Chair of the Council be asked instead to sign the minutes as per motion stated above.	CLERK
46.4	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
46.5	F&GP/21/6.13 Move emergency reserve monies to a savings account – Ongoing	CLERK
46.6	F&GP/21/17.6 CCTV renewal consideration taken to Full Council – Ongoing	CLERK

46.7	F&GP/21/20.1	Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed – Ongoing	CLERK
46.8	F&GP/21/30.1	MOU agreement recommendation taken to Full Council - Ongoing	CLERK
46.9	F&GP/21/31.1	Clerk to convene the FOI review panel - Ongoing	CLERK
46.10	F&GP/21/32.1	Recommended action from Audit report taken to Full Council - Ongoing	CLERK
45.11	F&GP/21/32.2	Recommendation for Grant Award policy amendment taken to Full Council - Ongoing	CLERK

F&GP/21/47 INFORMATION/CORRESPONDENCE ITEMS

47.1 None

F&GP/21/48 DATE OF NEXT MEETING – 15th March 2022 @7.30pm.

The Chair closed the meeting at 9.43 pm

Signed Date 15th March 2022

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

<https://youtu.be/rj3xbGvnuho>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th MARCH 2022 AT 7.30PM

Present: Cllrs Lloyd (Deputy Chairman), Young, S. Alexander, Sullivan, Goldsmith and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 5

Meeting commenced: 7:31 pm

DRAFT MINUTES

ACTIONS

F&GP/21/49 APOLOGIES FOR ABSENCE

49.1 Apologies received from Cllrs Northam, Trundle and Campbell.

F&GP/21/50 DECLARATIONS OF INTEREST AND DISPENSATIONS

50.1 None

F&GP/21/51 QUESTIONS FROM THE FLOOR

51.1 None received

F&GP/21/52 MINUTES OF PREVIOUS MEETING

52.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the minutes of the meeting held on 11th January 2022 be agreed as a true and fair record of the meeting. **Agreed**

The Chairman brought the following item forward so that a resident could participate in the discussion

F&GP/21/53 FINANCE MATTERS

53.1 **To discuss whether all cupboard hire at the Steypning Centre ought to be waived for the year 2020/21 due to Covid as proposed by the Steypning Horticultural Society.** The resident {Mr Charles Ashby} spoke in support of his proposal, and he had sent in two letters. The contents of these letters and other supporting papers were discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee refuses the Steypning Horticultural Society proposal for a rebate. **Agreed 4 For, 2 Against** D. Clerk

F&GP/21/54 MATTERS ARISING AND ACTIONS

54.1 Personnel to consider additional staffing resource - **Actioned**

54.2 Agreed staffing budget provision taken to Full Council – **Actioned**

54.3 Agreed HR Support budget taken to Full Council – **Actioned**

54.4 Community Award nomination agreement taken to Full Council – **Actioned**

54.5 Premises to reconsider Dishwasher purchase for this current financial year - **Actioned**

54.6 SPC Budget recommendation for the 2022/23 fiscal year taken to Full Council – **Actioned**

54.7 CCTV renewal taken to Full Council – **Actioned**

54.8 Chairmans function discussions taken to Full Council - **Actioned**

54.9	Youth Service MOU recommendation taken to Full Council - Actioned	
54.10	Clerk to convene FOI panel – Actioned	
54.11	Audit action recommendation taken to Full Council– Actioned	
54.12	Grant award recommendation taken to Full Council– Actioned	
F&GP/21/55	FINANCE MATTERS	
55.1	To consider four grant requests as per supporting papers. Cllr Goldsmith queried whether the grant to the Steyning and District Partnership should be agreed if a previous grant for the same event had not been spent as per the terms of the initial request. A Partnership representative was invited to speak (from the audience) to help clarify this issue and confirmed that the money had been spent on website designs – due to Covid – instead of printing but were for the same event. The current grant request was for another project. Cllr Young suggested that to keep in line with the framework and limitations of the budget for grants for the fiscal year 2021/22, that committee considers reducing the amount requested by the Steyning and District Partnership to £200 whilst agreeing all the other three requests. Cllr Norcross proposed, seconded by Cllr Young that committee accepts all the grant requests {as per supporting papers – 1. £157 for Steyning Community Orchard’s insurance cover: 2. £63 grant to cover room hire for Allotment Associations AGM: 3. £120 for Steyning Area First Responders for annual defibrillator maintenance : 4. £250 Steyning and District Partnership grant to fund publicity materials for the walking festival} - Except that the Steyning and District Partnership grant be reduced to £205 so that the annual budget is not exceeded. Agreed 5 For , 1 Against. Cllr Goldsmith said that he would be writing to the external auditors on his disagreement with the conclusion to this item.	CLERK / D. Clerk
55.2	To receive notes on the SPC finance position as at end of February 2022 and the Earmarked Reserve List. The Clerk updated on the current financial position and answered questions arising. Cllr Lloyd requested the wording ‘Forecast out-turn for the year’ be changed to ‘Total Reserves for the Year End’.	CLERK
55.3	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr S. Alexander that the list of payments for December 2021, January and February 2022 be approved as a correct record. Agreed	
55.4	I & E Reports. Cllr Lloyd proposed, seconded by Cllr S. Alexander to agree the F&GP Income and Expenditure reports for December 2021, January and February 2022 as a correct record. Agreed	
55.5	To agree payment of invoice to Moore External Auditor. Cllr Norcross raised the fact that £1000 had been spent by the Council, to fund the time for the external auditors to be able to deal with issues raised by an SP Councillor. Cllr Lloyd proposed, seconded by Cllr S. Alexander that committee agree to pay the invoice for £2,160 inc. VAT. Agreed	CLERK
55.6	The NALC pay award for the year 2021/22 for salaried staff. Cllr Lloyd proposed, seconded by Cllr Norcross that committee accepts NALC’s proposal for a salary rise of 1.75% to be enacted for as soon as possible, and to come into effect for the March 2022 pay round, which involves the Clerk and Deputy Clerk. Agreed	CLERK / D. Clerk
55.7	To agree the SPC Projects to be prioritised to be completed by the end of the next fiscal year 2022/23. The Clerk spoke in support of distributed papers, and committee attempted to prioritise the relevant proposed projects in respect of the limitations of the total project funds available – that being £20,000 for 2022/23. Clerk to speak with the cricket club to understand if they were able to co-fund the concrete apron project, for further discussion at a future meeting. Cllr Lloyd proposed, seconded by Cllr Norcross that the top four priority projects for the 22/23 year are to be the Clock Tower maintenance, the re-vamping of the Steyning Centre	CLERK CLERK

	Sound system, the upgrading of the Steyning Centre security cameras and the audio-visual system and that these projects would likely total £20,000. Agreed	
55.8	The committee received notification that monies from the Joint Parishes Cemetery Committee Accounts are to be transferred to the Steyning PC accounts, but held in a separate budget, as per Internal Auditors advisory. The Clerk advised that the money would still be held in an account with the Upper Beeding Parish Council, but the amount would no longer be registered on their reserve accounts, rather SPC would be notified as to the amount and would then register it as part of SPC Earmarked reserves. – The Amount likely to be in the region of £50,000 with the accurate figure being sent to SPC at Years End.	CLERK
F&GP/21/56	DATA PROTECTION AND FREEDOM OF INFORMATION	
56.1	The Clerk updated on the Data protection and Freedom of information requests. In the last six-month period, there were three FOI requests which have been responded to, and four FOI review requests also responded to – These have now been published on the Web Site	CLERK
F&GP/21/57	GOVERNANCE ITEMS	
57.1	To agree the Neighbourhood Wardens contract as per supporting papers. Cllr Norcross proposed, seconded by Cllr S. Alexander that committee approve of the Neighbourhood Wardens Contract and Memorandum of Understanding being signed subject to the dates being amended accordingly. Agreed	CLERK
57.2	To agree the increase to street cleaner payment as per terms and conditions of contract. Cllr Norcross raised the question as to why the contract included such a high annual increase to cleaner payment as per UK consumer index which this year was 5.5%. Cllr Lloyd proposed, seconded by Cllr S. Alexander that the committee agrees the increase to the Street Cleaner contract of 5.5% as per supporting papers. Agreed	CLERK
57.3	To approve the SPC Financial Risk Assessment. No amendments were put forward from the last years agreed assessment. Cllr Lloyd proposed, seconded by Cllr S. Alexander that committee approves the SPC financial risk assessment as per supporting papers. Agreed The Clerk stated that the Risk Assessment SPC internal controls had been recently completed.	CLERK
57.4	The Clerk notified committee that the dates for ‘End of Year’ finance reconciliation by Rialtus would be the 26th May ’22, and by the Internal Auditor of the SPC finances for the Year 2021/22 would be the 31st May ’22.	
F&GP/21/58	PROGRESS REPORT	
58.1	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing – Cllr Lloyd to provide Clerk with further details	CLERK
58.2	F&GP/20/46.3 Outstanding signage of draft SPC minutes taken to Full Council - Ongoing	CLERK
58.3	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
58.4	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – Ongoing	CLERK / Cllr Goldsmith
F&GP/21/59	INFORMATION/CORRESPONDENCE ITEMS	
59.1	Cllr Goldsmith raised a question, whether the Steyning Festival organisers were asking for any financial assistance. Nothing was presently forthcoming.	
F&GP/21/60	DATE OF NEXT MEETING – 10th May 2022 @7.30pm. The Chair closed the meeting at 9.21 pm	

Signed Date 10th May 2022

Chair

Here is the link to the video recording of this meeting:- <https://youtu.be/OhLdOY0gVcQ>

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

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

Members of the public: 39 – including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/79
791

APOLOGIES

Apologies were received from Cllr Rudkin

P21/80
80.1

DECLARATIONS OF INTEREST

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

P21/81
81.1

QUESTIONS FROM THE FLOOR -

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

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

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

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

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

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

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

83.1 **Land North of Glebe Farm and Kings Barn Lane – to discuss and agree a response to HDC to the following outline planning application.**

DC/21/2233 – Land North of Glebe Farm and Kings Barn Lane - outline application for up to 265 dwellings, demolition of no. 37 Kings Barn Lane to provide new pedestrian / cycle / emergency link, provision of vehicular access from the A283 Steyning By-Pass, provision of public open space, community orchard, sustainable drainage and other ancillary and enabling works. All matters reserved except for vehicular access from A283.

Cllr Ian Alexander **proposed, seconded** by Cllr Young that the committee **REJECT the outline planning application, and write a supporting letter to include information given during the meeting this the evening.**

Deputy Clerk to write the objection and send to the committee for comments.

d/clerk

(NB. The sent objection is attached to these minutes as Appendix 1)

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

P21/84 **MATTERS ARISING AND ACTIONS**

84.1 72.1 – The IT Contractor has been working on a solution for microphones. New equipment has been purchased and set up by the IT contractor. The equipment is being tested at this meeting.

d/clerk

84.2 75.3 – PCSO's and Wardens be requested to move forward to issuing CPW's to those that have already received banning letters from the Council. Letter sent to the PCSO's and Wardens. **Actioned**

84.3 75.4 – Pictures of the vandalism that happened at the Steyning Centre to go on the web site - **Actioned.**

84.4 77.1 – Agenda an item for the budget process – **see item 89.1**

- P21/85** **PLANNING APPLICATIONS**
- 85.1** **DC/21/2179 – 30 Middle Mead** - Erection of a single storey front and side/rear extension
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- 85.2** **DC/21/2050 – 8 Church Mead** – Surgery to 1 x Sycamore
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.3** **DC/21/2340 – 75 High Street** – Fell 1 Leylandii
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- 85.4** **DC/21/2343 – 6 Gatewycke Terrace, Tanyard Lane** – Surgery to 1 Ash (Works to Trees in a
Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson No Objection. **Agreed**
- 85.5** **DC/21/2216 – 57 Coombe Road** – Removal of existing side utility room projection, erection
of a replacement single storey side utility room extension and enlargement of existing
garage.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander No Objection. **Agreed**
- P21/86** **LATE PLANS**
- 86.1** **DC/21/2259 – Doves Place, Coxham Lane** - Fell 1 Beech and surgery to 1 Beech
Cllr Hanson **proposed, seconded** by Cllr Young No Objection. **Agreed**
- 86.2** **DC/21/2384 – The Chestnuts, Twittenside, Penfold Way** – Surgery to Leylandii Hedge
Cllr Simon Alexander proposed, seconded by Cllr Ian Alexander No Objection. **Agreed**
- P21/87** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 87.1** **DC/21/1030 -39 Shooting Field** - Extensions and alterations to existing garage to create
pitched roof containing 4 rooflights, with installation of weatherboarding and new window
and door openings at ground floor level.
- 87.2** **DC/21/1800 - 27 Newham Close** - Retrospective planning application for the erection of a
log cabin style outbuilding in the rear garden.
- 87.3** **DC/21/1801 - 2 Rosemary Avenue** - Erection of a single storey front extension.
- 87.4** **DC/21/0515 - 95 High Street** - Installation of 2no. replacement windows and erection of a
detached rear garden building (Householder Application).
- 87.5** **DC/21/1559 - 69 Kings Barn Lane** - Erection of a two storey side extension, single storey
rear infill extension and first floor rear extension incorporating a balcony/deck area.
- P21/88** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 88.1** **Bookings update** – October has been another good month for bookings. The Drama Club
have restated their rehearsals to put on a production next weekend. The Heber Opera and
Kaleidoscope Singers have had events this month. There has been another new Pilates class
started. The income for the month is £7,143.36.
- 88.2** **Film nights update** – the film was Nomadland - there were 66 people attending the film.
There was a profit of £1.83 from the tickets and wine sold. The next film is The Father
Tickets are on sale and so far 20 tickets have been sold.
- 88.3** **LED Lighting 2nd Phase** – The Contractor has carried half of the phase 2 LED lighting the
ladies gents and disabled toilets, the outside security lights, and the balcony and boiler
room have all been completed. Coombe Court, committee room 3, the disabled toilet, the
kitchens and store cupboards are booked in to be done next week depending on supplies

being available. This will complete the change to LED lighting at the Steyning Centre. There is no phase 3.

