

MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 21st NOVEMBER 2022 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Parsons, Lloyd, Hanson, I. Alexander, S. Alexander, & Trundle.

Clerks in attendance : John Fullbrook and Hazel Roxby

Members of the Public : 10

Meeting commenced 7.30 pm

DRAFT MINUTES

ACTION

FULL/22/61 APOLOGIES FOR ABSENCE

61.1 Apologies were received from Cllrs Bell, Young, Northam, Sullivan & Rudkin, plus apologies received from District Councillor Bob Platt and County Councillor Paul Linehan. Cllrs Goldsmith and Campbell gave reasons for absence but stated at the time that they didn't want these reasons for absence noted in the minutes as an apology.

FULL/22/62 DECLARATIONS OF INTEREST

62.1 None.

FULL/22/63 QUESTIONS FROM THE FLOOR (*in summary*)

63.1.1 Q – Trevor Cree. *In 2018, I proposed that SPC ensured there was proper publicity to encourage prospective new councillors for the 2019 May election. Will SPC confirm that in advance of next years election there will be a leaflet printed for every Steyping household to encourage and promote residents to become councillors and make for a properly contested election. I suggest £500 could be set aside for this promotion.*

63.1.2 A – *SPC have not agreed upon a promotion as yet, but will certainly consider something similar to last time, as it certainly proved successful.*

63.2.1 Q – *I notice there are many references to councillor / staff interaction and to try and ensure there is more civility and respect shown – I would hope this ethos extends to communications from and to residents also, so our council can operate more efficiently and harmoniously in future on behalf of the community.*

63.1.3 A – *Thank you*

FULL/22/64 MINUTES OF PREVIOUS MEETINGS

64.1 Cllr Norcross **proposed, seconded** by Cllr Lloyd that the minutes for the meeting dated the 10th October '22 be accepted as true and fair record. **Agreed 6 For, 1 Abstained**

FULL/22/65 MATTERS ARISING – These items were taken as read

65.1 Three items for Cllr Linehan to update on at next SPC Full Council meeting; regards Virgin media installation, local water resources and outstanding Highway scheme applications – **See item 66.3**

65.2 Clerk to appoint internal auditor – **Actioned**

- 65.3 All member working party to be convened on 7th Nov' 22, to discuss Hoey Ainscough report – **Actioned**
- 65.4 All member working party to be convened on 26th Oct' 22, to discuss Civility & Respect policy- **See item 68.1**
- 65.5 SPC Insurance Cover invoice to be paid – **Actioned**
- 65.6 Chairmans Neighbourhood Plan update and statement of thanks to be appended to Minutes – **Actioned**
- 65.7 Clerk to inform & update Cllrs as to HALC meetings details – **Actioned**
- 65.8 Cllr Young to pass on suggestion for more disabled bays at Health Centre – **Actioned**
- 65.9 Clerk to report back to Warden supervisor that two Cllr reps. still the preference of SPC - **Actioned**
- 65.10 Proposed checklist for planning to be discussed at next Climate Change working party – **See item 69.5**
- 65.11 LAT to be discussed at next Warden's meeting - **Actioned**

FULL/22/66 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

- 66.1 **Cllr Platt (HDC update)** – Not in attendance
- 66.2.1 **Cllr Lloyd (HDC Update)** – ***The HDC Building Control Team*** – Have won accolades at the Local Authority Building Control Excellence Awards – These being - Best partnership with a Storrington based business. Best Residential and Senior Commercial design for a scheme in Henfield, and they have been pronounced a 'Public Service Superstar'.
- 66.2.2 ***Planning Applications Team*** – Have been ranked 37th out of 330 nationally which is clearly a very good standard.
- 66.2.3 ***Carbon emissions at the Council*** – These have reportedly been reduced by 46% on the 2016 baseline figures. – Largely due to the adoption of HDO Fuel for the council's fleet of vehicles. The ambition is to reduce by a further 25% in the next three years. Electric street vehicles are being purchased.
- 66.2.4 ***Recycling rate*** – HDC are rated as 50th out of 338 local authorities.
- 66.2.5 ***Finance Position*** – Action will be required to avoid a deficit of £1 million each year for the next few years, this is due to the many national concerns including higher inflation rates and fuel bills. As staffing rates can not be reduced any further the shortfall is to be generated through tax, with a likely increase of £5 per Band D property next financial year.
- 66.2.6 ***A-Boards on Highways*** – There is to be more enforcement and regulation to avoid the number of A-Boards on our highways.
- 66.2.7 ***Cost of Living Crisis*** – There are measures being put in place in association with Age UK, Citizens Advice, and Horsham Matters. £250K extra costs being funded via Community Fund reserves spread over a two-year period.
- S106 Funds*** – It would appear SPC might be able to apply for further monies – Clerk to approach Melanie Stowell **CLERK**
- 66.3 **Cllr Linehan (WSCC Update)** – Not in attendance {point 65.1 will be deferred to next meeting} **Cllr Linehan**

FULL/22/67 NEIGHBOURHOOD WARDEN'S REPORTS

- 67.1 The Council received the report for October. The Wardens were not in attendance and no questions were raised.

FULL/22/68 GOVERNANCE MATTERS

- 68.1** **Hoey Ainscough report update, and to agree the implementation plan and motion as proposed in supporting papers, so that SPC can begin dealing with any recommendations from the report.** The Chair and Clerk updated on the process involved with SPC getting to this point – This included an all member working party convening on the 7th November with the HDC monitoring officer in attendance. The proposed implementation plan was discussed at this meeting, with the Clerk subsequently compiling a draft plan based upon the details discussed, and this plan was presented as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Parsons that SPC duly note the report from Hoey Ainscough Associates Ltd and have prepared a detailed implementation plan in relation to the recommendations contained in the report. SPC believes that some of the recommendations have already been completed but the majority require action. The proposed actions and timeframes are detailed within the implementation plan. SPC resolves to take the actions and to implement the recommendations as detailed and to report on the progress in 6 months and 12 months to Full Council and to the Monitoring Officer at Horsham District Council. **Agreed {unanimous}** **CLERK**
- 68.2** **To pass a resolution to sign up to the NALC civility and respect pledge, as per recommendation by the 26th of October all member working party.** The Chair confirmed this pledge was also a recommendation from the Hoey Ainscough report and was a statement of intent that this Council was determined to move forward more positively, and more collaboratively and also to actively challenge poor behaviour and more precisely to ‘Call out Bullying’, when it occurred. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Steyning Parish Council signs up to the Civility and Respect pledge as per the recommendation by the 26th of October all member working party. **Agreed {unanimous}** **CLERK**
- 68.3** **To agree as per recommendations from the Personnel Committee Meeting dated 16th Nov. 2022 as per supporting papers.**
- 68.3.1** The Chair spoke in support of the first Recommendation as per supporting papers. The contents of her statement are appended to these minutes. Other councillors spoke in support of ‘drawing a line’ and moving on from a pattern of poor behaviour. Cllr Norcross **proposed, seconded** by Cllr S. Alexander a vote of no confidence in SPC Cllr Paul Campbell {in view of his continuing harassment of the Office and the Clerk}. **Agreed {unanimous}** **CLERK**
- 68.3.2** The Personnel Committee resolved to recommend a second motion be agreed. Those councillors present further discussed the item and, in this matter, determined that there was a need to stop demanding, harassing, rude and vexatious emails which constantly undermine the councils processes and the clerk’s office, and keep returning to items already agreed by Council . Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Working Practices consider strengthening the email policy with regards to dealing with threatening and/or vexatious emails. **Agreed {unanimous}** **CLERK**
- FULL/22/69 REPORTS FROM OUTSIDE BODIES**
- 69.1** **(HALC/ WSALC/NALC) update.** Cllr Trundle confirmed there were two meetings coming up – The WSALC meeting was on the 25th Nov.
- 69.2** **Isolation and loneliness / PPG update.** Cllr Lloyd confirmed there was nothing to report
- 69.3** **Cllrs S. Alexander and Goldsmith – Wardens Steering Group.** The clerk updated that at the next meeting there would be continued discussions concerning the possible reconvening of the Local Action Team and also discussions on the budget for the remainder of this year and for next year. **CLERK**
- 69.4** **Cllr Northam and Young – Joint Parishes Cemetery Committee.** No meeting to report **CLERK**

69.5	CLLrs S. Alexander, Trundle, Bell and Parsons – Climate Change Emergency working party. There was a meeting planned for the 17th Nov, but it was inquorate, so the clerk has rearranged for this to take place on the 30th of November.	
69.6	CLLrs S. Alexander and Parsons – South Downs National Park. No meeting to report	
69.7	Update on Joint Parishes Youth Committee. There was a meeting on the 27th October, and Cllr S. Alexander updated that the youth club reports were generally positive in terms of youth participation. However, one concern remained with regards to the Monday night Steyning sessions. This session which was agreed to be taking place at the Changing rooms and MPF, has had to be shifted to another temporary home. The new location is the Fletchers Croft Car Park, and it is to be run out of the youth service provider's 'Purple Bus' vehicle. The Youth workers reported they had received intimidatory warnings not to undertake sessions at the MPF location. The Cricket Club management committee wanted it put on record that their committee had not made approaches or complained to the SPC Youth workers, nor knew anything of the allegations that the youth service providers had been intimidated by Club members and an SPC councillor to take their service elsewhere. It seems the youth workers did not want to pursue the matter. Cllr Lloyd proposed, seconded by Cllr Hanson that the clerk and chair be delegated to put together a letter to the Cricket Club requiring confirmation of the conversations that have already taken place on this matter. Agreed	CLERK
FULL/22/70	COMMUNITY MATTERS	
70.1	To consider the Virgin Media broadband installation in Steyning and to discuss and agree any communications. The Clerk had received a communication written by the Steyning Business Chamber which highlighted a number of shortfalls in consideration of the Virgin Media Steyning-wide installation and asked if Council wanted to consider similar comments. Cllr Lloyd outlined his personal concerns, but also stated that there were three dates for meetings to discuss the installation issues within the Steyning area, and that he would inform the Clerk of these details so that council could be more informed.	CLERK / Cllr Lloyd
FULL/22/71	PROGRESS REPORT	
71.1	How to interpret Risk Assessments – Cllr Training exercise from the Clerk – Ongoing	CLERK
71.2	Standing Orders, SPC Finance regulations and SPC Code of Conduct be referred to the Working Practices Group which is charged with considering the amendments and points raised by Cllr Campbell and by HDC – Ongoing – This matter had been discussed at the All member working party on the 26th October with a suggestion for the clerk to complete a set of amendments but these have not been completed as yet	CLERK
71.3	Signing of previous F&GP minutes – to be brought back to Full Council - Ongoing	CLERK
FULL/22/72	CORRESPONDENCE AND INFORMATION ITEMS	
72.1	Boundary Commission letter from Andrew Griffith – with consultation to follow – This item to be discussed at Premises & Planning Committee	CLERK
FULL/22/73	CONFIDENTIAL SESSION	
73.1	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 14 and 15 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	

FULL/22/74 COMMUNITY AWARD
74.1 To agree nominations for the Annual SPC Community Awards. Cllr Lloyd proposed, seconded **D CLERK** by Cllr S. Alexander that the residents nominated as per numbered 1 and 2 within the confidential supporting papers receive an SPC Annual Community Award at the Chairmans Function on the 9th December 2022. **Agreed**

FULL/22/75 NOTIFICATIONS
75.1 Notification from SPC Insurers solicitor as to possible action from resident against SPC. The clerk read out a statement from the SPC Insurers solicitors for the attention of the councillors present.

75.2 Notification from Personnel Committee concerning future meetings between the Clerk's office and an SPC Councillor. The Chair read out an agreement from the recent Personnel Committee {16th November} and welcomed further comments. All councillors present supported the findings of the Personnel Committee. **CLERK**

FULL/22/76 DATE OF NEXT FULL COUNCIL MEETING: 16th January 2022 at 7.30pm

Meeting closed at 8.58 pm

Signed Date 16th January 2023
Chairman

video recording of this meeting is available at -
<https://youtu.be/ae-lKhMI0U4>

APPENDIX

Chairman's statement under item 54.3.1

'I want to move to a Vote of No Confidence in Councillor Paul Campbell as he has demonstrated that he is not prepared to work either collaboratively or cooperatively with both the Office and the majority of his fellow Councillors. This is not a step we take lightly but as he has continued to show a lack of respect for John and the Office in general and there is clearly an irretrievable breakdown of trust and respect, as demonstrated by recent events. Paul persistently refuses to accept decisions made by Council that he doesn't agree with, which result in his constant challenging of these decisions, via the Office and or external bodies. This impedes the working of the Office and potentially brings the Council into disrepute.

The Council needs to be able to conduct business in a professional and non-confrontational environment. The residents of Steyning deserve a Council that is allowed to function as it should and Councillor Campbell's behaviour and approach impedes this process'.

Warden Monthly Report

November 2022

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	10
Foot - Steyning/Bramber/Upper Beeding	14/5/12	Noise	4
Vehicle - Steyning/Bramber/Upper Beeding	23/6/18	Neighbours	1
Notices/warnings TOTAL:	10	Driving/vehicles	2
Verbal warning	7	Bicycles	0
Parking alert	3	Alcohol	3
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	9
Reports into Police TOTAL:	10	Fly tipping / flyposting	3
Phone (including 101 and 999)	0	Graffiti	1
Online	0	Dog fouling	0
Intelligence report	0	Litter	2
Verbal	10	Drug litter	3
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:			
Press release/Community magazines	1		
Social media posts	6	Community events	4
Admin	31	School contact	1
Vulnerable people welfare checks	13	Youth engagement	5
Signposting	4	Reports to DVLA	1
Safeguarding referral	0	Reports to Operation Crackdown	2

ASB crime

We received a report of a middle aged male causing alarm to a resident by door knocking and throwing a beer can into their garden. We are aware of the individual and have made the Police Aware.

We encountered a group of young people in Fletchers Croft drinking and causing noise nuisance. They left the area quickly when challenged so we were not able on this occasion to confiscate any Alcohol from those in the group believed to be under 18. We continued with patrols and did not encounter the group again that evening.

We received a report of a group of young people kicking around & smashing a bottle in bus shelter. On attending the group had left. We encountered a group we believe to have been responsible later that evening at the Playpark in Fletchers Croft and strong words of advice were given.

We received a report relating to a group of young people playing football in the Fletchers Croft car park with the ball hitting cars. We have increased our static observations of the area.

Call from a resident relating to vandalism to garages (Breech Close) increased patrols.

We happened by a group of young people we believed to have been smoking cannabis at the SDS visitor centre. On seeing us they left the area quickly across the bridge that leads to Sir Georges Place.

We engaged with a small group of young people sitting on the bench near the sports hall in the Upper Beeding recreational grounds. They appeared to be under the influence of drugs/alcohol but were very responsive to our intervention and there was no associated ASB.

We had cause to confiscate alcohol from a minor near the Skate Park at Small Dole. No associated ASB.

Parking/vehicles

Upper Beeding, complaint re untaxed vehicle which has been reported to DVLA.

Fly tipping/littering/graffiti

Fly Tip, Household Waste - Steyning Bostal

Fly Tipping, Beeding Hill

Community engagement/events/meetings

Meeting with Age UK to discuss working together with the New Coordinator.

Attended and completed ILO Training (Incident Liaison Officer – For Major Incidents)

Meeting with Police re upcoming joint scam talk at sheltered housing (Steyning)

We are in the process of organising a first aid course to run for local residents in relation to operating AED (Defibrillator)

Patrols (foot/visible and car)

Continuation of patrols at the NISA in relation to shop lifting.

Older, vulnerable people and youth

Weekly Engagement with residents at the Warm Hub at the Hub in Upper Beeding.

Regular welfare visits.

Dog related issues

We encountered a Loose Dog whilst on patrol in Upper Beeding and stopped it from running towards the main road. We managed to return the dog to the owner.

Social media/press

Press release put out in Your Steyning to encourage residents to contact re local issues.

Warden Monthly Report

December 2022

Hi vis Patrol hours TOTAL:	78	ASB incidents TOTAL:	10
Foot - Steyning/Bramber/Upper Beeding	14/6/12	Noise	2
Vehicle - Steyning/Bramber/Upper Beeding	24/6/17	Neighbours	1
Notices/warnings TOTAL:	8	Driving/vehicles	3
Verbal warning	6	Bicycles	0
Parking alert	2	Alcohol	2
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	Clear up/disposal reports TOTAL:	11
Reports into Police TOTAL:	7	Fly tipping / flyposting	5
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	5
Intelligence report	0	Litter	0
Verbal	7	Drug litter	1
E-CINS (multi-agency reporting)	0	Hazards	0
Media Reports TOTAL:	7	Abandoned vehicle	1
Press release/Community magazines	1		
Social media posts	6	Community events	4
Admin	31	School contact	0
Vulnerable people welfare checks	9	Youth engagement	6
Signposting	3	Reports to DVLA	0
Safeguarding referral	0	Reports to Operation Crackdown	0

ASB crime

We had a report from a resident regarding a group of young people drinking alcohol and causing a noise nuisance in Steyning High Street Bus Shelter. The informant was told that the same group had recently stolen Alcohol from the High Street C.O.O.P. Unfortunately, we were not on shift at the time of the call, but according to the informant it was the same group of teenagers that had been there the week before. We have passed this information onto our local Police Community Support Officers. We encouraged the caller to report any further incidents to the police as well as informing us.

We received a report from a resident in Steyning relating to an alleged assault in Elm Grove Steyning. The alleged assault occurred during an incident with a group of youths and an elderly gentleman who had confronted them when they had been knocking on doors in the road. One of the youths had allegedly hit the elderly gentleman in the face with a cricket bat. The police were called. The informant claimed that the same group of youths causing a noise nuisance in the Bus Shelter had been seen leaving the bus shelter and walking down Elm Grove at the time of the incident. We passed this information onto our local Police Community Support Officers.

On the eve of the Christmas Shopping Event The C.O.O.P in Steyning High Street was hit by numerous instances of shoplifting by a group of youths. Staff were intimidated and verbally abused by the group. We have visited the manager along with a Police Community Support Officer*He has agreed to report more regularly, instances of theft

from his premises. We will carry out more foot patrols after discussing with the manager what times he felt they were most vulnerable.

We had a report of a vehicle's tyres being slashed in a disused Disabled Bay in Steyning. There seems to be a general feeling amongst residents that the perpetrator may be upset that the bay is being misused. A similar incident occurred a year ago. The matter was reported to the police and alongside our local Police Support Community Officers we delivered leaflets advising that the bay had been decommissioned and that the Police were aware of the Criminal Damage.

We received a report of rowdy youths on the recreation ground at Upper Beeding. We attended and the group dispersed. The youths are known to us, and we plan to engage and advise at the next encounter.

We came upon a group of youths that were in the process of lighting a fire in the grounds of Bramber Castle. We engaged and gave words of advice pointing out that the lighting of fires was prohibited here. They said they were not from this area, apologised and left on their bicycles.

We found some cannabis litter in the graveyard of the Church in Bramber Castle. It has been a few years since we last discovered something similar and we will step up our foot patrols of the area.

Parking/vehicles

Upper Beeding, complaint re untaxed vehicle which has been reported to DVLA.

There is an abandoned Transit lorry on the Steyning Bostal that seems to be full of miscellaneous rubbish. The tyres are flat, and the windscreen smashed. It has been reported to the police, but we will keep an eye on it as it is attracting attention and could be prove to be a potential fire hazard.

Fly tipping/littering/graffiti

There has been an increase in Fly tipping at the latter part of this month. Combinations of garden, domestic and decorators rubbish have been left in the usual hotspots. To date all instances have been reported. *

Community engagement/events/meetings

On Christmas eve we attended a Community Christmas Carol concert and extravaganza at St Peters Church in Upper Beeding. This annual event was again an outstanding success, and this Community focal point was rammed to the rafters with local people of all ages. Along with the steadfast elders and volunteers were a sprinkling of young children who became angels for the day as they played out the time honoured and traditional Nativity. Their parents and friends sang along with a melody of carols and took part in a not so traditional yule tide quiz. We will be holding a number of Warden Drop ins at the Hub in January of the new year and have arranged with the team there to be a regular monthly presence throughout 2023. We are also looking for suitable venues in the Steyning Area and hope to announce a list of dates for Drop ins in their community by the end of January.

We were on hand to help the Steyning Business Community with the road closure for the Christmas shopping event in the high St. We were called upon to unblock a diversionary route which had a lorry stuck in it. We had to hold up traffic at the end of Charlton Street. After 30 minutes or so, and a tailback of frustrated drivers, we successfully piloted the vehicle through and unblocked the bottleneck.

Patrols (foot/visible and car)

We continue our regular foot patrols in the NISA C.O.O.P in Upper Beeding in relation to shop lifting.

We Carried out a total of 6 Joint foot patrols with our local Police Community Support Officers Tracy Bicknell and Graeme Foster in both Steyning, Bramber and Upper Beeding.

Older, vulnerable people and youth

We continue our weekly engagement with residents at the Warm Hub at St Peters church in Upper Beeding. On one occasion we spent time with an elderly resident with early onset of Alzheimer's help with a jigsaw puzzle. We also chatted at length about her time spent as a music teacher in South London. As it was a part of London where I was brought up, she was delighted when we were able to talk about the different towns and boroughs, we were both familiar with. We are planning to contact and help in any way we can with a new Warm Hub being set up above a shop in Steyning High St.

Dog related issues

During the Christmas holidays we received an increase in calls regarding dog fouling. Many residents believe that with the evenings drawing in dog owners are less likely or unable to see their dog fouling in recreation areas such as the Memorial Playing fields and the recreation ground in Upper Beeding. We have increased our presence on foot in these areas in the hours of darkness.

Social media/press

We spent a morning with the Communications Officer from Horsham District Council who came out on patrol with us across all three parishes to discuss and put together an article in the forthcoming Horsham District Council magazine which will be published in March of this year.

We continue to use Twitter and Facebook to highlight our activities and make residents aware of any issues of concern within their communities. We use these social media to inform residents when we are out on patrol in their communities and to encourage them to contact us for advice and meet us in person at our fortnightly drop ins.

*You can report Fly tipping here

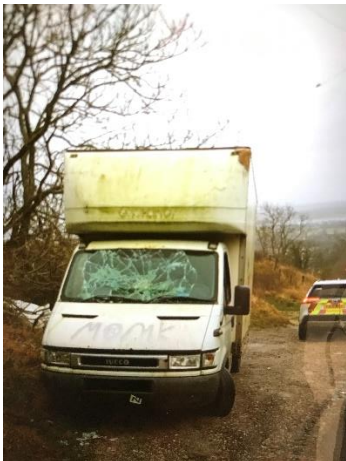
<https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/fly-tipping>

Look out for Announcements and posts on Facebook from your Neighbourhood Wardens.

<https://www.facebook.com/HDWardens/>

Warden Picture Gallery

Abandoned Transit Lorry Steyning Bostal



8.1 Precept request Agreement

At the 10th January F&GP committee meeting, we agreed the following recommendation for this Full Council meeting.

To agree the SPC Consolidated Budget for the next financial year 2023/24, which includes the Precept figure, for recommendation to SPC Full Council. The members discussed two main options following previous discussions. Either to increase the SPC Precept figure by 2% or by 4.44%, depending on whether they thought it appropriate to reduce the annual budgetary requirements from a £14,737 increase, as per the three agreed draft committee budgetary recommendations, to a more modest £6,640 increase. The Clerk had suggested that the money could be found by not reserving £5,000 this coming year for Steyning Centre unforeseen capital expenditure (Depreciation cover) with these monies possibly being earmarked from SPC general reserves instead, and that the rest of the money could come from the annual 'Tree reports and Essential Works' budget line, as there was already additional SPC Earmarked reserves in place to deal with tree works if necessary for next year.

*Members decided upon the 2% Precept increase option and to go with the Clerk's suggestion noted above. Cllr Lloyd **proposed, seconded** by Cllr Trundle that F&GP recommends to SPC Full Council that the SPC Precept request will be £338,997.00. **Agreed 5 For, 1 Abstained***

The supporting paper 8.1 shows an amended consolidated budget with all the agreed figures and amendments included therein. The Precept figure which now balances the budget is highlighted for you - **£338,997.00**

As stated, this represents a 2% rise on last year's Precept figure or £6,640 and will affectively amount to a new Band D property figure of £2.57 per annum rise on the tax base adjusted figure for last year. – **Projected New Band D Tax Figure of £131.20.**

We need to agree these please.

8.2 Steyning Local Heritage List

We need to approve and adopt the Steyning Local Heritage List as per supporting paper 8.2 and as per recommendation from the Planning & Premises committee motion below please.

***STEYNING LOCAL HERITAGE LIST** – To discuss updates list and recommend for adoption by Parish Council. The updated Heritage list and explanation from the Steyning Society has been received and sent to committee members. The Chairman and Vice Chairman of the Steyning Society attended the meeting. They informed that there had been a good response to the original document which was sent to all owners of the properties included in it. There were requests from 2 owners to have their properties removed from the list. The library has been added to the document. Owner's permission has been received for the 2 green field sites that have been added to the list. The full report and Heritage List are on the Steyning Society website and will also be placed on the Parish Council website.*

Steyning Parish Council has been requested to adopt the Heritage List which will be held by Horsham District Council.

*Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to recommend to full council the approval and adoption of the Steyning Local Heritage List. **Agreed.***

8.3 To agree to send a letter of support to our representative MP

When we agreed to pledge our support for Civility and Respect within local government, part of the remit was to support where necessary this sort of representation as per supporting paper 8.3.

8.4 To discuss progress made concerning the implementation plan

When we agreed to the implementation plan there were actions to be completed on an agreed timescale – I would like members opinion as to how you think we are doing please

8.5 To discuss possible themes or suggested speakers for our SPC March Annual Parish Meeting

Myself, Hazel, Joanna and Chris discussed last week an idea that perhaps we could invite a speaker who would be able to talk to us about measures that a Parish Council could employ to combat in a positive sense, if at all possible, antisocial behaviour in a community and in particular with regards to the appropriate use of CCTV. It would be good we thought to devote a whole meeting (most of it anyway) to something which is so important to a great deal of our residents and for the comfort and prosperity of the community as a whole. However, it might be a big ask to find the right speaker?!

This item is therefore an open forum to discuss members thoughts on how to best present ourselves as a council via the usual chairman's report plus to engage the residents with a hot topic that they would appreciate our putting forward for them.