- 88.4 High Street Toilets** – to discuss reverting back to normal cleaning regime now that Covid restriction have been lifted. The original regime is one clean per day from October to March (Winter months) and 2 cleans per day from April to September (summer Months) Extra cleaning is always carried out on the May fair day and Christmas late night shopping and is also arranged for any other town event being held in the High Street. Cllr Northam proposed, seconded by Cllr Hanson to move from 3 cleans a day to 2 cleans a day and ensure that wiping down toilets, sinks, surfaces and door furniture done at every clean. Agreed.

D/clerk

- 88.5 Boundary Fence** -The fence at the back of Steyning Centre has been vandalised and is also rotting. A price is awaited for the repairs to be done. As the back is also being used as a short cut by the youths it is planned to have 3 close-board panels in an attempt to stop them using it. The Clerk is able to agree a quote up to £1000.00 and therefore if the amount is below this the fencing can be carried out.

Clerk

P21/89 FINANCIAL REPORT

- 89.1 Budget – 2022-23** – To discuss initial thoughts of items/requirements to be considered for next year's premises budget - It was noted that the Flooring in Coombe Court and Saxon room will require sanding and polishing in 2022. The dishwasher is starting to show signs of wear and tear and will require replacing in the next year or so. Other items suggested for a wish list are

d/clerk

- Replace committee room curtains with blinds
- New tables for the committee rooms
- Make the foyer more up to date and inviting
- A re-vamp of the sound system
- A re-vamp of the security cameras around the Steyning Centre

- 89.2** To discuss and agree a request to have an external double plug socket at the bus shelter for use for the Christmas lighting, late night shopping and farmers market. Cllrs commented that the plug socket should be lockable and be able to be switched on and off from the store cupboard at the toilets and must have ICD protection.

Cllr Hanson **proposed, seconded** by Cllr Ian Alexander that providing the above comments are followed to delegate to the Deputy Clerk to arrange for the work to be done up to the value of £300. **Agreed.**

d/clerk

P21/90 CORRESPONDENCE/INFORMATION.

- 90.1** Gatwick Airport are holding a Northern Runway Public Consultation which started on 9th September and ends 1st December 2021. The office received this information on 14th October from Gatwick Airport. The notice is on the Parish Council website and the Steyning Centre notice board and the community noticeboard in the High Street.

- 90.2** Cllr Ian Alexander informed that he had been invited to look round the Church Street ex Grammar School site where there are proposed plans for a small development of 29 dwellings for persons over the age of 55 and a community room. The property fronting in Church Street will not be changed.

- P21/91 DATE OF NEXT MEETING** - Monday 22nd November 2021 at 7.30pm

The Meeting closed at 8.55pm

Appendix 1

The Objection sent to Horsham District Council.

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

- Water neutrality has not been taken into consideration
- There is a chalk stream on the northern boundary which is important to the eco system water run- off from the proposed development would destroy it.
- The land is adjacent to a flood plain and the river Adur being tidal would struggle to cope (during heavy rain and spring tides) with the increased surface water produced with the proposed development and could lead to local and downstream flooding.
- Sewage facilities are currently operating beyond original capacity and would be unable to cope with additional demand from the proposed development.
- School provision and medical facilities in the town are also at capacity without taking into consideration the additional proposed housing/population increase.
- Glebe Farm is currently farm-land - and government advice is currently to develop Brownfield sites ahead of Greenfield sites.
- There are further concerns centred on the amount of increased traffic to the town and neighbouring roads specifically those which are single- track lanes.
- There are concerns that an additional access to traffic will be created opposite Roman Road where there is a proposed emergency access point.
- The proposed by-pass roundabout whilst slowing traffic speed, is likely to create rush hour bottlenecks with resulting increased pollution.
- There is no safe traffic free crossing being designated for children to cross the A283 to get to school.
- Horsham District Council recorded the land as un-developable in their recent Strategic Housing Land Availability Assessment in December 2018.
- The proposed buildings would be close to the lithium Battery Energy Storage System and the possible dangers it poses.
- There is a lack of COP26 decarbonisation targets including the provision of alternative energy and heating services within this development plan
- There has been very little public consultation carried out with residents, Schools and the medical centre concerning this development proposal and the resulting significant increase in the town population.

Comments:

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

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

Overdevelopment in Steyning

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

towards the 165 homes required, seriously exacerbating the overdevelopment that will result should this planning application succeed.

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

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

Highway Access and Parking

The main (and claimed to be the only) vehicle access to the development, emergency services excepted, being from the A283, raises concerns over the safety of both road traffic and pedestrians, especially but not only in relation to access to and from school. With the closure of the Church Lane school site, the pedestrian route between the school and the new development will be most likely exclusively by crossing the A283, a fast and busy road on which traffic can be somewhat unsighted due to the gradual bend in the carriageway and the roadside vegetation.

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

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

Water Neutrality

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

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

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 22ND NOVEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Northam, Hanson, Parsons and Ian Alexander

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/92

APOLOGIES

92.1

Apologies were received from Cllrs Bell and Rudkin

P21/93

DECLARATIONS OF INTEREST

93.1

There were no declarations of interest from councillor

P21/94

QUESTIONS FROM THE FLOOR -

94.1

Russell Barnes informed that he is the agent for item 83.1 and is happy to answer questions at that time.

P21/95

95.1

MINUTES – to agree minutes of the last meeting on Monday 25th October 2021
Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 25th October as a true and fair record of the meeting. **Agreed**

P21/96

96.1

MATTERS ARISING AND ACTIONS

83.1 – DC/21/2233 - Land North of Glebe Farm and Kings Barn Lane – Send Objection to HDC – **Actioned** Richborough Estates have informed that arranging a meeting before Christmas is proving difficult for them and have requested to rearrange for a date early in the New Year. Deputy Clerk to respond and request dates for early in the New Year.

D Clerk

96.2

84.1 – New equipment tested at the last meeting. – **Actioned** - The camera and microphones and the new software for the recording of meetings is working very well and producing good quality recordings that are placed on the spc website.

96.3

88.4 – High Street Toilets - Return to 2 cleans per day from 3. **Actioned.** Extra cleans will be in place for the late night shopping on 1st December.

D Clerk

96.4

88.5 - Boundary Fence at back of centre – Close board fence at the back of the centre has been done and no further trespassing has been noted on the camera. **Actioned**
The work to repair the fence from the side gates to the new close board fence is quoted at £733.00 for material and labour this will be carried out as soon as possible.

D Clerk

96.5

89.1 – Budget 2022-23 - Create wish list for budget items - **see item 89.2**

96.6

89.2 – Double Plug Socket at Bus Shelter - Quote received for £290.00 and the work has been requested to be done as soon as possible.

D clerk

- P21/97**
97.1 **PLANNING APPLICATIONS**
DC/21/2394 – 141 Shooting Field – Demolition of 2 x residential dwellings and all ancillary structures. Construction of 14 x 2 bedroom apartments with secure and covered cycle storage, car parking provision and refuse enclosure
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.2** **DC/21/2370 – Foxhall Farm, Kings Barn Lane** – Erection of a single storey oak framed orangery to the rear.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.3** **DC/21/2392 – Chestnut Cottage, 57 Goring Road** – Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.4** **DC/12/2362 – 3 Dukes Yard** – Creation of a rear dormer to replace existing rooflights and enlargement and alterations to 3 dormers to the front and rear. Conversion of part integral garage to form home office. Alterations to fenestration and associated external alterations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed**
- 97.5** **DC/21/2488 – 2 Old Market Square, Station Road** – Surgery to 1 Ash Tree (works to trees in a conservation area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection** - the committee noted that there is not a TPO on this tree and do not consider that it requires one. **Agreed.**
- 97.6** **DC/21/2414 – 4 Elm Grove Terrace, Elm Grove Lane** – Conversion of loft and installation of rooflights to front and rear
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 97.7** **DC/21/2507 – 7 Penlands Rise** – Demolition of existing garage and erection of a single storey side extension. Loft conversion incorporating creation of a rear dormer, installation of front and rear rooflights
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 97.8** **DC/21/2493 & 94 – 12 Church Street** – Removal of non-original walls and partitions, installation of replacement and 1 new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in living room, replacement of clay pegs-tiles of main roof's eastern slope, in-filling of 2 side facing window openings and installation of 3 conservation area style skylight windows, demolition of ground storey floor storey height chimney-breast within kitchen, restraint of eaves level of the first-floor storey height of right flank wall, remedial works and replacements to rotted timbers of right flank wall, removal of eastern wall and internal wall of rear store, installation of w.c and wash –hand basin in cloakroom en-suite to first floor front bedroom, and construction of timber framed rear storm-porch (Householder and listed LBC)
Cllr Trundle **proposed, seconded** by Ian Alexander **No Objection. Agreed**

- 97.9** **DC/21/2495 – The Mount, Roman Road** – Variation of condition 1 of previously approved application DC/21/0715 (extensions and alterations to existing roof, comprising half-hipped roof extensions to sides, replacement of front dormer with 2 dormers and construction of a rear dormer) to allow for alterations to the roof design.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **No Objection. Agreed**
- 97.10** **DC/21/2425 – Honeys 25-27 Church Street** – installation of rooflight to rear elevation (LBC)
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 5 for and 1 abstention.
- P21/98** **LATE PLANS**
- 98.1** **DC/21/2524 and 2525 – Lloyds Bank TSB, 37 High Street** - Variation of Conditions 1,3, 4,5,6,7,8 and 10 to previously approved application DC/20/0622 (Conversion of building to 4 flats and ground floor commercial space (Class A1) conversion of barn to form a 2 bed detached dwelling, with all associated external works, refuse storage and cycling storage (Full Application) to allow for amendments to the layout of the main building and rewording of all other conditions to allow development of the rear barn to be commenced independently to the main building, and vice versa, subject to the relevant information for the conditions to be submitted and approved.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection Agreed** 5 for and 1 objection.
- 98.2** **DC/21/2149 - St Andrews Parish Church Vicarage Lane** - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.
Cllr Ian Alexander **proposed, seconded** by Cllr Northam **No Objection Agreed.**
- P21/99** **ENFORCEMENT NOTIFICATIONS**
- 99.1** **EN/21/0503 21/10/2021 91 Penlands Vale, Steyning** - Alleged: removal of section of boundary wall and excavation of concrete and soil from rear of property
- P21/100** **PLANNING DECISIONS FROM HDC and SDNP**
- 100.1** **DC/21/2019 -2 Newham Lane** - Erection of a front porch and single storey side extension, with alterations to existing rear extension.
- 100.2** **DC/21/1562 - Claytiles Bostal Road** - Surgery to 1x Ash Decision
- 100.3** **DC/21/1536 - The Beeches Coxham Lane** - Replacement of all existing windows with casement windows.
- 100.4** **DC/21/1995 - The Beeches Coxham Lane** - Erection of a 2 car oak framed garage with tiled roof Decision: **DC/21/2056 - 4 Saxon Road** =- Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight.
- 100.5** **DC/21/2098 - 27 High Street** - Internal alterations with erection of a stud partition to create a W.C (Listed Building Consent).
- 100.6** **DC/21/2150 - Church of St. Andrew and St. Cuthman Vicarage Lane** - Erection of 1x non-illuminated free-standing sign.
- 100.7** **DC/21/2340 - 75 High Street** - Fell x1 leylandii (Works to trees in Conservation Area)
- 100.8** **DC/21/2179 - 30 Middle Mead** -Erection of a single storey front and side / rear extensions.

- 100.9** **DC/21/2343 - 6 Gatewaycke Terrace Tanyard Lane** - Surgery to 1 x Ash (Works to Trees in a Conservation Area)
- WITHDRAWN**
- 100.10** **DC/21/2108 - Hammes Farm Washington Road** - Conversion of open barn to an annexe, including new ridge height and rear dormers
- REFUSED**
- 100.11** **DC/21/1614 - 95 High Street-** Erection of an entrance porch at the rear of the property (Householder Application).
- 100.12** **DC/21/1615 - 95 High Street** - Erection of an entrance porch at the rear of the property (Listed Building Consent).
- P21/101** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 101.1** **Bookings update** – this month there has been some weekend annual events returning, the Craft Fair, the Holistic Fair, The Piscatorial Society and also a fund raising event for the Steyning Museum. The income for the month is £5,914.90.
- 101.2** **Film nights update** – the film was The Father - there were 57 people attending the film. There was a loss of £52.67 from the tickets and wine sold. The next film is Dream Horse in January Tickets are on sale from the office. D clerk
- 101.3** **LED Lighting 2nd Phase** – The Contractor is due to complete the works for phase 2 of the LED lighting on 25th November
- 101.4** **Projector** - The Panasonic projector, purchased over 10 years ago, has failed on the last 3 occasions of use. It is no longer compatible with up-to-date laptops. The IT Contractor has given advice for a projector with a higher resolution and built- in processor at a cost of £450.00. This will be purchased under the Clerks delegated expenditure allowance. D clerk
- P21/102** **FINANCIAL REPORT**
- 102.1** **Income and Expenditure for September and October** – The information was unavailable for this month
- 102.2** **Budget – 2022-23** - The budget figures for 2022 – 23 and a briefing note were tabled for discussion.
- Cllrs queried if the gas is on a fixed or variable rate and felt that the budgeted amount should be increased from £3,500 to £4,500 to cover the expected rise in gas prices. Cllrs discussed the age of the Steyning Centre and major items that will be requiring maintenance or replacement in the near future such as the roof, windows, partition doors and solar panels.
- It was suggested that a new line should be created within the budget expenses for Earmarked Reserves for the major items at the Steyning Centre. The first amountfor this would be £5,000 from the income over expenditure line on the proposed budget and there should be an amount added each year so that there is a sum of money available for major items in the future. D clerk
- Cllr Trundle **proposed, seconded** by Cllr Young that the draft budget figures be accepted and put forward to F&GP subject to an increase to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. **Agreed**

102.3

Cllrs discussed the project wish list for 2022-23 and prioritised it as follows

1. Saxon and Coombe Court flooring in the region of £4,000 to £5,000
2. Dishwasher –cost to supply and install from Catercraft (the company that are contracted to service our kitchen equipment) is in the region of £4,500.
3. A re-vamp of the sound system - £4,500
4. A re-vamp of the security cameras around the Steyning Centre – £2,000.00

D clerk

Replace committee room curtains with blinds, in the region £400.00, was not placed in the priority list but it was suggested that they should be done with any left over budget money at the end of March 2021.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to agree the priority list for the projects and recommend it to F&GP on 14th December. **Agreed.**

D clerk

**P21/103
103.1**

Partition Service - to discuss and agree to undertake the service to the partitions – the service was last done in 2017. the cost for a service and maintenance is £455.00.

Cllr Hanson **proposed, seconded** by Cllr Trundle to order the service to the partitions. **Agreed.**

**P21/104
104.1**

CORRESPONDENCE/INFORMATION.

Cllr Ian Alexander informed that he had done the walk about with the Steyning Society for the Historic Buildings project. The Steyning Society requested help from the Parish Council with the letters to be sent to all the properties that are on the list of historic buildings.

Cllr Ian Alexander to clarify with the Steyning Society exactly what help is required.

Cllr
Alexander

P21/105

DATE OF NEXT MEETING - Monday 13th December 2021 at 7.30pm

The Chairman closed the meeting at 9.35pm

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 13TH DECEMBER 2021 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons and Ian Alexander

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/106

APOLOGIES

106.1

Apologies were received from Cllrs Bell, Northam and Rudkin

P21/107

DECLARATIONS OF INTEREST

107.1

There were no declarations of interest from councillor.

P21/108

QUESTIONS FROM THE FLOOR -

108.1

None.

P21/109

MINUTES – to agree minutes of the last meeting on Monday 22nd November 2021

109.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 22nd November as a true and fair record of the meeting. **Agreed**

P21/110

MATTERS ARISING AND ACTIONS

110.1

96.1 Request dates for a meeting for the new Year with Richborough – A date of 12th January was offered. Some of the committee members were unable to make the date. Deputy Clerk to request a choice of dates and to ask for an evening meeting.

D Clerk

110.2

96.5 The fence at the side of Steypning Centre is now completed – **Actioned**

110.3

96.6 – Double Plug Socket at Bus Shelter is done - **Actioned**

110.4

101.4 – A new Projector was ordered and received– **Actioned**

110.5

102.2 Budget 2022-23 - Budget to be recommended to F&GP subject to an increase from £3,500 to £4,500 for gas and the setting up of a Major Item expenditure Earmarked Reserve of £5,000 which will be added to each year. - **Actioned** -The committee suggest that the electricity and water budgets should also be considered for increase at the F&GP meeting.

D Clerk

110.6

102.3 - Blinds to be purchased with left over budget up to the value of £400.00 - **Ongoing**

110/7

103.1 - The partition service has been ordered for 21st January - **Actioned**

110/8

104.1 – Update on Historic Buildings project - Cllr Ian Alexander reported that he had been on a walk of historic buildings with Sean Rix, HDC Conservation Officer, and the Steypning Society. The Conservation Officer was happy with the selected buildings and walls to be put on the register. The next steps will be that the register, once completed, will come to the Parish Council for approval, and if agreed, a letter will be sent to inform the owners that their property has been selected for the Historic Buildings Register. Following

this process the register will be published by HDC and Steyning Parish Council.

P21/111

PLANNING APPLICATIONS

111.1

DC/21/2597 – Foxhall Farm, Kings Barn Lane – Creation of External walls to existing barn building.

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

111.2

DC/21/2614 – Westonbrook, Saxon Road – Surgery x 3 Horse Chestnut

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

111.3

DC/21/1970 - Hammes Farm Washington Road - Erection of a two storey side extension

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

111.4

DC/21/2539 - Green and Healthy, 70 High Street - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent)

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

111.5

DC/21/2692 - 6 Penlands Vale - Construction of a front facing dormer.

Cllr Trundle **proposed, seconded by Cllr Parsons No Objection. Agreed** 4 for and 1 Objection.

111.6

DC/21/2598 – Dukes House, 1 Dukes Lane - Demolition of existing conservatory and erection of a single storey side extension.

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

P21/112

AMENDED PLANS

112.1

DC/21/1069 – 28 Portway - Erection of new boundary wall, with timber inserts, to north, south and Western boundaries.

112.2

DC/21/1620 – Barclays Bank PLC - 40 High Street -Change of use of first floor from offices (Use Class E)

Cllr considered the amendments and felt their original comments of **No Objection** did not require changing.

P21/113

LATE PLANS

113.1

DC/21/2731 – 72 Kings Stone Avenue – Erection of a single storey and rear extension.

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

113.2

DC/21/2732 – Dukes House, 1 Dukes Lane - Reduction and alteration to existing pool room building to create a studio and associated landscaping

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

P21/114

ENFORCEMENT NOTIFICATIONS

None at the time of printing

P21/115

PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

115.1

DC/21/1389 - The Maltings Church Street - Part demolition of existing garage and conversion of remaining into a utility room with associated works. Erection of single storey rear extensions and a first floor extension.

- 115.2 DC/21/2216 - 57 Coombe Road** - Removal of existing side utility room projection, erection of a replacement single storey side utility room extension and enlargement of existing garage.
- 115.3 DC/21/2423 - 47 Goring Road** - Non Material Amendment to previously approved application DC/20/0021 (Erection of a two storey side extension and basement) to allow for the removal of a door and installation of a window to the East elevation
- P21/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 116.1 Bookings** - The expected income up to the end of December is £4,583.72. there has been 3 cancellations since the omicron variant was announced. All were to be held in Coombe Court and were planned to have more than 80 persons attending.
- 116.2 Film nights** - There was no film in December as it would have clashed with the late night shopping. The film for January is Dream Horse. The new regulations state that masks must be worn and when people are buying tickets they will be informed of the new rules.
- 116.3 LED Lighting 2nd Phase** - the completion of the 2nd phase has been delayed due to staff shortages due to covid illnesses.
- 116.4 Bus Shelter** – letter from a volunteer driver for Steyning Mini Bus Association sent to all committee members for discussion at the meeting. Cllrs discussed the need for a ramp and to make the bus shelter accessible. The Deputy Clerk to speak to HDC for permission to carry out work and if they can advise a way forward with the work and if grants would be available for the work. D clerk
- 116.5 High Street Toilets** – there has been some vandalism in the last 10 days. Toilet rolls have been put down the toilet to cause blockages. The plumber has been required to attend blockages 3 times in 1 week recently. New dispensers have been ordered that dispense sheets of paper instead of toilet rolls in an attempt to stop the destruction. D clerk
- P21/117 FINANCIAL REPORT**
- 117.1 Income and Expenditure for September and October** – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded by Cllr Ian Alexander** that the Income and Expenditure report be accepted as a true record of the September Income and Expenditure . **Agreed**
- 117.2 Budget – 2022-23** – A quote from Smartwood Flooring has been received. It was noted that the floors would now benefit from a sand and seal to get to the deeper scratches and preserve the floor for longer.
Cllr Trundle **proposed, seconded** by Cllr Hanson to have a polish and 2 coats of sealant at the quoted price of £3,7300 for 2022 and to budget over the years of 2022/23 and 2023/24 to have the sand and seal in 2024 in the region £9,220. **Agreed.** D clerk
- P21/118 CORRESPONDENCE/INFORMATION.**
- 118.1** None
- P21/119 DATE OF NEXT MEETING** - Monday 24th January 2022 at 7.30pm

The Chairman closed the meeting at 8.25pm

Signed Chairman - 24th January 2022

Link to the meeting <https://youtu.be/n-vbqf8V4w8>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 24TH JANUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Parsons, Northam and Ian Alexander

Members of the public: 11 members of public

Clerk – Hazel Roxby

MINUTES

P21/120

APOLOGIES

120.1

Apologies were received from Cllrs Bell and Rudkin

P21/121

DECLARATIONS OF INTEREST

121.1

There were no declarations of interest from councillors.

P21/122

QUESTIONS FROM THE FLOOR -

122.1

A resident from the Furlongs made a representation and objection to planning application DC/21/2784 – 7 The Furlongs on behalf of himself and the other residents of the Furlongs and Penlands Rise.

The Chairman thanked him for his comments and informed she would bring the item forward for discussion at the beginning of item P21/125.

P21/123

MINUTES – to agree minutes of the last meeting on Monday 13th December 2021

123.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 13th December as a true and fair record of the meeting. **Agreed**

P21/124

MATTERS ARISING AND ACTIONS

124.1

110.1 Request dates for an evening meeting for the new Year with Richborough, preferably an evening meeting – **Actioned. Email request sent on 21st December and followed up with a reminder on 14th January.** Email received that Richborough could do a meeting on 27th January in person or could do 26th January via zoom. Both dates were not convenient, Deputy Clerk to request dates for February.

D/Clerk

124.2

110.5 Budget 2022-23 - The Committee suggest the electricity and water budgets for the Steyning Centre should be considered for an increase. **Actioned**

124.3

110.6 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

124.4

110.8 – Update on Historic Buildings project - Cllr Ian Alexander informed that at present there is no update as the author of the report has been unwell.

Cllr I
Alexander

124.5

116.4 – Bus Shelter ramp –HDC have sent a response to request a ramp be installed at the bus shelter - **See Item 10.4**

- 124.6** **116.5 – High Street Toilets** – Following more blockages at the toilets, a drain unblocking specialist was called in to clear the blockage. **Actioned.** Toilet paper dispensers instead of toilet rolls have now been installed to hopefully prevent any further issues. **Actioned**
- 124.7** **117.2 – Book agreed floor polish and 2 coats of sealant for 2022** **Actioned.** Booked for 8th to 12th August, Customers that will be affected have been informed.

P21/125 **PLANNING APPLICATIONS**

The Chairman brought Item 6.3 on the agenda forward for discussion as the members of the public were In attendance for this item.

- 125.1** **DC/21/2784 – 7 The Furlongs** – Erection of a detached dwelling together with associated driveway and parking.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **OBJECTION due to loss of privacy to neighbours. The proposed plan is out of keeping with the street scene. Agreed** (4 for and 2 abstentions).
Members of the public left the meeting.
- 125.2** **DC/21/2758 – 31 Penfold Way** – Variation of condition 1 of previously approved application DC/17/1163 - (Demolition of existing garage, erection of 1 dwelling and alterations to Existing access) to allow for amendments to the approved scheme.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 Abstentions).
- 125.3** **DC/21/2749 – 4 High Street** – Removal of Condition 2 of previously approved application DC/19/2230 -(Retrospective application for the installation of air conditioning units within A dental practise) relating to the air conditioning units.
Cllr Trundle **proposed, seconded** by Cllr I Alexander **No Objection. Agreed.**
- 125.4** **DC/21/2771 – Lavengro., Wykeham Close** – Conversion of loft into habitable living space, incorporation creation of a rear dormer and installation of 1 rooflight to side.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 125.5** **DC/21/2868 – 22 Newham Lane** – Demolition of existing conservation and erection of a single storey rear extension. Erection of a single storey side porch extension with relocated door and single storey front in extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2 side dormers and installation of rooflights to all elevations.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.6** **DC/21/2539 – Green and Healthy, 70 High Street** – Installation of an air conditioning unit to the western internal wall, with ducting leading an external unit positioned at the rear. LBC.
Cllr Trundle **proposed, seconded** by Cllr Northam **No Objection. Agreed.**
- 125.7** **DC/21/2666 19 Roman Road** – Erection of a first-floor side extension and conversion of loft to form habitable living space incorporating creation of a rear dormer and installation of 3 front rooflights.
Cllr Trundle **Proposed, seconded** by Cllr Alexander **No Objection. Agreed.**
- P21/126** **LATE PLANS**
- 126.1** **DC/22/0030 – 5 Penfold Way** – Demolition of existing detached garage of a single storey side and rear extension. Erection of a front porch.