(not necessarily this idea – please don't be afraid to air other thoughts)

12/01/2023

16:21

Steyping Parish Council

Page 1

Annual Budget - By Centre (Actual YTD Month 9)

AS RECOMMENDED BY F&GP COMMITTEE

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Administration											
1000	Donations Received	2,800	15,000	0	0	3,500	0	3,500	0	3,500	0	0
1004	Reimbursed Charges & donations	200	48	0	0	200	0	200	18	200	0	0
1010	Miscellaneous income	250	173	0	0	250	0	250	59	250	0	0
1075	CIL Receipts	2,000	0	0	0	2,000	0	2,000	5,167	2,500	0	0
1076	Precept Received	322,305	322,305	0	0	332,357	0	332,357	332,357	338,997	0	0
1090	Bank Interest Received	220	19	0	0	120	0	120	448	550	0	0
Total Income		327,775	337,545	0	0	338,427	0	338,427	338,049	345,997	0	0
4000	Salaries	116,300	131,850	0	0	154,500	0	154,500	131,246	168,500	0	0
4002	Printing, stationery, postage	2,500	3,356	0	0	2,500	0	2,500	1,448	2,650	0	0
4003	Staff Ill Health Insurance	1,350	2,173	0	0	1,350	0	1,350	1,108	1,450	0	0
4004	Telephones and Alarm	2,700	2,788	0	0	2,850	0	2,850	2,463	3,050	0	0
4005	Insurance	5,100	5,027	0	0	5,350	0	5,350	6,568	6,500	0	0
4006	Salaries Outsourcing	900	237	0	0	425	0	425	260	440	0	0
4007	Data Protection	1,200	772	0	0	1,200	0	1,200	1,006	1,250	0	0
4010	Audit Fees	1,850	1,584	0	0	1,850	0	1,850	1,212	2,000	0	0
4016	Legal Fees/Elections	10,000	4	0	0	2,400	0	2,400	15	850	0	0
4017	Bank Charges	283	422	0	0	285	0	285	357	550	0	0
4021	General Grants	2,000	2,000	0	0	2,000	0	2,000	500	2,500	0	0
4025	CCTV Maintenance	160	0	0	0	650	0	650	0	650	0	0
4030	Steyping in Bloom	4,600	4,600	0	0	2,200	0	2,200	2,200	2,400	0	0
4032	Royal British Legion	412	150	0	0	412	0	412	0	450	0	0
4033	Christmas Lights Grant	1,500	3,890	0	0	5,825	0	5,825	4,019	5,925	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	SALC NALC Subs	1,880	1,815	0	0	2,365	0	2,365	2,351	2,450	0	0
4039	Publicity and Advertising	2,000	0	0	0	200	0	200	175	500	0	0
4040	Town Clock	450	255	0	0	450	0	450	413	400	0	0
4045	Misc & Petty Cash	275	175	0	0	275	0	275	100	250	0	0
4047	Training	1,500	385	0	0	1,500	0	1,500	1,101	1,500	0	0
4049	Showcase	200	0	0	0	200	0	200	0	200	0	0
4055	HR Services	5,000	825	0	0	1,000	0	1,000	0	1,000	0	0
4060	Chairman's Function	100	0	0	0	500	0	500	701	500	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	1,600	0	0	2,500	0	2,500	1,067	2,500	0	0
4070	Software Packages	2,400	1,560	0	0	2,600	0	2,600	1,168	2,600	0	0
4071	ICT Equipment	1,700	2,595	0	0	2,250	0	2,250	0	2,250	0	0
4072	Website Development	1,000	287	0	0	450	0	450	320	450	0	0
4073	Neighbourhood Plan Exp	1,050	3,554	0	0	1,700	0	1,700	2,726	1,700	0	0
4075	Isolation and Loneliness	3,000	2,512	0	0	3,000	0	3,000	0	3,000	0	0
Overhead Expenditure		174,010	174,417	0	0	202,887	0	202,887	162,523	218,565	0	0
101 Net Income over Expenditure		153,765	163,127	0	0	135,540	0	135,540	175,526	127,432	0	0
6000	plus Transfer from EMR	0	3,368	0	0	0	0	0	1,191	0	0	0
Movement to/(from) Gen Reserve		153,765	166,495			135,540		135,540	176,717	127,432		
102 Finance & Community Appendix												
4100	Neighbourhood Wardens	45,105	47,112	0	0	45,500	0	45,500	0	52,989	0	0
4101	Swimming Pool	15,750	16,000	0	0	16,500	0	16,500	678	17,250	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		60,855	63,112	0	0	62,000	0	62,000	678	70,239	0	0
Movement to/(from) Gen Reserve		(60,855)	(63,112)			(62,000)		(62,000)	(678)	(70,239)		
103	Youth Provision											
4023	Youth Service	27,200	27,400	0	0	28,450	0	28,450	28,016	29,500	0	0
Overhead Expenditure		27,200	27,400	0	0	28,450	0	28,450	28,016	29,500	0	0
Movement to/(from) Gen Reserve		(27,200)	(27,400)			(28,450)		(28,450)	(28,016)	(29,500)		
201	Highways & Lighting											
1001	HDC Cleaning Grant	24,350	24,620	0	0	24,800	0	24,800	25,384	25,700	0	0
Total Income		24,350	24,620	0	0	24,800	0	24,800	25,384	25,700	0	0
4200	Street Light Energy	810	815	0	0	900	0	900	889	975	0	0
4201	Street Light Maintenance	1,960	2,015	0	0	2,200	0	2,200	1,964	2,250	0	0
4202	Lamp Post Testing	100	1,290	0	0	850	0	850	1,305	1,550	0	0
4210	Road Sweeping	17,300	17,462	0	0	18,250	0	18,250	12,085	18,400	0	0
4211	Town Improvements	1,500	1,401	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	200	113	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	400	0	0	0	400	0	400	76	250	0	0
Overhead Expenditure		22,270	23,096	0	0	24,300	0	24,300	16,319	25,125	0	0
Movement to/(from) Gen Reserve		2,080	1,524			500		500	9,065	575		
202	Public Toilets											
4005	Insurance	150	80	0	0	150	0	150	0	150	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4250	Public Toilets - opening/clsng	2,200	2,172	0	0	1,800	0	1,800	1,284	2,000	0	0
4252	Electricity	800	981	0	0	800	0	800	1,100	1,200	0	0
4253	Water Charges	1,250	1,592	0	0	1,250	0	1,250	868	1,400	0	0
4254	Rates	400	0	0	0	380	0	380	0	0	0	0
4256	Repairs, pdh, consumables	1,200	1,681	0	0	1,200	0	1,200	854	1,200	0	0
Overhead Expenditure		6,000	6,505	0	0	5,580	0	5,580	4,106	5,950	0	0
Movement to/(from) Gen Reserve		(6,000)	(6,505)			(5,580)		(5,580)	(4,106)	(5,950)		
301	<u>Playing Fields</u>											
1004	Reimbursed Charges & donations	500	440	0	0	500	0	500	583	500	0	0
Total Income		500	440	0	0	500	0	500	583	500	0	0
4276	Tree and Hedge Cutting	5,000	4,630	0	0	5,000	0	5,000	2,405	5,000	0	0
4300	Grass Cutting	5,380	5,000	0	0	5,200	0	5,200	5,362	6,800	0	0
4309	Tree Reports & Essential works	10,000	725	0	0	6,000	0	6,000	2,232	2,903	0	0
4310	Grounds Maintenance	3,500	3,424	0	0	3,500	0	3,500	433	3,500	0	0
4312	Waste Removal	1,450	1,591	0	0	1,450	0	1,450	1,385	1,850	0	0
4320	Play Equipment Inspections	1,200	2,090	0	0	1,800	0	1,800	1,387	2,000	0	0
4321	Play Equipment & Maintenance	1,500	7,275	0	0	2,100	0	2,100	2,137	2,500	0	0
4341	Repairs	0	179	0	0	0	0	0	0	0	0	0
4352	Litter and Bins	2,500	3,108	0	0	3,200	0	3,200	2,183	3,250	0	0
4360	Allotment Maintenance	3,800	2,160	0	0	3,800	0	3,800	7,885	3,200	0	0
Overhead Expenditure		34,330	30,182	0	0	32,050	0	32,050	25,410	31,003	0	0
301 Net Income over Expenditure		-33,830	-29,742	0	0	-31,550	0	-31,550	-24,827	-30,503	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	8,535	0	0	0
	Movement to/(from) Gen Reserve	(33,830)	(29,742)			(31,550)		(31,550)	(16,292)	(30,503)		
302	Allotments											
1005	Allotment Rents	4,400	4,193	0	0	4,600	0	4,600	4,675	4,700	0	0
	Total Income	4,400	4,193	0	0	4,600	0	4,600	4,675	4,700	0	0
4253	Water Charges	1,100	585	0	0	1,200	0	1,200	996	1,300	0	0
	Overhead Expenditure	1,100	585	0	0	1,200	0	1,200	996	1,300	0	0
	Movement to/(from) Gen Reserve	3,300	3,608			3,400		3,400	3,679	3,400		
303	Playing Field Costs											
4252	Electricity	480	1,332	0	0	620	0	620	1,022	1,500	0	0
4253	Water Charges	800	1,911	0	0	1,200	0	1,200	1,036	1,350	0	0
	Overhead Expenditure	1,280	3,242	0	0	1,820	0	1,820	2,058	2,850	0	0
6001	less Transfer to EMR	0	-2,238	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,280)	(1,004)			(1,820)		(1,820)	(2,058)	(2,850)		
401	Steyning Centre											
1003	Clubs Lease Rentals	2,500	2,629	0	0	2,500	0	2,500	1,931	2,675	0	0
1007	Room Hire	27,600	49,916	0	0	60,000	0	60,000	44,589	60,000	0	0
1010	Miscellaneous income	400	441	0	0	650	0	650	286	650	0	0
1015	Coffee Machine Income	450	127	0	0	550	0	550	193	250	0	0
1017	Income Film Night	4,200	2,606	0	0	5,750	0	5,750	3,062	4,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1020	FITS Receipts	1,200	934	0	0	1,200	0	1,200	1,025	1,200	0	0
	Total Income	36,350	56,655	0	0	70,650	0	70,650	51,086	68,975	0	0
4053	Entertainment Licence	2,500	832	0	0	2,750	0	2,750	309	2,000	0	0
4252	Electricity	4,550	3,397	0	0	4,550	0	4,550	3,591	5,000	0	0
4253	Water Charges	1,600	2,030	0	0	1,800	0	1,800	742	1,900	0	0
4254	Rates	10,650	8,814	0	0	10,650	0	10,650	8,758	10,650	0	0
4257	Gas	3,400	6,105	0	0	4,500	0	4,500	4,408	6,500	0	0
4310	Grounds Maintenance	3,500	3,368	0	0	3,500	0	3,500	2,635	3,500	0	0
4341	Repairs	750	365	0	0	750	0	750	500	650	0	0
4342	Repairs/Mtce/Renewals	9,000	10,131	0	0	9,000	0	9,000	6,706	12,000	0	0
4401	Trade Waste	2,500	2,454	0	0	2,200	0	2,200	1,880	2,500	0	0
4402	Annual Maintenance Contracts	8,500	7,519	0	0	8,200	0	8,200	4,379	9,000	0	0
4404	Alarm System	500	482	0	0	500	0	500	497	500	0	0
4406	Cleaning and Consumables	3,000	2,543	0	0	3,000	0	3,000	931	2,850	0	0
4407	Coffee Machine Expenditure	80	0	0	0	40	0	40	43	40	0	0
4408	Film Night	4,250	2,581	0	0	4,250	0	4,250	2,091	4,250	0	0
	Overhead Expenditure	54,780	50,622	0	0	55,690	0	55,690	37,469	61,340	0	0
	401 Net Income over Expenditure	-18,430	6,033	0	0	14,960	0	14,960	13,617	7,635	0	0
6000	plus Transfer from EMR	0	5,748	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,430)	11,781			14,960		14,960	13,617	7,635		
503	Earmarked Res F & C											
1010	Miscellaneous income	0	51,896	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	51,896	0	0	0	0	0	0	0	0	0
4971	General Balance Reserve	0	0	0	0	5,000	0	5,000	0	0	0	0
4977	Special Projects	11,550	11,462	0	0	20,000	0	20,000	8,721	0	0	0
Overhead Expenditure		11,550	11,462	0	0	25,000	0	25,000	8,721	0	0	0
503 Net Income over Expenditure		-11,550	40,434	0	0	-25,000	0	-25,000	-8,721	0	0	0
6001	less Transfer to EMR	0	51,896	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(11,550)	(11,462)			(25,000)		(25,000)	(8,721)	0		
Total Budget Income		393,375	475,348	0	0	438,977	0	438,977	419,777	445,872	0	0
Expenditure		393,375	390,624	0	0	438,977	0	438,977	286,297	445,872	0	0
Net Income over Expenditure		0	84,724	0	0	0	0	0	133,481	0	0	0
plus Transfer from EMR		0	9,116	0	0	0	0	0	9,726	0	0	0
less Transfer to EMR		0	49,658	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	44,183			0		0	143,207	0		

The Steyning Local Heritage List



**Locally important historic buildings
and structures**

The Steyning Society

October 2022

Introduction

The Steyning Society was founded in April 1963 and its objects are to conserve and enhance the town of Steyning, particularly its conservation area and to protect the surrounding environment.

We take an active interest in the development of the town, supporting local events and projects that seek to maintain and improve its amenities and character.

This Heritage List is the latest example of our work which is intended to highlight those buildings and structures which are of local interest and importance. We have followed the guidance¹, which is that buildings and sites which qualify for inclusion in the Local Heritage List must have '*heritage significance*' and be of '*architectural or historic importance*', that they must be '*special*' and that they do not '*quite meet the criteria for being nationally listed*'.

Full details of the approach taken and criteria used for the selection can be found in the appendix.

We hope that the Local Heritage List will be a helpful addition to the national Statutory List and underline the unique historic character and charm of Steyning. We are grateful for the help and support of Horsham DC, Steyning Parish Council, Steyning Museum, particularly Chris Tod and Jacquie Buttriss and those who responded to the consultation draft.

We have undertaken the work as a small project group of The Steyning Society with the support of its trustees and members. It has been an enjoyable and worthwhile experience which has greatly aided our understanding and appreciation of the town.

Tony Struthers, Nick Bennett, Catherine Mant, Jane Oxley and Alice Standen

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<https://steyningsociety.org.uk>

Registered Charity No. 269859

¹ Historic England Advice Note No 7 – Local Heritage Listing, Identifying and Conserving Local Heritage, 2nd Edition 2021

Local Heritage List - Steyning

Bank Passage, Old Court House and Terrace
Bramber Road, Christ the King, Roman Catholic Church
Castle Lane, Clivedale and The Malt House
Chantry Lane, Chantry Lane Cottage
Charlton Street, Police Station
Church Street, No. 2 Osborne House, No. 24 Vine Cottage
and Steyning Library
College Hill, Corner House
Cripps Lane, Silvermead and Station Road, South Down
House
Dog Lane, Watersmead
Elm Grove Lane, Nos. 1 - 6 Elm Terrace
Goring Road, No. 19 St.Andrews, No. 49 Stokes, No. 51
Highcroft, No. 53 St.Stephens, No. 55 Tilings
High Street South, Bidlington/ Ashburton, No. 4a Old Brewery
Cottage, No. 4 Steyndent, No. 18 Methodist Church
High Street South, The Causeway and East Side footpath
High Street, No. 106 Book Shop
Holland Road, Lynwood and Saffrons
Horsham Road, Yew Tree Cottage
Jarvis Lane, St. Johns, Rosebank, Rosebank Barn, Jarvis Lodge
Stanecroft, Bonnington, Ivy Nook, Flint Walls (west side)
Jarvis Lane, Herod's Foot and The Nest
Mill Road, SME Ltd,
Mill Road, Sir George's Place 1-14 and 15 -17
Mouse Lane, Pompey's Terrace, Rifle Range and Saxo-Norman
to Medieval Fields
Old Market Square, Nos. 3 - 7 Former Goods Shed
Southdown Terrace, Nos. 1 - 8
Station Road, The Gables, Braeside and Lyminster Lodge
Tanyard Lane, Nos. 1 - 8 New Row, Nos. 4 - 5 Gatewycke
Terrace
Vicarage Lane, The Vicarage
White Horse Square, Nos. 10 - 11

Appendix - criteria for inclusion

Bank Passage, Nos. 1,2 and 2A Nos. 1, 2, 3 and 4 The Old Court House



Originally known as Brewer's Lane, this became Bank Passage following the building by Thomas Sone of a shop to replace The King's Arms at the entrance to the High Street in c1790. He issued a bank note (for twopence) under the title "Steyping New Bank, No.1 High Street" (now called 'Body Matters'). This banking venture resulted in the name of this twitten.

The terrace cottages (Nos. 1, 2 and 2A) are thought to date from the late 1780s. Two storey in brick with two rooms above and below, fronting the Passage. Nos. 1 and 2 Old Court House is the former Town Hall and beyond (Nos. 4 and 5) are converted from parts of the Courts and were the location for the cells.

Grigg² explains that The Steyping Public Hall and Assembly Rooms Co. Ltd. was a company formed by several townsmen. A house had been bought situated in the garden fronting the High Street. A Hall was then built in the garden by Mr Chalcraft, a Steyping builder. An action for trespass brought against him and the Company for trespass over Bank Passage as a means of access to the Town Hall in 1886 - found that Bank Passage was a public way. Originally occupied by the Constitutional Club, it was then taken over by the Conservative Club . After World War 1 Comrades of the Great War formed a club and used the rooms. They were followed by the British Legion and then the Independent Order of

² Grigg C.A. *Memories of Steyping* p. 16 Wests Printing Works, Steyping 1967

Odd Fellows. They built a large room over the Town Hall and it continued in use by them until shortly after World War II. The Town Hall was the focal point of many local and theatrical activities such as the Steyning Operatic Society. Eventually the Hall was bought by the West Sussex County Council and converted to a permanent Magistrates Court. Opening in April 1960, it closed in 1996 when part of the Steyning Petty Sessions Division was amalgamated into the Worthing District and the remainder was incorporated into the Horsham Division.³

See description of Bank Passage and its history in Duke and Cox⁴.

The Old Courthouse is an historic building with strong associations to the town and the 19th and early 20th Centuries. Bank Passage and its terraces have group value, townscape merit and history in this central location.

³ *House of Commons Hansard Written Answers for 7 March 2000*

⁴ *Duke, Frank and Cox, Ernest W. "In and Around Steyning" pp 94 - 96 Wests Printing Works Steyning 1954*

Bramber Road, Christ the King, Roman Catholic Church



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An attractive and interesting conversion of an old barn, opened in 1951. The barn is shown on the 1840 Tithe Map and formerly belonged to Penlands Farm. According to the Victoria County History⁵ although Roman Catholics were recorded at Wappingthorn in the 16th C by the 18C the faith had gradually died out in Steyning. However a small community remained and the Museum has a copy of a pre-war poster advertising a pony and trap service being run to take Steyning people to the Towers in Beeding for Sunday services. By 1948 the Town Hall began to be used on a temporary basis for services and this former barn was subsequently converted into a Church, opening in 1951.

The Church is in a prominent position on Bramber Road marking the entrance to Steyning and the Penlands Estate. It has historic interest, contributing to the townscape and is an important community building.

⁵ Baggs A.P., Currie C.R.J., Elrington C.R., Keeling S.M. and Rowland A.M., 'Steyning: Roman Catholicism', in *A History of the County of Sussex: Volume 6 Part 1, Bramber Rape (Southern Part)*, ed. T.P Hudson (London, 1980), p. 244.

Castle Lane, Clivedale



Photo © [Simon Carey](#) (cc-by-sa/2.0)

A large Victorian villa built in 1878 and remaining a single dwelling until the 1970s. It was then subdivided and its grounds sold for development.

The external appearance is largely unchanged, with a hipped roof, three chimneys, prominent bay windows on both floors, with the ground floor extending to the first floor with its own roof. The first floor has red overhanging tiles and walls of Sussex flint on the ground floor.

As a classic Victorian mansion it is of historic interest, providing an important townscape and focal point to Castle Lane.

Castle Lane, The Malt House



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This store was part of the former Gates's Brewery which was located on Jarvis Lane. The brewery was established in the early 19th century eventually merging with the neighbouring Mitchell's Brewery by 1898 to become Steyning United Breweries Ltd. It was taken over by the Rock Brewery of Brighton after World War I. They subsequently closed the brewery and transferred production elsewhere. ⁶

The building has historical interest as a reminder of the brewing industry, which was prominent in this area of the town until the 1920s.

⁶ <http://steyningmuseum.org.uk/boxfiles/ttdrink.html>

Chantry Lane, No. 22 Chantry Lane Cottage



Photo © [Simon Carey](#) (cc-by-sa/2.0)

A single storey house at the front with dormer windows at the rear. It sits on a flint wall at the corner of Highland Croft and Chantry Lane. It is opposite the listed buildings of Smugglers Cottage, Chantry House and Chantry Green House.

A distinctive and unusual design, it is a former carpentry workshop of W.W. Rapley and is shown on maps before 1840. It has Historic Fabric interest, situated at a corner site opposite listed buildings and adds value to the townscape marking the entrance to Highland Croft in a characterful manner.

Charlton Street, Police Station



Built 1859 - 62. A pleasingly symmetrical building in flint and brick set behind a matching flint and brick wall with stout pillars at the entrance to its yard. It is well situated at the entrance to the cricket field, though resolutely turned away from the view. Recently renovated (with a new roof) its police lamp has been retained. Windows have been replaced with modern ones.

It is a substantial solid building and an important part of Steyning's history. Originally the base for some 16 police officers who covered a total of 25 parishes between Steyning itself and the outskirts of Hove – the same parishes as those covered by the Steyning Registration District (see Osborne House.)

It is therefore of historic importance for the town as an early example of a constabulary building of the 1850/60s with historic associations of the period. It has townscape merit at the entrance to the playing fields and corner of Charlton Street. The flint walls surrounding the Police Station, including the boundary wall between the cricket field, should be included in the listing as they provide the setting for the building and clearly mark its important location.

Church Street, No.2 Osborne House



This three bay, two storey Victorian building, now a private house, was built before 1861 originally for Edward Cripps who was Registrar and a solicitor.⁷ It served as the Register Office and was known as Gordon House. The building has a symmetrical frontage with 2 storey cantilevered bay windows, which were popular at the time of construction. The original glazing does not survive. The entrance doorway has a classical surround, with two flanking pilasters designed in the Doric order. The ground floor has a rusticated façade, and horizontal platband between the ground floor and first floor. Original iron railing present on the stairway to entrance.

The setting of the house on the corner of the High Street and Church Street is further enhanced by the raised pavement, posts and rails which although recently renewed, date originally to at least before 1860⁸. They provide an enclosure for the building and mark its presence at this key junction in Steyning

⁷ Duke and Cox, *op. cit.* pp 4 and 97

⁸ Guilman, Alwyn "Bygone Steyning, Bramber and Beeding" Plate 19 Philimore and Co Ltd Chichester 1988

It has important historical associations. Between 1837 and 1935, Steyning's Register Office served 25 parishes, including Aldrington in Hove.⁹

Charles Stuart Parnell was founder and leader of the Irish Parliamentary Party and a committed Irish nationalist. He was described by Gladstone as "the most remarkable man I ever met and the most interesting". He caused a scandal through his affair with Katherine O'Shea, wife of Captain O'Shea, which became national news in the 1890s, when Captain O'Shea divorced his wife due to her affair. This made it impossible for the then Prime Minister, W.E. Gladstone, to pass the legislation required to grant Home Rule to Ireland. Subsequently Parnell and O'Shea, who now resided in Hove, married at the Register Office on the 26th June 1891, an event that is commemorated by a blue plaque on the exterior of the building.

⁹ See <http://steyningmuseum.org.uk/registration.htm>

Church Street, No. 24 Vine Cottage



Although rebuilt and altered¹⁰ this was once the home of Victor B. Neuberg, poet and writer and known as Vickybird. He was the founder of the Vine Press which was housed in one of the rooms of the cottage. The building retains some elements of the original cottage, including the dormer window arrangement. It was rebuilt after the 2nd World War.

As well as a poet, Neuberg was a publisher and occultist and associate of the infamous occultist Aleister Crowley. Having moved to London in the 1930s, he was one of the first champions of Dylan Thomas. He was a friend of artists and writers and the cottage hosted many visitors such as Paul Robeson, Tallulah Bankhead and Gertrude Stein amongst others.¹¹

The facade and grapevine of the cottage have strong historical connections providing continuity with the history of Steyning. In addition it has townscape merit with the surrounding medieval and listed buildings of Church Street.

¹⁰ Duke and Cox *op. cit.* p.7

¹¹ Pennington, Janet *Steyning Scandals, Secrets of a Sussex Market Town 1547 - 1947* p. 25
CPI Antony Rowe Eastbourne 2007

Church Street, Steyning Library



Described in the Pevsner Architectural Guide as an *'intentionally quiet building, its monopitched roof dipping low towards the church'*¹² Steyning Library was designed by West Sussex County Architects Department and opened in February 1996. It has a crescent shape, following the curve of Church Street and Vicarage Lane.

It replaced a temporary library building and at the time the proposed design was criticised for being *"excessive in size and character compared with the more traditional form of development in the Conservation Area."*¹³ In response the County Council's conservation architect advised that *"the*

¹²Williamson, Elizabeth, Hudson, Tim, Musson, Jeremy and Nairn, Ian. *Sussex: West, Pevsner Architectural Guides The Buildings of England* 2019 Yale University Press p. 636

¹³ West Sussex County Council , Applications Sub-Committee – erection of a new public library at Church Street, Steyning Plan ST/30/94 Report and Decision Notice 22nd June 1994

proposed library successfully sits on the present grassed site which is elevated above the footpath. Its curved monopitched slate covered roof is a sympathetic addition to the local townscape. The scale of the roof relates satisfactorily to the side aisle roof of the adjacent parish church. The floor to ceiling glazing and the timber supporting columns produces a very harmonious and well scaled facade facing Church Street. The curved plan form has created a good entrance court in front of the proposed entrance".

Despite the controversy, the Library has become an important landmark in Steyning and contributes an impressive new addition to the townscape of Church Street and the Conservation Area. It complements the nearby listed buildings and is a bold and successful response to the curvature of the site.

College Hill, Corner House



Corner House is a detached house on the corner of The Crescent and College Hill. The house stands in its own grounds of about $\frac{3}{4}$ of an acre, has a gable roof and was built by Frank Duke Ltd in the early 1920s. Like many of the houses built by Frank Duke, it has a pebbledash rendering, which has never been painted. The front door, which is on The Crescent, has a distinctive stone surround.

The exterior of the house is largely unaltered. The windows are metal framed casement windows which have leaded lights. Except for two, they are original. About half of them have distinctive ornamental 'lion' opening handles (see photo). The house has historical interest as an excellent example of Frank Duke's work with its links to the arts and crafts movement. The townscape of the Crescent and College Hill is much enhanced by its prominent corner position.



Cripps Lane, Silvermead and Station Road, South Down House



Silvermead

Southdown House

Semi-detached villas built in the 1860s by John T. Chappell as part of the railway suburb close to the station. Two storey, with ground floor bay windows. Originally known as Southdown Villas. Silvermead to the left was the former YHA Youth Hostel for Steyning from 1936 - 39 but closed after the 1939 season.¹⁴ The villas are typical of their period in this part of Steyning's "Railway suburb". Silvermead has strong historical associations as a 1930s Youth Hostel. It was very popular, with over 10,000 members staying over the four years it was a hostel. It was intended to be part of a complete chain of hostels along the South Downs and had accommodation for 18 men and 12 women.

The villas merit inclusion for their history, Victorian design and associations with the railway and 1930s youth hosteling. They also should be included for their key townscape character at this junction of Cripps Lane and Station Road.

¹⁴ See <https://duncanmsimpsonwriting.com/category/hostels/> accessed 20 Feb. 2022

Dog Lane, Watersmead



Former home of Elsie and Doris Waters¹⁵, comic actresses and singers who performed as a double act as “Gert and Daisy” and were famous as music hall, film, radio and TV entertainers. It has historic associations as they were particularly well known during the Second World War. The building was previously known as “Byfield” and was converted from the brewery coal store and stable and later improved by Frank Duke. An exuberant mix of flint, brick and tile-hanging with gables, lead-paned windows (all now replaced with modern versions), bays and 'Tudor' beams.

The smallest, northernmost wing is old, probably originally stables. It is not on the 1791 map but this might have omitted coal stores and stables. The interior contains a wealth of Frank Duke joinery and an unusual curved staircase. The house was extensively refurbished in 2017. The garden includes the brewer's pond

¹⁵ <http://voices-of-variety.com/elsie-and-doris-waters/> accessed 21/2/22

Dog Lane Mounting Block



The mounting block in Dog Lane, almost certainly belonged to the adjacent Newham House in Sheep Pen Lane. Newham House is a listed timber framed Grade II house of the 17th Century, refaced in the 18th Century. The date of the block is not known. Other mounting blocks are located outside the Post Office in the High Street and Chantry House, Church Street. Both these properties are Listed Buildings but none of the blocks are included in the Listings.

The mounting block should be included on the Local Heritage List for its historical connections and associations with the horse as the means of transport in earlier centuries.

Elm Grove Lane, Nos. 1- 6 Elm Terrace



Elm Grove Lane was formerly known as Newman's Lane and in the 1790s it was called Back Lane.¹⁶

This mid-19th Century Victorian terrace comprises six identical two storey houses. Each northern façade has one double hung sash "6 over 6" window at ground floor, and another at first floor. The original four-panelled entrance doors are present on Nos. 2 and 3. Hipped slate roof with three stacks, each with six flues.

The buildings have townscape merit due to their group setting. The houses are typical of a Victorian terrace, designed to provide high density housing for the working classes. The buildings are significant as they contribute to the historic street scene of Elm Grove Lane, which is largely comprised of mid-late 19th century frontages.

¹⁶ *Duke and Cox op.cit. p.89*

Goring Road, No. 19 St.Andrews



An interesting corner house, probably built by Frank Duke in Arts and Crafts style, steep hip roof at various angles with dormer leaded windows. Two tall brick chimney stacks, emphasise the corner by being at a right angle to each other. The building seems to be an integrated whole and, apart from the probable insertion of four windows by the door, retains its intrinsic design.

The house merits inclusion for its townscape prominence at a key corner point on Goring Road that signals the change of direction between the two halves of the road.

Goring Road, No. 49 Stokes



Frontage to Goring Road

An important and unique house built for Alastair Robertson - Aikman (1924 - 2006) the founder of SME Ltd. This had its factory in Mill Road, manufacturing audio equipment. It is understood that two integral garages and a music room were added to the property after it was built in c1958. The building is in the Arts and Crafts tradition of Edwin Lutyens. It was designed by John Leopold Denman (1882 - 1975) for the owner.

John Leopold Denman was a most prolific Brighton based architect "*who designed in a well mannered Neo-Georgian with influences of Art Deco and Scandinavia*"¹⁷. This house is an exceptional example of his style and achievements. It has aspects of the arts and crafts movement, with a mansard roof, small dormer windows on the front elevation and large dormers on the back overlooking the garden and Clays Field towards the South Downs. It is understood the present garden is the original design. A formal structure with small garden rooms, topiary and architectural features.

¹⁷ Antram, Nicholas and Pevsner, Nikolaus "*Sussex East with Brighton and Hove*," Yale University Press 2013

The building is a significant example of domestic architectural design by a prominent Sussex architect, for a client who was the founder of an important local manufacturing industry. It includes a Music Room, designed to extremely exacting standards where the ultimate tests for SME's designs were conducted.

It is a very special building and should be given national listing by Historic England. It is of considerable historic interest and is in a distinctive position above Clays Field.



Rear elevation overlooking Clays Field

Goring Road, No. 51 Highcroft, No. 53 St. Stephens, No. 55 Tilings



No.51, Highcroft and No. 53, St. Stephens

No. 55, Tilings

A group of three large detached two and half storey Victorian Villas in a row on Goring Road. Probably the earliest houses on this road.¹⁸ They are rendered at first floor level with brick and a bay window on the ground floor and porches set to the side. Prominent chimneys at each side of the buildings. They are a strong statement of stability and prestige and set the tone for Goring Road to become an extension of the original medieval town. It provided housing for professional families such as doctors, and solicitors in style and comfort.

The grouping of these houses make an impressive townscape contribution. They have historic interest as early buildings on Goring Road. No 51. Highcroft, borders the footpath to Clays Field and has a fine flint wall which is included in this listing.

¹⁸ Harris, Roland B. *Steyping Historic Character Assessment Report, Sussex Extensive Urban Survey (EUS) 2004* p.26

High Street South, Bidlington/Ashburton



A very substantial building in its own grounds, hidden from the High Street, which has been divided into two properties. Bidlington faces the High Street and was originally the name of the whole building and Ashburton, with its unspoilt facade and portico is to the rear.¹⁹

Given its date, history and prominent position on the High Street this building should be included as a key contribution to the townscape of the High Street (South) and its association with the history of the town.

The flint wall which runs along the High Street from Bidlington Cottage to Bidlington is a significant historic and prominent structure. It is included on the local list as an important contribution to the townscape of this part of the town.

¹⁹ Ford, Harry *Steving Conservation Area Guide*, 1980 revised 2003, Wests Printing Works, Steving p.31

High Street South, No. 4a Old Brewery Cottage



Photo © Simon Carey ([cc-by-sa/2.0](https://creativecommons.org/licenses/by-sa/2.0/))

Built in the mid 19th century and once part of a former brewery complex that lined the north western part of the lane. The brewery was known as Gates's Brewery and was established in the early 19th century. By 1899, it had amalgamated with Michell's Brewery on the High Street to become Steyning Breweries Ltd. After World War I, this was taken over by Brighton's Rock Brewery, who subsequently transferred production elsewhere. Much of the former brewery was demolished except for this building and the adjacent administrative offices at No. 4 High Street South.²⁰

It has historical interest as part of the former brewery and the building's flint and stone character is typical of facades in Jarvis Lane.

²⁰ See The Demon Drink! Steyning Museum Archives <http://steyningmuseum.org.uk/boxfiles/ttdrink.html>

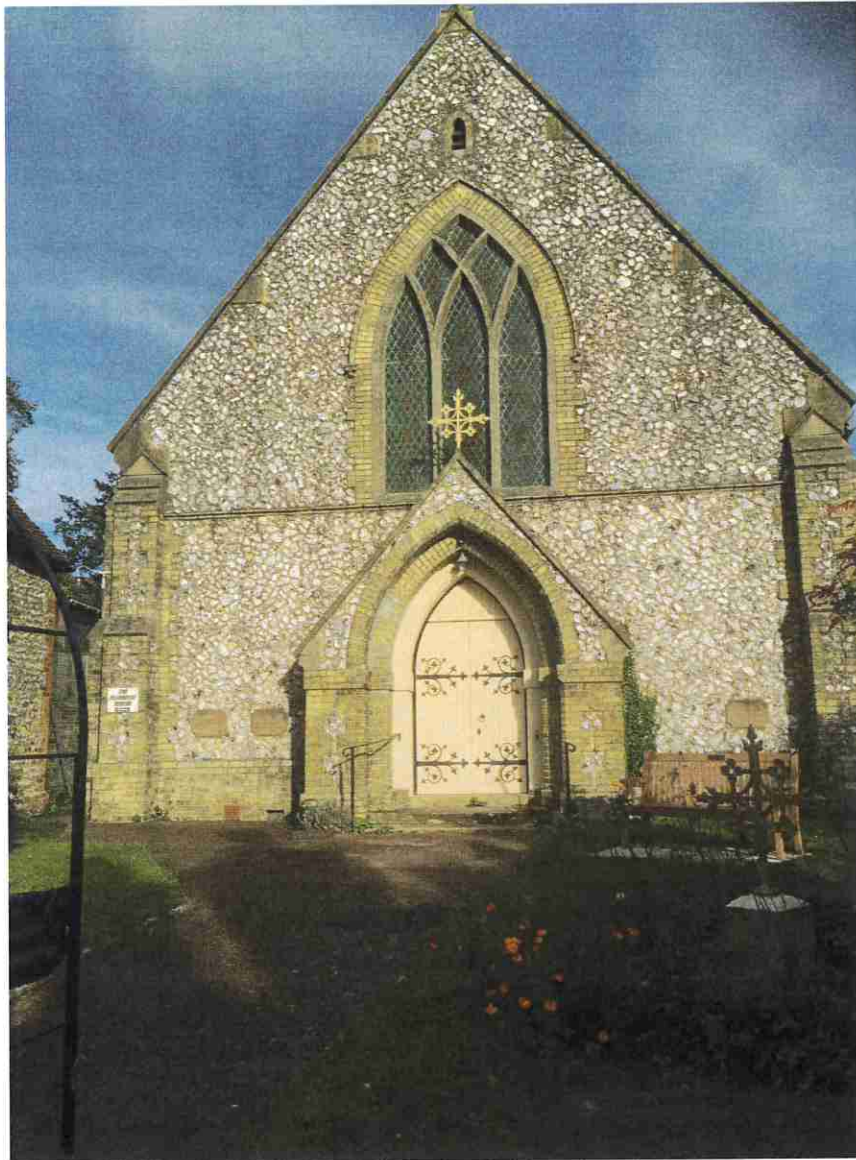
High Street South, No. 4 (Steyndent)



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Although much altered, this was previously the administrative offices of the former Gates' Brewery in Jarvis Lane. As such it has historical associations with the brewing industry in Steyning. An imposing building, it marks the junction with the High Street and the entrance to Jarvis Lane and is prominent in the townscape.

High Street South, No. 18 Steyning Methodist Church



Flint and Yellow Brick church with stone dressings and quoins, built 1878²¹ in the Gothic Revival Style, oriented east-west, with a contemporary school room to the rear. The exterior is largely unchanged, but the interior was altered in the 1960s and 2010s. The building was designed by James E. Lund²², an architect of some significance due to his involvement in local religious architecture, such as the Worthing Tabernacle. It is of historic interest as it is representative of a particular

²¹ Norwood, John A *History of Steyning Methodist Church Steyning Methodist Church Council* 1979

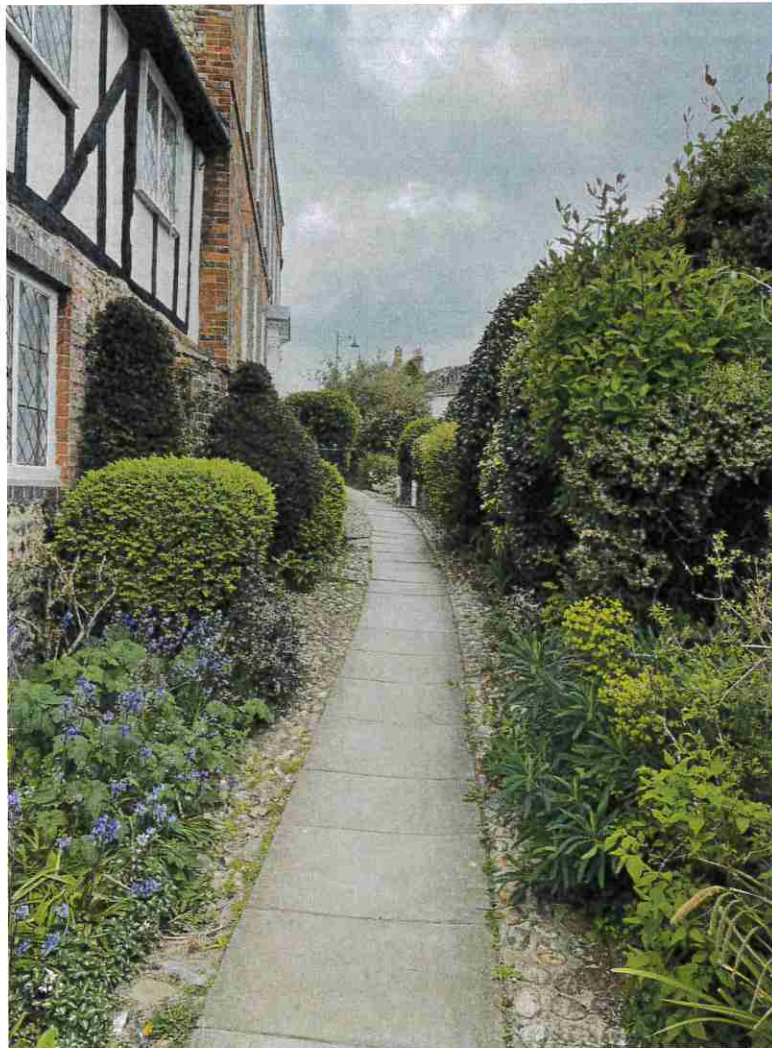
²² Williamson, Elizabeth *et.al. op.cit.* 2019 p.636

religious group, the Wesleyan Methodists, and is also representative of a type of architectural style favoured in the late-Victorian period – the Gothic Revival. This was made popular in this period by architects such as George Gilbert Scott. In particular the church responds to nonconformist writings on appropriate styles for such churches in this period. For example, Frederick Jobson, a notable Wesleyan Methodist Architect called for a return to the Early English Decorated Gothic Style, and the use of local materials in chapel construction.

The Methodist Church at Steyning accords with this national style impeccably, with its pointed arch openings, and large western façade window employing intersecting tracery, reminiscent of the geometric period in gothic design. The use of flint to face the structure also responds to a stylistic preference for the use of local materials.

Townscape - the south section of the High Street where the Methodist Church is located is comprised of historic frontages primarily dating from the 18th and 19th centuries. The Methodist Church contributes to the historic character and aesthetic value of this part of Steyning and to the High Street.

High Street South, The Causeway (west side) and Footpath (east side)

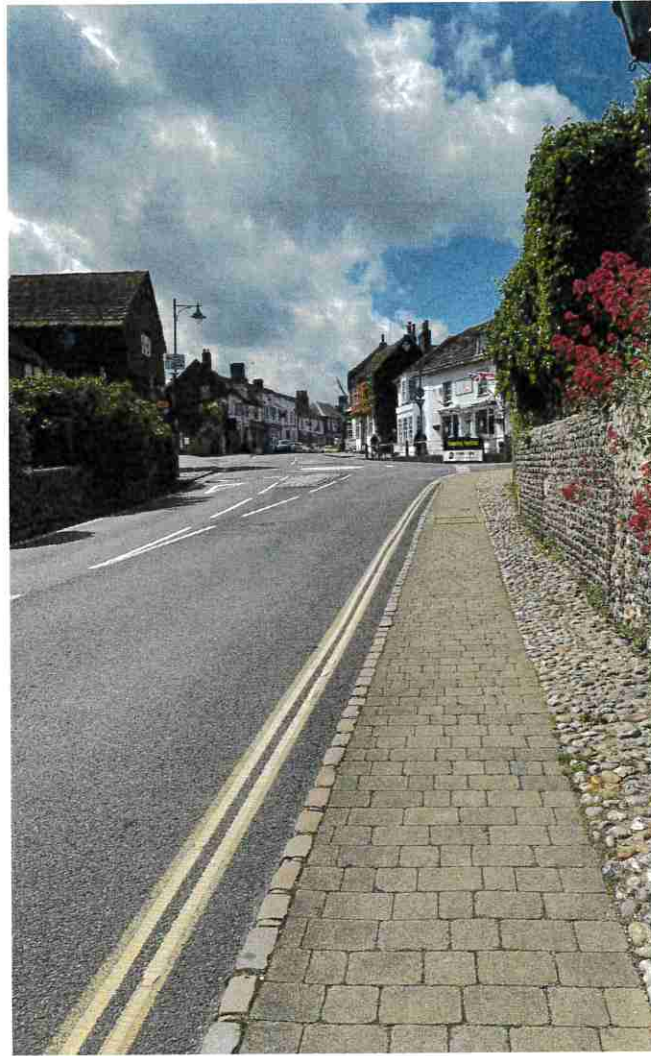


The Causeway (west side)

This part of the High Street, was formerly known as Singwell Street. The Causeway is a path on the west side of the Street, enclosed by a flint and stone wall, with shrubs planted between the wall and path. This comprises flagstones and cobbles. Opposite on the east side is a path with small flags. There are cobblestones between the path and the flint and stone wall, enclosing the houses.

On both sides there are historic listed buildings, marking the entrance to the town.

This is an impressive streetscape which greatly contributes to the character of Steyning. The Steyning Conservation Area Appraisal and



Footpath (east side)

Management Plan²³ recommends *“Good management of the streetscape is essential to maintain the sense of place..... A large format paving slab in natural stone should be used as part of considered approach to the location and the heritage context. Older surfacing materials such as local stone on edge, pebbles and even flint are rare vernacular survivals that should be conserved. The use of high quality paving materials, together with the layout and jointing detail are key elements of the overall surface appearance.”*

As a high quality entrance, it very much contributes to this sense of place and character. It proclaims - *“this is Steyning, an attractive historic town.”* The recommendations of the Conservation Area Appraisal should therefore be applied.

²³ Horsham District Council Steyning Conservation Area Appraisal and Management Plan January 2018 pp. 38 and 43

High Street, No. 106 (The Steyning Bookshop)



An early 18th century building constructed c.1708, but re-fronted in the mid-19th century. The ground floor has symmetrical canted bay windows with double hung sashes with sash horns. The first floor has three double hung sash windows with "six over six" panes.

The building has a steeply pitched roof with clay tiles and two large brick chimneystacks at the north and south ends. The north façade shows evidence of flint facing at second storey level, suggesting the original building was constructed in flint. The east façade has 19th and 20th century alterations, including a large brick extension to the rear and some original features such as an unusual double hung "four over eight" sash window.

The original 18th century structure was detached, but a line of terraced housing was added in the mid-19th century. Evidence can be seen on the interior, which includes a blocked window in a south-west room.

The interior of 106 High Street is of historic fabric interest and includes the original 18th century cellar. Other features of importance within the house are the two large brick stacks in the north-west and south-west first floor rooms. The "four over eight" sash window on the east façade is also unusual. This north section of the High Street includes historic frontages dating from the 14th to 19th centuries.

The house was originally owned by the Goring family. However its most notable owner was Nora Shackleton Heald, who purchased it in 1949. She was a journalist and editor of *The Queen* and, later, *The Lady*. She was the sister of Edith Shackleton Heald, who owned and resided in Chantry House, Steyning, until the scandal surrounding Edith's relationship with Gluck (Hanna Gluckstein) forced Nora to vacate Chantry House, and move to 106 High Street.²⁴

The west front of 106 High Street contributes greatly to the street scene, the setting of Steyning High Street and its overall historic aesthetic value. It has considerable historic and townscape interest as well as literary and community associations.

²⁴ Souhami, *Diana Gluck: Her Biography* Quercus, London 2013

Holland Road, Lynwood



Built by local builder Frank Duke for his own use early in the 20th century. A tile hung family house, mansard roof with dormer window at the front and prominent chimneys.

It has important historical associations with Frank Duke, who built many local houses and small estates in Steyning and surrounding villages. A significant building, partially hidden by its fencing and gardens. It contributes to the townscape of both Holland Road and Jarvis Lane.

Holland Road, Saffrons



Built by Frank Duke and a good example of Duke's early style with its links to the Arts and Crafts movement. Double fronted with asymmetrical roof and prominent chimneys.

'Saffrons' stands back from Holland Road and contributes to its townscape and history. As well as its pleasing design, its association with Frank Duke gives it an important place in the town's heritage.

Horsham Road, Yew Tree Cottage



Yew Tree Cottage is on the eastern side of Horsham Road on a high bank up from the road. Although it has modern additions, research for the then owners suggested from the roof construction, that the building is post medieval (after c1530) but probably pre 1600²⁵.

Roland Harris ²⁶ identifies it as a *"locally important historic building"*. Duke and Cox suggest that the house may have originally been two timbered cottages and that they were converted into one house.

The house is largely hidden from Horsham Road, but as Harris notes it is an important historic asset and although much altered and extended it retains the essential form and characteristics of its period (before 1600). It therefore merits inclusion in the list according to the criteria set by the guidance from Horsham D.C.²⁷

²⁵ Letter from late Annabelle F. Hughes to Mr. Seaton 9th September 1997

²⁶ Harris, Roland B. *op. cit.* p. 33

²⁷ See Appendix - Criteria for inclusion in Local Listing

Jarvis Lane, St. Johns



The Steyning Conservation Area Appraisal and Management Plan (Jan. 2018) notes that *“this is a large house dating from the turn of the 20th century. Although it has lost its original glazing, the use of flint coursing with brick dressings gives it a high degree of visual consistency with many other historic buildings in the Conservation Area and it has group value with other large houses of a similar date on Jarvis Lane.”*

The Conservation Area has been extended to include the property.²⁸ St. Johns has a prominent flint and brick wall surrounding it and adjacent to Jarvis Lane which is part of this local listing. The building itself is in a conspicuous position overlooking King Alfred Close and at the junction of Jarvis and Cripps Lanes giving it considerable townscape value.

²⁸ Horsham District Council, *Steyning Conservation Area Appraisal and Management Plan, January 2018 Appendix 4 : Steyning boundary review justification* p. 76

Jarvis Lane, Rosebank



Substantial detached late Victorian house, faced in flint/pebble dash with brick surrounds of windows and doors. Harris describes Jarvis Lane *"on the fringe of the medieval town but fairly central to the modern town with a mixture of spacious housing built within the former farm of Jarvis."* He identifies these unlisted buildings as being *"locally historic"*.

They include Rosebank, its barn, Stanecroft, Bonnington and Ivy Nook ²⁹ built in the grounds of Jarvis by the Dalby Family, all of whom were involved in the building trade. Together with the listed Jarvis they contribute to the historic character and charm of Jarvis Lane and an important link to Steyning's past.

The flint boundary wall along the side of Rosebank and the footpath to the Steyning Centre is a significant feature and is included on the local list. It marks the edge of Fletcher's Croft and the residential properties in Jarvis Lane.

²⁹ Harris, Roland B. *op. cit.* p.34

Jarvis Lane, Rosebank Barn



In the grounds of Rosebank and once part of Jarvis Farm. It has been rebuilt and restored and is a reminder of the farm and its links to the town. The barn has historic interest and townscape value on Jarvis Lane.

Jarvis Lane, Jarvis Lodge



This is the original coach house for Jarvis, which is a Grade II former early 16th century timber farmhouse. It has been converted into a cottage with flint and brick coursing, altered and modernised. Although the building is outside the Steyning Conservation Area boundary, it merits inclusion as an attractive historic reminder of the past agricultural importance of the farm and its former use. There is a plaque on the south wall with a date of 1821.

Jarvis Lane, Stanecroft



Large semi-detached late Victorian building faced in stone and flint with brick surrounds. Together with Bonnington, the semi-detached properties provide a statement of substance and historical character to the lane.

Jarvis Lane, Bonnington



Semi-detached and linked with Stanecroft, similarly faced in stone and flint with brick surrounds. Built by the Dalby family. The two properties give a strong presence of Victorian substance to the lane and greatly enhance its historical character and townscape.

Jarvis Lane, Ivy Nook



Detached Victorian Villa, faced in stone and flint, with brick surrounds. Part of the grouping of Dalby built houses on the west side of Jarvis Lane, which provide historic character to the lane and contribute to its townscape on the fringe of Steyning.

Flint wall on west side Jarvis Lane



According to Duke and Cox, Jarvis Lane took its name from Jarvis House (now Jarvis) *"hidden by a high street-wall in the outer face of which is built a piece of Caen stone with a chevron ornament; this must have come from the Church, probably in the days of Elizabeth I when the central tower and chancel fell."*

The wall is included in this list as it is an important historical feature of the lane, made of flint, stone and brick and encloses the former farm of Jarvis and adjoining houses that were built in its grounds. The lane is a quiet, special place on the edge of the Conservation Area, the walls providing a sense of enclosure and continuity with the past.

Jarvis Lane, Herod's Foot and The Nest



Herod's Foot

The Nest

The book *"In and Around Steyning"* by Duke and Cox, states of Herod's Foot *"the last part of the barrack buildings now standing is that weather-board residence, formerly two cottages, opposite Ivy Nook in Jarvis Lane."*³⁰ It notes that part of Jarvis Farm extended from Castle Lane to the railway (now the Bypass) *"through which Goring and Wm. Holland Roads now run."* This changed its name to The Barrack Field and it was home to various regiments in the period between 1804 and 1814. Herod's Foot is thought to have been part of the barrack stables. As a whole, the barrack buildings housed up to 1,000 soldiers at any one time. *"At least thirty four different regiments spent time at Steyning and many more stayed just for a night or two on the way to other barracks and encampments in Sussex."*³¹

The Nest, a small single-storey cottage, adjoins Herod's Foot and now forms part of it. The inner part of the Nest's roof consists of an upturned boat but this is not visible outside the building because the roof is tiled. While The Nest might not of itself qualify for inclusion in the List, it should be included as part of Herod's Foot. Both buildings are of considerable historic interest and character, contributing greatly to the townscape of Jarvis Lane.

³⁰ Duke and Cox *op. cit.* p.31

³¹ <http://www.steyningmuseum.org.uk/boxfiles/ttbarracks.html> accessed 2/6/22

Mill Road, SME Limited



On corner of Charlton Street and Mill Road, opened in 1960 as Alastair Robertson-Aikman's Scale Model Equipment (SME) Company factory³². By this time it was making world-renowned stylus heads for record player arms. It is now a manufacturer of high-end, precision-made audio equipment and high-quality precision made components for Aerospace, Formula 1, and Medical Equipment industries. It is thought that the building was partly designed by Mr. Robertson-Aikman together with John Leopold Denman, the architect for his house - "Stokes" in Goring Road. It is a small, interesting, carefully designed building with unusual and attractive detailing. Brick faced, with clean lines and windows. Originally only the ground floor was built but a second floor was added in the 1970s.

A little gem and an enduring link with Steyning's industrial past. It is of historic importance as an original 1950s design of an industrial premises, with historical associations linked to a key local industrialist of the period. It contributes to the townscape merit of the town as a reminder of both its commercial and industrial past and its present day manufacturing opportunities.

³² Alston-Roberts-West, Leonard and Guy SMEC An illustrated history of Scale Model Equipment Co of Steyning Sussex 1946 -60 Woodfield Publishing, Bognor Regis, 2017

Mill Road, Nos. 1 - 14 Sir George's Place



This comprises a terrace of 14 traditional two storey white-rendered cottages fronting Mill Road built by G.T. Breach for workers at his tannery. Breach was known to his friends as 'Sir George' which is how Sir George's Terrace got its name³³. His firm was G.T. Breach and Sons, Woolstaplers and Fell Mongers and the firm's business was based on the hides and wool of the sheep on the South Downs.³⁴ The terrace is dated 'Sir George's Place 1852'.

The terrace has group value and is of historic interest being associated with the tannery with considerable townscape merit. To the front are charming gardens behind low flint walls and at the back, gardens hang over the rushing mill stream. The flint walls are an important feature of the terrace and are recognised as part of the Heritage List.

³³ Grigg *op.cit.* pp 5 and 6

³⁴ Duke and Cox *op.cit.* p. 69

Mill Road, Nos. 15 -17 Sir George's Place



A narrow twitten leads from Mill Road to Mouse Lane through the middle of the terrace to an old water pump and a bridge over the stream. There are three cottages, two which (16 -17) have tile hanging at first floor level and may be older than the others in Mill Road.

These three cottages greatly enhance the views, ambience and character of the area contributing to its townscape and history.

Mouse Lane, Nos. 1 - 5 Pompey's Terrace



Photo © Simon Carey (cc-by-sa/2.0)

Built in 1845 by G.T. Breach for workers in his tannery. George Thomas Breach was born in Steyning 1799 and acquired his 'Pompey' nickname because it is understood he was apprenticed in Portsmouth.

Two storey, white rendered terrace of five houses with front doors direct onto the footpath along Mouse Lane. Good examples of early Victorian cottages, with historic interest linked to the tanning industry. The cottages provide a charming link along the lane between the town and its surrounding downland and the Wiston Estate.

Mouse Lane, Steyning Rifle Range



The rifle range originates from the formation of the Sussex Rifle Volunteers in May 1860³⁵ which needed a suitable area for rifle practice. The first map on which the range is known to appear is the 1875 first edition 25 inch Ordnance Survey map, labelled clearly as 'Volunteer Rifle Range'. The target, marked as 'Butt,' is situated on the slope at the head of the valley in a linear clearing amongst the trees. At this time, a target consisted of thick sheets of iron six feet (1.8m) high and two feet (0.6m) wide, bolted together. In 1908 the Rifle Volunteers became the Territorial Force (later the Territorial Army) with volunteers trained and equipped by the British Army. In the interwar years the Range was used by the Territorials and civilian shooting clubs. With the Second World War, the Home Guard was established and they used the Range on Sundays, but the regular Army trained for the rest of the week.

The site is a very well preserved example of a rifle range, the current arrangement dates from this time. It features eight well preserved Hythe target frames, a markers' gallery, a target store and the workshop platform. The backstop shows signs of having been well managed and four firing points also remain intact (100, 200, 300 and 500 yards). After the War, it continued to be used by the Army, Cadets, Police and local shooting clubs before it was finally closed in 1989 after failing to meet safety standards. The Range has considerable historic interest and is part of the Steyning Downland Scheme within the South Downs National Park.

³⁵ Russell, Justin, *Steyning Rifle Range, History and Record of Existing Features*, compiled on behalf of the Steyning Downland Scheme February 2017 and text of Welcome Board, Steyning Downland Scheme

Mouse Lane, Saxo-Norman to Medieval Fields

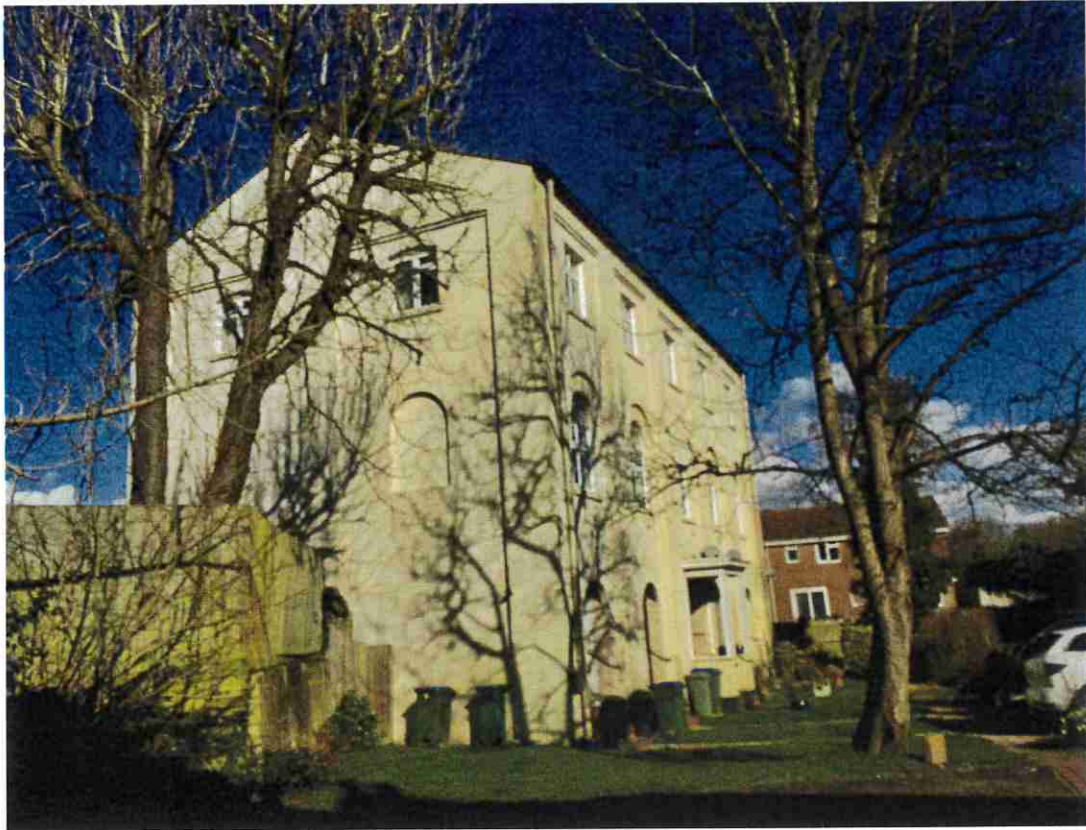


Settlement earthworks next to Mouse Lane

These fields are thought to have been part of the Charlton Estate which can be dated to an Assize held in 1279.³⁶ *"The main field was walked in late Summer 2019. This recovered a relatively large assemblage of pottery dating from Prehistoric to late Post Medieval. The Saxo-Norman pottery suggests that the settlement originated in the 11th century but was intensified after c.1125. A hiatus during the period c.1350-1450 hints at the effect of the Black Death (1348-50) and successive outbreaks of plague and other infectious disease. Although some recovery appears after about 1450 the amount tails off during the 16th and 17th centuries, the period when the number of tenants of the manor also decreased and more land was taken into the demesne. A considerable number of the grids produced slabs of Horsham Stone which suggests some buildings with either substantial roofs or floors and the single possible piece of a High Medieval crested roof tile found may also suggest a high status building"*

³⁶ English, Judie, *Field Walking at Mouse Lane, Steyning West Sussex, August 2020*

Old Market Square, Nos. 3 - 7, Former Railway Goods Shed



A five bay, three storey rebuilt former railway goods shed, now used as private dwellings. Brick built in English Bond. East Façade has five bays, with four double height arches. Each arch accommodates an entrance door at ground floor, and a round headed window at first floor. Original fenestration remains in the form of lunettes at first floor. six full height projections from the wall, which are reminiscent of giant order pilasters. The second floor has no surviving fenestration. The central bay entrance has a projecting porch – a later addition. South Façade – three giant order pilasters (stylised), two blind round-headed windows at first floor. Gabled roof with pedimented end. West Façade - five bays, with five double height arches. The form is similar to that of the east façade, but the arches have been in-filled with wood boarding at a later date, and modern windows inserted.