Cllr Hanson **proposed, seconded** by Cllr Northam **No Objection. Agreed** (4 for and 2 abstentions).

Cllr I Alexander commented on the number of applications that are bungalows being converted to houses which is reducing the number of bungalows in Steyning.

Cllr I Alexander to carry out research into a possible policy against bungalows being turned into houses and bring back results to the next meeting.

Cllr I
Alexander

P21/127
127.1

ENFORCEMENT NOTIFICATIONS

EN22/0009 – Land to the rear of 60-62 High Street – Alleged construction works are closer to boundaries of Elm Terrace that approved under DC/18/1688.

P21/128

PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED

128.1

DC/21/2392 - Chestnut Cottage, 57 Goring Road - Demolition of existing rear extension. Erection of a single storey rear extension with associated landscaping and new air source heat pump to the front elevation.

128.2

DC/21/2713 - Land Rear of 44 Penfold Way Bramber Road - The proposal incorporates the installation of 1x DSLAM equipment cabinet olive green, the dimensions of which are, Height 1300mm x Length 800mm x Depth 450mm.

128.3

DC/21/1434- 12 Saxon Road - Installation of cladding to the front and side elevations.

128.4

DC/21/2414 - 4 Elm Terrace Elm Grove Lane - Conversion of loft and installation of rooflights to front and rear.

128.5

DC/21/2425 - Honeys 25 - 27 Church Street - Installation of rooflight to rear elevation (Listed Building Consent)

128.6

DC/21/2488 - 2 Old Market Square Station Road - Surgery to x1 Ash (works to trees in conservation area)

128.7

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

128.8

DC/21/2493 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.9

DC/21/2494 - 12 Church Street - Removal of non-original walls and partitions, installation of replacement and 1no. new timber-framed windows, replacement of ground-slab, re-exposure of rear gable timbers, replacement of defective lintel in rear living room, replacement of clay peg-tiles

128.10

SDNP/21/02696 – Great Drove Farm – Use of outbuilding as self-catering holiday let

128.11

DC/21/1620 - Barclays Bank Plc 40 High Street - Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Full Application).

128.12

DC/21/1621 - Barclays Bank Plc 40 High Street - Change of use of first floor from offices (Use Class E) to a residential use (Use Class C3) comprising of 1no apartment and 1no holiday let with associated internal and external alterations and additions (Listed Building Consent).

128.13

DC/21/2259 - Doves Place Coxham Lane - Fell x1 Beech, Surgery to x1 Beech

P21/129

DEPUTY CLERKS REPORT FOR STEYNING CENTRE

129.1

Bookings - During January there were cancellations of 6 groups events at the Steyning Centre due to concerns following the Omicron Variant outbreak. The groups are all restarting in February. The income that was expected for bookings was £4,792.98,

however the actual income is £4,279.39. It was noted that the Deputy Clerk had researched if further grants for Community Centres were available, but there are none at present.

- 129.2 Film nights** – The film in January was Dream Horse and 25 tickets were sold. After the film and hall hire costs were paid there was a loss of £131.00. The next film is Off The Rails on Wednesday 2nd February. 22 tickets have already been sold.
- 129.3 LED Lighting 2nd Phase** - All the lighting has been completed with the exception of 3 cupboards which will be completed on 25th January 2022.
- 129.4 Bus Shelter Ramp** – HDC have informed that providing a ramp at the Bus Shelter would be the responsibility of the Parish Council as they hold the lease. HDC advised that a building surveyor be contacted to ascertain what type of ramp could be installed within the allowed regulations. HDC would need to be consulted before any alterations to the building are made. The Deputy Clerk requested a building surveyor to assess the bus shelter and provide drawings for the best solution. The Building Surveyors drawings show the positioning of a ramp with the correct gradient of slope at the lowest kerb side of the bus shelter that would also not create a trip hazard. The Building Surveyor advised that the conservation officer and WSCC would need to be contacted for advice/permission before a ramp as per the drawings could be installed. Cllrs discussed the option and requested that the Deputy Clerk arrange a meeting with the Building Surveyor to discuss other ideas/options. D/clerk
- 129.5 Canopy for Playgroup reading area** - The playgroup has requested permission to erect a canopy for the reading area just outside of Saxon Room. The money for the project was grant funded to the playgroup for this project. Drawings and examples of canopy's were tabled.
- Cllrs agreed in principle to a temporary canopy being planned and designed. Cllrs request to be kept informed of the progress. Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. D/clerk

P21/130 FINANCIAL REPORT

- 130.1 Income and Expenditure report for November and December 2021** – to accept the reports as a correct record of the finances.
- Cllr Northam requested if an extra column for expected bills could be included in the reports. Deputy Clerk to forward this request to the Clerk. D/clerk
- Cllr Trundle **proposed, seconded** by Cllr Northam to accept the Income and Expenditure reports for November and December 2021 as a correct record. **Agreed.**
- 130.2 Steyning Centre Hire Prices** – Cllrs discussed increasing Steyning Centre hall hire prices for 2023-24. It was noted that prices did not go up for 2022-2023. Customers have already stated to book for 2023-24 and will need to be informed of the prices.
- Cllr Northam **proposed, seconded** by Cllr Trundle to increase the prices by 4% rounded up to the nearest 5p. **Agreed.** D/Clerk
- 130.3 Dishwasher replacement** - Following the suggestion at 11th January F&GP *"It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year"*
- Cllr Hanson **proposed, seconded** by Cllr I Alexander to delegate the Deputy Clerk to get comparable quotes up to the value of £4,500 and if the prices are reasonably comparable, to move forward with the purchase with no need to report back to the committee. D/Clerk
- Deputy clerk to ensure a new dishwasher will be included in the annual service. **Agreed**

P21/131

CORRESPONDENCE/INFORMATION.

131.1

South Downs National Park Planning News.

131.2

Details from SDNPA concerning a consultation on the proposed local connection test being carried out for 8 weeks between 11th January and 8th March 2022.

Cllrs felt that the consultation should go to Full Council to ascertain if the council wish to respond.

Clerk

P21/132

DATE OF NEXT MEETING - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 9.36pm

Signed Chairman - 28th February 2022

Link to the meeting <https://youtu.be/dGnTNACyRCU> and
<https://youtu.be/HE9xLMyDcoE>

Due to technical issues during the meeting there are 2 recordings.

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 14TH FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young and Parsons

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P21/134 APOLOGIES

134.1 Apologies were received from Cllrs Ian Alexander, Hanson, Bell and Northam
Cllr Rudkin was absent.

P21/135 DECLARATIONS OF INTEREST

135.1 There were no declarations of interest from councillors.

P21/136 QUESTIONS FROM THE FLOOR -

136.1 None

P21/137 PLANNING APPLICATIONS

137.1 **DC/22/0067 – 9 De Braose Way** – Conversion of loft for habitable living space, incorporating creation of dormers to north and south and associated alterations.
Cllr Trundle **proposed, seconded** by Cllr Parsons **No Objection Agreed.**

137.2 **DC/22/0022 – Southdown House, Station Road** – Surgery x 1 Sycamore (Works to trees in Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed.**

137.3 **DC/22/0058 – Dukes House, I Dukes Lane** – Surgery to 1 x Oriental Plane and 1 X Copper Beech TPO 592
Cllr Trundle **proposed, seconded** by Cllr Parsons **OBJECTION to the surgery to the Copper Beech TPO 592 as there is insufficient information for the location of the tree and the Requirement for the work to be done. Agreed.**

P21/138 **DATE OF NEXT MEETING** - Monday 28th February 2022 at 7.30pm

The Chairman closed the meeting at 7.43pm

Signed Chairman - 28th February 2022

Link to the meeting https://youtu.be/o_ko9Rz_alk

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH FEBRUARY 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Ian Alexander and Rudkin

Members of the public: 6 including Cllr Goldsmith

Clerk – Hazel Roxby

MINUTES

P21/139

APOLOGIES

139.1

Apologies were received from Cllrs Parsons, Northam and Bell

P21/140

DECLARATIONS OF INTEREST

140.1

There were declarations of personal interest from councillors Hanson and Rudkin on item 144.1 DC/22/0100 Land at Huddlestone Farm .

P21/141

QUESTIONS FROM THE FLOOR -

141.1

Q. Mr Richard Patterson asked what the purpose of the meeting with Richborough Estates is and what do the committee hope to gain from it?

A. Cllr Trundle responded that Cllrs had requested the meeting to be able to ask questions concerning the proposals for Glebe Farm development. The meeting, at Richborough Estates request, is for Cllrs only.

Q. Mr Paterson asked if the committee would make it clear that there is very little support in the community for this proposal? Will notes of the meeting be made available?

A. Cllr Trundle confirmed that notes will be made available and Richborough will be informed that there is little support for the proposal in the community.

141.2

Q. Mr Ashby requested that he be able to speak to item 149.2 when the committee reach that point in the meeting.

A. Cllr Trundle agreed to allow this.

141.3

Q. Mrs Rudkin made a representation in objection to planning application DC/22/0100 - Huddlestone Farm.

A. Cllr Trundle thanked Mrs Rudkin for her very valuable comments in objection to the application.

P21/142

MINUTES – to agree minutes of the last meeting on Monday 24th January 2022 and Extra Ordinary meeting on 14th February 2022

142.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 24th January and the Extra Ordinary Meeting on 14th February 2022 as a true and fair record of the meetings. **Agreed**

P21/143

MATTERS ARISING AND ACTIONS

143.1

124.1 Request dates for February with Richborough preferably an evening meeting.

Actioned -Deputy Clerk informed that a face to face meeting for Councillors with Richborough Estates has been arranged for Monday 7th March at 6pm.

143.2

124.3 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing**

143.3

124.4 – Update on Historic Buildings project - Ongoing -Cllr Ian Alexander informed that there is no update at present. It is hopefully coming next week.

143.4

126.1 - Bungalows being turned into houses - Research possible policy - Cllr Ian Alexander informed that he has had no luck finding a policy at present. He requested that the item comes back to the next meeting to request support for a policy against bungalows being turned into houses.

D Clerk

143.5

129.4 – Bus Shelter ramp –Deputy Clerk to arrange a meeting with the Building Surveyor to discuss other ideas for a ramp at the bus shelter.- **Actioned** update at item 148.3

143.6

129.5 - Canopy for Playgroup reading area - Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. – The Deputy Clerk informed that the playgroup are still working on their response to these questions.

D clerk

143.7

130.1 -Extra Column for income and expenditure report – Deputy Clerk to forward the request to the Clerk. **Actioned.**

143.8

130.2 – Steyning Centre Hall Hire Prices - Increase hall hire prices by 4% for 2023-24.- **Actioned** - New price list created for 2023-24

143.9

130.3 Dishwasher Replacement -Deputy Clerk to get comparable quotes for a dishwasher for Coombe Court up to the value of £4,500 and move forward with purchase. **Actioned** 5 quotes were sought but only 2 companies gave quotes, both very similarly priced. An order has been placed with Catercraft as they have a very good aftercare service and a maintenance programme which has been used successfully by the Parish Council for many years.

143.10

SDNPA consultation Self-Build and Custom Housebuilding Register - to go to Full Council to ascertain if the council wish to respond. **Actioned** Update at item 150.1

P21/144

PLANNING APPLICATIONS

Cllrs Rudkin and Hanson declared a personal interest to item 144.1 as neighbours to the application and took no part in the vote.

144.1

DC/22/0100 – Land North of Huddleston Farm, Horsham Road – Installation of a solar farm with associated infrastructure.

Cllrs Hanson, Rudkin and a member of the public made representations against the application.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION - due to the proposed site being on farmland in a biodiverse area with wetlands and ancient woodlands that can be seen from the South Downs National Park and would include within it public footpaths and a bridlepath. Agreed.**

144.2

DC/22/0148 – 1 Rosemary Avenue – Erection of a single storey rear extension.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed** 4 for and 1 abstention.