The Railway Goods Shed was built in 1861, and is one of the last remaining buildings associated with the Steyning Railway Station. The Steyning line was part of the London Brighton & South Coast Railway (LBSCR), established in 1861 for services between Partridge Green and Brighton. The traffic consisted mainly of agricultural produce, with goods being sent to the Brighton and Steyning markets and for auction.

Steypning's market relocated from the High Street to a field next to the railway station, and cattle, sheep, poultry and other produce were transported to and from it for more than a century.

The Former Goods Shed was instrumental to the operation of both the railway and the market. It was later used by H.J.Burt and Son as a store and salesrooms for furniture auctions. In 1952, it was seriously damaged by fire but despite this, was subsequently rebuilt within a year.

It was converted into dwellings in the 1980s and its external features largely remain intact. It is significant in terms of local railway and trade history and a surviving example of the architecture of the LBSCR. The use of brick, and a gabled roof is typical. The later features adopted at Steypning include the characteristic two storey design that become a standard of the LBSCR from 1860 onwards. In most cases the upper storey was used for warehousing of goods.

A good example of the Railway's transitional decorative period of architecture. Nairn and Pevsner note it as "*Georgian in proportions and delicacy*" ³⁷

It serves as an important landmark in the town and contributes to the townscape sense of enclosure at the Market Square and the area of the former station and railway line.

³⁷ Nairn, Ian and Pevsner, Nikolaus *The Buildings of England, Sussex*, Penguin Books, 1965 p.341

Southdown Terrace, 1 - 8



Eight terraced, brick built, Victorian houses, built in the late 1870s to serve the recently established railway at Steyning. Each house is an identical two and half storey house with Ground Floor, First Floor and attic with dormer window. Each house is one and half bays wide, with two storey canted bay windows. The original fenestration remains on all houses, which takes the form of double hung sashes, with four lights and sash horns. The window openings and entrance doorways have flat headed lintels above and apron mouldings below. Polychrome ceramic tiles are used to floor the entranceways. Gabled roof with clay tiles and original four panel doors survive on Nos. 8 and 3.

Southdown Terrace has considerable townscape merit being built when Steyning was expanding to the east due to the arrival of the railway. The houses were built with easy access to the railway in mind, with alternative approach routes. They are a typical example of a Victorian terrace which proliferated throughout the country with the expansion of the middle classes. The features of each house survive in remarkably good condition, with the original fenestration, apron mouldings, floor tiles and doors intact.

They not only represent one of the best examples of Victorian terraced housing within Steyning, but also serve as an emblem of the town's growth eastwards due to the railway, and are some of the only surviving buildings associated with this development.

Station Road, The Gables



Detached three bay window two storey Victorian villa, built after 1875 but before 1896. Its symmetrical frontage is very much of its time, with bay windows on ground floor and single windows on first floor. Painted render and slate roof. The original sash windows have been replaced by double glazing. The ornate porch may be original. The front garden has attractive iron railings and a gate.

The villa is associated with the entrance to the railway station and is significant as a good example of a Victorian villa in a prominent position.

As part of the railway suburb at the entrance to the station, it is of historic interest in terms of Steyning's railway past. This location gives it townscape merit as a classic detached Victorian villa related to the railway and this period.

Station Road, Braeside and Lyminster Lodge



Double fronted, semi-detached late Victorian villas, built in 1886, with flint and brick dressings with quality brick detailing around windows and side elevations. Tile hanging on the second floor attics. Substantial houses that were part of the railway suburb at its approach to the station.

The buildings have historical associations with Steyning's railway past and have excellent townscape merit, defining the entrance to the former station.

Tanyard Lane, New Row, Nos. 1 - 8



Eight terraced houses, two-and-half bays with two storeys each. The properties are set back from the road and slightly raised, with gardens, brick walls or grassed embankments fronting them. Many of the original features of these houses have been lost, although an original sliding sash window with 12 lights remains at first floor level on the north facade of No.7. Gabled roofs with clay tiles. four brick stacks, with each serving two houses.

The buildings have been roughcast on their north facades, probably in the early 20th century. The interiors contain varied amounts of original features, in some instances the original timber joists and framing are exposed, as well as the large brick fireplaces with substantial oak bressumers. This row is of historic importance as an early example of workers' housing, believed to have been built by the Duke of Norfolk, initially for agricultural workers.

Tanyard Lane was originally called Castle Lane³⁸ but took its new name from the former tannery founded by G.T. Breach, located opposite New Row.

³⁸ *Duke and Cox op.cit. p.80*

The New Houses are mentioned in an Account from the House of Commons from 1793 in which a gentleman recalls visiting the newly built houses with his wife. On the 1791 Map, eleven terraced houses are indicated, but only 8 remain today.

In terms of townscape merit, the buildings have group value as a collection of early terraced houses (c.1791). They are largely uniform, only varying in render and/or external colour. They also serve as one of the last recognisable landmarks of Steyning's agricultural and tanning industries.

Tanyard Lane, Gatewycke Terrace, Nos. 4 - 5



Two small cottages facing Tanyard Lane with matching doors, windows and chimneys. Faced in brick with detailed decorative brick surround on windows and doorways.

Victorian with townscape merit as examples of workers' housing close to the Mill and Tanning Factory.

Vicarage Lane, Vicarage



Built in 1961 - 2 as a residence for the Vicar of Steyning by the Diocese of Chichester. Designed in "*solid vernacular style by John Denman and Son*"³⁹ to replace the original vicarage. Tile hanging on upper storey, brick chimneys, decorated brick and flint between ceiling height windows on ground floor. Hipped roof with solid chimneys. It is of historic importance as a classic example of an architectural design by John Leopold Denman, in the Neo - Georgian style. Denman had a prolific career in the Brighton and Hove area during the 20th century, both on his own and as part of the Denman & Son firm in partnership with his son John Bluet Denman. Described in the West Sussex Pevsner Guide as "*the master of ... mid-century Neo - Georgian*". The Church War Memorial - wall tablet was extended by Denman and Son "*into a handsome composition.*"

The Vicarage has townscape merit with pleasing symmetry, well mannered and in an important position next to the Grade 1 Listed Church of St. Andrew and St. Cuthman, opposite Fletcher's Croft. It has a flint wall surrounding the building which is included in the listing. The Vicarage is solid and unpretentious, built as part of the church setting and providing a statement of intent as part of church architecture in this part of historic Steyning.

³⁹ Williamson et.al op.cit. p.639

White Horse Square, Nos. 10 - 11



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An attractive mock Tudor building constructed in 2004/6 on the site of the former Frank Duke Ltd's builders yard. Designed by local architect, the late Derek Scobie, part of the building includes Frank Duke's office. The firm were builders, decorators and timber merchants being founded in 1902. They built widely in Steyning and the surrounding area. Several terraces were constructed by them including those on Laines Road, Newham Lane and Highland Croft as well as houses on Holland Road, Goring Road and College Hill. Frank Duke (1877 - 1960) the founder and proprietor of the firm was a prominent member of the community and the author with Rev. Ernest W. Cox of "In and Around Steyning."

Although these buildings are relatively modern and are not authentic they are sited on an important junction with Charlton Street, Sheep Pen Lane and Newham Lane and mark a significant historic site associated with the building by Frank Duke Ltd. of a range of commercial and residential properties in Steyning and the surrounding area. They have townscape and historic site value. The Flint Wall on the opposite side of the square is worth including in the local list as an important townscape feature giving character to the square and adjoining buildings.

Appendix - Criteria for inclusion in Local Listing

This Local Heritage List covers buildings and sites in Steyning. It has been compiled by a small group from the Steyning Society. We have tried to follow the guidance⁴⁰, which is that buildings, sites etc which qualify for inclusion in the Local Heritage List must have 'heritage significance' and 'architectural or historic importance', that they must be 'special' and that they do not 'quite meet the criteria for being nationally listed'.

Historic England, recommends the List is for "... locally-identified buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets (PPG)". It notes "Significance ...is a guiding principle of heritage-related planning policy, which the NPPF defines as 'the value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic'. It may derive 'not only from a heritage asset's physical presence, but also from its setting'".

Similarly, Civic Voice ⁴¹ says "Locally listable buildings, structures, sites and landscapes are those that do not quite meet the criteria for being nationally listed, but which are still of architectural or historical importance in their local area." It says that the List must be special and that it must only include buildings, structures, sites or landscapes which are of local significance.

Horsham District Council⁴² has prepared guidance on local listing in the District. Horsham's criteria for inclusion on the Local List of Buildings of Local Architectural, Historic and Townscape Merit are:

Buildings of before 1700 that, whilst perhaps altered or extended, still retain the essential form and characteristics of their period.

Buildings of between 1700 and 1840 ditto.

⁴⁰ Historic England Advice Note No 7 – Local Heritage Listing, Identifying and Conserving Local Heritage, 2nd Edition 2021

⁴¹ Civic Voice Local Heritage List Guide, published in October 2020

⁴² Horsham DC Guidance on local listing in the District.

Buildings of between 1840 and 1914 that are little altered and of some quality and character. This should include the modest works of the principal architects, the principal works of modest architects, and other items of quality that display particular local features or materials.

Post 1914 buildings of definite quality.

Building of special value within its type, displaying technological innovation, associated with well-known character or event, or for group value.

Horsham DC recommends the following qualities need to be considered

Historic fabric: Is the intrinsic substance of the building of historic importance?

Technical interest: Does the building demonstrate unusual or innovative forms of construction?

Historic association: Is the building linked to important historic events or personalities?

Architectural design: Is the building of aesthetically distinguished design?

Townscape merit: Does the building serve as an important landmark?

The Steyning Society

October 2022

<https://steyningsociety.org.uk>

SLCC – Model letter for councils to local MP. November 2022

Dear Andrew Griffith MP

On behalf of Steyning parish council, I am writing to ask for your help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, all working in and for their communities. It echoes the growing issue around the safety of our MPs whose day-to-day work is made more difficult through incivility, online and in person abuse, stalking and even threats. Public servants, whether working nationally or locally, deserve protection from this.

At local level, this is an issue with significant impact. It is partly reflected in the low numbers of candidates, particularly females, stepping forward as local councillors, uncontested elections and, in some cases, a reluctance to take on public facing work for fear of abuse (e.g., attendance at councillor surgeries and meetings). With more than 10,000 town, parish and community councils (plus 735 in Wales) and with around 100,000 councillors, this worsening situation is magnified and clearly bad for democracy.

In the last 2 years, the high turnover of professional clerks working for local councils, (a clerk is the executive officer steering the council) is now heading towards a major recruitment and retention issue. Some clerks are experiencing not only casual abuse from the public as they run their councils but, sadly, in some documented cases, persistent incivility from the councillors they serve. Unlike most other employees, clerks have no recourse to this unacceptable behaviour and often, with little in the way of sanctions, the only option is to resign.

The National Association of Local Councils (NALC), One Voice Wales (OVC) and County Associations representing local councils and councillors in England and Wales as well as the Society of Local Council Clerks (SLCC), the professional body for clerks, have together recognised this. Investment has been made in a Civility & Respect Project which is coordinating a programme to support councillors and staff within our sector via training, good governance, clear policies and intervention processes. It is working to influence relevant legislation to combat online abuse, introduce sanctions and enhance the role of monitoring officers. It is also calling for the government to revisit the recommendations set out in the Committee on Standards in Public Life (CSPL) report on local government ethical standards.

This all sits alongside work being taken forward by the Local Government Association (LGA) including its Debate Not Hate campaign to promote civility in public life for councillors and staff working for principal councils.

It is now the subject of an Early Day Motion – Intimidation at community, parish and town councils. (EDM 611 – tabled on 23 November 2022, primary sponsor - Dr Julian Lewis, MP.)

Steyning Parish Council would welcome your support and that of your fellow MPs in raising this important national issue via parliament and to join your fellow MPs in adding your signature to EDM 611.

Yours sincerely

SLCC – Model letter for councils to local MP. November 2022

Motion text

That this House expresses its support and appreciation for local community, parish and town councils which are the first tier of local government in England and Wales and play a vital role in our communities; notes with concern that whilst the vast majority of local councils are well run, there remain behavioural issues in a small minority of councils and by members of the public which involve bullying, intimidation and harassment of both councillors and their staff, as confirmed through a dedicated Civility and Respect project led by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), One Voice Wales (OVW), county associations of local councils, and also highlighted by the Association of Local Council Clerks (ALCC); further notes with concern this is leading to councillors and staff leaving the sector and is creating difficulties in recruiting to those roles; and calls on the Government to revisit its response to the Committee on Standards in Public Life report on local government ethical standards and introduce the report's recommendations in full including tougher sanctions such as suspension for poorly behaving councillors.

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R1	As a priority the Council should sign up to the NALC/SLCC Civility and Respect Pledge.	All Cllrs sign up and agree to abide by the pledge at a Full Council Meeting	SPC	HIGH 21st Nov. '22
R2	In doing so the Council should collectively agree what language is and is not appropriate in meetings and correspondence among councillors and with officers, how such language should be challenged in meetings and how meetings can be run more efficiently without getting bogged down in minutiae nor stifling legitimate debate. Behaviour needs to be re-set to improve relationships to allow Council business to be transacted.	Agreement on Language can be made via Working Practices WP The tone of the emails is a more difficult issue to deal with – as to how – at present this is unresolved – in the first instance this should be self-regulated by Clerk and then by majority rule from the Council if needs be.	Working Practices WP Then agreed at Full Council SPC Clerk to regulate in first instance– emails. Chairs to challenge Cllrs in - meetings. Council to agree or otherwise	HIGH January Working Party HIGH – Immediate action by Clerk and Cllrs
R3	In agreeing to the Pledge, all councillors should give an undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals or their integrity. Until such respect is shown the Council cannot move forward	Behaviour needs to be modified by first taking the pledge. If some individuals do not understand that they are causing offence, then hopefully they will respect other Cllrs and the clerks' comments and not continue to argue their position.	Cllrs All Cllrs have to work together to assist with a higher level of understanding	HIGH Initially - 21st Nov '22. Then Ongoing with recourse to Code of Conduct
R4	All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed, they should discuss this respectfully with the Clerk and the Clerk should be allowed to give a ruling with reasons such as a reference to existing policy or legislation as to whether or not the concern is legitimate. This ruling should be communicated to all councillors. Where the concern is legitimate such, a	Cllrs to follow the guidance not only of this recommendation and take care in how they raise issues, but then adhering to existing, and any amended, SPC policies, then await a response. The Clerk should respond as soon as reasonably practical or give reasons why not.	Cllrs Clerk	HIGH From 21st Nov. '22

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

	ruling should include the steps needed either to rectify the matter with an agreed timescale or the changes needed to prevent the matter re-occurring. Where the majority of councillors accept that the concern has been dealt with, the matter cannot be raised again for six months in line with Standing Orders.	Cllrs should abide by the response given. If the requester still has concerns, the matter is taken to all councillors and the majority ruling abided by.	Cllrs Clerk and Cllrs	HIGH From 21st Nov. '22
R5	All councillors who are unwilling to take, or abide by, the Pledge and modify their behaviour to improve internal relations should consider resigning with immediate effect for the greater good of the constituents of Steyning and Council business.	All Cllrs to take the pledge Some Cllrs to modify their behaviour	All Cllrs Cllrs	HIGH From 21st Nov. '22
R6	The Council should develop a comprehensive training and development strategy for the new Council which covers all areas of Council business. It should in particular include training on the Code of Conduct and appropriate standards of behaviour.	There is already a Training programme in place. There is a SPC Training 'Statement of intent' and both Cllrs and staff are offered opportunities to train from the moment they 'sign up'.	Cllrs and Clerk	COMPLETED
R7	The Council should develop an agreed understanding of the role and expectations for individual Cllrs when they are acting as Full Council, as committee members, as individuals and as representatives of the Council externally.	Cllrs to re-read the information already provided and abide by Policies. Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	HIGH From 21st Nov. Before End of Nov
R8	That councillors are reminded that they cannot speak on behalf of the Council unless authorised by the Full Council to do so. Any correspondence from individual councillors needs to make this clear. Where an individual represents themselves as speaking on behalf of the Council, the Clerk should correct the record at the earliest opportunity.	Cllrs to re-read the information already provided and abide by Policies – with an amendment required to email policy to clarify position Clerk to check Cllrs are aware where the information is and resend if necessary	Cllrs Clerk	HIGH From 21st Nov. Before End of Nov

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R9	That councillors understand their fiduciary duties and vicarious liability and be reminded that they are all individually and severally liable for the finances and employment practices of the Council. Individual councillors should therefore be reminded that they should not act alone and unilaterally once Council collectively has made a decision or agreed a course of action	A Cllrs fiduciary duties and vicarious liability to be written into their guidance pack / information with greater clarity. Then woven into the appropriate SPC policy, then agreed.	Clerk with approval from Council	MEDIUM Before end of Council term
R10	The Council should consider working with Horsham and the West Sussex Association or any other appropriate organisation approved by Horsham to ensure it has comprehensive and up-to-date HR and grievance policies and that these are effectively enforced	There are policies already in place	N/A	COMPLETED
R11	The Clerk should complete CiLCA as a matter of priority. A timetable should be agreed between the Chair and the Clerk with dedicated 'professional development' time set aside in the working week to allow this to happen	Clerk Chair & Vice Chair to continue to monitor progress and complete appraisal review before end of 2022	Clerk Chair and Vice Chair	MEDIUM Cilca completed before end of Council Term
R12	The Council should ensure that its email policy is properly enforced, and the Clerk empowered to draw a line under correspondence such that if the policy is breached the Clerk will simply reply to say that the email will not be responded to as it falls outside the policy. There may be exceptions for significant urgent matters, but the Council as a whole shall agree a definition of what those exceptions should be. All emails should go through the Clerk.	Email Policy to be amended Clerk to respond to breaches as per set out in recommendation Cllrs to abide by response	SPC Clerk	HIGH MEDIUM MEDIUM

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R13	The Council should have an agreed and enforced policy for dealing with persistent or vexatious correspondence to ensure that the business of the Council is not unnecessarily diverted.	A new policy should be put in place which covers vexatious behaviour	Clerk's office to source policy guidance & present to Working Practices for SPC approval	MEDIUM Before end of Jan '23
R14	The Council should agree how governance issues should be raised in meetings to allow reasonable discussion but also to allow other business to be transacted.	This item should be discussed at Working Practices and written into Councillor / Officer protocol then agreed at Full Council	Clerk's office to source policy guidance & present to Working Practices for SPC approval	LOW Before end of Council term
R15	The Council and the Clerk should agree a work schedule to ensure that officers' time is focussed and that there are realistic expectations on their time within agreed working hours.	Produce a working schedule for both Clerk's and Council's agreement	Personnel Committee	MEDIUM Before end of Feb '23
R16	The Council needs to agree a councillor-officer protocol which would include a shared agreement as to the circumstances when councillors should have access to officer time and how the Clerk should respond to queries from individual councillors.	This item should be discussed at Personnel Committee and written into Councillor / Officer protocol then agreed at Full Council	Personnel Committee	MEDIUM Before end of Feb '23
R17	The Council should review its current staffing structure to ensure it is in line with its strategy and able to help the Council deliver it and that the Clerk's key performance objectives and time are geared to deliver that strategy	Review of Staffing Structure K. P. I's are already in place, but need to be reviewed before end of 2022	Clerk , Chair & Vice Chair, then Personnel Com' Clerk/Chair/V. Chair	MEDIUM HIGH
R18	The Council should ensure that the Clerk and the Council make best use of external support and advice from its memberships of professional bodies	Largely this already happens. To be reviewed by Personnel Committee	Personnel Committee	LOW Before end of Council term

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R19	The Council needs to review whether it has all appropriate and up-to-date policies in place and ensure that policies are available on the website.	Some policies to be reviewed and appropriate amendments put in place Policies are available on Web Site	Working Practices	LOW Before end of Council term COMPLETED
R20	The Council needs to adopt a clear statement of councillors' right to information and a 'need to know' policy and review its implementation of freedom of information requests in the light of that policy.	A 'Need to Know' policy to be put in place or its points added to an existing policy	Working Practices	MEDIUM Before end of Feb'23
R21	The Council should adopt a recording of meetings policy and decide how long it needs to keep recordings once minutes have been agreed	SPC to consider amending either its Communications policy or its Retention and Disposal policy and or its Community Engagement policy	Working Practices	LOW Before end of Council term
R22	The Council needs to adopt a social media Policy which would cover both appropriate use of social media by individuals and the Council's own approach to social media as an organisation	There is a policy already in place	N/A	COMPLETED
R23	The Council needs to review its approach towards planning delegation if this has not already been done in the last six months.	There is a policy now in place	N/A	COMPLETED
R24	All councillors need to be familiar with Standing Orders and should have a pack which contains all policies, Financial Regulations and Standing Orders that they bring to each and every meeting to aid understanding and avoid confusion.	There is a pack distributed to Cllrs when they take up the position after election	N/A	COMPLETED

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R25	The '2-minute' rule in Standing Orders should be enforced and all councillors should support the Chair in ensuring the meeting is run efficiently and without conflict. The rule may be waived in exceptional circumstances where an agenda item is of particular significance, but this must be agreed at the start of the agenda item and a revised time limit (say 5 minutes) agreed	This rule has been more robustly enforced recently by all SPC Chairman to ensure meetings are run more efficiently and with less disruption or unnecessary diversion Chairs to continue use this Standing order, but have in mind when it should be waived	Chairman	Ongoing Already being used
R26	Minutes should be agreed at the following meeting. Amendments can only be proposed by those who attended the meeting and should be factual only rather than opinion	Councillors to continue to be aware of the comments noted within the recommendation and abide by them Chairman to enforce this	Cllrs Chairman	Ongoing MEDIUM
R27	Minutes should be done in the recommended style as a record of the decisions made at meetings to help anybody understand the process by which a decision is made. So, they should make clear the decision taken with some brief summary of matters considered for and against	None	Clerk	COMPLETED
R28	The requirement that voting is recorded should be reconsidered	Cllrs should be aware that Standing orders gives them the right to ask for voting to be recorded, however this should be used sparingly and not agreed for the whole or 'rest of the' meeting	Cllrs / Chairman	LOW PRIORITY But enforced at & after 21st Nov. '22
R29	The practice of allowing a councillor who cannot attend a meeting to send their views for consideration at that meeting should be stopped	This practice to stop forthwith	Cllrs	LOW PRIORITY But enforced at & after 21st Nov. '22

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R30	The agendas for meetings should be timetabled to ensure business is effectively transacted. Where there needs to be a variation to the timetable that should be agreed at the start of the meeting	Timetabling 'guidance' to start at the 21st of November Full Council Meeting This is still subject to Chairmans discretion	Clerk / Chairman	LOW PRIORITY But enforced at & after 21st Nov. '22
R31	Apologies for absence should only be accepted where a valid reason is either given to the meeting or given to the Clerk in confidence	This was reviewed at the recent meeting with HDC Monitoring Officer, and it was generally agreed that current practice is acceptable – to avoid conflict	All	COMPLETED
R32	After the next election the new Council should develop a fully costed and resourced long-term strategic plan for the Town putting personal agendas and differences aside for the greater good of the Steyning community	None	Clerk & SPC	COMPLETED
R33	The Council should review its communication strategy in conjunction with the public to evaluate its effectiveness and ensure that the public understands the work of the Council, is engaged in developing a vision for Steyning and is able to participate more fully in local decision-making.	Low priority to be reviewed by new Council if they feel it necessary	New Council	LOW After May 2023
R34	The Council Chair and Clerk should look to learn from and share best practice with outstanding local councils.	Best Practice is already shared and taken up when appropriate. Needs to be discussed more openly when disruption lessens	Chairman & Clerk	LOW Before end of Council term

	Recommendation	Action to be taken	By Whom	Timescale for Completion
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Hoey Ainscough Report Review – Recommendations & Proposed Actions

R35	Where Steyning Parish Council needs to use external support to comply with these recommendations, they should consult with Horsham District Council and the West Sussex Association before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money.	Consultation is already in place. Council to maintain open minded approach to support and expertise	Councillors & Clerk	LOW ONGOING
R36	Steyning Parish Council should develop an initial implementation plan within six weeks of the report which should be shared with the monitoring officer of Horsham District Council. They should also report on their progress in implementing this action plan to the monitoring officer in 6 months and again in 12 months after the date of this report	Draft Implementation Plan completed and agreed at 21st November Full Council meeting Progress review April 17th SPC Full Council Meeting – Then sent to HDC Final Review at October 23 SPC Full Council Meeting – Then sent to HDC	SPC & Clerk	COMPLETED BY 21st Nov '22 APRIL 2023 OCTOBER 2023

Item 9.3 - Wardens Steering Group update

Briefing Note - Please see below notes from the recent meeting as produced by Carol Boniface – Neighbourhood Warden supervisor. Cllr S. Alexander to elaborate if necessary

Steering Group minutes - Steyning, Bramber and Upper Beeding Wed 14th December 2022

Present:-

John Fullbrook – Steyning Clerk

Stephen Keogh – Upper Beeding Clerk

Paul Richards – Bramber Clerk

Cllr Jill Cannon – Upper Beeding

Cllr Simon Alexander – Steyning

Paul Conroy - Warden

Apologies:-

Cllr Goldsmith – Steyning

Mike Pearce - Warden

Warden's report and matters arising

All 3 councils were happy with the report content. SA said he'd like to see more social media coverage. PC advised that's been putting tweets out and posts on Facebook. Cllrs said they would happily share these posts to increase coverage. PC mentioned that an article has gone into yourmag.co.uk and the magazine copy too which will reach every household in the cluster. It was agreed that the reports could be more subjective with good news stories. SA discussed the role of Wardens and the fact they are not Police and would support any conversations relating. JC asked if the Wardens get support from the Police via a hotline and it was explained that Paul and Mike would need to contact the Police on 101 the same as the public. However, they do have the numbers of the local PCSOs so that they can communicate with them for day-to-day queries. It was mentioned that the Steyning Community Partnership would like more Police. I advised that it is up to them to contact the police re this and not something for us. JF mentioned the latest issues in the Coop. PC and MP were on duty that night alongside the local PCSO, and nothing was brought to their attention on the night.

Parish Council priorities.

SA was happy that all their priorities were being met. JF agreed that the reciprocal working appeared to be a good idea although Paul and Mike hadn't been called on to help out so far. The group will let Paul and Mike know of upcoming events so that other Wardens can be called onto assist if needs be. PR discussed value for money, budget forecasts and what the Wardens offer is for Bramber as mentioned at a meeting we had in August 2022. The budget forecasts have been shared. We will provide more detail around the Wardens offer and value for money in due course with Nick Jenkins the Community Services manager and share this.

Local Action Team - Review viability

CB discussed the offer of a LAT from [REDACTED] (a resident) and advised that HDC, the Police and many other service partners already hold a monthly meeting to discuss any cases within the parishes that are medium or high risk and find solutions with a collaborative approach. This is called HASBRAC – Hate and Anti-Social Behaviour Risk Assessment Conference. The agenda items are demand led so they will only act on issues that are being reported to Police to meet the threshold for intervention. We also discussed the information sharing agreements in place with this group which we would not be able to offer to a public group. It was agreed there was no need currently for a LAT. - JF to update [REDACTED].

Warden Funding

There had been a few queries from Steyning Parish Council however it was agreed they were happy to continue. No queries from UB or Bramber.

AOB

SA – asked if we would support CCTV in the High St. I advised that we would be for it however the cost and ongoing maintenance, ICO paperwork etc. would sit with the parish council.

PC – no

JC – no

PR – offered for the Wardens to join Speed watch in The Street and Clays Hill, Bramber

SK – no

JF – no

CB - no

Next meeting was set for 3.30pm Wednesday 15th March 2023 at the Steyning Centre.

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 4th OCTOBER 2022 AT 7.30PM AT THE STEYNING CENTRE

Present: Cllrs Norcross (Chair), Young, I Alexander, S Alexander, Sullivan and Goldsmith.

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

MINUTES

C/22/21 APOLOGIES FOR ABSENCE

21.1 Apologies received from Cllrs Hanson, Campbell and Lloyd

ACTIONS

C/22/22 DECLARATIONS OF INTEREST AND DISPENSATIONS

22.1 Cllr Sullivan declared a personal interest in Agenda item 6.12.2 as he lives adjacent a tree that works are being considered to be agreed. Cllr I Alexander declared there were several items that involved the Steyning and District Partnership, the Committee of which he chaired, but he thought it unlikely he would need to declare an interest – but would say so at the time if necessary.