Cllr Rudkin gave his apologies and left the meeting at 8.20pm

- 144.3** **DC/22/0344 – St Andrews Parish Church, Vicarage Lane - Works to Trees in a Conservation Area (Surgery to Horse Chestnut)**
Cllr Trundle **proposed, seconded** by Cllr Young **No Objection. Agreed**
- 144.4** **DC/22/0187 – 8 Greenacres – Erection of a single storey side extension.**
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P21/145** **LATE PLANS**
- 145.1** **DC/22/0311 – Northover, Horsham Road – Demolition of existing buildings and erection of 5 dwellings. Conversion of existing granary building to form 1 dwelling. Relocation of existing barn building to north, alterations to existing access, landscaping and associated works.**
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P21/146** **ENFORCEMENT NOTIFICATIONS**
- 146.1** **None for this meeting**
- P21/147** **PLANNING DECISIONS FROM HDC and SDNP**
APPLICATIONS PERMITTED
- 147.1** **DC/21/1970 - Hammes Farm Washington Road - Erection of a two-storey side extension**
- 147.2** **DC/21/2149 - St Andrews Parish Church Vicarage Lane - Installation of four lamp posts along the church footpath and two lanterns fixed to the church building - one above the south porch doors and one on the southeast corner of the south aisle and four flood lights to illuminate stained glass windows.**
- 147.3** **DC/21/2732 - Dukes House 1 Dukes Lane - Reduction and alterations to existing pool room building to create a studio and associated landscaping.**
- 147.4** **DC/21/2539 - Green and Healthy 70 High Street - Installation of an air conditioning unit to the western internal wall, with ducting leading to an external unit positioned at the rear (Listed Building Consent).**
- 147.5** **DC/21/2597 - Foxhall Farm Kings Barn Lane - Creation of external walls to existing barn building. DC/21/2598 -Dukes House 1 Dukes Lane - Demolition of existing conservatory and erection of a single storey side extension.**
- 147.6** **DC/21/2692 - 6 Penlands Vale - Construction of a front dormer**
- 147.7** **DC/21/2731 - 72 Kings Stone Avenue - Erection of a single storey side and rear extension.**
- 147.8** **DC/21/2758 - 31 Penfold Way - Variation of Condition 1 of previously approved application DC/17/1163 (Demolition of existing garage, erection of 1 no. dwelling and alterations to existing access) to allow for amendments to the approved scheme.**
- 147.9** **DC/21/2771 - Lavengro Wykeham Close - Conversion of loft into habitable living space, incorporating creation of a rear dormer and installation of 1no rooflight to side**
- P21/148** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 148.1** **Bookings - During February all the regular groups returned to their normal regular bookings. One group has requested 6 additional bookings throughout the year in Coombe Court. The expected income during February is £5,172.88.**
- 148.2** **Film nights – The film in February was Off the Rails, 75 tickets were sold. After the film and hall hire costs were paid there was a profit of £34. 88. The next film is The Last Bus on Wednesday 2nd March. 20 tickets have already been sold.**

148.3 **Bus Shelter Ramp** – Following a meeting with the Building Surveyor, Cllrs Young and Ian Alexander on 21st February, Cllr Ian Alexander informed that the Building Surveyor advised that for commercial buildings the step should be no more than 170mm. The bus shelter step slopes from 170mm on the left-hand side up to 300mm on the right-hand side. Follow discussions on types of ramps external and internal the best option given is to lower the whole floor of the bus shelter by 170mm which would make the left-hand side level with the pavement and the step at the right-hand side would be down to 130mm. It was noted that the floor and edge tiles are looking worn, and this would be an opportunity to make the bus shelter fit for all residents and visitors. Cllr Ian Alexander **proposed, seconded** by Cllr Young that permission be sought from Horsham District Council to lower the bus shelter floor, if granted, a quote be obtained for the work. Consideration of new seating to also be an option. **Agreed.**

129.4 **Automatic Door Service** – The annual automatic door service was carried out on 2nd February. There are no issues with the doors. The next service will be in February 2023.

148.5 **Request from PPG** – to discuss the request for a real time health information screen in the foyer at the Steyning Centre. A link with information for the proposed project, with no cost to the Parish Council, was sent to committee members. The screen will be managed remotely by the PPG with real time information from the Health Centre. There is space on the wall in the foyer opposite the main entrance that could house a small screen for this trial project. Cllr Trundle **proposed, seconded** by Cllr Young that Deputy Clerk replies to PPG in favour of having a screen installed in the foyer. **Agreed.**

148.6 **Welcome Back Fund by HDC** – to receive information on the HDC for refurbishment of High Street toilet windows and doors. HDC have informed that they have a project from Government to brighten up Parish Councils public toilets in the district. They have agreed to refresh the public toilets in the High Street by refurbishing all wooden doors, windows and facias. The doors will have all new door furniture as well as security. Wooden parts of the toilet block will be sanded, repaired and re-painted in keeping with the conservation area. Old bins adjacent to the toilet block will be replaced with new planting troughs and hanging baskets, planted with pollinator friendly planting. A new recycling bin will be installed for improved sustainability in terms of waste disposal. This will all improve the look of the block and provide a great welcome to visitors. The cost (to HDC) will be approx.. £2k for refurbishment works and £2k for planting, troughs and bins.

P21/149 **FINANCIAL REPORT**

149.1 Income and Expenditure report for January 2022 – to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the Income and Expenditure reports for January 2022 as a correct record. **Agreed**

149.2 **Cupboard Hire Charges** - To reconsider the decision, not to waive the cupboard hire charge, made by the Planning and Premises committee on 28th June 2021. The previously circulated information, letters and briefing paper from the F&GP meeting were re-sent to Cllrs for this item. The payment of £113.20 is still outstanding from the Horticultural Society. The Committee noted that all the other cupboard invoices have been paid for 2021-22. Groups were informed at the time that they were able to apply for a grant from F&GP Committee should they require assistance with the payments, but no group had done so.

Mr Ashby made a representation to the committee concerning the Horticultural Society's request to have all cupboard hires waived due to the Covid Pandemic and assist groups with their financial status following the difficult time with no income.

Cllrs suggested that the Horticultural Society apply to F&GP Committee for a grant from the council for the cupboard hire fee.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that this item go to F&GP to discuss a review of the cupboard hire fees. **Agreed**

149.3 Gardening Contractor - To discuss and agree Gardening Contractor's rate increase from £18 per hour to £19 per hour from 1st April 2022.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the rate increase. **Agreed.**

149.4 Partition Door Service – to discuss and agree remedial repair to telescopic panel identified during the recent service. Following the service Ezyglide identified that the Top and bottom sliding seal on the telescopic panel in the committee Rooms is not operating which will impede the acoustic integrity of the partition. They have quoted £655.00 + VAT for the repair. Deputy Clerk informed that the doors are very rarely closed and at present there is not a requirement for sound proofing of the doors.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander not to go ahead with repair to the telescopic panel at this time. **Agreed.**

P21/150 150.1 SDNPA consultation Self-Build and Custom Housebuilding Register – to discuss and agree a response to the consultation as agreed at the Parish Council Meeting on 21st February.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to request from the SDNPA where the current criteria came from for the local connection test. **Agreed**

P21/151 CORRESPONDENCE/INFORMATION.
2023 Review of Parliamentary constituencies -
<https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/> The secondary consultation will run from 22 February to 4 April 2022.
Deputy Clerk to send the link to Cllrs and to put on the website for individuals to make comments if they wish.

P21/152 DATE OF NEXT MEETING - Monday 28th March 2022 at 7.30pm

The Chairman closed the meeting at 9.30pm

Signed Chairman - 28th March 2022

Link to the meeting

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 28TH MARCH 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Hanson, Ian Alexander, Parsons & Rudkin

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P21/154

APOLOGIES

154.1

Apologies were received from Cllrs Northam and Bell

P21/155

DECLARATIONS OF INTEREST

155.1

There were no declarations of interest from councillors

P21/156

QUESTIONS FROM THE FLOOR -

156.1

None

P21/157

MINUTES – to agree minutes of the last meeting on Monday 28TH February 2022

157.1

Cllr Trundle **proposed, seconded** by Cllr Young to accept the minutes of 28th February 2022 as a true and fair record of the meeting. **Agreed**

P21/158

MATTERS ARISING AND ACTIONS

158.1

141.1 Meeting with Richborough Estates on 7th March – Actioned - The notes from the meeting with Richborough Estates were sent out to committee members and are on the website. Richborough have come back by email with some responses to the actions that they noted down on the evening. The email was forwarded to committee members for information. An email was received from a resident concerned with Richborough Estates comments regarding the water neutrality. Deputy Clerk to forward the email to Richborough and ask for a response. d/clerk

158.2

143.2 - Blinds for the committee room to be purchased with left over budget up to the value of £400.00 - **Ongoing** Direct Blinds coming to measure and quote on Friday 1st April

158.3

143.3 – Update on Historic Buildings project - Ongoing - Item 167.1

158.4

143.4- Bungalows being turned into houses - Item 168.1

158.5

143.6 - Canopy for Playgroup reading area - Deputy Clerk to investigate with the Clerk and the Preschool whose asset the canopy would ultimately be and who will be responsible for the insurance and the maintenance. – awaiting information from the Playgroup.

158.6

143.9 Dishwasher Replacement – Actioned. - the dishwasher is ordered, a deposit has been paid and there is a 12 week lead time for delivery.

158.7 **148.3. – Bus Shelter ramp** – The Deputy Clerk was asked to seek permission from HDC to lower the bus shelter floor and if granted in principle get a quote. The Deputy Clerk informed the meeting that HDC have stated that they agree with the plan to lower the floor subject to being kept informed of quotes and proposed plans before any work is started. An explorative dig would be required to ascertain if the columns are weight bearing or decorative as they are unable to find the original building plans. Deputy Clerk has received 2 verbal ball park figures of between £15,000 and £20,000 from builders for removing the floor and creating a sloping floor from pavement level on the left-hand side up to 130mm on the righthand side.

The cost does not include an exploratory dig for the columns and to check for utilities (drainage/water pipes, electrical wires), replacement seating, possible cost of having to close to pavement with WSCC permission, having to relocate a temporary bus stop with the bus company and requesting to use the bus stop or HDC for use of car park spaces to locate the skips whilst work is carried out. The cost for drawings of a plan is £500.00 which includes the cost of work already completed by Mr Clay. HDC suggested that before moving forward with incurring any costs that the Parish council would need to ensure the funds are available and to commit to completing the project once started.

It was suggested that advice be sought about the possibility of increasing the height of the pavement to the level with the bus shelter.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander that the Deputy Clerk consult with an Accessibility Consultant for advice on the best solution to make the bus shelter accessible. **Agreed.**

d/clerk

158.8 **148.5 – Request from PPG** - Accept offer of Real Time Information Screen for foyer – **Actioned.** Waiting to hear from PPG when the screen will be installed.

158.9 **149.2 – Cupboard Hire Charges** – Item to go to F&GP – **Actioned.** This item was discussed at F&GP and refunding or waiving the cupboard rent was not agreed.

158.10 **149.3 – Gardeners Rate Increase** – To accept the increase – **Actioned.**

158.11 **149.4 – Partition Doors Service** – To inform company not going ahead with repair currently. **Actioned**

158.12 **150.1 - SDNPA consultation Self-Build and Custom Housebuilding Register** – to Request from SDNPA where the current criteria came from for the local connection test. **Actioned** – the committees comment on the consultation was sent and a response has been received from them. Their response is a supporting paper.

Cllr Trundle brought forward item 12 on the agenda for discussion as 2 members of the Steyning Society were present to assist with the discussion on the item.

P21/159 **HISTORIC BUILDINGS PROJECT** – To discuss and agree the draft letter to owners of properties identified for the Local Heritage List.

159.1 The amended draft letter was sent to the committee members. The first line of the letter and penultimate paragraph originally stating Steyning Parish Council as being involved have been changed to state the Steyning Society are the contacts.

159.2 Cllr Ian Alexander **proposed, seconded** by Cllr Young to support the Steyning Society Heritage List and the draft letter. **Agreed.**

159.3 Cllr Ian Alexander **proposed, seconded** by Cllr Hanson to print 4 of the Steyning Local Heritage List booklet, to give a copy to the library and keep 3 copies at the Steyning Centre for residents to view and to put a copy on the Parish Council website. **Agreed.**

159.4 Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that the office would print 120 copies of the letter and 3-page leaflet for the Steyning Society to deliver. **Agreed**

2 members of the public thanked the committee for their help and left the meeting.

- P21/160**
160.1 **PLANNING APPLICATIONS**
DC/22/0437 – Dog Lane – Surgery to 2 x Conifers (Adj to Watersmead) (Works to Tree in a Conservation Area). The Committee noted that a TPO was not required
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 160.2** **DC/22/0501 and 0514 – Norfolk Arms, 18 Church Street** - Change of use from public house (Sui Generis) to residential (C3) to create 1 X 3-bed and 1 x 4 bed semi -detached dwellings, and associated alterations (full and Listed Building Consent).
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection** subject to more information being made available on the cosmetic renovations of the front elevation.
Agreed 5 for and 1 abstention.
- 160.3** **DC/22/0365 – Dingemans Court, Shooting Field** – Surgery to 1 x Hawthorn and 1 x Silver Birch.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- P21/161**
161.1 **LATE PLANS**
DC/22/0346 – 2 The Gardens, Charlton Street – Fell 1 x tree (Works to trees in a Conservation Area)
Cllr Trundle **proposed, seconded** Cllr Ian Alexander **OBJECTION due to lack of information on the type of tree to be felled. Cllrs queried why surgery has not been considered. Agreed.**
- 161.2** **DC/22/0373 – Old Coach House, Vicarage Lane** – Fell 1 x Sycamore.
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection** 5 for and 1 Abstention.
- 161.3** **DC/22/0525 – Elmside, 25 Goring Road** – Erection of a front porch and creation of bay windows to the front elevation.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- P21/162**
162.1 **ENFORCEMENT NOTIFICATIONS**
None for this meeting
- P21/163**
PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
- 163.1** **DC/21/2868 - 22 Newham Lane** - Demolition of existing conservatory and erection of a single storey rear extension Erection of a single storey side porch extension with relocated front door and single storey front infill extension. Conversion of loft to form habitable accommodation incorporating rear roof extension, the creation of 2no side dormers and installation of rooflights to all elevations.
- 163.2** **DC/22/0022 - Southdown House Station Road** - Surgery x1 Sycamore (Works to trees in conservation area) **DC/22/0094 - 4 Saxon Road** - Non-Material Amendment to previously approved application DC/21/2056 (Loft conversion with increased ridge height, extended side gables, rear dormer and front rooflight) to allow for amendments to the approved scheme including installation of side doors.
- 163.3** **DC/22/0030 - 5 Penfold Way** - Demolition of existing detached garage and erection of a single storey side and rear extension. Erection of a front porch. Conversion of loft to form

habitable living space, incorporating creation of a rear dormer and installation of 3no rooflights to front.