C/22/23 QUESTIONS FROM THE FLOOR

23.1 None

C/22/24 MINUTES OF PREVIOUS MEETINGS

24.1 Cllr Norcross **proposed, seconded** by Cllr S. Alexander to accept the minutes of the 5th of July '22 meeting as a true and fair record. **Agreed.**

C/22/25 MATTERS ARISING AND ACTIONS

25.1 Commemorative tree to be ordered and agreed site for planting relayed to HDC - **Actioned**

25.2 Commemorative tree guard ordered - **Actioned**

25.3 Clerk to source and present Com. Tree Brass plaque alternatives for committee agreement – **See item 26.4**

25.4 Clerk to speak with Steyning FC to determine location/storage of goal posts (MPF) when not used – **Actioned**

25.5 Clerk to relay agreed charge for proposed Cricket Academy and approval for its MPF use – **Actioned**

25.6 Clerk to write formal thank you to RBL for all it has done over the years in connection with the upkeep of the Memorial Gardens – **Actioned**

25.7 Clerk to write with thanks to Memorial gardener volunteer and assure her that expenses will be reimbursed – **Actioned**

- 25.8 SPC Memorial gardens hedge cutting arrangements to be brought back to committee - **Item 26.8**
- 25.9 Fletchers Croft digital screen request for repair conveyed to HDC – **Actioned / See item 26.15**
- 25.10 Outside gym MOU maintenance agreement signed by Wilson Memorial trust – **Actioned**
- 25.11 Jubilee Bench provision location to be agreed by HDC – **See item 26.9**
- 25.12 Play area working party to be convened – **Actioned / See item 26.10**
- 25.13 Second phase of Allotment water enhancement works to proceed – **Actioned / See item 26.4**
- 25.14 Bus Shelter beautification working party to be convened – **See item 26.11**
- 25.15 Hedgerow working party to be convened – **See item 26.12**
- 25.16 SPC Memorial Bench and Tree policy to be discussed at all member WP with resident group reps – **See item 26.16**
- 25.17 Recycling Bin installation adjacent Bus Shelter – **Actioned / See item 26.11**
- 25.18 Virgin media issues raised with Cllr Linehan and brought to SPC Full Council – **Actioned**
- 25.19 Welcome sign verge grass to be mown – request from resident taken to F&GP – **Actioned**
- 25.20 Cllr representation at the Knepp estate presentation confirmed – **Actioned**
- 25.21 Fletchers Croft Licence to be signed – **Actioned**

C/22/26 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

The Chairman brought forward the following two items on the agenda as there were representatives in the audience who were invited to speak

- | | | |
|------|---|---------------------------|
| 26.1 | <p>DMMO's – To discuss progress on the current Rifle Range application and agree any actions.</p> <p>The Chair invited Gill Muncey to speak in support of this matter. To recap – The first application went in to WSCC in 2019. An amended and simplified version was later submitted by SPC in March 2021, with 28 supporting witness statements. Having checked online it appears this application is still 24th in line with, at current rates of progress, it being likely that it will take many years to be dealt with. An appeal of non-determination can be made to the Secretary of State for Environment, Food and Rural Affairs any time once 12 months have elapsed. Mrs Muncey suggested to the committee that they consider this course of action.</p> <p>Cllr Norcross proposed, seconded by Cllr Young that SPC makes an appeal of non-determination to the Secretary of State for Environment, Food and Rural Affairs in relation to the DMMO application. Agreed</p> | CLERK |
| 26.2 | <p>To consider the recent Steyning for Trees Group Award, and to discuss possible tree installation positioning. The group have received one of only four trees to be awarded in Sussex from the 'Tree of Trees' which was erected outside Buckingham Palace for the Queen's Platinum Jubilee Celebrations.</p> <p>Cllr Norcross proposed, seconded by Cllr S Alexander that the location that is shown in Abbey Road as per supporting papers is identified as a site for a tree installation either for the tree awarded to Steyning for Trees or if this is planted at Fletchers Croft, for another tree such as the one which may be forthcoming from the Women's Institute. Agreed</p> <p>Cllr Norcross proposed, seconded by Cllr Goldsmith that SPC would like to co-host a reception for the Tree planting and provide refreshments as appropriate. Agreed</p> | <p>CLERK</p> <p>CLERK</p> |

- 26.3 Abbey Road Village Green update from the volunteer group.** The Clerk updated on recent work undertaken by the volunteer group via supporting papers which had been kindly supplied by Roger Brown. Cllr S. Alexander elaborated on further works being considered.
- 26.4 SPC Allotment Report compiled by Admin Assist.** The Clerk summarised some of the points raised, including that a feedback survey had been undertaken following the completion of the water service enhancement works, and the results were overwhelmingly positive from plot holders who had agreed the supply and equipment installed were now indeed a great deal better.
- 26.5 To discuss ‘Commemorative Tree Brass Plaque’ installation details.** The Clerk supplied details of an option to be considered as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr I Alexander that SPC purchase option B – a stainless steel tree stake, powder coated in black with 200mm x 100mm engraved plaque. **Agreed** **CLERK**
- 26.6 To receive the Grass Cutting report. Including to agree the Autumn Abbey Road meadow cutting schedule.** Cllr S. Alexander **proposed, seconded** by Cllr Norcross that the Autumn Abbey Road meadow cut be suspended until Spring of next year after a request from Abbey Road Village Green Volunteer Group Reps. **Agreed** **CLERK**
- 26.7 MPF License costs for mobile caterers for the 2023 summer season to be discussed.** The clerk updated that the office had been in discussion with both Pizza Van manager and the Ice cream vendor, and had produced supporting papers which outlined the current situation. There seemed to be support for a £20 per week fee for the Pizza Van when on site (hopefully a one off annual payment) and a ‘no cost’ for the ice cream vendor, and this will be discussed with both parties, the clerk will complete next year’s Licences for agreement in due course. **CLERK**
- 26.8 SPC Memorial gardens hedge cutting arrangements to be agreed.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Steyning PC agree to the cost of the annual works as quoted at £360 a day’s work for two people to deal with the memorial gardens hedge cutting. **Agreed** **CLERK**
- 26.9 Jubilee Bench provision and installation to be agreed.** Cllrs considered the remaining final four Options as per supporting papers. The Steyning Society’s ‘second bench’ installation was also briefly discussed but it was felt best to complete the SPC installation details first. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC purchase option one, - the ‘Balmoral’ teak bench. **Agreed** **CLERK**
- 26.10 Play area working party update from the clerk.** The clerk’s notes from the working party were challenged by Cllr Goldsmith, but with no explanation for why. The clerk informed that play-ground development priorities were discussed at the working party and recommendations were made. Cllr Goldsmith rigorously contested the notes saying the working party members had been misled but didn’t say why. The Chairman asked him to refrain from bullying the clerk. The clerk maintained that the notes were true and fair but went on to, for the benefit of those present, reiterate the position of the yet to be submitted third funding application for Chandlers’ way. Cllr Sullivan said that understanding this did not change his opinion on his agreeing with the working party recommendations. The recommendations themselves however were not discussed by committee. **CLERK**
- 26.11 Bus Shelter Beautification.** The clerk asked for support for the attendance of the working parties which were to be convened on the 11th October at 2pm and 7pm. **CLERK**
- 26.12.1 To agree Hedgerow working party recommendations.** The main focus of the group was to consider the MPF / Rublees hedge. The first recommendation was unanimously agreed but Cllr Goldsmith who was in attendance at the working party disputed the clerk’s notes saying the

height of the cut due was agreed at 4 metres, however, the other councillors in attendance at the working party pointed out his misunderstanding of the position. The recommendations were therefore agreed as follows.

- 26.12.2** 1. *The height of the majority of the hedge should be cut to 3.5 meters but that when cut there was a need to ensure the contractors did indeed cut it to this height.*
- 26.12.3** 2. *It was agreed to recommend that this financial year 22/23 the lower third of the hedge (Mill Road end) be cut to 3.5 meters excepting for the Perry Pear Trees that would be allowed to remain uncut in this section (approx. 4/5 trees) and that these trees would be identified with the kind assistance of Roger Brown and possibly other SCO volunteers as had been the case previously in the first two thirds of the hedge cutting programme.*
- 26.12.4** 3. *Also, it was agreed to recommend that to catch up on a 'slipped' programme due to Covid, that also this year 22/23, the Perry Pear trees within the first third be 'reduced and shaped', with one of these trees being cut back to the height of the main hedge as it had been left to grow during the first cut by mistake.*
- 26.12.5** 4. *It was further recommended that the following years cutting regime be discussed at a later date subsequent to gaining an understanding of how successful this year's cut was going to be.*
- 26.12.6** 5. *Lastly, there was discussion regarding how successful a programme of hedgerow planting - in the gaps - had been, and that to help with the Rublees site security further planting be considered, and a new idea was discussed which involved possibly adding an additional hedgerow in a line adjacent the main Rublees/MPF hedge on the MPF side and the group recommended to Community Committee that this idea be considered further.* **CLERK**
- 26.12.7** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agree all the recommendations {from the working party – noted above}. **Agreed** **CLERK**
- 26.13.1** **To agree SPC Tree works as per supporting papers.**
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the 'Works 1' at Godstalls lane as per Andrew Gale's scope of works for extensive tree works at Godstalls lane and opt for quote 2 which was for £3850.00 {as per supporting papers}. **Agreed** **CLERK**
- 26.13.2** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 2' {felling dead Lawson Cypress and dead Elder on the MPF as per supporting papers} as per quoted at £650. **Agreed** **CLERK**
- 26.13.3** Cllr S. Alexander **proposed, seconded** by Cllr Norcross that SPC undertake the tree works noted as 'Works 3' {felling diseased Italian Elder to coppice, cutting back field maple to kerb line and felling dead Elder and Goat Willow at Abbey Road open space as per supporting papers}, but with proviso that the diseased branches from the Elder are removed from site, and for the price quoted - £680. **Agreed** **CLERK**
- 26.13.4** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 4' {felling dead Portuguese Laurel at Cripps Lane as per supporting papers} as per quoted at £280. **Agreed** **CLERK**
- 26.13.5** 'Works 5' was split into two parts, both concerning tree surgery required at the Steyning Centre but works to the tree tagged as T4 which overhangs SPC property are to be undertaken at the cost of, and in conjunction with, the neighbour whose land the tree is growing on. The Clerks office will move this process forward. Therefore, committee were only considering the first part of these works. Cllr Norcross **proposed, seconded** by Cllr Young that SPC undertake the tree **CLERK**

works noted as 'Works 5' {pruning back and removing deadwood to Yew, Common Lime and Hornbeam trees at the Steyning Centre as per supporting papers} as per quoted at £650. **Agreed**

- 26.13.6** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC undertake the tree works noted as 'Works 6 and 7' {reducing height of MPF / Rublees hedgerow (last third) and lowering and shaping Perry Pear trees within the hedge (first third) as per supporting papers} and as per quoted at £2,075. **Agreed** **CLERK**
- 26.14** **To agree an SPC Outline 5-Year Tree Maintenance Plan.** The clerk explained the reason for his compiling the plan which as per supporting papers was in essence to spread as evenly as possible the cost and undertaking necessary in terms of managing the SPC Tree Stock and on a more proactive basis in order to plan for budgeting expenses. To note this would run in conjunction with, and not preclude, the works that would need to be undertaken by necessity via the recommendations of the three yearly SPC Tree 'health check' Report. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agree the outline 5 Year Tree Maintenance Plan as presented in supporting papers. **Agreed** **CLERK**
- 26.15** **Update from the clerk concerning the Fletchers Croft Car Park digital screen installation and possible replacement.** Cllr Norcross **proposed, seconded** by Cllr Sullivan that SPC support the HDC proposal that they install the alternative 'Static Unit' as opposed to replacing the current digital screen installation. **Agreed** **CLERK**
- 26.16** **To agree the recommendations from the SPC Memorial Tree Policy Working Party.** The clerk summarised what had been discussed at the working party and why the wording in red as per supporting paper provides a recommended outline Memorial Tree policy. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC accept the wording in red – the SPC Memorial Tree policy as an outline memorial tree policy for now. **Agreed.** The clerk stated that following this agreement he could compile a full policy based upon this outline and bring it back to committee. **CLERK**
- 26.17** **To consider a new memorial bench installation proposal.** The clerk updated that he had received a request for a memorial picnic bench installation rather than a standard Bench installation and that it be cited in another part of the MPF. The committee were not opposed to the idea of the concept of citing a picnic bench on the MPF. **CLERK**
- 26.18** **To agree the request from the Steyning Bowls club concerning Tree and Hedge maintenance.** The committee agreed some of these works under item 26.8 - above. The Clerk will bring back a quote to complete works on a sycamore tree to be discussed and agreed at the next meeting. **CLERK**
- 26.19** **To agree support or otherwise for concession stall permissions at the High Street Car Park.** The clerk had as per supporting papers outlined the request, but also went on to update on the news that in the previous few days that HDC had refused the request already based upon comments received from other local groups. Cllr Norcross **proposed, seconded** by Cllr Goldsmith that SPC do not support the application for the concession stall permissions. **Agreed** **CLERK**

C/22/27 FINANCE AND GOVERNANCE

- 27.1** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for June, July and August '22 be accepted as a true and fair record. **Agreed**
- 27.2** **To discuss the Community Budget and Project Priority Listings for 2023/24.** The clerk had produced a draft community budget for consideration. He urged those member's email him if there were comments or concerns so that when it is brought back to committee there would be progress having already been made. In terms of the project list, there was a request to include an idea to enhance the water supply for Canada gardens allotments by upgrading their dipping tanks **CLERK**

C/22/28 PROGRESS REPORT

28.1	C/22/6.6 Library Car Park possible use for the community - Ongoing	Cllr Hanson
28.2	C/22/29.2 Steyning 20mph Highway's scheme working party date to be determined - Ongoing	W. Party
28.3	C/22/60.1 Clerk to view and agree Cricket Astro turf Contractor RAMS when available - Ongoing	CLERK
28.4	C/22/80.2 Clerk to purchase and have installed two finger posts as per agreed - Ongoing	CLERK
28.5	C/22/80.2 Cllr Lloyd to work on a proposal to cover future signage requirements for the town	Cllr Lloyd
28.6	C/22/80.5 Cllr Goldsmith to report back to committee regards Cricket Club Green Waste Service – He reported the Cricket club appear to be dealing with this matter	
28.7	C/21/70.6 Lost Woods project – Representatives from various groups to be assembled to kick start project - Ongoing	CLERK
28.8	C/21/80.11 Clock Tower Maintenance – Clerk to source appropriate building surveyors to assist with scope of works - Ongoing	CLERK

C/22/29 INFORMATION / CORRESPONDENCE ITEMS

29.1 None

C/22/30 DATE OF NEXT MEETING – 8th November 2022 at 7.30 pm.

Meeting ended at 9.54pm

Signed: Date: 8th November 2022
Chair

A recording of this meeting can be found using this link:

<https://youtu.be/R4InVLj3yJ0>

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

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

Clerk: John Fullbrook

Members of the public: 4

Meeting Commenced : 7.30pm

MINUTES

C/22/31 APOLOGIES FOR ABSENCE

31.1 Apologies received from Cllrs Lloyd

ACTIONS

C/22/32 DECLARATIONS OF INTEREST AND DISPENSATIONS

32.1 None

C/22/33 QUESTIONS FROM THE FLOOR

33.1 There were no questions raised, however some members of the public asked permission to speak to agenda items 6.1 and 6.3, and the Chair welcomed the request and agreed that they could join the discussions at the appropriate time when asked to do so.

C/22/34 MINUTES OF PREVIOUS MEETINGS

34.1 **To agree October 4th Draft Community Minutes.** Cllr Campbell raised a point of order - concerning the calling out of bullying and disrespect. He stated that he thought there were two references in draft minute items 26.10 and 26.12.1, where he thought there were deliberate attempts to humiliate a councillor. The Clerk stated that with the council due to take a pledge of 'Civility and Respect' at next SPC Full Council, and with him as clerk having a role to play in highlighting instances of poor behaviour when it occurred, that this was such an occasion and he stood by every word of the minutes in question.

34.2 Cllr Goldsmith **proposed an amended motion, seconded** by Cllr Sullivan to remove the following wording from the 4th October minutes 26.10 - *'The Clerks notes from the working party were challenged by Cllr Goldsmith, but with no explanation for why. Cllr Goldsmith rigorously contested the notes saying the working party members were misled but didn't say why. The Chairman asked him to refrain from bullying the clerk.'* And from 26.12.1 - *'Cllr Goldsmith who was in attendance at the working party disputed the clerks' notes saying the height of the cut due was agreed at 4 meters, however, the other councillors in attendance at the working party pointed out his misunderstanding of the position'.* **Not Agreed** 3 For {RG,GS,PC}, 4 Against {JN,CY,SA,IA}, 1 Abstained {DH}

34.3 Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 4th October 2022. **Agreed** 5 For {PC, JN, CY, SA, IA}, 2 Against {GS, RG}, 1 Abstained {DH}

C/22/35 MATTERS ARISING AND ACTIONS

- 35.1** These items were to be taken as read. Cllr Campbell asked to see the communications in connection with the DMMO application appeal – **item 35.2** and an item that he suggested was missing – it had been established at a previous meeting that each forthcoming committee meeting would discuss Children’s play area Maintenance - the clerk explained why it had not been on some agenda’s but that it was to be on the next. Cllr Young described what had been completed, and why, regarding the DMMO appeal process {Item 35.2}, for the benefit of Cllrs. **D. CLERK**
CLERK
- 35.2** The Clerk’s office makes an appeal to the Secretary of State for Environment, Food and Rural affairs in the relation to the Rifle range DMMO application - **Actioned**
- 35.3** The Clerk relays to W.I. the fact that a position has been agreed for a proposed tree planting should Steyning for Trees installation be at Fletchers Croft instead - **Actioned / See item 36.1**
- 35.4** Clerk’s office to work with ‘Steyning for Trees’ on a joint reception to celebrate their ‘Tree of Trees’ award and subsequent Tree planting ceremony – **Actioned / See item 36.3**
- 35.5** Clerk’s office to order Commemorative Tree plaque – **Actioned**
- 35.6** Deputy Clerk to relay decision to delay Abbey Road meadow cut until spring 2023 – **Actioned**
- 35.7** Draft MPF mobile catering Licences to be discussed with vendor’s and brought back to next meeting for agreement – **Actioned / See item 36.5**
- 35.8** SPC Memorial Garden hedge cutting arrangement agreed and trimming completed – **Actioned**
- 35.9** Jubilee bench purchased and installed when HDC agreement secured – **Actioned**
- 35.10** Children’s play area working party recommendations still to be discussed – **See item 36.10**
- 35.11** Bus Shelter beautification working party to convene – **Actioned / See item 36.7**
- 35.12** All recommendations from Hedgerow W. Party noted and used for scope of works – **Actioned**
- 35.13** Clerk to engage contractor to complete comprehensive tree works at Godstalls Lane– **Actioned**
- 35.14** Clerk to engage contractor to complete tree works at the MPF - **Actioned**
- 35.15** Clerk to engage contractor to complete tree works at Abbey Road - **Actioned**
- 35.16** Clerk to engage contractor to complete tree works at Cripps Lane - **Actioned**
- 35.17** Clerk to engage contractor to complete hedgerow works at Rublees/MPF - **Actioned**
- 35.18** Clerk to use agreed outline tree maintenance plan to prepare next tree works actions-**Actioned**
- 35.19** Clerk to report to HDC the views of SPC regarding digital screen replacement – **Actioned**
- 35.20** Clerk to continue to discuss proposal for new memorial picnic bench installation-**Actioned/36.2**
- 35.21** Clerk to bring back quote for works to Sycamore tree adjacent Bowls Club –**Actioned/item 36.8**
- 35.22** Clerk to relay to HDC the non-support from committee for proposed High Street concession stall – **Actioned**
- 35.23** Clerk to add proposed Canada Gardens Allotments water service enhancement item to draft Community project list – **Actioned**

C/22/36 COMMUNITY MATTERS AND OPEN SPACE

- 36.1 To agree the Steyning Downlands W.I. proposal to plant a commemorative Jubilee Tree at an agreed location on the Abbey Road village green.** {As stated in supporting papers and located as per the appended map}. The Clerk further outlined the request. Cllr S. Alexander **proposed, Seconded** by Cllr Hanson that SPC supports the proposal, and the tree is planted where {the Map} suggested. **Agreed** **CLERK**
- The Chair brought forward the following item as audience members were in attendance and wanted to speak to it*
- 36.2 To consider a new memorial picnic bench installation proposal as per supporting papers.** The Chair invited audience members to speak first, and they subsequently outlined concerns regarding the proposed location being in an area which can often be damp or muddy underfoot or at worse could be prone to flooding. The committee members understood these concerns and considered other possible sites on the MPF close by, as well as types of picnic benches. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPC agrees that a memorial picnic bench can be sited on the MPF at an as yet undecided location, {with the clerk tasked with speaking with the group involved and coming up with three different alternative locations}. **Agreed.** The members also supported that the bench be preferably made of wood. **CLERK**
- 36.3 To agree arrangements for the joint reception for the ‘Steyning for Trees’ Award and Tree Planting, with the reception to be held at the Steyning Centre.** The Clerk reported details of proposed options as per the supporting papers. Members considered these options but thought that as it was so prestigious, the SPC level of support ought to be greater than that initially tabled. Therefore, Cllr Goldsmith **proposed, seconded** by Cllr Sullivan that SPC fund the full cost of the ‘Steyning for Trees award’ reception. **Agreed.** Clerk to send out invites to all Cllrs. **CLERK**
- Further to this, Cllr Norcross **proposed, seconded** by Cllr S. Alexander that SPF fund this functions catering supplies {as per supporting papers} up to a maximum cost of £500. **Agreed** **CLERK**
- 36.4 The Grass Cutting report.** The Committee received the report.
- 36.5.1 MPF Licenses for mobile caterers for the 2023 summer season to be agreed.** The Clerk had produced amended licences for Pizza Van and Ice Cream concession service providers. Members discussed any final amendments. In the case of the Ice Cream concession Licence. Cllr Norcross **proposed, seconded** by Cllr Hanson that SPC accepts and agrees the Ice Cream trader licence as per supporting paper. But to remove line 9 ‘Costs’ and renumber the remaining points as appropriate. **Agreed.** **CLERK**
- 36.5.2** And in the case of the Pizza Van concession licence - Cllr Norcross **proposed, seconded** by Cllr I Alexander that under ‘Licence Fee’ {instead of ‘£20 per week to cover the period noted under point 5 above’ it is amended and} it now states – ‘£600 to be payable in two equal instalments, the first on the signing of the agreement, and the next on or before the 1st of July. Plus Take out the term ‘costs’ and include the amendments above but put under the ‘Licence Fee’ item and then renumber accordingly. **Agreed** **CLERK**
- 36.6 To agree the SPC commemorative Jubilee Tree planting ceremony arrangements at Abbey Road.** The Clerk presented proposed arrangements for the ceremony. Rather than gather for the tree planting it was suggested that the Tree plaque be unveiled on the day of the Chairmans function and at 2pm and that the Abbey Road volunteers be invited as well as councillors to it with pictures being taken that would then be presented at the Chairmans function later that day – 9th December **CLERK**
- 36.7.1 To discuss matters arising from the Bus Shelter Beautification working party and agree any actions.** The clerk presented notes from the two working party meetings and three ideas for possible agreement which the members went on to discuss. The first was to install a recycling **CLERK**

bin in place of the existing bin by the disabled toilet door. Cllr Campbell pointed out his concerns about the frequency of it being emptied. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the clerk be asked to contact HDC refuse department and to see if they could install the already purchased recycling bin and to ask if they can install it in place where currently sits a normal waste bin. **Not Agreed 3 For, 4 Against, 1 Abstained**

36.7.2 Members then considered the two 'restructuring of the toilet block' proposals as per supporting papers – these presented as alternatives to the works previously discussed by the Premises committee, but discussed in this committee as they were new ideas to allow for disabled access and had been proposed within the working party meetings. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC get professionals in to get quotes {in regard to the two plans proposed}. **Not Agreed. 3 For, 3 Against, 2 Abstained. It was not agreed on the Chairs casting vote.**

36.7.3 The third item proposed to be voted upon was therefore not discussed.

36.8 **To agree the request from the Steyning Bowls club concerning tree maintenance.** The clerk reported as per supporting papers. Cllr Norcross **proposed, seconded** by Cllr Campbell that the request for tree maintenance requested by Steyning Bowls Club be undertaken as per quote within supporting papers. **Agreed**

CLERK

36.9 **To agree the request from the Steyning Bowls club concerning hedge maintenance.** Cllr Campbell raised concerns about whose responsibility it should be – The Clerk to check the Bowls Club Lease to clarify whose responsibility it is and then bring it back to committee

CLERK

36.10 **Play area working party update from the clerk, and to agree any actions.** Members discussed the recommendations as per supporting papers. It was understood that whilst the recommendations specifically prioritised certain play areas, clearly other SPC play areas also needed attention and indeed the prioritisation had been discussed by F&GP before. Cllr Norcross **proposed, seconded** by Cllr Young that SPC concentrate on the MPF play area redevelopment as the main priority for the children's play areas – but that this does not preclude SPC from considering other play areas – it simply means it is SPC's main priority. **Agreed.** Cllr Goldsmith suggested that the Steyning & District Partnership could be asked to explore additional funding for further play area redevelopment. Cllr I Alexander to action.

CLERK

**Cllr I
Alexander**

C/22/37 FINANCE AND GOVERNANCE

37.1 **To accept the I & E Reports.** Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for September and October '22 be accepted as a true and fair record. **Agreed**

37.2 **To discuss the draft Community budget for 2023/24 & Project priority listings.** The committee considered the figures produced by the Clerk via supporting papers, and the clerk answered any questions that arose. There were no suggested amendments put forward. However, the Clerk made two further amendments adding £200 to Lamp post testing – new figure £1,550, and adding £150 to Water Allotments expenditure taking this to £1,450.

CLERK

The meeting had to draw to a close at this point – all other items not considered will go forward to the next meeting, that is , the 'progress report'.

CLERK

C/22/38 **DATE OF NEXT MEETING – 6th December 2022 at 7.30 pm.**
Meeting ended at 10pm

Signed: Date: 6th December 2022

Chair

A recording of this meeting can be found using this link: <https://youtu.be/ziilIQDV0HI>

COMMUNITY COMMITTEE MEETING HELD ON TUESDAY 6th DECEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the public: 5

Meeting Commenced : 7.30pm

DRAFT MINUTES

C/22/39 APOLOGIES FOR ABSENCE

39.1 Apologies received from Cllrs Lloyd and Young

ACTIONS

C/22/40 DECLARATIONS OF INTEREST AND DISPENSATIONS

40.1 None

C/22/41 QUESTIONS FROM THE FLOOR

41.1 There were no questions raised, however some members of the public had asked permission to speak to agenda item 6.1 before the meeting, and the Chair welcomed the request and agreed that they could join the discussions at the appropriate time when asked to do so.

C/22/42 MINUTES OF PREVIOUS MEETINGS

42.1 To agree November 8th Draft Community Minutes. Cllr Norcross **proposed, seconded** by Cllr S. Alexander to agree as a true and fair record, the draft minutes of the Community Committee meeting held on the 8th November 2022. **Agreed**

C/22/43 MATTERS ARISING AND ACTIONS

These items were to be taken as read.

43.1 DMMO correspondence distributed following Cllr request - **Actioned**

43.2 Children's Play Area Maintenance to be on next agenda - **Actioned /See item 44.3**

43.3 Clerk to communicate agreement for WI Tree planting proposal - **Actioned**

43.4 Memorial Picnic Bench installation on the MPF, Clerk to speak with proposers- **Actioned/item 44.1**

43.5 Clerk to bring back Memorial Picnic Bench options for type and site to be brought back - **Actioned/item 44.1**

43.6 Clerk to confirm arrangements for 'Steypning for Trees' Award Event, organise and M.C. - **Actioned/item 44.6**

43.7 Clerk to confirm tree surgery works with contractor – **Actioned**

43.8 Clerk to check Bowls Lease and bring back previous request for works – **Actioned/item 44.2**

- 43.9** Clerk to bring back Children’s Play development priorities for 23/24 budget discussions – **See item 45.2**
- 43.10** Cllr I Alexander to explore funding options for play area developments–**See item 45.2**. Also, later on, Cllr I Alexander explained he had discussed the matter with the directors of the partnership and had replied to the clerk to state that if the clerk could find an appropriate funding opportunity, then the partnership would be glad to assist with the application.
- 43.11** Budget amendments to be completed and revised Community Budget for 2023/24 brought back **Actioned/item 45.2**
- 43.12** Items not discussed at November meeting to be brought back – **Actioned**

C/22/44 COMMUNITY MATTERS AND OPEN SPACE PROJECTS

- 44.1.1** **To consider a new memorial picnic bench installation proposal as per supporting papers.** The committee debated the three proposed locations for some time as well as other locations. The benches use as a possible new location for antisocial behaviour and also its proximity to playing areas and or proximity to gardens were the most influential factors being considered. Members of the public were also given opportunity to contribute their thoughts at this point. Cllr Norcross **proposed, seconded** by Cllr I Alexander that location one be agreed for the installation of a memorial picnic bench. **Agreed 4 For, 3 Against** **CLERK**
- 44.1.2** The members considered five options for the type of bench as presented by the Clerk. Cllr Norcross **proposed, seconded** by Cllr I Alexander that {picnic bench} option two be installed {at location 1}. **Agreed 4 For, 3 Abstained** **CLERK**
- 44.2** **Hedgerow works adjacent the Bowls club.** There were no objections recorded for the works to be undertaken as per the Bowls Club request, and to be completed by them. **D Clerk**
- 44.3** **Children’s Play Area and Adult Exercise Maintenance Schedule.** The Clerk updated on all areas and especially in relation to the fact that the play areas had received their annual safety check inspection from Wicksteed’s on the 19th October. There were no undertakings required above a ‘moderate’ risk status, which was good news. The Clerk’s office had completed a remedial works schedule to accompany the report and had distributed both these documents to members. The office had already engaged the maintenance team to carry out actions required and provide quotes where necessary. **CLERK**
- 44.4** The Clerk updated on **SPC Tree, and Hedgerow works undertaken in last three months**, and following agreement from this committee to complete said works. In total, so far, seven dead or diseased trees had been felled at five different locations with further extensive hedgerow and other tree safety work being currently undertaken. **CLERK**
- 44.5** **Mouse Lane Flooding issues.** This issue was raised by a local resident and the clerk had suggested a working party be convened on site to further understand what the problem was and then whether a joint grant funding application be progressed. Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC set up a working party with two SPC members – from this committee, plus invite the County Councillor, the landowner and up to two concerned residents. **Agreed 4 For, 3 Abstained. Cllrs Hanson and S Alexander put their names forward and clerk to contact other parties and arrange meeting** **CLERK**
- 44.6** Feedback to the committee following the joint reception for ‘Steyning for Trees’ Award. The event went very well, and was well appreciated by all parties including the Lord Lieutenant herself, and very much so by the Steyning for Trees group.