- 163.4** **DC/22/0344 - St Andrews Parish Church Vicarage Lane** - Works to Trees in a Conservation Area (Surgery to Horse Chestnut)
- 163.5** **DC/22/0352 Site: 41 Hills Road** - Non-material amendment to previously approved application DC/21/0370 (Erection of a ground and first floor rear extension and front porch) to allow for the installation of a window with obscured glass in the first-floor northern side elevation to serve a bathroom.
- 163.6** **DC/21/2524 - Lloyds Bank TSB Limited 37 High Street**: Variation of conditions 1, 3, 4, 5, 6, 7, 8, and 10 to previously approved application DC/20/0622 (Conversion of building to 4no flats and ground floor commercial space (Class A1), conversion of barn to form a 2-bed detached dwelling, with all associated
- 163.7** **DC/21/2525 - Lloyds Bank TSB Limited 37 High Street** - Conversion of building to 4no flats and ground floor commercial space, conversion of barn to form a 2bed detached dwelling, with all associated external works, refuse storage and cycle storage (Listed Building Consent)
- 163.8** **DC/21/2614 - Westonbrook Saxon Road** - Surgery x 3 Horse Chestnut
- REFUSED**
- 163.9** **DC/21/1069 - 28 Portway** - Erection of new boundary wall, with timber inserts, to north, east, south and western boundaries.

Cllr Rudkin left the meeting at 8.35pm without giving apologies or reason for leaving.

P21/164 **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**

- 164.1** **10.1 Bookings** - During March the regular bookings continued with no cancellations. The Pilates booked an extra regular session every week and the Jive group booked an extra regular session every month. The expected income during March is £6,507.23.
- 164.2** **10.2 Film nights** – The film in March was The Last Bus, 86 tickets were sold. After the film and hall hire costs were paid there was a profit of £75.12. The next film is House of Gucci on Wednesday 6th April. 20 tickets have already been sold.
- 164.3** **10.3 Fire Alarm Service** – the 6 monthly check was carried out in February and there are no issues to report.
- 164.4** **10.4 Fire Extinguisher Service** - the 6 monthly fire extinguisher check for the changing rooms extinguishers was carried out at the beginning of March, there are no issues to report.

P21/165 **FINANCIAL REPORT**

- 165.1** Income and Expenditure report for February 2022 – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded** by Cllr Hanson to accept the Income and Expenditure reports for January 2022 as a correct record. **Agreed**

165.2 Request for discount on hall hire for a wedding from a member of Staff - to discuss and agree or pass to Personnel Committee.
The committee discussed the request for discount for hiring the Steyning Centre for his wedding. The committee were in support of the idea.
Cllr Trundle **proposed, seconded** by Cllr Hanson to recommend to the Personnel Committee to create a policy for staff discount which would be for personal use.
Agreed.

P21/166 BUNGALOWS BEING TURNED INTO HOUSES – to discuss and agree if there is support for a policy against bungalows being turned into houses.

166.1 Cllr Ian Alexander voiced his concerns for the number of bungalows in Steyning being extended to become houses and queried if the committee supported the creation of a policy. Following a thorough discussion Cllrs decided that each application should be taken on its merits, however there should be very careful consideration of these applications especially those that would be removing accessibility for disabled persons e.g.by moving bedrooms and bathroom facilities to the first floor .

P21/167 CORRESPONDENCE/INFORMATION.
None for this meeting.

P21/168 DATE OF NEXT MEETING - Monday 25th April 2022 at 7.30pm

The Chairman closed the meeting at 9.08pm

Signed Chairman - 25th April 2022

Link to the meeting https://youtu.be/O5gL38_WEzA

MEETING OF PERSONNEL COMMITTEE

HELD ON 14th SEPTEMBER 2021 AT 6PM AT THE STEYPING CENTRE

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

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 2 including Cllr Goldsmith

Meeting commenced: 6pm

MINUTES (Non- Confidential)

Pe/21/08 APOLOGIES FOR ABSENCE

8.1 There were apologies for absence from Councillor Lloyd

Pe/21/09 DECLARATIONS OF INTEREST

9.1 There were no declarations of interest from councillors.

Pe/21/10 QUESTIONS FROM THE FLOOR

10.1 Trevor Cree requested that 6.1 and 6.2 be heard in public

10.2 Cllr Goldsmith asked a question to the Personnel Committee as a member of the public. He asked why items 6.1 and 6.2 on the agenda were being discussed in confidential session. He stated that: 'item 6.1, I would imagine it concerns the recent issue of faulty equipment in Steyping's play areas. I fully support the 'whistleblowing' that has taken place and which has 'spurred' the Council to carry out remedial works, removing the dangerous items and 'taping' up other equipment to stop them being used as they were potentially dangerous to children. The report from the consultants who carried out the surveys of the play areas was not confidential and should have been uploaded to SPC's website when it was received in June or immediately after the 9th July's Communities meeting. Also, last year's 2020 report has not been uploaded.

10.3 Cllr Young responded that it had been felt that the items being discussed were controversial and should be discussed in confidential. However, it would be up to the committee to vote or not for the confidential session.

Pe/21/11 MINUTES OF PREVIOUS MEETING

11.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 9th June 2021 be accepted as a true and fair record. **Agreed**.

Pe/21/12 CONFIDENTIAL SESSION

Cllr Ian Alexander proposed, seconded by Cllr Bell that 6.1 be discussed in public session and move to confidential for item 6.2. **Agreed** 5 for with 1 abstention.

Pe/21/13 TO DISCUSS AND AGREE

13.1 To review the recent issue with the insurance Company and whether there were any breaches of SPC policies; whether there was any 'leak' of non-public documents; agree what actions if any should be taken.

Cllr discussed the action and made the following comments.

- Cllrs Campbell's email to the insurers, although not a direct breach of policy, it was written giving the impression to be on behalf of the council which it was not.
- the insurance company responded as they did because the email was written in very emotive language, referred to the support of three other, unnamed, councillors and refers to independent legal advice having been obtained. This all gave much greater weight to this issue than it would have done had it been from another person.
- The allegation that the Clerk and the Council had been negligent was a major factor in the response they gave.
- The legal advice alleged to in Cllr Campbell's letter has still not been disclosed to councillors.
- The letter he wrote indicated that the Clerk was incompetent which deterred the insurers from contacting him.
- The Committee had read the inspection report and had fully discussed it at the July Community committee meeting from which Cllr Campbell was absent.
- Remedial work to deal with the moderate items was already in place before Cllr Campbell wrote the letter and would have been reported back to the next meeting as is the usual practice.
- It is disappointing and inappropriate for a councillor to send the inspection report to a face-book pseudonym to publish instead of going through the proper course of action and requesting the Clerk to publish it on the website.
- It was noted that the Clerk had offered to walk round all the play areas with Cllr Campbell to look at the items causing his concern, but this offer was refused.
- The Clerk as the Proper Officer had given advice which Cllr Campbell chose to ignore which is very disappointing.

13.1.1 Following a lengthy discussion, the committee made the following statement of opinion of the committee.

Cllr Young **proposed, seconded** by Cllr Ian Alexander that the following statement is put forward to be read at Full Council. **Agreed.**

"The Committee upholds the right of individual councillors to escalate serious matters of concern to appropriate bodies. However, in this instance the committee feels this approach to outside bodies was worded to carry more weight than would normally arise from a single person's representation.

Additional weight was afforded by:

- Reference of support from 4 councillors
- An individual's interpretation of the risk assessment
- And the reference to legal advice."

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 13.2 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed.

13.2 To review the criticisms of the Council made by a Cllr and agree any action to be taken.

Having obtained the legal advice that was agreed to request at the previous Personnel meeting of July 9th 2021

Cllrs discussed the advice and any action required to stop the continuous flow of critical and demanding emails and requests for action by certain Cllrs.

Cllr Northam **proposed, seconded** by Cllr Norcross that the Personnel Committee has received the following legal advice and recommend this to Full Council to be used and referred to. **Agreed.**

'The procedure that you have outlined (of filtering excessive and critical emails which do not adhere to the email policy via the Council Chair) is standard practice and is not unlawful.

A Parish Council is under no obligation to reply to any correspondence (unlike a District Council who are subject to the jurisdiction of the Local Government Ombudsman)

Parish Councillors have no greater rights regarding correspondence than a member of the public in this respect.

Many Councils limit the time during which a Member can speak and endeavour to ensure that those speaking stick to the subject. Whilst this gives rise to complaints that it is undemocratic, this is a specious argument as such behaviour prevents the other business of the Council taking place. To enforce such rules requires very strong chairmanship and an acceptance that there will be criticism of the Chair in social media etc. The Chair must also be able to count on the support of the other Councillors.

The Council as a whole has to protect the Clerk and the staff from unfair criticism as otherwise the Council could be held liable in an employment tribunal for a failure to do so. Some Councils resolve that any criticism of the Clerk or staff must be made to the Personnel Committee in the first instance and not in public meetings. If such a discussion starts a Councillor, not the Chairman, proposes that the discussion moves on.

In the absence of a strong Code of Conduct, which is unlikely to return, the possibilities of effective action are limited. What sanctions there are however do recognise that a Council has to function as a democratic body and cannot be prevented from doing so by a small number of people or Councillors'.

Pe/21/07 DATE OF NEXT FULL COUNCIL MEETING: Monday 20th September 2021 at 7.30pm

The Chairman closed the meeting at 7.25pm

Signed

Chairman

MEETING OF PERSONNEL COMMITTEE

HELD ON 11TH NOVEMBER 2021 AT 3.30PM AT THE STEYNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Ian Alexander, Lloyd and Northam

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: 1

Meeting commenced: 3.30 pm

MINUTES (Non- Confidential)

Pe/21/15 APOLOGIES FOR ABSENCE

15.1 There were apologies for absence from Councillors Hanson and Bell

Pe/21/16 DECLARATIONS OF INTEREST

16.1 There were no declarations of interest from councillors.

Pe/21/17 QUESTIONS FROM THE FLOOR {In summary}

17.1.1 Trevor Cree made a point concerning Agenda item 8.1 (Governance) and stated that he felt this was not the correct committee to discuss the issue, instead he felt it should be a Full Council discussion. {The Clerk later pointed out that every committee could discuss its own governance}. He also stated he thought the proportion of staffing costs was more than other councils, and that SPC officers should obtain training, and did not need to attend the same meetings and the decision to decrease the number of council meetings has increased the Clerks workload not decreased it. He then made a statement concerning the Wicksteed report and children's play areas.

17.1.2 Cllr Norcross made 2 points of order concerning some of Mr Cree's points as they were not related to this meeting and they were not an accurate representation.

17.1.3 Cllr Young requested for him to stop his statement at this point as he had been given more than the 2 minute allowance, and she responded to the comment that 2 clerks should not be attending the same meeting and informed that the Deputy Clerk attends the meetings in her own time. Steyning Parish council has more meetings than most other councils and the Planning and Premises Committee, which the rescheduling of meetings enabled –works very well.

The Clerk stated that the new meeting schedule is now reasonable and has been generally a more productive process. He stated, in response to Trevor's comment that the staffing costs are more than other councils, that in fact Steyning Parish Council's staffing numbers and associated costs are lower than similar councils.

Cllr Norcross left the meeting at this point with apologies that she had to be temporarily elsewhere and would return

Pe/21/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee non confidential minutes from 14th September 2021 be accepted as a true and fair record. **Agreed**

Pe/21/19 SPC OFFICE WORKLOAD

- 19.1 To review and agree how to work towards the completion of the outstanding projects on the Councils 'To Do List', to possibly involve the setting up of an all-committee member working party to enable this
- The Clerk had sent out a chart illustrating a summary of the office workload to all committee members and spoke to each section in turn explaining the work involved and expected time taken. He explained that the main problem the Council faced in consideration of completing its tasks was that too much of the officers and councillors time was involved in dealing with 'extraordinary council business' which are the items that most councils do not have to deal with such as FOI's. Code of Conduct complaints, disruption of public meetings, internal Cllr arguments, social media complaints and unhelpful communications with external bodies all of which have be dealt with and cause a great deal of time being taken away from the proper council work and increasing the number of hours required to be able to deal with the everyday tasks. Following a long discussion with each councillor giving their opinion and attempt at finding a solution to the extremely unworkable, burdensome and deplorable situations that are occurring at present. *{Cllr Norcross returned during this discussion but did not vote}*
- Cllr Young **proposed, seconded** by Cllr Lloyd to set up an all Personnel Committee working party to work towards the completion of the outstanding projects and other personnel issues in view of the hours being worked by the Clerk. **Agreed**

Pe/21/20 CONFIDENTIAL SESSION

- 20.1 Cllr Young **proposed, seconded** by Cllr Northam to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under items 7 and 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/21 STAFFING MATTERS

- 21.1 To discuss whether to formally re-instate the Steyning Admin Assistant position to pre-Covid Agreed 25 Hours per week. Cllr Young **proposed, seconded** by Cllr Norcross that following the Covid period of reduced workload, that the Steyning Admin Assistant has a 25 Hour week reinstated. **Agreed**
- 21.2 To discuss a Job Evaluation by SLCC and NALC for the Clerk and Deputy Clerk's pay grade, this Having not been evaluated for at least 10 years. The committee received papers which included a NALC self- evaluation spreadsheet and another evaluation procedure which was to be used in the event of a dispute. After discussions to seek the most appropriate evaluation process. Cllr Young **proposed, seconded** by Cllr Norcross that committee agree that, subject to it being an assessment and not part of an appeals process, that SLCC undertake an independent evaluation assessment on the role and pay rates of the Clerk and Deputy Clerk, and that the Clerk and Chair of Personnel are delegated to seek the appropriate assessment process from NALC {SLCC} and that the evaluation results are brought back to this committee. **Agreed**

Pe/21/22 GOVERNANCE

- 22.1 To discuss a response to allegations of bias and predetermination of the Personnel Committee. Cllr Young **proposed, seconded** by Cllr Norcross that there was an ongoing need for a duty of care for its Staff, and the committee have met and discussed and refutes all allegations of bias and predetermination. **Agreed**

Pe/21/23 INFORMATION AND CORRESPONDANCE ITEMS

- 23.1 None

Pe/21/24 DATE OF NEXT FULL COUNCIL MEETING: Monday 15th November 2021

The Chairman closed the meeting at 5.20pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF PERSONNEL COMMITTEE

HELD ON 10TH JANUARY 2022 AT 11AM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 11am

DRAFT MINUTES (Non- Confidential)

Pe/21/25 APOLOGIES FOR ABSENCE

25.1 There were apologies for absence received from Councillors Northam, I. Alexander and Bell

Pe/21/26 DECLARATIONS OF INTEREST

26.1 There were no declarations of interest from councillors.

Pe/21/27 QUESTIONS FROM THE FLOOR {In summary}

27.1.1 Questions had been received from Cllr Campbell prior to the meeting and the Chair went on to summarise the questions and then to answer them

27.1.2 **Q.** Has the Clerk received the backdated incremental pay rise of £895.00 which was recommended in November 2020 and was conditional on a satisfactory appraisal by the Chair and Vice Chair.

A The Clerk did receive back pay for the incremental pay rise of £596.64 It was conditional of an appraisal being completed and the appraisal was carried out in February 2021.

27.1.3 **Q** Cllr Campbell stated that he could not see any report that the conditional appraisal was ever carried out.

A It was duly undertaken in February 2021 and this is now therefore on the record that the appraisal Was undertaken.

27.1.4 **Q** Why was the job evaluation done by a representative of the SLCC and not by NALC.

A The evaluation was undertaken in accordance NALC and SLCC joint agreement which has been in place since 2005, therefore it is NALC approved and is completely objective. A NALC self-assessment was initially carried out by the Personnel Committee and the Office, however the Personnel Committee had agreed that an independent assessment would prove rather more objective to all councillors rather than a self- assessment which is why the objective assessment was carried out.

27.1.5 **Q** Is it correct that a 1.75% salary increase has been approved by the NJC from April 2021.

A We are unaware of an increase since being agreed . Salaries are still being paid on 2020 agreement and information is still awaited for the 2021 pay rise. The Clerk informed the NJC are still negotiating the 2021-22 pay claim.

27.1.6 **Q** Could the Committee publicly confirm that under item 7.3 it is being asked to recommend that SPC increase its salary budget by about 20%.

A *The budget for this year 2021/22 was based upon a worst case scenario whereby Covid was being taken into account which meant that the current year's salary budget (£116,300) is actually a 15.1%*

reduction from the previous years figure of £137,000 – that being the last ‘normal’ budgeted figure To compare the budget figure for year 2020/21 with the proposed expenditure figure being £137,000. Which is two years on from this figure £154,000 would be an increase of 12.4% over two years or approximately 6% rise year on year. In the last two years the minimum wage has risen as follows 20/21 – £8.72, 21/22 - £8.91, 22/23 will be £9.50 – an increase over the same two years of 9% From April 2017 to April 2022 the increase to minimum wage has been 26.7% which is roughly 55% of the overall budget Salary expenditure is rightly or wrongly based upon payment to employees on a minimum wage. The figure of £154,000 has been calculated using a 9% increase to expenditure to cover those staff on a minimum wage plus adding the remainder to cover the rise in salary for the Clerk and Deputy Clerk based upon a reassessed pay scale.

27.1.7 Q Why is setting the HR support and salaries budget considered to be confidential

A It is the right way to do it when considering the reasons for Staff Salary amendments and potential increases. They are at first discussed confidentially at the Personnel Committee and the recommendations will be discussed in public at the F&GP Meeting.

Pe/21/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 11th November 2021 be accepted as a true and fair record. **Agreed**

Pe/21/29 INFORMATION AND CORRESPONDANCE ITEMS

29.1 None

Pe/21/30 CONFIDENTIAL SESSION

30.1 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 agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/31 STAFFING MATTERS

31.1 **To discuss and agree a recommendation to F&GP regarding Salary re-assessment for Clerk and Deputy Clerk based upon the results of the independent evaluation carried out by LCC on behalf of SLCC.**
The Salary Evaluation was an independent report carried out by NALC/SLCC in accordance with the Joint Agreement on Terms and Condition 2005. The recommendations from the Salary Evaluation Report are that:

- A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).
- B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).
- C The council considers providing additional staffing resource to address the significant excess hours.
- D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to F&GP that the recommendations A, B C and D are agreed, however the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed.**

31.1.2 Cllr Lloyd **proposed, seconded** by Cllr Young that the rebuttal to Cllr Campbell’s rebuttal document to go on the website should include the original email from Cllr Campbell to the insurers, the email from the insurance broker of 27th August reinstating the insurance cover, the email from Wicksteed on the report that had been sent and the email from Cllr Campbell to the Monitoring Officer, Trevor Leggo and Ian Davison regarding dissolving the Council on 5th September. This should be circulated to the personnel

committee for agreement before going onto the website. **Agreed.**

31.2 To review continuing criticisms of the Council and staff being made by a Cllr and agree recommendations to full council for any actions to be taken.

Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends the Council resolves that the Chair and Vice Chair should arrange a meeting with the Monitoring Officer to discuss why a number of Code of Conduct Complaints made to the Standards Committee have not been answered or responded to in a timely fashion. **Agreed.**

Cllr Norcross left the meeting at 12.30pm

31.3 To discuss and agree a recommendation for the budget for 'HR support' and for 'Salaries' for fiscal year 22/23

Cllr Hanson **proposed, seconded** by Cllr Lloyd to recommend to F&GP that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Hanson that Personnel Committee agree to the recommend to F&GP that the proposed salaries increase for the fiscal year 22/23 (Budget line 4000) according to the budget supporting paper (£154.000) and that the supporting paper and notes from this meeting be sent out by the Clerk for the next F&GP Committee meeting. **Agreed.**

Pe/21/32 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 12.46 am

Signed

Chairman

MEETING OF PERSONNEL COMMITTEE

HELD ON 1st FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Northam, I Alexander and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 7.30pm

DRAFT MINUTES (Non- Confidential)

Pe/21/33 APOLOGIES FOR ABSENCE

33.1 There were apologies for absence received from Councillor Bell.
Cllr Lloyd had stated that he would attempt to arrive as soon as possible following another Commitment. (Cllr Lloyd arrived at 7.45pm).

Pe/21/34 DECLARATIONS OF INTEREST

34.1 There were no declarations of interest from councillors.

Pe/21/35 QUESTIONS FROM THE FLOOR

35.1 None

Pe/21/36 MINUTES OF PREVIOUS MEETING

36.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 10th January 2022 be accepted as a true and fair record. **Agreed**

Pe/21/37 INFORMATION AND CORRESPONDANCE ITEMS

37.1 None

Pe/21/38 CONFIDENTIAL SESSION

38.1 Cllr Young **proposed, seconded** by Cllr Northam to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/39 STAFFING MATTERS

Cllr Young brought forward items 7.2, 7.3 and 7.4 to be discussed first and items 7.1 and 7.5 will be discussed with the absence of the Clerk and Deputy Clerk .

- 39.1 To discuss and agree if there is a need to further consider providing additional staffing recourse to address the significant excess hours being undertaken by the office staff following recommendation from the working party.**
The committee discussed the recommendation from the working party for the Admin Assistant to assist with the current workload.
Cllr Young **proposed seconded** by Cllr I Alexander that the Admin Assistant's hours should be increased by 4 hours per week to temporarily assist the office with the workload to be reviewed after 6 months. **Agreed.**
- 39.2 To discuss and agree if there is a further need to consider that the Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night following recommendation from the working party.**
The working party, following conversations with the Deputy Clerk and Admin Assistant, recommended the following:
Cllr Young **proposed, seconded** by Cllr Norcross that the Deputy Clerk and the Admin Assistant continue to work voluntary at the Community Film Night however the decision should be open to review at any time in consideration with the staff. **Agreed.**
- 39.3 To discuss and agree to recommend to Full Council a raise the hourly rates for Caretakers and the Admin Assistant to coincide with the agreed rise to National Minimum Wage levels due in April.**
Cllrs discussed rates above the National Minimum Wage for the Caretakers and the Admin Assistant.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends to Full Council an increase above the National Minimum Wage, as per the supporting paper, for the hourly rate of pay for the Caretakers from 1st April 2022. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee recommends to Full Council an increase above the national minimum wage, as per the supporting paper, for the hourly rate of pay for the Admin Assistant from 1st April 2022. **Agreed.**

The Clerk and Deputy left the meeting at 8.30pm.
- 39.4 To discuss and agree a recommendation to Full Council regarding salary re-grading for Clerk and Deputy Clerk based upon of the independent evaluation carried out by LCC on behalf of SLCC and other briefing notes.**
Cllr Norcross **proposed, seconded** by Cllr Lloyd that the Personnel Committee recommends to Full Council that the Clerk's salary changes from LC2 to LC3 FROM 1ST April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.4.1** Cllr Norcross **proposed, seconded** by Cllr Young that the Personnel Committee recommends to Full Council that the Deputy Clerk's salary is paid at the full rate of the salary scale LC2 from 1st April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.5 To discuss and agreed a formal complaint to the committee.**
Following a full and in depth consideration of the complaint
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee having considered in depth the complaints submitted on January 25-28 2022, a response will be sent to the complainant. **Agreed**
5 for and 1 abstention.

Pe/21/40 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 9.52pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF PERSONNEL COMMITTEE

HELD ON 1st FEBRUARY 2022 AT 7.30PM AT THE STEYPNING CENTRE

Present: Cllrs Young (Chairman), Norcross, Lloyd, Northam, I Alexander and Hanson

Clerk: John Fullbrook

Also Present: Deputy Clerk Hazel Roxby

Members of the Public: None

Meeting commenced: 7.30pm

MINUTES (Non- Confidential)

Pe/21/33 APOLOGIES FOR ABSENCE

- 33.1** There were apologies for absence received from Councillor Bell.
Cllr Lloyd had stated that he would attempt to arrive as soon as possible following another Commitment. (Cllr Lloyd arrived at 7.45pm).

Pe/21/34 DECLARATIONS OF INTEREST

- 34.1** There were no declarations of interest from councillors.

Pe/21/35 QUESTIONS FROM THE FLOOR

- 35.1** None

Pe/21/36 MINUTES OF PREVIOUS MEETING

- 36.1** Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 10th January 2022 be accepted as a true and fair record. **Agreed**

Pe/21/37 INFORMATION AND CORRESPONDANCE ITEMS

- 37.1** None

Pe/21/38 CONFIDENTIAL SESSION

- 38.1** Cllr Young **proposed, seconded** by Cllr Northam to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 7 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

Pe/21/39 STAFFING MATTERS

Cllr Young brought forward items 7.2, 7.3 and 7.4 to be discussed first and items 7.1 and 7.5 will be discussed with the absence of the Clerk and Deputy Clerk .

- 39.1 To discuss and agree if there is a need to further consider providing additional staffing recourse to address the significant excess hours being undertaken by the office staff following recommendation from the working party.**
The committee discussed the recommendation from the working party for the Admin Assistant to assist with the current workload.
Cllr Young **proposed seconded** by Cllr I Alexander that the Admin Assistant's hours should be increased by 4 hours per week to temporarily assist the office with the workload to be reviewed after 6 months. **Agreed.**
- 39.2 To discuss and agree if there is a further need to consider that the Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night following recommendation from the working party.**
The working party, following conversations with the Deputy Clerk and Admin Assistant, recommended the following:
Cllr Young **proposed, seconded** by Cllr Norcross that the Deputy Clerk and the Admin Assistant continue to work voluntary at the Community Film Night however the decision should be open to review at any time in consideration with the staff. **Agreed.**
- 39.3 To discuss and agree to recommend to Full Council a raise the hourly rates for Caretakers and the Admin Assistant to coincide with the agreed rise to National Minimum Wage levels due in April.**
Cllrs discussed rates above the National Minimum Wage for the Caretakers and the Admin Assistant.
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee recommends to Full Council an increase above the National Minimum Wage, as per the supporting paper, for the hourly rate of pay for the Caretakers from 1st April 2022. **Agreed.**

Cllr Young **proposed, seconded** by Cllr Northam that the Personnel Committee recommends to Full Council an increase above the national minimum wage, as per the supporting paper, for the hourly rate of pay for the Admin Assistant from 1st April 2022. **Agreed.**

The Clerk and Deputy left the meeting at 8.30pm.
- 39.4 To discuss and agree a recommendation to Full Council regarding salary re-grading for Clerk and Deputy Clerk based upon of the independent evaluation carried out by LCC on behalf of SLCC and other briefing notes.**
Cllr Norcross **proposed, seconded** by Cllr Lloyd that the Personnel Committee recommends to Full Council that the Clerk's salary changes from LC2 to LC3 FROM 1ST April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.4.1** Cllr Norcross **proposed, seconded** by Cllr Young that the Personnel Committee recommends to Full Council that the Deputy Clerk's salary is paid at the full rate of the salary scale LC2 from 1st April 2022 in accordance with the evaluation carried out by the LCC in January 2022. **Agreed.**
- 39.5 To discuss and agreed a formal complaint to the committee.**
Following a full and in-depth consideration of the complaint
Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee having considered in depth the complaints submitted on January 25-28, 2022, a response will be sent to the complainant. **Agreed**
5 for and 1 abstention.