C/22/45 FINANCE AND GOVERNANCE

45.1 To accept the I & E Reports. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that the Community Income and Expenditure reports for November '22 be accepted as a true and fair record. **Agreed**

45.2.1 To discuss the draft Community budget for 2023/24 & Project priority listings. The committee considered the figures produced by the Clerk via supporting papers once again, and the clerk answered any questions that arose. Cllr Norcross **proposed, seconded** by Cllr Hanson that the committee agree the Community budget as per supporting papers. **Agreed** **CLERK**

45.2.2 Project priority listings. Committee discussed the list as per supporting papers. The Clerk suggested all present be mindful of the overall picture, with the MPF Play Area being currently the top priority, but that F&GP would need to make a decision based upon whether SPC were going to be using some of its general reserves to finance some of the projects listed seeing as it was unlikely that a projects budget was going to be part of the precept request for 2023/24. It was also noted that an application had been compiled by the Clerk and had gone into the Wilson Memorial Trust for part funding for the proposed MPF play area redevelopment. **CLERK**

C/22/46 PROGRESS REPORT – All the following items were described as ongoing

46.1 Library Car Park possible use for the community **Cllr Hanson**

46.2 Steyning 20mph Highway's scheme working party date to be determined **CLERK**

46.3 Clerk to view and agree Cricket Astro turf Contractor RAMS when available **CLERK**

46.4 Clerk to purchase and have installed two finger posts as per agreed. **CLERK**

46.5 Cllr Lloyd to work on a proposal to cover future signage requirements for the town **Cllr Lloyd**

46.6 Lost Woods project – Representatives from various groups to be assembled to kick start project **CLERK**

46.7 Clerk to discuss a proposal to add a hedge line on west side of MPF with Roger and bring back to Committee **CLERK**

46.8 Clerk to engage contractor to complete tree works at the Steyning Centre in liaison & support from neighbour **CLERK**

46.9 Clerk to complete new SPC Memorial Tree policy based upon agreed working party recommendations **CLERK**

46.10 Bring back proposal for Recycling bin installation in April 2023 **CLERK**

C/22/47 INFORMATION / CORRESPONDENCE ITEMS

47.1 Southern Water Management Plan Consultation and Webinar – dated 14th Nov.

47.2 SPC received notice that Newman's Gardens Car Park is being considered for redevelopment **CLERK**

C/22/48 DATE OF NEXT MEETING – 7th February 2023 at 7.30 pm.
Meeting ended at 8.52 pm

Signed: Date: 7th February 2023
Chair

A recording of this meeting can be found using this link: <https://youtu.be/hVeokvgq7Cc>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JULY 2022 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/22/1	APOLOGIES FOR ABSENCE	
1.1	Apologies were received from Cllr Campbell. Cllr Goldsmith not in attendance.	
F&GP/22/2	DECLARATIONS OF INTEREST AND DISPENSATIONS	
2.1	None	
F&GP/22/3	QUESTIONS FROM THE FLOOR (<i>in summary format</i>)	
3.1.1	Q – <i>Regards giving apologies for meetings. NALC says absences with an apology and an explanation are fine. Surely giving apologies without an explanation is unacceptable, and explanations should be recorded in the minutes?</i>	
3.1.2	A – <i>The Chair and Clerk agreed that this can be seen as best practice, and the clerk went on to say he had discussed this matter with the Chair of the Council, and it may be the case a change to procedure will be forthcoming.</i>	
F&GP/22/4	MINUTES OF PREVIOUS MEETING	
4.1	Cllr Lloyd proposed, seconded by Cllr S Alexander that the minutes of the meeting held on the 10 th May 2022 be agreed as a true and fair record. Agreed	
F&GP/22/5	MATTERS ARISING AND ACTIONS	
5.1	Town Clock mechanism maintenance completed, including to reinstate the chimes - Actioned	
5.2	Clerk to complete accruals list ahead of End of Year Finance Reconciliation – Actioned	
5.3	Clerk to complete updated Earmarked Reserve list for End of Year Audit – Actioned	
5.4	Clerk to ensure Joint Cemetery Committee Accounts included in End of Year Reconciliation - Actioned	
5.5	Clerk instructed to rope off & place warning notices by Changing room Apron - Actioned	
5.6	Clerk instructed to engage a safety officer to inspect C. Rooms Concrete Apron – Actioned	
5.7	Clerk instructed to notify Cricket Club and work with them to lessen the impact of the ‘safety’ issue - Actioned	
5.8	Cllr Lloyd proposed, seconded by Cllr Northam to take the ‘Matters Arising’ as read. Agreed	
F&GP/21/6	FINANCE MATTERS	
6.1	To agree a request for a grant for the Steyning and District Partnership Food & Drink festival CLERK Cllr Lloyd proposed, seconded by Cllr S Alexander that the Steyning and District Partnership be granted £250 towards their 2022 food festival. Agreed	

- 6.2 To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the list of payments for April, May and June 2022 be approved as a correct record. **Agreed**
- 6.3 I & E Reports.** Cllr Lloyd **proposed, seconded** by Cllr Northam to agree the F&GP Income and Expenditure reports for April, May and June 2022 as a correct record. **Agreed**
- 6.4 To receive notes on the SPC finance position as at end of Year 2021/22.** The Clerk reported in which ways the document was relevant. This to be reported in line with the ongoing SPC Action plan updates henceforth **CLERK**
- 6.5 To agree the Christmas Light display for 2022 on the Steyning High Street** **CLERK**
 The Clerk presented a supporting paper showing variations on the lights held in stock and that were used for last year's Christmas display.
 SPC were given a limited choice for a change in the display from the agreed contractor for 2022.
 Councillors considered 6 options (Including the previous year's display).
 Vote first by ballot, then by show of hands when down to the final 2 options.
 Cllr Lloyd **proposed, seconded** by Cllr Northam to agree Christmas lights {for 2022} SPC to have option 5. **Agreed** {Shown here}
- 6.6.1 To agree the new SPC Business Plan 2022.** The clerk expanded upon the reasons to support a business plan in that it informed both councillors, council as a whole and Steyning residents to the tasks performed by SPC and the Councils current projects and future aspirations. Cllrs considered the document and proposed some amendments. **CLERK**
- 6.6.2** Cllr Lloyd **proposed, seconded** by Cllr Trundle that the title of the SPC Business plan 2022 be changed to the SPC Strategic plan 2022. **Agreed**
- 6.6.3** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree to changing 'Main Aims' to 'Purposes' within the SPC Strategic Plan 2022. **Agreed**
- 6.6.4** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree the SPC Strategic Plan 2022 {including amendments noted above}. **Agreed** **CLERK**
- 6.7 To agree the priority SPC puts on the Bus Shelter 'Ramp' project following the decision from Premises and Planning Committee.** Committee considered whether the disability access issue was really one which SPC should be having to deal with, as the Bus Shelter was currently being leased from HDC and though the lease stipulates it is necessary for SPC to deal with appropriate structural alterations, a second more assertive approach could be made to HDC suggesting it should have been more fit for purpose in the first instance. Cllr Lloyd **proposed, seconded** by Cllr Northam that as this is an HDC building, that HDC are approached to make it more compliant for disabled access for those Steyning residents that require it, and that SPC delegate the Clerk in discussion with the Chair to make the first contact, and perhaps as a District Councillor Cllr Lloyd can approach HDC on SPC's behalf. **Agreed** **CLERK**
- 6.8 To agree the new SPC Action Plan 2022.** The clerk outlined the reasoning behind the SPC Business plan part II / Action plan 2022 document and explained its contents and how it was important and relatable to the ongoing SPC finances and budget planning processes, as well as highlighting the annual aims of the council. Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC approve the SPC Action plan 2022 as laid out in the briefing notes, but to include an amendment whereby the 'Comments' column be changed to 'Risks' and that those risks need to be identified and that the document is reviewed at every {F&GP} meeting. **Agreed** **CLERK**
- 6.9 To set up a working party to make recommendations upon the SPC Asset and Land Register updating process.** Cllr Lloyd **proposed, seconded** by Cllr Parsons to set up an F&GP working party to discuss and make recommendations upon the SPC Asset and Land Register. **Agreed**

- 6.10** **To receive the May '22 SPC Cil report.** The clerk explained that there had been recent receipt of Cil monies as per shown within this report and in answer to the suggestion from Cllr Parsons, he explained that indeed Cil monies would be a good way of funding SPC playground renewals
- 6.11** **To agree if there are any actions necessary following a resident's request to cut a WSCC grass verge.** Cllr Norcross updated that the verge in question had been very recently cut, and therefore there were no further actions suggested other than the clerk respond to the resident who had raised the question saying this and to inform that if in future there is an issue that the committee would return to consider it **CLERK**
- F&GP/22/7** **PROGRESS REPORT**
- 7.1** F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – **Ongoing** – it was suggested to deal with this under the same working party as per that convening to discuss the Asset and Land register under item 6.9 above. **CLERK**
- 7.2** F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – **Ongoing** **CLERK**
The clerk updated that the funds within the Emergency reserve account have been released via signed agreement by SPC signatories, to go into another bank account as and when that account is set up.
- 7.3** F&GP/20/66.6 Cricket Club to respond to Clerk when there is further agreement on possible financial assistance to complete works to Changing Room Concrete Apron **CLERK**
- 7.4** F&GP/20/68.1 Cllr Goldsmith to report 'serious issues' to Clerk or Premises Committee Chairman - **Ongoing** as Cllr Goldsmith had not reported to clerk any issues nor to Premises committee nor was he in attendance. **Cllr Goldsmith**
- F&GP/22/8** **INFORMATION/CORRESPONDENCE ITEMS**
- 8.1** None
- F&GP/22/9** **DATE OF NEXT MEETING – 13th September 2022 @7.30pm.**
The Chair closed the meeting at 8.36pm

Signed Date 13th September 2022
Chair

Here is the link to the video recording of this meeting:-
<https://youtu.be/w8vzzCA3mGg>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 3rd OCTOBER 2022 AT 7.30PM

Present: Cllrs Lloyd (Chairman), S. Alexander, Parsons, Trundle and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/22/10 APOLOGIES FOR ABSENCE

10.1 Apologies were received from Cllrs Campbell, Northam and Bell. Cllr Goldsmith sent apologies but no reason for non-attendance.

F&GP/22/11 DECLARATIONS OF INTEREST AND DISPENSATIONS

11.1 None

F&GP/22/12 QUESTIONS FROM THE FLOOR

12.1 None

F&GP/22/13 MINUTES OF PREVIOUS MEETING

13.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 12th July 2022 be agreed as a true and fair record. **Agreed**

F&GP/22/14 MATTERS ARISING AND ACTIONS

14.1 £250 grant paid to Steyping & District partnership for Food festival 2022 - **Actioned**

14.2 SPC Action plan and finance position brought to next meeting – **Actioned / See item 15.4**

14.3 2022 Christmas light display ordered and process to install begun – **Actioned**

14.4 SPC Strategic plan 2022 amended and distributed to all Cllrs – **Actioned**

14.5 SPC Business {Action} plan 2022 amended and distributed to all Cllrs – **Actioned**

14.6 Convene a working party to discuss and make recommendations on SPC Asset and Land register documentation updates – **Actioned**

14.7 Clerk to contact resident regards his request for cutting of grass verge – **Actioned**

14.8 Convene a working party to discuss swimming pool payment obligations – **Actioned**

14.9 Bus shelter lease & possible accessibility development issue to be discussed with HDC
- **See item 15.13**

F&GP/21/15 FINANCE MATTERS

15.1 To agree a request for a grant from the organisers of the Steyping Country Fair 2023 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC grant Steyping Country Fair £250 in support of their event. **Agreed**

CLERK

- 15.2 To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that the list of payments for July and August 2022 be approved as a correct record. **Agreed**
- 15.3 I & E Reports.** The Clerk explained that the receipt noted under ‘Donations’ {£80,000} was placed there as it was a transfer from the now closed Barclays Bank Account {Emergency reserve}. It is being moved to the new savings account at the Unity Trust Bank which will allow for interest to be paid. This process will take some time as SPC are restricted to move a maximum of £10,000 per day from the HSBC account. Cllr Lloyd **proposed, seconded** by Cllr Trundle to agree the F&GP Income and Expenditure reports for July and August 2022 as a correct record. **Agreed.** **CLERK**
- 15.4 To receive notes on the SPC finance position as at end of August ‘22.** The Clerk reported in which ways the document was relevant. **And update from the clerk on the latest position regarding the SPC 2022/23 Action Plan.** Two of the 14 projects have been completed so far this year; – Neighbourhood Plan being agreed as a ‘made plan’ and the Rublees Allotment Water Service Enhancement works. Considerable progress has also made on seven of the other projects.
- 15.5 To agree a request for use of MPF Car Park from the organisers of the Steyning Country Fair 2023.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that subject to agreement from the Steyning Cricket Club, that the Steyning Country Fair event have permission for the use of the MPF Car Park on that day. **Agreed** **CLERK**
- 15.6 To agree the budget setting timetable for 2022/23.** Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC agree the proposal that’s been put forward for the Budget setting Timetable for the 2023/24 financial year. **Agreed** **CLERK**
- Cllr Lloyd also proposed that in order to ensure committee meetings were quorate, that councillors be put on a reserve list for membership of committee meetings with this being agreed at SPC Full Council. **CLERK**
- 15.7 To agree the recommendations from the working party with regards to future SPC donations for the Steyning Swimming pool.** Cllr Parsons queried whether the correct Retail Price Index figure was being used for the annual uplift, and the Clerk to check this fact. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC accept the recommendation from the working group that as SPC have signed a 60 year lease, it is contractually obliged to pay as per the agreement and should continue to do so and that the advisory committee should not be reinstated as this committee does not believe it would be the most effective use of SPC resources, as payment is not linked to customer use. **Agreed** **CLERK**
- 15.8 To agree to the SPC Insurance Cover for the year September 2022 to August 2023 as per supporting papers and to agree to recommend to full Council the subsequent invoice payment.** The Clerk stated that the previous insurers were no longer supplying cover to local councils, and therefore he had asked the SPC insurance brokers to find the best deal for this current year ensuring the cover was as similar as possible to the previous year’s cover. He also stated that next year he would hope to negotiate a better deal lasting for three years rather than one but asked the brokers to supply more information and quotes and these to be sent earlier to make this possible. He also noted that the new supplier unfortunately did not offer the services of a solicitor as part of the cover but that any cases being dealt with by the previous insurer’s solicitor will continue to be dealt with until their conclusion. Cllr Lloyd **proposed, seconded** by Cllr Parsons to recommend to Full Council that SPC pays the invoice to the insurance company to a value of £6,567.75 which will give affective insurance cover from 1st September 22 to 31st August 2023. **Agreed** **CLERK**

15.9	To agree the details of a grant application and subsequent requirements to allow for the Steyning Centre to facilitate ‘Love to Move’ sessions as per supporting papers. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC support the ‘Love to move’ grant application for £1000.00 that is being offered by Sport England/ British Gymnastics Foundation to assist the group by paying for an experienced tutor for their sessions and that in line with SPC protocol the group are asked to provide suitable accounts before that money is paid. Agreed	CLERK
15.10	To agree the recommendation from the F&GP working party concerning the SPC Land and Asset Register. Cllr Lloyd proposed, seconded by Cllr S. Alexander that this committee recommends to Full Council that the Clerk’s office produces an SPC Land and Asset Register to include all items needing to be published as per the Transparency Code 2015 guidelines and to identify any gaps in information which continue to be within the scope of the SPC Solicitors Land registry search, and for this document to be agreed as an interim SPC Land and Asset register by Full Council. Agreed	CLERK
15.11	To agree the Steyning in Bloom annual grant. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC agrees to grant £2,200 to Steyning in Bloom as their annual grant subject to the receipt of their accounts. Agreed	CLERK
15.12	To agree whether the Clerk can attend a one-day conference on ‘Empowering Communities’. Cllr Lloyd proposed, seconded by Cllr Norcross that SPC provide the funds to allow the clerk to attend the one-day course on empowering communities in London on the 7 th November at a cost of £153 inc. tax, plus travel expenses. Agreed	CLERK
15.13	To agree the priority SPC puts on the Bus Shelter ‘Ramp’ project following the decision from Premises and Planning Committee. The clerk’s office had established that it was SPC’s responsibility to complete works to make the building DDA compliant as per detailed within the lease, but the clerk went on to suggest that perhaps HDC could assist with the funding of the project seeing as the modifications were to their building and that it would be mutually beneficial to do so. Cllr Lloyd proposed, seconded by Cllr S. Alexander that SPC seeks additional funding as per recommendations made by Premises Committee and that Cllrs Lloyd and Platt take this proposal to HDC and put it to the appropriate committee for discussion. Agreed	CLERK
F&GP/22/16 DATA PROTECTION AND FREEDOM OF INFORMATION		
16.1	Update from the Clerk. There were two cases being dealt with at present, both from the same person, and both were at the request of the ICO, as one was a ‘Decision Notice’ concerning a request first brought to the council in November 2021, and the second case has been taken to ‘Investigation’ with this request first being received in September 2021.	CLERK
F&GP/22/17 GOVERNANCE MATTERS		
17.1	Chairmans Function – To agree arrangements for the next Chairmans function. Cllr Norcross proposed, seconded by Cllr S. Alexander that this year’s Chairmans function takes place on the 9 th December. Agreed	D. CLERK
17.2	Community Award – To agree invite for nominations and the associated publicity involved The clerk had presented an updated Community Award invitation for consideration, and outlined what publicity was usually in place – the ‘Your Steyning’ article, posters up on notice boards and on the SPC web site. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC invites nominations for the Chairs Community Awards and that the office undertakes all the associated publicity as per previous years. Agreed	D. CLERK
F&GP/22/18 PROGRESS REPORT		
18.1	<i>Move SPC emergency reserve monies to a savings account</i> – Actioned / See item 15.3	
18.2	Cllr Goldsmith to report ‘serious issues’ to Clerk or Premises Committee. Cllr Norcross proposed, seconded by Cllr S. Alexander that in the absence of anything {in the last 5 months} from Cllr Goldsmith, that there are no ‘serious issues’ to be considered. Agreed	

F&GP/22/19 **INFORMATION/CORRESPONDENCE ITEMS**
19.1 None

F&GP/22/20 **DATE OF NEXT MEETING – 15th November 2022 @7.30pm.**

The Chair closed the meeting at 8.31pm

Signed Date 15th November 2022
Chair

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

<https://youtu.be/aHuTHAad0aU>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th NOVEMBER 2022 AT 7.30PM

Present: Cllrs S. Alexander (Vice Chairman), Trundle, Goldsmith, Bell and Campbell.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7:41 pm {Start delayed as had to wait for member to arrive for quorum}

MINUTES

ACTIONS

F&GP/22/21 APOLOGIES FOR ABSENCE

21.1 Apologies were received from Cllrs Northam, Lloyd, Norcross and Parsons.

F&GP/22/22 DECLARATIONS OF INTEREST AND DISPENSATIONS

22.1 None

F&GP/22/23 QUESTIONS FROM THE FLOOR

23.1 None

F&GP/22/24 MINUTES OF PREVIOUS MEETING

24.1 Cllr S. Alexander **proposed, seconded** by Cllr Trundle that the minutes of the meeting held on the 3rd October 2022 be agreed as a true and fair record. **Agreed**

F&GP/22/25 MATTERS ARISING AND ACTIONS

25.1 £250 grant awarded in support of the Steyping Country Fair 2023 - **Actioned**

25.2 SPC Monies being transferred from HSBC Account to Unit Trust Bank – **Actioned**

25.3 Steyping Cricket Club made aware of Country Fair use of field and Car Park – **Actioned**

25.4 Insurance Brokers asked to supply more information, and quotes and to do this sooner next year – **Actioned**

25.5 'Love to Move' £1000 grant awarded after receiving confirmation of accounts – **Actioned**

25.6 £2,200 grant paid to Steyping in Bloom on receipt of their accounts – **Actioned**

25.7 Clerk attended 'Empowering Communities' conference – **Actioned / See item 28.1**

25.8 Clerk to deal with outstanding FOI items - **Actioned / See item 27.1**

25.9 Preparations made, and invitations sent out, for the 9th December '22 Chairmans Function – **Actioned**

25.10 Publicity in place to invite nominations for the SPC Community Awards 2022/23 – **Actioned**

25.11 Take proposal to invoke reserve membership of committees to Full Council – **Actioned**

25.12 Correct use of appropriate RPI checked in regards Swimming pool annual charge uplift - **Actioned**

F&GP/21/26 FINANCE MATTERS

- 26.1 To approve list of payments.** Cllr Campbell made some suggestions for possible future 'Ring fenced Earmarking' of the following items listed – Memorial Bench £700 donation, The Cleansing Grant, Sport England donation, and Cil Monies from HDC and SDNP. The Clerk explained what happens with these payments – effectively Bench, Grant and Donation monies being used already, and Cil Monies goes straight to Earmarked Reserves (as per supporting paper). The Clerk also said that there will be a future meeting to discuss possible Earmarked Reserves. Cllr S. Alexander **proposed, seconded** by Cllr Trundle that the list of payments for September and October 2022 be approved as a correct record. **Agreed**
- 26.2 F&GP I & E Reports.** Cllr S. Alexander **proposed, seconded** by Cllr Trundle that SPC accepts and agrees the income and expenditure reports for September and October 2022. **Agreed**
- 26.3 SPC 2022/23 Action Plan update.** The Clerk elaborated upon the information given as per supporting papers and answered members questions arising.
- 26.4 Notification of 2022/23 National Salary Award and agree implementation of this award.** The Clerk noted that there was not a percentage rise on this occasion, rather each spinal point was to receive an annual increment of £1,925. Cllr Campbell **proposed, seconded** by Cllr S. Alexander that SPC implement as soon as possible the recommendations in the letter from NALC dated 2 November 2022, and backdated as they recommend to the 1st April 2022. **Agreed** **CLERK**
- 26.5 Thoughts on SPC project priorities for 2023/24.** The committee discussed this item at great length in order to begin to decide where the percentage increase in precept should be or not in respect of how and when funding possible expenditure on SPC projects for the year 2023/24. The Clerk to send out further information in regard to expectations for what SPC should be holding within their General Reserves. **CLERK**
- 26.6 To discuss the F&GP draft budget for 2023/24 as per supporting papers.** The Clerk was asked to discuss with Vintage Years their ongoing budget consideration for Isolation and loneliness. Besides this request the committee endorsed the amounts as shown within the current draft of the F&GP budget as per supporting papers with full agreement to be discussed at the December meeting. **CLERK**
- 26.7 The 'Rural Market Town Group' promotion and agree any actions.** After consideration the committee did not make a proposal to agree to the promotion. **CLERK**

F&GP/22/27 DATA PROTECTION AND FREEDOM OF INFORMATION

- 27.1** The Clerk updated that on the 19th October SPC received two Decision Notices from the ICO which basically means there needed to be a response made to the requester that had previously been refused as vexatious. One response has gone out, with the other to be responded to by the 18th Nov. Also, there are a number of responses that need to go on the FOI web site and will be completed as soon as possible. Cllr Campbell suggested there was also an ongoing FOI decision notice discussion from the 30th August 2022. **CLERK**
D Clerk

F&GP/22/28 GOVERNANCE MATTERS

- 28.1 Report from the Clerk on his attendance at the 'Empowering Communities' conference.** The 7th November conference was unfortunately reduced to a large zoom meeting due to a rail strike. The speakers were largely very good and covered areas of interest such as Levelling up and rebuilding Britain, creating dementia friendly communities, the housing crisis, putting civility and respect at the heart of the council, tackling climate change, and a 'how resilient is your council' session. As some of the sessions become available online the Clerk will disseminate them to all members for their information. **CLERK**
- 28.2 Notification of Internal Audit on the 23rd of Nov. and agree Cllr attendance.** The clerk confirmed that in order of availability the F&GP Chair and then the F&GP Vice Chair have agreed to attend **CLERK**

F&GP/22/29 PROGRESS REPORT

29.1 F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors. The Clerk asked to check if the deeds for the clock tower had been applied for. **CLERK**
CLERK

29.2 F&GP/22/15.13 Funding sought for Bus Shelter DDA compliance works by Premises team and Cllrs Lloyd and Platt **CLERK**

F&GP/22/30 INFORMATION/CORRESPONDENCE ITEMS

30.1 None

F&GP/22/31 DATE OF NEXT MEETING – 13th December 2022 @7.30pm.

The Chair closed the meeting at 9.43pm

Signed Date 13th December 2022
Chair

Here is the link to the video recording of this meeting:- <https://youtu.be/Vlpi2UhDRUU>

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th DECEMBER 2022 AT 7.30PM

Present: Cllrs Lloyd (Chairman), S. Alexander, Parsons, Norcross and Bell.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/22/32 APOLOGIES FOR ABSENCE

32.1 Apologies were received from Cllrs Northam and Trundle.
Cllrs Goldsmith and Campbell were absent.

F&GP/22/33 DECLARATIONS OF INTEREST AND DISPENSATIONS

33.1 None

F&GP/22/34 QUESTIONS FROM THE FLOOR

34.1 None

F&GP/22/35 MINUTES OF PREVIOUS MEETING

35.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of the meeting held on the 15th November 2022 be agreed as a true and fair record. **Agreed 4 For , 1 Abstained**

F&GP/22/36 MATTERS ARISING AND ACTIONS

36.1 Clerk's office to implement the 2022/23 salary award - **Actioned**

36.2 Clerk to distribute information regarding what SPC should be holding in General reserves – **Actioned/item 37.5**

36.3 Draft F&GP Budget for 2023/24 endorsed & to be brought back to be agreed- **Actioned/item 37.4**

36.4 Vintage Years budget request to be discussed – **Actioned/ item 37.4**

36.5 Clerk to inform regarding non agreement of 'Rural Market Town Group' promotion – **Actioned**

36.6 Clerk to complete responses to outstanding FOI decision notices – **Actioned**

36.7 Clerk's office to complete outstanding publication of recent FOI requests onto SPC website – **Actioned**

36.8 Clerk to send out 'Empowering Communities' sessions to Cllrs as and when they become available- **Actioned**

36.9 F&GP Chair to attend the internal audit dated 23rd November – **Actioned/ item 38.4**

36.10 Clerk to inform if Clock Tower deeds had been sought from SPC Solicitors - **Actioned**
The Clerk reaffirmed that the Clock Tower deeds were not part of the initial request in terms of the SPC's solicitors Land Registry search and If in the absence of locating them in the SPC archive, a further request is needed, then he will do so.

F&GP/22/37 FINANCIAL MATTERS

- 37.1 To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the list of payments for November 2022 be approved as a correct record. **Agreed**
- 37.2 I & E Reports.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander to agree the F&GP Income and Expenditure reports for November 2022 as a correct record. **Agreed.**
- 37.3 SPC 2022/23 Action Plan update.** The Clerk elaborated upon the information given as per supporting papers and answered the members questions arising. The clerk explained that in general terms since September when SPC had been ahead of the timescale provided, there had been a number of factors which were now affecting the completion of some tasks and consequently, this was delaying the planned SPC objectives. This included the recent unfortunate loss of the Nursery group Hirer from the Steyning Centre programme and the planned joint project associated with their available funds.
- 37.4 To agree the F&GP draft budget for 2023/24.** The Clerk updated as per supporting papers and explained the final two amendments proposed since the last time the budget had been discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Committee agree the draft F&GP budget for 2023/24. **Agreed** **CLERK**
- 37.5 To discuss SPC project priorities for 2023/24, and draft agreement for 2023/24 SPC Precept** **CLERK**
The Clerk explained that the supporting papers included an up to date SPC balance sheet; projected Year End 2022/23 financial estimates; guidance in relation to possible future SPC general reserve agreed levels; a summary of agreed SPC committee budgets and finally therefore, a provisional figure for an SPC precept rise of 4.44% for 2023/24. The papers also took account of the committee being mindful of the current national economic situation, and in view of the feeling of members at the last meeting, that the financing of projects for 2023/24 should be primarily via the use of SPC general reserves, rather than as part of the precept. Finally, there was discussion about finding a way of further reducing the provisional precept figure by if possible, using the SPC general reserves, but not by way of financing annual budgetary requirements. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that F&GP Committee recommends to Community and Premises Committees that F&GP are preparing for a 2% increase in the precept and that those committees should look to reduce their costs and that F&GP committee will consider these at the next meeting. **Agreed**

F&GP/22/38 GOVERNANCE MATTERS

- 38.1 To agree the SPC Street cleaning contract details for 2023-26 and timeline for applications.** **CLERK**
Cllr Norcross **proposed** an amendment to the Street cleaning contract, **seconded** by Cllr S. Alexander that the line on page 5 under item 2 which says '*Steyning Parish Council to provide consumables*' be removed. **Agreed**
Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agree the Street cleaning contract details for 2023-2026 {as per supporting papers and subject to the amendment noted above}, and the timeline for the applications. **Agreed** **CLERK**
- 38.2 To agree the SPC Grass cutting contract details for 2023 – 2026, and timeline for applications.** **CLERK**
Cllr Lloyd **proposed** an amendment to the grass cutting contract, **seconded** by Cllr S Alexander that under point 4.4 and subject to including that '*for the first cut of the new year, the arisings should be removed* {from the MPF}', that the grass cutting contract be agreed. **Agreed**
- 38.3 To agree that two members will open contract tenders with Clerk and make recommendations to an F&GP EOM Meeting.** Cllr Lloyd **proposed, seconded** Cllr S Alexander that SPC agree that the Chair and Vice Chair of F&GP be the two members who with the Clerk will open contract tenders and make recommendations to an F&GP EOM Meeting. **Agreed** **CLERK**

- 38.4** **Report on Internal Audit attendance by the Chair of F&GP and to subsequently agree the Internal Audit report and any actions that may arise.** Cllr Lloyd was present at the meeting and reported that he was very impressed by the auditor, and his impression was that the auditor was very happy with the everything that SPC does. There was only one recommendation made and Cllr Lloyd extended on behalf of committee his congratulations to the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Norcross to agree with the internal auditor's report. **Agreed** **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr S Alexander to agree that the F&GP Chair has regularly countersigned the monthly reconciliation and bank statements in accordance with financial regulations. **Agreed** **CLERK**
- 38.5** **To agree Cllr representation at the Newman's Gardens Car Park working party meeting due on the 15th December.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Chair and Vice Chair of F&GP are the councillor representation at the Newman's Gardens Car Park working party meeting on the 15th December @ 10.30am {at the Steyning Centre}. **Agreed** **CLERK**
- F&GP/22/39** **PROGRESS REPORT**
- 39.1** F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors. - **ongoing** **CLERK**
- F&GP/22/40** **INFORMATION/CORRESPONDENCE ITEMS**
- 40.1** None
- F&GP/22/41** **DATE OF NEXT MEETING – 10th January 2023 @7.30pm.**

The Chair closed the meeting at 8.36pm

Signed Date 10th January 2023
Chair

Here is the link to the video recording of this meeting:- https://youtu.be/_er0FfKt5XM

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 25TH JULY 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Ian Alexander, Hanson, Simon Alexander, Northam, Rudkin and Parsons

Members of the public: 15 including Cllr Rudkin

Clerk – John Fullbrook

MINUTES

P22/36

36.1

APOLOGIES

Apologies were received from Cllr Young.

Cllr Rudkin attended as a member of the public. He was asked if he was going to be joining the committee as he is an elected member. he responded that as he had a declaration of interest, *he 'felt safer sitting in the audience'*. The offer to join the committee was reiterated, he responded that he 'would be embarrassed to sit with you lot' and was happy to stay where he is. The Chairman asked if he wished to reconsider his position on the committee. He responded that he would continue to turn up to meetings when it suits him if something on the agenda interests him.

P22/37

37.1

DECLARATIONS OF INTEREST

There were no declarations of interest from Cllrs.

Cllr Hanson informed that she no longer has an interest to declare on application DC/22/0100 as the revised plans mean it is not visible from her property.

P22/38

38.1

QUESTIONS FROM THE FLOOR -

Vicky Johnson made a representation on behalf of Greening Steypning in support of planning application DC/22/0100 revised plans for the solar farm at Huddleston Farm. She asked the committee to reconsider their comment and to support the application to help Steypning become a climate smart community and help to reduce the effects of climate change.

38.2

Sally Barnard made a representation in support of the revised plans for the solar farm and asked for the parish council's Planning and Premises Committee to support the application to help reduce the devastating effects of climate change.

38.3

Tim Rudkin made comments against the Greening Steypning Group making its presentation during this meeting.

Cllr Northam made a point of order that Cllr Rudkin was given the opportunity to sit as part of the committee but choose to stay as a member of the public as he had an interest

in the application and therefore should not be participating as a cllr at this point having chosen to be a member of the public.

38.4 A member of the public made a representation against the revised solar farm application, she informed that she had made an objection when the plans were first made and still stands by the objections even though the application has been amended and has reduced the size of the solar farm.

38.5 Tim Rudkin spoke in objection to the solar farm and stated he felt it is in the wrong place and is ruining agricultural land and a beautiful view.

38.6 The Chairman brought the questions from the floor item to an end as it became argumentative, and the 15 minutes had elapsed

P22/39 MINUTES – to agree minutes of the last meeting on Monday 27th June 2022

39.1 Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 27th June 2022 as a true and fair record of the meeting. **Agreed**

Cllr Trundle brought the next item forward for discussion

P22/40 REVISED PLANS

40.1 **DC/22/0100 – Land North of Huddlestone Farm Horsham Road** –Installation of a solar farm with associated infrastructure. Revised Plans

Following a full discussion of statements both in support and of objections from Cllrs and a member of the public

Cllr Trundle proposed, **seconded** by Cllr Simon Alexander that the committee wish to change their previous comment to **No Objection**. **Agreed** 4 for and 2 Against

Members of the public, including Cllr Rudkin, left the meeting at this point.

P22/41 MATTERS ARISING AND ACTIONS

41.1 **27.1 - Canopy for Playgroup reading area** – The plan has been changed to one which incorporates purchasing equipment that can be used for preschool children and young children's parties held at the Steyning Centre. There are thoughts of Starting a toddler's group as well. The preschool will report back in September . **Ongoing**

41.2 **27.4 – Request from PPG** - Accept offer of Real Time Information Screen for foyer – **Actioned**. Awaiting delivery

41.3 **32.3. – Bus Shelter ramp** – Recommended to request at F& GP Committee to put the project on the project list for this financial year. Cllrs Young and S Alexander to research funding options and report to F&GP. **Actioned** This was discussed at F&GP Meeting and agreed that as the building belongs to HDC, that they are approached to make it more compliant for disabled access for those Steyning residents that require it, and that SPC delegate the Clerk in discussion with the Chair to make the first contact, and perhaps as a District Councillor Cllr Lloyd can approach HDC on SPC's behalf. **Ongoing**

41.4 **32.4 - Checks on Cricket, tennis and Bowls Club Buildings** -Update Cllrs Young and S Alexander to carry out the checks. Deputy Clerk has arranged dates with Cricket and Bowls Club and is awaiting to hear from Tennis Club. **Actioned**

41.5 **32.5 – Committee Rooms use for Committee Meetings** – Committee Rooms will only be used for meetings when the Saxon Room is requested for customer use. **Actioned**

41.6 **32.6 – Notice Boards for High Street Bus Shelter Recess** – To paint the recesses with a dark colour on the inside of the recess and white on the outside and to be used for a trial period for SPC notices – **Actioned** in time for referendum publicity applications

- P22/42**
42.1 **PLANNING APPLICATIONS**
DC/22/1153 – 1 Market Field – Surgery to 1 Oak, 1 Crab Apple, 1 Horse Chestnut and 1 Sycamore
Cllr Trundle **Proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 42.2** **DC/22/1260 – Tribschen, Mouse Lane** – Surgery to 1 Walnut, 1 Conifer, 1 Apple Tree and shrubs and hedges (Works to Trees in a Conservation Area).
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 42.3** **DC/22/1160 – 26 Portway** – Demolition of existing conservatory and erection of a single storey rear Extension.
Cllr Trundle **proposed, seconded** by Cllr Parsons **No Objection. Agreed.**
- 42.4** **DC/22/1223 – 16 Shooting Field** – Erection of single storey side and rear extension.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 42.5** **DC/22/0720 and 0721 – Orwell Cottage, 22 High Street** – Retrospective application for replacement of defective concrete roof tiles with slate tiles on the front and south elevations. Installation of secondary glazing to 11 windows.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**
- 42.6** **DC/22/1004 – 51 Coombe Road** – Erection of detached timber framed garage.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 42.7** **DC/22/0858 – 1 Pompeys Terrace Mouse Lane** – Replacement of 4 existing single glazed windows with sash windows and replacement of the existing rear door with a stable door.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **OBJECTION as the proposed plan is out of style with the existing older property. Agreed**

- P22/43**
43.1 **LATE PLANS**
DC/22/1396 - Old Coach House Vicarage Lane - Surgery to 1x Sycamore
Cllr Trundle **Proposed, Seconded** by Cllr Simon Alexander **No Objection. Agreed**

- P22/44**
44.1 **ENFORCEMENT NOTIFICATIONS**
EN/22/0277 27/06/2022 16 Roman Road - window installed to side elevation is not of obscured glass

- P22/45** **PLANNING DECISIONS FROM HDC and SDNP (Taken as read)**
APPLICATIONS PERMITTED
- 45.1** **DC/22/0731 - Fletchers 18 Bowmans Close Steyning** - Surgery to 1x Ash.
- 45.2** **DC/22/0524 - 18A Newham Lane Steyning** - Erection of a first-floor rear extension and extension to the existing rear dormer.
- 45.3** **DC/22/0571 - Bay Cottage Dog** - Erection of single storey side/rear extension.
- 45.4** **DC/22/0846 - Ashburton High Street** - Surgery to 1x Holm Oak (Works to Trees in a Conservation Area)
- 45.5** **DC/22/0881 - 17 Canons Way Steyning** - Erection of a single storey rear extension, first floor side extension and part garage conversion
- 45.6** **DC/22/0893 - 20 Penlands Rise** - Construction of a dormer to the front elevation.
- 45.7** **DC/22/0914 - Chantryside Church Street Front Garden**, - Surgery to 1 x Pyracantha, 1 x Yew and 1 x Bay Rear Garden, Surgery to 2 x Yew, 2 x Cypress, 1x Fuja and 1 x Hazel and Fell to 1 x Cypress (Works to Trees in a Conservation Area)

APPEALS

- 45.8 DC/22/0148 1 Rosemary Avenue** - Erection of an infill single storey rear extension and conversion of existing store to habitable space. **Appeal has been requested.**
- P22/46 DEPUTY CLERKS REPORT FOR STEYNING CENTRE- (taken as read)**
- 46.1 Bookings** – July has been another busy month with bookings. The Steyning Drama Group had 3 evenings booked in Coombe Court which were very well attended, and they have re booked for another show in the autumn. WSCC Mind have returned and are holding drop-in sessions on a Wednesday every 2 weeks. The groups are starting to finish for the summer and will be re-starting back in September. The expected income for July is £5,850.81
- 46.2 Film nights** – The Film for July was ‘The Duke’, 65 tickets were sold. Once all the film rental and royalties were paid there was a loss of £15.75. The next film is called ‘Phantom of the Open’.
- 46.3 August Maintenance** - During the summer recess the caretakers will be carrying out the painting and steam cleaning of the Steyning Centre. The floors in Coombe Court and Saxon Room are be sanded and re-polished. The Annual PAT Testing and Electric Testing will also be carried out.
- P22/47 CEMENT WORKS CONSULTATION - CONSULTATION OF THE ‘AREA ACTION PLAN’ OPEN UNTIL THE 2ND AUGUST**
- 47.1** Parish Council Meeting on 18th July agreed to delegate authority to the Planning and Premises committee, should they so wish, to make a response on behalf of the Council to this consultation. It was noted that the consultation consisted of 28 questions and would take a considerable amount of time to go through and would be difficult for a committee to agree on answers as they are mostly very subjective. It was decided that Councillors could respond individually if they so wished to do so.
- P22/48 FINANCE**
- 48.1 Income and Expenditure report for May and June 2022** – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the reports for May and June 2022 as correct records of the finances. **Agreed.**
- 48.2 Repairs to Mains fuse board outside High Street Toilets** – to discuss and agree estimate for supply and fit of new metal clad RCBO fuse board and 2 new commando sockets for outside supplies.
The fuse box sited in the High Street Car Park is used by the Farmers Market, Late Night Shopping, May Day and French and Italian Market events. The Parish Council had it installed approximately 10/12 years ago. Water has damaged the housing and the electricity had shorted out, a temporary fix has been done and an estimate for the replacement of the fuse board was sent out to committee members.
Cllr Simon Alexander **proposed, seconded** by Cllr Northam to delegate the Clerk to ask the groups if more than 2 sockets would be required and then to authorise the work up to a cost of £1000.00. **Agreed**
- P22/49 CORRESPONDENCE/INFORMATION.**
The Clerk informed that a 5 point plan was agreed at the Parish Council Meeting. The Plan will be attached to the minutes for information.

P22/50

DATE OF NEXT MEETING - Monday 22nd or Tuesday 30th August 2022 at 7.30pm
To discuss and agree date of next meeting to take account of staff holidays and the bank holiday
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander that the next meeting be held on 30th August. **Agreed**

The Chairman closed the meeting at 8.56pm

Signed Chairman -

Link to the meeting <https://youtu.be/9d6A4oaTHOE>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 30TH AUGUST 2022 AT 7.30PM AT THE STEYNING CENTRE.

Present: Cllrs Trundle, Hanson, Simon Alexander,

Members of the public: 1

Clerk – Hazel Roxby

MINUTES

P22/51

APOLOGIES

51.1

Apologies were received from Cllrs Ian Alexander, Young, Northam, Rudkin and Parsons

P22/52

DECLARATIONS OF INTEREST

52.1

There were no declarations of interest from Cllrs.

P22/53

QUESTIONS FROM THE FLOOR -

53.1

None

P22/54

MINUTES – to agree minutes of the last meeting on Monday 25th July 2022

54.1

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the minutes of 25th July 2022 as a true and fair record of the meeting. **Agreed**

P22/55

MATTERS ARISING AND ACTIONS (Taken as Read)

55.1

41.1 - Canopy for Playgroup reading area – The plan has been changed to purchasing equipment that can be used for preschool children and young children's parties held at the Steypning Centre. There are thoughts of starting a toddler's group as well. The preschool will report back in September. **Ongoing**

55.2

41.2 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned**. There has been a delay on the Health Kiosk and it is unlikely to be available until October.

55.3

41.3. – Bus Shelter ramp – Recommended to request at F& GP Committee to put the project on the project list for this financial year. Cllrs Young and S Alexander to research funding options and report to F&GP. **Actioned** Item awaiting action by F&GP Committee.

55.4

41.4 - Checks on Cricket, Tennis and Bowls Club Buildings -Update Cllrs Young and S Alexander to carry out the checks. **Actioned** All the checks have been carried out and the report from Cllrs to be discussed at next meeting.

55.5

47.1 - Cement Works Consultation – To inform Cllrs that it is best if they respond individually if they wish. **Actioned**.

- 55.6** **48.2 – Repairs to mains fuse board outside High Street toilets.** - to delegate clerk to ask if more than 2 sockets would be required, if so, request estimate for addition work. **Actioned.**
Awaiting further quote for 2 extra sockets
- P22/56** **PLANNING APPLICATIONS**
- 56.1** **DC/22/1409 – 24 Newham Lane** – Conversion of loft to form habitable living space, incorporating hip to gable roof extension, creation of rear dormer and installation of 2 rooflights to front.
No Objection from Cllrs. Agreed
- 56.2** **DC/22/1431 Pilgrim Cottage, White Horse Square** – Replacement of front glazed roof with a slate tiled roof with rooflights. Replacement of 3 windows and 1 door a ground level.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed** 2 for and 1 abstention.
- 56.3** **SDNP/22/02960.HOUS – Bayards Cottage** – Installation of solar PV panels on, and adjacent to, an outbuilding within the residential curtilage.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 56.4** **DC/22/1349 – Steyning Cricket Club, Charlton Street** – Installation of a 30 m x 2.7m artificial turf cricket pitch.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 56.5** **DC/22/1471 – Chantryside, Church Street** – Fell 1 Cherry and 1 Thuja and surgery to 1 Forsythia (Works to Trees in Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- 56.6** **DC/22/1499 – The Hollow, Tanyard Lane** - Surgery to 1 beech
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 56.7** **DC/22/1555 – 12 Shooting Field** - Installation of Cladding to front and side elevation.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P22/57** **LATE PLANS**
- 57.1** **DC/22/1574 – 2 Coxham Cottages, Coxham Lane** – Demolition of single storey front and side extension and erection of a two storey front and side extension.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- P22/58** **ENFORCEMENT NOTIFICATIONS**
- 58.1** **EN/22/0330 27/07/2022 Calcot Farm** Alleged: Commencement of works prior to determination of planning application DC/22/0983
- 58.2** **EN/22/0361 12/08/2022 Chequer Inn 41 High Street** Alleged: display of advertising hoarding in front of Listed building
- P22/59** **PLANNING DECISIONS FROM HDC and SDNP (Taken as Read)**
- APPLICATIONS PERMITTED**
- 59.1** **DC/22/0965 - Barclays Bank, Bank House 40 High Street** - Amendments to previously approved plans DC/21/1621 (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

- 59.2 DC/22/1034 - Ashburton High Street** - Surgery to 2 x Sycamore (Works to trees in a Conservation Area) Decision:
- 59.3 DC/22/1069 - 5 Southdown Terrace** - Fell 3 x Ash trees (Works to Trees in a Conservation Area).
- 59.4 DC/22/0712 - St Kevins Kings Barn Villas** - Demolition of existing conservatory and erection of a single storey rear extension.
- 59.5 DC/22/1006 - 38 Roman Road** - Demolition of existing conservatory and erection of a single storey rear extension.
- 59.6 DC/22/1155 - 31 Penfold Way** - Non Material Amendment to previously approved application DC/21/2758 (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 amendment.
- 59.7 DC/22/0983 - Calcot Farm Horsham Road** - Erection of an agricultural barn.
- 59.8 DC/22/1153 - 1 Market Field**: Surgery to 1 x Oak, 1 x Crab Apple, 1 x Horse Chestnut and 1 x Sycamore.
- 59.9 DC/22/1260 - Tribschen Mouse Lane** - Surgery to 1x Walnut, 1x Conifer, 1x Apple Tree and shrubs and hedges (Works to Trees in a Conservation Area)
- 59.10 DC/22/1223 - 16 Shooting Field** - : Erection of a single storey side and rear extension.

REFUSED

- 59.11 DC/22/1074 - Northover Horsham Road** - Prior Notification for the erection of an agricultural storage barn.
- 59.12 DC/22/1484 Site: Northover Horsham Road** - Prior Notification for the erection of an agricultural barn for the storage of hay and agricultural plant and machinery to allow for the maintenance of the land. Decision: Prior Approval Required and REFUSED

WITHDRAWN

- 59.13 SDNP/22/01567/FUL - Charlton Court Granary , Mouse Lane** - Part demolition of existing derelict barn outbuildings and grain silo (flint and tile barn to be retained). Proposed extension and conversion of redundant agricultural buildings to form single residential dwelling. Erection of an ancillary outbuilding for storage to the adjacent agricultural land in the same ownership. Associated hard and soft landscaping

P22/60 60.1

FINANCE

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

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the report for July 2022 as a correct record of the finances. **Agreed**

It was queried if the Council qualify for the Energy Cap on electricity. Deputy Clerk to find out.

P22/61

CORRESPONDENCE/INFORMATION.

61.1

South Downs Local Plan review.

61.2

South Downs Newsletter

P22/62

DATE OF NEXT MEETING - Monday 26th September 2022 at 7.30pm

The Chairman closed the meeting at 7.58pm

Signed Chairman -

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



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 26th SEPTEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Young, Ian Alexander and Parsons

Members of the public: None

Clerk – Hazel Roxby

MINUTES

- P22/63** **APOLOGIES**
63.1 Apologies were received from Cllrs Hanson, Northam, Simon Alexander and Rudkin
- P22/64** **DECLARATIONS OF INTEREST**
64.1 There were no declarations of interest from Cllrs.
- P22/65** **QUESTIONS FROM THE FLOOR -**
65.1 None
- P22/66** **MINUTES – to agree minutes of the last meeting on Tuesday 30th August 2022**
66.1 Cllr Trundle **proposed, seconded** by Cllr Parsons to accept the minutes of 30th August 2022 as a true and fair record of the meeting. **Agreed**
- P22/67** **MATTERS ARISING AND ACTIONS**
67.1 **55.1 – Soft Play equipment for Playgroup** – The plan has been changed to purchasing equipment that can be used for preschool children and young children’s parties held at the Steypning Centre. There are thoughts of starting a toddler’s group as well. Deputy Clerk and Clerk are meeting with Pre-School manager on Thursday 29th September.
- 67.2** **Ongoing**
55.2 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned.** There has been a delay on the Health Kiosk and it is unlikely to be available until October.
- 67.3** **55.3. – Bus Shelter ramp** – Recommended to request at F& GP Committee to put the project on the project list for this financial year. Cllrs Young and S Alexander to research funding options and report to F&GP. **Actioned** Item awaiting action by F&GP Committee.
- 67.4** **55.4 - Checks on Cricket, Tennis and Bowls Club Buildings** -Update Cllrs Young and S Alexander to carry out the checks. **Actioned** All the checks have been carried out and the Buildings are in a good state of repair. All 3 clubs have reported being affected by anti-social behaviour and would be in support of CCTV cameras being installed at the MPF. The Bowls Club have requested that a coal bunker and green chain link fence be removed from

the entrance to the club – Deputy Clerk will look into the ownership and if it would be possible to have these removed.

The Bowls Club are also concerned for a large Sycamore tree behind the club house and have a request for the hedges between their grounds and the Memorial Gardens to be cut to the same height all the way round—the Community Committee will be asked to look into these items.

- 67.5** **55.6 – Repairs to mains fuse board outside High Street toilets.** - to delegate clerk to ask if more than 2 sockets would be required, if so, request estimate for addition work. **Actioned.** Estimate for fuse board with 4 sockets for outside supplies is £620.00 plus vat. Previous estimate for 2 sockets was £490.00 plus VAT. Committee agreed the fuse board with 4 sockets at £620.00 plus VAT should be done as soon as possible.

P22/68

PLANNING APPLICATIONS

- 68.1** **DC/22/1542 – 1 Rosemary Avenue** – Construction of a driveway with retaining wall and vehicle crossover. Amendments to western boundary (Part retrospective).

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

- 68.2** **SDNPA/22/03841/LDE – The White House, Camping Site, Newham Lane** – Application to confirm the continuous use of site for caravan and camping, including over winter storage of caravans, purposes for a period in excess of ten years. (Lawful Development Certificate)

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

- 68.3** **DC/22/1681 – 8 De Braose Way** – Erection of a single storey and part first floor rear extension (to existing roof), formation of two dormer windows to southern elevation and enlargement of existing dormer to northern elevation.

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

- 68.4** **DC/22/1584 – Meadow Cottage, Horsham Road** – Demolition of double garage and erection of single timber framed pitched roof with integrated store.

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

- 68.5** **DC/22/1606/1607 – Star Inn, 130 High Street** – Replacement roof covering to ground floor toilet (Full and LBC)

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

P22/69

LATE PLANS

- 69.1** None for this meeting

P22/70

ENFORCEMENT NOTIFICATIONS

- 70.1** **EN/22/0415 12/09/2022 - 49 Shooting Field** - Alleged: running of furniture restoration business from residential property

P22/71

PLANNING DECISIONS FROM HDC and SDNP APPLICATIONS PERMITTED

- 71.1** **DC/22/0966 - Barclays Bank, Bank House 40 High Street** - Non Material Amendment to previously approved application DC/21/1620 (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.

- 71.2** **DC/22/1160 - 26 Portway** -: Demolition of existing conservatory and erection of a single storey side and rear extension.

- 71.3** **DC/22/0720 - 22 High Street** - Replacement of defective concrete roof tiles with slate tiles on the front and south elevations. Installation of secondary glazing to 11 windows. (Part-Retrospective) (Householder Application).
- 71.4** **DC/22/0721 - 22 High Street** - Replacement of defective concrete roof tiles with slate tiles on the front and south elevations. Installation of secondary glazing to 11 windows. (Part-Retrospective) (Listed Building Consent).
- 71.5** **DC/22/0858 - 1 Pompeys Terrace Mouse Lane** - Replacement of 2 no. existing single glazed window with sash windows and replacement of the existing rear door with a stable door.
- REFUSED**
- 71.6** **DC/22/1484 - Northover Horsham Road** - Prior Notification for the erection of an agricultural barn for the storage of hay and agricultural plant and machinery to allow for the maintenance of the land.
- P22/72** **DEPUTY CLERKS REPORT FOR STEYNING CENTRE**
- 72.1** **Bookings** –August as usual has been a much quieter month with many bookings taking a summer break. There has been a blood doner session this August and several weekend Cycling Events. The expected income for August is £1690.79.
During September all the regular bookings returned. There is a new weekly group, Love to Move, that has just begun. The expected income for September is £5,157.39.
- 72.2** **Film nights** – The Film for July was ‘The Phantom of the open’, 42 tickets were sold. Once all the film rental and royalties were paid there was a loss of £108.75.
The film for September was ‘King Richard’, 45 tickets were sold. There was a loss of £98.75 once all the rental and royalties were paid
- 72.3** **August Maintenance** - During the summer recess the caretakers have carried out painting of the foyer, Saxon Room, the toilets and the committee rooms. The new salt bin adjacent to the Steyning Centre has been installed. The Saxon and Coombe Court floors have been lightly sanded and re polished. New wire has been put on the wooden gates at the side of the centre. The PATS and the annual Electrical testing has been carried out. The annual report is awaited.
- P22/73** **SUPPORT FOR RESIDENTS, A PLACE TO BE WARM DURING WINTER.**
- 73.1** There has been an email request to ask if the Steyning Centre could offer a room in the daytime for those residents who cannot afford to heat their homes.
The Centre has a diary of bookings for every day with community groups, events and the pre-school. Regular availability for the committee rooms would be Monday mornings 10am to 1pm, Thursday afternoons 2pm to 4pm and Friday mornings 10am to 1pm.
Cllrs discussed the suitability of the centre for this proposal and how it would be managed especially if residents with young children turned up as there are no facilities to entertain young children outside of the regular pre-school. The Deputy Clerk was asked to find out what other local Parish Councils are doing and also to respond to the resident to see if any of the other groups that were originally contacted have been able to offer help for the initiative.
- P22/74** **FINANCE**
- 74.1** **Income and Expenditure report for August 2022** – to accept the reports as a correct record of the finances.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the report for August 2022 as a correct record of the finances. **Agreed**

74.2 At the last meeting It was queried if the Council qualify for the Energy Cap on electricity. As a business the Steyning Centre electricity is not capped, however, the council is in a contract with Kent County Council on a reduced rate of electricity and also has a fixed rate deal for 36 months with the British Gas.

P22/75 **Donation offer** - To discuss and agree a Donation Offer from The British Gymnastics Foundation to assist a new community group, Love to Move group, that has just started at the Steyning Centre.

75.1 The group started at the Steyning Centre on 6th September and is every Tuesday afternoon for an initial 20-week period. The aim of the group is to help people with long term health conditions, disabilities, long covid and other debilitating illnesses to aid recovery and enable them to get more active, increase mobility, strength, core stability, social engagement and ability to live better independently for longer.

The Parish Council can assist the group to achieve this by applying for a grant for £1000.00, which is being offered by Sport England and The British Gymnastics Foundation the money would pay for an experienced tutor for the group for the 20 weeks that it is running. The grant would be paid to the Parish Council to make the donation to the group to cover the cost.

The Love to Move Group, in its first 3 weeks, has had 15 attendees being helped by 3 tutors. It is an excellent start of a new programme to aid people in the community of Steyning and local areas.

It is hoped that the committee will agree to accept the Grant offered to assist the Love to Move Group to be able to help facilitate the sessions for the residents.

Cllr Trundle **proposed, seconded** by Cllr Young to apply for the grant and make the donation to the 'Love to move' community group. **Agreed.**

P22/76 **CORRESPONDENCE/INFORMATION.**

Appeal Decisions for Application DC/21/1614 and 1615 – 95 High Street – Erection of an entrance porch at rear of the property. Appeals dismissed.

P22/77 **DATE OF NEXT MEETING** - Monday 24th October 2022 at 7.30pm

The Chairman closed the meeting at 8.20pm

Signed Chairman -

Link to the meeting https://youtu.be/Pj_deS97yE0

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

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

Members of the public: 3

Clerk – Hazel Roxby

MINUTES

P22/78

APOLOGIES

78.1

Apologies were received from Cllrs Northam and Rudkin

P22/79

DECLARATIONS OF INTEREST

79.1

There were no declarations of interest from Cllrs.

P22/80

QUESTIONS FROM THE FLOOR -

80.1

None

P22/81

MINUTES – to agree minutes of the last meeting on Monday 26th September 2022

81.1

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 26th September 2022 as a true and fair record of the meeting. **Agreed**

The Chairman moved item 11 on the agenda forward as 2 members of the public attending wished to speak on the item.

P22/82

STEYPNING LOCAL HERITAGE LIST – To discuss updates list and recommend for adoption by Parish Council.

82.1

The updated Heritage list and explanation from the Steypning Society has been received and sent to committee members. The Chairman and Vice Chairman of the Steypning Society attended the meeting. They informed that there had been a good response to the original document which was sent to all owners of the properties included in it. There were requests from 2 owners to have their properties removed from the list. The library has been added to the document. Owner's permission has been received for the 2 green field sites that have been added to the list. The full report and Heritage List are on the Steypning Society website and will also be placed on the Parish Council website. Steypning Parish Council has been requested to adopt the Heritage List which will be held by Horsham District Council.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to recommend to full council the approval and adoption of the Steypning Local Heritage List. **Agreed.**

P22/83

MATTERS ARISING AND ACTIONS

83.1

55.1 – Soft Play equipment for Playgroup – The plan has been changed to purchasing equipment that can be used for preschool children and young children's parties held at the Steyning Centre. Deputy Clerk and Clerk met with Pre-School manager on Thursday 29th September to discuss the possibility of a new toddlers stay and play session on Fridays afternoons. Preschool to report back after half term. **Ongoing**

83.2

55.2 – Request from PPG - Accept offer of Real Time Information Screen for foyer – **Actioned**. A meeting was held on 13th October with the PPG, three 6th Form pupils, Clerk and Deputy Clerk. The youths gave a presentation of the information that will be available and how the screen will work. It is hoped the screen will be installed soon. **Ongoing**.