Pe/21/40 DATE OF NEXT FULL COUNCIL MEETING: Monday 17th January 2022

The Chairman closed the meeting at 9.52pm

Signed

Chairman



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MEETING OF THE PERSONNEL COMMITTEE

HELD ON 6TH APRIL 2022 AT 6.30PM AT THE STEYNING CENTRE

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

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 6.30pm

DRAFT MINUTES (Non - Confidential)

Pe/21/41 APOLOGIES FOR ABSENCE

41.1 There were apologies from Cllrs Northam and Hanson

Pe/21/42 DECLARATIONS OF INTEREST.

42.1 There were no declarations of interest from Cllrs.

Pe/21/43 QUESTIONS FROM THE FLOOR

43.1 None for this meeting

Pe/21/44 MINUTES OF PREVIOUS MEETING

44.1 Cllr Young **proposed, seconded** by Cllr Norcross that the Personnel Committee non confidential minutes from 1st February 2022 be accepted as a true and fair record. **Agreed** 4 for and 1 abstention

Pe/21/45 INFORMATION AND CORRESPONDANCE ITEMS

45.1 None

Pe/21/46 STAFFING MATTERS

46.1 **To discuss and agree a recommendation to Full Council regarding proposed Staff discounts for Steypning Centre Hall Hire fees, for personal events only.** A draft policy was sent out to committee members prior to the meeting. Cllr discussed the draft policy and made 3 amendments; remove the word 'etc', replace 'signed off' with 'agreed by', and change '20%' to '25%'.

Cllr Young **proposed, seconded** by Cllr Norcross to recommend to Full council that the Staff Discount Policy for {Steypning Centre} Hall Hire be adopted. **Agreed.**

46.2 **To discuss and agree payment of Clerks Cilca training course - £365. {Qualification fee already paid}**

The Clerk informed that he has paid the qualification fee of £410 to SLCC so that the course can be started with immediate effect. The mentoring fee is a further £365. The course is expected to take approximately 300 hrs over 6 to 12 months and is A Level equivalent. A Learning Agreement has been signed by the Clerk and Chairman of the Council on behalf of the council to confirm the commitment to the Cilca course being completed. Cllr Norcross **proposed, seconded** by Cllr Young the Personnel Committee recommend to Full Council that the Council pay the full amount of £775.00 to cover the Cilca training course. **Agreed.**

Pe/21/47 CONFIDENTIAL SESSION

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 agenda item 8 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed.**

Pe/21/48 STAFFING MATTERS

48.1 To consider the Clerk's Appraisal report and discuss and agree a recommendation to Full Council for a subsequent pay award in line with previous Full Council agreement.

The previous SPC agreement stated '*the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale*' subject to successful completion of the appraisal process.

Cllr Norcross **proposed, seconded** by Cllr Bell that having considered the Clerks' appraisal of 24th March 2022 the Personnel Committee recommends to Full Council the subsequent pay award in line with the previous Full Council agreement. **Agreed**

Pe/21/49 DATE OF NEXT FULL COUNCIL MEETING: Monday 11th April 2022

The Chairman closed the meeting at 7.35pm

Signed Chairman



**Horsham
District
Council**

Steyning Parish Council

Our ref: SE/
Email:
Direct Line: 01403 2
Date: 8th April 2022

Dear Sir / Madam

**STEYNING PARISH COUNCIL
LOCALISM ACT 2011 – CODE OF CONDUCT COMPLAINTS
REVIEW & SUPPORT – HOEY AINSCOUGH ASSOCIATES LTD**

I refer to previous correspondence in relation to the above and I write further following investigations and assessments of numerous complaints where there appeared to be potential breaches of the code of conduct by a number of different Councillors.

As you know, following the HDC Standards Committee meeting on Wednesday 16th March 2022 and the subsequent Cabinet and Full Council meetings on Thursday 24th March 2022, it was resolved to instruct Hoey Ainscough Associates Ltd, to undertake a review and to support Steyning Parish Council and the budget has now been approved.

Whilst the excellent work that Steyning Parish Council does is acknowledged, Horsham District Council has a keen desire to help and assist improving the day-to-day position and relations at Steyning Parish Council and to provide any support and assistance that it can.

On dealing with the outstanding complaints, it clearly showed the need for an alternative resolution, rather than the continuing culture of complaint and counter-complaint. Whilst there is a cost in taking this action, it is hoped that this will ultimately produce a saving in the long run, with less ongoing problems and code of conduct complaints emanating from Steyning Parish Council in the future.

Hoey Ainscough Associates Ltd will be instructed as they are experts in this field and are experienced in dealing with a parish council who is facing difficulties in its working relations, or where there have been a large number of standards complaints. Hoey Ainscough Associates Ltd will work with the council to offer support to seek to improve the way the council operates and deal with the underlying issues and offer practical solutions.

The main aims will be as follows:

1. To review the council's processes and procedures to ensure that the right tools are in place to allow the council to operate effectively.
2. To understand what their underlying issues are and help the council consider how they can

work more effectively.

3. To help the council's reputation through demonstrating that there is a culture of high standards and good governance.
4. To ensure there is a good understanding of the different roles of members and officers of the council and that both can do their job effectively; and
5. To develop an action plan to help the council resolve its difficulties and allow the District Council to monitor progress over time.

In order to ensure these aims are met, the methodology and the following stages are necessary:

Phase 1 – Initial background meetings with relevant people to understand the underlying issues and current state of governance.

Phase 2 – Questionnaire to be devised and developed and sent to members and staff of the council to help them reflect on their thoughts about the council and the way it operates. This questionnaire would be analysed.

Phase 3 – Meetings with individuals from the council discussing some of the concerns and issues highlighted by the questionnaire in greater depth, also with a day spent shadowing the clerk to understand how the parish is run and reviewing policies and procedures.

Phase 4 – Intensive workshop with the Council to present the review of the procedures plus results of the questionnaire, discuss issues raised, provide training on good governance and consider next steps.

Phase 5 – Prepare a formal report to the parish and district council with an action plan for Steyning Parish Council.

I confirm that the Standards Committee want difficulties resolved and solutions put in place as soon as possible and it is expected that Steyning Parish Council and relevant Councillors and Officers would fully participate in this review and the support offered and accept any report and work with any recommendations / action plan going forward.

In relation to the outstanding complaints, we have taken heed of the advice of the specialist and therefore there will not be published decision notices and sanctions, however, the Monitoring Officer and Standards Team will write to those members who are subject to a relevant code of conduct complaint and will detail observations, if necessary, before closing the complaint case.

I confirm that Hoey Ainscough Associates Ltd will be instructed immediately after Easter.

Yours sincerely

Sharon Evans
Monitoring Officer & Head of Legal & Democratic Services

From: Sarah Hogben <Sent: 06 April 2022 09:47

Subject: The Big Conversation public meetings with the Leader of Horsham District Council

Dear Parish and Neighbourhood Council Clerk, please see the message below sent on behalf of Cllr Jonathan Chowen, Leader of Horsham District Council:

Dear Sir/Madam,

As you may be aware, on becoming the Leader of Horsham District Council I committed to holding meetings and entering into a conversation with the community about some of the key issues which we are facing as a District, making sure that your views are taken into account in the work that we do as a Council.

I therefore have great pleasure in inviting you to take part in 'The Big Conversation'.

I will be holding three public meeting across the District together with some of my Cabinet where I will in particular be discussing the following topics:

- **The Climate and Environment**

An opportunity to hear about how the Council is reducing its own emissions with a new three year Carbon Reduction Action Plan and a chance to discuss how the Council can work with our residents, businesses and community groups to address the climate emergency. You will also be able to learn more about a Wilder Horsham District and the work the Council is undertaking with its partner the Sussex Wildlife Trust to help wildlife thrive across the District.

- **The Local Plan and Water Neutrality**

Any new development in Horsham District is now required to be 'Water Neutral'. This will be an opportunity to understand more about this topic and understand what impact it will have on our emerging Local Plan. The session will also provide an opportunity to understand how we can deliver a robust local plan for the community.

- **HM The Queen's Platinum Jubilee**

An opportunity to learn more about our plans to celebrate Her Majesty The Queen's Platinum Jubilee.

The public meetings will be held at the following locations and times:

- **HORSHAM**

Wednesday 4 May, from 6pm to 7.30pm - Park Suite, Horsham District Council, Parkside, Horsham, RH12 1RL

- **PULBOROUGH**

Tuesday 17 May, from 6pm to 7.30pm - Arun Hall, Swan View, Lower Street, Pulborough, RH20 2BF

- **ASHINGTON**

Thursday 19 May, from 6pm to 7.30pm - Ashington Community Centre, Foster Lane, Ashington, RH20 3PG

I would be grateful if you could share the enclosed poster advertising these events with your local community. To ensure that we meet with each venue's capacity requirements we ask that you [register your place to attend using this link](#). This form also gives you the opportunity to set out your question to us in advance of the meeting. The closing date for registration is Wednesday 20th April.

I look forward to meeting you all soon.

Sent on behalf of

Cllr Jonathan Chowen

Leader of Horsham District Council

Sarah Hogben

Communications and Marketing Officer





Horsham
District
Council

Join in

the big conversation



Come and meet the Leader of Horsham District Council and some of his Cabinet to discuss your views on Environmental and Planning issues in the District.

Cllr Jonathan Chowen and Horsham District Council's Chief Executive invite you to register your place at one of three venues across Horsham District.

Secure your opportunity to ask the Council about key topics affecting your community including the Climate and Environment, the Local Plan and Water Neutrality, and find out how the Council is making preparations to celebrate the Queen's Jubilee in 2022.

To attend, please register online by **Wednesday 20 April 2022** and state if you wish to ask a question at one of the following meetings:

4 May 2022

Park Suite, Horsham District Council, Parkside, Horsham, RH12 1RL **between 6pm and 7.30pm**

17 May 2022

Arun Hall, Swan View, Lower Street, Pulborough, RH20 2BF **between 6pm and 7.30pm**

19 May 2022

Ashington Community Centre, Foster Lane, Ashington, RH20 3PG **between 6pm and 7.30pm**

“have
your
say”

Find out more details and register your attendance at
www.horsham.gov.uk/thebigconversation

Briefing Note

This briefing note covers items 16.1 and 16.2.

16.1 – Please see attached New Staff Discount Policy for the Steyning Centre Hall Hire as per recommendation from the Personnel Committee. Can we please agree to adopt this policy as per recommendation?

16.2 – Personnel Committee agreed the following minute from the Personnel Meeting - 6th April 2022 and motion as a recommendation to Full Council. This needs to be agreed or otherwise by Full Council please.

- 48.1 To consider the Clerk's Appraisal report and discuss and agree a recommendation to Full Council for a subsequent pay award in line with previous Full Council agreement.**
The previous SPC agreement stated *'the Clerk's salary changes from {NALC Scale} LC2 to LC3 from 1st of April 2022 in accordance with the independent evaluation carried out by LCC in January 2022 and that the Clerk starts at the bottom of that scale'* subject to successful completion of the appraisal process. Cllr Norcross **proposed, seconded** by Cllr Bell that having considered the Clerks' appraisal of 24th March 2022 the Personnel Committee recommends to Full Council the subsequent pay award in line with the previous Full Council agreement. **Agreed**

STAFF DISCOUNT POLICY FOR THE STEYPNING CENTRE HALL HIRE

1.0 INTRODUCTION

1.1 This policy has been drawn up to enable the staff of Steypning Parish Council to have discount on personal use of the steypning centre.

2.0 ELIGIBILITY.

2.1 Steypning Parish Council employees become eligible for the discount on the Steypning Centre hall hire once the 3-month probation period has been successfully completed.

3.0 DISCOUNT CRITERIA

3.1 The discount is for employees of Steypning Parish Council who are paid on the PAYE. It is not available to Contractors or Councillors.

3.2 The discount can be used for hall hire for personal use, e.g. family weddings, parties, christenings, wakes. The member of staff booking must be in attendance.

3.3 The discount cannot be used for commercial events e.g sales, classes.

3.4 Hall hire must be booked through the office as usual by the member of staff seeking the discount and it must be agreed by the Clerk or Deputy Clerk.

3.5 The discount available is 25% off the total cost of the hire for the rooms being booked.

Agreed by Personnel Committee 6th April 2022

Adopted by Full Council 