83.3

55.3. – Bus Shelter Floor Removal in one bay – Recommended to request at F& GP Committee to put the project on the project list for this financial year. The item was discussed at the October F&GP meeting and Cllrs Lloyd and Platt were requested to liaise with HDC concerning funding towards the floor removal of the 3rd bay. **Ongoing**

83.4

55.4 - Checks on Cricket, Tennis and Bowls Club Buildings -Update Cllrs Young and S Alexander to carry out the checks. **Actioned** All the checks have been carried out and the Buildings are in a good state of repair. The Bowls Club have requested to remove the coal bunker as it has not been in use for many years. They will remove it themselves and use the hard base to store the waste bins. Deputy Clerk has requested a contractor to check the fence and report back on remedial works required. **Ongoing**.

83.5

55.6 – Repairs to mains fuse board outside High Street toilets. - Committee agreed the fuse board with 4 sockets at £620.00 plus VAT should be done as soon as possible. Awaiting a date for the work to be done.

83.6

73.1 – Support for Residents – A place to be Warm during winter - The Deputy Clerk was asked to find out what other local Parish Councils are doing and also to respond to the resident to see if any of the other groups that were originally contacted have been able to offer help for the initiative. The resident has not had any responses. Storrington, Upper Beeding and Henfield Parish Councils are liaising with other groups in the villages and will be advertising their activities. East Grinstead have given grants to venues to assist with free tea, coffee, soup and a space for people to sit. None are opening the community centre rooms as they have perceived there could be issues. HDC are creating a list of venues that are planning to open to support the "Warm Front". The committee suggested monitoring the situation and discuss at subsequent meetings a level of assistance or possible grant assistance recommendation to F&GP.

83.7

75.1 – Donation Offer - apply for the grant and make the donation to the 'Love to move' community group. The grant has been received and passed on to the community group. **Actioned**.

P22/84

PLANNING APPLICATIONS

84.1

DC/22/1820 – Buckleys Orchard, 28B Goring Road – Surgery to 1 Beech
Councillors Agreed No Objection

84.2

DC/22/1593 – 2 The Gardens, Charlton Street – Erection of a first-floor side extension and single storey rear extension.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed**.

- 84.3** **DC/22/1763 – 22 Coxham Lane** – Remodelling of existing dwelling, including erection of a single storey front, side and rear extensions, raising of ridge height, roof extensions and alterations to form a first floor and associated works.
Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION due to over-development of the site. Agreed** (5 for and 1 abstention)
- 84.4** **SDNPA/22/04436/APNR – Land West and North West of Pepperscombe Farm, Newham Lane** – Prior notification for works to the existing access track to enable access to forestry machinery for felling and extraction of ash trees following prior notification
SDNP/22/03660/APNR
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 84.5** **DC/22/1831 – Tunsgate , Jarvis Lane** – Surgery to 1 x Flowering Cherry (Works to Trees in a Conservation Area)
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**
- 84.6** **DC/22/1858 Gatewick Church Lane** – Surgery to 3 x Sycamore trees
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 84.7** **SDNP/22/04613/FUL – Charlton Court Farm, Mouse Lane** – Installation of PV Solar panel array
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**
- 84.8** **SDNPA/22/04614/CND & 04753/CND – Charlton Court Farm, Mouse Lane** – Variation of Condition 1 of previously approved application SDNP/21/04275/LIS (Erection of a single side kitchen extension and installation of replacement windows to house, refurbishment and alterations of domestic outbuildings for use home gym and storage, refurbishment and alterations of existing office building, erection of toilet outbuilding and decking and ancillary pool outbuilding and pergola) to enable minor amendments to approved design of existing out-building. LBC and Full permission.
Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **No Objection. Agreed.**
- 84.9** **DC/22/1913 – 23 Bowmans Close** – Surgery to 1 x Sycamore
Cllr Ian Alexander **proposed, seconded** by Cllr Hanson **No Objection. Agreed.**
- P22/85** **LATE PLANS**
70.1 None for this meeting
- P22/86** **ENFORCEMENT NOTIFICATIONS**
86.1 None
- P22/87** **PLANNING DECISIONS FROM HDC and SDNP**
87.1 **APPLICATIONS PERMITTED**
87.2 **DC/22/1004 - 51 Coombe Road** - Erection of a detached timber framed garage.
87.3 **DC/22/1349 - Steyning Cricket Club Charlton Street** - Installation of a 30m x 2.74m artificial turf cricket pitch.
87.4 **DC/22/1396 - Old Coach House Vicarage Lane** - Surgery to 1x Sycamore
87.5 **DC/22/1409 - 24 Newham Lane** - Conversion of loft to form habitable living space, incorporating hip to gable roof extension, creation of rear dormer and installation of 2no rooflights to front.

- 87.6 DC/22/1431 - Pilgrim Cottage White Horse Square** - Replacement of front glazed roof with a slate roof and rooflights. Replacement of x3 windows and x1 door at ground floor
- 87.7 DC/22/1373 - 6 Castle Way** -: Non Material Amendment to previously approved application DC/21/0759 (Erection of a first floor side extension) to allow for amendments to ground and first floor windows.
- 87.8 DC/22/1499 - The Hollow Tanyard Lane** -: Surgery to 1 x Beech
- DC/22/0100 - Land North of Huddleston Farm Horsham Road** - Installation of a solar farm with associated infrastructure.
- 87.9 DC/22/1555 - 12 Shooting Field** - Installation of cladding to front and side elevations at first floor level.
- 87.10 DC/22/1574 - 2 Coxham Cottages Coxham Lane** - Demolition of single storey front and side extension and erection of a two-storey front and side extension

P22/88 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 88.1 Bookings** – The bookings continue to be good for October. There have been a few enquiries for rooms for another drama group and a keep fit group for a Sunday morning. The expected income for October is £6, 042.87.
- 88.2 Film nights** – The film for October was ‘Operation Mincemeat’. The film was very popular and 89 tickets were sold. Once the royalties and invoices were paid there was a profit of £95.00 from the film and the wine sold. The film in November is Downton Abbey and 30 tickets are already being sold.

P22/89 SOUND AND VISION IMPROVEMENTS FOR THE STEYNING CENTRE AS PER AGREED

- 89.1 BUDGET 2022-23-** to discuss the upgrades suggested and estimated costs. The budget for 2022 was agreed for £4,500.00 for the re-vamp of the sound system at the Steyning Centre. In March a further amount of £4,500 was agreed to improve the visual equipment. Prices for upgrades were circulated to Committee Members. Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to move forward with the upgrades to Saxon Room AV, the Committee Rooms AV and whole building WI-FI enhancement. **Agreed.** The Deputy Clerk to ensure that microphones are set up for next months meeting to enable councillors to check if upgrades to the audio in the room is required.

P22/90 FINANCE - 2023-24 BUDGET FOR THE STEYNING CENTRE - To consider the figures and costs for the 2023-24 budget.

- 90.1** The draft budget is the first look at the figures for next year’s budget. Councillors increased the expenditure budget lines 4252,4257,4401 and 4402 and decreased the income budget lines for 1015 and 1017. The Deputy Clerk will ask the Clerk to put the proposed figures in the draft and report back to the November Meeting for further discussion.

P22/91 CORRESPONDENCE/INFORMATION.

P22/92 DATE OF NEXT MEETING - Monday 28th November 2022 at 7.30pm

The Chairman closed the meeting at 9.52pm

Signed Chairman

Link to the meeting <https://youtu.be/mebLs2mHyKU>

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

Present: Cllrs Trundle, Ian Alexander and Parsons,

Members of the public: None

Clerk – Hazel Roxby

MINUTES

P22/93 APOLOGIES

93.1 Apologies were received from Cllrs Hanson, Simon Alexander, Northam and Young. Cllr Rudkin was absent.

P22/94 DECLARATIONS OF INTEREST

94.1 There were no declarations of interest from Cllrs.

P22/95 QUESTIONS FROM THE FLOOR -

95.1 None

P22/96 MINUTES – to agree minutes of the last meeting on Monday 24th October 2022

96.1 Cllr Trundle **proposed, seconded** by Cllr Ian Alexander to accept the minutes of 24th October 2022 as a true and fair record of the meeting. **Agreed**

P22/97 MATTERS ARISING AND ACTIONS

97.1 83.1 – Soft Play equipment for Pre-school – Update Item 10.3

97.2 83.2 – Request from PPG for information screen in foyer - **Ongoing** .

97.3 83.3 – Bus Shelter ramp –. The item was discussed at the October F&GP meeting and Cllrs Lloyd and Platt were requested to liaise with HDC concerning funding towards the agreed ramp project. **Ongoing**

97.4 83.4 – Fence on Bowls Club Boundary - Deputy Clerk to speak to contractor concerning fence and report back on works required – **Ongoing**

97.5 83.5 – Repairs to mains fuse board outside High Street toilets. - **Actioned** Contractor has been asked to carry out the work.

97.6 83.6 – Support for Residents – A place to be warm during winter - The Deputy Clerk to monitor the situation and inform committee of any venues offering a “Warm Front” - **Ongoing**

97.7 82.1 Steypning Local Heritage list – recommended to full council for approval and adoption of the Steypning Local Heritage List. **Ongoing** To be taken to January Parish Council Meeting

97.8 89.1 Sound and vision improvements for the Steypning centre as per agreed budget 2022-23
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to move forward with the upgrades to Saxon Room AV, the Committee Rooms AV and whole building WI-FI enhancement.
Agreed.

The IT contractor has investigated the individual wireless microphones for committee use, the cost range from £2415 to £3555. The recommendation would be to purchase the rechargeable battery system at £3555.00.

Cllrs tested the current microphones during the meeting. Consensus was that although they work well, each person at the meeting does need an individual microphone to ensure that everyone can be heard. Deputy Clerk to check that the wireless microphones would work with the current receiver and transmitter in both Saxon Room and Coombe Court and would not need further purchases for them to work.

P22/98 PLANNING APPLICATIONS

The Chairman brought forward agenda items 6.4,6.6, 6.7,6.10 and 6.11to discuss on block

98.1 DC/22/1983 – Ashburton, High Street – Surgery to 1 oak, 1 Holm Oak and fell 5 Leylandii.

98.2 DC/22/2034 – Gatewick Church Lane – Surgery to 2 x Portuguese Laurel and 1 x Hawthorn.

98.3 DC/22/2054 – Sir Goughs House, 23 Church Street – Surgery to 1 x Apple Tree

98.4 DC/22/2168 - Chantry Green House Church Street – Fell x 1 Holm Oak

98.5 DC/22/2112 – Godstalls Lane - Surgery to 4 x Cherry,1 x Horse Chestnut, 4 x Hornbeam, 6 x Field Maple, 6 x Norway Maple, 2 x Goat Willow, 1 x Elm

Cllr Trundle **proposed, seconded** by Cllr Parsons, having considered the applications and that there is no need for TPO's, **No Objection to these applications. Agreed.**

98.6 Cllr Parsons declared a personal interest in this application an took no part in the vote.

DC/22/1744 – 9 Laines Road - Conversion of double garage to rear of site to form additional habitable living space.

Cllr Trundle **proposed, seconded** by Cllr Ian Alexander **OBJECTION. Cllrs felt that the proposed application is inappropriate development in a tightly packed road. Agreed.**

98.7 DC/22/1890 – 41 Shooting Field– Erection of single storey rear extension and loft conversion.

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

98.8 DC/22/1910 – 28 Portway – Erection of a single storey side extension

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

98.9 DC/22/1793 – 61 Kings Stone Avenue – Detached single storey annexe

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle **OBJECTION. Cllrs feel that the proposed application is inappropriate living space for a dwelling with no access other than footpaths to the proposed building and has no parking facility. Agreed**

98.10 DC/22/1967 – Hadleigh, Newham Lane – Extension to dropped kerb and widening of existing crossover.

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

98.11 DC/22/2049 – 28 Abbey Road – Erection of a first-floor side extension.

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

P22/99 LATE PLANS

99.1 DC/22/2116 – 2 Thornscroft – Erection of a two-storey side extension. Conversion of loft to form habitable living space, incorporating a hip gable roof extension and creations of 2 dormers to front and rear.

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

P22/100 ENFORCEMENT NOTIFICATIONS

100.1 None

P22/101 PLANNING DECISIONS FROM HDC and SDNP

APPLICATIONS PERMITTED

Permitted

- 101.1 DC/22/1584 - Meadow Cottage Horsham Road** - Demolition of double garage and erection of single timber framed pitched roof garage with integrated store
- 101.2 SDNP/22/04613/FUL – Charlton Court Farm, Mouse Lane** – Installation of PV Solar panel array
- 101.3 DC/22/1831 - Tunsgate Jarvis Lane** - Surgery to 1 x Flowering Cherry (Works to Trees in a Conservation Area)
- 101.4 DC/22/1471 - Chantryside Church Street** - Fell 1 x Cherry and 1 x Thuja and surgery to 1 x Forsythia (Works to trees in Conservation Area)
- 101.5 DC/22/1606 - Star Inn 130 High Street** - Replacement roof covering to ground floor toilet (Full Application).
- 101.6 DC/22/1607 - Star Inn 130 High Street** - Replacement roof covering to ground floor toilet (Listed Building Consent).
- 101.7 DC/22/1681 - 8 De Braose Way** - Description: Erection of a single storey and part first floor rear extension (to existing roof), formation of two dormer windows to southern elevation and enlargement of existing dormer to northern elevation.

Refused

- 101.8 SDNPA/22/04436/APNR - Land West and Northwest of Pepperscombe Farm, Newham Lane** - Prior notification for works to the existing access track to enable access to forestry machinery for felling and extraction of ash trees following prior notification SDNP/22/03660/APNR.
- 101.9 DC/22/1593 - 2 The Gardens Charlton Street** - Erection of a first-floor side extension and single storey rear extension.
- 101.10 DC/22/1820 – Buckley's Orchard 23B Goring Road** - Surgery to 1x Beech

Withdrawn

- 101.11 DC/22/1542 - 1 Rosemary Avenue** - Construction of a driveway with retaining wall and vehicle crossover. Amendments to western boundary (Part retrospective).

Appeal

- 101.12 DC/22/0148 – 1 Rosemary Avenue** – Ground Floor Rear extension – Appeal dismissed due to unacceptable harm to the character and appearance of the host dwelling and its semi-pair .

P22/102 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

- 102.1 Bookings** - The bookings continue to be good for November. The expected income for November is £7, 658.10. There have been requests for hall hire for extra jive nights, a group wanting a monthly comedy night, a group wanting to start a monthly meeting for model car racing and 2 extra classes a week for sit down exercise classes. The jive has already started, and the other events have been booked in to start in January 2023.
- 102.2 Film nights** - The film for October was 'Downton Abbey'. The film was very popular, 110 tickets were sold. Once the royalties and invoices were paid there was a profit of £161.00 from the film and the wine sold. There is no film in December as it clashes with late night shopping. The film in January is 'Elvis'.
- 102.3 Preschool Update** - The pre-school have unfortunately informed that due to very low intake numbers of children, only 10 at the moment going down to 5 after July 23, and staff shortage, that they have no choice but to close the sessions at the Steyning Centre after Christmas.

They are still hoping in the future to be able to start a toddler's group and if numbers of children pick up, they hope to be able to come back to the Steyning Centre

P22/103 FINANCE - 2023-24 BUDGET FOR THE STEYNING CENTRE - To discuss and agree the figures and costs for the 2023-24 budget.

103.1 Following the last meeting the clerk changed the expenditure budget lines 4252,4257,4401 and 4402 and decreased the income budget lines for 1015 and 1017 as per councillor's request. The new budget costs for the Planning and Premises committee were sent out to councillors and on the website.

Cllr Ian Alexander **proposed, seconded** by Cllr Parsons to agree to the suggested decrease in income budget line 1007. To increase the expenditure budget 4342 to £12,000. **Agreed**

103.2 Cllr Ian Alexander **proposed, seconded** by Cllr Parson that the projects to be considered for 2023-24 for the Planning and Premises committee would be to replace the ceiling projector in Coombe Court and the Bus shelter proposed lowering of the floor for the disabled access (along with applying for funding). To get an assessment of the Steyning Centre plumbing and Saxon Room Widows to find out how urgent theses are for inclusion into projects. Deputy Clerk to purchase microphone system (mentioned in item 98.8) providing that £3555 (excluding VAT) is the total price and that it all works with the current receiver and transmitter system. **Agreed.**

P22/104 BOUNDARY COMMISSION – ARUNDEL AND SOUTH DOWNS – to discuss consultation and

104.1 possible response for the proposed revised boundary for Arundel and South Downs of which Steyning is included.

Andrew Griffith MP has written concerning the Boundary Commission and advised that there are revised proposals for West Sussex to equalise the number of electors per parliamentary constituency. There was strong opposition to the previous pairing of South Downs villages with Coastal Towns. There is now further consultation on pairing, the maps of existing constituency, initial and revised proposals have been sent to councillors and put on the website. The consultation ends on 5th December, Parish councils and individuals are able to respond. The link for their website to view the proposal is

<https://boundarycommissionforengland.independent.gov.uk/2023-review/south-east/> the section for West Sussex is on page 39.

Cllr Trundle **Proposed, seconded** by Cllr Parsons to agree with the revised Constituency proposal for the Arundel & South Downs boundary and reference bullet points 3,4,5 and 6 made by Andrew Griffith MP. Deputy Clerk to send the response to the consultation by 5th December. **Agreed.**

P22/105 CORRESPONDENCE/INFORMATION.

105.1 None for this meeting

P22/106 DATE OF NEXT MEETING - Monday 19th December 2022 at 7.30pm

The Chairman closed the meeting at 8.58 pm

Signed Chairman

Link to the meeting <https://youtu.be/A46VfSQ9uho>

MINUTES OF THE PLANNING & PREMISES COMMITTEE MEETING HELD ON MONDAY 19TH DECEMBER 2022 AT 7.30PM AT THE STEYPNING CENTRE.

Present: Cllrs Trundle, Hanson, Simon, Alexander and Parsons.

Members of the public: None

Clerk – Hazel Roxby

DRAFT MINUTES

P22/107 APOLOGIES

107.1 Apologies were received from Cllrs Ian Alexander, Northam, Young and Rudkin.

P22/108 DECLARATIONS OF INTEREST

108.1 There were declarations of personal interest from Cllr Hanson on Item 112.4 as a nearby neighbour and Cllr Trundle on Item 112.3 as a friend of the owners.

P22/109 QUESTIONS FROM THE FLOOR -

109.1 None

P22/110 MINUTES – to agree minutes of the last meeting on Monday 28TH November 2022

110.1 Cllr Trundle **proposed, seconded** by Cllr Parsons to accept the minutes of 28th November 2022 as a true and fair record of the meeting. **Agreed** 3 for and 1 abstention.

P22/111 MATTERS ARISING AND ACTIONS

111.1 **97.2 – Request from PPG for information screen in foyer - Ongoing .**

111.2 **97.3 – Bus Shelter ramp –.** The item was discussed at the October F&GP meeting and Cllrs Lloyd and Platt were requested to liaise with HDC concerning funding towards the agreed ramp project. **Ongoing**

111.3 **97.4 – Fence on Bowls Club Boundary -** Deputy Clerk to speak to contractor concerning fence and report back on works required – **Ongoing** The Bowls Club and Contractor have informed that the best and favoured option is for the fence at the Mill Road boundary to be removed and just to have a kick/gravel board in place to prevent cars driving up to the hedge. Deputy Clerk to get a quote for the work

111.4 **97.5 – Repairs to mains fuse board outside High Street toilets. - Actioned** Contractor has been asked to carry out the work. The work has now been completed.

111.5 **97.6 – Support for Residents – A place to be warm during winter - The** Deputy Clerk to monitor The situation and inform committee of any venues offering a “Warm Front” . **Ongoing** information has been received that Sakala, a shop in the High Street next to the fish and Chip shop will be opening their upstairs room as a warm space in January, except Mondays. The Wardens have been informed of this.

- 111.6** **97.7-Steyping Local Heritage list** – recommended to full council for approval and adoption of the Steyping Local Heritage List. **Ongoing**
- 111.7** **97.8 - Sound and vision improvements for the steyping centre as per agreed budget 2022-** move forward with the upgrades to Saxon Room AV, the Committee Rooms AV and whole building WI-FI enhancement. **Actioned see agenda item 11.2**
- 111.8** **103.2 – Projects for 2023-24** – Inform Clerk of projects to add to list for 2023-24. **Actioned**
Deputy Clerk to order microphones for meetings if they work with the current system.
Actioned
- 111.9** **104.1 -Boundary Commission – Arundel and Southdowns** - Deputy Clerk to send response of support for revised Constituency proposal and reference bullet points 3,4,5 and 6. **Actioned.**

P22/112 PLANNING APPLICATIONS

The Chairman brought forward agenda items 6.1, 6.2, 6.3 and 6.6 for discuss on block

- 112.1** **DC/22/2169 - Little St Johns Jarvis Lane Steyping** – Fell 1 x Field Maple Tree
- 112.2** **DC/22/2186 – Dingemans Court Shooting Field** – Surgery to 1 x Silver Maple
- 112.3** **DC/22/2217 – 7 Perrots Lane** – Surgery to 1 x Sycamore Tree
- 112.4** **DC/22/2275 – Ash Lea, Coxham Lane** – Surgery to 1 Ash
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection Agreed**
- 112.5** **DC/22/1895 – Wappingthorn Manor, Horsham Road** – Erection of an indoor tennis dome and hardstanding area. (Retospective)
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander No Objection. **Agreed** 2 for and 2 abstentions.
- 112.6** **DC/22/2207 – 5 Penfold Way** – Demolition of existing detached garage and erection of a single side and rear extension. Erection of a front porch. Conversion of a loft to form habitable living space, incorporating creation of a dormer and installation of 3 rooflights to front.
Cllr Trundle **proposed, seconded** by Cllr Hanson **No Objection. Agreed**

P22/113 LATE PLANS

- 113.1** **DC/22/2215 – 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 hip to gable extension, creation of rear dormer, installation of 4 rooflights to front and window to side.
Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **No Objection. Agreed.**
- 113.2** **DC/22/2071 – The Steyping Bookshop, 106 High Street** – Installation of 1 x Air to air heat pump to rear elevation.
Cllr Trundle **proposed, seconded** by Cllr Hanson. **No Objection Agreed.**

P22/114 ENFORCEMENT NOTIFICATIONS

- 114.1** **None**

**P22/115 PLANNING DECISIONS FROM HDC and SDNP
APPLICATIONS PERMITTED
Permitted**

- 115.1** **SDNPA/22/04614/CND & 04753/CND – Charlton Court Farm, Mouse Lane** – Variation of Condition 1 of previously approved application SDNP/21/04275/LIS (Erection of a single side

kitchen extension and installation of replacement windows to house, refurbishment and alterations of domestic outbuildings for use home gym and storage, refurbishment and alterations of existing office building, erection of toilet outbuilding and decking and ancillary pool outbuilding and pergola) to enable minor amendments to approved design of existing out building. LBC and Full permission.

115.2 DC/22/1763 - 22 Coxham Lane - Remodelling of existing dwelling, including erection of single storey front, side and rear extensions, raising of ridge height, roof extensions and alterations to form a first floor and associated works.

115.3 DC/22/1858 – Gatewick, Church Lane - Surgery to 3 x Sycamores

115.4 DC/22/1913 - 23 Bowmans Close - Surgery to 1x Sycamore

115.5 DC/22/2034 - Gatewick Church Lane - Surgery to 2x Portuguese Laurel, and 1x Hawthorn (Works to Trees in a Conservation Area)

115.6 SDNPA/22/04613/FUL – Charton Court Farm, Mouse Lane – Installation of PV Solar panel array

Refused

115.7 DC/22/1018 - Wappingthorn Lodge Horsham Road - Extensions, alterations and change of use of stables, garage and machinery store to form 1 dwelling house.

P22/116 DEPUTY CLERKS REPORT FOR STEYNING CENTRE

116.1 Bookings - The bookings for December remained good. There was one cancellation due to the snow and ice on 11th December all other groups kept their bookings. The expected income for December is £4,096.91.

116.2 Film nights – There was no film in December as it would have clashed with late night shopping. The film in January is ‘Elvis’, ticket sales for the film are going well.

P22/117 FINANCE -

117.1 Expenditure for Oct and November - to accept the reports as a correct record of the finances.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander to accept the reports for October and November 2022 as a correct record of the finances. **Agreed**

117.2 Sound and vision improvements for the steyning centre as per agreed budget 2022 - The upgrade of Saxon Room AV and Audio has been completed as has the Committee Rooms AV upgrade and the whole building WIFI enhancement. The total for this work is £3,931. It was agreed at the last meeting to purchase the microphone system if it was compatible with the current system. The system is compatible and has been purchased at the cost of £3,554.17. The total expenditure so far from the £9,000 project allocation for 2022-23 is £7,485.17. The amount left is £1,514.83 which will be proposed to earmark this money to go towards the ceiling projector project which has been requested for completion in for 2023-24.

117.3 Bus Shelter – to discuss further requests for shutters for the bus shelter and recommendations, if any, from the Wardens Steering Group meeting on 14th December. There were no recommendations concerning shutters from the Warden Steering Group Meeting.
Cllr Simon Alexander informed that the Steering Group had discussed the Wardens giving more support for events in the High Street in the future. The Council to provide the dates to the Wardens Team.

The Clerk has contacted a company for information and a pre site survey estimate has been received for an electrically operated shutter at £5,820. A site survey would need to be carried out if a precise quote is required.

The PCSO's had reported that there are not many incidents of antisocial behaviour being reported. Posters informing how to report antisocial behaviour to be placed on the website and notice board in the High Street.

Cllr Trundle **proposed, seconded** by Cllr Simon Alexander **that the committee is not in favour of having shutters on the bus shelter as it restricts use by other users and does not solve the problem, it just moves it elsewhere. Agreed.** Deputy Clerk to investigate other users of shutters and if they are working or not. Deputy Clerk to put CCTV and lighting for the bus shelter on the next agenda for discussion.

P22/118 CORRESPONDENCE/INFORMATION.

118.1 Information from WSCC concerning Rock Common Quarry. Letter sent to all Cllrs and on the website.

118.2 South Downs Planning Newsletter Autumn and Winter. Sent to all Cllrs and on the website

P22/119 DATE OF NEXT MEETING - Monday 23rd January 2023 at 7.30pm

The Chairman closed the meeting at 8.30pm

Signed Chairman

Link to the meeting <https://youtu.be/Nimw3B4waww>

MEETING OF THE PERSONNEL COMMITTEE

HELD ON 16TH NOVEMBER 2022 AT 6.00PM AT THE STEYPING CENTRE

Present: Cllrs, Norcross, Lloyd, Bell, I. Alexander, Hanson and S. Alexander

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the public: None

Meeting Commenced: 2.00pm

DRAFT MINUTES (Non - Confidential)

Due to the absence of Cllr Young, Chairman of the Committee, the Clerk asked for nominations to elect a Chairman for the meeting. Cllr Simon Alexander **nominated, Seconded by** Cllr Hanson that Cllr Norcross act as Chairman.
Agreed

Pe/22/08 APOLOGIES FOR ABSENCE

08.1 There were apologies from Cllr Young

Pe/22/09 DECLARATIONS OF INTEREST.

09.1 There were no declarations of interest from Cllrs.

Pe/21/10 QUESTIONS FROM THE FLOOR

10.1 None for this meeting

Pe/22/11 MINUTES OF PREVIOUS MEETING

11.1 Cllr Norcross **proposed, seconded** by Cllr Simon Alexander that the Personnel Committee non confidential minutes from 6th July 2022 be accepted as a true and fair record. **Agreed 5 for 1 abstention**

Pe/22/12 INFORMATION AND CORRESPONDANCE ITEMS

12.1 None

Pe/22/13 CONFIDENTIAL SESSION

13.1 Cllr Norcross **proposed, seconded** by Cllr Bell 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/22/14 INCIDENT OF 8TH OCTOBER –

Following an incident on the 8th October, involving a member of staff, the Chairman and Vice Chairman requested that Personnel Committee needed to convene to discuss the matter in order to attempt to maintain the Council's 'Duty of Care', and associated staff welfare and agree how to determine

resolutions.

The Clerk and Deputy Clerk left the meeting at 2.05pm

Pe/22/15 Following a lengthy discussion by all present the Committee agreed the following recommendations to Full Council:

Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Personnel Committee recommends to resolve a vote of no confidence against Councillor Paul Campbell in view of his continuing harassment of the Office and the Clerk. **Agreed**

Cllr Norcross **proposed, seconded** by Cllr T Lloyd that the personnel Committee recommends that Working Practices consider strengthening the email policy with regards to dealing with threatening and/or vexatious emails. **Agreed**

Pe/2/16 The Committee also discussed what other measures it wished to take and resolved the following:

Cllr Norcross **proposed, seconded** by Cllr I Alexander that the Clerk is to have no face-to-face meetings with Cllr Campbell without either the Chair or Vice Chair of Council or relevant Committee present, and that any such meetings are recorded. **Agreed**

Cllr Norcross **proposed, seconded** by Cllr S Alexander that the Personnel Committee submit a Code of Conduct Complaint against Cllr Campbell in view of his continued behaviour towards the Office and the Clerk. **Agreed**

Pe/2/17 DATE OF NEXT FULL COUNCIL MEETING: Monday 21st November 2022

The Chairman closed the meeting at 3:25pm

Signed Chairman